What is an associate degree?

An associate degree is a two-year undergraduate course resulting in a highly practical, skills-rich qualification.

Associate degrees combine practical instruction with the technical and theoretical knowledge needed for a range of specialist and generalist careers. The curriculum is relevant and thorough, the teaching style approachable and taught by academic staff who are highly qualified and industry-experienced.

Associate degrees are an accessible way to engage with higher education and taught with employability in mind. We’ve found them ideal for those exploring a new career, returning to study, looking to undertake study for the first time, or for school leavers looking for an entry pathway to a bachelor degree.

Associate Degree of Business Administration

This course, offered in two streams, has been designed to build and equip individuals with the required skills and knowledge for a range of specialist and generalist business professions. It provides social and personal development; strategies and principles around understanding organisational management, marketing and finance; and the ability to apply these concepts in a variety of workplace environments.

Possible job roles include department manager, senior or executive officer, program consultant, or program coordinator.

Graduates of the Associate Degree of Business Administration can transitions to third year of a Bachelor of Business Administration degree.

Administration stream

Year 1 units
- Introduction to business computing
- Business administration
- Introduction to accounting
- Introduction to human resource management
- Applied data management
- Administration management
- Compensation and remuneration management
- Project management

Year 2 units
- Accounting for managers
- Fundamentals of marketing
- Making sense of data
- Principles of professional practice
- Human resource management
- Introduction to business law
- Business internship
- Customer relationship management

Retail stream

Year 1 units
- Business planning
- The marketing process
- Leadership across the organisation
- Human resource management
- Sales strategy
- Budgeting and inventory control
- Introduction to strategic management
- Customer relationship management

Year 2 units
- Accounting for managers
- Fundamentals of marketing
- Making sense of data
- Principles of professional practice
- Human resource development
- Introduction to business law
- Business internship
- Business systems solutions

Aims, objectives and competencies

- Confidently deliver an oral presentation
- Prepare a written business report
- Work towards a given goal in diverse and multi-disciplinary teams
- Deconstruct a business management problem within a global context to generate ethical and sustainable solutions
- Provide realistic business-related recommendations to facilitate organisational goals

Campus
- Hawthorn
- Wantirna

Intakes
- Semester 1 (S1)
- Semester 2 (S2)
- Full-time or part-time, day and evening classes

Applications
- VTAC (S1 intake option)
- Guaranteed ATAR 50
  (If you achieve an ATAR of 50 or above, and you’ve listed this course as your highest successful preference through VTAC, or select it first during the Change of Preference period, your place in the course is guaranteed)
- Direct application (S2)
- International students must study full-time
- swinburne.edu.au/apply

Fees (Domestic students)
- Commonwealth supported place (Band 3)

More information
- 1300 275 794
- swinburne.edu.au/associatdegree