



CONTINUING STUDIES@UVIC

Grow your perspectives in. . .

Business Administration

CERTIFICATE AND
DIPLOMA PROGRAMS

- ▶ Gain practical skills and expand your network
- ▶ Learn current business practices
- ▶ Build the foundation for success

Why Continuing Studies at UVic?

At UVic, we're not just another university—we're a [renowned institution](#) known for our commitment to research, exceptional teaching and community engagement. Here's why students from Canada and around the world choose to study with us:

- #1** Among Canadian comprehensive universities for preparing career-ready students. - *Times Higher Education, 2022.*
- #2** Canadian comprehensive university and consistently ranked in the top 2. - *Macleans, 2023.*



University
of Victoria

Grow your foundation with our business programs.

Ready to enhance your career prospects? Continuing Studies at UVic offers programs with the latest business insights and management skills to prepare you for personal and professional success. Whether you're looking to start fresh in a new field or upskill in your current industry, our flexible programs will fit your lifestyle and support your goals.



High ranking
reputation



Industry-professional
instructors



Flexible learning
options



Dedicated student
support services



"I am currently working as a manager and everything that I have learned helped me a lot. From knowing how to interact with the executive team and managing staff to juggling administrative work."

- Florencia Hernandez, International DBA Graduate

Certificate in Business Administration

Springboard ahead to stay competitive in today's global economy with our [Certificate in Business Administration \(CBA\)](#). This flexible program offers an in-depth understanding of key business areas, integrating ethical, social and sustainable practices. Explore marketing, finance, organizational management, essential communication skills, leadership and more.



Program requirements:

Students need to complete a total of eight courses (five required and three elective courses).

- Business Administration
- Business Writing
- Organizational Behaviour
- Financial Accounting
- Marketing



3 Electives

Diploma in Business Administration

The [Diploma in Business Administration \(DBA\)](#) offers you all-access keys to business success. This program caters to professionals seeking career diversification to entrepreneurs venturing into marketing, finance, management, or strategic planning. Gain practical knowledge and cultivate the leadership skills needed to thrive in today's global economy.



Program requirements:

Students need to complete a total of 14 courses (nine required and five elective courses).

- Business Administration
- Business Writing
- Interpersonal Business Communication
- Organizational Behaviour
- Financial Accounting
- Marketing
- Finance
- Strategic Management
- Strategic Leadership



5 Electives



“I really enjoy UVic. I have taken classes here previously and I’ve found that the faculty always has such great professors here and they find people that really have a specialized skill. I had considered taking the certificate, but I ended up going on to do the full diploma because I was just enjoying myself and I wanted to keep doing the classes.”

- Anna Fyfe, Canadian DBA Graduate

	Certificate in Business Administration (CBA)	Diploma in Business Administration (DBA)
Start dates:	January, May, September	January, May, September
Program length:	12-16 months (full-time)	24-28 months (full-time)
Total courses:	8 (3 courses per term)	14 (3 courses per term)
Course length:	13 weeks per course	13 weeks per course
Language level*:	TOEFL IBT 79 or IELTS 6.0 (no sub-score < 5.5)	TOEFL IBT 79 or IELTS 6.0 (no sub-score < 5.5)

*Please refer to continuingstudies.uvic.ca/business-and-management/programs/ for most current requirements.

Micro-credentials

Discover the potential of micro-credentials—a fast and flexible way boost your skills and stay ahead in your field. With our diverse range of programs, you'll gain specialized, career-enhancing expertise to meet the demands of today's business world. Whether you prefer to learn online, in-person, or a mix of both, our micro-certificates are versatile to meet your learning style.

[Learn more about micro-credentials on our website.](#)

Take your business education further

Explore these additional opportunities with your certificate, diploma, or micro-credential.



Start refining your skills with a three-course micro-credential program in your area of interest.



Continue in the CBA program (eight courses) with an option to progress into the DBA program (an additional six courses, totaling 14).



Completion of the DBA program can qualify you to apply for a degree program at one of our partner institutions.

4 MONTHS

Micro-credential

3 courses each:

- Marketing Communication
- Business Communication
- Change Resiliency
- Inclusive Leadership, and more.

12-16 MONTHS

Certificate in Business Administration

5 courses + 3 electives

24-28 MONTHS

Diploma in Business Administration

CBA courses + 4 required + 5 elective

How to apply

Ready to embark on your journey to success? [Contact us](#) to get started!

**Certificate in
Business Administration**

▶ continuingstudies.uvic.ca/cba

**Diploma in
Business Administration**

▶ continuingstudies.uvic.ca/dba



**University
of Victoria**

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