



# Canadian Institute of Management & Technology

(Registered Career College)



CIMT  
Course  
guide



# Canadian Institute of Management & Technology

(Registered Career College)



MALTON, MISSISSAUGA / BRAMPTON CAMPUSES

7200 Goreway Drive, Mississauga, Ontario L4T 2T7 Canada

PHONE: 905.671.9999, FAX: 905.671.3332, E-MAIL: [info@cimtcollege.com](mailto:info@cimtcollege.com)

WEB: [www.cimtcollege.com](http://www.cimtcollege.com)

 <http://www.facebook.com/cimtcollege>

 [twitter.com/cimtcollege](https://twitter.com/cimtcollege)

 [www.youtube.com/cimtcollege](http://www.youtube.com/cimtcollege)

# CONTENTS

President's Message	i
Why CIMT	ii

COURSE	CATAGORY	PAGE
--------	----------	------

<b>SHORT COURSES</b>		<b>01</b>
----------------------	--	-----------

<b>UNDER GRADUATE PROGRAMS</b>		
--------------------------------	--	--

Diploma In Telecommunications Technology	T	03
Diploma In Network Administration	T	04
Diploma In Office Administration	B	05
Diploma In Accounts Administration	B	06
Diploma In Legal Office Administration	B	07
Diploma In Personal Support Worker (PSW)	H	08
Diploma In Medical Office Administration	H	09
Diploma In Bollywood Acting	F	10

<b>POST GRADUATE PROGRAMS</b>		
-------------------------------	--	--

Post Graduate Diploma In Telecommunications	T	11
Post Graduate Diploma In Network Administration	T	12
Post Graduate Diploma In Business Management	B	13
Post Graduate Diploma In Retail/Sales Management	B	14

General Information		15
Academic Collaboration Abroad		15
International Students Information		17
Application Form		20
Moments of CIMT College	Inside Back Cover	
Student Testimonials	Outside Back Cover	

**Catagories:** T = Technology, B = Business, H = Health Care, F = Film & Theatre

# PRESIDENT'S MESSAGE



**Bhagat Taggar**  
C.Eng (UK), P.Eng (Ontario)  
President  
Canadian Institute of  
Management and Technology

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 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](http://www.cimtcollege.com).

Every program is developed in consultation with industry to a high academic standard. Courses 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, always ready 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 has no disconnect form the student community. We value our students. With their success, we take pride in shaping new Canada.

## **Our Vision**

CIMT is a centre of academic and professional excellence that provides all round education in an atmosphere of responsibility, contributing to qualified, able and conscientious global society.

## **Our Mission**

We dedicate ourselves to the advancement of education through teaching, scholarship, transference of skill sets valuable to students in industry, commerce and administration. We take a holistic approach to education and training, providing in addition to professional skills, the techniques to succeed, moral and social values for being a good citizen in a civic society.

# WHY CIMT?

CIMT, Canadian Institute of Management and Technology, is an operating name for Canadian Institute of Telecommunications (CIT) known as CIT College. CIT was established in 1998. CIT is a registered Private Career College in the province of Ontario.

CIT, now CIMT offers variety of courses in the field of Technology and Management. In addition to graduate and post graduate courses, CIMT offers many short courses in a diversity of areas in computing, accounting, business, languages and health sciences. Located with in the city of Mississauga, CIMT enjoys close proximity to international airport, city of Toronto and multinational corporations offering tremendous employment opportunities.

The top telecommunications and fortune 500 companies are located in Mississauga. Mississauga is a part of Greater Toronto Area (GTA) and an economic engine of Canada. Mississauga provides an ideal environment for small business and large corporations. Brampton is also the neighbouring city of Mississauga. There is an easy access to CIMT campus, as by bus, rail and also air for internationals. CIMT also have a campus in Brampton.

CIMT is proud to be Canadian. Canada is a land of opportunities, being considered as one of the best country to live. Canada has policy and regulations to protect the intrests of students from other countries. It is a destination of preference for international students as we offer quality education in congenial environment more economically than the U.S. and Europe.

CIMT COLLEGE will help you in chosing the right course and the right career path.

Courses are offered:

- Full-time, part-time & weekend courses
- Excellent courses recognized by employers
- Highly qualified team of instructors
- Help in E.I. funding paper work

Free pre-employment services:

- Update resume
- Individual interview coaching
- Paid co-op placement for deserving students



# SHORT COURSES

COURSE	DURATION (HOURS)
<b>Basic Computer</b>	
Computing Fundamentals & Internet	39
Data Entry & Keyboarding	25
Microsoft Office Applications	39
<b>Intermediate &amp; Advance Office Applications</b>	
Microsoft Word / Advance Word Processing	39
Microsoft Excel	39
Microsoft Access	39
Microsoft PowerPoint	39
Microsoft Outlook	39
Microsoft Publisher	39
Microsoft Visio	39
Microsoft Project	39
<b>Accounting, Payroll and Income Tax</b>	
Financial Accounting 1	60
Financial Accounting 2	60
Simply Accounting	50
QuickBooks	50
AccPac	50
Fundamental of Payroll	40
Bank Teller	20
Income Tax - Personal	30
Income Tax - Corporate	30
<b>Networking</b>	
A+ PC Technician	60
Network +	50
Security +	50
MCITP: Configuring Windows Server - Active Directory	50
MCITP: Configuring Windows Server - Network Infrastructure	50
MCITP: Windows Server	50
MCITP: Configuring Windows Server - Applications Infrastructure	50
MCITP: Configuring Windows Operating System	50
MCITP: Windows Server - Enterprise Administration	50
CCNA - Routing & Switching	40
CCNA - Security	40
CCNA - Wireless	40
CCNP - Routing & Switching	40
CWNA	40
Linux - Fedore / Redhat / Suse	50

