

Continuing Education 2016/2017

Career advancement programs
and part-time studies

sait.ca



Shaping your future
starts here.

Table of Contents

Academic Upgrading and English Language Foundations

Academic Upgrading	8
Engineering Technologies	8
English Language Foundations – <i>Fast Track</i> >>	9

Architecture, Computer Drafting and Piping

AutoCAD Certificate of Completion 	10
AutoCAD Training Series 	10
Revit Architecture Essentials Certificate of Completion 	11
Revit Training Series 	11
Building Information Modelling (BIM) Software Essentials	11
CADD Operator Level I Certificate of Achievement 	12
CADD Operator Level II Certificate of Achievement 	12
Essentials of Piping Drafting Theory Certificate of Achievement	13
Microstation Certificate of Completion 	13
Process Piping Drafting – <i>Fast-Track</i> >>	14
Quality Assurance Certificate of Achievement	14

Business and Administration

Accounting and Financial Services	16
Accelerated Accounting Certificate of Achievement	16
Bachelor of Applied Business Administration (Accounting)	17
CAPPA Oil and Gas Production Accounting Certificate	18
Accounting Oil and Gas Production – CAPPA – <i>Fast-Track</i> >>	18
Energy Asset Management Diploma – Online	19
Financial Accounting for Production Accountants Certificate of Completion	20
Financial Services Certificate of Achievement	20
Professional Accounting Courses	21
Business Administration Diploma (Part-time)	22
Community Economic Development Certificate	26
General Business Administration Certificate of Achievement	27
Sales for Technical Professionals Certificate of Completion	28
Train the Trainer Certificate of Completion	28
Applied Management Certificate of Achievement	29
Applied Project Management Certificate of Achievement	31
Employment Law Certificate of Completion	32
Lean Management Certificate of Completion	32
Management Certificate of Achievement	33
Operational Excellence Certificate of Achievement	34
Program Management Certificate of Completion	35
Supply Management Training Diploma	35
Digital Marketing and Communications Certificate of Completion	36
Marketing Certificate of Achievement	36
Administrative Professionals Certificate of Completion	37
Alberta Personal Property Registry Electronic System (APPRES)	37
Corporate Registry Training Program (CORES)	37
Legal Administrative Assistant Certificate of Achievement	38
Legal Assistant Diploma Courses	38
Office Professional Certificate	39



Computers, Information Technology and Multimedia

3D Modeling and Design Fundamentals Certificate of Completion	40
Business Intelligence Certificate of Achievement	40
Business Intelligence: Data Analysis & Reporting – <i>Fast-Track</i> >>	40
Business Computer Productivity Skills	41
CCNA® Routing and Switching Certificate of Achievement	41
Database Design and Administration Courses	41
Database Administrator – <i>Fast-Track</i> >>	42
Digital Audio Certificate of Achievement	42
Mobile Application Developer – <i>Fast-Track</i> >> – <i>NEW</i> <i>Post-Diploma Certificate</i>	42
Graphic Design Certificate of Achievement	43
IT Business Analyst Certificate of Achievement	43
IT Security Certificate of Achievement	44
IT Technician Certificate of Achievement	44
JAVA Development Certificate of Achievement	44
Microsoft® Office Certificates of Completion	45
Microsoft® Office Specialist (MOS)	45
Microsoft® SQL Server Certificate of Achievement	45
Mobile Web and Application Design Courses	46
.NET Development Certificate of Achievement	46
Server Administration Certificate of Achievement	46
Network Technician – <i>Fast-Track</i> >>	47
Object Oriented Software Development – <i>Fast-Track</i> >>	47
Professional Development Courses for the IT Industry	47
Technology Infrastructure Analyst – <i>Fast-Track</i> >> – <i>NEW</i> <i>Post-Diploma Certificate</i>	47
VMware Certified Professional (VCP) Course	48
Web Design Certificate of Achievement	48
Web Developer – <i>Fast-Track</i> >>	49
Windows Server Certificate of Achievement	49


Construction, Mechanical Trades and Welding

Basic Construction Estimating Certificate of Achievement	50
Cabinetmaking Pre-Employment 	50
Carpentry Pre-Employment 	50
Construction Management Certificate of Achievement	51
Construction Professional Upgrading and Safety Courses	51
Framing Principles Certificate of Completion 	52
Home Improvement Courses	52
Home Renovation Certificate of Completion 	52
Master Glazier Certification	53
Moisture Control Certificate of Completion 	53
Plumbing and Gasfitting Professional Upgrading	53
Plumbing Pre-Employment 	53
Refrigeration and Air Conditioning Pre-Employment 	53
Residential Home Inspection Certificate of Achievement 	54
Steamfitter-Pipefitter Pre-Employment 	54
Welding Engineering Technology Diploma Courses	54
Welding General Courses	55
Welding Technician	55
Woodworking Certificate of Achievement	55




Culinary

Cooking	56
Baking	57
Culinary Boot Camps	58
Beverage	58
Certified Chef de Cuisine 	58
Food and Beverage Leadership Certificate of Achievement 	59

Electrical

Electrical General Interest Courses	60
Electrical Design Certificate of Achievement	60
Electrical Engineering Technology Courses	61
Electrical System Principles Certificate of Achievement	61
Pre-Employment Electrician	61
Electrician Upgrading	62
Fire Systems	62
PLC – HMI Certificate of Achievement	63
Power Systems Certificate of Achievement 	63
Process Systems Certificate of Achievement	63


Health

Health General Courses	64
Advanced Cardiac Life Support and Pediatric Advanced Life Support	65
CPR and First Aid Training: Basic	65
Dental Assisting Continuing Competencies	66
Diagnostic Imaging Continuing Competencies	66
Emergency Medical Responder (EMR)	66
EMR ACP Review Course	66
Health Fundamentals	67
Medical Device Reprocessing Technician – Online	67
Medical Laboratory Assistant – <i>Fast-Track</i> 	68
Medical Laboratory Technology Continuing Competencies	68
Medical Office Assistant and Unit Clerk – <i>Fast-Track</i> 	68
Ophthalmic Assistant Certificate of Achievement	69
Pharmacy Assistant – <i>Fast-Track</i> 	69

Library and Records Management

Information and Records Management Certificate	70
Library Information Technology Diploma	71
Library Operations Certificate of Achievement	72


Machining, Millwright and Non-Destructive Testing

Machining Courses	73
CNC Operator Certificate of Achievement	73
Computer Aided Design	73
Pre-Employment Millwright	73
Non-Destructive Testing General Courses	74
Non-Destructive Testing Foundations – <i>Fast-Track</i>  and Blended Learning	74
Non-Destructive Testing CGSB Exams	74
Non-Destructive Testing – Online	75
Non-Destructive Testing Labs and Workshops	75

Occupational Health and Public Safety

Food Safety Course	76
Occupational Health and Safety Courses	76
Safety Courses	76



Petroleum, Power Engineering and Instrumentation

Land Analyst Certificate – <i>NEW</i>	77
Petroleum, Power Engineering and Instrumentation General Interest Courses	78
Bachelor of Applied Technology – Petroleum Engineering, Applied Degree Courses	79
Distributed Control and Safety Instrumented Systems 	79
Gas Process Operations Certificate of Achievement 	80
Hydrocarbon Measurement Certificate of Achievement 	80
Industrial Instrumentation Certificate of Achievement	80
Joint Ventures Certificate of Achievement – <i>NEW</i>	81
Liquefied Natural Gas (LNG) Process Operations Certificate of Achievement	81
North American Land Administration – Mineral Certificate of Completion 	81
North American Land Administration – Surface Certificate of Completion 	82
Oil and Gas Regulations Certificate of Achievement 	82
Oil Patch Introductory Series For Non-Technical Personnel Certificate of Achievement	82
Petroleum Geological Applications Certificate of Achievement 	83
Petroleum Land Administration Certificate 	83
Petroleum Land Administration, 13 or 19 Week – <i>Fast-Track</i>  	83
Pipeline Operations Certificate of Achievement	84
Fifth Class Power Engineering Certificate of Achievement	84
Fourth Class Power Engineering Certificate of Achievement	85
Third Class Power Engineering Certificate of Achievement	85
Second Class Power Engineering Certificate of Achievement	86
First Class Power Engineering Certificate of Achievement	86
Production Field Operations Certificate of Achievement 	86
Thermal Production Operations Certificate of Achievement 	87
Unconventional Petroleum Certificate of Achievement 	87
Upstream Petroleum Industry Certificate of Achievement 	87
Water Operations for Hydraulic Fracturing Certificate of Achievement 	88
Worker Safety Management Certificate of Achievement	88



Photography and Media

Digital Audio Certificate of Achievement	89
DSLR Video Production Certificate of Achievement	89
Photography Certificate of Achievement	90

Surveying and Geographic Information Systems (GIS)

Bachelor of Applied Technology – Geographic Information Systems	91
GIS Data Management Certificate of Achievement 	91
Geomatics Certificate of Achievement 	92

Transportation

Autobody General Interest Courses	93
Automotive General Interest Courses	93
Aviation General Interest Courses	93
Heavy Equipment General Interest Courses	93
Marine General Interest Courses	94
Motorcycle General Interest Courses	94
Motorcycle Safety and Maintenance Training	94
Industrial Railway Compliance Training	95
Railway Conductor – <i>Fast-Track</i>  	95

Shapers Makers Originals

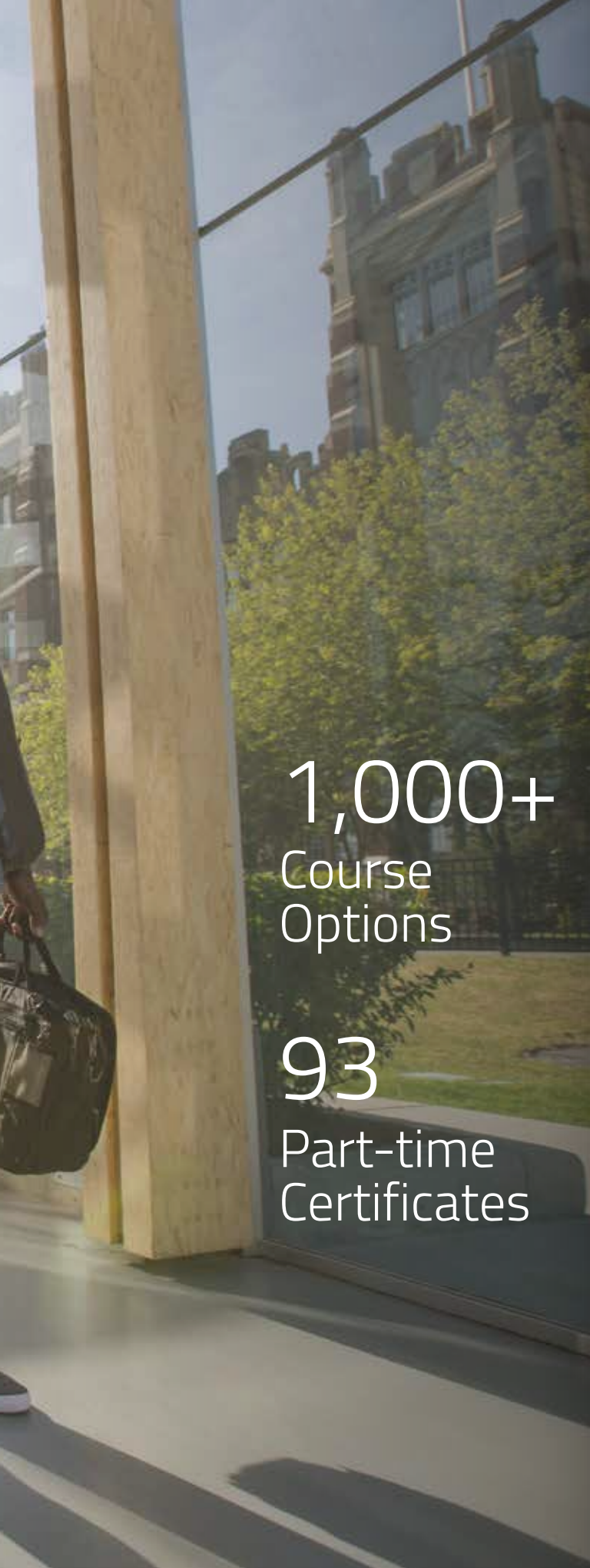
This is a one-of-a-kind place to advance your know how and talents. Get relevant, action-based learning — just what you need to enhance your existing skills or boost your career.

Whether you're embarking on a new career, building skills for your current job, or pursuing a personal interest, SAIT has a course for you!

From apprenticeships to bachelor degrees, part-time to full-time studies, here you can access evening, weekend, and distance learning options taught by industry-experienced instructors.

Flexible
Relevant
Rewarding






1,000+
Course
Options

93
Part-time
Certificates

Why SAIT?

Education that advances careers is education with a purpose.

For Career Builders:

- One- and two-day skills-development courses and seminars
- Part-time certificate and diploma programs
- Full-time “Fast-Track” accelerated programs
- Weekday, evening and weekend classes
- Online, on-campus and distance learning
- The Canada-Alberta Job Grant (CAJG) program allows employers to be reimbursed for up to two-thirds of employee training costs to a maximum of \$10,000. Refer to  for eligible programs and courses.

For Custom Training solutions:

We'll work with your organization to develop and deliver a customized training program tailored to your needs and business goals.

Contact Corporate Training Solutions at 403.210.5757.

For upcoming program information session dates and events, sign up for our online Continuing Education newsletter (the Continuum). You will also get information on new and upcoming courses.

Visit sait.ca for more information.



Register now!

Continuing Education courses can be taken individually or as part of a certificate, diploma or applied degree program. Some programs require you to submit a part-time application and meet admission requirements. For Fast-Track and Pre-employment accelerated programs ranging from four to 10 months in length, please apply to full-time studies. Visit sait.ca for information, email advising@sait.ca, or call 403.284.7248 or 1.877.284.7248.

How courses are offered

■ Distance/Online

Online courses allow students to learn independently at home with the guidance of an instructor. All courses have a start and end date.

Open registration courses start the day your registration is processed. Some courses are offered through eCampusAlberta.

Be sure to check the course details at sait.ca to see how the course is offered.

● Classroom

SAIT has four campuses. Courses available at these locations are indicated with the course description online at sait.ca.

SAIT Main Campus

1301 – 16th Avenue NW, Calgary

Mayland Heights Campus

N.R. Buck Crump Building, 1940 Centre Avenue NE, Calgary

Art Smith Aero Centre Campus

1916 McCall Landing NE, Calgary

Culinary Campus

Downtown Calgary

230 – 8th Avenue SW, Calgary

Search, select and register

Use the table of contents in this booklet to find the program topic area of interest to you. Go to sait.ca to browse for courses of interest. Choose from a wide variety of options with flexible deliveries (classroom, online or blended).

For part-time courses, choose from classroom ● or distance/online ■ delivery options.

Simply select your course, register and pay.

Academic policies and procedures

Students are responsible for familiarizing themselves with SAIT's Academic Regulations and Refund Policies. Visit sait.ca/policy.

Cancellations

SAIT reserves the right to limit registration, cancel, postpone or combine courses, alter course content, dates or times, and substitute instructors. Full refunds will be issued for cancelled courses.

Waiver

SAIT considers its online calendar to be the official version. Amendments will be posted to the web version of this calendar as necessary. Visit sait.ca for complete program requirements. SAIT does not warrant the results or outcome of participating in programs or courses.

Step 1: Select your courses or part-time program.

Browse our online calendar to find the courses you want to take. Search by category or keyword to find the course that's right for you.

Step 2: Check the prerequisites

Some courses have mandatory prerequisites to make sure you have the required background knowledge to be successful. You must complete or receive credit for the prerequisite before registering in your course. A recommended prerequisite is listed to promote success in the course, and is not mandatory.

Step 3: Ready, set, register!

Use your Visa or MasterCard to register online, anywhere and anytime. Contact Student Services to register over the phone or in person.

Please note: payment is due at the time of registration.

SAIT Student Services

MA211, Heritage Hall
1301 – 16 Ave. NW
Calgary, Alberta
Phone: 403.284.7248 or toll-free at 1.877.284.7248

Hours (in person)

Monday, Tuesday, Thursday, and Friday: 8:30 am to 4 pm
Wednesday: 9 am to 4 pm

Hours (phone)

Monday, Tuesday, and Thursday: 8:30 am to 5 pm
Wednesday: 9 am to 5 pm
Friday: 8:30 am to 4:30 pm

Step 4: Confirm your registration and check your schedule

Your course registration will be processed by Student Services, and you will receive a confirmation email with additional information within three business days.

If you already have a SAIT student ID number, you can login to your mySAIT account and check your schedule.

If you are a new student, you will receive your SAIT student ID number with your confirmation email.

Step 5: Submit a program declaration or part-time application (if applicable)

If you intend to complete a program, submit a Program Declaration form or notify Student Services of the program you are working towards. This will then be indicated on your academic transcript, making it easier to monitor your progress, check your graduation requirements through mySAIT.ca, or transfer credits in the future.

Some programs will require you to submit a part-time application through ApplyAlberta. Visit sait.ca for more information.

After you have completed all the courses in your program, you may submit a Credential Request form.

Transfer credit

Students can apply for transfer credit from previous post-secondary education (university/college) courses or related work experience. This assessment service is offered to all SAIT students. You may use this assessment service if you are a current student registered in a full-time or part-time credit program.

Contact Us

Phone: 403.284.7248
Email: plar@sait.ca
Student Services, MA211, Heritage Hall

Challenge Exams

If you have significant relevant work experience or have taken courses previously and no formal transcripts are available, you may be able to write a challenge exam as proof of your knowledge in the course content. Challenge exams may also be available for courses where experiential, non-formal and informal learning is not an option. A non-refundable fee does apply for each challenge exam.

Please contact the Academic Chair of your program for more information.

Academic Upgrading and English Language Foundations

Academic Upgrading

Pursue new career opportunities by enrolling in SAIT Academic Upgrading courses in English, mathematics and the sciences. Offered during the day, evening and online, Academic Upgrading courses help you gain entry into SAIT programs and may also be accepted for admission by other Alberta post-secondary educational institutions.

**Academic Services
Continuing Education**
403.284.8923
calsconed.info@sait.ca

Course Name	Course Code	Offered/Length	Term	Price
Science Preparation	APSC 180	■ 14 Weeks	■ ● ◆	\$500
Biology I	BIOL 181	■ 14 Weeks	■ ● ◆	\$500
Biology II	BIOL 182	■ 15 Weeks	■ ● ◆	\$500
Chemistry I	CHEM 181	■ 14 Weeks	■ ● ◆	\$500
Chemistry II	CHEM 182	■ 14 Weeks	■ ● ◆	\$500
Literature and Composition I	COMM 181	■ 14 Weeks	■ ● ◆	\$500
Literature and Composition II	COMM 182	■ 14 Weeks	■ ● ◆	\$500
Mathematics Foundations	MATH 100	● 14 Weeks	■ ● ◆	\$500
Technical Mathematics II	MATH 162	● 14 weeks	■ ●	\$500
Applied Mathematics II	MATH 172	● 14 Weeks	■ ● ◆	\$500
Mathematics Preparation	MATH 180	■ 14 Weeks	■ ● ◆	\$500
Mathematics I	MATH 181	■ 14 Weeks	■ ● ◆	\$500
Mathematics II	MATH 182	■ 14 Weeks	■ ● ◆	\$500
Physics I	PHYS 181	■ 14 Weeks	■ ● ◆	\$500
Physics II	PHYS 182	■ 14 Weeks	■ ● ◆	\$500

Engineering Technologies

Get credits before being accepted into an engineering technology diploma program. These courses are also a great way to pick up courses you may have missed along the way.

**Academic Services
Continuing Education**
403.284.8923
calsconed.info@sait.ca

Course Name	Course Code	Offered/Length	Term	Price
Engineering Physics	PHYS 235	■ 14 Weeks	■ ● ◆	\$500
Math for Engineering & Tech I	MATH 238	■ 14 Weeks	■ ● ◆	\$500
Math for Engineering & Tech II	MATH 288	● 10 Weeks ■ 14 Weeks	■ ● ◆ ■ ● ◆	\$500
Technical Communications I	COMM 238	● 8 Weeks ■ 14 Weeks	■ ● ◆ ■ ● ◆	\$399
Technical Communications II	COMM 288	● 8 Weeks ■ 14 Weeks	■ ● ◆ ■ ● ◆	\$399

Offered/Length

■ Distance/Online ● Classroom

Term

■ Fall ● Winter ◆ Spring/ Summer

■ Eligible for Canada-Alberta Job Grant

English Language Foundations – *Fast Track*

English Language Foundations is a Fast-Track program that prepares new Canadians and International students for success in a SAIT program or employment. The program focuses on enhancing proficiency in English speaking and pronunciation, listening, reading and writing and prepares students for skills at a Canadian Language Benchmark 8 level.

Academic Services
403.284.7111
cals.info@sait.ca

Course Name	Course Code	Offered/Length	Term	Price
Communications 1	COMN 151	● 15 Weeks	■ ● ◆	\$657
Communications 2	COMN 152	● 15 Weeks	■ ● ◆	\$657
Communications 3	COMN 153	● 15 Weeks	■ ● ◆	\$657
Communications 4	COMN 154	● 15 Weeks	■ ● ◆	\$657
Communications 5	COMN 155	● 15 Weeks	■ ● ◆	\$657
Speech 1	SPCH 151	● 15 Weeks	■ ● ◆	\$657
Speech 2	SPCH 152	● 15 Weeks	■ ● ◆	\$657
Speech 3	SPCH 153	● 15 Weeks	■ ● ◆	\$657
Speech 4	SPCH 154	● 15 Weeks	■ ● ◆	\$657
Speech 5	SPCH 155	● 15 Weeks	■ ● ◆	\$657

Architecture, Computer Drafting and Piping

AutoCAD Certificate of Completion

AutoCAD skills are the foundation of rewarding careers in a range of industries from architecture and engineering to interior design. With these four courses you'll become an expert in both two-dimensional (2D) and three-dimensional (3D) computer-assisted drafting using AutoCAD software, enabling you to create, capture and showcase your designs with impact.

School of Construction
403.284.8367
construction.conted@sait.ca

CAREERS: Junior Draftsperson | AutoCAD Technologist | AutoCAD Operator

Course Name	Course Code	Offered/Length	Term	Price
CADD System Management I	CADD 241	● 2 Weeks	■ ● ◆	\$345
		● 3 Weeks	■ ● ◆	\$345
		■ 12 Weeks	■ ● ◆	\$375
AutoCAD I	CADD 201	● 1 Week	■ ● ◆	\$645
		● 2 Weeks	■ ● ◆	\$645
		● 6 Weeks	■ ● ◆	\$545
		■ 14 Weeks	■ ● ◆	\$545
AutoCAD II	CADD 202	● 1 Week	■ ● ◆	\$675
		● 2 Weeks	■ ● ◆	\$675
		● 6 Weeks	■ ● ◆	\$575
		■ 14 Weeks	■ ● ◆	\$575
AutoCAD III	CADD 303	● 1 Week	■ ● ◆	\$695
		● 2 Week	■ ● ◆	\$695
		● 6 Weeks	■ ● ◆	\$595
		■ 14 Weeks	■ ● ◆	\$595

AutoCAD Training Series

AutoCAD skills are the foundation of rewarding careers in a range of industries from architecture and engineering to interior design. You will learn to produce both two-dimensional (2D) and three-dimensional (3D) drawings using computer-aided design (CAD) and drafting. This intensive four-week course includes all the content from AutoCAD Levels I, II and III.

School of Construction
403.284.8367
construction.conted@sait.ca

CAREERS: Junior Draftsperson | AutoCAD Technologist | AutoCAD Operator

Course Name	Course Code	Offered/Length	Term	Price
AutoCAD I	CADD 201			
AutoCAD II	CADD 202	● 4 Weeks	■ ● ◆	\$1,762*
AutoCAD III	CADD 303			

* Price for all three courses AutoCAD I, AutoCAD II, and AutoCAD III are inclusive. All three courses are completed in four weeks.

Offered/Length

■ Distance/Online ● Classroom

Term

■ Fall ● Winter ◆ Spring/ Summer

 Eligible for Canada-Alberta Job Grant

Revit Architecture Essentials Certificate of Completion

Building Information Modeling (BIM) has the power to change the way the building industry works and knowledge of BIM will help you build a rewarding career in architecture, construction, engineering or interior design. You'll learn the concepts and technical skills of BIM and the Revit software that will allow your firm to take advantage of this major evolution in building design tools, from the fundamentals of creating construction documents and 3D architectural project models to more advanced features, such as conceptual design and BIM management.

School of Construction
403.284.8367
construction.conted@sait.ca

CAREERS: Architectural Revit Drafter | Junior CAD Designer

Course Name	Course Code	Offered/Length	Term	Price
Revit Architecture Fundamentals	CADD 210	● 6 Weeks	■ ● ◆	\$645
		■ 14 Weeks	■ ● ◆	\$745
Revit Architecture Intermediate	CADD 217	● 6 Weeks	■ ● ◆	\$695
		■ 14 Weeks	■ ● ◆	\$795
Revit Architecture Advanced	CADD 247	● 6 Weeks	■ ● ◆	\$745
		■ 14 Weeks	■ ● ◆	\$795

Revit Training Series

Building Information Modeling (BIM) has the power to change the way the building industry works and knowledge of BIM will help you build a rewarding career in architecture, construction, engineering or interior design. You'll learn the concepts and technical skills of BIM and the Revit software that will allow your firm to take advantage of this major evolution in building design tools, from the fundamentals of creating construction documents and 3D architectural project models to more advanced features, such as conceptual design and BIM management. This training is offered over five weeks during the daytime.

School of Construction
403.284.8367
construction.conted@sait.ca

CAREERS: Architectural Revit Drafter | Junior CAD Designer

Course Name	Course Code	Offered/Length	Term	Price
Revit Architecture Fundamentals	CADD 210			
Revit Architecture Intermediate	CADD 217	● 5 Weeks	■ ● ◆	\$2,085*
Revit Architecture Advanced	CADD 247			

* Price for all three courses CADD 210, CADD 217 and CADD 247 inclusive. All three courses are completed in five weeks.

Building Information Modelling (BIM) Software Essentials

Building Information Modeling (BIM) is transforming the way the building industry works and knowledge of BIM will help you build a rewarding career in architecture, construction, engineering or interior design. You'll learn the concepts and technical skills of BIM and the latest software that will allow your firm to take advantage of this major evolution in building design tools, from the fundamentals of creating construction documents and 3D project models to more advanced features, such as conceptual design and BIM management.

School of Construction
403.284.8367
construction.conted@sait.ca

CAREERS: Architectural Revit Drafter | Junior CAD Designer

Course Name	Course Code	Offered/Length	Term	Price
Revit Architecture Fundamentals	CADD 210	● 6 Weeks	■ ● ◆	\$645
		■ 14 Weeks	■ ● ◆	\$745
Revit Architecture Intermediate	CADD 217	● 6 Weeks	■ ● ◆	\$695
		■ 14 Weeks	■ ● ◆	\$795
Revit Architecture Advanced	CADD 247	● 6 Weeks	■ ● ◆	\$745
		■ 14 Weeks	■ ● ◆	\$795
Revit MEP Fundamentals	CADD 102	● 8 Weeks	■ ● ◆	\$795
		■ 18 Weeks	■ ● ◆	\$795

CADD Operator Level I Certificate of Achievement

In computer-aided design and drafting (CADD), operators use computer software to create technical plans and drawings with applications in architecture, construction and other industries. With the six courses in the CADD Operator Level 1 certificate of achievement, you'll master two-dimensional (2D) drafting through hands-on CADD training in AutoCAD and MicroStation software. You'll also review manual drafting basics and learn CAD construction techniques.

School of Construction
403.284.8367
construction.conted@sait.ca

CAREERS: Architectural Revit Drafter | Junior CAD Designer

Course Name	Course Code	Offered/Length	Term	Price
CADD System Management I	CADD 241	● 2 Weeks	■ ● ◆	\$345
		● 3 Weeks	■ ● ◆	\$345
		■ 12 Weeks	■ ● ◆	\$375
AutoCAD I	CADD 201	● 1 Week	■ ● ◆	\$645
		● 2 Weeks	■ ● ◆	\$645
		● 6 Weeks	■ ● ◆	\$545
		■ 14 Weeks	■ ● ◆	\$545
AutoCAD II	CADD 202	● 1 Week	■ ● ◆	\$675
		● 2 Weeks	■ ● ◆	\$675
		● 6 Weeks	■ ● ◆	\$575
		■ 14 Weeks	■ ● ◆	\$575
Digital Drafting	ENGD 208	● 6 Weeks	■ ● ◆	\$595
		● 8 Weeks	■ ● ◆	\$595
		■ 22 Weeks	■ ● ◆	\$595
MicroStation I	CADD 221	● 2 Weeks	■ ● ◆	\$675
		● 6 Weeks	■ ● ◆	\$625
		■ 14 Weeks	■ ● ◆	\$595
MicroStation II	CADD 222	● 2 Weeks	■ ● ◆	\$675
		● 6 Weeks	■ ● ◆	\$645
		■ 14 Weeks	■ ● ◆	\$695

CADD Operator Level II Certificate of Achievement

In computer-aided design and drafting (CADD), operators use computer software to create technical plans and drawings with applications in architecture, construction and a range of industries. The five courses in CADD Operator Level II Certificate of Achievement build on material covered in Level I and introduce three-dimensional (3D) drafting and the customization and programming of AutoCAD.

School of Construction
403.284.8367
construction.conted@sait.ca

Course Name	Course Code	Offered/Length	Term	Price
AutoCAD III	CADD 303	● 1 Week	■ ● ◆	\$695
		● 2 Week	■ ● ◆	\$695
		● 6 Weeks	■ ● ◆	\$595
		■ 14 Weeks	■ ● ◆	\$595
MicroStation III	CADD 323	● 6 Weeks	■ ● ◆	\$675
		■ 14 Weeks	■ ● ◆	\$695
CADD System Management II	CADD 342	■ 14 Weeks	■ ● ◆	\$395
AutoCAD – Advanced	CADD 404	■ 14 Weeks	■ ● ◆	\$595
AutoLISP	CADD 405	■ 14 Weeks	■ ● ◆	\$595

Offered/Length

■ Distance/Online ● Classroom

Term

■ Fall ● Winter ◆ Spring/Summer

 Eligible for Canada-Alberta Job Grant

Essentials of Piping Drafting Theory Certificate of Achievement

These seven courses cover the fundamental concepts and principles of plant layout and piping design for the process industries. Building on your existing CADD skills and experience, you'll use industry's leading software programs, AutoCAD and CADWorx, to create technical drawings such as process and instrument diagrams, piping arrangements and isometric drawings using symbols for fittings, flanges, valves and mechanical equipment.*

School of Construction
403.284.8367
construction.conted@sait.ca

CAREERS: Junior Piping Drafter | Piping Checker

Course Name	Course Code	Offered/Length	Term	Price
AutoCAD III	CADD 303	● 1 Week	■ ● ◆	\$695
		● 2 Weeks	■ ● ◆	\$695
		● 6 Weeks	■ ● ◆	\$595
		■ 14 Weeks	■ ● ◆	\$595
CADWorx for Piping Drafting	ENGD 110	● 6 Weeks	■ ● ◆	\$695
		● 8 Weeks	■ ● ◆	\$695
Process Piping Drafting I	ENGD 320	● 13 Weeks	■ ● ◆	\$795
		■ 24 Weeks	■ ● ◆	\$795
Process Piping Drafting IIA	ENGD 345	● 9 Weeks	■ ● ◆	\$795
		■ 26 Weeks	■ ● ◆	\$895
Process Piping Drafting IIB	ENGD 346	● 9 Weeks	■ ● ◆	\$795
		■ 26 Weeks	■ ● ◆	\$895
Pressure Vessel Design	ENGD 351	■ 18 Weeks	■ ● ◆	\$795
Plant Planning	ENGD 352	■ 18 Weeks	■ ● ◆	\$795

* This credential is a continuation of the CADD Operator Level I Certificate of Achievement and requires proficiency in AutoCAD. If you have not completed the CADD Operator Level I Certificate of Achievement, please contact the School of Construction Continuing and Distance Education Department at 403.284.8367 or construction.conted@sait.ca to discuss your options.

Microstation Certificate of Completion

MicroStation is a computer-assisted design (CAD) software program used for two-dimensional (2D) and three-dimensional (3D) design, drafting and simulation. In three courses, you will gain experience in MicroStation, beginning with an overview of basic elements and commands and progressing to more complex options such as crosshatching, graphic manipulation, elements, reference files, working sets, advanced text, special elements and plotting.

