

Academic Calendar 2016/17

Welcome to SAIT

Selecting a post-secondary program is a career- and life-shaping choice. By choosing the Southern Alberta Institute of Technology you are embarking on a journey that will launch your career and propel you towards your goals and dreams.

The 2015 SAIT Graduate Employment Survey results show that 86 per cent of graduates were employed. When asked if they would hire a SAIT graduate again, 99% of employers said they would.

SAIT provides students with the skills they require to successfully enter the workforce and provides business and industry with the talented employees they need to compete in today's marketplace.

The keys to your success are simple: we provide practical training tailored to employer requirements. We can do this because of our close ties to industry. In fact more than 1,000 private and public sector professionals provide advice and guidance to ensure that what we teach in the classroom is what's required in the workplace.

At SAIT you will learn both theory and the application of skills — a perfect combination to get your career off to a great start.



Dr. David G. Ross,
President and CEO

Shaping your future starts here.

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* This calendar is published online annually for information to the general public. Every effort is made to ensure accuracy. SAIT reserves the right to change information in the calendar without notice, including course and program revisions or cancellations, standards of admission, and fees and charges. SAIT does not accept responsibility or liability for any person who may suffer loss or who may be otherwise adversely affected by such change, however caused.

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Dates to Remember

2016/17 Academic Year

▪ Fall 2016: Sep. 6 to Dec. 16, 2017 ▪ Winter 2017: Jan. 9 to April 28, 2017 ▪ Spring/Summer 2017: May 8 to Aug. 18, 2017

Fall 2016

September 2016

- 1-2 Orientation Week continues
- 5 Labour Day – Institute closed
- 6 Fall classes commence
- 6 Fee payment deadline for continuing students (most full-time programs)
- 6 Add/Drop period begins for most full-time programs*
The date for the Add/Drop period is based on term length. Please see below for the period length of your course.
- 16 Add/Drop period ends for most full-time programs
- 16 Final day to receive prior learning assessment for the fall term
- 23 Final day to opt-out, opt-in or add family to the SAITSA Health and Dental Benefits Plan

October 2016

- 10 Thanksgiving Day – Institute closed
- 13 Fall Convocation Ceremony
- 19 Applications open for full-time programs starting in Fall 2017

November 2016

- 11 Remembrance Day – Institute closed
- 16 Withdrawal deadline (15-week courses)**See below

December 2016

- 1 Final transcript deadline for winter term applicants
- 12 Fee payment deadline for new students starting in January (most full-time programs)
- 12-16 Final exam week
- 16 End of fall term
- 26-31 Winter break – Institute closed

Winter 2017

January 2017

- 1 New Year's Day – Institute closed
- 2 Institute open
- 9 Winter classes commence
- 9 Fee payment deadline for continuing students (most full-time programs)
- 9 Add/Drop period begins for most full-time programs*
The date for the Add/Drop period is based on term length. Please see below for the period length of your course.
- 20 Add/Drop period ends for most full-time programs
- 20 Final day to receive prior learning assessment for the winter term
- 27 Final day for new winter students to opt-out, opt-in or add family to the SAITSA Health and Dental Benefits Plan

February 2017

- 20 Family Day – Institute closed
- 21-24 Reading Week – no classes with the exception of apprenticeship programs, unless otherwise stated

March 2017

- 29 Withdrawal deadline (15-week courses)**See below

April 2017

- 1 Final transcript deadline for spring/summer term applicants
- 10 Fee payment deadline for new students starting in May (most full-time programs)
- 14 Good Friday – Institute closed
- 17 Easter Monday – Institute closed
- 24-28 Final exam week
- 28 End of winter term

Spring/Summer 2017

May 2017

- 8 Spring/summer classes commence
- 8 Fee payment deadline for continuing students (most full-time programs)
- 8 Add/Drop period begins for most full-time programs
*The date for the Add/Drop period is based on term length. Please see below for the period length of your course.
- 19 Add/Drop period ends for most full-time programs
- 19 Final day to receive prior learning assessment for the spring/summer term
- 22 Victoria Day – Institute closed

July 2017

- 1 Canada Day
- 3 Institute closed in observance of Canada Day
- 7 Calgary Stampede Parade Day – Institute closed until 1 pm
- 20 Withdrawal deadline (15-week courses)**See below

August 2017

- 1 Final transcript deadline for fall term applicants
- 7 Civic Holiday – Institute closed
- 8 Fee payment deadline for new students starting in September (most full-time programs)
- 18 End of spring/summer term

***Add/Drop period:** The timeline to add and/or drop courses is based on your program, and the amount of weeks you're registered in for a specific term (see below). Not all programs allow add/drop. Please consult your Academic Chair or Coordinator to ensure you can add or drop a course from your program.

Term Length	Add/Drop period
▪ 13 or more weeks	Second Friday from program term start date
▪ 8-12 weeks	First Friday from program term start date
▪ 2-7 weeks	Two days from program term start date
▪ Less than two weeks	There is no add/drop period

****Withdrawal Deadline:** The last day to officially withdraw from a course or program and receive "W" grades. To be assigned a "W" grade, a student must withdraw prior to completing 70 per cent of the course/program.

AC.3.1: Grading and Progression Policy

Clearing an Incomplete Grade: Incomplete grades ("I") must be cleared within eight weeks from the end of the course.

Remedy a Course Deficiency: To remedy a deficient grade, you must apply to your Academic Chair or Coordinator within 30 calendar days of the end of the course.

DATES ARE SUBJECT TO CHANGE.

Freedom of Information and Protection of Privacy Act (FOIP)

The personal information you provide on the application form is collected under the authority of the Freedom of Information and Protection of Privacy Act of the Province of Alberta, Section 33(c), the Statistics Act (Canada), and the Taxation Act (Canada). It will be used to determine your eligibility for admission to program(s)/course(s) of studies at SAIT, to facilitate your enrolment, to contact you regarding SAIT programs and services, to administer and evaluate institute programs/courses, and for statistical purposes. It will form part of your record as an applicant and alumnus and will be disclosed to academic and administrative units at SAIT

and to Statistics Canada and Alberta Enterprise and Advanced Education for statistical, funding, planning, and market research purposes, and to the Students' Association of SAIT and the SAIT Alumni Association for contact purposes and membership services. This information will also be maintained in a mailing list for direct marketing purposes, market research surveys or the distribution of other promotional material as approved by the Director of Student Services. Your personal information is protected by Alberta's Freedom of Information and Protection of Privacy Act and can be reviewed on request. If you have any questions about the collection or use of this information, contact the Student Services' FOIP representative at 403.284.8069.

Programs

Academic Upgrading

- Fall, winter and spring starts
- Daytime and full- and part-time studies

Contact Us

Call: 403.210.5756

Email: upgrading@sait.ca

Room: MC217, Stan Grad Centre

Program Description

SAIT academic upgrading courses prepare students for admission to SAIT career programs. For SAIT program admission requirements, refer to the appropriate sections of the SAIT Academic Calendar. SAIT academic upgrading courses are Alberta high school equivalency courses, not Alberta Education courses. They may be accepted for admission purposes by other Alberta post-secondary educational institutions. Check the current Alberta Transfer Guide published by The Alberta Council on Admissions and Transfer for a listing of all formalized transfer agreements among Alberta post-secondary institutions.

SAIT academic upgrading courses provide students with a flexible approach for their transition into post-secondary studies. Courses can be taken part-time or full-time in the day, evening or online. Students become accustomed to the SAIT environment and culture and develop successful strategies for learning.

Government grant funding may be available for eligible students. For more information on funding, please check the following website: sait.ca/sip. Student loans are not available for upgrading courses.

It is recommended that all students have access to a personal computer.

Program Overview

Your Career

Students complete upgrading courses in order to meet the admission requirements for programs at SAIT and most other post-secondary education institutions in Alberta.

Student Success

Attendance and punctuality are directly related to academic success. Students who attend all of their classes do better on assignments and tests. Students are encouraged to access free SAIT student services such as tutoring, learning strategy workshops, appointments with a learning strategist, and student counselling services. Learn more about these services on SAIT.ca.

Credentials and Accreditation

No credential awarded.

Progression

Students must pass the necessary prerequisite courses to progress through the program. Admission to SAIT and other post-secondary programs can be highly competitive. Grades higher than a minimal pass improve opportunities for admission to post-secondary programs. For information about course sequencing and prerequisites, go to Academic Upgrading.

Admission Requirements

- Minimum of 50% in the following courses or their equivalents:
 - English Language Arts 10-1 or 10-2, AND,
 - Pure Math 10 or Applied Math 10 or Math 10C or Math 10-3 or successful completion of a math placement test.
- Students will be required to complete testing in the relevant subject areas if transcripts are not current or available.
- All applicants to SAIT must demonstrate English language proficiency prior to admission, including students educated in Canada. For more information, please see English Proficiency.
- View High School Course Equivalencies by Province.

Assessments

- Transcripts will be reviewed by the Academic Upgrading team to determine the appropriate level of upgrading courses.
- Placement tests may be recommended or required.
- An individualized Program Plan will be created. A Program Plan, maps out the courses that need to be taken each semester and will be created for students based on their transcript and/or test results.

Contact Academic Upgrading at 403.210.5756 for more information, or email upgrading@sait.ca.

Selection Criteria

Students must meet the admission requirements to be accepted to Academic Upgrading daytime courses. Students must have the prerequisites before being allowed to register in some courses. For information about course sequencing and prerequisites, go to sait.ca.

Costs and Supplies

Tuition and Fees (Subject to change)

- Please refer to the **Tuition and Fee Table**.
- International students, please refer to **International Student Fees**.
- Tuition and other general fees vary depending on the course(s) the student requires.
- For student funding, please refer to **Financial Assistance**.

Books and Supplies (Subject to change)

- Books and Supplies are approximately \$150 to \$200 per course.

Progression

Students must pass the necessary prerequisite courses to progress through the program. Admission to SAIT and other post-secondary programs can be highly competitive. Grades higher than a minimal pass improve opportunities for admission to post-secondary programs. For information about course sequencing and prerequisites, go to Academic Upgrading.

Program Outline

▪ APSC 180 – Science Preparation	3 credits
▪ BIOL 181 – Biology I	3 credits
▪ BIOL 182 – Biology II	3 credits
▪ CHEM 181 – Chemistry I	3 credits
▪ CHEM 182 – Chemistry II	3 credits
▪ COMM 180 – Communications Preparation	3 credits
▪ COMM 181 – Literature and Composition I	3 credits
▪ COMM 182 – Literature and Composition II	3 credits
▪ MATH 100 – Mathematics Foundations	3 credits
▪ MATH 161 – Technical Mathematics I	3 credits
▪ MATH 162 – Technical Mathematics II	3 credits
▪ MATH 172 – Applied Mathematics II	3 credits
▪ MATH 180 – Mathematics Preparation	3 credits
▪ MATH 181 – Mathematics I	3 credits
▪ MATH 182 – Mathematics II	3 credits
▪ PHYS 181 – Physics I	3 credits
▪ PHYS 182 – Physics II	3 credits
Total Credits	51

Accounting Oil and Gas Production

- Eight-month certificate
- Fall start

Contact Us

Phone: 403.284.8818
Email: aogp.info@sait.ca

Program Description

Oil and Gas Production Accounting teaches the basics of petroleum production accounting and how they relate to the petroleum industry. Oil and gas production accountants are responsible for compiling, managing and reporting financial and production data for the oil and gas industry. Production accountants are specialists in their field and must have a sound knowledge of petroleum products in addition to an understanding of the industry's financial practices and government regulations. This program was developed and certified by the Canadian Association of Petroleum Production Accounting (CAPPA).

This program is offered full-time on campus via an intensive, full-time 35-week elite program accredited by Alberta Advanced Education.

Program Overview

Your Career

Graduates find work as production, operations, revenue or joint venture accountants in the petroleum industry.

Student Success

A course in financial accounting or previous financial accounting experience is highly recommended if taking the production accounting courses part-time or through distance education.

Credentials and Accreditation

After successfully completing this program, graduates will receive a SAIT certificate and a CAPPA certificate in Accounting – Oil and Gas Production.

Accreditation

The program is nationally accredited by the Canadian Association of Petroleum Production Accounting. To receive the CAPPA certificate students must attain 70% in all levels of the CAPPA courses.

Note: This program is eligible for the Canada-Alberta Job Grant.

Progression

Students must attain a PGPA and/or a CGPA of 2.0 or better in each semester and pass the necessary prerequisite courses to progress through the program. To qualify for graduation students must pass all courses and attain a CGPA of 2.0 or better and complete course requirements within the prescribed timelines.

Admission Requirements

- All applicants must demonstrate English Language Proficiency prior to admission, including students educated in Canada.

Selection

- The selection process begins after the information session on Thursday, May 12.
- Applications along with all supporting documents (listed below) must be submitted to be included in selection. Applications received after Aug. 31 will be placed on a secondary waitlist.
- In-person interviews start July 4.
Important Note: Due to the high volume of applications, not all applicants in selection will be interviewed. No telephone interviews will be conducted.
- There will be 24 seats offered once per year.
- Those who have been offered a seat must sign an agreement prior to final acceptance to the program.

Selection Criteria

Applicants must submit a portfolio to the department, containing:

- One page handwritten summary of why you want to be in the program (only one page please)
- Current resumé or CV
- Two job reference letters (on company letterhead)
- Transcripts from prior education (original to Student Services and a copy to the department)
Note: If the transcripts are from outside of Canada, an assessment (e.g. SAIT, IQAS or WES) must be attached. International students are required to connect with the International Centre and send a copy of your transcripts to international.transcripts@sait.ca.

An academic ranking based on the above criteria will be performed and a limited number of qualified prospective applicants will be interviewed.

The portfolio must be submitted in person, by mail, or by fax.

Tuition and Fees (Subject to change)

- Please refer to the **Tuition and Fee Table**.
- International students, please refer to **International Student Fees**.
- For student funding, please refer to **Financial Assistance**.

Books and Supplies (Subject to change)

- Included in the total cost of the courses or programs.

Program Outline

▪ ACCT 212 – Financial Accounting for Production Accountants	3 credits
▪ COMP 151 – Computer Production Accounting on the PC	3 credits
▪ COMP 152 – Computer Production Accounting PA System	1.5 credits
▪ MATH 108 – Math for Production Acct.	1.5 credits
▪ OGPA 210 – Production Accounting – Oil Patch – Introduction – Level 1	3 credits
▪ OGPA 212 – Production Accounting – Oil – Level 2	3 credits
▪ OGPA 214 – Production Accounting – Gas – Level 3	3 credits
▪ OGPA 216 – Production Accounting – Advanced – Level 4	3 credits
▪ OGPA 226 – CAPP Level 5: Case Study	3 credits
▪ ORNT 105 – Academic Preparation	1.5 credits
▪ PERS 101 – Job Search and Career Develop.	1.5 credits
▪ PRAC 295 – Practicum for AOGP	3 credits
Total Credits	30

Transfer Options

Transfer credit may be available at other post-secondary institutions where credits from SAIT programs could be evaluated on an individual basis. Interested students should contact the post-secondary institute of their choice for more information.

Administrative Information Management

- Two-year diploma
- Fall start
- Laptop-based program using SAIT-issued laptop
- Includes a four-week unpaid practicum placement
- First year courses are also available through Continuing Education

Contact Us

School of Business
Room N701, Senator Burns Building
Phone: 403.284.8485
Email: business.advising@sait.ca

Program Description

The Administrative Information Management (AIM) diploma is a two-year program that provides the skills needed for office professionals to keep pace in today's rapidly changing business world. This program is designed to meet the growing demand for creative and innovative employees who can solve problems, create efficiencies, and increase productivity using business software applications. This program provides students with advanced to expert skills in word processing, database applications, spreadsheets, and presentation software. Through practical experience students gain a firm understanding of the role and importance of technology in an office environment. This program also includes courses in collaboration technologies and tools, communication and presentation skills, organizational behaviour, office administration, meetings and events, project management software, and integrated business applications. The diploma includes a four-week unpaid practicum placement in an office environment to give students real industry experience.

Students interested in this program should consider applying to the one-year Office Professional certificate which ladders into the second year of the AIM diploma. This pathway provides students with two credentials: a certificate at the end of their first year of study and a diploma at the end of year two. Students who enroll directly into the diploma are not eligible for the certificate after their first year of study.

Program Overview

Your Career

Graduates are well-prepared to put their business technology and organizational skills to use in roles such as administrative coordinator, administrative services manager, business support professional, office computer specialist, office administrator, project administrative support, reports administrator, executive assistant and many more.

Recent graduates have secured roles in oil and gas, health care, transportation, technology and many more exciting industries.

Student Success

To achieve success in this program, students should:

- Attend and actively participate in class
- Spend approximately six hours per week on each course outside of regular class time
- Be proficient in the use of a Windows-based computer and Microsoft Office software
- Be prepared to work in teams
- Become familiar with and adhere to SAIT's academic policies

Also, students who are engaged in campus life and take advantage of SAIT services and resources usually experience more success in SAIT's programs.

Credentials and Accreditation

After successfully completing this program, graduates will receive a SAIT Administrative Information Management diploma.

Professional Designations and Certifications

Students have the opportunity to write up to seven Microsoft Office Specialist certification exams in this program:

- Word 2013 Specialist
- Excel 2013 Specialist
- PowerPoint 2013 Specialist
- Outlook 2013 Specialist
- Word 2013 Expert
- Excel 2013 Expert
- Access 2013 Specialist

Students who successfully complete Word Expert, Excel Expert, PowerPoint Specialist, and one additional certification can also earn a Microsoft Office Specialist Master certification.

With additional work experience, Administrative Information Management graduates can write the exam for the Certified Administrative Professional (CAP) designation under the International Association of Administrative Professionals.

Progression

Students must attain a PGPA and/or a CGPA of 2.0 or better in each semester and pass the necessary prerequisite courses to progress through the program. To qualify for graduation students must pass all courses and attain a CGPA of 2.0 or better and complete course requirements within the prescribed timelines.

Admission Requirements

At least 50% in the following courses or their equivalents:

- Math 10C or Math 20-3 or Pure Math 10 or Applied Math 10, AND,
- English Language Arts 30-1 or English Language Arts 30-2
- All applicants to SAIT must demonstrate English Language Proficiency prior to admission, including students educated in Canada.

Selection

There are no additional selection requirements. Admission will be extended on a first-qualified, first-offered basis until the program is full.

Costs and Supplies

Tuition and Fees (Subject to change)

- Please refer to the **Tuition and Fee Table**.
- International students, please refer to **International Student Fees**.
- For student funding, please refer to **Financial Assistance**.

Books and Supplies (Subject to change)

- Books and Supplies are approximately \$1,400 for the first year and \$800 for the second year.
- There is a \$400 refundable security deposit required for the use of the laptop.

Program Outline

First Year

Semester 1

▪ OADM 211 – Business Studies	3 credits
▪ BCMP 220 – Business Software Foundations	3 credits
▪ BCMP 270 – Presentation Software	3 credits
▪ AMAT 240 – Applied Mathematics for Business	3 credits
▪ COMN 220 – Communication and Presentation Skills	3 credits

Semester 2

▪ OADM 257 – Office Administration	3 credits
▪ BCMP 215 – Collaborative Software and Technologies	3 credits
▪ BCMP 250 – Word Processing Essentials	3 credits
▪ BCMP 260 – Spreadsheet Essentials	3 credits
▪ COMN 280 – Communication and Presentation Skills II	3 credits

Second Year

Semester 3

▪ BCMP 300 – Advanced Word Processing Applications	3 credits
▪ BCMP 310 – Advanced Spreadsheet Applications	3 credits
▪ BCMP 320 – Database Software for Business	3 credits
▪ BCMP 330 – Design Software for Business	3 credits
▪ MNGT 250 – Organizational Behaviour	3 credits

Semester 4

▪ BCMP 340 – Project Management Software	3 credits
▪ OADM 355 – Meetings and Events	3 credits
▪ OADM 375 – Industry Studies	3 credits
▪ OADM 396 – Integrated Business Applications	6 credits

Semester 5

▪ PRCT 365 – Practicum	1.5 credits
Total Credits	61.5

Transfer Options

Through SAIT transfer agreements and institution partnerships, graduates of this program may be eligible for credit at the following universities and colleges:

- Athabasca University
- Royal Roads University
- University of New Brunswick, Saint John
- University of Ontario Institute of Technology

To learn more, visit Transfer Options.

Transfer options may also be available at other post-secondary institutions where credits from SAIT programs are evaluated on an individual basis. Interested students should contact the post-secondary institute of their choice for more information.

Aircraft Maintenance Engineers Technology

- Two-year diploma
- Fall and winter starts

Contact Us

School of Transportation
Phone: 403.284.7018
Email: aerocentre@sait.ca

Program Description

The Aircraft Maintenance Engineers Technology program offers the student the knowledge and skills required to enter a career as an Aircraft Maintenance Technician. Once employed in the aviation industry, students may work toward the Aircraft Maintenance Engineer "M" (AME) license. An Aircraft Maintenance Technician/Engineer is responsible for the servicing and repair of aircraft and aircraft components.

The program covers all the aspects of aircraft maintenance including general aviation, corporate, charter, transport category aircraft, and helicopters. This is a two-year diploma program and all classes are scheduled at the Art Smith Aero Centre for Training and Technology, located at the Calgary International Airport.

Some of the courses in this program are web based and will require the students to access information from the Internet. These courses are delivered in one of the two computer labs available at the Art Smith Aero Centre. Students are not required to purchase a laptop for this program.

Program Overview

Your Career

Graduates find work as aircraft maintenance technicians leading to an aircraft maintenance engineer (AME)"M" license. Upon successful program completion and achieving 70% or greater in all of the courses and a minimum of 95% program attendance, you will receive 18-months credit toward a mandatory 48-month work experience requirement from Transport Canada in order to obtain your AME license.

- Graduates of the Aircraft Maintenance Engineers Technology program have a 94% employment rate

Student Success

Most successful students spend approximately two hours per day doing homework and review, with additional study required to prepare for exams. The material is presented at a fairly rapid rate so for the greatest level of success, students must be present and take responsibility for their learning experience. Students must be able to read, write and comprehend the English language at a level exceeding basic conversational English. Students with higher grades in high school usually experience more success in SAIT's programs.

Credentials and Accreditation

Upon successfully completing this program, graduates will be awarded a SAIT diploma in Aircraft Maintenance Engineers Technology.

Accreditation

The program's accreditation is ongoing and subject to periodic audits from Transport Canada and the Canadian Council for Aviation and Aerospace (CCAA). Students achieving 50 per cent or higher in each course as well as maintain a 2.0 GPA will receive a SAIT diploma.

Graduates who are in compliance with the required attendance (95%) and minimum marks of 70% in each course will receive Transport Canada credit of 18-months' work experience towards the "M" category AME license.

Progression

Students must attain a PGPA and/or a CGPA of 2.0 or better in each semester and pass the necessary prerequisite courses to progress through the program. To qualify for graduation, students must pass all courses, attain a CGPA of 2.0 or better and complete course requirements within the prescribed timelines.

Admission Requirements

At least 50% in the following courses or equivalents:

- Math 30-1 or Math 30-2 or Pure Math 30 or Applied Math 30, AND,
- English Language Arts 30-1 or English Language Arts 30-2
- All applicants must demonstrate English Language Proficiency prior to admission, including students educated in Canada.

Selection

- Applications and proof of the admission requirements (transcripts and/or anticipated final grades) must be submitted prior to March 31 (for the fall intake) or Nov. 1 (for the winter intake) to be considered for selection.
- Applications received after March 31 (for the fall intake) or Nov. 1 (for the winter intake) will be placed on a secondary waitlist and applicants will be contacted if seats become available.
- Applicants who fail to complete the selection requirements will be excluded from selection.
- There will be 64 seats offered in fall and 32 seats offered in winter.

Selection Criteria

- Qualified applicants will receive a selection package and be asked to complete a career investigation report.
- Packages will be scored based on completeness, following direction, and the content of the career investigation.
- If required, an interview may be requested.

Reserved Seats

Two seats are reserved for applicants having industry experience as approved by the academic chair. Two seats are reserved for students in the James Fowler Aviation Program or other high schools that have an aviation technician program.

Program Outline

First Year

Semester 1 – Group A

▪ AMAT 220 – Applied Mathematics for Aircraft Maintenance	1.5 credits
▪ ARCP 270 – Reciprocating Engine Fundamentals	6 credits
▪ AREG 250 – Introduction to Canadian Aviation Regulatory Requirements	1.5 credits
▪ ASYS 245 – Aircraft Systems I	3 credits
▪ STDP 240 – Aircraft Standard Practices	3 credits

Semester 1 – Group B

▪ ASYS 245 – Aircraft Systems I	3 credits
▪ AMAT 220 – Applied Mathematics for Aircraft Maintenance	1.5 credits
▪ EMTL 240 – Aircraft Sheet Metal Basics	1.5 credits
▪ EMTL 255 – Aircraft Structural Theory	3 credits
▪ EMTL 260 – Sheet Metal and Composite Lab	3 credits
▪ STDP 240 – Aircraft Standard Practices	3 credits

Semester 1 (Winter) – Group C

▪ AMAT 220 – Applied Mathematics for Aircraft Maintenance	1.5 credits
▪ AREG 250 – Introduction to Canadian Aviation Regulatory Requirements	1.5 credits
▪ ASYS 245 – Aircraft Systems I	3 credits
▪ COMM 249 – Technical Communications	1.5 credits
▪ ELEC 269 – Basic Electricity for Aircraft	3 credits
▪ EMTL 240 – Aircraft Sheet Metal Basics	1.5 credits
▪ STDP 240 – Aircraft Standard Practices	3 credits

Semester 2 – Group A

▪ COMM 249 – Technical Communications	1.5 credits
▪ ELEC 269 – Basic Electricity for Aircraft	3 credits
▪ EMTL 240 – Aircraft Sheet Metal Basics	1.5 credits
▪ EMTL 255 – Aircraft Structural Theory	3 credits
▪ EMTL 260 – Sheet Metal and Composite Lab	3 credits
▪ HELI 280 – Helicopter Fundamentals	3 credits

Semester 2 – Group B

▪ ARCP 270 – Reciprocating Engine Fundamentals	6 credits
▪ AREG 250 – Introduction to Canadian Aviation Regulatory Requirements	1.5 credits
▪ COMM 249 – Technical Communications	1.5 credits
▪ ELEC 269 – Basic Electricity for Aircraft	3 credits
▪ HELI 280 – Helicopter Fundamentals	3 credits

Semester 2 (Spring/Summer) – Group C

▪ ARCP 270 – Reciprocating Engine Fundamentals	6 credits
▪ ELEC 279 – Aircraft Electricity and Electronics	3 credits
▪ EMTL 255 – Aircraft Structural Theory	3 credits
▪ EMTL 260 – Sheet Metal and Composite Lab	3 credits

Second Year

Semester 3 – Group A

▪ ASYS 340 – Aircraft Systems II	3 credits
▪ ELEC 279 – Aircraft Electricity and Electronics	3 credits
▪ ELTR 310 – Aircraft Instrument and Communications Systems	3 credits
▪ INSP 310 – Intro to Aircraft Inspection	3 credits
▪ INSP 350 – Advanced Aircraft Inspection	3 credits

Semester 3 – Group B

▪ ASYS 340 – Aircraft Systems II	3 credits
▪ ELEC 279 – Aircraft Electricity and Electronics	3 credits
▪ ELTR 310 – Aircraft Instrument and Communications Systems	3 credits
▪ HELI 320 – Helicopter Maintenance Practices	3 credits
▪ TRBN 360 – Aircraft Turbine Engine Essentials	3 credits

Semester 3 (Winter) – Group C

▪ ASYS 340 – Aircraft Systems II	3 credits
▪ AVTR 315 – Aircraft Technical Records	1.5 credits
▪ ELTR 310 – Aircraft Instrument and Communications Systems	3 credits
▪ ELTR 315 – Aircraft Navigation	3 credits
▪ HELI 280 – Helicopter Fundamentals	3 credits
▪ MGMT 315 – Aircraft Maint. Management	1.5 credits

Semester 4 – Group A

▪ AVTR 315 – Aircraft Technical Records	1.5 credits
▪ ELTR 315 – Aircraft Navigation	3 credits
▪ HELI 320 – Helicopter Maintenance Practices	3 credits
▪ MGMT 315 – Aircraft Maint. Management	1.5 credits
▪ STDP 310 – Emp. Fund. for Aircraft Maint.	3 credits
▪ TRBN 360 – Aircraft Turbine Engine Essentials	3 credits

Semester 4 – Group B

▪ AVTR 315 – Aircraft Technical Records	1.5 credits
▪ ELTR 315 – Aircraft Navigation	3 credits
▪ INSP 310 – Intro to Aircraft Inspection	3 credits
▪ INSP 350 – Advanced Aircraft Inspection	3 credits
▪ MGMT 315 – Aircraft Maint. Management	1.5 credits
▪ STDP 310 – Emp. Fund. for Aircraft Maint.	3 credits

Semester 4 (Spring/Summer) – Group C

▪ HELI 320 – Helicopter Maintenance Practices	3 credits
▪ INSP 310 – Intro to Aircraft Inspection	3 credits
▪ INSP 350 – Advanced Aircraft Inspection	3 credits
▪ STDP 310 – Emp. Fund. for Aircraft Maintenance	3 credits
▪ TRBN 360 – Aircraft Turbine Engine Essentials	3 credits

Total Credits	60
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Transfer Options

Through SAIT transfer agreements and institution partnerships, graduates of this program may be eligible for credit at the following universities and colleges:

- Athabasca University
- Royal Roads University
- University of New Brunswick, Saint John
- University of Ontario Institute of Technology

To learn more, visit Transfer Options.

Transfer options may also be available at other post-secondary institutions where credits from SAIT programs are evaluated on an individual basis. Interested students should contact the post-secondary institute of their choice for more information.

Aircraft Structures Technician

- One-year certificate
- Fall start
- Only program of its kind in Alberta

Contact Us

School of Transportation
Phone: 403.284.7018
Email: aerocentre@sait.ca

Program Description

The Aircraft Structures Technician program offers the student the knowledge and skills required to enter a career to become an aircraft maintenance engineer (AME) "S". As an "S" licensed aircraft maintenance engineer, you will be responsible for the manufacture and repair of aircraft and aircraft components. The Aircraft Structures Technician program covers all the aspects of aircraft structure repair to general aviation, corporate, charter, transport category aircraft, and helicopters. Training includes traditional aluminum sheet metal structure as well as advanced composite material manufacturing and repair.

The program is two semesters in length. All classes are scheduled at the Art Smith Aero Centre for Training and Technology, located at the Calgary International Airport.

Some of the courses in this program are web-based and will require the students to access information from the Internet. These courses are delivered in one of the two computer labs available at the Art Smith Aero Centre. Students are not required to purchase a laptop for this program.

Program Overview

Your Career

Graduates find work as aircraft structures technicians leading to an aircraft maintenance engineer (AME) 'S' License.

- Graduates of the Aircraft Structures Technician program have a 100% employment rate

Student Success

Most successful students spend approximately one hour each day doing homework and review, with additional study required to prepare for exams.

The material is presented at a fairly rapid rate so for the greatest level of success students must be present and take responsibility for their learning experience.

Students must be able to read, write and comprehend the English language at a level exceeding basic conversational English.

Students with higher grades usually experience more success in SAIT programs.

Credentials and Accreditation

The program's accreditation is ongoing and subject to periodic audits from Transport Canada and the Canadian Council for Aviation and Aerospace (CCAA). Students achieving 50% or higher in each course as well as maintain a 2.0 CPA will receive a SAIT diploma.

To receive Transport Canada or CCAA credit towards the Aircraft Maintenance Engineers "S" license, graduates who are in compliance with the required attendance (95%) and minimum marks of 70% receive 10 months credit towards the "S" Category AME license.

Progression

Students must attain a PGPA and/or a CGPA of 2.0 or better in each semester and pass the necessary prerequisite courses to progress through the program. To qualify for graduation, students must pass all courses, attain a CPGPA of 2.0 or better and complete course requirements within the prescribed timelines.

Admission Requirements

At least 50% in the following courses or their equivalents:

- Math 20-1 or Math 20-2 or Pure Math 20 or Applied Math 20, AND,
- English Language Arts 30-1 or English Language Arts 30-2
- All applicants must demonstrate English Language Proficiency prior to admission, including students educated in Canada.

Selection

- Applications and proof of the admission requirements (transcripts and/or anticipated final grades) must be submitted by March 31 to be included in selection.
- Applications received after March 31 will be placed on a secondary waitlist and applicants will be contacted if seats become available.
- Applicants who fail to complete the selection requirements will be excluded from selection.
- There will be 18 seats offered.

Selection Criteria

- Qualified applicants will receive a selection package and be asked to complete a career investigation report.
- Completed packages will be scored based on package completeness, following direction, and the content of the career investigation.
- If required, an interview may be requested.

Program Outline

Semester 1

▪ AERO 203 – Aircraft Wood and Fabric Repair	1.5 credits
▪ AERO 204 – Aircraft Windows and Lenses	1.5 credits
▪ AERO 207 – Aerodynamics for Aircraft Structures	1.5 credits
▪ AERO 300 – Interpretation of Aircraft Drawings	1.5 credits
▪ AREG 250 – Introduction to Canadian Aviation Regulatory Requirements	1.5 credits
▪ EMTL 224 – Intro to Aircraft Metallurgy	1.5 credits
▪ EMTL 335 – Introduction to Aircraft Metal Structures	6 credits
▪ ENGN 230 – Aircraft Propulsion	1.5 credits
▪ INSP 203 – NDI Introduction for Aircraft	1.5 credits
▪ STDP 230 – Standard Practices Lab	1.5 credits
▪ STDP 235 – Standard Practices Theory	1.5 credits

Semester 2

▪ ASYS 306 – Airframe Systems Theory	1.5 credits
▪ EMTL 330 – Aircraft Composite Structures	6 credits
▪ EMTL 336 – Advanced Aircraft Metal Structures	6 credits
▪ HFAC 245 – Human Factors	1.5 credits
▪ INSP 226 – Aircraft Corrosion	1.5 credits
▪ PNTG 234 – Aircraft Sealing	1.5 credits
Total Credits	39

Transfer Options

Transfer credit may be available at other post-secondary institutions where credits from SAIT programs could be evaluated on an individual basis. Interested students should contact the post-secondary institute of their choice for more information.

Architectural Technologies Diploma

- Two-year diploma
- Architectural or Building Development majors
- Fall and winter start
- Variety of employment opportunities available
- E-Learning

Contact Us

School of Construction
 Room CB410, Aldred Centre
 Phone: 403.284.8367
 Fax: 403.210.4271
 Email: construction.info@sait.ca

Program Description

The Architectural Technologies program is designed to provide you with the essential skills and knowledge required to work as an Architectural Technologist for architectural firms, residential builders and many other companies involved in the construction industry.

This Diploma program is two years in length, consisting of four 15-week semesters. The first three semesters are common to all students in the program. In the fourth semester, you will have the ability to specialize in the Architectural or the Building Development options.

This program accepts students into first semester in September as well as January.

Note: This program utilizes an e-Learning (SAIT issued laptop computer) instructional delivery method.

Program Overview

Your Career

Graduates find diverse work in architectural offices and in building construction as architect assistants, building inspectors, building products sales and graphic designers.

- Graduates of the Architectural Technologies program have a 91% employment rate

Student Success

The most successful students in the program are those with a solid foundation in high school Math and Physics and the aptitude to apply those skills to solving real problems. The ability to visualize in three dimensions and an affinity towards computerized graphics software are valuable assets.

Credentials and Accreditation

Upon successfully completing this program, graduates will be awarded a SAIT diploma in Architectural Technologies.

Accreditation

There are no formal accreditation arrangements at this time. Please contact the school for more information.

Progression

Students must attain a PGPA and/or a CGPA of 2.0 or better in each semester and pass the necessary prerequisite courses to progress through the program. To qualify for graduation, students must pass all courses, attain a CGPA of 2.0 or better and complete course requirements within the prescribed timelines.

Admission Requirements

- Fall 2016 start: applications are accepted Oct. 21, 2015 to April 15, 2016.
- Winter 2017 start: applications are accepted June 1, 2016 to Nov. 15, 2016.

At least 50% in the following courses or their equivalents:

- Math 30-1 or Math 30-2 or Pure Math 30 or Applied Math 30, AND,
- English Language Arts 30-1 or English Language Arts 30-2, AND,
- A Grade 12 Science.
- All applicants must demonstrate English Language Proficiency prior to admission, including students educated in Canada.

Selection

Competitive Entry: Five Step Process

Step 1: Ensure that you meet all of the admission requirements listed above.

Step 2: This is a competitive program; SAIT receives more qualified applications than available seats. It is important to review the selection information below to understand the process and deadlines.

- Applications for the fall intake are accepted Oct. 21 to April 15. Applications received after April 15 will be placed on a secondary waitlist.
- The competitive entry/selection process for the fall intake is done on a continuous basis starting in January and the program is typically waitlisted by early spring.
- Applications for the winter intake are accepted June 1 to Nov. 15. Applications received after Nov. 15 will be placed on a secondary waitlist.
- The competitive entry/selection process for the winter intake starts in September.

In the selection process, applicants will be assessed according to the following criteria and seats will be offered accordingly.

- Academic Achievement
- Quality of the Career Investigation Report
- Quality of a personal interview (applicants may be required to attend a personal interview to determine program fit)

Once the program is full, applicants will be placed on a waitlist in order of their ranking.

Step 3: Apply to the Architectural Technologies program. You will be required to submit your transcripts and/or anticipated final grades in order to be included in the selection process.

Step 4: Log in to mySAIT to check your admission status. If your status indicates you're "In Selection," complete the Career Investigation Report and submit it according to the instructions.

- Applicants who fail to complete the Career Investigation Report will be excluded from selection.
- You will be contacted by SAIT if you are required to attend a personal interview.

Step 5: Continue to monitor changes to your application decision through mySAIT.ca.

Failure to meet anticipated final grades will result in offers being rescinded.

Communication During Selection

Email is the primary source of communication during the selection process. Ensure your personal email account is managed appropriately to receive our emails, files and communications.

Due to the significant number of applications for this program, the selection process can take some time. Every effort will be made to maintain the timelines outlined above. We appreciate your patience.

Unfortunately, due to the extremely large volume of applicants, we cannot provide any assistance or follow-up as to why the candidate was not competitive.

Costs and Supplies

Tuition and Fees (Subject to change)

- Please refer to the **Tuition and Fee Table**.
- International students, please refer to **International Fees**.
- Student funding, please refer to **Financial Assistance**.

Books and Supplies (Subject to change)

- Books and Supplies are approximately \$1,500 in the first year and \$1,000 in the second year.
- Students may also need to buy safety clothing or equipment for work week and other specific classes.
- A \$400 security deposit to use a SAIT issued laptop.

Program Outline

First Year

Semester 1

▪ ARCH 215 – Architectural Drafting 1	6 credits
▪ ARCH 241 – Architectural Design and Presentation I	3 credits
▪ ARCH 265 – Building Systems Technology I	6 credits
▪ ARCH 260 – Architectural History: Theory and Design	1.5 credits
▪ COMM 325 – Team Building and Group Projects	1.5 credits

Semester 2

▪ ARCH 252 – Architectural Design and Presentation II	3 credits
▪ ARCH 271 – Building Systems Technology II	3 credits
▪ ARCH 276 – Architectural Drafting II	6 credits
▪ ARCH 280 – Introduction to Structures	1.5 credits
▪ CODE 233 – Building Code I	1.5 credits
▪ COMM 260 – Technical Communications	3 credits

Second Year

Semester 3

▪ ARCH 244 – Mechanical/Electrical System	1.5 credits
▪ ARCH 340 – Basic Structural Components	1.5 credits
▪ ARCH 360 – Building Systems Technology III	6 credits
▪ ARCH 363 – Building Code II	1.5 credits
▪ ARCH 377 – Architectural CAD Applications	3 credits
▪ ESTM 260 – Estimating I	1.5 credits

Architectural Option

Semester 4

▪ ARCH 350 – Principles of Construction Documentation	1.5 credits
▪ ARCH 355 – Sustainable Methods	1.5 credits
▪ ARCH 384 – Advanced Building Science	3 credits
▪ PRAC 378 – Architectural Practicum	1.5 credits
▪ SURV 232 – Surveying	1.5 credits

▪ ARCH 370 – Building Systems Technology IV	6 credits
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and

▪ ARCH 371 – Architectural Design and Presentation	1.5 credits
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or

▪ ARCH 390 – Res. Arch. Building Systems IV	6 credits
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and

▪ ARCH 391 – Res. Arch. Design and Pres.	1.5 credits
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Building Development Option

Semester 4

▪ ARCH 350 – Principles of Construction Documentation	1.5 credits
▪ ARCH 355 – Sustainable Methods	1.5 credits
▪ ARCH 364 – Construction Contract Administration	1.5 credits
▪ ARCH 381 – Construction Planning and Scheduling	3 credits
▪ ARCH 384 – Advanced Building Science	3 credits
▪ ESTM 360 – Estimating II	3 credits
▪ PRAC 378 – Architectural Practicum	1.5 credits
▪ SURV 232 – Surveying	1.5 credits

Total Credits	67.5
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Transfer Options

Graduates may be eligible for transfer credit at:

- Athabasca University
- Griffith University, Australia
- SAIT
- Thompson Rivers University
- University of Ontario Institute of Technology
- VIA University College, Denmark

Automotive Service Technology

- Two-year diploma
- Fall start
- High-industry demand

Contact Us

School of Transportation
Room BA319, Clayton Carroll Automotive Centre
Phone: 403.284.8471 or
Email: transportation.info@sait.ca

Program Description

This Automotive Service Technology program provides excellent preparation for an apprenticeship as an Automotive Service Technician. This is a two-year diploma. Automotive courses are provided in a combination of classroom, lab and shop environments. Students will utilize up-to-date equipment, carrying out diagnosis and repairs that meet manufacturer's specifications and customer's satisfaction. Business and communications courses will better prepare you in your career and provide opportunities to advance. The maintenance and repair requirements of the large volume vehicles in Alberta provide many employment opportunities for well trained technicians. The primary location for this program is the Clayton Carroll Automotive Centre at SAIT's main campus.

Program Overview

Your Career

Graduates may find work as automotive service technicians and upon successful completion of their apprenticeship can specialize in various areas such as engines, driveability, electrical, chassis systems, wheel alignment, automatic transmissions, etc. There is potential to advance to shop foreman, service managers and other management positions.

- Graduates of the Automotive Service Technology program have a 100% employment rate

Student Success

Students with higher grades usually experience more success in SAIT's programs.

Credentials and Accreditation

Upon successfully completing this program, graduates will be awarded a SAIT diploma in Automotive Service Technology.

Accreditation

Most graduates continue their training and complete an apprenticeship that includes an Alberta Journeyman Certificate as an Automotive Service Technician and an Inter-provincial Standards Red Seal. Diploma graduates are eligible for 16 months of credit towards their Alberta apprenticeship contract. In addition, students may be granted trade-related work experience between the first and second year toward your apprenticeship. Students are also eligible to write apprenticeship exams upon completion of training. The pass mark for apprenticeship exams is 70%.

Progression

Students must attain a PGPA and/or a CGPA of 2.0 or better in each semester and pass the necessary prerequisite courses to progress through the program. To qualify for graduation students must pass all courses and attain a CGPA of 2.0 or better and complete course requirements within the prescribed timelines.

Admission Requirements

At least 50% in the following courses or their equivalents:

- Math 20-1 or Math 20-2 or Math 20-3 or Pure Math 20 or Applied Math 20, AND,
- English Language Arts 30-1 or English Language Arts 30-2, AND,
- A Grade 11 Science
- All applicants must demonstrate English Language Proficiency prior to admission, including students educated in Canada.

Selection

Applications and proof of the admission requirements (transcripts and/or anticipated final grades) must be submitted by May 1 to be included in selection.

Applications received after May 1 will be placed on a secondary waitlist and applicants will be contacted if seats become available.

Selection is done on a continuous basis beginning in December and will continue until the program is full.

The Automotive Service Technology (AST) program has one intake a year of 58 students.

Selection Process

Qualified applicants will be contacted by the School of Transportation to write an aptitude test evaluating the following:

- Mechanical Reasoning
- English Comprehension
- Mathematics

Applicants who receive an acceptable designation will be ranked academically based on admission requirements and offered seats accordingly. All remaining applicants will be placed on a waitlist.

Costs and Supplies

Tuition and Fees (Subject to change)

- Please refer to the **Tuition and Fee Table**.
- International students, please refer to **International Student Fees**.
- Student funding, please refer **Financial Assistance**.

Books and Supplies (Subject to change)

- Books and Supplies are approximately \$450 per year.
- A tool kit and coveralls are required, costing about \$1,750 for the first year and \$750 for the second year.

Program Outline

First Year

Semester 1

"A" Class

▪ ELTR 248 – Electrical/Electronics I	1.5 credits
▪ MATH 202 – Mathematics	1.5 credits
▪ MOTR 220 – Automotive Shop I	6 credits
▪ MOTR 221 – Automotive Theory IA	3 credits
▪ MOTR 222 – Automotive Theory IB	3 credits

"B" Class

▪ COMM 238 – Technical Communications I	3 credits
▪ ELTR 248 – Electrical/Electronics I	1.5 credits
▪ MATH 202 – Mathematics	1.5 credits
▪ MOTR 260 – Automotive Shop II	6 credits
▪ MOTR 261 – Automotive Theory II	3 credits

Semester 2

"A" Class

▪ APSC 250 – Science for Trades and Technicians	1.5 credits
▪ COMM 238 – Technical Communications I	3 credits
▪ ELTR 288 – Electrical/Electronics II	1.5 credits
▪ MOTR 260 – Automotive Shop II	6 credits
▪ MOTR 261 – Automotive Theory II	3 credits

"B" Class

▪ APSC 250 – Science for Trades and Technicians	1.5 credits
▪ ELTR 288 – Electrical/Electronics II	1.5 credits
▪ MOTR 220 – Automotive Shop I	6 credits
▪ MOTR 221 – Automotive Theory IA	3 credits
▪ MOTR 222 – Automotive Theory IB	3 credits

Second Year

Second year students in group "C" Class follow "A" Class.

Semester 3

"A" Class

▪ ADMN 201 – Business Fundamentals	3 credits
▪ MOTR 303 – Climate Control	1.5 credits
▪ MOTR 320 – Automotive Shop III	6 credits
▪ MOTR 321 – Automotive Theory III	3 credits
▪ MOTR 370 – Vehicle Modifications	1.5 credits

"B" Class

▪ ADMN 201 – Business Fundamentals	3 credits
▪ ELTR 348 – Electrical/Electronics IV	1.5 credits
▪ MOTR 360 – Automotive Shop IV	6 credits
▪ MOTR 361 – Automotive Theory IV	3 credits
▪ MOTR 370 – Vehicle Modifications	1.5 credits

Semester 4

"A" Class

▪ ELTR 328 – Electrical/Electronics III	1.5 credits
▪ ELTR 348 – Electrical/Electronics IV	1.5 credits
▪ MOTR 360 – Automotive Shop IV	6 credits
▪ MOTR 361 – Automotive Theory IV	3 credits
▪ PROJ 348 – AST Capstone Project	3 credits

"B" Class

▪ ELTR 328 – Electrical/Electronics III	1.5 credits
▪ MOTR 303 – Climate Control	1.5 credits
▪ MOTR 320 – Automotive Shop III	6 credits
▪ MOTR 321 – Automotive Theory III	3 credits
▪ PROJ 348 – AST Capstone Project	3 credits

Total Credits	60
Program Total "A" Class	60
Program Total "B" Class	60

Transfer Options

Graduates may be eligible for transfer credit at:

- British Columbia Institute of Technology
- Montana State University — Northern
- NAIT
- Thompson Rivers University
- University of New Brunswick, Saint John
- University of Ontario Institute of Technology

Avionics Technology

- Two-year diploma
- Fall start
- High-industry demand

Contact Us

School of Avionics
Phone: 403.284.7018
Email: aerocentre@sait.ca

Program Description

The Avionics Technology program offers the student the knowledge and skills required to start a career as an aircraft maintenance engineer (AME) "E." As an "E" licensed AME, you will be responsible for the servicing and repair of aircraft electrical and electronic systems. An "E" licensed aircraft maintenance engineer will maintain and repair the aircraft communication, navigation and data systems. The Avionic Technology program covers all the aspects of aircraft avionics systems used in general aviation, corporate, charter, transport category aircraft, and helicopters.

The program is four semesters in length with a break between semesters two and three. All classes are scheduled at the Art Smith Aero Centre for Training and Technology, located at the Calgary International Airport.

Some of the courses in this program are web-based and will require the students to access information from the Internet. These courses are delivered in one of the two computer labs available at the Art Smith Aero Centre. Students are not required to purchase a laptop for this program.

Program Overview

Your Career

Graduates find work as avionics technicians and technologists.

- Graduates of the Avionics Technology program have a 89% employment rate

Student Success

- Most successful students spend approximately two hours each day doing homework and review, with additional study required to prepare for exams.
- The material is presented at a fairly rapid rate so for the greatest level of success, students must be present and take responsibility for their learning experience.
- Students must be able to read, write and comprehend the English language at a level exceeding basic conversational English.
- Students with higher grades usually experience more success in SAIT programs.

Credentials and Accreditation

After successfully completing this program, graduates will be awarded a SAIT diploma in Avionics Technology.

Accreditation

The program's accreditation is ongoing and subject to periodic audits from Transport Canada and the Canadian Council for Aviation and Aerospace (CCAA). Students achieving 50% or higher in each course as well as maintain a 2.0 GPA will receive a SAIT diploma.

Graduates who are in compliance with the required attendance (95%) and minimum marks of 70% in each course will receive Transport Canada credit of 18 months work experience towards the 'E' category AME license.

Progression

Students must attain a PGPA and/or a CGPA of 2.0 or better in each semester and pass the necessary prerequisite courses to progress through the program. To qualify for graduation, students must pass all courses, attain a CGPA of 2.0 or better and complete course requirements within the prescribed timelines.

Admission Requirements

At least 50% in the following courses or their equivalents:

- Math 30-1 or Math 30-2 or Pure Math 30 or Applied Math 30, AND,
- English Language Arts 30-1 or English Language Arts 30-2
- All applicants must demonstrate English Language Proficiency prior to admission, including students educated in Canada.

Selection

- Applications and proof of the admission requirements (transcripts and/or anticipated final grades) must be submitted prior to March 31 to be considered for selection.
- Applications received after March 31 will be placed on a secondary waitlist and applicants will be contacted if seats become available.
- Applicants who fail to complete the selection requirements will be excluded from selection.
- There will be 18 seats offered.

Selection Criteria

- Qualified applicants will receive a selection package and be asked to complete a career investigation report.
- Packages will be scored based on completeness, following direction, and the content of the career investigation.
- If required, an interview may be requested.

Reserved Seats

Two seats are reserved for applicants having industry experience as approved by the academic chair. Two seats are reserved for students in the James Fowler Aviation Program or other high schools that have an aviation technician program.

Costs and Supplies

Tuition and Fees (Subject to change)

- Please refer to the **Tuition and Fee Table**.
- International students, please refer to **International Student Fees**.
- Student funding, please refer to **Financial Assistance**.

Books and Supplies (Subject to change)

- Books and Supplies are approximately \$400 to \$500 for the first year and are approximately \$500 to \$650 for the second year.
- Students are also required to purchase approximately \$1,200 in personal safety equipment, coveralls and a basic tool kit.

Program Outline

First Year

Semester 1

▪ AERO 220 – Aerodynamics	credits
▪ ELCM 355 – Avionics Systems Intro Theory	1.5 credits
▪ ELCM 356 – Avionics Systems Introduction Lab	1.5 credits
▪ ELEC 214 – Electricity for Aircraft Theory	1.5 credits
▪ ELTR 216 – Applied Electronics Problems	1.5 credits
▪ ELTR 235 – Electronics I Theory	3 credits
▪ ELTR 236 – Electronics I Lab	3 credits
▪ STDP 215 – Standard Practices I Theory	1.5 credits
▪ STDP 224 – Standard Practices I Lab	1.5 credits

Semester 2

▪ AREG 250 – Introduction to Canadian Aviation Regulatory Requirements	1.5 credits
▪ DATA 310 – Aircraft Instruments	1.5 credits
▪ DFTG 250 – Aircraft Electrical Drawing I	1.5 credits
▪ DIGI 235 – Digital I Theory	3 credits
▪ DIGI 236 – Digital I Lab	1.5 credits
▪ ELCM 250 – Electronic Communications Theory	1.5 credits
▪ ELTR 259 – Electronics II Theory	3 credits
▪ ELTR 260 – Electronics II Lab	1.5 credits
▪ STDP 283 – Standard Practices II Lab	1.5 credits

Second Year

Semester 3

▪ ASYS 310 – Aircraft Navigation Systems	credits
▪ ASYS 320 – Electrical Interface I Theory	1.5 credits
▪ ASYS 350 – Electrical Interface II Theory	1.5 credits
▪ ASYS 351 – Electrical Interface II Lab	1.5 credits
▪ COMM 249 – Technical Communications	1.5 credits
▪ DFTG 305 – Aircraft Electrical Drawing II	1.5 credits
▪ ELCM 348 – Communications Systems II Lab	3 credits
▪ ELCM 349 – Communications Systems II Theory	3 credits

Semester 4

▪ ASYS 220 – Aircraft Systems Theory	1.5 credits
▪ ASYS 225 – Aircraft Systems Lab	1.5 credits
▪ AVTR 353 – Introduction to Technical Records	1.5 credits
▪ CMPH 365 – Aircraft Computers	1.5 credits
▪ CNTR 360 – AutoPilot and Control Systems	1.5 credits
▪ EFAB 340 – Avionics System Installation	1.5 credits
▪ ELCM 390 – Avionics Systems Lab	3 credits
▪ ENGN 240 – Aircraft Engines Theory	1.5 credits
▪ HFAC 245 – Human Factors	1.5 credits

Total Credits	63
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Transfer Options

Graduates may be eligible for transfer credit at:

- British Columbia Institute of Technology
- NAIT
- Thompson Rivers University
- University of New Brunswick, Saint John
- University of Ontario Institute of Technology

Bachelor of Applied Business Administration

- Can be completed in Two-years of full-time study or up to seven years part-time
- Paid work terms (Directed Field Studies)
- Recognized as meeting the pre-requisites for the Chartered Professional Accounting (CPA) Professional Education Program

Contact Us

School of Business
Room NJ212, Senator Burns Building
Phone: 403.284.8485
Email: business.advising@sait.ca

Program Description

The Bachelor of Applied Business Administration (Accounting) is a post-diploma applied degree program. Students will learn the advanced accounting, business and management skills needed to succeed in the field of accounting. Faculty in the program bring extensive real-world accounting experience and students benefit from a highly engaging applied learning environment. Students will develop practical knowledge in the areas of taxation, advanced management and financial accounting, auditing, leadership, and more.

This program consists of ten academic courses and the opportunity for paid work experience through two semesters of Directed Field Studies (DFS). DFS is the hands-on, practical component of the program, allowing students to integrate their academic knowledge with on-the-job learning, completion of assigned readings, applied research, case analyses and written projects. Students will work with an academic mentor who will help you develop techniques to succeed in your accounting career. Students are responsible for securing their own placement, which must be approved by the Academic Chair.

This program is recognized as meeting the pre-requisite educational requirements needed to enter the Chartered Professional Accountant (CPA) Professional Education Program.

Program Overview

Your Career

Graduates find work in accounting, financial and information management in business, industry, government and public practice accounting. The majority of graduates go on to pursue a professional accounting designation.

Past graduates have found positions such as: Accountant, Accounting Manager, Auditor, Controller, Financial Analyst, Project Accountant, and Tax Consultant.

Student Success

Students who invest more time and energy into their coursework have a higher chance of success.

Due to the amount of technology used in the curriculum, we strongly recommend that you have access to a computer prior to enrolling in the program.

You must be able to read, write, and understand the English language at a high level.

Credentials and Accreditation

After successfully completing this program, graduates will receive a SAIT Bachelor of Applied Business Administration degree.

This applied degree is recognized as meeting the pre-requisite educational requirements needed to enter the Chartered Professional Accountant (CPA) Professional Education Program.

Progression

Students must attain a PGPA and/or a CGPA of 2.0 or better in each semester and pass the necessary prerequisite courses to progress through the program. To qualify for graduation, students must pass all courses, attain a CGPA of 2.0 or better and complete course requirements within the prescribed timelines.

Admission Requirements

- Applicants must have completed a two-year Business Administration or Accounting diploma or equivalent at an accredited post-secondary institution, with a minimum 2.3 grade-point average, (65% or C+). This diploma must include a minimum of 20 courses, or 60 credits, and contain the following coursework: Intermediate Accounting, Business Communications, Financial Management, Management Accounting, Systems and Marketing.
- All applicants must demonstrate English Language Proficiency prior to admission, including students educated in Canada.

Selection

- Applicants who have graduated from SAIT with a diploma in Business Administration majoring in Accounting with a minimum GPA of 2.3 will be offered admission on a first-qualified, first-offered basis. Once the program is full, qualified applicants will be placed on a waitlist.
- Applicants who do not have a diploma in accounting from SAIT will be placed into selection for review. Eligibility will be based on an in-depth review of relevant course work the applicant has completed. Both international and domestic education will be considered for admission purposes regardless of completion date.
- Applicants who have not completed the following SAIT courses must demonstrate successful completion of course work containing content similar to the following courses (click to review the course content):
 - Intermediate Financial Accounting II – ACCT 350
 - Communication and Presentation Skills – COMN 220
 - Finance Management – FNCE 390
 - Introductory Management Accounting – ACCT 338
 - Management Information Systems – ACCT 320
 - Marketing Essentials – MKTG 260
- Applicants in selection should submit transcripts and a current résumé to Andrew Julio, Academic Advisor, School of Business at andrew.julio@sait.ca.

Program Completion

- Students in applied degree programs have seven years to complete the credential requirements.
- The time limitation begins on the date the student starts with the first course in the credential.
- For more information, refer to AC 3.1.1 – Grading and Progression Procedure.

Costs and Supplies

Tuition and Fees (Subject to change)

- Please refer to the **Tuition and Fee Table**.
- International students, please refer to **International Student Fees**.
- Student funding, please refer to **Financial Assistance**.

Books and Supplies (Subject to change)

- Cost of Books and Supplies depends on when the directed field studies component is completed and choice of electives. Approximate cost of supplies is \$2,600 – \$3,200 total.

Program Outline

Accounting Major

Third Year

Semester 5

ACCT 411 – Personal and Corporate Taxation	3 credits
ACCT 434 – Advanced Financial Accounting	3 credits
ACCT 491 – Advanced Management Accounting	3 credits
ACCT 495 – External Auditing	3 credits
LDSH 405 – Leadership	3 credits

Semester 6

ACCT 415 – Accounting Theory	3 credits
ACCT 480 – E-Business	3 credits

Electives (3 courses required)

ACCT 413 – Internal Auditing and Controls	3 credits
ACCT 416 – Advanced Information Systems	3 credits
ACCT 420 – Public Sector Financial Mgmt	3 credits
ACCT 451 – Advanced Taxation	3 credits
ACCT 497 – Advanced External Auditing	3 credits
BFIN 492 – Advanced Corporate Finance	3 credits
MNGT 405 – Strategic Management	3 credits
MNGT 407 – Operations Management	3 credits

Note: Not all electives in semester 6 are offered as day time, full time study. For certain electives students will have to study in the evening and/or part time to complete this semester.

Fourth Year

Semester 7

Directed Field Studies (DFS)

ACWE 407 – DFS – Accounting I	15 credits
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Semester 8

Directed Field Studies (DFS)

ACWE 457 – DFS – Accounting II	15 credits
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Total Credits	60
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Transfer Options

Graduates may be eligible to apply for SAIT's Bachelor of Business Administration degree in Accounting.

Bachelor of Applied Technology — Geographic Information Systems

- Two-year applied degree
- Fall and winter start

Contact Us

School of Construction
Room CB 410, Aldred Centre
Phone: 403.284.8367
Email: construction.bgis@sait.ca

Program Description

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.

This is a two-year, applied degree program consisting of two 15-week semesters in year one, followed by a paid practicum in year two.

The program accepts students into first semester in September as well as January.

Program Overview

Your Career

As a graduate from the Bachelor of Applied Technology Geographic Information Systems your opportunities for employment include geographic information systems technologist, technician, analyst, specialist, team leader or manager. GIS professionals work in many industries: forestry, natural resource exploration, environmental, engineering, consulting, government (municipal, provincial, and federal), information technology, health care and tourism.

- Graduates of the Bachelor of Applied Technology Geographic Information Systems program have a 82% employment rate.

Student Success

Students with higher grades usually experience more success in SAIT programs.

Typical geographic information systems job placement advertisements suggest that the ideal practitioner has a sound technical background, is self-motivated and disciplined in achieving results.

Successful geographic information systems professionals are also associated with individuals who can problem solve through the application of creative and innovative solutions, and provide service based on the concept of continuous improvement.

Contact time with instructors in lectures and labs is about twenty five hours per week. The average student is expected to spend about an additional twenty five hours per week on assignments, studying, and projects.

BGIS graduates will often work in teams of various sizes. In the BGIS program, all courses require working in teams for projects or lab assignments. This requires good communication and interpersonal skills.

Credentials and Accreditation

Although there are no formal accreditation arrangements at this time discussions are pending with several national level accreditation agencies. Please contact the School of Construction for more information.

Progression

Students must attain a PGPA and/or a CGPA of 2.0 or better in each semester and pass the necessary prerequisite courses to progress through the program. To qualify for graduation, students must pass all courses and attain a CGPA of 2.0 or better and complete course requirements within the prescribed timelines.

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.
- All applicants must demonstrate English Language Proficiency prior to admission, including students educated in Canada.

Selection

Competitive Entry: Five Step Process

Step 1: Ensure that you meet all of the admission requirements listed above.

Step 2: This is a competitive program and we receive more qualified applications than available seats in the program. It is important to review the selection information below to understand the process and deadlines.

- The competitive entry/selection process is done on a continuous basis starting in January (fall intake) and August (winter intake).
- There will be 64 seats offered for the fall intake and 32 seats offered for the winter intake.

In the selection process, applicants will be assessed according to the following criteria and seats will be offered accordingly.

- Academic Achievement
- Computer skills testing
- Quality of the Letter of Intent and Resumé
- Quality of the personal interview (applicants may be required to attend a personal interview to determine program fit)

Once the program is full, applicants will be placed on a waitlist in order of selection score composed of the above criteria.

Step 3: Apply to the Bachelor of Applied Technology Geographic Information Systems (BGIS) program. You will be required to submit your transcripts and/or anticipated final grades at this time in order to be included in the competitive entry/selection process.

Step 4: Log in to mySAIT to check your admission status. If your status indicates you're "In Selection," complete the Letter of Intent and Resumé and submit it according to the instructions.

- You will receive an email from the program with the deadlines to submit your files for selection.
- Applicants who fail to submit their Letter of Intent and Resumé within the timelines will be excluded from selection.
- You will be contacted by the program directly if you will be required to attend a personal interview.

Step 5: Continue to monitor changes to your application decision through mySAIT.ca.

- Failure to meet anticipated final grades will result in offers being rescinded.

Selection Priority

Priority will be given to students who have a diploma or degree in a field related to Geographic Information Systems (GIS).

Communication During Selection

Email is the primary source of communication during the selection process. Ensure your personal email account is managed appropriately to receive our emails, files and communications.

Due to the significant number of applications for this program, the selection process can take some time. Every effort will be made to maintain the timelines outlined above. We appreciate your patience.

Unfortunately, due to the extremely large volume of applicants, we cannot provide any assistance or follow-up as to why the candidate was not competitive.

Program Completion

- Students in applied degree programs have seven years to complete the credential requirements.
- The time limitation begins on the date the student starts the first course in the credential.
- For more information, refer to AC 3.1.1 – Grading and Progression Procedure.

Costs and Supplies

Tuition and Fees (Subject to change)

- Please refer to the **Tuition and Fee Table**.
- International students, please refer to **International Student Fees**.
- For student funding, please refer to **Financial Assistance**.
- Course fees for classes conducted in non-daytime standard times are not financially supported by Advanced Education and thus priced on a cost recovery basis. This is significantly more expensive than regular daytime fees, and priced on a credit-by-credit basis.

Books and Supplies (Subject to change)

- Books and Supplies are approximately \$800 per year.

Program Outline

Third Year

Semester 5

▪ COMM 415 – Professional Communications	1.5 credits
▪ GEOS 406 – Geospatial Project Foundations	1.5 credits
▪ GEOS 409 – GIS Data Capture I	3 credits
▪ GEOS 410 – GIS Data Manipulation and Transformation	3 credits
▪ GEOS 418 – GIS Data Modeling	3 credits
▪ GEOS 419 – GIS Data Analysis and Output	3 credits

Semester 6

▪ GEOS 451 – GIS Data Capture II	3 credits
▪ GEOS 453 – Data Management and Analysis	3 credits
▪ GEOS 455 – Geoprocessing and Programming	3 credits
▪ GEOS 457 – Cartography and Geovisualization	3 credits
▪ GEOS 459 – Applied GIS Capstone Project	3 credits

Fourth Year

▪ GEOS 540 – Applied GIS Directed Field Studies	30 credits
Total Credits	60

Transfer Options

Transfer credit may be available at other post-secondary institutions where credits from SAIT programs could be evaluated on an individual basis. Interested students should contact the post-secondary institute of their choice for more information.

Bachelor of Applied Technology — Petroleum Engineering

- Two-year applied degree
- Fall and winter starts
- High-industry demand

Contact Us

MacPhail School of Energy
Room KA440, Johnson-Cobbe Energy Centre
Phone: 403.284.8451
Fax: 403.284.8262
Email: energy.info@sait.ca

Program Description

The BAPT program is designed for students who have completed technical degrees or diplomas and wish to receive training for a career in the petroleum industry. There are many optional courses providing detailed training in specialized fields such as oil and gas exploration, drilling, reservoir and production engineering, oil and gas facilities design and operation, upgrading and refining operations, and economic analysis. This allows students to personalize their training to better suit their interests and career needs.

Program Overview

Your Career

This 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.

Student Success

Students with higher secondary or post-secondary marks usually experience greater success in SAIT programs.

Credentials and Accreditation

After successfully completing this program, graduates will receive a SAIT Bachelor of Applied Technology Petroleum Engineering degree.

Accreditation

It should be noted that this degree does not currently provide the requirements leading to registration as a professional engineer. The degree is designed to provide the graduate with in-depth applicable training that will allow the graduate to function as a highly skilled member of an engineering team working in one of the areas outlined above.

Progression

Students must attain a PGPA and/or a CGPA of 2.0 or better in each semester and pass the necessary prerequisite courses to progress through the program. To qualify for graduation, students must pass all courses, attain a CGPA of 2.0 or better and complete course requirements within the prescribed timelines.

Admission Requirements

- A two-year SAIT diploma in Petroleum Engineering Technology, Chemical Engineering Technology, Mechanical Engineering Technology, Instrumentation Engineering Technology, Civil Engineering Technology, Electrical Engineering Technology, or similar engineering technology, with a grade point average of 2.5 or better is the normal entrance requirement.
- University graduates holding relevant science (mathematics, physics, chemistry, geology, or geophysics) or engineering degrees are accepted. Additional courses may be required before starting the program. Applicants with other qualifications may be considered upon submission of certified background information.
- A transcript of marks for all post-secondary courses or programs is required for all applicants and must be submitted to Student Services at the time of application. Foreign documents need to be assessed by either World Education Services (WES) or SAIT Prior Learning Assessment Recognition (PLAR). Registration in a Canadian Professional Engineering or a Certified Technologist organization can be substituted for the WES or PLAR assessments, subject to academic chair approval.
- All applicants must demonstrate English Language Proficiency prior to admission, including students educated in Canada.

Selection

Competitive Entry: Six Step Process

Step 1: Read the program information to see the qualities needed for Student Success

Step 2: Ensure that you meet all of the admission requirements listed above

Step 3: Review the selection information to understand the process and deadlines

- Applications and proof of the admission requirements (transcripts and/or anticipated final grades) must be submitted by June 1 (for the fall intake) or Aug. 15 (for the winter intake) to be included in selection.
- In the selection process, applicants will be assessed on the following criteria and seats will be offered accordingly.
 - Academic Ranking – 50%
 - Quality of Career Investigation Questionnaire – 50%
- Selection will be done on a continuous basis until the program has been filled, therefore we encourage you to apply early.

Step 4: Apply to Bachelor of Applied Technology Petroleum Engineering and submit your transcripts.

For international applicants for the winter intake, we recommend that you have your transcripts assessed by World Education Services (WES) prior to applying to ensure all selection timelines are met.

Step 5: Complete the Career Investigation Questionnaire and submit it by June 1 (for fall intake) or Aug. 15 (for winter intake). Offers will be sent out prior to these dates however, so early submission of the Career Investigation Questionnaire will improve your opportunity to receive an offer.

Log in to mySAIT.ca to check your admission status frequently. If your status indicates you're "In Selection," complete the Career Investigation Questionnaire and submit it according to the instructions specified in the questionnaire. Hand written submissions will not be accepted.

Please save the file with the naming convention: LastName, FirstName-StudentID

Applicants who fail to complete the Career Investigation Questionnaire will not receive an offer.

Step 6: Continue to monitor changes to your application status through mySAIT.ca.

Failure to meet anticipated final grades will result in offers being rescinded.

Communication During Selection

Email is the primary source of communication during the selection process. Ensure your personal email account is managed appropriately to receive our emails, files and communications.

Due to the significant number of applications for this program, the selection process can take some time. Every effort will be made to maintain the timelines outlined above. We appreciate your patience.

Unfortunately, due to the extremely large volume of applicants, we cannot provide any assistance or follow-up as to why the candidate was not competitive.

Program Completion

- Students in applied degree programs have seven years to complete the credential requirements.
- The time limitation begins on the date the student starts the first course in the credential.
- For more information, refer to AC 3.1.1 – Grading and Progression Procedure.

Costs and Supplies

Tuition and Fees (Subject to change)

- Please refer to the **Tuition and Fee Table**.
- International students, please refer to **International Student Fees**.
- Student funding, please refer to **Financial Assistance**.

Books and Supplies (Subject to change)

- Books and Supplies are approximately \$1,000 per year.

Program Outline

Required Core Courses (Select All)

▪ CHEN 402 – Fluid Phase Behavior	1.5 credits
▪ DRLG 412 – Drilling	1.5 credits
▪ GEOL 410 – Petroleum Geology	1.5 credits
▪ COMM 405 – Industrial Communications	3 credits
▪ PTPR 412 – Production Operations Engineering	1.5 credits
▪ RESR 412 – Reservoir	1.5 credits
▪ ECON 404 – Petroleum Economics	1.5 credits

Required (May be waived by Academic Chair depending upon Applicant's prior education)

▪ MATH 403 – Intermediate Engineering Mathematics	1.5 credits
▪ THRM 405 – Fundamentals of Engineering	1.5 credits

Core Elective Courses (Select 3 to 6 credits)

▪ ADMN 411 – Team Skills	1.5 credits
▪ BFIN 430 – Financial Control, Budgets, and Planning	1.5 credits
▪ PROJ 421 – Project Management	1.5 credits
▪ SAFE 412 – Safety in the Petroleum Industry	1.5 credits

Additional Courses: (Select remaining courses to reach 27 credit total)

All courses with the exception of ENVS 470, EVAL 464, PETR 409, PTPR 465, PROP 425, RESR 424, and RESR 473 are offered in the fall and winter semesters, although seat availability for some can be limited by demand.

The courses ENVS 470, EVAL 464, PETR 409, PTPR 465, PROP 425, RESR 424, and RESR 473 are only offered in the winter semester. Most of the required courses and some of the options are also available through distance delivery. International students are not able to take courses by distance delivery except for ADMN 411.

▪ CHEN 405 – Process Engineering	3 credits
▪ CNTR 405 – Instrumentation and Process Control	1.5 credits
▪ ENVS 402 – Environmental Considerations	1.5 credits
▪ PETR 409 – Refining and Petrochemical Technology	1.5 credits
▪ PTPR 470 – Well Completion Stimulations and Workover	3 credits
▪ CHEN 465 – Process Design Using Computers	3 credits
▪ DRLG 451 – Drilling Technology – Advanced	3 credits
▪ ENVS 470 – Advanced Environmental Considerations	1.5 credits
▪ EVAL 402 – Well Logging	1.5 credits
▪ EVAL 464 – Evaluation of Oil and Gas Projects	1.5 credits
▪ PETR 461 – Advanced Exploration Technology	3 credits
▪ PTPR 465 – Advanced Production Engineering	1.5 credits
▪ PROP 425 – Gas Process Engineering – Advanced	3 credits
▪ RESR 425 – Reservoir Simulation	3 credits
▪ RESR 424 – Advanced Reservoir Engineering	1.5 credits
▪ RESR 464 – Heavy Oil Recovery	1.5 credits
▪ RESR 473 – Oilsands Mining and Processing	1.5 credits

Required Work Experience: At least 800 hours of work experience in a paid position in the petroleum industry. Students are responsible for finding this position, but the SAIT Advisor will facilitate this as much as possible.

▪ PRAC 400 – Practicum I for BAPT	15 credits
▪ PRAC 410 – Practicum Project for BAPT	15 credits

Required Work Experience: 800 hours

Total Credits	57
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Transfer Options

Graduates may be eligible for transfer credit at:

- Athabasca University

Bachelor of Business Administration

- **Four-year bachelor's degree**
- **Fall start**
- **Small class sizes: 40 student maximum**
- **Choice of six majors:**
 - Accounting
 - Financial Services
 - Human Resource Management
 - Management
 - Marketing
 - Supply Chain Management
- **Choice of two minors: Construction Project Management and Energy, Oil and Gas**
- **Bring Your Own Device laptop-based program**
- **First year and advanced standing intake options**

Contact Us

School of Business
Room N701, Senator Burns Building
Phone: 403.284.8485
Email: business.advising@sait.ca

Program Description

The Bachelor of Business Administration (BBA) is an industry-recognized bachelor's degree. This Bring Your Own Device (BYOD) laptop-based program gives career-focused students the opportunity to learn from qualified instructors with real-world business experience in a practical and technologically-rich learning environment. SAIT's BBA offers a unique advantage: a high level of coursework dedicated specifically to business studies and each major, giving in-depth knowledge to prepare students for the job market. Complementary courses in interdisciplinary fields give students the academic breadth and research skills needed to prepare for future graduate studies. This program was designed with extensive input from industry advisors to meet the needs of Alberta businesses and employers and to prepare graduates to excel in their field.

Students will complete a common first year and then specialize in one of the following majors: Accounting, Financial Services, Human Resource Management, Management, Marketing, and Supply Chain Management. Core business courses ensure each student gains essential business knowledge and include topics such as accounting, economics, marketing, productivity tools and technology, international business and strategic management. Students will also develop professional skills and gain academic breadth through courses in communications, critical thinking, statistics, research, and ethics. Complementary elective courses include a range of relevant real-world topics in humanities, science, and social sciences. Students also have the option of enhancing their industry literacy through specialized minors in Construction Project Management and Energy, Oil and Gas.

At the end of the program, students complete a practical capstone course, which will integrate all previous areas of coursework and challenge students' analytic and critical thinking skills in a real-world business situation. Upon graduation, students will be qualified for excellent career prospects in their field of study and will be eligible to continue their studies at the graduate level or pursue an industry designation (varies by major and career field).

Bachelor of Business Administration degree students can choose between the following majors:

- **Accounting:** includes courses recognized for the Chartered Professional Accountant (CPA) designation, focusing on introductory through advanced accounting topics, internal and external auditing, taxation, finance management, and information systems. Students will not only gain practical skills in accounting but an understanding of the strategic, communication and leadership functions that accounting fulfills in organizations.
- **Financial Services:** consists of coursework designed to prepare students for the fast-paced financial services sector including the areas of financial planning, banking, risk management, client relationships, insurance, and trusts and estates. Courses are aligned to Personal Financial Planner (PFP) and Certified Financial Planner (CFP) designations. Depending on their choice of electives and success on national certification exams written during their courses, students can graduate with all the course requirements for the PFP designation. Students have the opportunity to write in-course exams equivalent to the Investments Funds in Canada (IFC) and Canadian Securities Course (CSC) national exams.
- **Human Resource Management:** prepares students for the ever-changing world of human resources (HR), including in-depth coverage of strategic human resource and talent management topics, as well as employment law, total rewards, negotiation, HR information systems, and more. Graduates can pursue a Certified Human Resources Professional (CHRP) designation.
- **Management:** provides a wide range of management and business administration skills in the areas of operations management, continuous improvement, project management, supply chain, international management and more. The Management major offers a unique opportunity to further specialize with a minor in the following in-demand fields: Construction Project Management or Energy, Oil and Gas.
- **Marketing:** offers a range of in-demand topics in the areas of brand management, consumer insight, international marketing, planning and strategy, public relations, innovation, and digital technology. Graduates will not only learn strategic marketing theory, but how to apply it in real-world business scenarios.
- **Supply Chain Management:** prepares students to excel in this rapidly growing field in areas such as operations, logistics, procurement and contracts, negotiation, change management, data management using technology, and quality control through industry-leading processes, with a special emphasis on social responsibility and ethics. Students will be exposed to the wide variety of specialized roles and professional associations within the supply chain field.