# SHORT COURSES

COURSE	DURATION (HOURS)
<b>Telecommunication</b>	
Fiber Optics Communication and Installation	45
Broadband Technologies (SONET, ATM, LAN)	45
Cellular Technology (GSM, PCS)	45
Satellite Communications	45
<b>Programming: Enterprise Solutions Development Using J2EE</b>	
Core Java	39
OOAD Concepts	39
Servlets & JSP	39
Database Interactions	39
Frameworks	39
XML & Web Services	39
<b>ESL / English As Second Language</b>	
ESL	3 Months
ESL classes would be scheduled either 10am to 11am or 6pm to 7pm (Mon-Fri.)	
Accent Training	40
<b>Designing</b>	
Auto CAD Level 1	39
Auto CAD Level 2	32
3D Drawing & Modeling	24
Plotting and Sheet Sets	8
Adobe Photoshop	39
CoralDraw	39
HTML	40
Java Script	40
Flash	40
<b>Certification Exam Preparatory Courses</b>	
CPNRE (RPN)	35
CRNE (RN)	35
IELTS	25
MELAB	25
TOEFL	25

# Diploma in TELECOMMUNICATIONS TECHNOLOGY



## Career:

An extensive range of career paths are available in Telecommunications, starting from planing, installation, maintainance and systems management. Studnets gain in depth understanding of cabling installation of copper, coax and fiber optic cables. Also up to date techniques of wireless technolgy are covered including fiber optic and lab work.

## Program Description:

Telecommunication is the career for new Millennium. This diploma prepares you for the employment opportunities in design, development, Research and management of Telecommunications Engineering Science or Technology. Set of Laboratory experiments are included using MATLAB.

## Work Placement:

A one month paid/unpaid internship may be possible to the students on successful completion of the program. The students initiate the placement with the support of the college.

## Admission Requirements:

- Ontario Secondary School Diploma or equivalent; OR
- Be at least 18 years of age (or age specified in program approval) and pass a Superintendent approved qualifying test or Mature Student Status
- Computer Fundamentals & English Proficiency

Length: 45 Weeks / 900 Hours

## COURSE OVERVIEW

### Semester 1 | Data Communication System

- TM-101 Telecommunications and Networking I
- TM-102 Computer Network: Architecture, Protocols and Software
- TM-103 LAN, ATM and LAN Emulation Technologies
- TM-104 Wireless Network Administration

### Semester 2 | Wireless Systems

- TM-201 Radio Propagation for the Mobile and Fixed Systems
- TM-202 Global System for Mobile Communications (GSM)
- TM-203 Personal Communications Systems (PCS)
- TM-204 Satellite Communications
- TM-205 Mobile Data Communications System

### Semester 3 | Broadband Technologies

- TM-301 Fiber Optic Communications and Installations
- TM-302 Transmission Networking, SONET and SDH
- TM-303 Broadband Telecommunications Technology I
- TM-304 Broadband Technologies Technology II





# Diploma in NETWORK ADMINISTRATION

## Career:

The careers available for network and telecommunications 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 education, research, or upper-level management positions, or they may consider work in a related discipline such as internet technology.

## Program Description:

Diploma In Network Administration prepares the students in a wide range of computing & 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 will develop system support skills that focus on installing, administering and troubleshooting commonly used network hardware and software.

The students will also be trained in analysis and resolving end user hardware and software computer problems timely and accurately.

## Work Placement:

A one month paid/unpaid internship may be provided to the students on successful completion of the program. The students initiate the placement with the support of the college.

## Admission Requirements:

- Ontario Secondary School Diploma or equivalent; OR
- Be at least 18 years of age (or age specified in program approval) and pass a Superintendent approved qualifying test or Mature Student Status
- Computer Fundamentals & English Proficiency

Length: 36 Weeks / 900 Hours

### COURSE OVERVIEW

#### Semester 1

GEN/DNA-110	Student Success Strategy
ENG/DNA-120	College English
APC/DNA-110	A+ Essentials
APC/DNA-120	A+ IT Technician
NET/DNA-110	Network+
SEC/DNA-110	Security+

#### Semester 2

MCS/DNA-210	Manage & Maintain a Microsoft Windows Server
MCS/DNA-220	Implement, Manage & Maintain a Microsoft Network Infrastructure
MCS/DNA-230	Plan & Maintain Network Infrastructure
MCS/DNA-240	Plan, Implement & Maintain Active Directory Infrastructure
MCS/DNA-250	Microsoft Windows XP Professional
MCS/DNA-260	Design Security for Windows Server Network
MCS/DNA-270	Implement & Manage Exchange Server

#### Semester 3

LIN/DNA-310	Linux Fundamental
LIN/DNA-320	Linux Intermediate
CCN/DNA-330	CCNA
CCP/DNA-340	CCNP
CWN/DNA-350	CWNA
GEN/DNA-310	Professional Skills

T = Technology, B = Business, H = Health Care, F = Film & Theatre

## Diploma in OFFICE ADMINISTRATION



### Career:

There are variety of careers in an office environment ranging from clerical to administrative functions.

### Program Description:

DIPLOMA IN OFFICE ADMINISTRATION prepares the students for positions within the field of office administration. Students receive training in wide range of activities ranging from Customer Care, office and business procedures, word processing, communications. After completing this program, the students will acquire the skills for problem solving, leadership qualities and cross culture management for enabling them to be successful and efficient in their professional careers.

The hands on training provided in computer applications will allow the students to nurture the necessary confidence in performing their specific roles in any organization. The classroom discussion will generate a capability to analyze issues and situations with a critical eye and thus contribute positively to effective office administration.

### Work Placement:

Studnets gain proffetional experince in an office environment.

