

ADVANCED DIPLOMA OF BUSINESS (BSB60120)

The Advanced Diploma of Business (BSB60120) will further develop your business management skills to prepare you to move into the next stage of growth. With a formal qualification under your belt to support your years of experience, you'll gain the leadership skills needed to move into strategic business management roles and become a key influencer in the future of the business.

This course is ideal for individuals working in management, team leadership, or executive roles or those with experience in a senior administrative role who are seeking to develop expertise across a wider range of business functions. This course is made up of 10 units of competency. This includes 5 core

ENTRY REQUIREMENTS

To enrol into this course, the following requirements must be met:

- Completion of a Diploma or Advanced Diploma course from the BSB Training Package; OR
- Have two years of full-time relevant workplace experience in an enterprise's operational or leadership role and can provide evidence to satisfy the qualification entry requirements.
- You must be 18 years of age or older at the time of enrolment and must have sufficient English language skills to complete the course.
- You should possess basic technological literacy and have access to the Microsoft Office suite or an equivalent software package.

COURSE DURATION

Students will have a maximum of twenty-four (24) months to complete the course.

DELIVERY MODE

Online / Self-Paced Study

units to cover all the essentials and 5 elective units picked to give you the most desired skills in the market. By completing this course, you'll be prepared to confidently take your



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next steps into becoming a business director, with vital strategic business skills to support you. These will help you navigate the demands of senior leadership within an organisation, including strategy development, finance management, change management, and strategic workforce planning, effectively building high-performing teams and future-proofing your organisation.

UNITS OF COMPETENCY

CORE UNITS

- BSBCRT611 – Apply critical thinking for complex problem solving
- BSBFIN601 – Manage organisational finances
- BSBOPS601 – Develop and implement business plans
- BSBSUS601 – Lead corporate social responsibility
- BSBTEC601 – Review organisational digital strategy

ELECTIVE UNITS

- BSBBLDR601 – Lead and manage organisational change
- BSBSTR601 – Manage innovation and continuous improvement
- BSBTWK601 – Develop and maintain strategic business networks
- BSBCMM511 – Communicate with influence
- BSBCRT511 – Develop critical thinking in others



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CAREER OUTCOMES

Completing the Advanced Diploma in Business (BSB60120) equips you with advanced skills and knowledge in business management and leadership. Individuals completing this qualification typically go into more senior and strategic roles within various industries. Potential career outcomes could include:

- **Business Manager:** Graduates can pursue roles as business managers, overseeing the overall operations of a business, department, or division.
- **Operations Manager:** Individuals might work as operations managers, responsible for managing and optimising the daily operations of a business.
- **Executive Manager:** This role involves overseeing multiple areas of an organisation, making high-level decisions, and driving strategic initiatives.
- **Business Development Director:** Individuals might work in business development at a more senior level, focusing on identifying growth opportunities and strategic partnerships.
- **Senior Consultant:** The qualification can lead to roles as senior business consultants, providing expertise and guidance to organisations seeking to solve complex challenges.
- **Chief Operating Officer (COO):** Graduates might work towards COO roles, where they are responsible for the overall operations and performance of a company.
- **Chief Executive Officer (CEO):** With experience and further career progression, individuals might work towards CEO roles, where they provide strategic leadership and oversee the entire organisation.
- **Head of Department:** Graduates might lead specific departments within organisations, such as marketing, finance, human resources, or operations.

It's important to note that some roles may require additional experience or further education. However, the BSB60120 Advanced Diploma in Business provides a solid foundation for senior roles within various industries.



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