



CONTINUING STUDIES@UVIC

Building on your perspective...

Business Administration

CERTIFICATE AND DIPLOMA PROGRAMS

- ▶ Flexible programs to fit your schedule
- ▶ Gain applied skills for real-world business
- ▶ Option to qualify for post-graduate work permit

The University of Victoria's certificate and diploma programs offer practical business knowledge and a high standard of curriculum.

Gain the skills and credentials employers are looking for!

continuingstudies.uvic.ca/business

Business education that fits.

Our Business Administration certificate and diploma programs focus on providing you with applied skills, helping you to develop the ability to analyze real-world business problems, strategize solutions and execute plans.

The Certificate in Business Administration (CBA) requires completion of eight courses, and the Diploma in Business Administration (DBA) requires completion of an additional six courses (for a total of 14), which can be taken in a variety of ways depending on your goals and time constraints.

English requirements

If your first language is not English, you will be asked to provide evidence of English fluency at a level of IELTS 6.0 – 6.5 (or equivalent). However, if you complete a high level English program through the UVic English Language Centre, you are not required to submit a IELTS score.



Transferability

Successful completion of our CBA/DBA programs may qualify you to apply to a degree program at a partner institution. Please contact us for more details.

Choose from four study options:

Option 1: CBA – Fast Track

12 WEEK INTENSIVE

The CBA-Fast Track program gives you the business skills you need to get out into the field as soon as possible. Earn valuable business knowledge, management skills, real-world practical experience and a Certificate in Business Administration in just 12 weeks. A case-based, international learning environment provides the support and practice in which to apply your knowledge and experience, while the intensive format of the Fast Track program ensures that your career isn't interrupted for long periods of time. In addition, completion of the CBA – Fast Track may qualify you to apply for UVic's Master of Global Business program.

Courses

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

Admission requirements

2+ years post-secondary education or a minimum of five years work experience

“ 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.

BONUS!

With study options 2, 3 and 4, you may qualify to apply for a post-graduate work permit in Canada.

CONTACT US TO FIND OUT WHICH OPTION IS RIGHT FOR YOU



Option 2: DBA (includes CBA – Fast Track)

12–16 MONTHS

Depending on courses selected per term

Most often, mature students who wish to study full-time will complete their DBA in 12 to 16 months by completing the intensive CBA – Fast Track in their first term, then one or two additional terms of specialized courses (a total of 14 courses). One of the benefits of this path is that the first term will be in a cohort of international and Canadian

students all studying the same set schedule of courses. These students are all mature, educated and experienced, which makes the program very engaging.

Admission requirements

2+ years post-secondary education or a minimum of five years work experience



Option 3: DBA – Accelerated (includes CBA)

9 MONTHS

This program schedule is very unique in that it alternates a set curriculum of intensive courses with breaks in study, where you may be eligible to work depending on permit requirements. *The student cohort is often recent high school graduates with limited professional experience.*

Plus the following:

- Management Accounting
- Management Computing
- Organizational Behaviour
- Small Business Management
- Strategic Leadership

Courses

Same as Option 1: CBA – Fast Track

Admission requirements

Secondary school completion and motivation to complete intensive program of study



Option 4: DBA – Longer term (includes CBA)

12–28 MONTHS

Depending on courses selected per term

Students will typically select from a variety of course offerings and register in a minimum of three courses per term in the September and January terms. Most courses are scheduled for 13 weeks, one evening per week from 7 to 10 pm. Students may also take additional courses during

the May term to shorten the duration of their total program if desired.

Admission requirements

Minimum of secondary school completion and two years professional experience



Business and Management Programs

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APPLY TODAY!

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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.