WE ARE ESSENTIAL TO LEARNING

CONTINUING EDUCATION
JULY 1, 2013 TO JUNE 30, 2014
nait.ca/ConEd

NAIT

WE ARE ESSENTIAL
TO EXPERIENCE

WE ARE **ESSENTIAL**
TO CAREERS

WE ARE ESSENTIAL
TO OPPORTUNITY

RELEVANT KNOWLEDGE.
REAL SKILLS.
REWARDING CAREERS.

THIS IS WHAT WE PROMISE OUR STUDENTS IN BUSINESS; HEALTH; TRADES; SCIENCE, TECHNOLOGY AND ENVIRONMENTAL PROGRAMS. WE DELIVER ON THAT PROMISE EVERY DAY.

PROMISES TO STUDENTS

NAIT provides a positive student experience that encompasses students' mental, emotional and physical well-being and defines success broadly. We prepare students to succeed in meaningful careers, find employment in their chosen field and have the skills necessary to have an immediate impact.

PLEASE REFER TO THE FLAP ON THE BACK COVER FOR DEFINITIONS OF THE ICONS USED THROUGHOUT THIS CALENDAR.

FLEXIBLE PATHWAYS
TO LEARNING

CHOOSE THE EDUCATION PATHWAY THAT BEST FITS YOUR LIFESTYLE, SCHEDULE AND GOALS. WHETHER YOU WANT TO TAKE YOUR CAREER TO THE NEXT LEVEL, ACQUIRE ONGOING PROFESSIONAL DEVELOPMENT OR PURSUE PERSONAL ENRICHMENT, WE HAVE THE PROGRAMS AND COURSES THAT ARE RIGHT FOR YOU.

With NAIT's flexible learning options, there are several different ways to access the broad range of programming we offer. Credit and non-credit course options are available days, evenings, weekends and online.

CREDIT PROGRAMS

Credit programs are Degree, Diploma or Certificate offerings that lead to Government of Alberta approved credentials.

OPEN STUDIES

Open Studies is a convenient option for students to try out day, evening, or online credit courses without being admitted to Degree, Diploma, or Certificate programs. There is no application process required for the Open Studies option.

NON-CREDIT PROGRAMS & COURSES

NAIT offers a wide range of non-credit programs and courses intended to provide personal and professional development in a number of interesting and exciting fields.

HOW TO ENROL

CREDIT PROGRAMS AND OPEN STUDIES

NAIT's online **Enrolment Walkthrough** is a new planning tool to help students enrol in credit programs. Start by going to **nait.ca/enrol**. Select either credit programs or Open Studies enrolment. Credit programs require an APAS* application and program acceptance before enrolment. Open Studies students do not need to apply through APAS. Full payment is required upon enrolment.

NON-CREDIT PROGRAMS & COURSES

There is no APAS application process required for non-credit courses. To register for non-credit courses visit **nait.ca/noncredit**. Browse the related non-credit courses to reserve your spot. Note: Full payment is required at time of registration.

*Alberta Post-Secondary Application System

WHICH PATHWAY
IS RIGHT FOR YOU?

I am currently working in payroll and would like to earn an Accounting Diploma in order to advance my career.

CREDIT PROGRAMS

We invite you to apply to the Business Administration - Accounting diploma program with courses offered daytime, evenings, weekends and online. Use the How to Apply icon on the nait.ca website.

I have an interest in learning how to design websites but don't necessarily want to commit to a program of studies.

OPEN STUDIES

We suggest enrolling in the Web Design Fundamentals course via Open Studies. This approach allows you to try out credit courses without being admitted to the two-year Digital Media and IT program.

I enjoy restoring classic cars in my spare time and would like to learn some autobody repair techniques.

NON-CREDIT PROGRAMS & COURSES

We recommend enrolling in the Introduction to Autobody Repair course held on weekends. You can learn basic vehicle restoration skills and minor repairs.

ADVANCEMENT STARTS WITH BUSINESS

TORA-DON BEST
Business Administration -
Accounting Diploma Program

PROFESSIONAL DEVELOPMENT IS OFTEN THE FIRST STEP TO CAREER ADVANCEMENT. WITH A FOCUS ON INDUSTRY-DRIVEN EDUCATION, NAIT'S BUSINESS ADMINISTRATION PROGRAM PROVIDES A COMPETITIVE ADVANTAGE.

Currently enrolled in the Business Administration Accounting Diploma program, Tora-Don Best favours evening and weekend courses that allow her to work full-time during the day. NAIT's small class sizes and industry-driven instruction provide real-world expertise to assist in her daily work while preparing her for new career challenges.
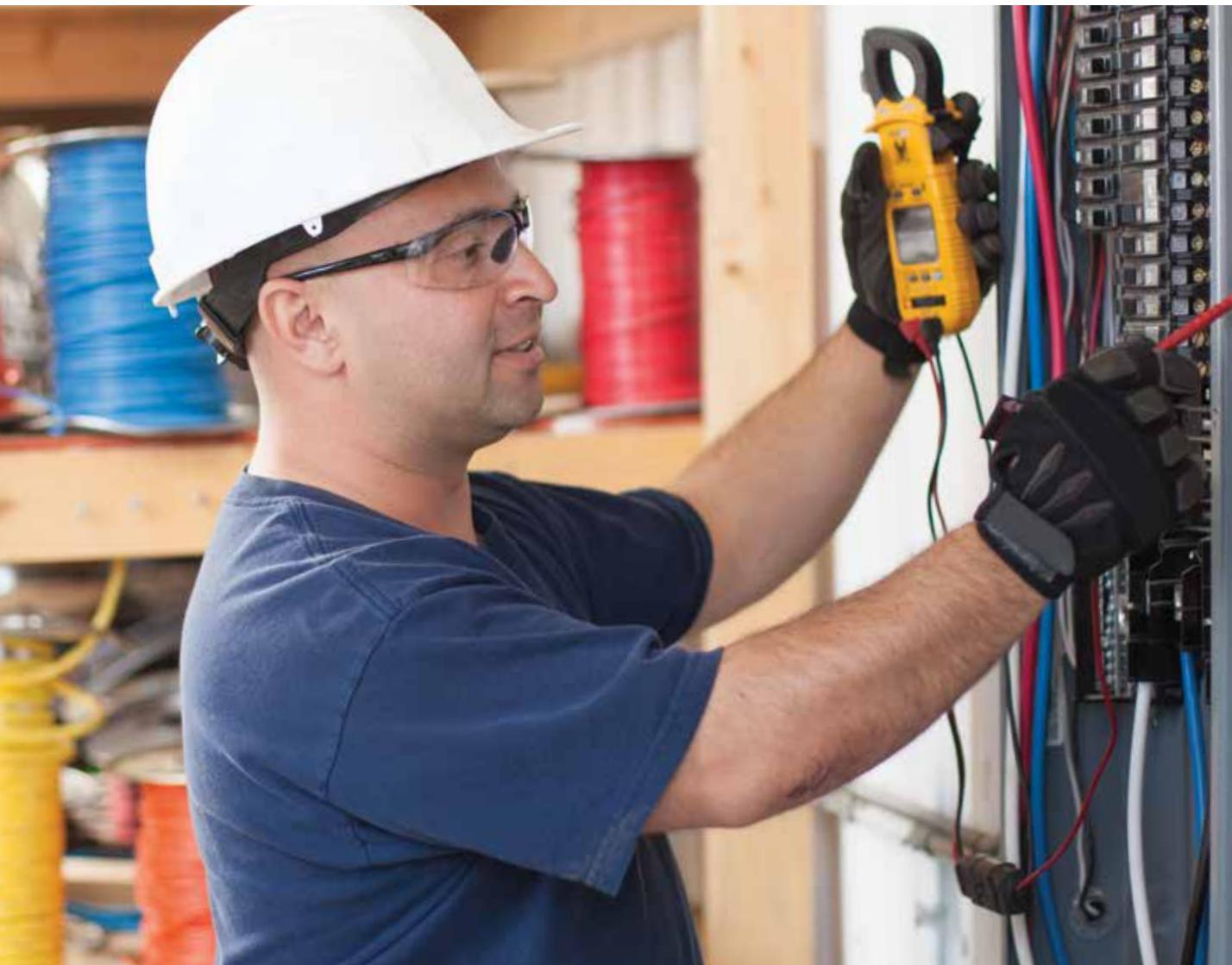
WE HAVE TOOLS THAT BUILD SKILLS

NAIT IS ESSENTIAL TO ALBERTA, DELIVERING SKILLED TRADES COURSES THAT ARE HANDS-ON AND RELEVANT TO INDUSTRY.

Aspiring to work in the electrical industry, Ian Nielsen registered in NAIT's Electrical Job Readiness courses. He was keen to acquire the knowledge and hands-on experience that would give him a competitive edge. After studying evening and weekends, Ian found employment and advanced through the Electrical Apprenticeship program. Happy to be part of the NAIT learning experience, Ian is now a Journeyman electrician and is proud of his career.

IAN NIELSEN

Electrical Job Readiness/
Journeyman Electrician
Apprenticeship, 2013

WE DELIVER
HEALTH
AND CARE

DARREN ASTELS

Emergency Medical
Technician (EMT), 2013

ARE YOU CONSIDERING PROFESSIONAL DEVELOPMENT OR
LAUNCHING A NEW CAREER IN THE HEALTHCARE PROFESSION?
NAIT DELIVERS FLEXIBLE LEARNING OPTIONS TO HELP YOU FIT
CLASSES AROUND PERSONAL AND PROFESSIONAL COMMITMENTS.

After serving with the Canadian Forces and a tour of duty in Afghanistan,
Darren Astels was looking for new career options. With the support of his
family, the Emergency Medical Responder returned to NAIT and enrolled
in the Emergency Medical Technician program. The hands-on, practical
approach of his instructors gave Darren the skills and knowledge to
provide care to patients, both on the ground and in transit.

WE ARE THE SCIENCE BEHIND SUSTAINABILITY

BRAD TRIMBLE
Water and Wastewater
Technician, 2013

NAIT DELIVERS A VARIETY OF ONLINE AND DISTANCE DELIVERY PROGRAMS SO YOU CAN STUDY ON YOUR OWN TIME, AT YOUR OWN PACE.

As a Water and Wastewater Technician, NAIT's online flexible pathways allowed Brad Trimble to strike a work and school life balance. This mode of delivery offered Brad the versatility he needed to complete assignments and exams at his own pace.

SUCCESS IS A UNIVERSAL LANGUAGE

INA BOAGHIA
English as a Second
Language (ESL), 2013

FOR MANY STUDENTS, NAIT'S ENGLISH AS A SECOND LANGUAGE (ESL) PROGRAM IS THE FIRST STEP TO ACADEMIC SUCCESS. IT DELIVERS HIGH QUALITY, PROFESSIONAL TRAINING THAT EQUIPS STUDENTS TO BUILD STRONG LANGUAGE SKILLS.

After completing NAIT's ESL program, Ina Boaghia transferred her newly-acquired skills to NAIT's Business Administration program. ESL preparation enhanced her writing and presentation skills, all of which will support her continued academic career and beyond.

PLEASE REFER TO
THIS LEGEND FOR
DEFINITIONS OF
THE ICONS USED
THROUGHOUT
THIS CALENDAR.

LEGEND

OVERVIEW

These icons below help to identify different learning options and pathways for our Continuing Education course offerings.

LEARNING OPTIONS

D Day

Ev Evenings/Weekends

On Online learning/Distance

PROGRAM START

🍂 Fall

❄ Winter

🦋 Spring

✺ Summer

CREDENTIAL

A Applied degree

B Baccalaureate degree

C Certificate

Dp Diploma

OTHER

[D] Distance (quick indicator)

FOR MORE INFORMATION

nait.ca
Phone: 780.471.6248 or 1.877.333.6248

TO ENROL

FOR CREDIT PROGRAMS & COURSES
nait.ca/enrol

FOR NON-CREDIT PROGRAMS & COURSES
nait.ca/noncredit

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MEDIA & DESIGN

INFORMATION TECHNOLOGY & ELECTRONICS

COMPUTER TRAINING CENTRE

BUSINESS SYSTEMS CERTIFICATES

PRODUCTIVITY ENHANCEMENT SERVICES

ACADEMIC UPGRADING

ACADEMIC UPGRADING

OVERVIEW

Designed for adults of all ages and academic backgrounds, the Academic Upgrading program offers flexible options for students to gain the entrance requirements for a post-secondary program. Courses are offered over 3 semesters and students can take from one to three courses per semester. The fall and winter semesters are 15 weeks in length and both day and evening options are available. The spring semester is 12 weeks in length with limited course offerings during the day only.

CAREER OPPORTUNITIES

Successfully completing the Academic Upgrading program enables students to continue with post-secondary studies in a chosen field. Students who complete the Academic Upgrading program do not receive a certificate or diploma and do not receive course credits toward an Alberta Learning High School diploma. However, the courses are accepted as entrance requirements at NAIT and at all other Alberta post-secondary institutions.

ENTRANCE REQUIREMENTS

All students who wish to take academic upgrading courses at NAIT must apply through the Alberta Post-Secondary Application System (APAS).

ACADEMIC REQUIREMENTS

English 10-1 or 10-2.

Students who do not have access to their high school transcripts can take a placement exam in the Academic Upgrading office.

NON-ACADEMIC REQUIREMENTS

Note: Any student with Applied Math 10 or 20 must begin at Math 10C, unless the student takes a placement exam that indicates a higher level placement. Students with Applied Math 30 must begin at Math 20T. Math 14 and 24 and Science 14 and 24 are not considered to be academic level courses and cannot be used as prerequisites for any grade 11 or 12 math or science courses.

PROGRAM OUTLINE

Code	Course	Code	Course	Code	Course
ENL20-1	English 20-1	CHE30	Chemistry 30	MTH20-1	Math 20-1
ENL20-2	English 20-2	PHY20	Physics 20	MTH20T	Math 20T
ENL30-1	English 30-1	PHY30	Physics 30	MTH30-1	Math 30-1
ENL30-2	English 30-2	BIO20	Biology 20	MTH30-2	Math 30-2
SCI10	Science 10	BIO30	Biology 30	CSS10	Computers and Study Skills
CHE20	Chemistry 20	MTH10C	Math 10C		

ENGLISH AS A SECOND LANGUAGE

ENGLISH AS A SECOND LANGUAGE (ESL)

OVERVIEW

NAIT's English as a Second Language (ESL) program prepares students for entry into programs at NAIT and other institutions. Experienced instructors encourage students and help them develop the confidence and skills they need to succeed in future endeavours.

In addition to the full-time daytime program, we offer short part-time courses, workshops and seminars that focus on developing your skills in specific areas of reading, writing, speaking and listening at different levels. See our website for details at www.nait.ca/ESL

CAREER OPPORTUNITIES

Graduates of the ESL program move into the workforce or on to post-secondary training. Level 5 students who successfully complete the NAIT English Assessment Test have fulfilled the language proficiency requirements of most NAIT programs.

PROGRAM OUTLINE

LEVEL 1

NESL111	Listening & Speaking
NESL121	Reading & Vocabulary
NESL131	Grammar & Writing

LEVEL 2

NESL211	Listening & Speaking
NESL221	Reading & Vocabulary
NESL231	Grammar & Writing

LEVEL 3

NESL311	Listening & Speaking
NESL321	Reading & Vocabulary
NESL331	Grammar & Writing

LEVEL 4

NESL411	Listening & Speaking
NESL421	Reading & Vocabulary
NESL431	Grammar & Writing

LEVEL 5

NESL511	Listening & Speaking
NESL521	Reading & Vocabulary
NESL531	Grammar & Writing

WORKSHOPS

SPEAKING AND LISTENING NESL602

Improve speaking fluency and listening comprehension by learning communication skills and strategies that will help you interact with ease in social, academic and workplace settings. Personalized feedback will help you achieve clarity and confidence in your pronunciation. A CLBA of 3 or higher is recommended.

ACADEMIC WRITING AND GRAMMAR NESL604

This course guides students through the writing process with a focus on structure and grammar. Critical thinking, grammatical structure and writing skills in a variety of formats will be emphasized. Students will have the opportunity to practice their writing skills in a variety of settings, including individually, in groups and through teacher-directed lessons. Students will receive individualized feedback about their writing. A CLBA of 6 or higher is recommended.

GRAMMAR BOOTCAMP NESL606

If you would like to improve your overall grammar, this course is for you! Take an in-depth look at the grammar and structures necessary to write effectively and receive invaluable feedback about your own problem areas.

PRONUNCIATION WORKSHOP NESL700

Become more comfortable and gain confidence with the English language by improving your pronunciation skills. You will be taught how to produce speech sounds in a natural context in both formal and informal settings.

ELP ASSESSMENT EXAM PREPARATION

If you are planning to take the NAIT ELP Assessment Exam, we have options to help you get ready.

ELP ASSESSMENT EXAM PREPARATION SEMINAR (NESL 615)

This 4-hour seminar will help advanced English Language Learners prepare for the NAIT ELP assessment exam. An experienced instructor uses practical tests to coach participants on the most effective strategies for success and time management.

ELP INTENSIVE PREPARATION COURSE (NESL 616)

This 20-hour intensive course is specifically designed to develop the skills necessary to pass the NAIT English Language Proficiency exam. Students will have an opportunity to take an in-depth look at each of the skill areas tested in the Exam.

BUSINESS

ACCOUNTING

CGA PACE PARTNERSHIP

OVERVIEW

NAIT, in partnership with the Certified General Accountants Association of Alberta (CGA), offers classroom delivery of all Professional Applications and Competence Evaluations (PACE) elective courses required for the CGA Program of Professional Studies. These CGA partner courses prepare you for success in the CGA program and are an excellent route toward the CGA professional accounting designation.

PROGRAM MODEL/COMPLETION REQUIREMENTS

Partner courses are offered for all PACE elective courses. PACE elective courses are scheduled to coincide with CGA national exams and are delivered at times intended to avoid interrupting your career commitments. All courses towards the CGA professional accounting designation may be taken either as part of the Bachelor of Applied Business Administration - Accounting program or the Bachelor of Business Administration (BBA) or as stand-alone CGA courses if you already have a degree.

Upon completion of the Advanced Studies and PACE elective courses, only PA1 - Issues in Professional Practice and PA2 - Strategic Financial Management are required to complete the education component for the CGA professional accounting designation. Note that PA1 and PA2 are not offered at NAIT and must be completed through CGA Alberta.

PACE ELECTIVE COURSES

Students are required to complete two of the six PACE elective courses. Upon successful completion of these NAIT PACE elective courses (minimum C+ grade), you will be eligible to write the CGA national examination. PACE elective courses offered at NAIT are as follows, with the CGA equivalent course noted in brackets:

PACE COURSE MATERIALS

Course materials for these PACE elective courses must be purchased through CGA Alberta. It is recommended that materials be ordered no later than 15 days prior to the course start date. See website for details at www.cga-alberta.org.

CGA NATIONAL EXAMINATIONS

Students are required to write the CGA national exam for PACE level courses only. For a list of national exam dates, visit www.cga-alberta.org. If you are a CGA student and want to challenge a CGA national exam, you must register for the applicable PACE exam directly with CGA Alberta at least one month prior to the national examination date. You must successfully complete the NAIT equivalent PACE level course to qualify to write the CGA national examination. NAIT will notify CGA if you have met the mark required to challenge the CGA national examination.

EXAM POLICY

The NAIT partner course final examination will be held on the last date of class unless otherwise specified on the website or in class by your instructor. Exams must be written in class on scheduled dates.

Exceptions may be accommodated if the reason is valid and acceptable to the Program Chair and documentation is provided (e.g., medical reasons). Work commitments as well as business or personal travel are not considered acceptable reasons for examination deferral.

A fee will be assessed and administered for each provision of this service.

ENTRANCE REQUIREMENTS

Students wanting to enrol in a classroom delivery course for the CGA Program of Professional Studies must register online, in-person or by phone through NAIT's registration system. Note that extra weekend or evening classes are included for senior level CGA courses so that the course hours can be delivered within the CGA exam schedule.

If you are working full-time, taking more than one CGA Advanced Studies or PACE elective course at the same time is not advisable. These are heavy courses which require significant self-study between classes. Taking more than one course per session often leads to unsuccessful results.

Note that these courses fill quickly. To avoid disappointment in taking the course of your choice, you are advised to enrol early.

PROGRAM OUTLINE

ACCT333	Auditing Case
ACCT4402	Advanced Finance (Accounting)
ACCT4405	Management Auditing
ACCT4406	Advanced External Auditing
FNCE4411	Public Sector Financial Management
CMIS4409	Advanced Information Systems
TAXX4403	Advanced Taxation

BUSINESS ADMINISTRATION

YEAR 1 WITH ENGLISH LANGUAGE TRAINING

OVERVIEW

Business Administration Year 1 helps students gain an appreciation for the wide assortment of career possibilities related to each diploma and degree program.

This program provides students with an opportunity to prepare to succeed in Business Administration Year 1 courses by offering intensive four-week, full-time English language training. The balance of the courses are offered during the evening.

Upon successful completion of this program, students will qualify to enter Year 2 of the Business Diploma program of their choice (Accounting, Finance, Marketing, Human Resources or Management).

PROGRAM MODEL/COMPLETION REQUIREMENTS

- Three weeks of intensive English language training
  - Monday to Friday; 9:00 am - 4:00 pm
- Three 13-week terms, each consisting of three to four
  Business Administration Year 1 courses will be offered
  Monday to Thursday; 3:15 pm - 9:15 pm

Courses covered include:
- BUCP103 Introduction to Business English (3 weeks, full-time)
- BUCP104 English
- BUCP105 English
- ACCT1117 Introductory Managerial Accounting
- ACCT1115 Introductory Financial Accounting
- COMM1101 Communications I
- ECON1110 Microeconomics
- ECON1112 Macroeconomics
- MARK1130 Introduction to Marketing
- FNCE1125 Introduction to Finance
- MGMT1120 Introduction to Business
- ORGB1135 Organizational Behaviour
- CMIS1150 Introduction to IT

Note: Schedule is tentative and subject to minor changes

ENTRANCE REQUIREMENTS

- Grade 12 mathematics (pure or applied). A lower level of math and post-secondary education equivalencies may be considered.
- Completion of NAIT ESL Level 3 in English competency prior to admission. Equivalencies will be considered. TOEFL, iBT: 71-80
- IELTS, Academic: 530-550

PROGRAM OUTLINE

D Ev ❄ ✖ ☀

| BUS101 | Business Administration Year 1 - ESL Students |

PRE-BUSINESS

OVERVIEW

Pre-Business is a full-time, one-semester program designed for adults lacking the prerequisites to enter Business Administration.

Completing this program will qualify you for entrance into one of NAIT's Business programs.

ENTRANCE REQUIREMENTS

Applicants must have A-Math 10 or P-Math 10 and English 10-1 or 10-2. It is recommended that applicants be out of school for at least one full year.

CAREER OPPORTUNITIES

Completing this program will qualify you for entrance into one of NAIT's Business programs.

PROGRAM OUTLINE

D ❄ C

BUSF850	Business Communications
BUSF855	Mathematics for Business
BUSF860	Introduction to Business
BUSF865	Strategies for Student Success

CERTIFICATES

ACCOUNTING CERTIFICATE

Build on your basic accounting knowledge. Explore current generally accepted accounting principles, cost accounting fundamentals and International Financial Reporting Standards (IFRS) practices.

REQUIRED COURSES

ACCT1115	Introductory Financial Accounting
COMM1101	Communications I
ECON1110	Microeconomics
ECON1112	Macroeconomics
ACCT1117	Introductory Managerial Accounting
FNCE1125	Introduction to Finance
ACCT2206	Intermediate Financial Accounting I
ACCT2211	Intermediate Managerial Accounting I
TAXX2202	Taxation I
CMIS2240	Special Applications (Accounting)

FINANCE CERTIFICATE

Learn about pricing methods, budgeting, cost analysis and capital projects. Discover the tools, calculations and components required to complete a financial plan. Explore capital markets, securities and investments.

REQUIRED COURSES

ACCT1115	Introductory Financial Accounting
COMM1101	Communications I
ECON1110	Microeconomics
ECON1112	Macroeconomics
ACCT1117	Introductory Managerial Accounting
FNCE1125	Introduction to Finance
FNCE2280	Investments
FNCE2211	Cash Management
TAXX2202	Taxation I
FNCE2252	Credit/Financial Analysis

GENERAL MANAGEMENT CERTIFICATE

Build on your basic knowledge of accounting, human resources, project management and strategic management. Discover accounting techniques managers use in decision-making as you learn to use cost-volume-profit as a decision-making tool.

REQUIRED COURSES

COMM1101	Communications I
ACCT1115	Introductory Financial Accounting
ORGB1135	Organizational Behaviour
BLAW2205	Business Law
MARK1130	Introduction to Marketing
ACCT1117	Introductory Managerial Accounting
HRMT2226	Human Resources
SMGT2256	Introduction to Strategic Management
SMGT3356	Advanced Strategic Management
PMGT2220	Introduction to Project Management

HUMAN RESOURCES MANAGEMENT CERTIFICATE

Organizational strategy, technological change, workforce characteristics, competition and government regulation all shape strategic human resources policies.

REQUIRED COURSES

COMM1101	Communications I
ACCT1115	Introductory Financial Accounting
ORGB1135	Organizational Behaviour
BLAW2205	Business Law
ACCT1117	Introductory Managerial Accounting
HRMT2226	Human Resources
SMGT2256	Introduction to Strategic Management
COMM2215	Communication II
HRMT2349	Labour Relations
HRMT2237	Recruitment and Selection

MARKETING CERTIFICATE

Understanding the business world within which an enterprise exists helps shed light on its aims, objectives, goods and services, transactions, activities, financial decisions and marketing activities.

REQUIRED COURSES

COMM1101	Communications I
CMIS1150	Introduction to IT
MGMT1120	Principles of Management
ORGB1135	Organizational Behaviour
MARK1130	Introduction to Marketing
FNCE1125	Introduction to Finance
STAT2201	Business Statistics
MARK2268	Business to Business Marketing
MARK2271	Professional Selling Principles
MARK2276	Promotional Management
MARK2267	Marketing Research

SMALL BUSINESS CERTIFICATE

Small business owners face numerous challenges: scarcity of resources, stiff competition as a start-up business, barriers to effective communication and decision making, and ineffective selling techniques.

REQUIRED COURSES

COMM1101	Communications I
ACCT1115	Introductory Financial Accounting
ECON1110	Microeconomics
ACCT1117	Introductory Managerial Accounting
ECON1112	Macroeconomics
MARK1130	Introduction to Marketing
FNCE1125	Introduction to Finance
MARK2271	Professional Selling Principles
BLAW2205	Business Law
ENTR2255	Small Business Management

All certificates must be issued before a diploma can be issued.

ACCOUNTING

OVERVIEW

Students gain a solid working knowledge of accounting and information systems and learn to use quantitative analysis techniques to derive meaning from financial data. Studies include financial accounting, management accounting, corporate finance and taxation.

CAREER OPPORTUNITIES

Many grads continue their education in the BBA degree or Bachelor of Applied Business Administration - Accounting applied degree program; others start careers in a wide range of government, industry and business environments.

PROGRAM OUTLINE

LEVEL 1

COMM1101	Communications I
ECON1110	Microeconomics
ECON1112	Macroeconomics
ACCT1115	Introductory Financial Accounting
ACCT1117	Introductory Managerial Accounting
MGMT1120	Principles of Management
FNCE1125	Introduction to Finance
MARK1130	Introduction to Marketing
ORGB1135	Organizational Behaviour
CMIS1150	Introduction to IT

LEVEL 2

ACCT2206	Intermediate Financial Accounting I
ACCT2208	Intermediate Financial Accounting II
ACCT2211	Intermediate Managerial Accounting I
CMIS2240	Accounting Applications (SME)
FNCE3323	Corporate Finance
STAT2201	Business Statistics
BLAW2205	Business Law
CMIS2250	Management Information Systems
TAXX2202	Taxation I

LEVEL 2 ELECTIVE (CHOOSE 1)

ACCT2212	Intermediate Managerial Accounting II
FNCE2280	Investments

FINANCE

OVERVIEW

Practical and hands-on, our accredited finance program focuses on financial planning, investing, wealth building, money and credit, and ethical and social responsibility.

CAREER OPPORTUNITIES

Graduates pursue careers in a broad range of financial enterprises, providing personalized service to their clients. The Finance diploma is an excellent point of entry into the BBA degree or the Bachelor of Applied Business Administration - Finance.

PROGRAM OUTLINE

LEVEL 1

CMIS1150	Introduction to IT
ORGB1135	Organizational Behaviour
MARK1130	Introduction to Marketing
FNCE1125	Introduction to Finance
MGMT1120	Principles of Management
ACCT1117	Introductory Managerial Accounting
ACCT1115	Introductory Financial Accounting
ECON1112	Macroeconomics
ECON1110	Microeconomics
COMM1101	Communications I

LEVEL 2

FNCE2211	Cash Management
FNCE2236	Financial Systems
FNCE2252	Credit/Financial Analysis
FNCE2280	Investments
FNCE3323	Corporate Finance
STAT2201	Business Statistics
BLAW2205	Business Law
COMM2215	Communications II
CMIS2250	Management Information Systems

LEVEL 2 ELECTIVES (CHOOSE 1)

FNCE2281	Stock Market Simulation
TAXX3312	Taxation for Financial Planning
FNCE3335	Canadian Securities Course

HUMAN RESOURCES MANAGEMENT

OVERVIEW

This diploma provides students with the knowledge, skills and abilities to create value in organizations by applying human resource strategies, practices and techniques. Through a combination of classroom teaching, case studies, simulations and seminars, students develop an understanding of modern business dynamics and learn to work well within culturally diverse organizations.

