Academy of Learning
CAREER COLLEGE

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

Government Grants and Financial Assistance may be available to those who qualify.

Contact Us: 416-422-5627 | 647-494-5544
Email Us: info@aolccnorthyork.com
Visit Us: 29 Gervais Drive, North York ON. M3C 1Y9

Network Administrator Diploma Program

Program Objective

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, monitoring network performance, providing support for systems, localizing and rectifying faults in networks and handling non-routine user/customer problems, and providing expertise and practical assistance in delivering service that complies with statutory and other standards, as well as strategic and tactical plans.

Duties and Responsibilities

Network Administrators provide day-to-day onsite administrative support for software users in a variety of work environments, including professional offices, small businesses, government, and corporations. Their 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.
- Designing and configuring networks and recommending purchases of application servers, peripherals, and software.
- Evaluating and installing computer hardware, networking software, and operating system software.
- Providing problem-solving services to network users.
- Performing data backups and disaster recovery operations.

Competencies and Core Courses

- **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

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. Careers that correspond with the skills learned in this program include:

- Hardware Installation Coordinator
- Network Administrator
- Network Support Technician
- Network Operator
- Local Area Network (LAN) Administrator
- Local Area Network (LAN) Technician

Academy of Learning
CAREER COLLEGE

Contact Us: 416-422-5627 | 647-494-5544
Email Us: info@aolccnorthyork.com
Visit Us: 29 Gervais Drive, North York ON. M3C 1Y9