

CAREER-CONNECT

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Bhagat Taggar
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Canadian Institute of Telecommunications, operating as Canadian Institute of Management and Technology has been serving the national and international student community since 1998. CIMT diploma programs provide you the practical

From President's Desk

background that employers demand. We also offer post graduate programs in technology and management that give you a theoretical and practical knowledge mix needed in these specialized fields. If you have already graduated from a college and university and want to build on that knowledge base, consult our post graduate programs.

We offer many short courses for on going education and re-training along with professional courses necessary for registration with various regulated professions such as engineering and nursing. Range of courses

offered at CIMT can be seen on our web site, "www.cimtcollege.com".

Every program is developed in consultation with industry to a high academic standard. Course contents meet the technical and transferable skills necessary for the opportunities in the vast areas of expertise. Our campuses are ideally situated amidst the large industry base in the greater Toronto area. The institutions are easily accessible by local transport and car. There is no parking fee for the car parking. Our staff is courteous, waiting to respond to your inquiries at 905 671

9999. Our faculty, apart from academic credentials holds an extensive array of real working experiences in various segments of industry.

As a private career college, we are not tied to bureaucratic procedures associated with public institutions. We try our best to accommodate student availability in schedules for class attendance. Management decisions are not delayed due to procedural inhibitions. Also our senior management has no disconnect from the student community. We value our students. With their success, we take pride in shaping new Canada.

CIMT Convocation 2010



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Basic Employment Rights

Your employment rights are protected by law to stop you from being exploited or treated badly. You have some rights as soon as you start work, others depend on how long you have been working. Find out more about what your basic rights are.

NATIONAL MINIMUM WAGE

Most workers are entitled to be paid at least the National Minimum Wage (NMW). It makes no difference whether you work full time, part time, in a permanent job, on a short-term contract, for an agency or directly for an employer. If you are paid by number of things you make or tasks you do, this is called 'piece' or 'output' work. You are still entitled to the NMW for piece work.

AGRICULTURAL WORK

If you work in agriculture, you have different rights from other workers. You could be entitled to the Agricultural Minimum Wage and other allowances. You also have different rules for calculating your holiday and sick pay entitlement. Agricultural work can be many different things, including, for example:

- Any activity on a farm
- Growing and harvesting food, fruit bulbs, plants or flowers
- Using land for grazing, orchards or woodland

EMPLOYMENT AGENCIES

If you use an employment agency to find work, you have certain rights to make sure the agency cannot exploit you.

DEDUCTIONS FROM WAGES

Deductions can only lawfully be taken from your wages if:

- They are legally required or authorised (e.g. tax and National Insurance)
- They are allowed by your employment contract - you must have a copy of the contract term which allows the deduction, or a written explanation of it, before the deduction is made
- You have agreed in writing before the deduction is made

If your employer is making deductions from your pay, you should check that they are allowed to. Your employer cannot make any deduction or take a payment from you which reduces your pay below NMW rates even if they have your permission to do so.

WORKING HOURS

You should not have to work more than an average of 48 hours in a working week unless you choose to. This includes any overtime. You are entitled to have a minimum of one day off per week. If you work for more than six hours a day you should have a rest break of at least 20 minutes. If you use a labour provider, they must keep a written record to show you have agreed to work any additional hours.



DOs & DON'Ts

HEALTH WATCH: Although you may feel like hibernating during the colder months, that's no reason to neglect your health. Now that cold and flu season is upon us it is even more important to safeguard your health. Health Canada says that 4,000 to 8,000 people die every year from pneumonia related to the flu. Here are 8 simple ways to stay healthy once the snow falls.

DO WASH YOUR HANDS

When cold season hits, everyone is looking for that magical secret to avoid sickness. Washing your hands is one of them. Hand washing is the best way to stop the spread of communicable disease, so make a concerted effort to wash your hands before eating or touching your face especially after spending time on public transit and in shopping malls.

DO DRINK LOTS OF FLUIDS

In the winter we tend to drink more hot liquids like coffee and tea, however both of these drinks have caffeine in them which draws water out of your body. The average Canadian should drink between six and eight cups of water daily.

DO EXERCISE FREQUENTLY

With shorter daylight hours, winter is an energy-zapping season. To combat that, daily exercise is great for your circulation and energy levels. Plus 20 minutes of physical activity a day will help ward off those winter pounds so bathing suit season will be much easier to welcome when it rolls around.

DO GET AT LEAST EIGHT HOURS OF SLEEP

Most Canadians are not getting the recommended eight hours of sleep most nights and this can be detrimental to a person's energy level and immune system during the winter months. Establish a relaxing bedtime routine, and avoid alcohol and nicotine for a restful night's sleep.

DON'T SKIMP ON VITAMIN D

Canadians [are] at risk of not getting enough vitamin D during winter months when the UV radiation from the sun's rays are weak, according to the Canadian Cancer Society. They recommend Canadians take a vitamin D supplement of 200 IU if they're 50 years old or younger. Vitamin D has been linked to healthy bones and may reduce the risk of some types of cancer.

DON'T FORGET TO MOISTURIZE

That winter wind sure wreaks havoc on our skin, so the best beauty secret is to moisturize. Everything from your hair to your skin starts to feel scaly so stock up on thick luxurious moisturizers and don't forget that chapstick! Also, if you're suffering from the sniffles, splurge on moisturized tissues your nose will thank you.