CAREER OPPORTUNITIES

Grads work as HR generalists, with knowledge of recruitment and selection, compensation management and labour relations. The diploma provides an excellent transition to the BBA degree.

PROGRAM OUTLINE

LEVEL 1

COMM1101	Communications I
ECON1110	Microeconomics
ECON1112	Macroeconomics
ACCT1115	Introductory Financial Accounting
ACCT1117	Introductory Managerial Accounting
MGMT1120	Principles of Management
FNCE1125	Introduction to Finance
MARK1130	Introduction to Marketing
ORGB1135	Organizational Behaviour
CMIS1150	Introduction to IT

LEVEL 2

HRMT2226	Introduction to Human Resources
HRMT2237	Recruitment and Selection
HRMT2285	Human Resources Issues and Strategies
HRMT2349	Labour Relations
STAT2201	Business Statistics
BLAW2205	Business Law
COMM2215	Communications II
CMIS2250	Management Information Systems
PMGT2220	Introduction to Project Management
SMGT2256	Introduction to Strategic Management

MANAGEMENT

OVERVIEW

Develop an understanding of business dynamics and organizational culture and gain the knowledge needed to make effective decisions in a competitive business environment. This program provides practical skills to entrepreneurial individuals aspiring to start their own business, purchase an existing business or take over a family business.

CAREER OPPORTUNITIES

Management graduates typically find management and supervisory jobs in every type and area of business, industry and government. Grads may choose to use their diploma as a stepping stone to a BBA degree.

PROGRAM OUTLINE

LEVEL 1

COMM1101	Communications I
ECON1110	Microeconomics
ECON1112	Macroeconomics
ACCT1115	Introductory Financial Accounting
ACCT1117	Introductory Managerial Accounting
MGMT1120	Principles of Management
FNCE1125	Introduction to Finance
MARK1130	Introduction to Marketing
ORGB1135	Organizational Behaviour
CMIS1150	Introduction to IT

LEVEL 2

HRMT2226	Introduction to Human Resources
STAT2201	Business Statistics
BLAW2205	Business Law
COMM2215	Communications II
CMIS2250	Management Information Systems
PMGT2220	Introduction to project Management
ENTR2255	Small Business Management
SMGT2256	Introduction to Strategic Management
SMGT3356	Advanced Strategic Management

LEVEL 2 ELECTIVES (CHOOSE 1)

MARK2268	Business to Business Marketing
ENTR3354	Entrepreneurship and New Venture Creation

MARKETING

OVERVIEW

With a focus on advertising and public relations, business enterprise, marketing technology and professional sales approaches, the Marketing program provides graduates with career flexibility in a wide range of fields.

CAREER OPPORTUNITIES

Grads apply marketing concepts to create, communicate and deliver value for consumers and drive sustainable growth in their respective organizations. The Marketing diploma is a natural step towards a BBA degree.

CERTIFICATION

The Marketing program in NAIT's JR Shaw School of Business has been accredited by, and program graduates have fulfilled the academic requirements for membership in, the Canadian Institute of Marketing.

PROGRAM OUTLINE

LEVEL 1

COMM1101	Communications I
ECON1110	Microeconomics
ECON1112	Macroeconomics
ACCT1115	Introductory Financial Accounting
ACCT1117	Introductory Managerial Accounting
MGMT1120	Principles of Management
FNCE1125	Introduction to Finance
MARK1130	Introduction to Marketing
ORGB1135	Organizational Behaviour
CMIS1150	Introduction to IT

LEVEL 2

STAT2201	Business Statistics
BLAW2205	Business Law
COMM2215	Communications II
CMIS2250	Management Information Systems
MARK2267	Marketing Research
MARK2268	Business to Business Marketing
MARK2271	Professional Selling Principles
MARK2276	Promotional Management

LEVEL 2 ELECTIVE (CHOOSE 1)

MARK3372	Sales Management
PREL3378	Public Relations
SMGT2256	Introduction to Strategic Management

BUSINESS ADMINISTRATION

OVERVIEW

Enrolling in Continuing Education business courses is often the first step people take on their way to acquiring a NAIT Business Certificate, Diploma or Degree. Many mature learners find the convenience of part-time studies in the evenings or on the weekends desirable while others utilize Continuing Education as a bridge between working and going back to school as a full-time student. Business courses are offered in the JR Shaw School of Business.

CAREER OPPORTUNITIES

Some of these courses serve as requirements for the following NAIT degrees, diplomas and certificates as well as for business diploma and degree programs at other post-secondary institutions and professional associations.

CERTIFICATES

- Business Administration - Accounting Certificate
- Business Administration - Finance Certificate
- Business Administration - Human Resource Management Certificate
- Business Administration - General Management Certificate
- Business Administration - Marketing Certificate

BUSINESS ADMINISTRATION - SMALL BUSINESS CERTIFICATE DIPLOMAS

- Business Administration - Accounting Diploma
- Business Administration - Finance Diploma
- Business Administration - Human Resource Management Diploma
- Business Administration - Management Diploma

BUSINESS ADMINISTRATION - MARKETING DIPLOMA DEGREES

- Bachelor of Business Administration

PROGRAM OUTLINE

BUSINESS LEVEL 1

COMM1101	Communications I
ECON1110	Microeconomics
ECON1112	Macroeconomics
ACCT1115	Introductory Financial Accounting
ACCT1117	Introductory Managerial Accounting
MGMT1120	Principles of Management
FNCE1125	Introduction to Finance
MARK1130	Introduction to Marketing
ORGB1135	Organizational Behaviour
CMIS1150	Introduction to IT

ACCOUNTING EMPHASIS LEVEL 2

ACCT2206	Intermediate Financial Accounting I
ACCT2208	Intermediate Financial Accounting II
ACCT2211	Intermediate Managerial Accounting I
ACCT2212	Intermediate Managerial Accounting II
CMIS2240	Accounting Applications (SME)
FNCE3323	Corporate Finance
STAT2201	Business Statistics
BLAW2205	Business Law
CMIS2250	Management Information Systems
TAXX2202	Taxation I

FINANCE EMPHASIS LEVEL 2

FNCE2211	Cash Management
ECON2236	Financial Systems
FNCE2252	Credit/Financial Analysis
FNCE2280	Investments
FNCE3323	Corporate Finance
STAT2201	Business Statistics
BLAW2205	Business Law
COMM2215	Communications II
CMIS2250	Management Information Systems

HUMAN RESOURCE MANAGEMENT EMPHASIS LEVEL 2

HRMT2226	Introduction to Human Resources
STAT2201	Business Statistics
BLAW2205	Business law
COMM2215	Communications II
CMIS2250	Management Information Systems
ENTR2255	Small Business Management
SMGT2256	Introduction to Strategic Management

MANAGEMENT EMPHASIS LEVEL 2

HRMT2226	Introduction to Human Resources
STAT2201	Business Statistics
BLAW2205	Business Law

COMM2215	Communications II
CMIS2250	Management Information Systems
PMGT2220	Introduction to Project Management
ENTR2255	Small Business Management
SMGT2256	Introduction to Strategic Management
ENTR3354	Entrepreneurship and New Venture Creation
SMGT3356	Advanced Strategic Management

MARKETING EMPHASIS LEVEL 2

STAT2201	Business Statistics
BLAW2205	Business Law
COMM2215	Communications II
CMIS2250	Management Information Systems
MARK2268	Business to Business Marketing
MARK2271	Professional Selling Principles
MARK2276	Promotional Management
MARK3372	Sales Management
PREL3378	Public Relations
ENTR2255	Small Business Management

CERTIFICATES

BECOMING A MASTER INSTRUCTOR

OVERVIEW

This is your opportunity to receive the training all NAIT instructors complete as a condition of employment with our institute. This train-the-trainer session has been delivered all over the world!

The objective of the program is to assist instructors in starting a teaching career. The purpose is to build presentation skills and confidence in the classroom and to provide an opportunity for instructors to interact professionally with other instructional colleagues. Becoming a Master Instructor (BMI) is organized into three levels of learning. Throughout the program, a variety of modules are offered, most of which are presented as instructional work sessions in which participants are facilitated through the exploration of the content and given an opportunity to experience the learning actively. Subsequently, participants practice the skills they learned in their practice-teaching sessions and ultimately in their classrooms.

Please allow for 3 hours of reading between classes and approximately 3 hours to prepare for your practice teaching sessions.

For a customized "Train-the-Trainer" Program, which would be designed to meet your company's specific needs, please contact The Department of Corporate and International Training, (780) 378-1230 or e-mail cittraining@nait.ca

PROGRAM OUTLINE

EDUC810	Becoming a Master Instructor Level I
EDUC815	Becoming a Master Instructor Level II
EDUC820	Becoming a Master Instructor Level III

TELLER TRAINING

OVERVIEW

Students are given a basic introduction and orientation to the customer service function (teller) encountered in financial institutions such as banks, credit unions and treasury branches.

ENTRANCE REQUIREMENTS

It is strongly recommended registrants have the equivalent of Math 10A or 10P and English 10-1 or 10-2.

Alternative ways to demonstrate English proficiency are:
- Minimum of 73% on all four sections of NAIT's ESL Assessment Exam
- IELTS overall score of 6.5 with no band less than 5.0
- University of Alberta ESL 140/145 successful completion

PROGRAM OUTLINE

TELT800	Teller Training

BUSINESS MANAGEMENT

OVERVIEW

NAIT's Business Management Certificate will be awarded upon successful completion of any 10 modules. Flexible course options let you choose between evening or weekend classes, and 3 certificate options let you decide whether you wish to learn more about general management, small business management or human resource management.

Get an overview of organizational behaviour, communications, business law, income tax, payroll processing, marketing and economics. Explore the practical aspects of accounting, financial planning, cash management, project management, personal selling, and employee and labour relations. Refine your math skills as you learn about interest, annuities, mortgages and bonds. Develop a business plan. Hone your written and oral communication skills.

Case studies, simulations, group analysis and discussions will help you develop the practical business skills and knowledge needed for supervisory roles. Alternatively, you can use what you learn to start your own business.

The Business Management Certificate qualifies you for Blue Seal Certification through Apprenticeship and Industry Training (AIT).

PROGRAM MODEL/COMPLETION REQUIREMENTS

This demanding and intensive program can be completed in either of two formats : two 13-week sessions (BMCP10 (BFND265) and BMCP20 (BFND270) that run on Tuesday and Thursday evenings, or ten 16-hour weekend modules of the student's choice. In both cases, a written examination is administered at the end of each module or topic; a final percentage course grade is awarded, and each individual module must have a passing grade.

Instruction will emphasize the practical aspects of solving typical business problems by the study and application of current business practices.

Class activities include:
- case studies
- simulations
- problem solving
- group analysis and discussions

CERTIFICATION

There are 3 possible certificate options in the Business Management Certificate Program.

1. BUSINESS MANAGEMENT CERTIFICATE - GENERAL MANAGEMENT.

2. BUSINESS MANAGEMENT CERTIFICATE - SMALL BUSINESS

3. BUSINESS MANAGEMENT CERTIFICATE - HUMAN RESOURCE MANAGEMENT

PROGRAM OUTLINE

PART TIME OPTIONS

BFND265	Theory of Business Management
BFND270	Practice of Business Management
BFND100	Business Communications
BFND105	Organizational Behaviour
BFND110	Economics
BFND115	Business Law
BFND120	Marketing
BFND125	Accounting - Bookkeeping Principles
BFND130	Human Resource Management
BFND135	Financial Planning & Cash Management
BFND140	Employee and Labour Relations
BFND145	Preparing a Business Plan
BFND150	Introduction to Income Tax for Small Business
BFND155	Marketing of Services & Customer Service
BFND160	Advertising & Promotion
BFND165	Introduction to Payroll Processing
BFND170	Personal Finance Principles
BFND175	Professional Selling
BFND180	Starting Your Own Business
BFND185	Introduction to Project Management

CAPTIONING AND COURT REPORTING

OVERVIEW

The Machine Shorthand Testing course is available only to existing students enrolled in the Captioning and Court Reporting Program.

PROGRAM OUTLINE

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CACR232	Machine Shorthand (Testing)
CACR434	Machine Shorthand (Testing)
CACR435	Machine Shorthand (Testing)

CONFLICT RESOLUTION & NEGOTIATION

OVERVIEW

Conflict resolution doesn't happen by coming up with solutions. Resolution takes place by breaking down an issue and understanding the human elements involved. Your ability to comprehend the influences and communicate with the parties involved will determine your success in the face of conflict.

Throughout the six courses of the Conflict Resolution & Negotiation Certificate, you will learn effective tools for engaging in a methodical response to conflict. You'll also discover more about your communication style and ability to manage your reaction to criticism. Traditional study, class discussion, group work and practical application will be required in each course.

You will gain a better understanding of what it takes to be both sensitive and balanced in an intense conflict or negotiation situation. Application of the tools learned will be beneficial in both work and personal life, and you'll find that through interactive methods, you will be part of effective solution development.

CAREER OPPORTUNITIES

The techniques and tools learned in this program will support your personal and business development. You'll learn a better way to handle conflict situations at work and in your personal life.

PROGRAM MODEL/COMPLETION REQUIREMENTS

You must successfully complete 84 hours of course work in the program to earn the certificate.

CERTIFICATION

Upon successful completion, you will receive a NAIT Conflict Resolution & Negotiation Certificate.

Be sure to submit your Request for Certification when you have completed your program.

PROGRAM OUTLINE

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SCRS500	Conflict Resolution Skills
SCRS505	Mediation Skills/ Ethics & Values
SCRS510	Dealing with People in Difficult Situations & Dealing With Criticism
SCRS515	Negotiation Skills & Consensus Building (When to Yield to Interest)
SCRS520	Critical Communication Skills (Where Does Assertiveness Fit In?)
SCRS525	Anger Management

ERECORDS & INFORMATION MANAGEMENT

OVERVIEW

Information is a key asset of any organization. Companies need to manage their information assets in order to grow and even survive in today's competitive markets. Issues such as the increased use of electronic records, constant advances in technology and globalization of the market economy have created significant challenges to the field of records and information management.

Information access and privacy policies are also key issues within any company. Information management professionals must be able to not only manage information throughout its life cycle but also identify and manage its role in the organization's ability to meet its strategic goals. Managing the flow of information from its creation, use and eventual disposition is crucial to the success of any organization and is the role of the information management professional.

Today's companies live and die by the value of their intellectual capital. Those who manage this capital well will survive; those who do not, will not. The competitive advantage goes to the organizations that recognize both the value of their information assets and the need for trained records and information management professionals to manage those assets successfully.

Participants in this eRecords and Information Management Certificate program may include the following:
- administrative assistants
- records clerks
- executive secretaries
- office administrators
- office managers
- clerical staff
- other administrative professionals

CERTIFICATION

eRecords & Information Management Certificate

ENTRANCE REQUIREMENTS

Materials Required:
- Textbook: Records Management, Read, Ginn/Nelson Education 9th Edition
- Memory stick/USB
- ISO documents 15489-1 and 15489-2 may be required. Do not purchase until after first class.

PROGRAM MODEL/ COMPLETION REQUIREMENTS

Five core courses plus two elective courses make up the requirements for completing the certificate.

Please note: This Program is currently under review, so not all courses are available at this time. It is our intention to continue to offer the full certificate to students. Courses currently unavailable will be made available over the 13/14 and 14/15 academic years. Check the website for specific availability.

DELIVERY OPTIONS

Classroom delivery

PROGRAM OUTLINE

CORE COURSES

RIMT550	Records & Information Management Systems
RIMT555	Managing Electronic Records Systems
RIMT560	Legal Issues for Record Managers
RIMT565	Information Systems Analysis & Methodologies (Not offered 2013/14)
RIMT580	Functional Analysis

ELECTIVE COURSES

RIMT570	Work Processes (Not offered 2013/14)
RIMT575	Archives for Records & Information Managers (Not offered 2013/14)
RIMT585	Forms Management and Design
RIMT590	Advanced Functional Analysis (Not offered 2013/14)

SPECIAL EVENTS MANAGEMENT

OVERVIEW

Special events involve anything from managing basic meetings to planning complex conferences, fundraisers or in-house employee events. The courses in NAIT's Special Events Management Certificate program cover a wide range of practical topics that help students successfully plan and manage a variety of events.

This program is intended for those aspiring to a career in professional event management and for those already working in positions with event-planning responsibilities.

Students can take individual courses or complete all of the courses and earn a Special Events Management Certificate. Students working toward the certificate must complete courses EVMT600 through EVMT635 and the capstone project, EVMT640, which consists of a portfolio of a fictitious one-day event and 20 event-related volunteer hours. The capstone project allows students to showcase their knowledge to future or current employers.

CERTIFICATION

Upon successful completion of the EVMT600 to EVMT635 courses and EVMT640, you may apply for a NAIT Special Events Management Certificate. Be sure to submit your Request for Certification when you have completed your program.

CAREER OPPORTUNITIES

Event planners are in demand in the private, public and non-profit sectors. Employers commonly hire event managers to organize trade shows, conferences, meetings, milestone events, awards ceremonies and other types of events. The Special Events Management Certificate also helps position graduates to run their own event management business or to work for established businesses in the field.

PROGRAM OUTLINE

EVMT600	Introduction to Event Management
EVMT605	Event Plan Development and Management Strategy
EVMT610	Marketing, Advertising and Sponsorship Plans
EVMT615	Procurement, Contracts & Negotiating for Special Events

EVMT620	Human Resources and Volunteer Management
EVMT625	Financial and Risk Management
EVMT630	Theme Development
EVMT635	Foodservice, Hospitality Etiquette
EVMT640	Special Events Capstone Project

OPTIONAL COURSES

EVMT645	Wedding Planning
EVMT650	Green Events
EVMT655	Golf Tournament Organization
EVMT665	Wedding Planning Specialization

SUPERVISORY DEVELOPMENT

OVERVIEW

The transition from excellent performer to competent supervisor demands a new set of skills. The Supervisory Development Certificate Program is a program for front-line supervisors, managers and team leaders who need practical skills for dealing with day-to-day management challenges. The program is for both entry-level supervisors as well as more experienced managers seeking to update themselves on current management principles and techniques.

Instructors in the program are chosen for their ability to provide practical, relevant material acquired through personal education and experience.

Courses will incorporate discussions, individual exercises, lectures, videos and group work to give participants the best opportunities for learning not only what to do but how to do it well.

This program will help you develop and strengthen your supervisory abilities, giving you, your team and your organization the competitive edge necessary to succeed.

The Supervisory Development Certificate qualifies you for Blue Seal Certification through Apprenticeship and Industry Training (AIT).

PROGRAM MODEL/ COMPLETION REQUIREMENTS

All participants must meet the course requirements of the four compulsory courses and any six electives in order to receive NAIT's Supervisory Development Certificate.

Be sure to submit your Request for Certification when you have completed your program.

DELIVERY OPTIONS

10 weekend modules

PROGRAM OUTLINE

COMPULSORY COURSES

BFND190	Role of the Supervisor
BFND195	Effective Leadership Skills
BFND200	Effective Communication Skills
BFND205	Human Resources Management

ELECTIVE COURSES: CHOOSE ANY SIX (6)

BFND210	Motivating & Coaching for Improved Performances
BFND215	Increasing Productivity/ Improving Employee Work Habits Through Performance Management
BFND220	Employee Relations
BFND225	Labour Relations
BFND230	Managing Change
BFND235	Delegating/Assigning Tasks Effectively & Developing Teamwork
BFND240	Time/Stress Management
BFND245	Problem Solving & Decision Making
BFND250	Financial Administration for Non-Finance Staff
BFND255	Conducting Interviews & Meetings
BFND260	Diversity in the Workplace

DESIGNATIONS

CANADIAN PAYROLL ASSOCIATION (CPA) CERTIFICATION

OVERVIEW

The Canadian Payroll Association (CPA) offers the only payroll certifications in Canada: the Payroll Compliance Practitioner (PCP) and the Certified Payroll Manager (CPM). These programs prepare payroll practitioners to manage the compliance requirements of an organization's annual payroll cycle, deliver clear and reliable payroll information and contribute a payroll perspective to organizational policy and strategy discussions.

PROGRAM MODEL/COMPLETION REQUIREMENTS

Effective January 1, 2013, passing grade for all courses in the CPA program is a minimum 65%. This includes non-payroll courses (JRSB115, JRSB117, JRSB135 and HRMT328). For the year 2013/2014, the non-payroll course numbers have changed to ACCT1115, ACCT1117, ORGB1135 and HRMT3328.

The Payroll Compliance Practitioner (PCP) certification is the foundation of your career in payroll. It provides you with the compliance knowledge required to process an organization's annual payroll cycle, effectively communicate payroll information to all stakeholders and understand the accounting function as it relates to payroll.

Courses Required for Payroll Compliance Practitioner Certification:
- Payroll Compliance Legislation (CPA900) (CPAY455)
- Payroll Fundamentals 1 (CPA901) (CPAY460)
- Introduction to Financial Accounting (JRSB115) (ACCT1115)
  *(prerequisite to Payroll Fundamentals 2)
- Payroll Fundamentals 2 (CPA902) (CPAY465)

The Certified Payroll Manager (CPM) certification builds on the PCP compliance knowledge by preparing seasoned professionals to manage a payroll department. It provides you with the knowledge to make decisions, supervise and manage, and contribute a payroll perspective to organizational policy and strategy discussions. Prior to enrolling in the CPM program, students must have achieved the PCP certification and must submit the Payroll Experience Prerequisite Application (see below) and receive approval from the CPA. These prerequisites ensure students have the knowledge and practical payroll experience required to be successful in a payroll management program.

Courses Required for Certified Payroll Manager Certification:
- Introduction to Payroll Management (CPA903) *(prerequisites: PCP & Approved Payroll Experience Prerequisite Application)
- Organizational Behaviour (JRSB135) (ORGB1135)
- Managerial Accounting (JRSB117) (ACCT1117)
- Compensation and Benefits (CPA904) (CPAY475)
- Compensation Management (HRMT328) (HRMT3328)

Payroll Experience Prerequisite Application: Students who wish to enrol in the CPM program must meet a payroll experience prerequisite to register. To satisfy this prerequisite, the student must have at least two years of experience being responsible for an organization's payroll function, which includes being accountable to management for the accuracy of employees' pay and all government statutory remittances, or equivalent experience, obtained in the past five years. The Payroll Experience Prerequisite Application is found on the CPA's website, www.payroll.ca, under Certification. Students must submit the Payroll Experience Prerequisite Application and receive approval from the CPA prior to enrolling in Introduction to Payroll Management.

ENTRANCE REQUIREMENTS

Students must register with the CPA (Canadian Payroll Association) and pay separate fees for CPAY455, CPAY460, CPAY465, CPAY470 and CPAY475. To register with the CPA, visit the CPA website at www.payroll.ca or call 1.800.387.4693 or 1.416.487.3380.

CERTIFICATION

This PCP designation is granted by the Canadian Payroll Association upon successful completion of their program of studies.

Effective January 1, 2013, passing grade for all courses in the CPA program is a minimum 65%. This includes non-payroll courses ACCT1115, ACCT1117, ORGB1135 and HRMT3328.

PROGRAM OUTLINE

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FULL-TIME OPTIONS

CPAY450	Payroll Compliance Practitioner Certificate Program

COURSES

CPAY455	Payroll Compliance Legislation
CPAY460	Payroll Fundamentals I
ACCT1115	Introductory Financial Accounting
CPAY465	Payroll Fundamentals II
CPAY470	Introduction to Payroll Management
ORGB1135	Organizational Behaviour
ACCT1117	Introductory Managerial Accounting
CPAY475	Applied Payroll Management
HRMT3328	Compensation Management

WE ARE ESSENTIAL TO BUSINESS

NAIT's JR Shaw School of Business supports leaders and entrepreneurs. We promise relevant knowledge, real skills and rewarding careers to our students in business programs. We deliver on that promise every day.

As a leading polytechnic, NAIT offers hands-on, technology-based learning. We work with industry to solve real-world problems and build new ventures. We meet current and emerging needs with career-ready grads and applied business solutions. Essential to Alberta, our programs inspire the next generation of skilled professionals and innovators.

JR SHAW
SCHOOL OF BUSINESS

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NAIT

HOSPITALITY & CULINARY ARTS

BAKING & PASTRY

OVERVIEW

Experience the labour of love that goes into handmade breads, the patience and precise detail for making fondant or the artist's eye for desserts.

If creating divine bakery items is as rewarding for you as indulging in them, you've come to the right place. The Baking and Pastry series of courses is designed to fulfill your passion. Select the courses that most intrigue you and learn the theory and techniques from professional bakers and pastry chefs. They will have you making items that taste as heavenly as the way you masterfully present them.

You have the choice to learn artisan breads, cakes, chocolate work, pastry items or display pieces. It's up to you, but your friends and family may beg you to take them all!

ENTRANCE REQUIREMENTS

IMPORTANT: Students are asked to bring an apron, food containers and grocery bags to take home their tasty creations. The recommended footwear for these courses is closed toe, non-slip leather shoes. Do not wear loose clothing and jewelry.

PROGRAM OUTLINE

BAKG115	Cupcake Making Fundamentals
BAKG123	Decadent Chocolates & Truffles
BAKG135	The Art of Sugar Decoration

BAKG150	Vegan Desserts
BAKG181	Cakes, Pastries & Plated Desserts
BAKG182	Advanced Cakes, Pastries & Chocolates
BAKG400	Cake Decorating Principles

BAKG405	Modern Wedding Cakes
BAKG205	Artisan Bread Baking
BAKG210	Artisan Bread Baking Level II
BAKG215	Baking By Hand Made Easy

CERTIFIED CHEF DE CUISINE

OVERVIEW

The Certified Chef de Cuisine (CCC) program is being administered at NAIT by the Canadian Culinary Institute, the educational branch of the Canadian Culinary Federation (CCFCC). The program is designed for chefs currently working in the industry at Executive, Executive Sous and Sous Chef levels and will assess and further develop your techniques for human resources, operations, menu planning and nutrition considerations.

In each of the four courses, you will cover material critical to completing the accreditation exam. NAIT delivers the courses; the exam is implemented by the CCFCC. Successfully completing all these steps will grant you a CCC designation: the highest level of accreditation for cooks in Canada.

PROGRAM MODEL/COMPLETION REQUIREMENTS

THEORY COURSES

Courses aren't mandatory but are strongly recommended by the CCFCC. Minimum grade for completion is 70%. An exam at the end of each course ensures students have an understanding of the key learnings.

CCFCC EXAM

You must successfully complete the theoretical exam and the Black Box practical exam to achieve the Certified Chef de Cuisine designation. The Black Box practical exam is completed over two days and includes execution of a six-course menu for four covers to display your working knowledge of the mandatory skills. You must pass the theory portion of the course to move on to the practical portion. These exams are both taken at NAIT. Minimum grade for completion is 70%. For more information, visit www.ccfcc.ca.

CERTIFICATION

Upon successful completion of the CCFCC exam, you will receive a Certified Chef de Cuisine Certificate.

ACCREDITATION

To achieve your CCC designation, there are specific steps to follow:
- Apply to local CCFCC branch
- Fulfill entrance requirements
- Complete all four theory courses
- Fulfill the application requirements to take the CCFCC exam
- Complete the theoretical and practical portions of the CCFCC exam

ENTRANCE REQUIREMENTS

Before qualifying to take the CCC program and CCFCC exam, you will be required to submit proof of the following:
- Your Red Seal Certification plus five years' work experience post-Red Seal Certification.
- A minimum of two years as an employee supervisor, working on the management team in kitchen.
- A Food Handlers Certificate (i.e., Advanced Food Safe, Section 43 Certificate, Serve Safe).
- Current membership in the Canadian Culinary Federation. If you are not a member, you are required to pay an additional registration fee to the CCFCC. Membership is not required if you wish to take individual NAIT CCC modules/courses.
- Your current resume.

Note: Should you possess International Certification Papers equivalent to the Red Seal Certification, you will be processed and adjudicated on a case-by-case basis.

PROGRAM OUTLINE

CCHC450	Nutrition CCC
CCHC451	Human Resource Planning CCC
CCHC452	Menu Planning CCC
CCHC453	Cost Controls CCC
CCHC454	CCI Written Exam
CCHC455	CCI Practical Exam

COOKING FOR HEALTH

OVERVIEW

Go on a culinary journey from a healthy perspective: learn the fundamentals of essential nutrients, decode nutrition labels and understand Canada's Food Guide to Healthy Eating and a plethora of common and unique functional foods, which you will apply through hands-on learning to reap the nutritional benefits by cooking appealing and tasty meals for you and your family. Discover healthier food alternatives to help minimize your risk of chronic diseases, heart disease, diabetes, cancer and osteoporosis; learn weight management and strengthen your and your family's immunity. Join us to a healthier you—the healthy way!

