

SCHOOL OF
**BUSINESS AND
INFORMATION TECHNOLOGY**



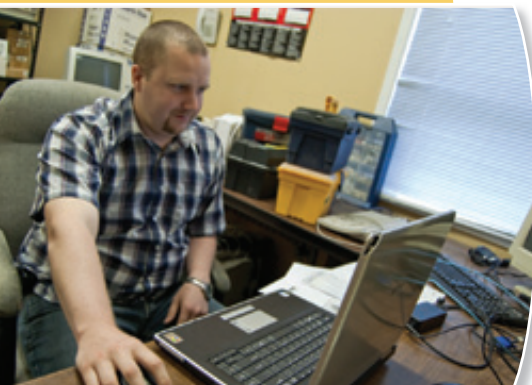
COLLEGE OF THE
North Atlantic

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“Internet Application Developer students are able to jump into operational areas, and are often well suited to investigate some of the latest technologies and see how they will fit. We now view the program as a great source of recruitment – there is no better way to be sure you have found a great resource than to test-drive them for four months in your own environment.”

Tom Krauklis,
Office of the Chief Information Officer,
Government of Newfoundland &
Labrador



Introduction

The School of Business and Information Technology at College of the North Atlantic is a dynamic, multi-faceted school, recognized for its superior quality of education and teaching/learning excellence. The school has over 100 dedicated faculty with industry experience and a variety of formal educational qualifications. This combination of quality programming and industry expertise prepares our graduates to excel in today's marketplace.

Business and Information Technology programs at the college provide students with opportunities for employment in a wide range of businesses, organizations, and public sector agencies.

Our certificate and diploma programs target the skills required to create a well trained and exceptionally competitive graduate with a unique combination of academic preparation and practical experience.

Business Administration and Management Programs

Our Business programs have been developed to provide students with the competencies required for their chosen specialization. The areas of specialization include Accounting, Marketing, and Human Resource Management. All programs emphasize the latest business applications and also aim to develop leadership, teamwork and problem solving skills.

Students have the option of completing a Business Administration Certificate (one year), Business Administration Diploma (two years) or Business Management Diploma (three years). Business programs have a common first year, at the end of which a student may graduate with a Business Administration Certificate. Students in their second year have the option to select an area of specialization and may graduate with a Business Administration Diploma. Students in the third year can continue in their area of specialization and may graduate with a Business Management Diploma.

Office Administration Programs

Our Office Administration programs enable students to acquire the knowledge and skills required to work in today's office environment. The areas of specialization include Executive, Legal, Medical, and Records and Information Management.

Students have the option of completing an Office Administration Certificate (one year) or a two-year diploma. The first year of the Office Administration program is a common first year,

at the end of which students may graduate with an Office Administration Certificate. Students in their second year select one area of specialization and may graduate with an Office Administration Diploma.

Information Technology Programs

Our Information Technology programs are designed to prepare students for a career working with computers. That is the design, development, installation, maintenance and support of computer hardware, software and networks. Our programs teach strategies for problem solving, designing complete computer systems that work, and communicating ideas to computer users.

Students have the option of completing two- and three-year diploma programs in Computer Systems and Networking, Programmer Analyst (Business) Co-op, Web Site Administrator and Internet Application Developer.

Three-Year Diploma Programs:

- Business Management (Accounting, Human Resource Management, Marketing) *
- Internet Application Developer *
- Programmer Analyst (Business) Co-op *

Two-Year Diploma Programs:

- Business Administration (Accounting, General, Human Resource Management, Marketing) *
- Office Administration (Executive, Legal, Medical, Records and Information Management) *
- Computer Systems and Networking *
- Web Site Administrator – @College Distributed Learning Program

One-Year Advanced Diploma Programs:

- Information Management (Advanced Diploma) – @College Distributed Learning Program (September 2010 start date)

One-Year Certificate Programs:

- Office Administration and Business Administration *

* These programs have some courses that can be offered through the Distributed Learning Service.

For more information on entry into college programs and graduation requirements, refer to the online college calendar at www.cna.nl.ca.

Work Exposure/Experience

The School of Business and Information Technology incorporates work exposure/experience components in all programs, providing students with an opportunity to practice their knowledge and skills through work placements with local



and at times, national and international businesses. Placements often result in students securing employment with their host employers. This allows students to display acquired talents in the workplace and gives them a competitive advantage.