DON'T GET TRAPPED EATING ONLY COMFORT FOOD

When the wind is howling outside, many of us fall back on carb- and fat-heavy comfort food like pasta dishes and creamy soups. However, this will not only impede your weight loss goals but also leave you feeling lethargic and sleepy.

DON'T OVERLOOK SUNSCREEN

Summer is not the only time to worry about slathering on sunscreen. Surprisingly, skin damage is still a concern even in a snowsuit. Health Canada recommends wearing at least an SPF 15 when outdoors in the winter. The glare from snow can be so harmful that they also suggest wearing sunglasses.

Student Testimonials

Rupinder K Bahia

Diploma in Accounts Administration

“Words cannot express how happy I am with the way of teaching in CIMT. I came here in 2008. I realized that computer skills are very important if you want a good job in Canada in any field. My English was also not very good initially. I faced many difficulties in conversing with people. After joining CIMT, I not only became computer savvy but also I reached a good level of English. Today I am very confident in presenting myself and am capable to take anything that comes my way.

With CIMT’s assistance I was able to get a job as well. I want to suggest all those who want to study that CIMT is one of the best colleges and if someone wants to make his/her dream come true, should join this college without any doubt.”

Kishore P Panchal

Diploma in Accounts Administration

“It was a great time for me with CIMT College. The staff at CIMT is very supportive and helpful. The instructors are very knowledgeable. It was a memorable time spent at CIMT. I am working as a Manager in one of the hotels in USA. Thanks CIMT for all the support.”

Amrinder Parwaha

PSW (Personal Support Worker)

“I joined CIMT College in 2010 in PSW Program. The best thing about this Program is that once you are done you have practical experience of this field. Due to the structure of the program half of the program duration is theory and other half is practical. I was able to gain extensive knowledge of my field. I am quite fortunate to have a job offer with me.

I am really thankful to the entire CIMT family in building up my career and guiding me throughout my Program. Thanks CIMT. Proud to be a part of this renowned institute.”

Juan Carwice

Diploma in Telecommunication

“My Experience in this school has been very good. I took this course because I intended to upgrade my knowledge in the field of telecom and acquire a position in this industry. Having done this program at CIMT has helped me in achieving my goal. I thank the whole team of CIMT College which is very professional, in providing us with a healthy and supportive environment.”

Options after graduation

Options for graduates include finding a job or placement, further study at postgraduate level, setting up a business, taking a gap year or volunteering. Get planning as soon as possible – and take advantage of the advice available.

Explore your options and get motivated

As you approach the end of your time in higher education, it’s natural to focus more on what comes next. But there’s likely to be a lot going on in your final year: lectures, essays and, of course, exams. So if you want to prepare for life as a graduate while keeping up

with your studies, it pays to get organized – and to get the right advice.

Weighing up your options

work and postgraduate study Not sure about your first step as a graduate? Talking through your options can help you come up with ideas.

Even if you’ve decided what you want to do, getting advice is still worthwhile. For example – if you’re looking to get a particular job, will a postgraduate qualification improve your chances? Or would it be better to get some work experience?

Help is available through your university or college careers

service. Subject staff can also advise on options for further study, or provide tips on where to look for careers ‘leads’.

Career options and finding a job

It’s best to register with the careers service as soon as possible - especially if you’re looking to go straight into a job after graduation.

As well as taking the pressure off towards the end of your final year, getting started before the rush will help you avoid missing application deadlines. You’ll also benefit from early advice on planning your job search and making effective applications.

You can also get help and advice on job hunting from Jobcentre Plus.

Trying out careers while you’re still at university or college

If you’re curious about what it might be like to work in a particular career, there may be opportunities to find out during your time at university or college. Student societies, newspapers, radio stations, sports teams and taster courses can also help build the kind of skills and experience employers look for.



Short Courses offered at CIMT

- Computing Fundamentals & Internet
- Data Entry & Keyboarding
- MS Word/Advance Word Processing
- MS Excel
- MS Access
- MS PowerPoint
- MS Outlook
- MS Publisher
- MS Visio
- MS Project
- ESL - English as Second Language
- English Proficiency Exam Preparation for IELTS/TOEFL/MELAB
- Bookkeeping
- Financial Accounting
- Simply Accounting
- QuickBooks
- AccPac
- Fundamentals of Payroll
- Income Tax- Personal
- Income Tax- Corporate
- A+ PC Technician
- Network+
- Security+
- MCITP
- CCNA
- CWNA
- Linux- Fedora Redhat/ Suse
- Auto Cad
- Photoshop
- Coral Draw
- RN / RPN Certification Exam Preparatory Course

CIMT Programs and New Courses in line-up

- Diploma in Medical Office Administration
- Diploma in Legal Office Administration



CANADIAN INSTITUTE OF MANAGEMENT & TECHNOLOGY

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AFFILIATIONS:

Certified member of Canadian Association of Career Colleges.

Affiliated with a recruiting firm placing technology professionals.

Member of SMART Toronto.



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ENHANCE YOUR POTENTIAL



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Programs & Schedule may vary by campus