PROGRAM OUTLINE

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CULG482	Cooking for Healthy Kids
CULG486	Boost Your Immune System
CULG488	Go Global The Healthy Way
CULG484	Vegan-Vegetarian Cuisine: Doing it Right!
BAKG150	Vegan Desserts

CULINARY GENERAL INTEREST

OVERVIEW

Whatever piques your interest, from Gourmet Burgers to Molecular Gastronomy, there is a course here for you.

We encourage all students to register a week prior to the course start date to avoid the risk of being placed on a waiting list due to high enrolment. You are asked to bring an apron, food containers and grocery bags to take home your tasty creations. The recommended footwear for these courses is closed toe, non-slip leather shoes. Do not wear loose clothing and jewelry.

PROGRAM OUTLINE

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CULG410	BBQ Basics
CULG411	Advanced BBQ Techniques
CULG414	Gourmet Burgers
CULG412	Introduction to Molecular Gastronomy
CULG416	Artisanal Pizza
REMG501	Meat Cutting Basics
REMG502	Sausage Making: Fresh/Cured/Smoked

FOOD SAFETY

OVERVIEW

Combine the skills you bring to the table with certification in product and workplace safety. Whether you work in a commercial kitchen, production plant or restaurant, you will benefit from learning guidelines and procedures for keeping your work area clean, sanitized and safe for others. Food safety courses will also prepare you for government-regulated certification and will often satisfy employer requirements.

DELIVERY OPTIONS

This course is delivered online. A paper-based, closed-book, supervised exam is required at the end of the course to receive your Alberta Health Services Certification. Students from outside the Edmonton area may take exams under the supervision of an approved invigilator. Examples of exam supervisors are as follows:
- Post-secondary or adult education testing centre personnel
- High school principal or teacher
- Exam supervisor at an adult education centre
- Public librarian

It is the responsibility of the student to arrange for exam supervision. NAIT does not make any remuneration to the exam supervisor. The exam will be sent to the exam supervisor approximately one week before the exam date.

CAREER OPPORTUNITIES

Food safety courses will complement any training that involves food preparation or production. Many establishments require this course prior to your employment in the food services industry.

ACCREDITATION

Students who achieve 70% or greater on the provincial exam receive a provincial certificate in food sanitation and hygiene from Alberta Health Services.

PROGRAM OUTLINE

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CULG901	Food Safety

CULINARY AND PASTRY BOOT CAMPS

OVERVIEW

Here's your chance to learn from the pros—the celebrated chefs of NAIT—in an intensive, fun-filled culinary adventure.

Enlist in NAIT's initiation-level Culinary Boot Camp courses and participate in culinary lectures, demonstrations and hands-on production in our world-renowned professional facilities at The Hokanson Centre for Culinary Arts.

Get ready for this one-of-a-kind learning experience!

PROGRAM OUTLINE

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BAKG305	Pastry Boot Camp
CULG305	Culinary Boot Camp

HOSPITALITY MANAGEMENT WITH ENGLISH LANGUAGE TRAINING

OVERVIEW

This one-year certificate program is designed for individuals who wish to study Hospitality Management Year 1 along with extensive English language training. The program provides students with the skill sets and abilities required to work in the hospitality industry.

The Hospitality Management curriculum has been designed following National Tourism Learning System guidelines.

PROGRAM MODEL/COMPLETION REQUIREMENTS

- Five weeks of intensive English language training
  - Monday to Friday; 9:15 am - 4:15 pm
- Three 13-week terms, each consisting of three to four Hospitality Management Year 1 courses Monday to Thursday; 4:30 pm - 10:00 pm

To complete the Year 1 program, students require:
- HMCP103 Hospitality Management Communications Pathways (5 weeks, full-time)
- HMCP104 Hospitality Management Communications Pathways
- HMCP105 Hospitality Management Communications Pathways
- CULA1280 Culinary Operations
- ORGB1250 Organizational Behaviour
- TOUR1100 Introduction to Tourism
- HOST1240 Food and Beverage Service
- HOST1150 Accommodation Theory
- HOST1160 Front Desk Applications
- ECON1860 Micro-Economics
- COMM1130 Business Communications
- ACCT1200 Fundamental Accounting Principles
- TOUR1300 Hospitality Law

Important: The prerequisite to enter the second year of Hospitality Management is a 400-hour practicum in the hospitality industry, which is the responsibility of the student.

Please note: This program is a block registration. There will be no refunds or course transfers for individual courses within the program.

Note: Schedule is tentative and subject to minor changes.

CERTIFICATION

Upon successful completion of the program, students will receive a Hospitality Management Certificate or you can qualify to enter Year 2 of the Hospitality Management Diploma Program.

ENTRANCE REQUIREMENTS

- An equivalency to high school mathematics 20-1 or 20-2 with a minimum of 65%
- Completion of NAIT ESL Level 3 in English competency prior to admission. Equivalencies will be considered. TOEFL, iBT: 71-80
- IELTS, Academic: 530-550

PROGRAM OUTLINE

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HOSM101	Hospitality Management Year 1 + ESL

HOSPITALITY MANAGEMENT

OVERVIEW

The focus of this program is the accommodation and food and beverage segments of the hospitality industry. Students gain business and customer service skills in food and beverage service techniques, front desk check-in procedures, financial accounting, economics and written communications.

PROGRAM MODEL/COMPLETION REQUIREMENTS

Students completing the certificate program are not required to complete the work experience practicum. Confirmation of at least 400 hours of industry experience in a customer service position is required to return for the second year of the diploma program. The type of experience acquired by students will depend on the availability of work sites and the preference of the student. Acceptable industry experience includes hotels, restaurants, banquet facilities and resorts. Length: 400 hours. Salary: none. Relocation: may be required if there aren't enough industry participants locally.

CAREER OPPORTUNITIES

Graduates of the Hospitality Management program may find employment in a variety of sectors and positions within the tourism industry.

PROGRAM OUTLINE

YEAR 1

HOST1240	Food and Beverage Service
HOST1150	Accommodations Theory
HOST1160	Front Desk Applications
TOUR1300	Hospitality Law
TOUR1100	Introduction to Tourism
CULA1280	Culinary Operations
COMM1130	Communications I
ECON1860	Microeconomics

ACCT1200	Introductory Financial Accounting
ORGB1250	Organizational Behaviour

YEAR 2

ACCT220	Hospitality Managerial Accounting
HOSM2400	Hospitality Supervision
HOSM2300	Food and Beverage Cost Controls
HOSM2500	Facilities Management and Housekeeping Management

TOUR2100	Marketing for Tourism and Hospitality
HOST2240	Bar and Beverage Service
HOST2900	Hospitality Management Ethics
HOSM2600	Restaurant Operations Management
HOSM2700	Hotel Revenue Management
HOSM2800	Catering and Convention Management

INTERNATIONAL COOKING

OVERVIEW

Take your palate on a culinary tour around the world and learn to prepare the world's favourite regional and ethnic dishes. Explore the flavours, seasonings, techniques and traditions from all corners of the globe, from Europe to New Orleans to the Mediterranean and various regions of Asia. Discover how every culture has a new taste experience to offer, something to teach through the combination of their indigenous flavours or the fusion of cultural culinary delights.

Each course is taught by a professional chef who will be there for support as you experiment with the various international techniques. Be adventurous: try a new cuisine or aim to recreate the tastes you experienced on your last vacation.

ENTRANCE REQUIREMENTS

Important: Students are asked to bring an apron, food containers and grocery bags to take home their tasty creations. The recommended footwear for these courses is closed toe, non-slip leather shoes. Do not wear loose clothing and jewelry.

PROGRAM OUTLINE

CULG130	Thai Cooking
CULG135	Advanced Thai Cooking
CULG440	Beginner Sushi
CULG451	Cooking New Orleans Style
CULG462	Fusion Cooking

CULG313	Tour of Asia: CHN JPN Malaysia
CULG314	Tour of France, Spain & Portug
CULG315	Tour of the Mediterranean: Greece and Turkey

CULG155	Pasta Making Fundamentals
CULG156	Pasta Making Advanced
CULG318	A Taste of the Middle East

HOTEL AND RESTAURANT SUPERVISION CERTIFICATION

OVERVIEW

Whether you are looking to update your skills and knowledge or just beginning to explore a career in the Hospitality industry, these courses may work for you.

Continuing Education and the School of Hospitality and Culinary Arts are introducing the new online Hotel and Restaurant Supervision Certificate program. The program consists of five core business courses from the JR Shaw School of Business and up to nine hotel or restaurant specific courses.

PROGRAM MODEL/COMPLETION REQUIREMENTS

Students have the following options:
- Complete individual courses for transfer credit or personal interest.
- Complete ten courses consisting of five online or face-to-face JRSB Business courses plus five online American Hotel and Lodging Association (AH&LA) Educational Institute specialization courses (independent study) and qualify for a NAIT Hotel and Restaurant Supervision Certificate with a specialization in Food and Beverage or Rooms Division.
- Complete all 14 courses and qualify for a NAIT Hotel and Restaurant Supervision Certificate with the option to transfer to Year 2 of the NAIT Hospitality Management Diploma program.

To participate in CourseLine (learning software for AHLA courses), the following is recommended:

HARDWARE

A PC with a Pentium III, 600mhz (or comparable) processor with the following specifications:
- 128 megabytes of RAM or better
- Access to the Internet
- A printer is not required but is highly recommended
- High speed Internet (Broadband or Wi-Fi)

While these hardware recommendations should provide trouble-free access to the web site, it is suggested that students have their computer checked by a qualified technician and, if needed, upgraded before beginning the course.

SOFTWARE

- Windows 98, Windows NT, Windows 2000, or Windows XP
- Internet Explorer 6.0+
- Macromedia Flash

CERTIFICATION

Upon successful completion of the certificate program, students will receive a NAIT Hotel and Restaurant Supervision Certificate with a Food and Beverage Specialization or a NAIT Hotel and Restaurant Supervision Certificate with a Rooms Division Specialization.

Note: Limited hours of tutoring services may be provided. Information will be provided at the time of registration.

ENTRANCE REQUIREMENTS

No previous training or experience is necessary. Anyone who wants to learn more about the Hospitality industry is eligible to take these courses.

DELIVERY OPTIONS

The American Hotel and Lodging Association (AH&LA) courses are available through computer-based learning (online).

The following courses are available online or in a classroom setting through the JR Shaw School of Business or NAIT Continuing Education:

JRSB101	Communication 1
JRSB115	Introductory Financial Accounting
JRSB135	Organizational Behaviour
JRSB205	Business Law
JRSB110	Microeconomics

PROGRAM OUTLINE

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HRSC150	Supervision in the Hospitality Industry	HRSC170	Managing Front Office Operations	HRSC190	Managing Technology in the Hospitality Industry
HRSC155	Managing Service in Food and Beverage Operations	HRSC175	Planning and Control for Food and Beverage Operations	JRSB101	Communications I
HRSC160	Managing Housekeeping Operations			JRSB110	Microeconomics
		HRSC180	Security and Loss Prevention Management	JRSB115	Introductory Financial Accounting
HRSC165	Managing Beverage Service	HRSC185	Food Safety : Managing the HACCP Process	JRSB135	Organizational Behaviour
				JRSB205	Business Law

KITCHEN SKILLS

OVERVIEW

The world's most accomplished chefs all have one thing in common: they have mastered the basics. They know how to care for their knives, identify flavours, expose the qualities of vegetables, select cuts of meat, prepare the essential sauces and plate everything with exquisite attention to detail.

The Kitchen Skills series was created to help you develop your fundamental techniques and skills. From the NAIT professional kitchen facility, you will gain the basic knowledge and know-how to cook with confidence.

From the professional who wishes to sharpen his or her skills to the individual desiring to explore a culinary career to the serious home or hobby chef, students will gain valuable knowledge. For maximum retention of the knowledge and skills presented, the classes are formatted to include lecture, demonstration and hands-on application of each skill set.

Put on your apron; it's time to get in the kitchen! Knives, equipment and food are provided for classroom use.

ENTRANCE REQUIREMENTS

Please note that HOS94/CULG210 Kitchen Skills I and HOS31/CULG220 Kitchen Skills II are prerequisites for the other Kitchen Skills courses.

Important: Students are asked to bring an apron, food containers and grocery bags to take home their tasty creations. The recommended footwear for these courses is closed toe, non-slip leather shoes. Do not wear loose clothing and jewelry.

PROGRAM OUTLINE

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CULG210	Kitchen Skills I - The Art of Garde Manger & Knife Skills
CULG220	Kitchen Skills II - Flavour Recognition, Stocks & Soups
CULG230	Kitchen Skills III - Sauces
CULG240	Kitchen Skills IV - Vegetable Preparation & Cooking
CULG250	Kitchen Skills V - Preparing & Cooking Meat, Poultry, & Fish

SPECIAL OCCASION COOKING

OVERVIEW

Celebrate special-days with our special occasion classes. Spend an evening in NAIT's professional kitchen preparing a multi course meal with our Chef's guidance.

PROGRAM OUTLINE

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CULG472	Dinner Party
CULG474	Valentines
CULG476	Cooking Night Out
CULG478	Mothers Day
CULG479	Fathers Day
CULG470	Holiday Entertaining

HEALTH

DENTAL

DENTURIST [D]

OVERVIEW

As a currently practicing denturist looking to enhance your skills with further education, you'll find what you're looking for in our series of post-graduate courses. All offered courses are accredited by the Commission on Dental Accreditation of Canada. Continuing your education will ensure your skills are always up-to-date and you'll stay competitive in the job market.

CAREER OPPORTUNITIES

As a denturist, you work as part of the dental health team with dentists, dental hygienists, dental technicians and oral surgeons to provide the best denture care and service to patients. Employment can be found in a variety of settings from clinics to hospitals to educational facilities.

CERTIFICATION

Certificates of completion will be issued for certain courses; otherwise, a statement of marks is available.

ENTRANCE REQUIREMENTS

For these courses, you must be a registered denturist or recommended by the College of Alberta Denturists.

Fluency in written and spoken English is essential for student success.

REGISTRATION

Registration for all denturist courses is managed directly through the Dental Continuing Education office. Please note that a copy of your provincial registration is required.

PROGRAM OUTLINE

IDA130	Dental Communications	
IDA103	Nutrition in Dentistry	
IDA200	Dental Reception Procedures	
IDA105	Oral Health Education	

IDA101	Dental Science
DHSE500	Complete Denture Set-Up Review
DHSE303	Surveying for Partial Denture Design

DHSE302	Treatment Planning for Removable Prosthodontics
DHSE301	Patient Clinical Records
IDA82	Tooth Whitening

DENTAL ASSISTING INTRA-ORAL [D]

OVERVIEW

You're ready to take your learning to the next level. After successful completion of Term I and Term II, you have the theory down and you're eager to learn the technical skills required to become a registered dental assistant. You're looking forward to becoming a chairside assistant and a vital part of the oral health team, offering clinical support and direct patient care, performing laboratory procedures, providing dental health care and education and performing office management duties.

Designed to fit your life and suit your learning needs, courses are generally offered on weekends throughout the year as well as in late spring as a continuous block. As a graduate of NAIT's dental assisting program, you'll be nationally recognized for your experience, self-confidence, flexibility and commitment to life-long learning.

CAREER OPPORTUNITIES

An excellent oral health employment market results in job opportunities for you in a variety of settings, including general dentistry or specialty practices, dental sales, dental insurance, dental education facilities , hospitals, community health care centres or dental educational institutes. Duties can range from chairside assisting to office management.

CERTIFICATION

You will be awarded with a NAIT certificate in Dental Assisting upon successful completion of all required courses: Term I, Term II, Practical Evaluation, Applied Dental Radiography, Application and Removal of Dental Dam, Taking Preliminary Impressions for Diagnostic Casts, Preventive Patient Care Procedures and Expanded Skills.

Other post-graduate Intra-Oral courses and achieved grades will be listed on a NAIT transcript.

ACCREDITATION

Upon completion of the intra-oral courses, you are required to become a member of the national, provincial and local associations. From there, you are eligible to write the National Dental Assisting Examining Board (NDAEB) exam. You are required to register with the licensing body in your province. For more details on this, contact the program directly.

ENTRANCE REQUIREMENTS

The following prerequisites are applicable for all courses in this program:

- Completion of Dental Assisting Distance Delivery Program or other accredited program
- Eligible for provincial registration
- Current First Aid/CPR-Level C Certificate is strongly recommended
- Fluency in written and spoken English is essential for student success
- You are required to provide listed supplies and act as patients for fellow students where applicable

Documentation for these prerequisites must accompany all applications.

See individual course descriptions for additional prerequisites.

REGISTRATION

Registration for all dental assisting courses is managed directly through the Dental Assisting Distance Delivery office. Please call or email directly.

Application and fees must be received no later than one month prior to start dates, to ensure sufficient time for mailing and pre-study of course theory.

PROGRAM OUTLINE

Code	Course	Code	Course	Code	Course
DHSE166	Diagnostic Testing for Pulp Vitality	IDA53	Expanded Skills	IDA63	Removal of Surgical Sutures
DHSE158	Provisional Restorations and Gingival Retraction Cord Placement	IDA55	Taking Preliminary Impressions for Diagnostic Casts	IDA64	Application of Topical Anesthetic
DHSE175	Periodontal Probing	IDA60	Application of Dental Cavity Varnishes & Liners	IDA65	Application of Desensitizing Agents
IDA50	Application and Removal of Dental Dam	IDA61	Application & Removal of Matrics and Wedges	IDA82	Tooth Whitening
IDA52	Preventive Patient Care Procedures	IDA62	Application of Pit & Fissure Sealants	IDX51	Applied Dental Radiography

DENTAL PROFESSIONAL GENERAL [D]

OVERVIEW

Offering a wide range of dental courses to help you move your career in the direction you want it to go. As a dental professional, you'll find these courses perfect for refreshing your talent or increasing your skill in a particular area. Perhaps your goal is to gain a competitive advantage in the job market or enhance your current career. Adding to and upgrading your education is a great way to achieve this.

Distance Learning allows you flexibility and the option to schedule study on your own time, however it best fits into your schedule. We're committed to helping you succeed and providing the best tools to do so; therefore, during your enrolment in any of the courses, a tutor is available to you by phone or email.

As with all NAIT dental programs, the courses are accredited by the Commission on Dental Accreditation of Canada. Contact the Dental Assisting Distance Delivery Program for further information.

CAREER OPPORTUNITIES

These courses are designed for dental professionals currently working in the field.

ENTRANCE REQUIREMENTS

You must be a licensed dental professional. Fluency in written and spoken English is essential for student success. Other prerequisites may be required for specific courses. Please contact our office for additional information (780.471.8761).

REGISTRATION

Registration for all dental courses is managed directly through the Dental Assisting Distance Delivery Program office.

Applications for single subjects are accepted at any time.

PROGRAM OUTLINE

IDA101	Dental Science	IDA105	Oral Health Education	IDA82	Tooth Whitening
IDA103	Nutrition in Dentistry	IDA124	Dental Records	IDX100	Fundamentals of Dental Radiology
IDA104	Emergencies & Pharmacology in Dentistry	IDA130	Dental Communications		
		IDA200	Dental Reception Procedures		

DENTAL TECHNOLOGY [D]

OVERVIEW

Strengthen your knowledge and skills as a dental technologist by adding the following courses to your continuing education plan and meeting your point requirements for maintaining your registration. You'll find each of the courses offered will help you to expertly complete your day-to-day responsibilities, from helping to restore damaged or missing teeth to simply communicating issues to patients.

CAREER OPPORTUNITIES

Completion of the distance learning dental technology courses will help you elevate your current career, possibly opening more opportunities or strengthening what you offer at your current place of employment. Typical employment opportunities for dental technologists are in commercial dental laboratories, private dental offices and dental supply companies as technical representatives, sales representatives or researchers.

CERTIFICATION

A certificate of completion will be issued for certain courses; otherwise, a statement of marks is provided.

ENTRANCE REQUIREMENTS

You must be either a Registered Technologist or Technician or recommended by the College of Dental Technologists of Alberta. Fluency in written and spoken English is essential for student success.

REGISTRATION

Registration for all dental technology courses is managed directly through the Dental Assisting Distance Delivery Program office. A copy of your provincial registration is required for registration.

The required textbooks can be ordered through Campus Reads & Needs.

PROGRAM OUTLINE

| IDA82 | Tooth Whitening | DHSE297 | Preliminary Impressions for Dental Technologists | DHSE295 | Client Care for Dental Technologists |
| DHSE500 | Complete Denture Set-Up Review | DHSE296 | Radiographic Interpretation for Dental Technologists | IDA101 | Dental Science |

EMERGENCY MANAGEMENT

EMERGENCY MANAGEMENT

OVERVIEW

The Emergency Management Program will give you the skills necessary to ensure your organization can respond to major emergencies and disasters effectively. This diploma program includes 19 online courses and one practicum. Comprehensive course work covers the full range of the mitigation, preparedness, response and recovery phases of emergency and disaster management.

PROGRAM MODEL/COMPLETION REQUIREMENTS

Students gain hands-on experience through practicum projects that augment and support their learning needs.

Students may choose between two types of projects:
- Conduct an assessment of the host organization's emergency management program and plan.
- Complete an applied research project.

Length: 15 weeks. Salary: There is no salary or stipend received during the practicum. Relocation: Most practicums are scheduled close to students' homes. It is possible to complete a practicum at an alternate location. Room and board plus incidental expenses are the responsibility of the student.

CAREER OPPORTUNITIES

Graduates can expect to find employment in the public sector or in industry sectors including oil and gas, energy generation and transmission, forestry and transportation.

ENTRANCE REQUIREMENTS

English 30-2/Math 30 Applied or 30-2/Social Studies 30 or completion of EMD100 and EMD101 or EMD103.

PROGRAM OUTLINE

EMD100	Overview of Emergency Management
EMD101	People & Groups in Disasters: A Sociological Perspective
EMD102	Communications/Presentation Skills
EMD103	Emergency Planning
EMD104	Emergency Planning & Response For Dangerous Goods Incidents
EMD200	Environmental Issues for Emergency Planning & Response
EMD201	Physical Security Planning
EMD202	Organizational Behaviour: A Disaster-Focus
EMD203	Emergency Exercises: Development, Conduct & Evaluation
EMD204	Environmental Impact Assessment
EMD300	Emergency Management: A First Responder's Perspective
EMD301	Incident and Resource Management
EMD302	Practicum Project
EMD303	Business Continuity & Disaster Recovery Planning (BCLE 2000)
EMD304	Managing The Emergency
EMD400	Risk Management: Structure & Process
EMD401	Emergency Social Services (ESS)
EMD402	Mitigation: The First Line of Defense
EMD403	Community Disaster Recovery
EMD404	Building An Emergency-Resilient Community
EMD405	Emergency Management Perspective - Petroleum Industry

EMERGENCY MEDICAL RESPONDER

OVERVIEW

This program is designed to train first responders to assess and treat patients in medical and trauma emergencies. Theoretical components are complemented by practical hands-on training, providing students with basic life support skills and realistic experience in the emergency medical care industry.

CAREER OPPORTUNITIES

Graduates of this program generally find employment in ambulatory and industrial settings. As an EMR, you're responsible for initial scene survey, patient stabilization, trauma and medical patient care, pharmacology, automated external defibrillator (AED) administration and oxygen therapy.

PROGRAM OUTLINE

EMR100	Emergency Medical Responder

EMERGENCY MEDICAL TECHNICIAN

OVERVIEW

The Emergency Medical Technician program is a basic care level certificate program accredited by the Canadian Medical Association. Students learn to assess and treat patients in medical and trauma emergencies. Theoretical components are complemented by practical, hands-on training, providing students with basic life support skills and realistic experience in the emergency medical care industry.

CAREER OPPORTUNITIES

Graduates of this program generally find employment in ambulatory and industrial settings. As an EMT, you provide basic prehospital life support to the sick and injured.

PROGRAM MODEL/ COMPLETION REQUIREMENTS

Students are required to successfully complete both a hospital and ambulance practicum.

PROGRAM OUTLINE

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EMT100	Emergency Medical Technician

INCIDENT COMMAND SYSTEM TRAINING

OVERVIEW

Through a court decision concerning the Lake Wabamun incident and conviction under the Alberta Environmental Protection and Enhancement Act for the failure of a company to take all reasonable measures to confine the effects of releasing a hazardous substance, funding for the development of training for paid on-call/ volunteer fire fighters was made available. NAIT was called upon to develop and deliver three levels of Incident Command System (ICS) training in an eLearning environment with $70,875 in funding to be used for scholarships for the firefighters.

NAIT has developed 100-, 200- and 300-level ICS courses which fully comply with the recent new standards and curriculum approved by Alberta Emergency Management Agency and ICS Canada. The EMGT100 and EMGT200 courses are delivered through the Internet, enabling a completely flexible study schedule for the student. The EMGT300 course is provided at selected locations in coordination with the Alberta Fire Chiefs Association and municipal fire departments. An ICS Canada certificate is awarded upon successful completion of a course.

Paid on-call/volunteer firefighters who are Alberta residents are eligible for the training scholarship and invited to register for the courses. Tuition is covered under the ICS Training Scholarship project.

The courses are open to others who have a need to acquire ICS training and certification. A tuition fee will be applied.

PROGRAM OUTLINE

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EMGT100	Introduction to Incident Command System
EMGT200	Basic Incident Command System
EMGT300	Intermediate Incident Command

ITLS TRAINING

OVERVIEW

NAIT's Department of Continuing Education is excited to announce that it is now offering International Trauma Life Support (ITLS) training at a variety of levels.

PROGRAM OUTLINE

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ITLS100	ITLS Basic Provider	ITLS150	ITLS Basic Instructor	ITLS250	ITLS Advanced Instructor
ITLS101	ITLS Basic Provider Recertification	ITLS200	ITLS Advanced Provider	ITLS300	ITLS Pediatric
		ITLS201	ITLS Advanced Provider Recertification	ITLS400	ITLS Access

INDUSTRIAL EMERGENCY MANAGEMENT [D]

OVERVIEW

Emergency Management practitioners need knowledge and skills in several key areas to ensure their organization is prepared to respond effectively to major emergencies and disasters. This program addresses the central aspects of emergency preparedness and response: risk analysis, physical security, planning, emergency exercises and managing the emergency response.

CAREER OPPORTUNITIES

Graduates will have the knowledge, skills and credentials to advance their career in their current emergency management position or move into other areas of the public sector: federal, provincial, municipal government, health care organizations and educational institutions.

ENTRANCE REQUIREMENTS

English 30-2/Math 30 Applied or Math 30-2/Social Studies 30 or completion of EMD100 and EMD103.

PROGRAM OUTLINE

EMD100	Overview of Emergency Management
EMD103	Emergency Planning
EMD104	Emergency Planning & Response For Dangerous Goods Incidents
EMD201	Physical Security Planning
EMD303	Business Continuity & Disaster Recovery Planning (BCLE 2000)
EMD304	Managing The Emergency
EMD400	Risk Management: Structure & Process
EMD405	Emergency Management Perspective

PUBLIC SECTOR EMERGENCY MANAGEMENT

OVERVIEW

This program builds skills in the areas of mitigating, developing and maintaining emergency plans; managing emergency response and community disaster recovery; and building emergency resilient communities.

CAREER OPPORTUNITIES

Graduates have the skills to advance in their present Emergency Management positions or move into other areas such as oil and gas, petrochemical, transportation, utilities, emergency generation and transmission, security, construction, forestry and agriculture.

ENTRANCE REQUIREMENTS

English 30-2/Math 30 Applied or Math 30-2/Social Studies 30 or completion of EMD100 and EMD103.

PROGRAM OUTLINE

EMD100	Overview of Emergency Management
EMD103	Emergency Planning
EMD303	Business Continuity & Disaster Recovery Planning (BCLE 2000)
EMD304	Managing the Emergency
EMD402	Mitigation: The First Line of Defense
EMD403	Community Disaster Recovery
EMD404	Building an Emergency-Resilient Community

GENERAL

CONTINUING COMPETENCY & ADVANCED CREDIT

OVERVIEW

Family responsibilities, time constraints, a current health care career—whatever your reason for wanting to lighten the course load of your full-time program, Continuing Competency and Advanced Credit is designed with your life in mind. You'll appreciate the course format and the variety offered no matter what your goal is. The courses are intended for individual registration and can, should you be planning full-time study, be taken in advance of your program start date.

Please note that completion of any of these courses in advance of your full-time NAIT program will not reduce the tuition of the program and does not preclude the required prerequisites for entry into the full-time program.

CAREER OPPORTUNITIES

Deepen your knowledge of the health care area you are currently employed in or use these courses to widen your practice or gain a competitive advantage in the job market.

PROGRAM OUTLINE

ITMS100	Medical Terminology	PHAE500	Phlebotomy (Venipuncture) Workshop for Health Care Professionals	MELT506	Quality Management (Homestudy)
ITMS101	Medical Terminology Challenge Exam			MELT508	Transfusion Medicine Homestudy
ANPH100	Anatomy and Physiology	PHAE501	Electrocardiography (ECG) workshop for Health Care Professionals	MELT521	Immunology

CPR TRAINING

OVERVIEW

NAIT's Department of Continuing Education is excited to announce that it has partnered with the Heart and Stroke Foundation of Alberta, NWT & Nunavut to offer CPR training at all levels—from basic training that anyone can take, to advanced life support courses for health care professionals.