### Admission Requirements:

- English Proficiency

Length: 23 Weeks / 580 Hours

### COURSE OVERVIEW

#### Semester 1

GEN/O-110	Student Success Strategy
COM/O-110	Introduction To Computers
ENG/A-110	College English
KEY/O-110	Keyboarding Skills
BUM/O-110	Business Maths

#### Semester 2

COM/O-210	Ms Office Applications
BUS/O-210	Business Communication
COM/O-210	Advance Excel
ACT/O	Financial Accounting 1
COM/O	Ms Access

#### Semester 3

CADM/O-310	Administrative Procedures
COM/O-310	Ms Outlook
BUS/O-310	Business Values & Ethics
COM/O-310	Advance Word Processing
GEN/O-310	Professional Skills





# Diploma in ACCOUNTS ADMINISTRATION

## Career:

An accounting diploma will open a door to many positions. Upon successful completion of this accounting program, graduates will be able to find employment as:

- Accounting Clerk
- Accounting Assistant
- Financial Assistant
- Accounts Administrator
- Bookkeeper
- Marketing Assistant
- Payroll Administrator / Clerk Payroll (Administrator requires the Canadian Payroll Association PCP option )
- Office Assistant / Administrator

## Program Description:

DIPLOMA IN ACCOUNTS ADMINISTRATION prepares students for positions within the office in accounts administration. Students receive training in office and business procedures, word processing, database management and communications. After completing this program, the 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.

Accounts Administration graduates are key members of business organizations, have up-to-date skills, are able to solve problems and exercise good judgement.

## Work Placement:

Students gain on the job work experience with work placement off/on campus. The students initiate this paid/unpaid placement with the college's support.

## Admission Requirements:

- Ontario Secondary School Diploma or equivalent; OR
- Be at least 18 years of age  
(or age specified in program approval) and pass a Superintendent approved qualifying test
- Mature Student Status
- English Proficiency

Length: 36 Weeks / 960 Hours

### COURSE OVERVIEW

#### Semester 1 | Module 1

GEN/A-110	Student Success Strategy
COM/A-110	Introduction to Computers & Keyboarding Skills
ENG/A-120	College English

#### Semester 1 | Module 2

BUM/A-120	Business Mathematics
COM/A-120	MS Office Applications
ACT/A-110	Financial Accounting-I

#### Semester 2 | Module 1

COM/A-210	MS Excel
BUS/A-210	Business Communication
COM/A-210	MS Access

#### Semester 2 | Module 2

ADM/A-210	Administrative Procedures
BUS/A-320	Business Laws-I
ACT/A-210	Financial Accounting-II

#### Semester 3 | Module 1

COM/A-310	Power Point Presentations & Outlook
COM/A-320	Advance Word Processing
BUS/A-340	Business Values & Ethics

#### Semester 3 | Module 2

ACT/A-310	Computerized Accounting
HRM/A-310	Human Resource Management
GEN/A-310	Professional Skills

# Diploma in LEGAL OFFICE ADMINISTRATION



## Program Description:

A Diploma in Legal Office Administration provides candidates with relevant administrative and technical skills to meet the demands of the emerging legal office environment. The program focuses on major areas of litigation, family, corporate, real estate, wills and estate laws, effective handling of confidential information and client files. Experienced guest speakers from the legal community, networking opportunities, and practice interviews are an integral part of the course and will hone your skills.

## Admission Requirements:

- A Grade 12 diploma or
- Mature Student Status
- English proficiency
- Knowledge of computer is preferred.

Length: 5.5 Months / 22 Weeks

## COURSE OVERVIEW

### Semester 1

GEN/M 110	Student Success Strategy
COM/M110	Introduction To Computers & Keyboarding Skills
ENG/M 120	College English
COM/M120	Microsoft Office Applications
LOP/L 110	Legal Office Procedures

### Semester 2

CBL/ L210	Corporate and Business Law
COM/O 310	Microsoft Outlook
REL/L 230	Civil Litigation Practice and Procedures
REL/L 230	Real Estate Law
CRL/L 240	Criminal Law

### Semester 3

WAE/ L310	Wills and Estates Practice and Procedures
LSA/ L320	Legal Software Applications
FLP/L330	Family Law and Procedures
GEN/L 310	Professional Skills



T = Technology, B = Business, H = Health Care, F = Film & Theatre

# Diploma in PERSONAL SUPPORT WORKER (PSW)



## Career:

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

## Program Description:

This program is designed to teach individuals to give consumers/ 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 reflects true sensitivity and respect for the individuality of each consumer/client.

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.

## Work Placement:

The students complete field placements of approximately 400 hours as a part of the program . The college as signs the students to community clinics/service centers to gain hands on experience before being awarded the diploma.

## Admission Requirements:

- Ontario Secondary School Diploma or equivalent
- Mature Student Status
- Mandatory Orientation
- A Completed Medical Form prior to entering the clinical and/or community component
- A current Standard First Aid & Basic Cardiopulmonary Resuscitation (CPR) certificate prior to clinical and/or community experience.
- Criminal Record Check.

Length: 26 Weeks / 640 Hours (Full Time)  
40 Weeks / 640 Hours (Part Time)

## COURSE OVERVIEW

### Semester 1

COM/PSW-101	Introduction to Computers
FOP/PSW-102	Fundamentals of PSW
PSW-021	Individuality of the Person
PSW-022	Role of the Worker
PSW-023	Interpersonal Skills
ROW/PSW-103	Abuse, Safety & Mobility Techniques
PPC/PSW-104	Providing Personal Care

### Semester 2

FHM/PSW-201	Family and Household Management
CPS/PSW-202	Care Planning and Support
CPP/PSW-203	Cognitive, Psychological, Palliative Care
PRC/PSW-204	Practicum
PSW-041	Clinical
PSW-042	Community



T = Technology, B = Business, H = Health Care, F = Film & Theatre

# Diploma in MEDICAL OFFICE ADMINISTRATION



## Program Description:

DIPLOMA IN MEDICAL OFFICE ADMINISTRATION prepares the students for a career in hospitals and medical offices. Students receive training in office procedures, medical terminology, word processing, database management and communication. On completing this program, the student will have excellent communication skills, will be proficient in medical software programs and will possess a good knowledge of the medical office environment.