School of Construction
403.284.8367
construction.conted@sait.ca

Course Name	Course Code	Offered/Length	Term	Price
MicroStation I	CADD 221	● 2 Weeks	■ ● ◆	\$675
		● 6 Weeks	■ ● ◆	\$625
		■ 14 Weeks	■ ● ◆	\$595
MicroStation II	CADD 222	● 6 Weeks	■ ● ◆	\$645
		■ 14 Weeks	■ ● ◆	\$695
MicroStation III	CADD 323	● 6 Weeks	■ ● ◆	\$675
		■ 14 Weeks	■ ● ◆	\$695

Process Piping Drafting – *Fast-Track* »

The Process Piping Drafting full-time, Fast-Track 34-week certificate program focuses on practical knowledge of drafting skills and the latest CAD software to prepare you for success as a Junior Drafter. We work closely with industry leaders to ensure that what you're learning today directly applies to your career tomorrow. Graduates work in energy, resources, construction, government, municipal, water treatment, pulp and paper, pharmaceutical, fertilization, food and beverage processing, post-secondary education and more.

School of Construction
403.284.8367
construction.ppd@sait.ca

Quality Assurance Certificate of Achievement

This certificate is designed to help you become a professional who understands and can apply the principles of quality evaluation and control for products and services throughout an organization. These courses will be of significant benefit to those writing the Certified Quality Engineer, Certified Quality Manager and Certified Quality Auditor examinations for certification through the American Society for Quality (ASQ). The certificate consists of eight courses – four quantitative and four qualitative.

School of Manufacturing
and Automation
403.284.8641
ma.training@sait.ca

Course Name	Course Code	Offered/Length	Term	Price
Metrology, Inspection & Testing	OPMT 222	● 6 Weeks	■ ● ◆	\$575
Quality in the Design Process	STAT 210	● 6 Weeks	■ ● ◆	\$575
Quality Planning (ISO 9000)	QUAL 212	● 6 Weeks	■ ● ◆	\$575
Quality Audit./Cost (ISO 9000)	QUAL 232	● 6 Weeks	■ ● ◆	\$575
Human Factors/Quality Info System	MGMT 242	● 6 Weeks	■ ● ◆	\$575
Statistics	STAT 205	● 6 Weeks	■ ● ◆	\$575
Statistical Process Control	STAT 221	● 6 Weeks	■ ● ◆	\$575
Reliability, Maintenance & Safety	STAT 241	● 6 Weeks	■ ● ◆	\$575

Business and Administration

Business and Administration Programs

Credential	Course Name	Page
Accounting and Financial Services		
Certificates	Accelerated Accounting Certificate of Achievement	16
	CAPPA Oil and Gas Production Accounting Certificate	18
	Accounting Oil and Gas Production – CAPPA – Fast-Track	18
	Financial Accounting for Production Accountants Certificate of Completion	20
	Financial Services Certificate of Achievement	20
Diploma	Energy Asset Management Diploma – Online	19
Applied Degree and Partnerships	Bachelor of Applied Business Administration (Accounting)	17
	Professional Accounting Courses	21
Business and Management		
Certificates	Community Economic Development Certificate	26
	General Business Administration Certificate of Achievement	27
	Sales for Technical Professionals Certificate of Completion	28
	Train the Trainer Certificate of Completion	28
Diploma	Business Administration Diploma (Part-time)	22
Management and Project Management		
Certificates	Applied Management Certificate of Achievement	29
	Applied Project Management Certificate of Achievement	31
	Employment Law Certificate of Completion	32
	Lean Management Certificate of Completion	32
	Management Certificate of Achievement	33
	Operational Excellence Certificate of Achievement	34
Diploma	Program Management Certificate of Completion	35
	Supply Management Training Diploma	35
Marketing		
Certificates	Digital Marketing and Communications Certificate of Completion	36
	Marketing Certificate of Achievement	36
Administration		
Certificates	Administrative Professionals Certificate of Completion	37
	Legal Administrative Assistant Certificate of Achievement	38
	Office Professional Certificate	39
Diploma	Legal Assistant Diploma Courses	
Applied Degree and Partnerships	Alberta Personal Property Registry Electronic System (APPRES)	37
	Corporate Registry Training Program (CORES)	37

Accounting and Financial Services

Accelerated Accounting Certificate of Achievement

Launch your career in this challenging field with a solid foundation in accounting skills and business acumen. Courses are available through part-time and online studies and are transferable to SAIT's Business Administration (Accounting) diploma, which can ladder into SAIT's Bachelor of Business Administration (Accounting) degree or Bachelor of Applied Business Administration (Accounting) program, and a professional accounting designation. You have up to five years to complete this program.

School of Business
403.284.8485
business.advising@sait.ca

Course Name	Course Code	Offered/Length	Term	Price
Introductory Financial Accounting I	ACCT 215	<ul style="list-style-type: none"> ● 7 Weeks ● 14 Weeks ■ 16 Weeks 	<ul style="list-style-type: none"> ◆ ■ ● ◆ ■ ● ◆ 	\$475
Communication and Presentation Skills	COMN 220	<ul style="list-style-type: none"> ● 8 Weeks ■ 14 Weeks 	<ul style="list-style-type: none"> ■ ● ◆ ■ ● ◆ 	\$500
Business Computers	BCMP 225	<ul style="list-style-type: none"> ● 7 Weeks ● 14 Weeks ■ 16 Weeks 	<ul style="list-style-type: none"> ◆ ■ ● ◆ ■ ● ◆ 	\$475
Organizational Behaviour	MNGT 250	<ul style="list-style-type: none"> ● 7 Weeks ● 14 Weeks ■ 16 Weeks 	<ul style="list-style-type: none"> ◆ ■ ● ■ ● ◆ 	\$475
Marketing Essentials	MKTG 260	<ul style="list-style-type: none"> ● 7 Weeks ● 14 Weeks ■ 16 Weeks 	<ul style="list-style-type: none"> ◆ ■ ● ■ ● ◆ 	\$475
Microeconomics	ECON 250	<ul style="list-style-type: none"> ● 7 Weeks ● 14 Weeks ■ 16 Weeks 	<ul style="list-style-type: none"> ◆ ■ ● ■ ● ◆ 	\$475
Business Mathematics	BMAT 230	<ul style="list-style-type: none"> ● 8 Weeks ■ 14 Weeks 	<ul style="list-style-type: none"> ■ ● ◆ ■ ● ◆ 	\$500
Introductory Financial Accounting II	ACCT 255	<ul style="list-style-type: none"> ● 7 Weeks ● 14 Weeks ■ 16 Weeks 	<ul style="list-style-type: none"> ◆ ■ ● ◆ ■ ● ◆ 	\$475
Business Law	BLAW 300	<ul style="list-style-type: none"> ● 7 Weeks ● 14 Weeks ■ 16 Weeks 	<ul style="list-style-type: none"> ◆ ■ ● ◆ ■ ● ◆ 	\$475
Macroeconomics	ECON 305	<ul style="list-style-type: none"> ● 7 Weeks ● 14 Weeks ■ 16 Weeks 	<ul style="list-style-type: none"> ◆ ■ ● ■ ● ◆ 	\$475

Bachelor of Applied Business Administration (Accounting)

Earn an applied degree through part-time studies. Develop the advanced accounting expertise and management skills necessary to manage complex financial operations. This program consists of 10 academic courses, including three electives and two semesters of paid Directed Field Studies (DFS). This program is recognized as meeting the prerequisite educational requirements needed to enter the Chartered Professional Accountant Professional Education Program (CPA PEP). You have up to seven years to complete this program. Please visit sait.ca for admission requirements.

School of Business
403.284.8485
business.advising@sait.ca

Course Name	Course Code	Offered/Length	Term	Price
Required courses				
Personal and Corporate Taxation	ACCT 411	● 15 Weeks	■ ● ◆	\$657
Accounting Theory	ACCT 415	● 15 Weeks	■ ● ◆	\$657
Advanced Financial Accounting	ACCT 434	● 15 Weeks	■ ● ◆	\$657
E-Business	ACCT 480	● 15 Weeks	■ ◆	\$657
Advanced Management Accounting	ACCT 491	● 15 Weeks	■ ● ◆	\$657
External Auditing	ACCT 495	● 15 Weeks	■ ● ◆	\$657
Leadership	LDSH 405	● 15 Weeks	■ ●	\$657
DFS – Accounting I	ACWE 407	● 15 Weeks	■ ● ◆	\$1,083
DFS – Accounting II	ACWE 457	● 15 Weeks	■ ● ◆	\$1,103
Electives: Select Three Courses				
Internal Auditing and Controls	ACCT 413	● 15 Weeks	■ ◆	\$657
Advanced Information Systems	ACCT 416	● 15 Weeks	● ◆	\$657
Advanced Taxation	ACCT 451	● 15 Weeks	■ ◆	\$657
Advanced External Auditing	ACCT 497	● 15 Weeks	● ◆	\$657
Advanced Corporate Finance	BFIN 492	● 15 Weeks	■ ● ◆	\$657
Strategic Management	MNGT 405	● 15 Weeks	●	\$657
Operations Management	MNGT 407	● 15 Weeks	■	\$657

CAPPA Oil and Gas Production Accounting Certificate

Developed in conjunction with the Canadian Association of Petroleum Production Accounting (CAPPA), this program provides students with a thorough knowledge of petroleum products in addition to an understanding of the industry's financial practices and government regulations. As of Sept. 1, 2015, all students beginning the CAPPA program are required by CAPPA to complete a basic Financial Accounting course prior to entry into Level 4 of the CAPPA program. Financial Accounting for Production Accountants (OGPA 201), meets this requirement. Basic financial accounting courses from other institutions can be considered. It is also strongly recommended that all students take an MS Excel course before starting this program.

MacPhail School of Energy
403.284.8818
ogpa@sait.ca

CAREERS: Production/Operation/Royalty Accountant | Production Revenue Accountant | Joint Venture Accountant

Course Name	Course Code	Offered/Length	Term	Price
Production Accounting – Oil Patch – Introduction – Level 1	OGPA 210	● 9 Weeks ■ 16 Weeks	■ ● ◆ ■ ● ◆	\$550
Production Accounting – Oil – Level 2	OGPA 212	● 9 Weeks ■ 16 Weeks	■ ● ◆ ■ ● ◆	\$550
Production Accounting – Gas – Level 3	OGPA 214	● 9 Weeks ■ 16 Weeks	■ ● ◆ ■ ● ◆	\$550
Production Accounting – Advanced – Level 4	OGPA 216	● 9 Weeks ■ 16 Weeks	■ ● ◆ ■ ● ◆	\$550
CAPPA Level 5: Case Study	OGPA 226	● 9 Weeks ■ 16 Weeks	■ ● ◆ ■ ● ◆	\$550
Optional professional development courses				
PAS Software Training – Production Accounting	OGPA 120	● 2 Weeks	■ ●	\$450
Financial Accounting for Production Accountants – Level 1	OGPA 201	■ 14 Weeks	■ ● ◆	\$775
Financial Accounting for Production Accountants – Level 2	OGPA 202	■ 14 Weeks	■ ● ◆	\$775

Accounting Oil and Gas Production – CAPPA – *Fast-Track*

Learn the basics of petroleum accounting and how it relates to the petroleum industry. Topics covered include compiling, managing, and reporting financial and production data for the oil and gas industry. Program is accredited by Canadian Association of Petroleum Production Accounting (CAPPA).

MacPhail School of Energy
403.284.8818
aogp@sait.ca

Areas of study: Production Accounting • Revenue/Joint Venture Accounting of the petroleum industry

Offered/Length

■ Distance/Online ● Classroom

Term

■ Fall ● Winter ◆ Spring/ Summer

 Eligible for Canada-Alberta Job Grant

Energy Asset Management Diploma – Online

The online Energy Asset Management (EAM) diploma program trains students in the business side of the energy industry. Students learn all functions within the industry (including an appreciation for the technical side of the business), and will graduate with relevant skill in the administration of the regulatory, financial, and contractual compliance workflow pertaining to energy industry assets. The program focuses on five areas that are involved in the asset management life cycle: Mineral Land Management; Surface Land Management; Well and Facilities Asset Management; Joint Venture; and Operations Accounting.

MacPhail School of Energy
403.284.8451
eam.info@sait.ca

CAREERS: Entry-level analyst positions in non-technical or business side of the energy industry in Mineral Land | Land Contracts | Surface Land | Joint Ventures | Operations Accounting | Production Accounting | Well and Facility Asset Management | Governments and Field Operations

Course Name	Course Code	Offered/Length	Term	Price
Professional Communications and Presentation Skills	COMM 256	● 15 Weeks	■	\$651
		■ 15 Weeks	■	\$749
EAM – Business Law	BLAW 205	● ■ 15 Weeks	■ ◆	\$903
Energy Accounting	ACCT 352	● ■ 15 Weeks	■	\$903
EAM Pre-Acquisition & Acquisition	EAMG 250	● ■ 15 Weeks	■ ●	\$903
Overview of EAM & Energy Industry	EAMG 210	● ■ 15 Weeks	■ ◆	\$903
Professional Communication Skills II	COMM 266	● 15 Weeks	●	\$651
		■ 15 Weeks	●	\$749
EAM Drilling & Completion	EAMG 255	● ■ 15 Weeks	■ ●	\$903
Energy Agreements	EAMG 220	● ■ 15 Weeks	■ ●	\$903
Operations Accounting	EAMG 230	● ■ 15 Weeks	■ ●	\$903
EAM Software Applications	DATA 240	● ■ 15 Weeks	●	\$903
Economics	ECON 302	● ■ 7 Weeks	■ ● ◆	\$903
EAM Maintenance	EAMG 300	● ■ 15 Weeks	■ ●	\$903
EAM Project Management	PROJ 399	● ■ 15 Weeks	■	\$903
EAM Production	EAMG 350	● ■ 15 Weeks	■	\$903
EAM Production Facilities	EAMG 306	● ■ 15 Weeks	■ ●	\$903
Organizational Behaviour	MNGT 250	● ■ 7 Weeks	◆	\$903
		14 Weeks	■ ●	
		16 Weeks	■ ● ◆	
EAM Abandonment & Relinquishment	EAMG 355	● ■ 15 Weeks	■ ●	\$903
EAM Capstone	EAMG 360	● ■ 15 Weeks	●	\$903
Financial Decision Making	FNCE 360	● ■ 15 Weeks	● ◆	\$903
Oil & Gas Marketing	MKTG 301	● ■ 15 Weeks	●	\$903

Financial Accounting for Production Accountants Certificate of Completion

This certificate will provide petroleum production accountants with the opportunity to explore the fundamentals of Financial Petroleum Accounting associated with the production accountant's day-to-day activities and transactions, plus the impact on their companies' financial statements.

MacPhail School of Energy
403.284.8818
ogpa@sait.ca

CAREERS: Professional development for CAPP graduates and production accountants already working in their field.

Course Name	Course Code	Offered/Length	Term	Price
Financial Accounting for Production Accountants – Level 1	OGPA 201	■ 14 Weeks	■ ● ◆	\$775
Financial Accounting for Production Accountants – Level 2	OGPA 202	■ 14 Weeks	■ ● ◆	\$775

Financial Services Certificate of Achievement

Get the foundational skills needed to start a rewarding career in the banking and financial services sector. Courses are available through part-time and/or online studies, and most are transferable to SAIT's Business Administration (Financial Services) diploma, which can ladder into SAIT's Bachelor of Business Administration (Financial Services) degree. You have up to five years to complete this program.

School of Business
403.284.8485
business.advising@sait.ca

Course Name	Course Code	Offered/Length	Term	Price
Core Courses				
Business Mathematics	BMAT 230	● 8 Weeks ■ 14 Weeks	■ ● ◆ ■ ● ◆	\$500
Communication and Presentation Skills	COMN 220	● 8 Weeks ■ 14 Weeks	■ ● ◆ ■ ● ◆	\$500
Introductory Financial Accounting I	ACCT 215	● 7 Weeks ● 14 Weeks ■ 16 Weeks	◆ ■ ● ◆ ■ ● ◆	\$475
Personal Financial Planning	BFIN 255	● 14 Weeks ■ 16 Weeks	■ ● ◆	\$475
Electives: Choose four of the following courses				
Business Computers	BCMP 225	● 7 Weeks ● 14 Weeks ■ 16 Weeks	◆ ■ ● ◆ ■ ● ◆	\$475
Finance for Managers	BFIN 301	● 14 Weeks ■ 16 Weeks	● ■ ◆	\$475
Microeconomics	ECON 250	● 7 Weeks ● 14 Weeks ■ 16 Weeks	◆ ■ ● ■ ● ◆	\$475
Risk Management and Retirement Planning	BFIN 341	● 14 Weeks	●	\$475
Relationship Selling	BFIN 360	● 14 Weeks ■ 16 Weeks	■ ● ◆	\$475
Money and Banking	BFIN 333	● 14 Weeks ■ 16 Weeks	● ■ ◆	\$475
Financial Planning Process and Estate Planning	BFIN 380	● 14 Weeks	■ ●	\$475

Offered/Length

■ Distance/Online ● Classroom

Term

■ Fall ● Winter ◆ Spring/ Summer

■ Eligible for Canada-Alberta Job Grant

Professional Accounting Courses

Work towards a professional accounting designation through part-time studies. These advanced and challenging courses will help prepare you for the next level in your accounting career. Our accounting courses are recognized as meeting the prerequisite educational requirements needed to enter the Chartered Professional Accountant Professional Education Program (CPA PEP). Please contact CPA Alberta to determine your specific requirements.

School of Business
403.284.8485
business.advising@sait.ca

Course Name	Course Code	Offered/Length	Term	Price
Introductory Financial Accounting I	ACCT 215	<ul style="list-style-type: none"> ● 7 Weeks ● 14 Weeks ■ 16 Weeks 	<ul style="list-style-type: none"> ◆ ■ ● ◆ ■ ● ◆ 	\$475
Introductory Financial Accounting II	ACCT 255	<ul style="list-style-type: none"> ● 7 Weeks ● 14 Weeks ■ 16 Weeks 	<ul style="list-style-type: none"> ◆ ■ ● ◆ ■ ● ◆ 	\$475
Intermediate Financial Accounting I	ACCT 315	<ul style="list-style-type: none"> ● 7 Weeks ● 14 Weeks 	<ul style="list-style-type: none"> ◆ ■ ● ◆ 	\$530
Management Information Systems	ACCT 320	<ul style="list-style-type: none"> ● 7 Weeks ● 14 Weeks 	<ul style="list-style-type: none"> ◆ ■ ● 	\$530
Introductory Management Accounting	ACCT 338	<ul style="list-style-type: none"> ● 7 Weeks ● 14 Weeks 	<ul style="list-style-type: none"> ◆ ■ ● 	\$530
Intermediate Financial Accounting II	ACCT 350	<ul style="list-style-type: none"> ● 7 Weeks ● 14 Weeks 	<ul style="list-style-type: none"> ◆ ■ ● ◆ 	\$530
Intermediate Management Accounting	ACCT 380	<ul style="list-style-type: none"> ● 7 Weeks ● 14 Weeks 	<ul style="list-style-type: none"> ◆ ■ ● 	\$530
Computer Accounting Software	ACCT 395	<ul style="list-style-type: none"> ● 14 Weeks 	<ul style="list-style-type: none"> ■ ● 	\$530
Personal and Corporate Taxation	ACCT 411	<ul style="list-style-type: none"> ● 15 Weeks 	<ul style="list-style-type: none"> ■ ● ◆ 	\$657
Advanced Financial Accounting	ACCT 434	<ul style="list-style-type: none"> ● 15 Weeks 	<ul style="list-style-type: none"> ■ ● ◆ 	\$657
Advanced Management Accounting	ACCT 491	<ul style="list-style-type: none"> ● 15 Weeks 	<ul style="list-style-type: none"> ■ ● ◆ 	\$657
External Auditing	ACCT 495	<ul style="list-style-type: none"> ● 15 Weeks 	<ul style="list-style-type: none"> ■ ● ◆ 	\$657
Business Law	BLAW 300	<ul style="list-style-type: none"> ● 7 Weeks ● 14 Weeks ■ 16 Weeks 	<ul style="list-style-type: none"> ◆ ■ ● ◆ ■ ● ◆ 	\$475
Microeconomics	ECON 250	<ul style="list-style-type: none"> ● 7 Weeks ● 14 Weeks ■ 16 Weeks 	<ul style="list-style-type: none"> ◆ ■ ● ■ ● ◆ 	\$475
Macroeconomics	ECON 305	<ul style="list-style-type: none"> ● 7 Weeks ● 14 Weeks ■ 16 Weeks 	<ul style="list-style-type: none"> ◆ ■ ● ■ ● ◆ 	\$475
Finance Management	FNCE 390	<ul style="list-style-type: none"> ● 7 Weeks ● 14 Weeks 	<ul style="list-style-type: none"> ◆ ■ ● 	\$530
Managing Strategically	MNGT 395	<ul style="list-style-type: none"> ● 7 Weeks ● 14 Weeks ■ 16 Weeks 	<ul style="list-style-type: none"> ◆ ■ ● ■ ● ◆ 	\$475
Quantitative Methods	STAT 270	<ul style="list-style-type: none"> ● 10 Weeks ■ 14 Weeks 	<ul style="list-style-type: none"> ■ ● ◆ ■ ● ◆ 	\$530

Business and Management

Business Administration Diploma (Part-time)

Accounting, Financial Services, Management, Marketing and Supply Chain Management majors available.

Advance your career on your schedule with the Business Administration diploma offered through part-time (evening and weekend) and/or online studies. You will develop in-demand business skills in a collaborative learning environment. You have up to seven years to complete this 20-course program. Upon completion, you can apply for advanced standing into SAIT's Bachelor of Business Administration degree. Please visit the program page on sait.ca for admission requirements; you can apply to this program year-round.

School of Business
403.284.8485
business.advising@sait.ca

Course Name	Course Code	Offered/Length	Term	Price
Common				
Level One Courses				
Introductory Financial Accounting I	ACCT 215	<ul style="list-style-type: none"> ● 7 Weeks ● 14 Weeks ■ 16 Weeks 	<ul style="list-style-type: none"> ◆ ■ ● ◆ ■ ● ◆ 	\$475
Business Computers	BCMP 225	<ul style="list-style-type: none"> ● 7 Weeks ● 14 Weeks ■ 16 Weeks 	<ul style="list-style-type: none"> ◆ ■ ● ◆ ■ ● ◆ 	\$475
Business Mathematics	BMAT 230	<ul style="list-style-type: none"> ● 8 Weeks ■ 14 Weeks 	<ul style="list-style-type: none"> ■ ● ◆ ■ ● ◆ 	\$500
Communication and Presentation Skills	COMN 220	<ul style="list-style-type: none"> ● 8 Weeks ■ 14 Weeks 	<ul style="list-style-type: none"> ■ ● ◆ ■ ● ◆ 	\$500
Introduction to Business	MNGT 200	<ul style="list-style-type: none"> ● 7 Weeks ● 14 Weeks ■ 16 Weeks 	<ul style="list-style-type: none"> ◆ ■ ● ■ ● ◆ 	\$475
Level Two Courses				
Microeconomics	ECON 250	<ul style="list-style-type: none"> ● 7 Weeks ● 14 Weeks ■ 16 Weeks 	<ul style="list-style-type: none"> ◆ ■ ● ■ ● ◆ 	\$475
Marketing Essentials	MKTG 260	<ul style="list-style-type: none"> ● 7 Weeks ● 14 Weeks ■ 16 Weeks 	<ul style="list-style-type: none"> ◆ ■ ● ■ ● ◆ 	\$475
Organizational Behaviour	MNGT 250	<ul style="list-style-type: none"> ● 7 Weeks ● 14 Weeks ■ 16 Weeks 	<ul style="list-style-type: none"> ◆ ■ ● ■ ● ◆ 	\$475
Quantitative Methods	STAT 270	<ul style="list-style-type: none"> ● 10 Weeks ■ 14 Weeks 	<ul style="list-style-type: none"> ■ ● ◆ ■ ● ◆ 	\$530
Electives (choose one of five)				
Introductory Financial Accounting II	ACCT 255	<ul style="list-style-type: none"> ● 7 Weeks ● 14 Weeks ■ 16 Weeks 	<ul style="list-style-type: none"> ◆ ■ ● ◆ ■ ● ◆ 	\$475
Personal Financial Planning	BFIN 255	<ul style="list-style-type: none"> ● 14 Weeks ■ 16 Weeks 	<ul style="list-style-type: none"> ■ ● ◆ 	\$475
Marketing You	MKTG 275	<ul style="list-style-type: none"> ● 14 Weeks ■ 16 Weeks 	<ul style="list-style-type: none"> ■ ● ◆ 	\$475
Introduction to Management	MNGT 255	<ul style="list-style-type: none"> ● 14 Weeks ■ 16 Weeks 	<ul style="list-style-type: none"> ■ ■ ● ◆ 	\$475
Introduction to Supply Chain Management	SCMT 255	<ul style="list-style-type: none"> ● 7 Weeks ● 14 Weeks 	<ul style="list-style-type: none"> ◆ ■ 	\$475

Offered/Length

Term

■ Distance/Online ● Classroom

■ Fall ● Winter ◆ Spring/ Summer

■ Eligible for Canada-Alberta Job Grant

Business Administration Diploma (Part-time) (continued)

Course Name	Course Code	Offered/Length	Term	Price
Accounting Major				
Level Three Courses				
Intermediate Financial Accounting I	ACCT 315	<ul style="list-style-type: none"> ● 7 Weeks ● 14 Weeks 	<ul style="list-style-type: none"> ◆ ■ ● ◆ 	\$530
Management Information Systems	ACCT 320	<ul style="list-style-type: none"> ● 7 Weeks ● 14 Weeks 	<ul style="list-style-type: none"> ◆ ■ ● 	\$530
Introductory Management Accounting	ACCT 338	<ul style="list-style-type: none"> ● 7 Weeks ● 14 Weeks 	<ul style="list-style-type: none"> ◆ ■ ● 	\$530
Business Law	BLAW 300	<ul style="list-style-type: none"> ● 7 Weeks ● 14 Weeks ■ 16 Weeks 	<ul style="list-style-type: none"> ◆ ■ ● ◆ ■ ● ◆ 	\$475
Macroeconomics	ECON 305	<ul style="list-style-type: none"> ● 7 Weeks ● 14 Weeks ■ 16 Weeks 	<ul style="list-style-type: none"> ◆ ■ ● ■ ● ◆ 	\$475
Level Four Courses				
Intermediate Financial Accounting II	ACCT 350	<ul style="list-style-type: none"> ● 7 Weeks ● 14 Weeks 	<ul style="list-style-type: none"> ◆ ■ ● ◆ 	\$530
Intermediate Management Accounting	ACCT 380	<ul style="list-style-type: none"> ● 7 Weeks ● 14 Weeks 	<ul style="list-style-type: none"> ◆ ■ ● 	\$530
Finance Management	FNCE 390	<ul style="list-style-type: none"> ● 7 Weeks ● 14 Weeks 	<ul style="list-style-type: none"> ◆ ■ ● 	\$530
Managing Strategically	MNGT 395	<ul style="list-style-type: none"> ● 7 Weeks ● 14 Weeks ■ 16 Weeks 	<ul style="list-style-type: none"> ◆ ■ ● ■ ● ◆ 	\$475
Electives (choose one of three)				
Introduction to Taxation	ACCT 375	<ul style="list-style-type: none"> ● 7 Weeks ● 14 Weeks ■ 16 Weeks 	<ul style="list-style-type: none"> ◆ ■ ● ■ ● ◆ 	\$530
Computer Accounting Software	ACCT 395	<ul style="list-style-type: none"> ● 14 Weeks 	<ul style="list-style-type: none"> ■ ● 	\$530
Critical Thinking	PHIL 241	<ul style="list-style-type: none"> ● 8 Weeks 	<ul style="list-style-type: none"> ■ ● ◆ 	\$530
Financial Services Major				
Level Three Courses				
Introduction to Taxation	ACCT 375	<ul style="list-style-type: none"> ● 7 Weeks ● 14 Weeks ■ 16 Weeks 	<ul style="list-style-type: none"> ◆ ■ ● ■ ● ◆ 	\$530
Money and Banking	BFIN 333	<ul style="list-style-type: none"> ● 14 Weeks ■ 16 Weeks 	<ul style="list-style-type: none"> ● ■ ◆ 	\$475
Risk Management and Retirement Planning	BFIN 341	<ul style="list-style-type: none"> ● 14 Weeks 	<ul style="list-style-type: none"> ● 	\$475
Business Law	BLAW 300	<ul style="list-style-type: none"> ● 7 Weeks ● 14 Weeks ■ 16 Weeks 	<ul style="list-style-type: none"> ◆ ■ ● ◆ ■ ● ◆ 	\$475
Macroeconomics	ECON 305	<ul style="list-style-type: none"> ● 7 Weeks ● 14 Weeks ■ 16 Weeks 	<ul style="list-style-type: none"> ◆ ■ ● ■ ● ◆ 	\$475

Business Administration Diploma (Part-time) (continued)

Course Name	Course Code	Offered/Length	Term	Price
Financial Services Major (continued)				
Level Four Courses				
Mutual Funds and Securities	BFIN 356	● 7 Weeks	◆	\$475
Relationship Selling	BFIN 360	● 14 Weeks ■ 16 Weeks	■ ◆	\$475
Financial Planning Process and Estate Planning	BFIN 380	● 14 Weeks	■	\$475
Integrated Finance	BFIN 386	● 7 Weeks	◆	\$475
Managing Strategically	MNGT 395	● 7 Weeks ● 14 Weeks ■ 16 Weeks	◆ ■ ● ■ ● ◆	\$475
Management Major				
Level Three Courses				
Finance for Managers	BFIN 301	● 14 Weeks ■ 16 Weeks	● ◆	\$475
Business Law	BLAW 300	● 7 Weeks ● 14 Weeks ■ 16 Weeks	◆ ● ● ◆ ■ ● ◆	\$475
Macroeconomics	ECON 305	● 7 Weeks ● 14 Weeks ■ 16 Weeks	◆ ■ ● ■ ● ◆	\$475
Project Management	MNGT 320	● 14 Weeks ■ 16 Weeks	● ◆	\$475
Human Resource Management	MNGT 335	● 14 Weeks ■ 16 Weeks	● ◆	\$475
Level Four Courses				
Business Leadership	LDSH 360	● 7 Weeks ● 14 Weeks ■ 16 Weeks	◆ ■ ● ■ ● ◆	\$475
International Business	MNGT 360	● 7 Weeks ● 14 Weeks ■ 16 Weeks	◆ ■ ● ■ ●	\$475
Managing Strategically	MNGT 395	● 7 Weeks ● 14 Weeks ■ 16 Weeks	◆ ■ ● ■ ● ◆	\$475
Electives (choose two of four)				
Economic Development Fundamentals	ECON 355	■ 16 Weeks	■ ● ◆	\$475
Entrepreneurship	ENTR 350	● 14 Weeks ■ 16 Weeks	■ ◆	\$475
Municipal Structure and Governance	MNGT 367	■ 16 Weeks	■ ● ◆	\$475
Principles of Supply Chain Management	MNGT 370	● 7 Weeks ■ 16 Weeks	◆ ■ ●	\$475

Offered/Length

■ Distance/Online ● Classroom

Term

■ Fall ● Winter ◆ Spring/Summer

■ Eligible for Canada-Alberta Job Grant

Business Administration Diploma (Part-time) (continued)

Course Name	Course Code	Offered/Length	Term	Price
Marketing Major				
Level Three Courses				
Business Law	BLAW 300	<ul style="list-style-type: none"> ● 7 Weeks ● 14 Weeks ■ 16 Weeks 	<ul style="list-style-type: none"> ◆ ■ ● ◆ ■ ● ◆ 	\$475
Macroeconomics	ECON 305	<ul style="list-style-type: none"> ● 7 Weeks ● 14 Weeks ■ 16 Weeks 	<ul style="list-style-type: none"> ◆ ■ ● ■ ● ◆ 	\$475
Brand Management	MKTG 306	<ul style="list-style-type: none"> ● 14 Weeks ■ 16 Weeks 	<ul style="list-style-type: none"> ● ■ ◆ 	\$475
Marketing Action	MKTG 336	<ul style="list-style-type: none"> ● 14 Weeks ■ 16 Weeks 	<ul style="list-style-type: none"> ● ■ 	\$475
Consumer Behaviour	MKTG 340	<ul style="list-style-type: none"> ● 14 Weeks 	<ul style="list-style-type: none"> ● 	\$475
Level Four Courses				
Marketing Research	MKTG 322	<ul style="list-style-type: none"> ● 7 Weeks ■ 16 Weeks 	<ul style="list-style-type: none"> ◆ ■ 	\$475
Integrated Marketing Communications	MKTG 375	<ul style="list-style-type: none"> ● 14 Weeks ■ 16 Weeks 	<ul style="list-style-type: none"> ■ ● ◆ 	\$475
Strategic Marketing	MKTG 380	<ul style="list-style-type: none"> ● 7 Weeks ■ 16 Weeks 	<ul style="list-style-type: none"> ◆ ■ ● 	\$475
Managing Strategically	MNGT 395	<ul style="list-style-type: none"> ● 7 Weeks ● 14 Weeks ■ 16 Weeks 	<ul style="list-style-type: none"> ◆ ■ ● ■ ● ◆ 	\$475
Electives (choose one of three)				
Entrepreneurship	ENTR 350	<ul style="list-style-type: none"> ● 14 Weeks ■ 16 Weeks 	<ul style="list-style-type: none"> ■ ● ◆ 	\$475
Business Development	MKTG 366	<ul style="list-style-type: none"> ● 7 Weeks ● 14 Weeks ■ 16 Weeks 	<ul style="list-style-type: none"> ◆ ■ ■ ● 	\$475
Principles of Supply Chain Management	MNGT 370	<ul style="list-style-type: none"> ● 7 Weeks ■ 16 Weeks 	<ul style="list-style-type: none"> ◆ ■ ● 	\$475
Supply Chain Management Major				
Level Three Courses				
Business Law	BLAW 300	<ul style="list-style-type: none"> ● 7 Weeks ● 14 Weeks ■ 16 Weeks 	<ul style="list-style-type: none"> ◆ ■ ● ◆ ■ ● ◆ 	\$475
Macroeconomics	ECON 305	<ul style="list-style-type: none"> ● 7 Weeks ● 14 Weeks ■ 16 Weeks 	<ul style="list-style-type: none"> ◆ ■ ● ■ ● ◆ 	\$475
Operations Planning and Scheduling	SCMT 300	<ul style="list-style-type: none"> ● 14 Weeks 	<ul style="list-style-type: none"> ■ 	\$475
Logistics I	SCMT 310	<ul style="list-style-type: none"> ● 14 Weeks 	<ul style="list-style-type: none"> ● 	\$475
Procurement I	SCMT 370	<ul style="list-style-type: none"> ● 7 Weeks 	<ul style="list-style-type: none"> ◆ 	\$475

Business Administration Diploma (Part-time) (continued)

Course Name	Course Code	Offered/Length	Term	Price
Supply Chain Management Major (continued)				
Level Four Courses				
Quality: A Supply Chain Perspective	SCMT 320	●	Coming in 2017/2018	
Operational Performance Analytics	SCMT 350	●	Coming in 2017/2018	
Professional Practice In Supply Chain Management	SCMT 360	●	Coming in 2017/2018	
Materials Management	SCMT 380	●	Coming in 2017/2018	
Managing Strategically	MNGT 395	● 7 Weeks ● 14 Weeks ■ 16 Weeks	◆ ● ● ■ ● ◆	\$475

Community Economic Development Certificate

Delve into the emerging field of economic development with this specialized certificate. You will develop practical business skills as you learn how small businesses and municipal governments work together to advance local economies. You have up to five years to complete this program with the option to ladder into the Business Administration (Management) diploma. You must apply into this program. See sait.ca for details.