PROGRAM OUTLINE

CPRS100	Basic Life Support for Healthcare Providers	CPRS200	Advanced Cardiovascular Life Support Provider	CPRS300	Pediatric Advanced Life Support Provider
CPRS101	Basic Life Support for Healthcare Provider - Renewal	CPRS201	Advanced Cardiovascular Life Support Provider - Renewal	CPRS301	Pediatric Advanced Life Support Provider - Renewal
CPRS140	Core Instructor Course	CPRS250	Advanced Cardiovascular Life Support Instructor	CPRS350	Pediatric Advanced Life Support Instructor
CPRS150	Basic Life Support Instructor	CPRS251	Advanced Cardiovascular Life Support Instructor Update	CPRS351	Pediatric Advanced Life Support Instructor Update
CPR151	BLS Instructor Update				
CPRS170	Basic Life Support Instructor Trainer				

HEALTH SCIENCES (GENERAL)

OVERVIEW

The Health Portfolio within the Department of Continuing Education offers a myriad of part-time flexible courses geared toward the healthcare professionals as well as those planning to enter into the healthcare profession. Courses from beginner to advanced levels are offered in a variety of delivery modes and at affordable prices. Specialized and on-site training can also be offered to suit the needs of organizations.

PROGRAM OUTLINE

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ITMS100	Medical Terminology
ITMS101	Medical Terminology Challenge Exam
ANPH100	Anatomy and Physiology
PHAE500	Phlebotomy (Venipuncture) Workshop for Health Care Professionals
PHAE501	Electrocardiography (ECG) Workshop for Health Care Professionals

PERSONAL FITNESS TRAINER

OVERVIEW

Recognized by the Canadian Society for Exercise Physiology (CSEP), the National Strength and Conditioning Association (NSCA) and the National Academy of Sports Medicine (NASM), this program provides theoretical knowledge and practical skills in anatomy, physiology, nutrition, movement mechanics and injury prevention, principles and methods of physical training and safe exercise, health promotion and lifestyle counselling, and communication and leadership; and business management and marketing practices.

CAREER OPPORTUNITIES

Graduates begin or advance careers in private fitness centres and public recreation facilities or as entrepreneurs with their own personal training business.

ENTRANCE REQUIREMENTS

Grade 12 English/Math 20 (Pure or Applied) or Math 20-1 or 20-2/Biology 30

PROGRAM MODEL/ COMPLETION REQUIREMENTS

In semesters 3 and 4, students will be expected to complete a work experiences practicum.

SEMESTER 3 - INTERNAL PRACTICUM

Length: 60 hours. Salary: none. Relocation: not required

SEMESTER 4 - EXTERNAL PRACTICUM

Length: 75 hours. Salary: none. Relocation: not required (Distance Program)

PROGRAM OUTLINE

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LEVEL ONE

PFTR1123	Applied Physiology of Exercise
PFTR1122	Applied Movement Mechanics
PFTR1121	Foundations for Personal Trainers
NUTR1124	Nutrition for Exercise and Performance
ANAT1120	Human Anatomy
PFTR1223	Endurance Training and Assessment
PFTR1224	Fitness Appraisal and Lifestyle Counseling
PFTR1222	Resistance Training and Assessment
LEAD1221	Leadership Studies
PFTR1220	Functional Training and Assessment

LEVEL TWO

PFTR2390	Practicum I
PFTR2324	Lifespan and Clinical Exercise Considerations I
PFTR2323	Sport Performance Strategies
BUSN2321	Business Practices I
PFTR2320	Corrective Exercise Strategies
PFTR2491	Practicum II: Professional Experience
PFTR2424	Lifespan and Clinical Exercise Considerations II
PFTR2423	Program Design
BUSN2421	Business Practices II

MEDICAL

COMBINED LAB & X-RAY TECHNOLOGY [D]

OVERVIEW

These refresher courses are best suited for Combined Laboratory and X-ray Technologists/Technicians already working in the field and looking to update skills or gain a competitive advantage in the workplace.

CAREER OPPORTUNITIES

These courses are designed to support your continued development in any CLXT-related career.

PROGRAM OUTLINE

ANPH100	Anatomy and Physiology	MELT503	General Laboratory Practices (Homestudy)	MELT510	Lipids
ITMS100	Medical Terminology			MELT511	Therapeutic Drug Monitoring
MELT501	Specimen Collection & Handling (Homestudy)	MELT504	Clinical Chemistry I (Homestudy)	MELT512	Toxicology
MELT502	Electrocardiography (Homestudy)	MELT507	Urinalysis (Homestudy)	MELT519	Endocrinology
		MELT508	Transfusion Medicine Homestudy		

MAGNETIC RESONANCE IMAGING (MRI), 2ND DISCIPLINE [D]

OVERVIEW

This program provides additional skills for those who already hold a diploma in Medical Radiology, Nuclear Medicine, Radiation Therapy, Ultrasound or Combined Laboratory and X-ray. Studies include six online courses, followed by a 16-week clinical practicum. Students are allowed three years to complete the program and will be eligible to write the Canadian Association of Medical Radiation Technologist MRI certification exam on completion.

CAREER OPPORTUNITIES

Graduates are in demand by hospitals, clinics and public health agencies.

PROGRAM MODEL/COMPLETION REQUIREMENTS

The clinical practicum allows students to apply concepts in MRI procedures, patient care, and instrumentation while under the direct supervision of a registered technologist. In addition, students acquire experience in professional behaviour and critical thinking. Emphasis is placed on performing MRI screening, patient positioning, patient preparation and MRI scanning. Upon completion of the second clinical practicum, students are expected to be competent in all areas of Magnetic Resonance Imaging.

Length: 16 weeks. Salary: No salary or stipend is received during the clinical practicum. Relocation: Clinical sites are located throughout Canada. Depending on where the clinical practicum is located, room and board plus incidental expenses are the responsibility of the student.

CERTIFICATION

The program is fully accredited by the Canadian Medical Association.

ENTRANCE REQUIREMENTS

A Diploma from an accredited institute in Medical Radiology, Ultrasound, Nuclear Medicine, Radiation Therapy or Combined Laboratory & X-Ray or a current license from one of these disciplines with CARDUP, CAMRT, ARRT or ACCLXT is required. All applicants must send a copy of their Diploma or current license as well as a completed copy of the MRI Applicant Screening Form for verification before entrance into the program. All students who meet the entrance requirements will be accepted on a first-come, first-served basis.

PROGRAM OUTLINE

PHYS1110	MRI Physics I	MRID1280	Magnetic Resonance Imaging Cross Sectional Anatomy I	MRID1380	MRI Cross Sectional Anatomy II
PHYS1210	MRI Physics II			MRID1400	MRI IV Certification
MRID1230	MRI Equipment & Safety	MRID1330	Magnetic Resonance Imaging Techniques and Application	MRID1590	Magnetic Resonance Imaging Practicum

MEDICAL LABORATORY ASSISTANT [D]

OVERVIEW

As a medical laboratory assistant already working in the field, you know how important your role is to the health care team, offering support, communication to patients and delivering accurate reports and results to other health care professionals. You also know how vital it is to ensure your skills are current and your knowledge of the fundments accurate.

Fitting education into your schedule can be tough, but we make it easier by offering distance learning options. The courses offered cover the theoretical information only, consisting of specific objectives, comprehensive notes, exercises and references. Throughout the courses, if you're ever feeling as though you could use extra help or support, we also have phone-in tutors available who want to help you succeed.

CAREER OPPORTUNITIES

The courses are best suited to Medical Laboratory Assistants already working in the field—such as in hospitals, medical clinics and medical research laboratories—who are looking to update skills or gain a competitive advantage in the workplace.

ENTRANCE REQUIREMENTS

Must currently be employed as a Medical Lab Assistant.

PROGRAM OUTLINE

D Ev On ◆ ❄ ✖ ✳

MELA500	Medical Laboratory Assistant
MELT501	Specimen Collection & Handling (Homestudy)
MELT502	Electrocardiography (Homestudy)
MELT507	Urinalysis (Homestudy)
MELT508	Transfusion Medicine Homestudy

MEDICAL LABORATORY TECHNOLOGY

OVERVIEW

The Medical Laboratory Technology series of courses offers you theoretical information to support your efforts to refresh, maintain and enrich your knowledge base.

Anatomy & Physiology as well as Medical Terminology courses are now prerequisites for the full-time Medical Laboratory Technology Program. We offer the following courses which can be used as these prerequisites:
- ANPH100 Anatomy & Physiology - offered through correspondence or in-class
- ITMS100 Medical Terminology - offered online or in-class

PROGRAM OUTLINE

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ANPH100	Anatomy and Physiology
ITMS100	Medical Terminology
ITMS101	Medical Terminology Challenge Exam
MELT501	Specimen Collection & Handling (Homestudy)
MELT502	Electrocardiography (Homestudy)
MELT503	General Laboratory Practices (Homestudy)
MELT504	Clinical Chemistry I (Homestudy)
MELT505	Clinical Chemistry II (Homestudy)
MELT506	Quality Management (Homestudy)
MELT507	Urinalysis (Homestudy)
MELT509	MLT Self Assessment
MELT510	Lipids
MELT511	Therapeutic Drug Monitoring
MELT512	Toxicology
MELT513	Transfusion Medicine Basic Theory Part I
MELT514	Transfusion Medicine Basic Theory Part II
MELT515	Transfusion Reactions in Blood Bank Case Studies
MELT516	Autoimmune Reactions in Blood Bank Case Studies
MELT517	Misleading Reactions in Blood Bank Case Studies
MELT518	Hemolytic Diseases of the Newborn in Blood Bank Case Studies
MELT519	Endocrinology
MELT521	Immunology
PHAE500	Phlebotomy (Venipuncture) Workshop for Health Care Professionals
PHAE501	Electrocardiography (ECG) workshop for Health Care Professionals

OPTICAL SCIENCES

ADVANCED PRACTICE SIGHT TESTING [D]

OVERVIEW

Advanced Practice Sight Testing builds on your previous education and provides you with enhanced knowledge for refracting.

To enrol, you must already be a registered optician working in the field. The part-time study option allows you to continue pursuing your career while furthering your education in this new and interesting area. Advanced Practice Sight Testing can be completed in two years or less.

PROGRAM MODEL/COMPLETION REQUIREMENTS

To earn a NAIT Continuing Education Refracting Optician Certificate, you must successfully complete:
- Two theory courses with a passing grade of 63%
  - Advanced Practice Year One (ODP550)
  - Advanced Practice Year Two - Sight Testing (ODP551)
- Four practicum courses, each graded on a Pass/Fail basis
- Advanced Practice Practicum Level 1 & 2 (ODP529 and ODP530) Level 5 & 6 (ODP533 and ODP534)

or
- You must have been granted Advanced Credit for ODP550, ODP529 and ODP530 as a practising contact lens practitioner and successfully completed ODP551, ODP533 and ODP534.

ENTRANCE REQUIREMENTS

You are eligible to register if you have successfully completed Advanced Practice Year One (ODP550) and Advanced Practice Practicum Levels 1 and 2 (ODP529 and ODP530) or are a practicing contact lens practitioner.

REGISTRATION

Alberta Residents:
Contact the program office at 1.888.491-3130 or email optical@nait.ca

Canadian Residents Outside Alberta:
For information and application packages, visit the Opticians Association of Canada www.opticians.ca, phone 1.800.847.3155 or email opticians@canada.ca

PROGRAM OUTLINE

`On` 💧

OPSC551	Advanced Practicum Level 5
OPSC593	Advanced Practicum Level 6
OPSC594	Advanced Practice Year Two - Sight Testing (Academic)

AUTOMATED REFRACTING THEORY [D]

OVERVIEW

The 12-week online Automated Refracting Theory course is designed for trained and licensed opticians. Students learn the theory of remote refraction procedures conducted with automated refracting equipment.

CAREER OPPORTUNITIES

British Columbia recognizes Automated Refracting as an important skill for opticians, making this training an ideal career enhancement for those working in B.C.

PROGRAM MODEL/COMPLETION REQUIREMENTS

All assignments are delivered online, but the scheduled final exam is written in paper format. Arrangements will be made to write the final exam in a convenient location.

CERTIFICATION

Upon successful completion of this course, you will receive a Continuing Education Certificate in Optical Sciences Automated Refracting Theory.

ENTRANCE REQUIREMENTS

You are eligible for registration in the Automated Refracting Theory course if you are a registered optician.

If you live in Alberta, you may register with the Optical Sciences program office (not the NAIT Registrar's Office). If you live outside Alberta, please register with the Opticians Association of Canada. Phone 1.800.847.3155 or email education@opticians.ca.

PROGRAM OUTLINE

`On` 💧

OPSC700	Automated Refracting Theory

CONTACT LENSES [D]

OVERVIEW

This two-year independent study program will give you the knowledge and skills to both fit clients with and dispense contact lenses.

CAREER OPPORTUNITIES

A licence to dispense contact lenses will increase registered opticians' opportunities in the optical industry or with ophthalmologists or optometrists. By enhancing their skills, graduates offer increased value to employees and clients.

PROGRAM MODEL/COMPLETION REQUIREMENTS

Through the practicum component, students can put their knowledge of contact lens theory to use by working with patients and equipment. Each level of the practicum requires 125 hours to be documented under the direct supervision of a qualified preceptor. The preceptor must be a practicing contact lens practitioner, optometrist or ophthalmologist.

There is also an accompanying practical manual to be completed during this time.

CERTIFICATION

Certification as a Registered Contact Lens Practitioner will be awarded to students who pass the National Licensing Exam. Students must apply to write the exam, which is administered by the National Association of Canadian Optician Regulators (NACOR).

PROGRAM OUTLINE

On ● **C**

ODP529	Advanced Practice Practicum Level 1
ODP530	Advanced Practice Practicum Level 2
ODP531	Advanced Practice Practicum Level 3
ODP532	Advanced Practice Practicum Level 4
ODP550	Advanced Practice Year One (Academic)
ODP552	Advanced Practice Year Two - Contact Lenses (Academic)

EYEGLASSES [D]

OVERVIEW

The Optical Sciences Eyeglasses Diploma will give those already employed in the optical industry the skills necessary to become a licensed Optician. Theory courses taken online are complemented by 2,000 hours of practicum, supervised by a qualified preceptor in the workplace.

CAREER OPPORTUNITIES

Grads work as registered Opticians in retail dispensaries, low-vision practices, refractive surgery clinics and contact lens specialty practices.

PROGRAM MODEL/COMPLETION REQUIREMENTS

Through the clinical practicum, students gain practical experience by working with patients and equipment. Each level of the practicum requires 500 hours to be documented under the direct supervision of a qualified preceptor. The preceptor must be a registered optician, optometrist or ophthalmologist.

There is also an accompanying practical manual to be completed during this time.

CERTIFICATION

Certification as a Licensed Optician will be awarded to students who pass the National Licensing Exam. Students must apply to write the exam, which is administered by the National Association of Canadian Optician Regulators (NACOR).

In addition to becoming a Licensed Optician, you must join the College of Opticians of Alberta to practice in Alberta.

PROGRAM OUTLINE

On ● ❄ **Dp**

OPSC1111	Communication
OPSC1112	Frames
OPSC1113	Math and Optics
OPSC1191	Clinical One: Eyeglasses
OPSC1211	Instruments and Measurements
OPSC1212	Prescriptions and Single Vision Lens Design
OPSC1213	Analysis and Interpretation of Lenses and Prescriptions
OPSC1292	Clinical Two: Eyeglasses

OPHTHALMIC ASSISTANT [D]

OVERVIEW

The non-credit, introductory Ophthalmic Assistant course is intended for those who want to work as ophthalmic assistants in a private ophthalmologist's or optometrist's office, a clinic or a hospital.

In this computer-based course, students access course material using the e-learning system, Moodle.

Students must complete 8 Learning Outcome Guides (LOGs). At the end of each LOG is a post-assessment, which students submit online. These post-assessments measure students' understanding of key terms, topics and learning objectives.

Student learning is also measured through scheduled, printed mid-term and final exams administered to students living within 175 kilometres of NAIT's main campus in Edmonton, Alberta. Students living further away write their examinations in a supervised setting closer to home.

REGISTRATION

Apply directly to the program office, not to the NAIT Registrar's Office.

To register, Canadian residents contact the optical sciences program office at 1.888.491.3130 or optical@nait.ca

PROGRAM OUTLINE

On 🍂 ❄ 🦋 🌼

OPSC750   Ophthalmic Assistant

OPHTHALMIC REVIEW [D]

OVERVIEW

Ophthalmic Review courses serve as a refresher for opticians with previous working knowledge who are returning to the profession or candidates who want to update their skills with a review of major principles and theory in eyeglasses or contact lenses. These are not introductory level courses.

Ophthalmic Review theory courses ODP601 to ODP612 are accessed online through Moodle, an e-learning system. Students write their final exam online. These courses begin on the first of each month and must be completed within 8 weeks.

Ophthalmic Review practicum courses ODP613 and ODP614 are completed at a student's work site under supervision. Students receive a practicum manual to fill out which must be received by the optical sciences program office within 6 months.

PROGRAM MODEL/COMPLETION REQUIREMENTS

Ophthalmic Review theory courses ODP601 to ODP612 are accessed online in an e-learning system called Moodle. These courses begin on the first of each month and must be completed within 8 weeks.

Ophthalmic Review practicum courses ODP613 and ODP614 are completed at a student's work site under supervision. Students receive a practicum manual to fill out which must be received by the optical sciences program office within 6 months.

ENTRANCE REQUIREMENTS

Applicant must be a licensed optician, graduate of an opticianry program or approved by the program coordinator. These are not introductory level courses.

Registration Applicants must apply directly to the program office, not to the NAIT Registrar's Office. Application forms are posted on the right-hand side of the page.

PROGRAM OUTLINE

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OPSC601	Anatomy and Pathology	OPSC606	Anatomy, Physiology and Ocular Pathology	OPSC611	Introduction to Business Management I
OPSC602	Frames and Frame Measurement	OPSC607	Biomicroscopy, Keratometry and Verification Equipment	OPSC612	Introduction to Business Management II
OPSC603	Lenses, Instruments and Tools			OPSC693	Ophthalmic Review Eyeglass Practicum
OPSC604	Optics and Advanced Optics	OPSC608	Preliminary Examination and Pharmacology	OPSC694	Ophthalmic Review Contact Lens - Practicum
OPSC605	Analysis and Interpretation	OPSC609	Soft Contact Lens Fitting and Optics		
		OPSC610	Gas Permeable Lens Optics, Design and Fitting		

TRADES

BUILDING CONSTRUCTION & DESIGN

CONCRETE

OVERVIEW

Are you interested in getting some hands-on concrete experience? Construction workers, trades people and those with a keen interest in concrete work will benefit from one or more of these practical courses. Learn to build with confidence, using the right techniques when working with concrete.

Develop your working knowledge of insulated concrete forming, concrete flatwork, decorative concrete and more. Students will learn about the latest trends in building and landscaping that involve concrete.

CAREER OPPORTUNITIES

Concrete workers and trades people with hands-on, practical experience working with concrete are in high demand across Alberta. Adding concrete courses to your other educational and work experiences will add to your skill set and marketability.

Landscapers with a working knowledge of the latest concrete techniques will also find their employability increased. Interior designers with a basic knowledge of concrete countertops are valued in the marketplace.

PROGRAM OUTLINE

BILD301	Insulating Concrete Forming
BILD305	Introduction to Concrete Flatwork
BILD310	Concrete Finishes
BILD315	Concrete Surface Restoration
BILD320	Vertical Concrete Stamping
BILD325	Concrete Stair Forming
BILD330	Concrete Countertops

CONSTRUCTION TRADES

OVERVIEW

Build your experience! Construction workers and hobbyists can learn to build with confidence by taking the Wood Frame Construction course. For safe practices, courses on Swingstage Certification and Rigging and Safety are available.

CAREER OPPORTUNITIES

Construction workers with training in wood frame construction are valued by construction employers and other industries. Hobbyists may find that the Wood Frame Construction course is a good addition to their resume.

PROGRAM OUTLINE

BILD112	Wood Frame Construction
IRON450	Swingstage Certification
IRON460	Rigging & Safety Upgrading

FORKLIFT TRAINING

OVERVIEW

Take a forklift training course that is right for you! TRSP151 is meant for those who have never driven a forklift or have very limited experience. TRSP152 is for those with some forklift operating experience who are looking to recertify their skills.

Students who successfully complete TRSP51 or TRSP152 will get a wallet card certificate recognized by the provincial government's Workplace Health and Safety division.

Employers in a wide range of industries will find these courses useful for staff development and training and a means of improving workplace safety relating to forklifts.

CAREER OPPORTUNITIES

Employees with forklift training or certification will increase their opportunities and marketability. Well-trained operators who recognize the importance of safe and efficient forklift operations are valued by employers in a wide variety of industries.

PROGRAM OUTLINE

| TRSP151 | Forklift Operator Training |
| TRSP152 | Forklift Certification |

FURNITURE DESIGN & CONSTRUCTION

OVERVIEW

The intention of this program is to allow students to expand their knowledge of design and further hone their skills as furniture makers. The courses have been designed and presented to allow students the opportunity to establish their own methods of designing and to help them towards working in their own style or to work in a style or period of their own choosing.

Class sizes are small to allow for a great deal of interaction between instructor and student and avoid backlogs on machines and equipment. The sequence of courses is intended to provide an effective learning progression for Level 1.

PROGRAM OUTLINE

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CABM200	Furniture Design & Techniques - Level I
CABM205	Small Table Construction
CABM210	Small Cabinet Construction
CABM215	Basic Chair Construction

HOME RENOVATION

OVERVIEW

Ready to tackle your home renovation project? This series of courses is for people interested in learning the correct building techniques used by tradespeople and meeting the relevant building codes for home building projects. The courses focus primarily on painting, carpentry, electrical and plumbing work.

The courses are centred on the common project of finishing a basement, but the principles and practices you learn will be equally applicable to other parts of your home. Each course includes a practical, hands-on component. Courses may also be of interest to contractors looking to add to their business services relating to basement renovations.

PROGRAM OUTLINE

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HOME110	Finishing Your Basement 1 - Framing
HOME120	Finishing Your Basement 2 - Electrical
HOME130	Finishing Your Basement 3 - Plumbing
HOME140	Finishing Your Basement 4 - Painting

INSULATOR

OVERVIEW

Three part-time insulator courses are available to students. Removal of asbestos material requires careful handling and proper training to reduce health risks to workers. Asbestos particles can readily become airborne where they could become inhaled or caught on clothing and equipment. NAIT's Asbestos Removal and Abatement training courses prepare workers to work safely and efficiently in potentially hazardous conditions. Course content includes technical theories related to asbestos removal and abatement, as well as hands-on practice. Protect yourself and your employees by attending NAIT-certified training.

The NAIT Insulator Job Readiness Program prepares women and men for entry -level trade positions where they are able to enter their apprenticeships and work towards Journeyman status. Program content of Insulator Job Readiness includes safety awareness, basic trade math review, introduction to insulation properties, hand and power tool use and overview of insulation materials and piping systems. Students will demonstrate their skills through practical projects.

CAREER OPPORTUNITIES

Insulators specialize in the installation and maintenance of insulation systems for the conservation of energy and the control of the environment in factories, refineries and buildings that require temperature control and heat transfer. Insulators handle or distribute insulating materials on work sites, operate equipment and tools necessary for the trade, apply pipe and boiler coverings and insulate hot and cold surfaces including ducts and flues.

Graduates of the Insulator Job Readiness program are prepared to find entry-level positions in the trade and begin to accumulate their work hours. The insulator trade is currently in high demand and is expected to continue to need new apprentices to meet industry demand.

CERTIFICATION

The Insulator trade is recognized by the Alberta Apprenticeship and Industry Training board. Women and men within the Insulator trade must earn hours then pass AIT board exams and to reach Insulator Journeyman status.

PROGRAM OUTLINE

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INSU106	Asbestos Removal & Abatement
INSU107	Exam Re-Certification - Asbestos Removal and Abatement.
INSU702	Insulator Job Readiness

MOSAIC TILING

OVERVIEW

The art of mosaic tiling dates back thousands of years. It is the assembly of small pieces of glass, stones, tiles or other materials used to design images or patterns. Mosaic tiling can be found in a variety of forms and adorns surfaces such as floors, walls, ceilings, furniture pieces and sculptures. Mosaics can be created as a decorative art piece or as a functional artistic installation.

Margo Anton, a mostly self-taught artist, has been a professional mosaicist since 2004. Her mosaic journey began with a fascination in glass and tile and has since moved on to a more eclectic mix of materials. She has exhibited her work in numerous exhibitions, both in Canada and the USA, and is an annual participant of the Edmonton Whyte Avenue Art Walk. Anton produces fine art mosaics, mosaic installations and mosaic jewelry in her Edmonton studio. She began teaching adult mosaic workshops regularly in 2004 and now travels several times a year to teach internationally in such places as California, Kentucky, Illinois and Bangkok.

PROGRAM OUTLINE

Ev 🔵 ❄ 🦋 ✸

BILD350   Introduction to Glass
           Mosaic Tiling

PAINTING AND DECORATING

OVERVIEW

Professional painters and decorators apply paint, wall coverings and other finishes and materials to interior and exterior surfaces of buildings and other structures. They estimate material quantities; clean and repair surfaces for priming and painting; recommend and mix colours; apply paints, varnishes or sealers; and hang wall coverings. This trade also uses power tools such as paint spray guns, operates sand blasting equipment and applies industrial coatings. As popular residential and commercial trends change, painters and decorators must be aware of continual product changes and choices. The painting and decorating trade is often involved in new construction, repair, alteration or remodelling work or is employed by contractors or organizations that own or manage large buildings such as apartment complexes or schools.

The NAIT Job Readiness training program is a hands-on course designed to prepare successful students for entry-level apprenticeship trade positions in the Painting & Decorating Trade where they can work towards Painter & Decorator Journeyman status.

CAREER OPPORTUNITIES

Painters and decorators work with Painting Contractors or Painting and Decorating businesses or become self-employed. Women and men within the trade take pride in their attention to detail and creative solutions for residential, commercial or industrial construction solutions. There continues to be strong employment demand for these trades people.

Painting & Decorating is generally a three-year Apprenticeship including time in the trade plus Apprenticeship Board Exams before reaching Journeyman status.

CERTIFICATION

Successful graduates of the NAIT Painting and Decorating Job Readiness program will receive a certificate upon completion of the program. They will also attend a one-day eight-hour Rigging and Safety course for which they receive a wallet card certificate upon successful completion.

PROGRAM OUTLINE

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HOME140   Finishing Your
           Basement 4 Painting
PADE702   Painting & Decorating
           Job Readiness

RIGGING & SAFETY

OVERVIEW

Rigging refers to the types of connective and load-bearing equipment involved in lifting heavy loads and may include shackles, turnbuckles, hoists, rings, hooks and custom lifting arrangements. For employers and workers who require training in Swingstage or Rigging & Safety, Continuing Education provides certification. Accident prevention and safe practices are important components of each course.

PROGRAM OUTLINE

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IRON460	Rigging & Safety Upgrading
IRON450	Swingstage Certification

SHEET METAL

OVERVIEW

Sheet metal workers use a variety of metals including black and galvanized steel, copper, brass, nickel, stainless steel and aluminum. Some of the products Sheet Metal workers create are used for HVAC systems, cabinetry, counters, lab equipment, shelving and roof drainage systems. Sheet metal trades people read blueprints; lay out and measure metals; cut and fasten materials using hand and power tools; and install, service and repair air handling equipment, furnaces and fans. This Alberta Apprenticeship and Industry Training recognized-trade is primarily employed for residential, commercial and industrial construction projects. The goal of the NAIT Sheet Metal Job Readiness program is to give students the basic practical skills of the trade that will assist them in finding an entry-level apprenticeship position.

CERTIFICATION

Apprentice Sheet Metal Workers need to earn hours within the trade then pass a series of Alberta Apprenticeship and Industry Training exams in order to reach Journeyman status.

PROGRAM OUTLINE

Ev ● ❄ ✖ ✹ **C**

SMLT702	Sheet Metal Job Readiness

WOODWORKING

OVERVIEW

Explore the wide world of woodworking and develop your woodworking skills! If you want to learn new skills, boost your confidence and learn in a supportive atmosphere, these courses are for you. This craftsmanship program is ideal for anyone with an interest in woodworking and furniture construction.

Students will be introduced to specific theoretical knowledge which provides the foundation for further learning and hands-on practice. Students get to develop their practical skills in our woodworking shops, which are outfitted with the latest tools and equipment. Traditional woodworking tools and methods are also emphasized and merged with newer approaches.

Small class sizes facilitate interaction with the instructor and other students.

PROGRAM OUTLINE

Ev ● ❄ ✖ ✹

CABM110	Hand Tools
CABM112	Veneering
CABM116	Introduction to Router
CABM145	Wood Working Skills
CABM151	Woodworking For Women
CABM108	Table Saw

ENGINEERING & APPLIED SCIENCES

BLUEPRINT READING

OVERVIEW

Being able to accurately and efficiently read blueprints is a vital skill in many fields! Take one or more blueprint reading courses and learn about tolerances, dimensions, basic design concepts and key terminology relevant to interpreting blueprints. Blueprints are commonly used in many building or construction fields, such as architecture, plumbing, electrical or metal work.

