



NORTHERN COLLABORATIVE INFORMATION TECHNOLOGY CERTIFICATE PROGRAM (NCIT)

Certificate overview:

The goal of the one-year certificate program is to provide learners with the knowledge and skills necessary to understand the theoretical and applied uses of information technology in various business settings. Upon completion of the certificate program, the learners will have the fundamental knowledge and skills of several computer applications and operating systems. Learners will be able to install, configure, and troubleshoot software in both stand-alone and networked environments. The one-year certificate program consists of courses in customer service, business applications, operating systems, networking, programming, and website development at the fundamental level and also includes a foundational team project. Learners will be able to demonstrate effective problem definition and problem solving in a positive customer-service context. The certificate program prepares learners with the knowledge and skills for employment as an entry-level hardware technician, network technician, or junior programmer with small businesses, government, industry, and other organizations.

Certificate Entrance Requirements:

- Grade 10 math (Applications or Principles); or CCP Math 030; or GED
- Grade 10 English; or CCP English 030; or GED
- English and Math placement evaluation at the Grade 10 level

Learners are strongly recommended to have some exposure to computers before commencing the program. Additionally, first-time online learners are recommended to complete the 15-hour Online Learner Success course available through BC Campus for an orientation to the online learning environment.

The program consists of the following 10 courses which are delivered online:

Summary of the 10 certificate courses:

NCIT Certificate Program

Course No.	Course Name	Credits	Hours	Prerequisites
NCIT 100	Business of Information Technology	3	45	Admission to the NCIT program
NCIT 102	Computer Hardware	3	45	Admission to the NCIT program
NCIT 106	Introduction to Programming	3	45	Admission to the NCIT program
NCIT 108	Operating Systems I	3	45	Admission to the NCIT program
NCIT 110	Professionalism and Customer Service	3	45	Admission to the NCIT program
NCIT 112	Foundations of Web Development	3	45	Admission to the NCIT program
NCIT 114	Networking	3	45	NCIT 108 -Operating Systems I
NCIT 118	Operating Systems II	3	45	NCIT 108 (OS I)
NCIT 120	Foundations of Systems Development	3	45	Admission to the NCIT program
NCIT 122	Foundation Project	3	45	Completion or concurrent registration in all first-year Information Technology courses in this program.

The following material list was taken from the outlines of the above 10 courses:

Required Materials:

Computer Maintenance Tools:

- Ground bracelet
- Flat head screwdriver
- Philips screwdriver
- Electronics tweezers
- Needle-nose pliers
- Wire cutter / stripper

These tools do not need to be purchased ahead of class and will be discussed in detail (with examples) on week two.

Hardware and Software:

The student will need a computer on which they are able to install the software below. The software is either freely available on the web or will be provided, as will installation instructions.

- Python programming language
- Firefox web browser

Hardware for the labs:

To perform the labs in the NCIT 108 course, students will require access to a computer with full administrator access. The labs involve configuration and installation of operating systems and applications that require full administrator access.

The hardware platform required is, in itself, quite minimal. It must meet the recommended requirements for the installation and operation of Windows 2000 Professional and Windows XP Professional on a dual boot computer. The requirements therefore are:

- Pentium II processor with a recommended 300 MHz processor
- 6 GB empty hard drive space (to be partitioned to install two operating systems)
- 64 MB RAM, although 128 MB is recommended
- Network card
- An Internet connection

Because students will be making substantial configuration changes to the operating system, the computer used for this course should not be a production computer.

The software requirements for this course are the two operating systems used in the course curriculum, namely, Windows 2000 Professional and Windows XP Professional. Students who register through Yukon College in the Computer Studies/NCIT program are eligible to receive a licensed copy of both operating systems through the Microsoft Developers Network Academic Alliance (MSDNAA) program at minimal charge.

MS Word, Excel, MS Project and PowerPoint may be used in assignments and demonstrations. Students should have this software available for assignments, or other software with compatible output. The Microsoft Office 2007 Ultimate software is available to CNC students from the Microsoft site for approximately \$110.00. Please contact 1-877-997-4333 for further information about how to obtain this software.

COSTS:

Application Fee: \$15.00

Registration Fee: \$15.00/semester

Tuition Fee: \$390.00/course

Technology Fee: \$51.00 (\$5.10/course)

Estimated cost for textbooks: \$1,500.00

Students are responsible for costs of software and hardware required for each course.

CURRENT SCHEDULE July 2009:

2009 - 2010 NCIT Course Schedule for CNC Certificate Program				
Course Name	Term	Start	Finish	Duration
Online Learner Success	Summer	24-Aug-09	4-Sep-09	2 wk
NCIT 100 Business of IT	Fall	8-Sep-09	30-Oct-09	8 wk
NCIT 102 Computer Hardware	Fall	31-Aug-09	6-Nov-09	10 wk
NCIT 102 Computer Hardware	Fall	12-Oct-09	18-Dec-09	10 wk
NCIT 106 Intro to Programming	Fall	8-Sep-09	18-Dec-09	15 wk
NCIT 106 Intro to Programming	Fall	16-Nov-09	12-Mar-10	15 wk
NCIT 108 Operating Systems I	Fall	8-Sep-09	18-Dec-09	15 wk
NCIT 110 Professionalism & Cust. Svc.	Fall	26-Oct-09	18-Dec-09	8 wk
NCIT 100 Business of IT	Winter	4-Jan-10	26-Feb-10	8 wk
NCIT 108 Operating Systems I	Winter	15-Mar-10	2-Jul-10	15 wk
NCIT 110 Professionalism & Cust. Svc.	Winter	8-Mar-10	30-Apr-10	8 wk
NCIT 112 Foundations of Web Devel.	Winter	11-Jan-10	12-Mar-10	8 wk
NCIT 112 Foundations of Web Devel.	Winter	5-Apr-10	28-May-10	8 wk
NCIT 114 Networking	Winter	4-Jan-10	30-Apr-10	15 wk
NCIT 118 Operating Systems II	Winter	22-Feb-10	7-May-10	10 wk
NCIT 120 Foundations of Systems Devel	Winter	4-Jan-10	26-Feb-10	8 wk
NCIT 122 Foundation Project	Winter	1-Mar-10	23-Apr-10	8 wk