President’s Message

Why CIMT College?

CERTIFICATE COURSES

PROGRAMS

Renovation and Construction Technician
Telecommunications Technology
Network Administration
Data Analytics and Business Intelligence
Business Administration
Business Management
Accounting Administration
Supply Chain and Logistics Management
Legal Office Administration
Paralegal
Medical Office Administration
Medical Office Administration with Health Unit Coordinating
Personal Support Worker
Personal Support Worker Bridging
Pre-Health Sciences*
Dental Office Administration
Esthetics
Early Childcare Assistant
Food Service Worker
Community Service and Addictions Worker

POST GRADUATE PROGRAMS

Post Graduate Diploma in Telecommunications
Post Graduate Diploma in Network Administration
Post Graduate Diploma in Business Management
Post Graduate Diploma in Retail/Sales Management

Career Services
General Information and Financial Assistance
Admissions, Bursaries and Fees

*This program does not require approval under the Private Career Colleges Act, 2005
President's Message

CIMT College is a registered Private Career College under the Private Career Colleges Act, 2005 and is a member of the Ontario Association of Career Colleges and National Association of Career Colleges. Since 1998, CIMT College has been providing education and training in the fields of Technology, Healthcare, Business and Management. We offer a variety of job-oriented and career-focused Diploma and Post-Graduate Diploma Programs that allow students to enter their choice profession, backed by the knowledge and expertise of professionals in their fields. Since its inception, CIMT College has been providing programs that combine theory and practice in various fields of study.

In today’s world, to sustain yourself in the workforce and to be continually productive in your job, you need to be constantly upgrading your knowledge and experiences. CIMT College offers you just that by allowing you to explore new areas of work, and by providing you with the skills and knowledge required to take that step.

CIMT College also offers a variety of short skill-enhancement courses for ongoing education and retraining along with the professional courses necessary for registration with various regulated professions such as engineering and nursing. Each program being offered by CIMT College is developed in consultation with the relevant industry to achieve the highest academic standards. The course content for the Diploma and Post Graduate Diplomas is developed keeping in mind that the technical and transferable skills necessary for success are incorporated into our graduates.

We at CIMT College are committed to academic offerings relevant to practices in industry for employment and hence offer placement services to our graduates as well. In an effort to make a mark in the field of academic excellence, we aim at providing value and quality to our students by training them with the best faculty in a conducive environment which meets international standards. We aim at developing in our students heightened intellectual and cultural sensitivities through professional, ethical and technological expertise in their chosen profession. Thank you for being part of our record of success!

Why CIMT College?

CIMT College is thrilled to be celebrating over 20 years of success! Since 1998, CIMT College has been providing education and training in the fields of Technology, Healthcare, Business and Management. We offer a variety of job-oriented and career-focused Diploma and Post-Graduate Diploma Programs that allow students to enter their choice profession, backed by the knowledge and expertise of professionals in their fields. Since its inception, CIMT College has been providing programs that combine theory and practice in various fields of study.

In today’s world, to sustain yourself in the workforce and to be continually productive in your job, you need to be constantly upgrading your knowledge and experiences. CIMT College offers you just that by allowing you to explore new areas of work, and by providing you with the skills and knowledge required to take that step.

CIMT College also offers a variety of short skill-enhancement courses for ongoing education and retraining along with the professional courses necessary for registration with various regulated professions such as engineering and nursing. Each program being offered by CIMT College is developed in consultation with the relevant industry to achieve the highest academic standards. The course content for the Diploma and Post Graduate Diplomas is developed keeping in mind that the technical and transferable skills necessary for success are incorporated into our graduates.

We at CIMT College are committed to academic offerings relevant to practices in industry for employment and hence offer placement services to our graduates as well. In an effort to make a mark in the field of academic excellence, we aim at providing value and quality to our students by training them with the best faculty in a conducive environment which meets international standards. We aim at developing in our students heightened intellectual and cultural sensitivities through professional, ethical and technological expertise in their chosen profession. Thank you for being part of our record of success!

CIMT College President
Mr. Kam Bal

Our Vision
CIMT College is a centre of academic and professional excellence that nurtures the students to ensure their all round education and development so as to make them valuable assets in our global society.

Our Mission
CIMT College aims at transforming the lives of all those who enter our portals by providing them with education and training for success.

CIMT College helps you in choosing the right career path through its rigorously monitored admission and placement process. From your admission to your placement, you are part of a continuum of learning that develops you as a thorough professional.

CIMT College Highlights
• Career Guidance and Counseling
• Student Support services
• Full time, Part time and Weekend courses
• Excellent course structures
• Highly qualified faculty
• Placement services
• 20 year record of success

CIMT College is a preferred destination for international students because of our close proximity to Pearson International Airport, and easy access through local transport routes (bus and train). Multinational Corporations and the ever-growing economy of Greater Toronto Area with four campuses - Malton-Mississauga, Brampton, Dundas Street-Mississauga, and Scarborough. CIMT College opens the gateway to many employment opportunities with Multinational Corporations and the ever-growing economy of Toronto. We are a preferred destination for international students because of our close proximity to Pearson International Airport, and easy access through local transport routes (bus and train).
# Certificate Courses

## BASIC COMPUTER
- Computer Fundamentals and Internet: 20 hours
- Keyboarding Skills: 20 hours
- Microsoft Word, Excel, PowerPoint: 40 hours

## INTERMEDIATE AND ADVANCED OFFICE APPLICATIONS
- Microsoft Word: 40 hours
- Microsoft Excel: 35 hours
- Microsoft Access: 40 hours
- Microsoft PowerPoint: 30 hours
- Microsoft Outlook: 20 hours
- Microsoft Project: 20 hours
- Microsoft Office Suite: 205 hours

## LANGUAGE
- ESL Beginner: 400 hours
- ESL Intermediate: 400 hours
- ESL Complete: 800 hours

## ACCOUNTING, PAYROLL AND INCOME TAX COURSES
- Financial Accounting I: 60 hours
- Financial Accounting II: 60 hours
- Simply Accounting: 50 hours
- QuickBooks: 40 hours
- AccPac: 40 hours
- Bookkeeping: 155 hours
- Fundamentals of Payroll: 40 hours
- Income Tax - Personal: 30 hours
- Income Tax - Corporate: 30 hours

## TELECOMMUNICATIONS COURSES
- Fiber Optics Communication and Installation: 60 hours
- Broadband Technologies (SONET, ATM, LAN): 60 hours
- Cellular (Wireless) Technology (GSM, PCS): 60 hours
- Satellite Communications: 60 hours
- IT Support Technician: 180 hours

## PREPARATORY COURSES
- CPNRE (RPN): 60 hours
- NCLEX-RN: 60 hours
- CELBAN: 40 hours
- Professional Skills: 20 hours

## COMMUNITY CARE
- Food Safety Training: 5 hours
- Crisis Intervention Training: 10 hours
- WHMIS Health and Safety: 10 hours

### CANADA-ONTARIO JOB GRANT
Qualifying employers receive up to $10,000 per employee!

The Canada-Ontario Job Grant provides direct financial support to employers who want to invest in their workforce. COJG supports many qualified training costs up to a maximum of $10,000 per grant! Eligible training costs include tuition or other CIMT College fees, textbooks, software and other necessary training materials such as uniforms, tools, equipment and disability support.

