



JULY 1, 2012 TO JUNE 30, 2013

# CONTINUING EDUCATION



EDUCATION FOR THE REAL WORLD

# CONTINUING EDUCATION

NAIT'S CONTINUING EDUCATION GIVES YOU FLEXIBLE STUDY OPTIONS WITH PART-TIME, WEEKENDS, EVENINGS, FACE-TO-FACE, OPEN STUDIES, DISTANCE AND ONLINE CHOICES, SO YOU CAN FIND A FIT FOR YOUR LIFESTYLE, YOUR PACE, AND YOUR GOALS. WHETHER YOU WANT TO TAKE YOUR CAREER TO THE NEXT LEVEL, TRY A NEW PATH, OR PURSUE PERSONAL INTERESTS, WE HAVE THE PROGRAMS AND COURSES YOU NEED. TAKE SINGLE COURSES OR WORK TOWARDS A CERTIFICATE, DIPLOMA OR DEGREE - THE CHOICE IS YOURS.

THIS YEAR WE HAVE INTRODUCED A LEGEND WHICH SHOWS: THE LEARNING OPTIONS FOR THE COURSES LISTED IN THE CALENDAR; THE START DATE OF THE COURSE; AND THE CREDENTIAL THAT YOU WILL RECEIVE UPON COMPLETION OF THE PROGRAM.

**LEGEND**

**LEARNING OPTIONS**

- Ft** Full-time
- Pt** Part-time
- D** Distance and Online learning

**START DATE**

- Fall
- Winter
- Spring
- Summer

**CREDENTIAL**

- A** Applied degree
- B** Baccalaureate degree
- C** Certificate
- Dp** Diploma

## STUDY OPTIONS

Evenings, distance, eLearning, face-to-face - which one should you choose? Here are some definitions to help you decide.

### FACE-TO-FACE OPTIONS

With face-to-face options, students attend classes in person, on a NAIT campus.

#### Evenings

Courses are held in the evenings during the week (Monday through Friday) on a NAIT Campus, in a classroom or lab. Courses may have a combination of evening and weekend classes.

#### Weekends

Courses are held on the weekends, typically Friday evenings through Sundays, on a NAIT Campus, in a classroom or lab. Courses may have a combination of evening and weekend classes.

### DISTANCE OPTIONS

Distance education brings the classroom to you, wherever you are, when it works for you. Supported by professional instructors with real world experience by phone, email, and online, you'll get the individual support you need to find success.

#### Computer-Based Learning (CB)

Your course may allow you to learn at your own pace or you may be required to follow a course schedule, using a computer to access and submit lessons, assignments and exams. You may be required to write exams at a physical location. Check with the program area for individual course requirements.

#### Correspondence (CO)

Your course may allow you to learn at your own pace or you may be required to follow a course schedule primarily using traditional print materials (texts and paper-based correspondence) to receive and submit work. Communication with a tutor or instructor can be by phone, email, postal mail or other means. You may be required to write exams at a physical location. Check with the program area for individual course requirements.

#### eLearning (EL)

An instructor-led, interactive online course in which students access all instruction via the internet. A virtual classroom in which you attend and participate via electronic means and interact with other students. Your course may allow you to learn at your own pace or you may be required to follow a course schedule. You may also be required to write exams at a physical location. Check with the program area for individual course requirements.

#### Face to Face (FF) (In Person)

A course you attend in a classroom or lab, or by other electronic means. Led by a facilitator or instructor, with the help of technologies such as video conference, web conference, or teleconference.

# HOW TO REGISTER

## ONLINE

The fastest way to register! If you meet the pre-requisites, know immediately if you are enrolled in the course or if you are on a waiting list. All you need is a valid credit card and a student ID (if you don't have one, you'll be prompted to create one).

1. Find the course you would like to take:
  - a. Visit <http://www.nait.ca/programsandcourses>
  - b. Choose your subject area, program delivery, outcome, or search by keyword to find a program.
  - c. Click on the program name, browse to the related courses, and click on a course name.

OR

- d. Find a course in this calendar.
  - e. Using the Search Site box at the top of each page of our website, type in the course number to go directly to a course from this calendar.
2. On the course page, choose a section from the list that best meets your needs.
  3. Click Add to Cart, and follow the online checkout process.

## IN PERSON OR BY MAIL

1. Find the course you would like to take at [www.nait.ca/programsandcourses](http://www.nait.ca/programsandcourses) or in this calendar.
2. Choose the course section that best meets your needs (dates, times, locations, delivery option).
3. Complete the Registration Form in this calendar or downloaded from our website.
4. Deliver or mail the completed form along with payment information to:  
Office of the Registrar  
Suite 1000, 11762 - 106 Street  
Edmonton, AB T5G 3H1

## BY PHONE OR FAX

1. Find the course you would like to take at [www.nait.ca/programsandcourses](http://www.nait.ca/programsandcourses) or in this calendar.
  2. Choose the course section that best meets your needs (dates, times, locations, delivery option).
  3. Complete the Registration Form in this calendar or downloaded from our website.
  4. Have your credit card ready and phone 780.471.6248
- OR
5. Fax your completed form with payment information to 780.471.8490.



**REGISTER NOW**

visit [www.nait.ca/ConEd](http://www.nait.ca/ConEd)

# ACCELERATE YOUR EARNING POTENTIAL

EARNING MORE STARTS WITH LEARNING MORE. BUILDING NEW SKILLS - PROFESSIONAL DEVELOPMENT - IS OFTEN THE FIRST STEP TO ADVANCEMENT. WITH ITS FOCUS ON INDUSTRY-DRIVEN EDUCATION, NAIT CONTINUING EDUCATION PROVIDES A COMPETITIVE ADVANTAGE WHEN IT COMES TO EARNING POWER.

As a full-time employee with Canada Revenue Agency (CRA), Myles Allan had tried distance learning to advance his education, but it wasn't the right fit for his lifestyle. After exploring his options, the cost and speed of the part-time Accelerated Accounting program brought Myles to NAIT Continuing Education.

While taking his certificate-level courses, Myles landed a new position in CRA. With his diploma he now has access to even more areas and positions in his department.

Myles credits Accelerated Accounting with greatly improving his understanding of business practices and accounting methods. In particular, he notes that the diploma courses provided excellent real-world preparation that assisted him with his day-to-day work.

It is this real-world training that Myles sees as the greatest benefit of NAIT Continuing Education for both students and employers. Continuing Education graduates require less employer training - which means reduced costs for employers and increased marketability for grads.



## MYLES ALLAN

Trust Account Examiner,  
Canada Revenue Agency

Accelerated Accounting Certificate, 2011;  
Accelerated Accounting Diploma, 2012



FOR MORE INFORMATION

visit [www.nait.ca/ConEd](http://www.nait.ca/ConEd)

# TRADE UP TO A NEW CAREER IN THE TRADES

NAIT CONTINUING EDUCATION OFFERS TRADESKILL COURSES THAT GIVE YOU HANDS-ON TRAINING AND LET YOU KEEP YOUR DAY JOB UNTIL YOU'RE READY TO MAKE THE TRANSITION TO YOUR NEW FIELD.

Providing home care to children with extreme medical needs was a job that Andrea Suderman loved, but the demands it put on her family led her to decide it was time for a career change. So when her oldest child started exploring the trades at NAIT, Andrea did the same.

Well-versed in home repair and from a family of tradesmen who ran their own successful businesses, Andrea knew she could do the same – and NAIT's Plumber Job Readiness program allowed her to sample the trade without quitting her current job.

NAIT's hands-on training helped Andrea to get an apprenticeship the first day she handed out resumes after graduation, and she loves having a career that is challenging and different every day. As trades continue to be a male-dominated field, Andrea sees NAIT's Job Readiness programs as a fantastic way for women to try something new – and potentially gain a great new career, like hers.



**ANDREA SUDERMAN**

Plumber Apprentice,  
The Plumber Guys

Plumber Job Readiness, 2011



# BUILD YOUR CAREER

WHETHER YOU WANT TO TAKE YOUR CURRENT CAREER TO THE NEXT LEVEL OR LAUNCH A SECOND CAREER, NAIT CONTINUING EDUCATION IS THE PLACE TO START. WITH A NUMBER OF OUTSTANDING CAREER CHOICES IN THE TRADES AND TECHNOLOGY FIELDS, NAIT'S FLEXIBLE LEARNING OPTIONS ALLOW YOU TO FIT CLASSES AROUND YOUR PERSONAL OR PROFESSIONAL COMMITMENTS.

As a graduate of the full-time Architectural Technology program, Melissa Drew knows the value of a NAIT education. So when she decided to move to the construction side of the building business, Melissa chose NAIT's part-time Construction Technology program to learn more about her new career.

Part-time education allowed Melissa to work full-time while she studied, so she could apply her lessons immediately on the job. This meant rapid career advancement, moving her from a draftsman position to leading pre-construction on several large projects in just four years.

In addition to advancing her daytime career, Melissa's Continuing Education experience inspired her to pursue another part-time job - sharing her knowledge as a NAIT instructor. She completed NAIT's Becoming a Master Instructor program through Continuing Education, and now teaches the Building Information Modeling courses two nights a week.



**MELISSA DREW**

Pre-Construction Services Specialist,  
Clark Builders  
Construction Technology, 2010



# MANAGE LEARNING AND YOUR LIFESTYLE

DO YOU LIVE OUT OF TOWN OR WORK SHIFTS? YOU CAN STILL BENEFIT FROM A NAIT EDUCATION. DISTANCE COURSES FROM NAIT CONTINUING EDUCATION MEAN YOU CAN STUDY AT YOUR OWN PLACE, AT YOUR OWN PACE, AND ON YOUR OWN TIME.

John Krysa is a dedicated volunteer who includes working with schools, youth sporting events and acting as a pyrotechnician on his list of free-time activities. He is also a volunteer firefighter for the Village of Seba Beach and the village's Deputy Director of Disaster Services. All this in addition to his full-time job at the Sundance Generating Station.

With this busy schedule, the online Emergency Management Diploma offered through NAIT Continuing Education was the perfect fit for John. Online access meant that if his study time was interrupted by a major car accident or a cat in a tree, he wouldn't fall behind in his lessons. He also appreciated the opportunity to learn from students across Canada and gain insights into how other regions handle emergencies and disasters.

The diploma courses helped John in his existing safety-related roles, and also led him to start his own safety consulting company. He now provides services to companies like Syncrude, Melloy and Vital Signs Health Services.



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## JOHN KRYSA

Firefighter, Safety Consultant and Deputy Director of Disaster Services/Village of Seba Beach.

Emergency Management Diploma, 2011

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## FOR MORE INFORMATION

visit [www.nait.ca/ConEd](http://www.nait.ca/ConEd)



# PURSUE A **LIFETIME** OF LEARNING

CONTINUING EDUCATION PROVIDES MUCH MORE THAN A WAY TO ADVANCE YOUR CAREER. TRY SOMETHING DIFFERENT. PURSUE A PASSION. BUILD A NEW SKILL SET. NAIT CONTINUING EDUCATION GIVES YOU A WIDE VARIETY OF OPTIONS TO EXPLORE.

When Cliff Milroy was a full-time NAIT student in the '70s, tuition was only \$40-\$60 a course. While the cost of a NAIT education has definitely changed over the past 40 years, the value has not. This is why Cliff continues to take Continuing Education courses, becoming the school's most eclectic learner.

Cliff took his first Continuing Education courses in 2000, when the changing economy led him to make a career change from seasonal park warden to power engineer. He continued to take a number of trades-related courses through his employer, which allowed him to progress in his career. But he didn't stop there. His transcript also includes courses in flying, cake decorating, household plumbing and woodworking, to name only a few.

The 63-year-old says the courses have given him self-confidence in addition to skills. What's next for Cliff? The LEED Core Concepts course for work, and Meat Cutting Basics and Blacksmithing for personal interest.



## CLIFF MILROY

Building Operator,  
Commerce Place

Biological Sciences, 1973; Photography, 1976;  
CED student, 2000-present



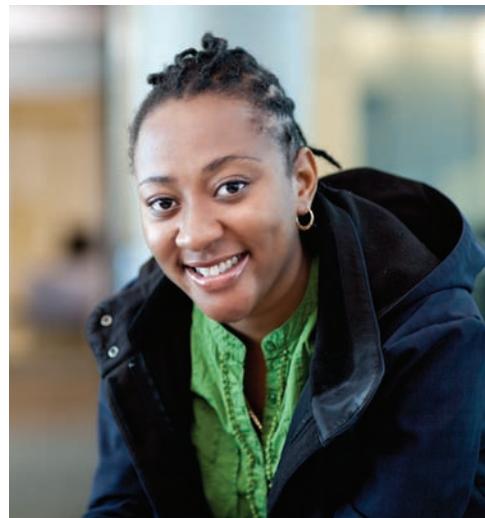
# CONNECT WITH CUTTING EDGE SKILLS

NAIT'S FLEXIBLE PART-TIME EVENING AND WEEKEND LEARNING OPTIONS LET YOU WORK TOWARDS A DIPLOMA IN DIGITAL MEDIA AND INFORMATION TECHNOLOGY. GET A HEAD START WITH COURSES IN GRAPHIC DESIGN, VIDEO SUITE TECHNOLOGY, 3D MODELLING AND ANIMATION OR BUSINESS COMPUTER PROGRAMMING, AND BECOME ELIGIBLE TO TRANSFER INTO FULL-TIME STUDIES.

Veronica Williams loved creating computer applications while in high school in St. Vincent and the Grenadines. When she moved to Canada in the summer of 2010, she wanted a flexible education program and saw NAIT's part-time Digital Media and IT program as a great way to build her skills in both design and application development.

Veronica credits the program with helping her to reach and surpass industry standards in her work, and sees her instructors as key to her success. She describes her teachers as helpful and dedicated, and appreciates their availability for one-on-one clarification after class.

She has already completed 10 courses towards her diploma and is also enrolled in NAIT's co-op program, which integrates study with work experience. And thanks to Continuing Education, in addition to her great skills, Veronica can offer her co-op employer plenty of flexibility in the hours she can work.



**VERONICA WILLIAMS**

Co-op Student

Digital Media and IT



**FOR MORE INFORMATION**

visit [www.nait.ca/ConEd](http://www.nait.ca/ConEd)

# STAY RELEVANT WITH PART-TIME IT TRAINING

**WE'RE HELPING BUSY PROFESSIONALS** stay current with the latest technologies. If you're looking to update your skills, learn something new or get ahead in your profession, count on part-time information technology certificates and courses from the Computer Training Centre (CTC).

All of our programs are easily transferable to the workplace and offer you the flexibility to fit your classes around your personal and professional commitments.

See our listing of IT certificates starting on page 53 or check out the new CTC calendar - now available at newsstands throughout the city or online at [nait.ca/ctc](http://nait.ca/ctc). Register today.



SCAN THIS TO  
LEARN MORE.

Register today.  
[nait.ca/ctc](http://nait.ca/ctc) | 780.378.5008

EDUCATION FOR THE REAL WORLD



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**ACADEMIC UPGRADING**

# ACADEMIC UPGRADING



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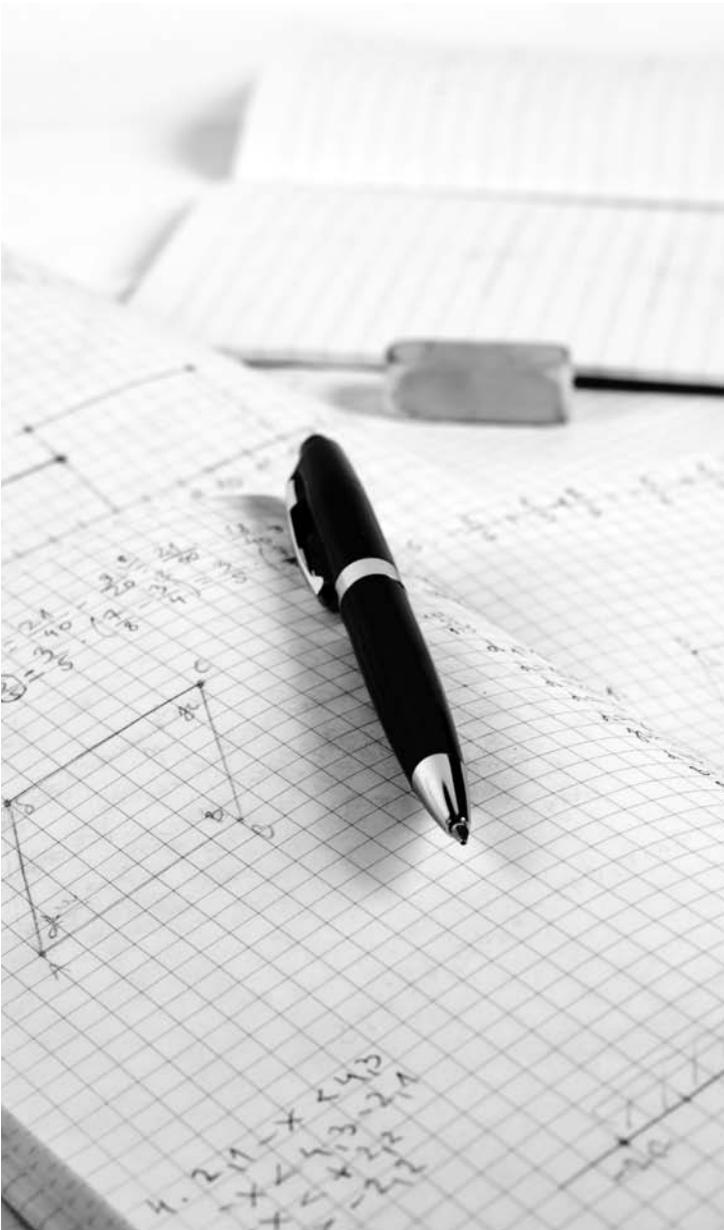
## OVERVIEW

Designed for adults of all ages and academic backgrounds, the Academic Upgrading program helps learners meet the prerequisites for acceptance into a post-secondary program.

## DISTANCE COURSES

ASM30	Mathematics 30
CMP10H	Introduction to Computers
MTH10C	Math 10C

## COURSES



## LEGEND

### LEARNING OPTIONS

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## BUILDING CONSTRUCTION + DESIGN

- CONCRETE COURSES
- CONSTRUCTION TECHNOLOGY CERTIFICATE
- CONSTRUCTION TRADES COURSES
- FORKLIFT TRAINING
- FURNITURE DESIGN & CONSTRUCTION CERTIFICATE
- HOME RENOVATION COURSES
- INSULATOR COURSES
- LEED CANADA
- PAINTING AND DECORATING COURSES
- SHEET METAL COURSES
- SOAPSTONE CARVING COURSES
- WOODWORKING COURSES

## CONCRETE COURSES



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### 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.

### COURSE OUTLINE

CRP321	Insulating Concrete Forming
CRP322	Introduction to Concrete Flatwork
CRP325	Concrete Finishes
CRP326	Concrete Surface Restoration and Decorative Coatings
CRP327	Vertical Concrete Stamping
CRP328	Concrete Stair Forming
CRP330	Concrete Countertops

### COURSES



## CONSTRUCTION TECHNOLOGY CERTIFICATE



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LEARN MORE

### 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 con-

struction career. Having a Construction Technology Certificate in your toolbox will widen your career choices and overall employability.

### CERTIFICATION

To obtain a Construction Technology Certificate, students 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.

### GOLD SEAL 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:

- CON101P
- CON196P
- CON250P
- CON270P
- CON296P

- CON370P
- CON374P
- CON392P
- CON393P
- CON395P
- CON470P
- CON490P
- CON495P

### LEGEND

#### LEARNING OPTIONS

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## PROGRAM OUTLINE

### CORE COURSES

CON131P	Small Buildings
CON132P	Building Products & Materials
CON231P	Building Science
CON250P	Project Planning & Scheduling I
CON270P	Estimating I - Quantity Surveying
CON395P	Construction Project Management

### ELECTIVES

CON101P	Overview of the Construction Industry
CON196P	An Introduction to Building Information Modeling (BIM)
CON251P	Project Planning & Scheduling II
CON296P	BIM Technology and Software
CON370P	Estimating II - Direct Costs
CON392P	Contract Law

CON393P	Supervision
CON470P	Estimating III - General Expense & Conceptual Estimating
CON481P	Applied Building Regulations
CON490P	Construction Cost Control
CON495P	Construction Delivery Systems

### COURSES



## CONSTRUCTION TRADES COURSES



SCAN THIS TO LEARN MORE

### 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 Swing Stage 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.

### COURSE OUTLINE

CRP12	Wood Frame Construction
CRP50	Swingstage Certification
PIP60	Rigging & Safety Upgrading

### COURSES



## FORKLIFT TRAINING



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### OVERVIEW

Take a forklift training course that is right for you. CRP51 is meant for those who have never driven a forklift, or have very limited experience. CRP52 is for those with some forklift operating experience and who are looking to recertify their skills.

Students who successfully complete CRP51 or CRP52 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 as a means to improve 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

CRP51	Forklift Operator Training
CRP52	Forklift Certification

### COURSES



# FURNITURE DESIGN & CONSTRUCTION CERTIFICATE



SCAN THIS TO LEARN MORE

## 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 the student 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 MODEL/ COMPLETION REQUIREMENTS

A certificate in Furniture Design & Construction will be issued upon successful completion of all Level One courses totaling 210 hours.

## CERTIFICATION

A certificate in Furniture Design & Construction.

## PROGRAM OUTLINE

FDC100	Furniture Design & Techniques - Level I
FDC101	Small Table Construction
FDC102	Small Cabinet Construction
FDC103	Basic Chair Construction
FDC104	Furniture Finishing
FDC201	Furniture Completion Lab

## COURSES



# HOME RENOVATION COURSES



SCAN THIS TO LEARN MORE

## 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 centered 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.

## COURSE OUTLINE

HOM10	Finishing Your Basement 1 - Framing
HOM20	Finishing Your Basement 2 - Electrical
HOM30	Finishing Your Basement 3 - Plumbing
HOM40	Finishing Your Basement 4 - Painting

## COURSES



### LEGEND

#### LEARNING OPTIONS

- Ft** Full-time
- Pt** Part-time
- D** Distance and Online learning

#### START DATE

- Fall
- Winter
- Spring
- Summer

#### CREDENTIAL

- A** Applied degree
- B** Baccalaureate degree
- C** Certificate
- Dp** Diploma

## INSULATOR COURSES



SCAN THIS TO  
LEARN MORE

### OVERVIEW

Removal of asbestos material requires careful handling and proper training in order 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.

### COURSE OUTLINE

INL702	Insulator Job Readiness
TRW6	Asbestos Removal & Abatement
TRW7	Exam Re-Certification - Asbestos Removal and Abatement

### COURSES



## LEED CANADA



SCAN THIS TO  
LEARN MORE

### 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 their curriculum.

### PROGRAM OUTLINE

ARC60	LEED Green Building Strategies and Green Associate Exam Preparation
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### COURSES



## PAINTING AND DECORATING COURSES



SCAN THIS TO LEARN MORE

### OVERVIEW

Professional painters and decorators apply paint, wallcoverings and other finishes to interior and exterior surfaces of buildings and other structures. They estimate

material quantities, repair surfaces for priming, recommend and mix colours, apply paints, varnishes or sealers, and hang wallcoverings. 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, workers must be aware of continual product changes and choices. This trade is often involved in new construction, repair, alteration or remodelling work, or employed by organizations that own or manage large buildings such as apartment complexes or schools.

The NAIT Job Readiness program is a hands-on course, designed to prepare successful students for entry-level apprenticeship positions in the Painting & Decorating Trade.

### COURSE OUTLINE

PND702 Painting & Decorating Job Readiness

### COURSES



## SHEET METAL COURSES



SCAN THIS TO LEARN MORE

### 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 they create are used for HVAC systems, cabi-

netry, 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 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.

### COURSE OUTLINE

SML702 Sheet Metal Job Readiness

### COURSES



### LEGEND

#### LEARNING OPTIONS

- Ft** Full-time
- Pt** Part-time
- D** Distance and Online learning

#### START DATE

- Fall
- Winter
- Spring
- Summer

#### CREDENTIAL

- A** Applied degree
- B** Baccalaureate degree
- C** Certificate
- Dp** Diploma

## SOAPSTONE CARVING COURSES



SCAN THIS TO  
LEARN MORE

### OVERVIEW

Soapstone has been a part of human development since the early eras of mankind. Soapstone carvings are some of the

most beautiful sculptures found in galleries and museums and since the early 1950's have become a popular art form. Soapstone carving begins with a creative idea or inspiration from the untouched stone itself.

The NAIT Soapstone Carving course will capture the process of taking an untouched stone and creating a unique art piece. Students will become knowledgeable about materials, the safe handling of tools and various methods used to complete a carving by the end of this course.

Skilled instructors will lead students into producing remarkable carvings. No previous experience in carving is required.

### COURSE OUTLINE

STN10 Soapstone Carving

### COURSES



## WOODWORKING COURSES



SCAN THIS TO  
LEARN MORE

### 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, then these courses are for you. This is a craftsmanship program, 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.

Class sizes are small, to facilitate interaction with the instructor and other students.

### COURSE OUTLINE

FDC10	Hand Tools
FDC12	Veneering
FDC13	Wood Carving Level 1
FDC45	Wood Working Skills
FDC51	Woodworking For Women
FDC52	Woodworking For Women Level 2
FDC98	Table Saw

### COURSES





## **BUSINESS + ADMINISTRATIVE/ACCOUNTING**

- ACCOUNTING CERTIFICATE OR DIPLOMA (ACCELERATED)
- CGA PACE PARTNERSHIP COURSES
- CERTIFIED GENERAL ACCOUNTANTS (CGA) PROGRAM
- CERTIFIED MANAGEMENT ACCOUNTANTS (CMA) PROGRAM
- CHARTERED ACCOUNTANT (CA) COURSE PREREQUISITES

# ACCOUNTING CERTIFICATE OR DIPLOMA (ACCELERATED)



SCAN THIS TO  
LEARN MORE

## OVERVIEW

Reach new heights by completing an Accelerated Accounting Certificate or Diploma. Expand your education, advance your career and possibly start working towards a professional accounting designation.

In the program you will not only fine-tune your accounting skills, but you will also emerge with practical business skills applicable in the workplace. Put it all to use and you'll see your value grow.

Even better, some of the Accelerated Accounting courses are also equivalent requirements toward the Certified General Accountant, Certified Management Accountant and Chartered Accountancy designations.

## CAREER OPPORTUNITIES

Develop your accounting skills to provide financial and management support in both the public and private sectors. In most cases, you are enrolling in this program after you have gained some working knowledge in accounting. Completing this program will help you increase or fine tune your skills. You will enhance your career opportunities and be able to use your education to open new career doors in the accounting field.

## PROGRAM MODEL/ COMPLETION REQUIREMENTS

The accelerated format of the courses is best suited to people with some accounting experience, such as a previous diploma, degree or work experience. Courses are all taught in a classroom setting and students will have the opportunity to study the theory and receive hands-on practice. See [www.nait.ca/aac](http://www.nait.ca/aac) for further information. The Accelerated Accounting Diploma is designed to provide a two (2) year block transfer credit towards any of the following Degree programs:

- NAIT's Bachelor of Applied Business Administration-Accounting or Bachelor of Business Administration Degree (BBA)
- University of Lethbridge Bachelor of Management Degree
- Athabasca University's Bachelor of Administration, Bachelor of General Studies, or Bachelor of Commerce Degrees
- Concordia University College Bachelor of Management Degree

## COURSE MATERIALS

A material list, including information on mandatory textbooks, required calculator and other necessary materials will be available at the NAIT Bookstore two weeks in advance of the course start date.

## CALCULATOR POLICY

Due to the growing number of calculators available, and the required consistency at NAIT, only the calculator model specified by the instructor will be allowed for use in examinations and quizzes. Please wait to purchase a calculator until after your first class when your instructor will discuss this with you.

## EXAM POLICY

Exams must be written in class on scheduled dates.

Unless otherwise specified on the website or in class by your instructor, the final examination will be held on the last day of class. All other examination dates will be announced in class.

Exceptions may be accommodated if the reason is valid and acceptable to the Program Chair, and documentation, such as medical record or hospital admittance, is provided.

Work commitments and 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.

Call 780.471.8383 for more information.

## COURSE DROP/ CANCELLATION/ TRANSFER PROCESS

No refund is given once your course starts.

Application to the registrar for a refund of fees for dropped courses must be received three business days prior to the start date

of the first class. The tuition fee, minus a \$50 administration fee, will be credited to your student account.

Note: Refunds can take four weeks to process by the cash office.

Non-attendance is not accepted as notice of withdrawal. Unless you make an application as outlined, you are responsible for the full tuition fee.

Course transfers can be made prior to the second scheduled class, space permitting. A \$50 administration fee will be assessed.

To transfer out of a course, a request must be made prior to the third class.

Courses transferred from one academic year to another will not be granted.

\*Withdrawing students, after class starts, are not entitled to a refund.

Students are responsible for formally withdrawing from courses in W111 (form available on the NAIT website - search for eforms). A formal course withdrawal should be provided by students prior to completing 75% of the course if the student wishes to receive a "W" on his/her transcript. If the withdrawal request is received after 75% of the course has been delivered, the student will receive a "WF". Where a student does not provide written notification of a course withdrawal, a failing grade will be recorded on his/her record.

Courses cancelled by NAIT will be refunded.

## CERTIFICATION

You have the option of completing the program requirements for either:

- Accelerated Accounting Certificate
- Accelerated Accounting Diploma

## CERTIFICATE REQUIREMENTS

To be eligible for certification, students must achieve a minimum grade of D in all 10 certificate level courses.

Note: Students pursuing a degree or professional accounting designation may require a higher grade.

## DIPLOMA REQUIREMENTS

To be eligible for certification, students must achieve a minimum grade of D in all 10 certificate-level courses and an additional 10 diploma-level courses. A total of 20 courses is required.

### ADVANCED CREDIT

If you completed accounting courses outside of NAIT's Accelerated Accounting program, course equivalents (up to a maximum of 50% of the program) may be eligible for advanced credit. Official transcripts must be presented for consideration of advanced credit.

### REQUEST FOR CERTIFICATION

When you have completed the course requirements for your certificate or diploma you will need to obtain and complete a Request for Certification form available at the Registrar's Office or online at [www.nait.ca/calendars](http://www.nait.ca/calendars).

### ENTRANCE REQUIREMENTS

No previous course work in accounting is required to enroll in the program, however employment in accounting or an accounting related position is beneficial.

Note: Courses are offered at a fast pace, therefore business employment background is preferred.

At minimum, you should possess the equivalent of an Alberta High School Diploma with Grade 12 English and Mathematics.

### DELIVERY OPTIONS

There is no minimum number of courses required per session. However, enrolment in more than one or two courses per session can be extremely demanding and should be attempted with caution, given courses' fast pace.

Note: Courses are listed in the recommended order of completion.

### PROGRAM OUTLINE

#### CERTIFICATE COURSES

JRSB150	Introduction to IT
JRSB101	Communications I
JRSB115	Introductory Financial Accounting
JRSB110	Microeconomics
JRSB125	Introduction to Finance
JRSB117	Introductory Managerial Accounting

JRSB112	Macroeconomics
JRSB205	Business Law
ACCT206	Intermediate Financial Accounting I
ACCT211	Intermediate Managerial Accounting I

#### DIPLOMA COURSES

JRSB135	Organizational Behaviour
JRSB130	Introduction to Marketing
JRSB201	Business Statistics
JRSB250	Management Information Systems
FNCE323	Corporate Finance
JRSB215	Communication II
ACCT208	Intermediate Financial Accounting II
ACCT212	Intermediate Managerial Accounting II
TAXX202	Taxation I
CMIS240	Accounting Applications (SME)

### COURSES



## CGA AND PROFESSIONAL APPLICATIONS AND COMPETENCE EVALUATIONS (PACE) PARTNERSHIP COURSES



SCAN THIS TO LEARN MORE

### 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.

### 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.

#### LEGEND

##### LEARNING OPTIONS

- Ft** Full-time
- Pt** Part-time
- D** Distance and Online learning

##### START DATE

- Fall
- Winter
- Spring
- Summer

##### CREDENTIAL

- A** Applied degree
- B** Baccalaureate degree
- C** Certificate
- Dp** Diploma

### 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 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](http://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](http://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 in order to be qualified 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 (eg. 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 week-end 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, as early as a month before the course starts. To avoid disappointment in taking the course of your choice, you are advised to enrol early.

### PACE ELECTIVES

#### PART-TIME OPTIONS

ACCT402	Advanced Finance (Accounting)
ACCT405	Management Auditing
ACCT406	Advanced External Auditing
ACCT411	Public Sector Financial Management
CMIS409	Advanced Information Systems
TAXX403	Advanced Taxation

### COURSES



# CERTIFIED GENERAL ACCOUNTANTS (CGA) PROGRAM

Many of NAIT's full-time and part-time courses are considered equivalent to the courses required for completion of the Certified General Accountants (CGA) Program of Professional Studies. For Foundation Studies, you may be granted transfer credit in CGA's Foundation Studies upon successful completion of the NAIT Certificate and Diploma courses listed in the chart below. For Advanced Studies, NAIT's Applied Degree in Accounting offers courses eligible for transfer credit in the Advanced Studies component of the CGA program. For the PACE Level. Courses at the PACE level of the CGA program are offered at NAIT as part of the Applied Degree program or as preparatory courses for the CGA program. You will be eligible to challenge the CGA national examination in these PACE level courses if you have met the minimum grade requirement. For more information, phone 1.800.661.1078 or visit [www.cga.alberta.org](http://www.cga.alberta.org).

