



Diploma of Business Administration

Course Prospectus

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Overview

The Diploma of Business Administration has been specifically designed to give students an overall perspective of business operations so they may acquire fundamental business skills for entry into the workforce or progression into second year of University. It is the equivalent of first year of a business-related undergraduate degree at Australian universities.

The course consists of nine units of study and can be completed over three trimesters in Full Time Standard mode or two trimesters in Full Time Fast Track mode (subject to approval).

Entry Requirements

Full Time Standard mode

Australian Students *

Year 12 or equivalent

ATAR: Not required

WACE: Certificate of completion or equivalent. No specific courses are required to be studied

VET sector Cert IV or Diploma in relevant course (e.g. Business, IT, Management)

Mature Age: You are welcome and may be able to get Recognition of Prior Learning - speak with us

International Students

Year 12 or equivalent

IELTS 5.5 (Academic) with no individual band below 5.0

Full Time Fast Track mode

Australian Students*

ATAR greater than 65, subject to approval

International students

IELTS 5.5 or greater with no band less than 5.5, subject to interview and approval.

**Australian students are those that hold Australian citizenship*

Contact hours

Full Time Standard: (12 months) 14 hours per week in 3 X12 teaching week trimesters per year

Full Time Fast Track: (8 months) 18 hours per week in 2 x 12 teaching week trimesters per year

Part Time: (18 months or greater) 12 hours per week in 4 x 12 teaching week trimesters per year (Australian students only)

Duration

Full Time Standard mode - three trimesters (12 months)

Full Time Fast Track mode - two trimesters (8 months)

Part Time - four trimesters (18 months or greater) Australian students only

Course Rules

Australian Students*

All students are enrolled in the Full Time (Standard) mode of study (1 year duration) unless they are an Australian Student with an ATAR greater than 65. These students are eligible to study the Diploma of Business Administration in Full Time Fast Track mode. Fast Track means that a student can complete the Diploma in two trimesters as opposed to the standard full time study mode of three trimesters. Students meeting this criteria must apply to study in Full Time Fast Track mode prior to course commencement or within the first two weeks of their first trimester and will be required to attend an on-campus interview prior to approval.

** Those students holding Australian Citizenship*

International Students

All international students will be enrolled into the Full Time Standard mode. Those intending to undertake the Full Time Fast Track mode must apply within the first two weeks of their first trimester and will be required to attend an on-campus interview prior to approval.

Considerations influencing approval of a Full Time Fast Track application include the following: English language competency (IELTS 5.5 or greater with no band less than 5.5); academic history; rationale for the application; supporting documentation/references from employers or lecturers confirming ability to manage the study load; demonstrated commitment to a study plan; visa implications and articulating university implications.

Unit Descriptors

Accounting

IIBT uses a customised accounting workbook to bring this unit to life. Following two young people on their journey from a small start-up business all the way to a large public company listed on the Australian Stock Exchange, students solve accounting problems in a practical way that improves their understanding of accounting theory and practice in the real world.

Business Statistics (BS 101)

This unit prepares students for statistical and decision-making analysis required in management, marketing, accounting and quality control. It covers data collection and presentation methodologies; probability; discrete and continuous probability distributions; statistical inference; regression and the use of Excel to solve statistical problems.

Economics

A great introduction to the exciting world of economics, this unit covers the principles of economic theory addressing the key concepts of demand and supply within a microeconomic and macroeconomic framework. Microeconomics deals with understanding the behavior of consumers, producers and markets and macroeconomics studies the whole economy. Additional topics include market structures, government policy, banking, money, interest rates and inflation. Students will analyse and evaluate issues using economic theory and demonstrate their economic literacy by communicating effectively using economic theory.

Finance

Understanding how money works - the main objective is for students to develop a sound understanding of financial ideas so they can be applied in business. The unit covers explanations about how to make money, keep it, reduce risk, and make wise investments. It also includes advice on how to pay off mortgages early, borrow money wisely, and achieve financial security at an early age. The course concepts are presented in a very practical way with real case studies and exercises based on business today.

Law

The primary aim of the unit is to introduce students to the legal and business framework in which business decisions are made, fostering a basic knowledge of legal issues and providing a solid foundation for further business studies. Included in the course are discussions on historical legal issues, the institutions within the Australian legal system, the sources (statute and case law) and processes of law, torts generally, the Law of Contract, and an introduction to consumer law.

Management

A key skill of managers is critical inquiry, in this unit students are encouraged to challenge and question assumptions, develop an awareness of the environment in which managerial decision-making occurs and look for alternative explanations to the major questions facing organisations. Major themes include the need for innovation, how to manage change and the need for leadership. The unit also examines today's issues that question traditional management.