### TRADES
- Framing and Rough Carpentry Workshop: 39 hours
- Drywall, Mudding, and Sanding Workshop: 39 hours
- Flooring Installation Workshop: 39 hours
- Smart Home Workshop: 10 hours

### HEALTH COURSES
- First Aid: 8 hours
- CPR: Choice of HeartSaver or Basic Life Support for Health Care Providers: 8 hours
- Basic Health Assessment: 30 hours
- Dental Receptionist: 150 hours
- Administering Medication: 30 hours
- Medical Terminology: 40 hours
- Medical Transcription: 45 hours
- Medical Record Management: 45 hours
- Human Anatomy and Physiology: 45 hours
- Medical Billing and Coding: 50 hours
- Phlebotomy Workshop: 12 hours
- ECG Workshop: 5 hours
- Wound Care Workshop: 12 hours
- Intramuscular Injection Workshop: 10 hours
- Autism Workshop: 10 hours
- Diabetes Workshop: 5 hours

### MANAGEMENT AND BUSINESS COURSES
- Business and Human Resources: 195 hours
- Microsoft Project: 40 hours
- PMP Fundamentals: 40 hours
- PMP Exam Preparation: 40 hours
- ITIL Foundation: 40 hours
- Sales Management: 60 hours
- Marketing and Branding Workshop: 10 hours
- Human Resources Workshop: 10 hours
- Customer Service Workshop: 5 hours

These courses do not require approval under the Private Career Colleges Act, 2005.
Certificate Courses

**Renovation and Construction Technician**

### Career

Join the first-ever diploma program for Trades offered by CIMT College. Learn to build a home from the ground up, starting with foundations, framing, and flooring, drywall and painting, and even carpentry and ceiling systems. The course includes an introduction to electrical, plumbing, and HVAC.

### Program Description

This program provides students with a competitive advantage in the Renovation and Construction industries. Students first learn theory in a classroom setting before the real excitement begins. In the "Build a House" course, students put theory to practice in actually constructing a multi-room house using the skills and knowledge from the in-class components. This practical, hands-on construction experience proves an invaluable asset in job searches. Students also learn WHMIS, Health and Safety, and Working at Heights to meet Ministry of Labour standards.

Renovation workers must also demonstrate problem solving, decision making, task planning, teamwork, project management, numeracy, and organizational skills.

### Duration

27 Weeks / 640 Hours

### Course Overview

- **SCFI** Computer Fundamentals and Internet
- **SMDA** Microsoft Word, Excel, PowerPoint
- **SMO** Microsoft Outlook
- **SPS** Professional Skills
- **SFND** Foundations
- **SBBC** Blueprints and Building Codes
- **SACD1** AutoCAD Level 1
- **STSE** Tools and Shop Equipment
- **SPMC** Project Management for Construction
- **SFRC** Framing and Rough Carpentry
- **SFC** Finished Carpentry
- **SDP** Drywall and Painting
- **SCS** Ceiling Systems
- **SFL** Flooring
- **SIE** Introduction to Electrical
- **SIP** Introduction to Plumbing
- **SHVAC** Introduction to HVAC
- **SBH** Build a House
- **SWHM** WHMIS Health and Safety
- **SWAH** Working at Heights Workshop

### Certificate Courses

**Technology Certifications**

- **MICROSOFT CERTIFICATIONS**
  - Business Intelligence
  - MTA
  - Database
  - Developer
  - IT Infrastructure
- **MCSA**
  - Cloud Platform
  - Linux on Azure
  - Machine Learning
  - Office 365
  - SQL BI Development
  - SQL Database Administration
  - SQL Database Development
  - SQL Server 2012/2014
- **Universal Windows Platform**
  - Web Applications
  - Windows 10
  - Windows Server 2012
  - Windows Server 2016
- **MCSD**
  - App Builder
  - MCSE
  - Business Applications
  - Cloud Platform and Infrastructure
  - Data Management and Analytics
  - Mobility
  - Productivity
- **MOS**
  - Microsoft Office Specialist Expert
  - Microsoft Office Specialist Master
  - Microsoft Office Specialist

**COMPTIA CERTIFICATIONS**

- **A+ PC Technician**
- **Network +**
- **Security +**
- **Linux +**

**CISCO CERTIFICATIONS**

- **CCENT** Interconnecting Cisco Networking Devices Part 1 (ICND1)
- **CCNA** Routing and Switching
- **CCNP** Implementing Cisco IP Routing (ROUTE)
- **Implementing Cisco IP Switches Network (SWITCH)**
- **Troubleshoot and Maintain Cisco IP Networks (TSHOOT)**

**CWNP CERTIFICATIONS**

- **CWNIA** Certified Wireless Network Administration

**MICROSOFT CERTIFICATIONS**

- **Business Intelligence**
- **MTA**
- **Database**
- **Developer**
- **IT Infrastructure**

**MCSA**

- **Cloud Platform**
- **Linux on Azure**
- **Machine Learning**
- **Office 365**
- **SQL BI Development**
- **SQL Database Administration**
- **SQL Database Development**
- **SQL Server 2012/2014**

**Universal Windows Platform**

- **Web Applications**
- **Windows 10**
- **Windows Server 2012**
- **Windows Server 2016**

**MCSD**

- **App Builder**
- **MCSE**
- **Business Applications**
- **Cloud Platform and Infrastructure**
- **Data Management and Analytics**
- **Mobility**
- **Productivity**

**MOS**

- **Microsoft Office Specialist Expert**
- **Microsoft Office Specialist Master**
- **Microsoft Office Specialist**
Telecommunications Technology

**Career**
An extensive range of career paths are available in Telecommunications, starting from planning, installing, maintenance, and systems management. Students gain an in-depth understanding in installation of copper, coax, and fibre optic cables. Also up-to-date techniques of wireless technology are covered, including fibre optic and lab work.

**Program Description**
Telecommunications is the career for the new Millennium. This program prepares you for employment opportunities in design, development, research, and management of Telecommunications Engineering Science or Technology. A set of Laboratory experiments are included using MATLAB.

After successful completion of the program the students will be prepared to write the 6 CCNT certifications.

**Duration**
45 Weeks / 900 Hours

**Course Overview**

**Data Communication Systems**
- TM101 Telecommunications and Networking 1
- TM102 Computer Networks / CCENT
- TM103 Computer Networks / CCNA
- TM104 Telecommunication and Networking 2

**Wireless Systems**
- TM201 Radio Propagation for the Mobile and Fixed Systems
- TM202 Mobile communications (GSM & PCS)
- TM204 Satellite Communications
- TM205 Mobile Data Communications System

**Broadband Technologies**
- TM301 Fiber Optic Communications and Installations
- TM302 Transmission Networking, SONET and SDH
- TM303 Broadband Technologies 1
- TM304 Broadband Technologies 11
- TM305 Research Project

Network Administration

**Career**
The careers available for Network Administration graduates include network designers, LAN/WAN administrators, systems analysts, network administrators, wireless communication specialists, and technical support workers. Graduates may pursue further studies that can lead to employment in education, research, or upper-level management positions, or they may consider work in a related discipline such as internet technology.

**Program Description**
A diploma in Network Administration prepares students with a wide range of computing and networking skills. They will gain hands-on experience with the hardware and software used in personal computers, learn to manage and direct network traffic, and develop system support skills that focus on installation, administration, and troubleshooting for commonly used network hardware and software. Students will also be trained in analysis and resolving end-user hardware and software computer problems accurately and in a timely manner.