## CERTIFIED GENERAL ACCOUNTANTS' ASSOCIATION OF ALBERTA (CGA)

FOUNDATION STUDIES	CGA Courses	
	NAIT ACCOUNTING DIPLOMA OR APPLIED DEGREE	NAIT ACCELERATED ACCOUNTING OR APPLIED DEGREE
Financial Accounting: Fundamentals (FA1)	JRSB115	JRSB115
Micro & Macro Economics (EM1)	JRSB110 + 112	JRSB110 + 112
Business Law (LW1)	JRSB205	JRSB205
Financial Accounting: Assets (FA2)	ACCT206	ACCT206
Business Communications (CM1)	JRSB101 + 120	JRSB101 + 215
Management Accounting Fundamentals (MA1)	ACCT211 + 212	ACCT211 + 212
Business Quantitative Analysis (QU1)	JRSB201	JRSB201
Financial Accounting: Liabilities & Equities (FA3)	ACCT208	ACCT208
Corporate Finance Fundamentals (FN1)	FNCE323	FNCE323
Managing Information Systems (MS1)	CMIS344	CMIS344
ADVANCED STUDIES		
Financial Accounting: Consolidations & Advanced Issues (FA4)	ACCT301	ACCT301
Accounting Theory & Contemporary Issues (AT1)	ACCT401	ACCT401
External Auditing (AU1)	ACCT303	ACCT303
Public Practice Audit Case (BC2)	ACCT303L	ACCT303L
Advanced Management Accounting (MA2)	ACCT302	ACCT302
Personal & Corporate Taxation (TX1)	TAXX304	TAXX304
(Professional Applications and Competence Evaluations)		
TWO of the following options are required: AU2, FN2, MS2, MU1, PF1, or TX2		
Advanced External Auditing (AU2)	ACCT406	ACCT406
Advanced Corporate Finance (FN2)	FNCE402	FNCE402
Information Systems Strategy (MS2)	CMIS409	CMIS409
Internal Auditing & Controls (MU1)	ACCT405	ACCT405
Public Sector Financial Management (PF1)	ACCT411	ACCT411
Advanced Personal & Corporate Taxation (TX2)	TAXX403	TAXX403
Professional Applications 1 (PA1)	Course and examination must be completed through CGA	
Professional Applications 2 (PA2)	Course and examination must be completed through CGA	

Note: See CGA Alberta website for posted course information ([www.cga-alberta.org](http://www.cga-alberta.org)).

## CERTIFIED MANAGEMENT ACCOUNTANTS (CMA) PROGRAM

To write the Certified Management Accountants (CMA) entrance exam, you must first obtain the prerequisite courses outlined by the CMA Program. The prerequisite courses of the pre-professional CMA program consist of a syllabus of subject areas presently offered at NAIT. When you have covered the required syllabus and have earned a degree, you may apply to challenge the CMA Entrance Exam. For more information, phone 1.877.262.2000 or visit [www.cma-alberta.com](http://www.cma-alberta.com).

CERTIFIED MANAGEMENT ACCOUNTANTS OF ALBERTA CMA SYLLABUS	NAIT BUSINESS ADMINISTRATION EQUIVALENT COURSES
Introductory Management Accounting	ACCT211
Intermediate Management Accounting	ACCT212
Advanced Management Accounting	ACCT302 + MGMT408
Corporate Finance	FNCE323
Introductory Financial Accounting	JRSB115
Intermediate Financial Accounting	ACCT206 + ACCT208
Advanced Financial Accounting	ACCT301
Human Resources	JRSB135 + JRSB120
Economics	JRSB110 + JRSB112
Strategic Management	ACCT408
Information Technology	CMIS344 + JRSB150
Statistics	JRSB201
Internal Control	ACCT303
Taxation	TAXX304
Marketing	JRSB130
Operations Management	ACCT404

Note: Refer to [www.nait.ca](http://www.nait.ca) for course code updates.

## CHARTERED ACCOUNTANT (CA) COURSE PREREQUISITES

NAIT offers equivalent courses for the Chartered Accountant (CA) professional accounting designation. To find out more about what courses are considered equivalent, see the prerequisite section of the CA School of Business website at [www.casb.ca](http://www.casb.ca) before enrolling at NAIT.



FACULTY OF  
UNDERGRADUATE STUDIES

# REAL-WORLD DEGREES ADVANCE WORKPLACE SKILLS

FLEXIBLE STUDY OPTIONS - FULL-TIME, PART-TIME, ONLINE.

**THE BACHELOR OF BUSINESS ADMINISTRATION DEGREE (BBA)** at NAIT ensures our students are equipped with the skills and knowledge they need to succeed. Core IT management and software application courses throughout the four year curriculum give our graduates practical preparation for real-world work. This together with opportunities for industry projects, also helps achieve this real-world objective.

The BBA curriculum is comparable to many of the top-ranked Canadian business degree programs, and contains courses that enable students to earn recognition in a range of professional designations.

- Small class sizes and knowledgeable faculty combined with our experiential learning and critical thinking approaches ensure our graduates are prepared to meet complex workplace challenges, and make a difference on the job.
- You may choose among a wide range of course offerings in various areas of emphasis including Accounting, Finance, Management, Marketing and Human Resources Management.
- Complete your Business Diploma in two years AND attain your Bachelor of Business Administration Degree (BBA) by successfully completing two additional years.
- Competitive tuition and multiple entry points are offered throughout the program for new students, diploma graduates, transfer and international students.

Visit [www.nait.ca/bba](http://www.nait.ca/bba) to view program options.





FACULTY OF  
UNDERGRADUATE STUDIES

# REAL WORLD DEGREES ADVANCE WORKPLACE SKILLS

FLEXIBLE STUDY OPTIONS – FULL-TIME, PART-TIME, ONLINE.

**THE BACHELOR OF TECHNOLOGY IN TECHNOLOGY MANAGEMENT (BTECH)** provides in-demand leadership skills to those who already have a background of advanced technical knowledge. Students gain a global perspective on the social, economic, ethical, and environmental issues key to success in today's economy.

- This degree builds leadership and management skills in research, planning and strategy, problem-solving, staffing and supervision, and communication, with a focus on teamwork, innovation, transition, and change management.
- Elective courses span a range of technology fields, allowing students to customize the program to suit their particular area of focus.
- Students complete a real-world research project working with industry.

Graduates of two-year diplomas in engineering technologies, health and applied sciences, applied degrees, and degrees can earn a BTech Management degree with only two more years of study. Other business qualifications can be assessed for advanced standing.

Visit [www.nait.ca/btech](http://www.nait.ca/btech) to view program options.



*The MBA with a conscience.*



## CBU Master of Business Administration (MBA)

Cape Breton University's MBA in Community Economic Development is the only MBA program in the Americas that delivers advanced business knowledge and skills in the context of the community and the world. The MBA in CED offers a leading edge curriculum that includes all business subjects found in traditional MBA programs, and it also covers economic development, leadership, governance, and management of change. The program is accredited in Alberta and is hosted by NAIT for face-to-face and online delivery.

This program is designed for learners who aspire to play leadership roles in the public sector, in Third Sector organizations, and in community-minded businesses. Cape Breton University's MBA in CED aims to develop a new generation of leaders who have strong business management capabilities, well developed collaborative and interpersonal skills, and deep knowledge of accountability, social responsibility, and development issues and practices. Graduates are equipped with the knowledge and skills to make a difference in leading organizations in an increasingly global community and economy.

**For more information:**

Nancy L. Frederick  
Project Coordinator  
Phone: 780.471.8362  
E-mail: [nfrederi@nait.ca](mailto:nfrederi@nait.ca)

Hosted by



[mba@cbu.ca](mailto:mba@cbu.ca)

CAPE BRETON  
UNIVERSITY

Shannon School  
of Business



## **BUSINESS + ADMINISTRATIVE/ BUSINESS ADMINISTRATION**

- BUSINESS ADMINISTRATION - STUDENT INFORMATION
- BUSINESS ADMINISTRATION - YEAR 1 WITH ENGLISH LANGUAGE TRAINING
- PRE-BUSINESS
- BUSINESS ADMINISTRATION - CERTIFICATES
- BUSINESS ADMINISTRATION - ACCOUNTING
- BUSINESS ADMINISTRATION - FINANCE
- BUSINESS ADMINISTRATION - HUMAN RESOURCES MANAGEMENT
- BUSINESS ADMINISTRATION - MANAGEMENT
- BUSINESS ADMINISTRATION - MARKETING
- BUSINESS ADMINISTRATION COURSES

# BUSINESS ADMINISTRATION - STUDENT INFORMATION

Enrolling in Continuing Education business courses is often the first step people take on their way to acquiring a NAIT Business Administration certificate, diploma or degree. Many mature learners find the convenience of part-time learning in the evenings/on weekends desirable, while others use Continuing Education as a bridge between working and going back to school as a full-time student. Continuing Education business courses are offered in cooperation with the JR Shaw School of Business and are equivalent to the full-time program business courses.

Visit [www.nait.ca/businessadministration-courses](http://www.nait.ca/businessadministration-courses) for the most current information.

## ONLINE BUSINESS COURSES

Business courses are now available online through eLearning. Visit [www.nait.ca/DistanceLearning](http://www.nait.ca/DistanceLearning) or call 780.471.6248 for more information.

## CERTIFICATES

Certificate programs are only available through Continuing Education and consist of 10 business courses (a combination of Year 1 and Year 2 courses).

- Accounting
- Finance
- General Management
- Human Resource Management
- Marketing
- Small Business

## DIPLOMAS

Each diploma program consists of 20 business courses - 10 Year 1 (100-level) courses common to all diplomas and 10 Year 2 (200-level) courses in the field chosen.

- Accounting
- Finance
- Human Resource Management
- Management
- Marketing

## COMPLETING A SECOND DIPLOMA OR CERTIFICATE

If you have a business diploma in one discipline and wish to obtain a second diploma, you must complete a minimum of six new courses, including all core courses or required electives in the second diploma or certificate.

Students seeking a second diploma need to confirm courses and should contact the program office. Call 780.471.7031 or 780.471.7032.

## DEGREES

Degree studies are a logical extension of your education beyond a diploma. Each degree program consists of the equivalent of four years of study, the first two of which may be as diploma studies. Many professional associations require a degree before they will grant a designation (e.g. CGA, CMA and HRIA).

Bachelor of Applied Business Administration - Accounting is available in full or part-time. Phone 780.471.8950 for information.

Bachelor of Applied Business - Finance available in full or part-time. Phone 780.471.8858 for information.

## STUDENTS IN PROGRESS AND PROGRAM CHANGES

If you have taken a break from your studies and want to start classes again, you are a student in progress. Students in progress need to confirm the remaining courses and should contact the program office to avoid taking additional courses due to program changes. Call 780.471.7031 or 780.471.7032.

## ENTRANCE REQUIREMENTS

To study in a diploma program, you should possess a high school diploma including Math 30 (pure or applied) and English 30.

## ENGLISH LANGUAGE PROFICIENCY

English is the language of instruction and coursework in all programs at NAIT.

Adequate knowledge of written and spoken English is required. If English is your second language (ESL), you should complete the ESL training prior to registering for business courses. Phone 780.471.7499 for information.

To register online, go to [www.nait.ca/ContinuingEducation](http://www.nait.ca/ContinuingEducation), or call 780.471.6248 toll-free 1.877.333.6248.

## COURSES

Refer to Business Administration - Courses for detailed information.

### FALL 2012

Classes begin Sep 5 and end on Dec 17.  
No classes Oct 6, 7 and 8.

### WINTER 2013

Classes begin Jan 5 and end Apr 23.  
No classes Feb 16 to 21 or Mar 29 to 31.

### SPRING 2013

Classes run May 1 to Jun 18.  
No classes May 20.

### SUMMER 2013

Classes run Jun 19 to Jul 31.  
No classes Jul 1.

### STATUTORY HOLIDAYS

NAIT is closed.

### CALCULATORS

Texas Instrument BA II Plus is the required calculator for business courses. No other calculators or programmable calculators are allowed for coursework, quizzes or exams.

## LEGEND

### LEARNING OPTIONS

- Ft** Full-time
- Pt** Part-time
- D** Distance and Online learning

### START DATE

-  Fall
-  Winter
-  Spring
-  Summer

### CREDENTIAL

- A** Applied degree
- B** Baccalaureate degree
- C** Certificate
- Dp** Diploma

## COURSE DROP/ CANCELLATION/ TRANSFER PROCESS

No refund is given once your course starts.

Application to the registrar for a refund of fees for dropped courses must be received three business days prior to the start date of the first class. The tuition fee, minus a \$50 administration fee, will be credited to your student account.

Note: Refunds can take four weeks to process by the cash office.

Non-attendance is not accepted as notice of withdrawal. Unless you make an application as outlined, you are responsible for the full tuition fee.

For Fall and Winter Terms only, course transfers can be made prior to the second scheduled class, space permitting. A \$50 administration fee will be assessed.

To transfer out of a course, a request must be made prior to the third class.

Courses transferred from one academic year to another will not be granted.

\*Withdrawing students, after class starts, are not entitled to a refund.

Students are responsible for formally withdrawing from courses in W111 (form available on the NAIT website - search for eforms). A formal course withdrawal should be provided by students prior to completing 75% of the course if the student wishes to receive a "W" on his/her transcript. If the withdrawal request is received after 75% of the course has been delivered, the student will receive a "WF". Where a student does not provide written notification of a course withdrawal, a failing grade will be recorded on his/her record.

Courses cancelled by NAIT will be refunded.

## EXAM POLICY

Exams must be written in class on scheduled dates.

Work commitments, as well as business or personal travel, are not considered acceptable reasons for examination deferral.

The final examination will be held on the last date of class unless otherwise specified in class by your instructor.

Exam accommodations are only allowed as outlined in the exam policy. A

signed physician's statement is required within three days if an exam is missed due to illness. A fee will be assessed and administered for each provision of this service.

## PLAN WISELY

Upon completion of Year 1 courses, plan your Year 2 courses and schedule in advance. Many Year 2 courses are only offered once a year.

To ensure a successful post-secondary experience in an academic year, you should:

- register early
- only take as many courses in a term as you are sure you can handle
- allow for a minimum of 2-3 hours of homework, studying, preparation and research for every hour in class
- check for prerequisites before you register.
- keep a record of your successfully completed courses - they will be included in your eligibility when certificate requirements change

## REQUEST FOR CERTIFICATION

Certificates must be requested prior to the Diploma being issued.

Business Certificates are issued to students who have completed course requirements through the Department of Continuing Education.

When you have completed the course requirements for your certificate or diploma, complete a Request for Certification form available online at [www.nait.ca/eforms](http://www.nait.ca/eforms) and submit to the Registrar's Office.

## CONVOCATION

If you complete your diploma studies by June 30, 2013, you will be eligible to attend convocation in May 2013. Request and complete the Request for Certification form and submit it to the Registrar's Office two months before the graduation ceremony date in May 2013.

Continuing Education students need to order their gown through the Bookstore.

## TRANSFER TO DAYTIME BUSINESS PROGRAM

If you plan to transfer from the evening credit program to Semester 2 of the day program, please be aware that priority is given to students who have successfully completed JRSB115, JRSB101, JRSB110, JRSB112 and one of JRSB150, JRSB135, JRSB130 and JRSB125.

If you are transferring from the evening credit program to Semester 3 of the day program, priority is given to students who have successfully completed the Year 1 requirements.

International students are strongly advised to complete JRSB101 before applying for full-time studies.

## JR SHAW SCHOOL OF BUSINESS AFFILIATIONS

Students who successfully complete NAIT business studies and meet the mark requirements of various professional associations may obtain transfer credits from them. Affiliations exist between NAIT and the following organizations and universities, as well as others:

- Canadian Bankers Association
- Canadian Payroll Association
- Canadian Professional Sales Association
- Canadian Securities Commission
- Certified General Accountants Association of Alberta
- Certified Management Accountants of Alberta
- Credit Institute of Canada
- Financial Planners Standards Council
- Human Resources Institute of Alberta
- Project Management Institute
- Purchasing Management Association of Canada
- Athabasca University
- Concordia University College of Alberta
- University of Lethbridge

Consult the Alberta Transfer Guide for additional information regarding other universities.

## BUSINESS ADMINISTRATION - YEAR 1 WITH ENGLISH LANGUAGE TRAINING



SCAN THIS TO  
LEARN MORE

### OVERVIEW

This is a program designed for students with English as their second language who wish to study in the Business Administration Program.

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 an intensive three 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

- Four 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:

- ENG103 Introduction to Business English (4 weeks, full-time)
- ENG104 English
- ENG105 English
- JRSB117 Introductory Managerial Accounting
- JRSB115 Introductory Financial Accounting
- JRSB101 Communications I
- JRSB110 Microeconomics
- JRSB112 Macroeconomics

- JRSB130 Introduction to Marketing
- JRSB125 Introduction to Finance
- JRSB120 Introduction to Business
- JRSB135 Organizational Behaviour
- JRSB150 Introduction to IT

Note: Schedule is tentative and subject to change.

### 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

BUSINESS ADMINISTRATION YEAR  
1 - ESL STUDENTS [BUS101]

### COURSES



## PRE-BUSINESS



SCAN THIS TO  
LEARN MORE

### 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.

### PROGRAM OUTLINE

PRE-BUSINESS [BUS1]

- |       |                                |
|-------|--------------------------------|
| BUS96 | Business Communications        |
| BUS97 | Mathematics for Business       |
| BUS98 | Introduction to Business       |
| BUS99 | Strategies for Student Success |

### COURSES



### LEGEND

#### LEARNING OPTIONS

- Ft** Full-time
- Pt** Part-time
- D** Distance and Online learning

#### START DATE

- Fall
- Winter
- Spring
- Summer

#### CREDENTIAL

- A** Applied degree
- B** Baccalaureate degree
- C** Certificate
- Dp** Diploma

# BUSINESS ADMINISTRATION - 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

JRSB115	Introductory Financial Accounting
JRSB101	Communications I
JRSB110	Microeconomics
JRSB112	Macroeconomics
JRSB117	Introductory Managerial Accounting
JRSB125	Introduction to Finance
ACCT206	Intermediate Financial Accounting I
ACCT211	Intermediate Managerial Accounting I
TAXX202	Taxation I
CMIS240	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

JRSB115	Introductory Financial Accounting
JRSB101	Communications I
JRSB110	Microeconomics
JRSB112	Macroeconomics
JRSB117	Introductory Managerial Accounting
JRSB125	Introduction to Finance
FNCE280	Investments
FNCE211	Cash Management
TAXX202	Taxation I
FNCE252	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

JRSB101	Communications I
JRSB115	Introductory Financial Accounting
JRSB135	Organizational Behaviour
JRSB205	Business Law
JRSB130	Introduction to Marketing
JRSB117	Introductory Managerial Accounting
HRMT226	Introduction to Human Resources
MGMT256	Introduction to Strategic Management
MGMT356	Advanced Strategic Management
MGMT220	Introduction to Project Management

## Human Resources Management Certificate

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

### REQUIRED COURSES

JRSB101	Communications I
JRSB115	Introductory Financial Accounting
JRSB135	Organizational Behaviour
JRSB205	Business Law
JRSB117	Introductory Managerial Accounting
HRMT226	Introduction to Human Resources
MGMT256	Introduction to Strategic Management
JRSB215	Communication II
HRMT349	Labour Relations
HRMT237	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

JRSB101	Communications I
JRSB150	Introduction to IT
JRSB120	Principles of Management
JRSB135	Organizational Behaviour
JRSB130	Introduction to Marketing
JRSB125	Introduction to Finance
JRSB201	Business Statistics
MARK268	Business to Business Marketing
MARK271	Professional Selling Principles
MARK276	Promotional Management
JRSB360	Applied Research Methods

## 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

JRSB101	Communications I
JRSB115	Introductory Financial Accounting
JRSB110	Microeconomics
JRSB117	Introductory Managerial Accounting
JRSB112	Macroeconomics
JRSB130	Introduction to Marketing
JRSB125	Introduction to Finance
MARK271	Professional Selling Principles
JRSB205	Business Law
MGMT255	Small Business Management

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

# BUSINESS ADMINISTRATION - ACCOUNTING



SCAN THIS TO  
LEARN MORE

## 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.

## COURSE DELIVERY OPTIONS

This program offers core and elective courses through the following part-time delivery methods:

Courses are held in the evenings during the week (Monday through Friday) or Friday evenings through Sundays, on a NAIT Campus, in a classroom or lab. Courses may have a combination of evening and weekend classes.

## PROGRAM MODEL/ COMPLETION REQUIREMENTS

### PROGRAM MODEL

The Business Administration - Accounting program is offered both full-time (day-time classes) and part-time (evening and weekend classes). The part-time program is offered through NAIT's Continuing Education department.

Note: Students can transfer between the full-time and Continuing Education programs.

### PART-TIME (P/T) COMPLETION REQUIREMENTS

Students must complete all courses in the Business Administration - Accounting curriculum to graduate. Year 1 (Semesters 1 and 2) consists of set courses in Business Administration. Year 2 (Semesters 3 and 4) consists of program-specific courses.

### PART-TIME (P/T) ENTRANCE REQUIREMENTS

Entrance into Year 2 of the Accounting program requires completion of Year 1 of Business Administration (or its equivalent from another Alberta post-secondary institution).

### PART-TIME (P/T) PROGRAM CHANGES

#### Students in Progress:

Avoid taking additional courses as a result of program changes.

Students continue on the program path in place the year they began their studies.

To determine the remaining courses you need, contact the program office at 780.471.7031 or 780.471.7032.

For all other inquiries, contact the Student Success Contact Centre at 780.471.6248.

## PROGRAM OUTLINE

### YEAR 1

JRSB150	Introduction to IT
JRSB101	Communications I
JRSB115	Introductory Financial Accounting
JRSB135	Organizational Behaviour
JRSB120	Principles of Management
JRSB110	Microeconomics
JRSB117	Introductory Managerial Accounting
JRSB112	Macroeconomics
JRSB125	Introduction to Finance
JRSB130	Introduction to Marketing

### YEAR 2

JRSB250	Management Information Systems
ACCT206	Intermediate Financial Accounting I
JRSB201	Business Statistics
ACCT208	Intermediate Financial Accounting II
JRSB205	Business Law
FNCE323	Corporate Finance
TAXX202	Taxation I
ACCT211	Intermediate Managerial Accounting I
CMIS240	Accounting Applications (SME)

### YEAR 2 ELECTIVES (CHOOSE 1)

ACCT212	Intermediate Managerial Accounting II
FNCE280	Investments

## LEGEND

### LEARNING OPTIONS

- Ft** Full-time
- Pt** Part-time
- D** Distance and Online learning

### START DATE

- Fall
- Winter
- Spring
- Summer

### CREDENTIAL

- A** Applied degree
- B** Baccalaureate degree
- C** Certificate
- Dp** Diploma

# BUSINESS ADMINISTRATION - FINANCE



SCAN THIS TO  
LEARN MORE

## OVERVIEW

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

## COURSE DELIVERY OPTIONS

This program offers core and elective courses through the following part-time delivery methods:

Courses are held in the evenings during the week (Monday through Friday) or Friday evenings through Sundays, on a NAIT Campus, in a classroom or lab. Courses may have a combination of evening and weekend classes.

## PROGRAM MODEL/ COMPLETION REQUIREMENTS

### PROGRAM MODEL

The Business Administration - Finance program is offered both full-time (day-time classes) and part-time (evening and weekend classes). The part-time program is offered through NAIT's Continuing Education department.

Note: Students can transfer between the full-time and Continuing Education programs.

### PART-TIME (P/T) COMPLETION REQUIREMENTS

Students must complete all courses in the Business Administration - Finance curriculum to graduate. Year 1 (Semesters 1 and 2) consists of set courses in Business Administration. Year 2 (Semesters 3 and 4) consists of program-specific courses.

### PART-TIME (P/T) ENTRANCE REQUIREMENTS

Entrance into Year 2 of the Finance program requires completion of Year 1 of Business Administration (or its equivalent from another Alberta post-secondary institution).

### PART-TIME (P/T) PROGRAM CHANGES

Students in Progress:

Avoid taking additional courses as a result of program changes.

Students continue on the program path in place the year they began their studies.

To determine the remaining courses you need, contact the program office at 780.471.7031 or 780.471.7032.

For all other inquiries, contact the Student Success Contact Centre at 780.471.6248.

## PROGRAM OUTLINE

### YEAR 1

JRSB150	Introduction to IT
JRSB101	Communications I
JRSB115	Introductory Financial Accounting
JRSB135	Organizational Behaviour
JRSB120	Principles of Management
JRSB110	Microeconomics
JRSB117	Introductory Managerial Accounting
JRSB112	Macroeconomics
JRSB125	Introduction to Finance
JRSB130	Introduction to Marketing

### YEAR 2

JRSB250	Management Information Systems
JRSB215	Communication II
FNCE280	Investments
JRSB205	Business Law
JRSB201	Business Statistics
FNCE236	Financial Systems
FNCE211	Cash Management
FNCE323	Corporate Finance
FNCE252	Credit/Financial Analysis

### YEAR 2 ELECTIVES (CHOOSE 1)

FNCE281	Stock Market Simulation
FNCE312	Taxation for Financial Planning
FNCE335	Canadian Securities Course

# BUSINESS ADMINISTRATION - HUMAN RESOURCES MANAGEMENT



SCAN THIS TO  
LEARN MORE

## 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 MODEL/ COMPLETION REQUIREMENTS

### PROGRAM MODEL

The Business Administration - Human Resources Management program is offered both full-time (daytime classes) and part-time (evening and weekend classes). The part-time program is offered through NAIT's Continuing Education department.

Note: Students can transfer between the full-time and Continuing Education programs.

### PART-TIME (P/T) COMPLETION REQUIREMENTS

Students must complete all courses in the Business Administration - Human Resources Management curriculum to graduate. Year 1 (Semesters 1 and 2) consists of set courses in Business Administration. Year 2 (Semesters 3 and 4) consists of program-specific courses.

### PART-TIME (P/T) ENTRANCE REQUIREMENTS

Entrance into Year 2 of the Human Resources Management program requires completion of Year 1 of Business Administration (or its equivalent from another Alberta post-secondary institution).

### PART-TIME (P/T) PROGRAM CHANGES

#### Students in Progress:

Avoid taking additional courses as a result of program changes.

Students continue on the program path in place the year they began their studies.

To determine the remaining courses you need, contact the program office at 780.471.7031 or 780.471.7032.

For all other inquiries, contact the Student Success Contact Centre at 780.471.6248.

## PROGRAM OUTLINE

### YEAR 1

JRSB150	Introduction to IT
JRSB101	Communications I
JRSB115	Introductory Financial Accounting
JRSB135	Organizational Behaviour
JRSB120	Principles of Management
JRSB110	Microeconomics
JRSB117	Introductory Managerial Accounting
JRSB112	Macroeconomics
JRSB125	Introduction to Finance
JRSB130	Introduction to Marketing

### YEAR 2

JRSB250	Management Information Systems
HRMT226	Introduction to Human Resources
JRSB205	Business Law
JRSB201	Business Statistics
MGMT256	Introduction to Strategic Management
HRMT237	Recruitment and Selection
JRSB215	Communication II
HRMT349	Labour Relations
HRMT295	Human Resources Issues and Strategies
MGMT220	Introduction to Project Management

## LEGEND

### LEARNING OPTIONS

- Ft** Full-time
- Pt** Part-time
- D** Distance and Online learning

### START DATE

- Fall
- Winter
- Spring
- Summer

### CREDENTIAL

- A** Applied degree
- B** Baccalaureate degree
- C** Certificate
- Dp** Diploma

# BUSINESS ADMINISTRATION - MANAGEMENT



SCAN THIS TO  
LEARN MORE

## 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 MODEL/ COMPLETION REQUIREMENTS

### PROGRAM MODEL

The Business Administration - Management program is offered both full-time (daytime classes) and part-time (evening and weekend classes). The part-time program is offered through NAIT's Continuing Education department.

Note: Students can transfer between the full-time and Continuing Education programs.

### PART-TIME (P/T) COMPLETION REQUIREMENTS

Students must complete all courses in the Business Administration - Management curriculum to graduate. Year 1 (Semesters 1 and 2) consists of set courses in Business Administration. Year 2 (Semesters 3 and 4) consists of program-specific courses.

### PART-TIME (P/T) ENTRANCE REQUIREMENTS

Entrance into Year 2 of the Management program requires completion of Year 1 of Business Administration (or its equivalent from another Alberta post-secondary institution).

### PART-TIME (P/T) PROGRAM CHANGES

#### Students in Progress:

Avoid taking additional courses as a result of program changes.

Students continue on the program path in place the year they began their studies.

To determine the remaining courses you need, contact the program office at 780.471.7031 or 780.471.7032.

For all other inquiries, contact the Student Success Contact Centre at 780.471.6248.

## PROGRAM OUTLINE

### YEAR 1

JRSB150	Introduction to IT
JRSB101	Communications I
JRSB115	Introductory Financial Accounting
JRSB135	Organizational Behaviour
JRSB120	Principles of Management
JRSB110	Microeconomics
JRSB117	Introductory Managerial Accounting
JRSB112	Macroeconomics
JRSB125	Introduction to Finance
JRSB130	Introduction to Marketing

### YEAR 2

JRSB215	Communication II
JRSB250	Management Information Systems
JRSB201	Business Statistics
MGMT256	Introduction to Strategic Management
MGMT356	Advanced Strategic Management
JRSB205	Business Law
HRMT226	Introduction to Human Resources
MGMT255	Small Business Management
MGMT220	Introduction to Project Management

### YEAR 2 ELECTIVES (CHOOSE 1)

MARK268	Business to Business Marketing
MGMT354	Entrepreneurship & New Venture Creation

# BUSINESS ADMINISTRATION - MARKETING



SCAN THIS TO  
LEARN MORE

## 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 MODEL/ COMPLETION REQUIREMENTS

### PROGRAM MODEL

The Business Administration - Marketing program is offered both full-time (day-time classes) and part-time (evening and weekend classes). The part-time program is offered through NAIT's Continuing Education department.

Note: Students can transfer between the full-time and Continuing Education programs.

### PART-TIME (P/T) COMPLETION REQUIREMENTS

Students must complete all courses in the Business Administration - Marketing curriculum to graduate. Year 1 (Semesters 1 and 2) consists of set courses in Business Administration. Year 2 (Semesters 3 and 4) consists of program-specific courses.

### PART-TIME (P/T) ENTRANCE REQUIREMENTS

Entrance into Year 2 of the Marketing program requires completion of Year 1 of Business Administration (or its equivalent from another Alberta post-secondary institution).

### PART-TIME (P/T) PROGRAM CHANGES

Students in Progress:

Avoid taking additional courses as a result of program changes.

Students continue on the program path in place the year they began their studies.

To determine the remaining courses you need, contact the program office at 780.471.7031 or 780.471.7032.

For all other inquiries, contact the Student Success Contact Centre at 780.471.6248.

## PROGRAM OUTLINE

### YEAR 1

JRSB150	Introduction to IT
JRSB101	Communications I
JRSB115	Introductory Financial Accounting
JRSB135	Organizational Behaviour
JRSB120	Principles of Management
JRSB110	Microeconomics
JRSB117	Introductory Managerial Accounting
JRSB112	Macroeconomics
JRSB125	Introduction to Finance
JRSB130	Introduction to Marketing

### YEAR 2

JRSB215	Communication II
JRSB250	Management Information Systems
JRSB205	Business Law
JRSB201	Business Statistics
MARK271	Professional Selling Principles
MARK268	Business to Business Marketing
MARK276	Promotional Management
JRSB360	Applied Research Methods

### YEAR 2 ELECTIVES (CHOOSE 2)

MARK372	Sales Management
MARK378	Public Relations
MGMT256	Introduction to Strategic Management

## LEGEND

### LEARNING OPTIONS

<b>Ft</b>	Full-time
<b>Pt</b>	Part-time
<b>D</b>	Distance and Online learning

### START DATE

	Fall
	Winter
	Spring
	Summer

### CREDENTIAL

<b>A</b>	Applied degree
<b>B</b>	Baccalaureate degree
<b>C</b>	Certificate
<b>Dp</b>	Diploma

# BUSINESS ADMINISTRATION COURSES



SCAN THIS TO  
LEARN MORE

## 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 learning 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. Continuing Education business courses are offered in cooperation with the JR Shaw School of Business and are equivalent to the full-time program business courses.

### RELATED CERTIFICATE PROGRAMS

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

### RELATED DIPLOMA PROGRAMS

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

## PROGRAM OUTLINE

ACCT206	Intermediate Financial Accounting I
ACCT208	Intermediate Financial Accounting II
ACCT211	Intermediate Managerial Accounting I
ACCT212	Intermediate Managerial Accounting II
CMIS240	Accounting Applications (SME)
CMIS344	Accounting Information Systems
FNCE211	Cash Management
FNCE236	Financial Systems
FNCE252	Credit/Financial Analysis
FNCE280	Investments
FNCE281	Stock Market Simulation
FNCE323	Corporate Finance
HRMT226	Introduction to Human Resources
HRMT237	Recruitment and Selection
HRMT295	Human Resources Issues and Strategies
HRMT328	Compensation Management
HRMT349	Labour Relations
JRSB101	Communications I
JRSB110	Microeconomics
JRSB112	Macroeconomics
JRSB115	Introductory Financial Accounting
JRSB117	Introductory Managerial Accounting
JRSB120	Principles of Management
JRSB125	Introduction to Finance
JRSB130	Introduction to Marketing
JRSB135	Organizational Behaviour
JRSB150	Introduction to IT
JRSB201	Business Statistics
JRSB205	Business Law
JRSB215	Communication II
JRSB250	Management Information Systems
JRSB360	Applied Research Methods
MARK268	Business to Business Marketing
MARK271	Professional Selling Principles

MARK276	Promotional Management
MARK372	Sales Management
MARK378	Public Relations
MGMT220	Introduction to Project Management
MGMT255	Small Business Management
MGMT256	Introduction to Strategic Management
MGMT258	Operations Management I
MGMT354	Entrepreneurship & New Venture Creation
MGMT356	Advanced Strategic Management
TAXX202	Taxation I

## COURSES





## **BUSINESS + ADMINISTRATIVE/ BUSINESS CERTIFICATES**

- BECOMING A MASTER INSTRUCTOR PROGRAM
- BUSINESS MANAGEMENT CERTIFICATE
- CAPTIONING AND COURT REPORTING
- CONFLICT RESOLUTION & NEGOTIATION CERTIFICATE
- ERECORDS & INFORMATION MANAGEMENT CERTIFICATE
- SPECIAL EVENTS MANAGEMENT CERTIFICATE
- SUPERVISORY DEVELOPMENT CERTIFICATE
- TELLER TRAINING COURSES

## BECOMING A MASTER INSTRUCTOR PROGRAM



SCAN THIS TO LEARN MORE

### OVERVIEW

This is your opportunity to receive the training that 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, 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 to the participants. Most of the modules are presented as instructional work sessions in which the participants are facilitated through the exploration of the content and given an opportunity to experience the learning actively. Subsequently, participants practice the skills they have learned in their practice-teaching sessions and ultimately in their classrooms.

Please allow for three hours of reading between classes and approximately three 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 [citraining@nait.ca](mailto:citraining@nait.ca).