## Admission Requirements:

- English Proficiency
- First Aid
- CPR Certificate

Length: 20 Weeks

## COURSE OVERVIEW

### Semester 1

GEN/M 110	Student Success Strategy
COM/M110	Introduction To Computers & Key boarding Skills
ENG/M 120	College English
COM/M120	Microsoft Office Applications
MTN/M 110	Medical Terminology

### Semester 2

HAP/M 210	Human Anatomy and Physiology
COM/M 210	Microsoft Outlook
MOP/M 210	Medical Office Administrative Procedures
MTP/M 210	Medical Transcription

### Semester 3

COM/M 310	Microsoft Access
MBC/M 320	Medical Billing and Coding
MRM/M 330	Medical Record Management
GEN/M 310	Professional Skills



T = Technology, B = Business, H = Health Care, F = Film & Theatre



# Diploma in BOLLYWOOD ACTING

## Career:

After completion this training our students can work in bollywood movies, Hollywood movies, commercials, TV serials. They may have an opportunity to work in film directed by well know directors from bollywood.

## Program Description:

CIMT College is committed to excellence and our first priority is our students. We have a team of professionals led by expereanced industry individuals who dedicated their lives to this career. We believe in providing a comprehensive, intensive and exciting 'acting training' which fully equips the individual with the art and craft of acting but above all it is a means for individuals to rediscover themselves, their true potential in life and thus have the power to excel and succeed in all fields of endeavor.

## Work Placement:

After completion of training our students may get an opportunity to work in short film Bollywood Films directed by well known directors from bollywood. These films would be shoot in Toronto and may telecast on prominent satellite network. The training also gives them a platform to showcase their talent, make their name and popularity.

## Admission Requirements:

- Ontario Secondary School Diploma or equivalent; OR
- Be at least 18 years of age  
(or age specified in program approval) and pass a Superintendent approved qualifying test
- Mature Student Status



Length: 16 Weeks / 480 Hours

## COURSE OVERVIEW

- Body Language
- Action
- Dance
- Memory & Voice Styling
- Yoga & Diction
- Improvisation
- Camera Facing Video
- Video Practical

### Faculty

We have team of the best of the professional in each field led by Mr. Kishore Namit Kumar including Voice, Doctors ,Philologists, Theoreticians, Writers, Music Teachers, Dance Teachers, Yoga Teachers, Action Masters, Linguists (with an MA and PHD degree) seminar leaders.

### Timing

Ours is an intense training course set in a ' state of the art studio' and divided into two batches. Selected candidates will be allocated morning or evening batch.

### Discipline and Attendance

We reserve the right of suspending, removing or taking any disciplinary action against any student at any stage for misbehavior, misconduct and lack of attendance. Being absent for no valid reason will be dealt with severely. Students will not be permitted to accept any acting assignments either in films or serials, during the training period.

### Boarding and Lodging

Candidates coming from outstation locations have to arrange boarding and lodging themselves. The fees do not include this. We can however help you to find accommodation, expenses of which are to be borne by the candidates.

# Post Graduate Diploma in TELECOMMUNICATIONS



## Career:

Telecommunication is the career for new Millennium. This program prepares for the employment opportunities in Design, Development, Research and Management of Telecommunications. The students learn the advanced skills in telecommunication technology. This program prepares the students for career as telecommunication design, planning installation, communications maintenance and management.

## Admission Requirements:

- College Diploma in Telecommunications or foundation courses.
- University Degree in Engineering or any Science related course.

Length: 72 Weeks / 1440 Hours

## COURSE OVERVIEW

### Semester 1

PGTC-101	Electrical Circuits
PGTC-102	Signal and Systems
PGTC-103	Digital signals and circuits
PGTC-104	Basic Communication Technologies

### Semester 2

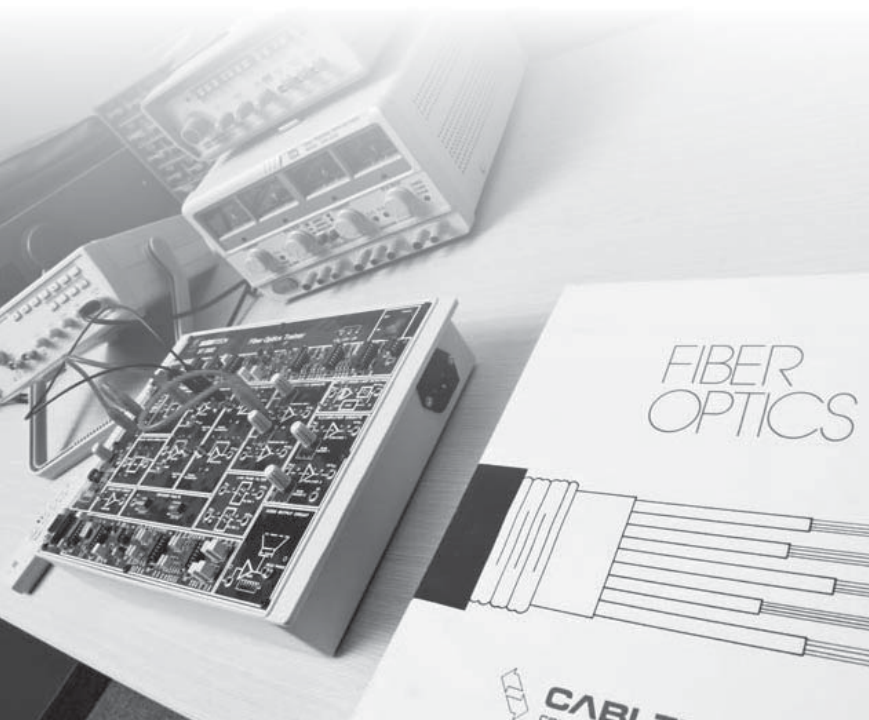
PGTC-201	Digital Communication System
PGTC-202	Signal and Systems
PGTC-203	Antennas
PGTC-204	Fiber Optic Technology
PGTC-205	Cellular Radio Designs

### Semester 3

PGTC-301	Optical Networks
PGTC-302	Mobile Data Communications
PGTC-303	Satellite Communications
PGTC-304	Advanced RF Engineering

### Semester 4

PGTC-401	Planning Telecommunications Systems
PGTC-402	Network Standards, Services and Technology
PGTC-403	Communications Systems Management
PGTC-404	Communications Traffic Theory and Specifications
PGTC-500	Research Project





# Post Graduate Diploma in NETWORK ADMINISTRATION

## Career:

This program prepares the students in a wide range of computing & networking skills. They will gain hands on experience with the hardware and software used in personal computers. The students will learn to manage and configure network traffic. Network installation design, cabling and connectivity is part of the course. The students gain hands on experience in network troubleshooting, maintenance, adds, moves and changes.

