



School of Information
Communication and
Engineering Technologies

Computer Network Administrator

Certificate Program

Career Investigation Report



Guidelines

It is essential that anyone applying to the Computer Network Administrator (CNA) Certificate Program have a clear understanding of the educational program as well as the responsibilities of Computer Network Administrator professionals. The Career Investigation Report allows you to detail your decision-making process for becoming a member of this profession. Include as much relevant information as possible, but keep in mind that you must use this form **ONLY** and you must complete all sections.

Please submit a typed Career Investigation Report; handwritten submissions will be rejected. Once you have completed the report, you must send it to the Registrar's Office to be added to your admissions file. Applications to the Computer Network Administrator Program will not be considered for admission until all required supporting documentation has been received.

You can submit your Career Investigation Report by uploading a saved copy through MyNAIT Portal. For detailed instructions on how to submit your Career Investigation Report online, please visit www.nait.ca/careerinvestigation. If you are submitting this Report electronically, you do not need to sign the last page of the form. Alternatively a printed and signed hard copy of the report can be submitted in person or by mail to the Registrar's Office at the address below:

Office of the Registrar
11762-106 St. NW, Suite 1000
Edmonton, AB T5G 3H1

Name: _____ Date: _____



Section 1:

You must interview at least two computer network administrator professionals as part of your career investigation. One of the two must not be associated with NAIT. For each person interviewed, please provide the following: name, phone number, mailing address, email address, title, and employer

Contact 1:

Name: _____
Phone Number: _____
Mailing Address: _____
Email: _____
Title: _____
Employer: _____
Years in IT
Administration: _____
Specialty: _____
Typical Duties: _____

Contact 2:

Name: _____
Phone Number: _____
Mailing Address: _____
Email: _____
Title: _____
Employer: _____
Years in IT
Administration: _____
Specialty: _____
Typical Duties: _____



Section 2:

Using the research strategies outlined on the Career Investigation website, please answer all questions in this section.

- 1) What steps have you taken to investigate Computer Network Administration as a career?
(Other than the two interviews listed above.)
(600 Character limit)

- 2) What attributes do successful and competent computer network administrators demonstrate?
(600 Character limit)

- 3) What personal attributes do you possess to be a successful student in this program?
(600 Character limit)

- 4) What aspects of IT most interest you?
(600 Character limit)



Section 2 continued:

Please answer all questions in this section.

- 5) What are your opinions on file sharing?
(600 Character limit)

- 6) Do you prefer PCs or Macs, Windows or Linux? Why?
(600 Character limit)

- 7) If you are accepted into the CNA program, where do you see yourself in five years after completing the program and how do you plan to keep up-to-date with the ever-changing field that is IT?
(600 Character limit)

- 8) Is there anything else you want to tell us?
(600 Character limit)



Section 3:

1) How did you learn about the Program at NAIT?

Website

Information week at NAIT

NAIT open house

Newspaper ad (*please specify*) _____

Friend

Other (*please specify*) _____

2) Did you participate in any of the following program-related events as a prospective student?

Buddy System

Info-Session

Info Week

Open House

Other (*please specify*) _____

APPLICANT'S CHECKLIST

In order for your application to be processed all of the following must be completed and submitted:

Apply online to the Computer Network Administrator Certificate Program through APAS

Complete and submit a Career Investigation Report

If you attended high school or a post-secondary institution outside of Alberta, you must request an official transcript to be sent to the Registrar's Office as soon as grades are available. If you attended high school or a post-secondary school within Alberta, your transcripts will automatically be requested through APAS.

By checking this box I certify that I completed this form in my own words. I recognize that if I have plagiarized or provided any false information in any part of this document, I will forfeit my admission to the Computer Network Administrator certificate program.

A signature is not required if this form is submitted electronically through the [MyNAIT Portal](#)

Signature: _____ Date: _____