**Duration**
36 Weeks / 900 Hours

**Course Overview**

**SSS** Student Success Strategy
**SCE** English I
**SAPL1** A+ Essentials
**SAPL1.1** A+ IT Technician
**SNET** Network+
**SSC** Security+
**MCITFWS** Manage and Maintain a Microsoft Windows Server
**MCITPNI 1** Implement, Manage, and Maintain a Microsoft Network Infrastructure
**MCITPNI 1.1** Plan and Maintain Network Infrastructure
**MCITPOS** Microsoft Windows Operating System
**MCITPAO** Plan, Implement, and Maintain Active Directory Infrastructure
**MCITPAI** Design Security for Windows Server Network
**MCITPAE** Implement & Manage Exchange Server
**LINUXF** Linux Fundamentals
**LINUXI** Linux Intermediate
**CCNARS** CCNA Routing and Switching
**CCNP** CCNP Routing
**CWNA** CWNA
**SPS** Professional Skills

"The staff at CIMT College provided excellent service and support to me... Career Services at the campus helped me a great deal in learning professional behavioural skills, preparing my resume packing, honing me for interviews... all of it to make me job ready.

When I started at CIMT College, I had a goal to land a job, and I am extremely excited to state that upon completion I was hired, and now I’m working in my chosen field. I appreciate everything CIMT College did to help me achieve my goals, and I would recommend CIMT College to anyone searching for a career.”

Andrew Opoku

"I am officially confirming that I’m working as an Installation and Network Support Technician for a company that supplies offices across Canada with imaging equipment, x-ray machines, computers. We also build and install all customized network infrastructure, software and programs. I got this great opportunity to launch my career the following week after completing my studies! The interview was actually on my last day of class!! I wanted to say a big thank you to all the staff there at CIMT College who were involved in making this possible!"

Colin Cutting
Data Analytics and Business Intelligence

Career
A diploma in Data Analytics and Business Intelligence provides graduates with a solid foundation for a career in Data Management, Data Analytics, Big Data, Cloud Data Platform, and Business Intelligence.

Program Description
This extensive one-year diploma combines Management training with various Microsoft certification courses in MCSA SQL Server, MCSA Database Development, MCSA Business Intelligence Reporting, MCSA Machine Learning, including MCSE Data Management and Analytics.

To position graduates for future management roles, students also learn about PMP Fundamentals, Cross Culture Management, Organizational Change Management, as well as Leadership Fundamentals.

Duration
52 Weeks / 1290 Hours

Course Overview

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>SSS</td>
<td>Student Success Strategy</td>
</tr>
<tr>
<td>SCE</td>
<td>English I</td>
</tr>
<tr>
<td>SMOA</td>
<td>Microsoft Word, Excel, PowerPoint</td>
</tr>
<tr>
<td>SBC</td>
<td>Business Communication</td>
</tr>
<tr>
<td>SBVE</td>
<td>Business Values and Ethics</td>
</tr>
<tr>
<td>SME</td>
<td>Microsoft Excel</td>
</tr>
<tr>
<td>SMA</td>
<td>Microsoft Access</td>
</tr>
<tr>
<td>SMD</td>
<td>Microsoft Outlook</td>
</tr>
<tr>
<td>SPMP</td>
<td>Fundamentals</td>
</tr>
<tr>
<td>PMP</td>
<td>Organizational Change Management</td>
</tr>
<tr>
<td>SOCM</td>
<td>Cross-Culture Management</td>
</tr>
<tr>
<td>SLDR</td>
<td>Leadership</td>
</tr>
<tr>
<td>SLD</td>
<td>Software Development Fundamentals</td>
</tr>
<tr>
<td>40361</td>
<td>Database Fundamentals</td>
</tr>
<tr>
<td>40364</td>
<td>Implementing Data Models and Reports</td>
</tr>
<tr>
<td>20466</td>
<td>Business Intelligence Solutions</td>
</tr>
<tr>
<td>20467</td>
<td>Cloud Data Platform Solutions</td>
</tr>
<tr>
<td>20473</td>
<td>Big Data Analytics Solutions</td>
</tr>
<tr>
<td>20475</td>
<td>Introduction to Programming</td>
</tr>
<tr>
<td>S1PR</td>
<td>Querying Data with Transact-SQL</td>
</tr>
<tr>
<td>20761</td>
<td>Developing SQL Databases</td>
</tr>
<tr>
<td>20762</td>
<td>Administering a SQL Database Infrastructure</td>
</tr>
<tr>
<td>20764</td>
<td>Provisioning SQL Databases</td>
</tr>
<tr>
<td>20765</td>
<td>Implementing a SQL Data Warehouse</td>
</tr>
<tr>
<td>20767</td>
<td>Developing SQL Data Models</td>
</tr>
<tr>
<td>20768</td>
<td>Analyzing Big Data with Microsoft R</td>
</tr>
<tr>
<td>20773</td>
<td>Cloud Data Science with Azure Machine Learning</td>
</tr>
<tr>
<td>20774</td>
<td>Microsoft Azure HDInsight</td>
</tr>
<tr>
<td>20775</td>
<td>Analyzing Data with Power BI</td>
</tr>
<tr>
<td>20776</td>
<td>Analyzing Data with Excel</td>
</tr>
<tr>
<td>SCAP</td>
<td>Capstone Project for BI</td>
</tr>
<tr>
<td>SPS</td>
<td>Professional Skills</td>
</tr>
</tbody>
</table>

You’ll receive a referral reward
when your friend enrols and begins a sincere commitment to an education and a new life with CIMT College. Enrolment must be in a registered vocational program. Ask your Admissions Advisor for more details.

Call to find out more today! 905-671-9999 www.cimtcollege.com

REFER A FRIEND!
### Business Administration

**Career**

There are a variety of careers in almost any office or business environment ranging from administrative to managerial functions. Upon completion of the program, graduates will have the necessary skills for problem solving, leadership qualities, and cross-cultural management, enabling them to be successful and efficient in their professional careers.

**Program Description**

The Business Administration program prepares students for positions within the field of office administration. Students receive training in a wide range of activities ranging from customer care, office and business procedures, word processing to communications. Enhancements to the program include an introduction to Human Resources, Project Management, and Marketing. Hands-on training with various computer software applications allows students to develop the necessary confidence to contribute to any organization.

**Course Overview**

- **Duration**: 23 Weeks / 580 Hours
- **Course**
  - SSS: Student Success Strategy
  - SCFI: Computer Fundamentals and Internet
  - SKS: Keyboarding Skills
  - SCE: English I
  - SBM: Business Mathematics
  - SMOA: Microsoft Word, Excel, PowerPoint
  - SME: Microsoft Excel
  - SBC: Business Communication and Marketing
  - SFA1: Financial Accounting I
  - SMA: Microsoft Access
  - SAP: Administrative Procedures and Human Resources
  - SMO: Microsoft Outlook
  - SMB: Business Communication
  - SVE: Business Values and Ethics
  - SSA: Business Values and Ethics
  - SPS: Professional Skills
  - SPM: Project Management

### Business Management

**Career**

The Business Management program combines Business Administration and Accounting Administration programs, with preferred aspects from the Post-Graduate Diploma in Business Management. Students wishing to advance their education after this program can transfer credits to continue into the Post-Graduate Diploma in Business Management or Post-Graduate Diploma in Retail/Sales Management.

**Program Description**

A Business Management diploma prepares students for positions in accounting, marketing, business, human resources, project management, and office administration. Training is extensive and broad to prepare students for all business management opportunities in a wide range of industries and organizations. Students also learn various software to be skilled in document processing, spreadsheet manipulation, database entry, and presentation design and delivery, which makes them more employable for any business environment.