## Program Description:

Course contents of this program provide width of skill sets for many careers in computing and communications industry.

## Work Placement:

This is an extensive high quality, higher end program. The successful completion provides the students with front end skill sets in the ever expanding field of technology.

## Admission Requirements:

- University Degree or College Diploma in Computers.

Length: 74 Weeks / 1480 Hours

## COURSE OVERVIEW

### Semester 1

PGNA-101	Student Success Strategy
PGNA-102	College English
PGNA-103	Computer Architecture
PGNA-104	Fundamentals of Computer Networks
PGNA-105	Fundamentals of Software Development

### Semester 2

PGNA-201	Business Communication
PGNA-202	Computer Network Security
PGNA-203	Switching and Routing (LAN)
PGNA-204	Wide Area Networking Technology
PGNA-205	Wireless Network Technology

### Semester 3

PGNA-301	Microsoft Vista Configuration
PGNA-302	Application Infrastructure Configuration
PGNA-303	Networking Infrastructure Configuration
PGNA-304	Active Directory Configuration
PGNA-305	Enterprise Administrator

### Semester 4

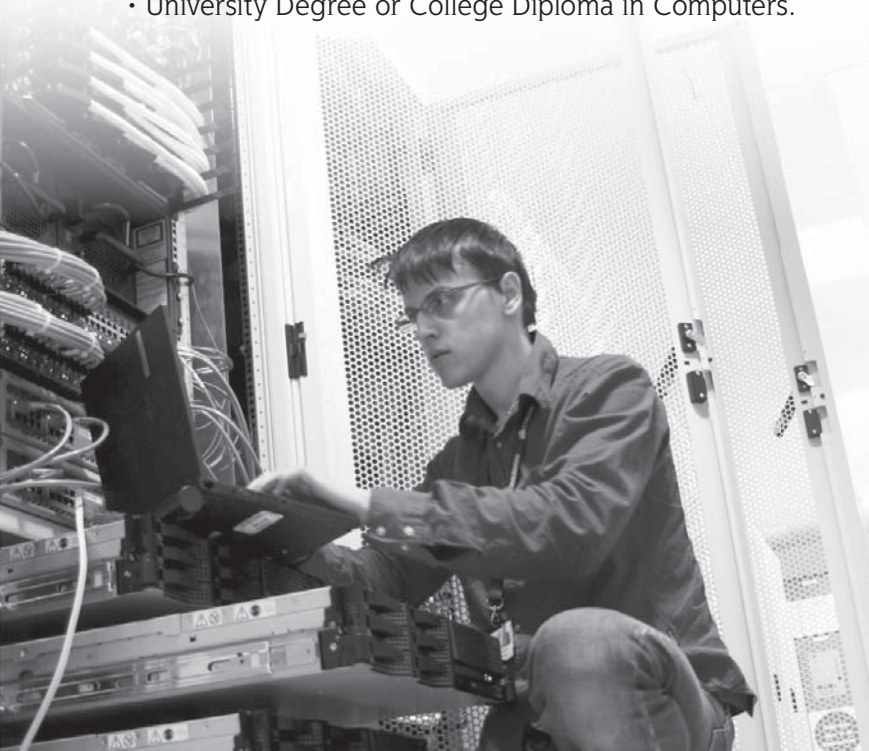
PGNA-401	Voice Networks
PGNA-402	System Analysis and Design
PGNA-403	Management of Networks
PGNA-404	Virtualizing Network Management
PGNA-405	Designing Enterprise Networking

### Semester 5

PGNA-501	Switching and Routing II
PGNA-502	Convergence of VOIP
PGNA-503	Change Management and Innovation
PGNA-504	Troubleshooting Networks
PGNA-505	Approach to Project Design

### Semester 6

PGNA-601	Database Drive Websites
PGNA-602	Communication Technology
PGNA-603	LINUX Operating Systems
PGNA-604	Business Consulting
PGNA-701	Project Management
PGNA-702	Integration Project



T = Technology, B = Business, H = Health Care, F = Film & Theatre

## Post Graduate Diploma in BUSINESS MANAGEMENT



### Career:

Times have changed and so has the art of running a business. Dynamic managers run the business, but managers are not born, they are chiseled out through study courses. The very objective of business management course is to prepare not only employees but managers, by developing marketing, accounting and administrative skills. The completion of this course is a powerful employment credential and can assist the student in receiving higher job offers and salaries than they would without it.

### Program Description:

This program prepares students for positions within the field of business Management. Students receive training in office and business procedures, word processing, database management and communications. Additionally, students will receive training in business ethics and bookkeeping. General education courses such as English Composition, Oral Communication and Critical Thinking insure that students receive a practical, well-rounded education.

### Work Placement:

Students gain hands on experience in industry. The program is designed to hone the skills of the student in every aspect by developing and inculcating their job hunting skills. They are made self reliant as they are assisted in initiating their own placement, besides professional grooming during the course.