School of Business
403.284.8485
business.advising@sait.ca

Course Name	Course Code	Offered/Length	Term	Price
Introductory Financial Accounting I	ACCT 215	● 7 Weeks ● 14 Weeks ■ 16 Weeks	◆ ■ ● ◆ ■ ● ◆	\$475
Communication and Presentation Skills	COMN 220	● 8 Weeks ■ 14 Weeks	■ ● ◆ ■ ● ◆	\$500
Macroeconomics	ECON 305	● 7 Weeks ● 14 Weeks ■ 16 Weeks	◆ ■ ● ■ ● ◆	\$475
Economic Development Fundamentals	ECON 355	■ 16 Weeks	■ ● ◆	\$475
Entrepreneurship	ENTR 350	● 14 Weeks ■ 16 Weeks	■ ● ◆	\$475
Business Leadership	LDSH 360	● 7 Weeks ● 14 Weeks ■ 16 Weeks	◆ ■ ● ■ ● ◆	\$475
Marketing Essentials	MKTG 260	● 7 Weeks ● 14 Weeks ■ 16 Weeks	◆ ■ ● ■ ● ◆	\$475
Organizational Behaviour	MNGT 250	● 7 Weeks ● 14 Weeks ■ 16 Weeks	◆ ■ ● ■ ● ◆	\$475
Project Management	MNGT 320	● 14 Weeks ■ 16 Weeks	● ■ ● ◆	\$475
Municipal Structure and Governance	MNGT 367	■ 16 Weeks	■ ● ◆	\$475

Offered/Length

■ Distance/Online ● Classroom

Term

■ Fall ● Winter ◆ Spring/Summer

■ Eligible for Canada-Alberta Job Grant

General Business Administration Certificate of Achievement

Gain a solid foundation in business to advance your career. Boost your skills in communications, teamwork and problem solving as you apply your knowledge to various business disciplines. You can tailor your choice of electives to meet your career or educational goals. Courses are available through part-time and online studies and are transferable to SAIT's Business Administration diploma, which can then ladder into SAIT's Bachelor of Business Administration degree. You have up to five years to complete this program.

School of Business
403.284.8485
business.advising@sait.ca

Course Name	Course Code	Offered/Length	Term	Price
Core Courses				
Business Computers	BCMP 225	<ul style="list-style-type: none"> ● 7 Weeks ● 14 Weeks ■ 16 Weeks 	<ul style="list-style-type: none"> ◆ ■ ● ◆ ■ ● ◆ 	\$475
Business Mathematics	BMAT 230	<ul style="list-style-type: none"> ● 8 Weeks ■ 14 Weeks 	<ul style="list-style-type: none"> ■ ● ◆ ■ ● ◆ 	\$500
Communication and Presentation Skills	COMN 220	<ul style="list-style-type: none"> ● 8 Weeks ■ 14 Weeks 	<ul style="list-style-type: none"> ■ ● ◆ ■ ● ◆ 	\$500
Introduction to Business	MNGT 200	<ul style="list-style-type: none"> ● 7 Weeks ● 14 Weeks ■ 16 Weeks 	<ul style="list-style-type: none"> ◆ ■ ● ■ ● ◆ 	\$475
Electives: Choose four of the following courses				
Introductory Financial Accounting I	ACCT 215	<ul style="list-style-type: none"> ● 7 Weeks ● 14 Weeks ■ 16 Weeks 	<ul style="list-style-type: none"> ◆ ■ ● ◆ ■ ● ◆ 	\$475
Marketing Essentials	MKTG 260	<ul style="list-style-type: none"> ● 7 Weeks ● 14 Weeks ■ 16 Weeks 	<ul style="list-style-type: none"> ◆ ■ ● ■ ● ◆ 	\$475
Microeconomics	ECON 250	<ul style="list-style-type: none"> ● 7 Weeks ● 14 Weeks ■ 16 Weeks 	<ul style="list-style-type: none"> ◆ ■ ● ■ ● ◆ 	\$475
Organizational Behaviour	MNGT 250	<ul style="list-style-type: none"> ● 7 Weeks ● 14 Weeks ■ 16 Weeks 	<ul style="list-style-type: none"> ◆ ■ ● ■ ● ◆ 	\$475
Personal Financial Planning	BFIN 255	<ul style="list-style-type: none"> ● 14 Weeks ■ 16 Weeks 	<ul style="list-style-type: none"> ■ ● ◆ 	\$475
Macroeconomics	ECON 305	<ul style="list-style-type: none"> ● 7 Weeks ● 14 Weeks ■ 16 Weeks 	<ul style="list-style-type: none"> ◆ ■ ● ■ ● ◆ 	\$475
Business Law	BLAW 300	<ul style="list-style-type: none"> ● 7 Weeks ● 14 Weeks ■ 16 Weeks 	<ul style="list-style-type: none"> ◆ ■ ● ◆ ■ ● ◆ 	\$475

Sales for Technical Professionals Certificate of Completion

Your technical expertise is critical to managing existing accounts and getting new sales. Increase your ability to work collaboratively with your customers through interactive, workshop-style courses focused on building core skills for technical experts in a sales or sales support role.

School of Business
403.284.8939
business.training@sait.ca

Course Name	Course Code	Offered/Length	Term	Price
Required				
Sales for Technical Professionals	SELL 115	● 3 Days	■ ● ◆	\$895
Negotiation Skills	MGMT 208	● 2 Days	■ ● ◆	\$409
Communicating Effectively	COMM 218	● 2 Days ■ 6 Weeks	■ ● ◆ ■ ● ◆	\$395
Electives: Choose two electives from the list below				
Customer Relations	MGMT 218	● 2 Days ■ 6 Weeks	■ ● ■ ●	\$395
Emotional Intelligence	HREL 211	● 2 Days	■ ● ◆	\$510
Presentation Skills	PRES 208	● 2 Days	■ ●	\$395
Time Management/Organizational Skill	PERS 121	● 1 Day ■ 6 Weeks	■ ● ◆ ■ ● ◆	\$230
Mental Toughness – Take Positive Action	PERS 141	● 2 Days	■ ● ◆	\$395

Train the Trainer Certificate of Completion

Learn to develop and deliver effective high-quality training programs. Topics include the principles of adult learning, teaching techniques, technology integration with classroom management, and curriculum design and development. This program helps prepare you for the Certified Training Practitioner™ (CTP) designation exam. The CTP designation is appropriate for instructors, facilitators, trainers and master trainers.

School of Business
403.774.5432
business.training@sait.ca

Course Name	Course Code	Offered/Length	Term	Price
Required				
Fundamentals of Training	PERS 227	● 2 Days	■ ● ◆	\$395
Instructional Design/Development	HREL 215	● 2 Days	■ ● ◆	\$395
Delivery Techniques for Trainers	LDSH 225	● 2 Days	■ ● ◆	\$395
Electives: Choose two electives from the list below				
Consulting & Consensus Building	ENTR 207	● 2 Days	■ ● ◆	\$650
Influence Matters	LDSH 242	● 1 Day ■ 6 Weeks	■ ● ◆ ■ ● ◆	\$230
Leaders as Coaches	LDSH 206	● 2 Days ■ 6 Weeks	■ ● ◆ ■ ● ◆	\$395
Mentoring	LDSH 151	● 2 Days ■ 6 Weeks	■ ● ◆ ■ ●	\$395

Offered/Length

■ Distance/Online ● Classroom

Term

■ Fall ● Winter ◆ Spring/Summer

■ Eligible for Canada-Alberta Job Grant

Management and Project Management

Applied Management Certificate of Achievement

Build critical leadership skills with these interactive, workshop-style courses designed for current or aspiring supervisors and managers. You need a minimum of 12 courses and 144 hours and you have up to five years to earn the certificate of achievement. Some courses are recognized by the Canadian Construction Association (CCA) for the Gold Seal. The Alberta Apprenticeship and Industry Training Board recognizes this program for a Blue Seal (Achievement in Business Competencies) designation.

School of Business
403.774.5432
business.training@sait.ca

Course Name	Course Code	Offered/Length	Term	Price
Accounting and Finance for Non-Accountants	ACCT 208	● 2 Days ■ 6 Weeks	■ ● ◆	\$395
Assertiveness for Personal & Business Success	PERS 139	● 2 Days	■ ● ◆	\$395
Basic Business Law	BLAW 203	● 2 Days	■ ●	\$395
Being a Safety Leader	SAFE 246	● 2 Days	■ ◆	\$395
What Generation Gap?	LDSH 229	● 1 Day	■ ● ◆	\$230
Business Writing for Results	WRIT 208	● 2 Days ■ 6 Weeks	■ ● ◆ ■ ● ◆	\$395
Business Process Management	MNGT 203	● 2 Days	■ ●	\$429
Creating Engaged and Motivated Employees	SUPV 218	● 2 Days ■ 6 Weeks	■ ● ◆ ■ ● ◆	\$395
Communicating Effectively	COMM 218	● 2 Days ■ 6 Weeks	■ ● ◆ ■ ● ◆	\$395
Conducting Effective Meetings	PERS 122	● 1 Day ■ 6 Weeks	■ ● ◆ ■ ●	\$230
Conflict Management	MGMT 217	● 2 Days ■ 6 Weeks	■ ● ◆ ■ ● ◆	\$419
Customer Relations	MGMT 218	● 2 Days ■ 6 Weeks	■ ● ■ ●	\$395
Diversity in the Workplace	HREL 208	● 2 Days	■ ●	\$395
Effective Delegations	MGMT 160	● 1 Day	■ ● ◆	\$230
Emotional Intelligence	HREL 211	● 2 Days	■ ● ◆	\$510
Ethics in Action	ETHI 203	● 2 Days	■ ●	\$395
Influence Matters	LDSH 242	● 1 Day ■ 6 Weeks	■ ● ◆ ■ ● ◆	\$230
Innovative Leaders	MGMT 261	● 2 Days	■ ● ◆	\$395
Leaders as Coaches	LDSH 206	● 2 Days ■ 6 Weeks	■ ● ◆ ■ ● ◆	\$395
Leadership Skills	LDSH 208	● 2 Days ■ 6 Weeks	■ ● ◆ ■ ● ◆	\$395
Understanding Marketing	MKTG 218	● 2 Days	■ ●	\$395

Applied Management Certificate of Achievement (continued)

Course Name	Course Code	Offered/Length	Term	Price
Mental Toughness – Take Positive Action	PERS 141	● 2 Days	■ ● ◆	\$395
Mentoring	LDSH 151	● 2 Days ■ 6 Weeks	■ ● ◆ ■ ●	\$395
Negotiation Skills	MGMT 208	● 2 Days	■ ● ◆	\$409
Performance Management	MGMT 228	● 2 Days ■ 6 Weeks	■ ● ◆ ■ ● ◆	\$395
Presentation Skills	PRES 208	● 2 Days	■ ●	\$409
Problem Solving and Decision Making	MGMT 236	● 2 Days ■ 6 Weeks	■ ● ◆ ■ ● ◆	\$395
Professionalism in Action	ORGB 111	● 1 Day	■ ●	\$230
Project Management Basics	PROJ 150	● 3 Days ■ 6 Weeks	■ ● ◆ ■ ● ◆	\$635 \$575
Project Risk Management	RSMG 102	● 2 Days ■ 6 Weeks	■ ● ◆ ■ ● ◆	\$520
Strategic Planning	LDSH 240	● 2 Days	■ ●	\$395
Supervisory Skills	SUPV 208	● 2 Days ■ 6 Weeks	■ ● ◆ ■ ●	\$395
Sustainability Management Strategies and Practices	MNGT 201	● 2 Days ■ 6 Weeks	■ ● ◆ ■ ◆	\$395
Team Building	ORGB 228	● 2 Days ■ 6 Weeks	■ ● ◆ ■ ● ◆	\$395
Time Management/Organizational Skill	PERS 121	● 1 Day ■ 6 Weeks	■ ● ◆ ■ ● ◆	\$230
Understanding Change	ORGB 218	● 2 Days ■ 6 Weeks	■ ● ◆ ■ ●	\$395
Workplace Bullying	MMGT 203	● 1 Day	■ ● ◆	\$230

Offered/Length

■ Distance/Online ● Classroom

Term

■ Fall ● Winter ◆ Spring/ Summer

■ Eligible for Canada-Alberta Job Grant

Applied Project Management Certificate of Achievement

Explore the key areas of project management including human resources, communications, cost, quality control, procurement and risk management. You can apply the program's required courses towards a Project Management Professional (PMP®) credential or the Gold Seal of the Canadian Construction Association. You need to complete a minimum of 144 hours and three electives within five years to earn the certificate of achievement.

School of Business
403.284.8719
business.training@sait.ca

Course Name	Course Code	Offered/Length	Term	Price
Required				
Project Management and Microsoft Project	BCPT 239	● 5 Days	■ ● ◆	\$765
OR				
Project Level 1	BCPT 174	● 1 Day	■ ● ◆	\$230
Project Level 2	BCPT 175	● 1 Day	■ ● ◆	\$230
Project Management Basics	PROJ 150	● 3 Days ■ 6 Weeks	■ ● ◆ ■ ● ◆	\$635 \$575
Required				
Project Initiation	PROJ 215	● 2 Days ■ 6 Weeks	■ ● ◆ ■ ● ◆	\$520
Project Planning I	PROJ 213	● 2 Days ■ 6 Weeks	■ ● ◆ ■ ● ◆	\$520
Project Planning 2	PROJ 233	● 2 Days ■ 6 Weeks	■ ● ◆ ■ ● ◆	\$520
Project Execution	PROJ 217	● 2 Days ■ 6 Weeks	■ ● ◆ ■ ● ◆	\$520
Project Control and Closing	PROJ 219	● 2 Days ■ 6 Weeks	■ ● ◆ ■ ● ◆	\$520
Project Risk Management	RSMG 102	● 2 Days ■ 6 Weeks	■ ● ◆ ■ ● ◆	\$520
Electives: Three minimum. A combination of more than three electives may be needed to meet this 144 hours requirement.				
Agile in Practice	MGMT 296	● 7 Weeks	■ ● ◆	\$695
Software Development Methodologies	CMPS 140	● 1 Day	■ ● ◆	\$349
PMP Exam Preparation	PROJ 120	● 3 Days	■ ● ◆	\$765

And any of the SAIT Applied Management certificate of achievement program courses. (pp 29-30)

* Distance Education students may complete BCMP 180 Microsoft® Project Levels 1 and 2 in place of BCPT 174 and BCPT 175. Visit sait.ca for more details.

Employment Law Certificate of Completion

In today's fast-changing global business environment, an understanding of the legal requirements is critical for managers to ensure a productive and positive work place. This program is designed for professionals who manage and hire staff, or who want to improve relationships with HR and legal departments. Through case studies and analysis, this program provides a thorough understanding of the laws, regulations and standards applicable to management. The modules will emphasize employment standards, privacy and human rights legislation, and offer an overview of labour relations and Occupational Health and Safety. This program is not meant as a substitute for legal advice and should not be considered as such.

School of Business
403.284.7329
business.training@sait.ca

Course Name	Course Code	Offered/Length	Term	Price
Introduction to Employment Law	ELAW 103	● 4 Hours	■ ● ◆	\$230
Employment Standard Legislation	ELAW 100	● 4 Hours	■ ● ◆	\$230
Health & Safety in the Workplace	ELAW 101	● 4 Hours	■ ● ◆	\$230
Human Rights Issues	ELAW 102	● 4 Hours	■ ● ◆	\$230
Common Law Issues	ELAW 103	● 4 Hours	■ ● ◆	\$230
Introduction to the Union Employee	ELAW 104	● 4 Hours	■ ● ◆	\$230
Navigating the Employment Relationship	ELAW 105	● 4 Hours	■ ● ◆	\$230
Privacy Rights	ELAW 106	● 4 Hours	■ ● ◆	\$230
The Employment Contract	ELAW 107	● 4 Hours	■ ● ◆	\$230
The End of the Employment Relationship	ELAW 108	● 4 Hours	■ ● ◆	\$230

Lean Management Certificate of Completion

Lean thinking has become an enterprise-wide philosophy and a business improvement system that, when applied successfully, can tap into innovative thinking, break down barriers to resolve key issues and deliver extraordinary results. Through this short program, you will learn strategic and tactical techniques to apply lean management within your own workplace.

School of Business
403.284.7186
business.training@sait.ca

Course Name	Course Code	Offered/Length	Term	Price
Required				
Lean Fundamentals	LBIM 100	● 2 Days	■ ● ◆	\$495
Lean Applied: Innovation through Continuous Improvement	LBIM 110	● 2 Days	■ ● ◆	\$495
Value Stream Mapping	LBIM 120	● 2 Days	■ ● ◆	\$495
Sustaining the Lean Journey	LBIM 130	● 2 Days	■ ● ◆	\$495
Electives: A minimum of two electives required				
Communicating Effectively	COMM 218	● 2 Days ■ 6 Weeks	■ ● ◆ ■ ● ◆	\$395
Creating Engaged and Motivated Employees	SUPV 218	● 2 Days ■ 6 Weeks	■ ● ◆ ■ ● ◆	\$395
Influence Matters	LDSH 242	● 1 Day ■ 6 Weeks	■ ● ◆ ■ ● ◆	\$230
Innovative Leaders	MGMT 261	● 2 Days	■ ● ◆	\$395
Leaders as Coaches	LDSH 206	● 2 Days ■ 6 Weeks	■ ● ◆ ■ ● ◆	\$395
Team Building	ORGB 228	● 2 Days ■ 6 Weeks	■ ● ◆ ■ ● ◆	\$395
Understanding Change	ORGB 218	● 2 Days ■ 6 Weeks	■ ● ◆ ■ ● ◆	\$395

Offered/Length

Term

■ Distance/Online ● Classroom

■ Fall ● Winter ◆ Spring/Summer

■ Eligible for Canada-Alberta Job Grant

Management Certificate of Achievement

Learn what it takes to become a successful manager. Develop essential management skills through courses in leadership development, project management, organizational behavior, financial management and more. Courses are available through part-time and online studies and are transferable to SAIT's Business Administration (Management) diploma, which can then ladder into SAIT's Bachelor of Business Administration (Management) degree. You have up to five years to complete this program.

School of Business
403.284.8485
business.advising@sait.ca

Course Name	Course Code	Offered/Length	Term	Price
Core Courses				
Business Mathematics	BMAT 230	<ul style="list-style-type: none"> ● 8 Weeks ■ 14 Weeks 	<ul style="list-style-type: none"> ■ ● ◆ ■ ● ◆ 	\$500
Communication and Presentation Skills	COMN 220	<ul style="list-style-type: none"> ● 8 Weeks ■ 14 Weeks 	<ul style="list-style-type: none"> ■ ● ◆ ■ ● ◆ 	\$500
Introductory Financial Accounting I	ACCT 215	<ul style="list-style-type: none"> ● 7 Weeks ● 14 Weeks ■ 16 Weeks 	<ul style="list-style-type: none"> ◆ ■ ● ◆ ■ ● ◆ 	\$475
Introduction to Management	MNGT 255	<ul style="list-style-type: none"> ● 14 Weeks ■ 16 Weeks 	<ul style="list-style-type: none"> ■ ■ ● ◆ 	\$475
Electives: Choose four of the following courses				
Finance for Managers	BFIN 301	<ul style="list-style-type: none"> ● 14 Weeks ■ 16 Weeks 	<ul style="list-style-type: none"> ● ■ ◆ 	\$475
Human Resource Management	MNGT 335	<ul style="list-style-type: none"> ● 14 Weeks ■ 16 Weeks 	<ul style="list-style-type: none"> ● ■ ● ◆ 	\$475
Introduction to Business	MNGT 200	<ul style="list-style-type: none"> ● 7 Weeks ● 14 Weeks ■ 16 Weeks 	<ul style="list-style-type: none"> ◆ ■ ● ■ ● ◆ 	\$475
Microeconomics	ECON 250	<ul style="list-style-type: none"> ● 7 Weeks ● 14 Weeks ■ 16 Weeks 	<ul style="list-style-type: none"> ◆ ■ ● ■ ● ◆ 	\$475
Organizational Behaviour	MNGT 250	<ul style="list-style-type: none"> ● 7 Weeks ● 14 Weeks ■ 16 Weeks 	<ul style="list-style-type: none"> ◆ ■ ● ■ ● ◆ 	\$475
Project Management	MNGT 320	<ul style="list-style-type: none"> ● 14 Weeks ■ 16 Weeks 	<ul style="list-style-type: none"> ● ■ ◆ 	\$475
Business Leadership	LDSH 360	<ul style="list-style-type: none"> ● 7 Weeks ● 14 Weeks ■ 16 Weeks 	<ul style="list-style-type: none"> ◆ ■ ● ■ ● ◆ 	\$475

Operational Excellence Certificate of Achievement

Learn the fundamentals for sustainably improving processes and performance in your organization using a number of systems and tools. This introductory program covers the basic disciplines of operational excellence: project management, change management, process management, supply chains, continuous improvement, operations, and analytics. The program culminates in a practical field study project, allowing you to apply your knowledge strategically to solve problems, lead change, and improve productivity in your own workplace.

School of Business
403.284.8939
business.training@sait.ca

Course Name	Course Code	Offered/Length	Term	Price
Required				
Business Process Management	MNGT 203	● 2 Days	■ ●	\$429
Understanding Change	ORGB 218	● 2 Days ■ 6 Weeks	■ ● ◆ ■ ● ◆	\$395
Project Management Basics	PROJ 150	● 3 Days ■ 6 Weeks	■ ● ◆ ■ ● ◆	\$635 \$575
Understanding Operations Management	MNGT 102	● 2 Days	■ ● ◆	\$425
Continuous Improvement Overview	MNGT 113	● 3 Days	■ ● ◆	\$425
Understanding Supply Chain Principles	SCMT 100	● 3 Days	■ ● ◆	\$425
Introduction to Business Analytics	MNGT 114	● 3 Days	■ ● ◆	\$425
Applied Operational Excellence	LDSH 156	● 3 Days	■ ● ◆	\$425
Electives: A minimum of three are required				
Communicating Effectively	COMM 218	● 2 Days ■ 6 Weeks	■ ● ◆ ■ ● ◆	\$395
Presentation Skills	PRES 208	● 2 Days	■ ● ◆	\$395
Influence Matters	LDSH 242	● 1 Day ■ 6 Weeks	■ ● ◆ ■ ● ◆	\$230
Time Management/Organizational Skills	PERS 121	● 1 Day ■ 6 Weeks	■ ● ◆ ■ ● ◆	\$230
Accounting and Finance for Non-Accountants	ACCT 208	● 2 Days ■ 6 Weeks	■ ● ◆ ■ ● ◆	\$395
Conflict Management	MGMT 217	● 2 Days ■ 6 Weeks	■ ● ◆ ■ ● ◆	\$419
Negotiation Skills	MGMT 208	● 2 Days	■ ● ◆	\$409

Offered/Length

■ Distance/Online ● Classroom

Term

■ Fall ● Winter ◆ Spring/Summer

■ Eligible for Canada-Alberta Job Grant

Program Management Certificate of Completion

Learn how program managers oversee multiple projects and allocate resources to achieve strategic business goals. Discover how to build credibility, establish rapport and maintain effective communications with various stakeholders including those external to the organization. You can apply these courses towards the Program Management Professional (PgMP®) designation through the Project Management Institute®. Visit pmi.org to learn more.

School of Business
403.284.8719
business.training@sait.ca

Course Name	Course Code	Offered/Length	Term	Price
Required				
Program Management – An Overview	MNGT 205	● 2 Days	■ ● ◆	\$470
Program Management Proven Practices	MNGT 207	● 2 Days	■ ● ◆	\$470
Consulting & Consensus Building	ENTR 207	● 2 Days	■ ● ◆	\$650
Elective Courses: Choose any two of the following courses				
Leadership Skills	LDSH 208	● 2 Days ■ 6 Weeks	■ ● ◆ ■ ● ◆	\$395
Strategic Planning	LDSH 240	● 2 Days	■ ●	\$395
Emotional Intelligence	HREL 211	● 2 Days	■ ● ◆	\$510
Understanding Change	ORGB 218	● 2 Days ■ 6 Weeks	■ ● ◆ ■ ● ◆	\$395

Supply Management Training Diploma

Learn to support the management of increasingly complex upstream and downstream supply chain activities. Designed for junior to mid-level practitioners, these in-demand courses cover the tools and techniques needed for this rapidly-growing industry. Offered in conjunction with the Supply Chain Management Association (SCMA), there are no prerequisites and you can complete the program in less than one year. This diploma is not a SAIT credential.

School of Business
business.training@sait.ca

Course Name	Course Code	Offered/Length	Term	Price
Technical Courses				
Introduction to Procurement	PMAC 110	● 13 Weeks	■ ●	\$675
Introduction to Logistics	PMAC 112	● 13 Weeks	■ ●	\$675
Introduction to Transportation	PMAC 114	● 13 Weeks	■ ●	\$675
Introduction Operations Management	PMAC 116	● 13 Weeks	■ ●	\$675
Communication and Relational Skills	PMAC 118	● 3 Days	■ ●	\$1238
Introduction to Negotiations	PMAC 120	● 4 Days	■ ●	\$1,650
Competitive Bidding/Contract Preparation/Management	PMAC 122	● 2 Days	■ ●	\$825
Business Management Seminars				
Introduction To Accounting/Finance	PMAC 124	● 2 Days	■ ●	\$645
Introduction To Marketing	PMAC 126	● 2 Days	■ ●	\$645
Introduction To Business Planning	PMAC 128	● 2 Days	■ ●	\$645

Marketing

Digital Marketing and Communications Certificate of Completion

This program is under re-development. Please check sait.ca for updates in winter 2017.

School of Business
403.210.4340
business.training@sait.ca

Marketing Certificate of Achievement

Launch your career in the exciting field of marketing. You will discover the areas where business and creativity collide as you develop fundamental skills in promotion, communications, strategic marketing and more. Courses are available through part-time or online studies and are transferable to the Business Administration (Marketing) diploma, which can then ladder into SAIT's Bachelor of Business Administration (Marketing) degree. You have up to five years to complete this program.

School of Business
403.284.8485
business.advising@sait.ca

Course Name	Course Code	Offered/Length	Term	Price
Core Courses				
Business Mathematics	BMAT 230	<ul style="list-style-type: none"> ● 8 Weeks ■ 14 Weeks 	<ul style="list-style-type: none"> ■ ● ◆ ■ ● ◆ 	\$500
Communication and Presentation Skills	COMN 220	<ul style="list-style-type: none"> ● 8 Weeks ■ 14 Weeks 	<ul style="list-style-type: none"> ■ ● ◆ ■ ● ◆ 	\$500
Marketing Essentials	MKTG 260	<ul style="list-style-type: none"> ● 7 Weeks ● 14 Weeks ■ 16 Weeks 	<ul style="list-style-type: none"> ◆ ■ ● ■ ● ◆ 	\$475
Marketing You	MKTG 275	<ul style="list-style-type: none"> ● 14 Weeks ■ 16 Weeks 	<ul style="list-style-type: none"> ■ ● ◆ 	\$475
Electives: Choose four of the following courses				
Brand Management	MKTG 306	<ul style="list-style-type: none"> ● 14 Weeks ■ 16 Weeks 	<ul style="list-style-type: none"> ● ■ ◆ 	\$475
Business Computers	BCMP 225	<ul style="list-style-type: none"> ■ 7 Weeks ● 14 Weeks ● 16 Weeks 	<ul style="list-style-type: none"> ◆ ■ ● ◆ ■ ● ◆ 	\$475
Introduction to Business	MNGT 200	<ul style="list-style-type: none"> ● 7 Weeks ● 14 Weeks ■ 16 Weeks 	<ul style="list-style-type: none"> ◆ ■ ● ■ ● ◆ 	\$475
Business Development	MKTG 366	<ul style="list-style-type: none"> ● 7 Weeks ● 14 Weeks ■ 16 Weeks 	<ul style="list-style-type: none"> ◆ ■ ■ ● 	\$475
Marketing Action	MKTG 336	<ul style="list-style-type: none"> ● 14 Weeks ■ 16 Weeks 	<ul style="list-style-type: none"> ● ■ 	\$475
Marketing Research	MKTG 322	<ul style="list-style-type: none"> ● 7 Weeks ■ 16 Weeks 	<ul style="list-style-type: none"> ◆ ■ 	\$475
Strategic Marketing	MKTG 380	<ul style="list-style-type: none"> ● 7 Weeks ■ 16 Weeks 	<ul style="list-style-type: none"> ◆ ■ ● 	\$475

Offered/Length

- Distance/Online
- Classroom

Term

- Fall
- Winter
- ◆ Spring/ Summer

- Eligible for Canada-Alberta Job Grant

Administration

Administrative Professionals Certificate of Completion

These short workshop-style courses give you the opportunity to build on your administrative portfolio, improve your productivity and increase your confidence in the workplace. Enhance your technical and interpersonal skills as you learn from instructors with experience in administrative roles. Microsoft Office Specialist (MOS) Certification is recommended but not required prior to starting this certificate.

School of Business
403.284.8833
business.training@sait.ca

Course Name	Course Code	Offered/Length	Term	Price
Required				
Partnering with your Boss	PERS 145	● 1 Day	■ ● ◆	\$220
Personal Performance & Productivity	PERS 146	● 1 Day	■ ● ◆	\$220
Resolving Conflict for Administrative Professionals	COMM 190	● 1 Day	■ ● ◆	\$250
Communication Skills for Administrative Professionals	COMM 191	● 1 Day	■ ● ◆	\$220
Electives: A minimum of two are required				
Meetings and Minutes	MNGT 108	● 1 Day	■ ● ◆	\$220
Business Protocols in a Global Market	MNGT 109	● 1 Day	■ ● ◆	\$250
Event Management Skills for Administrative Professionals	MNGT 111	● 1 Day	■ ● ◆	\$220
Project Management for Administrative Professionals	PROJ 106	● 1 Day	■ ● ◆	\$250
Building Collaborative Team Relations	MNGT 107	● 1 Day	■ ● ◆	\$220
Business Writing for Results	WRIT 208	● 2 Days ■ 6 Weeks	■ ● ◆ ■ ● ◆	\$395
Technical Electives: A minimum of one is required*				
Project Level 2	BCPT 175	● 1 Day	■ ● ◆	\$230
Word Level 3	BCPT 338	● 2 Days	■ ● ◆	\$249
Excel Level 3	BCPT 344	● 2 Days	■ ● ◆	\$249

* Note: Prior levels may be required based on learner's knowledge/experience.

Alberta Personal Property Registry Electronic System (APPRES)

Build your knowledge and understanding of Alberta's registry system for personal property and learn to perform Personal Property Registry (PPR) transactions. This program will prepare you to write Service Alberta's accreditation exam required to process registrations in APPRES.

Courses are offered at MacEwan University in Edmonton and at SAIT in Calgary. Registration for both locations are handled by MacEwan University.