**Course Overview**

- **Duration**: 53 Weeks / 1335 Hours
- **Course**
  - SSS: Student Success Strategy
  - SCFI: Computer Fundamentals and Internet
  - SKS: Keyboarding Skills
  - SME: Microsoft Word, Excel, PowerPoint
  - SMW: Microsoft Word Advanced
  - SVE: Microsoft Excel
  - SMA: Microsoft Access
  - SMP: Microsoft PowerPoint
  - SMG: Microsoft Outlook
  - SME: English I
  - SAP: Administrative Procedures
  - SHRM: Human Resource Management
  - SBM: Business Mathematics
  - SFA1: Financial Accounting I
  - SFA2: Financial Accounting II
  - SQB: Quick Books
  - SSA: Simply Accounting
  - SBC: Business Communication
  - MKT210: Introduction to Marketing
  - SBL: Corporate and Business Law I
  - SEC: Economics
  - COM410: Fundamentals of e-Commerce
  - BUS330: Introduction to Entrepreneurship
  - BUS330: Preparing a Business Plan
  - FMT110: Fundamentals of Management
  - SPM: Project Management
  - SPS: Professional Skills
  - SPS: Professional Skills
Accounting Administration

Career
An Accounting Administration diploma will open the door to many positions. Upon successful completion of this program, graduates will be able to find employment as an Accounting Clerk, Accounting Assistant, Financial Assistant and Accounts Administrator. Employment opportunities are also available as a Bookkeeper, Payroll Administrator, Payroll Clerk (Administrator requires the Canadian Payroll Association PCP option), and Office Assistant.

Program Description
A diploma in Accounting Administration prepares students for office positions in financial accounts and administration. Students receive training in office and business procedures, word processing, database management, and communications. After completing this program, students will have excellent communications skills, will be proficient in a variety of software programs, and will possess a good knowledge of the business environment. Accounting Administration graduates are key members of business organizations, have up-to-date skills, are able to solve problems, and exercise good judgement.

Duration
36 Weeks / 960 Hours

Course Overview
SSS Student Success Strategy
SCF Computer Fundamentals and Internet
SKS Keyboarding Skills
SCE English I
SMB Business Mathematics
SMDA Microsoft Word, Excel, PowerPoint
SFA1 Financial Accounting I
SME Microsoft Excel
SBC Business Communication
SMA Microsoft Access
SAP Administrative Procedures
SFA2 Financial Accounting II
SBL Corporate and Business Law I
SMD Microsoft Outlook
SMP Microsoft PowerPoint
SMW Microsoft Word
SBVE Business Values and Ethics
SQB QuickBooks
SSA Simply Accounting
SHRM Human Resource Management
SPS Professional Skills

Supply Chain and Logistics Management

Career
The Supply Chain Manager’s role is to improve operational productivity, quality, and efficiency throughout the supply chain, to improve net profit. Supply chain managers minimize inventory shortages and keep operating expenses low through careful planning and relationships with suppliers. Careers are available in the industries of manufacturing, aerospace, defense, international logistics and warehousing, and energy.

Program Description
This program includes education on all five parts of the supply chain, including:
• Planning
• Sourcing (raw materials)
• Manufacturing (productivity, efficiency)
• Delivery and Logistics
• Returns.

Duration
52 Weeks / 1295 Hours

Course Overview
SCFI Computers Fundamentals and Internet
SMOA Microsoft Word, Excel, PowerPoint
SMD Microsoft Outlook
SCE English I
SISC Introduction to Supply Chain
SFA1 Financial Accounting I
SCCM Cross Culture Management
SSCT Supply Chain Technology
SBVE Business Values and Ethics
STRN Transportation
SLM Logistics Management
SIBM International Business and Marketing
SOM Order Management
SDM Distribution Management
SPSM Purchase and Supply Management
SIM Inventory Management
SFP Forecasting and Planning
SRM Risk Management
SNEG Negotiations
SGS Global Sourcing
SOM Operations Management
SDP Demand Planning
SCPS Capacity Planning and Scheduling
SPM Project Management
SLM Lean Management
SSCTN Performance Measurement
SPS Professional Skills
PRPARA Practicum

"The instructors are well qualified, and the administrative staff is supportive. Career Services at the campus helped me in honing my behavioural skills to search for jobs and crack the interviews. I also got assistance to understand and create a resume package and get linked to potential employers. I am absolutely confident that I am job-ready in all aspects. I would recommend them!"

Mandeep K. Dhillon
Legal Office Administration

Career
A diploma in Legal Office Administration prepares you to carry out activities like maintaining client databases, managing files relating to legal cases (including real estate, wills and estate), filing and maintaining documents, scheduling, sending legal correspondence, and skilful management of a legal office.

Program Description
Our diploma program provides you with extensive understanding of Canadian Law, Wills and Estates, Family Law, Corporate and Commercial Law, Civil Litigation, Real Estate Law, and more. You’ll learn legal terminology, legal office procedures, and you’ll even receive training on Legal Software, so you’ll be able to effectively handle a legal office independently. Upon graduating, students have the essential skills to choose from a diverse set of legal fields, so they can explore their legal interests.

Duration
28 Weeks / 550 Hours

Course Overview
- SSS: Student Success Strategy
- SCFTI: Computer Fundamentals and Internet
- SKS: Keyboarding Skills
- SCE: English I
- SMDA: Microsoft Word, Excel, PowerPoint
- SLOP: Legal Office Procedures
- SCBL: Corporate and Business Law I
- SMD: Microsoft Outlook
- SCLP: Civil Litigation Practice and Procedures
- SREL: Real Estate Law
- SC: Criminal Law
- SWE: Wills and Estates Practice and Procedures
- SLSA: Legal Software Applications
- SFLP: Family Law and Procedures
- SPS: Professional Skills

"I felt sooo lucky and blessed that I have chosen the Legal program at CIMT College. I found my dream job even before my last day of school! I learned how to write a great resume and interview well, and my legal instructor, was fantastic! I received guidance and support in every possible way throughout my career search, much more than what a teacher or college would normally do for a student. And... I got the job! My first day at a prestigious law firm was only two days after my program finished! I am out of words to express my gratitude!"

Oasis Zhang

Paralegal
This program is accredited by the Law Society of Ontario

Career
Paralegals are an indispensable part of the legal system in Ontario. Paralegals provide legal services to the public including representation in Small Claims Court, Summary Conviction Criminal Court, the Immigration Refugee Board, the Ontario Court of Justice, dozens of government regulated Tribunals, and more.

As of May 2007 in Ontario, Paralegals became a regulated profession by the Law Society of Ontario. Unlike Law Clerks and Legal Assistants, Licensed Paralegals are able to independently argue, advocate, and appear before Judges, Justices of the Peace, and Adjudicators on behalf of their clients. Paralegals are also, by virtue of their office, Commissioners of Oaths, and they have been declared by the Law Society of Ontario to be Officers of the Court, thus putting Paralegals on equal footing as lawyers.

Program Description
Students learn to conduct research and use industry-specific software and websites before completing field placement assignments of 120 hours as a part of the program. CIMT College assigns students to various legal office placements to gain hands-on experience before being awarded a diploma. This course is approved by the Law Society of Ontario.

Duration
43 Weeks / 1035 Hours

Course Overview
- SCE: English I
- SILS: Introduction to the Legal System
- SLC: Legal Computer Applications
- SLC: Legal Communication
- SRLW: Legal Research and Writing
- SPS: Professional Skills
- STC: Torts and Contracts
- SCS: Criminal Summary Conviction Procedure
- SPO: Provincial and Motor Vehicle Offences
- SAL: Administrative Law
- SEL: Employment Law
- SRLT: Residential Landlord and Tenant Law
- SCC: Small Claims Court
- STPP: Tribunal Practice and Procedure
- SLA: Legal Accounting
- SEPR: Ethics and Professional Responsibility
- SRO: Regulatory Offenses in Canada
- SRL: Introduction to Immigration Law
- SPM: Practice Management
- SADR: Alternative Dispute Resolution
- SAD: Advocacy
- SELP: Evidence and the Litigation Process
- SPRARA: Practicum
FREE LAPTOP!

