Certificate in Business Administration—Fast Track

Give us 12 weeks.
We’ll give you the skills employers are looking for.

Study in beautiful British Columbia, Canada
Certificate in Business Administration (CBA)—Fast Track

• Program length: 12 weeks
• Eight courses, two bonus workshops and a final “simulation” week
• Program start dates three times per year: January, May, September
• Tuition costs: $6,150 CDN for international students
• Classes are held on campus on weekdays from 9 am to 4:30 pm. This schedule may vary, depending on class format and location.

Entrance Requirements

• two years’ post-secondary education or a minimum of five years’ work experience PLUS
• If your first language is not English, you will be asked to prove evidence of fluency in English through the submission of a minimum TOEFL score of 550 (213 Computer Based TOEFL, 79-80 Internet Based TOEFL), a minimum of TOEIC score of 755 or a minimum IELTS score of 6.5.

Note: Students who study a high-level English program at the University of Victoria’s English Language Centre do not need to submit a TOEFL/TOEIC/IELTS score.

We encourage you to apply as early as possible to ensure there's space in the program and that you have adequate time to obtain a visa.

What you’ll learn in the CBA—Fast Track program

• Business Writing and Presentation Skills
• Financial Accounting
• Financial Management
• Interpersonal Business Communications
• International Business
• Marketing
• Organizational Behaviour and Human Resources
• Strategic Management and Leadership Practices

Bonus workshops:
• Interviewing Skills
• Management Computing

Opportunities for further study

After finishing the CBA—Fast Track program, you have the opportunity to gain Canadian work experience through the Business Internship program or continue your business education with with Diploma in Business Administration.

Earning a CBA can help you meet the application requirements for UVic's Master of Global Business program.

Business Internship program for international students

The six-week Business Internship Program is a phenomenal opportunity for international students to gain practical work experience and further develop their English language skills in a real-world business environment. During the full-time, unpaid internship, students participate in the daily activities of a Canadian organization and gain excellent experience to add to their résumés. Internships are offered in fields such as:
• tourism and hospitality
• event coordination
• marketing research
• office administration
• communications

Diploma in Business Administration

The Diploma in Business Administration (DBA) is designed to enable graduates of the Certificate in Business Administration to pursue specialized business studies for career or professional development needs. The DBA requires completion of an additional six courses. Upon graduation from the DBA program, international students may be eligible to apply for a Post-Graduation Work Permit in Canada for one year! This exciting opportunity has allowed many international students to receive a prestigious certificate and diploma from the University of Victoria and also to gain professional, long-term work experience in Canada.

“Give us 12 weeks. We’ll give you the skills employers are looking for!”

“It was an enriching experience; one that I truly will never forget. The friendships and bonds that were formed in our class, and with some of the teaching faculty, is something that will always be with me.” – Janai Smith, 2009

“What I learned during my CBA experience is a valuable asset to doing an MBA.” – Sal Toosi, 2013
Earn a business certificate in just 12 weeks

You want to improve your English skills and learn about business at the same time. You want to earn a credential from a respected North American university. You want to get ahead of your competition. The University of Victoria’s innovative, intensive CBA—Fast Track program can help you achieve those goals in just 12 weeks.

Experienced instructors

Our instructors’ experience, passion for sharing knowledge and our practical approach create a dynamic learning environment.

You’ll get support while you learn

The CBA—Fast Track program has dedicated and experienced instructors and staff who help you with all aspects of program planning, admissions, advising and program delivery. In addition, each CBA group of students enrolled in the program has a teaching assistant available for academic support.

Classes are small with an interesting mix of students

The CBA—Fast Track attracts approximately half Canadian and half international students each term. You and the other students in your class may have experience in many different fields or be recent University graduates, or part-way through other studies. You all share a desire to improve your professional opportunities (at home or in Canada) by taking a prestigious, academic business program.

Apply now—start in January, May or September!

Visit our website for more information or to apply: www.bmt.uvic.ca
Or contact us directly: Email bmt@uvic.ca
Phone 250-721-8072 or 250-721-8073 • Fax 250-721-8774

Business and Management Programs
Division of Continuing Studies
University of Victoria
PO Box 1700
Victoria BC
V8W 2Y2
Canada

“...made the program so exciting and informative. There were students from Korea, Saudi Arabia, India, Columbia, Japan, China and across Canada. In today’s...” – Lauren Kirley, 2009
Imagine Yourself Here

The University of Victoria is consistently ranked as one of Canada’s leading research universities. UVic is ranked #11 globally and #1 in Canada among universities less than 50 years old by Times Higher Education (THE). It also ranks in THE’s elite global list of the top 200 universities, which includes approximately one per cent of the world’s best institutions.

Located just 15 minutes from downtown Victoria, on acres of green parkland close to several beaches, the campus is an ideal setting for learning and relaxing with fellow students.

Victoria, on the southern tip of Vancouver Island, is easily accessible by air and sea to Vancouver, the United States and to the rest of the world. In our beautiful city, home to about 350,000 people, you will discover a rich and well-preserved heritage, a thriving arts and entertainment centre, and—with Canada’s most temperate climate—year-round outdoor recreation. Whilst living in Victoria, you will be able to take advantage of the best of Island living—hiking, salmon fishing, whale watching, sailing, kayaking, skiing, and year-round golf and tennis.