MacEwan University
School of Continuing Education
780.497.5207
corporatetraining@macewan.ca

Corporate Registry Training Program (CORES)

The Corporate Registry Training and Accreditation Program (CORES) consists of three levels. The complexity of the registration services an individual is authorized to provide depends on their accreditation level. Individuals must pass an accreditation exam for each level. Training courses are not required before writing CORES exams.

Courses are offered at MacEwan University in Edmonton and at SAIT in Calgary. Registration for both locations are handled by MacEwan University.

MacEwan University
School of Continuing Education
780.497.5207
corporatetraining@macewan.ca

Legal Administrative Assistant Certificate of Achievement

Succeed in the highly-specialized field of legal administrative support. Develop in-demand skills including preparing legal documents and correspondence, keyboarding and computer applications. You will also review basic legal concepts, theoretical and procedural law. You have up to five years to complete this program and courses are transferable to SAIT's full-time Legal Assistant diploma (admission requirements apply).

School of Business
403.284.8485
business.advising@sait.ca

Course Name	Course Code	Offered/Length	Term	Price
Keyboard Skill Building	LEGA 205	● 14 Weeks	■ ●	\$430
Legal Computer Applications I	LEGA 215	● 14 Weeks	●	\$430
Legal Computer Applications II	LEGA 265	● 14 Weeks	■	\$430
Grammar and Proofreading	ENGL 205	● 10 Weeks	■	
Introduction to Law	LEGL 200	● 14 Weeks	■	\$430
Corporate Law	LEGL 210	● 14 Weeks	●	\$430
Litigation Law I	LEGL 260	● 14 Weeks	■	\$430
Real Estate Law I	LEGL 270	● 7 Weeks	◆	\$430
Legal Writing I	LEGL 250	● 7 Weeks	◆	\$430
Law Office Procedures	LEGA 255	● 14 Weeks	■	\$430

Legal Assistant Diploma Courses

These courses provide a general overview of various fields of law for non-legal professionals. For students who started SAIT's Legal Assistant diploma after June 2013, these courses can be applied to your program. Visit sait.ca for the complete full-time Legal Assistant diploma course requirements.

School of Business
403.284.8485
business.advising@sait.ca

Course Name	Course Code	Offered/Length	Term	Price
Litigation Law II	LEGL 310	● 14 Weeks	●	\$430
Real Estate Law II	LEGL 320	● 14 Weeks	●	\$430
Criminal Law	LEGL 350	● 7 Weeks	◆	\$430
Family Law	LEGL 360	● 14 Weeks	■	\$430
Wills and Estate Law	LEGL 380	● 14 Weeks	■	\$430

Offered/Length

■ Distance/Online ● Classroom

Term

■ Fall ● Winter ◆ Spring/Summer

■ Eligible for Canada-Alberta Job Grant

Office Professional Certificate

Train to become an office professional in today's rapidly changing business world. Learn to increase productivity and solve business problems using up-to-date software and technology. Courses will cover collaborative technologies, business studies, office administration, communication skills, as well as word processing, spreadsheet and presentation software. You have up to five years to complete this program. Admission requirements apply; visit sait.ca for details. This certificate ladders into SAIT's full-time Administrative Information Management diploma.

School of Business
403.284.8485
business.advising@sait.ca

Course Name	Course Code	Offered/Length	Term	Price
Business Studies	OADM 211	● 7 Weeks	◆	\$405
Collaborative Software and Technologies	BCMP 215	● 7 Weeks	◆	\$405
Business Software Foundations	BCMP 220	● 14 Weeks	■	\$405
Applied Mathematics For Business	AMAT 240	● 10 weeks		\$500
Communication and Presentation Skills	COMN 220	● 8 Weeks ■ 14 Weeks	■ ● ◆ ■ ● ◆	\$500
Office Administration	OADM 257	● 7 Weeks	◆	\$405
Word Processing Essentials	BCMP 250	● 14 Weeks	●	\$405
Spreadsheet Essentials	BCMP 260	● 14 Weeks	●	\$405
Presentation Software	BCMP 270	● 14 Weeks	■	\$405

Computers, Information Technology and Multimedia

3D Modeling and Design Fundamentals Certificate of Completion

In these two courses, students will utilize 3D software for the creation of informational graphics and visual presentations. Beginning with an exploration of the 3D workspace environment, and progressing through the fundamental techniques of modeling, material application, lighting, animating and photorealistic rendering. Students will have the opportunity to develop their skills by creating a variety of increasingly complex 3D models

School of Information and Communications Technologies
403.284.8401
ict.coned.info@sait.ca

Course Name	Course Code	Offered/Length	Term	Price
3D Modeling and Design Fundamentals 1	MMDA 101	● 4 Weeks	■	\$395
3D Modeling and Design Fundamentals 2	MMDA 102	● 4 Weeks	●	\$395

Business Intelligence (BI) Certificate of Achievement

Access to corporate information to make business decisions has made database and reporting tools critical for business success. These courses will use the Microsoft SQL Server and BI toolset to give you the skills you need to develop, administer and analyze corporate data. You will learn industry-standard data management best practices and techniques and the technical aspects of data gathering using SQL Server within a Windows platform.

School of Information and Communications Technologies
403.284.8401
ict.coned.info@sait.ca

CAREERS: Web Application Developer | Database Administrator | Business Analyst

Course Name	Course Code	Offered/Length	Term	Price
Business Analytics for BI	DATA 210	● 5 Weeks	■ 2017	\$695
BI for Performance Management	DATA 211	● 5 Weeks	● 2017	\$695
BI Architecture & Design	DATA 212	● 8 Weeks	■	\$1,279
ETL – Design	DATA 213	● 4 Weeks	■	\$749
ETL – Integration	DATA 214	● 4 Weeks	●	\$749
Reporting	DATA 215	● 6 Weeks	●	\$1,075
OLAP Analysis	DATA 216	● 8 Weeks	●	\$1,279
Performance Analytics I	DATA 217	● 6 Weeks	◆	\$995
Performance Analytics II	DATA 218	● 6 Weeks	■ 2017	\$1,195

Business Intelligence: Data Analysis & Reporting – *Fast-Track*

This 24-week full-time program is accelerated and compressed. You will learn the technical aspects of relational databases using MS SQL Server and then apply these skills to develop a data warehouse and provide corporate reports using Microsoft business intelligence tools and Power BI for analyzing, reporting and displaying data. Formal classes run for 16 weeks followed by a mandatory eight-week practicum.

School of Information and Communications Technologies
403.210.4522
fast-track@sait.ca

Areas of study: Introduction to Data Management ▪ Business Analysis for BI Applications ▪ Architecture and Design ▪ ETL (Extract, Transform, Load) ▪ Reporting and Analytics ▪ OLAP (OL Analytical Processing) ▪ Performance Management Applications ▪ Applied Business Intelligence Project

Business Computer Productivity Skills

Take these skill-building software courses as needed to meet your personal and business goals. There are no exams and you will receive a certificate of participation for each course that you attend.

School of Business
403.284.8719
business.training@sait.ca

Course Name	Course Code	Offered/Length	Term	Price
PowerPoint	BCPT 217	● 2 Days	■ ●	\$249
Visio Level 1	BCMP 171	● 1 Day	■ ●	\$195

CCNA® Routing and Switching Certificate of Achievement

The Cisco CCNA Routing and Switching curriculum provides a comprehensive overview of networking; from fundamentals to advanced applications and services. This certificate emphasizes theoretical concepts and practical application, while providing opportunities for students to gain the skills and hands-on experience needed to design, install, operate and maintain networks. CCNA Routing and Switching helps students prepare for successful careers in networking.

School of Information and Communications Technologies
403.284.8401
ict.coned.info@sait.ca

CAREERS: Systems Administrator | Network Systems Management | Networking Administrator

Course Name	Course Code	Offered/Length	Term	Price
Introduction to Networks	CPNT 205	● 8 Weeks	■	\$995
Routing & Switching Essentials	CPNT 146	● 8 Weeks	■ ●	\$995
Introduction to Scaling Networks	CPNT 147	● 8 Weeks	●	\$995
Connecting Networks	CPNT 149	● 8 Weeks	◆	\$995

Database Design and Administration Courses

SAIT is a recognized Oracle Workforce Development Program partner. SAIT offers Oracle approved training as part of certificate programs offered through Continuing Education and Fast Track.

As a recognized partner, you will be taking official Oracle University curriculum, taught by professionals. These courses will count towards your instructor-led training components of the OCP Exam. Students who take any of these courses will also receive a voucher for 25% off the exam cost for each course taken. Material is included.

School of Information and Communications Technologies
403.284.8401
ict.coned.info@sait.ca

Course Name	Course Code	Offered/Length	Term	Price
Oracle 12c: New Features for Administrators	CMPP 101	● 6 weeks	■ ●	\$1,995
Oracle 11g: Introduction SQL	CMPP 191	● 6 Weeks	■ ● ◆	\$1,995
Oracle 11g: Prog PL/SQL	CMPP 192	● 6 Weeks	■ ●	\$1,995
Oracle 11g: Administration Workshop I	CMPP 196	● 6 Weeks	■ ● ◆	\$1,995

Database Administrator – *Fast-Track* »

This 40-week full-time program is accelerated and compressed. You will learn the technical aspects of database administration using Oracle tools, how to manage existing relational databases, and apply these skills to design and develop new databases. This program is offered using Oracle University curriculum. Formal classes run for 32 weeks followed by a mandatory eight-week work practicum.

Areas of study: Data Modeling ▪ Oracle SQL & PL/SQL ▪ Database Architecture & Administration ▪ Oracle Network Administration ▪ Backup and Recovery ▪ Database Performance Tuning ▪ Data Warehousing & Data Mining ▪ MS SQL Server ▪ Project Management using MS Project ▪ Web Integration (Oracle APEX)

School of Information and
Communications Technologies
403.210.4522
fast-track@sait.ca

Digital Audio Certificate of Achievement

Discover the theory of sound and learn how to work effectively with today's digital audio hardware and software. You'll learn how to prepare the environment, select and position microphones, interconnect equipment and record music and sounds and effectively process and modify those recordings using the latest digital technologies. You'll learn how to record, edit, apply digital signal processing, mix and master a variety of digital audio projects. Students must take eight courses in total; four mandatory courses plus four electives. This certificate is also offered in a seven-week full-time Fast-Track program during July and August each year.

School of Information and
Communications Technologies
403.284.8401
ict.coned.info@sait.ca

CAREERS: AV Systems Installer | Multimedia Engineer | Audio Production Analyst

Course Name	Course Code	Offered/Length	Term	Price
Mandatory Courses				
Digital Sound I	AUDI 205	● 5 Weeks	■ ●	\$395
Digital Sound II	AUDI 225	● 4 Weeks	■ ● ◆	\$395
Studio Recording	AUDI 212	● 4 Weeks	■ ◆	\$395
Mixing and Mastering	AUDI 238	● 4 Weeks	■ ◆	\$395
Electives				
Audio For New Media	AUDI 221	● 4 Weeks	●	\$395
Business of Digital Audio Production	AUDI 216	● 4 Weeks	■ ◆	\$395
Location Sound Recording	AUDI 214	● 4 Weeks	■ ●	\$395
Live Sound Engineering	AUDI 219	● 4 Weeks	■ ●	\$395
Music Production with Logic Studio	AUDI 223	● 4 Weeks	●	\$395
Sound Synthesis	AUDI 217	● 4 Weeks	■	\$395

Mobile Application Developer – *Fast-Track* » – *NEW Post-Diploma Certificate (pending final government approval)*

This 26-week full-time post-diploma certificate program is accelerated and compressed. As an experienced Java or C# developer, you will gain the skills to develop mobile applications for industry leading Android and iOS platforms, taking concepts from ideation to application launch.

Areas of study: Ideation and Requirements Gathering ▪ Mobile Application Design and Architecture ▪ Android Application Development ▪ iOS Application Development ▪ Testing, Launch and Distribution ▪ Emerging Mobile Technologies ▪ Mobile Application Threaded Project

School of Information and
Communications Technologies
403.210.4522
fast-track@sait.ca

Offered/Length

■ Distance/Online ● Classroom

Term

■ Fall ● Winter ◆ Spring/ Summer

■ Eligible for Canada-Alberta Job Grant

Graphic Design Certificate of Achievement

From magazines and billboards to packaging and snowboards, print media is everywhere. Using the most recent software, you will learn page layout and design, graphic manipulation and even how to work as a contractor or consultant. You'll receive quality training from experienced instructors who are active in the industry. Students must take eight courses to complete the program; seven mandatory and one elective. This certificate is also offered in an eight-week full-time Fast-Track program during June, July and August each year.

School of Information and
Communications Technologies
403.284.8401
ict.coned.info@sait.ca

CAREERS: Graphic designer | Digital Media Designer | Production Artist

Course Name	Course Code	Offered/Length	Term	Price
Adobe InDesign	DSGN 226	● 7 Weeks	■ ●	\$425
Adobe InDesign 2	DSGN 231	● 7 Weeks	■ ●	\$425
Print Industry Studies I	PRNT 208	● 5 Weeks	●	\$425
Graphic Design: Concept to Completion	CMPN 144	● 7 Weeks	■ ◆	\$425
Photoshop I	PUBL 222	● 7 Weeks	■ ● ◆	\$425
Photoshop II	PUBL 272	● 7 Weeks	■ ●	\$425
Adobe Illustrator I	DSGN 212	● 4 Weeks	■ ● ◆	\$425
Elective Courses				
PDF Design, Edit & Publish	DSGN 201	● 7 Weeks	■ ●	\$425
Adobe Illustrator II	DSGN 262	● 4 Weeks	■ ● ◆	\$425

IT Business Analyst Certificate of Achievement

Today's high-power organizations need highly-skilled business analysts to help guide their organizations to success. From the software development lifecycle (SDLC), agile project management, requirements gathering and analysis, to change management and strategic enterprise analysis, we have you covered. Following the International Institute of Business Analysis (IIBA) Business Analyst Body of Knowledge, you will prepare yourself to be an effective Certified Business Analysis Professional.

School of Information and
Communications Technologies
403.284.8401
ict.coned.info@sait.ca

CAREERS: Conventional Business Analyst | IT Business Analyst | Operations and Maintenance Business Analyst

Course Name	Course Code	Offered/Length	Term	Price
Software Development Methodologies	CMPN 140	● 1 Day	■ ●	\$349
Agile in Practice	MGMT 296	● 7 Weeks 3 Days	■ ● ◆	\$695
Requirements Gathering & Documentation	MNGT 120	● 3 Days	■	\$695
Requirement Analysis & Assessment	MNGT 122	● 2 Days	■	\$595
Problem Solving and Decision Making	MGMT 236	● 2 Days ■ 6 Weeks	■ ● ◆ ■ ● ◆	\$395
Mapping Business Processes	MNGT 124	● 3 Days	●	\$695
Modeling Business Data	MNGT 126	● 2 Days	●	\$695
Strategic Enterprise Analysis	MNGT 128	● 2 Days	●	\$595
Understanding Change	ORGB 218	● 2 Days ■ 6 Weeks	■ ● ◆ ■ ● ◆	\$395
Consulting & Consensus Building	ENTR 207	● 2 Days	■ ● ◆	\$650
Business Process Management	MNGT 203	● 2 Days	■ ●	\$410

IT Security Certificate of Achievement

Learn how to protect your organization from internal and external threats to your information systems and from attacks against your business network system. These courses include discussion of IT security policies and ethics and define the requirements to ensure a secure IT network system. The courses will also teach operating system concepts, introductory computer forensics, privacy legislation, network protocols and perimeter security among other topics.

School of Information and
Communications Technologies
403.284.8401
ict.coned.info@sait.ca

CAREERS: IT Solutions Architect | IT Coordinator | Risk Analyst

Course Name	Course Code	Offered/Length	Term	Price
IT Security Essentials	CPNT 210	● 6 Weeks	■	\$1,295
Network & Mobile Security with Pentesting	CPNT 225	● 6 Weeks	■	\$1,295
Web Application Security with Pentesting	CPNT 230	● 6 Weeks	●	\$1,295
Incidence Response and Forensics	CPNT 250	● 6 Weeks	●	\$1,295

IT Technician Certificate of Achievement

The A+ and Network+ certifications are in demand in today's IT market. The A+ certification shows competence as an entry level technician and the Network+ certification demonstrates the ability to manage, maintain, install and configure basic computer networks. The IT Technician certificate will help prepare you to write these two COMP TIA certification exams. It is recommended that A+ course be completed first as that will provide you will a solid preparation for the Network+.

School of Information and
Communications Technologies
403.284.8401
ict.coned.info@sait.ca

CAREERS: IT Technician | Network Administrator | Network Installer | Help Desk Technician

Course Name	Course Code	Offered/Length	Term	Price
A+ In Depth	CMPH 115	● 12 Weeks	■ ●	\$1,095
Network+ In Depth	CMPN 109	● 8 Weeks	■ ●	\$995

JAVA Development Certificate of Achievement

The JAVA programming language continues to be one of the most highly demanded skills in the programming world. Using the official Oracle University material, qualified SAIT instructors will teach you the basics of object-oriented programming and go on to creation of GUIs, JDO, Java EE, AJAX, EJB and more. Through hands-on practical labs and industry experienced instruction, you will build job-ready skills in this advanced programming language.

School of Information and
Communications Technologies
403.284.8401
ict.coned.info@sait.ca

CAREERS: Java Software Developer | Programmer/Analyst | Mobile Application Developer

Course Name	Course Code	Offered/Length	Term	Price
Introduction to Java Programming SE7	CPRG 110	● 7 Weeks	■	\$795
Intermediate Java Programming SE7	CPRG 111	● 7 Weeks	■	\$795
Web Component Development with Servlets & JSP Java EE7	CPRG 112	● 7 Weeks	●	\$795
Business Component Development with EJB Technology, Java EE7	CPRG 113	● 7 Weeks	●	\$795
Advanced Java Programming for Developing JEE Applications	CPRG 114	● 7 Weeks	◆	\$795
Introduction to Programming in C	CMPP 205	● ■ 7 Weeks	■ ● ◆	\$325

Offered/Length

■ Distance/Online ● Classroom

Term

■ Fall ● Winter ◆ Spring/ Summer

■ Eligible for Canada-Alberta Job Grant

Microsoft® Office Certificates of Completion

Differentiate yourself in a competitive job market – build computer skills and proficiency with this certificate of completion. Our courses feature experienced instructors with extensive Microsoft® (MS) Office skills and official MS courseware. You can also work towards your MS Office certification which will help you do your job faster and better than ever before. Each course provides a final exam and a letter grade.

School of Business
403.284.8303
business.training@sait.ca

Course Name	Course Code	Offered/Length	Term	Price
Access Certificate of Completion				
Access Level 1	BCPT 212	● 2 Days	■ ● ◆	\$249
Access Level 2	BCPT 312	● 2 Days	■ ● ◆	\$249
Access Level 3	BCMP 166	● 2 Days	■ ● ◆	\$249
Excel Certificate of Completion				
Excel Level 1	BCPT 204	● 1 Day	■ ● ◆	\$195
Excel Level 2	BCPT 304	● 2 Days	■ ● ◆	\$249
Excel Level 3	BCPT 344	● 2 Days	■ ● ◆	\$249
Word Certificate of Completion				
Word Level 1	BCPT 218	● 1 Day	■ ● ◆	\$195
Word Level 2	BCPT 318	● 2 Days	■ ● ◆	\$249
Word Level 3	BCPT 338	● 2 Days	■ ● ◆	\$249

Microsoft® Office Specialist (MOS)

Turn your Microsoft® Office skills into an internationally recognized credential. Microsoft® Office Specialist (MOS) is recognized globally as the premier credential chosen by individuals seeking to certify their knowledge, skills and abilities relating to the Microsoft® Office applications. MOS exams is available in MS Office 2013 software.

School of Business
403.284.8303
business.training@sait.ca

Areas of study: EXAM 195 Word Expert ▪ EXAM 185 Word Specialist ▪ EXAM 196 Excel Expert ▪ EXAM 186 Excel Specialist ▪ EXAM 187 PowerPoint Specialist ▪ EXAM 188 Outlook Specialist ▪ EXAM 189 Access Specialist

Microsoft® SQL Server Certificate of Achievement

The world of data management changes every day and having the right systems to keep up with your company's hard earned data assets is essential. Learn how to work with one of the leading industry tools in database management, Microsoft® SQL Server. These courses align with Microsoft® Official Curriculum and will be taught by industry experts who can help get you ready for the challenges ahead. SAIT is an official Microsoft® Partner and is proud to prepare students for these exams.

School of Information and
Communications Technologies
403.284.8401
ict.coned.info@sait.ca

CAREERS: SQL Server Administrator | SQL Developer | Database Developer

Course Name	Course Code	Offered/Length	Term	Price
Database Concepts	MSFT 113	● 6 Weeks	■	\$995
Microsoft SQL Administration	MSFT 114	● 6 Weeks	●	\$995
Microsoft SQL Queries	MSFT 115	● 6 Weeks	■	\$995
Microsoft SQL Design & Implementation	MSFT 116	● 6 Weeks	●	\$995

Mobile Web and Application Design Courses

If you're looking for courses to prepare you for the mobile world, we've got you covered. From efficient web page design that is responsive to mobile devices as well as traditional platforms, to native application programming and tools, we have the experience and hands-on training you need.

School of Information and
Communications Technologies
403.284.8401
ict.coned.info@sait.ca

Course Name	Course Code	Offered/Length	Term	Price
iOS Application Development	CPRG 190	● 7 Weeks	■ ● ◆	\$795
Android Development with App Inventor	CPRG 180	● 7 Weeks	●	\$795
Mobile & Responsive Design	DSGN 240	● 5 Weeks	■ ●	\$395

.NET Development Certificate of Achievement

This program is designed for a wide range of students; from those with basic computer programming skills to those who are upgrading their skills to the latest version of the .NET Platform. The courses cover an introduction to the .NET Framework and Visual Studio development environment. Students will also study .NET programming structures and related programming topics, such as database development and object orientation. Students have an opportunity to create Windows and web-based applications.

School of Information and
Communications Technologies
403.284.8401
ict.coned.info@sait.ca

CAREERS: .NET Developer | Energy Services

Course Name	Course Code	Offered/Length	Term	Price
.NET Development I	CPRG 201	● ■ 7 Weeks	■ ●	\$795
.NET Development II	CPRG 202	● ■ 7 Weeks	■ ●	\$795
.NET Development III	CPRG 253	● ■ 7 Weeks	● ◆	\$795
.NET Development w/ADO.NET	CPRG 254	● ■ 8 Weeks	■ ●	\$795
.NET Development w/ASP.NET	CPRG 255	● ■ 8 Weeks	■ ◆	\$795
Introduction to Programming in C	CMPP 205	● ■ 7 Weeks	■ ● ◆	\$795
.NET Development with MVC	CPRG 102	● ■ 7 weeks	■ ◆	\$795

Server Administration Certificate of Achievement

If you're ready to begin a career as a network administrator, this certificate will help you get there. The courses concentrate on teaching and reinforcing key concepts about troubleshooting, protocol analysis and industry-standard best practices in network administration. A broad range of topics is covered, starting with command-line administration of Windows and UNIX/Linux servers and moving through more complex administrative functions including networking services. The certificate concludes with a project-based course in high availability.

School of Information and
Communications Technologies
403.284.8401
ict.coned.info@sait.ca

CAREERS: Network Administrator | IT Architect

Course Name	Course Code	Offered/Length	Term	Price
Systems HA Project	CPNT 105	● 7 Weeks	●	\$695
Operating Systems: Using Command Line	CPNT 202	● 7 Weeks	■	\$695
Introduction to Administering Windows & Linux Servers	CPNT 204	● 7 Weeks	■	\$695
Linux/Win Networking Services	CPNT 206	● 7 Weeks	●	\$695

Offered/Length

■ Distance/Online ● Classroom

Term

■ Fall ● Winter ◆ Spring/Summer

■ Eligible for Canada-Alberta Job Grant

Network Technician – *Fast-Track*

This 32-week full-time program is accelerated and compressed. This training will prepare you for a career in computer network design, maintenance and support. Technically focusing on Cisco, Microsoft, open source technologies and operating systems, this program emphasizes key industry requirements such as security, storage management, virtualization and effective troubleshooting. Formal classes and labs run for 24 weeks followed by a mandatory eight-week work practicum.

Areas of study: IT Essentials ▪ Microsoft® Directory Services & Networking ▪ Cisco Routing & Switching (CCNA Levels 1 – 4) ▪ Linux Installation and Administration ▪ Virtualization ▪ Data Storage and Management ▪ Cisco Security ▪ Network Design and Implementation Project.

School of Information and
Communications Technologies
403.210.4522
fast-track@sait.ca

Object Oriented Software Development – *Fast-Track*

This 32-week full-time program is accelerated and compressed. You will develop solid software development skills in minimal time. You will be trained in several object oriented programming languages, web-based and Internet application development and relational databases. Formal classes run for 24 weeks followed by a mandatory eight-week work practicum.

Areas of study: Visual Studio (C#, ASP.NET) ▪ Databases (MySQL, MS SQL Server, Oracle) ▪ Web Servers (Apache & IIS) ▪ Open Source Applications (PHP, XML) ▪ Project Management using MS Project ▪ Agile development, unit testing ▪ E-Commerce Transactions ▪ Python – device programming ▪ Java, JSP, Ajax ▪ Android mobile app development

School of Information and
Communications Technologies
403.210.4522
fast-track@sait.ca

Professional Development Courses for the IT Industry

Looking to get an edge on the competition? SAIT career advancement courses can take you to the next step in your career. In addition to all of the courses available within our certificates, many options exist to pinpoint specific skills you and your organization need. Available as listed below or customized for your company.

CAREERS: Agile Project Manager | Business Systems Analyst | IT Solutions Architect

Course Name	Course Code	Offered/Length	Term	Price
Introduction to Cloud Computing	CPNT 106	● 7 Weeks	■	\$695
Android Development with App Inventor	CPRG 180	● 7 Weeks	■ ●	\$795
iOS Application Development	CPRG 190	● 7 Weeks	■ ● ◆	\$795

School of Information and
Communications Technologies
403.284.8401
ict.coned.info@sait.ca

Technology Infrastructure Analyst – *Fast-Track* – *NEW Post-Diploma Certificate* (pending final government approval)

This 40-week full-time post-diploma certificate program is designed for an immersive learning experience. The technical focus is systems architecture management using Microsoft, Cisco and open source technologies. By developing effective business analysis, project management, communication and leadership skills, you will gain strategies to provide relevant technical solutions. Formal classes run for 32 weeks followed by a mandatory eight-week work practicum. The program will be enhanced by projects throughout.

Areas of study: IT Foundations ▪ Network Infrastructure and Design ▪ Server Administration o Desktop and Device Management ▪ Mobility and Cloud Solutions ▪ Messaging and Collaboration Infrastructure ▪ Data Management ▪ Cisco Routing & Switching (CCNA) ▪ Linux Installation and Administration ▪ Storage and Virtualization Solutions.

School of Information and
Communications Technologies
403.210.4522
fast-track@sait.ca

VMware Certified Professional (VCP) Course

Keeping pace with the growing virtualization of IT infrastructure requires learning new ways of managing an IT environment. The VCP designation is designed to help IT professionals understand the fundamentals of virtualization and manage and configure various technologies to maximize their virtual infrastructure. Using VMware as a tool, our virtualization courses provide hands-on experience to reinforce key concepts in the virtualized environment. **NOTE:** The VMWare VCP Certification Exam Is NOT included.

School of Information and
Communications Technologies
403.284.8401
ict.coned.info@sait.ca

Course Name	Course Code	Offered/Length	Term	Price
VSPHERE: Install Configure Manage	CPNT 104	● 7 Weeks	■ ●	\$1,195

Web Design Certificate of Achievement

SAIT highly experienced instructors lead this hands-on program, providing training in all aspects of web design including developing for the mobile world, design theory, visual communication, computer graphics, technology and professional skills. From HTML5 and mobile responsive design to JQuery and Cascading Style Sheets, we'll teach you the technologies to publish visually appealing, highly functional websites. Students must take 10 courses to complete the program; eight mandatory and two electives.

School of Information and
Communications Technologies
403.284.8401
ict.coned.info@sait.ca

CAREERS: Web Designer | Website Administrator | Web Developer

Course Name	Course Code	Offered/Length	Term	Price
Introduction to Web Development	CMPN 215	● 8 Weeks	■ ● ◆	\$425
Cascading Style Sheets	CMPN 266	● 7 Weeks	■ ● ◆	\$425
Introduction to JavaScript and jQuery	CMPP 257	● 7 Weeks	■ ● ◆	\$425
Web Design Theory	CMPN 131	● 10 Weeks	■ ●	\$425
Photoshop I	PUBL 222	● 7 Weeks	■ ● ◆	\$425
Webpage Design With Adobe DreamWeaver	CMPN 244	● 7 Weeks	■ ● ◆	\$425
Introduction to PHP	CMPN 151	● 7 Weeks	■	\$425
Mobile & Responsive Design	DSGN 240	● 5 Weeks	■ ●	\$395

Elective Courses

Photoshop II	PUBL 272	● 7 Weeks	■ ● ◆	\$425
Adobe Illustrator I	DSGN 212	● 4 Weeks	■ ● ◆	\$425
Transitioning to HTML5	CPNT 267	● 5 Weeks	■ ◆	\$395
Applied Javascript and jQuery	CMPP 100	● 8 Weeks	■	\$425

Offered/Length

■ Distance/Online ● Classroom

Term

■ Fall ● Winter ◆ Spring/Summer

■ Eligible for Canada-Alberta Job Grant

Web Developer – Fast-Track

This 23-week full-time program is accelerated and compressed, focusing on front-end web development. You will learn the skills required to create corporate websites, develop your own consulting business or create the next hot Web service. This program will help you develop the creative and technical skills to design and construct user-friendly websites. Formal classes and labs run for 15 weeks followed by a mandatory eight-week work practicum.

Areas of study: Web Design Theory/Responsive Design ▪ Web Page Fundamentals (HTML5, CSS3) ▪ E-Commerce ▪ CMS systems (WordPress) ▪ Social Media/Digital Marketing ▪ Version control, such as Github ▪ Web Design Tools & Techniques (Adobe) ▪ Web Client & Server Programming (JavaScript, PHP/MySQL) ▪ Career & Consulting Essentials.

School of Information and
Communications Technologies
403.210.4522
fast-track@sait.ca

Windows Server Certificate of Achievement

This certificate is comprised of five intermediate- to advanced-level courses, which are designed for those pursuing a career as a designated or network administrator. The courses are fast-paced and hands-on and will cover topics including computer configuration for security, performance and network testing and troubleshooting. Students should be comfortable navigating a Windows Operating System. The courses in this program parallel some of the study required for Microsoft certification exams.

School of Information and
Communications Technologies
403.284.8401
ict.coned.info@sait.ca

CAREERS: Windows Server Administrator | Windows Server Technician

Course Name	Course Code	Offered/Length	Term	Price
Windows Workstation Configuration	CMPN 338	● 7 Weeks	■	\$795
Windows Server Administration	CMPN 318	● 7 Weeks	■	\$795
Windows Server Active Directory	CMPN 329	● 7 Weeks	●	\$795
Windows Server Networking	CMPN 331	● 7 Weeks	●	\$795

Construction, Mechanical Trades and Welding

Basic Construction Estimating Certificate of Achievement

Accurate estimates lead to satisfied customers and make the most of your company's time, profits and reputation. These nine courses will give you the knowledge and skills you need to master precise estimates for both residential and commercial construction projects. At SAIT, you'll get the technical training required to set up databases and spreadsheets, work with the AutoCAD and Timberline software programs, interpret blueprints and deliver accurate estimates on every project.

School of Construction
403.284.8367
construction.conted@sait.ca

CAREERS: Junior Cost Estimator | Residential Project Estimator

Course Name	Course Code	Offered/Length	Term	Price
CADD System Management I	CADD 241	● 2 Weeks	■ ● ◆	\$345
		● 3 Weeks	■ ● ◆	\$345
		■ 12 Weeks	■ ● ◆	\$375
AutoCAD I	CADD 201	● 1 Week	■ ● ◆	\$645
		● 2 Weeks	■ ● ◆	\$645
		● 6 Weeks	■ ● ◆	\$545
		■ 14 Weeks	■ ● ◆	\$545
AutoCAD II	CADD 202	● 1 Week	■ ● ◆	\$675
		● 2 Weeks	■ ● ◆	\$675
		● 6 Weeks	■ ● ◆	\$575
		■ 14 Weeks	■ ● ◆	\$575
Blueprint Reading	BLPR 201	● 7 Weeks	■ ● ◆	\$695
		■ 15 Weeks	■ ● ◆	\$795
Estimating I	ESTM 260	■ 20 Weeks	■ ● ◆	\$695
Estimating with Sage I	ESTM 265	■ 14 Weeks	■ ● ◆	\$595
Estimating with Sage II	ESTM 275	■ 14 Weeks	■ ● ◆	\$595
Excel Level 1	BCPT 204	● 1 Day	■ ● ◆	\$195
Plus one of the following:				
Residential Construction Fundamentals	CSTN 204	■ 13 Weeks	■ ● ◆	\$595
Commercial Construction Fundamentals	CSTN 206	■ 13 Weeks	■ ● ◆	\$695

Cabinetmaking Pre-Employment ■■■

Learn what it takes to design, build and repair wood components, furniture, fixtures and cabinetry. Cabinetmakers have the ability to produce custom-made wood products. They draw diagrams and read specifications, layouts and patterns for unique projects using wood and wood components. This 12-week full-time program covers all course material received by a first-year cabinetmaker apprentice, plus additional hands-on skills and safety training. Various start dates from September 2016 through June 2017.