CAREER OPPORTUNITIES

Individuals with training or course work in blueprint reading will find that employers in many fields value this important skill, including the building and construction industry, architecture, plumbing and electrical or metal work. Continuing Education students will find blueprint reading courses an excellent means of adding to their professional development and overall employability.

PROGRAM OUTLINE

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BLPR183	Blueprint Reading - Introduction
BLPR188	Blueprint Reading - Commercial Structural & Architectural

ELECTRICAL TRADES

OVERVIEW

Check out our selection of Electrical Trades courses! Whatever your electrical interests, there's likely a course for you. For example, several courses address the basics of electrical theory, including electrical codes. Other courses will help gear you up for your first job in the electrical trades. For those with more experience, enrolling in ELTR700 will prepare you for your Electrical Master Exam.

For employers with out-of-province or temporary foreign workers, the Electrician Refresher program will help prepare you for your Red Seal Certification. For more information, please contact the Portfolio Manager at 780.378.5313.

CAREER OPPORTUNITIES

Students who enrol in one or more Continuing Education courses related to the Electrical Trades will find that their career and employment options are enhanced. Students may also wish to refer to NAIT's full-time calendar for career information related to the full-time Electrical Engineering Technology program and the Electronics Engineering Technology program. Similarly, students may wish to check out the Apprenticeship offerings at NAIT, including the Electrician program and the Electronic Technician program.

Blue Seal - For Electricians looking to obtain their Blue Seal, please visit http://www.nait.ca/90159.htm for more information.

PROGRAM OUTLINE

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ELTR115	Electrical Trade Basic Skills	ELTR400	Electrical Content Review - Fourth Period	ELTR500	Electrical Refresher Program
ELTR105	Electrical Code (Part 1)	ELTR305	Introduction to Electrical Estimating	ELTR505	Solar Photovoltaic (PV) Electrical Installation
ELTR205	Electrical Code (Part II)				
ELTR110	Luminaire Service Worker	ELTR405	Fire Detection & Alarm Systems	ELTR510	Electrician Practical Assessment - AIT
ELTR100	Electrical Content Review - First Period	ELTR410	Fire Detection & Alarm Systems (Theory)	ELTR700	Electrical - Master Certification
ELTR200	Electrical Content Review - Second Period	ELTR415	Fire Detection & Alarm System Lab	ELTR705	Electrical Code Update
ELTR300	Electrical Content Review - Third Period				

ELECTRICAL [D]

OVERVIEW

Looking to charge up your career prospects, marketable skills and knowledge of electrical basics? If you have some electrical knowledge already, are you looking to refresh your knowledge and tackle new challenges?

Web-based learning for these courses includes engaging animations and up-to-date content. The courses are relevant to anyone with an interest in electrical fundamentals, theories and practical applications. The series offers a range of topics, from basic electrical knowledge to Journeyman Upgrading.

CAREER OPPORTUNITIES

Some examples where electrical training would be beneficial include design engineering, building construction, heavy-duty technicians, wood processing, mechanical engineering and plastics technician.

PROGRAM OUTLINE

D Ev On ◗ ❄ ✖ ✹ C

EENT110	Introduction to Electrical Concepts
EENT120	Alternating Current Fundamentals
EENT130	Three Phase Fundamentals
EENT140	AC & DC Machine Theory
EENT150	System Analysis
EENT160	Switchgear Inspection & Maintenance

PLUMBING

OVERVIEW

Interested in improving your plumbing skills? These courses address a range of topics, from basic plumbing concepts and applied water systems to more advanced or specialized plumbing systems. General topics addressed in the courses will include the choice of piping materials, commercial and residential fixtures, relevant regulations and codes and water conservation.

PROGRAM OUTLINE

Ev ◗ ❄ ✖ ✹

BLPR114	Blueprint Reading - Piping Trades
PLMR144	Combustion Analysis
PLMR147	Plumbing - Cross Connection
PLMR148	National Plumbing Code of Canada

PLMR149	Medical Gas Installation
PLMR181	Plumbing Cross Connection Control Device Testing Procedures/ Recertification
PLMR170	Solar Hot Water Installation

PLMR105	Basic Household Plumbing Repair
PLMR110	Advanced Household Plumbing Repairs
PLMR702	Plumber Job Readiness

MECHANICAL & INDUSTRIAL

AIRBRAKE CERTIFICATION - INSTRUCTOR

OVERVIEW

Refresh your air brake knowledge and develop your instructor skills! This course will prepare you to deliver the Alberta Air Brake Instructor Certification course to drivers of air brake vehicles.

CAREER OPPORTUNITIES

Air brake instructors are employed by driving schools, trucking and transport firms, oilfield companies and a wide range of other businesses. Adding air brake instructor certification to your resume will add to your overall employability whether your main career relates to driver instruction or not.

PROGRAM OUTLINE

Ev ❄ ✿ ❀

TRSP115	Air Brake Instructor

AUTOBODY

OVERVIEW

This series of courses is primarily designed for the hobbyist who is interested in vehicle restoration or enhancements. For people considering the autobody trade as a career, taking one or more courses will help you develop your knowledge and give you some practical exposure to the trade. All courses have a large hands-on component.

PROGRAM OUTLINE

Ev ❄ ✿ ❀

ABTA501	Custom Airbrushing
ABTA502	Advanced Airbrushing and Detailing
ABTA503	Pinstriping
ABTA505	Airbrushing for Teens and Parents
ABTA551	Introduction to Autobody Repair
ABTA552	Autobody MIG Welding

AUTOMOTIVE

OVERVIEW

NAIT Continuing Education offers automotive courses that cover a broad range of expertise. If you have limited knowledge of your automobile, we can help you improve your skills and understanding as well as teach you to perform some basic maintenance and repairs. If you're working in the automotive field and looking to update skills in the latest new vehicle technology, we also offer a number of courses that will be ideal for you.

PROGRAM OUTLINE

ASTA510	Automotive Service Technician Practical Assessment
ASTA109	Basic Automobile Terminology and Parts
ASTA110	Understanding Your Automobile
ASTA116	Automotive Air Conditioning
ASTA122	Electric Hybrid Vehicle Safety

BLACKSMITHING

OVERVIEW

Blacksmithing has stepped into the 21st century as a creative art form, and many people are newly discovering the enjoyment of working in this ancient trade.

Blacksmiths work by heating pieces of wrought iron or steel in a forge until the metal becomes soft enough to be shaped with hand tools, such as a hammer and chisel. In NAIT's blacksmithing courses, students learn the history of smithing and basic blacksmith techniques. They also have the opportunity to produce their own works, including tools and creative metal items.

For new students, the IRON101 Blacksmithing course introduces the basics. Intermediate Blacksmithing (IRON201) follows with more advanced skills. Damascus Research (IRON202) permits students to study the intriguing designs created in Damascus steel. Ready to dive in with both feet? Try the week-long summer session Blacksmithing Bootcamp (IRON301).

PROGRAM OUTLINE

IRON101	Blacksmithing
IRON201	Intermediate Blacksmithing
IRON202	Damascus Research
IRON301	Blacksmithing Bootcamp

COMPUTER NUMERICAL CONTROL (CNC) CERTIFICATE

OVERVIEW

Interested in earning your Machining Centre Certificate I and II or your Turning Centre Certificate I and II or all four? NAIT's CNC Certificate programs are well-recognized by industry. Our leading-edge equipment provides an excellent opportunity to get hands-on training as an operator and programmer.

CAREER OPPORTUNITIES

Students may find work opportunities as a CNC operator, set-up person or programmer. Students may also advance to supervisory positions, start their own business or branch out to work in positions such as quality assurance inspector, machinist, millwright or tool and die maker. There are ample opportunities in oilfield manufacturing, general manufacturing, production and industrial repair shops.

PROGRAM MODEL/COMPLETION REQUIREMENTS

In your chosen machine type, it is suggested you register for all three core courses at the same time. Students completing one level will not be guaranteed placement at the next level.

Students with previous experience who wish to enter a higher-level CNC course without completing previous levels will be required to demonstrate CNC skills and competencies prior to registration. Students registering in CNC courses are accepted on a "first come - first served" basis.

Note: Students must take courses in the prerequisite sequence and may have to provide proof to the course instructor.

CERTIFICATION

A certificate will be issued to students who successfully complete the three levels of Operations and/or the three levels of Programming within each certificate.

There are two streams based on the machines (Machining Centre and Turning Centre) available for the CNC Certificate:
- CNC Machining Centre Operator Certificate I
- CNC Machining Centre Programming Certificate II
- CNC Turning Centre Operator Certificate I
- CNC Turning Centre Programming Certificate II

You may choose to earn all four certificates.

You will be required to complete and submit a Request for Certification form, available at the Registrar's Office or online at www.nait.ca/calendars to receive your certificate(s).

ENTRANCE REQUIREMENTS

Students with no previous mechanical experience must take MACH150 Introduction to Basic Machining Industrial Skills.

PROGRAM OUTLINE

ENTRY-LEVEL COURSE

MACH150	Introduction to Basic Machining Industrial Skills

CNC MACHINING CENTRE OPERATOR CERTIFICATE I

MACH201	Basic Machining Centre Operation
MACH202	Intermediate Machining Centre Operations
MACH203	Advanced Machining Centre Operations

CNC MACHINING CENTRE PROGRAMMING CERTIFICATE II

MACH204	Basic Machine Centre Programming
MACH205	Intermediate Machine Centre Program
MACH206	Advanced Machining Centre Programming

CNC TURNING CENTRE OPERATOR CERTIFICATE I

MACH301	Basic Turning Centre Operation
MACH302	Intermediate Turning Centre Operation
MACH303	Advanced Turning Centre Operations

CNC TURNING CENTRE PROGRAMMING CERTIFICATE II

MACH304	Basic Turning Centre Programming
MACH305	Intermediate Turning Centre Programming
MACH306	Advanced Turning Centre Programming

HEAVY EQUIPMENT

OVERVIEW

Whether you are looking to update your skills and knowledge or just beginning to explore a career in the Heavy Equipment industry, these courses may work for you!

For students already working in the field, this course will help you update your training and skills, keeping you in touch with the latest trends and technology.

CAREER OPPORTUNITIES

People with formal training in Heavy Equipment Mobile Air Conditioning are valued by employers seeking qualified persons to repair off-road equipment air conditioning systems.

PROGRAM OUTLINE

Ev ● ❄ ✖ ❋ C

HETN165	Heavy Equipment Mobile Air Conditioning
HETN170	Heavy Equipment DC Electrical
HETN175	Heavy Equipment Starting and Charging
HETN180	Heavy Equipment Electronics and Multiplexing

HYDRONIC DESIGNER & INSTALLER CERTIFICATION

OVERVIEW

Hydronics refers to a system of heating or cooling that uses a fluid (usually water or vapour) to transfer heat or cold in a closed system of pipes. The Hydronics program, developed by NAIT's pipe trades group for students throughout North America, also addresses hydronics systems involving solar, fuel cell and geothermal heating sources.

There are two program streams:
• Hydronic Designer
• Hydronic Installer

Students who successfully complete a chosen stream are prepared for certification by the Canadian Hydronics Council (CHC). Graduates can be certified as either a hydronic designer, a hydronic installer or both.

CAREER OPPORTUNITIES

Hydronics is a growth industry throughout North America. Employers in a wide range of industries and work locations seek out employees with relevant certification to work as hydronic designers, hydronic installers or both.

Your Canadian Hydronics Council (CHC) certification will not only add to your theoretical and practical knowledge but will also help you succeed in your current employment and advance along your career path.

Hydronic designers design heating and cooling systems and typically work for large mechanical contractors or wholesalers. Hydronic installers do installation work according to design and are typically employed by mechanical contractors.

Plumbers and pipefitters commonly work towards their hydronic installer certification to enhance their skills and career options.

Not everyone can install hydronic systems: across North America, different jurisdictions have different requirements. For example, in Alberta, you must be a journeyman or apprentice plumber, steamfitter or pipefitter to install hydronic systems.

CERTIFICATION

Successful completion of a chosen stream qualifies students for certification by the Canadian Hydronics Council (CHC). Students can seek certification as a hydronic designer or hydronic installer or both. Once students have completed all coursework and attained 70% or better on all exams, NAIT submits all information to the Canadian Hydronics Council (CHC) for certification.

PROGRAM OUTLINE

Ev ● ❄ ✖ ❋ C

HDRO510	Hydronic Designer/ Installer Core I
HDRO511	Hydronic Designer Installer Core II
HDRO520	Hydronic Designer III
HDRO530	Hydronic Installer III

HYDRONIC DESIGNER AND INSTALLER CERTIFICATION [D]

OVERVIEW

Hydronics refers to a system of heating or cooling that uses a fluid (usually water or vapour) to transfer heat or cold in a closed system of pipes. The Hydronics program, developed by NAIT's pipe trades group for students throughout North America, also addresses hydronics systems involving solar, fuel cell and geothermal heating sources.

Students who successfully complete a chosen stream are prepared for certification by the Canadian Hydronics Council (CHC). Graduates can be certified as either a hydronic designer, a hydronic installer or both.

PROGRAM MODEL/COMPLETION REQUIREMENTS

Students interested in the Hydronic Installer program can enrol in one of two streams:
- Hydronic Designer
- Hydronic Installer

Students can register for either online or print-based learning and have nine months to complete each block of courses.

Courses are organized into blocks, depending on the program stream. Both streams share some common required courses; however, each stream has unique core courses specific to that stream.

After completing one stream, students can take a unique course block to complete the requirements for the other. Students completing modules in one stream do not have to repeat common modules in the other. Module Descriptions are available to help you understand the content of each block.

INSTALLER CERTIFICATION

Students must demonstrate proof of practical experience. The program chair approves work experience. If students do not have enough practical experience, they can take an on-site lab course. Contact 780.378.7249 to discuss work experience and potential need for laboratory courses offered on-site at NAIT.

Once students have written and attained 70% or better on all three exams and have demonstrated their practical experience, NAIT will submit all qualifications to the Canadian Hydronics Council (CHC) for hydronic installer certification.

DESIGNER CERTIFICATION FOR HYDRONIC INSTALLERS (OPTIONAL)

Once students have completed the Hydronic Installer core courses and exams, they are eligible to enrol in the supplemental block toward their Hydronic Designer certification. After completing PIP377/HDRO377 Hydronic Installer Design Supplemental Block, students write an exam.

Once students have written and attained 70% or better on the hydronic designer exam, NAIT will submit all qualifications to the Canadian Hydronics Council (CHC) for hydronic designer certification.

INSTALLER CERTIFICATION FOR HYDRONIC DESIGNERS (OPTIONAL)

Once students have completed the Hydronic Designer core courses and exams, they are eligible to enrol in the supplemental block toward their Hydronic Installer certification. After completing PIP373/HDRO373 Hydronic Designer Installer Supplemental Block, students write an exam.

Students must demonstrate proof of practical experience. The program chair approves work experience. If students do not have enough practical experience, they can take an on-site lab course. Contact 780.378.7249 to discuss work experience and potential need for laboratory courses offered on-site at NAIT.

Once students have written and attained 70% or better on the hydronic installer exam, NAIT will submit all qualifications to the Canadian Hydronics Council (CHC) for hydronic installer certification.

ACCREDITATION

1. Program Completion

Successful completion of a chosen stream qualifies students for certification by the Canadian Hydronics Council (CHC). Students can seek certification as a hydronic designer or hydronic installer, or both.

Once students have completed all coursework and attained 70% or better on all exams, NAIT submits all information to the Canadian Hydronics Council (CHC) for certification.

2. Challenge Exams

Journeyman plumbers, steamfitters or pipefitters with field experience and apprentices with 1400 hours of relevant work experience can write a challenge exam that determines their knowledge of theory. Those who attain 70% or better on the challenge exam are eligible for Canadian Hydronics Council (CHC) certification.

Those wanting to write the challenge exam can register for one or both of the following courses:
- PIP300C/HDRO300 Hydronic Designer Challenge Exam
- PIP350C/HDRO350 Hydronic Installer Challenge Exam

REGISTRATION

Students typically register for one core block at a time and then write their exam. Most students start with the Designer block of courses.

DELIVERY OPTIONS

Students can choose their method of study:
- online via our web-based program
- correspondence

Students wanting to register for the online modules must register in intake sessions beginning with W (web-based)

Students wanting to register for the print correspondence modules must register in intake sessions beginning with P (print-based)

The practical, hands-on portions of the hydronic installer stream are delivered on-site at NAIT or through an approved institution elsewhere in North America.

There is a requirement for the print-based final exams to be closed-book and supervised.

PROGRAM OUTLINE

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HYDRONIC DESIGNER COURSE BLOCK

HDRO370	Hydronic Designer Core I
HDRO371	Hydronic Designer Core II
HDRO372	Hydronic Designer Core III
HDRO373	Hydronic Designer Installer Supplemental Block

HYDRONIC INSTALLER COURSE BLOCK

HDRO374	Hydronic Installer Core I
HDRO375	Hydronic Installer Core II
HDRO376	Hydronic Installer Core III
HDRO377	Hydronic Installer Designer Supplemental Block

HYDRONIC INSTALLER LAB COURSES

HDRO352	Boilers & Accessories - Practical
HDRO353	Controls - Practical

JOB READINESS

OVERVIEW

NAIT has designed Job Readiness programs to meet industry's demands for skilled workers. Registering for these programs is a great way for high school graduates or career changers to get a jump start on well-paying careers in the trades. They prepare students for entry-level jobs by providing them with practical knowledge and safe work habits and are designed to prepare a person for an apprenticeship.

PROGRAM OUTLINE

Ev ● ❄ ✄ ✺

ELTR115	Electrical Trade Basic Skills
INSU702	Insulator Job Readiness
PLMR702	Plumber Job Readiness
PADE702	Painting & Decorating Job Readiness
SMTL702	Sheet Metal Job Readiness

MACHINE SHOP

OVERVIEW

Experience hands-on training with the operation of machine shop equipment, including drill press, lathe and milling machines. These courses provide a range of opportunities to improve your theoretical knowledge and hands-on practical skills. The courses will be of interest to those considering a career as a machinist, those looking to improve their professional development and hobbyists.

CERTIFICATION

A NAIT Machine Shop Certificate will be issued upon successful completion of MAC101/MACH101, MAC112/MACH105, MAC113/MACH110 and MAC114/MACH115. A Request for Certification form can be found at http://www.nait.ca/docs/RequestforCertification.pdf. Please fax this form to Continuing Education at 780-471-8993 or to the Registrar's Office at 780-471-8490.

CAREER OPPORTUNITIES

Students who take these courses may find their training helps create avenues into the machinist trade, including opportunities at machine shops. Students may also branch out into other areas such as quality control and tool and die.

PROGRAM OUTLINE

Ev ● ❄ ✖ ✳ C

MACH101	Machine Shop I
MACH105	Machine Shop II
MACH110	Machine Shop III
MACH115	Machine Shop IV

MASTERCAM

OVERVIEW

This series of courses introduces students to the use of Mastercam software in various lathe or milling operations. Among the topics discussed are two-dimensional geometry and criteria for selecting tools and creating different kinds of toolpaths for CNC turning centres or CNC machining centres.

A NAIT Mastercam Certificate in wallet card form will be issued upon successful completion of MC131/MACH620, MC132/MACH625 and MC133/MACH630. A Request for Certification form can be found at http://www.nait.ca/docs/RequestforCertification.pdf. Please fax the completed form to Continuing Education at 780-471-8993 or to the Registrar's Office at 780-471-8490.

CAREER OPPORTUNITIES

Students who have completed one or more of these courses can add to their professional development and overall employability. For CNC operators looking to advance their careers, these courses will assist. Other employment possibilities include positions working with CAD/CAM or as a CNC programmer or manufacturer designer.

PROGRAM OUTLINE

Ev ● ❄ ✖ ✳ C

MACH610	Gibbscam
MACH620	Mastercam Level I - Milling
MACH625	Mastercam Level 2 - Lathe
MACH630	Mastercam Level III - Introduction to 3D Programming

RECREATIONAL POWERSPORTS MECHANICS (RPM)

OVERVIEW

Do you have an interest in small engine repair, mechanics or maintaining equipment? These courses offer a range of training opportunities for vehicle owners or hobbyists looking to improve their skills and knowledge. The courses relate to a wide range of vehicles, including motorcycles, boats, personal watercraft, snowmobiles and other recreational equipment. The courses generally focus on small engine repair, service and maintenance.

PROGRAM OUTLINE

Ev ● ❄ ✖ ✳

PSTP111	Motorcycle Maintenance
PSTP115	Outboard Engine Maintenance
PSTP120	Small Engine Basics
PSTP130	Tune-Up and Repair for Small Engine Equipment
PSTP125	Small Engine Repair

MECHANICAL ENGINEERING TECHNOLOGY

OVERVIEW

Interested in checking out different aspects of mechanical engineering technology? These courses will give you a taste of important concepts and theories. For those already working in a related area, these courses will add to your skill set. Those interested in NAIT's Mechanical Engineering Technology may find these courses will help them to consider a career in this field.

Each of these credited courses are recognized for transfer into the full-time program.

CAREER OPPORTUNITIES

These continuing education courses will enhance your professional development and generally add to your skill set and resume. Continuing education students may wish to know that graduates of NAIT's Mechanical Engineering Technology find employment in a broad spectrum of industries, including manufacturing firms, hydraulic firms and engineering consulting firms that offer design, fabrication, production and quality control services.

PROGRAM OUTLINE

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MCEN1131	Mechanics I - Statics
MCEN1233	Strength of Materials
MCEN1232	Mechanics II: Dynamics of Machinery
MCEN2334	Design of Machine Elements

MILLWRIGHT

OVERVIEW

Looking for an avenue into the Millwright trade? These courses are designed for people who want to know more about the trade and currently employed workers looking to upgrade or refresh their skills. The courses may also help people who are aiming to achieve their Red Seal Certification as an Industrial Millwright Mechanic.

Millwrights install, maintain, troubleshoot and repair stationary industrial machinery and mechanical equipment. In these courses, students will learn about the basics of the Millwright trade and develop essential skills in reciprocating compressor maintenance.

CAREER OPPORTUNITIES

Continuing Education students will find that these courses can help towards apprenticeship as a Millwright. Millwrights generally acquire their skills and knowledge through apprenticeship training and/or learning on-the-job.

Millwrights commonly work in industrial repair shops, industrial plants, production facilities, recreational establishments and natural resource industries. Millwrights often work in close association with other trade personnel such as electricians, welders, pipefitters, instrument technicians and machinists. Due in part to their versatility, Millwrights have a wealth of employment opportunities, with good prospects for advancement into supervisory positions.

PROGRAM OUTLINE

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MILW115	Millwright Fundamentals Pt. 1
MILW116	Millwright Fundamentals Part 2
MILW117	Millwright Fundamentals Part 3
MILW151	Millwright Reciprocating Compressor Maintenance

REFRIGERATION

OVERVIEW

NAIT's Refrigeration courses are intended to provide greater educational access and flexibility as well as enable candidates to focus their training on specific facets within the broad HVAC&R job market place. Courses tend to be of interest to those in sales and peripheral businesses, building operators or managers, maintenance personnel or tradespeople looking to update their knowledge or expand it in this area.

PROGRAM OUTLINE

| Ev | ◑ | ❄ | 🦋 | ☀ |

RACM110	Refrigeration - Basic
RACM111	Refrigerant Handling & Certification Course

NON-DESTRUCTIVE TESTING

OVERVIEW

Are you gearing up to get your NDT certification? These Non-Destructive Testing (NDT) courses are offered by NAIT's NDT Training and Test Centre. The courses are designed to prepare students to obtain their NDT certification in accordance with Canadian General Standards Board (CGSB) requirements. The courses provide the classroom training required for certification, but students must also meet other CGSB requirements for practical work experience.

For maximum flexibility, some courses are offered in the evening while others are offered in daytime hours.

Note: Non-destructive testing (NDT) is commonly and equally referred to as non-destructive examination (NDE).

ENTRANCE REQUIREMENTS

Anyone taking a UT, RT or EDDY Current Level 1 or 2 course will be required to pass a math skills test administered by an accepted training organization.

Refer to the prerequisites for each course.

A summary of the NDT Certifying Agency prerequisites follows. For complete information about overall prerequisites, contact the NDT Certifying Agency of NRCan: http://ndt.nrcan.gc.ca.

MATERIALS AND PROCESSES

As of July 1, 2007, the candidate shall provide evidence acceptable to the agency that he/she has successfully passed an examination administered by an NDT Accepted Training Organization (NATO). The M&P test may be distributed to the students by the NATOs using various methods such as an online test, mail, fax or email.

NATOs are responsible for grading the M&P test. Passing grade is a minimum of 70%. In the event a student fails the M&P test or wishes not to take the NATO-administered M&P test, the NATO may offer the student a 40-hour M&P course that follows the subject list in Appendix C6 of CAN/CGSB-48.9712-06.

With or without an M&P course, candidates applying for certification in any NDT method must pass a NATO-administered M&P test prior to commencement of NRCan examinations, except for those NRCan certified inspectors who already hold at least two current NDT certifications.

Exemption: NRCan certified inspectors who hold at least two current NDT certifications are exempt from both M&P test and/or M&P training. (Such inspectors already passed examinations containing approximately 40 M&P questions.) Students for NDT method training are encouraged to pass the M&P test prior to training. NATOs are responsible for the preparation of an M&P test.

MATHEMATICS

As of July 1, 2007, the candidate shall provide evidence acceptable to the certification body that he/she has successfully passed an examination administered by an accepted Training Organization (TO). NRCan will provide a common math-skills test to all NATOs and NRCan examination centres. NRCan intends to replace the math-skills test every three months. The math-skills test consists of 15 questions and may be distributed to the students by the NATOs using various methods such as an online test, mail, fax or email.

NATOs are responsible for grading the test. Passing grade is a minimum of 10 correct answers out of 15 questions. NATOs must send the successfully passed test to NRCan for retention and filing. If no test is on file at NRCan, the NDT training (UT, RT, ET) of an applicant seeking certification will not be accepted by NRCan. In the event a student fails the math-skills test, a NATO may offer the student a basic mathematical skills course of duration to be decided by the NATO. With or without a mathematical skills course, all students for UT, RT and ET must pass the math-skills test prior to commencement of training in these NDT methods.

Exemption: Students for training in PT and MT are exempt from having to pass the math-skills test.

LEVEL 1 AND LEVEL 2

The candidate shall provide evidence acceptable to the certification body that he/she has completed a course in the NDT method for which he/she is seeking permission to challenge examinations. Training providers must issue documentary proof of satisfactory completion of training. Each NDT training course must follow the curriculum prescribed by the certification body. The certification body decides on the acceptability of NDT training courses and course instructors.

CAREER OPPORTUNITIES

Students who achieve NDT certification will find opportunities with NDT/NDE firms and in quality assurance or quality control positions.

CERTIFICATION

Applicants who intend to apply for CGSB NDT certification are responsible for verifying their own eligibility with Natural Resources Canada (NRCan). NRCan manages Canada's nation-wide program for the certification of individuals performing non-destructive testing (NDT). The NDT Certifying Agency of NRCan is an independent body that certifies individuals according to the National Standard of Canada, CAN/CGSB-48.9712-2006 "Qualification and Certification of Non-Destructive Testing Personnel."

For further information on your eligibility, contact NRCan: http://ndt.nrcan.gc.ca.

PROGRAM OUTLINE

MATE500	Magnetic Particle Inspection Level II	
MATE555	NDT Math Preparation	
MATE600	Liquid Penetrant Inspection Level II	
MATE650	Materials and Processes for NDT	
MATE680	Ultrasonic Inspection Level I	
MATE685	Ultrasonic Inspection Level II	
MATE700	Certified Exposure Device Operator	
MATE710	Radiography Inspection Level I	
MATE720	Radiography Inspection Level II	
MATE800	Basic Metallurgy	

STEAMFITTER/PIPEFITTER

OVERVIEW

Improve or refresh your knowledge of concepts and skills related to the steamfitter/pipefitter trade. Steamfitter/Pipefitter Refresher prepares students to challenge their Red Seal exam. Take one or more of these courses and add to your skill set by working with software, learning about equipment installation or reading blueprints.

CAREER OPPORTUNITIES

Steamfitters/Pipefitters are in great demand in Alberta's energy sectors, along with many related industries. Experienced steamfitter/pipefitters may advance to supervisory positions such as foreman, sub-contractor, contractor and construction superintendent.

PROGRAM OUTLINE

Code	Title
BLPR114	Blueprint Reading - Piping Trades
SFPF135	Steamfitter Pipefitter Refresher program
PLMR144	Combustion Analysis
PLMR169	Acorn (IsoExpress Windows)

WELDING - CANADIAN WELDING BUREAU (CWB)

OVERVIEW

CWB Learning Modules are recognized in the Canadian Standards Association (CSA) Welding Standards as resources for preparing candidates for certification as Welding Inspectors to the requirements of CSA W178.2 (certification of welding inspectors).

Students preparing for CSA W178.2 Welding Inspector exams, who successfully complete the NAIT/CWB Learning Centre course using the CWB Learning Modules, will be exempt from writing the multiple-choice portion of the inspector's exam.

PROGRAM OUTLINE

Code	Title
WELD950	Visual Welding Inspection

WELDING

OVERVIEW

All students enrolled in Continuing Education classes in the Welding program are required to provide their own protective clothing, welding gloves and cutting and welding goggles which must fit over their own safety glasses. These requirements are in accordance with regulations under Alberta's Occupational Health & Safety Act.

