

Program Information

Business Management

2024/2025

Program Overview	Do you want to take your professional experience to the next level? This foundational credential is designed for both internationally-educated students and experienced Canadian individuals who do not have a background in business principles and students who may need advanced skills to move into or expand on management careers. Students will examine introductory business, economics, finance, and management practices, with an emphasis on applied concepts typically encountered in Canadian workplaces.
Area of Study	Applied Business
Credential	Post-Graduate Diploma
Program Length	1 Year Full time (12 months)
Delivery	Hybrid
Work-Integrated Learning	No
Open to International Students	Yes
CIP Code	N/A

Career Outcomes

- Business Operations Coordinator
- Administrative Services Coordinator
- Office and Business Support Manager
- Project Coordinator
- Operations Supervisor
- Sales and Marketing Coordinator
- Financial Administration Coordinator
- Customer Experience Supervisor

All Courses

Course Name	Description	Hours
Seminar in Ethics and Integrity (PG-011)	MITT's Ethics and Academic Integrity Seminar provides students with the tools necessary to navigate the expectations of the Canadian post-secondary academic environment. In this three-hour online seminar, students will develop a thorough understanding of MITT's Academic Integrity policy and the consequences of academic integrity violations and demonstrate how to use APA style when writing an academic paper.	3
Dynamic Communication Skills (PG-010)	This course focuses on the communication skills that are necessary to be successful in a professional workplace environment. Developing effective speaking and listening skills are an integral part of the course. Students are also introduced to effective strategies for creating and delivering effective presentations to a variety of audiences for various purposes.	42
Becoming a Lifelong Learner (BM-015)	Students are introduced to the growth mindset required to become self-motivated resilient learners. Students are challenged to examine their	21

	own thinking habits and build on their strengths in acquiring new learning and skills. Various research-backed strategies are provided for students to tailor to their own classroom experiences and as a skill set to be carried forward into all aspects of life.	
Writing and Grammar for Business (PG-020)	In this course the emphasis will be placed on improving and perfecting written communication for business purposes (e-mails, memos, letters, reports, public relations messaging, and other documents). The focus is on providing students with the knowledge and skills to make their writing clear, effective, and grammatically correct. Students will also have the opportunity to develop effective communication for various professional scenarios and situations, including making business presentations.	42
Canadian Business Environment (BM-020)	As an introduction to what characterizes the business environment in Canada, this course provides students with the business basics that are essential in today's fast-paced, globally connected world. Students learn how politics, the economy, laws and people have shaped the Canadian business climate by exploring key business topics, such as personnel, management, product development, finance, ethics and current issues and trends.	42
Software Skills: Email and Scheduling (BM-045)	This course will familiarize students with Microsoft (MS) Outlook and associated functions. Students will develop organizational habits and efficient practices to properly manage schedules. Topics include, time management, meeting arrangements and records management. This course will also cover email etiquette and professionalism.	21

Software Skills: Word Processing (BM-025)	Students will familiarize themselves with Microsoft (MS) Word and develop skills to effectively utilize Windows navigational tool and files. This course focuses on working proficiently with MS Word processing features to develop professional documents.	21
Software Skills: Excel (BM-035)	Students will familiarize themselves with Microsoft (MS) Excel and learn to design, create, modify and present professional-looking spreadsheets for use in today's workplace. Students will use formulas and built-in functions to solve mathematical problems, perform calculations, and filter and format data.	21
Principles of Economics (BM-010)	Learners will understand, discuss, and apply the key concepts and principles of micro and macroeconomics in the context of the global economic environment and the Canadian economy. Links between economic principles and business fundamentals are emphasized and students will be able to apply abstract economic theory to real-world business situations.	42
Essentials of Management (BM-030)	This course familiarizes students with basic approaches to management and organizational theory and practice. Students will develop their understanding of managerial functions and the implications of these functions within different organizations.	42
Organizational Behaviour for Corporate Governance (PG-040)	This course will help students understand how organizational culture is adopted and internalized within organizations. Students will explore determinants of organizational behaviour relating to individuals, groups, and structures, and the	42

	effect this has on North American work environments.	
Ethics and Social Responsibility for Leaders of Today (PG-030)	This course introduces students to the importance of ethics and social responsibility in business. Emphasis is placed upon increasing awareness, understanding and critical thinking of ethical issues in business, and to provide conceptual tools to guide analysis and decision-making.	42
Budgeting and Financial Management (PG-050)	This course allows participants to explore the complexities of planning, preparing and monitoring operational and capital budgets to support the strategic plan of an organization. Developing awareness of the principles of financial decision-making is explored as well. Topics include: financial goal setting, budgeting, tax planning, cash management, investment and insurance considerations.	42
Marketing Fundamentals(PG-060)	The purpose of this course is to provide students with a basic understanding of the fundamentals of marketing, including the marketplace and consumers. Developing a customer-focused marketing strategy that achieves measurable, realistic objectives for an organization is emphasized. Topics include: the global market environment, customer attitudes and behaviour, digital marketing and the influence of social media.	42
Introduction to Human Resource Management (PG-070)	This course introduces students to the basic human resource functions and the role of HR within an organization. Topics covered include: recruitment and selection, compensation and benefits, retention and motivation, and working with labour unions.	42