### PROGRAM OUTLINE

BMI100	Becoming a Master Instructor Level I
BMI200	Becoming a Master Instructor Level II
BMI300	Becoming a Master Instructor Level III

### COURSES



## BUSINESS MANAGEMENT CERTIFICATE



SCAN THIS TO LEARN MORE

### 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, and marketing. Explore the practical aspects of accounting, cash management, project management, personal selling, and employee and labour relations. 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.

### PROGRAM MODEL/ COMPLETION REQUIREMENTS

This demanding and intensive program can be completed in either of two formats - two 13-week sessions that run on Tuesday and Thursday evenings, or ten 16-hour weekend modules of the student's choice.

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

### COURSES



SEE WEBSITE FOR UP-TO-DATE COURSE INFORMATION

## CAPTIONING AND COURT REPORTING COURSES



SCAN THIS TO LEARN MORE

### OVERVIEW

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

### COURSE OUTLINE

LRR232A	Machine Shorthand (Testing)
LRR434A	Machine Shorthand (Testing)
LRR434B	Machine Shorthand (Testing)

### COURSES



## CONFLICT RESOLUTION & NEGOTIATION CERTIFICATE



SCAN THIS TO LEARN MORE

### 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.

SCR4	Critical Communication Skills (Where Does Assertiveness Fit In?)
SCR9	Anger Management

### COURSES



### 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.

### 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.

### PROGRAM OUTLINE

SCR1	Conflict Resolution Skills
SCR20	Mediation Skills/ Ethics & Values
SCR21	Dealing with People in Difficult Situations & Dealing With Criticism
SCR22	Negotiation Skills & Consensus Building (When to Yield to Interest)

### LEGEND

#### LEARNING OPTIONS

- Ft** Full-time
- Pt** Part-time
- D** Distance and Online learning

#### START DATE

- Fall
- Winter
- Spring
- Summer

#### CREDENTIAL

- A** Applied degree
- B** Baccalaureate degree
- C** Certificate
- Dp** Diploma

# ERECORDS & INFORMATION MANAGEMENT CERTIFICATE



SCAN THIS TO  
LEARN MORE

## 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 not only be able to manage information throughout its life cycle, but also to 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 the value of their information assets and recognize 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

## PROGRAM MODEL/ COMPLETION REQUIREMENTS

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

## CERTIFICATION

eRecords & Information Management Certificate

## DELIVERY OPTIONS

Classroom delivery

- Materials Required: Memory stick/USB
- ISO documents 15489-1 and 15489-2 may be required. Do not purchase until after first class.

## PROGRAM OUTLINE

### CORE COURSES

RIM101	Records & Information Management Systems
RIM103	Managing Electronic Records Systems
RIM104	Legal Issues for Record Managers
RIM105	Information Systems Analysis & Methodologies
RIM109	Functional Analysis

### ELECTIVE COURSES

RIM106	Work Processes
RIM108	Archives for Records & Information Managers
RIM110	Forms Management and Design
RIM111	Advanced Functional Analysis

## COURSES



# SPECIAL EVENTS MANAGEMENT CERTIFICATE



SCAN THIS TO  
LEARN MORE

## 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 SEM101 through SEM108 and the capstone project, SEM108P, 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 SEM101 to SEM108 courses and SEM108P, you may apply for a NAIT Special Events Management Certificate.

## 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

SEM101	Introduction to Event Management
SEM102	Event Plan Development and Management Strategy
SEM103	Marketing, Advertising and Sponsorship Plans
SEM104	Procurement, Contracts & Negotiating for Special Events
SEM105	Human Resources and Volunteer Management
SEM106	Financial and Risk Management
SEM107	Theme Development
SEM108	Foodservice, Hospitality Etiquette
SEM108P	Special Events Capstone Project

## OPTIONAL COURSES

SEM109	Wedding Planning
SEM110	Green Events
SEM111	Golf Tournament Organization
SEM209	Wedding Planning Specialization

## COURSES



## LEGEND

### LEARNING OPTIONS

- Ft** Full-time
- Pt** Part-time
- D** Distance and Online learning

### START DATE

- Fall
- Winter
- Spring
- Summer

### CREDENTIAL

- A** Applied degree
- B** Baccalaureate degree
- C** Certificate
- Dp** Diploma



## SUPERVISORY DEVELOPMENT CERTIFICATE



SCAN THIS TO  
LEARN MORE

### 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.

### PROGRAM MODEL/ COMPLETION REQUIREMENTS

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

### DELIVERY OPTIONS

10 weekend modules

### COURSES



SEE WEBSITE FOR UP-TO-DATE  
COURSE INFORMATION

## TELLER TRAINING COURSES



SCAN THIS TO  
LEARN MORE

### 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

### COURSE OUTLINE

VTT10 Teller Training

### COURSES





## **BUSINESS + ADMINISTRATIVE/ PROFESSIONAL DESIGNATIONS**

- CERTIFIED PAYROLL CERTIFICATE PROGRAM
- CERTIFIED PAYROLL MANAGEMENT PROGRAM (CPMP)
- FINANCIAL PLANNING CERTIFICATE

## CERTIFIED PAYROLL CERTIFICATE PROGRAM



SCAN THIS TO LEARN MORE

### OVERVIEW

This certificate program is designed for individuals who want to pursue a fast track to CPA certification.

### PROGRAM MODEL/ COMPLETION REQUIREMENTS

This full-time program is offered over three 6-week semesters and includes all of the courses required to meet the course work for the Payroll Compliance Practitioner (PCP) certification as well as some additional course work required for Certified Payroll Manager (CPM) certification.

To meet the CPA certification requirements you must receive a minimum grade of 60% for the post-secondary institution non-payroll courses (JRSB115 and JRSB135).

Classes will be Monday through Friday (10:15 am to 3:30 pm). Note: This class schedule is tentative and subject to minor changes.

### CERTIFICATION

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

### ENTRANCE REQUIREMENTS

It is recommended that prospective students should have the equivalent of English 30-1 or 30-2, Math 30A or 30P and an interest in the payroll industry.

### PROGRAM OUTLINE

CPA100 Certified Payroll Certificate Program

### COURSES



## CERTIFIED PAYROLL MANAGEMENT PROGRAM (CPMP)



SCAN THIS TO LEARN MORE

### OVERVIEW

Since 1985, students have registered in Canadian Payroll Association certification courses. Today's payroll professionals need experience in a range of disciplines including payroll, human resources, taxation, labour relations and management skills. The Payroll Certification program is designed for individuals who want to increase their level of knowledge and professionalism in payroll administration and management. It is a cost-effective way to eliminate the need for on-the-job training. The program helps payroll professionals avoid substantial penalties for non-compliance with government rules and regulations and other costly administrative errors.

Participants include:

- newcomers to the payroll field

- experienced payroll professionals seeking to upgrade their skills and enhance their visibility within the profession
- service representatives from the payroll industry (including service bureaus and software developers)
- specialists from related fields such as accounting and information systems
- consultants
- trainers
- business owners
- individuals with functional responsibility for payroll operations within their respective organizations

Features of classroom study:

- knowledgeable instructors
- group discussions
- in-depth review of term assignments
- additional exercises

Benefits:

- structured study time
- intermediate feedback
- learn from others in class
- immediate answers to questions

### PROGRAM MODEL/ COMPLETION REQUIREMENTS

CPA certification at either the PCP or CPM level is a prerequisite for employment in payroll by more and more employers. The Canadian Payroll Association (CPA) offers core payroll courses through online training and in classrooms of selected post-secondary institutions. For more information on certification and registration, visit the CPA website at <http://www.payroll.ca/>.

Students must also complete compulsory and elective course requirements to obtain certification at both the Payroll Compliance Practitioner and Certified Payroll Manager levels.

You must complete the non-payroll course requirements at a post-secondary institution with a minimum grade of 60% and forward results to the CPA. Full instructions, fee descriptions and forms are provided in the "Get Certified" guide available from the CPA.

## CERTIFICATION

### PAYROLL COMPLIANCE PRACTITIONER (PCP) CERTIFICATION

Designed for individuals required to see payroll through the whole yearly cycle, this certification enables you to meet all the compliance needs for your respective organization. Required courses are CPA900, CPA901, JRSB115, CPA902 plus Continuing Professional Education (CPE) and Professional Membership.

### CERTIFIED PAYROLL MANAGER (CPM) CERTIFICATION

For payroll professionals in management positions. Required courses are CPA903, JRSB135, JRSB117, HRMT328, CPA904 plus Continuing Professional Education (CPE) and Professional Membership.

A complete list of course equivalents for more than 100 post-secondary institutions is available on the CPA website.

## ENTRANCE REQUIREMENTS

To enroll in a CPA payroll course, you must first register with NAIT (and pay tuition fees), and then register with the CPA and pay a separate fee for your course materials and final exam. NOTE: An additional prerequisite has been added for the Payroll Management Processes (PM1) course starting September 2011. Before registering for CPM level courses (CPA903 and CPA904) individuals must have completed the Payroll Compliance Practitioner (PCP) certification and have their payroll work experience verified by the Canadian Payroll Association (CPA) prior to enroll-

ing with NAIT for this course. Information on the work experience requirement and the approval process will be posted on the CPA's website, <http://www.payroll.ca/>.

## PROGRAM OUTLINE

CPA900	Payroll Compliance Legislation
CPA901	Payroll Fundamentals I
CPA902	Payroll Fundamentals II
CPA903	Introduction to Payroll Management
CPA904	Applied Payroll Management

## COURSES



## FINANCIAL PLANNING CERTIFICATE



SCAN THIS TO LEARN MORE

their prior professional experience, and expand the breadth and value of their services. The program, in whole or in part, may also be of value to those individuals who simply want a better understanding of the increasingly complex financial world, and wish to gain the knowledge that will enable them to structure their financial affairs to best suit their needs and objectives.

## PROGRAM MODEL/ COMPLETION REQUIREMENTS

The certificate program consists of four comprehensive courses recognized by the FPSC (Financial Planners Standards Council), developed by ADVOCIS and offered, in partnership, with NAIT's Continuing Education Department.

The courses are delivered in thirteen-week semesters and students are expected to spend an additional six to eight hours per week in self-study. Students are not encouraged to take more than one course/semester as course content is relatively sequential.

## CERTIFICATION

### NAIT CERTIFICATE IN FINANCIAL PLANNING

Note: This certificate will qualify a student to register with the Financial Planners Standards Council to challenge its professional national exam towards the CFP designation. This exam is administered twice a year, in November and June.

### LEGEND

#### LEARNING OPTIONS

- Ft** Full-time
- Pt** Part-time
- D** Distance and Online learning

#### START DATE

- Fall
- Winter
- Spring
- Summer

#### CREDENTIAL

- A** Applied degree
- B** Baccalaureate degree
- C** Certificate
- Dp** Diploma

## OVERVIEW

Professional financial advisors and individuals responsible for preserving wealth need to continually update their knowledge of the broad range of financial instruments available. Insurance agents, real estate agents, stockbrokers, accountants and tax lawyers typically focus on one area of an individual's financial picture. On the other hand, generalist financial planners take a broad-based approach to provide comprehensive financial advice and assistance to their clients.

The Personal Financial Planning Certificate Program, offered by ADVOCIS (merger of CAIFA and CAFP) in partnership with NAIT, provides training in all of the diverse areas needed to become a financial planning practitioner. In addition, it allows those who have previously focused their careers on one area of investment advice, to broaden their scope, build upon



NAIT does not award the CFP and CERTIFIED FINANCIAL PLANNER designation. The right to use the marks CFPTM and CERTIFIED FINANCIAL PLANNERTM and logo is granted under licence by FPSC to those persons who have met its educational standards, passed the FPSC Certified Financial Planner (CFP) Examination, satisfied a work experience requirement and agreed to abide by FPSC Code of Ethics.

Changes to the CFP certification program ensure future candidates have access to the most meaningful educational opportunities, practical and relevant work experience and an incremental path for demonstrating competence in applying and integrating the vast array of knowledge required for professional financial planning.

If you have any questions, please contact FPSC staff at 416.593.8587, or toll free 1.800.305.9886 or [www.fpccanada.org](http://www.fpccanada.org)

## COURSES



### ENTRANCE REQUIREMENTS

Grade 12 diploma and an interest in pursuing a career in the Financial Planning industry.

### PROGRAM OUTLINE

PFP110	Financial Planning Fundamentals
PFP210	Contemporary Practice in Financial Planning
PFP310	Comprehensive Practices in Risk & Retirement Planning
PFP410	Wealth Management & Estate Planning
PFP510	Capstone Course





## COMPUTER TRAINING CENTRE/CERTIFICATES

- BUSINESS SYSTEMS CERTIFICATES
- CADD/GIS CERTIFICATES
- DIGITAL COMMUNICATIONS CERTIFICATES
- NETWORK, SECURITY, SYSTEMS ADMINISTRATION, PC SERVICING, WINDOWS SERVER + LINUX CERTIFICATES
- OFFICE TECHNOLOGY CERTIFICATES
- SUMMER COMPUTER CERTIFICATES

# BUSINESS SYSTEMS CERTIFICATES

## OVERVIEW

Get excited about your career in technology. It's a growing and advancing industry that needs qualified and experienced career-minded workers just like you. Continue to develop your business systems knowledge by completing a certificate. You will find the greatest success in the following certificates if you already have some working knowledge of web, application or database development and administration, and are continuing your training for the purpose of career advancement, upgrading, or personal development.

Certificates are not automatically mailed out. Filling out a Request for Certification form as soon as you've successfully completed your program will ensure you receive your certificate promptly. You can pick up this form at the registrar's office or download from [www.nait.ca/calendars](http://www.nait.ca/calendars). Submit your completed form to the Registrar's office.

## ANDROID DEVELOPER CERTIFICATE

NAIT's new Android Developer Certificate provides all the skills necessary to create your own applications and games on the Android platform. This 8-course certificate includes programming fundamentals, design strategies for mobile devices, and how to create applications and graphical user interfaces. And that's just the beginning. Other topics covered include Java and Android fundamentals, data storage, 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 Developer Certificate will be awarded upon completion of the following eight courses.

### PART-TIME OPTIONS

CCTB751	Programming: Application Development
CCTB761	Java/Android Programming: Fundamentals
CCTB753	Android Programming: Applications and GUIs
CCTB765	Java/Android Programming: Storage
CCTB767	Java/Android Programming: Web Applications
CCTB755	Android Programming: Hardware
CCTB757	Android Programming: Multimedia, Graphics, and Animations
CCTB759	Android Programming: Project

## APPLE IPHONE/IPAD DEVELOPER CERTIFICATE

Learn to create applications for the iPhone, iPad and iPod as you develop proper programming practices and an understanding of the Apple programming philosophy. Throughout this certificate program, you will explore programming concepts by developing applications using iOS 5.x and Xcode 4.x. Previous programming experience is an asset, and you will be expected to practice between classes.

Note: Students are encouraged to bring an Apple mobile device that can run with iOS 5.x to class. Students should also be proficient in the use of MAC OSX Lion.

### CERTIFICATION

An Apple iPhone/iPad Developer Certificate will be awarded upon completion of the following eight courses.

### PART-TIME OPTIONS

CCTB701	Foundations of Apple iPhone/iPad Programming
CCTB702	Apple iPhone/iPad Programming: Exploration of Apple Object Model
CCTB703	Apple iPhone/iPad Programming: Working with Multiple Views

CCTB704	Apple iPhone/iPad Programming: Accessing Data
CCTB705	Apple iPhone/iPad Programming: Using Apple Libraries
CCTB706	Apple iPhone/iPad Programming: Network Access
CCTB707	Apple iPhone/iPad Programming: Publishing and Performance Optimization
CCTB708	Apple iPhone/iPad Programming: Project

## APPLICATION DEVELOPMENT CERTIFICATE

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.

### CORE COURSES

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

### .NET WEB SPECIALTY

CCTW100	CSS/HTML I - Fundamentals
CCTW200	CSS/HTML II - Using Dreamweaver
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

### .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# SPECIALTY**

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

**BUSINESS ANALYST CERTIFICATE**

IT applications are becoming important competitive tools in today's business environment, and the demand for qualified business analysts is growing. 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 electives.

**CORE COURSES**

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: 2 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
CCTB360	Public Speaking Level I

**BUSINESS INTELLIGENCE AND INFORMATION MANAGEMENT CERTIFICATE**

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 get a solid background and benefit from hands-on data training in integration, data warehousing, analytic applications and performance management.

This certificate responds to organizations' demand for professionals with the skills to provide them with 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 required courses.

**PART-TIME OPTIONS**

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**

Develop your technical résumé and kick start your career. As you study to become a database administrator, you will learn the basic language, review the fundamental building blocks, and discover how to manage a relational database manage-

ment 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 5 core courses and one group of specialty courses, whether Microsoft Access or Microsoft SQL Server.

**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

**LEGEND****LEARNING OPTIONS**

<b>Ft</b>	Full-time
<b>Pt</b>	Part-time
<b>D</b>	Distance and Online learning

**START DATE**

	Fall
	Winter
	Spring
	Summer

**CREDENTIAL**

	Applied degree
	Baccalaureate degree
	Certificate
	Diploma

## DATABASE REPORTING TOOLS CERTIFICATE

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 four certificate courses.

### REQUIRED COURSES

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

## JAVA DEVELOPER CERTIFICATE

Learn to create Java applications. You will 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 seven courses.

### PART-TIME OPTIONS

CCTB751	Programming: Application Development
CCTB761	Java/Android Programming: Fundamentals
CCTB763	Java Programming: Desktop Applications and GUIs
CCTB765	Java/Android Programming: Storage
CCTB767	Java/Android Programming: Web Applications
CCTB769	Java Programming: Enterprise Applications
CCTB770	Java Programming: Project

## SOFTWARE TESTING CERTIFICATE

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 leader or 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 eight required courses.

### CORE COURSES

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

## WEB APPLICATION CONSULTANT CERTIFICATE

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 by completing this certificate. Hands-on learning, expert instructors and daily interaction with other people just like you will help you to build your toolkit of essential skills. 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 six core courses and five electives.

### CORE COURSES

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

### OPTIONS: 5 OF THE FOLLOWING

CCTB141	Visual Basic.Net Level I
CCTB145	C# Level I
CCTW400	CSS/HTML 4 Using Dreamweaver
CCTD130	Flash Foundations
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
CCTB135	JavaScript

## CADD/GIS CERTIFICATES

### OVERVIEW

Enhance your career with further CADD/GIS education. Offered at the NAIT Computer Training Centre are a variety of certificates to help you upgrade your engineering and design skills, whether your goal is to change your career direction, meet recognition requirements, or to simply attend to your personal growth. Your previous experience in drafting, design, IT and other related fields will help you make a fluid transition in to CADD and GIS.

Careers in this industry are becoming more demanding, and efficiency is becoming ever important. Your attention to detail will be critical, in both certificate study and the workplace. By completing the AutoCAD certificate you'll be ready for an entry level drafting position. Study GIS and you'll build skills ready for use in park, sewer, and traffic planning careers. The career potential is limitless; it's all in how you put your training to use!

Certificates are not automatically mailed out. Filling out a Request for Certification form as soon as you've successfully completed your program will ensure that you receive your certificate promptly. You can pick up this form at the registrar's office or download from [www.nait.ca/calendars](http://www.nait.ca/calendars). Submit the completed form to the Registrar's office.

### ARCGIS TECHNOLOGY SPECIALTY CERTIFICATE

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 seven core courses and two option courses.

#### CORE COURSES

CCTG101	GIS Concepts and Application Types
CCTG116	GIS Cartography

CCTG117	GIS Spatial Analysis
CCTG115	GIS Best Practices
CCTG130	ArcGIS Level I
CCTG230	ArcGIS Level II
CCTG235	ArcGIS Level III

#### OPTIONS: 2 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
CCTG160	Oracle Spatial Fundamentals
CCTG119	Web Mapping: GIS Using Open Source Software
CCTG330	ArcGIS Level IV

### AUTOCAD OPERATOR CERTIFICATE

AutoCAD is a software application for 2D and 3D design and drafting. This certificate program is a fast-tracked program that 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.

#### REQUIRED COURSES

CCTA550	AutoCAD Operator Certificate Level I
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### GEOGRAPHIC INFORMATION SYSTEMS TECHNOLOGY CERTIFICATE

Expand your skills or enhance your résumé by completing a GIS Systems Technology Certificate. By completing this certificate, you will gain fundamental knowledge. By learning to use some of the vital software systems used in the industry, you will improve your efficiency and success on the job.

#### CERTIFICATION

A Geographic Information Systems Technology Certificate will be awarded to students who complete four flexible core courses and four option courses. The

selection of the courses is left up to the student to gain the knowledge suitable to their field of work.

#### FLEXIBLE CORE COURSES (4 OF THE FOLLOWING)

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

#### OPTIONS: 4 OF THE FOLLOWING

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

### LEGEND

#### LEARNING OPTIONS

<b>Ft</b>	Full-time
<b>Pt</b>	Part-time
<b>D</b>	Distance and Online learning

#### START DATE

	Fall
	Winter
	Spring
	Summer

#### CREDENTIAL

<b>A</b>	Applied degree
<b>B</b>	Baccalaureate degree
<b>C</b>	Certificate
<b>Dp</b>	Diploma

## GEOMEDIA TECHNOLOGY SPECIALTY CERTIFICATE

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 that 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 seven core courses and two option courses.

### CORE COURSES

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

### OPTIONS: 2 OF THE FOLLOWING

CCTG420	GeoMedia Professional Level IV
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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
CCTG160	Oracle Spatial Fundamentals
CCTG119	Web Mapping: GIS Using Open Source Software

## GIS AND CADD INTEGRATION CERTIFICATE

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 eight required courses.

### REQUIRED COURSES

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

Intended for current engineers and engineering technologists, the MicroStation CADD Certificate is a complementary set of courses to help them continue their 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 exquisite 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 five required courses.

### V8I VERSION

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

## DIGITAL COMMUNICATIONS CERTIFICATES

### OVERVIEW

Digital communications is an exciting and growing field of work. You get to combine your technical and creative skills and solve communications problems for a variety of audiences. The following certificates are designed to help you update your current, add new skills to your personal toolkit or choreograph a career transition. Achieve your goals by completing a NAIT Computer Training Centre certificate.

Certificates are not automatically mailed out. Filling out a Request for Certification form as soon as you've successfully com-

pleted your program will ensure that you receive your certificate promptly. You can pick up this form at the registrar's office or download from [www.nait.ca/calendars](http://www.nait.ca/calendars). Submit your completed form to the Registrar's office.

### CSS/HTML CORE CERTIFICATE

Learn the core skills needed to build interesting, well designed web sites. 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 web sites can be developed easily with the help of great training. To gain the most from this training it, is recommended that you take these courses in order.

### CERTIFICATION

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

**REQUIRED COURSES**

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**

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 five required courses.

**REQUIRED COURSES**

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

**DIGITAL PUBLISHING CERTIFICATE**

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 12 required courses.

**REQUIRED COURSES**

CCTD10	Client/Designer Relations
CCTD110	Adobe Photoshop Level I
CCTD210	Adobe Photoshop Level II
CCTD111	Adobe Acrobat Level I

CCTD115	Adobe Illustrator Level I
CCTD215	Adobe Illustrator Level II
CCTD170	Typography
CCTD216	Visual Design Basic
CCTD316	Visual Design Advanced
CCTD120	InDesign Level I
CCTD220	InDesign Level II
CCTD910	Project: Digital Publishing

**FLASH DEVELOPER CERTIFICATE**

The possibilities in interactive design, data exchange and functionality are endless when you learn to use the options available in the Flash environment. The courses in this Flash developer certificate program will teach you how to create on-line animations, interactive web elements and powerful applications.

**CERTIFICATION**

A Flash Developer Certificate will be awarded to students who complete the nine required courses.

**REQUIRED COURSES**

CCTD130	Flash Foundations
CCTD135	Flash Animation Techniques
CCTD230	Flash ActionScript - Fundamentals
CCTD235	Flash Actionscript - Basic
CCTD435	Flash ActionScript - Advanced
CCTW100	CSS/HTML I - Fundamentals
CCTW200	CSS/HTML II - Using Dreamweaver
CCTD110	Adobe Photoshop Level I
CCTD115	Adobe Illustrator Level I

**WEB DESIGN CERTIFICATE**

Move beyond your web design limitations. Expand your thoughts and skills, and explore the world of web design, the processes involved and the software developed to help you achieve intuitive layouts and engaging interaction. A lot of skills and a little imagination will take you a long way in the constantly changing, ever growing web environment.

**CERTIFICATION**

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

**REQUIRED COURSES**

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

**WEB DEVELOPER CERTIFICATE**

Take the next step beyond the CSS/HTML Core Certificate and learn to master the art of web site development. Through well designed courses and using the philosophy of Progressive Enhancement these courses will expand your web design abilities and skills.

Move beyond the limitations of simple graphic based web site 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. Properly taught web design and develop-

**LEGEND****LEARNING OPTIONS**

- Ft** Full-time
- Pt** Part-time
- D** Distance and Online learning

**START DATE**

-  Fall
-  Winter
-  Spring
-  Summer

**CREDENTIAL**

- A** Applied degree
- B** Baccalaureate degree
- C** Certificate
- Dp** Diploma

ment techniques, a little imagination and numerous practical exercises will allow you to build professional looking web sites. To gain the most from this training, it is recommended that you take these courses in order.

#### CERTIFICATION

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

#### REQUIRED COURSES

CCTB276	Creating Web Graphics
CCTW400	CSS/HTML 4 Using Dreamweaver
CCTW500	CSS/HTML 5 Using Dreamweaver
CCTB135	JavaScript
CCTW915	Project: Designing a Responsive Website

## VISUAL DESIGN CERTIFICATE

Fulfill your passion and become a graphic designer. Understand how the professionals create and communicate in magazines, advertisements and on the web. Learn about typography, the process and the software used in communicating a visual message to the world. Expand your thoughts and increase your understanding of the ways the world is communicating around us and learn to create visual communication at the highest level.

#### CERTIFICATION

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

#### REQUIRED COURSES

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

## NETWORK, SECURITY, SYSTEMS ADMINISTRATION, PC SERVICING, WINDOWS SERVER + LINUX CERTIFICATES

### OVERVIEW

Keep current - our courses and certificates are created by industry, for industry. Are you already in a technical support role and looking to make a change? A Networking, Security, Systems Administration or PC Certificate is a smart way to prepare for certification exams, upgrade your skills, or train for career advancement.

Note: If you previously began a course of studies towards a certificate which is no longer offered you should consult the coordinator to discuss substitutions.

Certificates are not automatically mailed out. Filling out a Request for Certification form as soon as you've successfully completed your program will ensure that you receive your certificate promptly. You can pick up this form at the registrar's office or download from [www.nait.ca/calendars](http://www.nait.ca/calendars). Submit the completed form to the Registrar's office.

### CORE NETWORKING CERTIFICATE

This intensive, six-course stream is intended for those in a technical role 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 six required courses.

#### REQUIRED COURSES

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

### ENTERPRISE NETWORKING CERTIFICATE

Courses in this certificate program improve students' understanding of the internetworking of more than just physical equipment: students develop a complete understanding of enterprise networking and how different network technologies work together to form a network. This certification reaches beyond the fundamental concepts to provide students with an understanding of today's network and insight into the world of internetworking.

#### CERTIFICATION

An Enterprise Networking Certificate will be awarded upon completion of the five required courses.

#### CORE COURSES

CCTM103	IP Routing Fundamentals
CCTM203	LAN Switching Fundamentals
CCTM303	Dynamic Routing and Layer 3 Switching
CCTM403	QoS Techniques and Firewall
CCTM503	Voice Over IP (VOIP)

## LINUX (UNIX) CORE CERTIFICATE

This certificate is designed for entry-level systems administrators who want to prepare themselves for 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

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

### PART-TIME OPTIONS

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

## PC SERVICE AND SUPPORT CERTIFICATE

Become an effective solution 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 eight required courses.

### CORE COURSES

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

## SYSTEM SECURITY CERTIFICATE

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 six required courses.

### CORE COURSES

CCTM190	Security - Fundamentals
CCTM290	Security - Business Continuity and Planning
CCTM390	Vulnerability Assessment
CCTM490	Intrusion Detection and Prevention
CCTM590	Forensics
CCTM495	Windows Firewalls and Security Threat Management

## WINDOWS SERVER NETWORK ADMINISTRATOR CERTIFICATE

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

### CERTIFICATION

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

### CORE COURSES

CCTM170	Network Fundamentals
CCTM270	Network Implementation
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
CCTM321	Windows Server Group Policies
CCTM260	Windows Server Virtualization

## LEGEND

### LEARNING OPTIONS

<b>Ft</b>	Full-time
<b>Pt</b>	Part-time
<b>D</b>	Distance and Online learning

### START DATE

	Fall
	Winter
	Spring
	Summer

### CREDENTIAL

<b>A</b>	Applied degree
<b>B</b>	Baccalaureate degree
<b>C</b>	Certificate
<b>Dp</b>	Diploma

# OFFICE TECHNOLOGY CERTIFICATES

## OVERVIEW

Gain marketable skills for high demand jobs. Administrative support personnel who have a variety of computer skills are essential in today's high-tech workplace. You may choose individual courses to enhance your current career or work towards certification to expand your professional opportunities.

Certificates are not automatically mailed out. Filling out a Request for Certification form as soon as you've successfully completed your program will ensure that you receive your certificate promptly. You can pick up this form at the registrar's office or download from [www.nait.ca/calendars](http://www.nait.ca/calendars). Submit the completed form to the Registrar's office.

## EXCEL POWER USER CERTIFICATE

This certificate is for those individuals who want to showcase their broad knowledge of Microsoft Excel. Students who complete the certificate are familiar with all aspects of 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 six required courses.

### REQUIRED COURSES

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

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 eight core courses and two electives.

### CORE: 8 COURSES

CCTO100	Bookkeeping - Level I
CCTO200	Bookkeeping - Level II
CCTO300	Bookkeeping - Level III
CCTO110	Simply Accounting Level I
CCTO210	Simply Accounting Level II
CCTO305	Simply Accounting Level III
CCTO130	Microsoft Word Level I
CCTO140	Microsoft Excel Level I

### OPTIONS: 2 OF THE FOLLOWING

CCTO310	Simply Accounting Level IV
CCTO170	Microsoft Access Level I
CCTB106	Crystal Reports Level I
CCTB111	SQL Introduction
CCTO401	QuickBooks Level I
CCTO402	QuickBooks Level II
CCTO230	Microsoft Word Level II
CCTO240	Microsoft Excel Level II

## OFFICE APPLICATIONS SPECIALIST CERTIFICATE

Understanding the Windows operating system and Microsoft Office programs not only improves efficiency and productivity in the workplace, but it 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 eleven courses you will learn the most commonly-used operating system and programs, and be proud to obtain and display your certificate. 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 eight core courses, one assessment and two options.

### PART-TIME OPTIONS

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
CCTO170	Microsoft Access Level I
CCTO150	Microsoft PowerPoint

### ASSESSMENT

CCTO501	Office Applications Specialist Mastery Assessment
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### OPTIONS: 2 OF THE FOLLOWING

CCTO270	Microsoft Access Level II
CCTO160	Microsoft Outlook Foundations
CCTO451	Microsoft SharePoint Foundation
CCTB109	Microsoft Project Level I
CCTO113	Microsoft Visio
CCTD111	Adobe Acrobat Level I

# SUMMER COMPUTER CERTIFICATES

## OVERVIEW

Earn a Certificate in five weeks or less.

If you're ready to advance your career and don't have time to waste, the Computer Training Centre's Summer Certificate programs are hassle-free, short, and available part-time. Created by and for industry, these programs offer you the comforts of small class sizes, more student-instructor time, and hands-on training.

### PROGRAM MODEL/COMPLETION REQUIREMENTS

\*Note: Courses covered in each program are also available on an individual basis. Visit [www.nait.ca/ctc](http://www.nait.ca/ctc) for more information.

### PART-TIME OPTIONS

CCTB805	Application Development in C# and ASP. Net Certificate
CCTB806	Android Developer Certificate
CCTB807	Apple iPhone/iPad Developer Certificate
CCTB811	Database Reporting Tools Certificate
CCTD825	Digital Imaging Certificate
CCTM805	LINUX (UNIX) Core Certificate
CCTM810	System Security Certificate
CCTM830	PC Service and Support Certificate
CCTM846	Core Networking Certificate
CCTO800	Office Accounting with Simply Accounting Certificate
CCTO810	Office Applications Specialist Certificate
CCTW800	CSS/HTMLCore Certificate

## CERTIFICATES

### Android Developer Certificate [CCTB806]

Throughout this intensive 16-days program, you will learn programming fundamentals, design strategies for mobile devices, Java and Android fundamentals, to create applications and graphical user interfaces, data storage, to consume and create web components, to access device hardware, and to use a variety of Java and Android objects. By the end of the course, you will be able to create Android applications for all types of Android devices.

Note: Previous programming experience is an asset. 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.

An Android Developer Certificate will be awarded upon completion of CCTB806, which includes the following courses:

- CCTB751 Programming: Application Development
- CCTB761 Java/Android Programming: Fundamentals
- CCTB753 Android Programming: Applications and GUIs
- CCTB765 Java/Android Programming: Storage
- CCTB767 Java/Android Programming: Web Applications
- CCTB755 Android Programming: Hardware
- CCTB757 Android Programming: Multimedia, Graphics, and Animations
- CCTB759 Android Programming: Project

Recommended: CCTO101 Windows Desktop Operating System, equivalent courses, or practical experience.

### Apple iPhone/iPad Developer Certificate [CCTB807]

Learn to create applications for the iPhone, iPad and iPod as you develop proper programming practices and an understanding the Apple programming philosophy. Throughout this certificate program, you will explore programming concepts by developing applications using iOS 5.x and Xcode 4.x. Previous programming experience is an asset, and you will be expected to practice between classes.

Note: Students are encouraged to bring an Apple mobile device that can run with iOS 5.x to class. Students should also be proficient in the use of MAC OSX Lion.