Career Opportunities

Graduates of certificate and diploma programs may find employment opportunities in both private and public sectors, including all levels of government, private business, industry, associations, institutions, agencies and unions. Some graduates may embrace the opportunity to establish and operate their own businesses.

Accreditation

College of the North Atlantic is the first Canadian college to receive international accreditation of Business Administration, Business Management and Office Administration programs from the Association of Collegiate Business School and Programs (ACBSP). ACBSP is an internationally recognized organization of business and degree granting educational institutions and select corporate members. ACBSP develops, promotes, and recognizes educational practices that contribute to the continuous quality improvement of business education programs, teaching of business courses and student learning outcomes in colleges and universities throughout the world.

Our Information Technology programs also seek accreditation from the Canadian Information Processing Society (CIPS), which bases its standards on international standards for IT. This includes a code of ethics, body of knowledge and a standard view of the employment requirements for IT professionals. Our curriculum is continuously

updated to include the newest technologies while maintaining a solid foundation in the core technologies.

Please view www.cna.nl.ca/ProgramsCourses/accreditation for further information on accredited programs.

Program Transferability

Graduates of Business Administration, Business Management, Office Administration, Programmer Analyst (Business) Co-op, Internet Application Developer, Computer Systems and Networking and Web Site Administrator programs may have the opportunity to transfer credits to various educational and professional associations throughout North America. Details of these transfer agreements are outlined in the on-line transfer guide at www.edu.gov.nl.ca.

Online Programs and Courses

CNA's Distributed Learning Service (DLS) is committed to developing and delivering innovative credit and continuing education courses in Academics and Applied Arts, Business and Information Technology, Engineering Technology, Health Sciences, Industrial Trades/Apprenticeships, and Tourism and Natural Resources. To date, more than 250 courses have been developed for online delivery. Prior to the start of each semester, a list of course offerings is advertised in local and provincial newspapers and magazines, and online at http://dls.cna.nl.ca/szone/current_courses.asp.

For further information about specific programs and courses offered, see the Program and Course Offerings section of the Learner Guide, found online at: <http://dls.cna.nl.ca/szone/publications.asp> and in hard copy at each campus.

“College of the North Atlantic has shown its commitment to teaching excellence by participating in the accreditation process, achieving accreditation and then continuing the process of quality improvement. The accreditation is evidence of the college’s commitment to quality business programs.”

Douglas G. Viehland,
Executive Director of ACBSP





Contract Training and Continuing Education

The Department of Contract Training and Continuing Education can develop customized training options to suit your organizational training needs. Services are strategically distributed throughout the province, with Business Development Officers at each of our 17 campuses ready to meet with you at your convenience. Customized training can vary in duration, anywhere from a one-day session to tailored programs of several weeks, to meet the needs of your employees. Our customized training services are both local and global in scope. Internationally, we have delivered customized training in more than 30 countries. Whether your business is just next door or located overseas, our training options are flexible, offered anytime, anywhere, online and on time.

Testimonials

"Our partnership with College of the North Atlantic's contract training department has been a very successful one. The customizing of courses to meet specific industry needs is a unique service offering that provides real value to an organization like Aliant. The staff of the college have been very accommodating in pursuing solutions for our particular training requirements."

Aliant

"After developing an interest in the IT sector, I decided to enroll in the Programmer Analyst program at College of the North Atlantic. ...[it] was exactly what I needed to jump start my career in the IT field."

Bob Blundon, Programmer Analyst Graduate

"The educational environment at the college was relaxed, which meant more efficient learning for me. The instructors really care about students' success. They passed along a lot of their practical knowledge, which helped the transition to a working environment flow smoothly."

Cordella J. Noble,
Business Management (Accounting), 2001,
Controller with Consilient Technologies Corporation

"The quality of education and instruction that I received as a business student at College of the North Atlantic prompted and inspired me to continue on a journey of lifelong learning. As an adult educator I now hope to be able to share my knowledge and joy of learning and assist other students to realize their potential."

Lynda Burt, Business Administration,
Bay St. George Campus

"One thing I liked about Office Administration at College of the North Atlantic was being able to select courses from distance learning that complemented your program..."

RJ Williams, Office Administration,
Corner Brook Campus

CONTACT

Registrar's Office

432 Massachusetts Drive
Stephenville, NL
A2N 2Z6

Toll free: 1 888 982 2268
www.cna.nl.ca
info@cna.nl.ca



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