Minors

BBA students have the option to take a specialized minor to further enhance their business knowledge. The minors are optional components of the BBA Management major. Students not enrolled in the Management major are eligible to complete a minor, but they may need to take more than the required 120 program credits.

Construction Project Management: exposes students to the project management process for large capital construction projects. They will gain insight into the Canadian construction industry, risk and conflict as they pertain to a construction site, design considerations, and more.

Energy, Oil and Gas: offers a deeper understanding of the oil and gas industry. Students can choose to learn more about the technical side of oil and gas, its exploration and development, economic and regulatory considerations, and more.

Program Overview

Your Career

Examples of positions students can pursue upon graduation from the BBA:

Accounting: Accountant, Forensic Accountant, Financial Analyst, Joint Venture Analyst, Procurement Officer, Tax Analyst

Financial Services: Asset Manager, Financial Advisor, Investment Consultant, Premium Banker, System Branch Manager

Human Resource Management: Change Management Specialist, Health and Wellness Advisor, Learning and Development Specialist, Talent Acquisition Specialist

Management: Business Manager, Consultant, Operations Manager, Production Manager, Owner/Operator of Small Business

Marketing: Account Manager, Business Development Advisor, Digital Marketing Specialist, Events Coordinator, Merchandising Analyst, Entrepreneur

Supply Chain Management: Buyer, Category Manager, Commercial Analyst, Contracts Specialist, Inventory Manager, Logistics and Materials Planner, Procurement Specialist, Supply Chain Coordinator, Transportation Manager

Student Success

The BBA has a high level of academic challenge and rigour. The level of difficulty will increase with each year of the program. Students who invest sufficient time and energy in their studies are more likely to achieve success. Due to the high level of technology use in the program, students should be competent in using a Windows-based computer and Microsoft Office programs prior to enrollment.

To achieve success in this program students should:

- Attend and actively participate in all classes
- Spend six to nine hours per week on each course outside of regular class time
- Be proficient in the use of a Windows-based computer and Microsoft Office
- Be prepared to work in teams
- Become familiar with and adhere to SAIT's policies and procedures
- Have strong written and oral communication skills

Students who are engaged in campus life and who take advantage of SAIT services and resources are more likely to experience success in SAIT's programs.

Credentials and Accreditation

Upon successful completion of this program, graduates will receive a four year Bachelor of Business Administration degree in their choice of major.

Professional Designations and Certifications

Graduates will have the opportunity to pursue a variety of professional designations, depending on their major. SAIT has negotiated formal agreements with a number of professional associations to ensure BBA coursework is recognized for educational requirements of the respective designations. Additional exam, education, or work requirements may apply for earning a designation or certification.

Accounting (formal agreement): Accounting major students will have all pre-requisite educational requirements needed to enter the Chartered Professional Accountant (CPA) Professional Education Program.

Financial Services (formal agreements): Financial Services major students will have the opportunity to complete the Investment Funds in Canada (IFC) and Canadian Securities Course (CSC) exams. Students will have the opportunity to graduate with their Personal Financial Planner (PFP) designation in hand if they pass the necessary exams. The Financial Planning Standards Council recognizes the program as meeting the Core Curriculum requirements for the Certified Financial Planner (CFP) certification. The program will cover the foundational financial and business knowledge to assist in preparing students for the rigorous Chartered Financial Analyst (CFA) program later in their careers.

Human Resource Management* (no formal agreement in place): Graduates can pursue a number of designations including: Certified Human Resource Professional (CHRP), Registered Professional Recruiter (RPR), and Certified Training and Development Professional (CTDP).

Management* (no formal agreement in place): Certified in Management (CIM), Project Management Professional (PMP)

Marketing* (no formal agreement in place): Certified Sales Professional (CSP).

Supply Chain Management* (no formal agreement in place): Supply Chain Management Professional (SCMP), Professional Logistician (P.Log), Certified Supply Chain Professional (CSCP).

*SAIT will pursue formal agreements with designating bodies for newly approved majors.

Progression

Students must attain a PGPA and/or a CGPA of 2.0 or better in each semester and pass the necessary prerequisite courses to progress through the program. To qualify for graduation, students must pass all courses, attain a CGPA of 2.0 or better and complete course requirements within the prescribed timelines.

Admission Requirements

Applicants must meet **one** of the following (or equivalent), as well as the English Proficiency requirement*:

1. An overall minimum average of 65% where English 30-1 and Math 30-1 or Pure Math 30 have to be at least 60%. The average will be calculated using English 30-1, and Math 30-1 or Pure Math 30, and two courses from Group A, and one course from either Group A or B.

Group A (Academics)	Group B (Other) (5 credits)
Mathematics 31	Art 30 or 31
Biology 30	Drama 30
Chemistry 30	Music 30 (choral, instrumental, general)
Physics 30	Physical Education 30
Science 30	Religion 35
Social Studies 30-1	Social Studies 30-2
One language 30	Other five-credit grade 12 subject or a combination of two three-credit grade 12 subjects
	Five credits of advanced career and technology courses

2. A SAIT Business Administration diploma or a Bachelor of Applied Business Administration or their equivalent from an accredited post-secondary institution, with a minimum 2.3 cumulative GPA, (67% or C+).

*All applicants must demonstrate English Language Proficiency prior to admission, including students educated in Canada.

Selection

Applications and proof of the admission requirements (transcripts and/or anticipated final grades) must be submitted to be included in selection.

There will be 240 seats offered in the fall intake for year one, and 240 seats for advanced standing applicants.

Early Admission Criteria

Early admission will be offered to qualified applicants based on the following criteria.

1. An overall minimum average of 75% where English 30-1 and Math 30-1 or Pure Math 30 have to be at least 60%. The average will be calculated using English 30-1, and Math 30-1 or Pure Math 30, and two courses from Group A, and one course from either Group A or B, OR,
2. Applicants who have achieved, or will achieve, a minimum GPA of 2.7 in the post-secondary admission requirement.

Early admission will be offered until March 4 or until the program is full.

Selection Criteria

- Applicants who do not qualify for early admission, or who qualify after the early admission deadline has passed, will be placed in selection and academically ranked according to the admission requirements.
- Interviews may also be required as part of the selection process.
- Selection will begin on March 7 and be done on a continuous basis until the program has been filled.
- Applicants will then be offered a seat or waitlisted, based on ranking and seat availability.

Failure to meet anticipated final grades may result in offers being rescinded.

Program Completion

- Students starting in a degree program after July 1, 2015, have 10 years to complete the credential requirements.
- Students who started the program prior to July 1, 2015, are under the previous policy and will have 7 years to complete the credential requirements.

Costs and Supplies

Tuition and Fees (Subject to change)

- Please refer to the **Tuition and Fee Table**.
- International students, please refer to **International Student Fees**.
- Student funding, please refer to **Financial Assistance**.

Books and Supplies (Subject to change)

- Books and Supplies are approximately \$1,000 – \$1,500 per full-time year.
- Bring Your Own Device program: approx. \$600-\$800 for a laptop that meets the minimum BYOD requirements.
- The Bachelor of Business Administration (Financial Services major) has a maximum of six courses that require registration and payment to an external accrediting body of approximately \$400 to \$700 per course for an industry licensing exam.

Program Outline

The Bachelor of Business Administration requires 120 credits (39 courses) for completion, including at least 72 credits at the senior level. All courses are 3 credits, except for the 6-credit Integrative Experience. Junior-level courses are indicated by * – all others are senior-level.

The program consists of:

- Business Core Courses – 45 credits (14 courses)
- Complementary Core Courses – 18 credits (6 courses)
- Complementary Elective Courses – 12 credits (4 courses)
- Major Courses – 45 credits (15 courses)

Students take common first year courses, then move into open-registration for year two. The first semester is common for all majors: Accounting, Financial Services, Human Resource Management, Management, Marketing, and Supply Chain Management. Students declare a major in second semester, subject to a competitive screening process.

Year 1 – Semester 1

- ACCT 1010 – Introductory Financial Accounting I
- BCMP 1225 – Business Productivity Tools and Technology
- BMAT 1040 – Business Mathematics
- ECON 1010 – Microeconomics
- MNGT 1200 – Introduction to Business

Year 1 – Semester 2

- COMM 1070 – Communication and Presentation Skills
- ECON 1110 – Macroeconomics
- STAT 2040 – Quantitative Methods
- ACCT or MKTG choice¹
- Semester 2 Elective²

¹Choose 1 of 2 – Speak to an advisor about which to choose

- ACCT 2010 – Accounting for Managers
- MKTG 1060 – Marketing Essentials

²Semester 2 Electives – Choose 1 of 5

- ACCT 2110 – Introductory Financial Accounting II
- BFIN 1255 – Personal Financial Planning
- MKTG 1275 – Marketing You
- MNGT 1255 – Introduction to Management
- SCMT 1255 – Introduction to Supply Chain Management

Note: Not all courses will run every year or every semester.

Contact an academic advisor to discuss your individual learning plan: business.advising@sait.ca or 403.284.8485.

Business Core (45 Total Credits)

▪ ACCT 1010 – Introductory Financial Accounting I	3 credits*
▪ BCMP 1225 – Business Productivity Tools and Technology	3 credits*
▪ BLAW 2030 – Business Law	3 credits
▪ BMAT 1040 – Business Mathematics	3 credits*
▪ ECON 1010 – Microeconomics	3 credits*
▪ ECON 1110 – Macroeconomics	3 credits*
▪ MKTG 1060 – Marketing Essentials	3 credits*
▪ MNGT 1200 – Introduction to Business	3 credits*
▪ MNGT 2250 – Organizational Behaviour	3 credits
▪ MNGT 2360 – International Business	3 credits
▪ MNGT 4050 – Strategic Management	3 credits

Business Core Elective 1 (choose 1 of 2)

▪ ACCT 2010 – Accounting for Managers	3 credits
▪ ACCT 2110 – Introductory Financial Accounting II	3 credits*

Note: Accounting majors must take ACCT 2110 – Introductory Financial Accounting II*.

Business Core Elective 2 (choose 1 of 2)

▪ BFIN 2301 – Finance for Managers	3 credits
▪ FNCE 3060 – Finance Management	3 credits

Note: Accounting majors must take FNCE 3060 – Finance Management.

Business Core Integrative Experience Elective (choose 1 of 2)

▪ ACWE 4990 – Business Practicum	6 credits
▪ MNGT 4990 – Business Capstone	6 credits

* Junior Courses

Complementary Core (18 Total Credits)

▪ COMM 1070 – Communication and Presentation Skills	3 credits*
▪ COMM 3310 – Presentations	3 credits
▪ PHIL 1011 – Critical Thinking	3 credits*
▪ PHIL 3010 – Ethics	3 credits
▪ STAT 2040 – Quantitative Methods	3 credits*
▪ STAT 4010 – Research Methodologies	3 credits

* Junior Courses

Complementary Elective Courses (12 Total Credits)**Junior Science Elective (choose 1 of 4)**

▪ BIOL 2220 – Organisms and their Relationships	3 credits*
▪ ENVS 2010 – Environmental Science for Sustainability	3 credits*
▪ SCIE 2230 – Science of Health and Wellness	3 credits*
▪ SCIE 2240 – Science Past, Present and Future	3 credits*

Junior Humanities Elective (choose 1 of 5)

▪ ARCH 1010 – History of Architecture	3 credits*
▪ ENGL 1010 – Critical Reading and Writing	3 credits*
▪ HUMN 2010 – Introduction to Humanities	3 credits*
▪ PHIL 1030 – Ethics in Technology	3 credits*
▪ PHIL 1040 – Introduction to Philosophy	3 credits*

Junior Social Sciences Elective (choose 1 of 3)

▪ ANTH 2230 – Aboriginal Studies	3 credits*
▪ PSYC 1010 – Introduction to Psychology	3 credits*
▪ SOCI 2010 – Introduction to Sociology	3 credits*

Senior Complementary Elective (choose 1 of 5)**Senior Humanities Elective**

▪ COMM 3300 – Intercultural Communications	3 credits
▪ ENGL 3370 – Comparative World Literature	3 credits

Senior Social Sciences Elective

▪ SOCI 3060 – Technology and Society	3 credits
▪ SOCI 3340 – Society and the Workplace	3 credits
▪ SOCI 3380 – Conformity and Deviance in the Workplace	3 credits

* Junior Courses

Senior Business Electives

▪ ACCT 2375 – Introduction to Taxation	3 credits
▪ BFIN 2333 – Money and Banking	3 credits
▪ ECON 2355 – Economic Development Fundamentals	3 credits
▪ ELAW 2350 – Employment Law	3 credits
▪ ENTR 2350 – Entrepreneurship	3 credits
▪ HRMT 2300 – Talent Management I: Recruitment and Selection	3 credits
▪ HRMT 2350 – Human Resource Information Management	3 credits
▪ HRMT 2360 – Talent Management II: Training and Development	3 credits
▪ HRMT 3010 – Health, Safety and Wellness	3 credits
▪ HRMT 3020 – Talent Management III: Total Rewards	3 credits
▪ HRMT 4010 – Labour Relations	3 credits
▪ LDSH 3050 – Leadership	3 credits
▪ MKTG 2306 – Brand Management	3 credits
▪ MKTG 2336 – Marketing Action	3 credits
▪ MKTG 2340 – Consumer Behavior	3 credits
▪ MNGT 2320 – Project Management	3 credits
▪ MNGT 2367 – Municipal Structure and Governance	3 credits
▪ MNGT 2370 – Principles of Supply Chain Management	3 credits
▪ MNGT 3010 – Continuous Improvement	3 credits
▪ MNGT 3020 – Conflict Management and Negotiation Skills	3 credits
▪ MNGT 3365 – International Management	3 credits
▪ MNGT 4010 – Change Management	3 credits
▪ MNGT 4040 – Human Resource Management	3 credits
▪ SCMT 2300 – Operations Planning and Scheduling	3 credits
▪ SCMT 2310 – Logistics I	3 credits
▪ SCMT 2320 – Quality: A Supply Chain Perspective	3 credits
▪ SCMT 2350 – Operational Performance Analytics	3 credits
▪ SCMT 2370 – Procurement I	3 credits
▪ SCMT 2380 – Materials Management	3 credits
▪ MNGT 395 – Managing Strategically*	3 credits

*SAIT BA graduates who enter into the BBA may use this course as a senior business elective.

Business Electives

▪ LDSH 3050 – Leadership	3 credits
▪ MNGT 4040 – Human Resource Management	3 credits

Accounting Major (45 Total Credits)

▪ ACCT 2020 – Introductory Management Accounting	3 credits
▪ ACCT 2030 – Management Information Systems	3 credits
▪ ACCT 3010 – External Auditing	3 credits
▪ ACCT 3020 – Personal and Corporate Taxation	3 credits
▪ ACCT 3120 – Intermediate Management Accounting	3 credits
▪ ACCT 3210 – Intermediate Financial Accounting I	3 credits
▪ ACCT 3310 – Intermediate Financial Accounting II	3 credits
▪ ACCT 4020 – Accounting Theory	3 credits
▪ ACCT 4140 – Internal Auditing and Controls	3 credits
▪ ACCT 4220 – Advanced Management Accounting	3 credits
▪ ACCT 4410 – Advanced Financial Accounting	3 credits
▪ MNGT 4070 – Operations Management	3 credits

and Business Elective (choose 1 of 2)

(See Business Electives above)

Accounting Elective (choose 2 of 4)

▪ ACCT 4110 – Advanced External Audit	3 credits
▪ ACCT 4130 – Advanced Information Systems	3 credits
▪ ACCT 4150 – Advanced Taxation	3 credits
▪ FNCE 4120 – Advanced Corporate Finance	3 credits

Financial Services Major (45 Total Credits)

▪ ACCT 2375 – Introduction to Taxation	3 credits
▪ BFIN 1255 – Personal Financial Planning	3 credits*
▪ BFIN 2333 – Money and Banking	3 credits
▪ BFIN 2341 – Risk Management and Retirement Planning	3 credits
▪ BFIN 2360 – Relationship Selling	3 credits
▪ BFIN 2380 – Financial Planning Process and Estate Planning	3 credits
▪ BFIN 2386 – Integrated Finance	3 credits
▪ BFIN 3010 – Intermediate Finance I	3 credits
▪ BFIN 3020 – Intermediate Finance II	3 credits
▪ BFIN 4010 – Client Advice	3 credits
▪ BFIN 4020 – Advanced Finance I	3 credits
▪ BFIN 4030 – Advanced Finance II	3 credits
▪ MNGT 4070 – Operations Management	3 credits

and Business Elective (choose 1 of 2)

(See Business Electives above)

Financial Services Certification Elective (choose 1)

▪ BFIN 2356 – Mutual Funds and Securities	3 credits
▪ BFIN 4040 – Applied Client Planning	3 credits

or Senior Business Elective (choose 1)

(See Senior Business Electives above)

* Junior Course

Human Resource Management Major (45 Total Credits)

▪ ELAW 2350 – Employment Law	3 credits
▪ HRMT 2300 – Talent Management I: Recruitment and Selection	3 credits
▪ HRMT 2310 – Technical Skills for HR Professionals	3 credits
▪ HRMT 2350 – Human Resource Information Management	3 credits
▪ HRMT 2360 – Talent Management II: Training and Development	3 credits
▪ HRMT 3010 – Health, Safety and Wellness	3 credits
▪ HRMT 3020 – Talent Management III: Total Rewards	3 credits
▪ HRMT 4010 – Labour Relations	3 credits
▪ LDSH 3050 – Leadership	3 credits
▪ MNGT 1255 – Introduction to Management	3 credits*
▪ MNGT 3020 – Conflict Management and Negotiation Skills	3 credits
▪ MNGT 4010 – Change Management	3 credits
▪ MNGT 4040 – Human Resource Management	3 credits
▪ MNGT 4070 – Operations Management	3 credits

and Senior Business Elective (choose 1)

(See Senior Business Electives above)

* Junior Course

Management Major (45 Total Credits)**BBA Management Major Required (21 credits)**

▪ MNGT 1255 – Introduction to Management	3 credits*
▪ MNGT 2320 – Project Management	3 credits
▪ MNGT 3020 – Conflict Management and Negotiation Skills	3 credits
▪ MNGT 4010 – Change Management	3 credits
▪ MNGT 4020 – Project Management II	3 credits
▪ MNGT 4040 – Human Resource Management	3 credits
▪ MNGT 4070 – Operations Management	3 credits

* Junior Course

BBA Management Major Elective without Minor (choose 8) (24 credits)

▪ ECON 2355 – Economic Development Fundamentals	3 credits
▪ ENTR 2350 – Entrepreneurship	3 credits
▪ LDSH 3050 – Leadership	3 credits
▪ MNGT 2367 – Municipal Structure and Governance	3 credits
▪ MNGT 2370 – Principles of Supply Chain Management	3 credits
▪ MNGT 3010 – Continuous Improvement	3 credits
▪ MNGT 3365 – International Management	3 credits
▪ Senior Business Elective	3 credits

(See Senior Business Electives above)

OR

Senior Business Electives (choose 8, 3 credit courses)

(See Senior Business Electives above)

OR

Senior Elective (choose 8, 3 credit courses)

– With prior, written program approval, other senior business electives or other senior electives may be selected.

BBA Management Major Elective with Minor (choose 4) (12 credits)

▪ ECON 2355 – Economic Development Fundamentals	3 credits
▪ ENTR 2350 – Entrepreneurship	3 credits
▪ LDSH 3050 – Leadership	3 credits
▪ MNGT 2367 – Municipal Structure and Governance	3 credits
▪ MNGT 2370 – Principles of Supply Chain Management	3 credits
▪ MNGT 3010 – Continuous Improvement	3 credits
▪ MNGT 3365 – International Management	3 credits

OR

Senior Business Electives (choose 4, 3 credit courses)
(See Senior Business Electives above)

OR

Senior Elective (choose 4, 3 credit courses)

- With prior, written approval, other senior business electives or other senior electives may be selected.

BBA Management Minors – choose 1 of the minors (12 credits)**Construction Project Management Minor**

▪ CPMT 2030 – Construction Management Overview	3 credits*
▪ CPMT 3060 – Project Risk and Conflict Management	3 credits
▪ CPMT 4060 – Scope and Design Management	3 credits

Construction Project Management Minor Elective (choose 1 of 3)

▪ CIVL 2110 – Project Delivery Systems	3 credits
▪ SCMT 2320 – Quality: A Supply Chain Perspective	3 credits
▪ SCMT 2370 – Procurement I	3 credits

* Junior Course

Energy, Oil and Gas Minor

▪ TPRP 1255 – Canadian Oil and Gas Industry	3 credits*
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Energy, Oil and Gas Minor Elective (choose 3 of 4)

▪ ENVS 3370 – Reg, Environ and Sustainability	3 credits
▪ MNGT 3310 – Petroleum Management	3 credits
▪ PTOF 3350 – Technology and Canadian Oil and Gas Operations	3 credits
▪ SCMT 2320 – Quality: A Supply Chain Perspective	3 credits

* Junior Course

Marketing Major (45 Total Credits)

▪ MKTG 1275 – Marketing You	3 credits*
▪ MKTG 2306 – Brand Management	3 credits
▪ MKTG 2322 – Marketing Research	3 credits
▪ MKTG 2336 – Marketing Action	3 credits
▪ MKTG 2340 – Consumer Behavior	3 credits
▪ MKTG 2366 – Business Development	3 credits
▪ MKTG 2375 – Integrated Marketing Communications	3 credits
▪ MKTG 2380 – Strategic Marketing	3 credits
▪ MKTG 3020 – Innovation and Design	3 credits
▪ MKTG 4020 – Public Relations	3 credits
▪ MKTG 4040 – Advertising	3 credits
▪ MNGT 4070 – Operations Management	3 credits

and Business Elective (choose 1 of 2)

(See Business Electives above)

Marketing Elective 1 (choose 1 of 2)

▪ MKTG 3359 – International Marketing	3 credits
▪ MKTG 4010 – Digital Marketing	3 credits

Marketing Elective 2 (choose 1 of 2)

▪ MKTG 4030 – Go To Market	3 credits
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or Senior Business Elective (choose 1)

(See Senior Business Electives above)

* Junior Course

Supply Chain Management Major (45 Total Credits)

▪ LDSH 3050 – Leadership	3 credits
▪ MNGT 2320 – Project Management	3 credits
▪ MNGT 3020 – Conflict Management and Negotiation Skills	3 credits
▪ MNGT 4010 – Change Management	3 credits
▪ SCMT 1255 – Introduction to Supply Chain Management	3 credits*
▪ SCMT 2300 – Operations Planning and Scheduling	3 credits
▪ SCMT 2310 – Logistics I	3 credits
▪ SCMT 2320 – Quality: A Supply Chain Perspective	3 credits
▪ SCMT 2350 – Operational Performance Analytics	3 credits
▪ SCMT 2360 – Professional Practice in Supply Chain Management	3 credits
▪ SCMT 2370 – Procurement I	3 credits
▪ SCMT 2380 – Materials Management	3 credits
▪ SCMT 4010 – Procurement II	3 credits
▪ SCMT 4020 – Logistics II	3 credits

and Senior Business Elective (choose 1)

(See Senior Business Electives above)

* Junior Course

Total Credits	120
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Transfer Options

Graduates of this program are eligible to continue on to graduate studies at a variety of institutions.

Transferring into the Degree

Students from SAIT's Business Administration diploma are eligible to apply for advanced standing into this degree program.

Students who have a business diploma from other post-secondary institutions seeking to enter this degree should visit sait.ca for the latest updates on formal transfer agreements.

Bachelor of Science — Construction Project Management

- Four-year baccalaureate degree
- Fall start
- E-Learning

Contact Us

School of Construction
Room CB410, Aldred Centre
Phone: 403.284.8367
Fax: 403.210.4271
Email: construction.cpm@sait.ca

Program Description

The Bachelor of Science in Construction Project Management provides graduates with structured management and leadership techniques, further providing the basis for broader management decisions as well as on-site leadership in construction operations. The program prepares you for leadership roles in the construction industry. It consists of a combination of core courses, specialty courses and general education courses.

As a Construction Project Manager you will ultimately be responsible for every aspect of a client's project including planning, scheduling, managing equipment and materials, budgeting, staff management, procurement, risk analysis, or a combination of any of these.

This degree program is four years in length, consisting of eight 15-week semesters.

This program accepts students into first semester in September.

Note: This program utilizes an e-Learning (SAIT issued laptop computer) instructional delivery method.

Program Overview

Your Career

Graduates participate in construction project management, facilities management, and infrastructure development both locally and globally.

Graduates also pursue graduate-level credentials in the construction project management domain.

Numerous career paths exist for graduates of the BSc CPM. Some examples of typical entry level opportunities for graduates include the following:

- Assistant Construction Manager
- Assistant Project Manager
- Site Supervisor
- Construction Inspector
- Project Coordinator
- Project Document Controller
- Assistant Project Coordinator
- Project Assistant
- Assistant Site Supervisor
- Junior Estimator
- Junior Contract Administrator
- Assistant Facilities Manager

There are also opportunities for graduates of BSc CPM to pursue a variety of self-employment opportunities such as: consulting, general contracting, small businesses, or other entrepreneurial ventures.

Student Success

Students with higher grades usually experience more success in SAIT's programs. There is a direct correlation between the time and energy invested in studies to the success achieved.

Note: Course difficulty levels are higher for a degree program than they are for a diploma program.

Credentials and Accreditation

Upon successful completion of this program, graduates will receive a SAIT Bachelor of Science in Construction Project Management baccalaureate degree.

The Bachelor of Science in Construction Project Management program has received full accreditation from the Canadian Institute of Quantity Surveyors (CIQS), a self-regulatory, professional body that sets the highest standard for construction economics in Canada. It is the first program in Alberta to be accredited by CIQS.

The School of Construction is also seeking accreditation for the BSc CPM Program from three related accreditation bodies:

- The Project Management Institute Global Accreditation Center (PMIGAC). This is the only specialized international accrediting body that assures the quality of Project Management degree programs at the graduate and undergraduate levels.
- The Gold Seal program by the Canadian Construction Association (CCA) is a national certification program that recognizes construction management excellence, based on education, experience and examination. CCA Gold Seal and PMI-GAC accreditation for the BSc CPM will be diligently sought in the coming years.
- The Chartered Institute of Building (CIOB) an international body that enables members who wish to enter a management career in construction.

Progression

Students must attain a PGPA and/or a CGPA of 2.0 or better in each semester and pass the necessary prerequisite courses to progress through the program. To qualify for graduation, students must pass all courses, attain a CGPA of 2.0 or better and complete course requirements within the prescribed timelines.

Admission and Selection

- Fall 2016 start: applications are accepted Oct. 21, 2015 to Sept. 16, 2016.

Admission Requirements

An overall minimum average of 70% in the following courses or equivalents:

- Math 30-1 or Pure Math 30, AND,
- English Language Arts 30-1, AND,
- Two courses from Group A, AND,
- One course from Group A or B.

Group A (Academics)	Group B (Other) (5 credits)
Mathematics 31	Art 30 or 31
Biology 30	Drama 30
Chemistry 30	Music 30 (choral, instrumental, general)
Physics 30	Physical Education 30
Science 30	Religion 35
	Social Studies 30-1
	Social Studies 30-2
	One language 30
	Other five-credit grade 12 subjects or a combination of two three-credit grade 12 subjects
	Five credits of advanced career and technology courses

All applicants must demonstrate English Language Proficiency prior to admission, including students educated in Canada.

Competitive Entry: Five Step Process

Step 1: Ensure that you meet all of the admission requirements listed above.

Step 2: This is a competitive program and we receive more qualified applications than available seats in the program. It is important to review the selection information below to understand the process and deadlines.

- Applications for fall 2016 are accepted Oct. 21, 2015 to Sept. 16, 2016.
- Applications received after April 29 will be placed on a secondary waitlist and applicants will be contacted if seats become available.
- The competitive entry/selection process is done on a continuous basis starting in November.

In the selection process, applicants will be assessed according to the following criteria and seats will be offered accordingly.

- Academic Achievement
- Quality of the Career Investigation Report
- Quality of the personal interview (applicants may be required to attend a personal interview to determine program fit)

Once the program is full, applicants will be placed on a waitlist in order of their ranking.

Step 3: Apply to the Bachelor of Science Construction Project Management program. You will be required to submit your transcripts and/or anticipated final grades at this time in order to be included in the competitive entry/selection process.

Step 4: Log in to mySAIT to check your admission status. If your status indicates you're "In Selection," you will be contacted to complete the Career Investigation Report and submit it according to the instructions.

- Applicants who fail to complete the Career Investigation Report within the timelines listed on the document will be excluded from selection.
- You will be contacted by the program directly if you will be required to attend a personal interview.

Step 5: Continue to monitor changes to your application decision through mySAIT.ca.

This program requires a review of courses for which anticipated final grades were submitted. A transcript for courses completed in January must be submitted by March 11. You will be contacted by the program directly with a request for these transcripts. These transcripts will then be forwarded to the Admissions office in SAIT Student Services.

Failure to meet anticipated final grades will result in offers being rescinded.

Communication During Selection

Email is the primary source of communication during the selection process. Ensure your personal email account is managed appropriately to receive our emails, files and communications.

Due to the significant number of applications for this program, the selection process can take some time. Every effort will be made to maintain the timelines outlined above. We appreciate your patience.

Unfortunately, due to the extremely large volume of applicants, we do not provide assistance or follow-up as to why a particular candidate was not competitive.

Program Completion

- Students starting in a degree program after July 1, 2015, have 10 years to complete the credential requirements.
- Students who started the program prior to July 1, 2015, are under the previous policy and will have 7 years to complete the credential requirements.
- The time limitation begins on the date the student started the first course in the credential.
- For more information, refer to AC 3.1.1 – Grading and Progression Procedure.

Costs and Supplies

Tuition and Fees (Subject to change)

- Please refer to the **Tuition and Fee Table**.
- International students, please refer to **International Student Fees**.
- For student funding, please refer to **Financial Assistance**.

Books and Supplies (Subject to change)

- Books and Supplies are approximately \$1,000 – \$1,500 per full-time year.
- A \$400 security deposit to use a SAIT issued laptop.

Program Outline

First Year

Semester 1

▪ CIVL 1010 – Introduction to Construction	3 credits
▪ MATH 1010 – Technical Mathematics I	3 credits
▪ PHYS 1011 – Introductory Physics	3 credits
▪ Plus one Communications Elective	3 credits
▪ Plus one Science Elective	3 credits

Semester 2

▪ ARCH 1020 – Construction Presentation Graphics	3 credits
▪ SURV 1010 – Construction Surveying	3 credits
▪ CIVL 1110 – Materials and Methods of Construction	3 credits
▪ SMTL 1010 – Statics and Strength of Materials	3 credits
▪ MATH 1110 – Technical Mathematics II	3 credits

Second Year

Semester 3

▪ CIVL 2020 – Building Structures I	3 credits
▪ ESTM 2010 – Project Cost Estimation	3 credits
▪ CIVL 2110 – Project Delivery Systems	3 credits
▪ CPMT 2010 – Project Planning and Scheduling	3 credits
▪ Plus one Law Elective	3 credits

Semester 4

▪ CODE 3010 – Building Codes and Specifications	3 credits
▪ CIVL 3120 – Building Structures II	3 credits
▪ CPMT 3130 – Cost Planning and Control	3 credits
▪ CIVL 3130 – Mechanical and Electrical Systems	3 credits
▪ CIVL 2120 – Soil Mechanics and Foundations	3 credits

Third Year

Semester 5

▪ CLAW 3010 – Construction Law	3 credits
▪ CPMT 2020 – Introduction to Construction Project Management	3 credits
▪ CPMT 3110 – Construction Equipment and Methods	3 credits
▪ PHYS 1110 – Physics II	3 credits
▪ STAT 3110 – Statistics for Science and Engineering	3 credits

Semester 6

▪ MGMT 3010 – Business Skills and Processes	3 credits
▪ CPMT 3030 – Construction Contracts and Procurement Management	3 credits
▪ CPMT 4130 – Construction Safety Management	3 credits
▪ CIVL 3310 – Total Building Performance	3 credits
Plus one Social Science Elective	3 credits

Internship

▪ ITRN 4000 – Internship	3 credits
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Fourth Year

Semester 7

▪ ENV5 3010 – Environmental Issues in Construction	3 credits
▪ CPMT 4110 – Project Organization and Supervision	3 credits
▪ CIVL 4010 – Real Estate Principles and Construction Finance	3 credits
▪ CPMT 4060 – Scope and Design Management	3 credits
▪ Plus one Technical Elective	3 credits

Semester 8

▪ CPMT 4990 – Capstone Project credits	
▪ CPMT 4310 – E-Project Management	3 credits
▪ CPMT 4070 – International Construction Project Management	3 credits
▪ Plus one Humanities Elective	3 credits
▪ Plus one Technical Elective	3 credits

Communications Electives

Students choose one (1) of the following electives

▪ COMM 1030 – Business Communications	3 credits
▪ ENGL 1010 – Critical Reading and Writing	3 credits

Humanities Electives

Students choose one (1) of the following electives

▪ PHIL 1011 – Critical Thinking	3 credits
▪ PHIL 3010 – Ethics	3 credits
▪ PHIL 1030 – Ethics in Technology	3 credits
▪ ARCH 1010 – History of Architecture	3 credits
▪ HUMN 2010 – Introduction to Humanities	3 credits
▪ PHIL 1040 – Introduction to Philosophy	3 credits
▪ PHIL 1020 – Symbolic Logic	3 credits

Law Electives

Students choose one (1) of the following electives

▪ BLAW 2030 – Business Law	3 credits
▪ CLAW 1010 – Canadian and Environmental Law	3 credits

Social Science Electives

Students choose one (1) of the following electives

▪ PSYC 1010 – Introduction to Psychology	3 credits
▪ SOCI 2010 – Introduction to Sociology	3 credits
▪ ECON 1110 – Macroeconomics	3 credits
▪ ECON 1010 – Microeconomics	3 credits
▪ STAT 4010 – Research Methodologies	3 credits
▪ SOCI 3060 – Technology and Society	3 credits

Technical Electives

Students choose two (2) of the following electives

▪ CIVL 3110 – Construction Productivity	3 credits
▪ CPMT 3120 – Construction Project Admin and Marketing	3 credits
▪ CPMT 4040 – Facilities Planning and Management	3 credits
▪ CPMT 3040 – Human Resource Management	3 credits
▪ CPMT 4020 – Maintainability of Facilities	3 credits
▪ CPMT 3060 – Project Risk and Conflict Management	3 credits
▪ CPMT 4030 – Strategic Facilities Management	3 credits
▪ CPMT 4050 – Utilities Management	3 credits
▪ CIVL 4110 – Value Engineering	3 credits
▪ CPMT 3050 – Quality Management	3 credits

Science Electives

Students choose one (1) of the following electives

▪ CPNT 1010 – Internetworking Fundamentals	3 credits
▪ CMPP 1010 – Introduction to Programming	3 credits
Total Credits	123

Transfer Options

Graduates of this program are eligible to continue on to graduate studies at a variety of institutions. Contact transfer.options@sait.ca for additional information.

Baking and Pastry Arts

- Two-year diploma
- Live training in chocolate lab and retail food outlet
- Professional paid internship
- Application process begins in October for start in the following September
- High-industry demand

Contact Us

School of Hospitality and Tourism
Phone: 403.284.8612
Email: culinary@sait.ca

Program Description

Take exceptional instructors with backgrounds in traditional and contemporary baking and pastry arts from around the world, add state-of-the-art training facilities and a progressive curriculum, and you get the top Baking and Pastry Arts program in Canada.

If you have baked all of your life, have an artistic flair and are interested in creating magic with elegant dessert showpieces, we can help take your passion to the next level. A career in baking and pastry arts will have you balancing exact measurements and chemistry on one hand, while using your imagination and creativity to develop exciting new recipes on the other.

In an industry experiencing high demand, graduates from SAIT's Baking and Pastry Arts program are well prepared for a diverse range of career options after graduation. In this technical discipline, the craft of pastry is teamed with the art of baking, sugar artistry and fine artisanal chocolate production.

At SAIT, we focus on your success through a personalized approach, small class sizes, plenty of hands-on training and exciting new facility upgrades. Our labs are state-of-the-art and include a specialized chocolate lab and downtown Culinary Campus.

During this full-time two year diploma program, you will be trained in baking fundamentals and advanced baking practices. The program covers yeast goods, artisan breads, pastries, sugar artistry, chocolate, special occasion and wedding cakes, flans, tortes and much more. You will also learn important management skills on food regulations, customer service, costing, pricing, merchandising and starting your own business.

Hands-on, production environment

Our main goal is to prepare you for the real world in a hands-on, production-style environment. Over your two-year education, you will receive about 1,400 practical training hours in the bakery labs. You'll learn Step-by-Step tactics and come away knowing best practices, as well as practical strategies to implement in the real world. You will also have the chance to feature your talents by baking bread and pastry products to sell in our gourmet retail food outlets including the renowned Highwood restaurant, the Market Place and the downtown Culinary Campus.

Learn from top instructors from around the world

In addition to learning the science of baking, our instructors will also inspire your creativity. The highly distinguished instructors in the Baking and Pastry Arts program are truly second to none. Their diverse backgrounds and specialties range from executive pastry chefs from top hotels in New York, Hawaii and Bermuda, to local, entrepreneurial bakers.

Professional paid internship and study tours

Between your first and second year of study, you will get to apply your skills in a professional paid internship. In addition to gaining experience in a real-world environment, internships provide valuable connections and opportunities to network with future employers.

As a student, you can also take advantage of exciting international study tours. Previous tour locations have included France, Australia, Thailand, Germany, Spain and Portugal.

Work toward becoming a certified journeyman baker

Students who successfully complete the baking diploma can choose to write the journeyman baker exam. To become a certified journeyman baker, students must complete additional required employment hours.

Program Overview

Your Career

You will be prepared for a diverse range of career options in baking and pastry arts after graduation. You may find work locally or abroad as a(n):

- Pastry Chef
- Specialty Cake Decorator
- Bakery Manager
- Retail Baker
- Chocolatier
- Entrepreneur
- Did you know graduates of the Baking and Pastry Arts program have a 96% employment rate?

Student Success

- Keep in mind hospitality industry hours can range from early morning to late in the evening and often include holidays.
- The baking and pastry industry is a fast-paced, dynamic environment with a focus on quality and customer service. You should be able to handle stressful situations appropriately (e.g., dealing with a line-up of customers).
- You will be required to groom and dress according to industry expectations while in your practical training.
- You must be in good physical condition for this demanding trade where you will be on your feet for long hours, doing repetitive production work.

- Most successful students spend approximately 20 hours per week doing homework and review, with additional study required to prepare for exams.
- The material is presented at a fairly rapid rate. For the greatest level of success you must be present and take responsibility for your learning experience.
- You must be able to read, write and comprehend the English language at a level exceeding basic conversational English.
- Students with higher grades in high school usually experience more success in SAIT programs.

Credentials and Accreditation

After successfully completing this program, graduates will receive a SAIT diploma in Baking and Pastry Arts.

Students are encouraged to write all three periods of the Alberta Journeyman Baker exams after they have successfully completed the corresponding courses in the first and second year of the Baking and Pastry Arts diploma program.

Progression

Students must attain a PGPA and/or a CGPA of 2.0 or better in each semester and pass the necessary prerequisite courses to progress through the program. To qualify for graduation, students must pass all courses, attain a CGPA of 2.0 or better and complete course requirements within the prescribed timelines.

Admission Requirements

A minimum of 50% in the following courses or their equivalents:

- English Language Arts 10-1 or 10-2, AND,
- Math 10C or Math 10-3 or Pure Math 10 or Applied Math 10.
- All applicants must demonstrate English Language Proficiency prior to admission, including students educated in Canada.

Selection

Applications and proof of the admission requirements (transcripts and/or anticipated final grades) must be submitted by July 1 to be included in selection.

Preference will be given to applicants who apply prior to April 1 and have industry experience or food training.

Selection Criteria

Qualified applicants will be emailed a selection package and will be required to provide the following:

- Current resumé
- Two letters of reference
- Career Investigation Report

Completed selection packages will be reviewed and successful applicants will be invited to attend an interview with representatives of the Baking and Pastry Arts program. Offers of admission will be determined based on the selection package and the interview.

Costs and Supplies

Tuition and Fees (Subject to change)

- Please refer to the **Tuition and Fee Table**.
- International students, please refer to **International Fees**.
- Student funding, please refer to **Financial Assistance**.

Books and Supplies (Subject to change)

- Books and Supplies are approximately \$1,200.

Program Outline

First Year

Semester 1

▪ FSAN 212 – Bakery Safety and Sanitation	3 credits
▪ BAKE 209 – Bakery Fundamentals	3 credits
▪ BAKE 219 – Yeast Fundamentals	3 credits
▪ BAKE 221 – Artisan Breads and Viennoiserie	3 credits
▪ BAKE 227 – Introduction to Cooking	3 credits

Semester 2

▪ COMM 209 – Business Communications	1.5 credits
▪ BAKE 256 – Pastry Fundamentals I	3 credits
▪ BAKE 266 – Pastry Fundamentals II	3 credits
▪ MNGT 256 – Starting Your Own Business	3 credits
▪ NUTR 256 – Nutrition and Recipe Modification	1.5 credits
▪ BAKE 276 – Art and Design	3 credits

Semester 3

▪ PRAC 293 – Professional Internship – BPA	3 credits
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Second Year

Semester 4

▪ BAKE 300 – Art of Chocolate	3 credits
▪ BAKE 320 – Fine Pastries	3 credits
▪ PROJ 323 – Special Projects	3 credits
▪ BAKE 365 – Artistic Baking	3 credits
▪ MNGT 209 – Customer Relationship Management	3 credits

Semester 5

▪ BAKE 360 – Plating and Pairing	3 credits
▪ MNGT 350 – Sensational Alternatives	1.5 credits
▪ PROJ 353 – Capstone Project	1.5 credits
▪ BAKE 310 – Classic Desserts	3 credits
▪ BAKE 450 – Wedding Cakes	3 credits
▪ BAKE 380 – Sugar Artistry	3 credits

Total Credits	63
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Transfer Options

Once completed, this SAIT credential may be eligible for transfer credit at another post-secondary institution. Visit [Transfer Options](#) to learn more about the transfer agreements currently available to SAIT graduates and incoming students.

Broadcast Systems Technology

- Two-year diploma
- Fall start
- High-industry demand

Contact Us

School of Information and Communication Technologies
Phone: 403.284.8081
Email: bxst.info@sait.ca

Program Description

The Broadcast Systems Technology (BXST) program is a unique program and prepares you for employment installing and maintaining electronic and computer based equipment for the Broadcast industry. You will discover how to maintain and repair broadcast equipment as the electrical signal flows from the source through the audio and video mixing consoles to the station's link to the transmitter and then to your home. You may also be involved in the design of facilities. You will also acquire professional and business skills and learn comprehensive technical applications that will help you achieve a great career in the broadcast industry.

Program Overview

Your Career

Opportunities exist in many areas, including television and radio broadcast stations, systems and networks, post-production facilities, educational television and audiovisual systems, equipment manufacturers (technical field support) equipment sales and communications providers. Career progression may lead to employment as assistant chief and chief station engineers.

There is a major migration from analog systems to digital audio and video systems with the most prominent being High Definition Television (HDTV). It is common to have facilities that employ both analog and digital systems or just one or the other. The broadcast industry is now enhancing the delivery of content through streaming audio and video over the Internet.

- Graduates of the Broadcast Systems Technology program have a 100% employment rate

Student Success

Characteristics of a successful student in this program include:

- Enjoy keeping up-to-date on new technological developments, continue to take training and enjoy learning new skills.
- Are able to manage their time and work effectively while facing deadlines.
- Able to work independently with little supervision but can also perform as a vital member of a team of professionals.
- Pay attention to detail and take personal pride in their technical problem-solving skills.
- A working knowledge of the MS Office Suite would be an asset.

Credentials and Accreditation

After successfully completing this program, graduates will be awarded a SAIT diploma in Broadcast Systems Technology.

Accreditation

This program is accredited by the Society of Broadcast Engineers (SBE).

Progression

Students must attain a PGPA and/or a CGPA of 2.0 or better in each semester and pass the necessary prerequisite courses to progress through the program. To qualify for graduation, students must pass all courses, attain a CGPA of 2.0 or better and complete course requirements within the prescribed timelines.

Admission Requirements

Completion of the following courses or equivalents:

- At least 50% in Math 30-1 or Pure Math 30, or 60% in Math 30-2, or 65% in Applied Math 30, AND,
- At least 50% in English Language Arts 30-1 or English Language Arts 30-2, AND,
- A minimum 20 level science (excluding Science 24 and 26)
- All applicants must demonstrate English Language Proficiency prior to admission, including students educated in Canada.

Selection

There are no additional selection requirements. Admission will be extended on a first-qualified, first-offered basis until the program is full.

Costs and Supplies

Tuition and Fees (Subject to change)

- Please refer to the **Tuition and Fee Table**.
- International students, please refer to the **International Student Fees**.
- For student funding, please refer to **Financial Assistance**.

Books and Supplies (Subject to change)

- Books and Supplies are approximately \$1,000 for the first year and \$500 for the second year.

Program Outline

First Year

Semester 1

▪ CMPH 211 – Computer Hardware and Operating System Essentials	3 credits
▪ COMM 256 – Professional Communications and Presentation Skills	3 credits
▪ CPNT 220 – Introduction to Networking	3 credits
▪ ELCM 211 – World of Broadcasting	3 credits
▪ ELTR 209 – Troubleshooting Electrical Circuits	3 credits

Semester 2

▪ CMPS 268 – Broadcast Communications Systems	3 credits
▪ DIGI 252 – Digital Logic Troubleshooting	3 credits
▪ ELCM 254 – Structured Cabling	3 credits
▪ ELTR 263 – Troubleshooting Electronic Components and Circuits	3 credits
▪ HREL 250 – Business Dynamics	3 credits

Second Year

Semester 3

▪ ELCM 314 – Broadcast RF Fundamentals	3 credits
▪ ELCM 323 – Broadcast Systems Instrumentation	3 credits
▪ PROJ 304 – Project Preparation	3 credits
▪ SYST 300 – Acoustic and Audio Systems	3 credits
▪ SYST 305 – Video Standards and Systems	3 credits

Semester 4

▪ ELCM 364 – RF Transmission Systems	3 credits
▪ PROJ 354 – Capstone Project	3 credits
▪ SYST 350 – Advanced Audio Systems	3 credits
▪ SYST 355 – Playout and Automation	3 credits
▪ SYST 365 – Broadcast Video Equipment	3 credits
Total Credits	60

Transfer Options

Graduates may be eligible for transfer credit at:

- British Columbia Institute of Technology
- NAIT
- Thompson Rivers University
- University of New Brunswick, Saint John
- University of Ontario Institute of Technology

Business Administration Diploma

- Two-year diploma
- Fall and winter starts
- Laptop-based program
- Small class sizes: 40 students maximum
- Choice of majors: Accounting, Financial Services, Human Resource Management, Management, Marketing, or Supply Chain Management
- Also available through Continuing and Distance Education (certain majors only)

Contact Us

School of Business
Room N701, Senator Burns Building
Phone: 403.284.8485
Email: business.advising@sait.ca

Program Description

The Business Administration diploma is an industry-recognized laptop-based program that prepares students for in-demand career prospects in Accounting, Financial Services, Human Resource (HR) Management, Management, Marketing, or Supply Chain Management.

Students will gain the practical business knowledge as well as interpersonal, organizational, technological and decision-making skills needed to succeed in today's fast-changing global business environment. Under the guidance of instructors with real-world experience, students learn to apply theory in actual business situations through simulations, case studies, team projects and hands-on training. Students will develop an essential understanding of core business topics such as accounting, economics, management, marketing, organizational behaviour, productivity tools and technology, and communication skills.

The program consists of a common first year with an elective option. In year two, students will specialize by choosing one of the following majors: Accounting, Financial Services, Human Resource Management, Management, Marketing, and Supply Chain Management.

Upon graduation, students will be eligible for an entry level career in their field of choice and will have the option to pursue a degree or earn an industry designation (varies by major).

Majors

Business Administration diploma students can choose between the following majors:

- **Accounting:** gain intermediate-level accounting skills and practical knowledge in finance management, management information systems, and more, for the in-demand field of accounting. Graduates will be well prepared to ladder into the Accounting major in SAIT's Bachelor of Business Administration or another degree program in order to pursue a Chartered Professional Accountant (CPA) designation.
- **Financial Services:** gain skills in financial planning, banking, insurance, and investments. Graduates will be well-qualified to land an entry-level position in the financial services industry with banks, investment companies, insurance companies, credit unions and more.
- **Human Resource Management:** become knowledgeable in human resource (HR) matters and understand the recruitment process, the role of training in an organization, employment law, and HR information systems. Graduates can launch a career in human resources in a variety of industries in areas such as recruitment, training, payroll, and more.
- **Management:** develop general management skills in project management, international management, human resources and leadership. Graduates will be ready to take on a range of entry level positions towards a career in management in areas such as human resources, administration, operations, projects, and more in any industry. Students can also pursue a Certified Institute of Management (CIM) designation.
- **Marketing:** explore and apply marketing fundamentals as well as the latest trends in the areas of brand management, strategic marketing, international marketing, research, and communication planning. Students can pursue careers in public relations, media, advertising, sales, promotions, events and more for a variety of industries. This program is recognized by the Canadian Professional Sales Association (CPSA) for their industry designation.
- **Supply Chain Management:** learn how to support efficient supply chain management in a complex environment through an understanding of operations, procurement, logistics, analytics and quality. Students can pursue careers in Alberta's rapidly growing supply chain profession in a variety of industries including transportation, manufacturing, oil and gas, and more.

Program Overview

Your Career

Accounting graduates can find employment in a variety of positions in public practice and private corporations. Many students go on to pursue a degree and accounting designation. Past graduates have obtained positions such as: Accountant, Accounting Clerk, Bookkeeper, Business Analyst, Payroll Clerk, Royalty Analyst, and Tax Accountant.

Financial Services graduates can find work in retail or corporate banking, investing, insurance, trusts and compliance. Past graduates landed roles such as: Fraud Investigator, Financial Planner, Financial Services Representative, Insurance Claims Representative, Mortgage Assistant, and Personal Banking Specialist.

Human Resource Management graduates can find employment in virtually any industry. Potential positions include: Benefits Advisor, HR Coordinator, Labour Relations Advisor, Payroll Coordinator, and Recruiter.

Management graduates will have a solid foundation in management and problem solving skills for a business administration role in almost any industry. Past graduates have found positions such as: Account Manager, Conference Director, Management Trainee, Operations Manager, Project Coordinator, Purchasing Specialist, and Store Manager.

Marketing graduates will be prepared for a variety of creative and/or strategic marketing opportunities in areas such as advertising, public relations, digital marketing, promotions, marketing management, special event marketing, and sales. Past graduates have had roles such as: Advertising Coordinator, Business Analyst, Business Development Advisor, Marketing and Communications Specialist, Marketing Coordinator, and Online Advertising Sales Representative.

Supply Chain Management graduates will be well-prepared for a wide variety of roles in the ever-changing global supply chain, from negotiating and decision-making to in-depth data mining and analytics and everything in between. Potential positions include: Buyer, Commodity Manager, Inventory Analyst, Logistics Coordinator, Supply Chain Analyst, and Procurement Specialist.

Student Success

To achieve success in this program, students should:

- Attend and actively participate in all classes
- Spend five to eight hours per week on each course outside of regular class time
- Be proficient in the use of a Windows-based computer and Microsoft Office
- Be prepared to work in teams
- Become familiar with and adhere to SAIT's policies and procedures
- Have strong written and oral communication skills

Students who are engaged in campus life and who take advantage of SAIT services and resources are more likely to experience success in SAIT's programs.

Credentials and Accreditation

After successfully completing this program, graduates will receive a two year SAIT diploma in Business Administration.

Professional Designations and Certifications

Graduates will have the opportunity to pursue a variety of professional designations, depending on their major. Additional exams, education, or work requirements may apply for earning a designation or certification. Completion of a degree is required in some cases.

Accounting major students can pursue the Chartered Professional Accountant (CPA) Professional Education Program, upon completion of a degree. See SAIT's Bachelor of Business Administration or Bachelor of Applied Business Administration (Accounting).

Financial Services major students will have the opportunity to complete the Investment Funds in Canada (IFC) exam. The Financial Planning Standards Council recognizes the program as meeting the Core Curriculum requirements for the Certified Financial Planner (CFP) certification.

Human Resource Management (no formal agreement in place): Graduates can pursue a number of designations including: Certified Human Resource Professional (CHRP), Registered Professional Recruiter (RPR), and Certified Training and Development Professional (CTDP). A degree is required in some cases.

Management (no formal agreement in place): Project Management Professional (PMP) certification, Canadian Institute of Management (CIM)

Marketing: Certified Sales Professional (CSP)

Supply Chain Management (no formal agreement in place): Supply Chain Management Professional (SCMP), Professional Logistician (P.Log), Certified Supply Chain Professional (CSCP)

Progression

Students must attain a PGPA and/or a CGPA of 2.0 or better in each semester and pass the necessary prerequisite courses to progress through the program. To qualify for graduation, students must pass all courses, attain a CGPA of 2.0 or better and complete course requirements within the prescribed timelines.

Admission Requirements

Completion of the following courses or equivalents:

- At least 50% in Math 30-1 or Math 30-2 or Pure Math 30, or at least 60% in Applied Math 30, AND,
- At least 50% in English Language Arts 30-1, or at least 60% in English Language Arts 30-2
- All applicants must demonstrate English Language Proficiency prior to admission, including students educated in Canada.

Selection

Applications and proof of the admission requirements (transcripts and/or anticipated final grades) must be submitted to be considered for selection or early admission.

Early Admission

Early admission will be offered to applicants who have achieved or will achieve one of the following requirements:

- An average of 60% in one of: Math 30-1, or Math 30-2 or Pure Math 30; and one of: English Language Arts 30-1 or 30-2,
- Or an average of 60% in Applied Math 30 and English Language Arts 30-1,
- Or an average of 65% in Applied Math 30 and English Language Arts 30-2.

Early admission will be offered until March 4 (fall start) and Sept. 30 (winter start) or until the program is full.

Selection Process

- Applicants who do not qualify for early admission, or who qualify after the early admission deadline has passed, will be placed in selection and academically ranked according to the admission requirements.
- Selection will begin on March 7 (fall start) and Oct. 3 (winter start) and be done on a continuous basis until the program has been filled.
- Applicants will then be offered a seat or waitlisted, based on ranking and seat availability.

Failure to meet anticipated final grades will result in offers being rescinded.

Costs and Supplies

Tuition and Fees (Subject to change)

- Please refer to the **Tuition and Fee Table**.
- International students, please refer to **International Student Fees**.
- Student funding, please refer to **Financial Assistance**.

Books and Supplies (Subject to change)

- Books and Supplies are approximately \$1,000 – \$1,500 per fulltime year.
- The Business Administration Financial Services major has a 4th semester course that requires registration and payment to an external accrediting body of approximately \$400 for an industry licensing exam.
- Bring Your Own Device (BYOD) program: approx. \$600-\$800 for a Windows-based laptop that meets the minimum requirements.

Program Outline

First Year

Semester 1 Common

▪ ACCT 215 – Introductory Financial Accounting I	3 credits
▪ BCMP 225 – Business Computers	3 credits
▪ BMAT 230 – Business Mathematics	3 credits
▪ COMN 220 – Communication and Presentation Skills	3 credits
▪ MNGT 200 – Introduction to Business	3 credits

Semester 2 Common

▪ ECON 250 – Microeconomics	3 credits
▪ MKTG 260 – Marketing Essentials	3 credits
▪ MNGT 250 – Organizational Behaviour	3 credits
▪ STAT 270 – Quantitative Methods	3 credits

Semester 2 Electives (Choose 1 of 5)

▪ ACCT 255 – Introductory Financial Accounting II	3 credits
▪ BFIN 255 – Personal Financial Planning	3 credits
▪ MKTG 275 – Marketing You	3 credits
▪ MNGT 255 – Introduction to Management	3 credits
▪ SCMT 255 – Introduction to Supply Chain Management	3 credits

Accounting Major

Second Year

Semester 3

▪ ACCT 315 – Intermediate Financial Accounting I	3 credits
▪ ACCT 320 – Management Information Systems	3 credits
▪ ACCT 338 – Introductory Management Accounting	3 credits
▪ BLAW 300 – Business Law	3 credits
▪ ECON 305 – Macroeconomics	3 credits

Semester 4

▪ ACCT 350 – Intermediate Financial Accounting II	3 credits
▪ ACCT 380 – Intermediate Management Accounting	3 credits
▪ FNCE 390 – Finance Management	3 credits
▪ MNGT 395 – Managing Strategically	3 credits

Accounting Electives (choose 1 of 3)

▪ ACCT 375 – Introduction to Taxation	3 credits
▪ ACCT 395 – Computer Accounting Software	3 credits
▪ PHIL 241 – Critical Thinking	3 credits

Total Credits	60
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Financial Services Major

Second Year

Semester 3

▪ ACCT 375 – Introduction to Taxation	3 credits
▪ BFIN 333 – Money and Banking	3 credits
▪ BFIN 341 – Risk Management and Retirement Planning	3 credits
▪ BLAW 300 – Business Law	3 credits
▪ ECON 305 – Macroeconomics	3 credits

Semester 4

▪ BFIN 356 – Mutual Funds and Securities	3 credits
▪ BFIN 360 – Relationship Selling	3 credits
▪ BFIN 380 – Financial Planning Process and Estate Planning	3 credits
▪ BFIN 386 – Integrated Finance	3 credits
▪ MNGT 395 – Managing Strategically	3 credits

Total Credits	60
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Human Resource Management Major

Second Year

Semester 3

▪ BLAW 300 – Business Law	3 credits
▪ ECON 305 – Macroeconomics	3 credits
▪ HRMT 310 – Technical Skills for HR Professionals	3 credits
▪ LDSH 360 – Business Leadership	3 credits
▪ MNGT 335 – Human Resource Management	3 credits

Semester 4

▪ ELAW 350 – Employment Law	3 credits
▪ HRMT 300 – Talent Management I: Recruitment and Selection	3 credits
▪ HRMT 350 – Human Resource Information Management	3 credits
▪ HRMT 360 – Talent Management II: Training and Development	3 credits
▪ MNGT 395 – Managing Strategically	3 credits

Total Credits	60
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Management Major

Second Year

Semester 3

▪ BFIN 301 – Finance for Managers	3 credits
▪ BLAW 300 – Business Law	3 credits
▪ ECON 305 – Macroeconomics	3 credits
▪ MNGT 320 – Project Management	3 credits
▪ MNGT 335 – Human Resource Management	3 credits

Semester 4

▪ LDSH 360 – Business Leadership	3 credits
▪ MNGT 360 – International Business	3 credits
▪ MNGT 395 – Managing Strategically	3 credits

Electives (choose 2 of 4)

▪ ECON 355 – Economic Development Fundamentals	3 credits
▪ ENTR 350 – Entrepreneurship	3 credits
▪ MNGT 367 – Municipal Structure and Governance	3 credits
▪ MNGT 370 – Principles of Supply Chain Management	3 credits

Total Credits	60
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Marketing Major

Second Year

Semester 3

▪ BLAW 300 – Business Law	3 credits
▪ ECON 305 – Macroeconomics	3 credits
▪ MKTG 306 – Brand Management	3 credits
▪ MKTG 336 – Marketing Action	3 credits
▪ MKTG 340 – Consumer Behaviour	3 credits

Semester 4

▪ MKTG 322 – Marketing Research	3 credits
▪ MKTG 375 – Integrated Marketing Communications	3 credits
▪ MKTG 380 – Strategic Marketing	3 credits
▪ MNGT 395 – Managing Strategically	3 credits

Electives (choose 1 of 3)

▪ ENTR 350 – Entrepreneurship	3 credits
▪ MKTG 366 – Business Development	3 credits
▪ MNGT 370 – Principles of Supply Chain Management	3 credits

Total Credits	60
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Supply Chain Management Major

Second Year

Semester 3

▪ BLAW 300 – Business Law	3 credits
▪ ECON 305 – Macroeconomics	3 credits
▪ SCMT 300 – Operations Planning and Scheduling	3 credits
▪ SCMT 310 – Logistics I	3 credits
▪ SCMT 370 – Procurement I	3 credits

Semester 4

▪ MNGT 395 – Managing Strategically	3 credits
▪ SCMT 320 – Quality: A Supply Chain Perspective	3 credits
▪ SCMT 350 – Operational Performance Analytics	3 credits
▪ SCMT 360 – Professional Practice in Supply Chain Management	3 credits
▪ SCMT 380 – Materials Management	3 credits

Total Credits	60
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Transfer Options

Graduates of this diploma can apply for advanced standing in SAIT's Bachelor of Business Administration degree.

Other degree options available at sait.ca/transferoptions.

Business Administration — Automotive Management

- Two-year diploma
- Fall start
- One co-operative work term
- E-Learning

Contact Us

School of Transportation
Room BA319, Clayton Carroll Automotive Centre
Phone: 403.284.8471
Email: transportation.info@sait.ca

Program Description

The Business Administration — Automotive Management program is Western Canada's only management-oriented training program designed in cooperation with, and specifically for, the automotive industry.

The Student will learn from industry connected instructors the skills needed to get started on a path to a management position in car dealership, vehicle credit division, after-market companies and many other automotive related businesses. During this two-year diploma program, valuable industry experience will be gained through a paid practicum work term. This program will also utilize an e-Learning (SAIT-issued laptop computer) instructional delivery method. This format offers the combination of classroom instruction and network delivery using Desire2Learn via laptop computers. This program is held on SAIT's main campus.

Admission Requirements

Completion of the following courses or equivalents:

- At least 50% in Math 30-1 or Math 30-2 or Pure Math 30, or at least 60% in Applied Math 30, AND,
- At least 50% in English Language Arts 30-1 or at least 60% in English Language Arts 30-2.
- All applicants must demonstrate English Language Proficiency prior to admission, including students educated in Canada.

Selection

- Applications and proof of the admission requirements (transcripts and/or anticipated final grades) must be submitted to be included in selection.
- Applicants who fail to complete the selection requirements will be excluded from selection.
- There will be 40 seats offered.

Selection Criteria

- Qualified applicants will receive a selection package and asked to complete a career investigation report and may be contacted for an interview.
- Completed packages will be scored based on package completeness, following direction, and the content of the career investigation.

Costs and Supplies

Tuition and Fees (Subject to change)

- Please refer to the **Tuition and Fee Table**.
- International students, please refer to **International Student Fees**.
- Student funding, please refer **Financial Assistance**.

Books and Supplies (Subject to change)

- Books and Supplies are approximately \$1,500 per year.
- There is a \$400 refundable damage deposit required for the use of the laptop.

Program Outline

First Year

Semester 1

▪ BMAT 230 – Business Mathematics	3 credits
▪ COMP 220 – Computer Fundamentals	3 credits
▪ ECON 250 – Microeconomics	3 credits
▪ INRY 206 – Introduction to Automotive Technology	1.5 credits
▪ MKTG 206 – Concepts of the Automotive Industry	1.5 credits
▪ MKTG 260 – Marketing Essentials	3 credits

Semester 2

▪ ACCT 215 – Introductory Financial Accounting I	3 credits
▪ COMM 256 – Professional Communications and Presentation Skills	3 credits
▪ MKTG 306 – Brand Management	3 credits
▪ MNGT 250 – Organizational Behaviour	3 credits
▪ STAT 270 – Quantitative Methods	3 credits

Semester 3

▪ PRAC 284 – Automotive Industry Work Term	3 credits
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Second Year

Semester 4

▪ BFIN 301 – Finance for Managers	3 credits
▪ BLAW 300 – Business Law	3 credits
▪ FNCE 207 – Leasing, Finance and Insurance	1.5 credits
▪ MKTG 216 – Canadian Auto Aftermarket	1.5 credits
▪ MKTG 375 – Integrated Marketing Communications	3 credits
▪ MKTG 336 – Marketing Action	3 credits

Semester 5

▪ ECON 305 – Macroeconomics	3 credits
▪ FNCE 205 – Introduction to Fixed Operations	1.5 credits
▪ MNGT 335 – Human Resource Management	3 credits
▪ PROJ 365 – Automotive Management Capstone	3 credits
▪ PRTS 302 – DMS – Parts and Service	1.5 credits
▪ SELL 315 – Automotive Business and Sales Management	3 credits

Total Credits	63
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Transfer Options

Graduates may be eligible for transfer credit at:

- Athabasca University
- Georgian College
- Griffith University, Australia
- Mount Royal University
- NAIT
- Northwood University
- Royal Roads University
- University of Lethbridge
- University of New Brunswick, Saint John
- University of Ontario Institute of Technology

Business Intelligence: Data Analysis and Reporting

- 24-week Fast-Track certificate now including an eight-week practicum
- May start

Contact Us

Phone: 403.210.4522
Email: fast-track@sait.ca

Program Description

Access to corporate information to make business decisions has made database and reporting tools critical for business success. The Business Intelligence (BSN) program will use the Microsoft SQL Server and B.I. 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. Visit microsoft.com/bi for more information on this exciting specialization.

You will master the technical aspects of data gathering using SQL Server within a Windows platform. You will also learn to use and manage multiple databases, then apply these skills to develop corporate reports using specific reporting tools. With additional relevant work experience and exam preparation study, you will be prepared to successfully challenge and complete the relevant Microsoft designation.

Program Overview

Your Career

Graduates may find employment as a business intelligence analyst, business intelligence consultant or data warehouse analyst.

Student Success

The ideal candidate for the Business Intelligence program has:

- Previous post-secondary education in business or technology.
- A technical aptitude and a desire to combine their business and technology skills to assist business through technology solutions.
- Experience with relational databases, computer programming or operating systems (e.g. Linux/Unix, Windows).

This is an intensive program requiring a commitment of both time and energy, students who experience success are those who make their education a priority throughout the program.

Students with higher grades usually experience more success in SAIT programs.

Credentials and Accreditation

After successfully completing this program, graduates will receive a SAIT certificate in Business Intelligence: Data Analysis and Reporting.

Accreditation

The program, offered in conjunction with the Microsoft IT Academy initiative, is delivered using Microsoft Official Curriculum for many courses. With additional relevant work experience and additional exam preparation study, you will be prepared to successfully challenge and complete appropriate Microsoft Certifications.

Progression

Students must attain a PGPA and/or a CGPA of 2.0 or better in each semester and pass the necessary prerequisite courses to progress through the program. To qualify for graduation, students must pass all courses, attain a CGPA of 2.0 or better and complete course requirements within the prescribed timelines.

Admission Requirements

- At least 60% in English Language Arts 30-1 or English Language Arts 30-2 or equivalent, OR,
- A minimum of two years post-secondary education from a recognized university, institute or college.
- All applicants must demonstrate English Language Proficiency prior to admission, including students educated in Canada.

Due to the tight integration of the courses in the Business Intelligence – Data Analysis and Reporting (BSN) program, credit for Prior Learning is not available.

Selection

Selection is done on a continuous basis. It is important to apply early and ensure all supporting documents are submitted promptly since the program is in high demand.

If student financing is required, apply at least 8-12 weeks prior to the program start date to ensure adequate time to complete the process. Financing must be in place prior to the program start date.

Email is the main form of communication during the admission/selection process. Check your email account regularly to ensure you do not miss any important communications. Please remember to check your "junk" mail, or add sait.ca to your safe senders list.

There will be 24 seats offered in each intake.

Selection Criteria

Selection is based on the following criteria:

- Current resumé outlining previous education and experience.
- ICT Fast-Track Career and Program Investigation Form
This form will be emailed to you once you have applied. It will be scored to determine suitability for the program; please be detailed and thorough.
- In addition to the transcripts submitted to Student Services/ Office of the Registrar, please provide a photocopy of your educational transcripts and any other supporting documents to the School of ICT Fast-Track office by email to fast-track@sait.ca or fax to 403.210.4523.
- Proof of previous computer programming and/or relational database experience. Transcripts, substantial industry experience or certifications will be considered. An introductory computer programming course such as CMPP-205 Introduction to Programming in C, or a specified online tutorial may be required. Please refer to this document outlining the technical expectations of students entering this program.
- Attend a mandatory selection appointment once the above documents have been submitted and scored by the department. Telephone appointments can be scheduled for out-of-town applicants.

The final decision for acceptance into the program will be determined by the Academic Chair.

Ideal Applicant

The ideal candidate for the Business Intelligence program is a motivated, mature learner with post-secondary education in either Business or IT. You want to specialize or to upgrade existing skills. You understand the benefits to business of properly analyzing and reporting information. You are analytical, technically proficient and detail-oriented. Your approach to problem solving is both creative and logical, depending on the circumstances. You work well as part of a team and enjoy interacting with others.

Selection Process

Selection appointments are arranged once documentation has been submitted. Applicants are contacted on a first-come, first-selected basis. Once the program is full, applicants will continue to be selected and added to the waitlist.

Costs and Supplies

Tuition and Fees (Subject to change)

- Please refer to the **Tuition and Fee Table**.
- International students, please refer to **International Student Fees**.
- For student funding, please refer to **Financial Assistance**.

Books and Supplies (Subject to change)

- Microsoft Official Curriculum and other textbook resources and supplies are included in the tuition.

Business Intelligence has become increasingly cloud-based. In order to get the full value from the program, students will need to purchase subscriptions to Microsoft Office 365 Business Premium and Microsoft Power BI.

Program Outline

▪ CPSY 201 – Introduction to Data Management	3 credits
▪ CPSY 203 – Architecture and Design	1.5 credits
▪ CPSY 205 – ETL (Extract, Transform, Load)	1.5 credits
▪ CPSY 207 – Reporting and Analytics	1.5 credits
▪ CPSY 209 – OLAP (Online Analytical Processing)	1.5 credits
▪ MGMT 205 – Business Analysis for B.I. Applications	1.5 credits
▪ MGMT 206 – Performance Management Applications	3 credits
▪ PRAC 249 – Business Intelligence Practicum	3 credits
▪ PROJ 212 – Applied Business Intelligence Project	3 credits
Total credits	19.5

Transfer Options

Transfer credit may be available at other post-secondary institutions where credits from SAIT programs could be evaluated on an individual basis. Interested students should contact the post-secondary institute of their choice for more information.

Butchery and Charcuterie Management

- **One-year certificate**
- **Full-time program**
- **Application process begins in October for start in the following September**
- **High-industry demand**

Contact Us

School of Hospitality and Tourism
Room E179, John Ware Building
Phone: 403.284.8612 or
Email: hospitality.info@sait.ca

Program Description

A one-of-a-kind educational experience in Canada, the Butchery and Charcuterie Management certificate will provide you with comprehensive theoretical and practical knowledge in meat science, processing and management – all required for entry into this rapidly growing trade.

At SAIT, we continue to set the standard for excellence in culinary education. The Butchery and Charcuterie Management program is another example of training based on what employers are looking for, and preparing our students for success in the global hospitality industry.

During this full-time one year certificate program, you will work in state-of-the-art facilities as you gain practical skills in value-added butchery, carcass identification and breaking, sanitation and much more. Specific to charcuterie, you will learn extensive curing and product creation methods for salamis, sausages, prosciutto, cured and smoked products along with a host of other proteins. We focus on sustainability and help you understand where the product came from, how to process it and how to get the most value from it.

By preparing proteins for our dynamic Market Place at SAIT and the new student-run butcher shop, you will also learn how to properly cut and present proteins, as well as gain skills in customer service and business management.

Program Overview

Your Career

You will be prepared for a diverse range of career options in butchery and charcuterie after graduation. You may find work locally or abroad as a(n):

- Butcher
- Culinarian
- In-store Meat Cutter
- Consultant
- Owner/ Operator
- Meat Inspector
- Merchandiser

Student Success

- This program is very hands-on with students spending approximately 25 hours per week in our labs.
- The retail meat industry is a fast-paced, dynamic environment with a focus on customer service and quality of food.
- You must be in good physical condition for this physically demanding trade.
- You will be required to groom and dress according to industry expectations while in your practical training.
- The material is presented at a fairly rapid rate. For the greatest level of success you must be present and take responsibility for your learning experience.
- You must be able to read, write and comprehend the English language at a level exceeding basic conversational English.

Credentials and Accreditation

After successfully completing this program, graduates will receive a SAIT certificate in Butchery and Charcuterie Management.

There are no formal accreditation arrangements at this time. Please contact the School of Hospitality and Tourism for more information.

Progression

Students must attain a PGPA and/or a CGPA of 2.0 or better in each semester and pass the necessary prerequisite courses to progress through the program. To qualify for graduation, students must pass all courses, attain a CGPA of 2.0 or better and complete course requirements within the prescribed timelines.

Admission Requirements

A minimum of 35 Alberta high school credits with at least 50% in the following courses or their equivalents:

- Math 10C or Math 10-3 or Pure Math 10 or Applied Math 10, AND,
- English Language Arts 10-1 or English Language Arts 10-2 or Humanities 10.
- All applicants must demonstrate English Language Proficiency prior to admission, including students educated in Canada.

Selection

Applications and proof of the admission requirements (transcripts and/or anticipated final grades) must be submitted by July 1 to be included in selection.

Preference will be given to applicants who apply prior to April 1 and have industry experience or food training.

Selection Criteria

Qualified applicants will be emailed a selection package and will be required to provide the following:

- Current resumé
- Two letters of reference
- Career Investigation Report

Completed selection packages will be reviewed and successful applicants will be invited to attend an interview with representatives of the Butchery and Charcuterie Management program. Offers of admission will be determined based on the selection package and the interview.

Applications submitted prior to April 1 are given preference. There is no guarantee of an interview for those who apply after April 1.

Interviews are normally conducted from November to April. Students who do not receive an interview in the initial rounds may be considered for an interview at a later date.

Costs and Supplies

Tuition and Fees (Subject to change)

- Please refer to the **Tuition and Fee Table**.
- International students, please refer to **International Student Fees**.
- For student funding, please refer **Financial Assistance**.

Books and Supplies (Subject to change)

- Books, supplies and uniform are approximately \$800.
- Find out more about the required supplies for this program.

Program Outline

Semester 1

▪ FSAN 207 – Food Handling and Safety	1.5 credits
▪ MEAT 206 – Meat Science I	3 credits
▪ MEAT 208 – Meat Management I	3 credits
▪ MEAT 210 – Charcuterie and Cooking Trends	1.5 credits
▪ MEAT 212 – Practical Shop I	6 credits

Semester 2

▪ MEAT 220 – Charcuterie and Value Added Products	3 credits
▪ MEAT 222 – Practical Shop II	6 credits
▪ MEAT 226 – Meat Management II	3 credits
▪ MEAT 228 – Meat Science II	3 credits
Total Credits	30

Transfer Options

Transfer credit may be available at other post-secondary institutions where credits from SAIT programs could be evaluated on an individual basis. Interested students should contact the post-secondary institute of their choice for more information.

Chemical Engineering Technology

- Two-year diploma
- Fall start

Contact Us

MacPhail School of Energy
Room KA440, Johnson-Cobbe Energy Centre
Phone: 403.284.8451
Fax: 403.284.8262
Email: energy.info@sait.ca

Program Description

Your formula for success starts here. In the Chemical Engineering Technology program you'll study engineering design calculations, chemical process unit operations, process simulation and control, industry safety, and environmental engineering. Upon graduation you may find yourself working as a chemical technologist, an environmental technician, a process engineering technologist, or a process designer.

Program Overview

Your Career

Graduates find work as engineering design assistants, production operators, technologists, technical sales, environmental field technicians and production technologists. Career opportunities exist in engineering design, computer-based process simulation, technical sales, field operations and environmental work.

Student Success

An interest in science and mathematics would be an asset. Specific interest in physics and chemistry are desirable.

Credentials and Accreditation

After successfully completing this program, graduates will receive a SAIT diploma in Chemical Engineering Technology.

Accreditation

This program has national accreditation under the Canadian Technology Accreditation Board. Graduates are eligible for registration in the Alberta Society of Engineering Technologists. The program is also accredited by the Canadian Council of Technicians and Technologists. Periodical registration agreements exist with U.S. and British societies.

Progression

Students must attain a PGPA and/or a CGPA of 2.0 or better in each semester and pass the necessary prerequisite courses to progress through the program. To qualify for graduation, students must pass all courses, attain a CGPA of 2.0 or better and complete course requirements within the prescribed timelines.

Admission Requirements

Completion of the following courses or equivalents:

- At least 60% in Math 30-1 or Pure Math 30, or at least 75% in Math 30-2, AND,
- At least 60% in English Language Arts 30-1 or 75% in English Language Arts 30-2, AND,
- At least 60% in Chemistry 30, AND,
- At least 60% in Physics 20.
- All applicants must demonstrate English Language Proficiency prior to admission, including students educated in Canada.
- Update: The application deadline for the Fall 2016 intake has been extended to June 1, 2016.

Competitive Entry: Six Step Process

Step 1: Read the program information to see the qualities needed for Student Success

Step 2: Ensure that you meet all of the admission requirements listed above

Step 3: Review the selection information to understand the process and deadlines

Applications and proof of the admission requirements (transcripts and/or anticipated final grades) along with all supporting documents must be submitted by June 1 to be included in selection.

Applications received after June 1 will be put on a secondary waitlist and applicants will be contacted if seats are available.

Selection is done on a continuous basis, therefore we encourage you to apply early.