Management Information Systems

Effective and appropriate information systems are critical for the success of any organisation. Competency in the use of these systems is critical for the success of most members of an organisation. This unit provides a comprehensive overview of the fundamentals of information systems from an interdisciplinary business perspective. Implicit in the course is a consideration of the ethics and socio-cultural impact of modern systems and emergent trends in business and technology.

Marketing

No matter where they work, marketers are real people who make decisions that affect themselves, their organisations and, very often, thousands or even millions of consumers. Whatever career students are aiming for; lawyer, fashion designer or novelist; learning how the marketplace works and the effect it has on people and society is crucial. On completion of this unit, students will understand how best to market themselves, their ideas, skills, and products and services. By examining the basic principles of marketing this unit will also show students how to apply them in business.

Professional Communications (PC 101 and PC 102)

These two half units deliver strategies for effective interpersonal and written communication in an academic environment. Students learn how to develop their skills in researching and writing essays and reports; referencing; making presentations and speaking and writing academic English with increased confidence.

University Preparation

The cornerstone of the IIBT Diploma of Business Administration, University Preparation is a program delivered to students throughout their studies at IIBT. It teaches the fundamental skills needed for university success in a practical manner, drawing on assessments in other units to teach key abilities like note-taking, study planning and academic writing.

Assessment and Course Progression

Assessment in the Diploma of Business Administration is continuous throughout each trimester and tailored to each unit. Units are assessed through a combination of tutorial work, individual and group assignments, class participation, presentations, tests and final assessments. The course outline, given to students at the beginning of each trimester, includes the types and due dates for the completion of assignments.

Students must attempt all assessment tasks for each unit and complete them to a satisfactory level to be eligible to pass the unit.

If a student fails the unit, they must re-sit it at their own cost. This may impact on the time it takes to articulate into university and may have implications for their student visa.

Advanced Standing & Recognition of Prior Learning

Students who have completed relevant studies or work experience may be eligible for Advanced Standing or Recognition of Prior Learning exemptions. More information is available by contacting Student Admissions.

Pathway into Second Year University

Students who graduate from the IIBT Diploma of Business Administration will receive up to one year of advanced standing, equivalent of first year university, in an approved Bachelor Degree at one of our partner universities ; ECU, Curtin, Bond, Swinburne, UTAS and Wollongong universities.

Bond University

Bachelor Degrees include: Bachelor of Business, Bachelor of Commerce, Bachelor of International Hotel & Tourism Management (Event Management), Bachelor of International Hotel & Tourism Management (Revenue Management)

Curtin University: Bachelor of Commerce

Majors include: Accounting, Advertising, Banking, Business Information Systems, Business Information Technology Business Law, Economics, Entrepreneurship, Event Management, Finance, Financial Planning, Human Resource Management, International Business, Logistics and Supply Chain Management, Management, Marketing, Public Relations, Property Development and Valuation, Tourism and Hospitality

Edith Cowan University

Bachelor Degrees include: Bachelor of Business, Bachelor of Arts, Bachelor of Communications, Bachelor of Creative Industries, Bachelor of Arts (Psychology), Bachelor of Science (Psychology), Bachelor of Psychological Science, Bachelor of Social Science (Social Sciences/Youth Work/Children & Family Studies), Bachelor of Social Science (Human Services/Counselling & Psychotherapy), Bachelor of Computer Science, Bachelor of Information Technology, Bachelor of Health Science (Addiction Studies/Health, Promotion/OHS/Nutrition), Bachelor of Science (Aviation), Bachelor of Engineering, Bachelor of Engineering Science, Bachelor of Technology

University of Tasmania: Bachelor of Business

Majors include: Accounting, Business Economics, International Logistics Management, Finance, Human Resource Management, Information and Communication Technology, Marketing, Management, Tourism (offered as an optional second major to complement any of the previously listed primary majors). A second major can be chosen from the range of majors not only in Business but in other areas which complement your primary major and interests and aims.

University of Wollongong: Bachelor of Commerce

Majors include: Accountancy, Business Innovation, Business Law, Economics, Finance, Financial Planning, Human Resource Management, International Business, International Economics, Management, Marketing, Public Relations, Quantitative Analysis in Economics, Supply Chain Management

Intakes

January, April/May, August/September

Cost

Australian students: \$8,250

International Students: \$19,250

More Information & Enrolment

Course applicants are asked to request the latest course information available to them from IIBT at the time of application or enrolment. For more information or to enrol online visit www.iibt.edu.au

Disclaimer

The information contained in this brochure is current at the time of publication but may be subject to alteration. IIBT reserves the right to cancel classes due to insufficient demand. Timetable clashes may be unavoidable.

Contact Information

www.iibt.edu.au or chat@iibt.edu.au

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IIBT CRICOS Provider Code: 03345F

Diploma of Business Administration CRICOS Course Code: 078127G