As a special thank you to Second Career students, CIMT College is pleased to offer a FREE LAPTOP when you enrol in any of the programs listed below!

CHOOSE YOUR PROGRAM, CHOOSE YOUR CAREER

<table>
<thead>
<tr>
<th>Renovation and Construction Technician</th>
<th>Network Administration</th>
</tr>
</thead>
<tbody>
<tr>
<td>Telecommunications Technology</td>
<td>Business Management</td>
</tr>
<tr>
<td>Business Administration</td>
<td>Accounting Administration</td>
</tr>
<tr>
<td>Legal Office Administration</td>
<td>Supply Chain and Logistics Management</td>
</tr>
<tr>
<td>Early Childcare Assistant</td>
<td>Food Service Worker</td>
</tr>
<tr>
<td>Legal Office Administration</td>
<td>Personal Support Worker</td>
</tr>
<tr>
<td>Personal Support Worker Bridging</td>
<td>Medical Office Administration</td>
</tr>
<tr>
<td>Medical Office Administration with Health Unit Coordinating</td>
<td>Community Service and Addictions Worker</td>
</tr>
<tr>
<td>Dental Office Administration</td>
<td>Pre-Health Sciences</td>
</tr>
<tr>
<td>Renovation and Construction Technician</td>
<td>Esthetics</td>
</tr>
</tbody>
</table>

One of our Admissions Advisors can assess your interests and skills, and match the assessment with current labour market demands to ensure you’re being retrained in the Second Career that’s ideal for you!

Study in Canada

CIMT COLLEGE WELCOMES INTERNATIONAL STUDENTS

Why Study in Canada?

- Canadian Qualifications are valued worldwide.
- Affordable education, especially with CIMT College.
- Canada is multicultural and pleased to welcome international students.
- Canadians take pride in welcoming other cultures, races, and groups.
- Feel at home with ethnic food choices and international associations.
- Canada is safe and values equality, peace and human rights.
- The United Nations consistently ranks Canada as one of the best places in the world to live.
- Stay in touch with family and friends, with Wi-Fi accessible on campus and many public places.
- CIMT College offers ESL courses for students needing supplemental language skills for visa applications.
- According to QS World University Rankings, Toronto, Montreal and Vancouver, made the list of top 50 student cities for affordability, diversity, and employers’ perception of graduates.
- Our Ontario campuses are all within 40 minutes of downtown Toronto - a world class city.
- Natural attractions like Niagara Falls are close by.
- Toronto is home to many exciting historical, cultural, natural, and famous sites.
- Toronto is home to major league teams in virtually all professional sports.
- Students with Canadian credentials and Canadian work experience may apply for permanent residency. For more information about possible immigration to Canada once your schooling is complete, please visit the Immigration, Refugees and Citizenship Canada website.

To schedule your FREE Second Career Assessment, call 905-671-9999

To learn more about studying in Canada, contact our International Student Coordinator at INT.ADMISSIONS@CIMTCOLLEGE.COM
Medical Office Administration

Career
Those looking for a career with a combination of health and management acquire skills to handle complex situations in the Medical Office Administration program. The health industry offers numerous opportunities for growth to those who are career oriented, and it gives you a chance to be a part of one of the most demanding industries.

Program Description
A diploma in Medical Office Administration prepares students for a career in medical offices. Students receive training in office procedures, medical terminology, word processing, database management and communication. Completing this program gives students excellent communication skills, proficiency in medical software programs, and good knowledge of the medical office environment.

Practicum
Students complete a field placement in a role of either a Medical Office Administrator or Health Unit Coordinator. Practicum placement is 80 hours, and CIMT College assigns students to medical offices, clinics, hospitals, or long-term care facilities to gain hands-on experience before being awarded the diploma.

Medical Office Administration with Health Unit Coordinating

Career
A diploma in Medical Office Administration with Health Unit Coordinating prepares students for a career in hospital units and wards, clinics, medical offices, long-term care facilities, and other allied healthcare settings.

Program Description
Students receive training in office procedures, medical terminology, anatomy and physiology, word processing, and database management. They also learn hospital simulation software, transcribing doctors’ orders, psychiatry, and how mental health issues affect treatment and care. Completing this program gives students excellent communication skills, proficiency in medical software programs, and will possess a good knowledge of the medical office environment. Students will be well versed in hospital hierarchy, departments, and procedures.

Practicum
Students complete a field placement in a role of either a Medical Office Administrator or Health Unit Coordinator. Practicum placement is 80 hours, and CIMT College assigns students to medical offices, clinics, hospitals, or long-term care facilities to gain hands-on experience before being awarded the diploma.
Personal Support Worker (PSW)

Career
Health care is a recession-proof industry. Job opportunities in health care facilities and homes are always available to skilled professionals.

Program Description
Our certificate in Personal Support Worker is designed to teach individuals to give patients, clients, and their families the care and assistance needed to live fulfilling lives in the community and in institutions. The students in this program develop a broad range of abilities which emphasize the value of their role and reflect true sensitivity and respect for the individuality of each patient. Some of the personal support workers’ activities include providing their clients with personal care and hygiene, household and family management, meal preparation, assisting clients with their medications, and restorative activities.

Placement
The students complete field placements of 310 hours as a part of the program. CIMT College assigns the students to community clinics, hospitals, or senior centres to gain hands-on experience before being awarded the certificate.

Course Overview

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>SPF</td>
<td>PSW Foundations</td>
</tr>
<tr>
<td>SSM1</td>
<td>Safety and Mobility</td>
</tr>
<tr>
<td>SBM</td>
<td>Body Systems</td>
</tr>
<tr>
<td>SPH</td>
<td>Assisting with Personal Hygiene</td>
</tr>
<tr>
<td>SAN</td>
<td>Abuse and Neglect</td>
</tr>
<tr>
<td>SHM</td>
<td>Household Management, Nutrition and Hydration</td>
</tr>
<tr>
<td>SCP</td>
<td>Care Planning/Restorative Care/ Electronic Documentation/Working in the Community</td>
</tr>
<tr>
<td>SFG</td>
<td>Assisting the Family/Growth and Development</td>
</tr>
<tr>
<td>SDP</td>
<td>Assisting the Dying Person</td>
</tr>
<tr>
<td>SAM</td>
<td>Assisting with Medications</td>
</tr>
<tr>
<td>SCM</td>
<td>Cognitive/Mental Health issues and Brain Injuries</td>
</tr>
<tr>
<td>SHC</td>
<td>Health Conditions</td>
</tr>
<tr>
<td>PRPSW1</td>
<td>Clinical Practicum</td>
</tr>
<tr>
<td>PRPSW2</td>
<td>Community Practicum</td>
</tr>
</tbody>
</table>

Personal Support Worker Bridging

Career
PSWs help individuals to lead fulfilling lives in the community and in institutions. Let us help you bridge to this career!

Program Description
This certificate program is designed to transition individuals who are already nurses and healthcare workers with foreign training into the Canadian workforce. It also is ideal for any previously Canadian-educated nurses, health care aides, or personal support workers, who have either been out of the workforce for a while, or who want a refresher before re-entering the healthcare field.

Placement
Because this program comes with 2 practicums, individuals can quickly upgrade and refresh their skills, then receive hands-on training with 2 different placement locations, in order to accelerate towards employment.

