Bachelor of Applied Information Systems Technology

Career Investigation Report

Guidelines

It is essential that anyone applying to the Bachelor of Applied Information Systems Technology (BAIST) Degree Program has a clear understanding of the educational program as well as the responsibilities of Bachelor of Applied Information Systems Technology professionals. This questionnaire allows you to detail how you came to the decision that you are serious about becoming a member of this profession. Include as much relevant information as possible using ONLY this form and complete all sections.

Please submit a typed Career Investigation Report; handwritten submissions will be rejected. Once you have completed the report, you must send it to the Registrar's Office, along with your official transcripts, to be added to your admissions file. Applications to the Bachelor of Applied Information Systems Technology Degree Program will not be considered for admission until all required supporting documentation has been received in the Registrars' Office, **no later than March 31st**.

You can submit your Career Investigation Report by uploading a saved copy through the MyNAIT Portal. For detailed instructions on how to submit your Career Investigation Report online, please visit www.nait.ca/careerinvestigation. In this case you do not need to sign the last page of the form. Alternatively a printed and signed hard copy of the report can be submitted in person or by mail to the Registrar's Office at the address below:

Office of the Registrar
11762-106 St. NW, Suite 1000
Edmonton, AB T5G 3H1

Name: _____ Date: _____

Section 1 - All applicants are to answer all questions in this section:

It is important that students applying to NAIT's Bachelor of Applied Information Systems Technology degree program have a clear understanding of what is involved in degree-level academic studies and equally importantly, have given some thought to how a baccalaureate degree will contribute to short- and long-term career objectives. Completing a written career investigation is a very useful component of this process, and the information provided here will be used by the Selection Committee as part of the assessment process.

All completed application forms, accompanied by your official transcripts and completed career investigation, must be received prior to your application being considered by the BAIST Selection Committee.

1) What Major do you want to study in BAIST?

    a. Network Management (NM)

    b. Information Systems (IS)

2) List ALL post-secondary education that you have received (include: Name of Institution, Name of Program, Length of Program, Dates of Attendance, Date Completed):
(1600 Character limit)

Section 1 continued:

3) Describe any work that you have done as part of a team project. This could be through a course you have taken or from your work experience. What was your role? What were your responsibilities? Was the project a success? Why was it a success (or why wasn't it a success)?
(500 Character limit)

4) How important are communication and interpersonal skills for an I.T. Professional?
(500 Character limit)

5) What do you do to keep up with changes in technology?
(500 Character limit)

Section 1 continued:

6) If you are applying for the **Network Management Major**, please answer the following questions:

a. List the course names and length of each course (**in total number of hours**) that you have successfully completed at a post-secondary institution in the following areas:

Area of Study	Name of Course(s)	Course(s) Length (in hours)
PC Repair		
Networking Fundamentals		
TCP/IP and/or IP Addressing		
Microsoft – Desktop Systems (List specific systems)		
Microsoft – Network Operating Systems (List specific systems)		
UNIX/Linux (List specific distributions)		
Cisco Technologies		

Section 1 continued:

6)   b.   List any experiences you may have had that occurred outside of your post-secondary education – Industry training, work related activities, etc.

Knowledge Area	Description of Experience(s)	Length of Experience(s)
PC Repair		
Networking Fundamentals		
TCP/IP and/or IP Addressing		
Microsoft – Desktop Systems (List specific systems)		
Microsoft – Network OS (List specific systems)		
UNIX/Linux (List specific distributions)		
Cisco Technologies		

Section 1 continued:

6) c. List any industry certifications you currently hold, and state when you received them:

Name of Certification	Date Achieved	Date of Expiry

6) d. Is there anything else you wish to tell us about yourself with respect to this application?
(500 Character limit)

Section 1 continued:

7) If you are applying for the **Information Systems Major**, please answer the following questions:
   a. List the course names and length of each course (**in total number of hours**) that you have completed at a post-secondary institution in the following areas:

Area of Study	Name of Course(s)	Course(s) Length (in hours)
Operating Systems		
Logic/Logical Problem Solving		
Programming (List specific languages)		
Database		
Data Communications and/or Networking		
Systems Analysis and Design		
Project Development		
User Interfaces		

Section 1 continued:

7)   b.   List any experiences you may have had that occurred outside of your post-secondary education – Industry training, work related activities, etc.

Knowledge Area	Description of Experience(s)	Length of Experience(s)
Operating Systems		
Logic/Logical Problem Solving		
Programming (List specific languages)		
Database		
Data Communications and/or Networking		
Systems Analysis and Design		
Project Development		
User Interfaces		

Section 1 continued:

7)   c.   Is there anything else you wish to tell us about yourself with respect to this application?
(500 Character limit)

8)   Please provide two references and indicate their relationships to you
(i.e.: employer, teacher, neighbor, etc.)

    a. Name: _____

       Address: _____

       Phone: _____

       Relationship to you: _____

    b. Name: _____

       Address: _____

       Phone: _____

       Relationship to you: _____

Section 2:

APPLICANT'S CHECKLIST

In order for your application to be processed all of the following must be completed and submitted:

Apply online to the BAIST degree Program through APAS

Submit online a complete and current Career Investigation Form

Submit midterm marks (if applicable),

If you attended high school or a post-secondary institution outside of Alberta, you must request an official transcript to be sent to the Registrar's Office as soon as grades are available. If you attended high school or a post-secondary school within Alberta, your transcripts will automatically be requested through APAS. **Must be submitted to Registrar's office no later than March 31st.**

By checking this box I certify that I completed this form in my own words. I recognize that if I have plagiarized or provided any false information in any part of this document, I will forfeit my admission to the Bachelor of Applied Information Systems Technology degree program.

A signature is not required if this form is submitted electronically through the MyNAIT Portal

Signature: _____ Date: _____