Students MUST abide by all safety rules and regulations while working in the welding shops. Running shoes are not acceptable footwear in the welding shops. If students prefer their own helmets, they must be the "flip-front" or photoelectric type.

Students will require these articles for their first class: one pair leather gauntlet welding gloves, one pair safety glasses that fit under welding goggles, one pair welding goggles, one pair safety-toed boots, one shop coat or smock (100% cotton) and one beanie or welder's hat.

PROGRAM OUTLINE

Code	Title
WELD110	Intro to Oxy-Acetylene Welding & Cutting
WELD115	Beginners Shielded Metal Arc Welding (SMAW) "STICK"
WELD152	Beginners Gas Metal Arc Welding (GMAW) "MIG"
WELD112	Beginners Gas Tungsten Arc Welding (GTAW) "TIG"
WELD227	First Class Journeyman to "B" Pressure
WELD228	B Pressure ABSA Exam
WELD950	Visual Welding Inspection

SCIENCE, TECHNOLOGY & THE ENVIRONMENT

ENVIRONMENTAL MANAGEMENT

CONSTRUCTION TECHNOLOGY

OVERVIEW

Today's construction industry is fast-paced and exciting. Develop a solid understanding of the fundamentals of construction, including technical knowledge, project management and common challenges in performing leadership roles in the construction industry. This program was built and designed to be useful for all levels of construction employees, from entry level workers to junior and intermediate project management supervisors. This program will be of particular interest to project managers, superintendents, estimators and owners of construction companies.

CAREER OPPORTUNITIES

In today's job market, there is a high demand for qualified construction managers, estimators and technologists. Graduates will find courses in this program to be directly applicable to their construction career. Having a Construction Technology Certificate in your toolbox will widen your career choices and overall employability.

CERTIFICATION

To obtain a Construction Technology Certificate, you must complete:
 • All the core courses, plus
 • Five elective courses

After you complete your courses, you must apply for your certificate. Courses taken will not be listed on the certificate.

You may take your courses in any sequence, in accordance with the prerequisites as noted. Contact the Program Chair if you wish to request credit for prior education.

ACCREDITATION

In addition to qualifying for the Construction Technology Certificate, the following courses are accredited by the Canadian Construction Association (CCA) and eligible for Gold Seal Accreditation:
 • CSTN101
 • CSTN250
 • CSTN270
 • CSTN370
 • CSTN392
 • CSTN393
 • CSTN395
 • CSTN470
 • CSTN490
 • CSTN495

PROGRAM OUTLINE

CORE COURSES

CSTN131	Small Buildings
CSTN132	Building Products & Materials
CSTN231	Building Science
CSTN250	Project Planning & Scheduling I
CSTN270	Estimating I - Quantity Surveying
CSTN395	Construction Project Management

ELECTIVES

CSTN101	Overview of the Construction Industry
CSTN370	Estimating II - Direct Costs
CSTN392	Contract Law
CSTN393	Supervision
CSTN470	Estimating III - General Expense & Conceptual Estimating
CSTN481	Applied Building Regulations
CSTN490	Construction Cost Control
CSTN495	Construction Delivery Systems

GEOMATICS (SURVEYING) ENGINEERING TECHNOLOGY

OVERVIEW

Survey your career options and consider these continuing education courses related to geomatics engineering! From basic survey calculations and basic total station to survey law, cadastral studies and land information systems (and more), these courses will help launch you into the wide world of geomatics or add to your surveying skill set.

CERTIFICATION

The Canadian Board of Examiners for Professional Surveyors (CBEPS) establishes, assesses and certifies the academic qualifications of individuals who apply to become land surveyors and/or geomatics professionals in Canada.

Students who successfully complete GET71, GET81, GET91 and/or GET92 by meeting the 60% pass mark requirement will earn an exemption from writing the certification exam administered by the Canadian Board of Examiners for Professional Surveyors (CBEPS). For more information on CBEPS exemptions, please visit http://cbeps-cceag.ca/cms/?q=en/exempt

CAREER OPPORTUNITIES

Continuing education students will find these geomatics engineering courses an excellent means of adding to their professional development and overall employability. Employers in many sectors are looking for employees with surveying skills and geomatics training, including engineering firms, legal surveying firms, utility companies, energy resource development firms and all levels of government.

PROGRAM OUTLINE

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| SURV245 | Remote Sensing |
| SURV591 | Land Information Systems (LIS) |

LEED CANADA

OVERVIEW

The Canada Green Building Council (CaGBC) is the sole Canadian licensee of the LEED Rating System, LEED Workshops and LEED Professional Accreditation as developed by the United States Green Building Council (USGBC). The LEED Canada Rating System and its satellite programs are CaGBC's primary tools in leading the transformation of Canadian buildings toward a sustainable future.

Many leading architectural, engineering and building development companies are recognizing the advantages of using the LEED® Canada-NC Rating System in the design and construction of their projects. The LEED® AP (Accredited Professional) who can interpret and apply the LEED® Rating System to a project has become an indispensable part of the project team. Many companies are now requiring employees to become LEED® APs to meet this demand. This has professionals taking the LEED Accredited Professional (LEED® AP) Exam.

Market demand has primarily come in two forms: the request for professional retraining and the request for LEED-educated graduates entering the workforce. In turn, universities and colleges across Canada have been under pressure from students and industry to offer LEED education. NAIT is very pleased to have been chosen by the CaGBC to deliver its curriculum.

PROGRAM OUTLINE

Ev 🌢

| LEED600 | LEED Green Building Strategies and Green Associate Exam Prep |

OIL AND GAS PRODUCTION OPERATOR [D]

OVERVIEW

Oil and Gas Production Operators are in high demand in the oil and gas industry. The Oil and Gas Production Operator (OGPO) program is designed to train professional and technically knowledgeable individuals for careers in production and operations.

The program's personalized learning modules provide
- a solid overview of the workings of the oil and gas industry
- practical skills and knowledge relating to practical topics such as gas processing
- instrumentation
- measurement
- production equipment
- refining

As students progress through the program's 4 levels, they expand their knowledge and practical skills, developing an academic background relevant to their future employment.

CAREER OPPORTUNITIES

Graduates of the Oil and Gas Production Operator program can look forward to a challenging and rewarding career. Career opportunities exist in production and operational positions within the wide-ranging oil and gas industry, including work in
- battery operations
- field operations
- gas plants
- oil refineries

CERTIFICATION

Students who successfully complete all 4 levels of the Oil and Gas Production Operator program receive a Continuing Education Certificate.

DELIVERY OPTIONS

This course is delivered in a self-paced online format. The Oil and Gas Production Operator program will be offered with 3 intakes per year:
- September 1st
- January 1st
- May 1st

and will have 9 months to complete each course.

There is a requirement for the print-based final exams to be closed-book and supervised.

PROGRAM OUTLINE

OGPO100	Oil and Gas Production Operator Level I
OGPO200	Oil and Gas Production Operator Level II
OGPO300	Oil and Gas Production Operator Level III
OGPO400	Oil and Gas Production Operator Level IV

POWER ENGINEERING CML [D]

OVERVIEW

NAIT's convenient home study Power Engineering Computer Managed Learning (CML) modules let students work at their own pace to grow their employability and career potential. With instructor support as you need it, you may take up to one year to complete the material.

Power Engineers in Alberta are certified by the Alberta Boilers Safety Association (ABSA). There are 5 levels of certification, advancing from Fifth Class to First Class. NAIT's Power Engineering courses prepare students to challenge the provincial certification exam for Fifth Class through to Second Class, Part A.

Power Engineers operate and maintain different types of equipment or machinery in various industries or operations.

CAREER OPPORTUNITIES

Power Engineers (also known as stationary engineers) work with many different types of equipment or machinery in various industries or operations. Power engineers operate and maintain equipment such as
- boilers
- compressors
- condensers
- gas and diesel internal combustion engines
- generators
- pressure vessels
- pumps
- related controls
- steam and gas turbines

In large industrial or building complexes, power engineers may be responsible for
- building control systems
- fire systems
- heating, ventilation and air-conditioning (HVAC) systems
- refrigeration

Students who enrol in our courses typically work in
- heating plants
- the oil and gas industry
- the power generation industry
- the pulp and paper industry

PROGRAM MODEL/COMPLETION REQUIREMENTS

Students must purchase textbooks for the Power Engineering - Distance Learning courses.

As students work through the Power Engineering Training Systems (PETS) printed material, they test their knowledge of each module by completing an online quiz. The quiz for each module consists of 10 to 15 multiple-choice questions and can be completed and graded online via The Learning Manager (TLM). Students can access TLM via computers in the Power Engineering CML Centre at NAIT or through another computer connected to the Internet. Students have 6-12 months to complete the course.

Once students complete a certain number of quizzes, they must write a supervised exam. Exams may be written at NAIT. Students outside the Greater Edmonton area may write their exams at a suitable remote location under an approved supervisor.

Students experiencing difficulty with the course material can request help from instructors by phone, email or in person. Instructors are available for tutoring during CML Centre office hours and are located at the Power Engineering CML Centre in C Building (Cenovus Centre for Power Engineering), Room C100 (Main Campus).

ACCREDITATION

To learn more about the Alberta Government's requirements for Power Engineering Certification, visit the Alberta Boiler Safety Association (ABSA)'s website at www.absa.ca.

Out-of-province students should contact the certifying body in their province or territory for more information on certificates and certification requirements.

To write the provincial ABSA exams for 5th Class and 4th Class, students must successfully complete an approved theory course as well as required steam time. Students are responsible for arranging their own steam time through either a Power Engineering Lab or their workplace.

REGISTRATION

Every student registered for a Power Engineering CML course will receive an email from the department within a few days of registration. The email message will direct students to the Distance Learning Power Engineering Student Orientation Resource site, which will provide important course information and direction. Students who do not receive any information within a week should call 1.877.535.5025 or 780.378.1210 or email the department office at pecml@nait.ca.

Students can enrol at any time and get started right away.

Two consecutive 6-month course extensions may be available upon payment of an additional fee. Extensions must be purchased prior to the course time expiring. For information on extensions and fees, please contact the Student Success Contact Centre at 780.471.6248 or toll-free at 1.877.333.6248.

For all courses, students need:
- An IBM-compatible personal computer and a printer
- High-speed Internet access using Internet Explorer

Note: TLM is not compatible with Macintosh platforms.

DELIVERY OPTIONS

Home study

PROGRAM OUTLINE

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FIFTH CLASS

POWC501   Power Engineering Fifth Class - CML

FOURTH CLASS

POWC402   Power Engineering Fourth Class Part A CML

POWC403   Power Engineering Fourth Class Part B CML

THIRD CLASS

POWC303   Power Engineering Third Class Part A - CML

POWC304   Power Engineering Third Class Part B - CML

SECOND CLASS

POWC201   Power Engineering Second Class Part A - Paper I

POWC202   Power Engineering Second Class Part A - Paper II

POWC203   Power Engineering Second Class Part A - Paper III

UPGRADE COURSES

POWC404   Power Engineering Fourth Class Upgrade to New Fourth Class - CML

POWC405   Power Engineering Building Operator "A" Upgrade to New Fourth Class - CML

POWC502   Power Engineering Building Operator "B" Upgrade to Fifth Class - CML

POWC503   Power Engineering - Fireman's Certificate Upgrade to Fifth Class - CML

POWER ENGINEERING TECHNOLOGY

OVERVIEW

You have what it takes to engineer a great career with NAIT's Power Engineering courses. Giving it all you've got on the job is how you get paid; now, make the investment in your education and watch your career take off.

In Alberta, power engineers are certified by the Alberta Boilers Safety Association (ABSA). There are five levels of certification, advancing from Fifth Class up to First Class. Students should contact ABSA for the latest information about power engineering certification requirements. Students planning to work outside Alberta should contact the provincial/territorial certification organizations in their area.

Following a step-by-step process, NAIT students prepare to challenge the exam for each course. Whether you are looking to upgrade your skills or grab that big promotion, NAIT's courses give you the power to get the job done.

Power Engineering classes traditionally fill quickly. Students are advised to register as soon as possible.

CAREER OPPORTUNITIES

Alberta's economy changes quickly and you don't want to be caught standing still. Graduates of NAIT's Power Engineering courses move into positions with more responsibility and more respect. Advancing up the ranks from Fifth Class to First Class means bigger challenges and higher wages, and NAIT's reputation means graduates compete for senior positions across the province and around the globe.

Power Engineers operate and maintain the machinery and equipment that provide power, heat, refrigeration and other industrial services, including boilers, steam and gas turbines, generators, gas and diesel engines, pumps, condensers, compressors and pressure vessels. Your mechanical aptitude, on-the-job experience and NAIT education can lead to employment anywhere from petrochemical plants and refineries to hospitals and hotels.

If you are currently working in power generation, pulp and paper or the oil and gas industry, put your skills to the test with NAIT's courses and keep your career moving like a finely-tuned machine.

ENTRANCE REQUIREMENTS

Recommended 50% or better in Grade 10 English, Math and Science. Related work experience may be considered in place of some academic subjects.

PROGRAM OUTLINE

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POWC500   Power Engineering Fifth Class

POWC400   Power Engineering Fourth Class Part A

POWC401   Power Engineering Fourth Class Part B

POWC301   Power Engineering Third Class Part A

POWC316   Power Engineering Fourth Class Boiler Lab

ROADBUILDERS

OVERVIEW

Two levels of Roadbuilders Certificate courses were developed in conjunction with the Alberta Roadbuilders & Heavy Construction Association (ARHCA) to address the professional development requirements of those in the Roadbuilders industry as well as the training needs of those interested in pursuing this career path. With over 750 companies either working or servicing the roadbuilding industry in Alberta alone, the job opportunities and room for advancement are significant.

Roadbuilding and heavy construction is expected to remain healthy and vibrant and will continue to grow as an industry.

CERTIFICATION

A Level 1 Roadbuilders Certificate is awarded after successful completion of courses ROAD101 - ROAD107.

A Level 2 Roadbuilders Certificate is awarded after successful completion of courses ROAD201 - ROAD204. After you complete your courses, you must apply for your certificate. Courses taken will not be listed on the certificate.

PROGRAM OUTLINE

ROAD101	Introduction to Soils Mechanics for Roadbuilders
ROAD102	Introduction to Base Course and Aggregates for Roadbuilders
ROAD103	Introduction to Concrete for Roadbuilders
ROAD104	Introduction to Hot Mix Asphalt Concrete for Roadbuilders
ROAD105	Introduction to Blueprint Reading for Roadbuilders
ROAD106	Introduction to Estimating for Roadbuilders
ROAD107	Introduction to Surveying for Roadbuilders
ROAD201	Environmental Construction Operations for Roadbuilders
ROAD202	Roadway Standards & Specifications for Roadbuilders
ROAD203	Roadway Design for Roadbuilders
ROAD204	Supervisory Skills for Roadbuilders

WATER AND WASTEWATER TECHNICIAN [D]

OVERVIEW

NAIT's Water and Wastewater Technician program, the only one of its kind in Alberta and western Canada, will help you land a job as a leader in all aspects of water and wastewater systems or enhance your knowledge and career advancement if you already work in a related position.

Well-recognized by employers, the program provides a high level of training to individuals looking to work or upgrade in the fields of:
- water treatment
- water distribution
- wastewater collection
- wastewater treatment

CAREER OPPORTUNITIES

Water and Wastewater Technicians are valuable employees in a wide range of organizations. Some examples of typical employers include:
- municipal engineering firms
- public works departments in cities, towns and villages (working in the areas of water)
- companies supplying and/or servicing water and wastewater materials and equipment
- contractors involved in the installation and operation of water and wastewater systems

PROGRAM MODEL/ COMPLETION REQUIREMENTS

Offered through distance delivery, NAIT's Water and Wastewater Program lets students become certified as Water and Wastewater Technicians. If, however, individuals are simply looking to update their skills and need some additional credits for professional development, they can enrol in some or all of the courses, depending on their needs.

As in the full-time program, laboratory work in the distance program is compulsory. Students must complete the lab work before they can be granted credit in the corresponding theory courses.

In addition to their course requirements, students must obtain a minimum of 500 hours of approved work experience and receive a favourable on-site evaluation from their work experience employer or practicum sponsor. Those with questions about specific work experience needs should contact the Program Chair. Students requesting their completion certificate must submit proof of their experience.

CERTIFICATION

A Water and Wastewater Technician Certificate will be issued upon successful completion of all required courses.

ACCREDITATION

In accordance with Alberta Environment's Water and Wastewater Operators' Certification Guidelines, graduates with sufficient relevant work experience will be able to challenge the provincial examination as a Level I, II, III or IV operator. Following is a breakdown of the experience necessary at each level.
- Level I: 1 year
- Level II: 2 years
- Level III: 4 years
- Level IV: 6 years

ENTRANCE REQUIREMENTS

Individuals with no previous water and wastewater training must take the following prerequisite courses:
- WWW110 Science & Electricity
- WWW112 Hydraulics & Blueprint Reading

Note: Minimum requirements for certification by Alberta Environment as a Level I, II, III or IV Water and Wastewater Operator are Grade 12 or Alberta GED. Applicants who completed their education outside of Canada must have their foreign education credentials evaluated for possible equivalencies and relevance to the program.

REGISTRATION

Because registration occurs on a continuous intake basis, applicants do not have to wait to get started and can register online, by telephone or in person. Email notification from the instructor, course materials, and textbook purchase list are sent upon registration. Please allow 2 to 3 weeks for delivery of course materials.

Students may take any number of courses concurrently; however, because they must complete a heavy assignment load within a specified time limit, NAIT recommends they enrol in only one course per term.

DELIVERY OPTIONS

Our flexible distance delivery program is designed to meet the needs of
- Those unable to attend classes full time
- Those already in the workforce who need upgrading
- Those working in other related fields

Students learn by correspondence, telephone tutorials and some on-campus laboratory work.

Multiple supervised, closed-book, paper-based exams are required for each course.

PROGRAM OUTLINE

WWW101	Water Distribution I
WWW101L	Water Distribution I Lab
WWW102	Water Treatment I
WWW103	Wastewater Collection Systems
WWW104	Wastewater Treatment I
WWW110	Science and Electricity
WWW112	Hydraulics and Blueprint Reading
WWW115	Water Treatment Laboratory Analysis I
WWW120	Wastewater Treatment Laboratory Analysis I
WWW140	Computer Software Applications
WWW201	Water Distribution II
WWW201L	Water Distribution II Lab
WWW202	Water Treatment II
WWW203	Support Systems
WWW203L	Support Systems Lab
WWW204	Wastewater Treatment II
WWW207A	Introduction to Work Experience
WWW207B	Work Experience On Site
WWW210	Introduction to Process Control
WWW213	Wastewater Collection Systems
WWW215	Water Treatment Laboratory Analysis II
WWW220	Wastewater Treatment Laboratory Analysis II

MEDIA & DESIGN

PHOTOGRAPHIC TECHNOLOGY

OVERVIEW

Improve your photography skills by taking one or more of these practical courses. Learn how to make the most of your camera's functions, learn the basics of taking good photographs and explore the use of Photoshop/digital imaging.

The ideal camera type for these courses would be a Digital SLR (DSLR) camera. This style of camera offers the features and controls that would allow a student to fully participate in the activities included in the courses. A compatible shoe-mount flash would also be recommended.

ENTRANCE REQUIREMENTS

In addition to course fees, students are expected to cover all material costs and supply their own cameras and accessories.

PROGRAM OUTLINE

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PHOT100	Taking Control of Your Camera
PHOT115	Photography - Portraiture
PHOT110	Photographic Lighting
PHOT120	Wedding Photography Boot Camp
PHOT125	Street Photography
PHOT104	Photoshop For Photographers - Level 1
PHOT105	Photoshop for Photographers - Level II

RADIO & TELEVISION

OVERVIEW

The wide world of radio and television awaits you! These courses will help you develop specific skills and give you insight into the varied aspects of the broadcasting industry, including radio announcing and production, video editing and television production.

PROGRAM OUTLINE

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RATV100	Radio Audio Production & Fundamentals
RATV200	Television Production
RATV300	Final Cut Pro X

BACHELOR OF APPLIED INFORMATION SYSTEMS TECHNOLOGY

OVERVIEW

Students who have already earned an IT-related diploma gain advanced knowledge of emerging technologies plus sound leadership, project management and strategic planning skills with this applied degree. Choose one of two majors: Information Systems or Network Management. Information Systems focuses on leading-edge technologies used in the analysis, design and implementation of sophisticated e-commerce and other IT systems. Network Management involves planning, installing and managing computer networks and internetworks in a wide range of industries. A paid eight-month work experience term is an important component of both majors.

CAREER OPPORTUNITIES

Graduates will find career opportunities geared to their major area of study in positions such as programmer, systems analyst, website developer, security and computer engineer.

PROGRAM MODEL/COMPLETION REQUIREMENTS

Students must complete 1 academic year (2 four-month semesters) of mandatory work experience in their related major. Students must have completed Semester 5 (the first semester of this program) prior to registering for their first work experience term.

Contact the Bachelor of Applied Information Systems Technology Credit Work Experience Coordinator to have the planned work experience evaluated.

Length: 2 four-month semesters (8 months total)

Type of Experience: directly related to the major area selected.

Salary: Vary by employer, usually based on student's prior education and experience. Average earnings in 2009 were approximately $23.00 per hour.

Relocation: Students can complete their work experience anywhere.

PROGRAM OUTLINE

COMMON COURSES

BAIS3010	IT Professional Development Studies
BAIS3020	Strategic Planning and Project Management
LEAD3030	Leadership Development Studies
BAIS4991	Internship I
BAIS4992	Internship II

INFORMATION SYSTEMS DEVELOPMENT MAJOR

BAIS3110	Information Systems Architecture and Security
BAIS3130	Software Engineering I: Product Research Concepts
BAIS3170	Introduction to Enterprise Resource Planning and ABAP
BAIS3150	Software Development Tools
BAIS3210	Advanced Database Topics
BAIS3270	Enterprise Resource Planning Web Development
BAIS3990	Information Systems Capstone
BAIS3230	Software Engineering II: Product Development and Release Concepts

NETWORK MANAGEMENT MAJOR

BAIS3310	Enterprise Routing
BAIS3330	Protocol Analysis
BAIS3340	Ethical Hacking
BAIS3370	Server Infrastructure
BAIS3410	Enterprise Multi-layer Switching
BAIS3440	Enterprise Security
BAIS3470	Application and Server Support
JRSB117	Introductory Managerial Accounting
BAIS3995	Network Management Capstone

COMPUTER/NETWORK ENGINEERING TECHNOLOGY

OVERVIEW

Check out our continuing education course offerings related to the full-time Computer Engineering Technology and Network Engineering Technology programs. If you are already in one of these two full-time programs or plan to enter one of them, you may receive credit for the continuing education courses you take. The courses listed here are first-year courses offered in one or both programs.

Note: Students entering one of the full-time programs must meet all program requisites. Each program also requires completion of several other first-year courses that are not offered as Continuing Education courses.

Computer Engineering Technology (CNT) is a program providing training in computer design and construction. It features extensive training in the software required for a small embedded computer system. Consult the full-time calendar for more details about the program.

Network Engineering Technology (NET) is a program providing training in the design, implementation, maintenance and security of local and wide area computer data networks (LAN and WAN). Consult the full-time calendar for more details about the program.

PROGRAM OUTLINE

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| COMP1100 | Computer Systems |
| CMPE1300 | Fundamentals of Programming |

INSTRUMENTATION TECHNOLOGY

OVERVIEW

Explore the challenging field of industrial instrumentation! The International Society of Automation (ISA) defines instrumentation as "the art and science of measurement and control." Instrumentation engineering generally involves the practical application of pneumatic, electronic and microcomputer measurement and control systems. Students will learn to work with various instruments, from mechanical float-level controls to complex computer-based modelling systems.

Students who take one or more of these courses can earn credits towards the full-time Instrumentation Engineering Technologist diploma. The courses are also appropriate for people who already work in the instrumentation or electrical fields and who wish to formalize some of their training. If you simply have a general interest or want to explore the field, the courses offer a solid introduction to instrumentation.

CAREER OPPORTUNITIES

Instrumentation technologists generally work on the practical application of pneumatic, electronic and microcomputer measurement and control systems. Examples of employers who consistently employ well-trained instrumentation personnel include oil and gas producers, chemical companies, electronics firms, food and beverage firms and utilities (power/water/wastewater).

CERTIFICATION

PROCESS MEASUREMENT CERTIFICATE

The Process Measurement Certificate will be of interest to people within the Process Industry, those using steam generation or anyone wishing to get into the full-time program at NAIT. Students must successfully complete five required courses and can then apply for their Continuing Education certificate.

PROGRAM OUTLINE

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INST1110	Process Measurements I
INST1210	Process Measurements II
INST1120	Industrial Practices
PHYS1160	Physics for Instrumentation

DIGITAL MEDIA AND IT

OVERVIEW

Based on the strong interrelationship between IT and new media design, the DMIT program explores a dynamic range of current and emerging fields.

CAREER OPPORTUNITIES

Graduates may find employment in applications development, game design and programming, visual communication, web design and development, video production, business analysis, systems administration and other related fields.

PROGRAM OUTLINE

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2013-14 PROGRAM OFFERING

DMIT1003	3D Modeling I
DMIT1001	Communications for Digital Media & IT
COMP1008	Digital Graphic Design Tools
ANAP1005	Analysis: Fundamental Methods
CPSC1012	Programming Fundamentals
DMIT1010	Mobile Production
DMIT1009	Digital Suite Technology
DSGN1016	Visual Communications I
COMP1017	Web Design Fundamentals I
CMIS1014	System Foundations
CPSC1517	Introduction to Application Development
DMIT154	Applied Communications
DMIT1508	Database Fundamentals
DMIT1514	Game Programming Essentials
DMIT1512	Game Development Tools and Scripting
DMIT1530	Web Design Fundamentals II
PHYS1521	Math and Physics for Games
DMIT1518	IT Systems Administration I
ANAP1525	Systems Analysis and Design I
DSGN1527	Visual Communications II
ORGB1500	Organizational Behaviour for Media and IT
DMIT204	Application Programming 2
DMIT207	Artificial Intelligence for Games
DMIT215	Game Programming 2
DMIT219	Career Portfolio Development
DMIT220	Networking 2
DMIT221	Open Source Programming
DMIT223	Software Testing and Quality Assurance
DMIT225	Systems Analysis and Design 2
CPSC1519	iOS Development
DMIT238	Business Analysis 2
DMIT254	Capstone Project
DMIT256	Leadership
DMIT259	Project Management

ELECTRICAL ENGINEERING TECHNOLOGY

OVERVIEW

Ready to increase or refresh your knowledge of a wide variety of electrical principles and practices? Consider taking one or more of these courses to add to your knowledge, advance your career and increase your employment options.

CAREER OPPORTUNITIES

These general electrical courses are an excellent means of adding to your professional development and overall employability.

PROGRAM OUTLINE

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ELEC1113	Electricity I	CNTR1153	Introduction to Control Systems	CNTR2353	Programmable Logic Controllers II
ELEC1123	Electricity II	CNTR1253	Programmable Logic Controllers I	CMTC1254	Industrial Communications
ELEC1133	Electricity Lab				
ELTR1273	Power Electronics I				

FIBER OPTICS CERTIFICATION

OVERVIEW

Ready to earn your designation as a Certified Fiber Optics Technician (CFOT)? NAIT is approved by the Fiber Optic Association Inc. (FOA) as a recognized training centre. Upon completion of SEE270/CFOT100, you will be eligible to write the FOA's certification exam. If you succeed on the exam, you will receive your CFOT designation. The exam is administered on the last day of the course, and a mark of 70% is required to pass. Course fees include the first year of membership in the FOA.

CAREER OPPORTUNITIES

Certified Fiber Optics Technicians (CFOTs) are in high demand in many industries such as electrical, electronics, telecom, cable television and instrumentation. For those already working in such industries, the CFOT designation may enhance your career and employment options.

With your CFOT designation, you will have the knowledge and skills to work with state-of-the-art cabling for telephones, security systems and LANs. You will be able to terminate and splice fiber optic cables as well as troubleshoot and document fiber systems within industry specifications.

Individuals who complete the Fibre Optics Design course will find their improved skill set is valued by employers in many industries.

PROGRAM MODEL/ COMPLETION REQUIREMENTS

Although no previous experience is necessary, SEE270/CFOT100 is mainly directed at those who have some technical background in the areas of electrical, electronics, telecom or instrumentation as well as others who have been involved in the telecom or CATV industries.

SEE272/CFOT110 Fiber Optic Network Design is intended for contractors, installers, architects, engineers, project managers and others who are involved with projects that include fiber optics.

PROGRAM OUTLINE

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CFOT100	Fiber Optics Certification
CFOT110	Fiber Optic Network Design
CFOT120	Advanced Fiber Splicing

FIRE ALARM QUALIFICATION

OVERVIEW

In accordance with Alberta Fire Code, only a qualified person is allowed to conduct inspection, testing and maintenance on fire alarm systems. Only certified electricians can install electrical systems, and this applies to extensions, additions, and renovations to fire alarm systems.

