# INFORMATION TECHNOLOGY ASSOCIATE



## PROGRAM AT A GLANCE

**Campus Locations:** Kenmount Road (St. John's)

**Program Length**: 81 weeks

**Program Details**

- Faculty: Business, Travel & Computers
- Credential: Diploma of Technology
- Work Term: Yes

# Mini Course Descriptions: Information Technology Associate

**2025-2026**

### *Student Success Strategies - StudSS*

In this orientation course, emphasis is placed on thinking about achieving success from Day One. This course stresses the importance of developing non-technical skills to enhance personal, academic, and career success. These skills include effective goal setting, understanding learning styles, practical time management, memory and test-taking techniques, maintaining motivation, efficient note taking along with money management and writing techniques.

### *Software Lab: Computer Fundamentals SLCF13*

Through a combination of theory and hands-on-practice, this course examines the role and use of the computer in today's workplace. Emphasis is placed on those computers outfitted with Microsoft Windows operating systems. Students will review basic computer concepts, operating system usage, and complete hands-on training exercises in modern business-standard software applications used for communication, scheduling and word processing. Keyboarding skills are also honed via daily keyboarding exercises and drills.

### *Software Lab: Software Fundamentals SLCF13*

This course consists of practical training and application of various modern business-standard applications, and builds upon the skills introduced in Computer Fundamentals. Students gain practical experience in programs for word processing, spreadsheets, presentations and database management. Students should finish the course confident in their understanding of each program's basics, and be able to apply learned skills in a professional environment.

### *A+ - A+*

This course introduces students to the skills and knowledge necessary to install, repair, configure, and troubleshoot computer systems and various network and peripheral components. It also introduces concepts to help optimize and diagnose various hardware and software configurations as well as preventive maintenance tasks useful to service technicians.

### *Network+ - NetPlus*

This course introduces students to the core skills necessary to establish, maintain, troubleshoot and secure networks in any environment. Students will be introduced to a variety of network hardware devices and tools. Additionally, a solid foundation will be provided on networking software running in various operating systems, along with a detailed examination of networking protocols, particularly TCP/IP.

### *Security+ – Secur+*

This course introduces you to physical security, network security, perimeter security, application security and operating system security. Topics include access control, authentication, encryption, common forms of attacks, intrusion detection, risk identification and forensics.

### *Introduction to Linux - Linux*

This course is intended to introduce students to Linux operating systems. It offers an in-depth and comprehensive view of the Linux operating system. It covers some of the most important concepts in Linux, such as installation and usage, filesystems, server deployment, managing Linux processes, network configuration, and troubleshooting.

### *Introduction to Cisco Routers - CiscoRo*

This course provides a comprehensive introduction to deploying Cisco devices in an internetworked environment. Students will gain the fundamental knowledge and skills needed to install, configure and troubleshoot Cisco routers.

### *Introduction to Security, Compliance and Identity-ISCI*

This course provides foundational level knowledge on security, compliance, and identity concepts and related cloud-based Microsoft solutions.

### *Introduction to AI - IntAI*

This course introduces fundamental concepts related to artificial intelligence (AI), and some services that can be used to create AI solutions. The course is not designed to teach students to become professional data scientists or software developers, but rather to build awareness of common AI workloads and the ability to identify services to support them. This course should enable students to demonstrate knowledge of machine learning and AI concepts.

### *Azure Fundamentals – AzuF*

This course will enable the ability to describe the following concepts: cloud concepts, core Azure services, core solutions and management tools on Azure, general security and network security features, identity, governance, privacy and compliance features, cost management and service level agreements.

### *365 Fundamentals – 365F*

This course will assist in understanding the options available in Microsoft 365 and the benefits of adopting cloud services, the Software as a Service (SaaS) cloud model, and implementing Microsoft 365 cloud service.

### *CyberSecurity - CySec*

This course will provide students with knowledge of Cybersecurity concepts. Including: detect and analyze indicators of malicious activity, understand threat intelligence and threat management, respond to attacks and vulnerabilities, perform incident response, and report and communicate related activity.

### *Cloud Computing - CloComp*

This course is designed to help students understand cloud architecture and design concepts. It will introduce concepts related to cloud management, including provisioning, life cycle management and fundamental DevOps concepts.

### *Endpoint Administrator - EndAdm*

This course covers how to plan and execute an endpoint deployment strategy using contemporary deployment techniques and implementing update strategies. The course introduces essential elements of modern management, co-management approaches, and Microsoft Intune integration. It covers app deployment, management of browser-based applications, and key security concepts such as authentication, identities, access, and compliance policies. Technologies like Azure Active Directory, Azure Information Protection, and Microsoft Defender for Endpoint are explored to protect devices and data.

### *Azure Administrator - AzuAdm*

This course covers how to manage implementing, managing, and monitoring the identity, compute, storage, virtual networks, and governance in the Azure cloud. You will also learn about provisioning, sizing, monitoring, and adjusting resources for business requirements.

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### *Azure Security Technologies - AzuSec*

This course provides IT Security Professionals with the knowledge and skills needed to implement security controls, maintain an organization's security posture, and identify and remediate security vulnerabilities.

### *Messaging Administrator – MesAdm*

Messaging Administrators deploy, configure, manage, troubleshoot, and monitor recipients, permissions, Mail protection, mail flow, and public folders in hybrid and cloud enterprise environments. Messaging Administrators are responsible for managing hygiene, messaging infrastructure, hybrid configuration, migration, transport, mail boxes and client access.

### *Information Technology Project Management – ITPM*

This course introduces students to Program Management. It covers skills in project integration, scope, schedule, cost, quality, resource, communications, risk, procurement and stakeholder management for all five process groups -- initiating, planning, executing, monitoring and controlling and closing.

### *Career Planning and Preparation Part I – CPPrep1*

This course introduces tools for planning and preparing for a successful job search, so that students can maintain a career-focused approach throughout their education program. Students will learn about the "Hidden" Job Market and ways to access it in their upcoming job search, how to research opportunities and network for industry contacts, and use appropriate etiquette when communicating with prospective employers. Students will identify their personal skills, values and preferences for the workplace, begin preparation of a professional resume and references, and organize proof documents for their career portfolio. Class discussions on various self-management topics introduced in Student Success Strategies will round out this course, which is a pre-requisite for Career Planning and Preparation - Part II.

### *Career Planning and Preparation Part II – CPPrep2*

This course continues to build on the concepts and skills introduced in Career Planning and Preparation - Part I. Students will learn how to conduct an effective job search and identify various methods of applying for work with today's technology. Students will create a personal list of "Top Employers" and target current industry opportunities, while finalizing their professional resume, portfolio and career correspondence. Students will learn to identify the different types and forms of interviews, practice responding to typical questions, and practice follow-up, evaluation and negotiation techniques they can use to ensure success. Self-management topics from Career Planning and Preparation - Part I will be reviewed, with a focus towards on-the-job success in both learner placements and post-graduate employment.

### *Field Placement - FpISS*

Upon successful completion of their academic studies, students will participate in a Field Placement within a business or organization outside of Academy Canada. During their Field Placement, students will apply skills learned while studying at Academy Canada by performing work-related tasks as directed by the employer or supervisor.