An Apple iPhone/iPad Developer Certificate will be awarded upon completion of CCTB807, which includes the following courses:

- CCTB701 Foundations of Apple iPhone/iPad Programming
- CCTB702 Apple iPhone/iPad Programming: Exploration of Apple Object Model
- CCTB703 Apple iPhone/ iPad Programming: Working with Multiple Views
- CCTB704 Apple iPhone/iPad Programming: Accessing Data
- CCTB705 Apple iPhone/iPad Programming: Using Apple Libraries
- CCTB706 Apple iPhone/iPad Programming: Network Access

## LEGEND

### LEARNING OPTIONS

- Ft** Full-time
- Pt** Part-time
- D** Distance and Online learning

### START DATE

-  Fall
-  Winter
-  Spring
-  Summer

### CREDENTIAL

- A** Applied degree
- B** Baccalaureate degree
- C** Certificate
- Dp** Diploma

- CCTB707 Apple iPhone/iPad Programming: Publishing and Performance Optimization
- CCTB708 Apple iPhone/iPad Programming: Project

Recommended: CCTB751 Programming: Application Development or previous computer programming experience.

### **Application Development in C# and ASP.Net Certificate [CCTB805]**

This intensive six-course stream is for students intending to develop Windows applications.

An Application Development in C# and ASP.Net Certificate will be awarded upon completion of CCTB805, which includes the following courses:

- CCTB145 C# Level I
- CCTB245 C# Level II
- CCTB345 C# Level III
- CCTB445 C# Level IV
- CCTB192 ASP.Net for C# Level I
- CCTB292 ASP.Net for C# Level II

Recommended: CCTO101 Windows Desktop Operating System, equivalent courses, or practical experience.

### **Core Networking Certificate [CCTM846]**

This intensive six-course stream is intended for those in a technical role who are looking for entry level networking skills, upgrade or train for career advancement.

A Core Networking Certificate will be awarded upon completion of CCTM846, which includes the following courses:

- CCTM111 Windows Command Line
- CCTM114 Data Communication & VOIP
- CCTM170 Network Fundamentals
- CCTM270 Network Implementation
- CCTM116 Network Wiring & Troubleshooting
- CCTM370 Network Operating Systems

Recommended: CCTO101 Windows Desktop Operating System, equivalent courses, or practical experience.

### **CSS/HTMLCore Certificate [CCTW800]**

Learn the core skills needed to build interesting well designed web sites. Learn basic web design by harnessing the power of Cascading Style Sheets, HTML, JavaScript, and Dreamweaver. These courses use the philosophy of "Progressive Enhancement" to help expand your web design abilities and skills. Great looking web sites can be developed easily with the help of great training.

A CSS/HTML Core Certificate will be awarded upon completion of CCTW800 which includes the following courses:

- 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

Recommended: CCTO101 Windows Desktop Operating System, equivalent courses, or practical experience.

### **Database Reporting Tools Certificate [CCTB811]**

This intensive 8-days four-course program teaches you all about Data Base Reporting Tools. This course is intended for those who would like to learn and utilize various Reporting Tools such as Crystal Report and SQL Reporting Services to develop Professional reports from a Relational Database such as Microsoft SQL Server.

A Database Reporting Tools Certificate will be awarded upon completion of CCTB811, which includes the following Courses:

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

Recommended: CCTO101 Windows Desktop Operating System, equivalent courses, or practical experience.

### **Digital Imaging Certificate [CCTD825]**

An intensive five-course program for those who want to learn and utilize the features and functionality of Adobe Photoshop for multiple applications - digital photography, print and web.

A Digital Imaging Certificate will be awarded upon completion of CCTD825, which includes the following courses:

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

Recommended: CCTO101 Windows Desktop Operating System, equivalent courses, or practical experience.

### **LINUX (UNIX) Core Certificate [CCTM805]**

Linux has become one of the hottest Unix Operating Systems. This intensive seven-course stream is intended to develop core competencies for technical and support personnel working in the field.

A Linux (UNIX) Systems Administrator Certificate will be awarded upon completion of CCTM805, which includes the following courses:

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

Recommended: None.

### Application Development in C# and ASP.Net Certificate [CCTB805]

This intensive six-course stream is for students intending to develop Windows applications.

An Application Development in C# and ASP.Net Certificate will be awarded upon completion of CCTB805, which includes the following courses:

- CCTB145 C# Level I
- CCTB245 C# Level II
- CCTB345 C# Level III
- CCTB445 C# Level IV
- CCTB192 ASP.Net for C# Level I
- CCTB292 ASP.Net for C# Level II

Recommended: CCTO101 Windows Desktop Operating System, equivalent courses, or practical experience.

### Core Networking Certificate [CCTM846]

This intensive six-course stream is intended for those in a technical role who are looking for entry level networking skills, upgrade or train for career advancement.

A Core Networking Certificate will be awarded upon completion of CCTM846, which includes the following courses:

- CCTM111 Windows Command Line
- CCTM114 Data Communication & VOIP
- CCTM170 Network Fundamentals
- CCTM270 Network Implementation
- CCTM116 Network Wiring & Troubleshooting
- CCTM370 Network Operating Systems

Recommended: CCTO101 Windows Desktop Operating System, equivalent courses, or practical experience.

### CSS/HTMLCore Certificate [CCTW800]

Learn the core skills needed to build interesting well designed web sites. Learn basic web design by harnessing the power of Cascading Style Sheets, HTML, JavaScript, and Dreamweaver. These courses use the philosophy of "Progressive Enhancement" to help expand your web design abilities and skills. Great looking web sites can be developed easily with the help of great training.

A CSS/HTML Core Certificate will be awarded upon completion of CCTW800 which includes the following courses:

- 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

Recommended: CCTO101 Windows Desktop Operating System, equivalent courses, or practical experience.

### Database Reporting Tools Certificate [CCTB811]

This intensive 8-days four-course program teaches you all about Data Base Reporting Tools. This course is intended for those who would like to learn and utilize various Reporting Tools such as Crystal Report and SQL Reporting Services to develop Professional reports from a Relational Database such as Microsoft SQL Server.

A Database Reporting Tools Certificate will be awarded upon completion of CCTB811, which includes the following Courses:

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

Recommended: CCTO101 Windows Desktop Operating System, equivalent courses, or practical experience.

### Digital Imaging Certificate [CCTD825]

An intensive five-course program for those who want to learn and utilize the features and functionality of Adobe Photoshop for multiple applications - digital photography, print and web.

A Digital Imaging Certificate will be awarded upon completion of CCTD825, which includes the following courses:

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

Recommended: CCTO101 Windows Desktop Operating System, equivalent courses, or practical experience.

### LINUX (UNIX) Core Certificate [CCTM805]

Linux has become one of the hottest Unix Operating Systems. This intensive seven-course stream is intended to develop core competencies for technical and support personnel working in the field.

A Linux (UNIX) Systems Administrator Certificate will be awarded upon completion of CCTM805, which includes the following courses:

- CCTM520 Linux/UNIX - Command Line

#### LEGEND

##### LEARNING OPTIONS

- Ft** Full-time
- Pt** Part-time
- D** Distance and Online learning

##### START DATE

-  Fall
-  Winter
-  Spring
-  Summer

##### CREDENTIAL

- A** Applied degree
- B** Baccalaureate degree
- C** Certificate
- Dp** Diploma

- CCTM530 Linux System Automation and Shell Scripting for Administrators
- CCTM540 Linux Administration, Configuration and Installation
- CCTM550 Networking with Linux and Windows Level I
- CCTM560 Networking with Linux and Windows Level II

Recommended: None.

### Office Accounting with Simply Accounting Certificate [CCTO800]

This intensive ten-course stream is intended for accountants, accounting administration staff, accounting students and small business operations.

An Office Accounting Systems Certificate will be awarded upon completion of CCTO800, which includes the following courses:

- CCTO100 Bookkeeping Level I
- CCTO200 Bookkeeping Level II
- CCTO300 Bookkeeping Level III
- CCTO130 Microsoft Word Level I
- CCTO230 Microsoft Word Level II
- CCTO140 Microsoft Excel Level I
- CCTO240 Microsoft Excel Level II
- CCTO110 Simply Accounting Level I
- CCTO210 Simply Accounting Level II
- CCTO305 Simply Accounting Level III

Recommended: CCTO101 Windows Desktop Operating System, equivalent courses, or practical experience.

### Office Applications Specialist Certificate [CCTO810]

Understanding the Windows operating system and Microsoft Office programs not only improves efficiency and productivity in the workplace, but it also promotes career success. In just eleven courses you will learn the most commonly used operating system and programs, and be proud to obtain and display your certificate. This certificate is intended for office administrative support staff and small business operators.

An Office Applications Specialist Certificate will be awarded upon completion of CCTO810, which includes the following courses:

- CCTO101 Windows Desktop Operating System
- CCTO130 Microsoft Word Level I
- CCTO230 Microsoft Word Level II
- CCTO330 Microsoft Word Level III
- CCTO150 Microsoft PowerPoint
- CCTO170 Microsoft Access Level I
- CCTO140 Microsoft Excel Level I
- CCTO240 Microsoft Excel Level II
- CCTO160 Microsoft Outlook
- CCTD111 Adobe Acrobat Level I
- CCTO501 Office Applications Specialist Mastery Assessment

Recommended: None.

### PC Service and Support Certificate [CCTM830]

This hands-on training provides you the necessary skills to perform computer diagnostics, maintenance, repairs, and installation of computers and peripheral devices. With the completion of this series of courses and some additional self-study the student will be prepared to challenge the CompTIA A+ Certification examination.

A PC Service and Support Certificate will be awarded upon completion of CCTM830, which includes the following courses:

- CCTM111 Windows Command Line
- CCTM119 Windows OS Concepts, Installation and Configuration
- CCTM11 Hardware Concepts, Installation and Configuration

- CCTM12 PC Troubleshooting and Preventative Maintenance
- CCTM14 Windows OS Support and Troubleshooting
- CCTM170 Network Fundamentals
- CCTM218 Windows 7 Configuration and Implementation
- CCTM16 A+ Preparation

Recommended: CCTO101 Windows Desktop Operating System, equivalent courses, or practical experience.

### System Security Certificate [CCTM810]

This intensive six-course stream will be of interest to those responsible for implementing and maintaining system security. The courses in this certificate are designed for front-line network administrators who are currently working in a Windows environment or who are managing network infrastructure.

A System Security Certificate will be awarded upon completion of CCTM810, which includes the following courses:

- CCTM190 Security - Fundamentals
- CCTM290 Security - Business Continuity and Planning
- CCTM390 Vulnerability Assessment
- CCTM490 Intrusion Detection and Prevention
- CCTM590 Forensics
- CCTM495 Windows Firewalls and Security Threat Management

Recommended: CCTO101 Windows Desktop Operating System, equivalent courses, or practical experience.



## ENGINEERING + APPLIED SCIENCES

- BLUEPRINT READING COURSES
- CIVIL ENGINEERING TECHNOLOGY COURSES
- ELECTRICAL COURSES (DISTANCE)
- ELECTRICAL TRADES COURSES
- ENGINEERING DESIGN & DRAFTING TECHNOLOGY COURSES
- PLUMBING COURSES
- ROADBUILDERS CERTIFICATE

## BLUEPRINT READING COURSES



SCAN THIS TO  
LEARN MORE

### 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, electrical or metal work. Continuing Education students will find blueprint reading courses are an excellent means of adding to their professional development and overall employability.

### COURSE OUTLINE

CRP83	Blueprint Reading - Introduction
CRP84	Blueprint Reading - Commercial Structural & Architectural

### COURSES



## CIVIL ENGINEERING TECHNOLOGY COURSES



SCAN THIS TO  
LEARN MORE

### OVERVIEW

All of these courses are first-year courses from the nationally accredited, two-year Civil Engineering Technology diploma program. For each course you successfully complete, you will be given credit toward the full-time program. Or, you can simply take courses for personal interest or professional development.

These courses are ideal for people who wish to complete first-year courses on a part-time basis in the evening and/or on weekends while continuing with their current employment. Although it's possible to complete the first-year courses in one year, students should consider distributing their course load over a two-year period.

### PROGRAM MODEL/ COMPLETION REQUIREMENTS

After you have completed your first year of study on a part-time basis, the second year of study can then be taken full-time. Many students find that a combination of part-time and full-time studies is a practical and viable method of earning their Civil Engineering Technology diploma.

Continuing Education students who successfully complete all Year 1 courses and who intend to enrol in Year 2 of the full-time program must meet all program prerequisites and must meet with the Program Chair before applying for Year 2.

Students can take M40-Technical Math/Calculus to meet program requirements for ASM127.

Note: Students who complete all of these Continuing Education (first-year) courses may be eligible for certification by ASET as a Certified Engineering Technician (C.Tech.). Graduates of the full two-year program are eligible for certification by ASET as a Certified Engineering Technologist (C.E.T.). Both certifications will require additional requirements as outlined in the ASET certification guidelines. Additional requirements include a required number of years of approved work experience as well as successful completion of ASET's Professional Practice Exam.

ASET membership information link:  
[www.aset.ab.ca/pages/Membership/MembershipLevels.aspx](http://www.aset.ab.ca/pages/Membership/MembershipLevels.aspx)

### ENTRANCE REQUIREMENTS

Grade 12 English or equivalent. Speakers of English as an Additional Language should demonstrate Canadian Language Benchmark (CLB) 8 or NAIT ELP at 72%.

### COURSE OUTLINE

ASE116	Effective Communications I
ASE223	Effective Communications II
CIV110	Mechanics of Materials
CIV120	Surveying Principles
CIV145	Drafting and AutoCad Fundamentals
CIV150	Soil Mechanics I
CIV160	Computer Applications
CIV210	Structural Analysis
CIV220	Surveying Applications
CIV230	Pavement Materials Testing
CIV245	AutoCAD
CIV250	Soil Mechanics II
CIV270	Estimating I
CIV290	Fluid Mechanics

### COURSES



# ELECTRICAL COURSES (DISTANCE)



SCAN THIS TO LEARN MORE

## OVERVIEW

Looking to charge up your career prospects, marketable skills and knowledge of electrical basics? Or, 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 MODEL/ COMPLETION REQUIREMENTS

The first four courses offer an in-depth look at electrical fundamentals, including AC theory, DC theory and three-phase electricity basics, as well as AC and DC machine theory. The fifth course offers practical information of use to journeymen electricians and to students who have taken the first four courses. The sixth course offers practical information of use to journeymen electricians and to students who have taken the first five courses.

Students have 9 months to complete each individual course.

## CERTIFICATION

Each course offers a Certificate of Completion to successful students.

## DELIVERY OPTIONS

All course material is delivered in a self-paced online format. The courses are continuous intake so that students can get started at anytime.

## COURSE OUTLINE

ELT110W	Introduction to Electrical Concepts
ELT120W	Alternating Current Fundamentals
ELT130W	Three Phase Fundamentals
ELT140W	AC & DC Machine Theory
ELT150W	System Analysis
ELT160W	Switchgear Inspection & Maintenance

## COURSES



## LEGEND

### LEARNING OPTIONS

- Ft** Full-time
- Pt** Part-time
- D** Distance and Online learning

### START DATE

- Fall
- Winter
- Spring
- Summer

### CREDENTIAL

- A** Applied degree
- B** Baccalaureate degree
- C** Certificate
- Dp** Diploma

## ELECTRICAL TRADES COURSES



SCAN THIS TO LEARN MORE

### 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 ELE30 will prepare you for your Electrical Master Exam.

For out-of-province or temporary foreign workers, the Electrician Refresher pro-

gram will help prepare you for your Red Seal Certification. For more information please contact the Portfolio Manager at 780.378.5313.

Look for new courses coming for Fall 2012.

### CAREER OPPORTUNITIES

Students who enrol in one or more Continuing Education courses related to the Electrical Trades often find that their career and employment options are enhanced. Students may also wish to refer to the NAIT website 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.

### COURSE OUTLINE

ELE11	Electrical Construction Updating
ELE140	Introduction to Electrical Estimating
ELE15	Electrical Code (Part I)
ELE16	Electrical Code (Part II)
ELE234	Luminaire Service Worker
ELE30	Electrical - Master Certification
ELE31	Electrical - Master Certification -Homestudy
ELE702	Electrical Trade Basic Skills
ELE81	Fire Detection & Alarm Systems
ELE82	Fire Detection & Alarm Systems (Theory)
ELE83	Fire Detection & Alarm System Lab

### COURSES



## ENGINEERING DESIGN & DRAFTING TECHNOLOGY COURSES



SCAN THIS TO LEARN MORE

### OVERVIEW

Get a taste of engineering design by taking these continuing education courses. For students looking to enrol in the full-time Engineering Design and Drafting Technology program, these courses will give you a good start. For those already working in the field, these courses can enhance your skill set. Courses on manual drafting provide students with a solid foundation of drafting principles which facilitates future learning in AutoCAD courses.

### CAREER OPPORTUNITIES

Continuing education students will find that these technical drawing courses are an excellent means of adding to their professional development and overall employability.

### COURSE OUTLINE

EDD125	Descriptive Geometry
EDD141	Technical Drawings I
EDD142	Technical Drawing II

### COURSES



## PLUMBING COURSES



SCAN THIS TO LEARN MORE

### 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, as well as water conservation.

### COURSE OUTLINE

PIP105A	Basic Household Plumbing Repair
PIP105B	Advanced Household Plumbing Repairs
PIP14	Blueprint Reading - Piping Trades
PIP44	Combustion Analysis
PIP47	Plumbing - Cross Connection
PIP48	National Plumbing Code of Canada
PIP49	Medical Gas Installation
PIP702	Plumber Job Readiness

PIP81	Plumbing Cross Connection Control Device Testing Procedures/Recertification
PIP81C	Plumbing Cross Connection Challenge Exam
PIP91	Solar Hot Water Installation

### COURSES



## ROADBUILDERS CERTIFICATE



SCAN THIS TO LEARN MORE

### 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 who are 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 - 107.

A Level 2 certificate is awarded after the successful completion of courses ROAD201 - 204.

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

### COURSES



### LEGEND

#### LEARNING OPTIONS

- Ft** Full-time
- Pt** Part-time
- D** Distance and Online learning

#### START DATE

- Fall
- Winter
- Spring
- Summer

#### CREDENTIAL

- A** Applied degree
- B** Baccalaureate degree
- C** Certificate
- Dp** Diploma



## ENGLISH AS A SECOND LANGUAGE

- ENGLISH AS A SECOND LANGUAGE
- EAL SHORT COURSES

# ENGLISH AS A SECOND LANGUAGE (ESL)



SCAN THIS TO  
LEARN MORE

## 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.

## CAREER OPPORTUNITIES

Graduates of the ESL program move into the workforce or on to postsecondary 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

## COURSES



# SHORT COURSES

## OVERVIEW

### BASED ON STUDENT NEEDS AND INTERESTS

Every month, 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](http://www.nait.ca/ESL).

### CONTACT US TO REGISTER.

Tell us your ideas, and we can customize a course.

We offer

- face-to-face courses
- online courses

## LEGEND

### LEARNING OPTIONS

- Ft** Full-time
- Pt** Part-time
- D** Distance and Online learning

### START DATE

- Fall
- Winter
- Spring
- Summer

### CREDENTIAL

- A** Applied degree
- B** Baccalaureate degree
- C** Certificate
- Dp** Diploma



## ENVIRONMENTAL MANAGEMENT

- OIL AND GAS PRODUCTION OPERATOR
- PETROLEUM ENGINEERING TECHNOLOGY COURSES (DISTANCE)
- WATER AND WASTEWATER TECHNICIAN CERTIFICATE (DISTANCE)

## OIL AND GAS PRODUCTION OPERATOR



SCAN THIS TO  
LEARN MORE

### 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
- 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 four 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. Students can get started anytime with our continuous intake format and have nine months to complete each course. An extension is available for a fee if required.

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

### PROGRAM OUTLINE

#### REQUIRED COURSES

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

### COURSES



## PETROLEUM ENGINEERING TECHNOLOGY COURSES (DISTANCE)



SCAN THIS TO  
LEARN MORE

### OVERVIEW

NAIT's preparatory courses in Petroleum Engineering Technology are recognized by the Association of Science and Engineering Technology Professionals of Alberta (ASET). Completion of each course gives students credit toward the academic requirements for ASET certification as a Petroleum Engineering Technologist. Even if they are not working toward their certification, students can take individual Petroleum Engineering Technology courses relevant to their current employment.

### CAREER OPPORTUNITIES

Further studies leading to certification as a Petroleum Engineering Technologist open doors to careers in the upstream oil and gas industry. Graduates find work related to the production of oil and gas from conventional reserves, or in the heavy oil and oil sands industries. Knowledge and training is relevant to employers involved in:

- completions
- drilling
- formation evaluation
- geology
- operations
- production
- reservoir engineering
- workovers.

### LEGEND

#### LEARNING OPTIONS

- Ft** Full-time
- Pt** Part-time
- D** Distance and Online learning

#### START DATE

- Fall
- Winter
- Spring
- Summer

#### CREDENTIAL

- A** Applied degree
- B** Baccalaureate degree
- C** Certificate
- Dp** Diploma

## PROGRAM MODEL/ COMPLETION REQUIREMENTS

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

Course materials are paper-based, but students should nevertheless communicate with their instructor and submit assignments via email. Students have 16 weeks to complete each course, and they register for each one by a pre-determined date.

Students are required to submit assignments according to preset due dates; however, a 4-week extension may be granted for an additional fee. Students are allowed 2 extensions per course. For information on extensions and fees, contact the Student Success Contact Centre.

## ACCREDITATION

For more information about ASET Certification, contact ASET or visit <http://www.aset.ab.ca/>.

## ENTRANCE REQUIREMENTS

To increase your success rate, it is suggested to have completed English 30 or 33, Pure Math 30 or Math 30 or a minimum of 60% in Math 33, and one of: Science 30, Physics 30 or Chemistry 30. Note: these are the prerequisites for the full-time program, should your goal be to apply and be accepted into full-time studies.

## DELIVERY OPTIONS

Course material is paper-based correspondence. You may communicate with your instructor via email to submit assignments. You will have a midterm and a final exam for most courses, which are closed-book, paper-based and must be supervised.

## REGISTRATION

Students must register two weeks prior to start date to ensure delivery of course material. Check website for dates.

## PROGRAM OUTLINE

### DISTANCE OPTIONS

PNT12	Petroleum Geology
PNT15	Fluid Mechanics
PNT22	Formation Evaluation
PNT23	Drilling & Well Planning
PNT31	Natural Gas Production Operations
PNT33	Completions and Workovers
PNT34	Reservoir Engineering
PNT35	Thermodynamics
PNT37	Safety Studies
PNT49	Environmental Management

## COURSES



# WATER AND WASTEWATER TECHNICIAN CERTIFICATE (DISTANCE)



SCAN THIS TO  
LEARN MORE

## OVERVIEW

NAIT's Water and Wastewater Technician program, the only one of its kind in Alberta and western Canada, will help you become 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 enables students to become certified as Water and Wastewater Technicians. Individuals simply looking to update their skills and

needing some additional credits for professional development 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.

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

## 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 credential 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 that they enrol in only one course per term.

## DELIVERY OPTIONS

Course material is paper-based correspondence. You may communicate with your instructor via email to submit assignments. You will have multiple exams for most courses, which are closed-book, paper-based and must be supervised.

## PROGRAM OUTLINE

### DISTANCE COURSES

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

## COURSES



### LEGEND

#### LEARNING OPTIONS

- Ft** Full-time
- Pt** Part-time
- D** Distance and Online learning

#### START DATE

- Fall
- Winter
- Spring
- Summer

#### CREDENTIAL

- A** Applied degree
- B** Baccalaureate degree
- C** Certificate
- Dp** Diploma



## HEALTH + SAFETY

- BREAST SONOGRAPHY COURSES (DISTANCE)
- COMBINED LAB & X-RAY TECHNOLOGY COURSES (DISTANCE)
- CONTINUING COMPETENCY & ADVANCED CREDIT COURSES
- CPR TRAINING
- DENTAL ASSISTING INTRA-ORAL COURSES (DISTANCE)
- DENTAL PROFESSIONAL GENERAL COURSES (DISTANCE)
- DENTAL TECHNOLOGY COURSES (DISTANCE)
- DENTURIST COURSES (DISTANCE)
- DIAGNOSTIC MEDICAL SONOGRAPHY BRIDGING (DISTANCE)
- DIAGNOSTIC MEDICAL SONOGRAPHY REFRESHER (DISTANCE)
- EMERGENCY MANAGEMENT DIPLOMA (DISTANCE)
- EMS TRAINING
- FOOD SAFETY (DISTANCE)
- HEALTH SCIENCES (GENERAL) COURSES
- INDUSTRIAL EMERGENCY MANAGEMENT CERTIFICATE (DISTANCE)
- ITLS TRAINING
- MAGNETIC RESONANCE IMAGING (MRI) 2ND DISCIPLINE CERTIFICATE (DISTANCE)
- MEDICAL LABORATORY ASSISTANT COURSES (DISTANCE)
- MEDICAL LABORATORY TECHNOLOGY COURSES
- MEDICAL RADIOLOGICAL TECHNOLOGY BRIDGING (DISTANCE)
- MEDICAL RADIOLOGICAL TECHNOLOGY REVIEW (DISTANCE)
- NAIT SONOGRAPHY TESTING CENTRE
- OPTICAL SCIENCES - ADVANCED PRACTICE CONTACT LENSES CERTIFICATE (DISTANCE)
- OPTICAL SCIENCES - ADVANCED PRACTICE SIGHT TESTING COURSES (DISTANCE)
- OPTICAL SCIENCES - AUTOMATED REFRACTING THEORY (DISTANCE)
- OPTICAL SCIENCES - EYEGLASSES DIPLOMA (DISTANCE)
- OPTICAL SCIENCES - OPHTHALMIC ASSISTANT (DISTANCE)
- OPTICAL SCIENCES - OPHTHALMIC REVIEW COURSES (DISTANCE)
- PERSONAL FITNESS TRAINER
- PRECEPTOR TRAINING COURSES (DISTANCE)
- PUBLIC SECTOR EMERGENCY MANAGEMENT CERTIFICATE (DISTANCE)

## BREAST SONOGRAPHY COURSES (DISTANCE)



SCAN THIS TO  
LEARN MORE

### OVERVIEW

In a career that tests your expertise on a daily basis, it's of extreme importance to keep your skills current and fresh. Breast sonography is a challenging and evolving field, demanding you stay on top of new and advancing technology to best serve

your patients. Continue your education in this area and ensure you are growing along with the field and performing to the best of your abilities.

### CAREER OPPORTUNITIES

As a medical professional, expanding and continuing your education in breast sonography ensures you are able to best serve patients and properly use the technology you are equipped with.

### ENTRANCE REQUIREMENTS

Student must be a sonographer, mammographer or radiologist/physician and have a basic understanding of ultrasound physics.

### COURSE OUTLINE

DMS10 Sonography Breast

### COURSES



## COMBINED LAB & X-RAY TECHNOLOGY COURSES (DISTANCE)



SCAN THIS TO  
LEARN MORE

### 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.

### COURSE OUTLINE

HSC103	Anatomy & Physiology
HSC104	Medical Terminology (TLM)
HSC105	Infection Control and Safety
ML205	Urinalysis (Homestudy)
ML210	Transfusion Medicine Homestudy
ML601	Specimen Collection & Handling (Homestudy)
ML602	Electrocardiography (Homestudy)
ML830	General Laboratory Practices (Homestudy)
ML833	Clinical Chemistry I (Homestudy)
ML850	Endocrinology
ML851	Lipids
ML852	Therapeutic Drug Monitoring

ML853 Toxicology  
SHL357 Digital Imaging and PACS in Medical Sciences

### COURSES



### LEGEND

#### LEARNING OPTIONS

- Ft** Full-time
- Pt** Part-time
- D** Distance and Online learning

#### START DATE

- Fall
- Winter
- Spring
- Summer

#### CREDENTIAL

- A** Applied degree
- B** Baccalaureate degree
- C** Certificate
- Dp** Diploma

## CONTINUING COMPETENCY & ADVANCED CREDIT COURSES



SCAN THIS TO LEARN MORE

### 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 regis-

tration 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.

### COURSE OUTLINE

HRT10	Medical Terminology - Basic
HSC103 HSC104C	Anatomy & Physiology Medical Terminology Challenge Exam
ML500	Phlebotomy (Venipuncture) Workshop for Health Care Professionals
ML600	Electrocardiography (ECG) workshop for Health Care Professionals

### COURSES



## CPR TRAINING



SCAN THIS TO LEARN MORE

### 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

CPR100	Basic Life Support for Healthcare Providers - C
CPR101	Basic Life Support for Healthcare Provider - C Renewal
CPR140	Core Instructor Course
CPR150	Basic Life Support Instructor
CPR170	Basic Life Support Instructor Trainer
CPR200	Advanced Cardiovascular Life Support (ACLS) Provider
CPR201	Advanced Cardiovascular Life Support (ACLS) Provider - Renewal

CPR202	ACLS for Experienced Providers
CPR250	ACLS for Healthcare Providers - Instructor
CPR300	Pediatric Advanced Life Support (PALS) Provider
CPR350	PALS for Healthcare Providers - Instructor

### COURSES



# DENTAL ASSISTING INTRA-ORAL COURSES (DISTANCE)



SCAN THIS TO  
LEARN MORE

## 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 registered 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 centers 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 grade 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.

## 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. This ensures sufficient time for mailing and pre-study of course theory.

## COURSE OUTLINE

IDA50	Application and Removal of Dental Dam
IDA52	Preventive Patient Care Procedures
IDA53	Expanded Skills
IDA55	Taking Preliminary Impressions for Diagnostic Casts
IDA58	Intra-Oral Provisional Restorations and Gingival Retraction Cord Placement
IDA60	Application of Dental Cavity Varnishes & Liners
IDA61	Application & Removal of Matrices and Wedges
IDA62	Application of Pit & Fissure Sealants
IDA63	Removal of Surgical Sutures
IDA64	Application of Topical Anesthetic
IDA65	Application of Desensitizing Agents
IDA66	Diagnostic Testing for Pulp Vitality
IDA75	Periodontal Probing
IDA82	Tooth Whitening
IDX51	Applied Dental Radiography

## COURSES



### LEGEND

#### LEARNING OPTIONS

- Ft** Full-time
- Pt** Part-time
- D** Distance and Online learning

#### START DATE

- Fall
- Winter
- Spring
- Summer

#### CREDENTIAL

- A** Applied degree
- B** Baccalaureate degree
- C** Certificate
- Dp** Diploma

## DENTAL PROFESSIONAL GENERAL COURSES (DISTANCE)



SCAN THIS TO  
LEARN MORE

### OVERVIEW

Our wide range of dental courses helps 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.

### COURSE OUTLINE

HC100	Preceptor Training (WebCT)
HC101	Preceptor Training - Practical
IDA101	Dental Science
IDA103	Nutrition in Dentistry
IDA104	Emergencies & Pharmacology in Dentistry
IDA105	Oral Health Education
IDA124	Dental Records
IDA130	Dental Communications
IDA200	Dental Reception Procedures
IDA82	Tooth Whitening
IDX100	Fundamentals of Dental Radiology

### COURSES



## DENTAL TECHNOLOGY COURSES (DISTANCE)



SCAN THIS TO  
LEARN MORE

### 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 Pro-

gram office. A copy of your provincial registration is required for registration.

The required textbooks can be ordered through the NAIT Bookstore.

### COURSE OUTLINE

DHS500	Complete Denture Set-Up Review
IDA101	Dental Science
IDL95	Client Care for Dental Technologists
IDL96	Radiographic Interpretation for Dental Technologists
IDL97	Preliminary Impressions for Dental Technologists

### COURSES



## DENTURIST COURSES (DISTANCE)



SCAN THIS TO  
LEARN MORE

### 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 or 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.

### COURSE OUTLINE

DHS500	Complete Denture Set-Up Review
IDA82	Tooth Whitening
IDE301	Patient Clinical Records
IDE302	Treatment Planning for Removable Prosthodontics
IDE303	Surveying for Partial Denture Design

### COURSES



## DIAGNOSTIC MEDICAL SONOGRAPHY BRIDGING (DISTANCE)



SCAN THIS TO  
LEARN MORE

### OVERVIEW

Are you an internationally educated Diagnostic Medical Sonographer (DMS)? If so, this is an opportunity to upgrade your knowledge and skills to meet the standards required by Canadian employers. The NAIT Diagnostic Medical Sonography Bridging Program offers didactic and laboratory-based training, and a clinical practicum to help you prepare for work in a clinical practice.

Three computer-based didactic courses are delivered online; each is 32 hours long. Within a generous, but specified time limit, students complete those courses at their own pace and location. The laboratory-based courses are held at the NAIT Main Campus.

Applicants must qualify for the program through a structured process which includes the assessment and verification of credentials, work experience, and clinical scanning skills.

### PROGRAM MODEL/ COMPLETION REQUIREMENTS

Based on the results of the applicant's initial assessment, an individual program of studies will be recommended. It may include DMS Refresher & Upgrading Program courses as well as Bridging Program courses and/or practicums. Upon successful completion of all courses recommended by the selection committee, a Continuing Education Certificate - DMS Bridging Program will be granted.

### PROGRAM DETAILS

Designed for internationally trained ultrasound professionals, this program allows new Canadians to transition more quickly into the Canadian labour market. It provides training that targets individual specific needs. The program is not intended for basic entry-level training or as a full refresher program.

A student will require approximately 8 - 12 months to complete his or her studies. Please contact the Program Coordinator Evelyne Chenard at [evelynechenard@nait.ca](mailto:evelynechenard@nait.ca) for more information.

### LEGEND

#### LEARNING OPTIONS

- Ft** Full-time
- Pt** Part-time
- D** Distance and Online learning

#### START DATE

- Fall
- Winter
- Spring
- Summer

#### CREDENTIAL

- A** Applied degree
- B** Baccalaureate degree
- C** Certificate
- Dp** Diploma

**MAJOR SKILLS ACQUIRED**

- occupation-specific terminology
- orientation to Canadian healthcare
- patient care in sonography
- technical skills, based on the Canadian requirements, acquired through lab simulations and clinical practicums

- active registration in an accredited program such as CARDUP, ARDMS, AART, CCI or DMU
- work experience as a sonographer/ultrasound professional
- English competency
- technical skills
- motivation
- interest in healthcare

DIB201	Diagnostic Medical Sonography Occupational Terminology
DIB202	DMS Bridging Simulated Case Studies - Generalist
DIB203	DMS Bridging Simulated Case Studies - Cardiac
DIB204	DMS Bridging Simulated Case Studies - Vascular
DIB207	DMS Clinical Practicum 2 weeks
DIB208	Patient Care in Sonography

**ENTRANCE REQUIREMENTS**

Candidates must apply for the DMS Bridging Program and successfully complete the assessment process. Eligibility is based on the following:

**COURSE OUTLINE**

DIB101	Orientation to Canadian Healthcare
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**COURSES****DIAGNOSTIC MEDICAL SONOGRAPHY REFRESHER (DISTANCE)**

SCAN THIS TO  
LEARN MORE

Contact program coordinator, Evelyne Chenard at [evelynec@nait.ca](mailto:evelynec@nait.ca) for more information.