School of Construction
403.284.8367
construction.preemp@sait.ca

Carpentry Pre-Employment ■■■

Carpenters work in many areas of construction, whether it's residential, commercial, industrial or maintenance. In this program you'll learn how to read blueprints, select materials and methods of work, measuring, cut and join materials. This 12-week full-time program covers all course material received by a first year carpenter apprentice, plus additional hands-on skills and safety training. Various start dates from September 2016 through June 2017.

School of Construction
403.284.8367
construction.preemp@sait.ca

Offered/Length

■ Distance/Online ● Classroom

Term

■ Fall ● Winter ◆ Spring/Summer

■■■ Eligible for Canada-Alberta Job Grant

Construction Management Certificate of Achievement

In the construction industry, there's a growing need for trained professionals to play leadership roles on project teams. If you're already employed in the field, this certificate provides the technical background needed to tackle these managerial opportunities. The program can be completed online and includes five foundational courses followed by four courses in either a residential or commercial stream. If you're looking to land an entry-level manager, trades supervisor or estimator position, our knowledgeable instructors and relevant programming will give you the skills and knowledge you need to take your career to the next level.

School of Construction
403.284.8367
construction.conted@sait.ca

CAREERS: Construction Manager | Site Supervisor | Construction Planner

Course Name	Course Code	Offered/Length	Term	Price
Reading Plans & Specifications	CNST 246	● 6 Weeks	■ ● ◆	\$595
		■ 10 Weeks	■ ● ◆	\$595
Building Codes	CODE 254	● 6 Weeks	■ ● ◆	\$595
		■ 10 Weeks	■ ● ◆	\$595
Contracts – Intro	CIVL 220	● 6 Weeks	■ ● ◆	\$595
		■ 10 Weeks	■ ● ◆	\$595
Construction Safety	SFTY 246	● 6 Weeks	■ ● ◆	\$595
		■ 10 Weeks	■ ● ◆	\$595
Technical Communications I	COMM 238	● 8 Weeks	■ ● ◆	\$399
		■ 14 Weeks	■ ● ◆	\$399

Commercial Major

Environmental and Emerging Building Fundamentals	ENVS 220	■ 10 Weeks	■ ● ◆	\$695
Commercial Construction Fundamentals	CSTN 206	■ 13 Weeks	■ ● ◆	\$695
Commercial Estimating	ESTM 209	■ 22 Weeks	■ ● ◆	\$795
Commercial Project Management	MNGT 212	■ 15 Weeks	■ ● ◆	\$795

Residential Major

Building Moisture Control	CNST 227	■ 14 Weeks	■ ● ◆	\$225
Residential Construction Fundamentals	CSTN 204	■ 13 Weeks	■ ● ◆	\$595
Residential Estimating	ESTM 207	■ 20 Weeks	■ ● ◆	\$695
Residential Project Management	MNGT 210	■ 15 Weeks	■ ● ◆	\$795

Construction Professional Upgrading and Safety Courses

Upgrade your skills in the construction sector.

School of Construction
403.284.8367
construction.conted@sait.ca

Course Name	Course Code	Offered/Length	Term	Price
Swingstage Operations	GLSS 103	● 1 Day	■ ● ◆	\$395
Refrigerant Handling	RFRG 200	● 1 Day	■ ● ◆	\$250

Framing Principles Certificate of Completion

This certificate will teach you about materials management, framing principles and moisture control with a focus on skills and safety training. It is an ideal course for those who are not afraid to enthusiastically dive into both the classroom and lab components. This fast-paced introduction will provide you with hands-on experience framing different components of a residential house including the floor, wall, windows and roof. Students should be willing to become comfortable with power tools and be agreeable to work in a team environment with fellow students during the duration of the course.

School of Construction
403.284.8367
construction.conted@sait.ca

Course Name	Course Code	Offered/Length	Term	Price
Preliminary Safety Training	CSTN 105	● 1 Day	● ◆	\$200
Framing Principles	FRMG 110	● 4 Days	● ◆	\$595

Home Improvement Courses

If you're handy with tools and want to learn the tricks of the trades, enrol in one of our home improvement courses. Our professional construction instructors cover a wide range of topics from basic construction theory and practice to plumbing and drywalling.

School of Construction
403.284.8367
construction.conted@sait.ca
or ma.training@sait.ca

Course Name	Course Code	Offered/Length	Term	Price
Homeowner's Electricity	ELEC 100	● 2 Weeks	■ ●	\$470
Homeowner's Plumbing	PLBG 101	● 2 Weeks	■ ● ◆	\$495

Home Renovation Certificate of Completion

SAIT's Home Renovation courses are designed for those who want to renovate an existing space or build in an undeveloped area of their home. This unique program simulates a basement development through sequential hands-on courses. Homeowners and renovation contractors will discover and practice design, estimation and building techniques that can be immediately applied to their own projects. Courses are offered in SAIT's state-of-the-art building and design labs at our main campus and taught by industry experts in the fields of architecture and trades.

School of Construction
403.284.8367
construction.conted@sait.ca

Course Name	Course Code	Offered/Length	Term	Price
Planning and Design	CSTN157	● 1 Week	■ ● ◆	\$249
Framing	CSTN156	● 2 Weeks	■ ● ◆	\$499
Drywall Installation and Finishing	CSTN159	● 2 Weeks	■ ● ◆	\$439
Interior Finishing and Trim	CSTN161	● 2 Weeks	■ ● ◆	\$499
Cabinet Installation	CSTN158	● 2 Weeks	■ ● ◆	\$399
Tilessetting	CSTN162	● 2 Weeks	■ ● ◆	\$439
Floor Covering	CSTN160	● 1 Week	■ ● ◆	\$299

Offered/Length

■ Distance/Online ● Classroom

Term

■ Fall ● Winter ◆ Spring/Summer

 Eligible for Canada-Alberta Job Grant

Master Glazier Certification

This is series of courses required towards the Provincial Glaziers Association of Alberta (PGAA) Master Glazier Certification Program. For more details about the program and to enroll please visit pgaa.ca.

School of Construction
403.284.8367
construction.conted@sait.ca

Course Name	Course Code	Offered/Length	Term	Price
Reading Division 8 Plans	BLPR 117	● 2 Weeks	■ ●	\$495

Moisture Control Certificate of Completion ■■■

SAIT offers a Moisture Control Technician Certificate that will show you how dampness can invade a building – and help you prevent and correct moisture problems in your residential construction projects. Through eight self-study modules and a two-day onsite learning session in either Calgary or Edmonton, you'll examine the building science of moisture control and durability in wood frame housing, acquiring the knowledge you need to eliminate moisture issues.

School of Construction
403.284.8367
construction.conted@sait.ca

Course Name	Course Code	Offered/Length	Term	Price
Building Moisture Control	CNST 227	■ 14 Weeks	■ ● ◆	\$225
Moisture Control Site Visit	CNST 248	● 2 Days	■ ● ◆	\$395 (Calgary) \$445 (Edmonton)

Plumbing and Gasfitting Professional Upgrading

Upgrade your skills for plumbing based programs as well as gas appliances, heating and cooling units through this series of courses.

School of Construction
403.284.8367
construction.conted@sait.ca

Course Name	Course Code	Offered/Length	Term	Price
Cross Connection Control Specialist	PLBG 250	● 5 Weeks	■ ● ◆	\$795
Cross Connection Recertification	PLBG 252	● 1 Day	■ ● ◆	\$495
Gas Appliance Troubleshooting	GFTG 230	● 2 Weeks	■ ● ◆	\$395
Gas Fired Mid and High Efficiency Furnaces	GFTG 232	● 4 Weeks	■ ● ◆	\$495
Gasfitter Upgrading	GFTG 240	● 5 Weeks	■ ● ◆	\$895

Plumbing Pre-Employment ■■■

As one of the pipe trades, plumbers are responsible for the installation, maintenance and repair of piping systems. Plumbers study the building plans and specifications to determine the layout for plumbing and other materials. They also locate and mark the positions for connections and fixtures as well as prepare the walls and floors to accommodate pipes. This 12-week program covers all course material received by a first-year plumbing apprentice, plus additional hands-on skills and safety training. Various start dates from September 2016 through June 2017.

School of Construction
403.284.8367
construction.preemp@sait.ca

Refrigeration and Air Conditioning Pre-Employment ■■■

Refrigeration and Air Conditioning Mechanics install, maintain, repair and overhaul industrial, commercial and residential refrigeration and air conditioning systems, and their component parts. They work from drawings or instructions to mount or place system components, troubleshoot heating/cooling units and calibrated related controls. This program will train you to install, maintain, repair and overhaul industrial, commercial and residential refrigeration and air conditioning systems and their component parts. This 12-week program covers all course material received by a first-year refrigeration and air conditioning apprentice, plus additional hands-on skills and safety training. Various start dates.

School of Construction
403.284.8367
construction.preemp@sait.ca

Residential Home Inspection Certificate of Achievement III

This certificate will prepare you to earn your provincial license and launch a rewarding new career as a home inspector, bringing peace of mind to home buyers and sellers who depend on your impartial appraisal. The 10-course program* provides you with the technical skills and expertise needed to conduct visual examinations in nine specific building areas, and deliver written reports on the physical and operational condition of homes and housing units.

School of Construction
403.284.8367
construction.conted@sait.ca

CAREERS: Residential Home Inspector

Course Name	Course Code	Offered/Length	Term	Price
Home Inspection – Communications and Professional Practice	INSP 231	■ 26 Weeks	■ ● ◆	\$595
Home Inspection – Air Conditioning and Heating	INSP 217	■ 26 Weeks	■ ● ◆	\$595
Home Inspection – Plumbing	INSP 218	■ 26 Weeks	■ ● ◆	\$595
Home Inspection – Exterior	INSP 221	■ 26 Weeks	■ ● ◆	\$595
Home Inspection – Electrical	INSP 222	■ 26 Weeks	■ ● ◆	\$595
Home Inspection – Structure	INSP 223	■ 26 Weeks	■ ● ◆	\$595
Home Inspection – Heating I	INSP 227	■ 26 Weeks	■ ● ◆	\$595
Home Inspection – Heating II	INSP 228	■ 26 Weeks	■ ● ◆	\$595
Home Inspection – Insulation/Interior	INSP 229	■ 26 Weeks	■ ● ◆	\$595
Home Inspection – Roofing	INSP 230	■ 26 Weeks	■ ● ◆	\$595

*Please take Home Inspection Communication and Professional Practice (INSP 231) first, in this course you'll receive the Reference Binder required to complete the certificate.

Steamfitter-Pipefitter Pre-Employment III

Steamfitter-Pipefitter is a pipe trade that deals with the installation, maintenance and repair of piping systems in commercial or industrial settings. Learn the basic skills required to lay out, assemble, fabricate, maintain and repair piping systems which carry water, steam, chemicals or fuel. This 12-week program covers all course materials received by a first-year steamfitter-pipefitter apprentice plus additional hands-on skills and safety training. This program has a September 2016 and April 2017 start date.

School of Construction
403.284.8367
construction.preemp@sait.ca

Welding Engineering Technology Diploma Courses

Advancing welding technology and changing technical standards are creating a need for trained welding specialists. Welding engineering technologists not only understand the welding processes, but are also trained in quality control, welding metallurgy, codes, fabrication techniques, inspection, drafting and weld design. Some of the courses for the first and second semester in this program can be taken part-time before being accepted into the program. All admission requirements must be met prior to admission to the full-time program.

Academic Services
Continuing Education
403.284.8923
calsconed.info@sait.ca

Course Name	Course Code	Offered/Length	Term	Price
Technical Communications I	COMM 238	● 8 Weeks	■ ● ◆	\$399
		■ 14 Weeks		
Computer Fundamentals	COMP 220	● 14 weeks	■ ● ◆	\$500
Math for Engineering & Tech I	MATH 238	● ■ 14 Weeks	■ ● ◆	\$500
Technical Communications II	COMM 288	● 8 Weeks	■ ● ◆	\$399
		■ 14 Weeks		

Offered/Length

■ Distance/Online ● Classroom

Term

■ Fall ● Winter ◆ Spring/ Summer

■ Eligible for Canada-Alberta Job Grant

Welding General Courses

This series of courses provides students of varying skill levels with the technical knowledge and practical skills to weld safely.

School of Manufacturing
and Automation
403.284.8641
ma.training@sait.ca

Course Name	Course Code	Offered/Length	Term	Price
Welding "B" Pressure Upgrading	WELD 205	● 5 Weeks	■ ● ◆	\$1,350
Welding/GTAW Operators (Beginners TIG)	WELD 204	● 5 Weeks	■ ● ◆	\$575
Welding/GMAW Operators (Beginners MIG)	WELD 203	● 5 Weeks	■ ● ◆	\$575
Welding/Oxyacetylene	WELD 236	● 3 Weeks	■ ● ◆	\$400
Ornamental Metal Works I & II	WELD 140	● 4 Weeks	■ ● ◆	\$475
Weld-a-Saurus	WELD 124	● 2 Weeks	■ ● ◆	\$400

Welding Technician

This 24-week program is a great way to start your career as a welder. Learn how to join and sever metals using various processes and tools used in the welding industry. You will learn the skills and theory taught in the first and second periods of the Welder apprenticeship program and, upon successful completion, be eligible to write the first and second period Welder apprenticeship exams.

Areas of study: Oxy-acetylene cutting ■ CWB welding ■ Shielded metal arc welding ■ Gas metal arc welding ■ Metalwork tools and techniques ■ Welding shop project ■ Pattern development ■ Mathematics ■ Job search skills.

School of Manufacturing
and Automation
403.284.8641
ma.info@sait.ca

Woodworking Certificate of Achievement

If you've ever wanted to give a professional finish to a beautiful piece of furniture or make your own cabinets, then enrol in this certificate program, designed for hobbyists who want to improve their woodworking skills.

School of Construction
403.284.8367
construction.conted@sait.ca

Course Name	Course Code	Offered/Length	Term	Price
Cabinet Making Fundamentals	CBMK 201	● 3 Weeks	■ ● ◆	\$595
Cabinet Making I	CBMK 206	● 3 Weeks	■ ●	\$595
Cabinet Making II	CBMK 256	● 3 Weeks	■ ●	\$595
Cabinet Making III	CBMK 306	● 3 Weeks	◆	\$595

Culinary

Cooking

Fuel your passion for food – or step into the kitchen for the first time – with culinary classes for all levels. SAIT's hands-on cooking classes cover cooking fundamentals and techniques, explore different cultures through food, and offer seasonal tips and tricks. Courses are offered in SAIT's state-of-the-art professional kitchens at our main campus and downtown Culinary Campus.

**School of Hospitality
and Tourism**
403.284.8612
hospitality.info@sait.ca

Course Name	Course Code	Offered/Length	Term	Price
Introduction to Cooking	COOK 130	● 15 Hours	■ ● ◆	\$400
Intermediate Cooking	CKNG 107	● 12 Hours	■ ● ◆	\$450
Advanced Cooking	CKNG 100	● 12 Hours	● ◆	\$500
Cooking With Cheese	CKNG 102	● 3 Hours	●	\$90
Rush Hour	CKNG 131	● 30 Minutes	■ ●	\$30
Date Night	FDPR 148	● 3 Hours	■ ● ◆	\$75
<i>NEW!</i> Centennial Date Night	CKNG 179	● 3 Hours	■ ● ◆	\$100
Sushi	COOK 139	● 3 Hours	■ ● ◆	\$90
Vietnamese	CKNG 114	● 3 Hours	■ ● ◆	\$90
Thailand	COOK 127	● 3 Hours	■ ● ◆	\$90
Chinese Stir-fry	CKNG 116	● 3 Hours	■ ●	\$90
Italian	COOK 156	● 3 Hours	■ ●	\$90
France	COOK 116	● 3 Hours	■ ●	\$90
Curry	COOK 100	● 3 Hours	■ ●	\$90
India	FDPR 102	● 3 Hours	■ ●	\$90
Vegetarian	CKNG 138	● 3 Hours	■ ● ◆	\$90
Gluten-free Savoury	CKNG 167	● 3 Hours	■ ●	\$110
Gluten-free Sweet	CKNG 168	● 3 Hours	■ ●	\$110
Knife Skills	COOK 186	● 2 Hours	■ ● ◆	\$60
Pasta	COOK 108	● 3 Hours	■ ●	\$90
Soups and Stocks	CKNG 143	● 3 Hours	■ ●	\$90
Sauces	CKNG 150	● 3 Hours	■ ●	\$90
Herbs and Spices	COOK 106	● 3 Hours	■ ●	\$90
Thrill of the Grill	COOK 155	● 3 Hours	◆	\$90
Canning	CKNG 118	● 6 Hours	■ ◆	\$150
Holiday Hors D'oeuvres	CKNG 112	● 3 Hours	■	\$90
Turkey Dinner	CKNG 134	● 3 Hours	■	\$90
Christmas Dinner	COOK 174	● 3 Hours	■	\$90
Desserts	BAKE 187	● 3 Hours	■ ◆	\$90
Butchery for Hunters	MEAT 108	● 6 Hours	■	\$275
Alsatian	CKNG 133	● 3 hours	■	\$90

Offered/Length

■ Distance/Online ● Classroom

Term

■ Fall ● Winter ◆ Spring/ Summer

■ Eligible for Canada-Alberta Job Grant

Cooking (continued)

Course Name	Course Code	Offered/Length	Term	Price
Soups: Consommés and Bisques	CKNG 140	● 3 Hours	■	\$90
Caribbean	CKNG 144	● 3 Hours	●	\$90
Chutneys and Relishes	CKNG 147	● 3 Hours	■	\$90
East Coast	CKNG 156	● 3 Hours	■ ●	\$110
Knife Skills: Butchery	CKNG 161	● 3 Hours	■ ●	\$90
Mexican	CKNG 169	● 3 Hours	■ ●	\$90
Portuguese	CKNG 171	● 3 Hours	■ ●	\$90
Sausage Making	CKNG 172	● 4 Hours	●	\$130
Savoury Brunch	CKNG 173	● 3 Hours	●	\$90
Sweet Brunch	CKNG 175	● 3 Hours	◆	\$90
West Coast	CKNG 176	● 3 Hours	■ ●	\$110
Winter Stews	CKNG 177	● 3 Hours	●	\$90
<i>NEW!</i> South African	CKNG 182	● 3 Hours	■	\$90
<i>NEW!</i> Eastern Mediterranean	CKNG 180	● 3 Hours	■	\$90
<i>NEW!</i> Fish Cookery	CKNG 181	● 3 Hours	■ ●	\$90

Baking

Indulge your sweet tooth with introductory baking classes, explore the savory side of baking breads and yeast goods, or test your creativity with specialized courses in chocolate and cake decorating. Courses are offered in SAIT's state-of-the-art bakeries at our main campus and downtown Culinary Campus.

School of Hospitality
and Tourism
403.284.8612
hospitality.info@sait.ca

Course Name	Course Code	Offered/Length	Term	Price
Introduction to Baking	BAKE 186	● 15 Hours	■ ● ◆	\$500
Cake Decorating	BAKE 101	● 15 Hours	■ ●	\$315
Chocolate	BAKE 139	● 5 Hours	■ ● ◆	\$120
Baking Cakes	BAKE 161	● 4 Hours	■ ●	\$120
Cupcakes	BAKE 177	● 3 Hours	■ ● ◆	\$100
Butter Cream Basics	BAKE 162	● 4 Hours	■ ●	\$90
Fondant Basics	BAKE 166	● 4 Hours	■ ●	\$90
Artisan Bread	BAKE 180	● 5 Hours	■ ● ◆	\$120
Assorted Buns	BAKE 185	● 5 Hours	■ ● ◆	\$120
Viennoiserie	BAKE 150	● 5 Hours	■ ● ◆	\$120
Christmas Cookie Exchange	BAKE 173	● 3 Hours	■	\$100
Desserts	BAKE 187	● 3 Hours	■ ●	\$90
Gluten-free Sweet	CKNG 168	● 3 Hours	■ ●	\$110

Culinary Boot Camps

Designed for the serious home chef, SAIT's Culinary Boot Camps provide a rare opportunity to condition your culinary skills alongside a world-class, certified chef. These intense, full-flavoured classes will challenge your creativity in the kitchen, increase your culinary repertoire and produce results you can taste.

School of Hospitality
and Tourism
403.284.8612
hospitality.info@sait.ca

Course Name	Course Code	Offered/Length	Term	Price
Cooking Boot Camp	CKNG 178	● 4 Days	◆	\$1,450
Desserts and Confections Boot Camp	BAKE 189	● 4 Days	◆	\$1,450

Beverage

Whether you're making a classic martini or a contemporary cocktail, bartending is an art. Join us in SAIT's renowned Highwood restaurant to learn about wine, wine service and wine pairing. Bar Mixology covers all aspects of bar service, product knowledge and customer relations to prepare you for a job behind the bar or for entertaining at home. **Note:** Bar Mixology is taught in a live environment and will give you real-world experience.

School of Hospitality
and Tourism
403.284.8612
hospitality.info@sait.ca

Course Name	Course Code	Offered/Length	Term	Price
Bar Mixology	BMIX 206	● 3 Weeks	■ ●	\$575

Certified Chef de Cuisine

The Certified Chef de Cuisine (CCC) program is administered for the Canadian Culinary Institute (CCI), an educational branch of the Canadian Federation of Chefs de Cuisine (CFCC). The CCC designation is the second highest level of accreditation for cooks in Canada and is designed for chefs currently working at Executive, Executive Sous and Sous Chef levels. To earn the CCC designation you must apply for and be accepted to the CCI. To receive a CCI application form, please visit ccfcc.ca.


School of Hospitality
and Tourism
Chef Mikael Volke
403.210.4230
hospitality.info@sait.ca

Course Name	Course Code	Offered/Length	Term	Price
Menu Planning	ADMN 400	■ 6 Weeks	■ ●	\$400
Nutrition	NUTR 400	■ 6 Weeks	■ ●	\$400
Cost Controls	FDBC 400	■ 6 Weeks	■ ●	\$400
H.R. for Food Service Managers	MGMT 415	■ 6 Weeks	■ ●	\$400
Chef de Cuisine Written Exam	FDPR 165	● 1 Day	●	\$275
Black Box Practical Exam	FDPR 412	● 3 Days	●	\$600

Offered/Length

 Distance/Online
  Classroom

Term

 Fall
  Winter
  Spring/ Summer






















 Eligible for Canada-Alberta Job Grant

Food and Beverage Leadership Certificate of Achievement

Designed for hospitality professionals, SAIT's Food and Beverage Leadership program combines business courses and culinary perspectives to help you successfully transition into a leadership position. Courses in marketing and communications, leadership, finance, human resources and project management will enhance the professional skill-set of both front and back-of-house hospitality professionals.

Distance Education Office
403.284.8537
1.888.284.7051
distance.education@sait.ca

CAREERS: General Manager | Executive Chef | Catering Manager

Course Name	Course Code	Offered/Length	Term	Price
Marketing/Strategic Planning	MKTG 106	 12 Weeks	 	\$600
Finance	FNCE 102	 12 Weeks	 	\$600
Food & Beverage Project Management	PROJ 104	 12 Weeks	 	\$600
Leadership	LDSH 161	 12 Weeks	 	\$600
Human Resources	MNGT 112	 12 Weeks	 	\$600
Operations Analysis	OPER 100	 12 Weeks	 	\$600
Food & Beverage Capstone	PROJ 101	 12 Weeks	 	\$600

Electrical

Electrical General Interest Courses

Solve theoretical problems and conduct a variety of hands-on exercises and projects in these courses. Learn the concepts needed for a basic understanding of electricity and circuitry.

For courses ELEC 200 and ELEC 100, please contact:
School of Manufacturing and Automation
 403.284.8641
 ma.training@sait.ca

For course ELCT 205, please contact:
MacPhail School of Energy
 403.284.8451
 energy.info@sait.ca

Course Name	Course Code	Offered/Length	Term	Price
Electrical Theory I	ELEC 200	● 10 Weeks	■	\$875
Homeowner's Electricity	ELEC 100	● 2 Weeks	■ ●	\$495
Electrical Principles*	ELCT 205	● 14 Weeks ■ 24 Weeks	■ ● ■ ●	\$989 \$989
Electrical Fundamentals **	ELEC 133	● 2 Weeks ■ 24 Weeks	◆ ■ ●	\$800 \$800
Electrical Engineering Basics	ELEC 124	● 2 Weeks	■ ●	\$755

* The distance ELCT 205 course contains a mandatory 30-hour lab component that must be completed on campus over two designated weekends.

** The distance ELEC 133 course contains a mandatory 20-hour lab component that must be completed on campus over two designated weekends.

Electrical Design Certificate of Achievement

Designed for people who want to begin a career with engineering companies that provide electrical design for commercial and industrial applications, students must complete all six courses with a minimum C grade to obtain certification. Courses should be taken in the sequence listed below. It is recommended that students have strong English language skills, grade 12 math or equivalent and basic calculator skills and strong computer skills.

MacPhail School of Energy
 403.284.8451
 energy.info@sait.ca

CAREERS: Electrical Design For Commercial and Industrial Applications

Course Name	Course Code	Offered/Length	Term	Price
AutoCAD I	CADD 201	● 1 Week	■ ● ◆	\$645
		● 2 Weeks	■ ● ◆	\$645
		● 6 Weeks	■ ● ◆	\$545
		■ 14 Weeks	■ ● ◆	\$545
AutoCAD II	CADD 202	● 1 Week	■ ● ◆	\$675
		● 2 Weeks	■ ● ◆	\$675
		● 6 Weeks	■ ● ◆	\$575
		■ 14 Weeks	■ ● ◆	\$575
Electrical Principles	ELCT 205	● 14 Weeks	■ ●	\$989
		■ 24 Weeks	■ ●	\$989
Project Management and Microsoft Project	BCPT 239	● 5 Days	■ ● ◆	\$765
Electrical Design – Level I	DSGN 222	● 10 Weeks	■	\$1,210
Electrical Design – Level II	DSGN 252	● 10 Weeks	●	\$1,210

* The distance ELCT 205 course contains a mandatory 30-hour lab component that must be completed on campus over two designated weekends.

Offered/Length

■ Distance/Online ● Classroom

Term

■ Fall ● Winter ◆ Spring/Summer

■ Eligible for Canada-Alberta Job Grant

Electrical Engineering Technology Courses

The two-year accredited diploma program offers comprehensive training of electrical principles and hands-on practice in the following three core areas: Power Systems, Electrical Design and Programmable Logic Controller (Control and Automation). The following courses are being offered for individuals to earn credits towards the two-year Electrical Engineering Technology Diploma. Successful completion of these courses does not guarantee a seat in the daytime program.

MacPhail School of Energy
403.284.8451
energy.info@sait.ca

CAREERS: Engineering | Design | PLC and Automation Power Generation | Industrial Networking Energy Industry (Electrical and Petroleum)

Course Name	Course Code	Offered/Length	Term	Price
Electrical Principles	ELCT 205	● 14 Weeks	■ ●	\$989
		■ 24 Weeks	■ ●	\$989

* The distance ELCT 205 course contains a mandatory 30-hour lab component that must be completed on campus over two designated weekends.

Electrical System Principles Certificate of Achievement

This certificate is designed for electrical apprentices who are upgrading their skills or for persons requiring electrical theory knowledge beyond the scope of general interest.

School of Manufacturing
and Automation
403.284.8641
ma.training@sait.ca

CAREERS: Electrical Trades

Course Name	Course Code	Offered/Length	Term	Price
Electrical Theory I	ELEC 200	● 10 Weeks	■	\$875
Electrical Theory II	ELEC 250	● 10 Weeks	●	\$875
Electrical Theory III	ELEC 303	● 5 Weeks	●	\$575

Pre-Employment Electrician

Prepare for a career as an electrician without needing that first job. This 12-week program covers all course materials received by a first-year electrician apprentice, plus additional basic wiring skills and safety training. The program prepares students to enter an apprenticeship with hands-on skills and, upon successful completion of the program, to write the first-year Electrician Apprenticeship exam. Various start dates from September 2015 through June 2016.

School of Manufacturing
and Automation
403.284.8641
ma.training@sait.ca

Electrician Upgrading

These courses are for students wanting to pursue an electrical trade certification.

- 'Interprovincial Electrical Code and Applied Theory' prepares Journeyman Electricians for the Red Seal examination.
- 'Master Electrician Code and Applied Theory' prepares Journeyman Electricians and Electrical Engineers for the Masters examination.
- 'Solar PV Installation' teaches Electricians to install Solar equipment.
- 'What's New In The Code' appeals to Electricians, Engineers, Technologists and other trades and professionals that need to be aware of updates to the Canadian electrical code.

School of Manufacturing
and Automation
403.284.8641
ma.training@sait.ca

Course Name	Course Code	Offered/Length	Term	Price
Inter-provincial Electrical Code/Applied Theory	CODE 150	● 13 Weeks	■ ●	\$975
Master Electrician Code and Theory	CODE 252	● 14 Weeks	■ ● ◆	\$1,080
Solar Photovoltaic Installation	ELEC 145	● 2 Weeks	■ ◆	
What's new in the Electrical Code	CODE 103	● 1 Day	■ ● ◆	\$225

Fire Systems

These courses are designed for those who want to become qualified in accordance with the Alberta Fire Code or the Canadian Fire Alarm Association to conduct testing and maintenance on portable fire extinguishers, restaurant fire suppression systems or fire alarm systems.

For courses ELEC 200, ELTR 101, CNTR 219 and CNTR 226, please contact:

**School of Manufacturing
and Automation**
403.284.8641
ma.training@sait.ca

For courses MNTN 211 and MNTN 212,
please contact:

School of Construction
403.284.8367
construction.conted@sait.ca

Course Name	Course Code	Offered/Length	Term	Price
Electrical Theory I	ELEC 200	● 10 Weeks	■	\$875
Electronic Basics – CFAA	ELTR 101	● 6 Weeks	■ ●	\$725
Introduction to Fire Alarm Detection Systems – CFAA	CNTR 219	● 6 Weeks	■ ●	\$725
Adv Fire Alarm Detection Systems – CFAA	CNTR 226	● 6 Weeks	■ ●	\$725
Portable Fire Extinguisher	MNTN 212	● 1 Week	■ ● ◆	\$995
Pre-Engineered Restaurant Fire Suppression Systems	MNTN 211	● 1 Week	■ ● ◆	\$995

Offered/Length

■ Distance/Online ● Classroom

Term

■ Fall ● Winter ◆ Spring/ Summer

■ Eligible for Canada-Alberta Job Grant

PLC – HMI Certificate of Achievement

Programmable Logic Controller (PLC) and Human Machine Interface (HMI) is a hands-on intensive program consisting of five courses and numerous practical applications on Discrete and Analog Control, VFD and Process Control and HMI Configurations. It will assist you in developing and building a solid foundation on PLC and HMI. These courses are recommended for people who have an electrical background.

MacPhail School of Energy
403.284.8451
energy.info@sait.ca

Course Name	Course Code	Offered/Length	Term	Price
PLC Control I	CMPC 204	● 2 Weeks	■ ●	\$1,140
		● 5 Weeks	■ ●	\$1,140
PLC Control II	CMPC 208	● 2 Weeks	■ ●	\$1,140
		● 5 Weeks	■ ●	\$1,140
PLC Control III	CMPC 218	● 2 Weeks	■ ●	\$1,140
		● 5 Weeks	■ ●	\$1,140
PLC – HMI Applications IV	CMPC 228	● 2 Weeks	■ ●	\$1,140
		● 5 Weeks	●	\$1,140
PLC – HMI Applications V	CMPC 238	● 2 Weeks	■ ● ◆	\$1,140
		● 5 Weeks	● ◆	\$1,140

Power Systems Certificate of Achievement ■■■

Power Systems Certificate of Achievement is a 6-months Fast-Track professional development program with a practical hands-on lab component that prepares learners with electrical background for a career in power systems. You will learn all about power systems transformers, modelling, protection and electrical machines. This program also provides an excellent opportunity for professionals with engineering and technical background looking to make a career shift into a stable power systems and machines field. They can be accepted into the program after completing two prerequisite courses: ELCT 205 Electrical Principles and ELEC 133 Electrical Fundamentals.