This program is intended for Electricians, Electrical Engineering Technologists, Electronic Engineering Technologists and Fire Alarm Technicians wanting to obtain qualification in accordance with the Alberta Fire Code.

PROGRAM MODEL/COMPLETION REQUIREMENTS

For a graphical representation of the below options, please refer to this Fire Alarm Qualification Program outline.

Upon successful completion of the core modules in either Option 1 or 2, it is up to the individual to secure the necessary documentation showing how they are qualified. The Alberta Fire Safety Association and the Alberta Electrical Contractors Association offer an optional identification card for persons who have completed the necessary training in order to qualify under the Alberta Fire Code.

Option 1: Completed the fire alarm technician training program for fire alarm system maintenance through NAIT's recognized training. Core modules:
- ASE239 or ENGL1239 Effective Communications
- ELE81 or ELTR405 Fire Detection & Alarm Systems
- ELT40 or ELEC1113 Electricity I
- ELT43 or ELTR1273 Electronics - Semiconductor

Option 2: A fire alarm technician certified by the Canadian Fire Alarm Association. Upon successful completion of the core modules, you can become qualified through the Canadian Fire Alarm Association (CFAA), recognized in the Province of Alberta and other provinces in Canada. Phone 780.471.7495 for information or visit the CFAA website at http://www.cfaa.ca/. Core modules:
- Course 1 - An Introduction to the Fire Detection and Alarm Industry
- Course 2 - Verbal and Written Communications (NAIT course ASE239 or ENGL1239 Effective Communications)
- Course 3 - Basic Electricity (NAIT course ELT40/ELEC1113)
- Course 4 - Basic Electronics (NAIT course ELT43/ELTR1273)
- Course 5 - Fire Alarm Systems

Note: Contact the CFAA for Course 1 and Course 5.

ENTRANCE REQUIREMENTS

ELECTRICIANS

In accordance with the Alberta Fire Code, electricians who received their Alberta journeyman electrician certification on or after September 1, 1991, are deemed qualified. Electricians who received their journeyman electrician certification before September 1, 1991, are required to take additional training (NAIT course ELE81/ELTR405).

Electrical and Electronic Engineering Technologists

Provide certificate of credentials and completed additional post-secondary training (NAIT course ELE81/ELTR405).

PROGRAM OUTLINE

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ENGL1239	Effective Communications
ELTR405	Fire Detection & Alarm Systems
ELTR410	Fire Detection & Alarm Systems (Theory)
ELTR415	Fire Detection & Alarm System Lab
ELEC1113	Electricity I
ELTR1273	Power Electronics I

COMPUTER TRAINING CENTRE

BUSINESS SYSTEMS CERTIFICATES

ANDROID MOBILE DEVELOPER CERTIFICATE

OVERVIEW

The Android Mobile Developer Certificate (previously named the Android Developer Certificate) provides all the skills necessary to create your own applications and games on the Android platform. This certificate includes programming fundamentals, design strategies for mobile devices and creation of applications and graphical user interfaces. Other topics covered include Java and Android fundamentals; data storage; and how to consume and create web components, access device hardware and use a variety of Java and Android objects.

Note: Previous programming experience is an asset and some homework between courses may be required. You are encouraged to bring at least one Android device to class. Development will be based on the Android 4.0 platform (aka Ice Cream Sandwich); however, your device is not required to run this version. The Eclipse development environment will be used; a license will be made available so this program can be installed onto your personal computer.

CERTIFICATION

An Android Mobile Developer Certificate will be awarded upon completion of the following six core courses.

PROGRAM OUTLINE

CCTP101	Android/Java Programming Logic
CCTP102	Android/Java Programming Fundamentals
CCTP121	Android Graphical User Interfaces
CCTP122	Android Storage and Web Applications
CCTP123	Android Hardware, Multimedia and Graphics/Animations
CCTP129	Android Project

APPLE IOS IPHONE/IPAD MOBILE DEVELOPER CERTIFICATE

OVERVIEW

Please note this certificate was previously named the Apple iPhone/iPad Developer Certificate.

Learn to create high-performance, visually stunning native applications for the iPhone, iPad and iPod using Apple's Xcode 4.x development environment targeting iOS 6.x. This certificate will show you how to create native iOS applications using proper programming practices for mobile devices along with practical tips and techniques. Throughout this certificate, students will develop applications to reinforce iOS programming concepts.

Note: Students are encouraged to bring an Apple mobile device to class that can run with iOS 6.x. Students should also be proficient in the use of MAC OS X Mountain Lion.

CERTIFICATION

An Apple iOS iPhone/iPad Mobile Developer Certificate will be awarded upon completion of the following six core courses.

PROGRAM OUTLINE

CCTB711	Apple iOS iPhone/iPad Mobile: Level I
CCTB712	Apple iOS iPhone/iPad Mobile: Level II
CCTB713	Apple iOS iPhone/iPad Mobile: Level III
CCTB714	Apple iOS iPhone/iPad Mobile: Level IV
CCTB715	Apple iOS iPhone/iPad Mobile: Level V
CCTB716	Apple iOS iPhone/iPad Mobile: Level VI

APPLICATION DEVELOPMENT CERTIFICATE

OVERVIEW

Many industries and organizations are building on the strength and possibilities of custom-built assets. Develop your skills and become an essential member of a growing industry. By choosing one of three distinct certification options offered in Application Development, you can become an expert in business application development.

CERTIFICATION

An Application Development Certificate will be awarded upon completion of the following five core courses and selected specialty courses.

PROGRAM OUTLINE

CORE COURSES

CCTB102	Data Modeling
CCTB111	SQL Introduction
CCTB112	Use Case Analysis
CCTB120	Programming and Object Oriented Fundamentals
CCTB140	nTier Development Programming Architecture

VB.NET WEB SPECIALTY

CCTB190	ASP.NET for VB Level I
CCTB290	ASP.NET for VB Level II
CCTW100	CSS/HTML I - Fundamentals
CCTW200	CSS/HTML II - Using Dreamweaver

VB.NET WINDOWS SPECIALTY

CCTB141	Visual Basic.Net Level I
CCTB241	Visual Basic.Net Level II
CCTB341	Visual Basic.Net Level III
CCTB441	Visual Basic.Net Level IV

C# WINDOWS SPECIALTY

CCTB145	C# Level I
CCTB245	C# Level II
CCTB345	C# Level III
CCTB445	C# Level IV

C# WEB SPECIALTY

CCTB192	ASP.NET for C# Level I
CCTB292	ASP.NET for C# Level II
CCTW100	CSS/HTML I - Fundamentals
CCTW200	CSS/HTML II - Using Dreamweaver

BUSINESS ANALYST CERTIFICATE

OVERVIEW

The Business Analyst Certificate program allows students to identify business needs and determine solutions to business problems. Students develop the skills to communicate and liaise between business stakeholders and IT developers, and they have the ability to engage in comprehensive requirement gathering and analysis, rigorous documentation and structured testing and quality assurance.

All core courses in the Business Analyst Certificate program are endorsed by the International Institute of Business Analysis (IIBA).

CERTIFICATION

A Business Analyst Certificate will be awarded upon completion of the 10 core courses and two options.

PROGRAM OUTLINE

CCTB101	BA Introduction and Enterprise Analysis
CCTB102	Data Modeling
CCTB103	Process Modeling
CCTB112	Use Case Analysis
CCTB201	Requirements Gathering and Management
CCTB202	Requirements Analysis and Validation
CCTB302	Dynamic Team Communication
CCTB304	Negotiation and Team Building

CCTB305	Dynamic (Effective) Writing and Documentation
CCTB306	Facilitation, Problem Solving and Leadership Skills

OPTIONS: TWO OF THE FOLLOWING

CCTB104	Project Management
CCTB117	Unified Modeling Language (UML)
CCTB150	Software Testing Overview

CCTB155	Business Process and Software Testing
CCTB307	Quality Assurance
CCTB308	User Acceptance Testing
CCTB309	Business Process Improvement
CCTB311	Introduction to IT Governance

BUSINESS INTELLIGENCE AND INFORMATION MANAGEMENT CERTIFICATE

OVERVIEW

This program's combination of technical and non-technical courses teaches students the concepts and techniques necessary to deliver solutions that integrate and transform data into actionable information used for planning, monitoring and analyzing processes. Students benefit from hands-on data training in integration, data warehousing, analytic applications and performance management.

This certificate responds to industry demand for professionals with the skills to provide the right information at the right time. These professionals are not limited to Information Technology (IT) practitioners.

CERTIFICATION

A Business Intelligence and Information Management certificate will be awarded to students who complete the six core courses.

PROGRAM OUTLINE

CCTB101	BA Introduction and Enterprise Analysis
CCTB631	Information Management Frameworks and Strategies
CCTB632	Information Management and Data Warehousing
CCTB633	Information Management and Business Analytics
CCTB634	Information Management and Business Performance
CCTB635	Advanced Information Management Solutions

DATABASE ADMINISTRATOR CERTIFICATE

OVERVIEW

Develop your technical résumé by studying to become a database administrator. You will learn the basic language, review the fundamental building blocks and discover how to manage a relational database management system (RDBMS). Choose from two database administrator certificates: Microsoft Access and Microsoft SQL Server. Choose the software that best suits your career goals.

CERTIFICATION

A Database Administrator Certificate will be awarded to students who complete the following five core courses and one group of specialty courses, whether Microsoft Access or Microsoft SQL Server.

PROGRAM OUTLINE

CORE COURSES

CCTB102	Data Modeling
CCTB103	Process Modeling
CCTB111	SQL Introduction
CCTB120	Programming and Object Oriented Fundamentals
CCTB140	nTier Development Programming Architecture

DATABASE ADMINISTRATOR SQL SPECIALTY

CCTB100	Microsoft SQL Server Level I
CCTB200	Microsoft SQL Server Level II
CCTB300	Microsoft SQL Server Level III

DATABASE ADMINISTRATOR ACCESS SPECIALTY

CCTO170	Microsoft Access Level I
CCTO270	Microsoft Access Level II
CCTO370	Microsoft Access Level III
CCTO470	Microsoft Access Level IV

DATABASE REPORTING TOOLS CERTIFICATE

OVERVIEW

As you study to become a Database Report Writer, you learn the basic language of SQL as well as the basic and advanced features of popular database reporting tools such as Crystal Report and Microsoft SQL Server Reporting Services.

Graduates of this certificate program enter the workplace with the skills needed to design, develop, modify, test and support professional reporting solutions for relational database systems such as SQL Server.

CERTIFICATION

A Database Reporting Tools Certificate will be awarded to students who complete the following four core courses.

PROGRAM OUTLINE

CCTB106	Crystal Reports Level I
CCTB206	Crystal Reports Level II
CCTB111	SQL Introduction
CCTB130	SQL Server Reporting Services

JAVA ENTERPRISE DEVELOPER CERTIFICATE

OVERVIEW

Please note: This certificate was previously named the Java Developer Certificate.

Learn object-oriented programming and Java fundamentals, how to create various types of Java applications (such as desktop, web and enterprise) and how Java applications interact and store data. In addition, you will be taught how to create graphical user interfaces. Throughout this certificate program, you will explore programming concepts by developing applications using both Java standard and enterprise edition platforms.

Note: Previous programming experience is highly recommended and there may be coursework outside of class hours.

CERTIFICATION

A Java Developer Certificate will be awarded upon completion of the following six core courses.

PROGRAM OUTLINE

CCTP101	Android/Java Programming Logic	CCTP111	Java Graphical User Interfaces	CCTP113	Java Enterprise Applications
CCTP102	Android/Java Programming Fundamentals	CCTP112	Java Web Applications and Storage	CCTP119	Java Project

SOFTWARE TESTING CERTIFICATE

OVERVIEW

An essential part of business today, software testing ensures the development of effective and successful technology solutions. Learn to understand the theories, processes and software used in the field. The courses in this program give you the skills you need to be a key member of any technology team and to engage in software testing for small to large organizations.

CERTIFICATION

A Software Testing Certificate will be awarded upon completion of the following eight core courses.

PROGRAM OUTLINE

CCTB112	Use Case Analysis
CCTB150	Software Testing Overview
CCTB151	Testing Web Sites and Web Applications
CCTB155	Business Process and Software Testing
CCTB157	Test Data
CCTB158	Usability Testing
CCTB159	Test Reporting
CCTB308	User Acceptance Testing

PROCESS ANALYST CERTIFICATE

OVERVIEW

From information technology and manufacturing to government, healthcare, education, banking, utilities and customer care, business process analysts can be found in all sectors of the economy. These skilled professionals assist organizations to implement business processes, continuously improve them and facilitate change by following rigorous Business Process Management (BPM) methods. Learn the core principles, tools and techniques required by today's business process professional.

CERTIFICATION

A Process Analyst Certificate will be awarded upon completion of the seven core courses and two options.

PROGRAM OUTLINE

PART-TIME OPTIONS

CCTB103	Process Modeling
CCTB104	Project Management
CCTB302	Dynamic Team Communication
CCTB306	Facilitation, Problem Solving and Leadership Skills
CCTB309	Business Process Improvement
CCTB332	Business Process Implementation and Change Management
CCTB335	Introduction to Business Process Management

OPTIONS: TWO OF THE FOLLOWING

CCTB117	Unified Modeling Language (UML)
CCTB155	Business Process and Software Testing
CCTB201	Requirements Gathering and Management
CCTB305	Dynamic (Effective) Writing and Documentation
CCTB307	Quality Assurance

WEB APPLICATION CONSULTANT CERTIFICATE

OVERVIEW

Move beyond the CSS/HTML Core Certificate and learn to develop and program web applications with confidence. Fuel your beginner or intermediate career in application development with hands-on learning, expert instructors and daily interaction with other people just like you. You'll be creating more complex and concrete web applications in no time.

CERTIFICATION

A Web Application Consultant Certificate will be awarded upon completion of the following five core courses and five options.

PROGRAM OUTLINE

CORE COURSES

CCTB175	XML Level I
CCTM150	Windows Web Server
CCTW100	CSS/HTML I - Fundamentals
CCTW200	CSS/HTML II - Using Dreamweaver
CCTW300	CSS/HTML III - Using Dreamweaver

OPTIONS: FIVE OF THE FOLLOWING

CCTB135	JavaScript
CCTB141	Visual Basic.Net Level I
CCTB145	C# Level I
CCTB190	ASP.NET for VB Level I
CCTB290	ASP.NET for VB Level II
CCTB192	ASP.NET for C# Level I
CCTB292	ASP.NET for C# Level II
CCTD130	Flash Foundations
CCTW400	CSS/HTML IV - Using Dreamweaver

CADD/GIS CERTIFICATES

ARCGIS TECHNOLOGY SPECIALTY CERTIFICATE

OVERVIEW

This program opens the door to understanding and application of ArcGIS, the geospatial industry's most widely used software. Courses introduce students to foundations of the technology while providing them with hands-on experience using ArcGIS. Classes also touch on all aspects of the ArcGIS software, from simple data loading to high-level programming and from spatial analysis to developing tools.

CERTIFICATION

An ArcGIS Technology Specialty Certificate will be awarded upon completion of the following seven core courses and two options.

PROGRAM OUTLINE

CORE COURSES

CCTG101	GIS Concepts and Application Types
CCTG115	GIS Best Practices
CCTG116	GIS Cartography
CCTG117	GIS Spatial Analysis
CCTG130	ArcGIS Level I
CCTG230	ArcGIS Level II
CCTG235	ArcGIS Python Programming

OPTIONS: TWO OF THE FOLLOWING

CCTG102	GIS Data Conversion and Management
CCTG105	GIS Project Management and Strategic Planning
CCTG107	GPS and Location based Service for GIS
CCTG118	Remote Sensing in GIS
CCTG119	Web Mapping: GIS Using Open Source Software
CCTG160	Oracle Spatial Fundamentals
CCTG219	Aerial Data Acquisition
CCTG330	ArcGIS and Visual Basic Programming

AUTOCAD OPERATOR CERTIFICATE

OVERVIEW

AutoCAD is a software application for 2D and 3D design and drafting. This fast-tracked program combines four AutoCAD courses and makes it possible for you to learn the fundamentals of AutoCAD drafting and design in just four weeks.

CERTIFICATION

An AutoCAD Operator Certificate will be awarded to students who complete CCTA550 AutoCAD Operator Certificate.

PROGRAM OUTLINE

CCTA550	AutoCAD Operator Certificate

GEOGRAPHIC INFORMATION SYSTEMS TECHNOLOGY CERTIFICATE

OVERVIEW

Expand your skills or enhance your résumé by completing a GIS Systems Technology Certificate, learning to use some of the vital software systems used in the industry.

CERTIFICATION

A Geographic Information Systems Technology Certificate will be awarded to students who complete four of the following core courses and four options. The selection of the courses is left up to the student to gain the knowledge suitable to their field of work.

PROGRAM OUTLINE

CORE COURSES: FOUR OF THE FOLLOWING

CCTG101	GIS Concepts and Application Types
CCTG102	GIS Data Conversion and Management
CCTG105	GIS Project Management and Strategic Planning
CCTG115	GIS Best Practices
CCTG116	GIS Cartography
CCTG117	GIS Spatial Analysis

OPTIONS: FOUR OF THE FOLLOWING

CCTG107	GPS and Location based Service for GIS
CCTG118	Remote Sensing in GIS
CCTG119	Web Mapping: GIS Using Open Source Software
CCTG120	GeoMedia Professional Level I
CCTG220	GeoMedia Professional Level II
CCTG130	ArcGIS Level I
CCTG230	ArcGIS Level II
CCTG160	Oracle Spatial Fundamentals
CCTG165	Environmental Applications
CCTG219	Aerial Data Acquisition
CCTG225	Open Source GIS - GRASS

GEOMEDIA TECHNOLOGY SPECIALTY CERTIFICATE

OVERVIEW

Develop and refine your mapping skills. Courses will help you understand such concepts as legends, layouts, queries, warehouse connections in an application file and spatial and application data. The curriculum is continuously monitored and matched to industry standards to ensure students receive the most applicable education possible and hands-on experience with GeoMedia technology.

CERTIFICATION

A GeoMedia Technology Specialty Certificate will be awarded upon completion of the following seven core courses and two options.

PROGRAM OUTLINE

CORE COURSES

CCTG101	GIS Concepts and Application Types
CCTG115	GIS Best Practices
CCTG116	GIS Cartography
CCTG117	GIS Spatial Analysis
CCTG120	GeoMedia Professional Level I
CCTG220	GeoMedia Professional Level II
CCTG320	GeoMedia Professional Level III

OPTIONS: TWO OF THE FOLLOWING

CCTG102	GIS Data Conversion and Management
CCTG105	GIS Project Management and Strategic Planning
CCTG107	GPS and Location based Service for GIS
CCTG118	Remote Sensing in GIS
CCTG119	Web Mapping: GIS Using Open Source Software
CCTG160	Oracle Spatial Fundamentals
CCTG219	Aerial Data Acquisition
CCTG225	Open Source GIS - GRASS
CCTG420	GeoMedia Professional Level IV

GIS AND CADD INTEGRATION CERTIFICATE

OVERVIEW

NAIT's GIS and CADD Integration Certificate gives students a fundamental look at real-world Autodesk solutions and how these are used in surveying, geographic information systems (GIS) and civil engineering. Intended to complement the AutoCAD Operator Certificate, courses in this program also provide an overview of GIS and geographic positioning systems (GPS).

CERTIFICATION

A GIS and CADD Integration Certificate will be awarded to students who complete the following eight core courses.

PROGRAM OUTLINE

CCTA105	AutoCAD Fundamentals
CCTA205	Intermediate AutoCAD
CCTA305	Advanced AutoCAD
CCTA405	AutoCAD Practicum
CCTA220	AutoCAD Map 3D Level I
CCTA230	AutoCAD Civil 3D Level I
CCTG101	GIS Concepts and Application Types
CCTG107	GPS and Location based Service for GIS

MICROSTATION CADD CERTIFICATE

OVERVIEW

Intended for current engineers and engineering technologists, the MicroStation CADD Certificate is a complementary set of courses to enhance career growth. MicroStation stands at the centre of Bentley's solutions for building, civil engineering, transportation, process plants, discrete manufacturing facilities, utilities and telecommunication networks. This software allows users to create models that display information about an asset and its configuration.

CERTIFICATION

A MicroStation CADD Certificate will be awarded to students who complete the following five core courses.

PROGRAM OUTLINE

CCTA145	MicroStation 3D Level I
CCTA245	MicroStation 3D Level II
CCTA385	MicroStation V8i 2D Level I
CCTA386	MicroStation V8i 2D Level II
CCTA387	MicroStation V8i 2D Level III

DIGITAL COMMUNICATIONS CERTIFICATES

CSS/HTML CORE CERTIFICATE

OVERVIEW

Learn the core skills needed to build effective, well-designed websites. Learn basic web design by harnessing the power of Cascading Style Sheets (CSS), HTML, JavaScript and Dreamweaver. These courses use the philosophy of Progressive Enhancement to help expand your web design abilities and skills. Great-looking websites can be developed easily with the help of great training. To gain the most from this training it, is recommended you take these courses in order.

CERTIFICATION

A CSS/HTML Core Certificate will be awarded upon completion of the following five core courses.

PROGRAM OUTLINE

CCTW100	CSS/HTML I - Fundamentals
CCTW200	CSS/HTML II - Using Dreamweaver
CCTW300	CSS/HTML III - Using Dreamweaver
CCTW310	Web Content, Analytics and Usability
CCTM150	Windows Web Server

DIGITAL IMAGING CERTIFICATE

OVERVIEW

Capture, create and customize digital images. With skills in basic digital photography and a full scope of Photoshop knowledge, you will be able to manage your images with precision and efficiency. Learn to set up photos, work with the files on the computer and edit and manipulate like a professional.

CERTIFICATION

A Digital Imaging Certificate will be awarded to students who complete the following five core courses.

PROGRAM OUTLINE

CCTD110	Adobe Photoshop Level I
CCTD210	Adobe Photoshop Level II
CCTD310	Adobe Photoshop Level III
CCTD190	Digital Photography Basic
CCTD161	Digital Photography Management

DIGITAL PUBLISHING CERTIFICATE

OVERVIEW

The balanced combination of courses in this certificate provides you with the essential software and process knowledge needed to enter the world of layout and design. You will receive expert instruction and hands-on practice time in the classroom to help you develop industry-ready skills to solve unique visual communications problems.

CERTIFICATION

A Digital Publishing Certificate will be awarded to students who complete the following 12 core courses.

PROGRAM OUTLINE

CCTD10	Client/Designer Relations	CCTD220	InDesign Level II	CCTD170	Typography
CCTD110	Adobe Photoshop Level I	CCTD111	Adobe Acrobat Level I	CCTD216	Visual Design Level I
CCTD210	Adobe Photoshop Level II	CCTD115	Adobe Illustrator Level I	CCTD316	Visual Design Level II
CCTD120	InDesign Level I	CCTD215	Adobe Illustrator Level II	CCTD910	Project: Digital Publishing

WEB DESIGN CERTIFICATE

OVERVIEW

Move beyond your web design limitations and expand your skills. Explore the processes involved in web design and the software that can result in intuitive layouts and engaging interaction.

CERTIFICATION

A Web Design Certificate will be awarded to students who complete the following 12 core courses.

PROGRAM OUTLINE

CCTB276	Creating Web Graphics	CCTD130	Flash Foundations	CCTW200	CSS/HTML II - Using Dreamweaver
CCTD10	Client/Designer Relations	CCTD180	Digital Audio	CCTW300	CSS/HTML III - Using Dreamweaver
CCTD110	Adobe Photoshop Level I	CCTD216	Visual Design Level I	CCTW910	Designing a Website: Project
CCTD210	Adobe Photoshop Level II	CCTW100	CSS/HTML I - Fundamentals		
CCTD115	Adobe Illustrator Level I				

WEB DEVELOPER CERTIFICATE

OVERVIEW

Take the next step beyond the CSS/HTML Core Certificate and learn to master the art of website development. Using the philosophy of Progressive Enhancement, these courses will expand your web design abilities and skills. Move beyond the limitations of simple graphic-based website design tools by learning to harness the power of Cascading Style Sheets, HTML, JavaScript and Dreamweaver. Throughout these courses, we use the newest technologies, including HTML5, CSS3 and JavaScript Libraries. To gain the most from this training, it is recommended you take these courses in order.

CERTIFICATION

A Web Developer Certificate will be awarded upon completion of the CSS/HTML Core Certificate (prerequisite) and the following five core courses.

PROGRAM OUTLINE

CCTB135	JavaScript
CCTD110	Adobe Photoshop Level I
CCTW400	CSS/HTML IV - Using Dreamweaver
CCTW500	CSS/HTML V - Using Dreamweaver
CCTW915	Project: Designing a Responsive Website

VISUAL DESIGN CERTIFICATE

OVERVIEW

Gain insight into how professional graphic designers create and communicate in magazines, advertisements and on the web. Learn about typography, the process and the software used in communicating visual messages. Expand your thoughts, increase your understanding of the ways the world is communicating around us and learn to create engaging visual communication.

CERTIFICATION

A Visual Design Certificate will be awarded to students who complete the following 10 core courses.

PROGRAM OUTLINE

CCTD110	Adobe Photoshop Level I	CCTD215	Adobe Illustrator Level II	CCTD317	Visual Design Advanced for the Web
CCTD210	Adobe Photoshop Level II	CCTD170	Typography	CCTD318	Visual Design Master Portfolio
CCTD310	Adobe Photoshop Level III	CCTD216	Visual Design Level I		
CCTD115	Adobe Illustrator Level I	CCTD316	Visual Design Level II		

NETWORK, SECURITY, SYSTEMS ADMINISTRATION, PC SERVICING, WINDOWS SERVER AND LINUX CERTIFICATES

CORE NETWORKING CERTIFICATE

OVERVIEW

This intensive, six-course stream is intended for those in technical roles who are looking for entry-level networking skills or to upgrade or train for career advancement. Topics covered include data communications, network design, monitoring, troubleshooting, IPv4 and IPv6 addressing, routing and switching, network wiring, internetwork operating systems, IP design fundamentals and the Windows command line.

CERTIFICATION

A Core Network Certificate will be awarded to students who complete the following six core courses.

PROGRAM OUTLINE

CCTM111	Windows Command Line
CCTM114	Data Communications
CCTM116	Network Wiring and Troubleshooting
CCTM170	Network Fundamentals
CCTM270	Network Implementation
CCTM370	Internetwork Operating System and IP Design Fundamentals

LINUX (UNIX) CORE CERTIFICATE

OVERVIEW

This certificate is designed for entry-level systems administrators who want to prepare for greater professional responsibilities. Students learn all the basic skills needed to manage a Linux/UNIX server and attach it to a corporate network. Courses cover a range of topics, including the command line, Linux/UNIX networking and Windows interoperability as well as the fundamentals of system automation and shell scripting.

CERTIFICATION

A Core Linux (UNIX) Certificate will be awarded upon completion of the following five core courses.

PROGRAM OUTLINE

CCTM520	Linux/UNIX Command Line
CCTM530	Linux/UNIX System Automation and Shell Scripting for Administrators
CCTM540	Linux/UNIX Administration, Configuration and Installation
CCTM550	Networking with Linux/UNIX and Windows Level I
CCTM560	Networking with Linux/UNIX and Windows Level II

NETWORK INFRASTRUCTURE ANALYST CERTIFICATE

OVERVIEW

A Network Infrastructure Analyst is responsible for planning, development, implementation and support of new and existing network computing services, specifically network applications and operating systems, to ensure an efficient and effective network computing environment. This role works closely with IT departments to address new requirements and pursue enhancements and improvements to new design and existing network computing infrastructure.

CERTIFICATION

A Network Infrastructure Analyst Certificate will be awarded upon completion of the eight required courses.

PROGRAM OUTLINE

CCTM103	IP Routing Fundamentals
CCTM203	LAN Switching Fundamentals
CCTM303	Dynamic Routing and Layer 3 Switching
CCTM403	QoS Techniques and Firewall
CCTM404	Wireless Network Design
CCTM406	Network Security
CCTM407	Network Reliability and Troubleshooting
CCTM408	IP Telephony

PC SERVICE AND SUPPORT CERTIFICATE

OVERVIEW

Become an effective solutions provider for people and organizations using personal computers (PCs). This hands-on training provides students with the necessary skills to perform computer setup, diagnostics, maintenance, repairs and installation of peripheral devices. Students who complete this series of courses and additional self-study are prepared to challenge the CompTIA A+ certification examination.

CERTIFICATION

A PC Service and Support Certificate will be awarded upon completion of the following eight core courses.

PROGRAM OUTLINE

CCTM11	Hardware Concepts, Installation and Configuration
CCTM12	PC Troubleshooting and Preventative Maintenance
CCTM14	Windows OS Support and Troubleshooting
CCTM16	A+ Preparation
CCTM111	Windows Command Line
CCTM119	Windows OS Concepts, Installation and Configuration
CCTM170	Network Fundamentals
CCTM218	Windows 7 Configuration and Implementation

SYSTEM SECURITY CERTIFICATE

OVERVIEW

The System Security Certificate is designed for network and system administrators responsible for implementing and controlling a range of security technologies. Work on learning security concepts such as threats assessment, encryption, business continuity, disaster recovery, auditing, security policies and procedures. This certificate covers wireless security, network vulnerability assessment, intrusion detection, incident response and computer forensics. Throughout the courses, practical exercises and labs will be used.

