

Certificate in Business Administration

Build foundational knowledge to thrive in today's fast-paced business environments.



■ MAY 25, 2026

📅 11 Months
Part-Time

🏠 Online
Self-study

🎓 \$4,088 CAD

Skills You'll Gain

Fulfills PMP® training requirement (PMI)

Data Acumen & Strategic Thinking

Core Business Functions

Corporate Responsibility

Technology Awareness

Prepare for Roles Like

Administrative Coordinator

Operations Assistant

Project Support Specialist

Admission Requirements

Direct Enrolment

What You'll Learn

Build the essential business toolkit required for today's competitive job market and dynamic workplaces.

01 / Business Strategy

Explore how businesses can achieve competitive advantages through innovative strategies and data-driven decision-making.

02 / Accounting-Analysis & The Use of Financial Information

Discover how accounting empowers businesses and people to make informed decisions and achieve sustainable growth.

03 / Marketing Fundamentals

Explore the essentials of marketing, combining theory with practical application with a focus on ethics and sustainability.

04 / Human Resources Management

Explore Human Resources Management's evolution from administrative support to a key player in shaping business strategies.

05 / Project Management

Examine the theory and practice of project management with a problem-solving approach to planning, budgeting, implementing and completing small and large-scale projects.



Course details and fees subject to change. Visit yorku.ca/continue.

Why York University School of Continuing Studies

Designed for working professionals, the School of Continuing Studies combines academic rigour with real-world application—so you graduate with skills you can use immediately.



Work-integrated learning with digital skills today's employers are prioritizing



Applied learning through real-world challenges with current market insights



Industry-informed curriculum shaped by subject matter experts



Cohort-based learning that builds lasting professional connections



Flexible formats designed for working professionals

Not sure if this program is right for you? Let's talk.

EMAIL
continue@yorku.ca

CALL
416.736.5616
1.855.900.YORK

LEARN MORE
continue.yorku.ca

York University School
of Continuing Studies

68 The Pond Road,
4700 Keele St,
Toronto ON, M3J 1P3