In the selection process, applicants will be assessed on the following criteria and seats will be offered accordingly.

- Academic Ranking
- Quality of Career Investigation Questionnaire

Step 4: Apply to Chemical Engineering Technology and submit your transcripts

Step 5: Complete the Career Investigation Questionnaire and submit it by June 1. Offers will be sent out prior to these dates however, so early submission of the Career Investigation Questionnaire will improve your opportunity to receive an offer.

Log in to mySAIT.ca to check your admission status frequently. If your status indicates you're "In Selection," complete the Career Investigation Questionnaire and submit it according to the instructions specified in the questionnaire. Hand written submissions will not receive an offer.

Applicants who fail to complete the Career Investigation Questionnaire will not receive an offer.

Step 6: Continue to monitor changes to your application status through mySAIT.ca

Failure to meet anticipated final grades will result in offers being rescinded.

Communication During Selection

Email is the primary source of communication during the selection process. Ensure your personal email account is managed appropriately to receive our emails, files and communications.

Due to the significant number of applications for this program, the selection process can take some time. Every effort will be made to maintain the timelines outlined above. We appreciate your patience.

Unfortunately, due to the extremely large volume of applicants, we cannot provide any assistance or follow-up as to why the candidate was not competitive.

Costs and Supplies

Tuition and Fees (Subject to change)

- Please refer to the **Tuition and Fee Table**.
- International students, please refer to **International Fees**.
- For student funding, please refer to **Financial Assistance**.

Books and Supplies (Subject to change)

- Books and Supplies cost approximately \$1,800 in the first year and \$900 in the second year.

Program Outline

First Year

Semester 1

▪ INRY 200 – Introduction to Chemical Engineering	1.5 credits
▪ THRM 235 – Thermodynamics	3 credits
▪ MATH 238 – Math for Engineering and Tech I	3 credits
▪ COMM 256 – Professional Communications and Presentation Skills	3 credits
▪ CHEM 224 – Engineering Chemistry I	1.5 credits
▪ COMP 220 – Computer Fundamentals	3 credits

Semester 2

▪ MATH 288 – Math for Engineering and Tech II	3 credits
▪ INST 256 – Instrumentation and Process Control	3 credits
▪ ENGD 275 – Flow Diagram Development and Auto Cad	1.5 credits
▪ FLDS 255 – Industrial Fluid Systems	3 credits
▪ STAT 245 – Statistics for Engineering and Tech I	3 credits
▪ CHEM 264 – Engineering Chemistry II	3 credits

Second Year

Semester 3

▪ CHEN 314 – Mass Transfer	3 credits
▪ CHEN 313 – Heat Transfer	3 credits
▪ CHEN 308 – Chemical Engineering Calculations	3 credits
▪ CHEN 309 – Process Computer Simulation Lab	1.5 credits
▪ CHEN 312 – Unit Operations Laboratory	1.5 credits
▪ PROJ 327 – Technical Project Management	3 credits

Semester 4

▪ PROJ 396 – Energy Capstone Project	3 credits
▪ EMTL 350 – Materials	1.5 credits
▪ PETR 310 – Petroleum Production	1.5 credits
▪ OCHS 350 – Occupational Health and Safety	3 credits
▪ ENVS 365 – Environmental Engineering and Management	3 credits
▪ CHEN 350 – Analytical Instrumentation	3 credits
Total Credits	61.5

Transfer Options

Graduates may be eligible for transfer credit at:

- Athabasca University
- British Columbia Institute of Technology
- Cape Breton University
- Lakehead University
- Memorial University of Newfoundland
- NAIT
- Royal Roads University
- Thompson Rivers University
- University of Calgary
- University of New Brunswick, Saint John
- University of Ontario Institute of Technology

Chemical Laboratory Technology

- **Two-year diploma**
- **Fall start**
- **Includes a one-week practicum**
- **Includes a 12-month co-op program (optional)**

Contact Us

MacPhail School of Energy
Room KA440, Johnson-Cobbe Energy Centre
Phone: 403.284.8451
Fax: 403.284.8262
Email: energy.info@sait.ca

Program Description

Want a career that's sure to get a positive reaction? In the Chemical Laboratory Technology program you'll learn the fundamentals in chemistry, get hands-on experience performing experiments and analyzing samples in laboratories, and you can participate in a 12-month paid work placement program. As a Chemical Laboratory Technologist you'll work in a wide range of industrial and research settings.

Program Overview

Your Career

Graduates find work as chemical technologists, laboratory technologists, research technologists, technical sales and service specialists and technical assistants in the chemical industry. Opportunities exist in petroleum and natural gas processing, petrochemicals, metallurgical refining, food and beverage processing, agriculture, environmental consulting and government departments of agriculture, forestry and education.

Student Success

Students with higher grades and recent upgrading in Math 30 (Pure Math) and Chemistry 30 will experience more success in this program.

Additionally, students who experience success in this program have good work ethics and communication skills.

Credentials and Accreditation

After successfully completing this program, graduates will receive a SAIT diploma in Chemical Laboratory Technology.

Accreditation

The program is nationally accredited by the Canadian Technology Accreditation Board and by the Canadian Council of Technicians and Technologists. Graduates can also register with the Alberta Society of Engineering Technologists and Chemical Institute of Canada.

Progression

Students must attain a PGPA and/or a CGPA of 2.0 or better in each semester and pass the necessary prerequisite courses to progress through the program. To qualify for graduation, students must pass all courses, attain a CGPA of 2.0 or better and complete course requirements within the prescribed timelines.

Admission Requirements

Completion of the following courses or equivalents:

- At least 60% in Math 30-1 or Pure Math 30, or 75% in Math 30-2, AND,
- At least 60% in English Language Arts 30-1 or 75% in English Language Arts 30-2, AND,
- At least 60% in Chemistry 30.
- All applicants must demonstrate English Language Proficiency prior to admission, including students educated in Canada.

Competitive Entry: Five Step Process

Step 1: Read the program information to see the qualities needed for Student Success

Step 2: Ensure that you meet all of the admission requirements listed above

Step 3: Review the selection information to understand the process and deadlines

- Applications and proof of the admission requirements (transcripts and/or anticipated final grades) must be submitted by July 1 to be included in selection.
- Applications received on or after July 1 will be put on a secondary waitlist and applicants will be contacted if seats are available.
- Applicants who have achieved, or will achieve, a minimum average of 70% in the admission requirements and a minimum of 75% in Chemistry 30 will be academically ranked and offers will be extended accordingly.
- Once the program is full, remaining applicants who do not meet the above requirement or did not receive an offer will be academically ranked and waitlisted.
- You can view changes to your application status in mySAIT.ca.
- There will be 32 seats offered.

Step 4: Apply to Chemical Laboratory Technology and submit your transcripts

Step 5: Log in to mySAIT to look for changes to your application status

Failure to meet anticipated final grades will result in offers being rescinded.

Costs and Supplies

Tuition and Fees (Subject to change)

- Please refer to the Tuition and Fee Table
- International students, please refer to International Fees
- For student funding, please refer to Financial Assistance

Books and Supplies (Subject to change)

- Books and Supplies are approximately \$1,000 for the first year and \$500 for the second year.

Program Outline

First Year

Semester 1

▪ MATH 237 – Math for Technologists	3 credits
▪ CHEM 240 – General Chemistry	3 credits
▪ CHEM 270 – Basic Laboratory Techniques	6 credits
▪ COMP 261 – MS Office: An Introduction	1.5 credits
▪ COMM 238 – Technical Communications I	3 credits

Semester 2

▪ CHEM 253 – Organic Chemistry	6 credits
▪ CHEM 245 – Inorganic Chemistry	3 credits
▪ CHEM 275 – Analytical Chemistry	1.5 credits
▪ INST 297 – Chemical Instrumentation Lab	3 credits
▪ INST 296 – Chemical Instrumentation Theory	1.5 credits

Second Year

Semester 3

▪ SFTY 201 – Chemical Safety	1.5 credits
▪ CHEM 303 – Chemometric Applications	1.5 credits
▪ CHEM 345 – Unit Chemical Process Operations	1.5 credits
▪ ENVS 301 – Water Treatment	1.5 credits
▪ INST 300 – Applied Analytical Instrumentation I	6 credits
▪ THRM 318 – Thermodynamics	3 credits

Co-op Work Term (Optional)

▪ PRAC 303 – Work Term for Chemistry Co-op	0 credits
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Semester 4

▪ CHEM 325 – Technical Project Week	1.5 credits
▪ CHEM 351 – Oil Field Chemistry and Fluids Introduction	1.5 credits
▪ INST 396 – Applied Analytical Instrumentation II	6 credits
▪ ENVS 320 – Environmental Science/Ecology	3 credits
▪ QUAL 352 – Quality Assurance and Quality Control	3 credits
Total Credits	61.5

Transfer Options

Graduates may be eligible for transfer credit at:

- Athabasca University
- British Columbia Institute of Technology
- Cape Breton University
- Memorial University of Newfoundland
- NAIT
- Royal Roads University
- Thompson Rivers University
- University of New Brunswick, Saint John
- University of Ontario Institute of Technology

Civil Engineering Technology Diploma

- Two-year diploma
- Construction Management or Municipal majors
- Fall and winter starts
- Graduates in high demand
- E-Learning

Contact Us

School of Construction
Room CB410, Aldred Centre
Phone: 403.284.8367
Fax: 403.210.4271
Email: construction.cvt@sait.ca

Program Description

Civil Engineering Technology uses math, science and technical communication skills to design and manage the construction of buildings, roads, bridges and other infrastructure projects. The program will prepare you to become a civil engineering design and construction professional. You will receive courses in: math, construction management, structural design, geotechnical engineering, material science, urban services, water resources, transportation infrastructure and technical communications.

In the labs, you will build a house, explore the strength of building materials, mix and test concrete and asphalt samples, and discover the importance of soil mechanics to building projects. In class, the program combines theoretical training, applied skills and laptop delivery modules.

This diploma program is two years in length, consisting of four 15-week semesters. The first two semesters are common to all students in the program. In the third and fourth semester, you will have the ability to specialize in Construction Management or Municipal Engineering. If an option is oversubscribed, selection is based on the first year cumulative grade point average.

This program accepts students into first semester in September as well as January. Students starting in the fall will study for two semesters per year with a summer break in between. Students starting in the winter semester will study for four consecutive semesters with a one or two week break between semesters.

Note: This program utilizes an e-Learning (SAIT issued laptop computer) instructional delivery method.

Program Overview

Your Career

Graduates find diverse work as civil engineering technologists. The following job titles may be received upon completion of program: civil engineering design technologist, traffic technologist, building inspector, materials testing technologist, estimator and construction project coordinator.

- Graduates of the Civil Engineering Technology program have a 89% employment rate

Student Success

Proficiency in the following skills will help Student success: mathematical skills, science skills (Physics), communication skills (oral and written), problem-solving skills, and ability to work in a team environment or on your own.

If you are an applicant with Applied Math 30 you should consider upgrading as the path to enter SAIT. If you are confident of your algebra and trigonometry skills, you may wish to complete an assessment exam to evaluate your math skills. Achieving a score of at least 65 per cent on the SAIT Mathematics 30 Assessment Exam demonstrates knowledge to the level required and is acceptable as an equivalent.

Students with higher grades usually experience more success in SAIT's programs.

Credentials and Accreditation

After successfully completing this program, graduates will be awarded a SAIT diploma in Civil Engineering Technology.

Accreditation

This program is nationally accredited, at the technologist level, by the Canadian Council of Technicians and Technologists. Graduates are eligible for membership in The Association of Science and Engineering Technology Professionals in Alberta (ASET). The Canadian Institute of Quantity Surveyors recognizes the program as training for a qualified estimator and quantity surveyor.

Progression

Students must attain a PGPA and/or a CGPA of 2.0 or better in each semester and pass the necessary prerequisite courses to progress through the program. To qualify for graduation, students must pass all courses, attain a CGPA of 2.0 or better and complete course requirements within the prescribed timelines.

Admission Requirements

- Fall 2016 start: applications are accepted Oct. 21, 2015 to May 31, 2016.
- Winter 2017 start: applications are accepted June 1, 2016 to Oct. 16, 2016.

Completion of the following courses or equivalents:

- At least 60% in Math 30-1 or Pure Math 30, AND,
- At least 60% in English Language Arts 30-1 or at least 75% in English Language Arts 30-2, AND,
- At least 60% in Science 30 or Physics 20.
- All applicants must demonstrate English Language Proficiency prior to admission, including students educated in Canada.

Selection

Competitive Entry: Five Step Process

Step 1: Ensure that you meet all of the admission requirements listed above.

Step 2: Civil Engineering Technology is a competitive program; SAIT receives more qualified applications than available seats. It is important to review the student selection information below to understand the application process.

- Applications for the fall intake are accepted Oct. 21 to May 31.
- The competitive entry/selection process for the fall intake is done monthly starting in December and ending in July.
- Applications for the winter intake are accepted June 1 to Oct. 16.
- The competitive entry/selection process for the winter intake is done monthly starting in September and ending in November.

In the selection process, applicants will be assessed according to the following criteria and seats will be offered accordingly.

- Academic Achievement
- Quality of the Career Investigation Report

Once the program is full, applicants will be placed on a waitlist in order of their ranking.

Step 3: Apply to the Civil Engineering Technology program. You will be required to submit your transcripts and/or anticipated final grades in order to be included in the selection process.

Step 4: Log in to mySAIT to check your admission status. If your status indicates you're "In Selection," complete the Career Investigation Report and submit it to construction.cvt@sait.ca.

- Applicants who fail to complete the Career Investigation Report will be excluded from selection.

Step 5: Continue to monitor changes to your application status through mySAIT.ca.

Civil Engineering Technology requires a review of courses for which anticipated final grades were submitted.

- For the fall intake, a transcript for courses completed in January must be submitted by March 1.
- For the winter intake, a transcript for courses completed in June must be submitted by Aug. 1.

Please send transcripts with these grades to construction.cvt@sait.ca and to the Admissions office in SAIT Student Services.

Failure to meet anticipated final grades will result in offers being rescinded.

Communication During Selection

Email is the primary source of communication during the selection process. Ensure your personal email account is managed appropriately to receive our emails, files and communications.

Enquiries regarding your application can be sent to construction.cvt@sait.ca.

Costs and supplies

Tuition and Fees (Subject to change)

- Please refer to the **Tuition and Fee Table**.
- International students, please refer to **International Fees**.
- Student funding, please refer to **Financial Assistance**.

Books and Supplies (Subject to change)

- Books and Supplies are approximately \$1,500 in the first year and \$1,200 in the second year.
- A \$400 security deposit to use a SAIT issued laptop.

Program Outline

First Year

Semester 1

▪ CIVL 222 – Concrete Technology	3 credits
▪ CIVL 252 – Construction Practices Theory	3 credits
▪ COMP 261 – MS Office: An Introduction	1.5 credits
▪ MATH 238 – Math for Engineering and Tech I	3 credits
▪ STCS 242 – Structural Statics	1.5 credits

Semester 2

▪ CIVL 226 – Soil Mechanics	3 credits
▪ CIVL 255 – Civil Drafting and Surveying	1.5 credits
▪ MATH 288 – Math for Engineering and Tech II	3 credits
▪ SMTL 246 – Strength of Materials	3 credits
▪ STAT 245 – Statistics for Engineering and Tech I	3 credits

Course offered in either Semester 1 or 2

▪ COMM 238 – Technical Communications I	3 credits
▪ ESTM 262 – Estimating I and Construction Laboratory	3 credits

Construction Management Option

Second Year

Semester 3

"A" Class

▪ CIVL 312 – Contracts and Regulations	1.5 credits
▪ CIVL 315 – Construction Management	3 credits
▪ CIVL 326 – Geotechnical Design	3 credits
▪ CIVL 351 – Structural Steel Design	3 credits
▪ ESTM 360 – Estimating II	3 credits
▪ SURV 325 – Surveys and GIS	1.5 credits

"B" Class

▪ CIVL 340 – Building Science and Systems	3 credits
▪ CIVL 351 – Structural Steel Design	3 credits
▪ CIVL 355 – Reinforced Concrete Design	3 credits
▪ CIVL 356 – Construction Economics	3 credits
▪ CIVL 358 – Structural Wood Design	1.5 credits
▪ ENVS 302 – Environmental Engineering	1.5 credits

Semester 4

"A" Class

▪ CIVL 340 – Building Science and Systems	3 credits
▪ CIVL 355 – Reinforced Concrete Design	3 credits
▪ CIVL 356 – Construction Economics	3 credits
▪ CIVL 358 – Structural Wood Design	1.5 credits
▪ ENV5 302 – Environmental Engineering	1.5 credits
▪ PROJ 386 – CVT Construction Management Capstone	3 credits

"B" Class

▪ CIVL 312 – Contracts and Regulations	1.5 credits
▪ CIVL 315 – Construction Management	3 credits
▪ CIVL 326 – Geotechnical Design	3 credits
▪ ESTM 360 – Estimating II	3 credits
▪ PROJ 386 – CVT Construction Management Capstone	3 credits
▪ SURV 325 – Surveys and GIS	1.5 credits

Total Credits	61.5
Program Total Construction Management Option "A" Class	61.5
Program Total Construction Management Option "B" Class	61.5

Municipal Option

Second Year

Semester 3

"A" Class

▪ CIVL 310 – Urban Services	3 credits
▪ CIVL 318 – Water Resources	3 credits
▪ CIVL 326 – Geotechnical Design	3 credits
▪ CIVL 328 – Asphalt Technology	1.5 credits
▪ CIVL 355 – Reinforced Concrete Design	3 credits
▪ ENV5 302 – Environmental Engineering	1.5 credits

"B" Class

▪ CIVL 315 – Construction Management	3 credits
▪ CIVL 351 – Structural Steel Design	3 credits
▪ CIVL 353 – Transportation Engineering	3 credits
▪ CIVL 355 – Reinforced Concrete Design	3 credits
▪ CIVL 312 – Contracts and Regulations	1.5 credits
▪ SURV 325 – Surveys and GIS	1.5 credits

Semester 4

"A" Class

▪ CIVL 315 – Construction Management	3 credits
▪ CIVL 351 – Structural Steel Design	3 credits
▪ CIVL 353 – Transportation Engineering	3 credits
▪ CIVL 312 – Contracts and Regulations	1.5 credits
▪ PROJ 387 – CVT Municipal Capstone Project	3 credits
▪ SURV 325 – Surveys and GIS	1.5 credits

"B" Class

▪ CIVL 310 – Urban Services	3 credits
▪ CIVL 318 – Water Resources	3 credits
▪ CIVL 326 – Geotechnical Design	3 credits
▪ CIVL 328 – Asphalt Technology	1.5 credits
▪ ENV5 302 – Environmental Engineering	1.5 credits
▪ PROJ 387 – CVT Municipal Capstone Project	3 credits
Total Credits	61.5
Program Total Municipal Option "A" Class	61.5
Program Total Municipal Option "B" Class	61.5

Transfer Options

Graduates may be eligible for transfer credit at:

- Athabasca University
- British Columbia Institute of Technology
- Camosun College
- Cape Breton University
- Lakehead University
- Memorial University of Newfoundland
- Montana Tech
- NAIT
- SAIT
- Thompson Rivers University
- University of British Columbia
- University of New Brunswick, Saint John
- University of Ontario Institute of Technology

Community Economic Development

Contact Us

School of Business
Phone: 403.284.8485
Email: business.advising@sait.ca

Program Description

The Community Economic Development certificate is designed for individuals currently working in or wanting to enter the growing field of community economic development including small business development and municipal or government relations. These practical business courses cover key topics such as partnerships between business and government, project management, writing business plans and project proposals, and communication skills. Students can develop the holistic skill set needed for local economic development in rural and urban communities.

This program is available entirely online through Distance Education, with some courses also available through part-time studies. Students can transfer these courses to the full-time or part-time Business Administration diploma (Management major).

Program Overview

Your Career

Graduates of this program will gain the skills and knowledge needed to start or advance their career in positions such as economic development officer, liaison officer, community development officer, planning officer, and program officer in a variety of organizations such as municipal governments, economic development agencies, small businesses, and nonprofits.

Student Success

The ability to work and learn independently is critical in Distance Education. Other factors relating to student success include:

- Time management skills
- Analytical skills
- Computer skills

Students who are engaged and take advantage of various services usually experience more success in SAIT programs.

Credentials and Accreditation

Upon successful completion of this program, students will earn a SAIT Community Economic Development certificate.

This certificate ladders into the SAIT Business Administration diploma, provided students meet the admission requirements for the diploma. Students continuing their education have the option to take the diploma through full-time, part-time or online studies.

The program is eligible for certification by Economic Development Alberta and the Canadian Economic Developers Association. The program is eligible for certification by the Council for the Development of Native Development Officers, CANDO towards their certified competencies in Economic Development.

Admission Requirements

To get started, simply submit an application through ApplyAlberta. All applicants, including students educated in Canada, must demonstrate English Language Proficiency prior to admission. There are no additional entrance requirements for this program.

Program Outline

▪ ACCT 215 – Introductory Financial Accounting I	3 credits
▪ COMN 220 – Communication and Presentation Skills	3 credits
▪ ECON 305 – Macroeconomics	3 credits
▪ ECON 355 – Economic Development Fundamentals	3 credits
▪ ENTR 350 – Entrepreneurship	3 credits
▪ LDSH 360 – Business Leadership	3 credits
▪ MKTG 260 – Marketing Essentials	3 credits
▪ MNGT 250 – Organizational Behaviour	3 credits
▪ MNGT 320 – Project Management	3 credits
▪ MNGT 367 – Municipal Structure and Governance	3 credits
Total Credits	30

Database Administrator

- 40-week Fast-Track certificate
- September and May starts
- Includes an eight-week practicum

Contact Us

School of Information and Communication Technologies
Phone: 403.210.4522
Email: fast-track@sait.ca

Program Description

Industry relies on database technology to store, retrieve and present information in a customized and user-friendly format. The Database Administrator (DBA) program develops your knowledge of relational database design, system performance, backup and recovery, and database security. The program builds on your existing relevant skills of reliability, logical thinking and good attention to detail.

This intensive 40 week program, designed for learners with previous IT experience, prepares you for challenging and exciting opportunities in database administration.

You will master the technical aspects of database administration, using Oracle tools within Windows and Linux platforms. You will also learn to use and manage existing relational databases, then apply these skills in the design and implementation of new databases in accordance with user requirements.

This program is offered in conjunction with the Oracle Workforce Development Program. With additional relevant work experience and exam preparation study, you will be prepared to successfully challenge and complete the Oracle Certified Professional (OCP) DBA designation. Discount vouchers are available to qualified students.

Program Overview

Your Career

Graduates may find employment as an Oracle database administrator, database developer, data analyst or database architect.

- Graduates of the Database Administrator program have a 93% employment rate

Student Success

- Students possessing prior experience with relational databases (e.g. Microsoft Access) and operating systems (e.g. Linux/Unix, Windows) tend to be more successful in the Database Administrator program.
- Students with higher grades usually experience more success in SAIT programs.
- This is an intensive program requiring a commitment of both time and energy; students who experience success are those who make their education a priority throughout the program.

Credentials and Accreditation

After successfully completing this program, graduates will receive a SAIT certificate as a Database Administrator.

Accreditation

The program, offered in conjunction with the Oracle Workforce Development Program, includes core Oracle Education courses needed to challenge the Oracle Certified Professional Database Administrator designation. With additional relevant work experience and additional exam preparation study, you will be prepared to successfully challenge and complete the Oracle Certified Professional (OCP) Database Administration designation.

Progression

Students must attain a PGPA and/or a CGPA of 2.0 or better in each semester and pass the necessary prerequisite courses to progress through the program. To qualify for graduation, students must pass all courses, attain a CGPA of 2.0 or better and complete course requirements within the prescribed timelines.

Admission Requirements

- At least 60% in English Language Arts 30-1 or English Language Arts 30-2 or equivalent, OR,
- A minimum of two years post-secondary education from a recognized university, institute or college.
- All applicants must demonstrate English Language Proficiency prior to admission, including students educated in Canada.

Due to the tight integration of the courses in the Database Administrator (DBA) program, credit for Prior Learning is not available.

Selection

Selection is done on a continuous basis. It is important to apply early and ensure all supporting documents are submitted promptly since the program is in high demand.

If student financing is required, apply at least 8-12 weeks prior to the program start date to ensure adequate time to complete the process. Financing must be in place prior to the program start date.

Email is the main form of communication during the admission/selection process. Check your email account regularly to ensure you do not miss any important communications. Please remember to check your "junk" mail, or add sait.ca to your safe senders list.

There will be 24 seats offered in each intake.

Selection Criteria

Selection is based on the following criteria:

- Current resumé outlining previous education and experience.
- ICT Fast-Track Career and Program Investigation Form
This form will be emailed to you once you have applied. It will be scored to determine suitability for the program; please be detailed and thorough.
- In addition to the transcripts submitted to Student Services/ Office of the Registrar, please provide a photocopy of your educational transcripts and any other supporting documents to the School of ICT Fast-Track office by email to fast-track@sait.ca or fax to 403.210.4523.
- Proof of previous computer programming and/or relational database experience. Transcripts, substantial industry experience or certifications will be considered. An introductory computer programming course such as CMPP-205 Introduction to Programming in C or completion of a specified online tutorial may be required. Please refer to this document outlining the technical expectations of students entering this program.
- Attend a mandatory selection appointment once the above documents have been submitted. Telephone appointments can be scheduled for out-of-town applicants.

The final decision for acceptance into the program will be determined by the Academic Chair.

Ideal Applicant

The ideal candidate for the Database Administrator (DBA) program is a motivated, mature learner with an IT background who wants to specialize or to upgrade existing skills. You are analytical, technically proficient and detail-oriented. Your approach to problem solving is both creative and logical, depending on the circumstances. You work well as part of a team and enjoy interacting with others.

You possess good working knowledge of operating systems such as Windows or UNIX/Linux. You also have some experience working with relational databases, such as Microsoft Access.

Applicants are interviewed once documentation has been submitted. Applicants are contacted on a first-come, first-interviewed basis. Once the program is full, applicants will continue to be selected and added to the waiting list.

Selection Process

Selection appointments are arranged once documentation has been submitted. Applicants are contacted on a first-come, first-selected basis. Once the program is full, applicants will continue to be selected and added to the waitlist.

Costs and Supplies

Tuition and Fees (Subject to change)

- Please refer to the **Tuition and Fee Table**.
- International students, please refer to **International Student Fees**.
- For student funding, please refer **Financial Assistance**.

Books and Supplies (Subject to change)

- The tuition fee includes all course materials, books and access to appropriate technology.

Program Outline

This is a 40 week Fast-track certificate offered over multiple semesters.

▪ CMPP 274 – Oracle Architecture and Administration	3 credits
▪ CMPP 295 – Oracle: Network Administration	1.5 credits
▪ CMPP 238 – Scripting for Databases	1.5 credits
▪ CMPP 252 – Oracle Fundamentals: SQL and PL/SQL	3 credits
▪ CMPP 267 – Database Operating Systems Network Fundamentals	3 credits
▪ CMPP 273 – Data Modelling and RDB Design	1.5 credits
▪ CMPP 276 – Data Warehousing and Mining	1.5 credits
▪ CMPP 277 – Oracle: Backup and Recovery	3 credits
▪ CMPP 278 – Database Administration Project	6 credits
▪ CMPP 279 – Oracle Performance and Tuning	1.5 credits
▪ CPLN 240 – Career Planning and Management	1.5 credits
▪ CPRG 203 – Microsoft SQL Server Database	1.5 credits
▪ CPRG 205 – Linux Fundamentals	1.5 credits
▪ CPRG 206 – Database Web Integration	1.5 credits
▪ CPRG 209 – Database Skills in Unix/Linux	1.5 credits
▪ DBAD 205 – Database Security Fundamentals	1.5 credits
▪ DBAD 390 – Database Administration Practicum	3 credits
▪ PROJ 237 – Project Management for DBA	1.5 credits
Total Credits	39

Transfer Options

Transfer credit may be available at other post-secondary institutions where credits from SAIT programs could be evaluated on an individual basis. Interested students should contact the post-secondary institute of their choice for more information.

Dental Assisting

- 10-month certificate
- Fall start
- Includes dental office practicum
- Graduates in high demand
- Accredited by the Commission on Dental Accreditation of Canada
- Recognized by the Canadian Forces as aligning with military occupational training

Contact Us

School of Health and Public Safety
Room NR502, Senator Burns Building
Phone: 403.284.8500
Email: hps.info@sait.ca

Program Description

The Dental Assisting program focuses on patient-centered care in support of improving oral health as a key to personal health and well-being. As vital members of the dental health team, dental assistants work in private dental clinics, specialists' offices and community health centres. Skills and content covered include clinic operations, chair-side procedures, intra-oral procedures, patient education and interpersonal skills.

The program is divided into two 15-week semesters and one eight-week semester. Students are required to attend classes on SAIT campus for this program. Classroom learning is integrated into a dental clinic setting. The clinical components include patient education, radiographs, selective rubber cup polishing and fluoride application.

This program includes one unpaid four-week practicum in the third semester at a dental office which may be outside of Calgary. Students in this program require access to a personal computer and the Internet to facilitate completion of required online courses.

Program Overview

Your Career

Graduates work under a supervising professional in private clinics, specialists' offices and community health centres as a registered dental assistant.

- Graduates of the Dental Assisting program have a 98% employment rate

Student Success

Students with higher secondary or post-secondary marks usually experience greater success in SAIT programs.

Basic computer skills are advantageous to dental assistants. Students who experience success in this program have effective communication skills in English. Health care practitioners are detail oriented in the care they provide and enjoy working in a team environment.

Updated immunization records are required (see Program and Practicum Requirements) prior to undertaking clinical work in the SAIT Dental Clinic.

Credentials and Accreditation

After successfully completing this program, graduates will receive a SAIT Dental Assisting certificate. Graduates must write the National Dental Assisting Examining Board examination to be registered in Alberta. Graduates are licensed by the College of Alberta Dental Assistants as Registered Dental Assistants once they have passed the National Dental Assisting Examining Board examination.

Accreditation

The Dental Assisting program delivered by SAIT is accredited by the Commission on Dental Accreditation of Canada.

Progression

Students must attain a PGPA and/or a CGPA of 2.0 or better in each semester and pass the necessary prerequisite courses to progress through the program. To qualify for graduation, students must pass all courses, attain a CGPA of 2.0 or better and complete course requirements within the prescribed timelines.

Admission Requirements

Completion of the following courses or equivalents with an overall average of at least 60%:

- Math 30-1 or Math 30-2 or Pure Math 30 or Applied Math 30, AND,
- English Language Arts 30-1 or English Language Arts 30-2, AND,
- Biology 30, AND,
- Chemistry 30.
- All applicants to SAIT must demonstrate English Language Proficiency prior to admission, including students educated in Canada.

Selection

There are no additional selection requirements. Admission will be extended on a first-qualified, first-offered basis until the program is full.

A minimum of 74 seats will be offered for the fall intake.

Additional Requirements: Student information and dental health examination required by the first day of class.

Email is the primary source of communication during the selection process. Ensure your email account is managed appropriately to receive our emails, files and communications. It is not recommended to use a Microsoft email account such as @hotmail.com or @live.com as there have been some issues in the past in receiving SAIT communications using these types of accounts.

Program and Practicum Requirements

The School of Health and Public Safety has many practica partners located within Alberta and across Canada. Practicum placements in Calgary are limited and students may be required to relocate outside of Calgary for practicum.

Successful candidates will be informed of the allocation of their practicum placement by the program. There is no guarantee that students will be placed at their desired practicum location. Special considerations of personal circumstances will not be given in regards to assigning practicum placements. Students will be responsible for fees associated with practicum such as relocation and travel costs. In compliance with the practica agreements with our clinical partners, successful candidates will be requested to provide proof of the following requirements:

- **Current Heart and Stroke Foundation Health Care Provider Level (C) CPR** must be valid from October until the end of June for the academic year of study. SAIT offers the above CPR course on a continuous basis (CPRS 212 Health Care Provider). Please note that only Heart and Stroke Foundation of Canada CPR certification will be accepted.
- **Updated Immunization Records:** Most practicum sites require students to demonstrate updated immunization status prior to attending practicum. Successful candidates will be asked to provide an up-to-date immunization record to the SAIT Health Clinic as part of the program orientation. Failure to do so could jeopardize a student's ability to complete the practicum portion of his/her program. The receiving practicum site has the right to refuse students who cannot prove they have met all the required immunizations. Please review the immunization process document for specific details. It is advised to start the immunization process early as it can take some time to complete.
- **Police Information Check and Vulnerable Sector Check:** According to the Protection for Persons in Care Act, our practica sites require that students obtain a Police Information Check including Vulnerable Sector Check, prior to going on practicum. Any criminal code offence for which a pardon has not been received may be a deterrent to a student's entry into practicum, and therefore will result in an uncompleted program or non-graduating status. Successful candidates will be asked to provide a clear Police Information Check including Vulnerable Sector Check record to the School of Health and Public Safety main office by orientation day. Please review the Police Information Check process document for specific details. Be aware that the record must be dated no earlier than 90 days prior to your program orientation day (typically orientation day is held the week prior to the first day of class). Online Police Information Checks/Vulnerable Sector Checks are not acceptable.
- **Health and Wellness Status:** Due to the demanding nature of the work in the health care field and Occupational Health and Safety requirements, the health care field has a strong focus on health and wellness. Students with a medical condition or disability that may impact them in a practicum setting are strongly advised to discuss concerns with the program academic chair and/or SAIT Accessibility Services as soon as possible upon acceptance into the program. Please review the attached document for guidance on entering an allied health program with a medical condition or disability.

More details on the practica requirements per program are outlined on a pre-orientation website for successful candidates.

Costs and Supplies

Tuition and Fees (Subject to change)

- Please refer to the **Tuition and Fee Table**.
- International students, please refer to **International Student Fees**.
- For student funding, please refer to **Financial Assistance**.
- CPRS 212 Health Care Provider course in CPR. Annual update required – CPRS 222 Health Care Provider Renewal. All CPR courses must be from the Heart and Stroke Foundation. Call SAIT Life Support Training at 403.210.4009 for further information.
- Students are responsible for any additional expenses related to their practicum including relocation costs.
- There is a fee associated with obtaining a police information check (including Vulnerable Sector Check), payable to the Police or the Royal Canadian Mounted Police (RCMP).
- National Dental Assisting Examining Board exam fee is approximately \$450.
- College of Alberta Dental Assistants annual dues are approximately \$300.

Books and Supplies (Subject to change)

- Books, supplies and uniform are approximately \$1,500.
- Personal Protective Equipment (Rx safety glasses, face shields) may range from \$100 – \$750 depending on individual requirements.
- Students are required to have access to a personal computer, printer and Internet. Computers must meet the specifications listed in Fees and Expenses.

Program Outline

Semester 1 – Fall

▪ DENT 201 – Clinical Foundations	1.5 credits
▪ DENT 202 – Preventive Procedures 1	3 credits
▪ DENT 206 – Restorative Procedures 1	3 credits
▪ DENT 207 – Dental Emergencies and Records	3 credits
▪ DENT 237 – Oral Anatomy and Histology	3 credits
▪ INFC 215 – Infection Prevention and Control	1.5 credits
▪ XRAY 200 – Dental Radiography I	3 credits

Semester 2 – Winter

▪ DENT 227 – Dental Specialties 1	1.5 credits
▪ DENT 252 – Prosthodontics 1	3 credits
▪ DENT 262 – Preventive Procedures 2	1.5 credits
▪ DENT 263 – Practice Management	3 credits
▪ DENT 276 – Restorative Procedures 2	1.5 credits
▪ NUTR 230 – Nutrition	1.5 credits
▪ XRAY 250 – Dental Radiography 2	1.5 credits

Semester 3 – Spring

▪ DENT 278 – Prosthodontic Procedures 2	1.5 credits
▪ DENT 294 – Dental Specialties 2	1.5 credits
▪ DENT 297 – Preventive Procedures	3 credits
▪ PRAC 278 – DA Practicum	3 credits
Total Credits	40.5

Transfer Options

Graduates may be eligible for transfer credit at:

- Canadian Forces

Diagnostic Medical Sonography

- 26-month diploma
- Fall start
- Four clinical practica
- Graduates in high demand

Contact Us

School of Health and Public Safety
Room NR502, Senator Burns Building
Phone: 403.284.8500
Email: diagnostic.imaging@sait.ca

Program Description

As a two year program offered full-time, diagnostic medical sonography, also known as ultrasound, is a technology involving the application of high-frequency sound waves toward patients to help physicians in medical diagnoses. Diagnostic medical sonographers work as members of patient care teams, assessing patients and providing information to physicians for diagnoses and monitoring patients' health status. This is a specialized vocation requiring a high-degree of technical skills and exceptional interpersonal skills. This program teaches key aspects of ultrasound technology including obstetrics and gynecology, the cardiac and vascular systems and abdomen and superficial structures. Studies also include patient care, physics, anatomy and physiology, equipment instrumentation, quality control and the performance of diagnostic scanning procedures.

The Diagnostic Medical Sonography program is 26 months in length and consists of theory and lab courses onsite at SAIT along with practicum rotations off campus. Practicum locations are constantly changing. All students can expect to be placed outside of Calgary (including out of province) more than once during the program. Students are expected to return to SAIT campus for classes in the second and third year of the program. These on-campus classes will provide an opportunity to integrate theory with the hands-on skills learned during practica.

Certain courses are available by distance education or continuing education – ANPH 209 Anatomy and Physiology, INFC 215 Infection Prevention and Control and MEDT 211 Medical Terminal Technology I. The courses must be completed within the time frame shown in the Program Outline. Please be advised that full-time student status requires the student to take 60 percent of a full course load per semester. Depending on the number of courses completed by distance education or continuing education, students may be considered a part-time student, which may impact their financial loan status.

To support their learning, students will be required to participate online throughout their practicum and will require access to a computer with Internet access and a printer. Students will be evaluated on lab, competency and performance in the program using a competency tracking system called CompTracker. Students are required to have an iPad with Bluetooth keyboard to support the CompTracker system while in the program.

Program Overview

Your Career

Graduates find work as diagnostic medical sonographers in hospitals, doctors' offices and community clinics. Diagnostic Medical Sonographers work in environments where they may spend a considerable amount of time standing or sitting and performing tasks that may be repetitive. They must observe safety precautions and ergonomics to reduce the risk of exposures and injury. Graduates of the Diagnostic Medical Sonography program have a 100% employment rate.

Student Success

- Students with higher secondary or post-secondary marks usually experience greater success in SAIT programs.
- Students are expected to spend approximately 20 hours per week outside of class studying.
- Students who experience success in this program have exceptional communication skills in English.
- Health care practitioners are detail oriented in the care they provide, utilize critical thinking in practice, are eager, persevere and enjoy working in a team environment.
- In order to be successful in this program, applicants must have basic computer literacy. An acceptable computer skill level would include the ability to use word processing and communication software. Educational interaction in this program depends on these basic computer skills. It is the student's responsibility to ensure adequacy of these skills prior to program admission.
- Students who experience success in this program have the following characteristics:
 - Intrinsic motivation,
 - Ability to handle unpleasant situations,
 - Ability to lift heavy patients,
 - Ability to sit and stand for long periods of time,
 - Upper body strength and stamina while scanning patients in difficult positions,
 - Good wrist and hand dexterity and stamina,
 - Full body muscle stamina; and
 - Strong vision and hearing.
- Individuals with previous chronic or repetitive strain injuries have experienced re-injury or aggravation of these conditions in this program and/or as a sonographer.
- Employers for sonography professionals indicate that working hours could be days, evenings, weekends and 24/7 shift expectations.

Credentials and Accreditation

After successfully completing this program, graduates will receive a SAIT Diagnostic Medical Sonography diploma.

Graduates are eligible to write Sonography Canada and American Registry for Diagnostic Medical Sonography exams. Graduates will be eligible to write registry exams in Core (Physics), Abdomen and Superficial Structures, Obstetrics and Gynecology, and Adult Echocardiography. In addition, students will have received the foundational theory needed to enable them to work towards their Vascular Sonography credential after graduation.

The Diagnostic Medical Sonography program delivered by SAIT is accredited by the Canadian Medical Association. The program also works closely with our Diagnostic Imaging Advisory Committee to ensure that our curriculum continues to meet or exceed provincial and national accreditation standards.

Progression

Students must attain a PGPA and/or a CGPA of 2.0 or better in each semester and pass the necessary prerequisite courses to progress through the program. To qualify for graduation, students must pass all courses, attain a CGPA of 2.0 or better and complete course requirements within the prescribed timelines.

Admission Requirements

At least 75% in each of the following courses or equivalents:

- Math 30-1, Math 30-2, or Pure Math 30, AND,
- English Language Arts 30-1, AND,
- Biology 30, AND,
- Physics 30
- All applicants must demonstrate English Language Proficiency prior to admission, including students educated in Canada.

Selection

Applications and proof of the admission requirements (transcripts and/or anticipated final grades) must be submitted by Dec. 1 to be included in selection. Selection is done on a continuous basis.

Competitive academic averages are not a portion of the Diagnostic Medical Sonography (DMS) program selection process.

There will be 22 seats offered for the fall intake. Additional seats are reserved for Saskatchewan residents through an interprovincial agreement.

Selection Process

Phase 1: Program Selection Package

Applicants who meet the admission requirements will be sent a program selection package via email. We recommend you add diagnostic.imaging@sait.ca and the sait.ca domain to your safe senders list or you risk missing critical email messages. It is not recommended to use a Microsoft email account such as @hotmail.com or @live.com as there have been some issues in the past in receiving SAIT communications using these types of accounts.

The selection package must be completed and returned to diagnostic.imaging@sait.ca within two weeks of the initial email date.

- **Resource:** Preparing for the Diagnostic Medical Sonography Selection Process

You are solely responsible to ensure the information in the selection package is legible, articulate and best reflects you as a candidate. Falsifying information will result in your application being removed immediately from the selection process and may result in the initiation of SAIT's Student Code of Conduct Procedure AC.3.4.1.

Selection packages are evaluated using standardized answer keys and will be scored within two weeks of submission.

- If the selection package score is above the benchmark established by the School of Health and Public Safety, the applicant will move to Phase 2 of the selection process.
- If the selection package score is below benchmark, the applicant will be declined in selection.
- Those applicants who fail to complete and submit their packages by the deadline date will also be declined from further selection.

Applicants will be informed of selection status on their mySAIT account.

Phase 2: Interview

Applicants who successfully move to Phase 2 of the selection process will be emailed an interview invitation as well as a group interview explanation and Confidentiality form.

- Group interviews will not begin until mid-February to ensure a sufficient applicant pool.
- The applicant will receive two weeks' notice of the scheduled interview, when possible.
- The completed and signed Confidentiality form should be brought to the group interview.
- Four applicants will be interviewed at one time by two members of the program selection committee.

Interviewees should attend the group interview session in person. Individuals residing outside of Alberta may have the opportunity to participate in a web video conference group interview. Please note that web video conference group interviews may be delayed until there are sufficient web video conference applicants to complete a group interview session.

The program and selection committee are not responsible for technical support to the applicant or any loss of connectivity through the group interview process. Web conference interviews will not be rebooked if an individual has technical difficulties, loses connectivity, or cannot hear the group interview responses.

Web video conference interviewees must submit a signed copy of the Confidentiality form in advance of their interview time or they will not be permitted to join the interview.

Once the interview round is complete, the interview is evaluated using a rubric.

- If the group interview score is above the benchmark established by the School of Health and Public Safety, the applicant will be offered a seat in the program until it is full. Once the program is full, those exceeding the benchmark will be placed on a qualified waitlist.
- If the group interview score is below benchmark, applicants may remain in selection until all interviews are completed.
- Those applicants who fail to notify or attend their scheduled interview will be declined from further selection.

Applicants will be informed of selection status on their mySAIT account.

Communication During Selection

Email is the primary source of communication during the selection process. Ensure your personal email account is managed appropriately to receive our emails, files and communications. We recommend you add diagnostic.imaging@sait.ca and the sait.ca domain to your safe senders list or you risk missing critical email messages. It is not recommended to use a Microsoft email account such as @hotmail.com or @live.com as there have been some issues in the past in receiving SAIT communications using these types of accounts.

Due to the significant number of applications for this program, the selection process can take some time. Every effort will be made to maintain the timelines outlined above. We appreciate your patience. You can also log on to mySAIT.ca to check your admission decision status.

Unfortunately, due to the extremely large volume of applicants, we cannot provide any assistance or follow-up as to why the candidate was not competitive or where the applicant is ranked on the waitlist.

Program and Practicum Requirements

The School of Health and Public Safety has many practica partners located within Alberta and across Canada. Practicum placements in Calgary are limited and students will be required to relocate outside of Calgary for practicum.

Successful candidates will be informed of the allocation of their practicum placement by the program. There is no guarantee that students will be placed at their desired practicum location. Special considerations of personal circumstances will not be given in regards to assigning practicum placements. Students will be responsible for fees associated with practicum such as relocation and travel costs.

In compliance with the practica agreements with our clinical partners, successful candidates will be requested to provide proof of the following requirements:

- **Current Heart and Stroke Foundation Health Care Provider Level (C) CPR** must be valid for the duration of your practicum. SAIT offers the above CPR course on a continuous basis (CPRS 212 Health Care Provider). Please note that only Heart and Stroke Foundation of Canada CPR certification will be accepted.
- **Updated Immunization Records:** Most practicum sites require students to demonstrate updated immunization status prior to attending practicum. Successful candidates will be asked to provide an up-to-date immunization record to the SAIT Health Clinic as part of the program orientation. Failure to do so could jeopardize a student's ability to complete the practicum portion of his/her program. The receiving practicum site has the right to refuse students who cannot prove they have met all the required immunizations. Please review the immunization process document for specific details. It is advised to start the immunization process early as it can take some time to complete.
- **Police Information Check and Vulnerable Sector Check:** According to the Protection for Persons in Care Act, our practica sites require that students obtain a Police Information Check including Vulnerable Sector Check, prior to going on practicum. Any criminal code offence for which a pardon has not been received may be a deterrent to a student's entry into practicum, and therefore will result in an uncompleted program or non-graduating status. Successful candidates will be asked to provide a clear Police Information Check including Vulnerable Sector Check record to the School of Health and Public Safety main office by orientation day. Please review the Police Information Check process document for specific details. Be aware that the record must be dated no earlier than 90 days prior to your program orientation day (typically orientation day is held the week prior to the first day of class). Online Police Information Checks/Vulnerable Sector Checks are not acceptable.
- **N95 Respiratory Mask:** Fit testing is done to determine which make and model of N95 respiratory mask should be used by an individual. In compliance with Alberta's Occupational Health and Safety Code 2009, students are fit-tested for respiratory masks prior to their practica. Occupational Health and Safety Bulletin, Respiratory Protective Equipment: An Employer's Guide states the effectiveness of the respiratory protective equipment depends on an effective face piece seal to the skin of the face. The mask must be tight enough so that the person is breathing only air which has been filtered. The seal is dependent on facial differences (shape or size) or facial hair. Facial hair must be removed where the mask contacts the face for the test. Failure to adequately fit an N95 mask may result in a restricted practicum and/or limited employment. Additionally, a student may need to be tested again in two years or if there are changes to the face which impact the ability of the respirator to form an effective seal (e.g. weight gain/loss, growth of facial hair, dental surgery, or facial scarring).

- **Health and Wellness Status:** Due to the demanding nature of the work in the health care field and Occupational Health and Safety requirements, the health care field has a strong focus on health and wellness. Students with a medical condition or disability that may impact them in a practicum setting are strongly advised to discuss concerns with the program academic chair and/or SAIT Accessibility Services as soon as possible upon acceptance into the program. Please review the attached document for guidance on entering an allied health program with a medical condition or disability.

More details on the practica requirements per program are outlined on a pre-orientation website for successful candidates.

Costs and Supplies

Tuition and Fees (Subject to change)

- Please refer to the **Tuition and Fee Table**.
- International students, please refer to **International Student Fees**.
- For student funding, please refer to **Financial Assistance**.
- CPRS 212 Health Care Provider course in CPR. Annual update required (CPRS 222 Health Care Provider Renewal). All CPR courses must be from the Heart and Stroke Foundation. Call SAIT Life Support Training at 403.210.4009 for further information.
- American Registry for Diagnostic Medical Sonographers (ARDMS) certification exam fees total approximately \$1,000.
- Sonography Canada certification exam fees are approximately \$950.
- Students are responsible for any additional expenses related to their practica including relocation costs to practicum sites outside Calgary.
- There is a fee associated with obtaining a Police Information check (including vulnerable sector check) and is payable to the Police or the Royal Canadian Mounted Police (RCMP).

Books and Supplies (Subject to change)

- Books, supplies and uniform are approximately \$2,700 for the first year, \$600 for the second year and \$500 for the third year.
- Students are required to have access to a personal computer, printer and Internet. Computers must meet the specifications listed in Fees and Expenses.
- Students require an Apple personal digital assistant (iPad with blue tooth keyboard) with the ability to run the most current Apple iOS to support the CompTracker system.
- There is a \$75 CompTracker user fee per semester.

Program Outline

First Year

Semester 1 – Fall

▪ ANPH 205 – Sectional Anatomy	3 credits
▪ ANPH 209 – Anatomy and Physiology	3 credits
▪ DMST 202 – Basic Scanning	1.5 credits
▪ DMST 217 – Professional Practice 1	3 credits
▪ MEDT 211 – Medical Terminology 1	1.5 credits
▪ PHYS 216 – DMS Physics 1	3 credits

Semester 2 – Winter

▪ DMST 244 – Obstetrics and Gynecology Sonography 1	3 credits
▪ DMST 253 – Adult Echocardiography 1	3 credits
▪ DMST 254 – Abdomen and Superficial Structures 1	3 credits
▪ DMST 265 – Vascular Sonography 1	3 credits
▪ INFC 215 – Infection Prevention and Control	1.5 credits
▪ PHYS 254 – DMS Physics 2	1.5 credits

Semester 3 – Spring

▪ DMST 276 – Professional Practice 2	1.5 credits
▪ DMST 305 – DMS Simulation 1	1.5 credits
▪ PRCT 265 – Clinical Practicum 1	3 credits

Second Year

Semester 4 – Fall

▪ DMST 303 – Obstetrics and Gynecology Sonography 2	3 credits
▪ DMST 313 – Abdomen and Superficial Structures 2	3 credits
▪ DMST 325 – Adult Echocardiography 2	3 credits
▪ DMST 335 – Vascular Sonography 2	3 credits
▪ PHYS 314 – DMS Physics 3	3 credits

Semester 5 – Winter

▪ PRCT 310 – Clinical Practicum 2	7.5 credits
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Semester 6 – Spring/Summer

▪ DMST 352 – Obstetrics and Gynecology Sonography 3	1.5 credits
▪ DMST 359 – Abdomen and Superficial Structures 3	1.5 credits
▪ PRCT 362 – Clinical Practicum 3	6 credits
▪ DMST 367 – Adult Echocardiography 3	1.5 credits
▪ DMST 381 – Vascular Sonography 3	1.5 credits

Third Year

Semester 7 – Fall

▪ DMST 375 – Clinical Integration	3 credits
▪ PRCT 370 – Clinical Practicum 4	6 credits

Total Credits	79.5
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Transfer Options

Graduates may be eligible for transfer credit at:

- Athabasca University
- Memorial University of Newfoundland
- NAIT
- Thompson Rivers University
- University of New Brunswick, Saint John
- University of Ontario Institute of Technology

Diesel Equipment Technician

- **One-year certificate**
- **Fall start**
- **High-industry demand**

Contact Us

School of Transportation
Room BA319, Clayton Carroll Automotive Centre
Phone: 403.284.8471
Email: transportation.info@sait.ca

Program Description

This 30-week program has been designed by industry representatives to meet the specific needs of today's large and diverse heavy equipment industry. After completing the program, you will be a highly trained entry-level tradesperson ready to enter the work force as a Heavy Equipment Technician apprentice. As a graduate of the program you may be credited with up to 600 hours worth of work experience towards your apprenticeship, as well as the opportunity to write your first and second period apprenticeship exams.

Program Overview

Your Career

This program will prepare you for a mechanical repair career in light and heavy construction, oil field support, forestry, mining, marine, on-highway transportation trucks, public utilities, gas compression, agriculture or any other industry that relies on heavy equipment or diesel engines. Career progression may include shop foreman, service manager, manufacturer district service representative, technical training instructor, factory quality control inspector, regional service manager or fleet maintenance manager.

- Graduates of the Diesel Equipment Technician program have a high employment rate

Student Success

- Students with higher secondary or post-secondary marks usually experience greater success in SAIT's programs.
- Students who have taken automotive mechanics in high school experience greater success in the Diesel Equipment Technician program.

Credentials and Accreditation

After successfully completing this program, graduates will receive a SAIT certificate as a Diesel Equipment Technician.

Accreditation

Students achieving a PGPA and/or a CGPA of 2.0 will be allowed to challenge the Heavy Equipment Technician 1st and 2nd year technical exams from Alberta Apprenticeship and Industry Training. A Prior Learning Assessment (PLA) form and a fee will be required by Alberta Apprenticeship and Industry Training. Successful students may also be granted up to 600 hours of work credit towards their apprenticeship hours.

Progression

Students must attain a PGPA and/or a CGPA of 2.0 or better in each semester and pass the necessary prerequisite courses to progress through the program. To qualify for graduation, students must pass all courses, attain a CGPA of 2.0 or better and complete course requirements within the prescribed timelines.

Admission Requirements

A minimum of 70 Alberta High School credits (Grade 11) with at least 50% in the following courses or equivalents:

- Math 20-1 or Math 20-2 or Math 20-3 or Pure Math 20 or Applied Math 20, AND,
- Grade 11 English, AND,
- One Grade 11 Science
- All applicants must demonstrate English Language Proficiency prior to admission, including students educated in Canada.

Selection

Application and Selection Timelines

Applications and proof of the admission requirements (transcripts and/or anticipated final grades) must be submitted by May 1 to be included in selection. Applicants who meet the minimum admission requirements will be invited to participate in selection.

Selection will consist of an aptitude test evaluating the following areas:

- Mechanical reasoning 34%
- English comprehension 33%
- Mathematics 33%

You will receive an email with information about the aptitude test; make sure you provide SAIT with current contact information.

For applicants who live more than 300 km from Calgary and cannot attend a testing session without hardship, alternative arrangements for testing will be considered.

Admission decisions will be made based on the following:

Aptitude Test Score	Next Step
70% or above	You will be offered a seat in the program or waitlisted in ranked order, based on aptitude test score. Offers will be dependent on seat availability.
50-69%	<p>You will be required to complete a Career Investigation Report. The report will be emailed to you with further instructions. The report will be assessed and the score will be added to the aptitude test score to determine a composite score.</p> <ul style="list-style-type: none"> If the composite score is above 70% you will receive an offer or placed on a ranked waitlist dependent on the availability of seats. If the composite score is below 70% you will remain in selection until May 1. After May 1, a ranked waitlist will be created and seats will be offered as they become available.
49% and below	Applicants who score 49% and below on the aptitude test will be declined.

Costs and Supplies

Tuition and Fees (Subject to change)

- Please refer to the **Tuition and Fee Table**.
- International students, please refer to **International Student Fees**.
- For student funding, please refer **Financial Assistance**.

Books and Supplies (Subject to change)

- Books cost approximately \$650.
- Tool costs range from \$750 to \$3,000.

Program Outline

Semester 1

▪ HDMC 200 – Mechanical Skills Theory	1.5 credits
▪ HDMC 204 – Mechanical Skills Lab	1.5 credits
▪ HDMC 205 – Braking Systems Theory	3 credits
▪ HDMC 206 – Braking Systems Lab	3 credits
▪ HDMC 207 – Electrical/Electronics Theory	1.5 credits
▪ WEPR 207 – Oxygen-Acetylene Equipment Lab	1.5 credits
▪ HDMC 268 – Hydraulics Theory	1.5 credits
▪ HDMC 269 – Hydraulics Lab	1.5 credits
▪ HDMC 231 – Suspension, Wheels and Systems Lab	1.5 credits
▪ HDMC 208 – Electrical/Electronics Lab	1.5 credits
▪ HDMC 232 – Suspension, Wheels and Systems Theory	1.5 credits

Semester 2

▪ COMM 209 – Business Communications	1.5 credits
▪ HDMC 240 – Electrical Charging, Cranking Theory	3 credits
▪ HDMC 241 – Elect Charging, Cranking Lab	1.5 credits
▪ HDMC 255 – Diesel Engine Theory	1.5 credits
▪ HDMC 257 – Diesel Engine Lab	3 credits
▪ HDMC 258 – Engine Tune-up Theory	3 credits
▪ HDMC 259 – Engine Tune-Up Lab	3 credits
▪ HDMC 266 – Powertrain Lab	1.5 credits

Total Credits	37.5
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Transfer Options

Graduates may be eligible for transfer credit at:

- Montana State University — Northern
- NAIT

Electrical Engineering Technology

- Two-year diploma
- Fall start
- Distance course (ELCT 205) is available

Contact Us

MacPhail School of Energy
Phone: 403.284.8451
Fax: 403.284.8262
Email: eet.info@sait.ca

Program Description

Get wired for a bright future. The Electrical Engineering Technology program offers comprehensive training in power systems, electrical design, and control and automation. The program prepares students for careers managing electrical energy from renewable and conventional energy sources. Graduates work in a variety of settings, including power generating facilities, industrial complexes, substations, laboratories, construction sites, and offices.

Program Overview

Your Career

Graduates find work as electrical engineering technologists, industrial control technologists and power systems technologists. Graduates may also be employed in design estimating technical sales power generation distribution metering industrial electronic control supervisory control systems and industrial networking. Employers include consulting and design firms the oil and gas industry industrial plants technical sales companies, electrical contractors, utility companies and various manufacturers and distributors.

Student Success

Journeyman Electricians and those with work experience in other related occupations or with related post-secondary education may receive some advance credit after an assessment by SAIT's Prior Learning Assessment and Recognition (PLAR).

Credentials and Accreditation

After successfully completing this program, graduates will receive a SAIT diploma in Electrical Engineering Technology.

Accreditation

The program is nationally accredited by the Canadian Technology Accreditation Board and Canadian Council of Technicians and Technologists at the technologist level.

Graduates are eligible for membership in the following professional association: Association of Science and Engineering Technology Professionals of Alberta (ASET).

Progression

Students must attain a PGPA and/or a CGPA of 2.0 or better in each semester and pass the necessary prerequisite courses to progress through the program. To qualify for graduation, students must pass all courses, attain a CGPA of 2.0 or better and complete course requirements within the prescribed timelines.

Admission Requirements

Completion of the following courses or equivalents:

- At least 60% in Math 30-1 or Pure Math 30, or at least 75% in Math 30-2, AND,
- At least 60% in English Language Arts 30-1 or 75% in English Language Arts 30-2, AND,
- At least 60% in Physics 20.
- All applicants must demonstrate English Language Proficiency prior to admission, including students educated in Canada.

Competitive Entry: Six Step Process

Step 1: Read the program information to see the qualities needed for Student Success

Step 2: Ensure that you meet all of the admission requirements listed above

Step 3: Review the selection information to understand the process and deadlines

Applications and proof of the admission requirements (transcripts and/or anticipated final grades) along with all supporting documents must be submitted by July 1 to be included in selection.

Applications received on or after July 1 will be put on a secondary waitlist and applicants will be contacted if seats are available.

Selection is done on a continuous basis.

In the selection process, applicants will be assessed on the following criteria and seats will be offered accordingly.

- Academic Ranking – 50%
- Quality of Career Investigation Questionnaire – 50%

Step 4: Apply to Electrical Engineering Technology and submit your transcripts

Step 5: Complete the Career Investigation Questionnaire and submit it by July 1

Log in to mySAIT.ca to check your admission status. If your status indicates you're "In Selection", complete the Career Investigation Questionnaire, save it in the format of LastName_FirstName_IDNumber and submit it to eet.selectionprocess@sait.ca in a PDF format.

Applicants who fail to complete the Career Investigation Questionnaire will be excluded from selection.

Step 6: Continue to monitor changes to your application status through mySAIT.ca

Failure to meet anticipated final grades will result in offers being rescinded.

Communication During Selection

Email is the primary source of communication during the selection process. Ensure your personal email account is managed appropriately to receive our emails, files and communications.

Due to the significant number of applications for this program, the selection process can take some time. Every effort will be made to maintain the timelines outlined above. We appreciate your patience.

Unfortunately, due to the extremely large volume of applicants, we cannot provide any assistance or follow-up as to why the candidate was not competitive.

Costs and Supplies

Tuition and Fees (Subject to change)

- Please refer to the **Tuition and Fee Table**.
- International students, please refer to **International Student Fees**.
- Student funding, please refer to **Financial Assistance**.

Books and Supplies (Subject to change)

- Books and Supplies are approximately \$1,000 for the first year and \$700 for the second year.

Program Outline

First Year

Semester 1

▪ COMM 238 – Technical Communications I	3 credits
▪ COMP 213 – Computing for Engineering Technology	3 credits
▪ ELCT 205 – Electrical Principles	3 credits
▪ MATH 237 – Math for Technologists	3 credits
▪ ELTR 232 – Digital and Electronic Circuits	3 credits
▪ ENVS 247 – Safety and Environment	1.5 credits

Semester 2

▪ ELEC 291 – Electrical Analysis	3 credits
▪ ELEC 266 – Electrical Practices	3 credits
▪ ENGD 226 – Electrical Diagrams and AutoCAD	1.5 credits
▪ MATH 280 – Calculus for Technologists	3 credits
▪ COMM 288 – Technical Communications II	3 credits
▪ ELTR 262 – Power Electronics	3 credits

Second Year

Semester 3

▪ DSGN 301 – Electrical Design Principles	3 credits
▪ ELEC 306 – Machine Applications	3 credits
▪ ELEC 352 – Rotating Machines	3 credits
▪ ELEC 353 – Transformer Applications	3 credits
▪ CNTR 309 – PLC – Premium Unity Pro Appl.	3 credits
▪ ELEC 302 – Generation and Grid Operations	1.5 credits
▪ PROJ 333 – Technical Project Management	1.5 credits

Semester 4

▪ DSGN 396 – Industrial Electrical Design	3 credits
▪ ELCM 374 – Industrial Networks and Comm.	1.5 credits
▪ CNTR 358 – PLC – Controllogix Applications	3 credits
▪ ELEC 361 – Power System Analysis	3 credits
▪ ELEC 364 – Protection and Control	3 credits
▪ PROJ 373 – Capstone Project Course	3 credits
Total Credits	67.5

Transfer Options

Graduates may be eligible for transfer credit at:

- Athabasca University
- British Columbia Institute of Technology
- Camosun College
- Cape Breton University
- Lakehead University
- Memorial University of Newfoundland
- NAIT
- Thompson Rivers University
- University of New Brunswick, Saint John
- University of Ontario Institute of Technology
- University of Victoria

Electronics Engineering Technology

- Two-year diploma
- Fall start
- E-Learning

Contact Us

School of Information and Communication Technologies
Phone: 403.284.8081
Email: ent.info@sait.ca

Program Description

The Electronics Engineering Technology program is an analysis and design-oriented program with emphasis given to electronic circuits, systems and sub-systems. This program prepares graduates with professional, technical and practical skills that include problem-solving, research, design, prototyping, implementation, installation and testing of electronics-based systems. Specific studies include digital and analog applications, electronic controls, computer-based circuit design and simulation, microprocessor systems, RF communications, and computer-enhanced test and measurement systems. Areas of employment may include GPS-based systems, measurement, control, security and surveillance and wireless communication systems.

Graduates of the Electronics Engineering Technology program have the relevant technical, applied and professional skills that employers seek in this dynamic industry sector. Graduates may find employment as an electronic engineering technologist assisting in research, design, development of prototyping of electronic-based circuits and systems. They will also have the opportunity to continue their studies toward an Engineering Degree. SAIT offers articulation agreements with a variety of universities across Canada.

Working with electrical engineers who provide the conceptual design, the electronics engineering technologist will assist with the practical aspects of circuit design and analyze circuit performance. Electronics engineering technologists may design and/or evaluate the performance of the circuit using a variety of analysis methods. The technologist also works closely with technicians who fabricate, troubleshoot, measure and calibrate the systems. The learning environment incorporates instructor-led instruction and discussions enhanced with computer-based presentations and simulation software. Most classes integrate time in the lab, allowing students to apply their knowledge in a real, practical environment. This program will also utilize an e-learning (SAIT issued laptop computer) instructional delivery method.

Program Overview

Your Career

Graduates of this program possess a broad, practical knowledge of electronics for a career in a dynamic industry sector. Electronics Engineering Technologists can expect above-average wages and opportunities for advancement in an occupation that is constantly evolving and diversified. This person will use their creativity, math and science skills to develop and maintain electronics systems.

Electronics Technologists may work independently and/or be a vital member of a design and implementation team. An electronics engineering technologist can pursue a path toward a degree based on the knowledge they gain through training and their work experience.

Student Success

Success in this area of study requires an interest in physics and a strong foundation in mathematics. Electronics Engineering Technologists apply science to practical applications. They learn to think like Engineers while using their experience in manufacturing and analysis. Lifelong learning is an expectation for career growth.

Characteristics of a successful student in this program include:

- Enjoy solving problems using a logical, analytical and systematic approach.
- Being patient persistent meticulous innovative and creative when trying to figure things out.
- Working independently with little supervision but also capable of performing as a vital member of a team of professionals.
- Enjoys keeping up-to-date on new technological developments and continuing to enjoy learning new skills.
- Being able to learn how something works from a written manual, from observations or from experimenting.
- Having working knowledge of the MS office Suite would be an asset.

Credentials and Accreditation

After successfully completing this program, graduates will receive a SAIT diploma in Electronics Engineering Technology.

Accreditation

The Canadian Council of Technicians and Technologists (CCTT) Canadian Technology Accreditation Board (CTAB) accredits this program at the Engineering Technologist level. After two years of suitable industrial experience, graduates are eligible for membership in The Association of Science and Engineering Technology Professionals of Alberta (ASET) as a Certified Engineering Technologist (CET).

Progression

Students must attain a PGPA and/or a CGPA of 2.0 or better in each semester and pass the necessary prerequisite courses to progress through the program. To qualify for graduation, students must pass all courses, attain a CGPA of 2.0 or better and complete course requirements within the prescribed timelines.

Admission Requirements

Completion of the following courses or equivalents:

- At least 50% in Pure Math 30, or at least 60% in Math 30-1, or at least 75% in Math 30-2, AND,
- At least 50% in English Language Arts 30-1 or English Language Arts 30-2, AND,

- At least 50% in a minimum 20-level science (Physics preferred, and excludes Science 24 and 26).
- All applicants must demonstrate English Language Proficiency prior to admission, including students educated in Canada.

Selection

- Applications and proof of the admission requirements (transcripts and/or anticipated final grades) must be submitted to be included in selection.
- All applicants must provide a current, valid email address where they can be contacted.
- There will be 32 seats offered in fall.

Early Admission

Early admission will be offered to applicants who have achieved or will achieve:

- The admission requirements, AND,
- A minimum of 65% in Pure Math 30 or Math 30-1 or equivalent, AND,
- A minimum of 60% in English Language Arts 30-1 or English Language Arts 30-2, or equivalent, AND,
- A 30-level science course (Physics, Chemistry, and/or Biology).

Early admission will be offered until February 15 or until the program is full.

Selection Criteria

- Applicants who do not qualify for early admission, or who qualify after the early admission deadline has passed, will be placed in selection and academically ranked according to the admission requirements and may be interviewed (by phone or in-person).
- Selection will begin on March 2 and be done on a continuous basis until the program has been filled.
- Applicants will then be offered a seat or waitlisted, based on ranking and seat availability.

Failure to meet anticipated final grades will result in offers being rescinded.

Costs and Supplies

Tuition and Fees (Subject to change)

- Please refer to the **Tuition and Fee Table**.
- International students, please refer to **International Student Fees**.
- Student funding, please refer to **Financial Assistance**.

Books and Supplies (Subject to change)

- Books and Supplies are approximately \$1,000 for the first year and \$1,000 for the second year.
- A \$400 security deposit to use a SAIT issued laptop.

Program Outline

First Year

Semester 1

▪ COMM 256 – Professional Communications and Presentation Skills	3 credits
▪ DIGI 210 – Digital Fundamentals	3 credits
▪ EFAB 202 – Electronic Fabrication	3 credits
▪ ELTR 238 – Electronic Fundamentals	3 credits
▪ MATH 237 – Math for Technologists	3 credits

Semester 2

▪ CPRG 252 – C Programming for Technologists	3 credits
▪ DIGI 260 – Digital Devices and Applications	3 credits
▪ ELTR 270 – Electronic Devices and Circuits I	3 credits
▪ HREL 250 – Business Dynamics	3 credits
▪ MATH 280 – Calculus for Technologists	3 credits

Second Year

Semester 3

▪ ELCM 322 – Wireless Communication Systems	3 credits
▪ ELEC 305 – Applied Analysis	3 credits
▪ ELTR 338 – Electronic Devices and Circuits II	3 credits
▪ MCRO 310 – Micro Fundamentals	3 credits
▪ PROJ 306 – Planning and Tools for Electronics Projects	3 credits

Semester 4

▪ CNTR 362 – Electronic Control Systems	3 credits
▪ ELCM 382 – Wireless Applications and Networks	3 credits
▪ INST 355 – Automated Test and Measurement	3 credits
▪ MCRO 350 – Micro Design and Application	3 credits
▪ PROJ 354 – Capstone Project	3 credits
Total Credits	60

Transfer Options

Graduates may be eligible for transfer credit at:

- Athabasca University
- British Columbia Institute of Technology
- Camosun College
- Canadian Forces
- Cape Breton University
- Lakehead University
- Memorial University of Newfoundland
- NAIT
- Thompson Rivers University
- University of New Brunswick, Saint John
- University of Ontario Institute of Technology
- University of Victoria

Emergency Medical Technician

- 10-month certificate
- Program offered in Calgary
- Fall start
- Includes community-based workplace experience and ambulance practica
- Blended delivery with only and face-to-face components

Contact Us

School of Health and Public Safety
Room NR502, Senator Burns Building
Phone: 403.284.8500 or
Email: hps.info@sait.ca

Please note the educational Steps for this profession:

1. Emergency Medical Responder (176-hour certificate of achievement)
2. Emergency Medical Technician (10-month certificate program)
3. Emergency Medical Technology – Paramedic (two-year diploma)

Program Description

The Emergency Medical Technician (EMT) program provides education and training for pre-hospital care professionals and prepares them to work within a multi-discipline healthcare team. This program is taught by experienced practitioners and covers all aspects of pre-hospital emergency care including Advanced Life Support (ALS) assistance, patient assessment, diagnostics, treatment and critical interventions.

The Emergency Medical Technician program is a competency-based, blended-delivery program which includes face-to-face and on-line learning components. Students must be motivated and organized as this program is fast-paced and requires a significant contribution of time to be successful.

Students will be required to:

- Attend an orientation session.
- Complete all work as assigned.
- Attend mandatory class days for theory and psychomotor skill acquisition practice.
- Attend full-time, one clinical (hospital and/or urgent care based) practicum and one ambulance-specific practicum to apply the theory and skills learned under the direct supervision of a preceptor.

Note: Students may have to travel anywhere in Alberta to complete their practica based on practicum spot availability.

This program is offered in Calgary at SAIT .

The EMT program is a requirement for continuing into the Emergency Medical Technology – Paramedic (EMT-P) program.

Program Overview

Your Career

Graduates are prepared for careers in emergency medical services or on industrial sites in rural and urban settings throughout Canada, as well as internationally.

- Graduates of the Emergency Medical Technician program have a 91% employment rate

Student Success

- Students with higher secondary or post-secondary marks usually experience greater success in SAIT's programs.
- Students who experience success in this program have effective communication skills in English.
- Health care practitioners are detail oriented in the care they provide and enjoy working in a team environment.
- The student must be a highly motivated and well-organized individual to succeed in this self-directed, non-traditional delivery model.

Credentials and Accreditation

After successfully completing this program, graduates will receive a SAIT Emergency Medical Technician certificate. All graduates are eligible and required to register with the Alberta College of Paramedics to work in Alberta as an EMT.

Accreditation

The Emergency Medical Technician program delivered by SAIT is accredited by the Canadian Medical Association at the Primary Care Paramedic level and meets the Alberta College of Paramedics core competency requirements.

Progression

Students must attain a PGPA and/or a CGPA of 2.0 or better in each semester and pass the necessary prerequisite courses to progress through the program. To qualify for graduation, students must pass all courses, attain a CGPA of 2.0 or better and complete course requirements within the prescribed timelines.

Admission Requirements

At least 50% in each of the following courses or their equivalents:

- Math 20-1 or Math 20-2 or Pure Math 20 or Applied Math 20, AND,
- English Language Arts 30-1 or English Language Arts 30-2, AND,
- Biology 30 or Science 30
- All applicants must demonstrate English Language Proficiency prior to admission, including students educated in Canada.
- Students must be 18 years old by January 1 (second semester of the EMT program).
- Proof of current registration as an Emergency Medical Responder (EMR) with the Alberta College of Paramedics (ACP) by April 30.

Selection

Applications along with all supporting documents must be submitted by April 30 to be included in selection.

Applicants must be registered as an Emergency Medical Responder (EMR) with the Alberta College of Paramedics (ACP).

There will be 72 seats offered for the fall intake.

Email is the primary source of communication during the selection process. Ensure your email account is managed appropriately to receive our emails, files and communications. It is not recommended to use a Microsoft email account such as @hotmail.com or @live.com as there have been some issues in the past in receiving SAIT communications using these types of accounts.

Selection Criteria

Applicants that meet the admission requirements will proceed to the interview phase of the selection process. Applicants will be expected to present an updated resumé with supporting documentation at the interview. They will then be ranked using the following criteria:

- Written examination: 25%
- Written questionnaire: 25%
- Related first response/Emergency Medical Technician experience: 35%
- References: 15%

Selection Process

- Selection will be done on a continuous basis starting in November.
- Applicants will receive a selection package with complete instructions pertaining to the selection process. Your selection will be determined based on the quality of materials submitted in the selection process.

- Students must fulfill the required qualifying criteria as outlined in the practicum agreement by providing proof prior to starting practicum. Students who are unable to comply with the components of the agreement may be unable to complete their clinical placement and therefore unable to graduate from the program.
- Practicum placements are assigned by Alberta Health Services (AHS) and may be located throughout the province of Alberta and across Canada. AHS will endeavor to locate practicum placements in the Calgary region. There may be opportunity in boarding provinces for placements.
- Orientation is mandatory.

Program and Practicum Requirements

The School of Health and Public Safety has many practica partners located within Alberta and across Canada. Practicum placements in Calgary are limited and students may be required to relocate outside of Calgary for practicum.

Successful candidates will be informed of the allocation of their practicum placement by the program. There is no guarantee that students will be placed at their desired practicum location. Special considerations of personal circumstances will not be given in regards to assigning practicum placements. Students will be responsible for fees associated with practicum such as relocation and travel costs. In compliance with the practica agreements with our clinical partners, successful candidates will be requested to provide proof of the following requirements:

- **Current Heart and Stroke Foundation Health Care Provider Level (C) CPR** must be valid for the duration of your practicum. SAIT offers the above CPR course on a continuous basis (CPRS 212 Health Care Provider). Please note that only Heart and Stroke Foundation of Canada CPR certification will be accepted.
- **Updated Immunization Records:** Most practicum sites require students to demonstrate updated immunization status prior to attending practicum. Successful candidates will be asked to provide an up-to-date immunization record to the SAIT Health Clinic as part of the program orientation. Failure to do so could jeopardize a student's ability to complete the practicum portion of his/her program. The receiving practicum site has the right to refuse students who cannot prove they have met all the required immunizations. Please review the immunization process document for specific details. It is advised to start the immunization process early as it can take some time to complete.

- Police Information Check and Vulnerable Sector Check:**
 According to the Protection for Persons in Care Act, our practica sites require that students obtain a Police Information Check including Vulnerable Sector Check, prior to going on practicum. Any criminal code offence for which a pardon has not been received may be a deterrent to a student's entry into practicum, and therefore will result in an uncompleted program or non-graduating status. Successful candidates will be asked to provide a clear Police Information Check including Vulnerable Sector Check record to the School of Health and Public Safety main office by orientation day. Please review the Police Information Check process document for specific details. Be aware that the record must be dated no earlier than 90 days prior to your program orientation day (typically orientation day is held the week prior to the first day of class). Online Police Information Checks/Vulnerable Sector Checks are not acceptable.
- N95 Respiratory Mask:** Fit testing is done to determine which make and model of N95 respiratory mask should be used by an individual. In compliance with Alberta's Occupational Health and Safety Code 2009, students are fit-tested for respiratory masks prior to their practica. Occupational Health and Safety Bulletin, Respiratory Protective Equipment: An Employer's Guide states the effectiveness of the respiratory protective equipment depends on an effective face piece seal to the skin of the face. The mask must be tight enough so that the person is breathing only air which has been filtered. The seal is dependent on facial differences (shape or size) or facial hair. Facial hair must be removed where the mask contacts the face for the test. Failure to adequately fit an N95 mask may result in a restricted practicum and/or limited employment. Additionally, a student may need to be tested again in two years or if there are changes to the face which impact the ability of the respirator to form an effective seal (e.g. weight gain/loss, growth of facial hair, dental surgery, or facial scarring).
- Health and Wellness Status:** Due to the demanding nature of the work in the health care field and Occupational Health and Safety requirements, the health care field has a strong focus on health and wellness. Students with a medical condition or disability that may impact them in a practicum setting are strongly advised to discuss concerns with the program academic chair and/or SAIT Accessibility Services as soon as possible upon acceptance into the program. Please review the attached document for guidance on entering an allied health program with a medical condition or disability.

