

BSB50120 DIPLOMA OF BUSINESS

ADVANCE YOUR BUSINESS SKILLS

In the dynamic world of business, learning never stops. If you already have some experience in business administration and management, the BSB50120 Diploma of Business is your next step forward. The BSB50120 Diploma of Business course is structured to help you build several technical, managerial and specialised skills to excel in leadership and administrative roles.



**HIGH-END ONLINE
LEARNING
MANAGEMENT
SYSTEM**



**EASY
PAYMENT
OPTIONS**



**NATIONALLY
RECOGNISED
COURSE**



**REGULAR
INTAKE
DATES**



**SKILLED AND
EXPERIENCED
TRAINERS**



**JOB
PLACEMENT
SUPPORT**

WHO IS IT FOR?

BSB50120 Diploma of Business is Suitable for Experienced Workers who wish to upgrade their Managerial and Administrative Skills to excel in their own business or move forward in their career.

DELIVERY METHOD

Virtual Classes and Online Self Study.

COURSE FEE*

\$2200 Regular | \$1200 Upfront

COURSE DURATION

12 Months

COURSE HIGHLIGHTS

- ◊ Upgrade courses available
- ◊ Get on-going support from trainers to complete your units successfully
- ◊ Re-enroll for units that you could not complete within the duration of the course
- ◊ Additional paid service to get your CV and Cover Letter from a qualified resumologist
- ◊ Free registration for Job Centre for assistance with your job search

YOUR EXPERIENCE COUNTS

- ◊ Easy Credit Transfer for Previously Attained Units
- ◊ Recognized Previous Learning for Experienced Candidates

UNITS OF COMPETENCY

Total No. of Units - 12 | 5 Core Units + 7 Elective Units

TYPE	UNIT CODE	NAME OF THE UNIT
CORE UNITS	BSBCRT311	Apply critical thinking skills in a team environment
	BSBPEF201	Support personal well-being in the workplace
	BSBSUS211	Practice sustainable work practices
	BSBTWK301	Use inclusive work practices
	BSBWHS311	Assist with maintaining workplace safety
	BSBXCM301	Engage in workplace communication
ELECTIVE UNITS	BSBBTEC301	Design and produce business documents
	BSBTEC302	Design and produce spreadsheets
	BSBTEC303	Create electronic presentations
	BSBWRT311	Write simple documents
	BSBPEF301	Organize personal work priorities
	BSBINS303	Use knowledge management systems
	BSBTEC201	Use business software applications
OTHER ELECTIVES	BSBTEC202	Use digital technologies to communicate in a work environment
	BSBTEC404	Use digital technologies to collaborate in a work environment
	BSBPMG430	Undertake project work



WORK OUTCOME

After you complete this course, you can take up different roles like:

Administration Manager

Executive Officer

Program Coordinator

Program Consultant

Business Owner

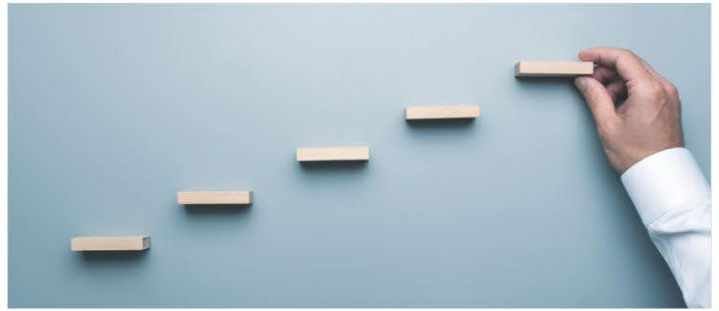


EXTENSIVE STUDENT SUPPORT

- ◊ Free and Paid Academic Support
- ◊ Non Academic Support
- ◊ Easy Complaints and Appeal Policies
- ◊ Health and Safety
- ◊ Job Placement Support
- ◊ Simple withdrawal and refund policies
- ◊ Reasonable Adjustment in Compelling/Compassionate Situations
- ◊ Re-apply only for Incomplete Units post cost duration
- ◊ 2 Free Attempts + 3 Free Re-attempts for each unit
- ◊ Affordable Re-attempt Assessment Fee after 3rd Attempt

APPLY NOW WITH 5 EASY STEPS

- ◊ Book an appointment with Frontier's Course
- ◊ Advisors
- ◊ Take your LLN pre-enrolment test
- ◊ Fill up your application form online, over the phone or at our campus
- ◊ Submit the form online, via mail or at our campus
- ◊ Choose from a range of flexible payments and complete your application



FLEXIBLE PAYMENT OPTIONS



FREQUENTLY ASKED QUESTIONS (FAQ)

What if I cannot complete my course in 12 months?
In case you fail to complete your BSB50120 Diploma of Business course in 12 months, you can re-apply for the incomplete units at a nominal fee and continue until completion.

Can I withdraw from the course after enrolment?
After enrolling for a course, you get a 5 day cooling off period to decide if you wish to continue with the classes and units. If you withdraw in this period, you get a full refund minus \$250 payable towards the administrative costs.

A student is not eligible for any refund in case of withdrawal if:

- He/She has enrolled for a short course
- He/She withdraws during the course delivery period

What if I miss my scheduled classes?
Recorded classes are available for students to make up for missed classes. Our supportive faculty will also help you cope with any difficulties that you have with units as a result of missed classes.

How can I transfer credits from other vocational competencies?
You can transfer course credits for any previously attained, equivalent units within your current enrolment. You can also transfer credits if the training packages that you have completed earlier are equivalent to the current units as per the Training Package Guidelines.

WHY FRONTIER?

At Frontier, our mission is to create a strong impact and leave an imprint on the community by empowering students through accessible, high quality education.

20 YEARS OF
EXCELLENCE

COMMITTED TO
HIGH QUALITY
EDUCATION

BEST
LEARNING
OUTCOME

OVER 8000
HAPPY
STUDENTS

MULTICULTURAL
ENVIRONMENT

FRIENDLY AND
SUPPORTIVE
FACULTY AND
STAFF



“ The future starts today, ”

- Pope John Paul II

**ENROLL NOW AND BUILD THE
CAREER OF YOUR DREAMS**



**CONTACT YOUR
COURSE ADVISOR**
(03) 9041 1820
info@frontier.edu.au

 **Frontier**
INSTITUTE OF TECHNOLOGY
LEARN YOUR WAY

Ask for the **VERTO Skill To Transform Program** Available if you are between the ages of 45-70 years.



NATIONALLY RECOGNISED
TRAINING

RTO 21244

frontier.edu.au

Fees for RPL course varies. Get in touch with your course advisor for details. Fees subject to change as per market requirements and Frontier's discretion.