### Admission Requirements:

- Ontario Secondary School Diploma or equivalent; OR
- Be at least 18 years of age  
(or age specified in program approval) and pass a Superintendent approved qualifying test or Mature Student Status
- Bachelors Degree or
- Equivalent English and Math Proficiency

Length: 111 Weeks / 2220 Hours

### COURSE OVERVIEW

#### Semester 1

ECO-110 Principles Of Micro Economics  
 BUS-120 Business Laws-1  
 MGT-110 Fundamental Accounting-1  
 ACT-110 Business Communication  
 COM-110 Computer Skills

#### Semester 2

HRM-210 Introduction To Human Resource Management  
 MKT-210 Introduction To Marketing  
 MIS-210 Accounting Information Systems  
 ACT-210 Financial Accounting-2  
 ECO-210 Principles Of Macro Economics

#### Semester 3

ECO-310 Managerial Economics  
 BUS-310 Business and Society  
 BUS-320 Business Statics-2  
 BUS-330 Introduction To Entrepreneurship  
 MGT-320 Fundamentals Of Operation Research  
 MGT-310 Management Information Systems

#### Semeter 4

FIN-410 Corporate Finance-1  
 COM-410 Fundamentals of E-Commerce  
 BUS-410 Business Ethics  
 BUS-420 Business Statics-2

#### Semester 5

BUS-530 Preparing A Business Plan  
 DPM-520 Project Evaluation  
 BUS-510 International Business Concepts  
 MKT-540 Purchase and Supply Management  
 MGT-510 Leadership  
 BUS-520 Business Research Methods

#### Semester 6

FIN-610 Corporate Finance-2  
 MGT-630 Cross Culture Management  
 MGT-620 Strategic Management  
 MGT-610 Organizational Change Management  
 BUS-610 Seminar In Business  
 MGT/BUS-690 Management/ Business Project.



# Post Graduate Diploma in RETAIL/SALES MANAGEMENT

## Program Description:

Diploma In Retail Management will train students to evaluate the market trends, plan, direct and retail. The students will get the essential skills in problem solving, leadership capabilities, market research, analysis, planning, cross cultural management and international business. The practical and hands on training on computer applications will allow the students to nurture the necessary confidence. The students will learn the technique to succeed in any organization. The class room discussion will generate a capability to analyze issues and situations with a critical eye.

## Work Placement:

The students gain hands on experience in the industry with one month field placement that will give the opportunity to apply their skill in a real business environment. The placements are initiated by the students.

## Admission Requirements:

- Ontario Secondary School Diploma or equivalent; OR
- Be at least 18 years of age  
(or age specified in program approval) and pass a Superintendent approved qualifying test or Mature Student Status
- Computer Fundamentals
- Bachelors Degree or
- Equivalent English and Math Proficiency
- Mature Student Status

Length: 72 Weeks / 1440 Hours

## COURSE OVERVIEW

### Semester 1 | Module 1

COM/M-110 Computer Skills  
ACT/M-110 Financial Accounting-1  
BUS/M-110 Business Communication

### Semester 1 | Module 2

BUS/M-120 Business Law-1  
BUS/M-130 Introduction to Business Organization  
ACT/M-210 Financial Accounting-2  
BUM/M2-10 Business Mathematics

### Semester 2 | Module 1

MIS/M-210 Introduction to Information Systems  
ECO/M-210 Principle of Macro Economics  
BUS/M-220 Business Law-2  
BUS/M-240 Business Values and Ethics

### Semester 2 | Module 2

ECO/M-310 Managerial Economics  
MGT/M-310 Management of Change  
PMS/M-310 Principle of Marketing  
PMS/M 330 Retail Marketing

### Semester 3 | Module 1

PMS/M-340 Sales Management  
PMS/M-350 Marketing Strategy  
PMS/M-410 Leadership & Management  
PMS/M-410 International Marketing

### Semester 3 | Module 2

MGT/M 420 Total Quality Management  
PMS/M 420 Negotiations  
MGT/M 430 Cross Culture Management  
PMS/M 430 Integrated Marketing Communication



T = Technology, B = Business, H = Health Care, F = Film & Theatre

## GENERAL INFORMATION

### Admission Information:

#### How to Apply

##### Step1:

Review the program information and admission requirements given in this calendar or in our website.

##### Step2:

Fill up the online application form or the form attached in calendar. Submit the completely fill up application form, along with all the previous education's transcripts. A fee of \$100 must be submitted along with application. The candidates applying under mature students status, must appear for an entrance test after submitting the application.

##### Step3:

After reviewing the application, the college will issue an acceptance letter to the eligible candidates.

#### Fees:

The fees structure for every course has been given in this calendar. The fees are subject to change. Please call us at 1-866-671-3332 or 905-671-9999 or visit our website for the current fees structure.

#### Method of Payment:

Fees payments are accepted personally at our college through certified cheques, money orders, bank drafts, visa, master card or Interac. Payments are made payable to Canadian Institute of Management & Technology.

#### Application for Refund

A refund for a course or program will be issued only if a student applies to the Registrar or Program Manager on or before the 2 weeks of the course start date. Refer Fee Refund Policy prescribed under S-5 to 33 of O. Reg. 415/06 for private career colleges.

#### Scholarships (Domestic & International Students)

Students applying to our diploma programs can submit an essay along with academic credentials to apply for a scholarship program. We reimburse up to 50% of the fees for a maximum of two students provided they meet the high academic achievements. Second factor that we employ in determining the value of the award is the economic conditions of the student. Student must submit a 1500 word essay on why they deserve the scholarship. They must also submit three independent references. The CIMT executive committee decides the scholarship awards based on merit, achievement and need of the student.

#### Academic Calendar

Our website, [cimtcollege/cimt/courseschedule.aspx](http://cimtcollege/cimt/courseschedule.aspx) provides the complete and updated information on the course schedules.

#### Tax Receipts:

Official tax receipts (T2202A) will be issued to the students at the end of the year.

#### Financial Assistance: (For Canadian citizens and residents)

- Special lines of credit are available through Royal Bank.
- Flexible payment plans are available.
- EI and HRDC students accepted.
- Speak to the CIMT Admissions Coordinator.

### Students Services:

The college offers the students with the following services:

Career Guidance

Placement Assistance

Refer our website for the complete information.

### English Language Proficiency Policy

The medium of instruction at CIMT is English. It is important for all the students to have good writing and speaking skills to cope with the curriculum. Thus, if English is not the first language, the candidate is required to demonstrate proficiency in English by submitting results of one of the following:

A minimum score of 213/300 for TOEFL exam.

A minimum score of 5.5 bands for IELTS exam.

A minimum of 3 years of full time study, in an English Language school.

(Transcripts must be submitted)

Else special English Language program offered to prospective students who have been approved admission.