- 48 Credits for Adult Echocardiography
- 16 Credits for Physics

**PROGRAM MODEL/  
COMPLETION  
REQUIREMENTS**

Students in the DMS Refresher & Upgrading Program will qualify for the Continuing Education - DMS Refresher & Upgrading Certificate upon successful completion of DSR 103 - Physics & Instrumentation, plus two other courses from the program.

- Sonography Breast
- Ankle Brachial Index
- Physics & Instrumentation
- Abdomen & Superficial Structures
- Obstetrics & Gynecology
- Adult Echocardiography
- Vascular Technology
- Experiential Upgrading

Continuing Medical Education (CME) credits will be offered for each course.

- 35 Credits for Sonography Breast
- 8 Credits for Ankle Brachial Index (ABI)
- 32 Credits for Abdomen and Superficial Structures
- 32 Credits for Vascular
- 2 Credits for Obstetrics and Gynecology

**ENTRANCE REQUIREMENTS**

Applicants must have passed an ultrasound registry examination and be registered with CARDUP, ARDMS, AART, CCI, or DMU. Applicants must also have previous experience as an ultrasound professional in Canada.

**PROGRAM OUTLINE**

DIB207	DMS Clinical Practicum 2 weeks
DMS10	Sonography Breast
DMS55	Vascular Assessment with ABI's
DSR101	DMS Refresher Abdominal and Superficial Structures
DSR102	DMS Refresher - Obstetrics and Gynecology
DSR103	DMS Refresher Physics and Instrumentation
DSR104	DMS Refresher Adult Echocardiography
DSR105	DMS Refresher Vascular Sonography

**COURSES****OVERVIEW**

The DMS Refresher & Upgrading Program provides a review of principles and concepts currently in practice in three specialty areas of DMS - Generalist, Echocardiography, and Vascular. Candidates for this program will have previous experience as an ultrasound professional and will have passed an ultrasound registry examination (CARDUP, ARDMS, AART, CCI, or DMU).

The courses qualify for Continuing Medical Education (CME) credits.

For students returning to DMS practice after an extended absence, NAIT will work with them to organize a suitable clinical practicum once they have completed the related courses.

The courses are delivered online or in laboratories. Individuals who wish to expand their scope of practice into the areas of Breast Sonography and/or Ankle Brachial Index testing will appreciate the upgrading these courses provide.

The DMS Refresher & Upgrading Program is not an entry-level program.

# EMERGENCY MANAGEMENT DIPLOMA (DISTANCE)



SCAN THIS TO  
LEARN MORE

## OVERVIEW

Emergencies and disasters can happen anywhere, anytime. Are you up for the challenge of dealing head-on with an emergency?

NAIT's Emergency Management program provides you with a fundamental understanding of emergency management across a broad spectrum of working environments. You will graduate with the practical skills to effectively supervise or manage emergency management functions.

Course work focuses on four key areas: mitigation, planning, response and recovery.

Responding to the request of industry, NAIT has implemented a Public Sector Emergency Management Certificate. Each certificate requires the completion of five courses, which are completely transferable toward the NAIT Emergency Management diploma. The new certificates provide credentials for emergency management practitioners who need professional emergency management education, but perhaps not necessarily up to a diploma level.

The ideal candidate for the Emergency Management program is a mature student with several years of work experience. A work background in one or more of the following areas would be an asset: emergency services (e.g., police, fire, EMS), security, military, industry, health care, government, or workplace health & safety.

The Emergency Management program includes 19 courses and one practicum. Students with extensive previous experience may be eligible for advanced credit. The courses are delivered online.

A NAIT Continuing Education Diploma in Emergency Management will be awarded upon successful completion of the program.

## CAREER OPPORTUNITIES

The field of Emergency Management is currently one of the fastest-growing careers in North America. Graduates can expect to find employment in the public sector and in many industry sectors, such as oil & gas, petrochemical, energy generation and transmission, forestry, transportation and agriculture.

## ACCREDITATION

The Ontario Association of Emergency Managers (OAEM) <http://www.oeam.ca/public/education.html> recognises that the NAIT Emergency Management Certificate and Diploma programs follow the Certificate Program Standard prescribed by the Ontario Ministry of Training, Colleges and Universities. The curriculum and the course content offered by the NAIT Emergency Management Diploma and Certificate programs demonstrates conformity to all emergency management parameters applicable in Ontario, including Ontario legislated requirements, Canadian standards, and emergency management principles recognized by the Ontario Association of Emergency Managers.

## ENTRANCE REQUIREMENTS

There are no formal prerequisites to begin the program; however, work or volunteer experience in emergency services (e.g., police, fire, EMS), security, public works, military, industry, health care, social services, business continuity management, government, or occupational health & safety would be an asset. Please note that some Emergency Management courses must be taken prior to others as you work your way through the program. Consult website course descriptions for further details.

## 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

## COURSES



### LEGEND

#### LEARNING OPTIONS

- Ft** Full-time
- Pt** Part-time
- D** Distance and Online learning

#### START DATE

- Fall
- Winter
- Spring
- Summer

#### CREDENTIAL

- A** Applied degree
- B** Baccalaureate degree
- C** Certificate
- Dp** Diploma

## EMS TRAINING



SCAN THIS TO  
LEARN MORE

### OVERVIEW

NAIT's EMR and EMT programs have been designed by health care professionals to train Emergency Medical Services personnel to assess and treat sick and injured patients in a fast-paced, physically demanding atmosphere.

Theoretical components are complemented by practical hands-on training, providing students with skills and realistic experience in the emergency medical care industry.

NAIT's EMT program is accredited through the Canadian Medical Association at the PCP level.

Upon successful completion of the EMR and EMT programs students will receive a NAIT certificate and be eligible to write the Alberta College of Paramedics (ACP) provincial examination. The cost of the provincial exam and registration is the responsibility of the student and is not included in NAIT tuition.

### PROGRAM MODEL/ COMPLETION REQUIREMENTS

Pre-hospital care training in Alberta is a three-step process. Each program is a prerequisite to the next level of training. NAIT offers all three levels of training:

- Emergency Medical Responder (EMR)
- Emergency Medical Technician (EMT)
- Emergency Medical Technology - Paramedic (EMT- P) (full-time)

### PREREQUISITES

Prerequisites for all Emergency Medical Services (EMS) programs can be found in the online course descriptions.

After completing their EMR training, students must complete the EMT student assessment before being admitted to the EMT program.

### EMT STUDENT ASSESSMENT INFORMATION

The assessment consists of the following Emergency Medical Responder multiple choice exam

- Scenarios and interview

Upon completion of the EMR written exam all registered applicants will be

scheduled a time for the practical testing and interview. Please bring the following items to your interview:

- current resume
- photograph
- current Heart & Stroke, Basic Life Support for Healthcare Provider - Level C CPR (within 12 months) (copy)
- EMR certificate (copy)
- driver's license (copy)
- ACP Registration (copy)

### EMT PROGRAM INFORMATION

The EMT program involves 300 hours of theory and a hospital and ambulance practicum.

### DELIVERY OPTIONS

Part-time

### PROGRAM OUTLINE

EMR100	Emergency Medical Responder
EMT100	Emergency Medical Technician
EMT150	EMT Student Assessment

### COURSES



## FOOD SAFETY (DISTANCE)



SCAN THIS TO  
LEARN MORE

### 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.

### CAREER OPPORTUNITIES

Completing food safety courses will complement any training that involves food preparation or production. Many establishments require this course prior to starting 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.

### DELIVERY OPTIONS

This course is delivered online. There is a paper-based, closed-book, supervised exam that is required at the end of the course to receive your Alberta Health Services Certification.

### PROGRAM OUTLINE

FN90	Food Safety
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### COURSES



## HEALTH SCIENCES (GENERAL) COURSES



SCAN THIS TO  
LEARN MORE

### OVERVIEW

The health portfolio within the Department of Continuing Education offers a myriad of part-time, flexible courses geared toward healthcare professionals as well as those planning to enter the healthcare profession. Courses from the 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.

### COURSE OUTLINE

HRT10	Medical Terminology - Basic
HSC103	Anatomy & Physiology
HSC104	Medical Terminology (TLM)
HSC104C	Medical Terminology Challenge Exam
HSC105	Infection Control and Safety
ML500	Phlebotomy (Venipuncture) Workshop for Health Care Professionals
ML600	Electrocardiography (ECG) workshop for Health Care Professionals

ML612	Medical Terminology Basic (Homestudy)
ML613	Medical Terminology Body Systems I (Homestudy)
ML614	Medical Terminology Body Systems II
MRI500	IV Certification

### COURSES



## INDUSTRIAL EMERGENCY MANAGEMENT CERTIFICATE (DISTANCE)



SCAN THIS TO  
LEARN MORE

### OVERVIEW

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

### PROGRAM MODEL/ COMPLETION REQUIREMENTS

NAIT's Emergency Management Certificate programs, developed at the request of practitioners, industry, and government, provide the credentials for emergency management practitioners who need pro-

fessional emergency management education, but perhaps not necessarily up to a diploma level. Each certificate requires the completion of five courses.

The required courses for the Industrial Emergency Management Certificate program are as follows:

1. EMD103 Emergency Planning
2. EMD104 Emergency Planning and Response for Dangerous Goods Incidents  
or  
EMD405 Emergency Management Perspective - Petroleum Industry
3. EMD201 Physical Security Planning  
or  
EMD303 Business Continuity and Disaster Recovery Planning
4. EMD304 Managing the Emergency
5. EMD400 Risk Management: Structure and Process

The courses will be delivered online. The certificate program utilizes the existing Emergency Management Diploma program courses, therefore all courses are transferable toward the NAIT Emergency Management Diploma.

### CERTIFICATION

Industrial Emergency Management Certificate

### ENTRANCE REQUIREMENTS

Experience/employment in emergency management.

### LEGEND

#### LEARNING OPTIONS

- Ft** Full-time
- Pt** Part-time
- D** Distance and Online learning

#### START DATE

- Fall
- Winter
- Spring
- Summer

#### CREDENTIAL

- A** Applied degree
- B** Baccalaureate degree
- C** Certificate
- Dp** Diploma

Successful completion of EMD100 Overview of Emergency Management course from the NAIT Emergency Management Diploma program OR successful completion of the EMD100 prior learning assessment examination.

To enrol please complete and submit the Emergency Management Certificate enrolment form.

## 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

## COURSES



## ITLS TRAINING



SCAN THIS TO  
LEARN MORE

## PROGRAM OUTLINE

ITLS100	ITLS Basic Provider
ITLS101	ITLS Basic Provider Recertification
ITLS150	ITLS Basic Instructor
ITLS200	ITLS Advanced Provider
ITLS201	ITLS Advanced Provider Recertification
ITLS250	ITLS Advanced Instructor

ITLS300	ITLS Pediatric
ITLS400	ITLS Access

## COURSES



## 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.



# MAGNETIC RESONANCE IMAGING (MRI) 2ND DISCIPLINE CERTIFICATE (DISTANCE)



SCAN THIS TO LEARN MORE

## OVERVIEW

Fresh skills and a bright future. As a Certified MRI Technologist you'll find the program focus on practical experience and training complements your previous study in medical radiology, nuclear medicine, radiation therapy or ultrasound. Exactly what you need to keep your skill up-to-date and remain competitive in the job market.

By training through NAIT you also have exclusive access to the NAIT DI Viewer, a system for viewing images online. This award-winning tool was developed at NAIT for the use of the MRI program.

Unlike any other MRI training found across Canada, NAIT can offer you the program exclusively online, allowing you to work your continuing education goals into your schedule. You can take the program from anywhere in Canada, completing your study with a 16-week clinical practicum.

## CURRICULUM REVISION

The Magnetic Resonance Imaging 2nd Discipline Certificate is undergoing a curriculum revision as part of NAIT's commitment to program excellence. While the overall intent and purpose of the program remains the same, beginning in the fall of 2012 a few course changes will occur. Revised course descriptions will be posted to the program web page when available.

## PROGRAM MODEL/ COMPLETION REQUIREMENTS

From the date of commencement, the student is allowed three years to complete the seven MRI 2nd Discipline courses, including practicum. A program extension can be granted up to a maximum of one year with approval from the Program Coordinator.

All courses are offered three times a year, at the beginning of January, May, and September; each running for four consecutive months.

## REQUIRED COURSE ORDER

There is a certain order in which the courses must be taken. You can take one per cohort. If you would like to take more than one course per cohort there is a certain order/combination that must be followed. The maximum number of courses allowed per cohort is two.

Both the Physics and Cross Sectional Anatomy classes can be taken by themselves or paired up. Keep in mind that MRI101 Physics I must be taken before MRI201 Physics II; MRI102 Cross Sectional Anatomy I must be taken before MRI202 Cross Sectional Anatomy II.

In order to take the MRI100 Patient Care and Safety course you must have completed both Physics courses. Therefore you can pair up MRI100 Patient Care and Safety with one Cross Sectional Anatomy Course.

The MRI200 Techniques and Applications course is the final course in the didactic portion of the program. All other didactic courses must be completed before one is allowed to take this course.

The final course is the practicum portion of the program (MRI300). All didactic components must be completed before one is able to begin the practicum.

Sample Course Schedules if taking more than one course per Cohort:

- Semester 1 - MRI101 & MRI102
  - Semester 2 - MRI201 & MRI202
  - Semester 3 - MRI100
  - Semester 4 - MRI200
  - Semester 5 - MRI300
- or
- Semester 1 - MRI101
  - Semester 2 - MRI201 & MRI102
  - Semester 3 - MRI202 & MRI100
  - Semester 4 - MRI200
  - Semester 5 - MRI300

## TEXTBOOKS

Textbooks can be purchased from NAIT's Bookstore, by calling 780.471.7717. Textbook and mailing costs are not included in the course fee.

## CERTIFICATION

Students successfully completing the program will receive NAIT certification, and will be eligible to write the Canadian Association of Medical Radiation Technologists (CAMRT) MRI certification exam.

## ACCREDITATION

The MRI 2nd Discipline program is fully accredited by the Canadian Medical Association (CMA).

## ENTRANCE REQUIREMENTS

Prospective students require a diploma from an accredited institute in Medical Radiology, Ultrasound, Nuclear Medicine, Radiation Therapy, or Combined Laboratory & X-Ray. A current license with CAR-DUP, CAMRT, ARRT, or ACCLXT license or a diploma from an accredited institute from one of these disciplines is required.

All applicants must send a copy of their current registration or license, as well as a completed copy of the MRI Applicant Screening Form and fax to Melissa Elliott at 780.471.8993 for verification before entrance into the program. All students who meet the entrance requirements will be accepted on a first come first serve basis. The maximum enrollment is 15 students per cohort.

## LEGEND

### LEARNING OPTIONS

- Ft** Full-time
- Pt** Part-time
- D** Distance and Online learning

### START DATE

- Fall
- Winter
- Spring
- Summer

### CREDENTIAL

- A** Applied degree
- B** Baccalaureate degree
- C** Certificate
- Dp** Diploma

## PROGRAM OUTLINE

MRI100	Magnetic Resonance Imaging Patient Care and Safety	MRI200	Magnetic Resonance Imaging Techniques and Application	MRI300	Magnetic Resonance Imaging Practicum
MRI101	Magnetic Resonance Imaging Physics I	MRI201	Magnetic Resonance Imaging Physics II		
MRI102	Magnetic Resonance Imaging Cross Sectional Anatomy	MRI202	Magnetic Resonance Imaging Cross-Sectional Anatomy II		

## COURSES



## MEDICAL LABORATORY ASSISTANT COURSES (DISTANCE)



SCAN THIS TO  
LEARN MORE

### 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 fundamentals accurate.

Fitting education into your schedule can be tough, but we make it easier by offering distance learning options. Go at your own pace, but feel confident that the courses are approved by the ACMLT (Alberta College of Medical Laboratory Technologists). 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 hospitals, medical clinics, and medical research laboratories, looking to update skills or gain a competitive advantage in the workplace.

### PROGRAM MODEL/ COMPLETION REQUIREMENTS

#### EXAMS

The final course exam must be written in a health-care facility or an educational centre - school, college, technical institute, or university. Inside each course manual there is a Supervisor Consent form for the exam. You must find a supervisor (in-

validator) in your area to arrange a suitable location to write examination. Invigilator may be a supervisor, clinical instructor, or a professional educator such as a teacher, lecturer, instructor, professor, librarian or administrative personnel of an educational institution.

### ENTRANCE REQUIREMENTS

Must currently be employed as a Medical Lab Assistant.

### COURSE OUTLINE

ML100	Medical Laboratory Assistant
ML205	Urinalysis (Homestudy)
ML210	Transfusion Medicine Homestudy
ML601	Specimen Collection & Handling (Homestudy)

## COURSES



# MEDICAL LABORATORY TECHNOLOGY COURSES



SCAN THIS TO  
LEARN MORE

## OVERVIEW

The Medical Laboratory Technology series of courses offer you theoretical information to support your efforts to refresh, maintain and enrich your knowledge base. Each course consists of specific objectives, comprehensive notes, exercises, and references.

Should you encounter any difficulties with the material, a tutor is available by email or telephone.

Please note: 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:

- HSC103 Anatomy & Physiology - offered through correspondence or in-class
- HRT10 Medical Terminology Basic - offered in-class
- HSC104 Medical Terminology - offered online
- ML612, ML613, and ML614 Medical Terminology series - offered through correspondence.

Please note that all three courses must be taken to be equivalent to the other Medical Terminology courses.

## CAREER OPPORTUNITIES

This program is designed to support your continued development in any MLT related career.

## PROGRAM MODEL/ COMPLETION REQUIREMENTS

### EXAMS

The final course exam must be written in a health-care facility or an educational centre - school, college, technical institute, or university. Inside each course manual there is a Supervisor Consent form for the exam. You must find a supervisor (invigilator) in your area to arrange a suitable location to write examination. Invigilator may be a supervisor, clinical instructor, or a professional educator such as a teacher, lecturer, instructor, professor, librarian or administrative personnel of an educational institution.

### CERTIFICATION

To obtain a Medical Laboratory Technology diploma you must attend the full-time program. The diploma is not offered through distance learning.

### ENTRANCE REQUIREMENTS

Please refer to the specific online course description for prerequisite information. You will find these courses most beneficial if you already have MLT training.

### COURSE OUTLINE

HSC103	Anatomy & Physiology
HSC104	Medical Terminology (TLM)
HSC105	Infection Control and Safety
ML205	Urinalysis (Homestudy)
ML501	Transfusion Medicine Basic Theory Part I
ML502	Transfusion Medicine Basic Theory Part II
ML503	Transfusion Reactions in Blood Bank Case Studies
ML504	Autoimmune Reactions in Blood Bank Case Studies
ML505	Misleading Reactions in Blood Bank Case Studies
ML506	Hemolytic Diseases of the Newborn in Blood Bank Case Studies

ML601	Specimen Collection & Handling (Homestudy)
ML602	Electrocardiography (Homestudy)
ML612	Medical Terminology Basic (Homestudy)
ML613	Medical Terminology Body Systems I (Homestudy)
ML614	Medical Terminology Body Systems II
ML830	General Laboratory Practices (Homestudy)
ML833	Clinical Chemistry I (Homestudy)
ML834	Clinical Chemistry II (Homestudy)
ML838	Quality Management (Homestudy)
ML850	Endocrinology
ML851	Lipids
ML852	Therapeutic Drug Monitoring
ML853	Toxicology
MLT104	Immunology
MLT800	MLT Self Assessment

## COURSES



### LEGEND

#### LEARNING OPTIONS

- Ft** Full-time
- Pt** Part-time
- D** Distance and Online learning

#### START DATE

- Fall
- Winter
- Spring
- Summer

#### CREDENTIAL

- A** Applied degree
- B** Baccalaureate degree
- C** Certificate
- Dp** Diploma

# MEDICAL RADIOLOGICAL TECHNOLOGY BRIDGING (DISTANCE)



SCAN THIS TO  
LEARN MORE

## OVERVIEW

Were you educated abroad in Medical Radiological Technology (MRT)? Establish your medical radiological career in Canada with NAIT.

The NAIT MRT Bridging Program offers a course of studies to help internationally educated technologists gain the knowledge and skills expected of radiographers in Canada. It guides you through the process of becoming eligible to practice in Canada.

MRT Bridging Program students will apply through the Alberta College of Medical Diagnostic and Therapeutic Technologists (ACMDTT) to determine readiness and eligibility. Applicants must present documentation that will enable the ACMDTT's Registration Committee to assess education, language proficiency, work history and acquired clinical competencies.

For more information, visit the ACMDTT website at [www.acmdtt.com](http://www.acmdtt.com). Following assessment, the Registration Committee will recommend courses, assessments and training to be completed by the applicant. These are offered through NAIT's MRT Bridging Program.

Alternatively, if you are eligible to write the CAMRT national certification examination, then you may be admitted to the MRT Bridging Program. The program coordinator will recommend courses that help prepare you for that exam.

This Bridging Program allows new Canadians to transition more quickly into the Canadian labour market by targeting the specific needs of the applicant. The program is NOT intended for basic entry-level training or as a full review program.

The time required for a student to complete his/her studies will depend on previous education, experience and competencies. The program may range from six months to 18 months.

Canadian-educated MRTs seeking review training can find information on the MRT Review Program at [www.nait.ca/mrtreview](http://www.nait.ca/mrtreview).

## PROGRAM MODEL/ COMPLETION REQUIREMENTS

Based on the results of the Alberta applicant's initial assessment from the ACMDTT, an individual program of studies will be recommended. Individuals who have been deemed eligible to write the CAMRT will work with the Program Coordinator to plan an individual program of studies. In either case, it may include MRT Review Program courses if remedial work is deemed necessary. Upon successful completion of the recommended individual program of studies, you will be granted a Continuing Education Certificate - MRT Bridging Program.

### COURSES OFFERED TO ADDRESS REQUIRED SKILLS

- Patient Care
- MRT Occupational Terminology
- Orientation to Canadian Healthcare
- Canadian Radiation Safety
- Diagnostic Imaging Computer Skills
- Radiological Imaging Procedures
- MRT Review Courses, if required
- practicum placement of 13 weeks to gain Canadian work experience, if required (NAIT will work with the student to find a suitable clinical placement.)
- Strategies for Writing the CAMRT MRT Examination

## ENTRANCE REQUIREMENTS

Alberta candidates must apply through the Alberta College of Medical Diagnostic and Therapeutic Technologists (ACMDTT). Eligible candidates recommended by the College will work with a NAIT Coordinator to register for the appropriate courses to commence training.

All other CAMRT exam eligible candidates should contact the Program Coordinator directly.

For more information please contact the Program Coordinator, Gail Astle at [gaila@nait.ca](mailto:gaila@nait.ca)

## PROGRAM OUTLINE

DIB101	Orientation to Canadian Healthcare
DIB102	Canadian Radiation Safety
DIB103	MRT Occupational Terminology
DIB104	Diagnostic Imaging Computer Skills
DIB108	Strategies for Writing the CAMRT MRT Examination
DIB109	Radiological Imaging Procedures
DIB110	Patient Care
MXR111	MRT Review: Clinical Practicum

## COURSES



# MEDICAL RADIOLOGICAL TECHNOLOGY REVIEW (DISTANCE)



SCAN THIS TO  
LEARN MORE

## OVERVIEW

The Medical Radiological Technology Review Program enables MRTs to update their professional skills by reviewing the major principles, theory and procedures used by practitioners today. With the exception of the clinical practicum, all courses are computer based - they may be completed from home! The program exam courses simulate the format, content coverage, and time constraints of the CAMRT national competency exam.

The Program's theory courses qualify for the Continuing Competence Program (CCP) hours required of current MRTs by the Alberta College of Medical Diagnostic Therapeutic Technologists (ACMDTT). The computer-based courses range from 12 to 51 hours and are delivered online. Within a generous, but specified time limit, students complete a course of studies at their own pace.

The program also serves technologists who have previous training and experience, but who have not practiced in the past five years. This is an opportunity for them to refresh their knowledge and skills prior to attempting the comprehensive exam and entering the mandatory practicum. Successful completion of the exam and practicum qualifies MRT Review students to re-acquire their Alberta permit-to-practice.

NOTE: This program is not an entry-level program.

## PROGRAM MODEL/ COMPLETION REQUIREMENTS

Successful completion of four of the MRT Review Program courses is required to qualify for a Professional & Continuing Education Certificate - MRT Review Program. MRTs seeking continuing medical education (CME) hours may complete any four courses from the MXR101 - MXR109 series. MRTs taking the program to re-acquire a permit-to-practice in Alberta must take two courses from the MXR101 - MXR109 series, MXR111 Clinical Practicum and pass either MXR110 or MXR112 (the Challenge Exam Courses).

### COURSES OFFERED

- Radiographic Anatomy
- Cross-Sectional Anatomy
- Pathology
- Radiographic Technique
- Patient Care in Radiography
- Radiation Science and Apparatus
- Radiobiology and Protection
- Quality Assurance
- MRT Review Challenge Examination
- Clinical Practicum (NAIT will work with the student to find a suitable clinical placement.)
- MRT Review Supplemental Program Challenge Examination

## ENTRANCE REQUIREMENTS

Candidates must be graduates of a recognized Radiological Technology program. For more information, please contact Gail Astle at [gaila@nait.ca](mailto:gaila@nait.ca).

## DELIVERY OPTIONS

The MRT Review Program is delivered online using WebCT as the learning management system. However, the clinical practicum is completed at a clinical site.

## PROGRAM OUTLINE

MXR101	MRT Review - Radiographic Anatomy
MXR102	MRT Review - Cross Sectional Anatomy
MXR103	MRT Review - Pathology
MXR104	MRT Review - Radiographic Technique
MXR105	MRT Review - Patient Care in Radiography
MXR106	MRT Review - Radiation and Science Apparatus I
MXR107	MRT Review - Radiation Science and Apparatus II
MXR108	MRT Review - Radiobiology & Protection
MXR109	MRT Review - Quality Assurance
MXR110	MRT Review - Program Challenge Examination
MXR111	MRT Review: Clinical Practicum
MXR112	MRT Review - Supplemental Program Challenge Examination

## COURSES



### LEGEND

#### LEARNING OPTIONS

- Ft** Full-time
- Pt** Part-time
- D** Distance and Online learning

#### START DATE

- Fall
- Winter
- Spring
- Summer

#### CREDENTIAL

- A** Applied degree
- B** Baccalaureate degree
- C** Certificate
- Dp** Diploma

# NAIT SONOGRAPHY TESTING CENTER



SCAN THIS TO  
LEARN MORE

## OVERVIEW

The NAIT Sonography Testing Center provides ultrasound professionals with an avenue to challenge the Canadian Association of Diagnostic Ultrasound Professionals (CARDUP) Clinical Skills Assessment Tool (CSAT) for entry into the Canadian Registry.

NAIT and CARDUP have entered a collaborative arrangement to allow individuals to complete the CSAT. Experienced Sonographers who are not currently CARDUP registered may access this program. The first step is to contact CARDUP for an initial assessment of your qualifications and professional experience. CARDUP may recommend a bridging or review program prior to challenging the CSAT through the NAIT Sonography Testing Centre. Your initial step is to contact CARDUP directly.

## PROGRAM MODEL/ COMPLETION REQUIREMENTS

Successful completion of Phase II makes a student eligible for CARDUP registration. It is based on the Clinical Skills Assessment Tool (CSAT) developed by CARDUP.

### PHASE I - CLINICAL SKILLS ASSESSMENT

This phase involves an initial assessment of an applicant's preparedness to take the CSAT. This evaluation takes place in the NAIT Sonography Lab and is based on the candidate's performance on a series of simulated case studies. It can be taken for one, two or three of the Sonography disciplines.

### PHASE II - CLINICAL SKILLS ASSESSMENT

Phase II testing takes place in a clinical setting and consists of the administration of the CSAT by a qualified examiner and is available for each of the three disciplines.

## ACCREDITATION

NAIT sends the CSAT summative evaluation document to CARDUP. Successful candidates must contact CARDUP di-

rectly to complete their registration with CARDUP.

## ENTRANCE REQUIREMENTS

CARDUP determines and verifies eligibility to challenge its Clinical Skills Assessment Tool (CSAT). Contact CARDUP directly for admission to this program.

Canadian Association of Diagnostic Ultrasound Professionals

1.877.488.0788

info@cardup.org

## PROGRAM OUTLINE

CTC101	NAIT Sonography Testing Centre - Generalist Phase I
CTC102	NAIT Sonography Testing Centre - Cardiac Phase I
CTC103	NAIT Sonography Testing Centre - Vascular Phase I
CTC201	Sonography Testing Generalist Phase II
CTC202	Sonography Testing Cardiac Phase II
CTC203	Sonography Testing Vascular Phase II

## COURSES



# OPTICAL SCIENCES - ADVANCED PRACTICE CONTACT LENSES CERTIFICATE (DISTANCE)



SCAN THIS TO  
LEARN MORE

## OVERVIEW

The two-year, independent study Contact Lenses Certificate is an advanced practice. As such, the student must be a registered optician. In addition to the two years of theory, students complete four levels of practicum and 500 hours under direct supervision. Similar to an apprenticeship, the practicum consists of on-the-job training. It is required as part of the program's clinical component.

Completion of this certificate can take your career to a higher level and offer increased value to employers and clients. Enhancing your skills will ensure your career continues to challenge and reward you. A licence to dispense contact lenses will increase your career opportunities in the optical industry, or with ophthalmologists or optometrists.

## PROGRAM MODEL/ COMPLETION REQUIREMENTS

To earn a NAIT Optical Sciences Contact Lenses Certificate, you must successfully complete:

- Two theory courses, where the overall passing grade is 63%
- Advanced Practice Year One (ODP550)

Advanced Practice Year Two - Contact Lenses (ODP552)

- Four practicum courses, each graded on a Pass/Fail basis
- Advanced Practice Practicum Level 1 to 4 (ODP529, ODP530, ODP531, ODP532)

Each level documents 125 hours for a total of 500 practicum hours.

## CERTIFICATION

Students who successfully complete all program requirements will receive a certificate in Optical Sciences Contact Lenses.

## ACCREDITATION

After successfully completing the program, graduates can apply to write the National Association of Canadian Optician Regulators (NACOR) licensing exam.

## ENTRANCE REQUIREMENTS

Applicant must be a registered optician, able to dispense eyeglasses. Proof of licensure required. In addition, an applicant must be employed in the industry under the supervision of practising contact lens practitioner, optometrist or ophthalmologist.

## REGISTRATION

### ALBERTA RESIDENTS

Alberta opticians contact the program office to apply. Phone 1.888.491.3130 or email [optical@nait.ca](mailto:optical@nait.ca).

### CANADIAN RESIDENTS OUTSIDE ALBERTA

For information and application packages, contact the Opticians Association of Canada [www.opticians.ca](http://www.opticians.ca) Phone 1.800.847.3155 or email [education@opticians.ca](mailto:education@opticians.ca)

## PROGRAM OUTLINE

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)

## COURSES



# OPTICAL SCIENCES - ADVANCED PRACTICE SIGHT TESTING COURSES (DISTANCE)



SCAN THIS TO LEARN MORE

- 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; 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 practising contact lens practitioner.

Registration Alberta Residents contact the program office. Phone 1.888.491-3130 or email [optical@nait.ca](mailto:optical@nait.ca).

Canadian Residents Outside Alberta For information and application packages, visit the Opticians Association of Canada [www.opticians.ca](http://www.opticians.ca) Phone 1.800.847.3155 or email [education@opticians.ca](mailto:education@opticians.ca).

## COURSE OUTLINE

ODP533	Advanced Practicum Level 5
ODP534	Advanced Practicum Level 6
ODP551	Advanced Practice Year Two - Sight Testing (Academic)

## COURSES



## LEGEND

### LEARNING OPTIONS

- Ft** Full-time
- Pt** Part-time
- D** Distance and Online learning

### START DATE

- Fall
- Winter
- Spring
- Summer

### CREDENTIAL

- A** Applied degree
- B** Baccalaureate degree
- C** Certificate
- Dp** Diploma

## OVERVIEW

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

To enroll, 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, where the overall passing grade is 63%
  - Advanced Practice Year One (ODP550)

## OPTICAL SCIENCES - AUTOMATED REFRACTING THEORY (DISTANCE)



SCAN THIS TO  
LEARN MORE

### 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 location that is convenient.

### 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](mailto:education@opticians.ca).

### PROGRAM OUTLINE

ODP700 Automated Refracting Theory

### COURSES



## OPTICAL SCIENCES - EYEGASSES DIPLOMA (DISTANCE)



SCAN THIS TO  
LEARN MORE

### OVERVIEW

You already work in the optical industry and you know how important the role of the registered optician is in helping patients to see properly. The ability to dispense eyeglasses is a specialized skill, one recognized by employers as a great asset.

The two-year Eyeglasses Diploma builds on your previous optical training and helps you towards your goal of becoming a licensed optician. A qualified preceptor in your workplace will guide and directly supervise your practical training, which consists of 2,000 hours over four levels.

After successfully completing the program and passing the licensing exam you can continue your studies to earn a post-Certificate in Optical Sciences Contact Lenses.

### PROGRAM MODEL/ COMPLETION REQUIREMENTS

To earn a NAIT Optical Sciences Eyeglasses Diploma, students must successfully complete:

Two theory courses, where the overall passing grade is 63%

- Eyeglasses Year One (ODP1)
- Eyeglasses Year Two (ODP2)

Four practicum courses, graded on a Pass/Fail basis

- Eyeglasses Practicum Levels 1 to 4 (ODP525, ODP526, ODP527, & ODP528)
- Each level documents 500 hours, for a total of 2000 practicum hours

### CERTIFICATION

Upon successfully completing all courses, students receive a Optical Sciences Eyeglasses Diploma.

### ACCREDITATION

After successfully completing the program, graduates can apply to write the National Association of Canadian Optician Regulators (NACOR) exam.

### ENTRANCE REQUIREMENTS

Canadian High School Diploma or assessed equivalent, plus employment within the optical industry, with a qualified preceptor to supervise the practicum.