More details on the practica requirements per program are outlined on a pre-orientation website for successful candidates.

Costs and Supplies

Tuition and Fees (Subject to change)

- Please refer to the **Tuition and Fee Table**.
- International students, please refer to **International Student Fees**.
- Student funding, please refer to **Financial Assistance**.
- CPRS 212 Health Care Provider course in CPR. Annual update required (CPRS 222 Health Care Provider Renewal). All CPR courses must be from the Heart and Stroke Foundation. Call SAIT Life Support Training at 403.210.4009 for further information.

- There is a fee for the Alberta College of Paramedics (ACP) provincial exam and an annual registration fee. Please contact ACP for more information
- ACP annual registration fees are approximately \$425 (initial registration fee is approximately \$475).
- Students are responsible for any additional expenses related to their practicum including relocation costs to practicum sites outside Calgary.
- There is a fee associated with obtaining a police information check including Vulnerable Sector Check and is payable to the Police or the Royal Canadian Mounted Police (RCMP).

Books and Supplies (Subject to change)

- Books and Supplies cost approximately \$1,900 for the program.
- Students must also purchase a uniform (jacket, pants, shirt, belt, and boots) for approximately \$500-\$700.
- Students are required to have access to a personal computer, printer and Internet. Computers must meet the specifications listed in Fees and Expenses.
- Students require an Apple personal digital assistant (iPad) to support the CompTracker system.
- There is a \$75 CompTracker user fee per semester.

Program Outline

Semester 1 – Fall

ANPH 201 – Physiology and Physical Assessment	1.5 credits
EMRG 223 – Basic Pharmacology	1.5 credits
EMRG 230 – Community Integration	1.5 credits
EMRG 233 – Respiratory Emergencies	3 credits
EMRG 236 – EMT Lab 1	3 credits
EMRG 244 – Professional Practice 1	1.5 credits
EMRG 262 – Cardiac Emergencies	3 credits

Semester 2 – Winter

EMRG 227 – Traumatic Emergencies	3 credits
EMRG 249 – Medical Emergencies	3 credits
EMRG 251 – Special Populations	3 credits
EMRG 266 – EMT Lab 2	3 credits
FTNS 202 – Fitness and Wellness	1.5 credits
PRAC 242 – Clinical Practicum	1.5 credits

Semester 2 – 3 (Spans two semesters: Winter/ Spring)

PRAC 252 – Ambulance Practicum	3 credits
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Semester 3 – Spring

EMRG 265 – Professional Practice 2	1.5 credits
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Total Credits	34.5
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Transfer Options

Transfer credit may be available at other post-secondary institutions where credits from SAIT programs could be evaluated on an individual basis. Interested students should contact the post-secondary institute of their choice for more information.

Emergency Medical Technology — Paramedic

- Two-year diploma
- Fall start
- Includes field (ambulance) and clinical (hospital) practica
- Graduated in high demand

Contact Us

School of Health and Public Safety
Room NR502, Senator Burns Building
Phone: 403.284.8500
Email: hps.info@sait.ca

Please note the Educational Steps for this profession:

1. Emergency Medical Responder (176-hour certificate of achievement)
2. Emergency Medical Technician (10-month certificate program)
3. Emergency Medical Technology – Paramedic (see below)

Program Description

The SAIT Emergency Medical Technology – Paramedic (EMT-P) program is a two-year full-time program offered to students currently registered with the Alberta College of Paramedics (ACP) as Emergency Medical Technicians who wish to extend their professional training and credentials to work as paramedics. In the EMT-P program, the student will become extensively familiar with human anatomy, physiology and pathophysiology, as well as wide variety of pharmacological and other therapies.

The program commences each year in the fall and consists of 5 semesters which include classroom and simulation learning, two field (ambulance) practica and two clinical (hospital) practica placements.

Students begin Semester 1 with nine weeks of class at the SAIT campus where they learn theory including anatomy, physiology and basic pharmacology. Six weeks of field practicum then follows to fine-tune basic care skills and develop familiarity with advanced procedures such as fluid resuscitation. The ambulance practicum continues in the winter semester, first year, until February.

Students return to SAIT in February for Semester 2 where they will spend nine weeks in class continuing their studies expanding on pharmacological therapies and treatments for various medical and traumatic emergencies. Assessment skills, critical thinking and integrating advanced therapies into basic care are emphasized.

Students will return in the fall for Semester 3 in late August for clinical practicum and then for seven weeks at SAIT for classroom and lab instruction including pediatric and adult advanced life support, rapid sequence induction and other advanced skills. Development of critical thinking and integration skills are key components.

Semester 4 begins in January of the second year with clinical practicum rotations in the pediatric emergency room and labour and delivery. Students will finish with their final ambulance practicum at the end of April.

Students return to SAIT for the spring semester – Semester 5 – where they complete the classroom portion and prepare for registration with the Alberta College of Paramedics (ACP) as an EMT-P.

Program Overview

Your Career

Graduates will be prepared for positions in the emergency medical services field, including ambulance services, the oil and gas industry and various international opportunities.

- Graduates of the Emergency Medical Technology – Paramedic program have a 100% employment rate

Student Success

Students with higher secondary or post-secondary marks usually experience greater success in SAIT's programs.

- Students who experience success in communications skills in English.
- Health care practitioners are detail-oriented in the care they provide and enjoy working in a team environment.
- Students with post-secondary degrees or experience usually experience greater success in SAIT's programs.
- Due to the physical nature of the work required in emergency medical services, the EMT Paramedic program has a strong focus on physical fitness and wellness.

Credentials and Accreditation

After successfully completing this program, graduates will receive a SAIT Emergency Medical Technology – Paramedic diploma. Other certificates received are Advanced Cardiovascular Life Support (ACLS), Pediatric Advanced Life Support (PALS), International Trauma Life Support (ITLS) Advanced and Neonatal Resuscitation Program (NRP). All graduates are eligible to register with Alberta College of Paramedics and work in Alberta as an EMT-Paramedic.

Accreditation

The EMT-Paramedic program delivered by SAIT is accredited by the Canadian Medical Association at the Advanced Care Paramedic level. This program exceeds the Alberta College of Paramedics EMT-Paramedic core competency requirements.

Progression

Students must attain a PGPA and/or a CGPA of 2.0 or better in each semester and pass the necessary prerequisite courses to progress through the program. To qualify for graduation, students must pass all courses, attain a CGPA of 2.0 or better and complete course requirements within the prescribed timelines.

Admission Requirements

At least 50% in each of the following courses or equivalents:

- Math 20-1 or Math 20-2 or Pure Math 20 or Applied Math 20, AND,
- English Language Arts 30-1 or English Language Arts 30-2, AND,
- Biology 30, or Science 30, or SAIT's ANPH 209 **Note:** ANPH 209 can be found in SAIT's Continuing Education calendar.
- All applicants must be registered with the Alberta College of Paramedics (ACP) as an Emergency Medical Technician (EMT) by August 1 prior to the program commencing.
- All applicants must demonstrate English Language Proficiency prior to admission, including students educated in Canada.

Selection

- Applications and proof of the admission requirements (transcripts and/or anticipated final grades) must be submitted by May 30 to be included in selection.
- Applications received after May 30 will be put on a secondary waitlist and will be considered if seats are available.
- A minimum of 40 seats will be offered for the fall intake.
- Applicants must be registered as an Emergency Medical Technician (EMT) with the Alberta College of Paramedics (ACP). An applicant's ACP registration number must be submitted to SAIT by August 1 in order to maintain a seat in the program. Preference will be given to applicants that can provide proof of EMT registration with the ACP at selection.

Selection Criteria

Applicants that meet the admission requirements may proceed to the selection phase. Applicants will be expected to present an updated resumé with supporting documentation at selection. They will then be ranked using the following criteria:

- Written examination: 25%
- Written questionnaire: 25%
- Related first response/Emergency Medical Technician experience: 35%
- References: 15%

Selection Process

- Selection will be done on a continuous basis starting in November.
- Applicants will receive a selection package with complete instructions pertaining to the selection process. Your selection will be determined based on the quality of materials submitted in the selection process.

If you are not selected for admission to the program this year, please re-apply with the above taken into consideration.

Due to the numerous applications received for this program, we will be unable to identify to each candidate the reasons they were not selected for admission. The primary reason for most applicants is the lack of Emergency Medical Services (EMS) exposure/experience, or they were not fully registered as an EMT with the Alberta College of Paramedics by August 1.

Email is the primary source of communication during the selection process. Ensure your email account is managed appropriately to receive our emails, files and communications. It is not recommended to use a Microsoft email account such as @hotmail.com or @live.com as there have been some issues in the past in receiving SAIT communications using these types of accounts.

Program and Practicum Requirements

The School of Health and Public Safety has many practica partners located within Alberta and across Canada. Practicum placements in Calgary are limited and students may be required to relocate outside of Calgary for practicum.

Successful candidates will be informed of the allocation of their practicum placement by the program. There is no guarantee that students will be placed at their desired practicum location. Special considerations of personal circumstances will not be given in regards to assigning practicum placements. Students will be responsible for fees associated with practicum such as relocation and travel costs.

In compliance with the practica agreements with our clinical partners, successful candidates will be requested to provide proof of the following requirements:

- **Current Heart and Stroke Foundation Health Care Provider Level (C) CPR** must be valid for the duration of your practicum. SAIT offers the above CPR course on a continuous basis (CPRS 212 Health Care Provider). Please note that only Heart and Stroke Foundation of Canada CPR certification will be accepted.
- **Updated Immunization Records:** Most practicum sites require students to demonstrate updated immunization status prior to attending practicum. Successful candidates will be asked to provide an up-to-date immunization record to the SAIT Health Clinic as part of the program orientation. Failure to do so could jeopardize a student's ability to complete the practicum portion of his/her program. The receiving practicum site has the right to refuse students who cannot prove they have met all the required immunizations. Please review the immunization process document for specific details. It is advised to start the immunization process early as it can take some time to complete.

- Police Information Check and Vulnerable Sector Check:**
 According to the Protection for Persons in Care Act, our practica sites require that students obtain a Police Information Check including Vulnerable Sector Check, prior to going on practicum. Any criminal code offence for which a pardon has not been received may be a deterrent to a student's entry into practicum, and therefore will result in an uncompleted program or non-graduating status. Successful candidates will be asked to provide a clear Police Information Check including Vulnerable Sector Check record to the School of Health and Public Safety main office by orientation day. Please review the Police Information Check process document for specific details. Be aware that the record must be dated no earlier than 90 days prior to your program orientation day (typically orientation day is held the week prior to the first day of class). Online Police Information Checks/Vulnerable Sector Checks are not acceptable.
- N95 Respiratory Mask:** Fit testing is done to determine which make and model of N95 respiratory mask should be used by an individual. In compliance with Alberta's Occupational Health and Safety Code 2009, students are fit-tested for respiratory masks prior to their practica. Occupational Health and Safety Bulletin, Respiratory Protective Equipment: An Employer's Guide states the effectiveness of the respiratory protective equipment depends on an effective face piece seal to the skin of the face. The mask must be tight enough so that the person is breathing only air which has been filtered. The seal is dependent on facial differences (shape or size) or facial hair. Facial hair must be removed where the mask contacts the face for the test. Failure to adequately fit an N95 mask may result in a restricted practicum and/or limited employment. Additionally, a student may need to be tested again in two years or if there are changes to the face which impact the ability of the respirator to form an effective seal (e.g. weight gain/loss, growth of facial hair, dental surgery, or facial scarring).
- Health and Wellness Status:** Due to the demanding nature of the work in the health care field and Occupational Health and Safety requirements, the health care field has a strong focus on health and wellness. Students with a medical condition or disability that may impact them in a practicum setting are strongly advised to discuss concerns with the program academic chair and/or SAIT Accessibility Services as soon as possible upon acceptance into the program. Please review the attached document for guidance on entering an allied health program with a medical condition or disability.

More details on the practica requirements per program are outlined on a pre-orientation website for successful candidates.

Costs and Supplies

Tuition and Fees (Subject to change)

- Please refer to the **Tuition and Fee Table**.
- International students, please refer to **International Student Fees**.
- Student funding, please refer to **Financial Assistance**.
- CPRS 212 Health Care Provider course in CPR. Annual update required (CPRS 222 Health Care Provider Renewal). All CPR courses must be from the Heart and Stroke Foundation. Call SAIT Life Support Training at 403.210.4009 for further information.
- There is a fee for the Alberta College of Paramedics (ACP) provincial exam and an annual registration fee. Please contact ACP for more information
- Students are responsible for any additional expenses related to their practicum including relocation costs to practicum sites outside of Calgary.
- There is a fee associated with obtaining a police information check including Vulnerable Sector Check, payable to the Police or the Royal Canadian Mounted Police (RCMP).

Books and Supplies (Subject to change)

- Books, uniforms, and professional supplies cost approximately \$1,500 – \$2,000 for the two years.
- Students are required to have access to a personal computer, printer and Internet. Computers must meet the specifications listed in Fees and Expenses.
- Students require an Apple personal digital assistant (iPad) to support the CompTracker system.
- There is a \$75 CompTracker user fee per semester.

Program Outline

First Year

Semester 1 – Fall

▪ ANPH 200 – Physiology and Physical Assessment	3 credits
▪ EMRG 202 – Paramedicine Lab 1	3 credits
▪ EMRG 305 – Neurological Emergencies	1.5 credits
▪ EMRG 320 – Gastro/Urinary Emergencies	1.5 credits
▪ PHAR 222 – Pharmacology Basics	1.5 credits

Semesters 1 – 2 (Spans two semesters: Fall/Winter)

▪ PRCT 210 – Introductory Field ALS Practicum	6 credits
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Semester 2 – Winter

▪ EMRG 215 – Advanced Airway Management	1.5 credits
▪ EMRG 270 – Cardiac Emergencies	3 credits
▪ EMRG 273 – Respiratory Emergencies	3 credits
▪ EMRG 252 – Paramedicine Lab 2	3 credits
▪ EMRG 254 – Advanced Trauma Management	3 credits
▪ PROF 200 – Paramedic Practice 1	1.5 credits

Second Year

Semester 3 – Fall

▪ EMED 223 – Environmental and Aeromedical Emergencies	1.5 credits
▪ EMRG 302 – Paramedicine Lab 3	3 credits
▪ EMED 305 – OBGYN and Pediatrics	1.5 credits
▪ EMRG 310 – Special Population Groups	1.5 credits
▪ EMRG 330 – Critical Care Paramedic	1.5 credits
▪ PROF 300 – Paramedic Practice 2	1.5 credits
▪ PRCT 302 – Clinical Practicum 1	1.5 credits

Semester 4 – Winter

▪ EMRG 340 – Industrial Paramedicine	1.5 credits
▪ EMRG 350 – Preceptor Training	1.5 credits
▪ EMRG 365 – Healthcare Specialties	3 credits
▪ PRCT 351 – Advanced Field ALS Practicum	6 credits
▪ PRCT 352 – Clinical Practicum 2	1.5 credits

Semester 5 – Spring

▪ PROF 350 – Paramedic Practice 3	1.5 credits
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Total Credits	58.5
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Transfer Options

Graduates may be eligible for transfer credit at:

- Athabasca University
- Canadian Forces
- Medicine Hat College
- NAIT
- Thompson Rivers University
- University of Ontario Institute of Technology

Energy Asset Management

- Two-year diploma
- Fall start
- Distance delivery available
- Created for industry by industry
- Broad job spectrum for grads

Contact Us

MacPhail School of Energy
Room KA440, Johnson-Cobbe Energy Centre
Phone: 403.284.8451
Fax: 403.284.8262
Email: eam.info@sait.ca

Program Description

Want to be a mover and a shaker in the oil and gas industry? As a student in the Energy Asset Management program, you'll study the business side of the energy industry and learn to handle contracts, leases, regulatory obligations, and accounting tasks. You'll leave SAIT with the skills you need to confidently enter the high-demand field of energy asset management.

Program Overview

Your Career

As a student of the program, you will learn about all functions within the industry (including an appreciation for the technical side of the business) and will graduate with relevant skills in administration of the regulatory, financial and contractual compliance workflow pertaining to energy industry assets. As a graduate of this program, you will have career opportunities in the petroleum industry in such areas as mineral land, land contracts, surface land, joint ventures, operations accounting, production accounting, well and facility asset management, as well as within various energy service companies, governments and field operations.

Student Success

- Joint Venture Specialization establish agreements and partnership arrangements
- Mineral Land Management acquire and preserve below-ground rights
- Surface Land Management acquire and preserve above-ground land activity
- Well Asset Management
- Monitor activity, gather information and report to regulatory bodies and partners
- Operations Accounting
- Gather, calculate and report production and financial data

Credentials and Accreditation

After successfully completing this program, graduates will receive a SAIT diploma in Energy Asset Management.

Accreditation

There are no formal accreditation arrangements at this time. Please contact the MacPhail School of Energy for more information.

Progression

Students must attain a PGPA and/or a CGPA of 2.0 or better in each semester and pass the necessary prerequisite courses to progress through the program. To qualify for graduation, students must pass all courses, attain a CGPA of 2.0 or better and complete course requirements within the prescribed timelines.

Admission Requirements

Completion of the following courses or equivalents:

- At least 60% in Math 30-1 or Pure Math 30, or 75% in Math 30-2 or Applied Math 30, AND,
- At least 60% in English Language Arts 30-1 or 75% in English Language Arts 30-2.
- All applicants must demonstrate English Language Proficiency prior to admission, including students educated in Canada.
- Fall 2016 start: applications are accepted Oct. 21, 2015 to June 15, 2016.

Selection

Applications and proof of the admission requirements (transcripts and/or anticipated final grades) must be submitted by June 15 to be included in selection.

Applications received after May 1 will be placed on a secondary waitlist and applicants will be contacted if seats become available.

- Selection is done on a continuous basis starting in January.
- Qualified applicants will be emailed a selection package beginning Nov. 15.

Selection Criteria

In the selection process, applicants will be assessed according to the following criteria and seats will be offered accordingly.

- Academic Ranking
- Quality of the Letter of Intent

Applicants will be required to submit a one page letter of intent or a one minute video addressing the following:

- Why are you interested in the Energy Asset Management (EAM) program and where did you hear about it?
- What aspects of EAM interest you the most?
- How will you be an asset to this program?
- How will an EAM diploma enable you to reach your career goals? Please be specific.

Applicants who fail to complete the selection criteria will be

excluded from selection.

Reserved Seats

Two seats are reserved for applicants who have completed and obtained a minimum of 70% in each of the following Career and Technology Studies courses:

1. PRS1010 – Overview of Alberta Geology
2. PRS1020 – Non-renewable Resources
3. PRS1060 – Consumer Products and Services
4. PRS2030 – Non-Conventional Hydrocarbon Exploration
5. PRS2060 – Refining Hydrocarbons

Online Program Delivery

Applicants interested in completing Energy Asset Management through online delivery can apply by selecting and completing the Part-Time Application type, and selecting Energy Asset Management Diploma – Distance Education. Applicants will be required to meet admission requirements and complete the selection process.

Costs and Supplies

Tuition and Fees (Subject to change)

- Please refer to the **Tuition and Fee Table**.
- International students, please refer to **International Student Fees**.
- Student funding, please refer to **Financial Assistance**.

Books and Supplies (Subject to change)

- Books and Supplies are approximately \$500 per year.

Program Outline

First Year

Semester 1

▪ COMM 256 – Professional Communications and Presentation Skills	3 credits
▪ BLAW 205 – EAM – Business Law	3 credits
▪ ACCT 352 – Energy Accounting	3 credits
▪ EAMG 250 – EAM Pre-Acquisition and Acquisition	3 credits
▪ EAMG 210 – Overview of EAM and Energy Industry	3 credits

Semester 2

▪ COMM 266 – Professional Communication Skills II	3 credits
▪ EAMG 255 – EAM Drilling and Completion	3 credits
▪ EAMG 220 – Energy Agreements	3 credits
▪ EAMG 230 – Operations Accounting	3 credits
▪ DATA 240 – EAM Software Applications	3 credits

Second Year

Semester 3

▪ ECON 302 – Economics	3 credits
▪ EAMG 300 – EAM Maintenance	3 credits
▪ PROJ 399 – EAM Project Management	3 credits
▪ EAMG 350 – EAM Production	3 credits
▪ EAMG 306 – EAM Production Facilities	3 credits

Semester 4

▪ MNGT 250 – Organizational Behaviour	3 credits
▪ EAMG 355 – EAM Abandonment and Relinquishment	3 credits
▪ EAMG 360 – EAM Capstone	3 credits
▪ FNCE 360 – Financial Decision Making	3 credits
▪ MKTG 301 – Oil and Gas Marketing	3 credits
Total Credits	60

Transfer Options

Graduates may be eligible for transfer credit at:

- Athabasca University
- Mount Royal University
- Robert Gordon University, United Kingdom
- University of Lethbridge
- University of New Brunswick, Saint John
- University of Ontario Institute of Technology

Engineering Design and Drafting Technology

- Two-year diploma
- Fall and winter starts
- Variety of employment opportunities available
- E-Learning

Contact Us

School of Construction
Room CB4-10, Aldred Centre
Phone: 403.284.8367
Email: construction.eddt@sait.ca

Program Description

The program provides graduates with the essential skills sought after by a variety of engineering enterprises. The program will provide you with practical experience through hands-on classes in engineering and drafting principles. Your instructors will be experienced practitioners who will help you develop your technical and professional skills based on relevant practices.

This diploma program is two years in length, consisting of four 15-week semesters.

This program accepts students into first semester in September as well as January.

Note: This program also utilizes an e-Learning (SAIT issued laptop computer) instructional delivery method.

Program Overview

Your Career

Graduates may find work as junior technologists in fields such as mechanical, electrical, civil, structural and process piping.

Student Success

The most successful students in the program are those who work well in teams, have strong communication skills and a solid foundation in high school Math and Physics.

Credentials and Accreditation

After successfully completing this program, graduates will be awarded a SAIT diploma in Engineering Design and Drafting Technology.

Accreditation

This program is nationally accredited, at the technologist level, by the Canadian Council of Technicians and Technologists. Graduates are eligible for membership in the Association of Science and Engineering Technology Professionals in Alberta (ASET).

Progression

Students must attain a PGPA and/or a CGPA of 2.0 or better in each semester and pass the necessary prerequisite courses to progress through the program. To qualify for graduation, students must pass all courses, attain a CGPA of 2.0 or better and complete course requirements within the prescribed timelines.

Admission Requirements

Completion of the following courses or equivalents:

- At least 60% in Math 30-1 or Pure Math 30, AND,
- At least 60% in English Language Arts 30-1 or at least 75% in English Language Arts 30-2, AND,
- At least 60% in Science 30 or Physics 20.
- All applicants must demonstrate English Language Proficiency prior to admission, including students educated in Canada.

Selection

Competitive Entry: Five Step Process

Step 1: Ensure that you meet all of the admission requirements listed above.

Step 2: Engineering Design and Drafting Technology is a competitive program; SAIT receives more qualified applications than available seats. It is important to review the student selection information below to understand the application process.

- Applications for the fall intake are accepted Oct. 21 to Sept. 6.
- The competitive entry/selection process for the fall intake is done monthly starting in December.
- Applications for the winter intake are accepted June 1 to Oct. 16.
- The competitive entry/selection process for the winter intake is done monthly starting in September and ending in November.

In the selection process, applicants will be assessed according to the following criteria and seats will be offered accordingly.

- Academic Achievement
- Quality of the Career Investigation Report
- Quality of a personal interview (if requested by the Academic Chair)

Once the program is full, applicants will be placed on a waitlist in order of their ranking.

Step 3: Apply to the Engineering Design and Drafting Technology program. You will be required to submit your transcripts and/or anticipated final grades in order to be included in the selection process.

Step 4: Log in to mySAIT to check your admission status. If your status indicates you're "In Selection," complete the Career Investigation Report and submit it to construction.eddt@sait.ca.

- Applicants who fail to complete the Career Investigation Report will be excluded from selection.
- You will be contacted by SAIT if you are required to attend a personal interview.

Step 5: Continue to monitor changes to your application status through mySAIT.ca.

Engineering Design and Drafting Technology requires a review of courses for which anticipated final grades were submitted.

- For the fall intake, a transcript for courses completed in January must be submitted by March 1.
- For the winter intake, a transcript for courses completed in June must be submitted by Aug. 1.

Please send transcripts with these grades to construction.eddt@sait.ca. These transcripts will then be forwarded to the Admissions office in SAIT Student Services.

Failure to meet anticipated final grades will result in offers being rescinded.

Communication During Selection

Email is the primary source of communication during the selection process. Ensure your personal email account is managed appropriately to receive our emails, files and communications.

Enquiries regarding your application can be sent to construction.eddt@sait.ca.

Costs and Supplies

Tuition and Fees (Subject to change)

- Please refer to the **Tuition and Fee Table**.
- International students, please refer to **International Student Fees**.
- Student funding, please refer to **Financial Assistance**.

Books and Supplies (Subject to change)

- Books and Supplies are approximately \$1,500 per year.
- A \$400 security deposit to use a SAIT issued laptop.

Program Outline

First Year

Semester 1

▪ COMP 220 – Computer Fundamentals	3 credits
▪ CNST 249 – Concrete and Soil Basics	1.5 credits
▪ ENGD 214 – Digital Drafting	3 credits
▪ MATH 238 – Math for Engineering and Tech I	3 credits
▪ STAT 245 – Statistics for Engineering and Tech I	3 credits
▪ STCS 242 – Structural Statics	1.5 credits

Semester 2

▪ ARCH 253 – Building Structures	1.5 credits
▪ COMM 238 – Technical Communications I	3 credits
▪ ENGD 220 – Advanced Engineering Drafting	3 credits
▪ ENGD 221 – Topographical Drafting	1.5 credits
▪ MATH 288 – Math for Engineering and Tech II	3 credits
▪ SMTL 246 – Strength of Materials	3 credits

Second Year

Semester 3

▪ CADD 324 – Elect and HVAC CADD Practices	1.5 credits
▪ ENGD 305 – Process Piping Drafting I	3 credits
▪ ENGD 306 – Structural Drafting I	3 credits
▪ ENGD 307 – Civil Drafting I	3 credits
▪ ENGD 321 – Applied Machine Design	3 credits
▪ MECH 370 – Fluid Mechanics	1.5 credits

Semester 4

▪ ENGD 376 – Civil Drafting II	3 credits
▪ ENGD 377 – Structural Drafting II	3 credits
▪ ENGD 378 – Process Piping Drafting II	3 credits
▪ ENGD 381 – Engineering Practices	1.5 credits
▪ ENVS 380 – Environmental Engineering Drafting	1.5 credits
▪ PROJ 357 – Applied EDDT Capstone Project	3 credits
Total Credits	60

Transfer Options

Graduates may be eligible for transfer credit at:

- Athabasca University
- British Columbia Institute of Technology
- Cape Breton University
- Memorial University of Newfoundland
- NAIT
- Thompson Rivers University
- University of New Brunswick, Saint John
- University of Ontario Institute of Technology

English Language Foundations

- Six start dates per year (eight-week terms)
- Intensive, skills-focused approach
- Proficiency-based placement and advancement
- Preparation for studies at SAIT

Contact Us

English Language Foundations
 Call: 403.210.4045
 Email: english.language@sait.ca
 Room: MC217, Stan Grad Centre

Program Description

The English Language Foundations (ELF) program provides English language upgrading for learners whose first language is not English. Students are placed into the program based on demonstrated proficiency in English, using the Canadian Language Benchmarks Assessment. Most students use the ELF program as entry into SAIT career programs.

The ELF curriculum encourages development in all language areas: speaking, listening, reading and writing.

- Five-level program
- Six start dates per year (eight week terms)
- Full and part-time studies; evening/weekend courses available
- Intensive, skills-focused approach
- Proficiency based placement and advancement
- Completion of ELF 5 is accepted in lieu of English 30 for most programs at SAIT

Program Overview

Your Career

After successfully completing the ELF program, the majority of graduates are prepared for admission into SAIT career programs as completion of ELF level 5 is accepted as equivalent to English 30 for most programs at SAIT.

Students in ELF Levels 4 and 5 may combine ELF coursework with Academic Upgrading subjects in math or science.

Student Success

Progress in the ELF Program depends on the student's demonstration of proficiency. Instructors regularly assess student progress through classroom assignments, participation and examinations. Students who achieve a rating of 50% (D) in all subjects can be recommended for promotion to the next level.

ELF is a fast track program. Students should be prepared to dedicate considerable time for study and to actively use their English outside of class time. SAIT career programs require academic appropriate English skills in all areas: reading, writing, listening and speaking.

Credentials and Accreditation

40 weeks

No credential awarded.

Progression

Level 1 (communications and speech) leads to level 2 which in turn leads to levels 3, 4 and 5. However students may begin at any level in ELF depending on their CLBA score.

Admission Requirements

To register for the English Language Foundations program, you must complete a Canadian Language Benchmark Assessment (CLBA) and obtain a minimum score of 4 in all categories. CLBA must be completed at least one week before the course start date.

You can complete a CLBA at SAIT for \$100, to make an appointment call 403.210.4045 or email english.language@sait.ca. We also accepted CLBA results from ILVARC (CLBA is free if you are eligible). Please **Note:**

- CLBA scores must be within six months of the test date.
- Teacher-assessed CLBA scores from LINC schools are not accepted.
- For international students, the \$100 CLBA fee is included in your application fee; if you require additional CLBA testing, you will be charged \$100.
- Effective July 1, 2015, the fee to complete the CLBA at SAIT will be \$140.

The benchmark score on your CLBA will determine the ELF level you will start:

Benchmark 4 → ELF level 1

Benchmark 5 → ELF level 2

Benchmark 6 → ELF level 3

Benchmark 7 → ELF level 4 → ELF level 5

Benchmark 8 and completion of ELF level 5 → Meets English proficiency requirement to enter SAIT career programs*

*The SAIT Respiratory Therapy program requires Enhanced Language Training Placement Assessment (ELTPA) with a score of 9 in all sections.

Selection

There are no additional selection requirements. Admission will be extended on a first-qualified, first-offered basis until the program is full.

Costs and Supplies

Tuition and Fees (Subject to change)

- Domestic students* – \$657 per course, \$1,314 for one ELF level (two courses)
- International students – \$1,314 per course, \$2,628 for one ELF level (two courses)

Books and Supplies (Subject to change)

- Students are not required to purchase books for the program. Supplies are approximately \$10-20 per study term.

*Domestic students may be eligible for government grant funding through the Funding Advising – Skills Investment Program (SIP). Please review the application process to see if you meet the basic eligibility criteria.

Program Outline

▪ COMN 151 – Communications 1	3 credits
▪ COMN 152 – Communications 2	3 credits
▪ COMN 153 – Communications 3	3 credits
▪ COMN 154 – Communications 4	3 credits
▪ COMN 155 – Communications 5	3 credits
▪ SPCH 151 – Speech 1	3 credits
▪ SPCH 152 – Speech 2	3 credits
▪ SPCH 153 – Speech 3	3 credits
▪ SPCH 154 – Speech 4	3 credits
▪ SPCH 155 – Speech 5	3 credits
Total Credits	30

Environmental Technology

- Two-year diploma
- Fall start
- Features a one week practicum and one week of field school in Kananaskis

Contact Us

MacPhail School of Energy
Room KA440, Johnson-Cobbe Energy Centre
Phone: 403.284.8451
Fax: 403.284.8262
Email: energy.info@sait.ca

Program Description

Want a career that really makes a difference? The Environmental Technology program will give you the skills and knowledge you need to work in the lab or the field. As an Environmental Technologist you'll work in the protection, conservation, and preservation of our natural environment. Many graduates go on to complete their bachelor's degree at Royal Roads University.

Program Overview

Your Career

Graduates of this program find work in environmental protection, conservation and preservation of natural resources, and environmental education, communication and research. More specific fields include utility and mining companies, chemical manufacturers, steel makers, transportation, industry, federal/provincial government departments, municipalities, education institutions, wastewater management, water treatment, research and health care centers, environmental interest groups and industry associations.

Student Success

Students with higher grades and recent upgrading in Math 30 (Pure Math) and Chemistry 30 will experience more success in SAIT's programs.

Additionally, students who experience success in this program have good work ethics and communication skills.

Credentials and Accreditation

After successfully completing this program, graduates will receive a SAIT diploma in Environmental Technology.

Accreditation

This program will be accredited in the future. Please contact the MacPhail School of Energy for more information. Graduates are eligible for membership in the following professional associations:

- Association of Science and Engineering Technology Professionals of Alberta (ASET)
- ECO Canada
- Chemical Institute of Canada (CIC)

Progression

Students must attain a PGPA and/or a CGPA of 2.0 or better in each semester and pass the necessary prerequisite courses to progress through the program. To qualify for graduation, students must pass all courses, attain a CGPA of 2.0 or better and complete course requirements within the prescribed timelines.

Admission Requirements

- Update: The application deadline for the Fall 2016 intake has been extended to July 1, 2016.

Completion of the following courses or equivalents:

- At least 60% in Math 30-1 or Pure Math 30, AND,
- At least 50% in English Language Arts 30-1, or at least 60% in English Language Arts 30-2, AND,
- At least 60% in Chemistry 30.

All applicants must demonstrate English Language Proficiency prior to admission, including students educated in Canada.

Competitive Entry: Five Step Process

Step 1: Read the program information to see the qualities needed for Student Success

Step 2: Ensure that you meet all of the admission requirements listed above

Step 3: Review the selection information to understand the process and deadlines

- Applications and proof of the admission requirements (transcripts and/or anticipated final grades) must be submitted by July 1 to be included in selection.
- Applications received on or after July 1 will be put on a secondary waitlist and applicants will be contacted if seats are available.
- Applicants who have achieved, or will achieve, a minimum average of 70% in the admission requirements and a minimum of 75% in Chemistry 30 will be academically ranked and offers will be extended accordingly.
- Once the program is full, remaining applicants who do not meet the above requirement or did not receive an offer will be academically ranked and waitlisted.
- You can view changes to your application status in mySAIT.ca.
- There will be 32 seats offered.

Step 4: Apply to Environmental Technology and submit your transcripts

Step 5: Log in to mySAIT to look for changes to your application status.

Failure to meet anticipated final grades will result in offers being rescinded.

Costs and Supplies

Tuition and Fees (Subject to change)

- Please refer to the **Tuition and Fee Table**.
- International students, please refer to **International Student Fees**.
- Student funding, please refer to **Financial Assistance**.

Books and Supplies (Subject to change)

- Books and Supplies are approximately \$1,800 per year.

Program Outline

First Year

Semester 1

▪ MATH 237 – Math for Technologists	3 credits
▪ BIOL 201 – Biology/Field Ecology	1.5 credits
▪ CHEM 213 – Chemistry and the Environment	3 credits
▪ CHEM 276 – Analytical Laboratory Skills	1.5 credits
▪ COMM 238 – Technical Communications I	3 credits
▪ COMP 261 – MS Office: An Introduction	1.5 credits
▪ ENVS 222 – Introduction to Environmental Organic Chemistry	1.5 credits

Semester 2

▪ ENVS 252 – Environmental Health and Risk Assessment	1.5 credits
▪ ENVS 251 – Air Sampling and Monitoring	1.5 credits
▪ ENVS 254 – Remote Sensing – Introduction	1.5 credits
▪ ENVS 260 – Environmental Chemistry I	1.5 credits
▪ ENVS 344 – Geographical Communications	3 credits
▪ GEOL 230 – Geology	1.5 credits
▪ ENVS 250 – Field Safety	1.5 credits
▪ ENVS 219 – Industrial Process/Environmental Control	1.5 credits
▪ COMM 270 – Environmental Risk Communication	1.5 credits

Second Year

Semester 3

▪ DATA 201 – Data Interpretation	1.5 credits
▪ ENVS 303 – Environmental Audits and Management Systems	1.5 credits
▪ ENVS 229 – Environmental Law and Regulation	1.5 credits
▪ ENVS 236 – Ecosystems and Environmental Impact Assessment	1.5 credits
▪ ENVS 304 – Environmental Sampling and Analysis	3 credits
▪ ENVS 360 – Environmental Chemistry II	1.5 credits
▪ ENVS 330 – Environmental Field School	3 credits
▪ ENVS 300 – Site Reclamation	1.5 credits

Semester 4

▪ ENVS 361 – Environmental Project Management	1.5 credits
▪ ENVS 358 – Solid Waste Management	1.5 credits
▪ ENVS 359 – Water/Wastewater Treatment	1.5 credits
▪ ENVS 343 – Water/Wastewater Treatment Laboratory	3 credits
▪ ENVS 375 – Environmental Microbiology	1.5 credits
▪ ENVS 364 – Sustainable Environmental Analytics	1.5 credits
▪ ENVS 354 – Sustainable Urban Design	1.5 credits
▪ GEOL 350 – Hydrology and Hydrogeology	1.5 credits
▪ PROJ 367 – Environment Practicum	1.5 credits

Total Credits	60
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Transfer Options

Graduates may be eligible for transfer credit at:

- British Columbia Institute of Technology
- Business Academy Aarhus, Denmark
- Cape Breton University
- Griffith University, Australia
- Lakeland College
- Mount Royal University
- NAIT
- Royal Roads University
- Thompson Rivers University
- University of Alberta
- University of Lethbridge
- University of New Brunswick, Saint John
- University of Ontario Institute of Technology

Film and Video Production

- Two-year diploma
- Fall start
- Includes fourth semester practicum
- E-Learning

Contact Us

School of Information and Communication Technologies
Phone: 403.284.8470
Email: fvp.info@sait.ca

Program Description

The Film and video industry entertains, challenges, impacts our understanding of current events, heightens our awareness of social issues, and even influences our buying decisions. Be a part of this cultural phenomenon, and enroll in the Film and Video Production (FVP) program.

The FVP program prepares you for a career in one of Canada's evolving media industries. You will learn the fundamentals of scriptwriting, producing, directing, cinematography, sound recording, editing as well as the business aspects of the film and video industries.

FVP is delivered in a unique environment that combines traditional teaching methods with hands-on production and project models. In the second year, students have the opportunity to specialize, and are further assisted in finding a practicum opportunity to obtain firsthand experience and establish additional contacts in the industry. The program is two years in length with each academic year divided into two 15-week semesters.

All Film and Video Production students participate in e-learning based curriculum. Students lease PC laptop computers from SAIT, which are equipped with various software applications. Internet access, training and technical support are provided throughout the program.

Program Description

Your Career

Upon graduation, you may find employment on productions such as: movies of the week, feature films, commercials, music videos, documentaries, specialty channel programming, television series, and public service or corporate productions. Most entry-level work is available on a freelance or contract basis. Some entrepreneurial graduates start their own businesses and employ others. This industry is always seeking innovative new talent. Graduates of this program tend to work primarily on term specific projects as well as with smaller "boutique" type production companies.

- Graduates of the Film and Video Production program have a 89% employment rate

Student Success

Applicants with previous academic success are usually more successful in SAIT's programs.

Credentials and Accreditation

Upon successfully completing this program, graduates will receive a SAIT diploma in Film and Video Production.

There are no formal accreditation arrangements at this time. Please contact the School of Information and Communications Technologies (ICT) for more information.

Progression

Students must attain a PGPA and/or a CGPA of 2.0 or better in each semester and pass the necessary prerequisite courses to progress through the program. To qualify for graduation, students must pass all courses, attain a CGPA of 2.0 or better and complete course requirements within the prescribed timelines.

Admission Requirements

- At least 60% in English Language Arts 30-1 or English Language Arts 30-2 or equivalents.
- All applicants must demonstrate English Language Proficiency prior to admission, including students educated in Canada.

Selection

- Applications and proof of the admission requirements (transcripts and/or anticipated final grades) must be submitted by April 15 to be included in selection.
- Selection will begin in January and sessions will be scheduled every six to eight weeks. Applicants who apply after April 15 will be put on a secondary waitlist and only be asked to forward packages if a seat becomes available.
- All applicants must provide a current, valid email address where they can be contacted.
- Once the program is full, qualified applicants will be placed on a waitlist.

Selection Criteria

Qualified applicants to the Film and Video Production (FVP) program must bring a completed submission package to a selection session.

If you are located more than 300 km from Calgary and cannot attend a selection session without hardship, alternative arrangements for submission will be considered.

- Applicants attending a selection session will be asked to give a brief personal introduction and provide specific written information. They will have an opportunity to ask questions and to do a tour.
- Applicants will be advised of their status within four weeks of the selection session.

The submission package will consist of the following:

- A career and program investigation report
- Resumé
- Two letters of reference

Please wait until you have received an invitation by email to attend a selection session from the School of Information and Communication Technologies before generating these items. You will be given detailed information in the email as to what is required.

Selection Priority

Selection priority is based on an evaluation of the submission package and the applicant's suitability as determined during the selection session.

International Student Consideration

The Film and Video Production program allots two seats for international applicants. International applicants are expected to meet the same admission requirements and provide a submission package as indicated in the Selection Criteria above.

Unsuccessful Applicants

There are numerous reasons why applicants may not be granted admission – a late application, particularly strong competition, the lack of certain basic requirements, or an application package not up to the general standard.

Applications are not carried over into the next academic year. We encourage applicants to apply again in the next academic year, making up any qualifications they are lacking and/or improving the quality of their submission package.

Costs and Supplies

Tuition and Fees (Subject to change)

- Please refer to the **Tuition and Fee Table**.
- International students, please refer to **International Student Fees**.
- Student funding, please refer to **Financial Assistance**.

Books and Supplies (Subject to change)

- Books and Supplies are approximately \$1,500 per year.
- A \$400 security deposit to use a SAIT issued laptop.

Program Outline

First Year

Semester 1

▪ FVDO 200 – Film Production I	3 credits
▪ FVDO 202 – Film Post-Production I	3 credits
▪ FVDO 203 – Film Directing and Producing	3 credits
▪ FVDO 204 – Story Writing for Film I	3 credits
▪ FVDO 208 – Introduction to Film	1.5 credits
▪ LDSH 243 – Leadership	1.5 credits

Semester 2

▪ FVDO 250 – Film Production II	3 credits
▪ FVDO 252 – Film Post-Production II	3 credits
▪ FVDO 253 – Film and Video Directing I	3 credits
▪ FVDO 254 – Story Writing for Film II	3 credits
▪ FVDO 258 – Business of Film I	3 credits

Second Year

Semester 3

▪ FVDO 300 – Film Production III	3 credits
▪ FVDO 302 – Film Post-Production III	3 credits
▪ FVDO 303 – Film and Video Directing II	3 credits
▪ FVDO 304 – Story Writing for Film III	3 credits
▪ FVDO 308 – Business of Film II	3 credits

Semester 4

▪ FVDO 350 – Film Production IV	6 credits
▪ FVDO 353 – Film and Video Directing III	3 credits
▪ FVDO 357 – Business of Film III	3 credits
▪ PROJ 352 – Film Capstone Project	1.5 credits
▪ SCPT 351 – Script Writing for Film	1.5 credits

Total Credits	60
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Transfer Options

Graduates may be eligible for transfer credit at:

- Athabasca University
- Red Deer College
- Royal Roads University
- University of Calgary
- University of Gloucestershire, United Kingdom
- University of New Brunswick, Saint John
- University of Ontario Institute of Technology
- University of South Wales

Geomatics Engineering Technology

- Two-year diploma
- Fall start
- Graduates in high demand

Contact Us

School of Construction
Room CB410, Aldred Centre
Phone: 403.284.8367
Email: construction.gnt@sait.ca

Program Description

The Geomatics Engineering Technology program will provide you with extensive practical skills combined with a broad theoretical background to acquire tools and techniques used in: land surveying, remote sensing, cartography, geographic information systems (GIS), global navigation satellite systems (GPS), photogrammetry, geography and digital mapping.

To succeed in the program, you will need to be comfortable with mathematics and enjoy working with computers and instrumentation. In addition you must be a good team player, have good communication skills, and enjoy working outdoors.

This diploma program is two years in length, consisting of four 15-week semesters.

The program accepts students into first semester in September.

Program Description

Your Career

Graduates of this program find work as surveying or mapping technologists in a broad range of industry sectors including; land surveying, mapping, energy exploration and production, civil engineering and construction, GIS, mining and natural resources and federal/provincial/municipal governments.

- Graduates of the Geomatics Engineering Technology program have a 96% employment rate.

Student Success

Students who enjoy mathematics, are comfortable using computers and instrumentation will experience more success in this program. Additionally, the ideal candidates are methodical and pay attention to detail, have good work ethics and communication skills. Successful students can think visually about geometric forms and can appreciate details in drawings and objects. In addition, successful students can work independently and as a member of a team and enjoy the outdoors.

Contact time with instructors in lectures and labs is about thirty hours per week. The average student is expected to spend about an additional twenty five hours per week on assignments, studying, and projects.

A career in Geomatics Engineering Technology typically includes both office and field work. Depending on a student's particular career path the proportion of office and field exposure can vary significantly. In the GNT program, students are exposed to field work that simulates field activities.

Additionally, the ideal candidates are methodical and pay attention to detail, have good work ethic and communication skills. GNT graduates will often work in teams of various sizes. In the GNT program, many courses require working in teams for projects or lab assignments. This requires good communication and interpersonal skills.

Credentials and Accreditation

This program is nationally accredited, at the technologist level, by the Canadian Council of Technicians and Technologists (CCTT). Graduates are eligible for certification by the Alberta Society of Surveying and Mapping Technologies (ASSMT) and the Association of Science and Engineering Technology Professionals in Alberta (ASET).

Progression

Students must attain a PGPA and/or a CGPA of 2.0 or better in each semester and pass the necessary prerequisite courses to progress through the program. To qualify for graduation, students must pass all courses, attain a CGPA of 2.0 or better and complete course requirements within the prescribed timelines.

Admission Requirements

Completion of the following courses or equivalents:

- At least 50% in Math 30-1 or Pure Math 30, or at least 70% in Math 30-2, AND,
- At least 50% in English Language Arts 30-1 or English Language Arts 30-2, AND,
- At least 50% in Science 30 or Physics 20.
- All applicants must demonstrate English Language Proficiency prior to admission, including students educated in Canada.

Competitive Entry: Five Step Process

Step 1: Ensure that you meet all of the admission requirements listed above.

Step 2: This is a competitive program and we receive more qualified applications than available seats in the program. It is important to review the selection information below to understand the process and deadlines.

- Applications for fall 2016 are accepted Oct. 21 to July 15.
- The competitive entry/selection process is done on a continuous basis starting in January and the program is typically waitlisted by early spring.

In the selection process, applicants will be assessed according to the following criteria and seats will be offered accordingly.

- Academic Achievement – 50%
- Quality of the Career Investigation Report – 50%
- Quality of the personal interview (applicants may be required to attend a personal interview to determine program fit). No ranking applied.

Once the program is full, applicants will be placed on a waitlist in order of their ranking.

Step 3: Apply to the Geomatics Engineering Technology program. You will be required to submit your transcripts and/or anticipated final grades in order to be included in the competitive entry/selection process.

Step 4: Log in to mySAIT to check your admission status. If your status indicates you're "In Selection," complete the Career Investigation Report and submit it according to the instructions.

- You will receive an email from the program with the deadlines to submit your report.
- Applicants who fail to complete the Career Investigation Report within the timelines will be excluded from selection.
- You will be contacted by the program directly if you will be required to attend a personal interview.

Step 5: Continue to monitor changes to your application status through mySAIT.ca.

- Failure to meet anticipated final grades will result in offers being rescinded.

Communication During Selection

Email is the primary source of communication during the selection process. Ensure your personal email account is managed appropriately to receive our emails, files and communications.

Due to the significant number of applications for this program, the selection process can take some time. Every effort will be made to maintain the timelines outlined above. We appreciate your patience.

Unfortunately, due to the extremely large volume of applicants, we cannot provide any assistance or follow-up as to why the candidate was not competitive.

Costs and Supplies

Tuition and Fees (Subject to change)

- Please refer to the **Tuition and Fee Table**.
- International students, please refer to **International Student Fees**.
- For student funding, please refer to **Financial Assistance**.

Books and Supplies (Subject to change)

- Books and Supplies are approximately \$1,600 for the first year and \$1,000 for the second year.

Program Outline

First Year

Semester 1

▪ COMP 220 – Computer Fundamentals	3 credits
▪ ENGD 213 – Geomatics Drafting	3 credits
▪ MATH 238 – Math for Engineering and Tech I	3 credits
▪ MAPS 204 – Mapping Fundamentals	3 credits
▪ SURV 214 – Surveying I	3 credits

Semester 2

▪ COMM 238 – Technical Communications I	3 credits
▪ MATH 288 – Math for Engineering and Tech II	3 credits
▪ SURV 230 – Satellite Positioning	3 credits
▪ SURV 248 – Surveying II	3 credits
▪ SURV 263 – Measurement Analysis and Adjustment	3 credits

Second Year

Semester 3

▪ MAPS 310 – Geodesy and Map Projections	3 credits
▪ SURV 342 – Remote Sensing	3 credits
▪ CADD 308 – Geomatics CADD Applications	3 credits
▪ SURV 330 – Surveying III	3 credits
▪ MAPS 315 – Geographic Information Systems	3 credits

Semester 4

▪ MAPS 365 – Photogrammetry	3 credits
▪ PROJ 385 – GNT Capstone Project	3 credits
▪ SURV 343 – Surveying Applications	3 credits
▪ MAPS 362 – 3D Modeling	3 credits
▪ SURV 345 – Cadastral Surveying	3 credits

Total Credits	60
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Transfer Options

Graduates may be eligible for transfer credit at:

- Athabasca University
- British Columbia Institute of Technology
- Cape Breton University
- Memorial University of Newfoundland
- NAIT
- Thompson Rivers University
- University of Calgary
- University of Lethbridge
- University of New Brunswick, Saint John
- University of Ontario Institute of Technology

Geoscience Information Technology

- Two-year diploma
- Fall start

Contact Us

School of Information and Communication Technologies
Phone: 403.210.5753
Email: expt-info@sait.ca

Program Description

The Geoscience Information Technology program provides you with a broad understanding of Earth Sciences with specialized computing skills focusing on industry software, database management and mapping applications. This program provides students with computer skills geared towards the energy sector and numerous other industries.

Program Description

Your Career

Graduates may find employment as a geoscience, geological or geophysical technologist, applying your expertise in the areas of geological processing and interpretation, computer mapping of geographic variables, manipulation of geophysical data, integration of geological and geophysical data and production of 3-D models for the reservoir. There is a growing market for digital information experts to work as assistants to geologists and geophysicists as a starting position.

Many technologists may start their career in large companies and then ultimately move to smaller companies, or choose to start their own operation. Technologists are typically entrepreneurial in nature and very practical in their knowledge base.

- Graduates of the Geoscience Information Technology program have an 88% employment rate.

Student Success

Students with higher grades usually experience more success in SAIT's programs.

Students who have taken Math 30, Chemistry 30, Physics 30 and Basic Windows in High School usually experience more success in this program.

Credentials and Accreditation

After successfully completing this program, graduates will receive a SAIT diploma in Geoscience Information Technology.

Students who started the program prior to fall 2014 will graduate with a diploma in Exploration Information Technology.

Accreditation

There are no formal accreditation arrangements at this time. Please contact the School of Information and Communications Technologies (ICT) for more information.

Progression

Students must attain a PGPA and/or a CGPA of 2.0 or better in each semester and pass the necessary prerequisite courses to progress through the program. To qualify for graduation, students must pass all courses, attain a CGPA of 2.0 or better and complete course requirements within the prescribed timelines.

Admission Requirements

Completion of the following courses or equivalents:

- At least 50% in Pure Math 30, or at least 55% in Math 30-1, or at least 75% in Math 30-2, AND,
- At least 50% in English Language Arts 30-1 or English Language Arts 30-2, AND,
- At least 50% in a minimum 20-level science (excluding Science 24 and 26).
- All applicants must demonstrate English Language Proficiency prior to admission, including students educated in Canada.

Selection

Applications and proof of the admission requirements (transcripts and/or anticipated final grades) must be submitted by June 30 to be included in selection.

There will be 32 seats offered in fall.

Oct. 21 to Feb. 15

Early admission will be offered to applicants who have achieved or will achieve:

- The admission requirements, AND,
- A minimum of 65% in Math 30-1 or Pure Math 30 or equivalent, AND,
- A minimum of 60% in English Language Arts 30-1 or English Language Arts 30-2 or equivalent, AND,
- A 30-level science course (either Physics, Chemistry, or Biology).

Early admission will be offered until February 15 or until the program is full.

March 2 to June 30

Selection is ongoing

- Applicants who do not qualify for early admission, or who qualify after the early admission deadline has passed, will be academically ranked according to admission requirements and sent an email with selection information.
- Selection will begin on March 2 and will occur on a continuous basis until the program is full.
- Applicants in selection will be required to complete a career investigation questionnaire and attend a program information session. If you are located more than 200 km from Calgary and cannot attend a session without hardship, alternative arrangements will be considered.
- Seats will be offered accordingly.

June 30

Selection is complete

- Applications received after June 30 will be placed on a secondary waitlist and applicants will be contacted if seats become available.

Failure to meet anticipated final grades will result in offers being rescinded.

Costs and Supplies

Tuition and Fees (Subject to change)

- Please refer to the **Tuition and Fee Table**.
- International students, please refer to **International Student Fees**.
- Student funding, please refer to **Financial Assistance**.

Books and Supplies (Subject to change)

- Books and Supplies are approximately \$1,000 per year.

Program Outline

First Year

Semester 1

▪ COMM 238 – Technical Communications I	3 credits
▪ COMP 274 – Computers for Technologists I	3 credits
▪ GEOL 225 – Physical Geology	3 credits
▪ GEOP 295 – Geophysics Data Processes I	3 credits
▪ MATH 238 – Math for Engineering and Tech I	3 credits

Semester 2

▪ COMP 284 – Computers for Technologists II	3 credits
▪ DRLG 220 – Drilling Fundamentals for Exploration	3 credits
▪ GEOL 380 – Exploration Geology	3 credits
▪ GEOP 296 – Geophysics Data Processes II	3 credits
▪ STAT 245 – Statistics for Engineering and Tech I	3 credits

Second Year

Semester 3

▪ CMPP 230 – SQL Programming	3 credits
▪ COMM 288 – Technical Communications II	3 credits
▪ GEOL 306 – Applications in Petroleum Geology	3 credits
▪ GEOL 390 – Petroleum Exploration Well Log Analysis	1.5 credits
▪ GEOP 396 – Advanced Geophysical Applications	3 credits
▪ GEOS 301 – GIS for Geosciences	1.5 credits

Semester 4

▪ CMPS 359 – Geoscience Data and Scripting Languages	3 credits
▪ GEOL 386 – Case Studies in Energy Development	3 credits
▪ GEOP 350 – 2D and 3D Seismic Data Loading and Interpretation	3 credits
▪ GEOP 355 – Capstone Project: Exploration Geophysics	3 credits
▪ GEOS 350 – Raster Analysis and Remote Sensing	3 credits
Total Credits	60

Transfer Options

Graduates may be eligible for transfer credit at:

- British Columbia Institute of Technology
- Cape Breton University
- Griffith University, Australia
- NAIT
- Thompson Rivers University
- University of Ontario Institute of Technology

Graphic Communications and Print Technology

- Two-year diploma
- Fall start
- High-industry demand

Contact Us

School of Information and Communication Technologies
Phone: 403.284.8849
Email: gcpt.info@sait.ca

Program Description

If you've ever picked up a print publication, visited a website, admired a logo or looked at an advertisement, then you are already familiar with some of the end products of the digital graphics industry. The Graphic Communications and Print Technology program is designed to prepare you for a career in these exciting fields. You acquire industry-specific skills in electronic file management, print management and production, print administration, estimating, printing service coordination that ensure your success in the industry.

Program Description

Your Career

Graduates may find employment at commercial printing and publishing companies, private and industrial printing plants, paper and ink distributors, screen process companies, printing equipment distributors, advertising agencies, digital printing facilities and other graphic arts firms.

- Graduates of the Graphic Communications and Print Technology program have a 97% employment rate.

Student Success

Students with higher grades usually experience more success in SAIT's programs.

Credentials and Accreditation

After successfully completing this program, graduates will receive a SAIT diploma in Graphic Communications and Print Technology.

Accreditation

There are no formal accreditation arrangements at this time. Please contact the School of Information and Communications Technologies (ICT) for more information.

Progression

Students must attain a PGPA and/or a CGPA of 2.0 or better in each semester and pass the necessary prerequisite courses to progress through the program. To qualify for graduation, students must pass all courses, attain a CGPA of 2.0 or better and complete course requirements within the prescribed timelines.

Admission Requirements

- At least 50% in English Language Arts 30-1 or English Language Arts 30-2 or equivalent.
- All applicants must demonstrate English Language Proficiency prior to admission, including students educated in Canada.

Selection

Applications and proof of the admission requirements (transcripts and/or anticipated final grades) must be submitted to be included in selection.

Early Admission

Applicants must apply and submit all supporting documentation by March 1 to be considered for early admission.

Early admission will be offered to applicants who have achieved, or will achieve, a minimum average of 70% in the admission requirements. All other qualified applicants will go to selection.

Selection Criteria

Selection for the remaining seats will begin on March 1 and will be based on the following criteria:

- Applicants will be evaluated and placed in rank order by the Selection Committee, based on English Language Arts 30-1 or English Language Arts 30-2 or equivalent achievements.
- Successful completion of a Grade 11 math course is strongly advised for all applicants.
- We recommend that applicants contact the School of Information and Communications Technologies at 403.284.8849 for a tour of the program and to receive more program and industry requirements.

Failure to meet anticipated final grades will result in offers being rescinded.

Costs and Supplies

Tuition and Fees (Subject to change)

- Please refer to the **Tuition and Fee Table**.
- International students, please refer to **International Student Fees**.
- For student funding, please refer to **Financial Assistance**.

Books and Supplies (Subject to change)

- Books and Supplies are approximately \$665 per year.

Program Outline

First Year

Semester 1

▪ COMM 238 – Technical Communications I	3 credits
▪ COMP 267 – MS Office and Web Design Basics	1.5 credits
▪ MATH 206 – Mathematics for Printers I	1.5 credits
▪ PRNT 203 – Print Industry Studies	3 credits
▪ PRNT 207 – Production Support I	1.5 credits
▪ PRNT 210 – Digital Image Production I	1.5 credits
▪ PRNT 216 – Press and Bindery I	1.5 credits
▪ PUBL 218 – Layout and Typography I	3 credits

Semester 2

▪ CMPN 278 – Web Production I	1.5 credits
▪ COMP 270 – Foundations of Visual Design I	1.5 credits
▪ PRNT 252 – Print Production I	1.5 credits
▪ PRNT 257 – Production Support II	1.5 credits
▪ PRNT 260 – Digital Image Production II	1.5 credits
▪ PRNT 262 – Print Materials	1.5 credits
▪ PRNT 266 – Press and Bindery II	3 credits
▪ PUBL 258 – Layout and Typography II	3 credits

Second Year

Semester 3

▪ CMPN 341 – Web Production II	1.5 credits
▪ COMP 307 – Foundations of Visual Design II	1.5 credits
▪ ESTM 324 – Printing Estimating I	1.5 credits
▪ PRNT 303 – Print Management Studies I	1.5 credits
▪ PRNT 312 – Print Production II	1.5 credits
▪ PRNT 316 – Press and Bindery III	1.5 credits
▪ PROJ 326 – Printing Project I	3 credits
▪ PUBL 328 – Layout and Typography III	3 credits

Semester 4

▪ COMP 357 – Foundations of Visual Design III	1.5 credits
▪ ESTM 364 – Printing Estimating II	1.5 credits
▪ PRNT 353 – Print Management Studies II	1.5 credits
▪ PRNT 362 – Print Production III	1.5 credits
▪ PRNT 385 – Print Practicum and Portfolio	1.5 credits
▪ PROJ 366 – Printing Project II	6 credits
▪ PUBL 368 – Layout and Typography IV	1.5 credits

Total Credits	61.5
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Transfer Options

Graduates may be eligible for transfer credit at:

- Athabasca University
- Mount Royal University
- Royal Roads University
- Thompson Rivers University
- University of Calgary
- University of Gloucestershire, United Kingdom
- University of New Brunswick, Saint John
- University of Ontario Institute of Technology

Health Information Management

- **Two-year diploma**
- **Fall start**
- **Includes two clinical practica**
- **Graduates in high demand**
- **Accredited by the Canadian Health Information Management Association**

Contact Us

School of Health and Public Safety
Room NR502, Senator Burns Building
Phone: 403.284.8500
Email: hps.info@sait.ca

Program Description

Personal health information about Canadians is being collected, recorded, reviewed, and transmitted every day. Informed decisions affecting health services can only be achieved with the best information available. The role of health information management goes beyond managing health records to managing the information contained in those records. Using computer skills and knowledge of healthcare fundamentals, critical medical information is translated from patient health records into data following national data standards. The health information management professional then interprets the data to provide comprehensive quality information for patient care, resource allocation, statistics, research, planning and education.

The Health Information Management program is two years in length and is divided into three semesters for each year. The fall and winter semesters for year one and two involve classroom instruction, some of which is in a computer lab at SAIT working with industry-specific software. The spring semester for year one involves a six-week unpaid practicum placement at a small to medium sized healthcare facility. During the spring semester of year two, students will complete an eight-week unpaid practicum at a large healthcare facility or organization. Note: There is a possibility of out-of-province placements due to a shortage of practicum sites within Alberta. It is also common for placement to be outside the city of Calgary.

Due to the heavy computer component of this program, students are required to have access to a computer outside regular class time.

Certain courses are available by distance education or continuing education – COMP 264 MS Office Basics, HILA 200 Health Information Law 1, PATH 242 Pathophysiology 1, PATH 252 Pathophysiology 2 and PROF 240 Healthcare Professionalism. The courses must be completed within the time frame shown in the Program Outline. Please be advised that full-time student status requires the student to take 60 percent of a full course load per semester. Depending on the number of courses completed by distance education or continuing education, students may be considered a part-time student, which may impact their financial loan status.

As some of the content is delivered in an online environment, students will be required to have a personal computer with Internet access.

Program Overview

Your Career

Graduates find work as health information management professionals and are primarily employed in hospitals.

- Graduates of the Health Information Management program have a 100% employment rate.

Student Success

- Students with higher secondary or post-secondary marks usually experience greater success in SAIT programs.
- Students who experience success in this program have effective communication skills in English.
- Health care practitioners are detail-oriented in the care they provide and enjoy working in a team environment.
- Basic computer skills are essential for success in the program.

Credentials and Accreditation

After successfully completing this program, graduates will receive a SAIT Health Information Management diploma.

Graduates of the Health Information Management program will be eligible to write the national certification exam with the Canadian College of Health Information Management (CCHIM). After successful completion of the national exam, individuals will become certified Health Information Management Professionals (CHIM) recognized by the Canadian Health Information Management Association (CHIMA).

Accreditation

This program is a Learning Outcome for Health Information Management (LOHIM) accredited program by the Canadian Health Information Management Association.

Progression

Students must attain a PGPA and/or a CGPA of 2.0 or better in each semester and pass the necessary prerequisite courses to progress through the program. To qualify for graduation, students must pass all courses, attain a CGPA of 2.0 or better and complete course requirements within the prescribed timelines.

Admission Requirements

Completion of the following courses or equivalents:

- At least 60% in Math 30-1, Math 30-2, Pure Math 30 or Applied Math 30, AND,
- At least 60% in English Language Arts 30-1 or English Language Arts 30-2, AND,
- At least 60% in Biology 30
- All applicants to SAIT must demonstrate English Language Proficiency prior to admission, including students educated in Canada.

Selection

Applications and proof of the admission requirements (transcripts and/or anticipated final grades) must be submitted to be included in selection.

Selection is done on a continuous basis and will occur until the program is full. All applications received after the program has been filled will be placed on a waitlist.

A minimum of 25 seats will be offered for the fall intake.

Selection Process

Qualified applicants will be required to complete a keyboarding skills assessment. The keyboarding assessment is a Pass/Fail exam – applicants who are unable to type at least 30 words per minute net or better will not be eligible to continue in the selection process.

Applicants will be contacted by the School of Health and Public Safety with more information on how to schedule the assessment through SAIT.

Email is the primary source of communication during the selection process. Ensure your email account is managed appropriately to receive our emails, files and communications. It is not recommended to use a Microsoft email account such as @hotmail.com or @live.com as there have been some issues in the past in receiving SAIT communications using these types of accounts.

Program and Practicum Requirements

The School of Health and Public Safety has many practica partners located within Alberta and across Canada. Practicum placements in Calgary are limited and students may be required to relocate outside of Calgary for practicum.

Successful candidates will be informed of the allocation of their practicum placement by the program. There is no guarantee that students will be placed at their desired practicum location. Special considerations of personal circumstances will not be given in regards to assigning practicum placements. Students will be responsible for fees associated with practicum such as relocation and travel costs.

In compliance with the practica agreements with our clinical partners, successful candidates will be requested to provide proof of the following requirements:

- **Updated Immunization Records:** Most practicum sites require students to demonstrate updated immunization status prior to attending practicum. Successful candidates will be asked to provide an up-to-date immunization record to the SAIT Health Clinic as part of the program orientation. Failure to do so could jeopardize a student's ability to complete the practicum portion of his/her program. The receiving practicum site has the right to refuse students who cannot prove they have met all the required immunizations. Please review the immunization process document for specific details. It is advised to start the immunization process early as it can take some time to complete.
- **Police Information Check and Vulnerable Sector Check:** According to the Protection for Persons in Care Act, our practica sites require that students obtain a Police Information Check including Vulnerable Sector Check, prior to going on practicum. Any criminal code offence for which a pardon has not been received may be a deterrent to a student's entry into practicum, and therefore will result in an uncompleted program or non-graduating status. Successful candidates will be asked to provide a clear Police Information Check including Vulnerable Sector Check record to the School of Health and Public Safety main office by orientation day. Please review the Police Information Check process document for specific details. Be aware that the record must be dated no earlier than 90 days prior to your program orientation day (typically orientation day is held the week prior to the first day of class). Online Police Information Checks/Vulnerable Sector Checks are not acceptable.
- **Health and Wellness Status:** Due to the demanding nature of the work in the health care field and Occupational Health and Safety requirements, the health care field has a strong focus on health and wellness. Students with a medical condition or disability that may impact them in a practicum setting are strongly advised to discuss concerns with the program academic chair and/or SAIT Accessibility Services as soon as possible upon acceptance into the program. Please review the attached document for guidance on entering an allied health program with a medical condition or disability.

More details on the practica requirements per program are outlined on a pre-orientation website for successful candidates.

Costs and Supplies

Tuition and Fees (Subject to change)

- Please refer to the **Tuition and Fee Table**.
- International students, please refer to **International Student Fees**.
- For student funding, please refer to **Financial Assistance**.
- Students are responsible for any additional expenses related to their practica including relocation costs to practicum sites outside Calgary.
- Canadian College of Health Information Management national exam fees are approximately \$400.
- Canadian Health Information Management Association annual dues are approximately \$30.
- There is a fee associated with obtaining a police information check including Vulnerable Sector Check, payable to the Police or the Royal Canadian Mounted Police (RCMP).
- Students are required to have access to a personal computer, printer and Internet. Computers must meet the specifications listed in Fees and Expenses.

Books and Supplies (Subject to change)

- Books, software, and supplies are approximately \$1,600 each year.
- Students are required to have access to a personal computer, printer and Internet. Computers must meet the specifications listed in Fees and Expenses.

Program Outline

First Year

Semester 1 – Fall

▪ ANPH 220 – Anatomy and Applied Terminology	3 credits
▪ CDAB 210 – Data Classification 1	3 credits
▪ COMP 264 – MS Office Basics	1.5 credits
▪ HILA 200 – Health Information Law 1	1.5 credits
▪ HRSC 210 – Health Information Management 1	3 credits
▪ PATH 242 – Pathophysiology 1	3 credits

Semester 2 – Winter

▪ CDAB 260 – Data Classification 2	3 credits
▪ HCPP 260 – Healthcare Information Technology	3 credits
▪ HILA 250 – Health Information Law 2	1.5 credits
▪ MEDT 250 – Medical Terminology 2	1.5 credits
▪ PATH 252 – Pathophysiology 2	3 credits
▪ PROF 240 – Healthcare Professionalism	1.5 credits

Semester 3 – Spring

▪ PRAC 264 – Practicum 1	3 credits
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Second Year

Semester 4 – Fall

▪ ANPR 300 – Analysis and Presentation	1.5 credits
▪ CDAB 310 – Data Classification 3	3 credits
▪ HCPP 310 – Healthcare Database Design 1	1.5 credits
▪ HCPP 360 – Healthcare Database Design 2	1.5 credits
▪ HRSC 320 – Health Information Management 2	3 credits
▪ STAT 220 – Statistics	3 credits

Semester 5 – Winter

▪ CDAB 360 – Data Classification 4	3 credits
▪ HCPP 350 – MS Access Database Design	1.5 credits
▪ HCPP 370 – Healthcare Data Queries	1.5 credits
▪ HCPP 380 – Healthcare Project Management	1.5 credits
▪ QUAL 350 – Quality Management	1.5 credits
▪ RSCH 355 – Epidemiology and Research Design	1.5 credits

Semester 6 – Spring

▪ PRAC 394 – Practicum 2	6 credits
Total Credits	61.5

Transfer Options

Graduates may be eligible for transfer credit at:

- Athabasca University
- Thompson Rivers University
- University of Lethbridge
- University of New Brunswick, Saint John
- University of Ontario Institute of Technology

Hospitality Management

- Two-year diploma
- E-Learning
- Professional paid internship
- Application process begins in October to start the following September
- High-industry demand

Contact Us

School of Hospitality and Tourism
Room E179, John Ware Building
Phone: 403.284.8612
Email: hospitality.info@sait.ca

Program Description

The hospitality industry will give you a career that provides endless opportunities – both in Canada and around the world. The Hospitality Management program at SAIT is known worldwide for its innovative curriculum and real-world education. At SAIT, we prepare our students for rewarding and in-demand careers in the global hospitality industry through expert instruction, hands-on learning and state-of-the-art facilities. Our alumni are working in top hospitality organizations in Calgary, Canada and around the globe.

During this full-time two year diploma program, you will obtain skills in lodging, food and beverage, and a host of other hospitality sectors. Your training will cover hotel and restaurant operations, wine and beverage appreciation, special events, marketing, human resources, accounting and much more.

Our blended learning environment includes classroom instruction, laptop delivery and a live working environment – all delivered through a personalized approach. You will learn what it's like to work as a member of a hospitality team by participating in group projects, serving in the renowned Highwood restaurant, and executing special events on campus.

You will also be trained on the latest industry software including:

- Opera Property Management System,
- MICROS point of sale system, and
- OpenTable restaurant management software.

As part of our close relationship with the hospitality sector, we are privileged to have some of the best and brightest leaders from the community serve on our advisory board. They help by providing insight into industry trends, and informing the development of an up-to-date and practical curriculum.

Special events

As a student, you will also have the opportunity to put your knowledge into action as part of a team planning and hosting special events such as:

- **HOSPO:** the largest one-day tourism conference in Western Canada featuring 50 guest speakers and a career fair with over 50 industry booths,
- Scholarship lunch and industry gala in The Highwood, and
- SAIT President's gala dinner for 400 VIP delegates.

Professional paid internship and study tours

Between your first and second year of study, you will be able to apply your skills in a professional paid internship. In addition to gaining experience in a real-world environment, internships provide valuable connections and opportunities to network with future employers.

As a student, you can also take advantage of exciting international study tours. Previous tour locations have included Scotland, Italy, Australia, Vietnam and Thailand.

Program Description

Your Career

Graduates can look forward to career opportunities in hotels, restaurants, resorts, private clubs and attractions. You may find work locally or abroad as a(n):

- Restaurant Manager
- Special Events Coordinator
- Food and Beverage Supervisor
- Sales/ Marketing Manager
- Concierge
- Hotel Manager
- Entrepreneur
- Graduates of the Hospitality Management program have a 98% employment rate.

Student Success

- Most successful students spend approximately 20 hours per week doing homework and review, with additional study required to prepare for exams.
- Keep in mind hospitality industry hours can range from early morning to late in the evening and often include holidays and weekends.
- The material is presented at a fairly rapid rate. For the greatest level of success you must be present and take responsibility for your learning experience.
- You must be able to read, write and comprehend the English language at a level exceeding basic conversational English.
- Students with higher grades in high school usually experience more success in SAIT programs.

Credentials and Accreditation

After successfully completing this program, graduates will receive a SAIT diploma in Hospitality Management.

There are no formal accreditation arrangements at this time. Please contact the School of Hospitality and Tourism for more information.

Progression

Students must attain a PGPA and/or a CGPA of 2.0 or better in each semester and pass the necessary prerequisite courses to progress through the program. To qualify for graduation, students must pass all courses, attain a CGPA of 2.0 or better and complete

course requirements within the prescribed timelines.

Admission Requirements

At least 50% in the following courses or equivalents:

- Math 30-2 or Math 20-1 or Applied Math 30 or Pure Math 20, AND,
- English Language Arts 30-1 or English Language Arts 30-2
- Admission alternatives for the Hospitality Management program are as follows: In lieu of Math requirement, successful completion of BMAT 230 – Business Mathematics. In lieu of English requirement, successful completion of COMM 240 – Business Communications I or COMN 220 – Communication and Presentation Skills.
- All applicants must demonstrate English Language Proficiency prior to admission, including students educated in Canada.

Selection

There are no additional selection requirements. Admission will be extended on a first-qualified, first-offered basis until the program is full.

Program Outline

First Year

Semester 1

▪ BEVM 210 – Wine and Spirits Appreciation	3 credits
▪ HLAW 200 – Hospitality Law	1.5 credits
▪ COMM 240 – Business Communications I	3 credits
▪ FDBS 305 – Food and Beverage Service	3 credits
▪ FDPM 225 – Food Production, Food Safety and Nutrition	3 credits
▪ COMP 261 – MS Office: An Introduction	1.5 credits

Semester 2

▪ COMM 290 – Business Communications II	3 credits
▪ BMAT 205 – Business Mathematics	3 credits
▪ LODG 255 – Front Office Management	3 credits
▪ CONV 315 – Special Events Management I	3 credits
▪ TOUR 255 – Introduction to Tourism	1.5 credits
▪ LODG 265 – Revenue Management	1.5 credits

Courses offered in either Semester 1 or 2:

▪ BEVM 210 – Wine and Spirits Appreciation	3 credits
▪ BMAT 205 – Business Mathematics	3 credits
▪ CONV 315 – Special Events Management I	3 credits
▪ FDBS 305 – Food and Beverage Service	3 credits
▪ FDPM 225 – Food Production, Food Safety and Nutrition	3 credits
▪ HLAW 200 – Hospitality Law	1.5 credits
▪ LODG 255 – Front Office Management	3 credits
▪ LODG 265 – Revenue Management	1.5 credits

Semester 3

▪ PINT 250 – Professional Internship	3 credits
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Second Year

Semester 4

▪ ACCT 206 – Financial Accounting for the Hospitality Industry	3 credits
▪ PHYF 310 – Facilities Management and Design	3 credits
▪ MGMT 230 – Organizational Behaviour in Tourism	3 credits
▪ FDBC 305 – Food and Beverage Cost Management	3 credits
▪ MKTG 326 – Hospitality Marketing	3 credits

Semester 5

▪ ACCT 335 – Hospitality Accounting	3 credits
▪ CONV 355 – Special Events Management II	3 credits
▪ ECON 250 – Microeconomics	3 credits
▪ MGMT 365 – Human Resource Management in Tourism	3 credits
▪ HBVR 355 – Entrepreneurial Studies	3 credits

Total Credits	63
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Transfer Options

Graduates may be eligible for transfer credit at:

- Athabasca University
- Business Academy Aarhus, Denmark
- Capilano University
- Conrad N. Hilton College (University of Houston)
- Dublin Institute of Technology
- Griffith University, Australia
- Hong Kong Polytechnic University
- Mount Royal University
- Robert Gordon University, United Kingdom
- Royal Roads University
- University of Gloucestershire, United Kingdom
- University of Lethbridge
- University of Nevada, Las Vegas
- University of New Brunswick, Saint John
- University of Ontario Institute of Technology
- University of South Australia
- University of South Wales
- University of Strathclyde, United Kingdom
- University of Victoria
- Vancouver Community College
- Vancouver Island University

Information Technology Diploma

- Two-year diploma
- Fall start
- E-Learning

Contact Us

School of Information and Communications Technologies
Room N401, Senator Burns Building
Phone: 403.284.8543
Email: ict.info@sait.ca

Program Description

Information Technology deals with the generation, storage, retrieval, transmission and protection of information, and the hardware and software involved in these processes. For that reason, IT professionals are often called IT specialists/consultants or business process consultants, and the division of an organization that deals with computers, software and communication technology is often called the IT department. The growth of the IT sector in Canada is expected to continue to outpace other market segments in the future according to the Canadian and Alberta governments and independent research companies such as Forrester's and the Information and Communications Technology Council (ICTC) of Canada.

