



**CONTINUING
STUDIES@UVIC**

Accelerate your perspectives...

Business Administration – Fast Track

CERTIFICATE PROGRAM

- ▶ 12-week intensive program
- ▶ Gain applied skills for real-world business
- ▶ Study in beautiful British Columbia, Canada

This University of Victoria certificate program gives you the business skills you need to get out into the field as soon as possible.

Get on track to a new career in just 84 days!

continuingstudies.uvic.ca/CBA-FT



**University
of Victoria**

Business education that fits.

Gain valuable business knowledge, management skills, practical experience and a Certificate in Business Administration in just 12 weeks.

Certificate in Business Administration (CBA) – Fast Track

This innovative, intensive 12-week program leads to an accredited Certificate in Business Administration (CBA) from the University of Victoria. You'll learn business communication, organizational behaviour, financial accounting, marketing, international business, management and leadership practices, and more.

ENTRANCE REQUIREMENTS

- Two years' post-secondary education or a minimum of five years' work experience
- If English is not your first language, you must provide evidence of your fluency in English through the submission of:
 - a minimum TOEFL score of 550 (213 Computer Based TOEFL, 79-80 Internet Based TOEFL)
 - a minimum TOEIC score of 755 or
 - a minimum IELTS score of 6

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 the necessary documents.

PROGRAM AT A GLANCE

- **Length:** 12 weeks
- **Start dates:** January, May or September
- **Delivery style:** Classes are held on campus, weekdays from 9 am to 4:30 pm. This schedule may vary, depending on class format and location.

Who is this program for?

- University students or recent graduates
- Mid-career professionals looking to upgrade skills in a short amount of time

Highlights

- Small class sizes
- Great international networking with a diverse group of colleagues
- Instructors with real-world experience

Course Details

The CBA–Fast Track program include courses in the following topics:

- Business Administration
- Business Writing and Presentation Skills
- Finance
- Financial Accounting
- International Business
- Marketing
- Operations Management
- Strategic Management

“

Learning in an open environment with a wide range of students of all ages and cultures truly makes the CBA – Fast Track a unique program.

“ The CBA Fast Track was such an unforgettable experience. The instructors were great and I made so many connections and gained so much business knowledge. It’s amazing that it was all possible in just 12 weeks.

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. Our case-based, international learning environment provides the support and practice in which to apply your knowledge and experience, while the intensive format of the program ensures that your career isn’t interrupted for long periods of time.

EXPERIENCED INSTRUCTORS

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

SUPPORTIVE LEARNING ENVIRONMENT

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.



INTERNATIONAL 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.



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-Graduate 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.

Visit our website to learn more:
continuingstudies.uvic.ca/business



Business and Management Programs

Division of Continuing Studies
University of Victoria
PO Box 1700 STN CSC
Victoria, BC V8W 2Y2 Canada

APPLY TODAY!

1-250-721-8073/8072

bmt@uvic.ca

continuingstudies.uvic.ca/CBA-FT

Imagine yourself here

As a University of Victoria (UVic) student, you'll be studying at one of the best universities in Canada. UVic is consistently ranked as one of Canada's leading research universities and ranks in the Times Higher Education elite global list of the top 200 universities, which includes approximately one per cent of the world's best institutions. You will get to experience a Canadian university as an international student, with access to all the school facilities, such as the gym and library. As a member of our student community, you can relax in a pub, do homework at one of our busy cafes, or go to a movie at Cinecenta, our campus movie theatre.

UVic quick facts

- Ranked top 1% of universities worldwide
- Home to 21,000 students
- 15-minute bus ride to downtown Victoria
- Beautiful, park-like campus
- Campus includes cafeterias, restaurants, multiple cafes, a post office, pharmacy and movie theatre
- World-class gym completed in 2015

Victoria, on the southern tip of Vancouver Island, is easily accessible by air and sea from Vancouver, the United States and 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.

