

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.



NATIONALLY RECOGNISED
TRAINING



**SUPPORTIVE
ONLINE LEARNING
ENVIRONMENT**



**FLEXIBLE
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

Self-paced Online (Study and Complete Assignments at Your Own Pace) with Weekly Support Sessions.

**COURSE
FEE***
\$2200

**COURSE
DURATION**
1 Year

COURSE HIGHLIGHTS

- ◊ Ongoing weekly support sessions
- ◊ Study and complete assignments at your own pace
- ◊ Use your work experience or current work experience to complete projects for assessments
- ◊ Real time business case studies to get hands-on practice
- ◊ Get paid services like resume writing and more to make job search easier

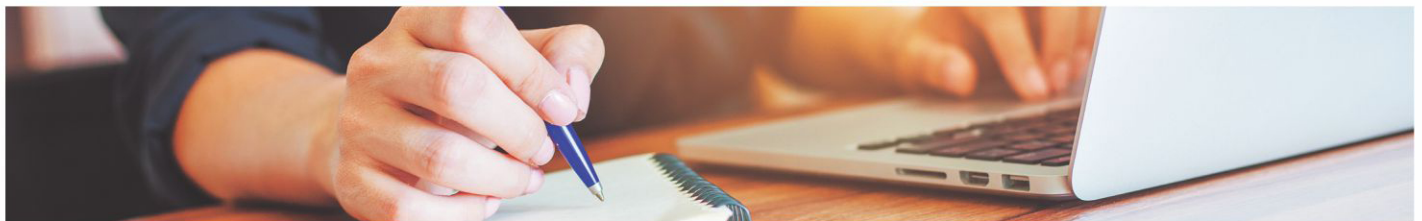
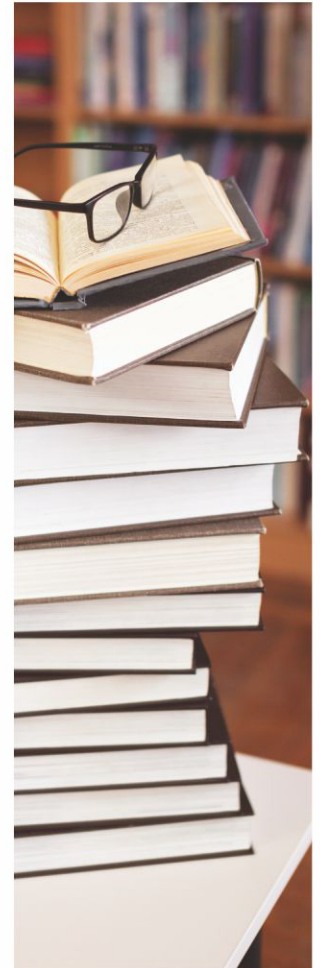
YOUR EXPERIENCE COUNTS

- ◊ Easy upgrade options for superseded to current training package
- ◊ Easy credit transfer for previously attained units
- ◊ Recognition of Prior Learning (RPL) 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	Organise personal work priorities
	BSBINS303	Use knowledge management systems
	BSBTEC201	Use business software applications



EMPLOYMENT PATHWAYS

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

- ◊ Mentoring from appropriately qualified trainers
- ◊ Online support and exercises for select courses
- ◊ Referral to external learning support services and resources
- ◊ Access to a Student Support Officer for any queries regarding the course, attendance or other issues
- ◊ Non-Academic support
- ◊ Job Placement support
- ◊ Reasonable adjustment in compelling / compassionate situations

For more information, please refer to our Student Support Policy.

APPLY NOW WITH 3 EASY STEPS

- ◊ Call and speak with one of our friendly course advisors
- ◊ Complete and submit the application form online, over the phone or in person
- ◊ Choose a payment option that is right for you

Please Note: Confirmation of enrolment is subject to the candidate undertaking a Pre-Training Review and Language, Literacy and Numeracy (LLN) assessment.



FLEXIBLE PAYMENT OPTIONS



QuickaPay EZYPAY®



FREQUENTLY ASKED QUESTIONS (FAQ)

Can I complete the course in under a year?

Yes. Learners may complete the course in under a year depending on prior experience, readiness and commitment to the course. Experienced learners may be eligible to apply for credit transfer or Recognition of Prior Learning (RPL) to essentially complete the course sooner.

What if I need more than 1 year to complete the course?

We strongly advise that learners try to complete the course in 1 year. However, under unavoidable circumstances where you need longer to complete the course, you will have to re-enrol for incomplete units. Learners may also request a deferment in case the course enrolment period needs to be extended or adjusted for any reason.

Can I get additional, structured support from the assessor?

Learners who choose self paced study receive weekly support sessions with trainers to discuss concerns, issues or doubts that they may have during the learning and assessment process. Besides these structured support sessions, learners also get 2 hours per unit of free one-on-one sessions with their assessor with a prior appointment. If you need additional support, we also have paid sessions to help learners complete their course successfully.

What if I have to discontinue my course during the enrolment period?

If you are able to continue the course at a later date, we suggest that you defer the enrolment. This can be done by completing a Withdrawal and Deferment Form. Deferment is available for up to 6 months from the date of enrolment. After this period, learners will have to re-enrol for incomplete units.

In order to withdraw from the course, you may submit a Withdrawal and Deferment Form stating the reason for your withdrawal. Within 10 days of receiving the withdrawal request, Frontier will review the application. Following that, learners will be informed about the refund associated with the withdrawal in accordance with the Fees and Refund Policy.

Are there any entry requirements for the course?

- Learners must be 18 years old or above.
- Learners should be a resident of Australia.
- They must demonstrate LLN proficiency equal to at least AQF Level 3 through the LLN test or provide previously achieved certification that is equivalent to or above the course level.
- Learners must demonstrate digital literacy that will help them complete online course work through a digital literacy test.

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
SATISFIED
STUDENTS

MULTICULTURAL
ENVIRONMENT

FRIENDLY AND
SUPPORTIVE
FACULTY &
STAFF



“ The future starts today, ”

- Pope John Paul II

ENROL 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

Students between 45-70 years of age may be eligible for the Verto Skill To Transform program. Get in touch with a Course Advisor to know more.



NATIONALLY RECOGNISED
TRAINING

RTO 21244

frontier.edu.au

*This is an indicative price. To know more about offers or revised prices, if any, log on to www.frontier.edu.au