## ACADEMIC COLLABORATION ABROAD

### CANADA

Pilot Training (Diploma in Aviation) Collaboration with

Aviation International (Canada) Inc. Guelph Airport

President: Adele Fogle.

### INDIA

AHM, Aviation Hospitality & Management (Air Hostess Training), Chandigarh.

General Manager: Mr. Anil Juisi

Gian Jyoti Institute of Management & Technology, Chandigarh.

Chairperson: Mr. J.S. Bedi

St. Soldier Group of Schools & Colleges, Jalandhar, Punjab.

Offering courses in Management, Law, Commerce etc.

Chairperson: Mr. Anil Chopra.

SSBT College of Engineering & Technology, Jalgaon, Maharashtra.

Chairperson: Dr. Shekhawat Devi Singh Ram Singh.

### RUSSIA

Moscow State Academy of Instrument Making & Computer Science.

## INTERNATIONAL STUDENTS INFORMATION

Grade 12 High School Diploma equivalent with industry experience.

Accredited University or College Degree or Diploma.

Special English Language program offered where TOEFL scores are less than 213.

Immigration Canada student visa.

Students are encouraged to apply 3-4 months prior to commencement of the course as the entire admission and visa process might take time .

### Multiculturalism

Canada plays host to more than 175,000 international students in any given year. Increasingly Canada is becoming the country of choice for students from all parts of the world. It is not hard to see why:

Canada is one of the most multi cultural countries in the world. It is, in fact, a nation of immigrants from all over the globe, creating a wonderful, vibrant and harmonious mix of cultures. Included in this dynamic mix are more than 700,000 Canadians of Indian origin. Canada is such a tolerant society, international students are welcomed with open arms.

### Education System

Degrees and diplomas from Canadian institutions are among the most widely recognized and sought after in the world.

Tuition fees for international students are among the lowest in the English speaking world, with education standards among the highest anywhere.

Canada spends more per capita on education than any other country in the Organization for economic Cooperation and Development (OECD).

Students have a diverse choice of 92 Universities and 175 Community Colleges and technical Institutes offering an amazingly wide array of study programmes. For example, cooperative work programmes combine courses in many subjects with relevant work, giving students an invaluable head start on their careers.

Upon graduation, international students are allowed to work full time in Canada for one year in a job related to their field of study, before returning home. This provides an excellent opportunity to gain experience in an international setting.

### Standard of Living

In addition to possessing rich and diverse cultural heritage, Canada is a country of incredible physical beauty. Safe, clean, cosmopolitan cities sit adjacent to spectacular mountains, oceans and Great lakes. Almost 25% of the world's fresh water is in Canada.

World class theater, music, restaurants, cultural and sporting events (including cricket's Sahara cup can also be enjoyed year round).

Canada was ranked for seven consecutive years by the United Nations as the best country in the world in which to live. The Human Development Index survey consistently ranked Canada number one for a variety of reasons including its excellent education systems, high quality health care, low incidence of crime and clean environment.

## International Students - Stuff You Need to Know

### You Must...

- Be authorized by the Government of Canada to study in Canada
- Satisfy Immigration Canada you are entering Canada for temporary purposes only
- Meet Canadian health and security requirements
- Prove you have been accepted at an education institution in Canada
- Prove you have sufficient funds to pay your tuition, maintain yourself and any dependents accompanying you to Canada
- Pay for transportation to and from Canada without engaging in employment in Canada
- Have character references proving responsibility & no criminal record
- Complete a medical examination if required
- Pay immigration fees

### Document Checklist

- A completed Immigration Canada application form
- Two recent passport-size photographs with a valid passport
- The original letter of acceptance from the Canadian Institute of Telecommunications plus one good photocopy

### Health Insurance

- Medical, hospital and dental care in Canada can be expensive
- Foreign student are not insured for these expenses by the Canadian federal government
- The school may provide health insurance for foreign students
- Be sure to ask when you are writing for information
- If the insurance provided by the school does not meet your needs, you should make your own arrangements before leaving home.

### Proof of Financial Support

- You must be able to prove you can support yourself and your dependants
- You require a letter from your bank, a bank draft or a letter from your source of funding showing
- CIC officials that you can afford to pay your expenses and, if necessary, the expenses of your spouse and dependants, while you are in Canada.

### Student Authorization...The Next Step

- After having all the required letters and documents
- You may apply for your student authorization
- Apply at the nearest CIC office abroad
- Citizens or permanent residents of the United States, Saint-Pierre-et-Miquelon and Greenland apply at any Canadian port of entry
- The student authorization allows you to study in Canada

## INTERNATIONAL STUDENTS INFORMATION

- Keep it with your passport
- Student authorization specifies terms and conditions for staying in Canada (e.g. duration of studies, name of institution, level of studies allowed to undertake)
- Student authorization must be read carefully. Contact a CIC official if you do not understand its contents
- Student authorization for post-secondary study should be valid for the duration of your course of studies, unless otherwise specified.

### Arrival in Canada

- You must show CIC officials the following documents:
- Your student authorization (form IMM 1208)
- A valid passport
- A valid visitor visa if required, and
- Any letters or papers used to obtain your student authorization.
- If any documents are missing or incorrect, you could be refused admission

### Canada Customs and Revenue Agency

As a foreign student studying in Canada, you are eligible for certain customs benefits. These includes temporary importation of household and personal effects. A number of conditions apply, so before coming to Canada you should refer to the booklet "Entering Canada to study or to Work". This book is available from any Canadian consulate or embassy by contacting, Canada Customs and Revenue Agency, Customs and Excise Travelers Directorate.

### Working in Canada

- Foreign students may be allowed to work while attending school
- But don't count on getting a job, as jobs may be difficult to find
- You may be allowed to work if:
- You want to work as a graduate assistant
- Your employment is part of a course of study
- You want to work on campus
- You work after graduation in a study-related job for up to one year.
- Your spouse may apply for an employment authorization
- CIC officials can give you further details
- Working without employment authorization may result in deportation

### Fees for Immigration Services

CIC charges a fee to process your application. Please refer to the brochure entitled Fee Schedule for Citizenship and Immigration Services. Consult a CIC official for information or visit the Internet site at <http://www.cic.gc.ca/english/info/fees-e.html>.