Prerequisites
To qualify for bridging, candidate must already possess one of the following:

- Canadian Graduate, Diploma or Degree in:
  - Health Care Aide
  - Home Support Worker
  - Personal Support Worker

- Domestic or Foreign trained with Degree in:
  - Nurse or Registered Nurse
  - Registered Practical Nurse
  - Licensed Practical Nurse

Bridging candidates must possess ALL of the following:

- Ontario Secondary School Diploma or equivalent – OR Mature Student Status (18 yrs or more and pass a qualifying test)
- Completed Medical Form
- Criminal Record Check (VSS, clear)
- Pass an NACC Literacy Test

<table>
<thead>
<tr>
<th>Duration</th>
<th>PSW Program</th>
<th>PSW Bridging</th>
</tr>
</thead>
<tbody>
<tr>
<td>28 Weeks / 700 Hours (Full Time)</td>
<td>700</td>
<td>350</td>
</tr>
<tr>
<td>43 Weeks / 700 Hours (Part Time)</td>
<td>390</td>
<td>195</td>
</tr>
<tr>
<td>Practicum Hours</td>
<td>310</td>
<td>155</td>
</tr>
<tr>
<td>Community</td>
<td>110</td>
<td>55</td>
</tr>
<tr>
<td>Clinical</td>
<td>200</td>
<td>100</td>
</tr>
</tbody>
</table>

Darrel Roche

“I must say it was a wonderful and exciting journey for me to be a student at CIMT College. I am pleased with the program, and I would encourage those who are interested to try it. CIMT College prepares its student for a future without any discrimination or judgment. It provides guidelines which are both theoretical and practical. I thank CIMT College for providing the tools that I need to share with others. Thanks to all of the professionals who guided me throughout the journey to become a successful Personal Support Worker.”
Pre-Health Sciences

Career Preparation
Your CAN become a Doctor! This program is designed as a first step for someone who is highly motivated to become a medical physician. It is intensive, and exhaustive, which we believe training should be, to properly prepare someone for medical school. The diploma provides students with a firm pre-med foundation, so when they arrive at their chosen university, they are ready to succeed.

Program Description
Students complete 90 credit hours of the Pre-Med program in one year, which provides the prerequisites to be qualified and eligible for admission into an MD program with one of our university partners in the Caribbean. After completing the CIMT College diploma in Pre-Health Sciences, students transition to a four year medical program in the Caribbean, which includes two years of Basic Sciences, and then two years of Clinical Rotation in North America.

Guaranteed Acceptance to Medical School
CIMT College is affiliated with several universities and their Schools of Medicine located on various Caribbean islands. Because of our multiple articulation agreements, students have a choice of where they want to go to university for medical school, but they can rest assured that they have guaranteed acceptance with our university partners for a 4 year MD program. As long as students complete all courses, achieving at least the minimum GPA, their application to any of our partners will be accepted.

Dental Office Administration

Career
A diploma in Dental Office Administration prepares students for a career working in dental offices and clinics.

Program Description
Students receive training in dental office procedures, dental terminology, dental anatomy and physiology, word processing, and patient database management. Students also learn how to use dental software for entering patient information, appointment scheduling, uploading x-rays, insurance billing and more. Students learn how to cope with dental emergencies and how to deal with special needs and medically compromised patients. On completing this program, students will have excellent communication skills, and possess a good knowledge of the dental office environment.

Guaranteed Acceptance to Medical School
CIMT College has written partnership agreements with various Caribbean Medical Schools which guarantee your acceptance without further review of your credentials once you have earned your diploma in Pre-Health Sciences.

Ask your Admissions Advisor for a current list of our university partners.

Caribbean Medical Schools
CIMT College has written partnership agreements with various Caribbean Medical Schools which guarantee your acceptance without further review of your credentials once you have earned your diploma in Pre-Health Sciences.

Ask your Admissions Advisor for a current list of our university partners.

Dental Office Software
Students gain hands-on experience in the classroom using dental software ABELDent, used for entering new dental patient information, scheduling appointments, updating records, uploading x-rays, recording medications, organizing contacts and managing everything from treatment schedules to insurance information.

Students also have the opportunity to download a trial version for home use in order to better prepare them for a career as a dental office administrator.
Esthetics

Duration

42 Weeks / 1040 Hours

Course Overview

<table>
<thead>
<tr>
<th>Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>SIE</td>
</tr>
<tr>
<td>SIS</td>
</tr>
<tr>
<td>SBD</td>
</tr>
<tr>
<td>SCAPS</td>
</tr>
<tr>
<td>SHAPE</td>
</tr>
<tr>
<td>SDDS</td>
</tr>
<tr>
<td>SNJT</td>
</tr>
<tr>
<td>SBC</td>
</tr>
<tr>
<td>SFAC</td>
</tr>
<tr>
<td>SEFE</td>
</tr>
<tr>
<td>SHRE</td>
</tr>
<tr>
<td>SMAP</td>
</tr>
<tr>
<td>SMQA</td>
</tr>
<tr>
<td>SCM</td>
</tr>
<tr>
<td>SBM</td>
</tr>
<tr>
<td>SCPE</td>
</tr>
<tr>
<td>PRESTH</td>
</tr>
</tbody>
</table>

Program Hours

<table>
<thead>
<tr>
<th>Activity</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Instructor-Led Classroom</td>
<td>500</td>
</tr>
<tr>
<td>Supervised Lab Work</td>
<td>500</td>
</tr>
<tr>
<td>Job Shadowing Placement</td>
<td>40</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>1040</strong></td>
</tr>
</tbody>
</table>

Job Shadowing Placement

Students job shadow professional estheticians to gain an understanding of the salon business and working with clientele. Students shadow a variety of procedures in order to gain field experience during the 40 hour placement.

Program Description

The NACC Esthetics Program was developed to educate students on skin care, human anatomy, nutrition, and the importance of bacteriology and decontamination to both the esthetician and client. This program meets all Ministry of Training for Colleges and Universities Esthetics Subject Specific Standards, and is curriculum developed by the National Association of Career Colleges. Students must write and pass the NACC Exam after completing all courses and job shadowing.

Early Childcare Assistant

Duration

32 Weeks / 945 Hours

Course Overview

<table>
<thead>
<tr>
<th>Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>SIEC</td>
</tr>
<tr>
<td>SRAR</td>
</tr>
<tr>
<td>SFC</td>
</tr>
<tr>
<td>SICD</td>
</tr>
<tr>
<td>SIPI</td>
</tr>
<tr>
<td>SITD</td>
</tr>
<tr>
<td>SIPD</td>
</tr>
<tr>
<td>SOBS</td>
</tr>
<tr>
<td>SG</td>
</tr>
<tr>
<td>SCPS</td>
</tr>
<tr>
<td>SWCS</td>
</tr>
<tr>
<td>SHAS</td>
</tr>
<tr>
<td>STN</td>
</tr>
<tr>
<td>PRECA1</td>
</tr>
<tr>
<td>PRECA2</td>
</tr>
</tbody>
</table>

Instructor-Led Classroom 500
Supervised Lab Work 500
Job Shadowing Placement 40

Program Hours

<table>
<thead>
<tr>
<th>Activity</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Instructor-Led Classroom</td>
<td>500</td>
</tr>
<tr>
<td>Supervised Lab Work</td>
<td>500</td>
</tr>
<tr>
<td>Job Shadowing Placement</td>
<td>40</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>1040</strong></td>
</tr>
</tbody>
</table>

Job Shadowing Placement

Students job shadow professional estheticians to gain an understanding of the salon business and working with clientele. Students shadow a variety of procedures in order to gain field experience during the 40 hour placement.

