Bachelor of Business
(Executive Administration)
Course Information

The Bachelor of Business (Executive Administration) was developed in response to demand from industry for highly skilled professionals in business management and administration. Typically, these individuals would be employed in a variety of public and private organisations.

This course leads to an undergraduate qualification that will enhance and broaden the student’s level of technical and interpersonal skills, and extend their knowledge of and ability to analyse various aspects of business activity in order to prepare them for future changes in the business environment.

Course Structure

The degree incorporates the award of Associate Degree in Business (Executive Administration), normally completed in four semesters. 24 compulsory subjects must be completed.

The course structure enables participants to enter at various stages of the course, depending on existing qualifications and experience. There are five strands of study within the course including a Professional Practice strand, which involves the application of skills and knowledge developed in the other strands.

The other four strands are: The Professional Workplace, The Modern Organisation, People in the Organisation and The Business Environment.

Semester 1

- The Modern Economy
- Business Communication
- Business Technology Management 1
- Business Relationship Management

Semester 2

- Business Technology Management 2
- Event Management
- Organisational Behaviour & Design
- Business Law

Semester 3

- Business Technology Management 3
- Editing and Publishing
- Organisational and Environmental Analysis
- Public Relations and Marketing Management

- Semester 4
  - Advanced Editing and Publishing
  - Driving Change and Developing Organisations
  - Financial Decision Making
  - Professional Practice 1

Semester 5

- E-Business Essentials
- Compliance and Risk Management
- Contemporary Employment Issues
- Contemporary Legal Issues

Semester 6

- Project Management
- Australian and International Business Protocols
- Organisational Leadership
- Professional Practice 2

Qualifications and Recognition

The Bachelor of Business (Executive Administration) will be awarded after successful completion of all 24 subjects. The course contains 24 core subjects. Students may exit after successful completion of all first and second year subjects with the Associate Degree in Business (Executive Administration).

Admission Requirements

- Successful completion of Year 12 level studies (or the overseas equivalent); OR
- Qualifications and/or experience acceptable to the Course Admissions Committee; AND
- English language proficiency of IELTS 6.0, ISLPR 3, TOEFL 237 (CB) or 92 (IBT) or equivalent.

Advanced Standing

An applicant may be admitted to the course with advanced standing of up to a maximum of eight units for successful completion of the Diploma of Business Administration, the Diploma of Business (Human Resources Management), the Diploma of Business (International Business), the Diploma of Management or other relevant qualifications depending on the electives completed. An additional two to four credits may be awarded for completion of an advanced diploma, determined on a case-by-case basis.

Exemptions, Recognition of Prior Learning (RPL) and Credit Transfer

Applicants will receive up to a maximum of eight exemptions for successful completion of the Diploma of Business Administration, the Diploma of Business (Human Resources), the Diploma of Business Management, the Diploma of Business (International Business) or other relevant qualifications on a case-by-case basis, and an additional two to four credits for completion of an Advanced Diploma, determined on an individual basis. Applicants may apply for Recognition of Prior Learning (RPL) on the basis of work or life experience.

Career Opportunities

Graduates of the Bachelor of Business (Executive Administration) will be eligible to apply for a diverse range of positions requiring management, human resource management, and administration. Career pathways may include general office manager, human resource manager, business manager or administrator. The skills developed within this course are in significant demand by industry and government.

Course Length

3 years full time

Opportunities for Further Study

Holmesglen provides students with the opportunity to undertake further study in an extensive range of graduate certificate programs, to enable graduates to continue their academic and career development.

Commencement Dates

February and June

Location

Chadstone campus