



Bedford College

54 Parramatta Road, Glebe, NSW 2037 AUSTRALIA
Private Bag 8, Glebe, NSW 2037 AUSTRALIA
Telephone: +61-2 8572 3260 ■ Facsimile: +61-2 8572 3261
Website: www.bedford.edu.au ■ Email: info@bedford.edu.au

BUSINESS COURSES

Established in 1944, Bedford College is one of the leading training providers in Sydney. The College is well-established with a long-standing reputation for quality training in a caring environment. Class sizes are small allowing us to provide individual attention to each student.

BSB50207 DIPLOMA OF BUSINESS

The Diploma of Business (BSB50207) is a qualification that will assist individuals to further develop their skills across a wide range of specialised, technical and managerial competencies.

The units of competency delivered in this qualification are varied to cover a diverse range of skills, knowledge and attitudes necessary in the varied roles in the business environment. A range of additional units are included in the course in order to further enhance employment and university articulation opportunities.

Those who complete this qualification will be equipped to find employment across a wide range of industries in roles such as Executive Officer, Program Consultant or Program Coordinator.

The competencies will enable an individual with this qualification to:

- Demonstrate understanding of broad knowledge base incorporating theoretic concepts, with substantial depth in some areas
- Analyse and plan approaches to technical problems or management requirements
- Transfer and apply theoretical concepts and technical or creative skills to a range of situations
- Evaluate information, using it to forecast for planning or research purposes
- Take responsibility for own outputs in relation to broad quantity and quality parameters
- Take some responsibility for the achievement of group outcomes

DELIVERY MODE

The courses will be delivered in classroom and self study modes. A range of delivery methods will be used during face-to-face classes including interactive group work, individual study and lectures.

ATTENDANCE

Business courses are conducted on campus, four days per week from Monday to Thursday from 9am – 3pm with a Supervised Study Period from 3.00pm to 4.00pm. The College timetable generally aligns to the normal government schools term dates.

ASSESSMENT METHODS

Assessments are conducted through a variety of means including practical written exercises, tests, projects, assignments, role plays, simulations, demonstrations, presentations and on-the job assessment.

The Diploma of Business (BSB50207) requires the completion of 8 units for the qualification as indicated on the table on the following page. In addition, Bedford College offers a range of underpinning subjects to provide a thorough foundation of communication and computing skills.

Where the Diploma is partially completed through the achievement of one or more units of competency you can be issued with a Statement of Attainment

COURSE DURATION

The course will be delivered over 40 weeks x 24 hours per week.

Turn page for list of units

COURSE UNITS

Diploma qualifications require 8 units at diploma level as below:

UNIT CODE	UNIT NAME	BSB50207 DIPLOMA OF BUSINESS
BSBWOR501A	Manage personal work priorities and professional development	■
BSBADM503B	Plan and manage conferences	■
BSBADM506B	Manage business document design and development	■
BSBPMG510A	Manage projects	■
BSBMKG502B	Establish and adjust the marketing mix	■
BSBLED502A	Manage programs that promote personal effectiveness	■
BSBADM502B	Manage meetings	■
BSBHRM506A	Manage recruitment, selection and induction processes	■

The following units are available in addition to the above qualification units. These complimentary units are added in order to enhance employability and university articulation opportunities.

A separate Statement of Attainment is issued for these units

UNIT CODE	UNIT NAME	ADDITIONAL UNITS
BSBOHS201A	Participate in OHS processes	✓
BSBCUS301A	Deliver and monitor a service to customers	✓
BSBINN301A	Promote innovation in a team environment	✓
BSBITU301A	Create and use databases (Access)	✓
BSBITU302A	Create electronic presentations (PowerPoint)	✓
BSBITU307A	Develop keyboard speed and accuracy	✓
BSBCMM401A	Make a presentation	✓
BSBITU401A	Design and develop complex text documents	✓
BSBITU402A	Develop and use complex spreadsheets	✓
BSBADM406B	Organise business travel	✓
BSBRES401A	Analyse and present research information	✓
BSBMKG501B	Identify and evaluate marketing opportunities	✓

The following complimentary subjects are also included in the program for all students at Bedford

BEDSUB001 *Effective communication in the business environment*

Topics Include:

- Communicate effectively in the workplace
- Spelling and vocabulary extension
- Use business equipment and resources
- Handle receipt and despatch of information
- Maintain business records
- Use legal terminology in business

BEDSUB002 *Additional computing and work skills for the business professional*

Topics include:

- Produce word processed business documents
- Communicate electronically
- Produce documents from audio transcription
- Résumé writing & job seeking skills

Please note: All units/subjects listed in the boxes above are subject to change without notice

HOW TO APPLY

Contact us for more details about enrolment and availability of courses.

NATIONALLY RECOGNISED/ACCREDITED TRAINING

Bedford College is registered by the NSW Vocational Education and Training Accreditation Board (VETAB)



Bedford College
(Baptist Business College Ltd)
ABN 99 000 049 187
National Provider Code: 2955
CRICOS Provider Number: 01589B