MacPhail School of Energy
403.284.8451
energy.info@sait.ca

Course Name	Course Code	Offered/Length	Term	Price
Power Systems Transformers	ELEC 136	● 2 Weeks	■ ●	\$1,140
Electrical Machines	ELEC 137	● 6 Weeks	■ ●	\$1,575
Power Systems Modelling	ELEC 138	● 6 Weeks	●	\$1,575
		● 11 Weeks	●	\$1,575
Power Systems Protection	ELEC 139	● 10 Weeks	●	\$1,575
		● 5 Weeks	◆	\$1,575

Process Systems Certificate of Achievement

These courses give you an introduction to simple feedback control as used in the process control industry. Topics covered include feedback controllers, their modes and applications; frequency analysis techniques; closed-loop response; controller tuning; cascade control; ratio control; signal select control such as override, constraint, selector control; and feedforward control. Along with the process systems technology, there will be an introduction to the various measurement techniques used in process operations and the instruments based on these principles. PID controllers are introduced and controller selection criteria are discussed for various applications.

MacPhail School of Energy
403.284.8451
energy.info@sait.ca

Course Name	Course Code	Offered/Length	Term	Price
Process Systems Control I	CNTR 229	● 5 Weeks	■ ●	\$755
Process Systems Control II	CNTR 231	● 5 Weeks	■ ●	\$755
Safety Instrumented Systems	CNTR 128	● 8 Weeks	■ ●	\$1,140
Instrumentation and Process Control	CNTR 405	● 8 Weeks	● ◆	\$672

Health

Credential	Course Name	Page
Courses	Health General Courses	64
	Advanced Cardiac Life Support and Pediatric Advanced Life Support	65
	CPR and First Aid Training: Basic	65
	Dental Assisting Continuing Competencies	66
	Diagnostic Imaging Continuing Competencies	66
	Emergency Medical Responder (EMR)	66
	EMR ACP Review Course	66
	Certificates	Health Fundamentals
Medical Device Reprocessing Technician – Online		67
Medical Laboratory Assistant – Fast-Track		68
Medical Laboratory Technology Continuing Competencies		68
Medical Office Assistant and Unit Clerk – Fast-Track		68
Ophthalmic Assistant Certificate of Achievement		69
Pharmacy Assistant – Fast-Track		69

Health General Courses

Designed for professionals with no background in science, the Foundations of Anatomy course will develop your understanding of anatomy to improve job performance or prepare for further studies. The Reprocessing Audit Preparation course will help your medical or dental office prepare for a general workplace device reprocessing audit. Bone Mineral Densitometry covers the fundamentals of bone density scanning.

**School of Health
and Public Safety**
403.284.8500
hps.info@sait.ca
or
Distance Education
403.284.8537 OR
1.888.284.7051
distance.education@sait.ca

Course Name	Course Code	Offered/Length	Term	Price
Foundations of Anatomy	ANPH 100	■ 22 Weeks	■ ● ◆	\$350
Reprocessing Audit Preparation	SPRO 110	■ 12 Weeks		\$255
Bone Mineral Densitometry	APPH 110	■ 15 Weeks	■ ● ◆	\$295

*GST/HST applicable in provinces where relevant

Offered/Length

■ Distance/Online ● Classroom

Term

■ Fall ● Winter ◆ Spring/ Summer

■ Eligible for Canada-Alberta Job Grant

Advanced Cardiac Life Support and Pediatric Advanced Life Support

Advanced Cardiac Life Support (ACLS) and Pediatric Advanced Life Support (PALS) training at SAIT gives health professionals the advanced skills necessary to respond to trauma, cardiac or respiratory emergencies. Our ACLS and Pediatric Advanced Life Support training is offered in partnership with the Heart & Stroke Foundation of Alberta, Northwest Territories and Nunavut, and meets Heart & Stroke Foundation of Canada guidelines. ACLS and PALS classes have specific restrictions on the types of health professionals who may register. We offer ongoing courses or customized training to suit your workplace needs.

School of Health
and Public Safety
403.210.4009
hps.info@sait.ca

Course Name	Course Code	Offered/Length	Term	Price
Advanced Cardiac Life Support (ACLS) Provider	EMED 270	● 2 Days	■ ● ◆	\$425
Advanced Cardiac Life Support (ACLS) Provider – Renewal	EMED 271	● 1 Day	■ ● ◆	\$325
Pediatric Advanced Life Support (PALS) Provider	EMED 288	● 2 Days	■ ● ◆	\$475
Pediatric Advanced Life Support (PALS) Provider – Renewal	EMED 289	● 1 Day	■ ● ◆	\$345
ACLS Instructor	EMED 283	● 1 Day	■ ● ◆	\$400
PALS Instructor	EMED 284	● 1 Day	■ ● ◆	\$400
ALS Core Instructor	EMED 281	● 1 Day	■ ● ◆	\$255

CPR and First Aid Training: Basic

Cardiopulmonary resuscitation (CPR) and first aid training at SAIT will give you the skills you need to react quickly in a medical, cardiac or respiratory emergency. Our CPR training is offered in partnership with the Heart & Stroke Foundation of Alberta, Northwest Territories and Nunavut, and meets Heart & Stroke Foundation of Canada guidelines.

School of Health
and Public Safety
403.284.8500
hps.info@sait.ca

Course Name	Course Code	Offered/Length	Term	Price
For Health Care Providers				
Health Care Provider (Level C) CPR	CPRS 212	● 5 Hours Offered Weekly	■ ● ◆	\$115
Health Care Provider (Level C) CPR Renewal	CPRS 222	● 4 Hours Offered Weekly	■ ● ◆	\$105
Standard First Aid with Health Care Provider (Level C) CPR	CPRS 225	● 2 Days Offered Weekly	■ ● ◆	\$155
For General Public				
Heartsaver AED (Level C) CPR	CPRS 220	● 5 Hours	■ ● ◆	\$100
Emergency First Aid & Heartsaver AED (Level C) CPR	CPRS 230	● 1 Day	■ ● ◆	\$105
For Instructors				
CPR Instructor – Basic Life Support	CPRS 229	● 2 Days	■ ● ◆	\$530
Standard First Aid Instructor	CPRS 107	● 2 Days	■ ● ◆	\$545

Dental Assisting Continuing Competencies

Upgrade or refresh your dental skills with these courses as you pursue a successful career in dental assisting. Using the SAIT fully operational patient clinic, you will learn how to construct and replace interim restorations and effective periodontal screening procedures and expand their skills with the Preventive Dentistry module and Orthodontic module.

School of Health
and Public Safety
403.284.8500
hps.info@sait.ca

Course Name	Course Code	Offered/Length	Term	Price
Provisional Coverage & Restorations	DENT 204	● 2 Days	■ ● ◆	\$500
Dental Probing	DENT 283	● 2 Days	■ ● ◆	\$500
Preventive Dentistry Module	DENT 100	● ■	◆	\$8,500
Orthodontic Module Theory	DENT 101	■	■ ● ◆	\$250
Orthodontic Module Clinical	DENT 102	● 3 Days	■ ● ◆	\$900

Diagnostic Imaging Continuing Competencies

The following courses are designed for diagnostic imaging professionals who are interested in upgrading their skills and knowledge base.

School of Health
and Public Safety
403.284.8500
hps.info@sait.ca

Course Name	Course Code	Offered/Length	Term	Price
Vascular Sonography Workshop	DMST 105	● 2.5 Days	■ ◆	\$575
Musculoskeletal Upper Body Ultrasound	DMST 116	● 2 days	■ ◆	TBA
Musculoskeletal Lower Body Ultrasound	DMST 117	● 2 days	■ ◆	TBA
Bone Mineral Densitometry	APPH 110	■ 15 Weeks	■ ● ◆	TBA

Emergency Medical Responder (EMR)

The Emergency Medical Responder course provides an entry-level training program in the field of pre-hospital care. Topics include: emergency medical services, ambulance operations, patient assessment, basic life support, trauma and medical emergencies, pediatrics, childbirth, geriatrics, environmental, psychological and special situations. This course combines computer managed self-study of theoretical concepts with mandatory lab days where practical skills are taught and assessed. Provincial Emergency Medical Responder registration is required to continue on to the Emergency Medical Technician and Paramedic levels. To register, please contact SAIT Student Services at 403.284.7248.

School of Health
and Public Safety
403.210.4009
hps.info@sait.ca

CAREERS: Emergency Medical Responder | Fire Fighting | Police | Emergency Medical Dispatcher Prepares For Emergency Medical Technician

Course Name	Course Code	Offered/Length	Term	Price
Emergency Medical Responder	EMRG 205	● ■ 12 Weeks	■ ● ◆	\$1,240

EMR ACP Review Course

This course is intended for Emergency Medical Responder (EMR) graduates who are preparing to write their Alberta College of Paramedics (ACP) registration examination. The course is open to anyone who has graduated from an Alberta College of Paramedics – approved EMR program and is preparing to write the exam. The course consists of a half day of preparation for the written exam including test-taking tips and an open tutorial to brush up on theory. The remaining half day is spent on scenario practice preparing for the practical portion of the registration exam.

School of Health
and Public Safety
403.210.4009
hps.info@sait.ca

Course Name	Course Code	Offered/Length	Term	Price
EMR ACP Review	EMRG 203	● 1 Day	■ ● ◆	\$135

Offered/Length

■ Distance/Online ● Classroom

Term

■ Fall ● Winter ◆ Spring/ Summer

■ Eligible for Canada-Alberta Job Grant

Health Fundamentals

Designed for professionals with no background in science, the Foundations of Anatomy course will develop your understanding of anatomy to improve job performance or prepare for further studies. The Reprocessing Audit Preparation course will help your medical or dental office prepare for a general workplace device reprocessing audit. Courses can be taken individually or as part of the Health Fundamentals Certificate of Achievement. You must complete all core courses plus one elective.

School of Health
and Public Safety
403.284.8500
hps.info@sait.ca

Course Name	Course Code	Offered/Length	Term	Price
Core Courses				
Anatomy and Physiology	ANPH 209	<ul style="list-style-type: none"> ● 12 Weeks ■ 26 Weeks 	<ul style="list-style-type: none"> ■ ● ◆ ■ ● ◆ 	\$404
Infection Prevention and Control	INFC 215	<ul style="list-style-type: none"> ● 6 Weeks ■ 26 Weeks 	<ul style="list-style-type: none"> ■ ● ◆ ■ ● ◆ 	\$256
Medical Terminology I	MEDT 211	<ul style="list-style-type: none"> ● 6 Weeks ■ 26 Weeks 	<ul style="list-style-type: none"> ■ ● ◆ ■ ● ◆ 	\$322
Medical Terminology II	MEDT 250	<ul style="list-style-type: none"> ■ 18 Weeks 	<ul style="list-style-type: none"> ■ ● ◆ 	\$332
MS Office Basics	COMP 264	<ul style="list-style-type: none"> ● 11 Weeks 	<ul style="list-style-type: none"> ■ ● ◆ 	\$298
Electives: Choose one of the following				
Healthcare Professionalism	PROF 240	<ul style="list-style-type: none"> ■ 14 Weeks 	<ul style="list-style-type: none"> ■ ● ◆ 	\$228
Clinical Laboratory – Introduction	MEDL 245	<ul style="list-style-type: none"> ■ 26 Weeks 	<ul style="list-style-type: none"> ■ ● ◆ 	\$278
Medical Terminology II	MEDT 250	<ul style="list-style-type: none"> ■ 18 Weeks 	<ul style="list-style-type: none"> ■ ● ◆ 	\$332
Pathophysiology I	PATH 242	<ul style="list-style-type: none"> ■ 26 Weeks 	<ul style="list-style-type: none"> ■ ● ◆ 	\$480
Pathophysiology II	PATH 252	<ul style="list-style-type: none"> ■ 38 Weeks 	<ul style="list-style-type: none"> ■ ● ◆ 	\$571

Medical Device Reprocessing Technician – Online

Online delivery brings your SAIT education to you – wherever you are and whatever your schedule. This certificate program provides you with entry-level training for the critical role of cleaning, packaging, sterilizing, storing and handling sterile supplies and instruments. The focus is on infection prevention and control and aseptic techniques. It includes a practicum at an accredited clinical facility. *Also available as daytime Fast-Track program with fall and winter starts. Refer to sait.ca for full program details.

School of Health
and Public Safety
403.284.8500
hps.info@sait.ca

CAREERS: Medical Device Reprocessing Technician | Sterile Processing Technician | Sterile Processor | Service Aide

Course Name	Course Code	Offered/Length	Term	Price
Infection Control and Decontamination	INFC 206	<ul style="list-style-type: none"> ■ 20 Weeks 	<ul style="list-style-type: none"> ■ ● ◆ 	\$1,187
Packaging Materials and Techniques	SPRO 227	<ul style="list-style-type: none"> ■ 14 Weeks 	<ul style="list-style-type: none"> ■ ● ◆ 	\$616
Sterilization Methodology	SPRO 235	<ul style="list-style-type: none"> ■ 18 Weeks 	<ul style="list-style-type: none"> ■ ● ◆ 	\$793
Supply Distribution and Standards	STDP 246	<ul style="list-style-type: none"> ■ 13 Weeks 	<ul style="list-style-type: none"> ■ ● ◆ 	\$621
Professional Practice	SPRO 255	<ul style="list-style-type: none"> ■ 15 Weeks 	<ul style="list-style-type: none"> ■ ● ◆ 	\$621
Instrumentation	INST 263	<ul style="list-style-type: none"> ■ 20 Weeks 	<ul style="list-style-type: none"> ■ ● ◆ 	\$793
Practicum	PRAC 296	<ul style="list-style-type: none"> ■ 400 Hours 	<ul style="list-style-type: none"> ■ ● ◆ 	\$556

*Applicants must be admitted to the Medical Device Reprocessing Technician program in order to enroll in these courses. Visit sait.ca for more information.

Medical Laboratory Assistant – *Fast-Track* »

This five-month certificate program will prepare you for a career in a medical laboratory. In this program, you will learn to collect, process, and prepare patient specimens, enter data, perform electrocardiograms and carry out basic laboratory procedures as well as clerical and reception services. Twelve weeks of classroom instruction and laboratory training are followed by a seven-week practicum. Fall and winter starts. Refer to sait.ca for full program details.

School of Health
and Public Safety
403.284.8500
hps.info@sait.ca

CAREERS: Medical Lab Assistant | Phlebotomist | Clinical Technical Assistant | Lab Aide

Medical Laboratory Technology Continuing Competencies

The following courses are for medical laboratory technologists wanting to upgrade their skills or other allied health professionals, including doctors, nurses, physiotherapists, researchers and kinesiologists, who are interested in upgrading their knowledge base and skills.

School of Health
and Public Safety
403.284.8500
hps.info@sait.ca

Course Name	Course Code	Offered/Length	Term	Price
Analytical Chemistry – Theory	CHEM 313	■ 26 weeks	■ ● ◆	\$385
Clinical Chemistry Theory Refresher	CHEM 353	■ 38 Weeks	■ ● ◆	\$525
Electrocardiography Theory Basic	ECGS 200	■ 13 Weeks	■ ● ◆	\$325
Hematology	HEMA 301	■ 38 Weeks	■ ● ◆	\$525
Infection Prevention and Control	INFC 215	● 6 Weeks ■ 26 Weeks	■ ● ◆ ■ ● ◆	\$256
Clinical Microbiology 1	MBIO 316	■ 32 Weeks	■ ● ◆	\$525
Clinical Laboratory – Introduction	MEDL 245	■ 26 Weeks	■ ● ◆	\$278
MLT Quality Management	MEDL 354	■ 23 Weeks	■ ● ◆	\$242
Transfusion Medicine	MEDL 360	■ 26 Weeks	■ ● ◆	\$525
Histology	MEDL 366	■ 26 Weeks	■ ● ◆	\$525
National Certification Practice Exams	MEDL 378	■ 12 Weeks	■ ● ◆	\$212
Phlebotomy Workshop	PHLB 242	● 2 Days	■ ● ◆	\$365
Phlebotomy Theory	PHLB 244	■ 24 Weeks	■ ● ◆	\$325
Urinalysis Theory	UANL 268	■ 26 Weeks	■ ● ◆	\$300

Medical Office Assistant and Unit Clerk – *Fast-Track* »

This innovative, five-month program provides the necessary skills in the profession of medical office assistants as an integral member of the health care team, including unit clerk duties and supporting the professional staff in collecting, accessing, and transmitting health information in a secure environment. Fall and winter starts. Refer to sait.ca for full program details.

School of Health
and Public Safety
403.284.8500
hps.info@sait.ca

CAREERS: Medical Clinic Receptionist | Medical Secretary | Unit Clerk | Hospital Admitting Clerk

Offered/Length

■ Distance/Online ● Classroom

Term

■ Fall ● Winter ◆ Spring/ Summer

■ Eligible for Canada-Alberta Job Grant

Ophthalmic Assistant Certificate of Achievement

This home study and office practice course provides individuals who are currently employed by an ophthalmologist the opportunity to further their understanding of the scientific principles of optimal eye care and enhance their career path. As the Ophthalmic Assistant program is accredited by the Joint Commission on Allied Health Personnel, this program is well-suited to prepare Ophthalmology students to write the certification exam. Learners have four months to complete Part I and four months to complete Part II, without having to interrupt their full-time ophthalmic employment.

School of Health
and Public Safety
403.284.8500
hps.info@sait.ca

CAREERS: Ophthalmic Assistant

Course Name	Course Code	Offered/Length	Term	Price
OPHTHALMIC ASSISTANT 1	HSCI 235	■ 24 Weeks	■ ● ◆	\$425
OPHTHALMIC ASSISTANT 2	HSCI 239	■ 24 Weeks	■ ● ◆	\$425

Pharmacy Assistant – *Fast-Track* »

In this five-month certificate program, students are trained to become knowledgeable and skilled pharmacy assistants. Graduates work primarily in community drug stores and pharmacies in large retail stores. Most classes are taught at SAIT, but some require online access. Fall and winter starts. Refer to sait.ca for full program details.

School of Health and Public
Safety
403.284.8500
hps.info@sait.ca

CAREERS: Pharmacy Assistant

Library and Records Management

Information and Records Management Certificate

Managing records and information is a pivotal piece in running any organization efficiently. Learn the industry standards and best practices of information and records management from industry professionals. From managing electronic content to vital records and terminology, the SAIT Information and Records Management Certificate will help you succeed.

School of Information and
Communications Technologies
403.284.8401
ict.coned.info@sait.ca

CAREERS: Records Management Team Leader | Document Management Specialist Manager | Document Control

Course Name	Course Code	Offered/Length	Term	Price
Professional Communication and Presentation Skills	COMM 256	● 14 Weeks	■ ● ◆	\$651
Business Document Imaging	MMGT 218	● 8 Weeks	■	\$601
		■ 8 Weeks	■ ● ◆ ◆	\$601
Information Management Administration	MMGT 350	● 8 Weeks	●	\$601
		■ 8 Weeks	■ ●	\$601
Fundamentals of Information and Records Management	MGMT 244	● 8 Weeks	■ ●	\$601
		■ 8 Weeks	■ ● ◆ ◆	\$601
Advanced Information and Records Management	MGMT 246	● 8 Weeks	■ ●	\$601
		■ 8 Weeks	■ ● ◆ ◆	\$601
Managing Records Classification and Vocabulary Design	MMGT 228	● 8 Weeks	■	\$601
		■ 8 Weeks	■ ● ◆ ◆	\$601
Strategic Management Issues	MGMT 251	● 8 Weeks	●	\$601
		■ 8 Weeks	■ ●	\$601
IRM Tools and Techniques	MGMT 267	● 8 Weeks	●	\$601
		■ 8 Weeks	■ ● ◆ ◆	\$601
Management of Vital Records	MMGT 225	● 8 Weeks	●	\$601
		■ 8 Weeks	■ ● ◆ ◆	\$601
Enterprise Content Management	MMGT 220	● 8 Weeks	■	\$601
		■ 8 Weeks	■ ● ◆ ◆	\$601

Offered/Length

■ Distance/Online ● Classroom

Term

■ Fall ● Winter ◆ Spring/ Summer

■ Eligible for Canada-Alberta Job Grant

Library Information Technology Diploma

Information navigation is a high-tech adventure and a sought-after skill. Industry needs technicians who can quickly find answers to questions asked by everyone, from students to CEOs. Students can complete the diploma through distance education courses. Please note: you must meet the entrance requirements listed for the diploma program and complete all mandatory courses plus three electives.

School of Information and
Communications Technologies
403.284.8401
ict.coned.info@sait.ca

CAREERS: Librarian | Library Technician | Technical Support Analyst

Course Name	Course Code	Offered/Length	Term	Price
Mandatory Courses				
Communicating in the Workplace	COMM 352	■ 14 Weeks	● ◆	\$399
Communication and Presentation Skills	COMN 220	● 8 Weeks	■ ● ◆	\$500
		● 14 Weeks	■ ● ◆	\$500
Computer Fundamentals	COMP 220	● 14 weeks	■ ● ◆	\$500
Introduction to Libraries	LIBR 200	■ 15 Weeks	■ ● ◆	\$403
Bibliographic Description and Access I	LIBR 202	■ 20 Weeks	■ ● ◆	\$504
Library Information Services I	LIBR 235	■ 15 Weeks	■ ● ◆	\$504
Integrated Library Technology	LIBR 251	■ 15 Weeks	■ ● ◆	\$504
Bibliographic Description and Access II	LIBR 252	■ 20 Weeks	■ ● ◆	\$504
Library Operations	LIBR 297	■ 15 Weeks	■ ● ◆	\$504
Bibliographic Description and Access III	LIBR 302	■ 20 Weeks	■ ● ◆	\$504
Library Network Technology	LIBR 305	■ 15 Weeks	■ ● ◆	\$504
Services Children/Young Adults	LIBR 315	■ 15 Weeks	■ ● ◆	\$504
Design Web Tools for Libraries	LIBR 320	■ 15 Weeks	■ ● ◆	\$403
Managing Digital Content	LIBR 323	■ 15 Weeks	■ ● ◆	\$403
Library Information Services II	LIBR 335	■ 15 Weeks	■ ● ◆	\$504
Library Marketing	MKTG 360	■ 15 Weeks	■ ● ◆	\$403
Fundamentals of Information and Records Management	MGMT 244	● 8 Weeks	■ ● ◆	\$601
		■ 8 Weeks	■ ● ◆	\$601
Advanced Information and Records Management	MGMT 246	● 8 Weeks	■ ● ◆	\$601
		■ 8 Weeks	■ ● ◆	\$601
Information Management Administration	MMGT 350	● 8 Weeks ■ 8 Weeks	● ●	\$601
Practicum Preparation	PRAC 320	■ 8 Weeks	■ ● ◆ ◆	\$251
Library Practicum	PRAC 392	■ 16 Weeks	■ ● ◆	\$504
Elective Courses				
Collection Development for Adults	LIBR 260	■ 15 Weeks	■ ● ◆	\$403
Services Children/Young Adults	LIBR 315	■ 15 Weeks	■ ● ◆	\$504
Storytelling	LIBR 330	■ 15 Weeks	■ ● ◆	\$403
Library and Information Technology Project I	LIBR 349	■ 15 Weeks	■ ● ◆	\$403
Public Libraries	LIBR 351	■ 15 weeks	■ ● ◆ ◆	\$504
Library and Information Technology Project II	LIBR 399	■ 15 Weeks	■ ● ◆	\$403

Library Operations Certificate of Achievement

If you love books and libraries and would like a career in school and public libraries, the Library Operations program is for you. Available entirely through Distance Education, this program will prepare you for the challenges you will face.

School of Information and
Communications Technologies
403.284.8401
ict.coned.info@sait.ca

CAREERS: Library Assistant | Library Technician

Course Name	Course Code	Offered/Length	Term	Price
Mandatory Courses				
Introduction to Libraries	LIBR 200	■ 15 Weeks	■ ● ◆	\$403
Collection Organization	LIBR 280	■ 15 Weeks	■ ● ◆	\$403
Library Information Services I	LIBR 235	■ 15 Weeks	■ ● ◆	\$504
Computer Fundamentals	COMP 220	● ■ 13 Weeks		\$500
Integrated Library Technology	LIBR 251	■ 15 Weeks	■ ● ◆	\$504
Library Operations	LIBR 297	■ 15 Weeks	■ ● ◆	\$504
Information Management Administration	MMGT 350	● 8 Weeks ■ 8 Weeks	● ■ ●	\$601
Elective Courses				
Collection Development for Adults	LIBR 260	■ 15 Weeks	■ ● ◆	\$403
Services Children/Young Adults	LIBR 315	■ 15 Weeks	■ ● ◆	\$504
Library Information Services II	LIBR 335	■ 15 Weeks	■ ● ◆	\$504
Storytelling	LIBR 330	■ 15 Weeks	■ ● ◆	\$403
Library and Information Technology Project I	LIBR 349	■ 15 Weeks	■ ● ◆	\$403
Public Libraries	LIBR 351	■ 15 Weeks	■ ● ◆	\$504
Library and Information Technology Project II	LIBR 399	■ 15 Weeks	■ ● ◆	\$403
Fundamentals of Information and Records Management	MGMT 244	● 8 Weeks ■ 8 Weeks	■ ● ◆ ■ ● ◆	\$601
Library Marketing	MKTG 360	■ 15 Weeks	■ ● ◆	\$403

Offered/Length

■ Distance/Online ● Classroom

Term

■ Fall ● Winter ◆ Spring/ Summer

■ Eligible for Canada-Alberta Job Grant

Machining, Millwright and Non-Destructive Testing

Machining Courses

Work with metal and learn the fundamentals of machine work, lathes, milling, machine shop. The Mastercam Mill Level I and Level III courses provide the most thorough and comprehensive training available. Basic knowledge of Microsoft® Windows is highly recommended as well as CNC Machining experience.

School of Manufacturing and Automation
403.284.8641
ma.training@sait.ca

Course Name	Course Code	Offered/Length	Term	Price
Mastercam Mill – Level 1	MNFG 104	● 6 Weeks	■ ● ◆	\$650
Mastercam Mill – Level 3	MNFG 108	● 6 Weeks	■ ●	\$650
Machine Shop Fundamentals	MACH 213	● 6 Weeks	■ ◆	\$650

CNC Operator Certificate of Achievement

The CNC Certificate of Achievement program is comprised of five courses designed to cover the essential skills of CNC programming and operation. Taken in sequence, these courses offer instruction in a range of skills beginning with an introduction to programming and controllers, then continuing through advanced Computer Numerical Control, the CNC certificate program is an excellent choice for those people looking for a rewarding career in manufacturing. These courses must be taken in this sequence: MNFG 210, MNFG 230, MNFG 216, MNFG 217, MNFG 218.

School of Manufacturing and Automation
403.284.8641
ma.training@sait.ca

CNC Introduction to Programming	MNFG 210	● 6 Weeks	■	\$650
CNC Intermediate – Lathe	MNFG 216	● 6 Weeks	●	\$650
CNC Intermediate – Milling	MNFG 217	● 6 Weeks	●	\$650
CNC Advanced	MNFG 218	● 6 Weeks	◆	\$650
CNC Introduction to Controllers	MNFG 230	● 4 Weeks	■	\$450

Computer Aided Design

This introduction to SolidWorks course covers the basics of solid modeling using extrusions, rotations, lofts, patterns, and sketching tools. Some basic assembly and drawing topics are also included to show the flexibility of the program.

School of Manufacturing and Automation
403.284.8641
ma.training@sait.ca

Course Name	Course Code	Offered/Length	Term	Price
Introduction to SolidWorks	MNFG 120	● 2 Weeks	■ ● ◆	\$400

Pre-Employment Millwright

This 12-week program is a great way to start your career in the Millwright trade. Learn how to install, troubleshoot, repair and maintain industrial equipment. You will learn the skills and theory taught in the first period of the Millwright apprenticeship program and upon successful completion, be eligible to write the first period Millwright apprenticeship exam. For program start dates, visit sait.ca.

School of Manufacturing and Automation
403.284.8641
ma.training@sait.ca

Areas of study: Machine shop ▪ Trades math ▪ Power transmission ▪ Compressors ▪ Welding ▪ Rigging and hoisting ▪ Machine alignment ▪ Bearings and seals ▪ Blueprint reading ▪ Lubrication

Non-Destructive Testing (NDT) General Courses

The SAIT Non-Destructive Testing Centre is committed to providing first-class training for those pursuing a career in the non-destructive testing field. SAIT instructors are eager to educate individuals – from technicians pursuing certification to those just entering the field – in all five testing methods. Non-destructive testing is the cornerstone of quality and safety for virtually every industry and is used to increase production and serviceability and to extend the life of equipment and systems components. Many inspections are performed during construction and prior to operation start-ups.

School of Manufacturing
and Automation
403.774.4923
ndt@sait.ca

Course Name	Course Code	Offered/Length	Term	Price
Materials and Processes for NDT	CODE 118	● 1 Week	■ ● ◆	\$1,225
		■ 6 Weeks	■ ● ◆	\$1,225
Certified Exposure Device Operator	INSP 119	● 1 Week	■ ● ◆	\$1,225
		■ 6 Weeks	■ ● ◆	\$1,225
Radiography Film Interpretation	INSP 122	● 2 Days	■ ● ◆	TBD
Radiography Level II	INSP 151	● 2 Weeks	■ ● ◆	\$2,375
Radiography Level I	INSP 111	● 1 Week	■ ● ◆	\$1,350
Eddy Current Level I	INSP 113	● 1 Week	■ ● ◆	\$1,225
Eddy Current Level II	INSP 137	● 1.5 Weeks	■ ● ◆	see sait.ca
Ultrasonics Level I	INSP 127	● 1 or 2 Weeks	■ ● ◆	\$1,225
Radiography Safety	INSP 133	■ 1 week	■ ● ◆	\$445
		● 1 day	■ ● ◆	\$445
Radiation Safety Officer	INSP 106	● 1 Week	■ ● ◆	\$1,225
		■ 6 Weeks	■ ● ◆	\$1,225
Ultrasonics Level II	INSP 155	● 2 Weeks	■ ● ◆	\$2,375
Magnetic Particle Levels I and II	INSP 163	● 1 Week	■ ● ◆	\$1,225
Liquid Penetrant Levels I and II	INSP 165	● 1 Week	■ ● ◆	\$1,225

Non-Destructive Testing Foundations – *Fast-Track* and Blended Learning

Non-Destructive Testing (NDT) is a very important component of many industries such as oil and gas, manufacturing, transportation and aviation, to name a few. Identifying potential mechanical and structural failures can save time, money and lives. This 15-week Fast-Track program enables you to enter the growing NDT field by providing a basic overall knowledge of the inspection industry, and a foundation to progress through all levels of inspection methods. The online/blended learning 21-week program is also another delivery option for students.

Areas of study: Radiography ■ Ultrasonics ■ Liquid penetrant ■ Magnetic particle ■ Eddy current ■ Materials and processes ■ Visual for NDT ■ Radiation safety

School of Manufacturing
and Automation
403.774.4923
ndt@sait.ca

Non-Destructive Testing CGSB Exams

Exams – The Canadian General Standards Board (CGSB) exams are facilitated at the SAIT NDT exam center. To register for these exams, please contact our Exam Invigilator at 403.210.4344. These exams are industry specific and not available for general public registration.

School of Manufacturing
and Automation
403.774.4923
ndt@sait.ca

Offered/Length

■ Distance/Online ● Classroom

Term

■ Fall ● Winter ◆ Spring/Summer

■ Eligible for Canada-Alberta Job Grant

Non-Destructive Testing – Online

The online format of Desire to Learn (D2L) will give students the opportunity to discuss important issues, access websites and review materials covered in the course. These courses are the first part of the required 40 hours of training per the NRCAN guidelines or industry regulatory groups. For some NDT online courses and to be certified under the CGSB certification scheme, students will need to take the 16-hour hands-on lab component separately.

School of Manufacturing
and Automation
403.774.4923
ndt@sait.ca

Course Name	Course Code	Offered/Length	Term	Price
Materials and Processes for NDT	CODE 118	● 1 Week	■ ● ◆	\$1,225
		■ 6 Weeks	■ ● ◆	\$1,225
Radiation Safety Officer (RSO)	INSP 106	● 1 Week	■ ● ◆	\$1,225
		■ 6 Weeks	■ ● ◆	\$1,225
Eddy Current Level I Theory	INSP 109	■ 6 Weeks	■ ● ◆	\$850
Liquid Penetrant Inspection Theory	INSP 116	■ 6 Weeks	■ ● ◆	\$850
Ultrasonics Level I Theory	INSP 118	■ 6 Weeks	■ ● ◆	\$850
Certified Exposure Device Operator*	INSP 119	● 1 Week	■ ● ◆	\$1,225
		■ 6 Weeks	■ ● ◆	\$1,225
Magnetic Particle Inspection Theory	INSP 124	■ 6 Weeks	■ ● ◆	\$850
Radiography Level I Theory	INSP 129	■ 6 Weeks	■ ● ◆	\$850
Radiography Safety	INSP 133	■ 1 week	■ ● ◆	\$445
		● 1 day	■ ● ◆	\$445
Eddy Current Level II Theory	INSP 138	■ 6 Weeks	■ ● ◆	see sait.ca
Visual and Inspection Basics Theory	INSP 153	■ 6 Weeks	■ ● ◆	see sait.ca

Non-Destructive Testing Labs and Workshops

Labs – These labs are the practical component to the online learning portion of the required 40-hour courses in NDT as per the NRCAN guidelines. To be certified under the CGSB certification scheme, students must have already taken the 24-hour online component. These labs are assessed and the student will be given an attestation of successful completion.