The Information Technology program encompasses four majors: Computer Systems, Network Systems, Software Development and Telecom Systems. There is a common first semester, then you move into the major that you will have selected during the registration process. It is a full-time, two-year diploma program. This program utilizes an e-learning (SAIT issued laptop computer) instructional delivery method.

Your Career

Computer Systems Major: Graduates of the Computer Systems major will have rewarding careers with a diverse set of job titles and descriptions. They help keep computers, communications, data centres, mobile devices and information systems installed, connected, maintained, supported and secure. Graduates will often start in entry-level technical support roles (customer support representative, help desk, desktop support level one, etc.) and advance to more sophisticated levels of IT support roles, management of support teams; or specialize into storage architecture, server administration, virtualization; or IT security areas. Graduates will have a well-rounded and strong foundation to begin their careers in the growing field of IT technical systems and support, with the opportunity to advance into senior technical analyst, systems administration and IT management roles.

Network Systems Major: Graduates of the Network Systems major will have strong technical skills in designing, installing, configuring, maintaining and administering enterprise local area networks and associated servers, security and storage devices. This major focuses on the network infrastructure of an organization, which involves the storage, retrieval, transmission and protection of information, and the hardware and software involved in these processes. In addition to comprehensive technical skills, graduates will acquire and demonstrate the professional communications, general business, problem solving and project management skills required for success in industry. Students receive in depth training on router, switch and server configuration for support of network infrastructure, data transmission media, wireless, Voice over IP and new and emerging technologies. Students also receive the training required for industry recognized certifications.

Software Development Major: Software Development encompasses a variety of activities including the design, implementation, testing and maintenance of software systems. Software Developers are required to have a broad set of technical skills covering all aspects of IT system analysis, design, development and testing. Such skills often include knowledge of the use of computer hardware, communications networks and databases, in addition to computer programming. Skills in all of these areas are an integral part of the software development process. Graduates will possess a broad, practical knowledge of both software development and the Information Technology profession. They may work on the development of software systems, often collaboratively in teams with other programmers. Typical tasks include the analysis, design, implementation and testing of new programs on multiple hardware and software platforms (e.g., Windows, Web and Linux) using a variety of programming languages (e.g., Java, C, PHP, XML, PL/SQL) and different supporting technologies (e.g. Communications Networks, Databases, Operating Systems).

Telecom Systems Major: Graduates of the Telecom Systems major may find employment as a telecom technologist, production test technologist, cable technician, service technician, associated field engineer, sales and marketing, communication equipment installer and manufacturing technologist. They will be proficient in designing, installing, configuring, commissioning, integrating, maintaining and administering voice, data, and video networks owned by telecommunications companies (TELCOs) or Internet Service Providers (ISPs). They also find careers in a wide range of businesses, industries, and government institutions. Technical competencies will include IP networking, Voice over IP (VoIP), Optical Transport Networks, Copper and Fiber Outside Plant, CO and PBX switching, Metropolitan and Wide Area Networks (MANs and WANs), cellular, digital, and wireless technologies. Graduates will acquire business communications and project management skills.

- Graduates of the Information Technology program have a 93% employment rate.

Student Success

Characteristics of a successful student in this program include:

- A working knowledge of MS Office Suite would be an asset.
- Enjoy keeping up-to-date on new technological developments, continue to take training and enjoy learning new skills.
- Managing your time and work effectively while facing deadlines.
- Working independently with little supervision but can also perform as a vital member of a team of professionals.
- Ability to pay attention to detail and take personal pride in their technical problem-solving skills.

Credentials and Accreditation

After successfully completing this program, graduates will receive a SAIT diploma in Information Technology.

Accreditation

For information about accreditation for each major, please call the School of Information and Communications Technologies (ICT) at 403.284.8543.

Progression

Students must attain a PGPA and/or a CGPA of 2.0 or better in each semester and pass the necessary prerequisite courses to progress through the program. To qualify for graduation, students must pass all courses, attain a CGPA of 2.0 or better and complete course requirements within the prescribed timelines.

Admission Requirements

Completion of the following courses or equivalents:

- At least 50% in Math 30-1 or Pure Math 30, or at least 60% in Math 30-2 or Applied Math 30, AND,
- At least 55% in English Language Arts 30-1, or at least 60% in English Language Arts 30-2.
- All applicants must demonstrate English Language Proficiency prior to admission, including students educated in Canada.

Selection

- Applications and proof of the admission requirements (transcripts and/or anticipated final grades) must be submitted to be included in selection.
- All applicants must provide a current, valid email address where they can be contacted.

Early Admission Criteria

Early admission will be offered to applicants who have achieved or will achieve:

- The admission requirements, AND,
- At least 60% in Math 30-1 or Pure Math 30, or at least 70% in Math 30-2 or Applied Math 30, AND,
- At least 65% in English Language Arts 30-1, or at least 70% in English Language Arts 30-2.

Early admission will be offered until Feb. 15 or until the program is full.

Selection Criteria

- Applicants who do not qualify for early admission, or who qualify after the early admission deadline has passed, will be academically ranked according to the admission requirements and may be interviewed (by phone or in-person).
- Selection will begin on March 2 and be done on a continuous basis until the program has been filled.
- Applicants will then be offered a seat or waitlisted, based on ranking and seat availability.

Failure to meet anticipated final grades will result in offers being rescinded.

Costs and Supplies

Tuition and Fees (Subject to change)

- Please refer to the **Tuition and Fee Table**.
- International students, please refer to **International Student Fees**.
- For student funding, please refer to **Financial Assistance**.

Books and Supplies (Subject to change)

- Please contact the School of Information and Communications Technologies for information regarding the books and supplies.
- A \$400 security deposit to use a SAIT issued laptop.

Program Outline

First Year

Semester 1

▪ CMPH 211 – Computer Hardware and Operating System Essentials	3 credits
▪ CMPP 269 – Computer Programming Essentials	3 credits
▪ CMPS 237 – Information Technology Foundations	3 credits
▪ COMM 256 – Professional Communications and Presentation Skills	3 credits
▪ CPNT 220 – Introduction to Networking	3 credits

Computer Systems Major

First Year

Semester 2

▪ CMPH 252 – Systems Hardware I	3 credits
▪ CMPS 254 – Computer Operating Systems	3 credits
▪ CMPS 275 – Client-Server Administration	3 credits
▪ CPRG 260 – Scripting for System Administrators	3 credits
▪ HREL 250 – Business Dynamics	3 credits

Second Year

Semester 3

▪ CMPH 308 – Data Center Systems and Storage	3 credits
▪ CMPS 305 – Server Service Administration	3 credits
▪ CPRG 302 – Web Essentials	3 credits
▪ ITSC 311 – IT Security I	3 credits
▪ PROJ 304 – Project Preparation	3 credits

Semester 4

▪ CMPS 368 – Data Center Management and Virtualization	3 credits
▪ INTP 354 – Service Management	3 credits
▪ INTP 362 – Emerging Trends in Technology	3 credits
▪ ITSC 321 – IT Security II	3 credits
▪ PROJ 354 – Capstone Project	3 credits

Total Credits	60
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Network Systems Major

First Year

Semester 2

▪ CMPS 275 – Client-Server Administration	3 credits
▪ CPNT 254 – Switching and Routing Essentials	3 credits
▪ CPRG 261 – Scripting for Network Administrators	3 credits
▪ ELCM 254 – Structured Cabling	3 credits
▪ HREL 250 – Business Dynamics	3 credits

Second Year

Semester 3

▪ CMPS 313 – Voice Over Internet Protocol	3 credits
▪ CMPS 332 – Advanced Routing	3 credits
▪ CMPS 305 – Server Service Administration	3 credits
▪ ITSC 359 – Network Security Techniques	3 credits
▪ PROJ 304 – Project Preparation	3 credits

Semester 4

▪ CMPS 361 – Server Management	3 credits
▪ CMPS 371 – Wireless Networks	3 credits
▪ CMPS 383 – Server Virtualization	3 credits
▪ CMPS 386 – Advanced Networking and Troubleshooting	3 credits
▪ PROJ 354 – Capstone Project	3 credits

Total Credits	60
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Software Development Major

First Year

Semester 2

▪ CMPS 253 – Interface Design	3 credits
▪ CPRG 250 – Database Design and Programming	3 credits
▪ CPRG 251 – Object-Oriented Programming Essentials	3 credits
▪ CPRG 256 – Website Development Fundamentals	3 credits
▪ HREL 250 – Business Dynamics	3 credits

Second Year

Semester 3

▪ CMPS 303 – Object Oriented Systems Analysis and Design	3 credits
▪ CPRG 300 – Database Programming and Tuning	3 credits
▪ CPRG 311 – Advanced Object-Oriented Programming	3 credits
▪ CPRG 352 – Web Application Programming	3 credits
▪ PROJ 304 – Project Preparation	3 credits

Semester 4

▪ CMPS 369 – Operating Systems for Software Developers	3 credits
▪ DBAD 300 – Introduction to Database Administration	3 credits
▪ INTP 362 – Emerging Trends in Technology	3 credits
▪ ITSC 315 – Security for Software Developers	3 credits
▪ PROJ 354 – Capstone Project	3 credits

Total Credits	60
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Telecom Systems Major

First Year

Semester 2

▪ CMPS 275 – Client-Server Administration	3 credits
▪ CPNT 254 – Switching and Routing Essentials	3 credits
▪ ELCM 254 – Structured Cabling	3 credits
▪ ELTR 251 – Electronics for Information Technology	3 credits
▪ HREL 250 – Business Dynamics	3 credits

Second Year

Semester 3

▪ CMPS 313 – Voice Over Internet Protocol	3 credits
▪ CPNT 301 – WAN and ISP Routing	3 credits
▪ ELCM 252 – Digital Transmission Techniques	3 credits
▪ ELCM 303 – Wireless Telecommunications	3 credits
▪ PROJ 304 – Project Preparation	3 credits

Semester 4

▪ CPNT 351 – Multi-Protocol Label Switching and IP Qos	3 credits
▪ ELCM 306 – PBX Switching Principles	3 credits
▪ ELCM 308 – Service Provider Access Technologies	3 credits
▪ ELCM 363 – Wide Area Networking Transport Technologies	3 credits
▪ PROJ 354 – Capstone Project	3 credits

Total Credits	60
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Transfer Options

Graduates may be eligible for transfer credit at:

- Athabasca University
- British Columbia Institute of Technology
- Business Academy Aarhus, Denmark
- Griffith University, Australia
- Memorial University of Newfoundland
- Mount Royal University
- NAIT
- SAIT
- Thompson Rivers University
- University of Lethbridge
- University of New Brunswick, Saint John
- University of Ontario Institute of Technology
- University of the Fraser Valley

Instrumentation Engineering Technology

- Two-year diploma
- Fall start

Contact Us

MacPhail School of Energy
 Room KA440, Johnson-Cobbe Energy Centre
 Phone: 403.284.8451
 Fax: 403.284.8262
 Email: energy.info@sait.ca

Program Description

Instrumentation Engineering Technology provides students with sound theoretical and practical training in the operation and maintenance of automated process control and measurement systems used in the production of various commodities. Instrumentation technologists use electronic test equipment to install, troubleshoot, calibrate, maintain and repair electrical/electronic measurement and control instruments. Students will learn about pneumatic devices, control valves, electronic instruments, digital logic devices, computer based process controls and control system design. Students also become well versed in personal computer applications in instrumentation, process control systems design, Fieldbus™ SCADA, PLC, distributed control system design and interfacing of industrial microcomputer control systems with real processes. Modern laboratory facilities include pilot-scale versions of processes found in various industries and a fully equipped control room.

The Instrumentation Engineering Technology program is currently only offered full-time; distance and continuing education options are not available. Each academic year consists of two 15-week semesters and students generally take two years to complete the program.

Program Description

Your Career

Opportunities for employment exist in engineering design, instrumentation sales and industrial process plants in a variety of sectors, including power production, oil and gas refining, processing, transportation, fertilizer production, pulp and paper, wood processing, petrochemical processing, food processing, mining and manufacturing.

Student Success

The Instrumentation Engineering Technology program (IET) requires an interest and aptitude for math, science and computers. The foundation that you have developed in these areas through previous education and experience will be further enhanced through courses that include lecture and laboratory components.

Contact time with instructors in lectures and labs is thirty hours per week. The average student is expected to spend about an additional twenty five hours per week on assignments, studying and projects.

A career in Instrumentation Engineering Technology typically includes both office and field work. Depending on someone's particular career path the proportion of office and field exposure can vary significantly. In the IET program students are exposed to lab work that simulates field activities. This includes using machinery and hand tools to assemble, calibrate and troubleshoot industrial instrumentation components, following safety requirements including the use of personal protective equipment like safety glasses and footwear.

Some of the subject areas that are a focus of the program include:

- Industrial Process Analysis
- Process Instruments
- Analytical Instruments
- Control and Safety Systems

In the industry, instrumentation practitioners will often work in teams of various sizes. In the IET program many courses require working in teams for projects or lab assignments.

We invite you to reflect on the following questions:

- Do I enjoy working in a team environment?
- Am I a good communicator? Verbal (good English language skills); Written (clear, concise)
- Am I a self-starter who likes to think critically through problems and challenges?
- Am I adaptable?

The IET program is designed to provide teaching, or the delivery of information to students, at the beginning of the program, but evolves to more of a coaching role, where students learn more independently, by the end of the program. This requires that students take more initiative and responsibility for their learning, with instructors available as a resource, as they progress through the program.

Students will have to secure their own job after graduation. Assistance is available on resumé writing and interviewing for a position. Networking opportunities with industry are available through the program. Students are encouraged to be active in their student club, to develop the soft skills that are important to a successful career and to access additional opportunities to network with industry.

Credentials and Accreditation

After successfully completing this program, graduates will receive a SAIT diploma in Instrumentation Engineering Technology.

Accreditation

The Canadian Council of Technicians and Technologists (CCTT) nationally accredits the Instrumentation Engineering Technology program at the Engineering Technologist level. Students are eligible for membership in the Association of Science and Engineering Technology Professionals in Alberta (ASET) and International Society of Automation (ISA).

Progression

Students must attain a PGPA and/or a CGPA of 2.0 or better in each semester and pass the necessary prerequisite courses to progress through the program. To qualify for graduation, students must pass all courses, attain a CGPA of 2.0 or better and complete course requirements within the prescribed timelines.

Admission Requirements

Completion of the following courses or their equivalents:

- At least 60% in Math 30-1 or Pure Math 30, or 75% in Math 30-2, AND,
- At least 60% in English Language Arts 30-1 or 75% in English Language Arts 30-2, AND,
- At least 60% in Physics 20, AND,
- At least 60% in Chemistry 20.
- All applicants must demonstrate English Language Proficiency prior to admission, including students educated in Canada.

Competitive Entry: Six Step Process

Step 1: Read the program information to see the qualities needed for Student Success

Step 2: Ensure that you meet all of the admission requirements listed above

Step 3: Review the selection information to understand the process and deadlines

Applications and proof of the admission requirements (transcripts and/or anticipated final grades) along with all supporting documents must be submitted by March 1 to be included in selection.

Applications received on or after March 1 will be put on a secondary waitlist and applicants will be contacted if seats are available.

Selection is done on a continuous basis starting in January.

In the selection process, applicants will be assessed on the following criteria and seats will be offered accordingly.

- Academic Ranking
- Quality of Career Investigation Questionnaire

Step 4: Apply to Instrumentation Engineering Technology and submit your transcripts

Step 5: Complete and submit the Career Investigation Questionnaire

Log in to mySAIT.ca to check your admission status. If your status indicates you're "In Selection," complete the Career Investigation Questionnaire and submit it according to the instructions.

Applicants who fail to complete the Career Investigation Questionnaire will be excluded from selection.

Step 6: Continue to monitor changes to your application status through mySAIT.ca starting in January.

Failure to meet anticipated final grades will result in offers being rescinded.

Communication During Selection

Email is the primary source of communication during the selection process. Ensure your personal email account is managed appropriately to receive our emails, files and communications.

Due to the significant number of applications for this program, the selection process can take some time. Every effort will be made to maintain the timelines outlined above. We appreciate your patience.

Unfortunately, due to the extremely large volume of applicants, we cannot provide any assistance or follow-up as to why the candidate was not competitive.

Reserved Seats

Four seats are reserved for applicants who have completed and obtained a minimum of 70% in each of the following Career and Technology Studies courses:

1. PR51010 – Overview of Alberta Geology
2. PR51020 – Non-renewable Resources
3. PR51060 – Consumer Products and Services
4. PR52030 – Non-Conventional Hydrocarbon Exploration
5. PR52060 – Refining Hydrocarbons

Costs and Supplies

Tuition and Fees (Subject to change)

- Please refer to the **Tuition and Fee Table**.
- International students, please refer to **International Student Fees**.
- Student funding, please refer to **Financial Assistance**.

Books and Supplies (Subject to change)

- Books and Supplies are approximately \$1,775 for the first year and \$1,215 for the second year.

Program Outline

First Year

Semester 1

▪ APSC 215 – Applied Physics for Instrumentation	1.5 credits
▪ COMP 261 – MS Office: An Introduction	1.5 credits
▪ ELEC 256 – Electrical Fundamentals	3 credits
▪ INST 202 – Process Instruments I	3 credits
▪ INST 257 – World of Instrumentation	3 credits
▪ MATH 238 – Math for Engineering and Tech I	3 credits

Semester 2

▪ COMM 238 – Technical Communications I	3 credits
▪ ELEC 258 – Electrical Applications	3 credits
▪ INST 262 – Process Instruments II	3 credits
▪ MATH 288 – Math for Engineering and Tech II	3 credits
▪ MNTN 231 – Instrument Installation and Maintenance	1.5 credits
▪ INST 265 – Programming for Instrumentation	1.5 credits

Second Year

Semester 3

▪ CMPN 317 – Remote Automation Systems	3 credits
▪ INST 335 – Instrumentation Software	1.5 credits
▪ STAT 245 – Statistics for Engineering and Tech I	3 credits
▪ CNTR 322 – Process Control Systems I	3 credits
▪ CMPN 337 – Distributed Control Systems I	3 credits
▪ APSC 202 – Applied Chemistry for Instrumentation	1.5 credits

Semester 4

▪ ANLS 330 – Process Analyzers	3 credits
▪ INST 345 – Advanced Technologies	3 credits
▪ PROJ 370 – Instrumentation Project	3 credits
▪ CMPN 330 – Distributed Control Systems II	3 credits
▪ CNTR 359 – Process Control Systems II	3 credits
Total Credits	60

Transfer Options

Graduates may be eligible for transfer credit at:

- Athabasca University
- British Columbia Institute of Technology
- Camosun College
- Cape Breton University
- Memorial University of Newfoundland
- NAIT
- Thompson Rivers University
- University of New Brunswick, Saint John
- University of Ontario Institute of Technology
- University of Victoria

Journalism Diploma

- Two-year diploma
- Photojournalism and Print and Online Journalism Majors
- Fall start
- E-Learning

Contact Us

School of Information and Communication Technologies
Phone: 403.284.8849
Email: ja.info@sait.ca

Program Description

Journalism in the 21st Century is an exciting world that offers many opportunities for those seeking to build a career. News Writing, and photojournalism are the main skills taught in the Journalism program; other specialties including advertising and public relations, publication design, and online journalism are also covered in the first year of study.

In the second year of the program, students may concentrate either on photojournalism or print and online journalism studies.

Photojournalism: Students study advanced lighting, feature, sports, advertising, lifestyle, portraiture, studio, location and staff photography techniques, in addition to portfolio strategies as they apply to digital photography systems and applications required by print media publications.

Students secure their own placements, which are approved by the program, to complete a 4-week work experience internship.

Print and Online Journalism: Students study professional techniques of writing, editing, designing, and laying out newspapers and magazines using desktop publishing techniques. They also practice special photo techniques.

During the last two semesters, students complete practicums, usually at newspapers and magazines.

Program Description

Your Career

Graduates from this program in the Print and Online Journalism option may find employment with newspapers and magazines, public affairs, advertising agencies, and other information and entertainment media, as a reporter or technical writer.

Graduates from the Photojournalism option may find employment with newspapers and magazines, wire services agencies, public relations and advertising agencies, and other information and entertainment media, as an independent photojournalist, photographer, photographic editor or page designer.

- Graduates of the Journalism program have a 90% employment rate.

Student Success

Students with higher grades usually experience more success in SAIT's programs.

Credentials and Accreditation

After successfully completing this program, graduates will receive a SAIT diploma in Journalism with a major in Photojournalism.

Accreditation

There are no formal accreditation arrangements at this time. Please contact the School of Information and Communications Technologies (ICT) for more information.

Progression

Students must attain a PGPA and/or a CGPA of 2.0 or better in each semester and pass the necessary prerequisite courses to progress through the program. To qualify for graduation, students must pass all courses, attain a CGPA of 2.0 or better and complete course requirements within the prescribed timelines.

Admission Requirements

- At least 60% in English Language Arts 30-1 or English Language Arts 30-2 or equivalents.
- All applicants must demonstrate English Language Proficiency prior to admission, including students educated in Canada.

Selection

There are no additional selection requirements. Admission will be extended on a first-qualified, first-offered basis until the program is full.

Second year Photojournalism Option

- Based on academic standards and portfolio content of published work, applicants will compete for one of the 16 seats available.

Marking: The photo instructor will work with industry professionals to evaluate and rank submitted student portfolios. This rank will be added to specified academic marks.

Costs and Supplies

Tuition and Fees (Subject to change)

- Please refer to the **Tuition and Fee Table**.
- International students, please refer to **International Student Fees**.
- Student funding, please to **Financial Assistance**.

Books and Supplies (Subject to change)

- First-year Books and Supplies cost approximately \$500.
- A \$400 security deposit to use a SAIT issued laptop.

All first-year Journalism students are required to purchase a Digital Single Lens Reflex camera (approximately \$1,200) and electronic flash (approximately \$500). Cameras and flashes must meet requirements that will be specified by your photography instructors.

- The second year Photojournalism option is a fully digital program. Students may wish to upgrade digital camera equipment that will be compatible to program specifications. In the second year, Photojournalism option, you can expect additional costs up to \$7,000 for digital photography equipment, supplies and books.
- Second year Print and Online Journalism option, Books and Supplies cost approximately \$400.

Program Outline

First Year

Semester 1

▪ PHOT 216 – Visual Journalism I	3 credits
▪ PREL 218 – Marketing and Communications for Journalists	3 credits
▪ PUBL 210 – Media Software for Journalists	3 credits
▪ RSCH 203 – News Research for Journalists	3 credits
▪ WRIT 230 – Writing for Journalism	3 credits

Semester 2

▪ JOUR 251 – News and Feature Writing	3 credits
▪ JOUR 254 – Online Journalism I	3 credits
▪ JOUR 258 – Ethics for Print and Online Journalists	3 credits
▪ PHOT 256 – Visual Journalism II	3 credits
▪ PUBL 261 – Publication Planning and Design	3 credits

Photo Journalism Major

Second Year

Semester 3

▪ JOUR 302 – News Writing and Editing	3 credits
▪ PHOT 320 – Lighting and Illustration for Photojournalists I	3 credits
▪ PHOT 325 – Photojournalism for Print Media I	3 credits
▪ PHOT 334 – Advanced Workflow for Photojournalists	3 credits
▪ PHOT 336 – Visual Journalism III	3 credits

Semester 4

▪ PHOT 350 – Lighting and Illustration for Photojournalists II	3 credits
▪ PHOT 353 – Freelancing and Portfolio Production	3 credits
▪ PHOT 355 – Photojournalism for Print Media II	3 credits
▪ PHOT 366 – Visual Journalism IV	3 credits
▪ PHOT 385 – Photojournalism Work Experience	3 credits

Total Credits	60
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Print and Online Journalism Major

Second Year

Semester 3

▪ JOUR 301 – Online Journalism II	3 credits
▪ JOUR 302 – News Writing and Editing	3 credits
▪ JOUR 305 – Visual Reportage and Storytelling	3 credits
▪ PROJ 318 – Journalism Projects I	6 credits

Semester 4

▪ JOUR 357 – News and Opinion Writing	3 credits
▪ PRCT 375 – Journalism Practicum	3 credits
▪ PREL 364 – Public Relations Writing and Design	3 credits
▪ PROJ 368 – Journalism Projects II	6 credits

Total Credits	60
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Transfer Options

Graduates may be eligible for transfer credit at:

- Athabasca University
- Griffith University, Australia
- Mount Royal University
- Royal Roads University
- Thompson Rivers University
- University of Calgary
- University of New Brunswick, Saint John
- University of Ontario Institute of Technology
- University of South Australia
- University of South Wales

Legal Assistant

- **Two-year diploma**
- **Fall start**
- **Laptop-based program using SAIT-issued laptop**
- **Includes a four-week unpaid practicum placement**
- **Limited number of courses available through Continuing Education**

Contact Us

School of Business
Room N701, Senator Burns Building
Phone: 403.284.8485
Email: business.advising@sait.ca

Program Description

The Legal Assistant diploma is a two-year laptop-based program designed to prepare students for the in-demand field of legal support services and the many employment opportunities available for legal assistants. Legal assistants are highly skilled administrators who work closely with lawyers on a wide variety of legal matters.

Students will receive extensive training in oral and written communications, transcription, keyboarding, computer applications with a focus on legal document preparation, a variety of specialized legal software, and law office procedures. In addition, students take substantive law courses in many areas of law, including: corporate, criminal, family, litigation, real estate, and wills and estates. Faculty bring extensive experience as lawyers and legal assistants and offer students a highly practical and technologically-enriched learning experience. The capstone course is a law office simulation which integrates all of the legal administrative and substantive law courses.

At the end of the second year, students complete a four-week unpaid practicum in a law office or similar legal environment to gain valuable industry experience.

Program Description

Your Career

Graduates find work as legal assistants, junior paralegals, judicial clerks and other legal support roles. Employment opportunities are available in law firms, the court system, registries, and with businesses such as oil and gas corporations.

Student Success

To achieve success in this program, students should:

- Attend and actively participate in class
- Spend six hours per week on each course, outside of regular class time
- Have a strong command of the English language along with a solid foundation in writing skills and vocabulary, which will be further developed in the program
- Have good organizational skills and attention to detail, as these skills are essential to success in the program and as a Legal Assistant

- Have strong computer skills and a keyboarding speed of 30 words per minute (strongly recommended)
- Be prepared to work in teams
- Become familiar with and adhere to SAIT's academic policies

Students who are engaged in campus life and take advantage of SAIT services and resources usually experience more success in SAIT's programs

Credentials and Accreditation

Upon successful completion of the program, graduates will receive a two year SAIT Legal Assistant diploma.

Accreditation

This program is officially approved and recognized by: The Alberta Association of Professional Paralegals and Public Service Commission of Canada which enables Legal Assistant graduates to apply for federal government jobs.

Progression

Students must attain a PGPA and/or a CGPA of 2.0 or better in each semester and pass the necessary prerequisite courses to progress through the program. To qualify for graduation, students must pass all courses, attain a CGPA of 2.0 or better and complete course requirements within the prescribed timelines.

Admission Requirements

At least 50% in the following courses or equivalents:

- English Language Arts 30-1 or English Language Arts 30-2, AND,
- Math 10C or Math 20-3 or Applied Math 10 or Pure Math 10.
- All applicants must demonstrate English Language Proficiency prior to admission, including students educated in Canada.

Selection

- Applications and proof of the admission requirements (transcripts and/or anticipated final grades) must be submitted by March 1 to be included in selection.
- Selection will begin in March. Applicants who meet the admission requirements and have achieved, or will achieve, a minimum grade of 70% in English 30-1 or equivalent will be academically ranked and offers will be extended accordingly.
- Applicants who do not meet the above requirement or do not receive an offer will remain in selection and will be emailed selection information starting in March.

Failure to meet anticipated final grades will result in offers being rescinded.

Selection Criteria

Remaining applicants will be required to attend a brief in-person panel interview. The applicant will be given two weeks' notice of the scheduled interview, when possible, to allow time for preparation. Given the volume of applicants, our interview schedule has limited flexibility.

Applicants must bring an updated résumé to the interview and they will be assessed on their communication skills and professionalism.

Applicants will also be asked to write an impromptu paragraph on a selected topic at the interview. The rubric for both assessments will be provided by email to applicants prior to the interview.

Applicants who complete selection will be given a cumulative score and ranked accordingly. Seats will be offered to the highest ranked. Once the program is full, candidates will be placed on a ranked waitlist, based on their selection performance. Those who do not achieve a minimum score to be determined by the overall quality of applicants will be declined.

Applicants must attend the interview in person. If you are located more than 300 kilometres from Calgary and cannot attend the interview without hardship, alternative arrangements for submission will be considered.

Communication During Selection

Email is the primary source of communication. Ensure your personal email account is managed appropriately to receive our emails, files and communication.

Due to the significant number of applications for this program, selection can take some time. Every effort will be made to maintain the timelines set out. We appreciate your patience. Log on to mySAIT.ca to check your admission decision status beginning in March.

Unsuccessful Applicants

There are numerous reasons why an applicant might be unsuccessful – a late application, strong competition, or a weak selection performance. Applications are not carried over into the next academic year. We encourage applicants to apply again, making up any qualifications they are lacking in order to be accepted through the selection process.

Costs and Supplies

Tuition and Fees (Subject to change)

- Please refer to the **Tuition and Fee Table**.
- International students, please refer to **International Fees**.
- Student funding, please refer to **Financial Assistance**.

Books and Supplies (Subject to change)

- Books and Supplies are approximately \$1,000 per year.
- A \$400 security deposit to use a SAIT issued laptop.

Program Outline

First Year

Semester 1

▪ LEGA 205 – Keyboard Skill Building	3 credits
▪ LEGA 215 – Legal Computer Applications I	3 credits
▪ ENGL 205 – Grammar and Proofreading	3 credits
▪ LEGL 200 – Introduction to Law	3 credits
▪ LEGL 210 – Corporate Law	3 credits

Semester 2

▪ LEGA 255 – Law Office Procedures	3 credits
▪ LEGA 265 – Legal Computer Applications II	3 credits
▪ LEGL 250 – Legal Writing I	3 credits
▪ LEGL 260 – Litigation Law I	3 credits
▪ LEGL 270 – Real Estate Law I	3 credits

Second Year

Semester 3

▪ LEGA 305 – Legal Transcription	3 credits
▪ LEGL 300 – Legal Writing II	3 credits
▪ LEGL 310 – Litigation Law II	3 credits
▪ LEGL 320 – Real Estate Law II	3 credits
▪ MNGT 250 – Organizational Behaviour	3 credits

Semester 4

▪ LEGA 355 – Law Office Simulation	3 credits
▪ LEGA 365 – Legal Computer Applications III	3 credits
▪ LEGL 350 – Criminal Law	3 credits
▪ LEGL 360 – Family Law	3 credits
▪ LEGL 380 – Wills and Estate Law	3 credits

Semester 5

▪ PRCT 385 – Law Office Practicum	1.5 credits
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Total Credits	61.5
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Transfer Options

Graduates may be eligible for transfer credit at:

- Athabasca University
- Royal Roads University
- University of Calgary
- University of Lethbridge
- University of New Brunswick, Saint John
- University of Ontario Institute of Technology

Library Information Technology

- **Two-year diploma**
- **Fall start**
- **Distance education option**
- **High-industry demand**

Contact Us

Phone: 403.284.7231

Email: lit.info@sait.ca

Program Description

Information resourcing is a high-tech adventure and a sought after skill. Various industries need employees with people skills to organize, access and manage the expanding volume of information in today's world. LIT students gain proficiency in every area of library operations, from database searching, library network technology, cataloguing and classification to public relations, web design and records management. The two-year LIT diploma is offered at SAIT as a day-time diploma program. Students can also begin this diploma by completing Continuing education courses.

Program Description

Your Career

Graduates may find employment as a library technician/assistant, information specialist, research assistant/analyst, and records management technician. This program also prepares graduates for numerous career opportunities in public and school libraries, as well as specialty libraries in areas of petroleum, law, medicine, geology, social services, government, or in related organizations such as records information centres, library wholesalers, software companies and bookstores.

- Graduates of the Library Information Technology program have a 95% employment rate.

Student Success

Students with higher grades usually experience more success in SAIT's programs.

Credentials and Accreditation

After successfully completing this program, graduates will receive a SAIT diploma in Library Information Technology.

Accreditation

There are no formal accreditation arrangements at this time. Please contact the School of Information and Communications Technologies (ICT) for more information.

Progression

Students must attain a PGPA and/or a CGPA of 2.0 or better in each semester and pass the necessary prerequisite courses to progress through the program. To qualify for graduation, students must pass all courses, attain a CGPA of 2.0 or better and complete course requirements within the prescribed timelines.

Admission Requirements

At least 60% in the following courses or equivalents:

- English Language Arts 30-1 or English Language Arts 30-2 or equivalents, AND,
- Two of the following Grade 12 subjects: Math, Science, Social Science, Accounting, Law or a second language.
- LIBR-200 (Introduction to Libraries) may be substituted for one of the two Grade 12 subjects. This course is available through distance education.
- All applicants must demonstrate English Language Proficiency prior to admission, including students educated in Canada.

Selection

There are no additional selection requirements. Admission will be extended on a first-qualified, first-offered basis until the program is full.

Costs and Supplies

Tuition and Fees (Subject to change)

- Please refer to the **Tuition and Fee Table**.
- International students, please refer to **International Student Fees**.
- Student funding, please refer to **Financial Assistance**.

Books and Supplies (Subject to change)

- Books and Supplies are approximately \$2,000.
- LIT Distance courses are priced from approximately \$399 to \$601, plus textbooks and handling charges.

Program Outline

First Year

Semester 1

▪ COMN 220 – Communication and Presentation Skills	3 credits
▪ COMP 220 – Computer Fundamentals	3 credits
▪ LIBR 200 – Introduction to Libraries	1.5 credits
▪ LIBR 202 – Bibliographic Description and Access I	3 credits
▪ LIBR 235 – Library Information Services I	3 credits
▪ LIBR 297 – Library Operations	3 credits

Semester 2

▪ COMM 352 – Communicating in the Workplace	1.5 credits
▪ LIBR 251 – Integrated Library Technology	3 credits
▪ LIBR 252 – Bibliographic Description and Access II	3 credits
▪ LIBR 335 – Library Information Services II	3 credits
▪ MGMT 244 – Fundamentals of Information and Records Management	3 credits
▪ MKTG 360 – Library Marketing	1.5 credits

Second Year

Semester 3

▪ DATA 375 – Online Database Searching	3 credits
▪ LIBR 302 – Bibliographic Description and Access III	3 credits
▪ LIBR 305 – Library Technology Customer Service	3 credits
▪ LIBR 320 – Design Web Tools for Libraries	3 credits
▪ PRAC 320 – Practicum Preparation	1.5 credits

Semester 4

▪ LIBR 323 – Managing Digital Content	3 credits
▪ MGMT 246 – Advanced Information and Records Management	3 credits
▪ MGMT 350 – Information Management Administration	3 credits
▪ PRAC 392 – Library Practicum	3 credits

Electives (Students are required to complete 3 elective courses):

▪ ENGL 322 – Contemporary World Literature	1.5 credits
▪ LIBR 260 – Collection Development for Adults	1.5 credits
▪ LIBR 310 – Special Libraries	1.5 credits
▪ LIBR 315 – Services Children/Young Adults	1.5 credits
▪ LIBR 330 – Storytelling	1.5 credits
▪ LIBR 340 – Specialized Terminology	1.5 credits
▪ LIBR 349 – Library and Information Technology Project I	1.5 credits
▪ LIBR 351 – Public Libraries	1.5 credits
▪ LIBR 399 – Library and Information Technology Project II	1.5 credits

Total Credits	61.5
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Transfer Options

Graduates may be eligible for transfer credit at:

- Athabasca University
- British Columbia Institute of Technology
- Royal Roads University
- University of New Brunswick, Saint John
- University of Ontario Institute of Technology
- University of the Fraser Valley

Machinist Technician

- **One-year certificate**
- **Fall start**
- **High-industry demand**

Contact Us

School of Manufacturing and Automation
Room T470, Thomas Riley Building
Phone: 403.284.8641
Email: ma.info@sait.ca

Program Description

This full-time program is a great way to start your career as a Machinist – a rewarding and challenging trade with precision and craftsmanship as core attributes. As a Machinist Technician, you'll set up and operate precision equipment for the production of a variety of components and assemblies. Machinists make or modify primarily metal components to very fine tolerances. At 30 weeks in length (900 hours), this program contains content nearly double that afforded by the Machinist apprenticeship stream for equivalent periods. You will learn skills including, but not limited to: machining, machine set-up, blueprint reading, process planning, design validation, precision measurement, and heat treatment.

Metal cutting and shaping operations use a variety of machine tools, including conventional mills, drills, lathes, and grinders. As modern machine tools are often computer-driven, a Machinist Technician may be responsible for programming and operating high-tech Computer Numerically Controlled (CNC) equipment such as CNC mills, lathes, Electrical Discharge Machines (EDM), and Coordinate Measuring Machines (CMM).

Upon successful completion of your first 15 weeks, you will be eligible to write the first period Machinist apprenticeship exam. At the end of 30 weeks, you will be eligible to write the second period Machinist apprenticeship exam. Upon successful completion of the entire program, you will receive a SAIT Machinist Technician Certificate.

Program Overview

Your Career

Modern machine shops are clean and safe work environments. Machinist Technicians may find employment in a variety of industries including but not limited to transportation, oil and gas manufacturing, medical technology, wherever equipment is being manufactured or repaired.

Graduates of the Machinist Technician program benefit from a high level of industry demand, having achieved recognized training equivalent to the first two periods of the Machinist apprenticeship program. A certificate from the SAIT Machinist Technician program demonstrates the core competencies required for success in the Machinist trade.

- Graduates of the Machinist Technician program have a high employment rate.

Student Success

Students with higher grades usually experience more success in SAIT's programs.

Credentials and Accreditation

After successfully completing this program, graduates will receive a SAIT certificate as a Machinist Technician.

Graduates are eligible to write the first and second-year Provincial Apprenticeship Board exams for the machinist trade provided they attain a minimum of 65% in all their courses. Apprenticeship exam fees will be required.

Progression

Students must attain a PGPA and/or a CGPA of 2.0 or better in each semester and pass the necessary prerequisite courses to progress through the program. To qualify for graduation, students must pass all courses, attain a CGPA of 2.0 or better and complete course requirements within the prescribed timelines.

Admission Requirements

Successful completion of the following courses or equivalents:

- Math 10C, Math 10-3, Pure Math 10, or Applied Math 10, AND,
- English Language Arts 10-1 or English Language Arts 10-2, AND,
- Science 10
- All applicants must demonstrate English Language Proficiency prior to admission, including students educated in Canada.
- A pass mark in the SAIT Admission Examination (level 4) or equivalent is accepted in lieu of the above requirements.

Selection

There are no additional selection requirements. Admission will be extended on a first-qualified, first-offered basis until the program is full.

Costs and Supplies

Tuition and Fees (Subject to change)

- Please refer to the **Tuition and Fee Table**.
- International students, please refer to **International Student Fees**.
- For student funding, please refer to **Financial Assistance**.

Books and Supplies (Subject to change)

- Books and Supplies for both semesters are approximately \$325. (there is some fluctuation with module pricing).
- Optional text, "Machinery's Handbook," is approximately \$160.

Program Outline

Semester 1

▪ BLPR 202 – Blueprint Reading	1.5 credits
▪ MACH 204 – Machinist Theory I	3 credits
▪ MACH 205 – Machine Shop I	6 credits
▪ MATH 209 – Mathematics	1.5 credits
▪ MNFG 223 – Computer Numerical Control I	1.5 credits
▪ WELD 218 – Welding	1.5 credits

Semester 2

▪ MACH 254 – Machinist Theory II	1.5 credits
▪ MACH 255 – Machine Shop II	6 credits
▪ MATH 259 – Mathematics II	1.5 credits
▪ MNFG 258 – Computer Numerical Control II	1.5 credits
▪ MNFG 260 – Computer Aided Manufacturing	1.5 credits
▪ EMTL 203 – Metallurgy	1.5 credits
Total Credits	28.5

Transfer Options

Transfer credit may be available at other post-secondary institutions where credits from SAIT programs could be evaluated on an individual basis. Interested students should contact the post-secondary institute of their choice for more information.

Mechanical Engineering Technology

- Two-year diploma
- Design and Analysis, Design and Development, or Design and Automation majors
- Fall start

Contact Us

School of Manufacturing and Automation
Room T470, Thomas Riley Building
Phone: 403.284.864
Email: ma.info@sait.ca

Program Description

The Mechanical Engineering Technology (MET) program is a practical, hands-on, full-time, two-year diploma program that lets you develop strong technical, analytical, and problem solving skills essential for a range of exciting careers in the challenging field of mechanical engineering.

During the common first year you will be exposed to a variety of topics including foundational math and physics, Computer Aided Design (CAD) and additional specialized courses to prepare you to enter into one of three specialized majors. Upon successful completion of the common first year, selection of your major will occur. Although SAIT will attempt to help students complete the program major of their choice, grade point for specific courses will be used in the selection criteria for each major, in case of a seat shortage for specific majors.

The following majors are available for the Mechanical Engineering Technology program:

- Design and Analysis
- Design and Development
- Design and Automation

Common to all: In all three available majors, a focus will be placed on professionalism, creativity, team work, effective communication and collaboration. Each student will also participate in a major capstone project that will address a real-world industry challenge.

The specific areas of study for the three majors will be:

Design and Analysis Major:

- Mechanical System Design
- Vibration Analysis
- Thermodynamics
- Fluid Mechanics

Design and Development Major:

- Model Making
- Prototyping
- Ergonomics

Design and Automation Major:

- Automation Systems Design
- Control Systems (PLC)
- Industrial robotics

Program Overview

Your Career

Graduates will have obtained the designation of Mechanical Engineering Technologists, with a specialization in either Design and Analysis, Design and Development or Design and Automation.

As a Mechanical Engineering Technologist, you may find employment in the areas of research and development, mechanical equipment design, testing, quality control or project management. Mechanical Engineering Technologists are needed in a wide range of professional and technical industry sectors including: manufacturing, oil and gas, energy production, electronics, aerospace, plastics, wood products, warehousing, food processing and technical sales.

Upon successful completion of this program, you will have gained specialized skills in the area of your major:

- **Design and Analysis major** – design, analysis and troubleshooting of various systems including mechanical, thermal and fluids
- **Design and Development major** – product design and development, prototyping, ergonomics and industrial design.
- **Design and Automation major** – automated systems design and maintenance, manufacturing controls, and robotics.

Student Success

Students with higher secondary or post-secondary marks usually experience greater success in SAIT programs.

Credentials and Accreditation

After successfully completing this program, graduates will receive a SAIT diploma in either:

Mechanical Engineering Technology – Design and Analysis
Mechanical Engineering Technology – Design and Development
Mechanical Engineering Technology – Design and Automation

All three majors are nationally accredited by the Canadian Council of Technicians and Technologists (CCTT). Graduates may apply for their Certified Engineering Technologist (CET) designation after two years of appropriate work experience.

While attending SAIT, Mechanical Engineering Technology students can become members of the following societies:

- Association of Science and Engineering Technology Professionals (ASET).
- Society of Automotive Engineers (SAE).
- American Society for Quality (ASQ).

Progression

Students must attain a PGPA and/or a CGPA of 2.0 or better in each semester and pass the necessary prerequisite courses to progress through the program. To qualify for graduation, students must pass all courses, attain a CGPA of 2.0 or better and complete course requirements within the prescribed timelines.

Admission Requirements

Completion of the following courses or equivalents:

- At least 60% in Math 30-1 or Pure Math 30, or at least 75% in Math 30-2, AND,
- At least 60% in English Language Arts 30-1 or English Language Arts 30-2, AND,
- At least 60% in Physics 20 and Chemistry 20, or at least 60% in Science 30.
- All applicants must demonstrate English Language Proficiency prior to admission, including students educated in Canada.

Selection

Step 1: Read the program information to understand the program goals, requirements and deadlines.

Step 2: Ensure that you meet all of the admission requirements listed above.

Step 3: Submit your application and proof of the admission requirements (transcripts and/or anticipated final grades) along with all supporting documents on/or before Feb. 1 to be included in selection.

If you are still completing your required courses, please be cautious of overestimating your anticipated final grades to avoid your offer being rescinded in the future.

Step 4: Log in to mySAIT.ca to check your admission status. If eligible, your status will indicate that your application is "In Selection."

Step 5: Once you are in selection you are required to complete the Career Investigation Report which is located on the MET website. It must be completed and submitted on or before the application deadline which is February 1, 2017.

- Applicants who fail to complete the Career Investigation Report will be excluded from selection.
- Included in this report are steps to complete a Mechanical Comprehension Test. Ensure to select your preferred date.

Step 6: You are required to complete the Mechanical Comprehension Test.

Applicants who fail to complete the Mechanical Comprehension Test will be excluded from selection.

- Continue to monitor changes to your application status through mySAIT.ca starting in March.
- Offers for the Mechanical Engineering Technology program will commence late March and extend throughout late August.

Failure to meet anticipated final grades will result in offers being rescinded.

Communication During Selection

Email is the primary source of communication during the selection process. Ensure your personal email account is managed appropriately to receive our emails, files and communications.

Due to the significant number of applications for this program, the selection process can take some time. Every effort will be made to maintain the timelines outlined above. We appreciate your patience.

Unfortunately, due to the extremely large volume of applicants, we cannot provide any assistance or follow-up as to why the candidate was not competitive.

Costs and Supplies

Tuition and Fees (Subject to change)

- Please refer to the Tuition and Fee Table for an estimation of the Tuition and Fees. .
- International students, please refer to **International Student Fees**.
- Student funding, please refer to **Financial Assistance**.

Books and Supplies (Subject to change)

- Books and Supplies are approximately \$1,500 per year.

Program Outline

First Year – Common

Semester 1

▪ COMP 213 – Computing for Engineering Technology	3 credits
▪ MATH 238 – Math for Engineering and Tech I	3 credits
▪ MECH 200 – MET Concepts	3 credits
▪ MECH 205 – Electro-Mechanical Systems	3 credits
▪ PHYS 235 – Engineering Physics	1.5 credits
▪ THRM 200 – Introduction to Thermodynamics	1.5 credits

Semester 2

▪ DYNA 265 – Dynamics	1.5 credits
▪ EMTL 250 – Engineering Materials	3 credits
▪ ENGD 250 – Technical Modeling	3 credits
▪ MATH 288 – Math for Engineering and Tech II	3 credits
▪ MNFG 290 – Manufacturing Processes	3 credits
▪ STCS 255 – Engineering Statics	1.5 credits

Design and Analysis

Second Year

Semester 3

▪ COMM 256 – Professional Communications and Presentation Skills	3 credits
▪ EMTL 300 – Mechanics of Materials	3 credits
▪ FLDS 350 – Fluid Mechanics	1.5 credits
▪ MACH 380 – Machine Dynamics	1.5 credits
▪ MNFG 310 – Advanced Manufacturing	3 credits
▪ THRM 320 – Thermodynamics and Heat Transfer	3 credits

Semester 4

▪ DSGN 380 – Machine Design	3 credits
▪ DSGN 390 – Mechanical Systems Design	3 credits
▪ ECON 209 – Engineering Economics	1.5 credits
▪ FLDS 320 – Fluid Power	1.5 credits
▪ PROJ 375 – Capstone Project	3 credits
▪ STAT 245 – Statistics for Engineering and Tech I	3 credits
Total Credits	60

Design and Automation

Second Year

Semester 3

▪ CNTR 300 – Control Systems	3 credits
▪ COMM 256 – Professional Communications and Presentation Skills	3 credits
▪ EMSI 310 – Computer Integrated Manufacturing	1.5 credits
▪ EMSI 320 – Robots and Robotics	1.5 credits
▪ EMTL 300 – Mechanics of Materials	3 credits
▪ MNFG 310 – Advanced Manufacturing	3 credits

Semester 4

▪ DSGN 380 – Machine Design	3 credits
▪ ECON 209 – Engineering Economics	1.5 credits
▪ EMSI 360 – Advanced Programmable Logic Controllers	3 credits
▪ FLDS 320 – Fluid Power	1.5 credits
▪ PROJ 375 – Capstone Project	3 credits
▪ STAT 245 – Statistics for Engineering and Tech I	3 credits
Total Credits	60

Design and Development

Second Year

Semester 3

▪ COMM 256 – Professional Communications and Presentation Skills	3 credits
▪ EMTL 300 – Mechanics of Materials	3 credits
▪ MNFG 310 – Advanced Manufacturing	3 credits
▪ PRDT 300 – Product Development	3 credits
▪ PRDT 305 – Model Making and Prototyping	1.5 credits
▪ PRDT 310 – Applied Product Development	1.5 credits

Semester 4

▪ DSGN 380 – Machine Design	3 credits
▪ ECON 209 – Engineering Economics	1.5 credits
▪ FLDS 320 – Fluid Power	1.5 credits
▪ PRDT 320 – Product Analysis	3 credits
▪ PROJ 375 – Capstone Project	3 credits
▪ STAT 245 – Statistics for Engineering and Tech I	3 credits
Total Credits	60

Transfer Options

Graduates may be eligible for transfer credit at:

- Athabasca University
- British Columbia Institute of Technology
- Camosun College
- Cape Breton University
- Lakehead University
- Memorial University of Newfoundland
- Montana Tech
- NAIT
- Thompson Rivers University
- University of British Columbia
- University of Calgary
- University of New Brunswick, Saint John
- University of Ontario Institute of Technology
- University of Victoria

Medical Device Reprocessing Technician

- 21-week certificate
- Fall and winter starts
- Clinical practicum

Contact Us

School of Health and Public Safety
Room NR502, Senator Burns Building
Phone: 403.284.8500
Email: hps.info@sait.ca

Program Description

As a five-month program offered full-time, the Medical Device Reprocessing Technician program provides entry-level training for the critical role of cleaning, packaging, sterilizing, storing and handling of sterile supplies and instruments, with a focus on infection prevention and control and aseptic techniques. It includes a practicum, arranged by SAIT, at an accredited clinical facility. This type of employment requires flexibility (shift work), manual dexterity and good health.

The Medical Device Reprocessing Technician program is 21 weeks in length and includes classroom instruction with integrated practical learning experiences. This is followed by 400 hours of practicum, of which eight weeks take place at a clinical site. Theory will be integrated throughout the practicum to increase knowledge, skills and employability.

Students in this program require access to a personal computer and the Internet to facilitate completion of the required courses.

This program is also available part-time through distance education. Visit the Medical Device Reprocessing Technician distance page for details.

Program Overview

Your Career

Graduates find work as medical device reprocessing technicians, sterile processors, service aides, and in related positions in health care medical device reprocessing departments, operating rooms, doctor's offices, dental clinics, surgical centers, and specialty areas at acute care, community care and extended care facilities. Graduates are often hired into casual positions initially which usually progress to full-time positions within one year of hire. In order to find employment, many graduates must relocate across Alberta and potentially even throughout Canada.

- Graduates of the Medical Device Reprocessing Technician program have a 95% employment rate.

Student Success

In order to be successful in this program, applicants must have basic computer literacy including the ability to use word processing and communication software. Educational interaction in this program depends on these basic computer skills, and medical device reprocessing technicians work with hospital information systems. It is the student's responsibility to ensure adequacy of these skills prior to program admission.

- Students with higher secondary or post-secondary marks usually experience greater success in SAIT programs.
- Students who experience success in this program and career:
 - Have effective communication skills in English,
 - Are detail-oriented in the care they provide and enjoy working in a team environment,
 - Must be able to lift up to 18 kg/40 pounds and push/pull 114 kg/250 pounds on an ongoing basis,
 - Demonstrate good motor coordination and manual dexterity and are able to perform repetitive tasks in a noisy, stressful environment,
 - Able to stand or walk for long periods of time with repeated bending at the knees and waist, and
 - Have no sensitivities to latex, disinfection and sterilization chemicals, or to the sight of blood and human tissue.

Credentials and Accreditation

After successfully completing this program, graduates will receive a SAIT Medical Device Reprocessing Technician certificate. The program arranges for graduates to challenge the International Association of Healthcare Central Service Materiel Management (IAHCSMM) certification exam for international recognition of their competencies as a Central Service Technician (CRCST). This allows international portability.

SAIT's Medical Device Reprocessing Technician program is also recognized by the Canadian Standards Association (CSA) and graduates are eligible to challenge the CSA Canadian certification exam to become a certified Medical Device Reprocessing Technician (CMDRT).

Certification from either IAHCSMM or CSA is required to practice as a MDRT in Alberta. Please Note: Your MDRT certificate and a high school diploma are required to challenge the CSA certification exam.

There are no formal accreditation arrangements at this time. Please contact the School of Health and Public Safety for more information.

Note: This program is eligible for the Canada-Alberta Job Grant.

Progression

Students must attain a PGPA and/or a CGPA of 2.0 or better in each semester and pass the necessary prerequisite courses to progress through the program. To qualify for graduation, students must pass all courses, attain a CGPA of 2.0 or better and complete course requirements within the prescribed timelines.

Admission Requirements

Completion of the following courses or equivalents:

- At least 50% in English Language Arts 30-1 or English Language Arts 30-2, AND,
- At least 50% in Science 20 or Biology 20 or Chemistry 20, or at least 60% in Science 24
- All applicants must demonstrate English Language Proficiency prior to admission, including students educated in Canada.

Selection

There are no additional selection requirements. Admission will be extended on a first-qualified, first-offered basis until the program is full.

Successful candidates must sign a practicum awareness agreement prior to final acceptance.

Candidates are strongly encouraged to complete a tour of a hospital central reprocessing department prior to the start of classes.

Email is the primary source of communication during the selection process. Ensure your email account is managed appropriately to receive our emails, files and communications. It is not recommended to use a Microsoft email account such as @hotmail.com or @live.com as there have been some issues in the past in receiving SAIT communications using these types of accounts.

Program and Practicum Requirements

The eight weeks of practicum are not necessarily consecutive and may not be continuous with the end of the theory portion of the program (ie. there may be a gap between finishing the theory and starting the practicum). The School of Health and Public Safety has many practica partners located within Alberta and across Canada. Practicum placements in Calgary are limited and students may be required to relocate outside of Calgary for practicum.

Successful candidates will be informed of the allocation of their practicum placement by the program. There is no guarantee that students will be placed at their desired practicum location. Special considerations of personal circumstances will not be given in regards to assigning practicum placements. Students will be responsible for fees associated with practicum such as relocation and travel costs.

In compliance with the practica agreements with our clinical partners, successful candidates will be requested to provide proof of the following requirements:

- **Updated Immunization Records:** Most practicum sites require students to demonstrate updated immunization status prior to attending practicum. Successful candidates will be asked to provide an up-to-date immunization record to the SAIT Health Clinic as part of the program orientation. Failure to do so could jeopardize a student's ability to complete the practicum portion of his/her program. The receiving practicum site has the right to refuse students who cannot prove they have met all the required immunizations. Please review the immunization process document for specific details. It is advised to start the immunization process early as it can take some time to complete.
- **Police Information Check and Vulnerable Sector Check:** According to the Protection for Persons in Care Act, our practica sites require that students obtain a Police Information Check including Vulnerable Sector Check, prior to going on practicum. Any criminal code offence for which a pardon has not been received may be a deterrent to a student's entry into practicum, and therefore will result in an uncompleted program or non-graduating status. Successful candidates will be asked to provide a clear Police Information Check including Vulnerable Sector Check record to the School of Health and Public Safety main office by orientation day. Please review the Police Information Check process document for specific details. Be aware that the record must be dated no earlier than 90 days prior to your program orientation day (typically orientation day is held the week prior to the first day of class). Online Police Information Checks/Vulnerable Sector Checks are not acceptable.
- **Health and Wellness Status:** Due to the demanding nature of the work in the health care field and Occupational Health and Safety requirements, the health care field has a strong focus on health and wellness. Students with a medical condition or disability that may impact them in a practicum setting are strongly advised to discuss concerns with the program academic chair and/or SAIT Accessibility Services as soon as possible upon acceptance into the program. Please review the attached document for guidance on entering an allied health program with a medical condition or disability.

More details on the practica requirements per program are outlined on a pre-orientation website for successful candidates

Costs and Supplies

Tuition and Fees (Subject to change)

- Please refer to the **Tuition and Fee Table**.
- International students, please refer to **International Student Fees**.
- For student funding, please refer to **Financial Assistance**.
- Students are responsible for any additional expenses related to their practica including relocation costs to practicum sites outside of Calgary.
- International Association of Healthcare Central Service Materiel Management (IAHCSCMM) certification exam fee is approximately \$125 – program will cover this cost.
- Canadian Standards Association certification exam fee is approximately \$263.
- There is a fee associated with obtaining a police information check including Vulnerable Sector Check, payable to the Police or the Royal Canadian Mounted Police (RCMP).

Books and Supplies (Subject to change)

- Books and Supplies are approximately \$400
- Students are required to have access to a personal computer, printer and Internet. Computers must meet the specifications listed in Fees and Expenses.

Program Outline

This program is a 21 week certificate offered over the Fall/Winter semesters or Winter/Spring semesters.

▪ INFC 206 – Infection Control and Decontamination	1.5 credits
▪ SPRO 227 – Packaging Materials and Techniques	1.5 credits
▪ SPRO 235 – Sterilization Methodology	1.5 credits
▪ STDP 246 – Supply Distribution and Standards	1.5 credits
▪ SPRO 255 – Professional Practice	1.5 credits
▪ INST 263 – Instrumentation	1.5 credits
▪ PRAC 296 – Practicum	7.5 credits
Total Credits	16.5

Transfer Options

Transfer credit may be available at other post-secondary institutions where credits from SAIT programs could be evaluated on an individual basis. Interested students should contact the post-secondary institute of their choice for more information.

Medical Laboratory Assistant

- 19-week certificate
- Fall and winter starts
- Includes a clinical laboratory practicum

Contact Us

School of Health and Public Safety
Room NR502, Senator Burns Building
Phone: 403.284.8500
Email: hps.info@sait.ca

Program Description

A medical laboratory assistant is an integral member of the laboratory workforce, a field that is not only growing to meet the needs of an increasing and aging population, but also changing to support medical advances. As a five-month program offered full-time, the Medical Laboratory Assistant program trains students to collect, process, and prepare patient specimens, enter data, perform clerical and reception services, perform electrocardiograms and urinalyses and carry out basic laboratory procedures. Medical laboratory assistants must be accurate, self-motivated and dependable with a skilled eye for detail and strong client service skills.

The Medical Laboratory Assistant program consists of 12 weeks of classroom instruction and laboratory training followed by a seven-week practicum. The first week of practicum is spent in a simulated environment at SAIT. The rest of the practicum period is spent in a clinical laboratory where students refine competencies acquired at SAIT. Practicum sites are arranged by SAIT. Students must expect to train outside of Calgary either totally or in-part. The seven weeks of practicum are not necessarily consecutive and may not be continuous with the end of the theory portion of the program.

Certain courses are available by distance education or continuing education – INFC 215 Infection Prevention and Control, MEDL 245 Clinical Laboratory - Introduction, MEDT 211 Medical Terminology 1, and PROF 240 Healthcare Professionalism. The courses must be completed within the time frame shown in the Program Outline. Please be advised that full-time student status requires the student to take 60 percent of a full course load per semester. Depending on the number of courses completed by distance education or continuing education, students may be considered a part-time student, which may impact their financial loan status.

Students in this program require access to a personal computer and the Internet to facilitate completion of required online course components.

Program Overview

Your Career

Graduates find work as medical laboratory assistants in community collection sites, hospital rapid-response laboratories, high-volume medical laboratories and private insurance or home care companies. The employment requires flexibility (shift-work), good health and manual dexterity. Medical laboratory assistants work in laboratory environments where they may spend a considerable amount of time standing or sitting and performing tasks that may be repetitive. They must observe safety precautions to reduce the risk of exposure to infectious body fluids and dangerous chemicals. Graduates are often hired into casual positions initially which usually progress to full-time positions within one year of hire. In order to find employment, many graduates must relocate across Alberta and potentially even throughout Canada.

- Graduates of the Medical Laboratory Assistant program have a 98% employment rate.

Student Success

- Students with higher secondary or post-secondary marks usually experience greater success in SAIT programs.
- In order to be successful in this program, applicants must have basic computer literacy. An acceptable computer skill level would include the ability to use word processing and communication software. Educational interaction in this program depends on these basic computer skills and medical laboratory assistants work with laboratory and hospital information systems. It is the student's responsibility to ensure adequacy of these skills prior to program admission.
- A keyboarding/data entry speed of 30 words per minute (wpm) net or better is required. Applicants will be required to complete a program-specific keyboarding assessment (available at SAIT for a minimal fee) prior to admission to the program.
- Students who experience success in this program have the following characteristics:
 - The ability to follow instructions, pay close attention to detail and take precise readings,
 - The ability to work quickly and accurately,
 - Good finger and manual dexterity to handle specimens and small laboratory equipment,
 - Normal colour vision,
 - Good communication and problem solving skills,
 - Good organizational skills,
 - The interpersonal skills and effective communication skills in English required to work well with co-workers and the public.
- Medical laboratory assistants enjoy working with people, like direct contact with patients and do not mind shift work.

Credentials and Accreditation

After successfully completing this program, graduates will receive a SAIT Medical Laboratory Assistant certificate. Graduates are eligible for registration and membership with the College of Medical Laboratory Technologists of Alberta and the Canadian Society for Medical Laboratory Science.

Accreditation

The Medical Laboratory Assistant program delivered by SAIT is accredited by the Canadian Medical Association.

Progression

Students must attain a PGPA and/or a CGPA of 2.0 or better in each semester and pass the necessary prerequisite courses to progress through the program. To qualify for graduation, students must pass all courses, attain a CGPA of 2.0 or better and complete course requirements within the prescribed timelines.

Admission Requirements

Completion of the following courses or equivalents:

- At least 50% in Math 20-2 or Pure Math 10, or at least 60% in Math 10C, AND,
- At least 50% in English Language Arts 30-1 or English Language Arts 30-2, AND,
- At least 50% in Chemistry 20, AND,
- At least 50% in Biology 20.
- All applicants must demonstrate English Language Proficiency prior to admission, including students educated in Canada.

Selection

Applications and proof of the admission requirements (transcripts and/or anticipated final grades) must be submitted to be included in selection.

- The first round of selection will start Dec. 1 (fall intake) or July 1 (winter intake). Applications will be reviewed monthly and selection is done on a continuous basis.
- Applicants who apply after the program has been filled will be placed on a waitlist and may be invited to complete the selection process if a seat becomes available.
- There will be 32 seats offered in both the fall and winter intakes.

Selection Criteria

In order to best select our students, the School of Health and Public Safety will forward a selection package to those that meet the admission requirements.

Email is the primary source of communication during the selection process. Ensure your email account is managed appropriately to receive our emails, files and communications.

In the selection process, you will be required to complete a program-determined keyboarding assessment (available at SAIT for a minimal fee). You must keyboard at least 30 words per minute net or better to continue in the selection process.

Applicants will be ranked according to the composite score of the following criteria:

- Admission Requirements: course average and post-secondary education / training: 50%
- Related Work / Volunteer Experience: 25%
- Keyboarding Skills: 25%

You must also score 10 out of 25 or higher in the related work/ volunteer experience to continue in the selection process.

Selection Process

Applicants will be ranked monthly according to the selection criteria outlined above. Note that academic ranking is used as part of the selection criteria.

Composite Score	Next Step
75% or above	You will be offered a seat in the program or waitlisted in ranked order, based on your composite score. Offers will be dependent on seat availability.
51-74%	If the program is not full on March 1 (for the fall intake), or Oct. 1 (for the winter intake), you will be considered for a position in the program. Offers will be based on the highest composite score. If the program is full, you will be placed on a waitlist in ranked order, based on your composite score.
50% and below	Applicants with a composite score of 50% or below will be declined.

Applicants with Anticipated Final Grades

If you've indicated that you are currently enrolled in or registered in courses required for admission to the Medical Laboratory Assistant (MLA) program, you are required to provide a final grade or an interim grade (i.e. mid-term mark) by April 15 for the fall intake or Nov. 15 for the winter intake. If you receive an offer of admission and your grades are not consistent with the anticipated final grades you've identified, your offer of admission may be withdrawn.

Program Specific Selection Package

You are solely responsible to ensure the information in the selection package is legible, articulate and best reflects the candidate. Falsifying information will result in the application being removed immediately from the selection process.

Due to the significant number of applications that the program receives the selection process can take some time. We appreciate your patience in this process and we will notify you of our decision concerning your application status as soon as possible. You can also log on to mySAIT.ca to check your admission decision status.

Additional Selection Resources

▪ Medical Laboratory Assistant – Selection Package

These documents are for reference only – do not submit.

Program and Practicum Requirements

The School of Health and Public Safety has many practica partners located within Alberta and across Canada. Practicum placements in Calgary are limited and students may be required to relocate outside of Calgary for practicum.

Successful candidates will be informed of the allocation of their practicum placement by the program. There is no guarantee that students will be placed at their desired practicum location. Special considerations of personal circumstances will not be given in regards to assigning practicum placements. Students will be responsible for fees associated with practicum such as relocation and travel costs. In compliance with the practica agreements with our clinical partners, successful candidates will be requested to provide proof of the following requirements:

- **Updated Immunization Records:** Most practicum sites require students to demonstrate updated immunization status prior to attending practicum. Successful candidates will be asked to provide an up-to-date immunization record to the SAIT Health Clinic as part of the program orientation. Failure to do so could jeopardize a student's ability to complete the practicum portion of his/her program. The receiving practicum site has the right to refuse students who cannot prove they have met all the required immunizations. Please review the immunization process document for specific details. It is advised to start the immunization process early as it can take some time to complete.
- **Police Information Check and Vulnerable Sector Check:** According to the Protection for Persons in Care Act, our practica sites require that students obtain a Police Information Check including Vulnerable Sector Check, prior to going on practicum. Any criminal code offence for which a pardon has not been received may be a deterrent to a student's entry into practicum, and therefore will result in an uncompleted program or non-graduating status. Successful candidates will be asked to provide a clear Police Information Check including Vulnerable Sector Check record to the School of Health and Public Safety main office by orientation day. Please review the Police Information Check process document for specific details. Be aware that the record must be dated no earlier than 90 days prior to your program orientation day (typically orientation day is held the week prior to the first day of class). Online Police Information Checks/Vulnerable Sector Checks are not acceptable.

- **N95 Respiratory Mask:** Fit testing is done to determine which make and model of N95 respiratory mask should be used by an individual. In compliance with Alberta's Occupational Health and Safety Code 2009, students are fit-tested for respiratory masks prior to their practica. Occupational Health and Safety Bulletin, Respiratory Protective Equipment: An Employer's Guide states the effectiveness of the respiratory protective equipment depends on an effective face piece seal to the skin of the face. The mask must be tight enough so that the person is breathing only air which has been filtered. The seal is dependent on facial differences (shape or size) or facial hair. Facial hair must be removed where the mask contacts the face for the test. Failure to adequately fit an N95 mask may result in a restricted practicum and/or limited employment. Additionally, a student may need to be tested again in two years or if there are changes to the face which impact the ability of the respirator to form an effective seal (e.g. weight gain/loss, growth of facial hair, dental surgery, or facial scarring).
- **Health and Wellness Status:** Due to the demanding nature of the work in the health care field and Occupational Health and Safety requirements, the health care field has a strong focus on health and wellness. Students with a medical condition or disability that may impact them in a practicum setting are strongly advised to discuss concerns with the program academic chair and/or SAIT Accessibility Services as soon as possible upon acceptance into the program. Please review the attached document for guidance on entering an allied health program with a medical condition or disability.

More details on the practica requirements per program are outlined on a pre-orientation website for successful candidates.

Costs and Supplies

Tuition and Fees (Subject to change)

- Please refer to the **Tuition and Fee Table**.
- International students, please refer to **International Student Fees**.
- For student funding, please refer to **Financial Assistance**.
- Students are responsible for any additional expenses related to their practicum including relocation costs to practicum sites outside Calgary.
- Canadian Society for Medical Laboratory Science (CSMLS) national exam fee is approximately \$250.
- College of Medical Laboratory Technologists of Alberta (CMLTA) provincial dues are approximately \$80 for recent grads plus \$125 for an initial application fee.
- CSMLS national association dues for students are approximately \$85.
- There is a fee associated with obtaining a police information check including Vulnerable Sector Check, payable to the Police or the Royal Canadian Mounted Police (RCMP).

Books and Supplies (Subject to change)

- Books and Supplies are approximately \$600.
- Students are required to have access to a personal computer, printer and Internet. Computers must meet the specifications listed in Fees and Expenses.
- There is a \$75 CompTracker user fee per semester.

Program Outline

This program is a 19 week certificate offered over the Fall/Winter semesters or the Winter/Spring semesters.

▪ ECGS 210 – Electrocardiography – Level 1	1.5 credits
▪ INFC 215 – Infection Prevention and Control	1.5 credits
▪ MEDL 235 – Professional Practice MLA	1.5 credits
▪ MEDL 245 – Introduction to the Clinical Laboratory	1.5 credits
▪ MEDL 255 – Specimen Accession	1.5 credits
▪ MEDL 260 – Basic Laboratory Procedures	3 credits
▪ MEDT 211 – Medical Terminology 1	1.5 credits
▪ PHLB 235 – Phlebotomy	1.5 credits
▪ PRAC 271 – Medical Laboratory Assistant Practicum	3 credits
▪ PROF 240 – Healthcare Professionalism	1.5 credits
▪ UANL 265 – Urinalysis	1.5 credits
Total Credits	19.5

Transfer Options

Graduates may be eligible for transfer credit at:

- SAIT

Medical Laboratory Technology

- Two-year diploma
- Fall start
- Includes clinical practica
- Graduates in high demand

Contact Us

School of Health and Public Safety
Room NR502, Senator Burns Building
Phone: 403.284.8500
Email: hps.info@sait.ca

Program Description

As integral members of the health care team, medical laboratory technologists are trained to perform a broad spectrum of laboratory testing and procedures, playing a vital role in the diagnosis, treatment and prevention of disease. Based in large part on the national competency profile issued by the Canadian Society for Medical Laboratory Science (CSMLS), the two-year, full-time Medical Laboratory Technology program trains students to become skilled in applying the scientific, technical, and medical principles needed to perform and evaluate laboratory testing in a health care setting. As part of Canada's fourth largest group of health care professionals, medical laboratory technologists play an integral role in our health care system.

The first year of the Medical laboratory Technology program consists of classroom instruction, laboratory training and clinical site tours. The second year consists of theory instruction and an extensive clinical practicum at affiliated sites in Calgary, other sites in Alberta or potentially sites outside of Alberta. The practicum provides a range of clinical experiences where students are given opportunities to develop and integrate the necessary knowledge, skills and attitudes in a practical setting. During the last month of the term, students will write practice competency-based exams in preparation for challenging the national CSMLS certification exam.

Certain courses are available by distance education or continuing education – ANPH 209 Anatomy and Physiology, COMP 264 MS Office Basics, INFC 215 Infection Prevention and Control, MEDT 211 Medical Terminology 1, and PROF 240 Healthcare Professionalism. The courses must be completed within the time frame shown in the Program Outline. Please be advised that full-time student status requires the student to take 60 percent of a full course load per semester. Depending on the number of courses completed by distance education or continuing education, students may be considered part-time, which may impact their financial loan status.

Students in this program require access to a personal computer and the Internet to facilitate completion of online courses.

Program Overview

Your Career

Graduates find work as medical laboratory technologists in hospital or high-volume laboratories, as well as in research labs and scientific supply companies. Employment in medical labs often requires shiftwork. Medical laboratory technologists work in laboratory environments where they may spend a considerable amount of time standing or sitting and performing tasks that may be repetitive. They must observe safety precautions to reduce the risk of exposure to infectious body fluids and dangerous chemicals.

- Graduates of the Medical Laboratory Technology program have a 95% employment rate.

Student Success

- Students with higher secondary or post-secondary marks usually experience greater success in SAIT programs.
- The program delivery is very intensive. To be successful students must be prepared to attend 30 hours per week of classroom activities and spend approximately 30 hours per week outside of class studying.
- Students who experience success in this program have the following characteristics:
 - Integrity and a professional attitude,
 - An aptitude for mathematics and science and a keen interest in scientific work,
 - The ability to follow verbal and written instructions, pay close attention to detail and take precise readings,
 - The ability to work quickly and accurately,
 - Good finger and manual dexterity to handle specimens and small laboratory equipment,
 - The ability to do detailed work and maintain a high level of accuracy,
 - Good visual colour and form perception (to study blood cells, etc.),
 - Good interpersonal skills and effective communication skills in English, and
 - The ability to adapt easily and quickly to change.
- Health care practitioners are detail oriented in the care they provide and enjoy working in a team environment.

Credentials and Accreditation

After successfully completing this program, graduates will receive a SAIT Medical Laboratory Technology diploma.

Graduates are eligible to challenge the CSMLS exams to obtain national certification as a medical laboratory technologist, which will allow national portability.

Accreditation

The Medical Laboratory Technology program delivered by SAIT is accredited by the Canadian Medical Association.

Progression

Students must attain a PGPA and/or a CGPA of 2.0 or better in each semester and pass the necessary prerequisite courses to progress through the program. To qualify for graduation, students must pass all courses, attain a CGPA of 2.0 or better and complete course requirements within the prescribed timelines.

Admission Requirements

Completion of the following courses or equivalents AND a combined average of 75%:

- At least 60% in Math 30-1 or Pure Math 30, or at least 70% in Math 30-2, AND,
- At least 60% in English Language Arts 30-1, AND,
- At least 60% in Chemistry 30, AND,
- At least 60% in Biology 30.
- All applicants must demonstrate English Language Proficiency prior to admission, including students educated in Canada.

Selection

Applications and proof of the admission requirements (transcripts and/or anticipated final grades) must be submitted by Jan. 30 to be included in selection.

The first round of selection will start Dec. 1 and will continue on a monthly basis.

There will be a minimum of 48 seats offered for the fall intake.

Selection Process

Phase 1: Selection Package

Candidates who meet the admission requirements will be sent a selection package via email.

You are solely responsible to ensure the information in the selection package is legible, articulate and best reflects you as a candidate. Falsifying information will result in your application being removed immediately from the selection process.

Once the package is returned, you will be invited to register for one of the scheduled selection assessment sessions.

- Medical Laboratory Technology Selection Package (for reference only – do not submit)

Phase 2: Selection Assessment

You must come to SAIT for the assessment on one of the dates offered. If you reside outside of a 400 km radius of Calgary and cannot attend a selection session without undue hardship, you can request alternative arrangements, which may be considered.

You will be assessed on your ability to answer questions delivered both in written and verbal format. Multiple applicants may be assessed simultaneously.

Candidates who achieve a mark of 85% or above on the selection assessment will be offered a seat until the program is full. Seats are offered after each assessment session so you are encouraged to register for the earliest date available.

In the event that two or more candidates achieve the same selection assessment score and there are not enough seats left to offer, the offer will be given to the applicant with the highest academic average based on admission requirements.

If there are still seats available by April 15, the remaining candidates who were successful on the selection assessment will be ranked based on their assessment score and offered seats until the program is full.

Applicants with anticipated final grades

If you've indicated that you are currently enrolled in or registered in courses required for admission to this program, you are required to provide a final grade or an interim grade (i.e. mid-term mark) by April 15. If you receive an offer of admission and your grades are not consistent with the anticipated final grades you've identified, your offer of admission may be withdrawn.

Selection Dates Summary

December 1

- First round of selection begins
- If you meet the admission requirements, you will receive a selection package.
- Candidates who achieve a mark of 85% or above on the selection assessment will be offered a seat until the program is full.

January 30

- Deadline for applications and supporting documentation to be submitted
- Deadline for receipt of marks, actual or self-declared, to decide eligibility for selection and waitlist ranking

April 15

- If you were successful on the selection assessment, you may be considered if seats are still available.
- Deadline to provide a final or interim (midterm) grades

Communication During Selection

Email is the primary source of communication during the selection process. Ensure your personal email account is managed appropriately to receive our emails, files and communications. It is not recommended to use a Microsoft email account such as @hotmail.com or @live.com as there have been some issues in the past in receiving SAIT communications using these types of accounts.

Due to the significant number of applications for this program, the selection process can take some time. We appreciate your patience in this process and we will notify you of our decision concerning your application status as soon as possible. You can also log on to mySAIT.ca to check your admission decision status.

Unfortunately, due to the large volume of applicants, we cannot provide any individual assistance or follow-up.

Program and Practicum Requirements

The School of Health and Public Safety has many practica partners located within Alberta and across Canada. Practicum placements in Calgary are limited and students may be required to relocate outside of Calgary for practicum.

Successful candidates will be informed of the allocation of their practicum placement by the program. There is no guarantee that students will be placed at their desired practicum location. Special considerations of personal circumstances will not be given in regards to assigning practicum placements. Students will be responsible for fees associated with practicum such as relocation and travel costs.

