

BUSINESS ENGLISH PATHWAY TO UVIC

15 Lessons/week x 24 weeks, OR

30 Lessons/week x 12 weeks

Minimum Age: 18 years

Prepare for the UVic Diploma in Business Administration

GV students who want to join the University of Victoria Diploma in Business Administration (DBA) can register as a GV Pathway student and present an official GV Victoria transcript as proof of English proficiency (no IELTS or TOEFL score required).

Students must enroll in the GV Victoria Business English Program (BEP) and successfully complete *three (3) full BEP modules with a minimum with a minimum grade of 80% and minimum attendance score of 80%. A recommendation letter will be issued by the Director of Studies (DOS).

CHOOSE THE SCHEDULE WHICH IS RIGHT FOR YOU!

We realize that in today's world, one schedule does not fit everyone's life.

1. If you are working during the day, then choose **BEP-15** so you can study in the evenings.
2. If you are able to devote yourself to full-time studies, then choose **BEP-30**.

You will finish any of these Business English courses a confident communicator in any work-related situation.

ENTRANCE LEVEL:

Minimum GV 5+ for general BEP students; or GV 6 for UVic Pathway students.

* One (1) BEP module is 120 lessons, which is equivalent to 4 weeks x 30 lessons/week (or 8 weeks x 15 lessons/week).

* Three (3) full BEP modules is equivalent to 360 lessons, or 12 weeks x 30 lessons/week (or 24 weeks x 15 lessons/week).

BUSINESS ENGLISH PROGRAM SCHEDULE

15 LESSONS PER WEEK:

Monday - Thursday	Business English skills 04:00 - 06:40 PM, PST
	English for Life Skills (Self-study via GV ONLINE)

30 LESSONS PER WEEK:

Monday - Friday	General English 08:45 - 12:20 PM, PST
Monday - Thursday	Business English electives Option 1: 01:05 - 02:10 PM, PST Option 2: 02:25 - 03:30 PM, PST

PATHWAY SUPPORT INCLUDES:

- Specially-designed BEP curriculum to develop English skills for global communication.
- Academic counseling and advice to create a Study Plan.
- Help with application forms, resumes, Letters of Recommendation, payment, and other requirements.
- Communication with the UVic Continuing Studies Registration Team.

2021 CLASS START DATES

BEP-15:

Bi-weekly intake, every other Monday
(Tuesday after a public holiday)

BEP-30:

Weekly intake, every Monday

Please contact victoria@gvenglish.com
for more information.

UVic Continuing Studies has a wide range of professional programs to suit your needs. You can start on a university degree, train for a new career, or earn a professional designation. All programs are expertly designed by coordinators and instructors who are leaders in their fields.

These award-winning programs will enhance your skills, improve your career choices and help you gain a new perspective.

**CONTINUING
STUDIES@UVIC**

Global Village Victoria:

1290 Broad St. #200, Victoria, British Columbia
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GVENGLISH.COM

Feb. 10, 2021



	Dates of 2-week Module	GV LIVE OPTION 3 Classes, 10 LPW M-TH, 4:00-6:40pm (PST)	GV ONLINE (Self-Study) Life Skills Modules, 5 LPW <i>*See note below</i>
Recruitment & Career Management	Jan. 11 - Jan. 21	Personal Portfolios / Letters Resumes	Self motivation
	Jan. 25 - Feb. 04	Recruitment / Career Management	Work ethic
	Feb. 08 - Feb. 18	Interview Process / Interview Questions and Practice	Time management
	Feb. 22 - Mar. 04	Business Ethics and Corporate Social Responsibility (CSR) - Case Study	Goal planning
Marketing	Mar. 08 - Mar. 18	Competition / Market Analysis - Case Study	Communication
	Mar. 22 - Apr. 01	Describing Trends / Consumer Research - Survey	Team work
	Apr. 06 - Apr. 15	Advertising / Commercials - Case Study	Creativity
	Apr. 19 - Apr. 29	Branding - Case Study	Problem-solving skills
Workplace Communication	May 03 - May 13	Indirect Language and Email Communication	Cultural awareness
	May 17 - May 27	Cross-cultural Communication	Attention to detail
	May 31 - June 10	Phone Skills	Leadership
	June 14 - June 24	Language for Meetings	Habits

*When students register for BEP-15, the English through Life Skills modules are completed in a self-study format through GV Online.

BEP-30 - BUSINESS ENGLISH PROGRAM

Topics / 12-week rotation schedule

BEP-30 = GENERAL ENGLISH 20 - (08:45 - 12:20) + Business English (OP1 + OP2)

	Dates of 1-week Module	GV LIVE (Business English) OPTION 1 Classes, 5 LPW M-TH, 1:05-2:10pm (PST)	GV LIVE (Business English) OPTION 2 Classes, 5 LPW M-TH, 2:25-3:30pm (PST)
Workplace Communication	Jan. 11 - Jan. 14	Email etiquette	Cultural awareness
	Jan. 18 - Jan. 21	Written communication - writing clearly and accurately	Attention to detail
	Jan. 25 - Jan. 28	Phone skills - leaving messages	Leadership
	Feb. 01 - Feb. 04	Phone skills - making plans	Habits
Customer Relations	Feb. 08 - Feb. 11	Small talk / Greetings / Common expressions for customer interactions	Self motivation
	Feb. 16 - Feb. 18	Handling complaints / Taking information	Work ethic
	Feb. 22 - Feb. 25	Negotiating / Numbers and money	Time management
	Mar. 01 - Mar. 04	Offering advice / Directions	Goal planning
Presentations	Mar. 08 - Mar. 11	Using powerful language	Communication
	Mar. 15 - Mar. 18	Body language / Vocal skills	Team work
	Mar. 22 - Mar. 25	Functions and presentation structure	Creativity
	Mar. 29 - Apr. 01	Using visuals / Engaging your audience	Problem-solving skills

*BEP-30 Schedules are published in 12-week segments. Next schedule (April to June 2021) will be published by March 01, 2021.

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