Workshops – These workshops are intended to prepare students for their CGSB certification exams using the same type of equipment they will be tested on. These workshops also can be used as on-the-job training for a 1:5 ratio for (application purposes).

School of Manufacturing
and Automation
403.774.4923
ndt@sait.ca

Course Name	Course Code	Offered/Length	Term	Price
Labs				
Liquid Penetrant Inspection Lab Component	INSP 115	● 2 Days	■ ● ◆	\$850
Magnetic Particle Inspection Lab Component	INSP 123	● 2 Days	■ ● ◆	\$850
Ultrasonics Level I Lab	INSP 117	● 3 Days	■ ● ◆	\$1,275
Radiography Level I Lab	INSP 128	● 2 Days	■ ● ◆	\$1,000
Eddy Current Level I Lab	INSP 108	● 2 Days	■ ● ◆	\$850
Eddy Current Level II Lab	INSP 136	● 2.5 Days	■ ● ◆	see sait.ca
Visual Basics for NDT – Lab	INSP 131	● 2 Days	■ ● ◆	see sait.ca
Workshops				
Radiography Film Interpretation	INSP 122	● 2 Days	■ ● ◆	see sait.ca
Liquid Penetrant Workshop	INSP 180	● 1 Day	■ ● ◆	\$750
Magnetic Particle Workshop	INSP 182	● 1 Day	■ ● ◆	\$750
Radiography Workshop	INSP 184	● 2 Days	■ ● ◆	\$1,275
Ultrasonic Workshop	INSP 186	● 2 Days	■ ● ◆	\$1,150
Eddy Current Workshop	INSP 188	● 2 Days	■ ● ◆	see sait.ca

Occupational Health and Public Safety

Food Safety Course

If you are working or planning to work in the food services or hospitality industry, learn about the critical issue of food safety. Students are introduced to food microbiology, food-borne illnesses, safe food handling and sanitation. This course is designed to prepare you to write the certification exam under the Alberta Public Health Act.

School of Health and Public Safety
403.284.8500
hps.info@sait.ca

Course Name	Course Code	Offered/Length	Term	Price
Food Safety & Sanitation	FSAN 255	● 2 Days	■ ● ◆	\$200

Occupational Health and Safety Courses

Learn the fundamental concepts of a worksite health and safety program and obtain a certificate of participation upon successful completion of seven occupational health and safety courses.

School of Health and Public Safety
403.284.8500
hps.info@sait.ca

Course Name	Course Code	Offered/Length	Term	Price
Elements of an OH&S Management System	SAFE 170	● 2 Days	■ ● ◆	\$300
Emergency Response Planning	SAFE 176	● 1 Day	■ ● ◆	\$150
Ergonomics Overview	SAFE 178	● 1 Day	■ ● ◆	\$150
Hazard Assessment and Control	SAFE 172	● 2 Days	■ ● ◆	\$150
Incident Investigation and Prevention	SAFE 174	● 1 Day	■ ● ◆	\$150
Occupational Hygiene Overview	SAFE 177	● 1 Day	■ ● ◆	\$150
Organizational Commitment	SAFE 171	● 1 Day	■ ● ◆	\$150
Working Alone Safely	SAFE 173	● 1 Day	■ ● ◆	\$150
WHMIS	SAFE 149	■ 4 Hours	■ ● ◆	\$60
Worksite Inspections	SAFE 175	● 1 Day	■ ● ◆	\$150

Safety Courses

SAIT considers safety in the workplace a very important subject and offers various instructor level and worker safety courses. The Transportation of Dangerous Goods (TDG) Instructor Training course is a provincially-accredited program with Alberta Transportation.

MacPhail School of Energy
403.284.8451
energy.info@sait.ca

CAREERS: Accountant | Controller | Project Manager

Course Name	Course Code	Offered/Length	Term	Price
TDG for the Instructor	ENVS 110	● 1 Week	■ ● ◆	\$2,665
H2S Alive	SAFE 202	● 1 Day	■ ● ◆	\$185

Offered/Length

■ Distance/Online ● Classroom

Term

■ Fall ● Winter ◆ Spring/ Summer

■ Eligible for Canada-Alberta Job Grant

Petroleum, Power Engineering and Instrumentation

Credential	Course Name	Page
Certificates	Gas Process Operations Certificate of Achievement	80
	Hydrocarbon Measurement Certificate of Achievement	80
	Industrial Instrumentation Certificate of Achievement	80
	Joint Ventures Certificate of Achievement	81
	Liquefied Natural Gas (LNG) Process Operations Certificate of Achievement	81
	North American Land Administration – Mineral Certificate of Completion	81
	North American Land Administration – Surface Certificate of Completion	82
	Oil and Gas Regulations Certificate of Achievement	82
	Oil Patch Introductory Series For Non-Technical Personnel Certificate of Achievement	82
	Petroleum Geological Applications Certificate of Achievement	83
	Petroleum Land Administration Certificate	83
	Petroleum Land Administration, 13 or 19 Week – Fast-Track	83
	Pipeline Operations Certificate of Achievement	84
	Fifth Class Power Engineering Certificate of Achievement	84
	Fourth Class Power Engineering Certificate of Achievement	85
	Third Class Power Engineering Certificate of Achievement	85
	Second Class Power Engineering Certificate of Achievement	86
	First Class Power Engineering Certificate of Achievement	86
	Production Field Operations Certificate of Achievement	86
	Thermal Production Operations Certificate of Achievement	87
Unconventional Petroleum Certificate of Achievement	87	
Upstream Petroleum Industry Certificate of Achievement	87	
Water Operations for Hydraulic Fracturing Certificate of Achievement	88	
Worker Safety Management Certificate of Achievement	88	
Applied Degree and Partnerships	Petroleum, Power Engineering and Instrumentation General Interest Courses	78
	Bachelor of Applied Technology – Petroleum Engineering, Applied Degree Courses	79
	Distributed Control and Safety Instrumented Systems	79

Land Analyst Certificate — *NEW*

The new Land Analyst Certificate is an online 10-course credit program that prepares the graduates to contribute to the management of the Oil and Gas Industry by providing hands-on skills in surface land administration. Land Analysts co-ordinate and act as a liaison between corporations, land owners, regulators and government departments. Some of the potential roles for graduates are land and records administrator, surface land coordinator, project analyst, community relations representative, lease records analyst, renewable energy administrator and surface land administrator in the energy, utilities, environmental and transportation sectors.

MacPhail School of Energy
403.284.8451
energy.info@sait.ca

Petroleum, Power Engineering and Instrumentation General Interest Courses

MacPhail School of Energy
403.284.8451
energy.info@sait.ca

Course Name	Course Code	Offered/Length	Term	Price
Petroleum Overview	PTOV 116	● 2 Days	■ ● ◆	\$950
The Business of Oil and Gas	PTOV 120	● 2 Days	■ ● ◆	\$950
Hydraulic Fracturing Overview	HDFR 101	● 1 Day	■ ● ◆	\$530
Overview Pipeline Industry	PIPE 100	● 2 Days	■ ● ◆	\$950
Drilling Overview	DRLG 130	● 1 Day	■ ● ◆	\$530
Economics of Oil and Gas	PTOV 135	● 1 Day	■ ● ◆	\$530
Liquid Pipeline Hydraulics	HYDR 105	● 2 Days	■ ◆	\$950
Pipeline Design and Operations	HYDR 110	● 2 Days	■ ◆	\$950
Drilling, Completion and Well Intervention	DRLG 109	● 5 Days	◆	\$2,495
Production Operations and Surface Facilities	PTPR 209	● 5 Days	◆	\$2,495
Wellhead Essentials	PETR 111	● 1 Day	■ ◆	\$530
Coiled Tubing Essentials	PTPR 109	● 3 Days	■ ● ◆	\$1,495
Fundamentals of Hydraulic Fracturing	HDFR 105	● 3 Days	■ ● ◆	\$1,495
Well Integrity Remediation	PTPR 104	● 3 Days	■ ● ◆	\$1,495
Applied Nitrogen Science	PTPR 117	● 3 Days	■ ● ◆	\$1,495
Energy Leadership Skills	PERS 200	■ 52 Weeks	■ ● ◆	\$985
Oil Sands Overview	PTOV 130	● 1 Day	■ ● ◆	\$530
Industrial Environmental Awareness	ENVS 200	■ 52 Weeks	■ ● ◆	\$985
Refrigeration Plant Operator	RFRG 206	■ 35 Weeks	■ ● ◆	\$745
Special Boiler Operator	PWEN 236	■ 35 Weeks	■ ● ◆	\$745
Instrumentation and Control	CNTR 252	■ 18 Weeks	■ ● ◆	\$745
Math Essentials for Pipelines	MATH 125	■ 8 Weeks	■ ● ◆	\$785
Computer Skills	COMP 120	■ 6 Weeks	■ ● ◆	\$525
Communications Skills for Pipeline Operators	COMM 187	■ 6 Weeks	■ ● ◆	\$525
Data Management	DATA 100	■ 6 Weeks	■ ● ◆	\$525
Line Locates & Crossings	LAND 104	■ 6 Weeks	■ ● ◆	\$525
Ground Disturbance	PIPE 109	■ 6 Weeks	■ ● ◆	\$260
Equipment Maintenance	MNTN 101	■ 8 Weeks	■ ● ◆	\$785

Offered/Length

■ Distance/Online ● Classroom

Term

■ Fall ● Winter ◆ Spring/Summer

■ Eligible for Canada-Alberta Job Grant

Bachelor of Applied Technology – Petroleum Engineering, Applied Degree Courses

The two-year applied degree program prepares graduates for career opportunities in the petroleum industry in such areas as oil and gas exploration, drilling, reservoir and production engineering, gas process engineering, oil and gas facilities design and operation, upgrading and refining operations and economic analyses. In order to enrol for the following courses, acceptance into the Bachelor of Applied Technology Petroleum Engineering Applied Degree program and department approvals are required. **Please note:** Courses listed below do not make up the complete degree program. Only select degree program courses are offered through Continuing Education. See sait.ca for full program course requirements.

MacPhail School of Energy
403.284.8451
energy.info@sait.ca

Course Name	Course Code	Offered/Length	Term	Price
Drilling	DRLG 412	■ 18 Weeks	■ ● ◆	\$672
Drilling Technology – Advanced	DRLG 451	■ 18 Weeks	■ ● ◆	\$999
Environmental Considerations	ENVS 402	■ 18 Weeks	■ ● ◆	\$672
Heavy Oil Recovery	RESR 464	■ 18 Weeks	■ ● ◆	\$672
Instrumentation and Process Control	CNTR 405	● 8 Weeks	● ◆	\$672
Petroleum Economics	ECON 404	■ 18 Weeks	■ ● ◆	\$672
Petroleum Geology	GEOL 410	■ 18 Weeks	■ ● ◆	\$672
Production Operations Engineering	PTPR 412	■ 18 Weeks	■ ● ◆	\$672
Project Management	PROJ 421	■ 18 Weeks	■ ● ◆	\$672
Reservoir	RESR 412	■ 18 Weeks	■ ● ◆	\$672
Safety in the Petroleum Industry	SAFE 412	■ 18 Weeks	■ ● ◆	\$672
Team Skills	ADMN 411	■ 18 Weeks	■ ● ◆	\$672
Well Logging	EVAL 402	■ 18 Weeks	■ ● ◆	\$672

Distributed Control and Safety Instrumented Systems ■■■

This program provides hands on training in the principles and design of computer-based distribution or process control systems (DCS/PCS). Review of input measurement devices and output control devices is necessary as these devices are used for operation of the level process skids/carts. Device networks (Foundation Field Bus, Device Net, Modbus, etc.) are also covered to ensure students have the skills required for typical DCS/PCS installations.

The program offers theoretical and practical training primarily based on an Emerson's Delta V control system wired to real process equipment. Labs include building all the logic and graphics for proper operation and tuning of the flow and level loops on the process skids/carts. Each student uses their own configuration/operator workstation to develop configuration and graphics.

Upon completion of the program, students can pursue a career in various industries that monitor and control processing facilities such as power plants, pulp mills, oil producing and refining plants, and chemical processing plants.

MacPhail School of Energy
403.284.8451
energy.info@sait.ca

Course Name	Course Code	Offered/Length	Term	Price
Distributed Control Systems I	CNTR 115	● 5 Weeks	■ ●	\$1,140
Distributed Control Systems II	CNTR 120	● 5 Weeks	■ ●	\$1,140
Distributed Control Systems III	CNTR 125	● 5 Weeks	■ ●	\$1,140
Distributed Control Systems IV	CNTR 103	● 5 Weeks	■ ●	\$1,140
Safety Instrumented Systems	CNTR 128	● 8 Weeks	■ ●	\$1,140

Gas Process Operations Certificate of Achievement

The Gas Process Operations program covers technical knowledge about field and plant operations, plant equipment, plant processes and auxiliary equipment/instrumentation, as well as underlying concepts, basic background and plant safety. These courses are designed for junior-to-intermediate operators and will benefit any operator looking for a foundational knowledge in natural gas plant operations. Upon completion of this four-level certificate program, new entrants in the oil and gas industry (mid-stream) will be able to work in gas plant operations as entry-level gas plant operators. You will have up to five years to complete this program.

Distance Education
403.284.8537 OR
1.888.284.7051
distance.education@sait.ca

Course Name	Course Code	Offered/Length	Term	Price
Gas Process Operations Level A	PROP 210	52 Weeks	Fall, Winter, Spring	\$1,110
Gas Process Operations Level B	PROP 220	52 Weeks	Fall, Winter, Spring	\$1,110
Gas Process Operations Level C	PROP 230	52 Weeks	Fall, Winter, Spring	\$1,110
Gas Process Operations Level D	PROP 250	52 Weeks	Fall, Winter, Spring	\$1,110

Hydrocarbon Measurement Certificate of Achievement

Graduates of the Hydrocarbon Measurement certificate program will have a fundamental knowledge of petroleum measurement: devices, design, operation, and maintenance. Graduates will be able to validate base calculations, regulatory requirements, and business reporting.

For the full certificate program, we recommend you take these courses in the order listed below. Students completing the certificate will emerge with knowledge of the subject matter equivalent of the intermediate level Measurement Specialist. The Hydrocarbon Measurement Certificate (full program or combination of courses depending on your need) will be of huge value to Production Accountants, Joint Venture Specialists, Productions Engineers, Instrumentation Technicians, Operations and Marketing staff and help them become more effective in their jobs within the oil and gas industry. Engineers and Measurement Specialists (Measurement Technicians/Technologists, Measurement & Control Technicians, Measurement Analysts and Operators) looking to advance their skills or non-technical employees in oil & gas industry looking for a career change will also greatly benefit from this course.

MacPhail School of Energy
403.284.8451
energy.info@sait.ca

Course Name	Course Code	Offered/Length	Term	Price
Measurement Fundamentals	INST 124	6 Weeks	Fall, Winter, Spring	\$730
Gas Measurement	INST 138	6 Weeks	Fall, Winter, Spring	\$730
Liquid Measurement	INST 137	6 Weeks	Fall, Winter, Spring	\$520
Ancillary and Tertiary Devices	INST 146	6 Weeks	Fall, Winter, Spring	\$520
Measurement Schematics	INST 134	4 Weeks	Fall, Winter, Spring	\$415
Regulations and Standards	INST 136	6 Weeks	Fall, Winter, Spring	\$520
Gas and Liquid Sampling and Analysis	INST 144	4 Weeks	Fall, Winter, Spring	\$415
Steam and Thermal Measurement	INST 139	6 Weeks	Fall, Winter, Spring	\$520
Custody Transfer	INST 141	4 Weeks	Fall, Winter, Spring	\$415
Measurement Device Commissioning and Maintenance	INST 143	6 Weeks	Fall, Winter, Spring	\$730
Data Management	INST 129	6 Weeks	Fall, Winter, Spring	\$730
Volumetric Allocation and Report	INST 142	8 Weeks	Fall, Winter, Spring	\$1,045
Measurement Auditing and Troubleshoot	INST 147	8 Weeks	Fall, Winter, Spring	\$1,045
Measurement Lab	INST 148	2 Days (Weekend)	Fall, Winter	\$1,045

Industrial Instrumentation Certificate of Achievement

This certificate provides in-depth knowledge in the area of industrial instrumentation. The three courses proceed from a fundamental to an advanced level of industrial instrumentation.

MacPhail School of Energy
403.284.8451
energy.info@sait.ca

Course Name	Course Code	Offered/Length	Term	Price
Industrial Instrumentation I	INST 240	26 Weeks	Fall, Winter, Spring	\$765
Industrial Instrumentation II	INST 250	26 Weeks	Fall, Winter, Spring	\$765
Industrial Instrumentation III	INST 260	26 Weeks	Fall, Winter, Spring	\$765

Offered/Length

Term

Distance/Online Classroom

Fall Winter Spring/Summer

Eligible for Canada-Alberta Job Grant

Joint Ventures Certificate of Achievement — *NEW*

This program prepares you for work in the field of Joint Ventures that maximizes and enhances the value of jointly owned assets in the oil and gas industry. Created in partnership with the Petroleum Joint Venture Association (PJVA), this comprehensive program is designed to give joint venture professionals the skills needed to ensure that a company's contractual obligations are met, and act as a liaison between the land, accounting, engineering, marketing and legal departments. You will learn all about the industry, from exploration to production, take an in depth look at various oil and gas facilities, review petroleum joint venture agreements required from well to sell – including relationships with land, joint owned facilities and producers. You will also learn about industry best practices, oilfield terminology and industry administrative procedures, gain an advanced understanding of fees, facilities, and movement of production through them.

MacPhail School of Energy
403.284.8451
energy.info@sait.ca

Liquefied Natural Gas (LNG) Process Operations Certificate of Achievement

The Liquefied Natural Gas Operations program covers technical knowledge about LNG operations and maintenance, LNG plant process operations, plant equipment, and auxiliary equipment/instrumentation, as well as underlying concepts, basic background and plant safety. These courses are designed for junior-to-intermediate operators and will benefit any operator looking for a foundational knowledge in LNG plant operations and maintenance. As a new entrant in the oil and gas industry (mid-stream) you will be able to work in LNG plant operations as entry-level LNG plant operators. You have up to five years to complete this program.

Distance Education (Online)
403.284.8537 OR
1.888.284.7051
distance.education@sait.ca

Course Name	Course Code	Offered/Length	Term	Price
Level A: Introduction to LNG Plant Operations	NGAS 106	52 Weeks	● ● ●	\$1,110
Level B: LNG Plant Process and Operation	NGAS 107	52 Weeks	● ● ●	\$1,110
Level C: Plant Equipment	NGAS 108	52 Weeks	● ● ●	\$1,110
Level D: Auxiliary Equipment/Instrumentation	NGAS 109	52 Weeks	● ● ●	\$1,110

North American Land Administration – Mineral Certificate of Completion

With growing activity in Western Canada and the US, and resource plays that span several provinces or states, the need for land administrators to understand the differences in land practices between provinces and states is becoming more critical. As a land administrator you can increase your knowledge of mineral land administration in the four western provinces and learn the diversity of land administration in the US. It also includes a detailed course on contract analysis.

MacPhail School of Energy
403.284.8818
petroleum.land@sait.ca

CAREERS: Professional development for junior/intermediate level land administrators already working in their field

Course Name	Course Code	Offered/Length	Term	Price
Land Contract Analysis	LAND 160	8 Weeks	● ● ●	\$725
Manitoba Land Practices	LAND 161	12 Weeks	● ● ●	\$725
Freehold Mineral Land Administration	LAND 162	6 Weeks	● ● ●	\$425
Advanced Alberta Crown Mineral Land	LAND 163	6 Weeks	● ● ●	\$425
BC Mineral Land Administration	LAND 164	6 Weeks	● ● ●	\$425
Saskatchewan Mineral Land Administration	LAND 165	6 Weeks	● ● ●	\$425
Mineral Ownership in USA	LAND 166	12 Weeks	● ● ●	\$825

North American Land Administration – Surface Certificate of Completion

With growing activity in western Canada and the US, and resource plays that span several provinces or states, the need for land administrators to understand the differences in land practices between provinces and states is becoming more critical. As a land administrator you can increase your knowledge of surface land administration in the four western provinces and learn the diversity of the diversity of land administration in the US.

MacPhail School of Energy
403.284.8818
petroleum.land@sait.ca

CAREERS: Professional development for junior/intermediate level land administrators already working in their field.

Course Name	Course Code	Offered/Length	Term	Price
Manitoba Land Practices	LAND 161	12 Weeks	Fall, Winter, Spring	\$725
Mineral Ownership in USA	LAND 166	12 Weeks	Fall, Winter, Spring	\$825
BC Surface Land Administration	LAND 167	8 Weeks	Fall, Winter, Spring	\$425
Saskatchewan Surface Land Administration	LAND 168	10 Weeks	Fall, Winter, Spring	\$675
Alberta Surface Land Administration	LAND 169	8 Weeks	Fall, Winter, Spring	\$675

Oil and Gas Regulations Certificate of Achievement

The Oil and Gas Regulations certificate prepares you for work pertaining to the application of provincial oil and gas regulations in Canada. This comprehensive program begins with an historical overview of Canadian confederation, the Canadian justice system, and the role of federal and provincial governments in regulating oil and gas activity. Learn the process and requirements to receive approvals and licenses for oil and gas activities including seismic exploration, lease construction, drilling, facilities construction, and large scale projects. Also learn about the reporting required to maintain compliance with regulations during the life cycle of a well. Mineral Land Administrators, Surface Land Administrators, Joint Venture (JV) and Well Asset Management staff will benefit greatly from this updated program as they work directly with regulations.

MacPhail School of Energy
403.284.8451
energy.info@sait.ca

Course Name	Course Code	Offered/Length	Term	Price
Regulatory Overview	RREG 104	4 Weeks 8 Weeks	Fall, Winter, Spring	\$1,045 \$1,045
Oil and Gas Business	RREG 106	6 Weeks	Fall, Winter, Spring	\$550
Overview of Acts and Regulations	RREG 107	8 Weeks	Fall, Winter, Spring	\$785
Stakeholder Relations	RREG 113	6 Weeks	Fall, Winter, Spring	\$550
Submissions and Reporting	RREG 114	6 Weeks	Fall, Winter, Spring	\$550
Environmental Regulations	RREG 116	8 Weeks	Fall, Winter, Spring	\$785
Well Development Regulations	RREG 117	12 Weeks	Fall, Winter, Spring	\$970
Surface Development Regulations	RREG 118	12 Weeks	Fall, Winter, Spring	\$970
Operations Regulations	RREG 119	12 Weeks	Fall, Winter, Spring	\$970
Liability Management & Asset Retirement.	RREG 121	6 Weeks	Fall, Winter, Spring	\$550

Oil Patch Introductory Series For Non-Technical Personnel Certificate of Achievement

Learn more about your clients or co-workers in the oil patch and the challenges they face each day. This series of program segments was developed to provide an awareness of oil patch operations for non-technical and non-operating personnel in the petroleum sector. The segments will also be of interest to technical personnel and service organizations that deal directly with petroleum companies. You have up to five years to complete this certificate.

Distance Education
403.284.8537
distance.education@sait.ca

Course Name	Course Code	Offered/Length	Term	Price
Non Technical Series Level A	PTOP 130	52 Weeks	Fall, Winter, Spring	\$1,110
Non Technical Series Level B	PTOP 131	52 Weeks	Fall, Winter, Spring	\$1,110
Non Technical Series Level C	PTOP 132	52 Weeks	Fall, Winter, Spring	\$1,110
Non Technical Series Level D	PTOP 133	52 Weeks	Fall, Winter, Spring	\$1,110

Offered/Length

Distance/Online Classroom

Term

Fall Winter Spring/ Summer





































Eligible for Canada-Alberta Job Grant

Petroleum Geological Applications Certificate of Achievement

Learn more about your clients or co-workers in the oil patch and the challenges they face each day in the application of the art and science of Geology. This series of seven program segments was developed to provide an awareness of the application of Geology for non-technical and non-operating personnel in the petroleum sector. This program will also be of interest to technical personnel and service organizations that deal directly with petroleum companies in the area of geology.

MacPhail School of Energy
403.284.8451
energy.info@sait.ca

CAREERS: Accountant | Controller | Project Manager








































Course Name	Course Code	Offered/Length	Term	Price
Petroleum Application Overview	PETR 110	 3 Days	  	\$265
		 6 Weeks	  	\$265
Rocks and Minerals	GEOL 200	 8 Weeks	  	\$735
Physical Geology	GEOL 203	 8 Weeks	  	\$735
Historical Geology	GEOL 205	 8 Weeks	  	\$735
Petroleum Geology – Basic	GEOL 207	 4 Weeks	  	\$755
		 8 Weeks	  	\$755
Log Analysis – Introduction	EVAl 204	 8 Weeks	  	\$735
Mapping Techniques	MAPS 203	 8 Weeks	  	\$735

Petroleum Land Administration Certificate

Petroleum Land Administration provides a niche for people looking for employment in the energy asset management field. Courses cover the mineral, surface and contract land administration disciplines, preparing you to maintain the asset records of your employer. Assignments within the courses will provide you with case study exposure in the most relevant geographical areas in western Canada: Alberta, Saskatchewan and British Columbia.

MacPhail School of Energy
403.284.8818
petroleum.land@sait.ca

CAREERS: Mineral/Surface Land Administrators | Mineral/Surface/Contract Land Analyst | Acquisition and Divestiture Consultant

Course Name	Course Code	Offered/Length	Term	Price
Land Practices Introduction	LAND 210	  12 Weeks	  	\$575
Mineral Lease Documentation	LAND 212	  15 Weeks	  	\$595
Contract Documentation	LAND 213	  12 Weeks	  	\$595
Lease Record Keeping	LAND 218	 14 Weeks	  	\$595
		 14 Weeks	  	\$595
Surface Land Practices	LAND 240	 14 Weeks	  	\$595
		 14 Weeks	  	\$595
Petroleum Industry – Introduction	PETR 211	 3 Weeks	  	\$395
		 6 Weeks	  	\$395

Petroleum Land Administration, 13 or 19-Week – *Fast-Track*

Learn to review and interpret land contracts and agreements including leases, transfers, joint venture agreements, and other related documents. Includes practical, relevant training with large land system software.

Areas of study: Mineral Lease Documentation • Surface Land Practices • Contracts Documentation

MacPhail School of Energy
403.284.8818
petroleum.land@sait.ca

Pipeline Operations Certificate of Achievement

The Pipeline Operations program prepares graduates to operate pipelines safely and efficiently in compliance with industry standards and regulations. This program provides learners with a foundational knowledge of pipeline systems, operations, and equipment. Areas of study include: design, construction, leak detection, flow measurement, integrity, and maintenance of pipelines.

For learners who are pursuing the full certificate program, we recommend you take these courses in the order listed below. Development of this program is funded by Plains Midstream Canada and J.P. Morgan.

MacPhail School of Energy
403.284.8451
energy.info@sait.ca

Course Name	Course Code	Offered/Length	Term	Price
Pipeline Overview	PIPE 104	■ 8 Weeks	■ ● ◆	\$785
Hydrocarbon Fluids	HYDR 107	■ 8 Weeks	■ ● ◆	\$785
Security, Safety and Emergency	SFTY 102	■ 6 Weeks	■ ● ◆	\$525
Records Management	MGMT 174	■ 6 Weeks	■ ● ◆	\$525
Pipeline Design and Construction	PIPE 112	■ 8 Weeks	■ ● ◆	\$785
Print Reading	BLPR 102	■ 7 Weeks	■ ● ◆	\$655
Right of Way	LAND 102	■ 6 Weeks	■ ● ◆	\$525
Corrosion Theory	PIPE 106	■ 8 Weeks	■ ● ◆	\$785
Measurement Fundamentals	PIPE 111	■ 8 Weeks	■ ● ◆	\$785
Inspection Techniques	INSP 139	■ 8 Weeks	■ ● ◆	\$785
Pipeline Operations	see sait.ca	■ 8 Weeks	■ ● ◆	\$785
Pipeline Lab	see sait.ca	● 1 Weekend	■ ●	\$525

Fifth Class Power Engineering Certificate of Achievement

Fifth Class prepares you to take the Provincial Fifth Class Power Engineering exam or the equivalent low-pressure heating plant certificate provincial exam. Provinces may recommend this course as study material for heating plant certificate examinations other than Fifth Class. In Alberta, the distance education course credits six-months work experience towards the required 12 months. You are required to seek work experience either in the work place or by taking the SAIT Lab. If you are outside of Alberta, please contact your provincial boilers branch for more information regarding government certification. Visit sopec.org.

The price for distance courses does not include the cost of textbooks. Textbooks can be purchased at powerengineering.org, or call 1.866.256.8193.

For classroom information:
MacPhail School of Energy
403.284.8451
energy.info@sait.ca

For distance education information:
Distance Education
403.284.8537 or
1.888.284.7051
distance.education@sait.ca

Course Name	Course Code	Offered/Length	Term	Price
Fifth Class Power Engineering	PWEN 206	■ 52 Weeks	■ ● ◆	\$1,080
Fifth Class Power Engineering	PWEN 209	● 16 Weeks	■	\$2,360
Fifth Class Power Engineering Lab	PWEN 210	● 17 Weeks	●	\$2,360

Offered/Length

■ Distance/Online ● Classroom

Term

■ Fall ● Winter ◆ Spring/Summer

■ Eligible for Canada-Alberta Job Grant

Fourth Class Power Engineering Certificate of Achievement

Fourth Class is the starting point for those looking to work with high pressure boilers. Successful completion of Part A and B prepares students to write their government exams in Alberta. The SAIT distance courses can be completed without experience. You are required to seek work experience either in the work place or by taking the SAIT Lab.* In Alberta, this course credits six months of work experience towards the required 12 months. If you are located outside of Alberta, please contact your provincial boilers branch. The price for distance courses does not include the cost of textbooks.

Textbooks can be purchased at powerengineering.org, or call 1.86 6.256.8193.

For classroom information:
MacPhail School of Energy
403.284.8451
energy.info@sait.ca

For distance education information:
Distance Education
403.284.8537 or
1.888.284.7051
distance.education@sait.ca

Course Name	Course Code	Offered/Length	Term	Price
Fourth Class Power Engineering Part A	PWEN 202	● 16 Weeks	■	\$2,715
Fourth Class Power Engineering Part A	PWEN 202	■ 52 Weeks	■ ● ◆	\$605
Fourth Class Power Engineering Part B	PWEN 203	● 17 Weeks	●	\$2,715
Fourth Class Power Engineering Part B	PWEN 203	■ 52 Weeks	■ ● ◆	\$605
Also Offered:				
*Fourth Class Power Engineering Lab	PWEN 225	● 5 Weeks	■ ● ◆	\$4,825

Third Class Power Engineering Certificate of Achievement

If you are taking all four courses in the classroom or two online courses, you may be granted six months credit in lieu of the 12 months operating experience from ABSA. For more information regarding certification regulations go to the Alberta Boilers Safety Association visit absa.ca. Third Class can only be taken after successful certification of Fourth Class. If outside of Alberta, you must check with your provincial boilers branch prior to taking this course to ensure it is accepted. Students should purchase the textbooks before attending their first class on campus at powerengineering.org, or call 1.866.256.8193. The price for distance courses does not include the cost of textbooks.

For classroom information:
MacPhail School of Energy
403.284.8451
energy.info@sait.ca

For distance education information:
Distance Education
403.284.8537 or
1.888.284.7051
distance.education@sait.ca

Course Name	Course Code	Offered/Length	Term	Price
Power Engineering Third Class 3A1	PWEN 130	● 5 Weeks	■	\$975
Power Engineering Third Class 3A2	PWEN 131	● 5 Weeks	■	\$975
Power Engineering Third Class 3B1	PWEN 138	● 5 Weeks	●	\$975
Power Engineering Third Class 3B2	PWEN 139	● 5 Weeks	●	\$975
Third Class Power Engineering Part A	PWEN 222	■ 52 Weeks	■ ● ◆	\$830
Third Class Power Engineering Part B	PWEN 242	■ 52 Weeks	■ ● ◆	\$830

Second Class Power Engineering Certificate of Achievement

Completion of these six courses will provide you with up to nine months credit in lieu of the 24 months operating experience in a power plant required to gain your 2nd Class Power Engineer's Certificate of Competency in Alberta. The price for distance courses does not include the cost of textbooks. Textbooks can be purchased at powerengineering.org, or call 1.866.256.8193. If outside of Alberta, you must check with your provincial boilers branch prior to taking this course to ensure it is accepted.