In compliance with the practica agreements with our clinical partners, successful candidates will be requested to provide proof of the following requirements:

- **Updated Immunization Records:** Most practicum sites require students to demonstrate updated immunization status prior to attending practicum. Successful candidates will be asked to provide an up-to-date immunization record to the SAIT Health Clinic as part of the program orientation. Failure to do so could jeopardize a student's ability to complete the practicum portion of his/her program. The receiving practicum site has the right to refuse students who cannot prove they have met all the required immunizations. Please review the immunization process document for specific details. It is advised to start the immunization process early as it can take some time to complete.
- **Police Information Check and Vulnerable Sector Check:** According to the Protection for Persons in Care Act, our practica sites require that students obtain a Police Information Check including Vulnerable Sector Check, prior to going on practicum. Any criminal code offence for which a pardon has not been received may be a deterrent to a student's entry into practicum, and therefore will result in an uncompleted program or non-graduating status. Successful candidates will be asked to provide a clear Police Information Check including Vulnerable Sector Check record to the School of Health and Public Safety main office by orientation day. Please review the Police Information Check process document for specific details. Be aware that the record must be dated no earlier than 90 days prior to your program orientation day (typically orientation day is held the week prior to the first day of class). Online Police Information Checks/Vulnerable Sector Checks are not acceptable.
- **N95 Respiratory Mask:** Fit testing is done to determine which make and model of N95 respiratory mask should be used by an individual. In compliance with Alberta's Occupational Health and Safety Code 2009, students are fit-tested for respiratory masks prior to their practica. Occupational Health and Safety Bulletin, Respiratory Protective Equipment: An Employer's Guide states the effectiveness of the respiratory protective equipment depends on an effective face piece seal to the skin of the face. The mask must be tight enough so that the person is breathing only air which has been filtered. The seal is dependent on facial differences (shape or size) or facial hair. Facial hair must be removed where the mask contacts the face for the test. Failure to adequately fit an N95 mask may result in a restricted practicum and/or limited employment. Additionally, a student may need to be tested again in two years or if there are changes to the face which impact the ability of the respirator to form an effective seal (e.g. weight gain/loss, growth of facial hair, dental surgery, or facial scarring).
- **Health and Wellness Status:** Due to the demanding nature of the work in the health care field and Occupational Health and Safety requirements, the health care field has a strong focus on health and wellness. Students with a medical condition or disability that may impact them in a practicum setting are strongly advised to discuss concerns with the program academic chair and/or SAIT Accessibility Services as soon as possible upon acceptance into the program. Please review the attached document for guidance on entering an allied health program with a medical condition or disability.

More details on the practica requirements per program are outlined on a pre-orientation website for successful candidates.

Costs and Supplies

Tuition and Fees (Subject to change)

- Please refer to the **Tuition and Fee Table**.
- International students, please refer to **International Student Fees**.
- For student funding, please refer to **Financial Assistance**.
- Students are responsible for any additional expenses related to their practicum including relocation costs to practicum sites outside Calgary.
- The Canadian Society for Medical Laboratory Science (CSMLS) national exam fee is approximately \$700 for members or \$925 for non-members.
- CSMLS national association dues for students are approximately \$85.
- CSMLS national association dues for recent grads are approximately \$150.
- College of Medical Laboratory Technologists of Alberta (CMLTA) provincial dues are approximately \$305 for recent grads plus \$150 for an initial application fee.
- There is a fee associated with obtaining a police information check including Vulnerable Sector Check, payable to the Police or the Royal Canadian Mounted Police (RCMP).

Books and Supplies (Subject to change)

- Books and Supplies are approximately \$600.
- Students are required to have access to a personal computer, printer and Internet. Computers must meet the specifications listed in Fees and Expenses.

Program Outline

First Year

Semester 1 – Fall

▪ ANPH 209 – Anatomy and Physiology	3 credits
▪ COMP 264 – MS Office Basics	1.5 credits
▪ HEMA 256 – Hematology 1	3 credits
▪ INFC 215 – Infection Prevention and Control	1.5 credits
▪ MBIO 345 – Clinical Microbiology 1	1.5 credits
▪ MEDL 210 – Analytical Techniques	3 credits
▪ MEDL 233 – Basic Lab Procedures	1.5 credits
▪ MEDL 250 – Clinical Laboratory – Overview	1.5 credits
▪ MEDL 330 – Specimen Collection and Handling	1.5 credits
▪ MEDT 211 – Medical Terminology 1	1.5 credits
▪ PROF 240 – Healthcare Professionalism	1.5 credits

Semester 2 – Winter

▪ CHEM 252 – MLT Clinical Chemistry 1	6 credits
▪ HEMA 337 – Hematology 2	3 credits
▪ HSCI 300 – Immunology	1.5 credits
▪ MBIO 360 – Clinical Microbiology 2	3 credits
▪ MEDL 310 – Histotechnology 1	1.5 credits
▪ MEDL 335 – Transfusion Medicine 1	3 credits
▪ MEDL 340 – Molecular Medicine Fundamentals	1.5 credits
▪ MEDL 354 – MLT Quality Management	1.5 credits

Semester 3 – Spring

▪ CHEM 336 – MLT Clinical Chemistry 2	1.5 credits
▪ MBIO 383 – Clinical Microbiology 3	1.5 credits
▪ MEDL 380 – Transfusion Medicine 2	3 credits
▪ MEDL 385 – Histotechnology 2	1.5 credits
▪ UANL 265 – Urinalysis	1.5 credits

Semesters 3 – 6

(Spans four semesters: Spring/Summer-Fall/Winter/Spring)

▪ MEDL 365 – Professional Practice MLT	1.5 credits
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Second Year

Semester 4 – 6

(Spans three semesters: Summer-Fall/Winter/Spring)

▪ CHEM 376 – MLT Clinical Chemistry 3	1.5 credits
▪ HEMA 377 – Hematology 3	1.5 credits
▪ MBIO 390 – Clinical Microbiology 4	1.5 credits
▪ PRAC 329 – Spec Coll and Handling Practicum	1.5 credits
▪ PRAC 367 – Clinical Practicum Microbiology	6 credits
▪ PRAC 369 – Clinical Practicum Chemistry	6 credits
▪ PRAC 377 – Clinical Practicum Hematology	6 credits
▪ PRAC 380 – Clinical Practicum Transfusion Medicine	3 credits
▪ PRAC 386 – Clinical Practicum Histotechnology	3 credits

Semester 4 – Fall

▪ MGMT 301 – Management Skills	1.5 credits
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Semester 5 – Winter

▪ MEDL 352 – Applied Investigation	3 credits
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Semester 6 – Spring

▪ MEDL 378 – National Certification Practice Exams	1.5 credits
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Total Credits	88.5
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Transfer Options

Graduates may be eligible for transfer credit at:

- Athabasca University
- British Columbia Institute of Technology
- Canadian Forces
- Memorial University of Newfoundland
- NAIT
- Thompson Rivers University
- University of Alberta
- University of New Brunswick, Saint John
- University of Ontario Institute of Technology

Medical Office Assistant and Unit Clerk

- Five-month certificate
- Fall and winter starts
- Includes a practicum in a health care or medical office setting

Contact Us

School of Health and Public Safety
Room NR502, Senator Burns Building
Phone: 403.284.8500
Email: hps.info@sait.ca

Program Description

Medical office assistants and unit clerks are integral members of the health care team and support professionals in both a hospital unit and medical office environment. The medical office assistant and unit clerk main duties include accessing, and transmitting health information in a secure environment while supporting and communicating with medical professionals. The Medical Office Assistant and Unit Clerk program is an innovative program providing the necessary skills and theoretical knowledge required by those wishing to combine the skills of a unit clerk and a medical office procedures; organization; structure and chart management; functions of a patient record; computer software; emerging client care software; basic billing duties; office procedures and health information law in a client-care setting.

Courses in this program are conducted on SAIT campus and online. A four-week, unpaid practicum at a health care facility or medical office setting in or outside Calgary is required for successful completion of this program.

Certain courses are available by distance education or continuing education – COMP 264 MS Office Basics, HILA 200 Health Information Law 1 and MEDT 211 Medical Terminology 1. The courses must be completed within the time frame shown in the Program Outline. Please be advised that full-time student status requires the student to take 60 percent of a full course load per semester. Depending on the number of courses completed by distance education or continuing education, students may be considered a part-time student, which may impact their financial loan status.

As some of the content is delivered in an online environment, students will be required to have a personal computer with Internet access.

Program Overview

Your Career

Graduates are employed as medical office assistants and unit clerks in health care facilities, physician offices, regional health, chiropractic and rehabilitation centres.

- Graduates of the Medical Office Assistant and Unit Clerk program have a 94% employment rate.

Student Success

- Students with higher secondary or post-secondary marks usually experience greater success in SAIT programs.
- Students who experience success in this program have proficient communication skills in English.
- Health care practitioners are detail oriented in the care they provide and enjoy working in a team environment.
- Basic computer skills are essential for success in the program.

Credentials and Accreditation

After successfully completing this program, graduates will receive a SAIT Medical Office Assistant and Unit Clerk certificate.

Accreditation

There are no formal accreditation arrangements at this time. Please contact the School of Health and Public Safety for more information.

Progression

Students must attain a PGPA and/or a CGPA of 2.0 or better in each semester and pass the necessary prerequisite courses to progress through the program. To qualify for graduation, students must pass all courses, attain a CGPA of 2.0 or better and complete course requirements within the prescribed timelines.

Admission Requirements

Completion of the following courses or equivalents:

- At least 60% in English Language Arts 30-1 or English Language Arts 30-2 or equivalents.
- All applicants must demonstrate English Language Proficiency prior to admission, including students educated in Canada.

Selection

Applications and proof of the admission requirements (transcripts and/or anticipated final grades) must be submitted to be included in selection.

Selection is done on a continuous basis and will occur until the program is full. All applications received after the program has been filled will be placed on a waitlist.

A minimum of 28 seats will be offered for each intake.

Selection Process

Qualified applicants will be required to complete a keyboarding skills assessment. The keyboarding assessment is a Pass/Fail exam – applicants who are unable to type at least 30 words per minute net or better will not be eligible to continue in the selection process.

Applicants will be contacted by the School of Health and Public Safety with more information on how to schedule the assessment through SAIT.

Email is the primary source of communication during the selection process. Ensure your personal email account is managed appropriately to receive our emails, files and communications. It is not recommended to use a Microsoft email account such as @hotmail.com or @live.com as there have been some issues in the past in receiving SAIT communications using these types of accounts.

Program and Practicum Requirements

The School of Health and Public Safety has many practica partners located within Alberta and across Canada. Practicum placements in Calgary are limited and students may be required to relocate outside of Calgary for practicum.

Successful candidates will be informed of the allocation of their practicum placement by the program. There is no guarantee that students will be placed at their desired practicum location. Special considerations of personal circumstances will not be given in regards to assigning practicum placements. Students will be responsible for fees associated with practicum such as relocation and travel costs.

In compliance with the practica agreements with our clinical partners, successful candidates will be requested to provide proof of the following requirements:

- **Updated Immunization Records:** Most practicum sites require students to demonstrate updated immunization status prior to attending practicum. Successful candidates will be asked to provide an up-to-date immunization record to the SAIT Health Clinic as part of the program orientation. Failure to do so could jeopardize a student's ability to complete the practicum portion of his/her program. The receiving practicum site has the right to refuse students who cannot prove they have met all the required immunizations. Please review the immunization process document for specific details. It is advised to start the immunization process early as it can take some time to complete.
- **Police Information Check and Vulnerable Sector Check:** According to the Protection for Persons in Care Act, our practica sites require that students obtain a Police Information Check including Vulnerable Sector Check, prior to going on practicum. Any criminal code offence for which a pardon has not been received may be a deterrent to a student's entry into practicum, and therefore will result in an uncompleted program or non-graduating status. Successful candidates will be asked to provide a clear Police Information Check including Vulnerable Sector Check record to the School of Health and Public Safety main office by orientation day. Please review the Police Information Check process document for specific details. Be aware that the record must be dated no earlier than 90 days prior to your program orientation day (typically orientation day is held the week prior to the first day of class). Online Police Information Checks/Vulnerable Sector Checks are not acceptable.
- **Health and Wellness Status:** Due to the demanding nature of the work in the health care field and Occupational Health and Safety requirements, the health care field has a strong focus on health and wellness. Students with a medical condition or disability that may impact them in a practicum setting are strongly advised to discuss concerns with the program academic chair and/or SAIT Accessibility Services as soon as possible upon acceptance into the program. Please review the attached document for guidance on entering an allied health program with a medical condition or disability.

More details on the practica requirements per program are outlined on a pre-orientation website for successful candidates.

Costs and Supplies

Tuition and Fees (Subject to change)

- Please refer to the **Tuition and Fee Table**.
- International students, please refer to **International Student Fees**.
- For student funding, please refer to **Financial Assistance**.
- Students are responsible for any additional expenses related to their practica including relocation costs to practicum sites outside of Calgary.
- There is a fee associated with obtaining a police information check including Vulnerable Sector Check, payable to the Police or the Royal Canadian Mounted Police (RCMP).

Books and Supplies (Subject to change)

- Books and Supplies are approximately \$650.
- Students are required to have access to a personal computer, printer and Internet. Computers must meet the specifications listed in Fees and Expenses.

Program Outline

This 19 week certificate is offered over the Fall/Winter semesters or the Winter/Spring semesters.

Semester 1

▪ COMP 264 – MS Office Basics	1.5 credits
▪ HCPP 220 – Healthcare Systems Fundamental	1.5 credits
▪ HILA 200 – Health Information Law 1	1.5 credits
▪ HRSC 206 – Patient Record Fundamentals	1.5 credits
▪ HRSC 220 – Unit Clerk Fundamentals	1.5 credits
▪ HRSC 231 – Electronic Medical Record	1.5 credits
▪ MDOF 203 – Medical Billing Bookkeeping	3 credits
▪ MDOF 240 – Medical Office Procedures	1.5 credits
▪ MEDT 211 – Medical Terminology 1	1.5 credits
▪ PROF 252 – Professional Practice	1.5 credits

Semester 2

▪ PRAC 279 – Practicum	1.5 credits
Total Credits	18

Transfer Options

Transfer credit may be available at other post-secondary institutions where credits from SAIT programs could be evaluated on an individual basis. Interested students should contact the post-secondary institute of their choice for more information.

Medical Radiologic Technology

- 22-month diploma
- Fall start
- Includes clinical practica

Contact Us

School of Health and Public Safety
Room NR502, Senator Burns Building
Phone: 403.284.8500
Email: diagnostic.imaging@sait.ca

Program Description

Medical Radiologic Technology (MRT) is the art and science of correctly positioning the patient and X-ray equipment to produce and record images for visualizing the extent of disease or injury. The Medical Radiologic Technology program is a two-year, full-time program where students are trained as medical radiologic technologists, responsible for the safe and competent operation of a wide range of X-ray generating machines, the production of digital images and use of accessory medical equipment.

In the first year of the Medical Radiologic Technology program, students will attend SAIT and complete courses in anatomy and pathology, apparatus and image management, computed tomography, radiation protection, general and specialized radiographic techniques, professional practice and patient care.

The second year of the MRT program involves on-line courses focusing on specialized imaging, clinical integration, quality assurance and control and professional practice. Students will also concurrently complete three clinical practica where they rotate through general and specialized medical radiologic technology departments, applying what they have learned in these clinical settings.

Note: Two courses – INFC 215 Infection Prevention and Control and MEDT 211 Medical Terminology 1 – are also available to be taken by distance education or continuing education. Regardless of which method of delivery a course is taken, it must be completed within the time frame shown in the Program Outline. Please be advised that full-time student status requires the student to take 60 percent of a full course load per semester. Depending on the number of courses completed by distance education or continuing education, students may be considered a part-time student, which may impact their financial loan status.

Program Overview

Your Career

Graduates find work as medical radiologic technologists in hospitals, clinics, doctors' offices and public health agencies. Future specialization opportunities are also available for experienced medical radiologic technologists with technical excellence in areas such as angiography, mammography, management and teaching.

Medical radiologic technologists work in environments where they may spend a considerable amount of time standing or sitting and performing tasks that may be repetitive. They must observe safety precautions and ergonomics to reduce the risk of exposures and injury.

Student Success

- Students with higher secondary or post-secondary marks usually experience greater success in SAIT programs. Students are expected to spend approximately 20 hours per week outside of class studying.
- In order to be successful in this program, applicants must have computer literacy. An acceptable computer skill level would include the ability to use word processing and communication software. Educational interaction in this program depends on these computer skills. It is the student's responsibility to ensure adequacy of these skills prior to program admission.
- Health care practitioners are detail oriented in the care they provide, use critical thinking in practice, demonstrate compassion, are eager, persevere and enjoy working in a team environment.
- Students who experience success in this program have the following characteristics:
 - Exceptional communication skills in English
 - The ability to handle unpleasant or stressful situations
 - Are capable of lifting heavy patients
 - The ability to move heavy equipment (pulling/pushing/lifting)
 - The ability to climb several flights of stairs quickly
 - The ability to stand for long periods of time and work in difficult physical positions
 - Good physical health including upper body shoulder strength and wrist and hand dexterity and stamina; and
 - Strong vision and hearing.
- Individuals with previous chronic or repetitive strain injuries have experienced re-injury or aggravation of these conditions in this program and/or as a technologist.
- During the clinical portion of the program, students are expected to participate in normal medical radiologic technology shift work including evenings, weekends and statutory holidays.

Credentials and Accreditation

After successfully completing this program, graduates will receive a SAIT Medical Radiologic Technology diploma.

Graduates from this program are eligible to challenge the Canadian Association of Medical Radiation Technologists (CAMRT) certification exam which is a requirement for registration and employment for medical radiologic technologists in Canada.

The Medical Radiologic Technology program delivered by SAIT is accredited by the Canadian Medical Association. The program also works closely with our Diagnostic Imaging Advisory Committee to ensure that our curriculum continues to meet or exceed provincial and national accreditation standards.

Progression

Students must attain a PGPA and/or a CGPA of 2.0 or better in each semester and pass the necessary prerequisite courses to progress through the program. To qualify for graduation, students must pass all courses, attain a CGPA of 2.0 or better and complete course requirements within the prescribed timelines.

Admission Requirements

At least 75% in the following courses or equivalents:

- Math 30-1, Math 30-2, or Pure Math 30, AND,
- English Language Arts 30-1, AND,
- Physics 30, AND,
- One of either Biology 30, or Chemistry 30, or Science 30.
- All applicants must demonstrate English Language Proficiency prior to admission, including students educated in Canada.

Selection

Applications and proof of the admission requirements (transcripts and/or anticipated final grades) must be submitted by Feb. 29 to be included in selection. Selection is done on a continuous basis.

Competitive academic averages are not a portion of the Medical Radiologic Technology (MRT) program selection process.

There will be 40 seats offered for the fall intake.

Selection Process

Phase 1: Program Selection Package

Applicants who meet the admission requirements will be sent a program selection package via email. We recommend you add diagnostic.imaging@sait.ca and the sait.ca domain to your safe senders list or you risk missing critical email messages.

It is not recommended to use a Microsoft email account such as @hotmail.com or @live.com as there have been some issues in the past in receiving SAIT communications using these types of accounts.

The selection package must be completed and returned to diagnostic.imaging@sait.ca within two weeks of the initial email date.

- **Resource:** Preparing for the Medical Radiologic Technology Selection Process

You are solely responsible to ensure the information in the selection package is legible, articulate and best reflects you as a candidate. Falsifying information will result in your application being removed immediately from the selection process and may result in the initiation of SAIT's Student Code of Conduct Procedure AC.3.4.1.

Selection packages are evaluated using standardized answer keys and will be scored within two weeks of submission.

- If the selection package score is above the benchmark established by the School of Health and Public Safety, the applicant will move to Phase 2 of the selection process.
- If the selection package score is below benchmark, the applicant will be declined in selection.
- Those applicants who fail to complete and submit their packages by the deadline date will also be declined from further selection.

Applicants will be informed of selection status on their mySAIT account.

Phase 2: Interview

Applicants who successfully move to Phase 2 of the selection process will be emailed an interview invitation as well as a group interview explanation and Confidentiality form.

- Group interviews will not begin until mid-February to ensure a sufficient applicant pool.
- The applicant will receive two weeks' notice of the scheduled interview, when possible.
- The completed and signed Confidentiality form should be brought to the group interview.
- Four applicants will be interviewed at one time by two members of the program selection committee.

Interviewees should attend the group interview session in person. Individuals residing outside of Alberta may have the opportunity to participate in a web video conference interview. Please note that web video conference group interviews may be delayed until there are sufficient web video conference applicants to complete a group interview session. The program and selection committee are not responsible for technical support to the applicant or any loss of connectivity through the group interview process.

Web video conference interviews will not be rebooked if an individual has technical difficulties, loses connectivity, or cannot hear the group interview responses.

Once the interview round is complete, the interview is evaluated using a rubric.

- If the group interview score is above the benchmark established by the School of Health and Public Safety, the applicant will be offered a seat in the program until it is full. Once the program is full, those exceeding the benchmark will be placed on a qualified waitlist.
- If the group interview score is below benchmark, applicants may remain in selection until all interviews are completed.
- Those applicants who fail to notify or attend their scheduled interview will be declined from further selection.

Applicants will be informed of selection status on their mySAIT account.

Communication During Selection

Email is the primary source of communication during the selection process. Ensure your personal email account is managed appropriately to receive our emails, files and communications. We recommend you add diagnostic.imaging@sait.ca and the sait.ca domain to your safe senders list or you risk missing critical email messages.

It is not recommended to use a Microsoft email account such as @hotmail.com or @live.com as there have been some issues in the past in receiving SAIT communications using these types of accounts.

Due to the significant number of applications for this program, the selection process can take some time. Every effort will be made to maintain the timelines outlined above. We appreciate your patience. You can also log on to mySAIT.ca to check your admission decision status.

Unfortunately, due to the extremely large volume of applicants, we cannot provide any assistance or follow-up as to why the candidate was not competitive or where the applicant is ranked on the waitlist.

Program and Practicum Requirements

The School of Health and Public Safety has many practica partners located within Alberta and across Canada. Practicum placements in Calgary are limited and students will be required to relocate outside of Calgary for practicum.

Successful candidates will be informed of the allocation of their practicum placement by the program. There is no guarantee that students will be placed at their desired practicum location. Special considerations of personal circumstances will not be given in regards to assigning practicum placements. Students will be responsible for fees associated with practicum such as relocation and travel costs.

In compliance with the practica agreements with our clinical partners, successful candidates will be requested to provide proof of the following requirements:

- **Police Information Check and Vulnerable Sector Check:** According to the Protection for Persons in Care Act, our practica sites require that students obtain a Police Information Check including Vulnerable Sector Check, prior to going on practicum. Any criminal code offence for which a pardon has not been received may be a deterrent to a student's entry into practicum, and therefore will result in an uncompleted program or non-graduating status. Successful candidates will be asked to provide a clear Police Information Check including Vulnerable Sector Check record to the School of Health and Public Safety main office by orientation day. Please review the Police Information Check process document for specific details. Be aware that the record must be dated no earlier than 90 days prior to your program orientation day (typically orientation day is held the week prior to the first day of class). Online Police Information Checks/Vulnerable Sector Checks are not acceptable.
 - **N95 Respiratory Mask:** Fit testing is done to determine which make and model of N95 respiratory mask should be used by an individual. In compliance with Alberta's Occupational Health and Safety Code 2009, students are fit-tested for respiratory masks prior to their practica. Occupational Health and Safety Bulletin, Respiratory Protective Equipment: An Employer's Guide states the effectiveness of the respiratory protective equipment depends on an effective face piece seal to the skin of the face. The mask must be tight enough so that the person is breathing only air which has been filtered. The seal is dependent on facial differences (shape or size) or facial hair. Facial hair must be removed where the mask contacts the face for the test. Failure to adequately fit an N95 mask may result in a restricted practicum and/or limited employment. Additionally, a student may need to be tested again in two years or if there are changes to the face which impact the ability of the respirator to form an effective seal (e.g. weight gain/loss, growth of facial hair, dental surgery, or facial scarring).
 - **Health and Wellness Status:** Due to the demanding nature of the work in the health care field and Occupational Health and Safety requirements, the health care field has a strong focus on health and wellness. Students with a medical condition or disability that may impact them in a practicum setting are strongly advised to discuss concerns with the program academic chair and/or SAIT Accessibility Services as soon as possible upon acceptance into the program. Please review the attached document for guidance on entering an allied health program with a medical condition or disability.
- More details on the practica requirements per program are outlined on a pre-orientation website for successful candidates.
- **Current Heart and Stroke Foundation Health Care Provider Level (C) CPR** must be valid for the duration of your practicum. SAIT offers the above CPR course on a continuous basis (CPRS 212 Health Care Provider). Please note that only Heart and Stroke Foundation of Canada CPR certification will be accepted.
 - **Updated Immunization Records:** Most practicum sites require students to demonstrate updated immunization status prior to attending practicum. Successful candidates will be asked to provide an up-to-date immunization record to the SAIT Health Clinic as part of the program orientation. Failure to do so could jeopardize a student's ability to complete the practicum portion of his/her program. The receiving practicum site has the right to refuse students who cannot prove they have met all the required immunizations. Please review the immunization process document for specific details. It is advised to start the immunization process early as it can take some time to complete.

Costs and Supplies

Tuition and Fees (Subject to change)

- Please refer to the **Tuition and Fee Table**.
- International students, please refer to **International Student Fees**.
- For student funding, please refer to **Financial Assistance**.
- CPRS 212 Health Care Provider course in CPR. Annual update required (CPRS 222 Health Care Provider Renewal). All CPR courses must be from the Heart and Stroke Foundation. Call SAIT Life Support Training at 403.210.4009 for further information.
- Canadian Association of Medical Radiation Technologists (CAMRT) certification exam fees are approximately \$800 with an additional \$105 exam registration fee.
- Mandatory annual dues to the Alberta College of Medical Diagnostic and Therapeutic Technologists are approximately \$130.
- Students are responsible for any additional expenses related to their practicum including relocation costs to practicum sites outside of Calgary.
- There is a fee associated with obtaining a police information check including Vulnerable Sector Check, payable to the Police or the Royal Canadian Mounted Police (RCMP).

Books and Supplies (Subject to change)

- Books and Supplies are approximately \$2,500 in the first year and \$700 in the second year.
- Students are required to have access to a personal computer, printer and Internet. Computers must meet the specifications listed in Fees and Expenses.
- Students require an Apple personal digital assistant (iPad with blue tooth keyboard) with the ability to run the most current Apple iOS to support the CompTracker system.
- There is a \$75 CompTracker user fee per semester.

Program Outline

First Year

Semester 1 – Fall

▪ MEDT 211 – Medical Terminology 1	1.5 credits
▪ ANPH 202 – Anatomy and Pathology 1	3 credits
▪ APPH 226 – Apparatus and Image Management	3 credits
▪ MRAD 204 – Radiographic Technique 1	3 credits
▪ RADP 215 – Radiation Protection	3 credits
▪ MRAD 223 – Patient Care 1	1.5 credits

Semester 2 – Winter

▪ ANPH 252 – Anatomy and Pathology 2	3 credits
▪ MRAD 240 – Specialized Imaging 1	1.5 credits
▪ MRAD 251 – CT Theory 1	3 credits
▪ MRAD 254 – Fluoroscopic Imaging	1.5 credits
▪ MRAD 256 – Radiographic Technique 2	3 credits
▪ MRAD 202 – Patient Care 2	1.5 credits

Semester 3 – Spring

▪ INFC 215 – Infection Prevention and Control	1.5 credits
▪ MRAD 209 – Professional Practice 1	1.5 credits
▪ MRAD 281 – CT Theory 2	1.5 credits
▪ MRAD 285 – Radiographic Applied Skills	1.5 credits

Second Year

Semester 4 – Fall

▪ MRAD 302 – Specialized Imaging 2	3 credits
▪ PRCT 353 – Clinical Practicum 1	6 credits

Semester 5 – Winter

▪ MRAD 358 – Clinical Integration 1	1.5 credits
▪ PRCT 356 – Clinical Practicum 2	6 credits
▪ QUAL 370 – Quality Assurance and Control	3 credits

Semesters 6 – Spring-Summer

▪ MRAD 360 – Clinical Integration 2	1.5 credits
▪ MRAD 374 – Professional Practice 2	1.5 credits
▪ PRCT 358 – Clinical Practicum 3	6 credits

Total Credits	63
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Transfer Options

Graduates may be eligible for transfer credit at:

- Athabasca University
- British Columbia Institute of Technology
- Canadian Forces
- Memorial University of Newfoundland
- NAIT
- Thompson Rivers University
- University of Ontario Institute of Technology

Medical Transcriptionist

- **Nine-month certificate**
- **Fall start**
- **Includes practicum with a transcription service provider**

Contact Us

School of Health and Public Safety
Room NR502, Senator Burns Building
Phone: 403.284.8500
Email: hps.info@sait.ca

Program Description

SAIT trains medical transcriptionists to interpret, transcribe and edit medical dictation detailing patient health care during an illness or after an injury. The records produced by medical transcriptionists become permanent records of medical, scientific and legal value. Graduates of the Medical Transcriptionist program will have a unique blend of knowledge of biomedical and information sciences, legal aspects of health information and computer applications.

The Medical Transcriptionist program is divided into two 15-week semesters at SAIT, and a four-week, unpaid practicum in the third semester at a healthcare site in or outside Calgary. While on campus at SAIT, students will learn in a classroom setting using real physicians' dictations.

Certain courses are available by correspondence and are marked by an asterisk (*) in the program outline. The courses must be completed within the time frame shown in the program outline. Depending on the number of courses students complete by correspondence, they may be considered a part-time student which may impact their financial loan status. Students will require a personal computer with Internet access.

Program Overview

Your Career

Graduates are employed as medical transcriptionists or medical editors with various transcription services, hospitals, physicians' offices, clinics, radiology and pathology departments, insurance companies, rehabilitation centres, worker compensation boards, cancer agencies, specialty clinics, specialized health care facilities, and sectors outside of health care.

Student Success

- Students with higher secondary or post-secondary marks usually experience greater success in SAIT programs.
- Students who experience success in this program have effective communication skills in English. Many students who do not have English as a first language (ESL students) encounter difficulties in this program. It is strongly recommended that ESL students discuss their potential for success with the program staff prior to applying.
- Basic computer and keyboarding skills are necessary for this field. Applicants will be required to complete a keyboarding assessment (available at SAIT for a minimal fee). Applicants must keyboard at least 40 words per minute net or better for best success in the program.

- Medical transcriptionists enjoy working behind-the-scenes on a computer, have excellent typing and proofreading skills, prefer to have a flexible work schedule, and enjoy working independently or even from home.
- Biology 30 is beneficial.

Credentials and Accreditation

After successfully completing this program, graduates will receive a SAIT Medical Transcriptionist certificate.

Accreditation

There are no formal accreditation arrangements at this time.

Progression

Students must attain a PGPA and/or a CGPA of 2.0 or better in each semester and pass the necessary prerequisite courses to progress through the program. To qualify for graduation, students must pass all courses, attain a CGPA of 2.0 or better and complete course requirements within the prescribed timelines.

Admission Requirements

Completion of the following courses or equivalents:

- At least 60% in English Language Arts 30-1 or English Language Arts 30-2 or equivalents.
- All applicants must demonstrate English Language Proficiency prior to admission, including students educated in Canada.

Selection

Applications and proof of the admission requirements (transcripts and/or anticipated final grades) must be submitted to be included in selection.

Selection is done on a continuous basis and will occur until the program is full. All applications received after the program has been filled will be placed on a waitlist.

A minimum of 24 seats will be offered for the fall intake.

Selection Process

Qualified applicants will be required to complete a Keyboarding Skills assessment. The keyboarding assessment is a Pass/Fail exam – applicants who are unable to type at least 30 words per minute net or better will not be eligible to continue in the selection process.

Applicants will be contacted by the School of Health and Public Safety with more information on how to schedule the assessment through SAIT.

Email is the primary source of communication during the selection process. Ensure your personal email account is managed appropriately to receive our emails, files and communications. It is not recommended to use a Microsoft email account such as @hotmail.com or @live.com as there have been some issues in the past in receiving SAIT communications using these types of accounts.

Program and Practicum Requirements

The School of Health and Public Safety has many practica partners located within Alberta and across Canada. Practicum placements in Calgary are limited and students may be required to relocate outside of Calgary for practicum.

Successful candidates will be informed of the allocation of their practicum placement by the program. There is no guarantee that students will be placed at their desired practicum location. Special considerations of personal circumstances will not be given in regards to assigning practicum placements. Students will be responsible for fees associated with practicum such as relocation and travel costs.

In compliance with the practica agreements with our clinical partners, successful candidates will be requested to provide proof of the following requirements:

- Updated Immunization Records:** Most practicum sites require students to demonstrate updated immunization status prior to attending practicum. Successful candidates will be asked to provide an up-to-date immunization record to the SAIT Health Clinic as part of the program orientation. Failure to do so could jeopardize a student's ability to complete the practicum portion of his/her program. The receiving practicum site has the right to refuse students who cannot prove they have met all the required immunizations. Please review the immunization process document for specific details. It is advised to start the immunization process early as it can take some time to complete.
- Police Information Check and Vulnerable Sector Check:** According to the Protection for Persons in Care Act, our practica sites require that students obtain a Police Information Check including Vulnerable Sector Check, prior to going on practicum. Any criminal code offence for which a pardon has not been received may be a deterrent to a student's entry into practicum, and therefore will result in an uncompleted program or non-graduating status. Successful candidates will be asked to provide a clear Police Information Check including Vulnerable Sector Check record to the School of Health and Public Safety main office by orientation day. Please review the Police Information Check process document for specific details. Be aware that the record must be dated no earlier than 90 days prior to your program orientation day (typically orientation day is held the week prior to the first day of class). Online Police Information Checks/Vulnerable Sector Checks are not acceptable.
- Health and Wellness Status:** Due to the demanding nature of the work in the health care field and Occupational Health and Safety requirements, the health care field has a strong focus on health and wellness. Students with a medical condition or disability that may impact them in a practicum setting are strongly advised to discuss concerns with the program academic chair and/or SAIT Accessibility Services as soon as possible upon acceptance into the program. Please review the attached document for guidance on entering an allied health program with a medical condition or disability.

More details on the practica requirements per program are outlined on a pre-orientation website for successful candidates.

Costs and Supplies

Tuition and Fees (Subject to change)

- Please refer to the **Tuition and Fee Table**.
- International students, please refer to **International Student Fees**.
- For student funding, please refer to **Financial Assistance**.
- Students are responsible for any additional expenses related to their practicum including relocation costs to practicum sites outside Calgary.
- There is a fee associated with obtaining a police information check including Vulnerable Sector Check, payable to the Police or the Royal Canadian Mounted Police (RCMP).

Books and Supplies (Subject to change)

- Books and Supplies are approximately \$1,600.
- Students are required to have access to a personal computer, printer and Internet. Computers must meet the specifications listed in Fees and Expenses. Students will need computers that are Windows-based with a fully licensed version of MS Office 2016, 2013, 2010 or 2007.

Program Outline

Semester 1

ANPH 220 – Anatomy and Applied Terminology	3 credits
BCPT 240 – Keyboard Skill Building I	1.5 credits
COMP 264 – MS Office Basics	1.5 credits
HILA 200 – Health Information Law 1	1.5 credits
HRSC 206 – Patient Record Fundamentals	1.5 credits
MDTR 200 – Medical Transcription – Introduction	3 credits
PATH 242 – Pathophysiology 1	3 credits

Semester 2

HCPP 260 – Healthcare Information Technology	3 credits
MDTR 230 – Medical Transcription – Intermediate	3 credits
MDTR 260 – Medical Transcription – Advanced	3 credits
MEDT 250 – Medical Terminology 2	1.5 credits
PATH 252 – Pathophysiology 2	3 credits
PROF 240 – Healthcare Professionalism	1.5 credits

Semester 3

PRAC 351 – Practicum for Medical Transcriptionist	1.5 credits
Total Credits	31.5

Transfer Options

Transfer credit may be available at other post-secondary institutions where credits from SAIT programs could be evaluated on an individual basis. Interested students should contact the post-secondary institute of their choice for more information.

Mobile Application Developer

- 26-week Fast-Track certificate
- January and September starts
- Includes an eight-week practicum

Contact Us

Phone: 403.210.4522 or
Email: fast-track@sait.ca

Program Description

SAIT's new 26-week Mobile Application Developer program is a post-diploma certificate to prepare experienced developers for exciting opportunities in native mobile app development in iOS and Android platforms. You will learn the concepts of mobile app development from ideation and requirements gathering to testing and launch. You will gain an understanding of architecture requirements specific to mobile application development and develop knowledge of testing, quality assurance and go-to-market strategies. Since mobile application development is continually changing to meet market demand, there will be an opportunity to explore emerging technologies related to mobile applications and their relationship to mobile devices, robotics, or industrial applications. A threaded project will reinforce the concepts learned throughout the program, as teams will choose which platform to focus on to develop a mobile app. After 18 weeks in class, enhance your training and start your career with an 8-week industry practicum.

Your Career

Graduates may find employment as a mobile application developer, iOS developer, Android developer, software developer – mobile.

Student Success

Students with higher grades usually experience more success in SAIT programs. This is an intensive program requiring a commitment of both time and energy; students who experience success are those who make their education a priority throughout the program.

Credentials and Accreditation

After successfully completing this program, graduates will receive a SAIT post-diploma certificate as a Mobile Application Developer.

Progression

Students must attain a PGPA and/or a CGPA of 2.0 or better in each semester and pass the necessary prerequisite courses to progress through the program. To qualify for graduation students must pass all courses and attain a CGPA of 2.0 or better and complete course requirements within the prescribed timelines.

Admission Requirements

Two-year diploma or degree in information technology, software development or computer science, with a focus on object-oriented programming knowledge, specifically Java. Preferably one solid year of programming experience in addition to education

Selection

Selection is done on a continuous basis. It is important to apply early and ensure all supporting documents are submitted promptly since the program is in high demand.

If student financing is required, apply at least 8-12 weeks prior to the program start date to ensure adequate time to complete the process. Financing must be in place prior to the program start date.

Email is the main form of communication during the admission/selection process. Check your email account regularly to ensure you do not miss any important communications. Please remember to check your "junk" mail, or add sait.ca to your safe senders list.

There are 24 seats offered in each intake.

Selection Criteria

Selection is based on the following criteria:

- Current resumé outlining previous education and experience.
- ICT Fast-Track Career and Program Investigation Form
This form will be emailed to you once you have applied. It will be scored to determine suitability for the program; please be detailed and thorough.
- In addition to the transcripts submitted to Student Services/ Office of the Registrar, please provide a photocopy of your educational transcripts and any other supporting documents to the School of ICT Fast-Track office by email to fast-track@sait.ca or fax to 403.210.4523.
- Proof of previous Java or C# computer programming experience. Transcripts, substantial industry experience or certifications will be considered. Attend a mandatory selection appointment once the above documents have been submitted. Telephone appointments can be scheduled for out-of-town applicants.

The final decision for acceptance into the program will be determined by the Academic Chair.

Ideal Applicant

The ideal candidate for the Mobile Application Developer program will be an experienced developer with 2 years recent experience in Java or C#. You are capable of learning independently and enjoy self-directed study. You are collaborative and work well in teams.

Selection Process

Selection appointments are arranged once documentation has been submitted. Applicants are contacted on a first-come, first-selected basis. Once the program is full, applicants will continue to be selected and added to the waitlist.

Costs and Supplies

Tuition and Fees (Subject to change)

- Please refer to the **Tuition and Fee Table**.
- International students, please refer to **International Student Fees**.
- For student funding, please refer to **Financial Assistance**.

Books and Supplies (Subject to change)

- Tuition includes all course materials, books and access to appropriate technology.

Program Outline

▪ CPLN 400 – Career Planning and Management	1.5 credits
▪ CPRG 401 – Testing, Launch and Distribution	1.5 credits
▪ CPRG 403 – App Development – Android Programming	3 credits
▪ CPRG 404 – App Development – iOS Programming	3 credits
▪ CPRG 405 – Emerging Mobile Technologies	1.5 credits
▪ CPRG 406 – Mobile App Design and Architecture	3 credits
▪ MGMT 402 – Ideation and Requirements Gathering	3 credits
▪ PRAC 404 – Mobile App Developer Practicum	3 credits
▪ PROJ 401 – Mobile Application Threaded Project	1.5 credits
Total Credits	21

Transfer Options

Transfer credit may be available at other post-secondary institutions where credits from SAIT programs could be evaluated on an individual basis. Interested students should contact the post-secondary institute of their choice for more information.

Network Technician

- 32-week Fast-Track certificate
- October and April starts
- Includes an eight-week practicum

Contact Us

Phone: 403.210.4522

Email: fast-track@sait.ca

Program Description

“Computer networking is the connecting of two or more computers that allows them to share resources. It can be done between computers in a home, in a business, across a corporation, and even internationally. It can equally be defined as a method of connecting two or more computer systems together including printers and other devices.

The benefits of networking are considerable ... PC networking is, as a consequence, a rapidly evolving discipline with many exciting opportunities.” (goarticles.com)

The Network Technician (NT) program is an intensive 32-week certificate program designed to prepare you for the essential fields of computer networking 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. Through hands-on, practical assignments, you will gain experience solving technical problems and providing solutions on time and within scope. Upon completion, you will be prepared to challenge the CCNA certification exam. Additional self-study is usually required. The mandatory eight-week practicum solidifies the classroom experience and prepares you to launch into or continue your IT career.

Program Overview

Your Career

A graduate from this program may find employment as a network technician, network analyst, help desk analyst, system support specialist or an IT consultant.

- Graduates of the Network Technician program have a 96% employment rate.

Student Success

Students with higher secondary or post-secondary marks usually experience greater success in SAIT programs.

Experience with computer hardware and/or operating and networking systems an asset.

This is an intensive program requiring a commitment of both time and energy; students who experience success are those who make their education a priority throughout the program.

Credentials and Accreditation

After successfully completing this program, graduates will receive a SAIT certificate as a Network Technician.

Accreditation

By the end of the program, graduates will have the knowledge to challenge the Cisco Certified Network Administrator (CCNA) exams. With additional relevant work experience and additional exam preparation study, you would be prepared to challenge other relevant industry exams such as CompTIA A+, VMWare, EMC and Microsoft certifications.

Progression

Students must attain a PGPA and/or a CGPA of 2.0 or better in each semester and pass the necessary prerequisite courses to progress through the program. To qualify for graduation, students must pass all courses, attain a CGPA of 2.0 or better and complete course requirements within the prescribed timelines.

Admission Requirements

- At least 60% in English Language Arts 30-1 or English Language Arts 30-2 or equivalent, OR,
- A minimum of two years post-secondary education from a recognized university, institute or college.
- All applicants must demonstrate English Language Proficiency prior to admission, including students educated in Canada.

Due to the tight integration of the courses in the Network Technician (NT) program, credit for Prior Learning is not available.

Selection

Selection is done on a continuous basis. It is important to apply early and ensure all supporting documents are submitted promptly since the program is in high demand.

If student financing is required, apply at least 8-12 weeks prior to the program start date to ensure adequate time to complete the process. Financing must be in place prior to the program start date.

Email is the main form of communication during the admission/selection process. Check your email account regularly to ensure you do not miss any important communications. Please remember to check your “junk” mail, or add sait.ca to your safe senders list.

There will be 24 seats offered in each intake.

Selection Criteria

Selection is based on the following criteria:

- Current resumé outlining previous education and experience.
- ICT Fast-Track Career and Program Investigation Form
This form will be emailed to you once you have applied. It will be scored to determine suitability for the program; please be detailed and thorough.
- In addition to the transcripts submitted to Student Services/ Office of the Registrar, please provide a photocopy of your educational transcripts and any other supporting documents to the School of ICT Fast-Track office by email to fast-track@sait.ca or fax to 403.210.4523.
- Based on current experience, completion of a specified online tutorial may be required to prepare students for successful completion of the program.
- Attend a mandatory selection appointment once the above documents have been submitted. Telephone appointments can be scheduled for out-of-town applicants.

The final decision for acceptance into the program will be determined by the Academic Chair.

Ideal Applicant

The ideal candidate for the Network Technician (NT) program is a motivated, mature learner with an interest in computer networking, who wants to specialize or to upgrade their existing skills. You are technically proficient and detail-oriented. Your approach to problem solving is both creative and logical, depending on the circumstances. You work well as part of a team and enjoy interacting with others. You possess good working knowledge of operating systems and computer hardware. You are probably the person your friends and family go to when they have computer problems.

Costs and supplies

Tuition and Fees (Subject to change)

- Please refer to the **Tuition and Fee Table**.
- International students, please refer to **International Student Fees**.
- For student funding, please refer to **Financial Assistance**.

Books and Supplies (Subject to change)

- The tuition fee includes all course materials, books and access to appropriate technology.

Program Outline

This is a 32 week Fast-track certificate offered over multiple semesters.

▪ CMPH 239 – IT Essentials	3 credits
▪ CMPN 276 – Internetworks Level I	3 credits
▪ CMPN 277 – Internetworks Level II	3 credits
▪ CMPN 287 – Internetworks Level III	3 credits
▪ CMPN 288 – Internetworks Level IV	3 credits
▪ CPLN 240 – Career Planning and Management	1.5 credits
▪ CPNT 208 – Data Storage and Management	1.5 credits
▪ CPNT 211 – Virtualization	1.5 credits
▪ CPNT 223 – CCNA Security	3 credits
▪ NETT 262 – Network Design and Implementation Project	3 credits
▪ NETT 270 – Linux Installation and Administration	1.5 credits
▪ NETT 275 – Microsoft Directory Services and Networking	3 credits
▪ NETT 350 – Network Technician Practicum	3 credits
Total Credits	33

Transfer Options

Transfer credit may be available at other post-secondary institutions where credits from SAIT programs could be evaluated on an individual basis. Interested students should contact the post-secondary institute of their choice for more information.

New Media Production and Design

- Two-year diploma
- Fall start
- Includes fourth semester practicum
- Rapidly-expanding industry

Contact Us

School of Information and Communication Technologies
Phone: 403.284.8470
Email: nmpd.info@sait.ca

Program Description

New Media Production and Design provides comprehensive training in multimedia skills. Students learn the tools and techniques used in web design and development, corporate presentations and communications, audio and music production, educational design, animation, simulation, game design, and many other specialties. The program emphasizes project-based, hands-on training, with students working in teams for assigned clients, to produce comprehensive and useful media products.

Program Overview

Your Career

Graduates find employment in specialty new media production houses, agencies, corporate, educational or government organizations. Some develop their own freelance and small business opportunities. Work ranges from web design, corporate communications and digital signage to educational media, animation, simulation or game design.

- Graduates of the New Media Production and Design program have a 90% employment rate.

Student Success

Students with previous academic success usually are more successful in SAIT programs.

Credentials and Accreditation

After successfully completing this program, graduates will receive a SAIT diploma in New Media Production and Design.

Accreditation

There are no formal accreditation arrangements at this time. Please contact the School of Information and Communications Technologies (ICT) for more information.

Progression

Students must attain a PGPA and/or a CGPA of 2.0 or better in each semester and pass the necessary prerequisite courses to progress through the program. To qualify for graduation, students must pass all courses, attain a CGPA of 2.0 or better and complete course requirements within the prescribed timelines.

Admission Requirements

- At least 60% in English Language Arts 30-1 or English Language Arts 30-2 or equivalents.
- All applicants must demonstrate English Language Proficiency prior to admission, including students educated in Canada.

Selection

- Applications and proof of the admission requirements (transcripts and/or anticipated final grades) must be submitted by June 1 to be included in selection.
- Applications received after June 1 will be placed on a secondary waitlist and applicants may be invited to participate in selection if seats become available.
- Selection is done on a continuous basis and Selection Sessions will be scheduled every six to eight weeks.
- Applicants must provide a current, valid email address where they can be contacted.

Selection Criteria

Qualified applicants must bring a completed submission package to the Selection Session. If you are outside of a 300 km radius of Calgary and cannot attend a Selection Session without hardship, alternative arrangements for submission will be considered.

- Selection Sessions will commence in early January. Additional sessions will be scheduled as required.
- Applicants attending a Selection Session will be asked to provide specific written information. They will have an opportunity to ask questions. Applicants will be advised within four weeks of the Selection Session of their status.
- Students are selected based on the rank composite score of their resume, three letters of reference, a writing sample and a portfolio submission.
- The portfolio must be submitted on one CD/DVD only. Artwork, video projects, photography and websites can be included. Portfolios are not returned. Do not submit original works.

Selection Priority

Selection priority will be based on ranked composite scoring of the packaged material. The waitlist will maintain that same ranking.

Unsuccessful Applicants

There are numerous reasons why you might not be granted a seat – a late application, particularly strong competition, the lack of certain basic requirements, or an application package not up to the general standard. We encourage applicants to apply again in the next academic year, making up any qualifications you are lacking and/or improving the quality of your submission package. Applications are not carried over into the next academic year. You will need to submit a new application.

Costs and supplies

Tuition and Fees (Subject to change)

- Please refer to the **Tuition and Fee Table**.
- International students, please refer to **International Student Fees**.
- Student funding, please refer to **Financial Assistance**.

Books and Supplies (Subject to change)

- Books and Supplies are approximately \$500 per year.

Program Outline

First Year

Semester 1

▪ COMM 405 – Industrial Communications	3 credits
▪ MMDA 222 – Web Communications I	3 credits
▪ MMDA 223 – Visual Communications I	3 credits
▪ MMDA 224 – Business of New Media I	3 credits
▪ MMDA 226 – Rich Media Communications I	3 credits

Semester 2

▪ MMDA 242 – Web Communications II	3 credits
▪ MMDA 243 – Visual Communications II	3 credits
▪ MMDA 244 – Business of New Media II	3 credits
▪ MMDA 246 – Rich Media Communications II	3 credits
▪ MMDA 247 – Production Company I	3 credits

Second Year

Semester 3

▪ MMDA 323 – Visual Communications III	3 credits
▪ MMDA 324 – Web Communications III	3 credits
▪ MMDA 326 – Rich Media Communications III	3 credits
▪ MMDA 327 – Production Company II	3 credits
▪ MMDA 328 – 3D Modeling and Design Fundamentals	3 credits

Semester 4

▪ MMDA 340 – Production Company III	3 credits
▪ MMDA 343 – New Media Capstone Project	3 credits
▪ MMDA 344 – Digital Independent Study	6 credits
▪ MMDA 385 – Portfolio Development	1.5 credits
▪ PRAC 395 – New Media Practicum	1.5 credits

Total Credits	60
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Transfer Options

Graduates may be eligible for transfer credit at:

- Athabasca University
- Griffith University, Australia
- Mount Royal University
- Red Deer College
- Royal Roads University
- University of Calgary
- University of Gloucestershire, United Kingdom
- University of New Brunswick, Saint John
- University of Ontario Institute of Technology
- University of South Australia

Non-Destructive Testing Foundations

- 15-week certificate
- September, January and March intakes
- High-industry demands

Contact Us

School of Manufacturing and Automation
Room T470, Thomas Riley Building
Phone: 403.284.8641
Email: ma.info@sait.ca

Program Description

Non-Destructive Testing (NDT) is a very important component of many industries. Identifying potential mechanical and structural failures can save time, money and lives. For example, inspection and reporting must be carried out on equipment in the oil and gas, transportation and aviation industries, just to name a few. The NDT Foundations program assists you to enter the growing NDT field by providing a basic overall knowledge of the inspection industry. This knowledge is a foundation for you to progress through all levels of inspection methods. It is a full-time, 15 week program.

In Canada, NDT Certification is regulated by the Canadian General Standards Board (CGSB). There are three steps required to obtain CGSB Certification; 1 – training, 2 – work experience, and 3 – CGSB exams. These three steps are required for each level of certification in each method. The NDT Foundations program at SAIT helps you to accomplish step 1 of this process – training, which prepares you to complete step 2 and step 3 after successful program completion.

The Online/Blended Learning approach is a combination of approximately four months of online theory courses and one month of on-campus practical labs. If you are self-disciplined, and need additional flexibility to balance your other obligations – while still furthering your education – this program may be a fit for you.

Program Overview

Your Career

In today's economy, the demand for qualified NDT Technicians is high. Travel opportunities may be available with many NDT service providers. Technicians may find work across Canada or internationally in a wide variety of industries including: pipeline and refinery, transportation, utilities, construction, manufacturing and maintenance.

To be successful as a Non-Destructive Testing Technician, you may need the following skills: the ability to work independently – often with little supervision, math skills, communication skills, attention to detail, ability to work flexible hours in varying locations, and the ability to physically maneuver a job site freely.

Student Success

Strong skills in Math and English (written and verbal) preferred.

Credentials and Accreditation

After successfully completing this program, graduates will receive a SAIT certificate in Non-Destructive Testing.

There are no formal accreditation arrangements at this time. Please contact the School of Manufacturing and Automation for more information.

Progression

Students must attain a PGPA and/or a CGPA of 2.0 or better in each semester and pass the necessary prerequisite courses to progress through the program. To qualify for graduation, students must pass all courses, attain a CGPA of 2.0 or better and complete course requirements within the prescribed timelines.

Admission Requirements

- Students must have successfully completed Grade 10 Math and Grade 10 English or equivalent.
- All applicants must demonstrate English Language Proficiency prior to admission, including students educated in Canada.

Selection

Applications and proof of the admission requirements (transcripts and/or anticipated final grades) must be submitted to be included in selection.

Selection will consist of an aptitude test evaluating your competency in mathematics. You will receive an email with information about the math proficiency test; make sure you provide SAIT with current contact information.

Admission decisions will be made based on the following:

Aptitude Test Score	Next Step
50% or above	You will be offered a seat in the program or waitlisted in ranked order, based on aptitude test score. Offers will be dependent on seat availability.
49% and below	Applicants who score 49% and below on the aptitude test will be declined.

Online/Blended Learning Option

Did you know that you can complete this program through a combination of online and blended (on-campus) learning? Find out more on sait.ca.

Costs and supplies

Tuition and Fees (Subject to change)

- Please refer to the **Tuition and Fee Table**.
- International students, please refer to **International Student Fees**.
- For student funding, please refer to **Financial Assistance**.

Books and Supplies (Subject to change)

- Books and Supplies are included.

Program Outline

▪ CODE 270 – Materials and Processes for NDT	1.5 credits
▪ COMM 249 – Technical Communications	1.5 credits
▪ INSP 207 – Eddy Current Level I	1.5 credits
▪ INSP 210 – Radiography Level I	1.5 credits
▪ INSP 220 – Certified Exposure Device Operator	3 credits
▪ INSP 236 – Ultrasonics Level I	3 credits
▪ INSP 250 – Visual and Inspection Basics	1.5 credits
▪ INSP 263 – Magnetic Particle Levels I and II	1.5 credits
▪ INSP 264 – Liquid Penetrant Levels I and II	1.5 credits
Total Credits	16.5

Transfer Options

Transfer credit may be available at other post-secondary institutions where credits from SAIT programs could be evaluated on an individual basis. Interested students should contact the post-secondary institute of their choice for more information.

Nuclear Medicine Technology

- 22-month diploma
- Fall start
- Includes clinical practica
- Applications close on April 1

Contact Us

School of Health and Public Safety
Room NR502, Senator Burns Building
Phone: 403.284.8500
Email: diagnostic.imaging@sait.ca

Program Description

Nuclear medicine technology uses radiopharmaceuticals (radioactive drugs) and specialized instruments to help diagnose and treat diseases. The Nuclear Medicine Technology (NMT) program is a two-year, full-time program where students are trained as nuclear medicine technologists, ready to work with patients and medical staff in clinical nuclear medicine settings.

In the first year of the Nuclear Medicine Technology program, students will complete studies in patient communication and management, professional practice, radiation physics, computed tomography, anatomy and physiology, radionuclide instrumentation, nuclear medicine procedures, radiopharmacy, quality control, clinical integration, phlebotomy and intravenous injections, and radiation safety.

The second year of the NMT program involves on-line courses focusing on instrumentation, dosimetry, pathology, advanced computers, research and clinical integration. Students will also concurrently complete three clinical practica where they rotate through all areas of nuclear medicine, applying what they have learned while in these clinical settings.

Note: INFC 215 Infection Prevention and Control is available to be taken by distance education or continuing education. Regardless of which method of delivery a course is taken, it must be completed within the time frame shown in the Program Outline.

Please be advised that full-time student status requires the student to take 60 percent of a full course load per semester. Depending on the number of courses completed by distance education or continuing education, students may be considered a part-time student, which may impact their financial loan status.

Program Overview

Your Career

Graduates find work as nuclear medicine technologists in hospitals, community clinics, private laboratories, research and teaching institutions. In order to find employment, many graduates must relocate across Canada or to the United States.

Student Success

- Students with higher secondary or post-secondary marks usually experience greater success in SAIT programs.
- Students are expected to spend approximately 20 hours per week outside of class studying.
- Students who experience success in this program have effective communication skills in English.
- Basic to intermediate computer skills are necessary for this field. An acceptable computer skill level would include the ability to use word processing, spreadsheets and communication software. Educational interaction in this program depends on these computer skills. It is the student's responsibility to ensure adequacy of these skills prior to the program admission.
- Health care practitioners are detail-oriented in the care they provide, use critical thinking practice, are eager, persevere and enjoy working in a team environment.
- Students who experience success in this program have the following characteristics:
 - The ability to handle unpleasant situations
 - Are capable of lifting heavy objects and patients
 - The ability to stand for extended periods of time
 - The ability to work in difficult and awkward physical positions
 - Good hand and finger dexterity and stamina; and
 - Strong vision and hearing
- Because of the nature of this work, students must be capable of lifting heavy patients, standing for long periods of time, and working in awkward physical positions.
- Individuals with previous chronic or repetitive strain injuries have experienced re-injury or aggravation of these conditions in this program and/or as a technologist.

Credentials and Accreditation

After successfully completing this program, graduates will receive a SAIT Nuclear Medicine Technology diploma.

Graduates are eligible to access the Canadian Association of Medical Radiation Technologists (CAMRT) certification exam which can lead to registration and employment as registered Technologists in Canada. Access to the Nuclear Medicine Technology Certification Board exam (American) is also available.

The Nuclear Medicine Technology program delivered by SAIT is accredited by the Canadian Medical Association. The program also works closely with our Diagnostic Imaging Advisory Committee to ensure that our curriculum continues to meet or exceed provincial and national accreditation standards.

Progression

Students must attain a PGPA and/or a CGPA of 2.0 or better in each semester and pass the necessary prerequisite courses to progress through the program. To qualify for graduation, students must pass all courses, attain a CGPA of 2.0 or better and complete course requirements within the prescribed timelines.

Admission Requirements

Completion of the following courses or equivalents:

- At least 60% in Math 30-1 or Pure Math 30, or at least 70% in Math 30-2, AND,
- At least 60% in English Language Arts 30-1, AND,
- At least 60% in Chemistry 30, AND,
- At least 60% in either Biology 30 or Physics 30 or Math 31.
- All applicants must demonstrate English Language Proficiency prior to admission, including students educated in Canada.

Selection

Applications and proof of the admission requirements (transcripts and/or anticipated final grades) must be submitted by April 1 to be included in selection. Selection is done on a continuous basis.

Competitive academic averages are not a portion of the Nuclear Medicine Technology (NMT) program selection process.

There will be 20 seats offered for the fall intake. Additional seats are reserved for Saskatchewan and Manitoba residents.

Selection Process

Phase 1: Program Selection Package

Applicants who meet the admission requirements will be sent a program selection package via email. We recommend you add diagnostic.imaging@sait.ca and the sait.ca domain to your safe senders list or you risk missing critical email messages.

Email is the primary source of communication during the selection process. Ensure your email account is managed appropriately to receive our emails, files and communications. It is not recommended to use a Microsoft email account such as @hotmail.com or @live.com as there have been some issues in the past in receiving SAIT communications using these types of accounts.

The selection package must be completed and returned to diagnostic.imaging@sait.ca within two weeks of the initial email date.

- **Resource:** Preparing for the Nuclear Medicine Technology Selection Process

You are solely responsible to ensure the information in the selection package is legible, articulate and best reflects you as a candidate. Falsifying information will result in your application being removed immediately from the selection process and may result in the initiation of SAIT's Student Code of Conduct Procedure AC.3.4.1.

Selection packages are evaluated using standardized answer keys. A portion of the selection package will be scored within approximately two weeks of submission to determine a benchmark for interviews. The remaining questions will be scored following the group interview as required.

- If the selection package score is above the benchmark established by the School of Health and Public Safety, the applicant will move to Phase 2 of the selection process.
- If the selection package score is below benchmark, the applicant will be declined in selection.
- Those applicants who fail to complete and submit their packages by the deadline date will also be declined from further selection.

Applicants will be informed of selection status on their mySAIT account.

Phase 2: Interview

Applicants who successfully move to Phase 2 of the selection process will be emailed an interview invitation as well as a group interview explanation and Confidentiality form.

- Group interviews will not begin until mid-February to ensure a sufficient applicant pool.
- The applicant will receive two weeks' notice of the scheduled interview, when possible.
- The completed and signed Confidentiality form should be brought to the group interview.
- Four applicants will be interviewed at one time by two members of the program selection committee.

Interviewees should attend the group interview session in person. Individuals residing outside of Alberta may have the opportunity to participate in a web video conference interview. Please note that web video conference group interviews may be delayed until there are sufficient web video conference applicants to complete a group interview session. The program and selection committee are not responsible for technical support to the applicant or any loss of connectivity through the group interview process.

Web conference interviews will not be rebooked if an individual has technical difficulties, loses connectivity, or cannot hear the group interview responses.

Once the interview round is complete, the interview is evaluated using a rubric.

- If the group interview score is above the benchmark established by the School of Health and Public Safety, the applicant will be offered a seat in the program until it is full. Once the program is full, those exceeding the benchmark will be placed on a qualified waitlist.
- If the group interview score is below benchmark, applicants may remain in selection until all interviews are completed.
- Those applicants who fail to notify or attend their scheduled interview will be declined from further selection.

Applicants will be informed of selection status on their mySAIT account.

Communication During Selection

Email is the primary source of communication during the selection process. Ensure your personal email account is managed appropriately to receive our emails, files and communications. We recommend you add diagnostic.imaging@sait.ca and the sait.ca domain to your safe senders list or you risk missing critical email messages.

It is not recommended to use a Microsoft email account such as @hotmail.com or @live.com as there have been some issues in the past in receiving SAIT communications using these types of accounts.

Due to the significant number of applications for this program, the selection process can take some time. Every effort will be made to maintain the timelines outlined above. We appreciate your patience. You can also log on to mySAIT.ca to check your admission decision status.

Unfortunately, due to the extremely large volume of applicants, we cannot provide any assistance or follow-up as to why the candidate was not competitive or where the applicant is ranked on the waitlist.

Program and Practicum Requirements

The School of Health and Public Safety has many practica partners located within Alberta and across Canada. Practicum placements in Calgary are limited and students may be required to relocate outside of Calgary for practicum.

Successful candidates will be informed of the allocation of their practicum placement by the program. There is no guarantee that students will be placed at their desired practicum location. Special considerations of personal circumstances will not be given in regards to assigning practicum placements. Students will be responsible for fees associated with practicum such as relocation and travel costs.

In compliance with the practica agreements with our clinical partners, successful candidates will be requested to provide proof of the following requirements:

- **Current Heart and Stroke Foundation Health Care Provider Level (C) CPR** must be valid for the duration of your practicum. SAIT offers the above CPR course on a continuous basis (CPRS 212 – Health Care Provider). Please note that only Heart and Stroke Foundation of Canada CPR certification will be accepted.
- **Updated Immunization Records:** Most practicum sites require students to demonstrate updated immunization status prior to attending practicum. Successful candidates will be asked to provide an up-to-date immunization record to the SAIT Health Clinic as part of the program orientation. Failure to do so could jeopardize a student's ability to complete the practicum portion of his/her program. The receiving practicum site has the right to refuse students who cannot prove they have met all the required immunizations. Please review the immunization process document for specific details. It is advised to start the immunization process early as it can take some time to complete.
- **Police Information Check and Vulnerable Sector Check:** According to the Protection for Persons in Care Act, our practica sites require that students obtain a Police Information Check including Vulnerable Sector Check, prior to going on practicum. Any criminal code offence for which a pardon has not been received may be a deterrent to a student's entry into practicum, and therefore will result in an uncompleted program or non-graduating status. Successful candidates will be asked to provide a clear Police Information Check including Vulnerable Sector Check record to the School of Health and Public Safety main office by orientation day. Please review the Police Information Check process document for specific details. Be aware that the record must be dated no earlier than 90 days prior to your program orientation day (typically orientation day is held the week prior to the first day of class). Online Police Information Checks/Vulnerable Sector Checks are not acceptable.
- **N95 Respiratory Mask:** Fit testing is done to determine which make and model of N95 respiratory mask should be used by an individual. In compliance with Alberta's Occupational Health and Safety Code 2009, students are fit-tested for respiratory masks prior to their practica. Occupational Health and Safety Bulletin, Respiratory Protective Equipment: An Employer's Guide states the effectiveness of the respiratory protective equipment depends on an effective face piece seal to the skin of the face. The mask must be tight enough so that the person is breathing only air which has been filtered. The seal is dependent on facial differences (shape or size) or facial hair. Facial hair must be removed where the mask contacts the face for the test. Failure to adequately fit an N95 mask may result in a restricted practicum and/or limited employment. Additionally, a student may need to be tested again in two years or if there are changes to the face which impact the ability of the respirator to form an effective seal (e.g. weight gain/loss, growth of facial hair, dental surgery, or facial scarring).
- **Health and Wellness Status:** Due to the demanding nature of the work in the health care field and Occupational Health and Safety requirements, the health care field has a strong focus on health and wellness. Students with a medical condition or disability that may impact them in a practicum setting are strongly advised to discuss concerns with the program academic chair and/or SAIT Accessibility Services as soon as possible upon acceptance into the program. Please review the attached document for guidance on entering an allied health program with a medical condition or disability.

More details on the practica requirements per program are outlined on a pre-orientation website for successful candidates.

Costs and Supplies

Tuition and Fees (Subject to change)

- Please refer to the **Tuition and Fee Table**.
- International students, please refer to **International Student Fees**.
- For student funding, please refer to **Financial Assistance**.
- CPRS 212 Health Care Provider course in CPR. Annual update required (CPRS 222 Health Care Provider Renewal). All CPR courses must be from the Heart and Stroke Foundation. Call SAIT Life Support Training at 403.210.4009 for further information.
- Mandatory student registration fee to the Alberta College of Medical Diagnostic and Therapeutic Technologists is approximately \$100.
- Canadian Association of Medical Radiation Technologist (CAMRT) certification exam fees are approximately \$800 with an additional \$105 exam administration fee.
- Nuclear Medicine Technology Certification Board (NMTCB) exam fees are approximately \$175.
- Students are responsible for any additional expenses related to their practica including relocation costs to practicum sites outside Calgary.
- There is a fee associated with obtaining a Police Information Check including Vulnerable Sector Check, payable to the Police or the Royal Canadian Mounted Police (RCMP).

Books and Supplies (Subject to change)

- Books and Supplies are approximately \$2,600 in the first year and \$1,200 in the second year.
- Students are required to have access to a personal computer with printer, Internet, headset and microphone. Computers must meet the specifications listed in Fees and Expenses
- Students require an Apple personal digital assistant (iPad with blue tooth keyboard) with the ability to run the most current Apple iOS to support the CompTracker system.
- There is a \$75 CompTracker user fee per semester.

Program Outline

First Year

Semester 1 – Fall

▪ ANPH 215 – Anatomy and Physiology	3 credits
▪ NMED 210 – Professional Practice	3 credits
▪ NMED 220 – Quality Control 1	1.5 credits
▪ PHAR 230 – Radiopharmacy 1	1.5 credits
▪ PHYS 209 – Radiation Physics	3 credits
▪ RADP 210 – Radiation Protection	3 credits

Semester 2 – Winter

▪ INFC 215 – Infection Prevention and Control	1.5 credits
▪ MRAD 251 – CT Theory 1	3 credits
▪ NMED 251 – Methodology 1	3 credits
▪ NMED 260 – Instrumentation 1	1.5 credits
▪ NMED 270 – Quality Control 2	3 credits
▪ PHAR 262 – Radiopharmacy 2	3 credits

Semester 3 – Spring

▪ MRAD 281 – CT Theory 2	1.5 credits
▪ NMED 256 – Patient Care	1.5 credits
▪ NMED 275 – Clinical Integration 1	1.5 credits
▪ NMED 291 – Methodology 2	3 credits
▪ PHLB 236 – Phlebotomy and Intravenous Injections	1.5 credits

Second Year

Semester 4 – Fall

▪ NMED 310 – Instrumentation 2	1.5 credits
▪ NMED 320 – Dosimetry	1.5 credits
▪ NMED 331 – Pathology 1	3 credits
▪ PRAC 309 – Practicum 1	6 credits

Semester 5 – Winter

▪ NMED 350 – Advanced Computers	1.5 credits
▪ NMED 381 – Pathology 2	3 credits
▪ PRAC 322 – Practicum 2	6 credits

Semester 6 – Spring-Summer

▪ NMED 360 – Research for Allied Health	1.5 credits
▪ NMED 390 – Clinical Integration 2	1.5 credits
▪ PRAC 343 – Practicum 3	6 credits

Total Credits	70.5
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Transfer Options

Graduates may be eligible for transfer credit at:

- Athabasca University
- British Columbia Institute of Technology
- Memorial University of Newfoundland
- NAIT
- Thompson Rivers University
- University of Ontario Institute of Technology

Nutrition for Healthy Lifestyles

- **Eight-month certificate**
- **Fall start**
- **Self-directed community project**
- **Varied career options**

Contact Us

School of Health and Public Safety
Room NR502, Senator Burns Building
Phone: 403.284.8500
Email: hps.info@sait.ca

Program Description

As public demand for healthier foods and accurate nutrition information increases, the need for trained consultants in nutrition is critical. Proper nutrition is central to a positive and healthy lifestyle. The Nutrition for Healthy Lifestyles program is ideal for professionals currently working in health and wellness-related areas such as health coaching, education, health promotion, culinary and fitness.

In this eight-month certificate program, students spend approximately 16 hours per week on campus attending theory-based courses. Nutrition, as it relates to human development and disease, current trends and the principles of critically evaluating information about nutrition are the focus of the first semester. More advanced topics on nutrition such as sports nutrition, health promotion, adult behaviour change process and education are taught in the second semester. Students will be provided with hands-on experience modifying and evaluating recipes for specific population needs and will complete a special project related to their areas of interest in healthy living.

Online elements of the program require that students have a personal computer and access to the Internet.

Program Overview

Your Career

Graduates often work as nutrition educators in corporate, community or school health and wellness programs, fitness centres, weight management clinics, or retail food outlets. Please note that this program does not qualify students to work as Registered Dietitians.

Student Success

Students with higher secondary or post-secondary marks usually experience greater success in SAIT's programs.

Students who experience success in this program demonstrate a personal interest in nutrition and health, have strong leadership potential and effective communication skills in English.

Previous work or volunteer experience in a health or wellness related field is an asset.

Credentials and Accreditation

After successfully completing this program, graduates will receive a SAIT Nutrition for Healthy Lifestyles certificate.

Graduates will also have the opportunity to write the Government of Alberta Food Safety and Sanitation exam to receive certification in food safety and sanitation.

Accreditation

Graduates carry out unique roles in health promotion, for which there is not currently an accreditation body.

Progression

Students must attain a PGPA and/or a CGPA of 2.0 or better in each semester and pass the necessary prerequisite courses to progress through the program. To qualify for graduation, students must pass all courses, attain a CGPA of 2.0 or better and complete course requirements within the prescribed timelines.

Admission Requirements

Completion of the following courses or equivalents with an overall average of at least 60%:

- Math 20-1 or Math 20-2 or Pure Math 20 or Applied Math 20, AND,
 - English Language Arts 30-1 or English Language Arts 30-2, AND,
 - Chemistry 20 or Science 20 or Physics 30 or Biology 30.
- All applicants to SAIT must demonstrate English Language Proficiency prior to admission, including students educated in Canada.

Selection

There are no additional selection requirements. Admission will be extended on a first-qualified, first-offered basis until the program is full.

A minimum of 30 seats will be offered for the fall intake.

Email is the primary source of communication during the selection process. Ensure your email account is managed appropriately to receive our emails, files and communications. It is not recommended to use a Microsoft email account such as @hotmail.com or @live.com as there have been some issues in the past in receiving SAIT communications using these types of accounts.

Health and Wellness Status

Due to the demanding nature of the work in the health care field and Occupational Health and Safety requirements, the health care field has a strong focus on health and wellness. Students with a medical condition or disability that may impact them in a practicum setting are strongly advised to discuss concerns with the program academic chair and/or SAIT Accessibility Services as soon as possible upon acceptance into the program. Please review the attached document for guidance on entering an allied health program with a medical condition or disability.

Costs and Supplies

Tuition and Fees (Subject to change)

- Please refer to the **Tuition and Fee Table**.
- International students, please refer to **International Student Fees**.
- For student funding, please refer **Financial Assistance**.

Books and Supplies (Subject to change)

- Books and Supplies are approximately \$750.
- Students are required to have access to a personal computer, printer and Internet. Computers must meet the specifications listed in Fees and Expenses.

Program Outline

Semester 1

▪ COMM 264 – Communication and Presentation Skills	1.5 credits
▪ FSAN 255 – Food Safety and Sanitation	1.5 credits
▪ NUTR 205 – Human Nutrition	1.5 credits
▪ NUTR 216 – Nutrition Trends and Controversies	1.5 credits
▪ NUTR 225 – Lifecycle Nutrition	1.5 credits
▪ NUTR 252 – Nutrition and Disease Prevention	1.5 credits
▪ PROJ 240 – Experiential Project Preparation	1.5 credits

Semester 2

▪ ADED 250 – Adult Education Principles and Design	3 credits
▪ NUTR 250 – Sports and Fitness Nutrition	1.5 credits
▪ NUTR 267 – Health Coaching	1.5 credits
▪ NUTR 268 – Health Promotion in Nutrition	1.5 credits
▪ NUTR 281 – Nutrition Adaptations	3 credits
▪ PROJ 250 – Experiential Learning Project	1.5 credits
Total Credits	22.5

Transfer Options

Graduates may be eligible for transfer credit at:

- Saskatchewan Polytechnic

Object Oriented Software Development

- 32-week Fast-Track certificate
- October and April starts
- Includes an eight-week practicum
- E-Learning

Contact Us

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

Program Description

Corporations use customized computer applications that must be managed. This software needs to be designed, developed and updated by software developers.

The Object Oriented Software Developer (OOSD) program is designed to provide you with the knowledge and practice you need to develop solid software development skills in minimal time. This program takes you from introductory concepts to advanced techniques in only 32 weeks. You will gain experience in several object oriented programming languages, web-based and Internet application development and relational databases while using a vast array of development tools. Mobile application development has recently been added to the program. After 24 weeks of formal instruction, you will put your knowledge and skills to work in a mandatory eight week work practicum.

Program Overview

Your Career

Graduates may find employment as a software developer, programmer, analyst, systems analyst, web developer or IT consultant.

- Graduates of the Object Oriented Software Developer program have a 91% employment rate.

Student Success

Students with higher grades usually experience more success in SAIT programs. This is an intensive program requiring a commitment of both time and energy; students who experience success are those who make their education a priority throughout the program.

Credentials and Accreditation

After successfully completing this program, graduates will receive a SAIT certificate in Object Oriented Software Developer.

Progression

Students must attain a PGPA and/or a CGPA of 2.0 or better in each semester and pass the necessary prerequisite courses to progress through the program. To qualify for graduation, students must pass all courses, attain a CGPA of 2.0 or better and complete course requirements within the prescribed timelines.

Admission Requirements

- At least 60% in English Language Arts 30-1 or English Language Arts 30-2 or equivalent, OR,
- A minimum of two years post-secondary education from a recognized university, institute or college.
- All applicants must demonstrate English Language Proficiency prior to admission, including students educated in Canada.

Due to the tight integration of the courses in the Object Oriented Software Developer (OOSD) program, credit for Prior Learning is not available.

Selection

Selection is done on a continuous basis. It is important to apply early and ensure all supporting documents are submitted promptly since the program is in high demand.

If student financing is required, apply at least 8-12 weeks prior to the program start date to ensure adequate time to complete the process. Financing must be in place prior to the program start date.

Email is the main form of communication during the admission/selection process. Check your email account regularly to ensure you do not miss any important communications. Please remember to check your "junk" mail, or add sait.ca to your safe senders list.

There will be 24 seats offered in each intake.

Selection Criteria

Selection is based on the following criteria:

- Current resumé outlining previous education and experience.
- ICT Fast-Track Career and Program Investigation Form
This form will be emailed to you once you have applied. It will be scored to determine suitability for the program; please be detailed and thorough.
- In addition to the transcripts submitted to Student Services/ Office of the Registrar, please provide a photocopy of your educational transcripts and any other supporting documents to the School of ICT Fast-Track office by email to fast-track@sait.ca or fax to 403.210.4523.
- Proof of previous computer programming and/or relational database experience. Transcripts, substantial industry experience or certifications will be considered. An introductory computer programming course such as CMPP-205 Introduction to Programming in C or completion of a specified online tutorial may be required.
- Attend a mandatory selection appointment once the above documents have been submitted. Telephone appointments can be scheduled for out-of-town applicants.

The final decision for acceptance into the program will be determined by the Academic Chair.

