



# Network Administrator Diploma Program



## CAREER OPPORTUNITIES

- Hardware Installation Coordinator
- Network Administrator
- Network Support Technician
- Network Operator
- Local Area Network (LAN) Administrator
- Local Area Network (LAN) Technician
- Network Infrastructure Specialist
- System Administrator
- Associate Network Administrator
- Network Operations Coordinator
- Network Engineer
- Network Support Technician

**Government Grants, Scholarships, and Financial Aid  
May be Available For Those Who Qualify**

 **905-667-8333, 905-412-5222**

 **admissions@aolccpickering.com, busdev@aolccpickering.com**

 **Unit 16A & 15B, 1400 Bayly Street, Pickering, ON L1W 3R2**

# Network Administrator Diploma Program

## Program Objectives

This program provides students with the necessary skill and knowledge to plan, install, and provide routine control over and manage exceptional situations in relation to quality communications network services in an information system. It provides in-depth knowledge of evaluating communications hardware, software, and transmission service alternatives against changing business requirements, maintaining links with network suppliers, localizing and rectifying faults in networks and handling non-routine user/customer problems, and providing expertise and practical assistance in delivering service as well as strategic and tactical plans.

## Delivery Method

Combination of:

- Integrated Learning™ System training facilitated by Academy of Learning College facilitators
- Online/Hybrid

## Duties & Responsibilities

Network Administrators duties may include:

- Maintaining, troubleshooting, and administering the use of local area networks (LANs), wide area networks (WANs), hardware, software, and related computer equipment.
- Monitoring and implementing network activities.
- Evaluating and installing computer hardware, networking software, and operating system software.
- Performing data backups and disaster recovery. Operations.

## Career Opportunities

Recent studies indicate that strong growth in IT jobs, especially for skilled Computer and Network Operators, are expected over the next few years.

## Competencies Upon Completion

### Operating Systems

Advanced level of proficiency in a Windows operating system

### Word Processing

Basic level of proficiency in Microsoft Word

### Spreadsheets

Basic level of proficiency in Microsoft Excel

### Database Management

Basic level of proficiency in Microsoft Access

### Office Skills

Basic level of proficiency in Microsoft Outlook Level 1 and Basic Bookkeeping Level 1

### Business Skills

Project Management, Fundamentals Level 1, Business Correspondence Level 1, and Customer Service

### Microsoft Certification

Microsoft Windows 7 Configuring, Microsoft Windows Server 2012: Installing and Configuring, Microsoft Server 2012: Administering, and Microsoft Server 2012: Configuring Advanced Services

### PC Troubleshooting

CompTIA A+ 220-901 and CompTIA A+ 220-902

### Computer Networking

CompTIA Network+, CompTIA Server+, and CompTIA Security+

### Job Readiness/Employability Skills

Job Search and Résumé Writing and Strategies for Success

## Financial Assistance

Several funding options exist for students, our Financial Aid Officer would be glad to answer any of your questions.

Student Financial Assistance Options include:

- Ontario Student Assistance Program (OSAP)
- Better Jobs Ontario Program
- Interest-Free Monthly Payment Plan Options

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