### REGISTRATION

Alberta Residents - Contact the program office to apply. Phone 1.888.491.3130 or email [optical@nait.ca](mailto:optical@nait.ca)

Canadian Residents Outside Alberta - For information and application packages, contact the Opticians Association of Canada [www.opticians.ca](http://www.opticians.ca)

Phone 1.800.847.3155 or email [education@opticians.ca](mailto:education@opticians.ca).

## PROGRAM OUTLINE

ODP1	Eyeglasses Year One (Academic)	ODP526	Eyeglasses Practicum Level 2
ODP2	Eyeglasses Year Two (Academic)	ODP527	Eyeglasses Practicum Level 3
ODP525	Eyeglasses Practicum Level 1	ODP528	Eyeglasses Practicum Level 4

## COURSES



# OPTICAL SCIENCES - OPHTHALMIC ASSISTANT (DISTANCE)



SCAN THIS TO  
LEARN MORE

Students must complete eight Learning Outcome Guides (LOGs). At the end of each LOG there 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.

## OVERVIEW

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

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

## ENTRANCE REQUIREMENTS

### REGISTRATION

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

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

## PROGRAM OUTLINE

ODP75 Ophthalmic Assistant

## COURSES



## LEGEND

### LEARNING OPTIONS

- Ft** Full-time
- Pt** Part-time
- D** Distance and Online learning

### START DATE

- Fall
- Winter
- Spring
- Summer

### CREDENTIAL

- A** Applied degree
- B** Baccalaureate degree
- C** Certificate
- Dp** Diploma

# OPTICAL SCIENCES - OPHTHALMIC REVIEW COURSES (DISTANCE)



SCAN THIS TO  
LEARN MORE

## 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.

## PROGRAM MODEL/ COMPLETION REQUIREMENTS

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

Ophthalmic Review practicum courses ODP613 and ODP614 are done 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 six months.

## ENTRANCE REQUIREMENTS

Applicants must be licensed opticians, graduates 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 the NAIT Registrar's Office.

## COURSE OUTLINE

ODP601	Anatomy and Pathology
ODP602	Frames and Frame Measurement
ODP603	Lenses, Instruments and Tools
ODP604	Optics and Advanced Optics
ODP605	Analysis and Interpretation

ODP606	Anatomy, Physiology and Ocular Pathology
ODP607	Biomicroscopy, Keratometry and Verification Equipment
ODP608	Preliminary Examination and Pharmacology
ODP609	Soft Contact Lens Fitting and Optics
ODP610	Gas Permeable Lens Optics, Design and Fitting
ODP611	Introduction to Business Management I
ODP612	Introduction to Business Management II
ODP613	Ophthalmic Review Eyeglass Practicum
ODP614	Ophthalmic Review Contact Lens - Practicum

## COURSES



## PERSONAL FITNESS TRAINER



SCAN THIS TO  
LEARN MORE

### 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, communication and leadership, 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.

### PROGRAM MODEL/ COMPLETION REQUIREMENTS

#### DISTANCE PROGRAM

Professional Experience - PFT425  
Length: 135 hours

### PROGRAM OUTLINE

PFT1120	Human Anatomy
PFT1121	Foundations for Personal Trainers
PFT1122	Applied Movement Mechanics
PFT1123	Applied Physiology of Exercise
PFT1124	Nutrition for Exercise and Performance

PFT1220	Functional Training and Assessment
PFT1221	Leadership Studies
PFT1222	Resistance Training and Assessment
PF1223	Endurance Training and Assessment
PFT1224	Fitness Appraisal and Lifestyle Counseling
PFT225	Field Lab 1
PFT320	Injury Management
PFT324	Program Design Special Considerations
PFT326	Marketing and Promotions
PFT420	Applied Business Concepts
PFT423	Sport Performance and Assessment Techniques
PFT424	Program Design - Customizing Program
PFT425	Professional Experience
PFT428	Advanced Assessment & Counseling Skills

### COURSES



## PRECEPTOR TRAINING COURSES (DISTANCE)



SCAN THIS TO  
LEARN MORE

### OVERVIEW

Remember the trainer and mentor who assisted you in becoming proficient and comfortable, ready for your first experience on the job? That person likely had a major impact on your confidence and added to your excitement while you prepared to enter the field. Now it's your chance to do the same for an eager student. Your role as a preceptor is vital to student growth and ensuring that your field is provided with well-trained new graduates.

Ready yourself to aide students by completing specific preceptor courses designed to equip you to teach, examine technique, supervise and mentor.

Study online on your own schedule and participate in group workshops to complete the courses needed to become a preceptor for students entering your field.

### ENTRANCE REQUIREMENTS

Must already be a clinical professional employed in the field to enrol.

### COURSE OUTLINE

HC100	Preceptor Training (WebCT)
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### COURSES



### LEGEND

#### LEARNING OPTIONS

<b>Ft</b>	Full-time
<b>Pt</b>	Part-time
<b>D</b>	Distance and Online learning

#### START DATE

	Fall
	Winter
	Spring
	Summer

#### CREDENTIAL

<b>A</b>	Applied degree
<b>B</b>	Baccalaureate degree
<b>C</b>	Certificate
<b>Dp</b>	Diploma

# PUBLIC SECTOR EMERGENCY MANAGEMENT CERTIFICATE (DISTANCE)



SCAN THIS TO LEARN MORE

## OVERVIEW

Public sector Emergency Managers provide leadership to communities and organizations at all phases of the Emergency Management cycle. The Public Sector Emergency Management Certificate builds skills in the areas of mitigation, development and maintenance of emergency plans, managing the emergency response, community disaster recovery and building emergency-resilient communities. This certificate program is intended for an individual with emergency management responsibilities within local, provincial, territorial or federal government.

## PROGRAM MODEL/ COMPLETION REQUIREMENTS

NAIT's Emergency Management Certificate programs, developed at the request of practitioners, industry, and government, provide the credentials for emergency

management practitioners who need professional emergency management education, but perhaps not necessarily up to a diploma level. Each certificate requires the completion of five courses.

The required courses for the Public Sector Emergency Management Certificate Program are as follows:

1. EMD103 Emergency Planning
2. EMD303 Business Continuity and Disaster Recovery Planning or EMD402 Mitigation: The First Line of Defence
3. EMD304 Managing the Emergency
4. EMD403 Community Disaster Recovery
5. EMD404 Building an Emergency-Resilient Community

The courses will be delivered online. The certificate program utilizes the existing Emergency Management Diploma program courses, therefore all courses are transferable toward the NAIT Emergency Management Diploma.

## CERTIFICATION

Public Sector Emergency Management Certificate

## ENTRANCE REQUIREMENTS

- Experience/employment in emergency management
- Successful completion of EMD100 Overview of Emergency Management course from the NAIT Emergency Management Diploma Program OR successful completion of the EMD100 prior learning assessment examination

To enrol please complete and submit the Emergency Management Certificate Enrolment Form.

## 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

## COURSES





## HOSPITALITY + CULINARY ARTS

- BAKING & PASTRY COURSES
- CERTIFIED CHEF DE CUISINE
- CULINARY ARTS YEAR 1 PART-TIME
- CULINARY AND PASTRY BOOT CAMPS
- CULINARY SKILLS COURSES
- CULINARY GENERAL INTEREST
- HOSPITALITY MANAGEMENT PART-TIME
- HOSPITALITY MANAGEMENT WITH ENGLISH LANGUAGE TRAINING
- HOTEL AND RESTAURANT SUPERVISION CERTIFICATION
- INTERNATIONAL COOKING COURSES
- INTERNATIONAL COOKING COURSES - AUTHENTIC ITALIAN KITCHEN SERIES
- INTERNATIONAL SOMMELIER GUILD
- MEAT CUTTING COURSES

## BAKING & PASTRY COURSES



SCAN THIS TO LEARN MORE

### 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

You are asked to bring an apron, food containers, and grocery bags to take home your tasty creations.

### COURSE OUTLINE

BAK17	Decadent Chocolates & Truffles
BAK28	The Art of Sugar Decoration

BAK31	Cakes, Pastries & Plated Desserts
BAK32	Artisan Bread Baking
BAK42	Artisan Bread Baking Level II
BAK50	Advanced Cakes, Pastries & Chocolates
BAK300	Vegan Desserts
BAK310	Cupcake Making Fundamentals
BAK400	Cake Decorating Principles
BAK405	Modern Wedding Cakes
BAK414	Baking By Hand Made Easy

### COURSES



## CERTIFIED CHEF DE CUISINE



SCAN THIS TO LEARN MORE

### 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, while 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. The minimum grade for completion is 70%. There is an exam at the end of each course to ensure 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. The minimum grade for completion is 70%. For more information visit [www.ccfcc.ca](http://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 parts of the CCFCC exam

### ENTRANCE REQUIREMENTS

Before being able 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 (ie. 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

HOS450	Nutrition CCC
HOS451	Human Resource Planning CCC
HOS452	Menu Planning CCC
HOS453	Cost Controls CCC

HOS454	CCI Written Exam
HOS455	CCI Practical Exam

## COURSES



# CULINARY ARTS YEAR 1 PART-TIME



SCAN THIS TO LEARN MORE

## APPLICATION PROCESS

Please visit the NAIT Culinary Arts Year 1 webpage for updated information on the Application Process.

## CERTIFICATION

Upon completion of Culinary Arts Year 1 Part A and Part B you will receive a Culinary Arts Certificate and qualify to enter Year 2. Program availability for Year 2 may be limited.

## COMPLETION REQUIREMENTS

To complete the Year 1 program, students must register in two separate master courses; Culinary Arts Year 1 Part A [CUL100] and Culinary Arts Year 1 Part B [CUL101].

Note: In addition to CUL100 & CUL101, students must also complete FNM90 - Food Safety through eCampus Alberta.

## COURSES



### Culinary Arts Year 1 Part A [CUL100]

COC101	Health, Safety & Sanitation
COC102	Soup, Vegetables & Starches
COC103	Meat, Poultry & Seafood

### Culinary Arts Year 1 Part B [CUL101]

HOS105	The Culinary Professional
HOS107	Baking & Pastry
COC104	Introduction to Cold Kitchen
CON108	Line Cooking Fundamentals
COC106	Purchasing and Financial Controls

## OVERVIEW

This one-year certificate program is designed for individuals who wish to study Culinary Arts Year 1 in an evening and weekend format.

Features of the part-time program:

- small classes (15:1 student/instructor ratio)
- some online learning
- emphasis on team-based learning experiences
- affiliation with professional associations
- diverse career opportunities

Graduates of the Cooking Certificate or the Culinary Arts Diploma may become members of the Canadian Culinary Federation of Chefs and Cooks (CFCC).

## ENTRANCE REQUIREMENTS

Please visit NAIT's Culinary Arts Year 1 for updated information on the entrance requirements.

## LEGEND

### LEARNING OPTIONS

- Ft** Full-time
- Pt** Part-time
- D** Distance and Online learning

### START DATE

- Fall
- Winter
- Spring
- Summer

### CREDENTIAL

- A** Applied degree
- B** Baccalaureate degree
- C** Certificate
- Dp** Diploma

## CULINARY AND PASTRY BOOT CAMPS



SCAN THIS TO LEARN MORE

### 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

- BAK305 Pastry Boot Camp
- HOS305 Culinary Boot Camp
- HOS355 Culinary Boot Camp Level II

### COURSES



## CULINARY SKILLS COURSES



SCAN THIS TO LEARN MORE

From the professional who wishes to sharpen his or her skills, to the individual desiring to explore a culinary career, or the serious home or hobby chef, you will learn 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 Kitchen Skills I and HOS31 Kitchen Skills II are prerequisites for the other Kitchen Skills courses, although not prerequisites for the other courses in the series.

You are asked to bring an apron, food containers, and grocery bags to take home your tasty creations.

### COURSE OUTLINE

- HOS94 Kitchen Skills I - The Art of Garde Manger & Knife Skills
- HOS31 Kitchen Skills II - Flavour Recognition, Stocks & Soups
- HOS32 Kitchen Skills III - Sauces
- HOS33 Kitchen Skills IV - Vegetable Preparation & Cooking
- HOS34 Kitchen Skills V - Preparing & Cooking Meat, Poultry, & Fish

### COURSES



### 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 Skill 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.

## CULINARY GENERAL INTEREST



SCAN THIS TO  
LEARN MORE

### OVERVIEW

From our diverse range of culinary courses, you're sure to find something here to interest you.

Please note: We encourage all students to register early in order to avoid the risk of being placed on a wait list due to high enrollment. You are asked to bring an apron, food containers, and grocery bags to take home your tasty creations.

### COURSE OUTLINE

HOS30	BBQ Basics
HOS29	Advanced BBQ Techniques
HOS301	Gourmet Burgers
HOS410	Vegan-Vegetarian Cuisine: Doing it Right!
HOS97	Holiday Entertaining

### COURSES



## HOSPITALITY MANAGEMENT PART-TIME



SCAN THIS TO  
LEARN MORE

### ACADEMIC REQUIREMENTS

Grade 11 - including English and Math 20-1, 20-2, or 20-3

### PROGRAM OUTLINE

HOS114	Food and Beverage Service
HOS115	Rooms Division Theory
HOS116	Rooms Division Application
HOS121	Hospitality Law
HOS123	Introduction to Tourism
HOS128	Food and Beverage Product Knowledge
JRSB101	Communications I
JRSB110	Microeconomics
JRSB115	Introductory Financial Accounting
JRSB135	Organizational Behaviour

### COURSES



### OVERVIEW

The Hospitality Management program is a two-year course of study which provides students with the skill sets and abilities required to work in the hospitality industry. The program focuses on service skills for food and beverage, catering and front-desk operations with specific courses in hospitality law. The second year examines marketing, financial management, supervisory skills and advanced courses in hotel, restaurant and catering operations. A 400-hour work experience term is also included.

The first year of this program can be taken on evenings and weekends through NAIT Continuing Education. After completing the first year of study on a part-time basis, students will earn a certificate, and can then apply to the full-time diploma program to complete the second year of study.

### LEGEND

#### LEARNING OPTIONS

<b>Ft</b>	Full-time
<b>Pt</b>	Part-time
<b>D</b>	Distance and Online learning

#### START DATE

	Fall
	Winter
	Spring
	Summer

#### CREDENTIAL

<b>A</b>	Applied degree
<b>B</b>	Baccalaureate degree
<b>C</b>	Certificate
<b>Dp</b>	Diploma

## HOSPITALITY MANAGEMENT WITH ENGLISH LANGUAGE TRAINING



SCAN THIS TO LEARN MORE

### OVERVIEW

This is a program designed for students with English as their second language who wish to study in the Hospitality Management program.

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

- Four 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 Hospitality Management Year 1 courses will be offered Monday to Thursday; 4:15 pm - 10:15 pm

To complete the Year 1 program, students must complete:

- ENG103 Introduction to Business English (4 weeks, full-time)
- EN104 Business English Language Training
- EN105 Business English Language Training
- HOS115 Accommodation Theory
- HOS116 Front Desk Applications
- HOS123 Introduction to Tourism
- HOS186 Economics
- HOS122 Business Communications
- HOS120 Fundamental Accounting Principles
- HOS125 Organizational Behaviour
- HOS121 Hospitality Law
- HOS128 Culinary Operations
- HOS114 Food and Beverage Service

Important: The prerequisite to get into the second year of Hospitality Management will be a 400 hour practicum in the hospitality industry. It will be the responsibility of the student to make sure this is complete.

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

### CERTIFICATION

Upon successful completion of the program, students will receive a Hospitality Management Certificate, and are qualified 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

HOSM101 Hospitality Management Year 1 + ESL

### COURSES



## HOTEL AND RESTAURANT SUPERVISION CERTIFICATION



SCAN THIS TO LEARN MORE

### 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 is 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 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 fourteen 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 website, 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 will 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 Communications 1
- JRSB115 Introductory Financial Accounting
- JRSB135 Organizational Behaviour
- JRSB205 Business Law
- JRSB110 Microeconomics

#### PROGRAM OUTLINE

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

#### COURSES



## INTERNATIONAL COOKING COURSES



SCAN THIS TO LEARN MORE

#### 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

You are asked to bring an apron, food containers, and grocery bags to take home your tasty creations.

#### COURSE OUTLINE

HOS129	Beginner Sushi
HOS133	Thai Cooking
HOS135	Cooking New Orleans Style
HOS139	Fusion Cooking
HOS143	Advanced Thai Cooking
HOS310	Pasta Making Fundamentals
HOS311	Pasta Making Advanced

#### LEGEND

##### LEARNING OPTIONS

- Ft** Full-time
- Pt** Part-time
- D** Distance and Online learning

##### START DATE

- Fall
- Winter
- Spring
- Summer

##### CREDENTIAL

- A** Applied degree
- B** Baccalaureate degree
- C** Certificate
- Dp** Diploma

HOS313 Tour of Asia:  
Chinese, Japanese &  
Malaysian Cooking

HOS314 Tour of France,  
Spain & Portugal

HOS315 Tour of the Mediterranean:  
Greece and Turkey

HOS316 Tour of India:  
Basics, Essentials &  
Regional Cuisine

HOS317 Tour of Italy

## COURSES



## INTERNATIONAL SOMMELIER GUILD



SCAN THIS TO  
LEARN MORE

### OVERVIEW

The International Sommelier Guild (ISG) brings together the resources of the top educators, industry leaders, premier restaurateurs, wine merchants, wineries, and writers. We are a community that learns from each other and strives to pool our knowledge to keep you on top of new trends, research, developments and standards.

We work closely with the hospitality and culinary industries to train professionals in wine and spirits. Educating today's wine professional for an increasingly sophisticated consumer has been the focus of the International Sommelier Guild's programs. However, the ISG also offers an array of wine courses suited for all knowledge levels. Whether you are looking to develop a basic understanding of food and wine pairing or to become an accredited Sommelier, the ISG can help you reach your goals.

To subscribe to the ISG's electronic newsletter, send an email to: [info@international-sommelier.com](mailto:info@international-sommelier.com)

### INTERNATIONAL SOMMELIER GUILD COURSES

The ISG offers the following courses at NAIT:

- Wine Fundamentals Certificate Level 1 is an introductory course designed to help wine enthusiasts feel comfortable and confident in the sometimes confusing world of wine

- Wine Fundamentals Certificate Level 2 allows students to build on the knowledge gained in Level 1 through an introduction to the regional study of wine
- The Sommelier diploma program offers students the opportunity to receive certification as a Sommelier through direct instruction from some of the world's top Sommeliers

Upon successful completion of the program, you will become a member of the International Sommelier Guild.

### PROGRAM MODEL/ COMPLETION REQUIREMENTS

NAIT provides ISG courses on behalf of the International Sommelier Guild. Interested students must register for these courses through the ISG website. The ISG offers the following courses at NAIT:

#### WINE FUNDAMENTALS CERTIFICATE LEVEL 1

This is an introductory course designed to help wine enthusiasts feel comfortable and confident in the sometimes confusing world of wine. The course focuses on major international grape varieties as well as on some of the primary themes related to wine in the context of the hospitality industry. The course involves extensive tasting of representative varietal wines from around the world.

In Wine Fundamentals Certificate Level 1 students develop an understanding of the unique characteristics of the major grapes used for making wine. Students will also learn about how grapes are grown, how red, white, sparkling and fortified wines are made, and how different approaches to growing grapes and making wine affect taste. In addition, students will be intro-

duced to basic wine terminology, service and storage techniques, how to read labels, and the fundamentals of pairing food and wine.

The Fundamentals Certificate Level 1 meets once each week for a total class time of 24 hours. The class provides an essential foundation for hospitality professionals intent on pursuing Sommelier certification and offers non-professionals a pleasurable, non-threatening introduction to wine.

#### WINE FUNDAMENTALS CERTIFICATE LEVEL 2

This course allows students to build on the knowledge gained in Level 1 through an introduction to the regional study of wine. The course involves extensive tasting of representative regional wines, spirits and beer from all of the world's major production areas.

In Wine Fundamentals Certificate Level 2, students begin to develop an understanding of the ways in which local landscapes and cultures affect wine flavors. By studying variables such as climate, soil, grape variety, topography, regional law and local approaches to grape growing and wine making, students will understand some of the reasons for the extraordinary diversity of the world of wine. Students will also continue to develop knowledge in major themes of the hospitality industry, including regional food and wine pairing theories, service techniques and wine management practices.

Wine Fundamentals Certificate Level 2 meets once each week for a total of 48 hours.

### SOMMELIER DIPLOMA PROGRAM

This program offers students the opportunity to receive certification as a Sommelier through direct instruction by some of the world's top Sommeliers. The course involves extensive tasting of a wide variety of alcoholic beverages from around the world. By the end of the program, students will be skilled tasters of alcoholic beverages and should be able to identify specific products in blind situations.

Delivered by industry experts, the Sommelier Diploma Program is designed to provide students with the skills they will need to be successful Sommeliers in the hospitality industry. The curriculum is both broad and challenging. In addition to continued regional study of wine, beer,

spirits and cuisine, students will receive instruction in the administrative and managerial elements of the profession including wine service, cellaring wines, investment strategies, menu design, inventory procedures, and staff training.

To ensure that the learning experience is exceptional, the International Sommelier Guild ensures that all Sommelier diploma instructors attend an annual conference designed to keep them up to date on the latest information, research and development, new theories of food and wine pairing, teaching strategies, and current trends in the marketplace.

The Sommelier diploma program is an intensive 24-session course which meets once each week for eight hours. Gradu-

ates of this program are entitled to the title of Certified Sommelier.

The ISG's Sommelier diploma has been designed to provide the benchmark for wine knowledge within the hospitality industry. After meeting the ISG's rigorous standards, graduates of this program enter the workforce very much in demand.

### CERTIFICATION

Graduates of the Wine Fundamentals Level 2 course receive the title of Certified Wine Steward, a prerequisite designation for pursuing the title of Certified Sommelier.

Graduates of the Sommelier diploma program receive the title of Certified Sommelier.

## MEAT CUTTING COURSES



SCAN THIS TO LEARN MORE

### ENTRANCE REQUIREMENTS

Knives and equipment are provided for classroom use. You are asked to bring an apron, food containers, and grocery bags.

### COURSE OUTLINE

RMC501	Meat Cutting Basics
RMC511	Sausage Making: Fresh/Cured/Smoked

### COURSES



### OVERVIEW

Sharpen-up your meat cutting and sausage making skills by learning from professional instructors equipped to guide you through the process. You will receive hands-on experience cutting different meats into primal, sub-primal and subsequent retail products. Also, try your hand at learning new skills like smoking and sausage making. You'll gain the most from these courses if you are a professional or at-home butcher, a hunter, or considering a new career path. In all cases, you'll improve your meat cutting techniques.

### LEGEND

#### LEARNING OPTIONS

- Ft** Full-time
- Pt** Part-time
- D** Distance and Online learning

#### START DATE

- Fall
- Winter
- Spring
- Summer

#### CREDENTIAL

- A** Applied degree
- B** Baccalaureate degree
- C** Certificate
- Dp** Diploma



## INFORMATION TECHNOLOGY + ELECTRONICS

- BACHELOR OF APPLIED INFORMATION SYSTEMS TECHNOLOGY
- COMPUTER/NETWORK ENGINEERING TECHNOLOGY COURSES
- DIGITAL MEDIA AND IT
- ELECTRONICS COURSES
- ELECTRICAL ENGINEERING TECHNOLOGY COURSES
- FIBER OPTICS CERTIFICATION
- FIRE ALARM QUALIFICATION PROGRAM
- INSTRUMENTATION TECHNOLOGY COURSES

# BACHELOR OF APPLIED INFORMATION SYSTEMS TECHNOLOGY



SCAN THIS TO LEARN MORE

## 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 Co-ordinator 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: Varies by employer, usually based on student's prior education and experience.

Relocation: Students can complete their work experience anywhere.

**Please check the website for current and updated information in regards to the Bachelor of Applied Information Systems Technology.**

## COURSES



# COMPUTER/NETWORK ENGINEERING TECHNOLOGY COURSES



SCAN THIS TO LEARN MORE

## 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 that 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 website 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 website for more details about the program.

## COURSE OUTLINE

CNT157	Programming with C#
CNT258	C# Windows Programming
CSC101	Cisco Academy IT Essentials - for Teachers

## COURSES



### LEGEND

#### LEARNING OPTIONS

- Ft** Full-time
- Pt** Part-time
- D** Distance and Online learning

#### START DATE

- Fall
- Winter
- Spring
- Summer

#### CREDENTIAL

- A** Applied degree
- B** Baccalaureate degree
- C** Certificate
- Dp** Diploma

# Digital Media and Information Technology

## CORE SUBJECTS (REQUIRED FOR ALL DISCIPLINES)

YEAR 1: DMIT101 | DMIT102 | DMIT105 | DMIT108 | DMIT109

YEAR 2: DMIT254 | DMIT259

## 9 DISCIPLINES (PICK AT LEAST ONE)

SYSTEMS ADMINISTRATION	BUSINESS ANALYSIS	APPLICATIONS DEVELOPMENT	WEB AND RICH MEDIA	GAME PROGRAMMING	GAME DESIGN	VIDEO PRODUCTION	ANIMATION	VISUAL COMMUNICATIONS
* DMIT103	* DMIT103	* DMIT103	† DMIT103	† DMIT100	† DMIT100	† DMIT100	† DMIT100	† DMIT100
† DMIT104	* DMIT104	* DMIT104	† DMIT104	† DMIT103	† DMIT106	† DMIT106	† DMIT106	† DMIT106
¥ SAL1 DMIT152	* DMIT152	* DMIT152	† DMIT107	† DMIT104	† DMIT107	† DMIT107	† DMIT107	† DMIT107
§ DMIT154	§ DMIT154	§ DMIT154	† DMIT108	§ DMIT152	§ DMIT154	§ DMIT154	§ DMIT154	§ DMIT154
¥ SAL1 DMIT158	* DMIT158	* DMIT158	§ DMIT152	§ DMIT154	† DMIT156	† DMIT156	† DMIT156	§ DMIT166
¥ SAL1 DMIT166	† DMIT170	§ DMIT166	§ DMIT154	§ DMIT158	† DMIT161	§ DMIT176	† DMIT176	† DMIT176
* DMIT170	* DMIT172	† DMIT170	† DMIT166	† DMIT161	§ DMIT176	§ DMIT183	§ DMIT183	§ DMIT183
¥ SAL1 DMIT172	* DMIT178	* DMIT172	† DMIT170	† DMIT162	§ DMIT183			
§ DMIT183	* DMIT183	* DMIT183	* DMIT172	† DMIT163		§ DMIT203	§ DMIT203	* DMIT203
			§ DMIT166	§ DMIT183	§ DMIT203	§ DMIT219	§ DMIT219	§ DMIT219
* DMIT220	† DMIT204	* DMIT204	§ DMIT176		§ DMIT219	§ DMIT256	§ DMIT219	§ DMIT256
† DMIT256	§ DMIT219	§ DMIT219	§ DMIT183		§ DMIT219	§ DMIT256	§ DMIT219	§ DMIT256
	† DMIT221	° AL1 DMIT221	§ DMIT203	† DMIT207	† DMIT203	* DMIT225		
	* DMIT223	§ DMIT223	§ DMIT219	† DMIT215	§ DMIT223			
	* DMIT225	* DMIT225	* DMIT219	† DMIT219	§ DMIT256			
	* DMIT238	* DMIT229	* DMIT256	† DMIT223				
		° AL1 DMIT231		† DMIT256				

\* Required for Designation

† Strongly Recommended

§ Suggested

° Must have at least one

¥ Suggest you have a least one

All required courses for DMIT Diploma are not yet offered through Continuing Education.

For more information  
PH: 780.471.6248  
TOLL-FREE: 1.877.333.6248



## DIGITAL MEDIA AND IT



SCAN THIS TO  
LEARN MORE

### 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

#### 100 LEVEL CORE COURSES

DMIT101	Communication in IT and New Media
DMIT102	Digital Graphic Design Tools

DMIT105	Introduction to Flash
DMIT108	Web Design 1
DMIT109	Essential Technical Skills

#### 100 LEVEL ELECTIVE COURSES

DMIT100	3D Modeling and Animation 1
DMIT103	Applied Problem Solving
DMIT104	Programming Fundamentals
DMIT106	Video Suite Technologies
DMIT107	Visual Design Foundation
DMIT152	Application Programming
DMIT154	Applied Communications
DMIT156	Cinematography
DMIT158	Database 1
DMIT161	Game Development Essentials
DMIT162	Game Engine Scripting
DMIT163	Game Programming 1
DMIT166	Intermediate Web Design and Development
DMIT170	Networking 1
DMIT172	Systems Analysis and Design 1
DMIT176	Visual Design Development
DMIT178	Business Analysis 1

DMIT183	Organizational Behavior
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#### 200 LEVEL CORE COURSES

DMIT254	Capstone Project
DMIT259	Project Management

#### 200 LEVEL ELECTIVE COURSES

DMIT203	Visual Concept Design
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
DMIT229	Oracle
DMIT231	iPhone/iTouch/iPad Software Development
DMIT238	Business Analysis 2
DMIT256	Leadership

### COURSES



## ELECTRONICS COURSES



SCAN THIS TO  
LEARN MORE

### OVERVIEW

Ready to learn more about electronics? Consider taking one or more of these courses to add to your knowledge, advance your career and employment options, or earn credit towards a NAIT diploma. The courses are also recognized towards certification by the Alberta Society of Engineering Technologists.

### CAREER OPPORTUNITIES

Continuing Education students who are not planning to enrol in a full-time diploma

program will find that these electronics courses are an excellent means of adding to their professional development and overall employability.

### ENTRANCE REQUIREMENTS

Breadboard and component kits (as required) are available for purchase at the NAIT Bookstore, 780.471.7717. Most courses also require a scientific calculator.

### COURSE OUTLINE

ETC131A	Basic Electricity I
ETC131B	Basic Electricity II
ETC141	Digital Fundamentals
ETC151	C++ Programming 1

### COURSES



### LEGEND

#### LEARNING OPTIONS

<b>Ft</b>	Full-time
<b>Pt</b>	Part-time
<b>D</b>	Distance and Online learning

#### START DATE

	Fall
	Winter
	Spring
	Summer

#### CREDENTIAL

<b>A</b>	Applied degree
<b>B</b>	Baccalaureate degree
<b>C</b>	Certificate
<b>Dp</b>	Diploma

## ELECTRICAL ENGINEERING TECHNOLOGY COURSES



SCAN THIS TO  
LEARN MORE

### OVERVIEW

Ready to increase or refresh your knowledge about 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.

### COURSE OUTLINE

ELT40	Electricity I
ELT41	Electricity II
ELT42	Electricity III
ELT43	Electronics - Semiconductor

ELT70	Programmable Logic Controllers Using Allen-Bradley ControlLogix Equip - Level I
ELT71	Programmable Logic Controllers Using Allen-Bradley ControlLogix Equip Level II

### COURSES



## FIBER OPTICS CERTIFICATION



SCAN THIS TO  
LEARN MORE

### 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 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 that their improved skill set is valued by employers in many industries.

### PROGRAM MODEL/ COMPLETION REQUIREMENTS

Although no previous experience is necessary, SEE270 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 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

SEE270	Fiber Optics Certification
SEE272	Fiber Optic Network Design
SEE274	Advanced Fiber Splicing

### COURSES



# Fire Alarm Qualification Program

## CONDUCT INSPECTIONS, TESTING AND MAINTENANCE

- Journeyman Electrician (prior to September 1, 1991; need only to complete ELE81 or below) ,
- Electrical Engineering Technologist, Electronic Engineering Technologist (provide certificate of credentials, completed additional post-secondary training and ELE81 or below),
- Fire Alarm Technician wanting to obtain qualification in accordance with the Alberta Fire Code (see below).

## INSPECTIONS, TESTING AND MAINTENANCE

Journeyman Electrician (post September 1, 1991 are deemed qualified) (to update see below or Option 1), an Alarm Technician, or an Electrical Technician (see below)

ELE81 Fire Detection and Alarm Systems (In Class Theory and Lab) Lab is shared with ELE83	
ELE82 Computer Based Learning - Fire Detection and Alarm Systems (Theory)	ELE83 Fire Detection and Alarm Systems (Lab) Lab is shared with ELE81 Prerequisite: ELE82

ALBERTA FIRE	CANADIAN FIRE ALARM
<p>Option 1 Requirements</p> <ul style="list-style-type: none"> <li>• ASE195 (or ASE239 on-line) Technical Writing Style</li> <li>• ELE81 Fire Detection &amp; Alarm Systems</li> <li>• ELT40 Electricity I or ETC131A Basic Electricity</li> <li>• ELT43 Electronics - Semiconductor</li> </ul>	<p>Option 2 Requirements</p> <p>5 Courses</p> <ul style="list-style-type: none"> <li>• An Introduction to the Fire Detection and Alarm Industry (offered from CSA)</li> <li>• Verbal and Written Communications ASE195 (or ASE239 on-line)</li> <li>• Basic Electricity (ELT40 or ETC131A)</li> <li>• Basic Electronics (ELT43)</li> <li>• Fire Alarm Systems (offered from CSA)</li> </ul>

**Only Certified Electricians can install electrical systems and this applies to extensions, additions, and renovations to the fire alarm systems.**



For more information  
 PH: 780.471.6248  
 TOLL-FREE: 1.877.333.6248

## FIRE ALARM QUALIFICATION PROGRAM



SCAN THIS TO  
LEARN MORE

### 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

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.