Program Description

The Early Childcare Assistant program trains students and provides the required skills and knowledge for employment as ECAs in Early Childcare Centres, child support at home, or to assist Early Childcare Educators. The program requires students to take on-the-job training at designated child care centres. For those who are aiming to start their own Childcare Centres, this program lays a solid foundation to pursue careers as Early Childhood Educators. The courses taken during this program are credited towards attainment of recognized Early Childhood Educators Certification.

Career

The Early Childhood Assistant program trains students and provides the required skills and knowledge for employment as ECAs in Early Childcare Centres, child support at home, or to assist Early Childcare Educators. The program requires students to take on-the-job training at designated child care centres. For those who are aiming to start their own Childcare Centres, this program lays a solid foundation to pursue careers as Early Childhood Educators. The courses taken during this program are credited towards attainment of recognized Early Childhood Educators Certification.

Program Description

The Early Childhood Assistant (ECA) program is designed to equip childcare workers with valuable knowledge, skills, and experience for employment as assistants in daycare or early learning centres. This program gives an overview of the responsibility of an early childcare assistant and opportunities to perform those responsibilities. The program presents foundational skills needed for those seeking to move into an Early Childhood Educator program.

Placement

Students complete two practicums of 245 hours each (490 hours total) as a part of the program.

The first practicum is in a infant/toddler setting, and the second is in a pre-school environment. CIMT College assigns the students to the childcare centre, daycare centre, kindergarten, agency for exceptional children, or other field sites to gain hands-on training experience before being awarded the diploma.

Bridge to ECE

Students may upgrade their credentials after earning an ECA diploma from CIMT College by bridging to an Early Childhood Educator (ECE) Diploma from Mothercraft College.

Additionally, students with a Mothercraft College diploma may further their education by earning a Bachelor of Arts in ECE from Ryerson University, Athabasca, and other exciting pathways.

Ask an Admissions Advisor for more details.
Food Service Worker

Career
The Food Service Worker program is designed to train students and provide the required skills and knowledge for employment in the dietary departments of hospitals, long-term care facilities, retirement homes, group homes, and other healthcare settings. Graduates can also be hired by cafeterias, catering companies and other food service establishments. In some cases graduates often get work at restaurants, cafes, hotels, fast food outlets, cafeterias, hospitals, and more.

Program Description
Students gain knowledge and skills that will enable them to become valuable members of dietary teams. The program has been developed with the support and co-operation of health care facilities in order to conform to industry regulations.

Placement
Students complete a practicum of 160 hours as a part of the program. CIMT College assigns the students to a healthcare centre or hospital cafeteria, catering company, or other food service establishment to gain hands-on training experience before being awarded the diploma.

Community Service and Addictions Worker

Career Preparation
Social and Community Service Workers administer and implement a variety of social assistance programs and community services. They assist clients in dealing with personal and social problems, help those suffering from mental health issues, and provide case management and counselling. Addictions Workers specialize in dealing with clients who suffer from various forms of addiction, including drugs, non-substance addictions, and sexual addictions.

Program Description
This program provides training for Community Service Workers (CSWs) with a specialty training for Addictions Workers (AWs), to combine to form a comprehensive CSAW program. Graduates are employed by social service and government agencies, mental health agencies, group homes, shelters, substance abuse centres, school boards, correctional facilities and other establishments.

Placement
Students complete field placements of 160 hours as a part of the program. CIMT College assigns students to various field placements to gain hands-on experience before being awarded the diploma.

Practicum
Students complete field placements of 160 hours as a part of the program. CIMT College assigns students to various field placements to gain hands-on experience before being awarded the diploma.

Includes Certificates:
- Crisis Intervention Training
- First Aid
- CPR for HeartSaver

“\[I was delighted by my experience at CIMT College in the Food Service Worker program. The staff at CIMT College provided excellent service and support, and I was especially pleased with my instructors. Career Services at the campus helped me create a unique resume, so that I was prepared for my job hunt. My goal when I started was to find a better paying job. I am happy to say that after the program I was quickly hired, and I am now working as a Dietary Aide! I appreciate everything that CIMT College did to help me achieve my goals, and I would recommend CIMT College to anyone who was trying to choose a college or training program.\]”

Marilyn Cruz

Practicum
Students complete field placements of 160 hours as a part of the program. CIMT College assigns students to various field placements to gain hands-on experience before being awarded the diploma.

Includes Certificates:
- Crisis Intervention Training
- First Aid
- CPR for HeartSaver

“[I was delighted by my experience at CIMT College in the Food Service Worker program. The staff at CIMT College provided excellent service and support, and I was especially pleased with my instructors. Career Services at the campus helped me create a unique resume, so that I was prepared for my job hunt. My goal when I started was to find a better paying job. I am happy to say that after the program I was quickly hired, and I am now working as a Dietary Aide! I appreciate everything that CIMT College did to help me achieve my goals, and I would recommend CIMT College to anyone who was trying to choose a college or training program.”

Marilyn Cruz
## Post Graduate Diploma in Telecommunications

### Career
Telecommunications is the career for the new Millennium with unlimited opportunities as the rapidly growing network of communications becomes more developed, and integral to the global industry and populations. A career in Telecommunications puts you on a global platform by connecting you with the world, and opening opportunities in a variety of settings.

### Program Description
This advanced post graduate diploma program prepares students for employment opportunities in design, development, research and management of telecommunications hardware and systems. Students learn advanced skills in telecommunications technology to prepare them for careers in telecommunication design, planning installation, communications maintenance and management.

### Course Overview
- **ELC**: Electrical Circuits
- **SGS**: Signal and Systems
- **DSC**: Digital signals and circuits
- **BCT**: Basic Communication Technologies
- **DCS**: Digital Communication System
- **PGTC-202**: Signal and Systems
- **ANT**: Antennas
- **FOT**: Fiber Optic Technology
- **CRD**: Cellular Radio Designs
- **OPN**: Optical Networks
- **PGTC-302**: Mobile Data Communications
- **PGTC-303**: Satellite Communications
- **ARF**: Advanced RF Engineering
- **PTS**: Planning Telecommunications Systems
- **NSS**: Network Standards, Services and Technology
- **CSM**: Communications Systems Management
- **TTS**: Communications Traffic Theory and Specifications
- **PGTC-500**: Research Project

### Duration
72 Weeks / 1440 Hours

---

## Post Graduate Diploma in Network Administration

### Career
Course content of this program provides a broad skill-set for many careers in the computing and communications industries. Today’s global IT industry is continually evolving to meet the needs of expanding businesses. Companies demand more from their IT professionals including requiring them to be up-to-date with the latest certifications.

### Program Description
This program educates students in a wide range of computing and networking skills, including hands-on experience with the hardware and software used in personal computers. Students learn to manage and configure network traffic. Network installation design, cabling and connectivity is covered by the course, as well as hands-on experience in network troubleshooting, maintenance, adds, moves and changes.