Ideal Applicant

The ideal candidate for the OOSD program will need to:

- think logically and concentrate for long periods of time
- change abruptly from using abstract logic to dealing with masses of program details
- remain patient and persistent when debugging programs
- pay attention to details to avoid time-consuming and costly errors
- communicate ideas clearly
- work well with clients and other team members.
- enjoy learning new computer languages and programming styles, and developing innovative solutions to problems.
- previous work experience or knowledge of at least one programming language (such as C or Java) is an asset.

Selection Process

Selection appointments are arranged once documentation has been submitted. Applicants are contacted on a first-come, first-selected basis. Once the program is full, applicants will continue to be selected and added to the waitlist.

Costs and supplies

Tuition and Fees (Subject to change)

- Please refer to the **Tuition and Fee Table**.
- International students, please refer to **International Student Fees**.
- For student funding, please refer to **Financial Assistance**.

Books and Supplies (Subject to change)

- The tuition fee includes all course materials, books and access to appropriate technology.
- A \$400 security deposit to use a SAIT issued laptop.

Program Outline

32 week Fast-Track

▪ CMPP 264 – Java Programming for OOSD	3 credits
▪ CMPS 207 – Operating Systems and Networks	3 credits
▪ CPLN 240 – Career Planning and Management	1.5 credits
▪ CPRG 200 – Rapid Application Development for OOSD	3 credits
▪ CPRG 208 – Security for Developers	1.5 credits
▪ CPRG 210 – Web Application Development	3 credits
▪ CPRG 212 – Database Development	3 credits
▪ CPRG 214 – .NET Web Applications	1.5 credits
▪ CPRG 220 – Open Source Web Applications	1.5 credits
▪ OBOR 350 – Object Oriented Practicum	3 credits
▪ PROJ 207 – Threaded Project for OOSD	3 credits
▪ PROJ 216 – Software Project Concepts	1.5 credits
Total Credits	28.5

Transfer Options

Transfer credit may be available at other post-secondary institutions where credits from SAIT programs could be evaluated on an individual basis. Interested students should contact the post-secondary institute of their choice for more information.

Office Professional

- **One-year certificate**
- **Fall start**
- **Laptop-based program using SAIT-issued laptop**
- **Also available through Continuing Education**
- **Option to transfer to the second year of the Administrative Information Management diploma**

Contact Us

School of Business
Room N701, Senator Burns Building
Phone: 403.284.8485
Email: business.advising@sait.ca

Program Description

The Office Professional certificate is a one-year laptop-based program that provides the skills needed for office professionals to keep pace in today's rapidly changing business world. This program is designed to meet the growing demand for creative and innovative employees who can solve problems, create efficiencies, and increase productivity using business software applications. This program provides students with essential skills in word processing, spreadsheets, and presentation software. Through practical experience students gain a firm understanding of the role and importance of technology in an office environment. This program also includes courses in collaborative technologies and tools, communication and presentation skills, business studies and office administration.

Graduates of the one-year Office Professional certificate looking for in-depth, expert level administrative skills may proceed to apply for entry into the second year of the Administrative Information Management diploma and receive the diploma credential with one additional year of study.

Program Overview

Your Career

Graduates are well prepared to take on entry-level administrative roles such as administrative assistant, office assistant, office administrator, mail and message distribution clerk and more – in a variety of organizations and industries.

Student Success

To achieve success in this program, students should:

- Attend and actively participate in class
- Spend approximately six hours per week on each course outside of regular class time
- Be familiar with the use of a Windows-based computer and have basic skills in Microsoft Office
- Be prepared to work in teams
- Become familiar with and adhere to SAIT's academic policies

Also, students who are engaged and take advantage of SAIT services and resources usually experience more success in SAIT's programs

Credentials and Accreditation

After successfully completing this program, graduates will receive a one year SAIT Office Professional certificate.

Professional Designations and Certifications

Students have the opportunity to write up to four Microsoft Office Specialist certification exams in this program:

- Word 2013 Specialist
- Excel 2013 Specialist
- PowerPoint 2013 Specialist
- Outlook 2013 Specialist

Additional certifications can be earned in the second year of the Administrative Information Management diploma

Progression

Students must attain a PGPA and/or a CGPA of 2.0 or better in each semester to progress through the program. To qualify for graduation, students must pass all courses and attain a CGPA of 2.0 or better.

Admission Requirements

At least 50% in the following courses or their equivalents:

- Math 10C or Math 20-3 or Pure Math 10 or Applied Math 10, AND,
- English Language Arts 30-1 or English Language Arts 30-2
- All applicants to SAIT must demonstrate English Language Proficiency prior to admission, including students educated in Canada.

Selection

There are no additional selection requirements. Admission will be extended on a first-qualified, first-offered basis until the program is full.

Costs and supplies

Tuition and Fees (Subject to change)

- Please refer to the **Tuition and Fee Table**.
- International students, please refer to **International Student Fees**.
- For student funding, please refer to **Financial Assistance**.

Books and Supplies (Subject to change)

- Books and Supplies are approximately \$1,400.
- There is a \$400 refundable security deposit required for the use of the laptop.

Program Outline

First Year

Semester 1

▪ OADM 211 – Business Studies	3 credits
▪ BCMP 220 – Business Software Foundations	3 credits
▪ BCMP 270 – Presentation Software	3 credits
▪ AMAT 240 – Applied Mathematics for Business	3 credits
▪ COMN 220 – Communication and Presentation Skills	3 credits

Semester 2

▪ OADM 257 – Office Administration	3 credits
▪ BCMP 215 – Collaborative Software and Technologies	3 credits
▪ BCMP 250 – Word Processing Essentials	3 credits
▪ BCMP 260 – Spreadsheet Essentials	3 credits
▪ COMN 280 – Communication and Presentation Skills II	3 credits

Total Credits	30
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Transfer Options

Graduates can apply to enter year two of SAIT's Administrative Information Management diploma.

Petroleum Engineering Technology

- Two-year diploma
- Fall start

Contact Us

MacPhail School of Energy
Room KA440, Johnson-Cobbe Energy Centre
Phone: 403.284.8451
Fax: 403.284.8262
Email: energy.info@sait.ca

Program Description

Want a career you can really dig? In the Petroleum Engineering Technology program you'll be trained in all areas of the upstream petroleum industry, including exploration, field operations, drilling, economic analysis, and reserves determination. From the office to the field, graduates will ultimately be responsible for many of the technical activities involved in the production of oil and gas.

Program Overview

Your Career

Graduates find work as petroleum engineering technologists in the upstream oil and gas industry in areas such as exploration and development, field operations, drilling, computer applications, economic analysis and reserves determination.

Student Success

Students who achieve success in this program generally have higher high school grades or recent upgrading courses. Math 31 (Calculus) is an asset for students interested in this program.

Credentials and Accreditation

After successfully completing this program, graduates will receive a SAIT diploma in Petroleum Engineering Technology.

Accreditation

The program is nationally accredited by the Canadian Technology Accreditation Board and Canadian Council of Technicians and Technologists at the technologist level.

Graduates are eligible for membership in the following professional associations: The Association of Science and Engineering Technology Professionals in Alberta (ASET).

Progression

Students must attain a PGPA and/or a CGPA of 2.0 or better in each semester and pass the necessary prerequisite courses to progress through the program. To qualify for graduation, students must pass all courses, attain a CGPA of 2.0 or better and complete course requirements within the prescribed timelines.

Admission Requirements

Completion of the following courses or equivalents:

- At least 60% in Math 30-1 or Pure Math 30, or at least 75% in Math 30-2, AND,
- At least 60% in English Language Arts 30-1 or 75% English Language Arts 30-2, AND,
- At least 60% in Chemistry 30, AND,
- At least 60% in Physics 20.

All applicants must demonstrate English Language Proficiency prior to admission, including students educated in Canada.

Competitive Entry: Six Step Process

Step 1: Read the program information to see the qualities needed for Student Success

Step 2: Ensure that you meet all of the admission requirements listed above

Step 3: Review the selection information to understand the process and deadlines

Applications and proof of the admission requirements (transcripts and/or anticipated final grades) along with all supporting documents must be submitted by July 1 to be included in selection.

Selection is done on a continuous basis starting in December.

In the selection process, applicants will be assessed on the following criteria and seats will be offered accordingly.

- Academic Ranking – 50%
- Quality of Career Investigation Questionnaire – 50%

Step 4: Apply to Petroleum Engineering Technology and submit your transcripts

Step 5: Complete the Career Investigation Questionnaire and submit it by July 1

Log in to mySAIT.ca to check your admission status. If your status indicates you're "In Selection," complete the Career Investigation Questionnaire, save it in the format of LastName_FirstName_IDNumber and submit it to pt.selectionprocess@sait.ca in a PDF format.

Applicants who fail to complete the Career Investigation Questionnaire will be excluded from selection.

Step 6: Continue to monitor changes to your application status through mySAIT.ca starting in December.

Failure to meet anticipated final grades will result in offers being rescinded.

Communication During Selection

Email is the primary source of communication during the selection process. Ensure your personal email account is managed appropriately to receive our emails, files and communications.

Due to the significant number of applications for this program, the selection process can take some time. Every effort will be made to maintain the timelines outlined above. We appreciate your patience.

Unfortunately, due to the extremely large volume of applicants, we cannot provide any assistance or follow-up as to why the candidate was not competitive.

Reserved Seats

Eight seats are reserved for applicants who have completed and obtained a minimum of 70% in each of the following Career and Technology Studies courses:

1. PRS1010 – Overview of Alberta Geology
2. PRS1020 – Non-renewable Resources
3. PRS1060 – Consumer Products and Services
4. PRS2030 – Non-Conventional Hydrocarbon Exploration
5. PRS2060 – Refining Hydrocarbons

Costs and supplies

Tuition and Fees (Subject to change)

- Please refer to the **Tuition and Fee Table**.
- International students, please refer to **International Student Fees**.
- Student funding, please refer to **Financial Assistance**.

Books and Supplies (Subject to change)

- Books and Supplies are approximately \$1,800 in the first year and \$1,200 in the second year.

Program Outline

First Year

Semester 1

▪ CHEM 232 – Petroleum Engineering Chemistry	1.5 credits
▪ PTPR 207 – Fund. of Petroleum Operations	3 credits
▪ COMP 254 – Petroleum Computer Applications	1.5 credits
▪ MATH 238 – Math for Engineering and Tech I	3 credits
▪ GEOL 246 – Physical Geology	3 credits
▪ COMM 256 – Professional Communications and Presentation Skills	3 credits

Semester 2

▪ PETR 215 – Applied Petroleum Fluid Mechanics	3 credits
▪ RESR 252 – Fund. of Reservoir Eng. Tech.	3 credits
▪ DRLG 266 – Fundamentals of Drilling	3 credits
▪ PTPR 250 – Surface Production Operations	1.5 credits
▪ MATH 288 – Math for Engineering and Tech II	3 credits
▪ GEOL 256 – Petroleum Geology	1.5 credits

Second Year

Semester 3

▪ DRLG 304 – Advanced Well Design	3 credits
▪ EVAL 315 – Petroleum Engineering Mechanics	1.5 credits
▪ RESR 335 – Intermediate Reservoir Engineering Technology	3 credits
▪ STAT 245 – Statistics for Engineering and Tech I	3 credits
▪ PROJ 336 – Petroleum Management	1.5 credits
▪ PTPR 322 – Sub-surface Production Operations	3 credits

Semester 4

▪ RESR 350 – Advanced Reservoir Engineering Technology	3 credits
▪ PTPR 360 – Well Stimulations and Completions	3 credits
▪ DRLG 356 – Well Programming and Operations Monitoring	3 credits
▪ PROJ 310 – Petroleum Industry Project	1.5 credits
▪ ENV5 363 – HS and E for Petroleum Operations	3 credits
▪ GEOL 366 – Advanced Petroleum Geology	1.5 credits
Total Credits	60

Transfer Options

Graduates may be eligible for transfer credit at:

- Athabasca University
- British Columbia Institute of Technology
- Cape Breton University
- Memorial University of Newfoundland
- Montana Tech
- NAIT
- Thompson Rivers University
- University of Calgary
- University of New Brunswick, Saint John
- University of Ontario Institute of Technology
- University of Texas at Austin
- University of Wyoming

Petroleum Land Administration

- Four-month certificate
- Full-time accelerated program (M/W/F for 13 weeks OR T/Th for 19 weeks)
- Part-time structure and distance courses available
- Fall and winter starts

Contact Us

Phone: 403.284.8818
Email: petroleum.land@sait.ca

Program Description

Petroleum Land Administration teaches the basics of petroleum land administration. Students learn to review and interpret land contracts and agreements, including leases, transfers, joint venture agreements and other land-related correspondence. Our unique lease record-keeping course is designed to give students practical, relevant expertise in a computer lab utilizing land system software.

Program Overview

Your Career

Graduates of this program find employment as land administrators managing records concerning freehold, Crown, Board Order and aboriginal lands. Entry-level land administrators may hold positions such as Petroleum Land Administrators, Land Clerks, Operations File Clerk and Assistant Administrators to Managers, Public Land officers, Analysts and Land Consultants.

Student Success

Please contact the department for information.

Credentials and Accreditation

After successfully completing this program, graduates will receive a SAIT certificate in Petroleum Land Administration.

Accreditation

There are no formal accreditation arrangements at this time. Please contact the MacPhail School of Energy for more information.

Note: This program is eligible for the Canada-Alberta Job Grant.

Progression

Students must attain a PGPA and/or a CGPA of 2.0 or better in each semester and pass the necessary prerequisite courses to progress through the program. To qualify for graduation, students must pass all courses, attain a CGPA of 2.0 or better and complete course requirements within the prescribed timelines.

Admission Requirements

All applicants must demonstrate English Language Proficiency prior to admission, including students educated in Canada.

Selection

There are no additional selection requirements. Admission will be extended on a first-qualified, first-offered basis until the program is full.

Program and Application Dates

Please make note of the term and program start date as you will need this information to complete your application.

Term	Program start and end dates	Class schedule	Applications open*
Fall 2016	Sept. 7 to Dec. 12, 2016	Mon., Wed., and Fri.	Oct. 21, 2015
Winter 2017	Jan. 9 to April 5, 2017	Mon., Wed., and Fri.	June 1, 2016

*Applications are accepted until the program start date.

Costs and supplies

Tuition and Fees (Subject to change)

- Please refer to the **Tuition and Fee Table**.
- International students, please refer to **International Student Fees**.
- For student funding, please refer to **Financial Assistance**.

Books and Supplies (Subject to change)

- Course materials are included in the tuition for full-time students only.
- All students will need access to the Internet to fully participate in these courses.

Program Outline

▪ LAND 210 – Land Practices Introduction	1.5 credits
▪ LAND 212 – Mineral Lease Documentation	3 credits
▪ LAND 213 – Contract Documentation	3 credits
▪ LAND 218 – Lease Record Keeping	3 credits
▪ LAND 240 – Surface Land Practices	3 credits
▪ PETR 211 – Petroleum Industry – Introduction	1.5 credits
Total Credits	15

Transfer Options

Transfer credit may be available at other post-secondary institutions where credits from SAIT programs could be evaluated on an individual basis. Interested students should contact the post-secondary institute of their choice for more information.

Pharmacy Assistant

- Five-month certificate
- Fall and winter starts
- Includes a retail pharmacy practicum
- Self-study supported with class and lab days
- Graduates in high demand

Contact Us

School of Health and Public Safety
Room NR502, Senator Burns Building
Phone: 403.284.8500
Email: hps.info@sait.ca

Program Description

As our population grows and ages, there is a vital need for trained professionals to provide pharmacy-related assistance. This program trains students to become knowledgeable and skilled pharmacy assistants. Theory is taught in class and practiced in the laboratory. A four-week retail fieldwork practicum completes the training. The pharmacy assistant is responsible for receiving prescriptions, preparing drugs, undertaking clerical and computer duties, managing inventory and providing customer service.

Pharmacy assistants must always work directly under the supervision and guidance of the pharmacist. They allow the pharmacist to spend more time with the client in his or her care.

In this five-month certificate program, students spend approximately 16 hours per week on campus in theory-based courses and laboratory practice. Course content in the first semester includes pharmacy concepts, pharmaceutical calculations, body systems and pharmaceutical implications and order processing, as well as professional standards and workplace communications. In the second semester, students complete their practicum in a community retail pharmacy to gain competency integrating theoretical knowledge with dispensing practice and customer service.

Students must have a personal computer and access to the Internet. Most classes are taught at SAIT, but some require online access. All courses require additional self-study.

Program Overview

Your Career

Graduates may work in community-based retail pharmacies. Opportunities also exist in hospital pharmacies and long-term care facilities as pharmacy assistants.

Student Success

Students with higher secondary or post-secondary marks usually experience greater success in SAIT's programs.

Students who experience success in this program have a strong command of the English language.

Pharmacy assistants are detail oriented in the care they provide and enjoy working in a team environment.

As keyboarding and basic computer skills are not taught in this program, students are expected to be proficient in these areas prior to admission. We strongly recommend that the student have a typing speed of 35 wpm or better.

Credentials and Accreditation

After successfully completing this program, graduates will receive a SAIT Pharmacy Assistant certificate.

Accreditation

There are no formal accreditation arrangements at this time. Please contact the department for more information.

Progression

Students must attain a PGPA and/or a CGPA of 2.0 or better in each semester and pass the necessary prerequisite courses to progress through the program. To qualify for graduation, students must pass all courses, attain a CGPA of 2.0 or better and complete course requirements within the prescribed timelines.

Admission Requirements

Completion of the following courses or equivalents with an overall average of at least 60%:

- Math 30-1 or Math 30-2 or Pure Math 30 or Applied Math 30, AND,
- English Language Arts 30-1 or English Language Arts 30-2.
- All applicants must demonstrate English Language Proficiency prior to admission, including students educated in Canada.

Selection

- Applications and proof of the admission requirements (transcripts and/or anticipated final grades) must be submitted to be included in selection.
- Applications will be reviewed on a continuous basis.
- There will be 32 seats offered in each intake.

Selection Criteria

- Qualified applicants will be academically ranked based on admission requirements. Seats will be offered accordingly.
- Failure to meet anticipated final grades will result in offers being rescinded.

Note: Email is the primary source of communication during the selection process. Ensure your email account is managed appropriately to receive our emails, files and communications. It is not recommended to use a Microsoft email account such as @hotmail.com or @live.com as there have been some issues in the past in receiving SAIT communications using these types of accounts.

Program and Practicum Requirements

The School of Health and Public Safety has many practica partners located within Alberta and across Canada. Practicum placements in Calgary are limited and students may be required to relocate outside of Calgary for practicum.

Successful candidates will be informed of the allocation of their practicum placement by the program. There is no guarantee that students will be placed at their desired practicum location. Special considerations of personal circumstances will not be given in regards to assigning practicum placements. Students will be responsible for fees associated with practicum such as relocation and travel costs.

In compliance with the practica agreements with our clinical partners, successful candidates will be requested to provide proof of the following requirements:

- **Police Information Check and Vulnerable Sector Check:** According to the Protection for Persons in Care Act, our practica sites require that students obtain a Police Information Check including Vulnerable Sector Check, prior to going on practicum. Any criminal code offence for which a pardon has not been received may be a deterrent to a student's entry into practicum, and therefore will result in an uncompleted program or non-graduating status. Successful candidates will be asked to provide a clear Police Information Check including Vulnerable Sector Check record to the School of Health and Public Safety main office by orientation day. Please review the Police Information Check process document for specific details. Be aware that the record must be dated no earlier than 90 days prior to your program orientation day (typically orientation day is held the week prior to the first day of class). Online Police Information Checks/Vulnerable Sector Checks are not acceptable.
- **Health and Wellness Status:** Due to the demanding nature of the work in the health care field and Occupational Health and Safety requirements, the health care field has a strong focus on health and wellness. Students with a medical condition or disability that may impact them in a practicum setting are strongly advised to discuss concerns with the program academic chair and/or SAIT Accessibility Services as soon as possible upon acceptance into the program. Please review the attached document for guidance on entering an allied health program with a medical condition or disability.

More details on the practica requirements per program are outlined on a pre-orientation website for successful candidates.

Costs and Supplies

Tuition and Fees (Subject to change)

- Please refer to the **Tuition and Fee Table**.
- International students, please refer to **International Student Fees**.
- For student funding, please refer to **Financial Assistance**.
- Students are responsible for any additional expenses related to their practicum including relocation costs to practicum sites outside of Calgary.
- There is a fee associated with obtaining a police information check including Vulnerable Sector Check and is payable to the Police or the Royal Canadian Mounted Police (RCMP).

Books and Supplies (Subject to change)

- Books and Supplies are approximately \$500.
- Students are required to have access to a personal computer, printer and Internet. Computers must meet the specifications listed in Fees and Expenses.

Program Outline

This is a 19 week certificate offered over the Fall/Winter semesters or Winter/Spring semesters.

Semester 1

▪ PHAR 203 – Pharmacy Concepts	1.5 credits
▪ PHAR 204 – Pharmaceutical Calculations	1.5 credits
▪ PHAR 211 – Assistive Devices	1.5 credits
▪ PHAR 212 – Order Processing 1	1.5 credits
▪ PHAR 214 – Body Systems and Pharmaceutical Implications 1	1.5 credits
▪ PHAR 223 – Order Processing 2	1.5 credits
▪ PHAR 227 – Body Systems and Pharmaceutical Implications 2	1.5 credits
▪ PHAR 232 – Professional Standards and Ethics	1.5 credits
▪ PHAR 234 – Order Processing 3	1.5 credits
▪ PHAR 236 – Body Systems and Pharmaceutical Implications 3	1.5 credits
▪ PHAR 247 – Compounding and Inventory Management	1.5 credits
▪ PHAR 248 – Body Systems and Pharmaceutical Implications 4	1.5 credits
▪ PROF 240 – Healthcare Professionalism	1.5 credits

Semester 2

▪ PRAC 213 – Practicum	3 credits
Total Credits	22.5

Transfer Options

Transfer credit may be available at other post-secondary institutions where credits from SAIT programs could be evaluated on an individual basis. Interested students should contact the post-secondary institute of their choice for more information.

Power and Process Operations

- Eight-month certificate
- Fall start

Contact Us

MacPhail School of Energy
Room KA440, Johnson-Cobbe Energy Centre
Phone: 403.284.8451
Fax: 403.284.8262
Email: energy.info@sait.ca

Program Description

Power and Process Operations is an 8-month program that trains students for careers as operators, responsible for the daily safe running of processing equipment at oil and gas facilities. The program consists of both classroom and laboratory study, and prepares students to become fourth class Power Engineers through ABSA.

Program Overview

Your Career

Graduates find work in process operations as plant, battery, process and field operators and are often employed in processing industries such as petrochemical, fertilizer, pulp and paper, natural gas processing, metallurgical, petroleum refining, and food and beverage production. Currently most job opportunities for process operators often involve shift work at remote locations.

Student Success

A grade 12 equivalent is recommended to increase employment opportunities. Applicants should be physical agile, have good hearing, and be capable of lifting 45-kilogram chemical sacks. Students with serious colour vision defects or who suffer from claustrophobia or fear of heights may have trouble with certain aspects of instruction and may experience problems securing employment.

Credentials and Accreditation

After successfully completing this program, graduates will receive a SAIT certificate in Power and Process Operations.

Accreditation

This program is integrated with the Alberta Boilers Safety Association (ABSA) Certification System. Graduates are eligible to write the new Alberta Boilers Branch Fourth-Class certification exam.

Graduates are eligible for membership in the following professional associations:

- Alberta Boilers Safety Association (ABSA)
- Institute of Power Engineers (IPE)
- International Pressure Equipment Integrity Association (IPEIA)
- National Association Corrosion Engineers (NACE)

Progression

Students must attain a PGPA and/or a CGPA of 2.0 or better in each semester and pass the necessary prerequisite courses to progress through the program. To qualify for graduation, students must pass all courses, attain a CGPA of 2.0 or better and complete course requirements within the prescribed timelines.

Admission Requirements

Completion of the following courses or equivalents:

- At least 60% in Math 30-1 or Pure Math 30, or at least 75% in Math 30-2, Math 30-3 or Applied Math 30,
- At least 60% in English Language Arts 30-1 or 75% in English Language Arts 30-2.
- All applicants must demonstrate English Language Proficiency prior to admission, including students educated in Canada.
- Fall 2016 start: applications are accepted Oct. 21, 2015 to Sept. 6, 2016.

Selection

There are no additional selection requirements. Admission will be extended on a first-qualified, first-offered basis until the program is full.

Reserved Seats

Four seats are reserved for applicants who have completed the Primary Resources course within the Career and Technology Studies curriculum offered by Fort McMurray Catholic School Board (FMCSB). To be considered, applicants must meet the admission and selection requirements and have obtained a minimum of 70% in each of the following courses:

1. PRS1010 – Overview of Alberta Geology
2. PRS1020 – Non-renewable Resources
3. PRS1060 – Consumer Products and services
4. PRS2030 – Non-Conventional Hydrocarbon Exploration
5. PRS2060 – Refining Hydrocarbons

Costs and supplies

Tuition and Fees (Subject to change)

- Please refer to the **Tuition and Fee Table**.
- International students, please refer to **International Student Fees**.
- For student funding, please refer to **Financial Assistance**.
- Students are responsible for living and transportation costs and personal protective equipment while in industrial training at plant sites, some remote from Calgary.
- Additional fees of approximately \$100 are required for courses such as H2S Alive and CPR, as well as living and traveling expenses associated with industrial training.

Books and Supplies (Subject to change)

- Books and Supplies are approximately \$1,400.

Program Outline

Semester 1

▪ COMM 201 – Industrial Communications	1.5 credits
▪ ENVS 221 – Safety/Environmental Protection	1.5 credits
▪ PWEN 201 – Basic Plant Operations I	6 credits
▪ PROP 262 – Process Operations I	3 credits
▪ COMP 261 – MS Office: An Introduction	1.5 credits
▪ THRM 224 – Thermodynamics	1.5 credits

Semester 2

▪ PWEN 281 – Basic Plant Operations II	6 credits
▪ MACH 226 – Workshop Practices	1.5 credits
▪ PROP 266 – Process Operations II	3 credits
▪ COMM 352 – Communicating in the Workplace	1.5 credits
▪ PROP 270 – Unit Operations	1.5 credits
▪ CHEM 233 – Chemistry and Corrosion	1.5 credits
Total Credits	30

Transfer Options

Transfer credit may be available at other post-secondary institutions where credits from SAIT programs could be evaluated on an individual basis. Interested students should contact the post-secondary institute of their choice for more information.

Power Engineering Technology

- Two-year diploma
- Fall start

Contact Us

MacPhail School of Energy
Room KA440, Johnson-Cobbe Energy Centre
Phone: 403.284.8451
Fax: 403.284.8262
Email: energy.info@sait.ca

Program Description

Get yourself an empowering career. Power Engineering certification is from fifth class to first class, and there is a program available at SAIT to train you at all levels! Our Power Engineering Technology diploma arms you with the skills to become a third class power engineer responsible for controlling large, complex power and process systems, and performing production work in the operation and development of large-scale energy projects.

Program Overview

Your Career

Graduates find work as plant operators, design assistants, research and development assistants and process operators in the petroleum, power, petrochemical, refining, and pulp and paper industries. Opportunities also exist for positions in field and design offices and mechanical or industrial sales outlets.

Student Success

Manual dexterity and mechanical ability is helpful. Students should be aware that colour blind testing may be required by some employers. Eighty per cent attendance is a requirement to successfully complete the program. Successful students will have the ability to gather technical information and use it to troubleshoot large electromechanical systems.

Credentials and Accreditation

This is presently under development.

Progression

Students must attain a PGPA and/or a CGPA of 2.0 or better in each semester and pass the necessary prerequisite courses to progress through the program. To qualify for graduation, students must pass all courses, attain a CGPA of 2.0 or better and complete course requirements within the prescribed timelines.

Admission Requirements

Completion of the following courses or equivalents:

- At least 60% in Math 30-1 or Pure Math 30, or at least 75% in Math 30-2, AND,
- At least 60% in English Language Arts 30-1 or 75% in English Language Arts 30-2, AND,
- At least 60% in Physics 30.
- All applicants must demonstrate English Language Proficiency prior to admission, including students educated in Canada.
- Update: The application deadline for the Fall 2016 intake has been extended to May 1, 2016.

Selection

Competitive Entry: Six Step Process

Step 1: Read the program information to see the qualities needed for Student Success

Step 2: Ensure that you meet all of the admission requirements listed above

Step 3: Review the selection information to understand the process and deadlines

Applications and proof of the admission requirements (transcripts and/or anticipated final grades) along with all supporting documents must be submitted by May 1 to be included in selection.

Selection is done on a continuous basis starting in December.

In the selection process, applicants will be assessed according to the following criteria and seats will be offered accordingly.

- Academic Ranking – 50%
- Quality of the Career Investigation Questionnaire – 50%

Step 4: Apply to Power Engineering Technology and submit your transcripts

Step 5: Complete the Career Investigation Questionnaire and submit it by May 1

Log in to mySAIT to check your admission status. If your status indicates you're «In Selection,» complete the Career Investigation Questionnaire and submit it according to the instructions.

Applicants who fail to complete the Career Investigation Questionnaire will be excluded from selection.

Step 6: Continue to monitor changes to your application status through mySAIT.ca starting in December.

Failure to meet anticipated final grades will result in offers being rescinded.

Communication During Selection

Email is the primary source of communication during the selection process. Ensure your personal email account is managed appropriately to receive our emails, files and communications.

Due to the significant number of applications for this program, the selection process can take some time. Every effort will be made to maintain the timelines outlined above. We appreciate your patience.

Unfortunately, due to the extremely large volume of applicants, we cannot provide any assistance or follow-up as to why the candidate was not competitive.

Reserved Seats

Eight seats are reserved for applicants who have completed and obtained a minimum of 70% in each of the following Career and Technology Studies courses:

1. PRS1010 – Overview of Alberta Geology
2. PRS1020 – Non-renewable Resources
3. PRS1060 – Consumer Products and Services
4. PRS2030 – Non-Conventional Hydrocarbon Exploration
5. PRS2060 – Refining Hydrocarbons

Costs and supplies

Tuition and Fees (Subject to change)

- Please refer to the **Tuition and Fee Table**.
- International students, please refer to **International Student Fees**.
- Student funding, please refer to **Financial Assistance**.

Books and Supplies (Subject to change)

- Books and Supplies are approximately \$1,800 for the first year and \$1,200 for the second year.

Program Outline

First Year

Semester 1

▪ COMP 261 – MS Office: An Introduction	1.5 credits
▪ SFTY 215 – Safety and Environment	1.5 credits
▪ MATH 238 – Math for Engineering and Tech I	3 credits
▪ PENG 201 – Power Theory I	3 credits
▪ PENG 203 – Power Lab I	3 credits
▪ THRM 208 – Thermodynamics I Theory	3 credits

Semester 2

▪ COMM 238 – Technical Communications I	3 credits
▪ ELCT 254 – Electrical and Controls I	1.5 credits
▪ PWEN 282 – Unit Operations	1.5 credits
▪ PENG 251 – Power Theory II	3 credits
▪ PENG 253 – Power Lab II	3 credits
▪ THRM 258 – Thermodynamics II Theory	3 credits

Second Year

Semester 3

▪ AMEC 306 – Applied Mechanics I	3 credits
▪ ELCT 304 – Electrical and Controls II	3 credits
▪ STAT 245 – Statistics for Engineering and Tech I	3 credits
▪ PENG 301 – Power Theory III	3 credits
▪ THRM 317 – Thermodynamics III Theory	3 credits
▪ THRM 319 – Thermodynamics I Lab	1.5 credits

Semester 4

▪ AMEC 356 – Applied Mechanics II	3 credits
▪ ELCT 354 – Electrical and Controls III	1.5 credits
▪ PROJ 351 – Power Engineering Capstone Project	3 credits
▪ PENG 351 – Power Theory IV	3 credits
▪ THRM 359 – Thermodynamics II Lab	1.5 credits
▪ THRM 357 – Thermodynamics IV Theory	3 credits
Total Credits	61.5

Transfer Options

Graduates may be eligible for transfer credit at:

- Athabasca University
- British Columbia Institute of Technology
- Cape Breton University
- Memorial University of Newfoundland
- NAIT
- Thompson Rivers University
- University of Calgary
- University of New Brunswick, Saint John
- University of Ontario Institute of Technology

Pre-employment Cabinetmaker

Contact Us

Email: construction.preemp@sait.ca
Phone: 403.284.8367

Program Description

Learn what it takes to build and repair wood components, furniture, fixtures and cabinetry. Cabinetmakers have the ability to produce custom-made wood products. They draw diagrams and read specification, layouts and patterns for unique projects using wood and wood components. This 12-week program covers all course material received by a first year cabinetmaker apprentice, plus additional hands-on skills and safety training. The program prepares students to enter the workforce and become an apprentice. On successful completion of the program, there is an option to write the first year Cabinetmaker apprenticeship exam.

Program Overview

Your Career

Graduates of the Pre-Employment Cabinetmaker program have a 100% employment rate.

Credentials and Accreditation

Upon successful completion of the program, students will receive a SAIT Certificate and may be eligible to challenge the written and practical exams for first-year Apprenticeship.

Admission Requirements

Successful completion of the following courses or equivalents:

- Math 10C, Math 10-3, Pure Math 10, or Applied Math 10, AND,
- English Language Arts 10-1 or English Language Arts 10-2
- All applicants must demonstrate English Language Proficiency prior to admission, including students educated in Canada.
- A pass mark in the SAIT Admission Examination (level 2) or equivalent is accepted in lieu of the above requirements.

Note: General Educational Development (GED) tests are not accepted in lieu of the admission requirements.

Selection

There are no additional selection requirements. Admission will be extended on a first-qualified, first-offered basis until the program is full.

Tuition and Fees (Subject to change)

Please refer to the Tuition and Fee Table. An additional fee will be required to write the first year Apprenticeship Examination.

This program is eligible for Alberta student loan funding.

Books and Supplies (Subject to change)

Books are approximately \$350 in addition to tuition fees.

Program Outline

▪ CBMK 220 – Cabinet Making Shop I	6 credits
▪ CBMK 221 – Cabinet Making Theory I	3 credits
▪ BLPR 239 – Cabinetmaking Blueprint Read.	1.5 credits
▪ MATH 236 – Mathematics for Cabinetmaking	1.5 credits
Total Credits	12

Pre-employment Carpenter

Contact Us

Email: construction.preemp@sait.ca
Phone: 403.284.8367

Program Description

Carpenters work in many areas of construction. They are involved in residential, commercial, industrial or maintenance construction. Most carpenters are involved in reading blueprints, selecting materials and methods of work, measuring, cutting and joining materials. This 12-week program covers all course material received by a first year carpenter apprentice, plus additional hands-on skills and safety training necessary on an actual jobsite. The program will prepare the student to enter the workforce and become an apprentice. On successful completion of the program, there is an option to write the first year Carpenter apprenticeship exam.

Program Overview

Your Career

Graduates of the Pre-Employment Carpenter program have a 95% employment rate.

Credentials and Accreditation

Upon successful completion of the program, students will receive a SAIT Certificate and may be eligible to challenge the written and practical exams for first-year Apprenticeship.

Note: This program is eligible for the Canada-Alberta Job Grant.

Admission Requirements

Successful completion of the following courses or equivalents:

- Math 10C, Math 10-3, Pure Math 10, or Applied Math 10, AND
- English Language Arts 20-1 or English Language Arts 20-2, AND,
- Science 10
- All applicants must demonstrate English Language Proficiency prior to admission, including students educated in Canada.
- A pass mark in the SAIT Admission Examination (Level 4) or equivalent is accepted in lieu of the above requirements.

Note: General Educational Development (GED) tests are not accepted in lieu of the admission requirements.

Selection

There are no additional selection requirements. Admission will be extended on a first-qualified, first-offered basis until the program is full.

Tuition and Fees (Subject to change)

Please refer to the Tuition and Fee Table. An additional fee will be required to write the first year Apprenticeship Examination.

This program is eligible for Alberta student loan funding.

Books and Supplies (Subject to change)

Books are approximately \$350 in addition to tuition fees.

Program Outline

▪ CSTN 201 – Carpentry Construction Theory	3 credits
▪ CSTN 202 – Construction Laboratory I	6 credits
▪ BLPR 214 – Carpentry Blueprint Reading	1.5 credits
▪ MATH 249 – Mathematics for Carpentry	1.5 credits
Total Credits	12

Pre-Employment Electrician

Contact Us

Email: ma.training@sait.ca
Phone: 403.284.8641

Program Description

This 12-week, full-time program is designed to offer an alternate route to those looking to enter the Electrician trade. If you are struggling to find an employer willing to indenture you as an Electrician apprentice, this program may be right for you. This program covers all course materials received by a first-year Electrician apprentice, as well as additional basic wiring skills and safety training. The program prepares students to enter into an apprenticeship with hands-on skills and, upon successful completion of the program, to challenge the first year Electrician apprenticeship exam.

Program Overview

Your Career

Electricians play a critical role in many industries including mining, oil and gas extraction, construction, transportation and warehousing, manufacturing, and wholesale trade. Electricians in the construction industry can further specialize in residential (housing developments), commercial (office buildings), institutional (hospitals) and industrial (plants, factories) types of installations. They install, alter, repair and maintain electrical or live alarm systems designed to provide heat, light, power and controls for all types of buildings, structures and premises.

While on the job, they may perform some of the following duties:

- read and interpret electrical, mechanical, and architectural drawings and electrical code specifications to determine wiring layouts;
- cut, thread, bend, assemble, and install conduits and other types of electrical conductor enclosures and fittings;
- install distribution and control equipment such as switches, relays, circuit breaker panels, and fuse enclosures;
- install data cabling and test circuits to ensure integrity and safety;
- install and maintain fibre optic systems;
- install, replace, maintain, and repair renewable power sources and related equipment.

Graduates of the Pre-Employment Electrician program have a high employment rate.

Student Success

AIT will recognize students who successfully complete this program. The students will have the opportunity to write the provincial level 1 Apprenticeship Trade Examination.

Credentials and Accreditation

Upon successful completion of the program, students will receive a SAIT Certificate and may be eligible to challenge the written and practical exams for first-year Apprenticeship.

Admission Requirements

Successful completion of the following courses or equivalents:

- Math 20-1, Math 20-2, Math 20-3, Pure Math 20, or Applied Math 20, AND,
- English Language Arts 20-1 or English Language Arts 20-2, AND,
- Science 10
- All applicants must demonstrate English Language Proficiency prior to admission, including students educated in Canada.
- A pass mark in the SAIT Admission Examination (level 5) or equivalent is accepted in lieu of the above requirements.

Note: General Educational Development (GED) tests are not accepted in lieu of the admission requirements.

Selection

There are no additional selection requirements. Admission will be extended on a first-qualified, first-offered basis until the program is full.

Tuition and Fees (Subject to change)

Please refer to the Tuition and Fee Table. An additional fee will be required to write the first year Apprenticeship Examination.

This program is eligible for Alberta student loan funding.

Books and Supplies (Subject to change)

Books are approximately \$500 in addition to tuition fees. The Apprenticeship exam fee is approximately \$150 and will be collected within the first three weeks of the program.

Program Outline

▪ CODE 232 – Electrical Code I	3 credits
▪ ELEC 230 – Electrician Theory I	6 credits
▪ ELEC 231 – Electrician Laboratory I	3 credits
▪ ELEC 245 – Elec. Practical Applications I	3 credits
Total Credits	15

Pre-Employment Millwright

Email: ma.training@sait.ca
Phone: 403.284.8641

Program Description

This program is a great way to start your career in the Millwright trade. Over the course of this full-time, 12-week program you will learn the skills and theory taught in the first period of the Millwright apprenticeship program. You will learn how to install, troubleshoot, repair and maintain industrial equipment. You will also gain knowledge in areas such as machining, machine assembly, blueprint reading, rigging and hoisting, bearings, power transmissions, machine alignment, drive systems, welding techniques and the use of precision measurement tools and testing equipment.

Program Overview

Your Career

Millwrights, also referred to as Industrial Mechanics, are exposed to the duties involved in a variety of other trades, and therefore can be good candidates for promotion to supervisory and superintendent positions. Millwrights may find work in a wide variety of industries including: oil and gas, construction, manufacturing, materials handling, and maintenance.

If you choose a career as a millwright, you'll need the following characteristics: problem-solving capabilities, physical strength and stamina, good hand-eye coordination and manual dexterity, the ability to visualize a layout by looking at plans and blueprints, and the ability to troubleshoot mechanical systems.

Student Success

Successful graduates from this program should find employment in the Millwright trade, and have the potential to complete an apprenticeship and receive trade certification.

Credentials and Accreditation

Upon successful completion of the program, students will receive a SAIT Certificate and may be eligible to challenge the written and practical exams for first-year Apprenticeship.

Admission Requirements

Successful completion of the following courses or equivalents:

- Math 20-1, Math 20-2, Math 20-3, Pure Math 20 or Applied Math 20, AND,
- English Language Arts 20-1 or English Language Arts 20-2, AND,
- Science 10
- All applicants must demonstrate English Language Proficiency prior to admission, including students educated in Canada.
- A pass mark in the SAIT Admission Examination (level 4) or equivalent is accepted in lieu of the above requirements.

Selection

There are no additional selection requirements. Admission to this program will be offered on a first-qualified, first-offered basis.

Tuition and Fees (Subject to change)

Please refer to the Tuition and Fee Table. An additional fee will be required to write the first year Apprenticeship Examination.

This program is eligible for Alberta student loan funding.

Books and Supplies (Subject to change)

Modules are provided to the students on the first day of the class and the modules are included in the cost of the tuition. Safety glasses and CSA approved safety footwear are required.

Program Outline

▪ APSC 201 – Millwright Blueprint and Math	1.5 credits
▪ MWRT 203 – Millwright Theory I	1.5 credits
▪ MWRT 213 – Millwright Machine Shop	3 credits
▪ MWRT 223 – Millwright Shop I	1.5 credits
▪ MWRT 243 – Millwright Machine Theory	1.5 credits
▪ MWRT 245 – Millwright Supplemental	1.5 credits
▪ MWRT 246 – Millwright Lab	1.5 credits
Total Credits	12

Pre-employment Plumbing

Email: construction.preemp@sait.ca
Phone: 403.284.8367

Program Description

This 12-week program prepares you for a career in plumbing. It covers all course materials received by a first year plumber apprentice, plus additional hands-on skills and safety training. The program will prepare you to enter the workforce as an apprentice and, after successful completion of the program, allows you to write the first year Plumber apprenticeship exam.

Program Overview

Your Career

- Graduates of the Pre-Employment Plumbing program have a 100% employment rate.

Credentials and Accreditation

Upon successful completion of the program, students will receive a SAIT Certificate and may be eligible to challenge the written and practical exams for first-year Apprenticeship.

Note: This program is eligible for the Canada-Alberta Job Grant.

Admission Requirements

Successful completion of the following courses or equivalents:

- Math 20-1, Math 20-2, Math 20-3, Pure Math 20, or Applied Math 20, AND,
- English Language Arts 20-1 or English Language Arts 20-2, AND,
- Science 10
- All applicants must demonstrate English Language Proficiency prior to admission, including students educated in Canada.
- A pass mark in the SAIT Admission Examination (Level 4) or equivalent is accepted in lieu of the above requirements.

Note: General Educational Development (GED) tests are not accepted in lieu of the admission requirements.

Selection

There are no additional selection requirements. Admission will be extended on a first-qualified, first-offered basis until the program is full.

Tuition and Fees (Subject to change)

Please refer to the Tuition and Fee Table. An additional fee will be required to write the first year Apprenticeship Examination.

This program is eligible for Alberta student loan funding.

Books and Supplies (Subject to change)

Books are approximately \$600 in addition to tuition fees.

Program Outline

▪ APPH 215 – Properties of Air and Gas-Basic	1.5 credits
▪ BLPR 218 – Blueprint Reading I	1.5 credits
▪ EMTL 217 – Materials	3 credits
▪ GFTG 213 – Gasfitting Theory I	1.5 credits
▪ GFTG 214 – Gasfitting Shop I	1.5 credits
▪ HTNG 212 – Heating Theory I	1.5 credits
▪ PLBG 210 – Plumbing Shop I	3 credits
▪ PLBG 211 – Plumbing Theory	1.5 credits
▪ SAFE 216 – Safety	1.5 credits
Total Credits	16.5

Pre-Employment Refrigeration and Air Conditioning

Email: construction.preemp@sait.ca
Phone: 403.284.8367

Program Description

Refrigeration and Air Conditioning Mechanics are used extensively in a wide array of industries including process manufacturing, the medical profession, the petroleum industry, chemical processing and environmental control. This 12-week program covers all course materials received by a first year Refrigeration and Air Conditioning Mechanic apprentice, plus additional hands-on skills and safety training. The program prepares students to enter an apprenticeship and, on successful completion of the program, to write the first year Refrigeration apprenticeship exam.

Program Overview

Your Career

- Graduates of the Pre-Employment Refrigeration program have a 100% employment rate.

Credentials and Accreditation

Upon successful completion of the program, students will receive a SAIT Certificate and may be eligible to challenge the written and practical exams for first-year Apprenticeship.

Note: This program is eligible for the Canada-Alberta Job Grant.

Admission Requirements

Successful completion of the following courses or equivalents:

- Math 30-1, Math 30-2, Math 30-3, Pure Math 30 or Applied Math 30, AND,
- English Language Arts 30-1 or English Language Arts 30-2, AND,
- Physics 20 or Chemistry 20
- All applicants must demonstrate English Language Proficiency prior to admission, including students educated in Canada.
- A pass mark in the SAIT Admission Examination (level 5) or equivalent is accepted in lieu of the above requirements.

Note: General Educational Development (GED) tests are not accepted in lieu of the admission requirements.

Selection

There are no additional selection requirements. Admission will be extended on a first-qualified, first-offered basis until the program is full.

Tuition and Fees (Subject to change)

Please refer to the Tuition and Fee Table. An additional fee will be required to write the first year Apprenticeship Examination.

This program is eligible for Alberta student loan funding.

Books and Supplies (Subject to change)

Books are approximately \$600 in addition to tuition fees.

Program Outline

▪ CNTR 224 – Refrigeration Controls I	1.5 credits
▪ ELEC 227 – Electrical Theory	3 credits
▪ HTNG 223 – Heating Theory I	1.5 credits
▪ RFRG 200 – Refrigerant Handling Cert.	1.5 credits
▪ RFRG 211 – Refrigeration Theory I	3 credits
▪ RFRG 220 – Refrigeration Shop I	6 credits
Total Credits	16.5

Pre-employment Sheet Metal

Email: construction.preemp@sait.ca
Phone: 403.284.8367

Program Description

This 15-week pre-employment program comprises the first period of the corresponding apprentice program that SAIT currently offers in this trade. The program will train individuals to design, fabricate, assemble, install and repair sheet metals products in a wide variety of industries and settings. They will use many types of metals, such as black and galvanized steel, copper, brass, nickel and stainless steel, aluminum and tin plate. Some of the products include dust collecting and control systems, heating, ventilating and air conditioning systems, metal cabinets, flashing, coping, troughing and roof drainage systems. They work from verbal instructions or blueprints, or design small jobs themselves. They make some products in a shop and install them at construction sites, but other products such as roofing and siding have to be measured and cut at the construction site. Sheet metal workers work indoors and outdoors in all types of weather. Considerable bending, reaching, working at heights or in cramped spaces may be required.

Program Overview

Credentials and Accreditation

Upon successful completion of the program, students will receive a SAIT Certificate and may be eligible to challenge the written and practical exams for first-year Apprenticeship.

Note: This program is eligible for the Canada-Alberta Job Grant.

Admission Requirements

Successful completion of the following courses or equivalents:

- Math 10C, Math 10-3, Pure Math 10, or Applied Math 10, AND,
- English Language Arts 10-1 or English Language Arts 10-2
- All applicants must demonstrate English Language Proficiency prior to admission, including students educated in Canada.
- A pass mark in the SAIT Admission Examination (level 2) or equivalent is accepted in lieu of the above requirements.

Note: General Educational Development (GED) tests are not accepted in lieu of the admission

Selection

There are no additional selection requirements. Admission will be extended on a first-qualified, first-offered basis until the program is full.

Tuition and Fees (Subject to change)

Please refer to the Tuition and Fee Table. An additional fee will be required to write the first year Apprenticeship Examination.

This program is eligible for Alberta student loan funding.

Books and Supplies (Subject to change)

Books are approximately \$500 in addition to tuition fees.

Program Outline

▪ BLPR 213 – Blueprint Reading I	1.5 credits
▪ HVAC 206 – Residential HVAC	1.5 credits
▪ SHMT 203 – Sheet Metal Fabrication I	6 credits
▪ PMKG 204 – Material Layout	3 credits
▪ SHMT 207 – Sheet Metal Theory I	3 credits
Total Credits	15

Pre-employment Steamfitter-Pipefitter

Email: construction.preemp@sait.ca
Phone: 403.284.8367

Program Description

This 12-week pre-employment program comprises the first period of the corresponding apprentice program that SAIT currently offers in this trade. The program trains individuals to lay out, assemble, fabricate, maintain and repair piping systems which carry water, steam, chemicals or fuel used in heating, cooling, lubricating and other processes. Steamfitter- Pipefitter is a pipe trade that deals with the installation, maintenance and repair of piping systems, but differs from other pipe trades in relation to where the work is performed, the types of piping that are involved and the training that is required. To install a typical piping system in a commercial building or industrial plant, a Steamfitter- Pipefitter will study blueprints, drawings and specifications to determine the type of pipe and tools to use, and lay out the sequence of tasks. Heavy lifting may be required.

Program Overview

Credentials and Accreditation

Upon successful completion of the program, students will receive a SAIT Certificate and may be eligible to challenge the written and practical exams for first-year Apprenticeship.

Note: This program is eligible for the Canada-Alberta Job Grant.

Admission Requirements

Successful completion of the following courses or equivalents:

- Math 20-1, Math 20-2, Math 20-3, Pure Math 20, or Applied Math 20, AND,
- English Language Arts 20-1 or English Language Arts 20-2, AND,
- Science 10
- All applicants must demonstrate English Language Proficiency prior to admission, including students educated in Canada.
- A pass mark in the SAIT Entrance Examination (level 4) is accepted in lieu of the above requirements.

Note: General Educational Development (GED) tests are not accepted in lieu of the admission requirements.

Selection

There are no additional selection requirements. Admission will be extended on a first-qualified, first-offered basis until the program is full.

Tuition and Fees (Subject to change)

Please refer to the Tuition and Fee Table. An additional fee will be required to write the first year Apprenticeship Examination.

This program is eligible for Alberta student loan funding.

Books and Supplies (Subject to change)

Books are approximately \$500 in addition to tuition fees.

Program Outline

▪ APPH 221 – Applications I	1.5 credits
▪ BLPR 215 – Blueprint Reading I	1.5 credits
▪ HTNG 241 – Heating Theory I	1.5 credits
▪ PIPE 207 – Pipefitting Theory I	1.5 credits
▪ PIPE 208 – Pipefitting Shop I	3 credits
▪ WLDG 222 – Basic Welding Theory	1.5 credits
▪ WLDG 223 – Basic Welding Shop	1.5 credits
Total Credits	12

Process Piping Drafting

- 34-week certificate program
- Fall and winter intakes
- Four-week work practicum

Contact Us

Phone: 403.284.8430

Email: construction.ppd@sait.ca

Program Description

The Process Piping Drafting – Fast Track program provides you with design skills coupled with a practical knowledge of processing equipment and project specifications. The program is designed around the natural gas processing field, but covers piping systems common to many related fields; such as, oil and gas pipelining, petroleum refining, oil sands, petrochemical, pulp and paper, fertilizer and food and beverage processing.

Training takes place on-campus in the program's dedicated computer lab. All course materials (modules and textbooks) are provided to you and are included within the bundled tuition cost.

This full-time, fast-track certificate program is 34-weeks in length, consisting of 30 weeks of instruction and a four-week practicum located in industry. The practicum (paid or unpaid) is required for successful completion of this program. Job search training and assistance is provided to students to aid in securing a practicum placement.

There are two intakes per year. The first intake accepts students in September and the second intake accepts students in January.

Note: This program utilizes a delivery method consisting of a combination of both e-Learning and in-class instruction. SAIT issued laptops are not provided.

Program Overview

Your Career

Graduates may find work as Junior Drafters in a variety of organizations including EPC firms, oil and gas companies and equipment fabricators.

Duties include the use of CADD software to aid Senior Drafters in the preparation of engineering drawings from preliminary concepts and/or sketches, to engineering calculations and specification sheets.

- Graduates of the Process Piping Drafting program have a 95% employment rate.

Student Success

This is an intensive program requiring a commitment of both time and energy; students who experience success are those who make their education a priority during the 34 weeks of the program.

Draftspersons are detail oriented and enjoy working in a team environment.

Credentials and Accreditation

After successfully completing this program, graduates will be awarded a SAIT certificate in Process Piping Drafting.

Graduates are eligible for membership in The Association of Science and Engineering Technology Professionals in Alberta (ASET).

Note: This program is eligible for the Canada-Alberta Job Grant.

Progression

Students must attain a PGPA and/or a CGPA of 2.0 or better in each semester and pass the necessary prerequisite courses to progress through the program. To qualify for graduation, students must pass all courses, attain a CGPA of 2.0 or better and complete course requirements within the prescribed timelines.

Admission Requirements

At least 50% in the following courses or equivalents:

- English Language Arts 30-1 or English Language Arts 30-2, AND
- Math 30-1 or Math 30-2 or Pure Math 30 or Applied Math 30, AND
- All applicants to SAIT must demonstrate English Language Proficiency prior to admission, including students educated in Canada.

Selection for Fall 2016

There are no additional selection requirements. Admission will be extended on a first-qualified, first-offered basis until the program is full.

Selection for Winter 2017

Competitive Entry: Six Step Process

Step 1: Ensure that you meet all of the admission requirements listed above.

Step 2: Review the student selection information below to understand the selection process.

Applications and supporting documents must be submitted by Jan. 6 to be considered for selection.

The competitive selection process is done on a continuous basis starting in October.

Applicants will be assessed according to the following criteria:

- Academic Achievement
- Quality of their Career Investigation Form
- Quality of a personal interview (if requested by the Academic Chair)

Additional information

- Selection Process Information
- Selection Score Information

Step 3: Apply to the Process Piping Drafting program. You will be required to submit your transcripts and/or anticipated final grades at this time in order to be included in the selection process.

High school and upgrading students: When you apply to SAIT, you will have the option to include final grades and anticipated final grades in the online application. If you haven't completed a course yet, enter your projected final mark instead. This information will be used for admission until we receive your final transcript verifying that you have achieved the grade you declared.

Failure to meet anticipated final grades will result in offers being rescinded.

Step 4: Log in to mySAIT to check your admission status.

- If your status indicates you're "In Selection," download the Career Investigation Form.
- Email completed Career Investigation Forms to construction.ppd@sait.ca.
- Applicants who fail to submit the Career Investigation Form within one month of applying may be excluded from selection.

Step 5: Interview

- Career investigations will be scored and only the top ranked applicants will be contacted by the program directly to schedule a personal interview.

Step 6: Continue to monitor changes to your application status through mySAIT.ca.

- Login to your mySAIT.ca account to check your application status.
- Once program is full, qualified applicants will be placed on waitlist in order of their selection criteria ranking.
- There are 36 seats offered per intake.

Communication During Selection

Email is the primary source of communication during the selection process. Ensure your personal email account is managed appropriately to receive our emails, files and communications.

Due to the significant number of applications for this program, the selection process can take some time. Every effort will be made to maintain the timelines outlined above. We appreciate your patience.

Costs and supplies

Tuition and Fees (Subject to change)

- Please refer to the **Tuition and Fee Table**.
- International students, please refer to **International Student Fees**.
- For student funding, please refer to **Financial Assistance**.

Books and Supplies (Subject to change)

- Books and Supplies are included with the tuition.

Program Outline

▪ CADD 201 – AutoCAD I	1.5 credits
▪ CADD 202 – AutoCAD II	1.5 credits
▪ CADD 221 – MicroStation I	1.5 credits
▪ CADD 222 – MicroStation II	1.5 credits
▪ CADD 241 – CADD System Management I	1.5 credits
▪ CADD 250 – Applied CADD	3 credits
▪ CADD 228 – CADWorx	1.5 credits
▪ CADD 303 – AutoCAD III	1.5 credits
▪ CADD 323 – MicroStation III	1.5 credits
▪ ENGD 208 – Digital Drafting	1.5 credits
▪ ENGD 320 – Process Piping Drafting I	3 credits
▪ ENGD 350 – Process Piping Drafting II	6 credits
▪ ENGD 351 – Pressure Vessel Design	1.5 credits
▪ ENGD 352 – Plant Planning	1.5 credits
▪ ENGD 353 – Plant Equipment	1.5 credits
▪ INST 346 – Instrumentation Theory and Piping	1.5 credits
▪ PERS 225 – Job Search Skills	1.5 credits
▪ PRAC 225 – Practicum PPD	1.5 credits
▪ PROP 310 – Natural Gas Processing	1.5 credits
Total Credits	36

Transfer Options

Transfer credit may be available at other post-secondary institutions where credits from SAIT programs could be evaluated on an individual basis. Interested students should contact the post-secondary institute of their choice for more information.

Production Field Operations

Program Description

The Production Field Operations program covers technical knowledge about field production, field operations and process 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.

For more program information, please email distance.education@sait.ca.

Program Overview

Note: This program is eligible for the Canada-Alberta Job Grant.

Progression

You have up to five years to complete all certificate courses. You must meet the graduation requirements as they exist at the time you register for your first course (see AC.3.1.1 Grading and Progression).

Admission Requirements

Program Outline

- PTOP 250 – Production Field Operations Level A 0 credits
- PTOP 260 – Production Field Operations Level B 0 credits
- PTOP 270 – Production Field Operations Level C 0 credits
- PTOP 280 – Production Field Operations Level D 0 credits

Professional Cooking

- Two-year diploma
- Full time program
- Professional paid internship
- Application process begins in October for start in the following September
- High-industry demand

Contact Us

School of Hospitality and Tourism
Room E179, John Ware Building
Phone: 403.284.8612 or
Email: hospitality.info@sait.ca

Program Description

Considered the best in Canada, the Professional Cooking program at SAIT is delivered by world-renowned chefs who provide expert, hands-on training. In just two short years you will have the opportunity to train and interact with 20 leading culinary professionals – an amazing experience for anyone passionate about the culinary arts.

During this full-time two year program, you will be trained in all aspects of the culinary trade including foundational cooking techniques, garde manger, culinary perspectives and patisserie. In an industry experiencing high demand, graduates from SAIT's Professional Cooking program gain valuable, real-life experience and are well prepared for a diverse range of options in the dynamic culinary world.

At SAIT, we are focused on our students' success and deliver on this promise through small class sizes, a personalized approach and state-of-the-art facilities. Our classrooms and labs have recently received \$7 million in upgrades including the new Michelle O'Reilly Charcuterie Lab, SAIT's gourmet Market Place, the downtown Culinary Campus, and our own culinary garden – Jackson's Garden. Operating in live classroom environments such as the renowned Highwood restaurant and 4 Nines Dining Centre provides real world experience that readies you for success in the culinary industry.

As a student, you will learn essential cooking skills and current trends through repetitive production style cooking for the public under the watchful eyes of our professional chefs – just like you would in a real kitchen. The capstone of the program is cooking for the public in the award winning Highwood restaurant, and the bustling downtown Culinary Campus where you will prepare world-class cuisine in a live classroom environment.

Professional paid internship and study tours

Between your first and second year of study, you will get to apply your skills in the industry through a professional paid internship. In addition to learning in a real-world environment, internships provide valuable connections and opportunities to network with future employers.

As a student, you can also take advantage of exciting international study tours. Previous tour locations have included Australia, France, Spain, Italy, Chile and Thailand.

Global recognition through chef competitions

SAIT's Professional Cooking program will give you the skills for a global career path and opportunities to work in the world's finest dining establishments. You also have the option to compete in skills and culinary competitions – both locally and internationally. Our students have won gold and silver in Provincial and National Skills in addition to the Canadian Chef Association competitions. Our students have also competed in Hong Kong and Singapore over the last several years placing in the top three.

Program Overview

Your Career

You will be prepared for a diverse range of career options in restaurants, hotels and convention centres after graduation. You may find work locally or abroad as a(n):

- Executive Chef
- Sous-chef
- Chef de Partie
- Banquet Chef
- Garde Manger
- Chef de Cuisine
- Kitchen Manager
- Food Stylist
- Educator
- Graduates of the Professional Cooking program have a 100% employment rate.

Student Success

- Most successful students spend approximately 20 hours per week doing homework and review, with additional study required to prepare for exams.
- Keep in mind hospitality industry hours can range from early morning to late in the evening and often include holidays. For example, our cold food prep classes start at 7:00 a.m. and dinner service at the Highwood ends at 10 p.m.
- The culinary industry is fast-paced with a focus on customer service.
- The material is presented at a fairly rapid rate. For the greatest level of success you must be present and take responsibility for your learning experience.
- You must be able to read, write and comprehend the English language at a level exceeding basic conversational English.

Students with higher grades in high school usually experience more success in SAIT programs.

Credentials and Accreditation

After successfully completing this program, graduates will receive a SAIT diploma in Professional Cooking.

Alberta Apprenticeship has accredited this program for all three technical training periods.

Students are still required to complete 4680 hours of paid work experience and must successfully challenge all three provincial exams before considered eligible for the Red Seal exam and designation.

Students in the Professional Cooking program can challenge:

- The first year government exam after successful completion of their first year in the diploma program.
- The second year government exam after successful completion of the third and fourth semesters provided they passed the first year government exam.
- The third year government exam after successful completion of the Professional Cooking diploma provided they passed the first and second year government exams.

For more information contact the School of Hospitality and Tourism.

Progression

Students must attain a PGPA and/or a CGPA of 2.0 or better in each semester and pass the necessary prerequisite courses to progress through the program. To qualify for graduation, students must pass all courses, attain a CGPA of 2.0 or better and complete course requirements within the prescribed timelines.

Admission Requirements

A minimum of 35 Alberta high school credits with at least 50% in the following courses or their equivalents:

- English Language Arts 10-1 or English Language Arts 10-2 or Humanities 10, AND,
- Math 10C or Math 10-3 or Pure Math 10 or Applied Math 10.
- All applicants must demonstrate English Language Proficiency prior to admission, including students educated in Canada.

Selection

There are no additional selection requirements. Admission will be extended on a first-qualified, first-offered basis until the program is full.

Costs and supplies

Tuition and Fees (Subject to change)

- Please refer to the **Tuition and Fee Table**.
- International students, please refer to **International Fees**.
- Student funding, please refer the **Financial Assistance**.

Books and Supplies (Subject to change)

- Books and Supplies are approximately \$750.

Program Outline

First Year

Semester 1

▪ COOK 202 – Culinary Fundamentals	3 credits
▪ COOK 253 – Meat Preparation	3 credits
▪ COOK 227 – Soups and Sauces	3 credits
▪ COOK 235 – Dinner Cookery	3 credits
▪ COOK 267 – Baking and Yeast Goods	3 credits

Semester 2

▪ COOK 217 – Vegetables and Starches	3 credits
▪ COOK 223 – Cold Kitchen	3 credits
▪ COOK 233 – Lunch Cookery	3 credits
▪ COOK 207 – Breakfast Cookery	3 credits
▪ COOK 263 – Line Cook	3 credits

Semester 3

▪ PRAC 287 – Professional Internship	3 credits
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Second Year

Semester 4

▪ COOK 303 – Lunch à la Carte	3 credits
▪ COOK 307 – Patisserie	3 credits
▪ FDBS 327 – Food and Beverage Service	3 credits
▪ NUTR 313 – Nutrition and HMR	3 credits
▪ COMM 363 – Workplace Communication Skills	1.5 credits
▪ FDBS 323 – Food and Wine Pairing	1.5 credits

Semester 5

▪ COOK 317 – Dinner à la Carte	3 credits
▪ COOK 333 – Garde Manger	3 credits
▪ COOK 350 – Culinary Perspectives	3 credits
▪ FDBC 363 – Purchasing, Receiving and Cost Control	3 credits
▪ FDPM 353 – Supervision and Event Planning	3 credits

Total Credits	63
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Transfer Options

Graduates may be eligible for transfer credit at:

- University of New Brunswick, Saint John
- University of Ontario Institute of Technology
- Vancouver Island University

Radio, Television and Broadcast News Diploma

- **Two-year diploma**
- **Broadcast News, Radio and Television majors**
- **Fall start**
- **Includes fourth semester practicum**
- **e-learning**

Contact Us

School of Information and Communication Technologies
Phone: 403.284.8470
Email: rtbn.info@sait.ca

Program Description

The Radio, Television and Broadcast News (RTBN) program is divided into three options: Radio, Television or Broadcast News. Students choose the option that best fits their individual skills and interests, in preparation for a challenging, creative and exciting career in the media.

Radio students gain valuable industry experience by operating SAIT's campus radio station (accessible worldwide at radio.sait.ca). Students progress from mastering audio basics to advanced digital multi-track production, perform duties in the sales and promotions departments, and rotate through station positions including on-air personality, creative director, and production manager. Students also receive training in music directing, traffic management, and news and sports delivery, to round out this exciting and worthwhile career path.

Television students learn the fundamentals of writing, directing, producing, and editing through live production and assembling pre-recorded video and audio elements. A strong emphasis is placed on hands-on learning and innovation in both single and multi-camera environments. Students work in teams to produce information and news programs, live event programming (such as sports), variety programs, documentaries, commercials, and public service announcements. Students also become familiar with the technical aspects of television media by working with broadcast-quality equipment such as High Definition cameras, switchers, digital audio consoles, graphics work stations, servers and computer-based editing systems.

Broadcast News (BN) students learn how to research and objectively present a story. They receive extensive, hands-on training. The program provides realistic experiences behind and in front of the camera and microphone. Students are trained to work effectively in both the radio and television environment. BN students learn the importance of meeting deadlines while maintaining a respect for journalistic integrity. Students take on many roles in our newsroom, including reporter, producer, line-up editor, news and sports anchor, and weather reporter.

The RTBN program involves two years of full-time study. Each of the program's two years is divided into two semesters. There is a single intake each year, with classes commencing in September and finishing in late April. A four-week industry practicum is required in the fourth semester.

All Radio, Television, and Broadcast News students participate in laptop e-learning curriculum. Students lease a PC laptop computer from SAIT, which are equipped with various software applications. Internet access, training and technical support are provided throughout the program.

Program Overview

Your Career

Graduates find work in the traditional areas of broadcast, cable and film production, both as salaried employees and freelancers. In recent years, we have seen our graduates obtain employment with corporate and educational organizations.

- Graduates of the Radio, Television and Broadcast News program have a 100% employment rate.

Student Success

Students with previous academic success are frequently more successful in SAIT programs.

Credentials and Accreditation

Upon successfully completing this program, graduates will receive a SAIT diploma in Radio, Television and Broadcast News.

Accreditation

There are no formal accreditation arrangements at this time. Please contact the School of Information and Communications Technologies (ICT) for more information.

Progression

Students must attain a PGPA and/or a CGPA of 2.0 or better in each semester and pass the necessary prerequisite courses to progress through the program. To qualify for graduation, students must pass all courses, attain a CGPA of 2.0 or better and complete course requirements within the prescribed timelines.

Admission Requirements

- At least 60% in English Language Arts 30-1 or English Language Arts 30-2 or equivalents.
- All applicants must demonstrate English Language Proficiency prior to admission, including students educated in Canada.

Selection

- Applications and proof of the admission requirements (transcripts and/or anticipated final grades) must be submitted by April 1 to be included in selection.
- Selection will begin in January and sessions will be scheduled every six to eight weeks. Applicants who apply after April 1 will be put on a secondary waitlist and only be asked to forward packages if a seat becomes available.
- All applicants must provide a current, valid email address where they can be contacted.
- Once the program is full, qualified applicants will be placed on a waitlist.

Selection Criteria

Qualified applicants in each option (Radio, Television or Broadcast News) must bring a completed submission package to the selection session.

If you are located more than 300 km from Calgary and cannot attend a selection session without hardship, alternative arrangements for submission will be considered.

- Applicants attending a selection session will be asked to give a brief personal introduction and provide specific written information. They will have an opportunity to ask questions and do a tour.
- Applicants will be advised of their status within four weeks of the selection session.
- The applicant can expect to be interviewed in a group by an instructor panel.

The submission package will consist of the following:

- A career and program investigation report
- Resumé
- Two letters of reference
- In addition, Broadcast News applicants are expected to provide a short (two minute maximum) video synopsis of their career and program investigation report (as an .avi or .mov file on a CD).

Please wait until you have received an invitation by email to attend a selection session from the School of Information and Communication Technologies before generating these items. You will be given detailed information in the email as to what is required.

Selection Priority

Selection priority is based on an evaluation of the submission package and the applicant's suitability as determined during the selection session.

Unsuccessful Applicants

There are numerous reasons why you might not be granted a seat – a late application, particularly strong competition, the lack of certain basic requirements, or an application package not up to the general standard.

Applications are not carried over into the next academic year. We encourage applicants to apply again in the next academic year, making up any qualifications they are lacking and/or improving the quality of their submission package.

Costs and supplies

Tuition and Fees (Subject to change)

- Please refer to the **Tuition and Fee Table**.
- International students, please refer to **International Student Fees**.
- Student funding, please refer to **Financial Assistance**.

Books and Supplies (Subject to change)

- Books and Supplies are approximately \$720 for the first year and \$500 for the second year depending on the option taken.
- A \$400 security deposit to use a SAIT issued laptop.

Broadcast News Option

Program Outline

First Year

Semester 1

▪ COMP 267 – MS Office and Web Design Basics	1.5 credits
▪ JOUR 206 – Writing Fundamentals for Media	3 credits
▪ JOUR 207 – Introduction to Broadcast News	3 credits
▪ LDSH 239 – Leadership in Broadcasting	1.5 credits
▪ PRDT 217 – Audio Video Production	3 credits
▪ PRES 209 – Speech and Presentation	3 credits

Semester 2

▪ AUDI 279 – Broadcast News Technical Operations I	1.5 credits
▪ COMP 269 – Social Media in Broadcasting	1.5 credits
▪ JOUR 256 – Reporting I	1.5 credits
▪ JOUR 263 – Broadcast News Writing	3 credits
▪ JOUR 264 – Broadcast News Radio News I	1.5 credits
▪ JOUR 265 – Broadcast News TV News I	1.5 credits
▪ POLS 252 – Reporting in Canadian Political Systems	1.5 credits
▪ PRES 225 – Stage Production II	3 credits
▪ SPCH 262 – Broadcast News Speech I	1.5 credits
▪ VDEO 230 – Electronic News Gathering Editing	1.5 credits

Second Year

Semester 3

▪ AUDI 329 – Broadcast News Technical Operations II	1.5 credits
▪ JOUR 306 – Reporting II	3 credits
▪ JOUR 314 – Broadcast News Radio News II	3 credits
▪ JOUR 315 – Broadcast News TV News II	3 credits
▪ PRES 320 – Presentation I	1.5 credits
▪ SPCH 312 – Broadcast News Speech II	1.5 credits
▪ VDEO 345 – Electronic News Gathering Production I	1.5 credits

Semester 4

▪ JOUR 354 – Media Ethics	1.5 credits
▪ JOUR 356 – Reporting III	3 credits
▪ PRAC 391 – Broadcast News Practicum	1.5 credits
▪ PRES 350 – Presentation II	1.5 credits
▪ VDEO 355 – Electronic News Gathering Production II	1.5 credits

Electives – Students choose 2 of 3

▪ JOUR 363 – Broadcast News Sports	3 credits
▪ JOUR 364 – Broadcast News Radio News III	3 credits
▪ JOUR 365 – Broadcast News TV News III	3 credits

Total Credits	63
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Radio Option

First Year

Semester 1

▪ AUDI 203 – Introduction to Radio	3 credits
▪ COMP 267 – MS Office and Web Design Basics	1.5 credits
▪ JOUR 206 – Writing Fundamentals for Media	3 credits
▪ LDSH 239 – Leadership in Broadcasting	1.5 credits
▪ PRDT 217 – Audio Video Production	3 credits
▪ PRES 209 – Speech and Presentation	3 credits

Semester 2

▪ ADVR 254 – Radio Advertising I	1.5 credits
▪ AUDI 251 – Radio Operations I	6 credits
▪ AUDI 252 – Radio Production I	3 credits
▪ COMP 269 – Social Media in Broadcasting	1.5 credits
▪ JOUR 262 – Radio Broadcast News I	1.5 credits
▪ PRES 225 – Stage Production II	3 credits
▪ SCPT 250 – Radio Scriptwriting I	1.5 credits

Second Year

Semester 3

▪ ADVR 304 – Radio Advertising II	3 credits
▪ AUDI 322 – Radio Production II	3 credits
▪ AUDI 324 – Radio Operations II	3 credits
▪ JOUR 312 – Radio Broadcast News II	1.5 credits
▪ PRES 322 – Radio Announcing I	3 credits
▪ SCPT 300 – Radio Scriptwriting II	1.5 credits

Semester 4

▪ ADVR 354 – Radio Advertising III	1.5 credits
▪ AUDI 372 – Radio Production III	1.5 credits
▪ AUDI 374 – Radio Operations III	3 credits
▪ JOUR 362 – Radio Broadcast News III	1.5 credits
▪ PRAC 397 – Radio Practicum	1.5 credits
▪ PRES 342 – Radio Announcing II	3 credits
▪ SCPT 350 – Radio Scriptwriting III	1.5 credits

Total Credits	61.5
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Television Option

First Year

Semester 1

▪ COMP 267 – MS Office and Web Design Basics	1.5 credits
▪ JOUR 206 – Writing Fundamentals for Media	3 credits
▪ LDSH 239 – Leadership in Broadcasting	1.5 credits
▪ PRDT 217 – Audio Video Production	3 credits
▪ PRES 209 – Speech and Presentation	3 credits
▪ VDEO 205 – Introduction to Television Production	3 credits

Semester 2

▪ VDEO 251 – ENG/EFP Camera and Production	3 credits
▪ VDEO 253 – Producing for Television	3 credits
▪ VDEO 255 – Post Production	3 credits
▪ VDEO 257 – TV Production	3 credits
▪ WRIT 260 – Writing for Television	3 credits

Second Year

Semester 3

▪ VDEO 301 – TV Production II	3 credits
▪ VDEO 302 – Producing for Television II	3 credits
▪ VDEO 303 – Post-Production II	3 credits
▪ VDEO 304 – Electronic News Gathering/Electronic Field Production Camera and Production II	3 credits
▪ WRIT 310 – Writing for Television II	3 credits

Semester 4

▪ PRDT 351 – Television Project Management	6 credits
▪ PROJ 356 – Television Capstone	1.5 credits
▪ VDEO 353 – Post-Production III	3 credits
▪ VDEO 354 – Remote Electronic News Gathering/Electronic Field Production III	3 credits
▪ WRIT 350 – Feature Writing for Television	1.5 credits

Total Credits	60
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Transfer Options

Graduates may be eligible for transfer credit at:

- Athabasca University
- Mount Royal University
- Red Deer College
- Royal Roads University
- University of Calgary
- University of Gloucestershire, United Kingdom
- University of New Brunswick, Saint John
- University of Ontario Institute of Technology
- University of South Australia
- University of South Wales

Railway Conductor

- 15-week certificate
- Fall and winter starts
- High graduate employment rate

Contact Us

School of Transportation
Phone: 403.210.4150
Email: rail@sait.ca

Program Description

The Railway Conductor (RRCDC) program will prepare the student for a career in operations in the Canadian Railway industry. The student will learn in a variety of settings including classrooms, labs, a private mini rail yard (complete with track and rail cars), and through visits to nearby industrial sites. Over the course of the program the student will learn about the Canadian Railway Operating Rules (CROR) and the related instructions and processes. The student will also learn operating procedures including train marshalling, handling of dangerous goods, documentation and all of the specific responsibilities of a conductor. Finally you will learn using actual rail equipment about the mechanical components of rail cars including air braking systems and communication systems.

Currently, the railway industry is experiencing significant growth and there are increased demands for transportation and distribution of commodities and /or finished manufactured products. The high demand for our graduates is also the result of pressures brought on by high retirement rates as the demographics of an aging workforce influence the hiring rates and practices of the railways. The major railways have significant hiring and recruiting strategies in place for the next several years.

The Rail Training Centre is located in the N.R. Buck Crump Building located in the Mayland Heights Campus of SAIT , 1940 Centre Avenue NE Calgary, AB.

Program Overview

Your Career

As a conductor, your role is to achieve high levels of customer satisfaction through the use of safe and cost effective processes to optimize operations. You will be responsible for switching and marshalling cars; setting off and picking up customers cars; making up trains within the rail yard; and moving cars between rail yards, sidings or tracks according to instructions originating with yard and train planners or network management centres and dispatch offices. Graduates may find work as Railway Conductors (and other related occupations) within Canada's two national railways or with a short line or regional carrier, or an industrial rail operator. As a graduate, you will be rewarded with challenging and interesting positions, paying good salaries and having opportunities for advancement including locomotive engineer and/or management. Conductors are typically promoted to locomotive engineers with further training and qualification.

- Graduates of the Railway Conductor program have a 100% employment rate.

