



Bachelor of Business Administration = your opportunity to enter an exciting world of business.

Complete a Bachelor of Business Administration at UniSA and your internationally recognised qualification will give you flexibility to make broad choices about your ultimate career direction. The skills and knowledge that this program of study helps you to develop – a well-rounded and practical understanding of what it takes to perform as a professional in the dynamic global business environment – are attributes that many employers worldwide are seeking.

Combining your core skills and knowledge with experience that can be gained from overseas study will broaden your horizons and take you to places where there is a demand for business professionals with the skills and experience you have gained from completing this program.

Business Administration graduates can enjoy the freedom of seeking work across a wide spectrum of areas as most businesses and government departments require skilled administration specialists across many facets of operation. By starting in a graduate entry position with this degree, you have the opportunity to progress towards specialist management roles, offering you an upward career path that will be both challenging and rewarding. The opportunity for specialised study exists to further improve and focus your career opportunities.

Which Occupations?

Graduates of this degree can start their careers in roles such as administration officer/assistant; business administration officer/assistant and work their way up to roles such as administration manager; records manager; business administration specialist; operations manager. Depending upon the specialisations

Employment Snapshot

Office Managers

Job prospects:	AVERAGE
Employment predictions to 2014–15:	GROW SLIGHTLY
Occupation size:	VERY LARGE (127 700)
Ave weekly wage:	\$968
% in FT work:	67.6%
Vacancy levels:	LOW
Employment Growth – 10 years	65.3%

Archivists, Curators and Record Managers

Job prospects:	GOOD
Employment predictions to 2014–15:	STRONG
Occupation size:	SMALL (7 400)
Ave weekly wage:	\$1024
% in FT work:	67.4%
Vacancy levels:	MODERATE
Employment Growth – 10 years	179%

Source: Department of Education, Employment and Workplace Relations

taken in the degree, para-professional careers in various areas are available. Some graduates take this broad degree to provide them with the knowledge they need to become entrepreneurs in their own right.

Experiential Learning.

Commerce Work Practicum

The School of Commerce offers high achieving students the opportunity to apply the theories of their discipline in an actual business setting.

The Practicum gives students the chance to:

- develop valuable workplace skills;
- gain greater insight into business;
- network and make invaluable industry contacts; and
- earn credit for an elective course towards their degree.

Flexibility and Versatility

The ever changing world of business requires candidates that are flexible and versatile; our Bachelor of Business Administration provides

you with a broad set of business skills and yet allows you to specialise in up to three different areas such as accounting, tourism & hospitality, small business, applied finance, management, marketing, human resource management, international business and more!

International Perspective

The program offers exciting opportunities to study for one semester overseas. We have partner Universities in more than 20 countries all around the globe. Your studies overseas will be supported by one of the most generous scholarship schemes in Australia.

Prizes/Awards and Scholarships

Over 25 individual prizes and awards.

More Information

Experiential learning in Business Administration
www.unisa.edu.au/commerce/experientiallearning.asp

UniSA – helping you to make the most of your degree.

Career Services

Career Development Tool

This tool will give you step by step guidance to make the most of your degree. Graduate with a great degree – and also a degree of experience, a wallet full of contacts and a plan to succeed. Watch your emails for information on jobs, work experience, events and workshops.

www.unisa.edu.au/business/scd/experience.asp

Work Placement Scheme

The Work Placement Scheme offers support to students who wish to undertake placements in addition to their coursework. Placements are project based and flexible to allow you to coordinate study, work and life commitments. You receive support, insurance and a certificate upon successful completion of your placement.

www.unisa.edu.au/careers/employers/workplacementscheme.asp

MyCareerPlan

MyCareerPlan is UniSA's online database of employment opportunities, vacation internships and work experience, events and the Work Placement Scheme. Customise your own account, save your searches and build your resume.

<https://mycareerplan.unisa.edu.au>

Events

Career Services coordinate a range of events to connect students with industry. These include: the Careers and Employment Expo in March/April, Work Experience Fair mid-year and the International Careers Day held twice each year. Other smaller events in your study area are also offered to connect you with employers, work experience and career development.

www.unisa.edu.au/business/scd/default.asp

Workshops

From first to final year there are workshops on how to plan your study for career success, preparing for placements and work experience, communication in the business world and preparing for graduate applications and the selection process. Check out the schedule online on MyCareerPlan.

<https://mycareerplan.unisa.edu.au>

Global Experience

Gain a competitive edge and add value to your degree through Global Experience. This program is designed to expand your global knowledge, develop essential skills for your career and build your university experience. Global Experience will set you apart from the pack.

www.unisa.edu.au/globalexperience

Student Exchange

Gain a competitive advantage by going on an overseas exchange! Develop an international perspective, cultural awareness and broaden your career opportunities. Scholarships are available.

www.unisa.edu.au/exchange

Graduate Qualities

Graduate Qualities are personal attributes which are developed during your study. These qualities will distinguish you from other graduates.

www.unisa.edu.au/gradquals

Specific Student Groups

- Disability
- External Students
- Indigenous
- International
- Mature Age
- Research
- Rural
- Women in Non-Traditional Roles

More information regarding Career Development for Specific Student Groups:

www-p.unisa.edu.au/careers/cdt/choices/groups.asp

Jodie
Klose

Year Graduated: 2010

Job Title: Analyst

Employer: APA Group

"I am studying part time while working full time and have been able to apply what I'm learning in my degree.

In the workplace, there is accountability associated with decisions that is not as obvious in a learning situation. You can teach awareness on how to react to situations, and tools to deal with it, but it takes experience to put that learning into practice."

To read more Alumni Profiles please visit:

www.unisa.edu.au/business/scd/alumniadvice.asp



Further information

For more information about the programs, including fees, visit:
www.unisa.edu.au/programs
Program code: DBBA

Australian applicants

School of Commerce
City West Campus
Undergraduate Student Administrator
Telephone: (08) 8302 9047
Email: cmr.enquiries@unisa.edu.au
Website: www.unisa.edu/commerce

International applicants

International Prospective Students Office
GPO Box 2471
Adelaide SA 5001
Telephone: (613) 9627 4854
Facsimile: (613) 9627 4864
Email: international.office@unisa.edu.au
Website: www.unisa.edu.au/international

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