CERTIFICATION

A System Security Certificate will be awarded upon completion of the following five core courses.

PROGRAM OUTLINE

CCTM190	Security - Fundamentals
CCTM290	Security - Business Continuity and Planning
CCTM390	Vulnerability Assessment
CCTM490	Intrusion Detection and Prevention
CCTM590	Forensics

WINDOWS SERVER NETWORK ADMINISTRATOR CERTIFICATE

OVERVIEW

Ideal for system administrators and network managers, this series of courses ensures students leave with a solid foundation of knowledge for supporting and administrating networks in Windows Servers. Students learn to plan, install, configure and maintain active directory and group policies in an enterprise environment.

CERTIFICATION

A Windows Server Administrator Certificate will be awarded to students upon completion of the following nine core courses.

PROGRAM OUTLINE

CCTM121	Windows Server Configuration and Administration
CCTM221	Windows Server Advanced Management and Networking
CCTM141	DNS for Active Directory
CCTM142	Microsoft Active Directory Management and Migration
CCTM143	Active Directory Troubleshooting
CCTM170	Network Fundamentals
CCTM270	Network Implementation
CCTM260	Windows Server Virtualization
CCTM321	Windows Server Group Policies

OFFICE TECHNOLOGY CERTIFICATES

EXCEL POWER USER CERTIFICATE

OVERVIEW

Students who complete this certificate have expertise with all aspects of Microsoft Excel, from building complex formulas to customizing and automating Excel through Visual Basic for Applications (VBA).

CERTIFICATION

An Excel Power User Certificate will be awarded to students upon completion of the following six core courses.

PROGRAM OUTLINE

CCTO140	Microsoft Excel Level I
CCTO240	Microsoft Excel Level II
CCTO340	Microsoft Excel Level III
CCTO341	Microsoft Excel - Advanced Formulas and Functions
CCTO440	Microsoft Excel Level IV
CCTO441	Microsoft Excel - Building an Excel Application

OFFICE ACCOUNTING SYSTEMS CERTIFICATE

OVERVIEW

Whether accounting is new to you or you're looking to increase your bookkeeping abilities, an accounting certificate is the perfect place to start. This certificate provides you with the skills necessary to set up, report and manage a small business's basic bookkeeping needs. Courses are taught by instructors with real-world experience, and lesson examples can be easily applied to real work situations.

CERTIFICATION

An Office Accounting Systems Certificate will be awarded to students upon completion of the following five core courses, one elective, one assessment and two options.

PROGRAM OUTLINE

CORE COURSES

CCTO100	Bookkeeping - Level I
CCTO200	Bookkeeping - Level II
CCTO300	Bookkeeping - Level III
CCTO130	Microsoft Word Level I
CCTO140	Microsoft Excel Level I

ELECTIVES: SAGE 50 ACCOUNTING (ALL THREE LEVELS) OR QUICKBOOKS (ALL THREE LEVELS)

ELECTIVE: SAGE 50 SIMPLY ACCOUNTING

CCTO110	SAGE 50 Accounting Level I
CCTO210	SAGE 50 Accounting Level II
CCTO305	SAGE 50 Accounting Level III

ELECTIVE: QUICKBOOKS

CCTO401	QuickBooks Level I
CCTO402	QuickBooks Level II
CCTO403	QuickBooks Level III

ASSESSMENT

CCTO511	Office Accounting Mastery Assessment

OPTIONS: TWO OF THE FOLLOWING

CCTB111	SQL Introduction
CCTO170	Microsoft Access Level I
CCTO230	Microsoft Word Level II
CCTO240	Microsoft Excel Level II
CCTO310	SAGE 50 Accounting Level IV

OFFICE APPLICATIONS SPECIALIST CERTIFICATE

OVERVIEW

Understanding the Windows operating system and Microsoft Office programs not only improves efficiency and productivity in the workplace but also promotes career success. The Office Applications Specialist Certificate provides these fundamental skills and allows students to choose from other specialized programs that meet their professional requirements. In just 11 courses, you will learn the most commonly used operating system and programs. This certificate is intended for office administrative support staff and small business operators.

CERTIFICATION

An Office Applications Specialist certificate will be awarded upon completion of the following eight core courses, one assessment and two options.

PROGRAM OUTLINE

CORE COURSES

CCTO101	Windows Desktop Operating System
CCTO130	Microsoft Word Level I
CCTO230	Microsoft Word Level II
CCTO330	Microsoft Word Level III
CCTO140	Microsoft Excel Level I
CCTO240	Microsoft Excel Level II
CCTO150	Microsoft PowerPoint
CCTO170	Microsoft Access Level I

ASSESSMENT

CCTO501	Office Applications Specialist Mastery Assessment

OPTIONS: TWO OF THE FOLLOWING

CCTB109	Microsoft Project Level I
CCTD111	Adobe Acrobat Level I
CCTO113	Microsoft Visio
CCTO160	Microsoft Outlook Foundations
CCTO270	Microsoft Access Level II
CCTO451	Microsoft SharePoint Foundation

PRODUCTIVITY ENHANCEMENT SERVICES

CERTIFICATES

BUSINESS ANALYST LEADERSHIP

OVERVIEW

Business analysts must have exceptional project leadership skills. Discover how boosting your leadership skills can help your organization become more effective and efficient. This program enables you to become an effective leader and to better guide your organization towards important and timely decisions in today's competitive global market. You will learn how to gather business intelligence, analyze client or business needs and map or translate these needs into an IT/IS project.

The project management and leadership modules in this program will complement your skills and training as a business analyst. Refer to the Project Management Certificate program for details on project management modules.

CAREER OPPORTUNITIES

Although this certificate program is open to all students, it is generally appropriate for business analysts, project managers, requirements analysts and systems analysts or for people looking to work in these areas. Continuing Education students will find the certificate adds to their professional development, skill set and overall value as an employee or business owner.

PROGRAM MODEL/COMPLETION REQUIREMENTS

Each module covers two days and 14 hours. Weekend classes are held every three weeks.

CERTIFICATION

A NAIT Business Analyst Leadership Certificate will be awarded upon successful completion of:
- core modules (PMGT101-106), plus
- seven additional modules

ACCREDITATION

As a Global Registered Education Provider (R.E.P.) NAIT has been approved by PMI to issue professional development units (PDUs) for its project management (PMGT) training courses.

DELIVERY OPTIONS

Weekend delivery. Customized corporate training is also available. For further information, please contact PMC Office at 780.471.7733 or pmc@nait.ca

PROGRAM OUTLINE

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CORE MODULES

PMGT101	Introduction To Project Management
PMGT102	Productivity Improvement
PMGT103	Team-Building & Facilitative Leadership
PMGT104	Project Scope Management
PMGT105	Project Time Management PERT/CPM
PMGT106	Project Management Tools

ADDITIONAL REQUIRED MODULES

PMGT107	Project Cost Management
PMGT109	Project Risk Management
PMGT112	Project Human Resource Management
CCTB101	BA Introduction and Enterprise Analysis
CCTB102	Data Modeling
CCTB117	Unified Modeling Language (UML)
CCTB140	nTier Development Programming Architecture

FLUID POWER

OVERVIEW

Within the manufacturing industry, there is exceptional earning potential for those who have Fluid Power Certification. In cooperation with representatives from industry, NAIT has developed three levels of fluid power training, each consisting of six modules.

CERTIFICATION

A NAIT Fluid Power Certificate Level 1 will be awarded upon successful completion of the six basic level modules. If you are inquiring about advanced credit for Level 2 or Level 3, please email pmc@nait.ca.

DELIVERY OPTIONS

Weekend delivery. Customized corporate training is also available. For further information, please contact PMC Office at 780.471.7733 or pmc@nait.ca

PROGRAM OUTLINE

BFPC101	Introduction to Fluid Power I	BFPC105	Fluid Power Inspection & Failure Analysis I	IFPC203	Fluid Power Systems I
BFPC102	Introduction to Fluid Power II	BFPC106	Fluid Power Inspection & Failure Analysis II	IFPC204	Fluid Power Systems II
BFPC103	Fluid Power Actuators & Pumps	IFPC201	Fluid Power Conductors	IFPC205	Fluid Power Troubleshooting I
BFPC104	Fluid Power Valves & Controls	IFPC202	Fluid Power Ancillary Devices	IFPC206	Fluid Power Troubleshooting I

LEAN SIX SIGMA (GREEN BELT)

OVERVIEW

Lean Six Sigma is an operating strategy that seeks to maximize productivity by creating value in the eyes of the end user. The focus is not on a single department, area or process but on the optimization of the entire system. Participants will discover how Lean Six Sigma relates to best processes and practices: those which optimize resources and yield the best products or services in the fastest manner, at the lowest cost and to the satisfaction of the client.

Participants will gain a practical understanding of the use of the Six Sigma approach within a project management context. For example, they will learn how to identify a problem, convert it to a statistical problem, find a statistical solution and convert it into a practical solution.

The project Leadership modules (PMGT101-106) in this program will complement the curriculum included within the Lean Six Sigma modules (LSSC101-107).

CERTIFICATION

A NAIT Lean Six Sigma Certificate will be awarded upon successful completion of:
- Core modules PMGT101-PMGT106, plus
- Certificate-specific modules LSSC101-LSSC107

Students can take the certificate-specific modules prior to or after the core (Project Leadership) modules.

DELIVERY OPTIONS

Weekend delivery. Customized corporate training is also available. For further information, please contact PMC Office at 780.471.7733 or pmc@nait.ca

PROGRAM OUTLINE

CORE COURSES

PMGT101	Introduction To Project Management
PMGT102	Productivity Improvement
PMGT103	Team-Building & Facilitative Leadership
PMGT104	Project Scope Management
PMGT105	Project Time Management PERT/CPM
PMGT106	Project Management Tools

ADDITIONAL REQUIRED MODULES

LSSC101	Introduction to Lean Six Sigma
LSSC102	Define Customer Requirements (Define/Measure)
LSSC103	Process Analysis (Define)
LSSC104	Introduction to Measurement and Basic Statistics (Measure)
LSSC105	Introduction to Statistical Decision Making (Analyze) I
LSSC106	Process Improvement Techniques (Improve)
LSSC107	Sustaining Improvements/World Class Performance (Control)

MACHINE-SHOP INSPECTION AND CALIBRATION

OVERVIEW

Experience the challenging world of machine shop inspection and calibration. This program encompasses the principles of dimensional metrology, focusing on the precise measurement of machined components. Students will explore a wide range of manufacturing solutions which help industry reach higher quality standards.

Students will learn to properly select and calibrate measuring instruments and measure precise work as typically carried out in a manufacturer's standards room or inspection department. Students will also learn the range of measuring concepts and mathematics used in the standards room environment and will receive practical, hands-on experience.

CAREER OPPORTUNITIES

This program is open to all prospective students, especially those wishing to gain hands-on experience in calibration and machine inspection techniques. Machine Shop inspection personnel are in high demand and this program is well-recognized by employers. Continuing Education students will find the credential adds to their professional development, skill set and overall value or marketability as an employee or business owner.

CERTIFICATION

A NAIT Machine Shop Inspection and Calibration Certificate will be awarded upon successful completion of the required modules.

DELIVERY OPTIONS

Weekend delivery. Customized corporate training is also available. For further information, please contact PMC Office at 780.471.7733 or pmc@nait.ca

PROGRAM OUTLINE

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MSIC101	Principles of Measurement, Traceability and Calibration	MSIC104	Angular Measurement - Principles and Equipment	MSIC107	The Autocollimator, Interferometry and Optical Flats
MSIC102	Surface Table Measuring	MSIC105	Limits and Fits, Interchangeability and Limit Gauging	MSIC108	Introduction to Coordinate Measuring Machine
MSIC103	Surface Texture and Dimensional Accuracy	MSIC106	Measurement of Unified Threads and Thread Gauges		

OIL FIELD THREAD INSPECTION

OVERVIEW

If thread inspection is an area of your operations that could use improvement, this series of courses is for you. The course uses the Gagemaker system of direct measurement to fully inspect any thread regardless of shape or size. Thread theory is presented in detail along with gaging theory. Straight, tapered and rotary shouldered connections are covered. The course provides practical hands-on inspection training with the use of labs that run parallel to the theory portion of the course.

CERTIFICATION

NAIT Oilfield Thread Inspection certificate will be granted upon completion of the following courses.

PROGRAM OUTLINE

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MSIC101	Principles of Measurement, Traceability and Calibration
MSIC105	Limits and Fits, Interchangeability and Limit Gauging
MSIC106	Measurement of Unified Threads and Thread Gauges
OFTI101	Straight Thread Measurement
OFTI102	Rotary Shouldered Connections
OFTI103	Casing, Tubing and Pipe Threads

OPERATIONS MANAGEMENT

OVERVIEW

Develop your skills and knowledge about all aspects of operations management. Get to know the many relationships between operations management and project management. Operations management encompasses the day-to-day activities of any type of company. No matter what kinds of goods or services the company provides, the operations function lies at the core of the business.

Students will learn a wide variety of skills and techniques related to different parts of the operations function, including:
- supervision and operations management
- forecasting for production
- scheduling
- capacity planning
- inventory control

The project management modules in this program will complement your skills and training in operations management. Refer to the Project Management Certificate program for details on project management modules.

CAREER OPPORTUNITIES

Although this certificate program is open to all students, it is generally appropriate for production managers, manufacturing managers, purchasing personnel, operations managers and others in a leadership role related to operations. Continuing Education students will find the credential adds to their professional development, skill set and overall value or marketability as an employee or business owner.

PROGRAM MODEL/COMPLETION REQUIREMENTS

Each module covers two days and 14 hours. Weekend classes are held every three weeks. Case studies are an integral part of the program.

CERTIFICATION

A NAIT Operations Management Certificate will be awarded upon successful completion of:
- core modules (PMGT101-106), plus
- five additional modules

Students can take the certificate-specific modules prior to or after the core (Project Leadership) modules.

ACCREDITATION

As a Global Registered Education Provider (R.E.P.), NAIT has been approved by PMI to issue professional development units (PDUs) for its project management (PMGT) training courses.

DELIVERY OPTIONS

Weekend delivery. Customized corporate training is also available. For further information, please contact PMC Office at 780.471.7733 or pmc@nait.ca

PROGRAM OUTLINE

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CORE MODULES

PMGT101	Introduction To Project Management
PMGT102	Productivity Improvement
PMGT103	Team-Building & Facilitative Leadership
PMGT104	Project Scope Management
PMGT105	Project Time Management PERT/CPM
PMGT106	Project Management Tools

ADDITIONAL REQUIRED MODULES

OPMG101	Introduction to Operations Management
OPMG102	Forecasting for Production
OPMG103	Capacity Planning
OPMG104	Scheduling
OPMG105	Inventory Control

PROJECT LEADERSHIP

OVERVIEW

Build your leadership and people skills in this interactive program. Did you know that many projects or project teams suffer from a lack of people skills, including leadership? When projects fail, go over budget or fall behind schedule, it's more likely related to a lack of people skills than a lack of technical skills. This program was developed to address this common concern.

The program focuses on the standardized project management process and highlights major pitfalls that lead to project overruns. The six modules have been customized for adult learners and actively promote information sharing and discussion by participants.

By the end of the program, participants will know how to manage meetings effectively, identify communication barriers, form successful teams and apply appropriate leadership skills in various scenarios. In addition, participants will be able to apply conflict management strategies, use project management software, manage productivity improvement processes and prepare project action plans.

CAREER OPPORTUNITIES

Although this certificate program is open to all students, it is generally appropriate for project managers, program leaders, group leaders, process improvement personnel, continuous improvement personnel, engineers and business managers as well as those in leadership positions or with a strong interest in project leadership. Continuing Education students will find the credential adds to their professional development, skill set and overall value or marketability as an employee or business owner.

PROGRAM MODEL/COMPLETION REQUIREMENTS

Each module covers two days and 14 hours. Weekend classes are held every three weeks.

CERTIFICATION

A NAIT Project Leadership Certificate will be awarded upon successful completion of the required modules.

ACCREDITATION

As a Global Registered Education Provider (R.E.P.), NAIT has been approved by PMI to issue professional development units (PDUs) for its project management (PMGT) training courses.

DELIVERY OPTIONS

Weekend delivery. Customized corporate training is also available. For further information, please contact PMC Office at 780.471.7733 or pmc@nait.ca

PROGRAM OUTLINE

PMGT101	Introduction To Project Management
PMGT102	Productivity Improvement
PMGT103	Team-Building & Facilitative Leadership
PMGT104	Project Scope Management
PMGT105	Project Time Management PERT/CPM
PMGT106	Project Management Tools

PROJECT MANAGEMENT

OVERVIEW

Further your professional development by launching yourself into NAIT's 12-module Project Management Certificate (PMC) program. Project managers are responsible, communicative leaders who must ensure all projects are completed on time, within budget and to the satisfaction of all the stakeholders. In addition, project managers must apply appropriate soft skills to gain the trust and commitment of project participants, while applying hard technical skills to effectively initiate, plan, execute, monitor, control and close out projects.

The PMC program was developed with input from industry professionals, the Project Management Institute - Northern Alberta Chapter and advisory committees with representation from industries where project management expertise is in demand. The modular program can easily be customized for different businesses or industries. Typical students include those currently acting in a project management capacity and those wishing to begin a career in project management.

PMC graduates are well positioned to subsequently achieve certification as a Project Management Professional (PMP). The PMC program also provides transferability to degree programs. For further PMP Exam information, please call 610.356.4600 or visit www.pmi.org.

CAREER OPPORTUNITIES

This program is open to all prospective students, especially those wishing to become a project manager and those already working in a project management role. Project management professionals are in demand in industry and government. Graduates of the Project Management Certificate (PMC) program will find that the program is well-recognized by employers. Similarly, those who go on to achieve certification as a PMP through the Project Management Institute will find their credential complements their other qualifications and experiences, adding to overall career opportunities.

PROGRAM MODEL/COMPLETION REQUIREMENTS

Start-up dates are January and August of each year. There is one two-day, 14-hour module per month. Modules are interactive and encourage group activity.

PMGT101 Introduction to Project Management provides an overview of Project Management. PMGT102 Productivity Improvement and PMGT103 Team-Building & Facilitative Leadership focus on the soft skills. The remainder of the program deals with hard technical skills necessary to effectively manage projects.

PMP EXAM PREP

To become certified by the Project Management Institute (PMI) as a Project Management Professional (PMP), students must pass the PMP exam and accumulate the required hours of project management experience. PMP certification is one of the most respected credentials in project management.

The PMP exam preparation courses (PMGT900 & PMGT901) provide an overview of PMI knowledge areas.

CERTIFICATION

A NAIT Quality Management Certificate will be awarded upon successful completion of the required modules.

ACCREDITATION

As a Global Registered Education Provider (R.E.P.), NAIT has been approved by PMI to issue professional development units (PDUs) for its project management (PMGT) training courses.

DELIVERY OPTIONS

Weekend delivery. Customized corporate training is also available. For further information, please contact PMC Office at 780.471.7733 or pmc@nait.ca

PROGRAM OUTLINE

REQUIRED MODULES

PMGT101	Introduction To Project Management
PMGT102	Productivity Improvement
PMGT103	Team-Building & Facilitative Leadership
PMGT104	Project Scope Management
PMGT105	Project Time Management PERT/CPM
PMGT106	Project Management Tools
PMGT107	Project Cost Management
PMGT108	Project Communication Management
PMGT109	Project Risk Management
PMGT110	Project Quality Management
PMGT111	Project Procurement Management
PMGT112	Project Human Resource Management

PMP EXAM PREP MODULES

PMGT900	Project Management Professional Exam Preparation - Part A
PMGT901	Project Management Professional Exam Preparation - Part B

QUALITY MANAGEMENT

OVERVIEW

Quality management is a vital part of operations in all kinds of business sectors, industrial operations and government. Given the nature of today's global economy and international competition, product and service quality is critical to the success of any business or organization.

This program is designed for people with quality control or quality management duties in their work. Students may choose from three streams: general, environmental and information technology (IT).

Participants will be introduced to the essential mechanisms of quality management systems, including steps in creating a quality policy and developing related objectives and procedures. Students will gain a practical understanding of the general principles and frameworks of a quality management system. Depending on the stream chosen, courses emphasize the ISO 9000 series of quality management standards and/or the ISO 14000 series of environmental management standards.

The project management modules in this program complement the quality management modules. Refer to the Project Management Certificate program for details on project management modules.

CAREER OPPORTUNITIES

Although this certificate program is open to all students, it is generally appropriate for QA managers, QA engineers, environmental engineers, quality managers, environmental managers, IT Managers and others with a leadership role in quality assurance. Continuing Education students will find the credential adds to their professional development, skill set and overall value or marketability as an employee or business owner.

PROGRAM MODEL/COMPLETION REQUIREMENTS

Each module covers two days and 14 hours. Weekend classes are held every three weeks.

Upon completion of the required modules (core and applicable), you will receive the applicable quality management certificate:
 • Quality Management - General
 • Quality Management - IT

Students can take the certificate-specific modules prior to or after the core (Project Leadership) modules.

CERTIFICATION

A NAIT Quality Management Certificate will be awarded upon successful completion of the required modules.

ACCREDITATION

As a Global Registered Education Provider (R.E.P.), NAIT has been approved by PMI to issue professional development units (PDUs) for its project management (PMGT) training courses.

DELIVERY OPTIONS

Weekend delivery. Customized corporate training is also available. For further information, please contact PMC Office at 780.471.7733 or pmc@nait.ca

PROGRAM OUTLINE

CORE MODULES

PMGT101	Introduction To Project Management
PMGT102	Productivity Improvement
PMGT103	Team-Building & Facilitative Leadership
PMGT104	Project Scope Management
PMGT105	Project Time Management PERT/CPM
PMGT106	Project Management Tools

GENERAL REQUIRED MODULES

QMGT101	Quality Management
QMGT102	ISO Quality Standards
QMGT103	Quality Auditing
QMGT104	Quality Manual
QMGT105	Product Sampling
QMGT106	Applied Statistics & Process Control
QMGT107	Product Reliability

IT REQUIRED MODULES

QMGT101	Quality Management
QMGT102	ISO Quality Standards
QMGT103	Quality Auditing
QMGT104	Quality Manual
CCTB101	BA Introduction and Enterprise Analysis
CCTB117	Unified Modeling Language (UML)
CCTB150	Software Testing Overview

ROBOTICS, AUTOMATION AND CONTROL

OVERVIEW

Robots and automated systems have been in general use in the manufacturing industry since the early 1980s. The systems have seen wide acceptance in high-volume manufacturing for many years. As systems mature, they are becoming cost effective for low-volume production in the local manufacturing sector. This has led to a need to train industry staff in the development and maintenance of automated systems.

PROGRAM MODEL/COMPLETION REQUIREMENTS

The program consists of twelve 14-hour modules, which are divided into lecture and lab practice. To start, the program will be offered on weekends but will be available for delivery during the week to meet client needs.

CERTIFICATION

A Robotics, Automation and Control Certificate will be awarded upon successful completion of the required modules.

ENTRANCE REQUIREMENTS

- post-secondary diploma in a related field or equivalent
- a working knowledge of AC/DC electric circuits
- a basic knowledge of automated processes
- familiarity with personal computers

PROGRAM OUTLINE

RACC101	Introduction to Industrial Robotics
RACC102	Introduction to Digital Logic
RACC103	Automation Sensors
RACC104	Introduction to Mobile Robotics
RACC105	Introduction to Micro Controllers
RACC106	Control Systems
RACC107	Introduction to Hydraulics and Pneumatics
RACC108	Introduction to CNC Programming
RACC109	Introduction to Programmable Logic Controllers
RACC110	Introduction to Data Communication
RACC111	Level 2 Programmable Logic Controllers
RACC112	Computer Integrated Manufacturing

SUPERVISORY COMMUNICATION SKILLS

OVERVIEW

Good communication is the key to developing a successful and productive staff and workplace environment. These courses will provide frontline supervisors with the opportunity to build on the key communication skills in one-to-one and team situations. Participants will practice and receive feedback on various forms of communication including oral, written and basic presentation skills. The supervisory communications skills courses will also provide participants with an understanding of the dynamics, impact and importance of communication when managing change and/or conflict in the workplace.

CERTIFICATION

A NAIT Supervisory Communication Skills Certificate will be awarded upon successful completion of SCS101 - SCS106

PROGRAM OUTLINE

SCSC101	Interpersonal Communication Skills
SCSC102	Effective Communication with Work Groups
SCSC103	Supervisory Writing Skills
SCSC104	Technical Writing Skills I
SCSC105	Technical Writing Skills II
SCSC106	Presentation Skills

SUPERVISOR/MANAGER FACILITATION SKILLS

OVERVIEW

Many managers, project managers, team leads and supervisors are faced with working groups that have difficulties making decisions, analyzing and solving problems or presenting information and data in a productive manner. Many workplace issues remain unresolved because work groups get stuck not knowing how to proceed or get locked into a stalemate. The facilitation skills series provides line managers with the tools and techniques necessary to productively facilitate decisions, gather and analyze data and arrive at concensus-based decision-making during various stages of workplace initiatives or projects.

Participants will learn facilitation skills that are key to meeting the challenges of developing and managing interdependent work teams.

CAREER OPPORTUNITIES

Although this certificate program is open to all students, it is generally appropriate for project managers, managers, supervisors, engineers and those in leadership or with a strong interest in group facilitation. Continuing Education students will find the credential adds to their professional development, skill set and overall value or marketability as an employee or business owner.

PROGRAM MODEL/COMPLETION REQUIREMENTS

Each module covers two days and 14 hours. Weekend classes are held every three weeks.

CERTIFICATION

A NAIT Supervisor/Manager Facilitation Skills Certificate will be awarded upon successful completion of:
- core modules PMGT101-PMGT106, plus
- certificate-specific modules SMFS101-SMFS105

Students can take the certificate-specific modules prior to or after the core (Project Leadership) modules.

ACCREDITATION

As a Global Registered Education Provider (R.E.P.), NAIT has been approved by PMI to issue professional development units (PDUs) for its project management (PMGT) training courses.

DELIVERY OPTIONS

Weekend delivery. Customized corporate training is also available. For further information, please contact PMC Office at 780.471.7733 or pmc@nait.ca

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PROGRAM OUTLINE

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CORE MODULES

PMGT101	Introduction To Project Management
PMGT102	Productivity Improvement
PMGT103	Team-Building & Facilitative Leadership
PMGT104	Project Scope Management
PMGT105	Project Time Management PERT/CPM
PMGT106	Project Management Tools

ADDITIONAL REQUIRED MODULES

SMFS101	Working With People
SMFS102	Working With Ideas
SMFS103	Working with Numbers
SMFS104	Working With Teams
SMFS105	Applying Facilitation Tools & Techniques

Main Campus

NORTH

ZONE Q
QA
ZONE B
ZONE C
V
118 AVENUE
ZONE Z

ERNESTS
FRESH EXPRESS
MCNALLY LIBRARY
PROJECT FACTORY
U

N
B
C
D
SECURITY
T

TUTORIAL CENTRE (A133)
AUTOMOTIVE REPAIR
A

NORTH LOBBY
COMMON MARKET
COURTYARD
O
SOUTH LOBBY
?

GYM
E
NAITSA

J
H
G
F

ARENA/POOL
THE NEST
FITNESS WEIGHT CENTRE
S

ANIMAL HEALTH CLINIC
TECHSTORE/BOOKSTORE
SHAW THEATRE
X

NAIT WAY

106 STREET
105 ST
104 ST
103 ST
118 AVENUE

ZONE M
QB

BISTRO
L
ZONE L

117 AVENUE
ZONE S

EMBERS
Y
NEXEN THEATRE
W
hp CENTRE

STUDENT ADVISORY CENTRE
BYTES
ZONE HP

103 STREET
entrance

PRINCESS ELIZABETH AVENUE

PE
HUMAN RESOURCES

FUTURE LRT STATION

ZONE F

TO KINGSWAY MALL

LEGEND

- ? Information
- P Hourly Parking
- Bus Stop
- Parking for persons with disabilities
- Motorcycle Parking
- Bicycle Compound
- Student Permit Parking
- Daily Parking

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S	Activities Centre
O	Central Building
G	Centre for Chemical Studies
C	Encana Centre for Power Engineering Technology
H	Electronics Wing
L	Engineering Technologies Annex
C	Gateway Mechanical Services Centre for Building Environment Technology
W	hp Centre for Information and Communications Technology
PE	Human Resources Building
A	Industrial Building
V	Industrial Technical Building
T	JR Shaw School of Business
J	J-Wing
U	Learning Resources Centre
F	Medical Wing
Q	Parkade
Y	Petro-Canada Centre for Millwright Technology
N	Sandvik Coromant Centre for Machinist Technology
D	Services Building
B	Shell Manufacturing Centre
X	South Learning Centre
Y	Spartan Centre for Instrumentation Technology
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Tutorial Centre, **A**-133

LOCATIONS

Edmonton
Main Campus, 11762 - 106 Street NW
Patricia Campus, 12204 - 149 Street
Souch Campus, 7110 Gateway Boulevard
St. Albert, 506B, St. Albert Road
NAIT Distribution Centre, 11311 - 120 Street

Calgary
NAIT Calgary, 816 - 55 Avenue NE

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