### 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).

#### ELECTRICAL AND ELECTRONIC ENGINEERING TECHNOLOGISTS

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

### PROGRAM OUTLINE

ASE195	Technical Writing - Style
ASE239	Effective Communications
ELE81	Fire Detection & Alarm Systems
ELE83	Fire Detection & Alarm System Lab
ELT41	Electricity II
ELT43	Electronics - Semiconductor

### COURSES



## INSTRUMENTATION TECHNOLOGY COURSES



SCAN THIS TO  
LEARN MORE

### 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.

#### REQUIRED COURSES:

- IET110 Basic Instrumentation
- IET210 Process Instruments I
- IET220 Instrument Workshop
- IET260 Applied Science
- ETC131A Basic Electricity I or ELT40 Electricity I

### COURSE OUTLINE

IET110	Basic Instrumentation
IET210	Process Instruments I
IET220	Instrument Workshop
IET240	Computer Fundamentals
IET260	Applied Science

### COURSES





## MECHANICAL + INDUSTRIAL

- AIR BRAKE CERTIFICATION - INSTRUCTOR
- AUTOBODY COURSES
- AUTOMOTIVE COURSES
- BLACKSMITHING COURSES
- BUILDING ENVIRONMENTAL SYSTEMS TECHNOLOGY COURSE OFFERINGS
- COMPUTER NUMERICAL CONTROL (CNC) CERTIFICATE
- HEAVY EQUIPMENT COURSES
- HYDRONIC DESIGNER & INSTALLER CERTIFICATION COURSES
- HYDRONIC DESIGNER AND INSTALLER CERTIFICATION COURSES (DISTANCE)
- JOB READINESS COURSES
- MACHINE SHOP CERTIFICATE
- MASTERCAM COURSES
- MECHANICAL ENGINEERING TECHNOLOGY COURSES
- MILLWRIGHT COURSES
- NON-DESTRUCTIVE TESTING COURSES
- POWER ENGINEERING CML (DISTANCE)
- POWER ENGINEERING TECHNOLOGY COURSES
- RECREATIONAL POWERSPORTS MECHANICS (RPM) COURSES
- STEAMFITTER/PIPEFITTER COURSES
- WELDING COURSES
- WELDING COURSES - CANADIAN WELDING BUREAU (CWB)

## AIR BRAKE CERTIFICATION - INSTRUCTOR



SCAN THIS TO  
LEARN MORE

### OVERVIEW

Refresh your air brake knowledge and develop your instructor skills. This two-part course will prepare you to deliver the Alberta Air Brake Certification course to drivers of air brake vehicles. Course HE5A must be completed before taking HE5B.

### 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

HE5A	Air Brake Refresher
HE5B	Air Brake Certification - Instructor

### COURSES



## AUTOBODY COURSES



SCAN THIS TO  
LEARN MORE

### 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.

MM551	Introduction to Autobody Repair
MM552	Autobody MIG Welding

### COURSES



### COURSE OUTLINE

MM501	Custom Airbrushing
MM502	Advanced Airbrushing and Detailing
MM503	Pinstriping
MM505	Airbrushing for Teens and Parents

## AUTOMOTIVE COURSES



SCAN THIS TO  
LEARN MORE

### 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.

### COURSE OUTLINE

HE49	BioDiesel Fuel
MM9	Basic Automobile Terminology and Parts
MM10	Understanding Your Automobile
MM16	Automotive Air Conditioning

### COURSES



## BLACKSMITHING COURSES



SCAN THIS TO  
LEARN MORE

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 BLS101 Blacksmithing course will introduce them to the basics. Intermediate Blacksmithing (BLS201) follows with more advanced skills. Ready to dive-in with both feet? Try the week-long summer session Blacksmithing Bootcamp (BLS301).

### 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

### COURSE OUTLINE

BLS101	Blacksmithing
BLS201	Intermediate Blacksmithing
BLS202	Damascus Research
BLS301	Blacksmithing Bootcamp

### COURSES



## BUILDING ENVIRONMENTAL SYSTEMS TECHNOLOGY COURSES



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LEARN MORE

### COURSE OUTLINE

AR10	Refrigeration - Basic
AR11	Refrigerant Handling & Certification Course

### COURSES



### OVERVIEW

NAIT's Building Environmental Systems Technology (BEST) program provides training in the heating, ventilation, air conditioning and refrigeration Industries (HVAC&R).

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

### LEGEND

#### LEARNING OPTIONS

- Ft** Full-time
- Pt** Part-time
- D** Distance and Online learning

#### START DATE

- Fall
- Winter
- Spring
- Summer

#### CREDENTIAL

- A** Applied degree
- B** Baccalaureate degree
- C** Certificate
- Dp** Diploma

# COMPUTER NUMERICAL CONTROL (CNC) CERTIFICATE



SCAN THIS TO  
LEARN MORE

## 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 that 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. Contact Associate Chair Dave Grabski at 780.471.8547. Students registering in CNC courses are accepted on a "first come - first served" basis.

Notes: 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:

- Machining Centre Operator Certificate I
- Machining Centre Programming Certificate II
- Turning Centre Operator Certificate I
- 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](http://www.nait.ca/calendars) to receive your certificate(s).

## ENTRANCE REQUIREMENTS

Students with no previous mechanical experience must take MAC50 Introduction to Basic Machining Industrial Skills.

## PROGRAM OUTLINE

### ENTRY-LEVEL COURSE

MAC50 Introduction to Basic Machining Industrial Skills

### CNC MACHINING CENTRE OPERATOR CERTIFICATE I

MAC201 Basic Machining Centre Operation  
MAC202 Intermediate Machining Centre Operations  
MAC203 Advanced Machining Centre Operations

### CNC MACHINING CENTRE PROGRAMMING CERTIFICATE II

MAC204 Basic Machine Centre Programming  
MAC205 Intermediate Machine Centre Program  
MAC206 Advanced Machining Centre Programming

### CNC TURNING CENTRE OPERATOR CERTIFICATE I

MAC301 Basic Turning Centre Operation  
MAC302 Intermediate Turning Centre Operation  
MAC303 Advanced Turning Centre Operations

### CNC TURNING CENTRE PROGRAMMING CERTIFICATE II

MAC304 Basic Turning Centre Programming  
MAC305 Intermediate Turning Centre Programming  
MAC306 Advanced Turning Centre Programming

## COURSES



## HEAVY EQUIPMENT COURSES



SCAN THIS TO  
LEARN MORE

### OVERVIEW

Whether you are looking to update your skills and knowledge or just beginning to explore a career in the Heavy Equipment industry, this course will 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 who are seeking qualified persons to repair off-road equipment air conditioning systems

### COURSE OUTLINE

HE65 Heavy Equipment Mobile Air Conditioning

### COURSES



## HYDRONIC DESIGNER & INSTALLER CERTIFICATION COURSES



SCAN THIS TO  
LEARN MORE

### OVERVIEW

Hydronics refers to a system of heating or cooling that uses a fluid (usually water) or vapour to transfer heat 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 it 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.

### COURSE OUTLINE

PIP510 Hydronic Designer/Installer Core I  
PIP511 Hydronic Designer Installer Core II  
PIP520 Hydronic Designer III  
PIP530 Hydronic Installer III

### COURSES



### LEGEND

#### LEARNING OPTIONS

- Ft** Full-time
- Pt** Part-time
- D** Distance and Online learning

#### START DATE

- Fall
- Winter
- Spring
- Summer

#### CREDENTIAL

- A** Applied degree
- B** Baccalaureate degree
- C** Certificate
- Dp** Diploma

# HYDRONIC DESIGNER AND INSTALLER CERTIFICATION COURSES (DISTANCE)



SCAN THIS TO  
LEARN MORE

## OVERVIEW

Hydronics refers to a system of heating or cooling that uses a fluid (usually water) or vapour to transfer heat 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.

## 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 it 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. To learn more, check out the Co-Op & Careers section under Your Industry Trade Association at <http://www.ciph.com>.

com, the website of the Canadian Institute of Plumbing and Heating.

## 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 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 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

### 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.

### 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 Hydronic Designer Challenge Exam
- PIP350C Hydronic Installer Challenge Exam

## ENTRANCE REQUIREMENTS

### REGISTRATION

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

### 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.

Students wanting to register for the print correspondence modules must register in intake sessions beginning with P.

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

#### HYDRONIC DESIGNER COURSE BLOCK

PIP370	Hydronic Designer Core I
PIP371	Hydronic Designer Core II
PIP372	Hydronic Designer Core III
PIP373	Hydronic Designer to Installer Supplemental Block (Optional to receive other Certificate)

#### HYDRONIC INSTALLER COURSE BLOCK

PIP374	Hydronic Installer Core I
PIP375	Hydronic Installer Core II
PIP376	Hydronic Installer Core III
PIP377	Hydronic Installer to Designer Supplemental Block (Optional to receive other Certificate)

#### HYDRONIC INSTALLER LAB COURSES

PIP352	Boilers & Accessories - Practical
PIP353	Controls - Practical

### COURSES



## JOB READINESS COURSES



SCAN THIS TO LEARN MORE

### COURSE OUTLINE

ELE702	Electrical Trade Basic Skills
INL702	Insulator Job Readiness
PIP702	Plumber Job Readiness
PND702	Painting & Decorating Job Readiness
SML702	Sheet Metal Job Readiness

### COURSES



### 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.

### LEGEND

#### LEARNING OPTIONS

<b>Ft</b>	Full-time
<b>Pt</b>	Part-time
<b>D</b>	Distance and Online learning

#### START DATE

	Fall
	Winter
	Spring
	Summer

#### CREDENTIAL

<b>A</b>	Applied degree
<b>B</b>	Baccalaureate degree
<b>C</b>	Certificate
<b>Dp</b>	Diploma

# MACHINE SHOP CERTIFICATE



SCAN THIS TO LEARN MORE

## 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.

## CAREER OPPORTUNITIES

Students who take these courses may find their training helps to 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.

## CERTIFICATION

A NAIT Machine Shop Certificate will be issued upon successful completion of MAC101, MAC112, MAC113, MAC114 and MAC116.

## PROGRAM OUTLINE

MAC101	Machine Shop I
MAC112	Machine Shop II
MAC113	Machine Shop III
MAC114	Machine Shop IV
MAC116	Machine Shop V

## COURSES



# MASTERCAM COURSES



SCAN THIS TO LEARN MORE

## 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, criteria for selecting tools and creating different kinds of toolpaths for CNC turning centres or CNC machining centres.

## 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.

## COURSE OUTLINE

MAC10	Gibbscam
MC131	Mastercam Level 1 - Mill
MC132	Mastercam Level 2 - Lathe
MC133	Mastercam Level III - Introduction to 3D Programming

## COURSES



## MECHANICAL ENGINEERING TECHNOLOGY COURSES



SCAN THIS TO  
LEARN MORE

### 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 who are interested in NAIT's Mechanical Engineering Technology full-time program may find these courses will help them to consider a career in this field.

Each of these credit courses is 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.

### COURSE OUTLINE

MEC132	Statics
MEC231	Stress Analysis
MEC232	Dynamics of Machinery
MEC332	Design of Machine Elements

### COURSES



## MILLWRIGHT COURSES



SCAN THIS TO  
LEARN MORE

### 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 in 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.

### COURSE OUTLINE

MIT15	Millwright Fundamentals Part 1
MIT16	Millwright Fundamentals Part 2
MIT17	Millwright Fundamentals Part 3

MIT51	Millwright Reciprocating Compressor Maintenance
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### COURSES



### LEGEND

#### LEARNING OPTIONS

<b>Ft</b>	Full-time
<b>Pt</b>	Part-time
<b>D</b>	Distance and Online learning

#### START DATE

	Fall
	Winter
	Spring
	Summer

#### CREDENTIAL

<b>A</b>	Applied degree
<b>B</b>	Baccalaureate degree
<b>C</b>	Certificate
<b>Dp</b>	Diploma

# NON-DESTRUCTIVE TESTING COURSES



SCAN THIS TO  
LEARN MORE

## 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).

## 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>.

## 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.

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 on-line test, via mail, fax or email.

NATOs are responsible for grading the M&P test. Passing grade is a minimum of 70%. In the event that a student fails the M&P test or wishes not to take the NATO administered M&P test, the NATO may offer to 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 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 on-line test, via 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 that a student fails the math-skills test, a NATO may offer to 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 candidates 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 of course instructors.

## COURSE OUTLINE

MT500	Magnetic Particle Inspection Level II
MT555	NDT Math Preparation
MT600	Liquid Penetrant Inspection Level II
MT650	Materials and Processes for NDT
MT680	Ultrasonic Inspection Level I
MT685	Ultrasonic Inspection Level II
MT700	Certified Exposure Device Operator
MT710	Radiography Inspection Level I
MT720	Radiography Inspection Level II
MT800	Basic Metallurgy
MT810	Basic Metallurgy II

## COURSES



# POWER ENGINEERING CML (DISTANCE)



SCAN THIS TO  
LEARN MORE

## 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 can take up to one year to complete the material.

Power Engineers in Alberta are certified by the Alberta Boilers Safety Association (ABSA). There are five 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 (also known as stationary engineers) operate and maintain different types of equipment or machinery in various industries or operations.

## CAREER OPPORTUNITIES

Power 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 enroll 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

As students work through the Power Engineering Training Systems (PETS) printed material, they test their knowledge of each module by completing a 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 one year to complete the course.

Once students complete a certain number of quizzes, they must write a supervised exam. Exams can be written at NAIT. Students outside the Edmonton area can 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, via email or in person. Instructors are available for tutoring during regular working hours and are located at the Power Engineering CML Centre in C Building, 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](http://www.absa.ca).

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

## REGISTRATION

Every student who has 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 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](mailto:pecml@nait.ca).

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

Two consecutive six-month course extensions are available upon payment of an additional fee. Extensions must be purchased prior to the course time expiring. For information on extensions and fees, contact the Student Success Contact Centre at [asknait@nait.ca](mailto:asknait@nait.ca) or 780.471.6248.

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

## LEGEND

### LEARNING OPTIONS

- Ft** Full-time
- Pt** Part-time
- D** Distance and Online learning

### START DATE

- Fall
- Winter
- Spring
- Summer

### CREDENTIAL

- A** Applied degree
- B** Baccalaureate degree
- C** Certificate
- Dp** Diploma

## PROGRAM OUTLINE

### FIFTH CLASS

PE501 Power Engineering  
Fifth Class - CML

### FOURTH CLASS

PE402 Power Engineering  
Fourth Class - CML

### THIRD CLASS

PE303 Power Engineering Third  
Class - Part A - CML

PE304 Power Engineering Third  
Class - Part B - CML

### SECOND CLASS

PE201 Power Engineering Second  
Class Part A, Paper I

PE202 Power Engineering Second  
Class Part A, Paper II

PE203 Power Engineering Second  
Class Part A, Paper III

### UPGRADE OR SPECIAL COURSES

PE502 Power Engineering Fourth  
Class Upgrade to New  
Fourth Class - CML

PE503 Power Engineering Building  
Operator "A" Upgrade to  
New Fourth Class - CML

PE504 Power Engineering Building  
Operator "B" Upgrade  
to Fifth Class - CML

PE505 Power Engineering -  
Fireman's Certificate  
Upgrade to Fifth  
Class - CML

## COURSES



## POWER ENGINEERING TECHNOLOGY COURSES



SCAN THIS TO  
LEARN MORE

### OVERVIEW

You have what it takes to engineer a great career with NAIT's Power Engineering courses. 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

Graduates of NAIT's Power Engineering CML courses often 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

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

### COURSE OUTLINE

PE13 Power Engineering  
Fifth Class

PE14 Power Engineering  
Fourth Class

PE301 Power Engineering  
Third Class - Part A

PE302 Power Engineering  
Third Class - Part B

PE316 Power Engineering Fourth  
Class - Boiler Lab

## COURSES



## RECREATIONAL POWERSPORTS MECHANICS (RPM) COURSES



SCAN THIS TO  
LEARN MORE

### 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.

### COURSE OUTLINE

RPM11	Motorcycle Maintenance
RPM15	Outboard Engine Maintenance
SE15	Small Engine Basics
SE16	Tune-Up and Repair for Small Engine Equipment
SE25	Small Engine Repair

### COURSES



## STEAMFITTER/PIPEFITTER COURSES



SCAN THIS TO  
LEARN MORE

### 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-contractors, contractor and construction superintendent.

### COURSE OUTLINE

PIP14	Blueprint Reading - Piping Trades
PIP35	Steamfitter Pipefitter Refresher program
PIP44	Combustion Analysis
PIP69	Acorn (IsoExpress Windows)

### COURSES



### OVERVIEW

Improve or refresh your knowledge of concepts and skills related to the steamfitter/pipefitter trade. Take one or more of these courses and add to your skill set by working with software, learning about equipment installation or reading blueprints.

### LEGEND

#### LEARNING OPTIONS

- Ft** Full-time
- Pt** Part-time
- D** Distance and Online learning

#### START DATE

- Fall
- Winter
- Spring
- Summer

#### CREDENTIAL

- A** Applied degree
- B** Baccalaureate degree
- C** Certificate
- Dp** Diploma

## WELDING COURSES



SCAN THIS TO LEARN MORE

### OVERVIEW

Welding safety comes first. 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), one beanie or welder's hat.

### COURSE OUTLINE

WLD10	Intro to Oxy-Acetylene Welding & Cutting
WLD15	Beginners Shielded Metal Arc Welding (SMAW) "STICK"
WLD52	Beginners Gas Metal Arc Welding (GMAW) "MIG"
WLD112	Beginners Gas Tungsten Arc Welding (GTAW) "TIG"
WLD227	First Class Journeyman to "B" Pressure
WLD227E	B Pressure ABSA Exam

### COURSES



## WELDING COURSES - CANADIAN WELDING BUREAU (CWB)



SCAN THIS TO LEARN MORE

### 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.

### COURSE OUTLINE

WLD950	Visual Welding Inspection
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### COURSES





## **MEDIA + DESIGN**

- PHOTOGRAPHIC TECHNOLOGY COURSES
- RADIO & TELEVISION COURSES

## PHOTOGRAPHIC TECHNOLOGY COURSES



SCAN THIS TO  
LEARN MORE

### 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.

### COURSE OUTLINE

PHT10	Taking Control of Your Camera
PHT51	Photography - Portraiture
PHT53	Photographic Lighting
PHT60	Wedding Photography Boot Camp
PHTEI4	Photoshop For Photographers - Level 1
PHTEI5	Photoshop for Photographers - Level II

### COURSES



## RADIO & TELEVISION COURSES



SCAN THIS TO  
LEARN MORE

### 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.

### COURSE OUTLINE

RTA10	Radio Audio Production & Fundamentals
RTA30	Television Production
RTA45	Introduction to Final Cut Pro 7
RTA55	Intermediate Final Cut Pro 7
RTA702	Script Supervisor
RTA737	Producers Emergence Program (PEP)

### COURSES





## PRODUCTIVITY ENHANCEMENT SERVICES

- BUSINESS ANALYST LEADERSHIP CERTIFICATE
- FLUID POWER CERTIFICATE
- FRONTLINE SUPERVISORY SKILLS CERTIFICATE
- LEAN SIX SIGMA (GREEN BELT) CERTIFICATE
- MACHINE-SHOP INSPECTION AND CALIBRATION CERTIFICATE
- OIL FIELD THREAD INSPECTION CERTIFICATE
- OPERATIONS MANAGEMENT CERTIFICATE
- PROJECT LEADERSHIP CERTIFICATE
- PROJECT MANAGEMENT CERTIFICATE
- QUALITY MANAGEMENT CERTIFICATE
- ROBOTICS, AUTOMATION AND CONTROL CERTIFICATE
- SUPERVISOR/MANAGER FACILITATION SKILLS CERTIFICATE
- SUPERVISORY COMMUNICATION SKILLS CERTIFICATE

# PRODUCTIVITY ENHANCEMENT SERVICES

## PRODUCTIVITY ENHANCEMENT SERVICES

NAIT's Productivity Enhancement Services certificate series is designed to help business and industry become more productive in the global economy. Completion of these certificates provides employees with skills to provide project leadership, plan and roll out projects, form and maintain teams, plan and conduct meetings, foster a productive work environment, identify and manage conflict, identify areas for improvement and improve the bottom line.

## CUSTOMIZED TRAINING FOR BUSINESS & INDUSTRY

To customize certificate programs to meet your company's specific needs, contact Mave Dhariwal, Operations Manager, NAIT Shell Manufacturing Centre. For information, phone: 780.471.7500 Email: maved@nait.ca Online: www.nait.ca/nsmc

## PROJECT MANAGEMENT INSTITUTE

NAIT is a Project Management Institute (PMI) approved Global Registered Education Provider (REP). Fourteen Professional Development Units per 2-day PMC Module will be awarded toward professional development if you are working toward certification through PMI.



## PROJECT LEADERSHIP CERTIFICATE (COMMON CORE: PMC101-PMC106)



# BUSINESS ANALYST LEADERSHIP CERTIFICATE



SCAN THIS TO  
LEARN MORE

## 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 (PMC101-106), plus
- seven additional modules

## ACCREDITATION

NAIT is a Project Management Institute (PMI) approved Global Registered Education Provider.

## DELIVERY OPTIONS

Weekend delivery. Customized corporate training is also available. For further information, please contact Mave Dhariwal at 780.471.7500 or maved@nait.ca

## PROGRAM OUTLINE

### CORE MODULES

PMC101	Introduction To Project Management
PMC102	Productivity Improvement
PMC103	Team-Building & Facilitative Leadership
PMC104	Project Scope Management
PMC105	Project Time Management PERT/CPM
PMC106	Project Management Tools

### ADDITIONAL REQUIRED MODULES

PMC107	Project Cost Management
PMC109	Project Risk Management
PMC112	Project Human Resource Management
CCTB101	Planning Business Systems & Processes (previously QAC109)
CCTB117	Unified Modeling Language & Process (previously QAC111)
CCTB140	Systems Architecture & Design (previously QAC112)
CCTB102	Process & Data Modeling (previously QAC113)

## COURSES



## LEGEND

### LEARNING OPTIONS

- Ft** Full-time
- Pt** Part-time
- D** Distance and Online learning

### START DATE

- Fall
- Winter
- Spring
- Summer

### CREDENTIAL

- A** Applied degree
- B** Baccalaureate degree
- C** Certificate
- Dp** Diploma

## FLUID POWER CERTIFICATE



SCAN THIS TO LEARN MORE

### OVERVIEW

Basic Fluid Power Certificate is now available for registration.

Intermediate and Advanced Fluid Power will be on-line with registration dates shortly.

### DELIVERY OPTIONS

Weekend delivery. Customized corporate training is also available. For further information, please contact Mave Dhariwal at 780.471.7500 or maved@nait.ca.

### PROGRAM OUTLINE

#### LEVEL 1 BASIC

- BFPC101 Introduction to Fluid Power I
- BFPC102 Introduction to Fluid Power II
- BFPC103 Fluid Power Actuators & Pumps
- BFPC104 Fluid Power Valves & Controls
- BFPC105 Fluid Power Inspection & Failure Analysis I
- BFPC106 Fluid Power Inspection & Failure Analysis II

#### LEVEL 2 INTERMEDIATE

- IFPC201 Fluid Power Conductors
- IFPC202 Fluid Power Ancillary Devices
- IFPC203 Fluid Power Systems I

- IFPC204 Fluid Power Systems II
- IFPC205 Fluid Power Troubleshooting I
- IFPC206 Fluid Power Troubleshooting II

#### LEVEL 3 ADVANCED

- AFPC301 Fluid Power Controls I
- AFPC302 Fluids Power Controls II
- AFPC303 Fluid Power Design I
- AFPC304 Fluid Power Design II
- AFPC305 Open Loop Circuitry Analysis
- AFPC306 Closed Loop HST Analysis

### COURSES



## FRONTLINE SUPERVISORY SKILLS CERTIFICATE



SCAN THIS TO LEARN MORE

### OVERVIEW

The Frontline Supervisory Skills Certificate will provide participants with the foundational knowledge and skills to tackle one of the most important jobs in the workplace, that of the frontline supervisor. The workshops will provide participants with an understanding of the key roles and responsibilities, and develop hands-on foundation skills required of frontline supervisors. The series will also review the role of the frontline supervisor regarding function and interaction in typical organizational and management structures.

These interactive workshops are facilitated through a series of presentations, discussions, activities and exercises designed to enhance participants' learning experiences. Participants will have the opportunity to develop and practice a variety of key frontline supervisory skills including supervision foundations, hiring, training, performance management, problem solving and decision making skills.

### CERTIFICATION

A NAIT Frontline Supervisory Skills Certificate will be awarded upon successful completion of FLS101-FLS106.

### PROGRAM OUTLINE

#### CORE COURSES

- FLS101 Frontline Supervision Foundations I
- FLS102 Hiring New Staff
- FLS103 Staff Training and Development
- FLS104 Staff Performance Management
- FLS105 Frontline Planning, Problem/Solving and Decision Making
- FLS106 Frontline Supervision Foundation II

### COURSES



# LEAN SIX SIGMA (GREEN BELT) CERTIFICATE



SCAN THIS TO  
LEARN MORE

## 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. The 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 (PMC101-PMC106) in this program will complement the curriculum included within the Lean Six Sigma modules (LSS101-LSS107). For further information, please refer to the following websites [www.nait.ca/LSS](http://www.nait.ca/LSS) and [www.nait.ca/plc](http://www.nait.ca/plc).

## CERTIFICATION

A NAIT Lean Six Sigma Certificate will be awarded upon successful completion of:

- core modules PMC101-PMC106, plus
- certificate specific modules LSS101 - LSS107

Students can take the certificate-specific modules prior to or after the core (Project Leadership) modules.

## PROGRAM OUTLINE

**CURRICULUM UNDER REVIEW, THE NUMBER OF MODULES WILL CHANGE.**

### CORE COURSES

PMC101 Introduction To Project Management

PMC102 Productivity Improvement  
 PMC103 Team-Building & Facilitative Leadership  
 PMC104 Project Scope Management  
 PMC105 Project Time Management PERT/CPM  
 PMC106 Project Management Tools

### ADDITIONAL REQUIRED MODULES

LSS101 Introduction of Continuous Improvement  
 LSS102 Principles of Lean Six Sigma  
 LSS103 Applied Statistics & Process Control (same as QAC105)  
 LSS104 Process Analysis  
 LSS105 Process Improvement Techniques - I  
 LSS106 Intro to Statistical Decision-Making  
 LSS107 Sustaining World-Class Performance

## COURSES



## LEGEND

### LEARNING OPTIONS

- Ft** Full-time
- Pt** Part-time
- D** Distance and Online learning

### START DATE

- Fall
- Winter
- Spring
- Summer

### CREDENTIAL

- A** Applied degree
- B** Baccalaureate degree
- C** Certificate
- Dp** Diploma

## MACHINE-SHOP INSPECTION AND CALIBRATION CERTIFICATE



SCAN THIS TO  
LEARN MORE

### 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 to 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.

### PROGRAM MODEL/ COMPLETION REQUIREMENTS

Each module covers two days and 14 hours. Weekend classes are held every three weeks.

### 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 Mave Dhariwal at 780.471.7500 or maved@nait.ca

### PROGRAM OUTLINE

#### REQUIRED MODULES

MSIC101	Principles of Measurement, Traceability and Calibration
MSIC102	Surface Table Measuring
MSIC103	Surface Texture and Dimensional Accuracy
MSIC104	Angular Measurement - Principles and Equipment
MSIC105	Limits and Fits, Interchangeability and Limit Gauging
MSIC106	Measurement of Unified Threads and Thread Gauges
MSIC107	The Autocollimator, Interferometry and Optical Flats
MSIC108	Introduction to Coordinate Measuring Machine

### COURSES



## OIL FIELD THREAD INSPECTION CERTIFICATE



SCAN THIS TO  
LEARN MORE

### OVERVIEW

If thread inspection is an area of your operations that could use improvement, then 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

MSIC101	Principles of Measurement, Traceability and Calibration
MSIC105	Limits and Fits, Interchangeability and Limit Gauging
MSIC106	Measurement of Unified Threads and Thread Gauges
OFT101	Straight Thread Measurement
OFT102	Rotary Shouldered Connections
OFT103	Casing, Tubing and Pipe Threads

### COURSES



# OPERATIONS MANAGEMENT CERTIFICATE



SCAN THIS TO  
LEARN MORE

## 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 who are 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 (PMC101-106), plus
- five additional modules

Students can take the certificate-specific modules prior to or after the core (Project Leadership) modules.

## ACCREDITATION

NAIT is a Project Management Institute (PMI) approved Global Registered Education Provider.

## DELIVERY OPTIONS

Weekend delivery. Customized corporate training is also available. For further information, please contact Mave Dhariwal at 780.471.7500 or maved@nait.ca

## PROGRAM OUTLINE

### CORE MODULES

PMC101	Introduction To Project Management
PMC102	Productivity Improvement
PMC103	Team-Building & Facilitative Leadership
PMC104	Project Scope Management
PMC105	Project Time Management PERT/CPM
PMC106	Project Management Tools

### ADDITIONAL REQUIRED MODULES

OMC101	Introduction to Operations Management
OMC102	Forecasting for Production
OMC103	Capacity Planning
OMC104	Scheduling
OMC105	Inventory Control

## COURSES



## LEGEND

### LEARNING OPTIONS

- Ft** Full-time
- Pt** Part-time
- D** Distance and Online learning

### START DATE

- Fall
- Winter
- Spring
- Summer

### CREDENTIAL

- A** Applied degree
- B** Baccalaureate degree
- C** Certificate
- Dp** Diploma

# PROJECT LEADERSHIP CERTIFICATE



SCAN THIS TO  
LEARN MORE

## 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

NAIT is a Project Management Institute (PMI) approved Global Registered Education Provider.

## DELIVERY OPTIONS

Weekend delivery. Customized corporate training is also available. For further information, please contact Mave Dhariwal at 780.471.7500 or maved@nait.ca

## PROGRAM OUTLINE

### REQUIRED MODULES

PMC101	Introduction To Project Management
PMC102	Productivity Improvement
PMC103	Team-Building & Facilitative Leadership
PMC104	Project Scope Management
PMC105	Project Time Management PERT/CPM
PMC106	Project Management Tools

## COURSES



# PROJECT MANAGEMENT CERTIFICATE



SCAN THIS TO  
LEARN MORE

## 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 that 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 who are 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](http://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.

PMC101 Introduction to Project Management provides an overview of Project Management. PMC102 Productivity Improvement and PMC103 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 (PM-CW900A & B) provide an overview of PMI knowledge areas.

## CERTIFICATION

A NAIT Project Management Certificate will be awarded upon successful completion of the required modules.

## ACCREDITATION

NAIT is a Project Management Institute (PMI) approved Global Registered Education Provider.

## DELIVERY OPTIONS

Weekend delivery. Customized corporate training is also available. For further information, please contact Mave Dhariwal at 780.471.7500 or [maved@nait.ca](mailto:maved@nait.ca)

## PROGRAM OUTLINE

### REQUIRED MODULES

PMC101	Introduction To Project Management
PMC102	Productivity Improvement
PMC103	Team-Building & Facilitative Leadership
PMC104	Project Scope Management
PMC105	Project Time Management PERT/CPM
PMC106	Project Management Tools
PMC107	Project Cost Management
PMC108	Project Communication Management
PMC109	Project Risk Management
PMC110	Project Quality Management
PMC111	Project Procurement Management
PMC112	Project Human Resource Management

### PMP EXAM PREP MODULES

PMCW900A	Project Management Professional Exam Preparation - Part A
PMCW900B	Project Management Professional Exam Preparation - Part B

## COURSES



## LEGEND

### LEARNING OPTIONS

<b>Ft</b>	Full-time
<b>Pt</b>	Part-time
<b>D</b>	Distance and Online learning

### START DATE

	Fall
	Winter
	Spring
	Summer

### CREDENTIAL

<b>A</b>	Applied degree
<b>B</b>	Baccalaureate degree
<b>C</b>	Certificate
<b>Dp</b>	Diploma

# QUALITY MANAGEMENT CERTIFICATE



SCAN THIS TO  
LEARN MORE

## 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

NAIT is a Project Management Institute (PMI) approved Global Registered Education Provider. Accreditation

NAIT is a Project Management Institute (PMI) approved Global Registered Education Provider.

## DELIVERY OPTIONS

Weekend delivery. Customized corporate training is also available. For further information, please contact Mave Dhariwal at 780.471.7500 or [maved@nait.ca](mailto:maved@nait.ca)

## PROGRAM OUTLINE

### CORE MODULES

PMC101	Introduction To Project Management
PMC102	Productivity Improvement
PMC103	Team-Building & Facilitative Leadership
PMC104	Project Scope Management
PMC105	Project Time Management PERT/CPM
PMC106	Project Management Tools

### GENERAL REQUIRED MODULES

QAC101	Quality Management
QAC102A	ISO Quality Standards
QAC102B	Quality Auditing
QAC103A	Quality Manual
QAC104	Product Sampling
QAC105	Applied Statistics & Process Control
QAC106	Product Reliability

### IT REQUIRED MODULES

QAC101	Quality Management
QAC102A	ISO Quality Standards
QAC102B	Quality Auditing
QAC103A	Quality Manual
CCTB101	Planning Business Systems & Processes (previously QAC109)
CCTB117	Unified Modeling Language & Process (previously QAC111)
CCTB150	Software Quality Metrics (previously QAC114)

## COURSES



# ROBOTICS, AUTOMATION AND CONTROL CERTIFICATE



SCAN THIS TO LEARN MORE

## OVERVIEW

Robots and automated systems have been in general use in the manufacturing industry since the early 1980's. 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

### OVERVIEW

RAC101	Introduction to Industrial Robotics
RAC102	Introduction to Digital Logic

RAC103	Automation Sensors
RAC104	Introduction to Mobile Robotics
RAC105	Introduction to Micro Controllers
RAC106	Control Systems
RAC107	Introduction to Hydraulics and Pneumatics
RAC108	Introduction to CNC Programming
RAC109	Introduction to Programmable Logic Controllers
RAC110	Introduction to Data Communication
RAC111	Level 2 Programmable Logic Controllers
RAC112	Level 2 Computer Intergrated Manufacturing

## COURSES



# SUPERVISOR/MANAGER FACILITATION SKILLS CERTIFICATE



SCAN THIS TO LEARN MORE

## 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 deci-

sions, gather and analyze data and arrive at consensus-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.

## LEGEND

### LEARNING OPTIONS

- Ft** Full-time
- Pt** Part-time
- D** Distance and Online learning

### START DATE

- Fall
- Winter
- Spring
- Summer

### CREDENTIAL

- A** Applied degree
- B** Baccalaureate degree
- C** Certificate
- Dp** Diploma

## PROGRAM MODEL/ COMPLETION REQUIREMENTS

Each module covers two days and 14 hours. Weekend classes are held every three weeks.

## CERTIFICATION

A NAIT Group Facilitation Skills Certificate will be awarded upon successful completion of:

- core modules PMC101-PMC106, plus
- certificate specific modules GFS101-GFS105

Students can take the certificate-specific modules prior to or after the core (Project Leadership) modules.

## ACCREDITATION

NAIT is a Project Management Institute (PMI) approved Global Registered Education Provider.