### Course Overview
- **GSS**: Student Success Strategy
- **SCE**: English I
- **SAPL**: A+ Essentials
- **SAPL-1**: A+ IT Technician
- **SNET**: Network +
- **FSD**: Fundamentals of Software Development
- **SBC**: Business Communication
- **SSC**: Security +
- **CCNARS**: CCNA Routing and Switching
- **WAN**: Wide Area Networking Technology
- **CWNA**: CWNA
- **20698**: Microsoft Windows Operating System
- **20744**: Design Security for Windows Server Network
- **20741**: Implement, Manage, and Maintain a Microsoft Network Infrastructure
- **20742**: Plan, Implement, and Maintain Active Directory Infrastructure
- **20740**: Manage and Maintain a Microsoft Windows Server
- **VNK**: Voice Networks
- **SAD**: System Analysis and Design
- **MON**: Management of Networks
- **VMN**: Virtualizing Network Management
- **20697**: Plan and Maintain Network Infrastructure
- **CCNPR**: CCNP Routing
- **COV**: Convergence of VDI
- **SOCM**: Organization Change Management
- **TNK**: Troubleshooting Networks
- **APD**: Approach to Project Design
- **DDW**: Database Drive Websites
- **CTG**: Communication Technology
- **LINUXF**: Linux Fundamentals
- **LINUXI**: Linux Intermediate
- **BCG**: Business Consulting
- **PMF**: PMI Fundamentals
- **INP**: Integration Project
- **SPS**: Professional Skills

### Duration
74 Weeks / 1480 Hours
Post Graduate Diploma in Retail/Sales Management

Career
A future in Retail/Sales Management is a rewarding career with numerous opportunities in the retail industry. Knowledge of the essential skills of management in retail and sales gives graduates an advantage and opens new opportunities for leadership positions in the retail industry.

Program Description
Our Post Graduate Diploma in Retail Management trains students to evaluate market trends, plan, direct, and operate in a retail environment. Students gain essential skills in problem solving, leadership, market research, analysis, planning, cross cultural management and international business. Practical and hands-on training with industry computer applications allows students to build confidence and necessary skills. Students learn techniques to succeed in any organization. Classroom discussion nurtures the ability to analyze issues and situations with a critical eye.

Duration
72 Weeks / 1440 Hours

Course Overview
- BMGT/M110 Principles of Microeconomics
- BMGT/M120 Principles of Macroeconomics
- BMGT/M121 Managerial Economics
- BMGT/M130 Business Management
- BMGT/M150 Corporate and Business Law I
- BMGT/M230 Introduction to Entrepreneurship
- BMGT/M231 Fundamentals of Operation Research
- BMGT/M232 Management Information Systems
- BMGT/M240 Corporate Finance I
- BMGT/M250 Fundamentals of e-Commerce
- BMGT/M251 Business Values and Ethics
- BMGT/M255 Project Evaluation
- BMGT/M260 Business Statistics
- BMGT/M261 Managerial Accounting
- BMGT/M262 Preparing a Business Plan
- BMGT/M270 International Business and Marketing
- BMGT/M280 Purchase and Supply Management
- BMGT/M281 Leadership
- BMGT/M290 Business Research Methods
- BMGT/M310 Corporate Finance II
- BMGT/M311 Cross-Culture Management
- BMGT/M320 Strategic Management
- BMGT/M330 Introduction to Business Organization
- BMGT/M340 Organizational Change Management
- BMGT/M350 Seminar in Business
- BMGT/M390 Management/Corporate Project
- BMGT/M310 Professional Skills
Career Services

CIMT College Career Services provides numerous activities and support including job assistance to students. Career Services organizes successful career and recruitment fairs where suitable candidates can be offered employment by participating companies. Workshops on improving essential skills to impact employability are a regular feature of Career Services.

A one month paid/unpaid internship may be provided to students after successful completion of any program. Students initiate placement with the support of CIMT College.
**General Information**

**Financial Assistance**

**Monthly Payments**
A monthly payment plan can be arranged to suit your needs. Tuition and material costs are divided into monthly payments throughout your program. The first payment is due on the first day of classes, and the final payment is due approximately one month prior to completion of your studies. Payments are interest-free during your study period. All students are automatically eligible for monthly payment plans with no credit check or co-signer required.

**Extended Monthly Payment Plan**
For students who qualify, monthly payment plans may be extended beyond the end of your student period. A credit check is required, and some conditions apply.

**Financial Assistance through Government Funding**
The students can also fund their education through EI or WSIB. For more details please call our campus.

**Out of Province Students**
Financial assistance may be available for out of province students who qualify. For a list of provincial offices, please visit the Government of Canada CanLearn website at: www.canlearn.ca

**Student Lines of Credit**
Most major banks and credit unions offer student lines of credit to finance post-secondary education. Please visit your financial institution to find out more information.

**Lifelong Learning Plan**
The Canada Revenue Agency Lifelong Learning Plan (LLP) allows you to withdraw amounts from your RRSP to finance your education for you or your spouse (or common law partner). You may withdraw up to $10,000 per year, and up to a total maximum of $20,000. For more information visit the Canada Revenue Agency website at: www.cra-arc.gc.ca

**Registered Education Savings Plans**
Students who have been named a beneficiary under a family member’s Registered Education Savings Plan (RESP), may use funds from the RESP to finance their education at CIMT College. For more information, please contact the financial institution holding the RESP and visit the Government of Canada CanLearn website at: www.canlearn.ca

**Employment Ontario**
The Ontario Ministry of Training, Colleges and Universities (MTCU) administers programs, such as Employment Ontario, to assist individuals who are unemployed or who have qualified for Employment Insurance. Students may qualify for post-secondary education financing through Employment Ontario or other programs managed by MTCU.

**Employer and Union Sponsored Education Program**
Some employers and unions provide education assistance and tuition reimbursement programs for employees and children of employees. Check with your employer, or your parent’s employer, to see if they offer any education assistance or tuition reimbursement programs for which you may qualify.

**Admission Procedure**

**Step 1:** Review the program information and admission requirements mentioned in this Course Calendar, or visit www.cimtcollege.com

**Step 2:** Fill out the online application form or the application forms available at our campuses. Submit the completed application form along with all required previous educational transcripts. Students applying under mature student status must complete an entrance test after submitting the application.

**Step 3:** After reviewing the application, CIMT College will issue an acceptance letter to the eligible candidates.

**Admission Requirements**

**For Diploma Programs**
- Ontario Secondary School Diploma or Equivalent OR
- Mature Student Status - be at least 18 years of age and pass a Superintendent approved qualifying test
- Basic Knowledge of computers is preferred
- Proficiency in English

**For Post Graduate Diploma Programs**
- Post Secondary Diploma/Degree or Equivalent
- Basic Knowledge of Computers is preferred
- Proficiency in English

**Additional Requirements for Diplomas with Practicums**
- Complete Medical Form
- Police Check ( Vulnerable Sector Search) Report
- Valid Standard First Aid and CPR Level C Certification
- Ask your Admissions Advisor for more details.

**Bursaries**
Bursaries are offered to local students applying for Diplomas or Post-graduate Diplomas at CIMT College. Our Executive Committee decides the bursary based on merit, achievement, and the need of the student. Students may ask their Admissions Advisor for more information.

**Fee Payments**
Fee Payments are accepted personally at our college campuses through certified cheque, money order, bank draft, Visa, MasterCard or Interac. Payments are made payable to Canadian Institute of Management and Technology.

Please provide the following information to your bank:

- **Name:** Canadian Institute of Telecommunication INC
- **Bank Name:** Royal Bank
- **Bank Address:** 200 Bay Street, Toronto, ON M5J2J5
- **Bank Swift Code:** ROYCCAT2
- **Account Number:** 00002 003 1011915

**Tax Receipts**
Official Tax Receipts (T2202A) are issued to students at the end of the year.
EDUCATION AND TRAINING FOR SUCCESS SINCE 1998

Malton
7200 Goreway Drive
Mississauga, ON L4T 2T7

Brampton
7900 Hurontario Street, Suite 1
Brampton, ON L6Y 0P6

Mississauga
250 Dundas St. West, Suite 105
Mississauga, ON L5B 1J2

Scarborough
1711 McCowan Road, Suite 202
Scarborough, ON M1S 2Y3

905-671-9999
www.cimtcollege.com

CANADIAN INSTITUTE OF MANAGEMENT AND TECHNOLOGY