# APPLICATION FORM

- INTERNATIONAL** (If faxing this application and supporting documents, send original or notarized/attested copies by mail.)
- DOMESTIC**

**PERSONAL INFORMATION** (please print clearly)

Family / Last Name (as it appears on your passport) \_\_\_\_\_

Given / First Name (as it appears on your passport) \_\_\_\_\_

Second Name (as it appears on your passport) \_\_\_\_\_ Date of Birth: YYYY MM DD

First Language \_\_\_\_\_

**MAILING ADDRESS**

Current Address \_\_\_\_\_ Apt. Number \_\_\_\_\_

City \_\_\_\_\_ Province / State \_\_\_\_\_ Country \_\_\_\_\_ Postal Code \_\_\_\_\_

Telephone: Area Code, Number \_\_\_\_\_ Fax: Area Code, Number \_\_\_\_\_ E-mail \_\_\_\_\_

**CREDIT CARD INFORMATION**

Card Number \_\_\_\_\_ Expiry Date \_\_\_\_\_ Cardholder's Name \_\_\_\_\_ CVV Number \_\_\_\_\_  VISA  Mastercard  American Express

**HOW DID YOU HEAR ABOUT CIMT COLLEGE?**

Educational Fair Name \_\_\_\_\_  Internet \_\_\_\_\_  Other \_\_\_\_\_

**ACADEMIC INFORMATION** (please print clearly)

Name of school most recently attended: \_\_\_\_\_

Are you or will you be a graduate by the first day of college?	Secondary School Transcript	<input type="checkbox"/> ATTACHED	<input type="checkbox"/> TO FOLLOW	<input type="checkbox"/> N/A
<input type="checkbox"/> Yes <input type="checkbox"/> No	College Transcript	<input type="checkbox"/> ATTACHED	<input type="checkbox"/> TO FOLLOW	<input type="checkbox"/> N/A
<input type="checkbox"/> Yes <input type="checkbox"/> No	University Transcript	<input type="checkbox"/> ATTACHED	<input type="checkbox"/> TO FOLLOW	<input type="checkbox"/> N/A
<input type="checkbox"/> Yes <input type="checkbox"/> No	TOEFL/IELTS/CAEL Score	<input type="checkbox"/> ATTACHED	<input type="checkbox"/> TO FOLLOW	<input type="checkbox"/> N/A
<input type="checkbox"/> Yes <input type="checkbox"/> No	Other Transcripts	<input type="checkbox"/> ATTACHED	<input type="checkbox"/> TO FOLLOW	<input type="checkbox"/> N/A

CHOICE	PROGRAM NAME	START DATE
1		
2		
3		

NOTE: If applicants are fully qualified for their program choice in all areas (i.e.: including portfolio, interview, subject prerequisites etc.) except their English Language skills they may be granted conditional acceptance into their program of choice and guaranteed admission upon successful completion of level 8 of the English for Academic Purposes (EAP) program, depending on their country of citizenship. (Number of EAP levels required will be determined upon placement testing).

I certify that the above information is true and complete. I understand that any false or incomplete information submitted in support of my application will be invalidate my application.

\_\_\_\_\_  
SIGNATURE OF APPLICANT DATE

TEAR HERE





# STUDENT INFORMATION RELEASE FORM

THIS FORM TO BE COMPLETED AND SIGNED BY THE STUDENT ONLY

I \_\_\_\_\_  
 Given / First Name (as it appears on your passport)      Family / Last Name (as it appears on your passport)

\_\_\_\_\_ Home Address      \_\_\_\_\_ City

\_\_\_\_\_ Country      \_\_\_\_\_ Postal Code

\_\_\_\_\_ Telephone      \_\_\_\_\_ E-mail

Date of Birth:      YYYY      MM      DD

hereby authorize:

my Agent       Male       Female

\_\_\_\_\_ Agent's First and Last name

\_\_\_\_\_ Company Name

\_\_\_\_\_ Address

\_\_\_\_\_ City      \_\_\_\_\_ Country      \_\_\_\_\_ Postal Code

\_\_\_\_\_ Telephone

\_\_\_\_\_ E-mail

other       Male       Female

\_\_\_\_\_ First and Last name

\_\_\_\_\_ Relationship to student

\_\_\_\_\_ Address

\_\_\_\_\_ City      \_\_\_\_\_ Country      \_\_\_\_\_ Postal Code

\_\_\_\_\_ Telephone

\_\_\_\_\_ E-mail

to act on my behalf in all matters concerning my application for admission to CIMT College. CIMT College is subject to the provisions contained within the Province of Ontario's Freedom Of Information and Protection of Privacy Act. As such, CIMT College has the obligation to inform you about the collection and use of your personal information. By completing this Student Information Release Form, you authorizing CIMT College to release your personal information to the person(s) you have authorized to act on your behalf concerning your application for admission to CIMT College, including all international admission matters. Your signature on this form confirms your acknowledgment and understanding of this notification. CIMT College assumes no responsibility or liability for the use of your personal information by those you have authorized.

\_\_\_\_\_ SIGNATURE OF APPLICANT      \_\_\_\_\_ DATE

\_\_\_\_\_ CITY, COUNTRY

FOR OFFICE USE ONLY:

Registration # \_\_\_\_\_ Campus: \_\_\_\_\_ Fee Payment: \_\_\_\_\_

Remarks: \_\_\_\_\_

THIS IS A DOUBLE-SIDED FORM - PLEASE TURN AROUND

TEAR HERE 



PSW Training Facility



Convocation



Convocation



Bollywood Acting Studio



"Career Connect" launch

“  
*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.*”

**Juan Carwice**

*Diploma in Telecommunication*

“  
*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.*”

**John Parker**

*Diploma in Accounts Administration*

“  
*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.*”

**Amrinder Parwaha**

*PSW (Personal Support Worker)*