## DELIVERY OPTIONS

Weekend delivery. Customized corporate training is also available. For further information, please contact Mave Dhariwal at 780.471.7500 or maved@nait.ca

## PROGRAM OUTLINE

### CORE MODULES

PMC101	Introduction To Project Management
PMC102	Productivity Improvement
PMC103	Team-Building & Facilitative Leadership

PMC104	Project Scope Management
PMC105	Project Time Management PERT/CPM
PMC106	Project Management Tools

### ADDITIONAL REQUIRED MODULES

GFS101	Working With People
GFS102	Working With Ideas
GFS103	Working with Numbers
GFS104	Working With Teams
GFS105	Applying Facilitation Tools & Techniques

## COURSES



# SUPERVISORY COMMUNICATION SKILLS CERTIFICATE



SCAN THIS TO  
LEARN MORE

## CERTIFICATION

A NAIT Supervisory Communication Skills Certificate will be awarded upon successful completion of: SCS101 - SCS106.

## PROGRAM OUTLINE

SCS101	Interpersonal Communication Skills
SCS102	Effective Communication with Work Groups
SCS103	Supervisory Writing Skills
SCS104	Technical Writing Skills I
SCS105	Technical Writing Skills II
SCS106	Presentation Skills

## COURSES



## 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.



## STUDENT INFORMATION

- GENERAL INFORMATION
- SERVICES
- REGISTRATION

# GENERAL INFORMATION

## OVERVIEW

This information is supplementary and in addition to the Academic Regulations and Procedures of NAIT. The Academic Regulations and Procedures outline policies and practices that are of importance to all NAIT students.

NAIT Academic Regulations and Procedures can be accessed at [www.nait.ca/registrar/academic.pdf](http://www.nait.ca/registrar/academic.pdf) as part of the online calendar. In the event of any disagreements or inconsistencies between the web and printed versions of the Academic Regulations, the web version shall be taken as correct.

NAIT reserves the right to make revisions to the Academic Regulations and Procedures without prior notice and they shall take effect at the time of revision unless a later date is specified when the revision is approved. In the event of revisions, the policies, procedures, regulations and requirements in effect will prevail over the provisions printed in the Academic Regulations or in the NAIT Calendar or in the NAIT Student Handbook. NAIT will provide as much notice of the revision as it considers the circumstances will permit, and will endeavour to incorporate the revisions in the next printing of the Academic Regulations and Procedures. Revisions shall include additions, deletions and changes.

Priority for completed applications are on a first-come first-served basis. Applications can be made online, mail, fax, telephone, or in person. Applicants must be 16 years of age or older, except when it is noted courses are intended for younger students. Applications received in person or by telephone are immediately advised if they are accepted, on a waitlist, or not accepted.

### FEES

Fees must be paid at the time of application. Cheques and money orders are to be made payable to NAIT. Debit card, Visa, MasterCard and American Express are also accepted. Fees are subject to change without further notice. Post-dated cheques will not be accepted.

### GST

Tuition fees do not include GST. Where applicable, GST will be applied to the fees.

### INTERNATIONAL STUDENTS

International students on a student visa shall pay 2.5 times the regular tuition fee.

### OVERBOOKED COURSES

If the course you are interested in is full, you can provide your contact information to be put on the waitlist. All accepted students need to attend the first day of class or they may be replaced by another student from the waitlist.

### IMPORTANT

NAIT makes every effort to provide service in accordance with the information contained in this calendar. We reserve the right to make any changes deemed necessary without further notice.

This calendar advertises all courses running from July 1, 2012 to June 30, 2013. Web registration for courses starting after August 1, 2012 will commence on June 1, 2012 at 12:01 am. All other methods of registration commence at 8:00 am. Download a copy of this calendar from [www.nait.ca/calendars](http://www.nait.ca/calendars).

## ACADEMIC APPEALS

See Academic Regulations and Procedures at [www.nait.ca](http://www.nait.ca).

## ADVANCED STANDING

In accordance with NAIT Academic Regulations and Procedures, NAIT requires students to complete at least 50% of their applied education from NAIT. For advanced standing, procedures may vary and applicants should check the course or program details for further information. A written request can be submitted and will require appropriate documentation to be retained by NAIT. Advanced standing will not be posted to a transcript until an equivalent number of courses have been successfully completed.

## CALENDARS

NAIT classes are for a wide variety of students and we produce a number of print calendars to serve their needs. Electronic versions of our most current calendars can be downloaded from [www.nait.ca/calendars](http://www.nait.ca/calendars).

## CERTIFICATE, DIPLOMA AND DEGREE PROGRAMS

Many courses offered through Continuing Education are equivalent to NAIT's full-time courses. A student wishing to transfer to full-time student status should discuss the process with the program leader of the respective full-time program.

Several diploma programs can be completed through Continuing Education. The appropriate program leader reviews the student's record to determine eligibility for graduation and to inform the Registrar's Office.

## ATTENDANCE

Non-attendance of classes is not considered official confirmation of withdrawal. Students who cease to attend class and do not submit an approved course withdrawal form will be given a grade based on coursework completed.

## STUDENT FEES

All students are assessed a mandatory \$6 fee payable at the time of registration.

## CONTINUING EDUCATION COURSE WITHDRAWAL PROCESS

Students are responsible for formally withdrawing from courses they no longer wish to attend. Withdrawals must be completed either electronically through MyNAIT Portal or by completing the Department of Continuing Education and Part Time Studies Course Withdrawal form located on [www.nait.ca/eforms](http://www.nait.ca/eforms).

## COURSE WITHDRAWAL (CREDIT COURSES)

All students submitting an approved course withdrawal form for a credit course will be awarded a grade as outlined in the Academic Regulations as follows:

- within the first two (2) weeks shall have all reference to the course removed from the students records
- beginning of week three (3) up to and including 75% of scheduled class time, will receive a grade of W
- where more than 75% of scheduled class time has been completed, students withdrawing will be assigned the grade WF

Refer to [www.nait.ca](http://www.nait.ca) for Academic Regulations and further information.

## FACE-TO-FACE CLASSROOM + ONLINE DELIVERY/E-LEARNING

### Withdrawals Before Class Start

Students must withdraw from a course at least three full calendar days prior to course commencement to receive a full refund less a \$50 administrative fee.

Exceptions are noted as follows:

- Courses with a \$500 non-refundable deposit: A full refund less deposit will be granted if the student withdraws from the course at least seven (7) calendar days prior to course commencement
- Programs with a \$250 non-refundable deposit: A full refund less deposit will be granted if the student withdraws from a full-time program up to 14 calendar days from course commencement

### Withdrawals After Class Start

Students must complete the Department of Continuing Education and Part-Time Studies Course Withdrawal Form if they are no longer attending class or are withdrawing from a course. Students should be aware they will not be entitled to any portion of a refund. If students do not provide written notification of a course withdrawal, a failing grade will be recorded on their record.

## DISTANCE COURSES (SELF-PACED AND INDEPENDENT STUDY)

Students withdrawing are required to complete the Department of Continuing Education and Part-Time Studies Distance Delivery Course Withdrawal Form.

A full refund less \$75 administrative fee will be issued if a written request to withdraw or transfer from the course is received up to 14 calendar days from either the scheduled start date or the start date as indicated in your welcome letter.

Withdrawing students should be aware that they are not entitled to any portion of a refund after 14 calendar days. If students do not provide written notification of a course withdrawal, a failing grade will be recorded on their record.

## COURSE REFUNDS

No refunds will be given after course commencement.

Students who register and then cease to attend, or never attend, are not eligible for a refund of fees. A full refund, less administrative fee, is only available to students dropping a course a minimum of three full calendar days prior to course start date.

Refunds are processed based on the method of payment. Payments made by cash, cheque or debit card are refunded with a cheque. Credit card payments are refunded to the credit card. Please refer to: [www.nait.ca/43889.htm](http://www.nait.ca/43889.htm) for the most current refund policy for both international and domestic students.

## CONVOCATION

Visit [www.nait.ca/convocation](http://www.nait.ca/convocation) for information.

## COURSE CANCELLATIONS

NAIT reserves the right to cancel courses due to operational requirements. Every effort will be made to contact students by telephone or email. In such cases, a full refund will be provided.

## COURSE RESULTS

Marks will be available via the NAIT Student Portal at [www.nait.ca/MyNAIT](http://www.nait.ca/MyNAIT).

## COURSE TRANSFERS

Continuing Education students are only permitted to transfer to Continuing Education courses. To transfer out of a course in progress, a request must be made prior to the third scheduled class. The exception to this is courses less than 18 hours in length where transfers must occur 48 hours prior to course commencement. Transfers into a course in progress can only be accommodated prior to the second scheduled class, space permitting.

Any tuition difference and \$50 transfer fee must be paid at the time of course transfer.

Course transfers from one academic year to another will not be granted.

## EMERGENCY EVACUATION PROCEDURES

### EMERGENCY PHONE

In the event of an emergency (fire, illness, or accident) call:

Main Campus: 780.471.7477

Other Campuses: 911

### IMPORTANT INFORMATION

Ensure you are aware of the evacuation procedures. Evacuation route signage will be posted in all rooms on campus.

Know the location of emergency equipment and evacuation routes.

NAIT has a two-stage fire alarm system. Stage one verbally advises you of an emergency in an adjacent building. If you hear this alarm, be prepared to evacuate if necessary. A stage two alarm verbally advises you to evacuate your building. Some areas have flashing lights that signal.

When the fire bell rings, leave the building immediately in an orderly fashion by proceeding to the nearest exit

Ensure you evacuate by the safest and most direct route.

When you are asked to leave by a fire warden or other staff member, please do so immediately.

When you reach the exit door on the ground floor, proceed outside to well beyond the doorway to allow space for others to leave the building.

You are allowed to return to class once the verbal all-clear notification is broadcast over the speaker system.

## FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY (FOIP)

NAIT collects and maintains personal information used for purposes of admission, registration and other operating activities in its role as a member of the educational community.

## STUDENT CONDUCT

NAIT is committed to providing an educational environment that supports respect and safety within its community. The Student Code of Conduct outlines the responsibility of students to support the academic community, defines inappropriate student conduct and provides procedures and penalties if students engage in such unacceptable behaviour. For details, regarding student conduct, see Academic Regulations and Procedures at [www.nait.ca/registrar/academic.pdf](http://www.nait.ca/registrar/academic.pdf) (Section 4).

## LOST & FOUND

NAIT Security is responsible for Lost and Found articles. A comprehensive record and repository of personal items turned in, or lost on campus, is maintained. All found property should be forwarded to NAIT Campus Security Service immediately. Inquiries should be directed to: NAIT Campus Security Services, Main Campus, Room D109, Phone: 780.471.7477.

## PREREQUISITES

Prerequisites are required for some courses. It is the applicant's sole responsibility to be aware of and observe the prerequisite requirements in subsequent course or transfer requests to full-time programs.

Note: Students may be turned down for entry to programs or courses if the Prerequisites have not been met.

## ECONAIT

Take the reusable mug challenge. Pledge to use a travel mug when buying coffee and tea on campus. Visit [www.nait.ca/econait](http://www.nait.ca/econait). Using a travel mug for your daily coffee during the school year will save at least 160 cups from the landfill. And it will save you money. Get a discount when you buy coffee or tea in a reusable mug at participating Food Services outlets.

## RESPECT NAITure

Respect NAITure. A clean air environment. Effective July 1, 2009, all NAIT campuses became smoke-free. This means that smoking is prohibited in the Institute's buildings, vehicles, or on NAIT property.

## REQUEST FOR CERTIFICATION

Certificates are not automatically mailed out. Filling out a Request for Certification form as soon as you've successfully completed your program will ensure that you receive your certificate promptly. You can download this form from [www.nait.ca/eforms](http://www.nait.ca/eforms). Please submit this form to the Registrar's Office. Note: Allow six weeks time for processing.

## SENIOR CITIZENS - 65 YEARS OF AGE

Provided there is space available in a credit course on commencement day, tuition fees may be waived; however, the senior applicant will be responsible for the cost of any texts or materials. If the tuition fee has been paid in advance and a seat has been reserved the tuition fees will not be waived.

Note: tuition fees will not be waived for non-credit courses. Proof of age required.

## STORM POLICY

Evening classes always meet except when severe weather conditions precipitate a declared STORM WARNING. The decision to continue or cancel evening classes will be made by 3:00 pm. Class cancellation will be announced on radio and television; the lost class time will be made up on another day suitable to the instructor and most students.

## TAX RECEIPTS

T2202A tax receipts will be made available to students on-line at [www.nait.ca/MyNait](http://www.nait.ca/MyNait) in February. Note: These tax receipts will not be mailed and will only be available via the web.

## SERVICES

### CAMPUS SPORT & WELLNESS

Our Main Campus Activities Centre is home to a variety of facilities and amenities to meet every student's fitness, health, sporting and recreational needs. Facilities include:

- 50 metre swimming pool
- fitness centre
- exercise studio
- racquetball and squash courts
- gymnasium
- indoor/outdoor track

- field
- saunas and locker rooms

For details contact 780.471.7713, visit Student Services (E134) during the day, or the Sports Equipment Centre (E026) in the evenings. Visit [www.nait.ca/recreation](http://www.nait.ca/recreation).

### CAMPUS SECURITY SERVICES

NAIT Campus Security Services assists over 80,000 students and staff over four major sites and various spaces within the metro Edmonton area. Management and staff are dedicated to providing quality

service to our campuses. Our Peace Officers are eager, enthusiastic, and place a high priority on integrity, service and professionalism. The dedicated men and women of this department focus on building partnerships with our community so we can develop long-term solutions to problems. Located on Main, Souch, and Patricia Campuses.

To report an incident, inquire about lost and found, or arrange a SafeWalk, visit one of our locations or call 780.471.7477. For more information, visit [www.nait.ca/security](http://www.nait.ca/security).

## FINANCIAL AID

Financial assistance in the form of student loans, grants and bursaries is available to students in designated programs. Contact the Financial Aid Office at 780.471.6248 or visit [www.nait.ca/financialaid](http://www.nait.ca/financialaid).

Application forms are also available from Alberta Career Development Centres (1.800.222.6485). You may also apply for full-time funding online at [www.alis.ab.ca](http://www.alis.ab.ca). If you do not qualify for government funding, talk to your personal banking institute about a student line of credit.

## FOOD SERVICES

### BISTRO

Location: Main Campus - L201  
Hours: Monday to Friday,  
6:45 am - 2:30 pm  
Closed May to August, inclusive

The Bistro boasts a broad menu including the Corner Grill, hot and cold beverages, fresh-baked muffins, pastries and doughnuts and grab and go items.

### BYTES

Location: Main Campus - W103  
Hours: Monday to Thursday,  
6:45 am - 7:00 pm  
Friday, 6:45 am - 4:00 pm  
Saturday, 8:00 am - 2:00 pm  
Closed Saturday from the end of May until September. Reduced hours for May to August.

Features included Tim Hortons, Pita Pit kiosk as well as the e.terra international station and grab and go deli station.

### CHAI'S

Location: Main Campus - X Wing  
Hours: Monday to Friday,  
7:30 am - 2:30 pm

A teahouse with international flair. Offering a dozen loose tea blend, chai lattes, soups and delectable baked goods.

### EMBERS

Location: Main Campus - Y118  
Hours: Monday to Friday,  
6:45 am - 2:30 pm

This fantastic site offers creative twists on grill items - like our two potato fries. We will also offer freshly brewed Starbucks coffee and a selection of delicious grab and go items.

### NAIT CATERING

NAIT Catering Services is here to serve you year round. We provide catering that you will be proud to serve, offering a wide variety of services from coffee meetings to evening banquets and receptions. Our new Catering webpage presents our delicious and affordable menu items. We are eager to assist in the various facets of creating your special event. Check us out at [www.nait.ca/cateringmenu](http://www.nait.ca/cateringmenu) for more information.

### PLATES

Location: Patricia Campus - P126  
Hours: Monday to Friday,  
6:45 am - 2:00 pm  
Closed July and August

PLATES offers breakfast and lunch grill items, fresh baking, confections, coffee, slurpees, and grab and go items.

### STARBUCKS

Main Campus - Common Market  
Hours: Monday to Thursday,  
6:45 am - 7:15 pm  
Friday, 6:45 am - 4:00 pm  
Saturday, 7:30 am - 1:00 pm

Get your daily pick me up at the convenient Starbucks kiosk. Whether it's a latte, Tazo tea or fresh baking you're after, this is the place to be.

### ELEMENTS

Location: Souch Campus - Z157  
Hours: Monday to Friday,  
6:45 am - 2:00 pm  
Closed July and August

Menu includes hot breakfasts, Starbucks coffee, great burgers and a wide variety of quick service options and confections.

### THE COMMON MARKET

Location: Main Campus - O124  
Hours: Monday to Thursday,  
6:45 am - 7:00 pm  
Friday, 6:45 am - 7:00 pm  
Reduced hours from mid-May to August.

The Common Market offers Panago Pizza and in-house brands, bagels, variety of coffee choices, salad bar, and grab and go meals.

### THE FRESH EXPRESS

Location: Main Campus - U122  
Hours: Monday to Friday,  
7:00 am - 3:00 pm

Reduced hours for May and June.  
Closed July and August.

The Fresh Express showcases a grill area, coffee and fresh baking, as well as a variety of soups, sandwiches, confections and cold take away items.

### THE NEST STUDENT LOUNGE

Location: Main Campus - S110  
Hours: Monday to Friday,  
7:00 am - 9:00 pm

## HEALTH & SAFETY SERVICES

Health and Safety provides services to all students and staff, including first-aid, immunization, treatment for illness and injury, health counseling, and general medical information. Fees are charged for some services (such as immunization).

### MAIN CAMPUS

Location: O119, South Lobby  
Emergency Phone: 780.471.7477 or 911  
Regular Phone: 780.471.8733  
Hours: Monday to Friday,  
7:30 am - 4:30 pm  
Summer Hours: 8:00 am - 4:00 pm

### PATRICIA CAMPUS

Location: P130  
Emergency Phone: 780.471.7477 or 911  
Regular Phone: 780.453.5438  
Hours: Monday to Friday,  
7:30 am - 3:30 pm  
Summer Hours: Closed July and August

### SOUCH CAMPUS

Location: Z117  
Emergency Phone: 780.471.7477 or 911  
Regular Phone: 780.378.1043  
Hours: Monday to Friday,  
7:30 am - 3:30 pm  
Summer Hours: Closed July and August.

WCB legislation has a deadline for incident reporting. Late reporting may result in fines. All incidents must be reported immediately to your instructor/supervisor and to NAIT Health and Safety. Health and Safety staff will work with your instructor/supervisor and Campus Security Services to provide:

- assessment and treatment
- transportation to a hospital, if required
- referrals to doctors, dentists or other agencies

## SAFETY SERVICES

The department also supports the coordination of services aimed at minimizing staff and student injuries and accidents. These programs include: injury and incident investigation/reporting, chemical safety, fire prevention, occupational hygiene (indoor air quality, noise monitoring), ergonomic assessments, and workplace inspections. Students and staff are encouraged to report all safety hazards and incidents to 780.491.3956.

## STUDENT HEALTH BENEFIT PLAN

Students can receive information about the student health benefit plan by contacting the Student Benefit Office at 780.471.7730 or visit E125.

## LEARNING RESOURCES

### PROJECT FACTORY

Location: Main Campus - U210  
Phone: 780.471.8705  
Fax: 780.471.7402  
Online: [www.nait.ca/projectfactory](http://www.nait.ca/projectfactory)

The Project Factory offers a number of resources that students can use to make their experience at NAIT more successful. It is equipped with 40 computer workstations loaded with a wide variety of software (Office, Autodesk and Adobe included), and our friendly knowledgeable staff is available to provide assistance when you need to print colour documents or make transparencies. Our large format inkjets are excellent for printing banners, and we also have photocopiers, scanners and DVD burners for student use.

Laminating, faxing, and Cerlox binding services are also available. Stationary supplies and VALU Cards are sold at the Project Factory, which can assist students when using their Equitrac account credits. We also offer equipment loans on items you might need to prepare your class assignments, including digital cameras, graphing calculators, or 8mm camcorders.

The Project Factory is also a wireless access point. If you have a big project to do, but don't know where to start, just stop by U210 and we'll do our best to help you out.

### NAITSA COMPUTER COMMONS

Location: Main Campus - W203  
Phone: 780.378.5068  
Online: [www.nait.ca/tci/computers](http://www.nait.ca/tci/computers)

The NAITSA Computer Commons is a self-serve lab equipped with 111 computer workstations (Office and Autodesk included) and is open 24 hours a day, 7 days a week. NAIT students can drop in at any time to work on their assignments or print using our colour or B&W laser printers using their Equitrac account credits.

The NAITSA Computer Commons is also a wireless access point. You can request that library resources be delivered to the Commons for personal pick-up 24/7.

### NAIT MCNALLY LIBRARY

Location: Main Campus - U310  
Phone: 780.471.8844  
Toll-free: 877.222.1722  
Online: [www.nait.ca/library](http://www.nait.ca/library)

NAIT Libraries offer information resources for students. Our friendly staff is happy to assist you with your research and finding the best resources for your assignments. Come in, phone, email us via Ask A Question or IM us (you can find details on our website).

We've also got computers for you to use, areas where you can study, do group work with your classmates, or just take a break. The library is a wireless access point.

## MYNAIT PORTAL

The MyNAIT Portal gives current students access to:

- announcements/upcoming events
- personal information updates
- grades
- online student storage
- financial information
- tuition tax receipts (T2202A income tax forms)
- online registration
- job opportunities
- class schedules by term or by week
- e-learning tools

For more information, please refer to the Student Quick Reference Guide — [www.nait.ca/help](http://www.nait.ca/help) or visit [www.nait.ca/myhait](http://www.nait.ca/myhait).

## NAIT TECHNICAL SUPPORT

Phone: 780.471.6248  
Toll-free: 1.877.333.6348  
Email: [techsupport@nait.ca](mailto:techsupport@nait.ca)

Our analysts will assist you with technical questions regarding:

- MyNAIT (logins, navigation, etc.)
- student storage
- online and distance learning (LOGs, WebCT, TLM)
- network access (Wireless or NAIT anyWARE)
- student printing

NAIT Technical Support provides current, past and future students with a single primary point of contact for technology related issues. Please provide the following information when requesting service:

- student ID number
- full name (even if asking a quick question)
- email address (if available)
- phone number and time when you can be reached
- description of the problem, including any error messages
- permission to reset your password if necessary

By providing as much information as possible we will be able to quickly troubleshoot and respond to your inquiry. For issues sent via email or the assistance form (available at [www.nait.ca/help](http://www.nait.ca/help)), we will respond within one business day. An incident will be created and a number will be provided to you for tracking purposes.

## PARKING

Location: Main Campus - O112  
Online: [www.nait.ca/security/parking](http://www.nait.ca/security/parking)

Download a Main Campus parking lot map from [www.nait.ca/security](http://www.nait.ca/security).

### SHORT TERM DAY STUDENTS

Parking is available at a rate of \$5 per entry in the following Zones: C, F, HP, K, O, S and U (no power). It is advised to arrive early to secure a stall.

### EVENING STUDENTS

Parking is available at a rate of \$5 per entry or \$23 including GST per month for evening and weekend parking.

Monthly permits can be purchased at the Cashier's Office during daytime hours, and at the attendant's booth in the A/B Parkade lot in the evening. The monthly permits are valid in the following zones only: A/B, C, D, E, F, G, H, HP, J, L, O, Q, S, T, U and Z. Note: HP & S (One way street Parking).

You may also park in Lot X (underground heated lot, below HP Centre); however this lot has restricted hours. Please check with the Parking Services for permit availability, fees and hours of operation.

Note: Monthly permits are not valid in handicapped areas (without displaying a provincial disabled parking tag), 24 hour reserved stalls, or hourly stalls. It is advised to purchase monthly permits prior to your first class and thereby avoid lengthy line-ups.

Vehicles not displaying a permit or vehicles improperly parked, will be given a ticket and/or towed at the owner's expense.

**Note: fees are subject to change.**

## SERVICES FOR STUDENTS WITH DISABILITIES (SSD)

Location: Main Campus - W111-PB  
Phone: 780.378.6133  
Fax: 780.471.7093  
TTY: 780.474.5883  
Email: [ssd@nait.ca](mailto:ssd@nait.ca)  
Online: [www.nait.ca/ssd](http://www.nait.ca/ssd)

A SSD Advisor will work with you to develop an individualized service plan including such things as classroom/examination support, specialized tutoring, assistive technology, assistance accessing disability-related funding and community referrals. Please contact us early as services may take four to six months to arrange.

## STORES

### THE NAIT BOOKSTORE

Location: Main Campus - X114  
Phone: 780.471.7717  
Online: [www.nait.ca/bookstore](http://www.nait.ca/bookstore)  
Hours: Mid-August to April  
Monday, 7:30 am - 7:00 pm and  
Tuesday to Friday, 7:30 am - 5:00 pm  
Hours: May through mid-August  
Monday to Friday, 8:00 am - 4:00 pm

Book Buyback: Twice a year (April and December), the bookstore buys back used textbooks, paying 50% of the retail price for the books on the buy-back list.

Home Delivery: Required textbooks are available through our delivery service. Most deliveries are by courier. Payment can be made by credit card or by providing a purchase order. For details or to purchase your supplies please contact the mail order desk or visit our website.

Phone: 780.491.3104  
Fax: 780.471.1966  
Email: [mailorders@nait.ca](mailto:mailorders@nait.ca)  
Online: [www.nait.ca/onlinestore](http://www.nait.ca/onlinestore)

### NAIT TECH STORE

Location: Main Campus - W101  
Phone: 780.471.8390  
Email: [techstore@nait.ca](mailto:techstore@nait.ca)  
Online: [www.nait.ca/techstore](http://www.nait.ca/techstore)  
Facebook: NAIT Tech Store

Great Price - The Tech Store has special arrangements with top software suppliers to allow us to sell software at a fraction of the retail price. In addition, we work hard to ensure our prices on hardware and other Tech Store items are always competitive.

Great Selection - We have all the computer components and computer accessories you could want for serious work - and serious fun. If we don't have it, we can get it - just for you.

Great Service - We have technically-trained staff, not commissioned salespeople. Our certified technicians can service or repair your existing components and complete warranty work on many of the products we carry.

### PATRICIA CAMPUS BOOKSTORE

Location: 12204 - 149 Street  
Phone: 780.453.5441  
Hours: Mid-August to mid-June  
9:00 am - 1:30 pm

Note: Extended hours for specific registrations, closed July and August.

### SOUCH CAMPUS BOOKSTORE

Location: 7110 Gateway Blvd.  
Phone: 780.378.1005  
Hours: Mid-August to mid-June  
10:00 am - 1:00 pm

Note: Extended hours for specific registrations, closed July and August.

## STUDENT COUNSELLING CENTRE

Location: W111PB  
Phone: 780.378.6135  
Email: [counselling@nait.ca](mailto:counselling@nait.ca)  
Online: [www.nait.ca/counselling](http://www.nait.ca/counselling) or  
[www.nait.ca/studyskills](http://www.nait.ca/studyskills)

Services available included individual academic and career counselling, seminars, peer tutoring (currently registered NAIT Students).

## STUDENT RECRUITMENT

Location: Main Campus - O117  
Phone: 780.471.6248  
Email: [AskNAIT@nait.ca](mailto:AskNAIT@nait.ca)  
Online: [www.nait.ca/prospective](http://www.nait.ca/prospective)  
Hours: Monday to Friday,  
8:00 am - 4:30 pm

### INTERNATIONAL STUDENTS CENTRE

Location: Main Campus  
Phone: 780.378.6130  
Online: [www.nait.ca/international](http://www.nait.ca/international)

### INTERNATIONAL STUDENT RECRUITMENT

Location: Main Campus - O117  
Phone: 780.471.6248  
Email: [international@nait.ca](mailto:international@nait.ca)  
Online: [www.nait.ca/international](http://www.nait.ca/international)  
Hours: Monday to Friday,  
8:00 am - 4:30 pm

## TUTORIAL SERVICES

NAIT maintains three tutorial centres where students receive assistance in a variety of academic areas. The centres provide tutoring on a drop-in basis at no charge. You must present your Student ID Card. If you require more intensive tutoring, you may choose to hire a peer tutor through Counselling Services, Room O117. Location and regular hours of operation for the Tutorial Centres from September through June are found online at [www.nait.ca/tutoring](http://www.nait.ca/tutoring).

### MAIN CAMPUS

Location: Main Campus - A133  
Phone: 780.491.3126  
Hours: September to April  
Monday to Friday, 7:00 am - 5:30 pm  
Hours: May to July  
Monday to Friday, 8:00 am - 4:00 pm

**PATRICIA CAMPUS**

Location: Patricia Campus - P152  
 Phone: 780.453.5448  
 Hours: September to June  
 Monday to Thursday, 2:45 pm - 5:45 pm

**SOUCH CAMPUS**

Location: Souch Campus - Z205  
 Phone: 780.378.1000  
 Hours: September to June  
 Monday to Thursday,  
 2:00 pm - 4:30 pm

**SSD TUTOR CENTRE (FOR STUDENTS WITH DISABILITIES)**

Location: Main Campus - A172B  
 Phone: 780.491.3046  
 Hours: Monday to Friday,  
 8:00 am - 4:30 pm

**NAIT HOLIDAYS**

Monday, Jul 2, 2012, Canada Day  
 Monday, Aug 6, 2012, Civic Holiday  
 Monday, Sep 3, 2012, Labour Day  
 Monday, Oct 8, 2012, Thanksgiving  
 Monday, Dec 24, 2012 through  
 Tuesday, Jan 2, 2013, Christmas Break  
 Monday, Feb 18, 2013, Family Day  
 Friday, Mar 28, 2013, Good Friday  
 Monday, May 20, 2013, Victoria Day

**NAIT EVENTS**

Friday and Saturday, Oct 19 & 20, 2012  
 NAIT Open House. Classes may be  
 cancelled Thursday, Friday & Saturday.  
 For more events, see [www.nait.ca](http://www.nait.ca).

**STUDENT SUCCESS CONTACT CENTRE**

The Student Success Contact Centre  
 handles telephone and email inquiries and  
 Continuing Education registrations.  
 7:30 am to 5:30 pm  
 Monday through Friday  
 Phone: 780.471.6248  
 Toll free: 1.877.333.6248  
 Email: [ASKNAIT@nait.ca](mailto:ASKNAIT@nait.ca)

**REGISTRATION****HOW TO REGISTER**

Registrations can be completed by various  
 methods: online, mail, fax, telephone or in  
 person.

**ONLINE**

Choose your program, select Program De-  
 tails, and then click the hypertext link for  
 the course. Courses with online registra-  
 tion are noted by a shopping cart icon.

**MAIL OR FAX**

Complete the registration form, available  
 for download on the NAIT website at:  
[www.nait.ca/docs/NAIT\\_Continuing\\_](http://www.nait.ca/docs/NAIT_Continuing_Education_Registration_Form.pdf)  
[Education\\_Registration\\_Form.pdf](http://www.nait.ca/docs/NAIT_Continuing_Education_Registration_Form.pdf). Mail or  
 fax the completed form, along with your  
 payment to the Registrar's Office. The  
 mailing address, and fax number can be  
 found on the registration form.

**TELEPHONE**

The NAIT Student Success Contact  
 Centre (SSCC) will be processing all  
 registration requests received by tele-  
 phone. You will require a valid credit card  
 and the expiry date in order to complete  
 your registration.

**SSCC**

Phone: 780.471.6248  
 Toll Free: 1.877.333.6248  
 Email: [AskNAIT@nait.ca](mailto:AskNAIT@nait.ca)  
 Hours: Monday to Friday,  
 7:30 am - 5:30 pm

**IN PERSON**

Should you wish to enroll and make  
 payment for a course in person, please  
 visit either the Registrar's Office or the  
 Continuing Education Office.

**REGISTRAR'S OFFICE**

Location: Main Campus - South Lobby  
 Online: [www.nait.ca/registrar](http://www.nait.ca/registrar)  
 Hours: Monday to Friday,  
 8:00 am - 4:30 pm  
 Note: hours are subject to change during  
 peak times.

**CONTINUING EDUCATION OFFICE**

Location: Main Campus - W111  
 Online: [www.nait.ca/](http://www.nait.ca/continuingeducation)  
[continuingeducation](http://www.nait.ca/continuingeducation)  
 Hours: Monday to Friday,  
 8:00 am - 4:30 pm  
 Note: hours are subject to change during  
 peak times.

**CASH OFFICE**

Location: Main Campus - South Lobby  
 Online: [www.nait.ca/admissions](http://www.nait.ca/admissions)  
 (Refer to Fees & Expenses link)  
 Hours: Monday to Friday,  
 8:00 am - 4:30 pm  
 Note: hours are subject to change during  
 peak times.



## Main Campus

### LEGEND

- Information
- Hourly Parking
- Bus Stop
- Parking for persons with disabilities
- Motorcycle Parking
- Bicycle Compound
- Student Permit Parking
- Daily Parking

### BUILDING INDEX

- S** Activities Centre
- O** Central Building
- G** Centre for Chemical Studies
- K** Continuing Education Centre
- 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
- E** Technical Building

### OFFICES AND SERVICES

- Apprenticeship Offices, **O-115**
- Athletics and Recreation, **S-105, E-134**
- Cash Office, **O-114 (South Lobby)**
- Computer Training Centre, **W-111**
- Continuing Education, **W-111**
- Encana Aboriginal Student Centre, **E-121**
- Financial Aid Office, **O-111 (South Lobby)**
- Health Services, **O-119 (South Lobby)**
- International Student Centre, **E-124**
- McNally Library, **U-310**
- NAITSA Computer Commons, **W-203**
- NAITSA (NAIT Student's Association) **E-131**
- Office of the Registrar, **O-115 (South Lobby)**
- Parking Office, **O-112 (South Lobby)**
- Project Factory, **U-210**
- Security, **D-104**
- Services for Students with Disabilities, **W-111PB**
- Student Advisory Centre, **W-101**
- Student Awards, **O-101**
- Student Counselling Centre, **W-111**
- Student Recruitment Office, **O-117 (South Lobby)**
- Techstore/Bookstore, **X-114**
- 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

# WE ARE NAIT@



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Early in the 1960s, a small furry ookpik was given to the fledgling NAIT by a federal official, and became our mascot. Over the years, a lot has changed.

The little ookpik embraced its heritage as a powerful snowy owl, transforming into the vibrant NAIT Ook, now synonymous with success. And from our beginnings as a trades school, NAIT evolved into one of Canada's leading polytechnics, delivering relevant, hands-on education in business, health care, science and technology.

**One thing hasn't changed: NAIT's ability to provide the skills that help our community and our region grow and prosper. Rock on, ookpik!**



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