Distance Education
403.284.8537 or
1.888.284.7051
distance.education@sait.ca

Course Name	Course Code	Offered/Length	Term	Price
2nd Class Power Engineering A1	PWEN 116	■ 16 Weeks	■ ● ◆	\$445
2nd Class Power Engineering A2	PWEN 126	■ 16 Weeks	■ ● ◆	\$445
2nd Class Power Engineering A3	PWEN 136	■ 16 Weeks	■ ● ◆	\$445
2nd Class Power Engineering B1	PWEN 117	■ 16 Weeks	■ ● ◆	\$445
2nd Class Power Engineering B2	PWEN 127	■ 16 Weeks	■ ● ◆	\$445
2nd Class Power Engineering B3	PWEN 137	■ 16 Weeks	■ ● ◆	\$445

First Class Power Engineering Certificate of Achievement

Successful completion of these eight courses may provide you with up to 12 months credit in lieu of the 36 months operating experience in a power plant required to gain your 1st Class Power Engineer's Certificate of Competency in Alberta. The price for distance courses does not include the cost of textbooks. Textbooks can be purchased at powerengineering.org, or call 1.866.256.8193. If outside of Alberta, you must check with your provincial boilers branch prior to taking this course to ensure it is accepted.

Distance Education
403.284.8537 or
1.888.284.7051
distance.education@sait.ca

Course Name	Course Code	Offered/Length	Term	Price
1st Class Power Engineering A1	PWEN 103	■ 16 Weeks	■ ● ◆	\$350
1st Class Power Engineering A2	PWEN 104	■ 16 Weeks	■ ● ◆	\$350
1st Class Power Engineering A3	PWEN 105	■ 16 Weeks	■ ● ◆	\$350
1st Class Power Engineering A4	PWEN 106	■ 16 Weeks	■ ● ◆	\$350
1st Class Power Engineering B1	PWEN 107	■ 16 Weeks	■ ● ◆	\$350
1st Class Power Engineering B2	PWEN 108	■ 16 Weeks	■ ● ◆	\$350
1st Class Power Engineering B3	PWEN 109	■ 16 Weeks	■ ● ◆	\$350
1st Class Power Engineering B4	PWEN 111	■ 16 Weeks	■ ● ◆	\$350

Production Field Operations Certificate of Achievement ■■■

The Production Field Operations program covers technical knowledge about field production, field operations and process operations. These courses are designed for junior-to-intermediate operators and will benefit any operator looking for a foundational knowledge in oil and gas field operations. Upon completion of this four-level certificate program, new entrants in the oil and gas industry (upstream) will be able to work in field operations as entry-level field operators. You have up to five years to complete this program.

Distance Education
403.284.8537 OR
1.888.284.7051
distance.education@sait.ca

Course Name	Course Code	Offered/Length	Term	Price
Production Field Operations Level A	PTOP 250	■ 52 Weeks	■ ● ◆	\$1,110
Production Field Operations Level B	PTOP 260	■ 52 Weeks	■ ● ◆	\$1,110
Production Field Operations Level C	PTOP 270	■ 52 Weeks	■ ● ◆	\$1,110
Production Field Operations Level D	PTOP 280	■ 52 Weeks	■ ● ◆	\$1,110

Offered/Length

■ Distance/Online ● Classroom

Term

■ Fall ● Winter ◆ Spring/Summer

■■■ Eligible for Canada-Alberta Job Grant

Thermal Production Operations Certificate of Achievement

The Thermal Production Operations program covers technical knowledge about safety/instrumentation, field/oil plant operations, plant auxiliaries, and plant steam production/water treatment. These courses are designed for junior-to-intermediate operators and will benefit any operator looking for a foundational knowledge in thermal process/SAGD operations. Upon completion of this four-level certificate program, as a new entrant in the oil and gas industry (upstream), you will be able to work in thermal process/SAGD operations as an entry-level thermal plant/SAGD operator. You have up to five years to complete this program.

Distance Education
403.284.8537 OR
1.888.284.7051
distance.education@sait.ca

Course Name	Course Code	Offered/Length	Term	Price
Thermal Production Operations Level A	THRM 212	52 Weeks	● ● ●	\$1,110
Thermal Production Operations Level B	THRM 213	52 Weeks	● ● ●	\$1,110
Thermal Production Operations Level C	THRM 214	52 Weeks	● ● ●	\$1,110
Thermal Production Operations Level D	THRM 215	52 Weeks	● ● ●	\$1,110

Unconventional Petroleum Certificate of Achievement

The Unconventional Petroleum certificate offers five courses designed to give you an in-depth look at the specific technologies and techniques used by the unconventional petroleum industry. Topics include an introduction to thermal and steam assisted gravity drainage (SAGD), oil sands and coalbed methane extraction.

MacPhail School of Energy
403.284.8451
energy.info@sait.ca

Course Name	Course Code	Offered/Length	Term	Price
Petroleum Application Overview	PETR 110	3 Days	● ● ●	\$265
		6 Weeks	● ● ●	\$265
Primary Heavy Oil	PETR 216	10 Weeks	● ● ●	\$940
Introduction to Thermal and SAGD Technologies	PETR 218	10 Weeks	● ● ●	\$940
Introduction to Unconventional Gas	PETR 234	10 Weeks	● ● ●	\$940
Introduction to Oil Sands Mining	PETR 223	10 Weeks	● ● ●	\$940

Upstream Petroleum Industry Certificate of Achievement

Increase your working knowledge of all of the technical aspects of the oil and gas industry. Participants new to the industry can expect to be well-prepared for many of the administrative and support level technical positions that are in high-demand today with energy companies. This is not just an overview program; it will teach you the basics of geology, geophysics, drilling, well evaluations, completions and production operations.








































MacPhail School of Energy
403.284.8451
energy.info@sait.ca

Course Name	Course Code	Offered/Length	Term	Price
Petroleum Application Overview	PETR 110	3 Days	● ● ●	\$265
		6 Weeks	● ● ●	\$265
Petroleum Geology – Basic	GEOL 207	4 Weeks	● ● ●	\$755
		8 Weeks	● ● ●	\$755
Introduction to Drilling	DRLG 205	4 Weeks	● ● ●	\$755
		8 Weeks	● ● ●	\$755
Well Evaluation	PTPR 212	4 Weeks	● ●	\$755
		8 Weeks	● ● ●	\$755
Well Completion	PTPR 214	4 Weeks	●	\$755
		8 Weeks	● ● ●	\$755
Production Operation	PTPR 216	4 Weeks	●	\$755
		8 Weeks	● ● ●	\$755
Petroleum Industry Report	PTPR 218	4 Weeks	● ● ●	\$755
		8 Weeks	● ● ●	\$755

Water Operations for Hydraulic Fracturing Certificate of Achievement

As production from conventional sources continues to decline, the energy sector is looking more and more toward shale gas and tight oil and gas to keep up with rising demand. It is well known that the technologies needed to exploit these resources require a large amount of water. This program is designed to provide a foundational overview of the water management cycle within the petroleum industry. It will focus specifically on the interdependence of activities in petroleum resource development and will give students proficiency in a number of basic water management skills. If you are taking the full certificate program, we recommend you take these courses in the order listed below.

MacPhail School of Energy
403.284.8451
energy.info@sait.ca

















Course Name	Course Code	Offered/Length	Term	Price
Water Management Systems	WATR 101	 12 Weeks	  	\$1,045
Using Excel	COMP 112	 6 Weeks	  	\$470
Basic Geology and Hydrology	HYDR 106	 8 Weeks	  	\$730
Chemistry and Field Application	CHEM 106	 10 Weeks	  	\$940
Chemistry and Field Application Lab	CHEM 107	 5 Hours (1 day)	 	\$345
Water Treatment	WATR 102	 12 Weeks	  	\$1,045
Project Planning / Completions	PROJ 103	 6 Weeks	  	\$460
Fluid Dynamics	FLDS 101	 10 Weeks	  	\$920
Regulatory Framework	RREG 103	 6 Weeks	  	\$460
Stakeholder Engagement	PERS 142	 6 Weeks	  	\$460

Worker Safety Management Certificate of Achievement

This program combines four courses that focus on the personal side of job safety and the management of safety in the workplace. You have up to five years to complete this certificate.

CAREERS: Junior to Intermediate Oil and Gas Operator

Distance Education
403.284.8537 OR
1.888.284.7051
distance.education@sait.ca

Course Name	Course Code	Offered/Length	Term	Price
Worker Safety Awareness Level 1	OCHS 220	 52 Weeks	  	\$590
Worker Safety Awareness Level 2	OCHS 221	 52 Weeks	  	\$590
Workplace Safety Management Level 1	OCHS 230	 52 Weeks	  	\$590
Workplace Safety Management Level 2	OCHS 231	 52 Weeks	  	\$590

Photography and Media

Digital Audio Certificate of Achievement

Discover the theory of sound and learn how to work effectively with today's digital audio hardware and software. You'll learn how to prepare the environment, select and position microphones, interconnect equipment and record music and sounds. Also, you'll learn how to effectively process and modify those recordings using the latest digital technologies. You'll learn how to record, edit, apply digital signal processing, mix and master a variety of digital audio projects. This certificate is also offered in a seven-week full-time Fast-Track program during July and August each year.

School of Information and Communications Technologies
403.284.8401
ict.coned.info@sait.ca

CAREERS: AV Systems Installer | Multimedia Engineer | Audio Production Analyst

Course Name	Course Code	Offered/Length	Term	Price
Digital Sound I	AUDI 205	● 5 Weeks	■ ●	\$395
Digital Sound II	AUDI 225	● 4 Weeks	■ ● ◆	\$395
Studio Recording	AUDI 212	● 4 Weeks	■ ◆	\$395
Mixing and Mastering	AUDI 238	● 4 Weeks	■ ◆	\$395

Electives

Audio For New Media	AUDI 221	● 4 Weeks	●	\$395
Business of Digital Audio Production	AUDI 216	● 4 Weeks	■ ◆	\$395
Location Sound Recording	AUDI 214	● 4 Weeks	■ ●	\$395
Live Sound Engineering	AUDI 219	● 4 Weeks	■ ●	\$395
Music Production with Logic Studio	AUDI 223	● 4 Weeks	●	\$395
Sound Synthesis	AUDI 217	● 4 Weeks	■	\$395

DSLR Video Production Certificate of Achievement

Whether you are a budding videographer or a seasoned pro, our DSLR Video Production Certificate of Achievement will have something for you! Our professional instructors will guide you through everything that you will need to know to produce your very own high quality videos using a DSLR camera and industry leading editing tools such as Final Cut. From understanding frame rates and lighting to shooting your video and the final editing process, join us as we help you through the wonderful world of video!

School of Information and Communications Technologies
403.284.8401
ict.coned.info@sait.ca

CAREERS: Wedding Cinematographer | Camera Operator | Technical Operations Specialist (Video)

Course Name	Course Code	Offered/Length	Term	Price
DSLR Video 1	VDEO 101	● 7 Weeks	■	\$345
DSLR Video 2	VDEO 102	● 7 Weeks	■	\$345
Video Lighting	VDEO 103	● 7 Weeks	●	\$345
Video Editing	VDEO 104	● 7 Weeks	●	\$345
Cinematography	VDEO 106	● 7 Weeks	◆	\$345
DSLR Video Production	VDEO 107	● 7 Weeks	◆	\$345
Live Sound Engineering	AUDI 219	● 4 Weeks	■ ●	\$395
Digital Sound I	AUDI 205	● 5 Weeks	■ ●	\$395

Photography Certificate of Achievement

Whether it's for the art or the fun of photography, this program can help you discover new ways of "photographic" seeing, as you apply the fundamental techniques learned in class. This certificate program covers the tools, techniques and craft of photography. Serious amateurs can expand their photographic horizons to the darkroom in an interesting combination of lectures, assignments and practical, hands-on work. Take three required classes plus five from the optional list. This certificate is also offered in a five-week full-time Fast-Track program during July and August each year.

School of Information and
Communications Technologies
403.284.8401
ict.coned.info@sait.ca

CAREERS: Product Photographer | Wedding Photographer | Post Production Editor

Course Name	Course Code	Offered/Length	Term	Price
Basic Photography	PHOT 200	● 6 Weeks	■ ● ◆	\$295
Photography – Intermediate	PHOT 205	● 6 Weeks	■ ● ◆	\$295
Black and White Darkroom Techniques	PHOT 210	● 12 Weeks	■ ●	\$335
Photoshop for Photographers	PHOT 222	● 6 Weeks	■ ● ◆	\$295
Optional Courses				
Advanced Digital SLR Photography	PHOT 114	● 6 Weeks	■ ●	\$295
Scenic and Wildlife Photography	PHOT 225	● 6 Weeks	■ ●	\$295
Night and Low Light Photography	PHOT 203	● 6 Weeks	■ ●	\$295
Black and White Darkroom Techniques Advanced	PHOT 215	● 6 Weeks	■ ●	\$295
Landscape Photography	PHOT 224	● 4 Weeks	■	\$295
Action Photography	PHOT 249	● 5 Weeks	■ ●	\$295
Studio Portrait Lighting	PHOT 227	● 6 Weeks	■ ● ◆	\$295
History, Art & Culture of Photography	PHOT 208	● 6 Weeks	■ ◆	\$295
Photoshop for Photographers II	PHOT 229	● 4 Weeks	■ ● ◆	\$295
Advanced Studio Portrait Lighting	PHOT 247	● 6 Weeks	■ ●	\$295
Wedding Photography	PHOT 245	● 6 Weeks	■ ● ◆	\$295
Close-up Nature Photography	PHOT 250	● 4 Weeks	◆	\$295
Making Money with your Camera	PHOT 103	● 6 Weeks	■ ●	\$295
Introduction to Adobe Lightroom	PHOT 119	● 7 Weeks	■ ● ◆	\$345

Offered/Length

■ Distance/Online ● Classroom

Term

■ Fall ● Winter ◆ Spring/ Summer

■ Eligible for Canada-Alberta Job Grant

Surveying and Geographic Information Systems (GIS)

Bachelor of Applied Technology – Geographic Information Systems

The Bachelor of Applied Technology Geographic Information Systems program will provide you with the skills and knowledge to succeed in one of the fastest growing sectors of information technology. Geographic information system (GIS) combines the power of relational database management systems with the flexibility of cartographic display technology and is used for problem solving and decision making. To succeed in the program, you will need to be comfortable working in a computer environment, and have a good working knowledge of file management, word processing and spreadsheet software applications. Admission requirements: a two-year diploma from a recognized Canadian college, technical institute or equivalent, or successful completion of two years at a recognized post-secondary academic institution. Additional selection criteria applies, please check sait.ca for details.

School of Construction
403.284.8367
construction.conted@sait.ca

CAREERS: GIS Technologist, GIS Technician, GIS Analyst, GIS Specialist, Remote Sensing Specialist

Course Name	Course Code	Offered/Length	Term	Price
GIS Data Capture I	GEOS 409	15 Weeks	Spring	\$895
GIS Data Manipulation and Transformation	GEOS 410	15 Weeks	Spring	\$895
GIS Data Modeling	GEOS 418	15 Weeks	Spring	\$895
GIS Data Analysis and Output	GEOS 419	15 Weeks	Spring	\$895
Geospatial Project Foundations	GEOS 406	15 Weeks	Spring	\$795
Professional Communications	COMM 415	15 Weeks	Spring	\$500
GIS Data Capture II	GEOS 451	15 Weeks	Spring	\$895
Data Management and Analysis	GEOS 453	15 Weeks	Spring	\$895
Geoprocessing and Programming	GEOS 455	15 Weeks	Spring	\$895
Cartography and Geovisualization	GEOS 457	15 Weeks	Spring	\$895
Applied GIS Capstone Project	GEOS 459	15 Weeks	Spring	\$895
Applied GIS Directed Field Studies*	GEOS 540			

* After completing all academic requirements, students must successfully complete an 800 hour work experience practicum to meet the requirements of the Bachelor of Applied Technology Geographic Information Systems applied degree.

GIS Data Management Certificate of Achievement

This certificate is an introduction to GIS principles for individuals or companies with GIS integrated into their operations. GIS Data Management can be applied to various industries such as architecture, environmental, geology, geomatics, information technologies, petroleum, oil and gas, surveying and water/wastewater. This certificate will equip you with entry level skills in areas of data capture, manipulation, modeling, analysis and output.

School of Construction
403.284.8367
construction.conted@sait.ca

CAREERS: Junior GIS Analyst






























































Course Name	Course Code	Offered/Length	Term	Price
GIS Data Capture I	GEOS 409	15 Weeks	Spring	\$895
GIS Data Manipulation and Transformation	GEOS 410	15 Weeks	Spring	\$895
GIS Data Modeling	GEOS 418	15 Weeks	Spring	\$895
GIS Data Analysis and Output	GEOS 419	15 Weeks	Spring	\$895

Geomatics Certificate of Achievement

This eight-course certificate addresses the fundamentals of land surveying and geomatics. This certificate is appropriate for surveyors and mappers in training, new graduates or working professionals interested in a career in the fields of geomatics – surveying, mapping and GIS.

School of Construction
403.284.8367
construction.conted@sait.ca

CAREERS: Jr Geomatics Technologist | Land Surveyor | Jr Construction Surveyor

Course Name	Course Code	Offered/Length	Term	Price
CADD System Management I	CADD 241	 2 Weeks	  	\$345
		 3 Weeks	  	\$345
		 12 Weeks	  	\$375
AutoCAD I	CADD 201	 1 Week	  	\$645
		 2 Weeks	  	\$645
		 6 Weeks	  	\$545
		 14 Weeks	  	\$545
AutoCAD II	CADD 202	 1 Week	  	\$675
		 2 Weeks	  	\$675
		 6 Weeks	  	\$575
		 14 Weeks	  	\$575
Introduction to Topographical Drafting	ENGD 101	 6 Weeks	 	\$695
Civil 3D Fundamentals	CADD 139	 6 Weeks	  	\$895
GIS Data Capture I	GEOS 409	 15 Weeks	  	\$895
Survey Field Work	SURV 231	 4 Weeks	 	\$595
Survey Calculations I	SURV 256	 8 Weeks	 	\$695

Transportation

Autobody General Interest Courses

These courses are great for the automotive enthusiast who wants to learn a new skill or increase their knowledge on auto body repair. With general interest courses in buffing, glazing, welding, repair, priming and topcoats, there is something for everyone.

School of Transportation
403.284.8471
transportation.info@sait.ca

Course Name	Course Code	Offered/Length	Term	Price
Auto Body MIG (Metal Inert Gas) Welding	WELD 209	● 2 Weeks	■ ●	\$390
Auto Body Repair	ABDY 205	● 4 Weeks	■ ●	\$615
Machine Buffing & Glazing	ABDY 107	● 2 Days	■ ●	\$330
Application of Automotive Primers and Topcoats	PNTG 255	● 3 Weeks	■ ●	\$610

Automotive General Interest Courses

This course will prepare you for entering the automotive industry. You will be servicing engine oil systems, replacing and repairing tires as well as completing basic visual inspections. Many of these tasks are required for entry-level positions in the automotive repair industry. This course will also be beneficial for individuals who wish to perform vehicle maintenance on their own vehicles.

School of Transportation
403.284.8471
transportation.info@sait.ca

CAREERS: Tire Technician | Lubrication Technician | Entry-Level Automotive Positions

Course Name	Course Code	Offered/Length	Term	Price
Lubrication & Tire Technician Introduction	LUBR 100	● 12 Hours	■ ● ◆	\$500

Aviation General Interest Courses

Introduction to Aircraft Certification Testing is designed to introduce Engineers and Technologists to the testing phase of Aircraft Certification. It will cover Transport Canada, FAA and EASA testing requirements for the approval of new components for aircraft or for STC approval of modifications. The Robinson R66 Airframe Field Maintenance course is designed for aircraft maintenance engineers and other aircraft maintenance personnel who will be working on and certifying maintenance on Robinson R66 helicopters.

School of Transportation
403.284.8471
transportation.info@sait.ca

Course Name	Course Code	Offered/Length	Term	Price
Introduction to Aircraft Certification Testing	AERO 115	● 4 Days	◆	\$1,500
Robinson R66 Field Maintenance Course	HELI 166	● 5 Days	●	\$1,625

Heavy Equipment General Interest Courses

The Air Brake Q Endorsement course provides you with information on how to operate vehicles equipped with air brakes. You must successfully complete the Air Brake "Q" endorsement course before registries will add the "Q" endorsement to your Alberta operator's licence. SAIT also offers the Air Brake Instructor Qualification course to develop the instructional skills and knowledge required to effectively deliver the course content for the Alberta Air Brake program. You must be approved by Alberta Transportation to enrol in this course.

School of Transportation
403.284.8471
transportation.info@sait.ca

Course Name	Course Code	Offered/Length	Term	Price
Air Brake Instructor Certification	BRKE 333	● 3 Weeks	■ ●	\$1,125
Air Brake Q Endorsement	BRKE 111	● 10 Hours	■ ● ◆	\$275

Marine General Interest Courses

These courses will give you an understanding of marine sailing and power boat systems, including troubleshooting, component assembly and disassembly.

School of Transportation
403.284.8471
transportation.info@sait.ca

Course Name	Course Code	Offered/Length	Term	Price
Marine Diesel Engine Maintenance	ENGN 115	● 4 Days	◆	\$500
Marine Electrical Fundamentals	ELEC 126	● 2 Weeks	■ ●	\$300
Marine Electrical Diagnosis	ELEC 176	● 2 Weeks	■ ●	\$300

Motorcycle General Interest Courses

This course acquaints the mature motorcycle owner with the standard service adjustments, minor repairs and tune-up of motorcycles in general. This course does not cover overhaul practices and is strictly geared to service aspects of the motorcycle.

School of Transportation
403.284.8471
transportation.info@sait.ca

Course Name	Course Code	Offered/Length	Term	Price
Motorcycle Maintenance	MOTR 118	● 3 Weeks	■ ● ◆	\$400

Motorcycle Safety and Maintenance Training

Motorcycle Safety and Maintenance Training courses offered by SAIT and Blackfoot Motosports have been designed to give new and seasoned riders the knowledge and awareness to learn, or improve their existing riding skills and road safety awareness. Both the theory and hands-on motorcycle courses are facilitated at the Art Smith Aero Centre. Our training motorcycles are supplied by Blackfoot Motosports, and offer the student the opportunity to learn on the latest equipment, in a safe and controlled environment. Our partnership with Blackfoot Motosports provides students with access to a number of different motorcycle models and sizes giving each rider a customized learning experience.

School of Health
and Public Safety
403.284.8004
hps.info@sait.ca

Course Name	Course Code	Offered/Length	Term	Price
Motorcycle Maintenance	MOTR 118	● 3 Weeks	◆	\$400
Introduction To Motorcycles	MOTR 119	● 1 Day	■ ● ◆	\$99
Motorcycle Operation and Safety	MOTR 139	● 3 Days	■ ● ◆	\$550
Motorcycle Class 6 Road Preparation	MOTR 134	● 1 Day	■ ● ◆	\$105

Industrial Railway Compliance Training

Industrial railways operate under the Railway (Alberta) Act's rules and regulations. SAIT provides the following training to meet these standards related to operations and track inspections (see Act and related regulation for specific requirements). This training can also be arranged on-site for a client.

School of Transportation
403.210.4150
rail@sait.ca

Course Name	Course Code	Offered/Length	Term	Price
Track Inspection Level I – Calgary	RREG 108	● 4 Hours		\$360
Track Inspection Level I – Edmonton	RREG 108	● 4 Hours		\$410
Track Inspection Level I – Grande Prairie	RREG 108	● 4 Hours		\$410
Track Inspection Level II – Calgary	RREG 109	● 1 Day		\$620
Track Inspection Level II – Edmonton	RREG 109	● 1 Day		\$670
Track Inspection Level II – Grande Prairie	RREG 109	● 1 Day		\$670
Rail Car Safety and Securement – Calgary	RLOP 114	● 4 Hours		\$360
Rail Car Safety and Securement – Edmonton	RLOP 114	● 4 Hours		\$410
Rail Car Safety and Securement – Grande Prairie	RLOP 114	● 4 Hours		\$410
Track Inspection Level I Recertification*	RREG 128	■ 16 Weeks		\$350
Track Inspection Level II Recertification**	RREG 129	■ 16 Weeks		\$600
Rail Car Mover Operator	RLOP 130	● 2 Days		\$885
Rail Car Mover Operator – Grande Prairie	RLOP 130	● 2 Days		\$885

*Pre-requisite: RREG 108 **Pre-requisite: RREG 109

Railway Conductor – *Fast-Track*

This 15-week full-time program prepares you for a career in railway operations. Learn the processes and rules required for success through classes, labs, in a rail mini-yard and on field trips. Career opportunities are high due to demographics and retirement rates as well as increased commercial business.

Areas of study: Railway Operations ■ Performing Inspections ■ Marshalling and Switching ■ Railway Culture and the Business of Railways ■ Railway Safety and the Role and Responsibilities of Conductors

School of Transportation
403.210.4150
rail@sait.ca

Campus services

Getting started

Discover a new career

Explore SAIT programs, meet SAIT staff, Try-A-Skill and tour the SAIT campus during our Open House held in the fall.

Attend one of our career planning workshops or book an individual appointment.

- Explore your interests, values and strengths
- Identify a career that's right for you
- Free for SAIT students

For more information or to register call 403.284.7023. Career services are provided to the general public for a fee.

Visit the events calendar on sait.ca to learn about upcoming information sessions on the programs and courses we offer.

Program advising and information:

Phone: 403.284.7248 or toll-free at 1.877.284.7248
Email: advising@sait.ca

ID Card and ID Number :

When registering for the first time, a unique student ID will be provided to you. Obtain your student ID card at Student Services (MA211) in Heritage Hall or the Card Office (MB106) inside the SAIT Bookstore in the Stan Grad Centre. Visit sait.ca for more information.

mySAIT Student Portal

MySAIT is the online web portal where you can review your schedule and your final grades. You will be provided with login information after you have registered.

SAIT App

Download the app at sait.ca/mobile to view the campus map, review your schedule and check your final grades.

SAIT Email Account

Your SAIT email account will be created about 10 days before your course begins and your email address will be in the format of 'firstname.lastname@edu.sait.ca'. Access your SAIT email account by logging into mySAIT and clicking on the email icon.

Additional services

Campus Bookstore

Find your required textbooks for purchase at the SAIT Bookstore in the Stan Grad Centre (MB107). Visit sait.ca/bookstore for hours of operation or the bookstore at:

MB107, The Stan Grad Centre
Main Campus
Phone: 403.284.8466
Email: bookstore@sait.ca

Chinook Lodge Aboriginal Resource Centre

We welcome our learners from across the globe and provide support and tools for academic and personal success to our First Nations, Métis and Inuit students.

N108, Senator Burns Building
Main Campus
Phone: 403.210.4028
Email: chinook.lodge@sait.ca

Lamb Learner Success Centre

The Lamb Learner Success Centre (LSC) offers academic coaching, testing services, accessibility services and funding advising. The LSC is dedicated to supporting the academic needs of all SAIT students.

MC221, The Stan Grad Centre
Main Campus
Phone: 403.284.7050
Email: learning.skills@sait.ca

Wireless Internet Access

Access Wi-Fi on campus using your mobile device or laptop. Instructions on how to connect are available at wireless.sait.ca.

Reg Erhardt Library (sait.ca/library)

The Reg Erhardt Library provides SAIT students with free access to group study areas, computers, Wi-Fi and research support. Request a library card to borrow from our extensive collection of books, magazines, e-books, standards and online databases.

Main floor, The Stan Grad Centre
Main Campus
Phone: 403.284.8616
Email: library@sait.ca

Food on Campus

SAIT has several dining options on campus open evenings and weekends. Visit sait.ca for a list of food services and current hours of operation.

Campus SAFEWALK

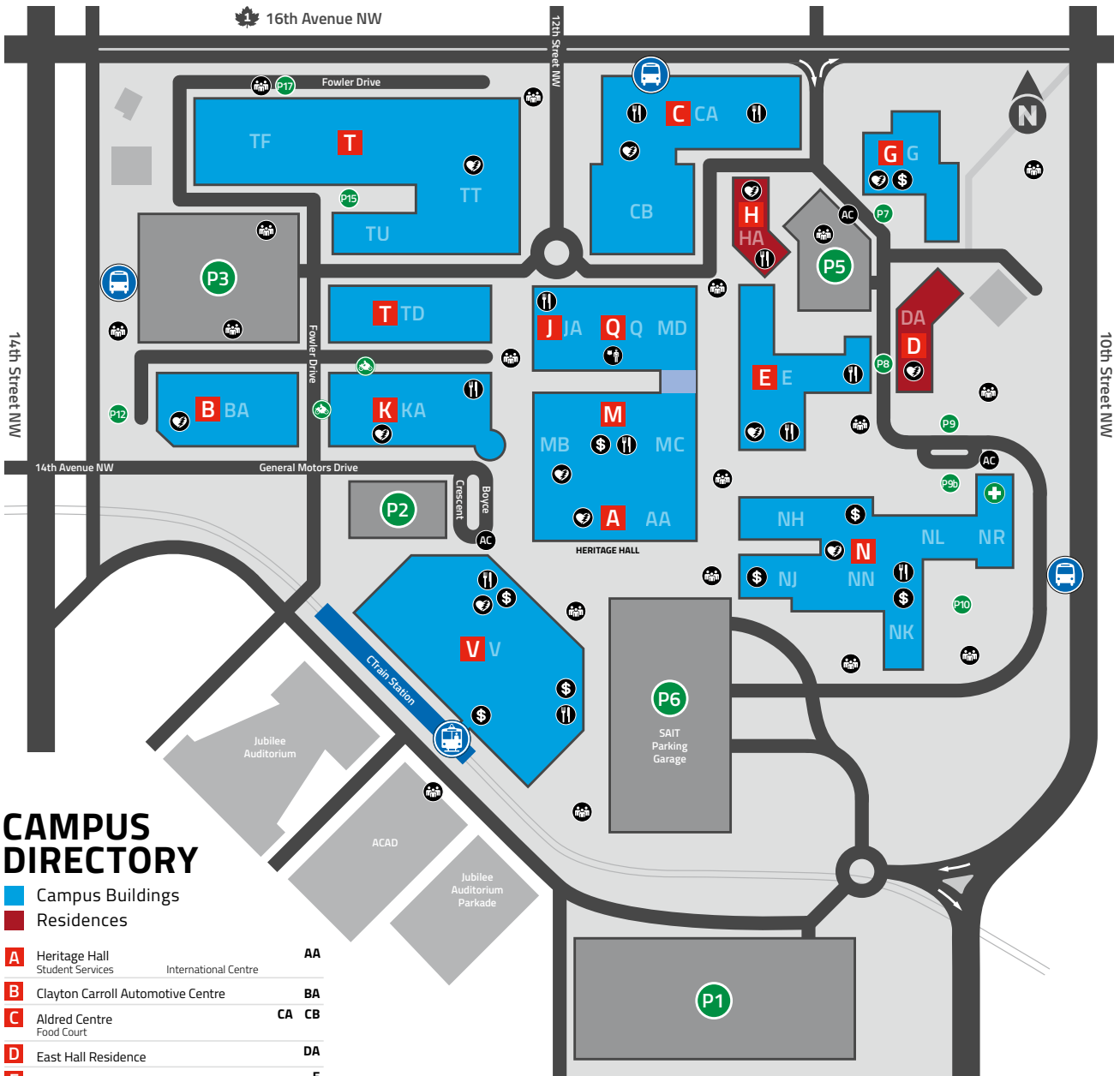
Need a walk to your car at night? Call 403.284.7233. SAITSA Campus Safewalk is a free, volunteer-based service dedicated to ensuring the safety of all SAIT staff, students and visitors when travelling on or near SAIT's main campus. Volunteers will walk you to your car, the C-Train or anywhere within a 10-block radius of campus.

Recreation

SAIT Recreation offers over 50 recreation programs ranging from martial arts, to fitness classes, to dance and yoga classes for children and adults.

Monthly and semester based Wellness Centre memberships are available to Continuing Education students.

Wellness Desk
Room V111 Campus Centre
Phone: 403.284.8734



CAMPUS DIRECTORY

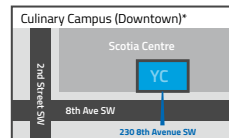
- Campus Buildings
- Residences

A Heritage Hall Student Services International Centre	AA
B Clayton Carroll Automotive Centre	BA
C Aldred Centre Food Court	CA CB
D East Hall Residence	DA
E John Ware Building Highwood Dining Room	E
G E.H. Crandell Building XDors ATB Financial	G
H Begin Tower Residence	HA
J Cenovus Energy Centre	JA
K Johnson-Cobbe Energy Centre Food Court	KA
M Stan Grad Centre Bookstore Library Food Court	MB MC MD
N Senator Burns Building Chinook Lodge Aboriginal Centre Food Court	NH NJ NK NL NN NR
Q Eugene Coste Building Security Office	Q
T Thomas Riley Building Shipping and Receiving	TD TF TT TU
V Campus Centre Gym Arena Orpheus Theatre Parking Services Athletics and Recreation Students Association (SAITSA) Food Court Pool	V

LEGEND

- Bus Stop
- CTrain
- Parking
- Motorcycle Parking
- Food Court
- ATM
- Access Calgary Loading Zone
- Health Services
- Security Office
- AED (Automated External Defibrillator)
- Muster Point

OFF-SITE LOCATIONS



* Access from both 8th Ave SW and the +15 second level in the Scotia Centre



1301-16 Avenue NW
Calgary, Alberta, Canada
T2M 0L4
403.284.7248
1.877.284.7248 (Toll Free)
sait.ca

