

**Part-Time and Full-Time Online Distance Delivery 2023-2024**

**PROGRAM LENGTH:** Full and Part time 135 hours (45 hours per course)

**BRIEF DESCRIPTION:** Get into the fast-growing field of information technology with the Computer Network Specialist Certificate program. The program prepares you to build, maintain, and support a small business network. Graduates gain employment as Technical Support, Network/Systems Analyst, or Information Technology Support/Administrator. Dual-credit opportunities are available for this program.

**PROGRAM OF STUDY:**

**Term 1**

ENGL1110 Business Communications  
CNET1000 PC Service Fundamentals  
CNET1010 Cyber Security Essentials  
CNET1020 Desktop & Mobile Operating Systems  
CNET1030 Network Essentials

**Term 2**

CNET1050 Field Service Fundamentals  
CNET1060 Networking Tools & Techniques  
CNET1070 Server Technologies  
CNET1080 Cloud Fundamentals  
CNET1040 Web, Mail & Database Server Essentials

**Term 3**

CNET0100 Employment Practicum

**TRANSFERABILITY:** Students may seek transfer of courses into similar programs at other institutions.

**PROGRAM DELIVERY:** This program uses a supported distance learning model. This includes regularly scheduled classes and/or tutorial sessions using Collaborate and D2L Brightspace, self-directed study, and field/practicum placements. Attendance in live classes is encouraged, but not mandatory. Students can access a campus for additional supports. This program is supported in a Windows® environment and uses Microsoft® software and programs.

To learn more about Collaborate and to experience using it, check out this guide:

<https://www.northernlakescollege.ca/Documents/Collaborate-Guide-for-Students-at-NLC.pdf>

To learn more about Brightspace and to experience using it, check out this guide:

<https://www.northernlakescollege.ca/public/download/files/101449>

**EMPLOYMENT OPPORTUNITIES:** Target occupations for graduates of this program include Technical Support, Network or Systems Administrator, Information Technology Support/Administrator.

**ADMISSION REQUIREMENTS:**

- ENG 30-1 (50%) or ENG 30-2 (65%) or credit in ENGL0190 or ACCUPLACER assessed equivalency;
- MATH 20-1 (50%) or MATH 20-2 (65%) or ACCUPLACER assessed equivalency;

**COST ESTIMATES:** **Note: All fees are subject to change.**

	(Costs based on <b>one</b> course)
Tuition:	\$459.00
Student Association Fee	\$ 34.50
<b>ESTIMATED COSTS:</b>	<b>\$493.50</b>
Technology Fee FT (PT \$65.00)	\$130.00
<b>TOTAL ESTIMATED COSTS:</b>	<b>\$623.50</b>

Supplies and other costs per course (not paid to NLC) \$ 25.00

**Textbooks are not payable to Northern Lakes College. Please view our website for a list of applicable textbooks that must be purchased for the program.** Book List available on the website – Programs & Courses – Business & Administrative Studies – Computer Network Specialist Booklist

**PROGRAM OFFERINGS:** Any location with high-speed internet.

**OFFERING DATES:**

	<b>Term Dates</b>	<b>Application Deadline</b>	<b>Payment/Registration Deadline</b>
<b>Term 1:</b>	September 5 – December 15, 2023	August 5, 2023	August 22, 2023
<b>Term 2:</b>	January 4 – April 23, 2024	December 4, 2023	December 21, 2023
<b>Term 3:</b>	May 1 – June 25, 2024	April 5, 2024	April 17, 2024

1.866.NLC(652).3456

Website: [www.northernlakescollege.ca](http://www.northernlakescollege.ca) email: [admissions@northernlakescollege.ca](mailto:admissions@northernlakescollege.ca)

**DEADLINE:** Applications must be submitted at least 4 weeks prior to the term start date. Applications received with less than 4 weeks from the term start date will be processed for the next available start date. Payment and course registration are required at least 10 business days prior to the term start date. Applicants are accepted and reviewed on a continuous basis. Applicants are advised to apply early, at least 3 months prior to the program start date, to allow time to complete application processes and arrange funding. Space is limited in some programs, so applicants are accepted on a first-qualified, first-accepted basis.

#### **APPLICATION PROCESS:**

- **APPLICATION:** Complete and submit the Northern Lakes College application (on the college website - follow: <https://www.northernlakescollege.ca/apply-now/program-applications>. Applications may also be submitted directly through Apply Alberta [www.ApplyAlberta.ca](http://www.ApplyAlberta.ca).
- **TRANSCRIPTS:** Provide an official high school and/or post-secondary transcript. This must be forwarded directly to Northern Lakes College, Admissions Services, from the granting institution (there may be a charge for this). When transcripts are received at NLC, they are reviewed to determine if the academic requirements for admission to the program are met.
- **ACCEPTANCE:** Applicants who meet the academic requirements will be accepted and offered a space in the next available offering of the program. Applicants will receive a letter informing them of their acceptance status.
- **REGISTRATION & COMMITMENT FEE:** Accepted applicants in all career programs will be required to complete registration forms within one month of receiving their acceptance letter. This registration includes a \$100.00 (full-time) or \$75.00 (part-time) commitment/tuition fee deposit. **This fee is non-refundable.**
- **FUNDING:** Applicants are encouraged to check on funding options early (minimum 2 - 3 months prior to program start date) and are responsible for forwarding any sponsorship letters to Admissions as soon as possible. Part-time students of this program may be eligible to receive Learner Income Support through Government of Alberta, Human Services. For more information about this funding, please visit our website (Prospective Students-> Financial Aid-> Grants). Specific awards related to this program include: CCEC Partnership Bursary, Diane Garratt Bursary, AHSF – Dr. McPherson Award, AHSF – Laurence Decore Award, AHSF-Louise McKinney, Roland Gladue Memorial Scholarship, TransCanada Partnership Award, and Shell Awards. Please visit the NLC website scholarships and awards page to learn more. <https://www.northernlakescollege.ca/awards>
- **PERSONAL EMAIL ADDRESSES:** Northern Lakes College uses email to quickly contact students. If possible, please provide an accurate email address where we can reach you.

#### **CONTACT INFORMATION:**

For any assistance, questions or concerns, the following college staff members are available:

**Program Coordinator:** **Chelsey Kinney 780-849-8681**  
email: [kinneyc@northernlakescollege.ca](mailto:kinneyc@northernlakescollege.ca)  
Questions about program content, employment opportunities, classroom activities

**Other Inquiries:** **Admissions Services 1-866-652-3456**  
email: [admissions@northernlakescollege.ca](mailto:admissions@northernlakescollege.ca)  
General inquiries about College services & programs; student housing, library, facilities