Student Success

Conductor graduates must have a strong orientation towards safety, as well as excellent English proficiency in verbal and written skills, good planning, decision-making and communicating skills to work in the rail industry. Railways operate 24-hours a day, 365 days-a-year. Students must accept the reality of working shift work and having irregular days off. The work of a conductor requires regular physical activity outdoors in all types of weather. Conductors need to be in good physical condition and be able to lift heavy objects (up to 85 lbs.). Applicants to the railway companies are expected to pass government-mandated medical examinations including testing for vision including colour, hearing acuity and drug screening. Persons with medical concerns should consult with the employment office(s) of the respective railway(s). Applicants to railway jobs are also given security screening by the hiring railway. Anyone with a concern should consult with the employment office (s) of the respective railway(s). Personal security information may be obtained from the local police force for a fee. To gain employment in the rail industry as a Conductor, the student is responsible for determining the minimum medical and physical standards required by individual rail companies. SAIT does not provide screening services for the purpose of meeting these standards.

Credentials and Accreditation

After successfully completing this program, graduates will receive a SAIT certificate as a Railway Conductor.

Accreditation

SAIT will seek accreditation from the Railway Association of Canada.

Note: This program is eligible for the Canada-Alberta Job Grant.

Progression

Students must attain a PGPA and/or a CGPA of 2.0 or better in each semester and pass the necessary prerequisite courses to progress through the program. To qualify for graduation, students must pass all courses, attain a CGPA of 2.0 or better and complete course requirements within the prescribed timelines.

Admission Requirements

At least 50% in the following courses or equivalents:

- Math 20-1 or Math 20-2 or Math 20-3 or Pure Math 20 or Applied Math 20, AND,
- A Grade 12 English.
- All applicants must demonstrate English Language Proficiency prior to admission, including students educated in Canada.

Selection

There are no additional selection requirements. Admission will be extended on a first-qualified, first-offered basis until the program is full.

Costs and supplies

Tuition and Fees (Subject to change)

- Please refer to the **Tuition and Fee Table**.
- International students, please refer to **International Student Fees**.
- For student funding, please refer to **Financial Assistance**.

Books and Supplies (Subject to change)

- Books and Supplies (including personal protection clothing) are approximately \$600.
- Students must wear approved safety footwear.

Program Outline

▪ RCDR 205 – Leadership for Conductors	1.5 credits
▪ RLOP 202 – Performing Inspections	1.5 credits
▪ RLOP 205 – Railway Operations Introduction	3 credits
▪ RLOP 207 – Railway Business	1.5 credits
▪ RLOP 208 – Railway Practical Lab	3 credits
▪ RLOP 240 – Marshalling and Switching	1.5 credits
▪ RMGT 202 – Railway Culture	1.5 credits
▪ RMGT 210 – Industrial Org. of Railways	1.5 credits
▪ RREG 210 – Career Readiness	1.5 credits
▪ RREG 212 – Rules and Regs for Conductors	6 credits
▪ SAFE 227 – Railway Safety	1.5 credits
▪ SGNL 204 – Air Brake Systems and Tests	1.5 credits
▪ COMP 264 – MS Office Basics	1.5 credits
Total Credits	27

Transfer Options

Transfer credit may be available at other post-secondary institutions where credits from SAIT programs could be evaluated on an individual basis. Interested students should contact the post-secondary institute of their choice for more information.

Rehabilitation Therapy Assistant

- **Two-year diploma**
- **Dual Occupational Therapist and Physical Therapist Assistant Credentials**
- **Fall start**
- **Includes clinical practica experience**
- **On-campus classes with some self-study and online components**
- **Graduates in high demand**

Contact Us

School of Health and Public Safety
Room NR502, Senator Burns Building
Phone: 403.284.8500
Email: hps.info@sait.ca

Program Description

Medical advances permit a growing number of children and adults to live successfully with disabilities. Clients, who have experienced an injury or a health condition that has impacted their ability to function in day-to-day life, can maximize their physical, mental and social abilities through rehabilitation. Under the supervision of an occupational therapist or physiotherapist, the therapist assistant works with clients across the lifespan with the goal of helping the clients to be active participants in society. Therapist assistants also support facility administration by managing therapeutic supplies and maintaining equipment.

SAIT's Rehabilitation Therapy Assistant diploma program trains students to become knowledgeable and skilled assistants in occupational and physical therapy. Course content meets or exceeds the essential competencies required for support personnel in both professions.

The Rehabilitation Therapy Assistant program is two years in length and is comprised of four semesters. The first semester of the program addresses key concepts of rehabilitation and healthcare delivery. Observational visits to the clinical settings assist the student in integrating knowledge of normal physical and psychological function with basic therapeutic skills. More advanced rehabilitation concepts, common health conditions and therapeutic skills used in occupational therapy and physical therapy are taught in the second semester. Professionalism and communication skills are also emphasized and practiced when the student completes a two-week practicum.

In the third semester of the program, advanced therapeutic skills and complex health conditions are integrated in a second two-week practicum. In the fourth and final semester, professional practices are integrated in the 12 week practicum. The student returns to SAIT for the final two weeks of the semester for comprehensive practical examinations and to consolidate his/her experiences.

Students must be disciplined for learning through self-study, face-to-face at SAIT, and in a clinical setting and online. Practica experiences are unpaid and may occur outside the Calgary area.

Some courses will require an online component and will require students to have computer and Internet access and e-mail capabilities. All courses require additional self-study.

Program Overview

Your Career

Graduates find work in a variety of settings including rehabilitation centres, mental health facilities, long-term care facilities, hospitals, schools and private physiotherapy and occupational therapy services in both urban and rural settings.

Student Success

Students must be physically fit and able to lift a minimum weight of 50 pounds.

Previous work or volunteer experience in a health- or wellness-related field is an asset.

Students who experience success in this program:

- Have at least basic computer skills
- Possess effective communication skills in both written and spoken English
- Have higher secondary or post-secondary marks
- Are self-directed, highly motivated, detail oriented and well-organized
- Are professional and flexible
- Enjoy working in a team environment and in diverse settings
- Above all, enjoy relating to others

Credentials and Accreditation

After successfully completing this program, graduates will receive a SAIT Rehabilitation Therapy Assistant diploma with both the occupational therapist assistant (OTA) and the physical therapist assistant (PTA) discipline designations.

Accreditation

The Rehabilitation Therapy Assistant program at SAIT has been accredited by the Occupational Therapist Assistant and Physiotherapist Assistant Education Accreditation Program (OTA and PTA EAP) in collaboration with Physiotherapy Education Accreditation Canada (PEAC) and the Canadian Association of Occupational Therapists (CAOT). The status of Accreditation was granted to the program on April 30, 2016 for the period until April 30, 2022.

For more information please contact the Occupational Therapist Assistant and Physiotherapist Assistant Education Accreditation Program, c/o Physiotherapy Education Accreditation Canada, Suite 26, 509 Commissioners Road West London, Ontario, N6J 1Y5, (226) 636-0632, otapta.ca.

Progression

Students must attain a PGPA and/or a CGPA of 2.0 or better in each semester and pass the necessary prerequisite courses to progress through the program. To qualify for graduation, students must pass all courses, attain a CGPA of 2.0 or better and complete course requirements within the prescribed timelines.

Admission Requirements

Completion of the following courses or equivalents with an overall average of at least 60%:

- English Language Arts 30-1, AND,
- Biology 30, AND,
- Chemistry 20 or Science 20.
- All applicants must demonstrate English Language Proficiency prior to admission, including students educated in Canada.

Selection

- Applications and proof of the admission requirements (transcripts and/or anticipated final grades) must be submitted by March 31 to be included in selection.
- Applications received after March 31 will be placed on a secondary waitlist and applicants will be contacted if seats become available.
- Applications will be reviewed on a monthly basis and qualified applicants will be emailed a selection package.
- There will be 39 seats offered for the fall intake. We receive more qualified applicants than our quota of seats in the program.
- Email is the primary source of communication during the selection process. Ensure your email account is managed appropriately to receive our emails, files and communications. It is not recommended to use a Microsoft email account such as @hotmail.com or @live.com as there have been some issues in the past in receiving SAIT communications using these types of accounts.

Selection Criteria

In the selection process, applicants will be assessed according to the following criteria and seats will be offered accordingly.

- Career exploration
- Academic grades
- Interview

Program and Practicum Requirements

The School of Health and Public Safety has many practica partners located within Alberta and across Canada. Practicum placements in Calgary are limited and students are frequently required to relocate outside of Calgary for practicum.

Successful candidates will be informed of the allocation of their practicum placement by the program. There is no guarantee that students will be placed at their desired practicum location. Special considerations of personal circumstances will not be given in regards to assigning practicum placements. Students will be responsible for fees associated with practicum such as relocation and travel costs.

In compliance with the practica agreements with our clinical partners, successful candidates will be requested to provide proof of the following requirements:

- **Updated Immunization Records:** Most practicum sites require students to demonstrate updated immunization status prior to attending practicum. Successful candidates will be asked to provide an up-to-date immunization record to the SAIT Health Clinic as part of the program orientation. Failure to do so could jeopardize a student's ability to complete the practicum portion of his/her program. The receiving practicum site has the right to refuse students who cannot prove they have met all the required immunizations. Please review the immunization process document for specific details. It is advised to start the immunization process early as it can take some time to complete.
- **Police Information Check and Vulnerable Sector Check:** According to the Protection for Persons in Care Act, our practica sites require that students obtain a Police Information Check including Vulnerable Sector Check, prior to going on practicum. Any criminal code offence for which a pardon has not been received may be a deterrent to a student's entry into practicum, and therefore will result in an uncompleted program or non-graduating status. Successful candidates will be asked to provide a clear Police Information Check including Vulnerable Sector Check record to the School of Health and Public Safety main office by orientation day. Please review the Police Information Check process document for specific details. Be aware that the record must be dated no earlier than 90 days prior to your program orientation day (typically orientation day is held the week prior to the first day of class). Online Police Information Checks/Vulnerable Sector Checks are not acceptable.
- **N95 Respiratory Mask:** Fit testing is done to determine which make and model of N95 respiratory mask should be used by an individual. In compliance with Alberta's Occupational Health and Safety Code 2009, students are fit-tested for respiratory masks prior to their practica. Occupational Health and Safety Bulletin, Respiratory Protective Equipment: An Employer's Guide states the effectiveness of the respiratory protective equipment depends on an effective face piece seal to the skin of the face. The mask must be tight enough so that the person is breathing only air which has been filtered. The seal is dependent on facial differences (shape or size) or facial hair. Facial hair must be removed where the mask contacts the face for the test. Failure to adequately fit an N95 mask may result in a restricted practicum and/or limited employment. Additionally, a student may need to be tested again in two years or if there are changes to the face which impact the ability of the respirator to form an effective seal (e.g. weight gain/loss, growth of facial hair, dental surgery, or facial scarring).

- **Health and Wellness Status:** Due to the demanding nature of the work in the health care field and Occupational Health and Safety requirements, the health care field has a strong focus on health and wellness. Students with a medical condition or disability that may impact them in a practicum setting are strongly advised to discuss concerns with the program academic chair and/or SAIT Accessibility Services as soon as possible upon acceptance into the program. Please review the attached document for guidance on entering an allied health program with a medical condition or disability.

More details on the practica requirements per program are outlined on a pre-orientation website for successful candidates.

Costs and Supplies

Tuition and Fees (Subject to change)

- Please refer to the **Tuition and Fee Table**.
- International students, please refer to **International Student Fees**.
- For student funding, please refer to **Financial Assistance**.
- Students are responsible for any additional expenses related to their practicum including relocation costs to practicum sites outside of Calgary.
- There is a fee associated with obtaining a police information check including Vulnerable Sector Check and is payable to the Police or the Royal Canadian Mounted Police (RCMP).

Books and Supplies (Subject to change)

- Textbooks and other learning materials cost about \$1,500.
- Students are required to have access to a personal computer, printer and Internet. Computers must meet the specifications listed in Fees and Expenses.

Program Outline

First Year

Semester 1

▪ ANPH 209 – Anatomy and Physiology	3 credits
▪ ORNT 208 – Orientation to Rehabilitation	3 credits
▪ PROF 210 – Introduction to Health Care Delivery	1.5 credits
▪ PSYC 210 – Life Span Development	3 credits
▪ RHAB 230 – Anatomy of Movement	3 credits
▪ RHAB 232 – Fundamentals of Client Care	3 credits

Semester 2

▪ COMM 263 – Practice Skills – Communication	1.5 credits
▪ PRCT 230 – Practicum 1	3 credits
▪ RHAB 240 – Practice Skills – Modalities	3 credits
▪ RHAB 242 – Practice Skills – OTA Foundations	3 credits
▪ RHAB 244 – Practice Skills – Exercise	3 credits
▪ RHAB 246 – Health Conditions 1	3 credits

Second Year

Semester 3

▪ PRCT 232 – Practicum 2	3 credits
▪ RHAB 260 – Practice Skills – Mental Health Concepts	3 credits
▪ RHAB 262 – OTA Advanced Practice Skills	3 credits
▪ RHAB 264 – PTA Advanced Practice Skills	3 credits
▪ RHAB 266 – Communication Disorders	1.5 credits
▪ RHAB 268 – Health Conditions 2	3 credits

Semester 4

▪ PRCT 234 – Practicum 3	6 credits
▪ PROF 260 – Professional Practice	3 credits
▪ RHAB 270 – Practicum Consolidation	1.5 credits
Total Credits	60

Transfer Options

Graduates may be eligible for transfer credit at:

- Athabasca University
- NAIT
- University of Calgary
- University of Northampton, England
- University of Ontario Institute of Technology

Respiratory Therapy

- **Three-year diploma**
- **Fall start**
- **Includes first year, second year, and third year practica**
- **Graduates in high demand**

Contact Us

School of Health and Public Safety
Room NR502, Senator Burns Building
Phone: 403.284.8500 or
Email: hps.info@sait.ca

Program Description

Respiratory therapy is a diverse and specialized profession that assists physicians in diagnosing, treating, and managing patients by providing such services as cardiopulmonary resuscitation, ventilator management, oxygen and aerosol therapy, patient assessment and evaluation, and diagnostic services including pulmonary function testing and blood analysis. Since 1970, SAIT has been providing students with the right combination of leading-edge theory and hands-on practice needed to succeed.

At SAIT, respiratory therapy students participate in a comprehensive three-year diploma program featuring two years of classroom, lab study, clinical simulation and practica followed by one year of clinical education in an acute and community care facility. Students complete practicum rotations such as adult, pediatric and neonatal intensive care units, the emergency department, anesthesia, wards, homecare pulmonary function and blood gas labs. The first two years each consist of eight months study at SAIT with some clinical practica. The third year is a 12-month clinical placement at an affiliated health care facility. The program will strive to give students their location preference for practica, but as each hospital has limited seats available, placement at preferred sites is not guaranteed; students may have to relocate to complete their clinical year at their own expense.

SAIT instructors, as respiratory therapy professionals, are equipped to offer the latest insights into new technology and best practices in the field including SAIT's Centre for Advanced Patient Care Simulation – a simulation education facility that uses high fidelity human patient simulators which physiologically respond to medical treatment.

Online elements require that students have a personal computer and access to the Internet. The Respiratory Therapy clinical practicum experience includes rotations through adult intensive care, neonatal intensive care, pediatric intensive care, home care, surgical suite and wards. Students will be evaluated on competency and performance in all rotations using a competency tracking system called CompTracker. Students are required to have an iPad or iPad mini to support the CompTracker system while at practicum sites.

Learn more about the respiratory therapy profession at careercruising.com. Log-in with username: SAIT, and password:

This program is under review and could undergo changes.

Program Overview

Your Career

Graduates find employment as respiratory therapists in acute care hospitals, community and home care programs, diagnostic laboratories, educational institutions, research facilities, pharmaceutical companies, medical sales and services, and private companies. Future career opportunities may also exist in research, education, administration, and management.

- Graduates of the Respiratory Therapy program have a 96% employment rate.

Student Success

- Students with higher secondary or post-secondary marks usually experience greater success in SAIT programs.
- The program delivery is very intensive. To be successful students must be prepared to attend 30 hours per week of classroom activities and spend approximately 30 hours per week outside of class studying.
- During the Respiratory Therapy program you will participate in learning a number of skills that are usually practiced on other students. All skills are performed in a safe setting and supervised. Typically, students take turns acting as patient and Respiratory Therapist when practicing these exercises. The students have the option to opt out of role-playing as the patient, however the student may still be required to perform the skill on a classmate.
- Students who experience success in this program have the following characteristics:
 - Strong command of the English language
 - Strong communication and interpersonal skills are paramount given the vast amount of patient interaction required on the job.
 - Good communication skills, compassion and an interest in caring for others
 - Good organizational and problem solving skills with an ability to think and act in crisis situations
 - Ability to work effectively, independently and as a member of a team.
 - Professional and flexible, and enjoy working in diverse settings
 - Value helping others and working in a high-energy, challenging environment
 - Ability to spend the majority of their working hours on their feet and may be required to help lift immobile patients.

Credentials and Accreditation

After successfully completing this program, graduates will receive a SAIT Respiratory Therapy diploma.

Graduates from the SAIT program must successfully challenge the Canadian Board of Respiratory Care (CBRC) examination to earn the right to practice Respiratory Therapy in Canada. Any graduate wishing to work in Alberta must be a member of CARTA and pay the \$425 membership fee. Applicants who have English as an additional language and haven't received their elementary education in English must additionally provide proof of ELTPA of nine in all categories. Graduates wishing to work outside of Alberta may register with the CSRT by paying the \$185 membership fee. After graduates become members of a professional organization they may register with the CBRC by paying the \$900 national examination fee that will then allow them to challenge the national exam.

The Respiratory Therapy program delivered by SAIT is accredited by the Council on Accreditation for Respiratory Therapy Education (CoARTE). The program also works closely with our Advisory Committee to ensure that our curriculum continues to exceed provincial and national accreditation standards.

Progression

Students must attain a PGPA and/or a CGPA of 2.0 or better in each semester and pass the necessary prerequisite courses to progress through the program. To qualify for graduation, students must pass all courses, attain a CGPA of 2.0 or better and complete course requirements within the prescribed timelines.

Admission Requirements

Completion of the following courses or equivalents:

- At least 60% in Math 30-1 or Pure Math 30, or at least 70% in Math 30-2, AND,
- At least 60% in English Language Arts 30-1, AND,
- At least 60% in Chemistry 30, AND,
- At least 60% in Biology 30.

English Language Requirement

All applicants who have English as an additional language must achieve the following passing scores in Enhanced Language Training Placement Assessment (ELTPA) before a seat can be offered in the program:

- Speaking Benchmark level 9
- Listening Benchmark level 9
- Reading Benchmark level 9
- Writing Benchmark level 9

The language assessment can be completed through the Immigrant Language Vocational Assessment Referral Centre (contact: 403.262.2656). The waitlist is approximately three weeks to access the ELTPA and assessment duration is approximately three hours.

In order to take the ELTPA test, you will need a referral form from the Respiratory Therapy (RT) program. Please email the administrative assistant with this required information:

- Full name
- Date of birth
- Phone number
- Current immigration status and number associated with your status
- SAIT student ID number

Please note that the program does not accept International English Language Testing System (IELTS), Test of English as a Foreign Language (TOEFL), Michigan English Language Assessment Battery (MELAB) or Michener English Language Assessment (MELA) as equivalent to the Canadian Language Benchmarks.

Selection

Applications and proof of the admission requirements (transcripts and/or anticipated final grades) must be submitted prior to April 30 to be included in selection.

The first round of selection will start Dec. 1 and will continue on a monthly basis.

Applicants who apply after the program has been filled will be required to complete the selection process and be placed on a waitlist.

There will be a minimum of 48 seats offered for the fall intake. An additional eight seats are reserved for Saskatchewan residents.

We receive more qualified applicants than our quota of seats in the program. In order to best select our students, the School of Health and Public Safety will forward a selection package by email to those that meet the minimum admission requirements.

If you do not receive your selection package by email three (3) weeks after submitting your application to the Respiratory Therapy program please contact the Administrative Assistant either by email or by phone at 403.210.4498.

Applicants will be required to complete the documents in the selection package and will be ranked according to the composite score of the following selection criteria.

Selection Criteria

Admission into the Respiratory Therapy program is determined by a selective process based on academic qualifications. In the selection process applicants will be assessed according to the following weighted criteria:

- Admission requirements course average: 77%
- Additional education or certifications: 19%
 - The number of years of post-secondary education, and completion of a diploma or degree.
- Career aptitude (Career and Program Investigation): 4%

Applicants will be ranked monthly according to the criteria outlined above. A composite score will be determined as we receive applications and seats will be offered in rank order on an ongoing basis until all seats are full.

- Applicants with a composite score of 100 or above will be offered a seat in the program until the program is full.
- If the program is not full on April 1, the remaining applicants who ranked at less than 100 will be considered for positions in the program based on highest composite score.
- All other qualified applicants will be placed on a waitlist and contacted if a seat becomes available.

Failure to meet anticipated final grades will result in offers being rescinded.

Successful candidates must sign a practicum agreement contract prior to final acceptance.

Communication During Selection

Email is the primary source of communication during the selection process. Ensure your personal email account is managed appropriately to receive our emails, files and communications.

It is not recommended to use a Microsoft email account such as @hotmail.com or @live.com as there have been some issues in the past in receiving SAIT communications using these types of accounts.

Program and Practicum Requirements

The School of Health and Public Safety has many practica partners located within Alberta and across Canada. Practicum placements in Calgary are limited and students may be required to relocate outside of Calgary for practicum.

All students are required to return to SAIT campus for one week in each semester of the third year of the program, regardless of where they are placed for practicum.

Successful candidates will be informed of the allocation of their practicum placement by the program. There is no guarantee that students will be placed at their desired practicum location or in their home town. Special considerations of personal circumstances will not be given in regards to assigning practicum placements. Students will be responsible for fees associated with practicum such as relocation and travel costs.

In compliance with the practica agreements with our clinical partners, successful candidates will be requested to provide proof of the following requirements:

- **Current Heart and Stroke Foundation Health Care Provider Level (C) CPR** must be valid for the duration of your practicum. SAIT offers the above CPR course on a continuous basis (CPRS 212 – Health Care Provider). Please note that only Heart and Stroke Foundation of Canada CPR certification will be accepted.
- **Neonatal Resuscitation Program offered by the Canadian Pediatric Society** must be successfully completed and proof submitted to the program administration assistant before progressing to semester five. The certification must be valid for the entire practicum year.
- **Updated Immunization Records:** Most practicum sites require students to demonstrate updated immunization status prior to attending practicum. Successful candidates will be asked to provide an up-to-date immunization record to the SAIT Health Clinic as part of the program orientation. Failure to do so could jeopardize a student's ability to complete the practicum portion of his/her program. The receiving practicum site has the right to refuse students who cannot prove they have met all the required immunizations. Please review the immunization process document for specific details. It is advised to start the immunization process early as it can take some time to complete.
- **Police Information Check and Vulnerable Sector Check:** According to the Protection for Persons in Care Act, our practica sites require that students obtain a Police Information Check including Vulnerable Sector Check, prior to going on practicum. Any criminal code offence for which a pardon has not been received may be a deterrent to a student's entry into practicum, and therefore will result in an uncompleted program or non-graduating status. Successful candidates will be asked to provide a clear Police Information Check including Vulnerable Sector Check record to the School of Health and Public Safety main office by orientation day. Please review the Police Information Check process document for specific details. Be aware that the record must be dated no earlier than 90 days prior to your program orientation day (typically orientation day is held the week prior to the first day of class). Online Police Information Checks/Vulnerable Sector Checks are not acceptable.
- **N95 Respiratory Mask:** Fit testing is done to determine which make and model of N95 respiratory mask should be used by an individual. In compliance with Alberta's Occupational Health and Safety Code 2009, students are fit-tested for respiratory masks prior to their practica. Occupational Health and Safety Bulletin, Respiratory Protective Equipment: An Employer's Guide states the effectiveness of the respiratory protective equipment depends on an effective face piece seal to the skin of the face. The mask must be tight enough so that the person is breathing only air which has been filtered. The seal is dependent on facial differences (shape or size) or facial hair. Facial hair must be removed where the mask contacts the face for the test. Failure to adequately fit an N95 mask may result in a restricted practicum and/or limited employment. Additionally, a student may need to be tested again in two years or if there are changes to the face which impact the ability of the respirator to form an effective seal (e.g. weight gain/loss, growth of facial hair, dental surgery, or facial scarring).
- **Health and Wellness Status:** Due to the demanding nature of the work in the health care field and Occupational Health and Safety requirements, the health care field has a strong focus on health and wellness. Students with a medical condition or disability that may impact them in a practicum setting are strongly advised to discuss concerns with the program academic chair and/or SAIT Accessibility Services as soon as possible upon acceptance into the program. Please review the attached document for guidance on entering an allied health program with a medical condition or disability.

More details on the practica requirements per program are outlined on a pre-orientation website for successful candidates.

Costs and Supplies

Tuition and Fees (Subject to change)

- Please refer to the **Tuition and Fee Table**.
- International students, please refer to **International Student Fees**.
- For student funding, please refer to **Financial Assistance**.
- College and Association of Respiratory Therapists of Alberta (CARTA) annual dues are approximately \$425.
- Canadian Society of Respiratory Therapists (CSRT) annual dues are approximately \$100 for students and \$180 for regular members.
- Canadian Board of Respiratory Care (CBRC) exam fee is approximately \$900.
- Students are responsible for any additional expenses related to their practica including relocation costs to practicum sites outside Calgary.
- There is a fee associated with obtaining a police information check including Vulnerable Sector Check and is payable to the Police or the Royal Canadian Mounted Police (RCMP).
- Students pay \$75 CompTracker fee for the first two years of the program and \$75 per semester in the third year.

Books and Supplies (Subject to change)

- Books, supplies and uniform are approximately \$2,500.
- Students are required to have access to a personal computer, printer and Internet. Computers must meet the specifications listed in Fees and Expenses.
- Students require an Apple personal digital assistant (iPad or iPad Mini) to support the lab work and the CompTracker system.

Program Outline

First Year

Semester 1 – Fall

▪ HLTH 201 – RT Healthcare Core	3 credits
▪ RESP 212 – RT Anatomy and Physiology	3 credits
▪ RESP 214 – Patient Assessment 1	3 credits
▪ RESP 216 – RT Clinical Practice 1	3 credits
▪ RESP 218 – RT Fundamentals	3 credits

Semester 2 – Winter

▪ PATH 254 – Pathophysiology 1	3 credits
▪ RESP 262 – Patient Assessment 2	3 credits
▪ RESP 264 – RT Clinical Practice 2	3 credits
▪ RESP 266 – Interventions 1	6 credits

Second Year

Semester 3 – Fall

▪ RESP 315 – Patient Assessment	3 credits
▪ RESP 317 – RT Clinical Practice 3	3 credits
▪ RESP 319 – Interventions 2	6 credits
▪ PATH 311 – Pathophysiology 2	3 credits

Semester 4 – Winter

▪ PATH 312 – Pathophysiology 3	1.5 credits
▪ RESP 314 – Anesthesia	1.5 credits
▪ RESP 327 – PFT and Outpatient Care	3 credits
▪ RESP 329 – RT Clinical Practice 4	3 credits
▪ RESP 330 – Interventions 3	6 credits

Third Year

Semester 5 – Spring/Summer

▪ PRCT 312 – RT Practicum 1	6 credits
▪ RESP 340 – RT Clinical Theory 1	3 credits
▪ RESP 342 – Practicum Foundations 1	3 credits

Semester 6 – Fall

▪ PRCT 314 – RT Practicum 2	6 credits
▪ RESP 350 – RT Clinical Theory 2	3 credits
▪ RESP 352 – Practicum Foundations 2	3 credits

Semester 7 – Winter

▪ PRCT 316 – RT Practicum 3	6 credits
▪ RESP 370 – RT Clinical Theory 3	3 credits
▪ RESP 372 – Entry to Professional Practice	3 credits

Total Credits	96
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Transfer Options

Graduates may be eligible for transfer credit at:

- Athabasca University
- Memorial University of Newfoundland
- NAIT
- Thompson Rivers University
- University of New Brunswick, Saint John
- University of Ontario Institute of Technology

Technology Infrastructure Analyst

- 40-week Fast-Track certificate
- September start
- Includes an eight-week practicum

Contact Us

School of Information and Communication Technologies
Phone: 403.210.4522 or
Email: fast-track@sait.ca

Program Description

"According to analysts more than 70 per cent of a typical IT budget is spent on infrastructure, such as servers, operating systems, storage and networking. Add to this the need to refresh and manage desktop and mobile devices and you have a unique set of challenges for IT infrastructure to face" (Microsoft).

Companies are looking for employees who can bridge the gap between their technical and business teams. The Technology Infrastructure Analyst program prepares you for challenging and exciting opportunities in the information technology field.

The program's technical focus is server and network system management using Microsoft, Cisco and open source technologies. By developing project management methodologies, effective communication and leadership skills, you will develop strategies to provide quality solutions that illustrate the business relevance in the technical solution. The mandatory eight week practicum provides the applied learning experience that is essential for success in industry. Upon completion of the program, you will be prepared to successfully challenge the MCSE, CCNA and ITIL Foundations certification exams.

Program Overview

Your Career

Graduates may find employment as an infrastructure architect, infrastructure analyst, IT consultant, systems administrator, network administrator, or technical service agent.

- Graduates of the Technology Infrastructure Management program have a 100% employment rate.

Student Success

Students with higher grades usually experience more success in SAIT programs. This is an intensive program requiring a commitment of both time and energy; students who experience success are those who make their education a priority throughout the program.

Credentials and Accreditation

After successfully completing this program, graduates will receive a SAIT post-diploma certificate as a Technology Infrastructure Analyst.

Accreditation

Students may also choose to pursue further designations, including A+, Microsoft Certified Information Technology Professional (MCITP), and Certified Cisco Network Associate (CCNA). Additional training or testing may be required at the students' own expense.

Progression

Students must attain a PGPA and/or a CGPA of 2.0 or better in each semester and pass the necessary prerequisite courses to progress through the program. To qualify for graduation, students must pass all courses, attain a CGPA of 2.0 or better and complete course requirements within the prescribed timelines.

Admission Requirements

- Undergraduate degree or diploma from a recognized university, institute or college.
- All applicants must demonstrate English Language Proficiency prior to admission, including students educated in Canada.

Due to the tight integration of courses in the Technology Infrastructure Analyst program, credit for Prior Learning is not available.

Selection

Selection is done on a continuous basis. It is important to apply early and ensure all supporting documents are submitted promptly since the program is in high demand.

If student financing is required, apply at least 8-12 weeks prior to the program start date to ensure adequate time to complete the process. Financing must be in place prior to the program start date.

Email is the main form of communication during the admission/selection process. Check your email account regularly to ensure you do not miss any important communications. Please remember to check your "junk" mail, or add sait.ca to your safe senders list.

There will be 24 seats offered in each intake.

Selection Criteria

Selection is based on the following criteria:

- Current resumé outlining previous education and experience.
- ICT Fast-Track Career and Program Investigation Form
This form will be emailed to you once you have applied. It will be scored to determine suitability for the program; please be detailed and thorough.
- In addition to the transcripts submitted to Student Services/ Office of the Registrar, please provide a photocopy of your educational transcripts and any other supporting documents to the School of ICT Fast-Track office by email to fast-track@sait.ca or fax to 403.210.4523.
- Based on current experience, completion of a specified online tutorial may be required to prepare students for successful completion of the program.
- Attend a mandatory selection appointment once the above documents have been submitted. Telephone appointments can be scheduled for out-of-town applicants.

The final decision for acceptance into the program will be determined by the Academic Chair.

Ideal Candidate

The ideal candidate for the Technology Infrastructure Analyst (TIA) program possesses an undergraduate degree or diploma, intermediate Microsoft Office skills and an exceptional ability to work in teams. A strong interest in information technology and its relationship to business is also essential. Students who demonstrate extensive business and/or IT related work experience will also be considered.

Selection Process

Selection appointments are arranged once documentation has been submitted. Applicants are contacted on a first-come, first-selected basis. Once the program is full, applicants will continue to be selected and added to the waitlist.

Costs and supplies

Tuition and Fees (Subject to change)

- Please refer to the **Tuition and Fee Table**.
- International students, please refer to **International Student Fees**.
- For student funding, please refer to **Financial Assistance**.

Books and Supplies (Subject to change)

- Microsoft Official Curriculum and other textbook resources and supplies are included in the tuition.
- In order to get the full value from the program, students will be required to purchase subscriptions to Microsoft Office 365 Business Premium.

Program Outline

▪ CMPH 409 – IT Foundations	1.5 credits
▪ CMPN 401 – Network Infrastructure and Design	3 credits
▪ CMPN 402 – Server Administration	1.5 credits
▪ CMPN 491 – CCNA Routing and Switching 1 and 2	3 credits
▪ CMPN 492 – CCNA Routing and Switching 3 and 4	3 credits
▪ CMPP 402 – Data Management	1.5 credits
▪ CMPS 436 – Desktop and Device Management	1.5 credits
▪ CPLN 400 – Career Planning and Management	1.5 credits
▪ CPNT 401 – Mobility and Cloud Solutions	1.5 credits
▪ CPNT 402 – Storage and Virtualization Solutions	3 credits
▪ CPRG 402 – Messaging and Collaboration Infrastructure	3 credits
▪ MGMT 403 – Business and Professional Skills	1.5 credits
▪ NETT 410 – Linux Installation and Administration	1.5 credits
▪ PRAC 406 – Industry Practicum	3 credits
▪ PROJ 403 – IT Project Management and Business Analysis	3 credits
▪ PROJ 404 – Threaded Projects	3 credits
Total Credits	36

Transfer Options

Transfer credit may be available at other post-secondary institutions where credits from SAIT programs could be evaluated on an individual basis. Interested students should contact the post-secondary institute of their choice for more information.

Travel and Tourism

- **Five-star rating from the Canadian Institute of Travel Counsellors**
- **Two-year diploma**
- **Live training in SAIT's Destinations travel office**
- **Professional paid internship**
- **Application process begins in Oct. for start in the following Sep.**
- **Optional international study tour**
- **High-industry demand**

Contact Us

School of Hospitality and Tourism
Room E179, John Ware Building
Phone: 403.284.8612 or
Email: hospitality.info@sait.ca

Program Description

If you have a passion for the exciting world of travel and tourism, consider the diverse opportunities for employment in Canada and abroad. With a 5-star rating from the Association of Canadian Travel Agencies, the Travel and Tourism program at SAIT will give you a hands-on, practical education ensuring you're ready to jump into the market with real-world knowledge and skills.

Tourism is one of the world's hottest growth industries with new destinations opening up for visitors around the world. At SAIT, we prepare students for rewarding and in-demand careers through expert instruction from industry leaders, hands-on learning and state-of-the-art facilities. In fact, you'll find SAIT alumni working in top tourism organizations in Calgary, Canada and around the globe.

During this full-time two year program, you'll learn how to use reservation systems for airlines, assess airfare, and gain insight on industry rules and regulations. Our blended learning environment includes classroom instruction, laptop delivery and a live working environment – all delivered through a personalized approach.

Beyond learning about airline reservation processes, you'll become familiar with global tourist areas and attractions, study technologies for selling cruises, vacation packages, adventure tours, eco tours, niche travel and more. Your training also covers important areas including sales, marketing, business management, events planning, accounting, law and entrepreneurship.

Now for the exciting part – you get to apply these skills on campus in Destinations, the only live student-run travel centre in North America! As part of SAIT's Destinations travel team, you'll really get a taste for what it's like to work in the tourism industry. Destinations is a licensed travel centre that is equipped with the latest industry booking and accounting software. Students have travel agent access to all major airline and tour companies. Here, you will work with the SAIT community to research, quote and make real reservations for flight, hotel, car, vacation packages and travel insurance bookings.

Travel industry software

As part of your training, you will have access to exclusive travel industry links and resources not available to the general public. Some examples of the latest industry software you'll learn to use include:

- Airline reservation systems such as Apollo by Travelport and Sabre,
- Online booking tools like Expedia, Travelocity and Travel Partners' agent areas, and
- Automated accounting software connected to the booking systems.

Professional internship and study tours

Between your first and second year of study, you will get to apply your skills in a professional paid internship. In addition to gaining experience in a real-world environment, internships provide valuable connections and opportunities to network with future employers.

As a student, you can also take advantage of exciting international study tours. Previous tour locations have included Peru, Turkey, China, Central America, Vietnam, Egypt, Morocco and Southern Europe. We also offer study exchanges through the global education network to Australia and Singapore.

Work toward your Certified Travel Counsellor (CTC) designation

Graduates with a GPA of 3.0 or higher at the end of semester five are encouraged to apply to write the Association of Canadian Travel Agencies (ACTA) national certification exam to progress toward the Certified Travel Counsellor (CTC) designation.

Program Overview

Your Career

Graduates can look forward to careers in retail and corporate travel, airline customer service and reservation call centres, resorts and cruise lines, destination attractions and government tourism offices.

- Graduates of the Travel and Tourism program have a 95% employment rate.

Student Success

- Working in a retail setting can mean long hours sitting at a desk, interacting with clients, working with computers.
- Keep in mind industry hours can include weekend and evening shifts.
- Airline careers or working as a tour operator often requires heavy lifting (baggage), travel and shift work.
- Sales and marketing careers may require frequent travel.
- Most successful students spend approximately 20 hours per week doing homework and review, with additional study required to prepare for exams.
- The material is presented at a fairly rapid rate. For the greatest level of success you must be present and take responsibility for your learning experience.
- You must be able to read, write and comprehend the English language at a level exceeding basic conversational English.
- Students with higher grades in high school usually experience more success in SAIT programs.

Credentials and Accreditation

After successfully completing this program, graduates will receive a SAIT diploma in Travel and Tourism.

The Travel and Tourism diploma program is endorsed by the Association of Canadian Travel Agencies, a national association that certifies and designates travel professionals across Canada. Endorsement is granted when a travel program meets or exceeds the educational standards based on the nationally validated occupational standards for travel counselling. Completion of the program prepares students to write the Knowledge Exam required to become a Certified Travel Counsellor. For more information on becoming a Certified Travel Counsellor, contact the Canadian Institute of Travel Counsellors.

Progression

Students must attain a PGPA and/or a CGPA of 2.0 or better in each semester and pass the necessary prerequisite courses to progress through the program. To qualify for graduation, students must pass all courses, attain a CGPA of 2.0 or better and complete course requirements within the prescribed timelines.

Admission Requirements

At least 50% in the following courses or equivalents:

- Math 20-1 or Math 20-2 or Math 20-3 or Math 24 or Pure Math 20 or Applied Math 20, AND,
- English Language Arts 30-1 or English Language Arts 30-2.
- All applicants must demonstrate English Language Proficiency prior to admission, including students educated in Canada.

Selection

There are no additional selection requirements. Admission will be extended on a first-qualified, first-offered basis until the program is full.

Program Outline

First Year

Semester 1

▪ TSAL 215 – Customer Service Excellence	3 credits
▪ COMM 256 – Professional Communications and Presentation Skills	3 credits
▪ GEOG 225 – Destination Studies I	3 credits
▪ TOUR 210 – Fundamentals of Travel	1.5 credits
▪ TOUR 225 – Tourism Career Explorations	1.5 credits
▪ TPRD 225 – Tourism Product Essentials	3 credits

Semester 2

▪ MGMT 230 – Organizational Behaviour in Tourism	3 credits
▪ TOUR 250 – Computerized Reservations and File Management	3 credits
▪ TSAL 250 – The Profession of Selling	1.5 credits
▪ TPRD 250 – Leisure Travel Products	3 credits
▪ GEOG 250 – Destination Studies II	3 credits
▪ TKTG 250 – North American Airfare Pricing	1.5 credits

Semester 3

▪ PRAC 274 – Travel and Tourism Professional Internship	3 credits
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Second Year

Semester 4

▪ MKTG 318 – Introduction to Tourism Marketing	3 credits
▪ TKTG 325 – International Airfare Pricing	3 credits
▪ GEOG 325 – Destination Studies III	3 credits
▪ TOUR 325 – Special Interest Tourism	3 credits
▪ TSAL 320 – Travel Agency Orientation	1.5 credits
▪ ACCT 200 – Accounting Fundamentals 1	1.5 credits

Semester 5

▪ HLAW 325 – Travel and Tourism Law	3 credits
▪ GEOG 350 – Destination Studies IV	3 credits
▪ TOUR 350 – Tour Planning and Design	3 credits
▪ TSAL 380 – Travel Agency Operations	1.5 credits
▪ CONV 350 – Business of Events	1.5 credits
▪ TOUR 315 – Entrepreneurial Studies in Tourism	3 credits

Total Credits	63
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Transfer Options

Graduates may be eligible for transfer credit at:

- Athabasca University
- Business Academy Aarhus, Denmark
- Capilano University
- Dublin Institute of Technology
- Hong Kong Polytechnic University
- Robert Gordon University,
United Kingdom
- Royal Roads University
- Thompson Rivers University
- University of Gloucestershire, United Kingdom
- University of New Brunswick,
Saint John
- University of Ontario Institute
of Technology
- University of South Australia
- University of Strathclyde,
United Kingdom
- Vancouver Island University

Web Developer

- 23-week Fast-Track certificate
- Sep. and March starts
- Includes an eight-week practicum

Contact Us

School of Information and Communication Technologies
Phone: 403.210.4522 or
Email: fast-track@sait.ca

Program Description

Can you imagine a world without the Web? Can you make it through a day without accessing an online service like Google, Facebook, or Wikipedia? Would you like to be a part of the industry that invents and advances the tools that make the online world possible?

SAIT's new 23-week Web Developer program will provide you with the skills required to enter this exciting field. Whether you want 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. Social media, multimedia, and e-commerce integration, web analytics, design tools and techniques, and career/consulting essentials will also be included. After 15 weeks in class, enhance your training and start your career with an 8-week industry practicum.

Program Overview

Your Career

Graduates may find employment as a web developer, web designer, webmaster, Intranet developer, and web analyst.

Student Success

Students with higher grades usually experience more success in SAIT programs. This is an intensive program requiring a commitment of both time and energy; students who experience success are those who make their education a priority throughout the program.

Credentials and Accreditation

After successfully completing this program, graduates will receive a SAIT certificate as a Web Developer.

Progression

Students must attain a PGPA and/or a CGPA of 2.0 or better in each semester and pass the necessary prerequisite courses to progress through the program. To qualify for graduation, students must pass all courses, attain a CGPA of 2.0 or better and complete course requirements within the prescribed timelines.

Admission Requirements

- At least 60% in English Language Arts 30-1 or English Language Arts 30-2 or equivalent OR,
- A minimum of two years post-secondary education from a recognized university, institute or college.
- All applicants must demonstrate English Language Proficiency prior to admission, including students educated in Canada.

Due to the tight integration of the courses in the Web Developer (WBDV) program, credit for Prior Learning is not available.

Selection

Selection is done on a continuous basis. It is important to apply early and ensure all supporting documents are submitted promptly since the program is in high demand.

If student financing is required, apply at least 8-12 weeks prior to the program start date to ensure adequate time to complete the process. Financing must be in place prior to the program start date.

Email is the main form of communication during the admission/selection process. Check your email account regularly to ensure you do not miss any important communications. Please remember to check your "junk" mail, or add sait.ca to your safe senders list.

There are 24 seats offered in each intake.

Selection Criteria

Selection is based on the following criteria:

- Current resumé outlining previous education and experience.
- ICT Fast-Track Career and Program Investigation Form
This form will be emailed to you once you have applied. It will be scored to determine suitability for the program; please be detailed and thorough.
- In addition to the transcripts submitted to Student Services/Office of the Registrar, please provide a photocopy of your educational transcripts and any other supporting documents to the School of ICT Fast-Track office by email to fast-track@sait.ca or fax to 403.210.4523.
- Proof of previous computer programming and/or relational database experience. Transcripts, substantial industry experience or certifications will be considered. An introductory computer programming course such as CMPP-205 Introduction to Programming in C or completion of a specified online tutorial may be required. Attend a mandatory selection appointment once the above documents have been submitted. Telephone appointments can be scheduled for out-of-town applicants.

The final decision for acceptance into the program will be determined by the Academic Chair.

Ideal Applicant

The ideal candidate for the Web Developer (WBDV) program will be both creative and technical in nature. You are collaborative and work well in teams. You are capable of learning independently and enjoy self-directed study. Most importantly, you possess some previous knowledge of web development or design.

Selection Process

Selection appointments are arranged once documentation has been submitted. Applicants are contacted on a first-come, first-selected basis. Once the program is full, applicants will continue to be selected and added to the waitlist.

Costs and Supplies

Tuition and Fees (Subject to change)

- Please refer to the Tuition and Fee Table.
- International students, please refer to International Student Fees.
- For student funding, please refer to Financial Assistance.

Books and Supplies (Subject to change)

- Tuition includes all course materials, books and access to appropriate technology.

Program Outline

▪ CPNT 260 – Web Page Construction Fundamentals	1.5 credits
▪ CPNT 261 – Web Multimedia	1.5 credits
▪ CPNT 262 – Web Client and Server Programming	1.5 credits
▪ CPNT 263 – Web Design Tools and Techniques	3 credits
▪ CPNT 264 – Career and Consulting Essentials	1.5 credits
▪ CPNT 265 – The Business of the Web	1.5 credits
▪ DSGN 270 – Web Design Theory and Social Media Concepts	1.5 credits
▪ PRAC 276 – Web Developer Practicum	3 credits
Total Credits	15

Transfer Options

Transfer credit may be available at other post-secondary institutions where credits from SAIT programs could be evaluated on an individual basis. Interested students should contact the post-secondary institute of their choice for more information.

Welding Engineering Technology

- Two-year diploma
- Fall start
- Distance delivery options
- High-industry demand

Contact Us

School of Manufacturing and Automation
Room T470, Thomas Riley Building
Phone: 403.284.8641 or
Email: ma.info@sait.ca

Program Description

The Welding Engineering Technology program offers full-time, two years of hands-on education. The first year focuses on academic fundamentals and structural steel design and fabrication. During the second year you will learn pressure vessel design, construction and testing. You will design, build and test a pressure vessel as part of your final project. Practical welding skills are also developed to gain an in-depth understanding of welding processes.

Program Overview

Your Career

Graduates may find work as welding specialist on engineering teams, researchers, supervisors, quality control and inspection officers and in technical sales. As a specialist on the engineering team, the technologist not only understands the welding processes used in metal fabrication, but is also trained in quality control, welding metallurgy, codes, fabrication techniques, inspections, drafting, weld design, management and supervision, computer skills, and project management.

Student Success

Students with higher secondary or post-secondary marks usually experience greater success in SAIT programs.

Credentials and Accreditation

After successfully completing this program, graduates will receive a SAIT diploma in Welding Engineering Technology.

Graduates may apply for their Certified Engineering Technologist designation after two years of appropriate industrial experience. While at SAIT, students are encouraged to become members in the Canadian Welding Association (cwa-arcs.org/), American Society for Materials (asminternational.org/portal/site/www/), Society of Automotive Engineers (sae.org/) and American Society of Quality (asqcalgary.org/ee/).

Progression

Students must attain a PGPA and/or a CGPA of 2.0 or better in each semester and pass the necessary prerequisite courses to progress through the program. To qualify for graduation, students must pass all courses, attain a CGPA of 2.0 or better and complete course requirements within the prescribed timelines.

Admission Requirements

Completion of the following courses or equivalents:

- At least 50% in Math 30-1 or Pure Math 30, or at least 70% in Math 30-2, AND,
- At least 50% in English Language Arts 30-1 or English Language Arts 30-2, AND,
- At least 50% in Chemistry 20 or Science 30.
- All applicants must demonstrate English Language Proficiency prior to admission, including students educated in Canada.

Selection

Applications and proof of the admission requirements (transcripts and/or anticipated final grades) must be submitted prior to Feb. 28 to be considered for selection.

Applications received after Feb. 28 will be placed on a secondary waitlist and applicants will be contacted if seats become available.

Selection Criteria

- Qualified applicants will be emailed a selection package and asked to complete a career investigation report.
- Selection will begin in March and offers will be extended in April.
- Applicants who fail to submit the career investigation report will be excluded from selection.

Failure to meet anticipated final grades will result in offers being rescinded.

Costs and supplies

Tuition and Fees (Subject to change)

- Please refer to the **Tuition and Fee Table**.
- International students, please refer to **International Student Fees**.
- For student funding, please refer to **Financial Assistance**.

Books and Supplies (Subject to change)

- Books and Supplies are approximately \$1,600 for the first year and \$1,000 for the second year.

Program Outline

First Year

Semester 1

▪ COMP 220 – Computer Fundamentals	3 credits
▪ EMTL 201 – Materials Identification and Inspection	1.5 credits
▪ EMTL 250 – Engineering Materials	3 credits
▪ MATH 238 – Math for Engineering and Tech I	3 credits
▪ PHYS 235 – Engineering Physics	1.5 credits
▪ WDSG 235 – Weld and Inspection Practices I	3 credits

Semester 2

▪ BLPR 282 – Blueprint Reading for WET	1.5 credits
▪ CADD 211 – Drafting for Manufacturing	1.5 credits
▪ COMM 256 – Professional Communications and Presentation Skills	3 credits
▪ MATH 288 – Math for Engineering and Tech II	3 credits
▪ MNGT 320 – Project Management	3 credits
▪ WDSG 275 – Weld and Inspection Practices II	3 credits

Second Year

Semester 3

▪ CODE 315 – Codes and Regulations	3 credits
▪ EMTL 280 – Welding Metallurgy	3 credits
▪ ROBT 395 – Automated Manufacturing and Robotic Arc Welding Processes	3 credits
▪ STAT 245 – Statistics for Engineering and Tech I	3 credits
▪ WDSG 325 – Weld and Design Practices I	3 credits

Semester 4

▪ EMTL 300 – Mechanics of Materials	3 credits
▪ EMTL 353 – Failure Mitigation	1.5 credits
▪ INSP 341 – Non-Destructive Inspection	3 credits
▪ PROJ 377 – Research and Design Solutions	3 credits
▪ STCS 255 – Engineering Statics	1.5 credits
▪ WDSG 375 – Weld and Design Practices II	3 credits
Total Credits	60

Transfer Options

Graduates may be eligible for transfer credit at:

- Athabasca University
- British Columbia Institute of Technology
- Cape Breton University
- Memorial University of Newfoundland
- NAIT
- Thompson Rivers University
- University of New Brunswick, Saint John
- University of Ontario Institute of Technology

Welding Technician

- 24-week certificate
- Fall and Winter start
- New industry-driven offering
- High-industry demand

Contact Us

SAIT
403.284.7248 or 1.877.284.7248

Program Description

Over the course of this full-time, 24-week program you will learn the skills and theory taught in the first and second period of the Welder apprenticeship program. You will learn how to join and sever metals using various processes used in the welding industry. You will also learn how to use other tools used in the welding industry.

Upon successful completion of the first 12-weeks, you will be eligible to write the first period Welder apprenticeship exam. At the end of the 24-weeks, providing you pass the first period exam and the last 12-weeks of the course, you will be eligible to write the second period Welder apprenticeship exam.

Upon successful completion of the entire program you will earn a SAIT Welding Technician Certificate.

Program Overview

Your Career

Work conditions for welders vary from one job to another. Welders may work outdoors on construction sites, or indoors in production and repair shops. Travel may also be required on jobs such as oilfield-related welding. A 40-hour work week is typical, but overtime is occasionally required to meet project deadlines.

If you choose a career as a welder you'll need the following characteristics: manual dexterity, patience, good vision (corrective lenses are acceptable), good hand-eye coordination, and the ability to concentrate on detailed work. Being a welder is a rewarding career if you enjoy working with metal, physical work and working with little direction or supervision.

Student Success

SAIT will recognize students who successfully complete this program. The students will have the opportunity to write the provincial exam for welding first and second period.

Upon completion of the program, successfully writing the first and second period exams, and becoming indentured; the student will be able to complete his/her apprenticeship while employed in the normal manner.

Credentials and Accreditation

After successfully completing this program, graduates will receive a SAIT certificate in Welding Technician.

Graduates may be eligible to register as apprentices in the Welder apprenticeship program (WEP), once they find employment. They will also be able to challenge the first and second period WEP apprenticeship exams.

Progression

Students must attain a PGPA and/or a CGPA of 2.0 or better in each semester and pass the necessary prerequisite courses to progress through the program. To qualify for graduation, students must pass all courses, attain a CGPA of 2.0 or better and complete course requirements within the prescribed timelines.

Admission Requirements

Successful completion of the following courses or equivalents:

- Math 10C, Math 10-3, Pure Math 10, or Applied Math 10, AND,
- English Language Arts 10-1 or English Language Arts 10-2
- All applicants must demonstrate English Language Proficiency prior to admission, including students educated in Canada.
- A pass mark in the SAIT Admission Examination (level 2) or equivalent is accepted in lieu of the above requirements.

Note: General Educational Development (GED) tests are not accepted in lieu of the admission requirements.

Selection

There are no additional selection requirements. Admission will be extended on a first-qualified, first-offered basis until the program is full.

Program Outline

▪ MATH 104 – Math for Apprentice Trades	1.5 credits
▪ WLDG 202 – Gas Metal Arc Welding Level 1 Theory	1.5 credits
▪ WLDG 203 – Gas Metal Arc Welding Level 1 Lab	3 credits
▪ WLDG 212 – Gas Metal Arc Welding Level 2 Theory	3 credits
▪ WLDG 213 – Gas Metal Arc Welding Level 2 Lab	3 credits
▪ WLDG 252 – Gas Tungsten Arc Welding Theory	1.5 credits
▪ WLDG 253 – Gas Tungsten Arc Welding Lab	3 credits
▪ WLDG 254 – Shielded Metal Arc Welding Theory	1.5 credits
▪ WLDG 255 – Shielded Metal Arc Welding Lab	3 credits
▪ WLDG 256 – Pattern Development	1.5 credits
Total Credits	22.5

Apprenticeship Training and Pre-employment

The Apprenticeship System of Training

How does apprenticeship work?

Apprenticeship is an education and training system that teaches trade knowledge and skills through on-the-job training and formal instruction. The on-the-job training is provided by the employer and supervised by a journeyman. The formal instruction is arranged by the Alberta Learning Apprenticeship Branch and provided by various postsecondary institutions and training establishments. An apprenticeship training program is mandatory when gaining a trade credential.

About 80 per cent of the apprentice's training takes place on the job. The other 20 per cent of the training is formal instruction at postsecondary institutions or training establishments.

What is a trade?

A wide variety of vocations can be classified as trades, and in fact the list of trades differs in each province. In Alberta, a trade is designated under the Apprenticeship and Industry Training Act.

What is an Apprentice?

An apprentice works on the job while he or she learns a trade. An apprentice has an apprenticeship contract with an employer that is registered with the Alberta government. An apprentice attends formal instruction. There are about currently about 46,000 registered apprentices in Alberta.

What is a Journeyman?

A journeyman has learned the skills of the trade. Most journeymen hold a certificate in their trade. The Alberta Journeyman Certificate indicates that the holder has met certain standards and learned the skills of the trade. About 13 per cent of Alberta's working age population hold trade certificates.

How long is an apprenticeship training program?

Apprenticeship training programs vary with the trade. The longest programs run for four periods of training (about four years). A period of training for each trade usually has two components, a specific number of hours of on-the-job training and a set amount of formal instruction. The amount of formal instruction ranges from three to 12 weeks per period.

How much does an apprentice earn?

Apprentices earn a percentage of the journeyman wage in their trade at the company in which they are employed. The apprentice's wage varies from 40 per cent to 90 per cent of the journeyman's wage, depending on the trade and depending on how much training the apprentice has completed. The apprentice's wage increases as the apprentice progresses from one level of training to the next.

An employer must pay a Registered Apprenticeship Program (RAP) apprentice at least the basic minimum wage.

What is RAP?

RAP, the Registered Apprenticeship Program, is a modified apprenticeship program that permits a high school student to become an apprentice while attending high school. A RAP apprentice accumulates hours of on-the-job training as credit toward his or her apprenticeship program, and credit toward a high school diploma, or certificate of achievement.

How does an apprentice progress through the training?

To progress from one period of an apprenticeship training program to the next, an apprentice will:

- successfully complete the formal instruction;
- have the required hours of on-the-job training and a satisfactory report from the supervisor;
- pass the apprenticeship examination for that period of training (70% pass mark); and,
- Have the record book stamped by the nearest Alberta Learning Career Services Centre.

The employer will:

- update the apprentice's record book by recording the on-the-job training provided, the hours worked, the type of work performed, and by evaluating the apprentice; and,
- forward the record book to the nearest Alberta Learning Career Services Centre.

After completing these steps an apprentice's wages should increase to the next level for that trade. The level may differ with each employer, but will be based on the journeyman wage rate in that company.

What are the responsibilities of the employer?

The employer is responsible for:

- providing on-the-job training to the apprentice under the supervision of a journeyman;
- paying the apprentice's wages;
- providing time away from work so that the apprentice can complete the required formal instruction; and,
- maintaining the apprentice's record book.

What are the responsibilities of the apprentice?

The apprentice is responsible for:

- completing the required on-the-job training as assigned by the employer **AND**, at the end of each period of apprenticeship,
- reviewing with his or her supervisor:
- the hours worked;
- the on-the-job training completed;
- ensuring that his or her record book is updated at the end of each period, and forwarded to the nearest Alberta Learning Career Services Centre;
- attending the required formal instruction;
- making arrangements to meet personal financial needs while attending formal instruction; acquiring the text books and supplies required for formal instruction;
- successfully completing the requirements of the formal instruction;
- completing the required examinations;
- advising the school:
 - if he or she becomes unemployed or employed by another person so that the contract of apprenticeship can be transferred;
 - if there is a change in address or employment;
- carrying his or her apprentice identification card at all times while at work and producing it on request; **AND**,
- registration for classes at the institution of his/her choice.

Where does apprenticeship formal instruction take place?

Formal instruction is delivered at a variety of post-secondary institutions and training establishments, depending on the trade:

- technical institutes
- colleges
- vocational colleges
- private trade schools
- industry training centres.

How much does an apprenticeship training program cost?

Tuition, SAIT Students' Association (SAITSA) fees and a \$67 Shop Supply fee have now been introduced. The apprentice also pays for textbooks and Independent Learning Modules (ILM).

Tuition Fees

Tuition fees are set by the Alberta Government for the 2016/17 academic year:

- 4 weeks – \$392
- 6 weeks – \$588
- 7 weeks – \$686
- 8 weeks – \$784
- 10 weeks – \$980
- 12 weeks – \$1,176

The 2016/17 fees can be found in the online 2016/17 Apprenticeship Handbook on the financial information page.

Additional fees are charged on a user-pay system for parking, Students' Association and Campus Centre privileges. Please see below for SAITSA Fees.

SAITSA Fees

- 4 weeks – \$35.96
- 6 weeks – \$53.94
- 7 weeks – \$62.93
- 8 weeks – \$71.92
- 10 weeks – \$89.90
- 12 weeks – \$107.88

An additional Students' Association fee of \$8.99 per week of training is charged for each registered apprentice. This fee includes student services, student clubs, SafeWalk, special events, Survival Guide, The Odyssey Coffeehouse, The Gateway Restaurant and Bar, The Station Market, SAITSA Seconds (Used Books), and locker rentals. For more information, check out saitsa.com.

How does an apprentice obtain an Alberta Journeyman Certificate?

An Alberta Journeyman Certificate is granted to an apprentice who:

- completes the required hours of on-the-job training and receives a satisfactory report from the supervisor;
- successfully completes the formal instruction;
- passes all required examinations; and,
- has forwarded his or her record book to the Career Development Centre, Alberta Learning, for completion.
- when an apprentice receives an Alberta Journeyman Certificate, the new journeyman can use the term "certified" with the name of the trade. This title lets employers and consumers know that a standard of quality or skill, established by industry, has been attained. Journeyman wages should now be paid.

Where can the Journeyman work?

The Alberta Journeyman Certificate is valid in the province of Alberta, and may be recognized in other provinces. If the journeyman holds a certificate in one of the Interprovincial Standards (Red Seal) trades and is interested in working in another province, the journeyman can write an Interprovincial Standards Program (Red Seal) exam. Journeymen who carry an Interprovincial Standards Program Red Seal on their provincial certificate would not have to write any further examinations to qualify for certification in any other province in Canada.

How to become a Registered Apprentice

Entrance Requirements

Currently, to enter an apprenticeship you must have the educational qualifications required for the trade to which you apply. It is to your advantage to obtain as much education as possible. The further you go in school the better your chances will be to get an apprenticeship and succeed in your training. In trades where a minimum level of education is required, you must present a transcript of your school marks when you apply for apprenticeship. If you cannot obtain a school transcript, you will be required to write an approved entrance exam. In certain trades, all applicants must write an entrance exam.

Perhaps the most difficult entrance requirement to meet is finding suitable employment with an employer who is a journeyman or employs a journeyman in the trade of your choice. To apply for an apprentice position, you should go in person to firms that work in the trade you have selected. You may have to apply to several firms before you find an employer who has a position for an apprentice.

Application Procedures

Once you're employed, apprenticeship forms must be signed by both you and your employer. Application forms are available online. If you think you have related work experience and/or training that could be credited toward your apprenticeship, discuss it with your employer and request credit on the application form. Once your application for apprenticeship is approved and your school transcripts or entrance exam marks are recorded, final approval is given and contracts are drawn up.

Contracts

A contract is signed by the apprentice and the employer. Before signing the contract, you should read it carefully to know your obligations and responsibilities and those of your employer.

Once signed, the contract is registered with the Apprenticeship and Industry Training Division. An identification card, course outline booklet and an apprentice record book are issued to you. At this point your apprenticeship training begins.

Registering for apprenticeship training at SAIT

Register for apprenticeship training at SAIT by contacting Student Services at:

- **Phone:** 403.284.7248
- **Toll free:** 1.877.284.7248
- **Fax:** 403.284.7112

In person:

SAIT Student Services
Room MA211, 2nd floor, Heritage Hall
1301 – 16 Ave NW
Calgary, AB
T2M 0L4

Payment or sponsorship information is due upon registration.

Visit Trade Secrets for the Apprenticeship Training Schedule (includes intake dates).

Technical training at post-secondary schools

Apprentices are required to attend technical training courses anywhere from four to 12 weeks in length in each period of apprenticeship. Tuition fees are charged to apprentices. For the technical courses, you must also purchase textbooks, manuals, information packages and specified supplies that may include articles of clothing and/or tools.

Apprenticeship training locations at SAIT

A number of apprenticeship programs utilize the facilities developed at SAIT. SAIT offers excellent lab facilities, workshops, cafeterias and other support services. The majority of trades are taught at our main SAIT campus location at 1301- 16 Avenue NW. We also have another facility at the Mayland Heights campus where railway courses are taught. The Buck Crump Building located at 1940 Centre Avenue NE.

Apprenticeship training programs in Alberta

The Apprenticeship Program that leads to Journeyman status in 51 trades in Alberta operates under the direction of the Apprenticeship and Industry Training Board, and Alberta Innovation and Advanced Education. Apprenticeship training programs are offered to registered apprentices only. The Apprenticeship and Industry Training Division automatically sends school schedules for technical training to the apprentice in May. New tuition and registration information will be attached.

Visit Trade Secrets for the Apprenticeship Training Schedule (includes intake dates).

Accreditation

Training programs related to several of the apprenticeship trades are available in Alberta high schools, colleges and technical institutes. These approved programs are not part of the apprenticeship system. However, people who successfully complete them may receive technical training credits toward an apprenticeship training program after they have become employed as apprentices. Upon the recommendation of the employer, and depending upon the trade and the school program completed, credits may be given. All applications requesting time or training credits are evaluated on an individual basis by the Apprenticeship and Industry Training Division and may also have to be approved by the Local Apprenticeship Committee.

Before enrolling in any apprenticeship-related program (pre-employment or otherwise) in a high school, college or technical institute, find out if you will be able to obtain credit toward the apprenticeship program of your choice. You can do this by contacting your local Apprenticeship Regional Office.

SAIT's Pre-Employment training programs

SAIT offers pre-employment training courses in apprenticeship related areas which have been approved for accreditation. Upon an employer's recommendation and with the approval of the Executive Director of the Apprenticeship and Industry Training Division, these courses may be accredited toward apprenticeship for first period technical training. There are also several one and two year technology programs that are related to an apprenticeship trade and graduates of these programs may be considered for accreditation.

Pre-Employment Cabinetmaker	403.284.8367
Pre-Employment Carpenter	403.284.8367
Pre-Employment Electrician	403.284.8641
Pre-Employment Millwright	403.284.7352
Pre-Employment Plumbing	403.284.8367
Pre-Employment Refrigeration and Air Conditioning	403.284.8367
Pre-Employment Sheet Metal	403.284.8367
Pre-Employment Steamfitter-Pipefitter	403.284.8367

Other courses may be available. Call the SAIT Student Services at 403.284.7248 to check if Pre-employment programs are available in your area of interest.

Apprenticeship and Trade Certification Branch Regional Offices

Information about apprenticeship programs may be obtained at one of the apprenticeship regional offices. Inquiries should be made to the nearest regional office.

Calgary:

Suite 200, Willow Park Centre
10325 Bonaventure Drive SE
T2J 7E4

Career Services

Phone: 403.297.6347
Fax: 403.297.5183

Apprenticeship

Phone: 1-800-248-4823

Edmonton:

7th Floor, Capital Health Centre
South Tower
10030 107 Street
T5J 4X7

Apprenticeship

Phone: 1-800-248-4823
Fax: 780.422.3734

Bonnyville:

Phone: 1-800-248-4823
Fax: 780.826.1904

Fort McMurray:

Phone: 1-800-248-4823
Fax: 780.743.7492

Grande Prairie:

Phone: 1-800-248-4823
Fax: 780.538.5237

Hinton:

Phone: 1-800-248-4823
Fax: 780.865.8269

Lethbridge:

Phone: 1-800-248-4823
Fax: 403.381.5795

Medicine Hat:

Phone: 1-800-248-4823
Fax: 403.529.3564

Peace River:

Phone: 1-800-248-4823
Fax: 780.624.6476

Red Deer:

Phone: 1-800-248-4823
Fax: 403.340.5153

Slave Lake:

Phone: 1-800-248-4823
Fax: 780.849.7121

Vermilion:

Phone: 1-800-248-4823
Fax: 780.853.8203

Designated apprenticeship trades available at SAIT

This information is available online at tradesecrets.alberta.ca

Apprenticeship Blended Learning Option

SAIT offers a blended learning option (online apprenticeship courses combined with on-campus labs) for the following trades:

- **Automotive Service Technician**
- **Carpentry**
- **Electrical**
- **Plumbing**
- **Welding**

What is blended learning?

SAIT's blended learning programs allow apprentices to perform their theoretical training online before coming to SAIT's state-of-the-art labs and shops to complete the hands-on portion of their training. Blended learning apprentices typically spend half the time at SAIT compared to what is required by a full-time apprenticeship student.

In the online environment, students use multimedia simulations, videos and electronic apprentice assessments while interacting with their instructors in a virtual classroom.

The advantages of blended learning

The Blended learning program offers the best of both worlds for apprentices and employers. It's the easiest way for apprentices to keep working while completing their education, plus it allows employers to keep skilled workers on site for longer.

Blended learning apprentices will receive the same instruction as those in a block release program, but will have a greater amount of time to complete the theoretical portion of their training; programs that are traditionally completed in eight weeks are completed in eight to 16 weeks with blended learning.

Additional benefits include:

- Enjoy the privileges of a traditional apprenticeship student, including full access to SAIT amenities like the Library.
- Access to excellent instructors throughout your online and in-class training.
- Assistance in preparing for your practical exams.
- The ability to take the Alberta Apprenticeship Technical exam at SAIT.
- Benefit from the use of state-of-the-art training equipment.
- Engage in a highly successful program with a high pass rate.
- For out of town students, spend less time away from home to complete your training.

Is blended learning training right for me?

Apprentices that are most likely to find success in the blended learning format have typically earned high marks in their previous training periods, are self-directed and enjoy working at their own pace. Although you have access to industry-trained instructors throughout your studies, you are responsible for setting the pace of your own learning and must complete the content in the required timeframe.

Students who are most often successful in this approach:

- Achieved an average grade of 80% or better on the last training period.
- Commit time each day to the program (approximately 10 hours per week is required).
- Are self-disciplined and motivated to work through an online program.
- Set interim goals and stick to them.
- Clearly communicate questions and challenges to the course instructor.
- Have access to and are comfortable working with a computer.

How to register for apprenticeship blended learning

Students must first register with Alberta Apprenticeship Industry and Training (AIT) before they can register for a SAIT apprenticeship program.

Following admission, students will receive information from SAIT with the materials they need to begin the theory portion of their training. Once the online modules are completed, the students will come to SAIT to complete the in-class section of their training.

In order to complete each period, all blended learning apprentices must complete all of the online modules and the in-class labs.

Visit tradesecrets.alberta.ca for more information and program start dates. To register for apprenticeship training at SAIT, contact Student Services at:

Phone: 403.284.7248
Toll free: 1.877.284.7248
Fax: 403.284.7112

For in person registration, visit:

SAIT Student Services
Room MA211, 2nd floor, Heritage Hall
1301 – 16 Ave NW
Calgary, AB
T2M 0L4

Apprenticeship Programs

Agricultural Equipment Technician

- transportation.info@sait.ca
- Phone: 403.284.8471

SAIT offers the 2nd and 4th period training.

Agricultural Equipment Technicians repair, overhaul and maintain agricultural equipment including tractors, tillage equipment, seeding equipment and harvesting equipment. They service and repair engines, transmissions, hydraulic systems, and electronic systems. They pinpoint problems; repair or replace broken, worn-out or faulty parts; reassemble and test repaired units; and assemble and adjust new agricultural equipment.

The Agricultural Equipment Technician apprenticeship program shares two common training periods with the Heavy Equipment Technician apprenticeship program. Apprentices in the Agricultural Equipment Technician apprenticeship program have the option of taking their 2nd and 4th period technical training at SAIT. Agricultural Equipment Technician 2nd period is equivalent to 2nd period Heavy Equipment Technician training and Agricultural Equipment Technician 4th period is equivalent to 3rd period Heavy Equipment Technician training. Apprentices may be eligible for financial support.

Entrance Requirements

To enter an apprenticeship, you must have the educational qualifications required for the trade to which you apply. Entrance requirements are monitored by Alberta and Industry Training. Check out their website for more information.

See the Apprentice System of Training to find out about becoming a registered apprentice.

Apprentice Success Services

Have you been out of school for some time? SAIT is committed to your success and is pleased to offer resources designed to prepare you for your training at SAIT and make your learning experience a successful one while in training. Visit Study Skills and Learning Strategies to learn how SAIT can promote your success.

Appliance Service Technician

- ma.info@sait.ca
- Phone: 403.284.8641

If you have always enjoyed getting to the root of the problem and generally “fixing” things, then you should consider this program. You’ll be trained to install, service, and repair commercial and household appliances, including ranges, freezers, refrigerators, washers and waste disposers and compactors. Working with the customer, you will determine why an appliance is not working and the most likely causes. Technicians prepare work orders, cost estimates and reports for billing purposes. Most technicians work alone with little supervision and the physical demands of the work vary. You may be required to move heavy appliances in excess of 25 kilograms and stand for long periods of time.

Apprentices may be eligible for financial support.

Entrance Requirements

To enter an apprenticeship, you must have the educational qualifications required for the trade to which you apply. Entrance requirements are monitored by Alberta and Industry Training. Check out their website for more information.

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Auto Body Technician

- transportation.info@sait.ca
- Phone: 403.284.8471

This program will train you to repair and/or replace damaged motor vehicle structures and body components, prepare for refinishing, and apply interior and exterior finishes. You may specialize in prepping, refinishing, sheet metal and plastics repair, or frame straightening. Journeyman certification is available as a Prepper, Refinisher, or Repairer; or by combining these three areas you can become a fully certified Auto Body Technician.

Apprentices may be eligible for financial support.

Entrance Requirements

To enter an apprenticeship, you must have the educational qualifications required for the trade to which you apply. Entrance requirements are monitored by Alberta and Industry Training. Check out their website for more information.

See the Apprentice System of Training to find out about becoming a registered apprentice.

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Automotive Service Technician

- transportation.info@sait.ca
- Phone: 403.284.8471

This program will train you to perform preventative maintenance, diagnosis and repair on cars and light duty trucks. You will learn about all of the systems in today's vehicles utilizing state-of-the-art tools and equipment. Automotive apprentices and journeypersons are employed in a variety of businesses which include: dealerships, franchise shops, independent shops and fleet shops, as well as others. In addition to the regular four-year automotive apprenticeship, SAIT offers two manufacturer apprenticeship programs: General Motors Automotive Service Educational Program (ASEP) and Ford Automotive Student Service Educational Training (ASSET).

Apprentices may be eligible for financial support.

Entrance Requirements

To enter an apprenticeship, you must have the educational qualifications required for the trade to which you apply. Entrance requirements are monitored by Alberta and Industry Training. Check out their website for more information.

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Online Apprenticeship Learning

SAIT's Blended Learning programs allow automotive service technician, carpentry, welding, electrical and plumbing apprentices to complete their theoretical training online before coming to SAIT's state-of-the-art labs and shops to perform the hands-on portion of their training.

Baker

- culinary@sait.ca
- Phone: 403.284.8612

Turn your passion for baking into a career as a Pastry Chef, Bakery Manager, Specialty Cake Decorator, Chocolatier or Entrepreneur. Train with exceptional instructors from around the world as you bake artisan breads, fine pastries, classic desserts and wedding cakes. The Baker Apprentice program provides you with formal instruction on both contemporary and traditional baking methods, in addition to, important management skills on food regulations, costing and merchandising.

Apprentices may be eligible for financial support.

Entrance Requirements

To enter an apprenticeship, you must have the educational qualifications required for the trade to which you apply. Entrance requirements are monitored by Alberta and Industry Training. Check out their website for more information.

See the Apprentice System of Training to find out about becoming a registered apprentice.

Apprentice Success Services

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Bricklayer

- construction.info@sait.ca
- Phone: 403.284.8367

Build a career with a strong foundation by becoming a bricklayer. This program will train you to prepare and lay brick and other masonry units to construct and repair walls, partitions, patios, arches, fireplaces and chimneys. Working with a variety of materials; brick, granite, concrete blocks, stones, structural tile, glass tile and pre-cast panels; the program will familiarize you with the properties of various mortars and other bonding materials. Bricklayers interpret drawings and blueprints, and calculate the materials required. They work in a variety of settings including indoors and outdoors and the work can be physically demanding.

Apprentices may be eligible for financial support.

Entrance Requirements

To enter an apprenticeship, you must have the educational qualifications required for the trade to which you apply. Entrance requirements are monitored by Alberta and Industry Training. Check out their website for more information.

See the Apprentice System of Training to find out about becoming a registered apprentice.

Apprentice Success Services

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Cabinetmaker Apprentice

- construction.info@sait.ca
- Phone: 403.284.8367

Work in a commercial or residential setting, building or repairing fixtures or furniture as a Cabinetmaker. Working from blueprints, Cabinetmakers lay out and assemble products. You may be required to lift objects weighing in excess of 25 kilograms.

Apprentices may be eligible for financial support. Entrance Requirements

To enter an apprenticeship, you must have the educational qualifications required for the trade to which you apply. Entrance requirements are monitored by Alberta and Industry Training. Check out their website for more information.

See the Apprentice System of Training to find out about becoming a registered apprentice.

Apprentice Success Services

Have you been out of school for some time? SAIT is committed to your success and is pleased to offer resources designed to prepare you for your training at SAIT and make your learning experience a successful one while in training. Visit Study Skills and Learning Strategies to learn how SAIT can help promote your success.

Carpenter Apprentice

- construction.info@sait.ca
- Phone: 403.284.8367

This industry-driven program will train you to construct, erect and repair buildings and other structures made of wood, wood substitutes, steel and other materials. Carpenters' duties vary depending on the industry in which they work; residential, commercial, and industrial or maintenance construction. They may be involved in cribbing the basement, building the house framework or exterior finish, or building bridges, tunnels and towers. Carpenters may also specialize in one type of work such as framing, bench work or finishing carpentry.

Apprentices may be eligible for financial support. Entrance Requirements

To enter an apprenticeship, you must have the educational qualifications required for the trade to which you apply. Entrance requirements are monitored by Alberta and Industry Training. Check out their website for more information.

See the Apprentice System of Training to find out about becoming a registered apprentice.

Apprentice Success Services

Have you been out of school for some time? SAIT is committed to your success and is pleased to offer resources designed to prepare you for your training at SAIT and make your learning experience a successful one while in training. Visit Study Skills and Learning Strategies to learn how SAIT can help promote your success.

Concrete Finisher Apprentice

- construction.info@sait.ca
- Phone: 403.210.4101

Learn the art of applying architectural, exposed, patterned or stamped and smooth finishes on concrete surfaces. Concrete Finishers are skilled at repairing, waterproofing and restoring concrete surfaces. You will learn how to properly use dry pack grouting and epoxy materials, and understand how to cure concrete perfectly. Concrete Finishers work both indoors and outdoors in a variety of settings.

Apprentices may be eligible for financial support.

Entrance Requirements

To enter an apprenticeship, you must have the educational qualifications required for the trade to which you apply. Entrance requirements are monitored by Alberta and Industry Training. Check out their website for more information.

See the Apprentice System of Training to find out about becoming a registered apprentice.

Apprentice Success Services

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Cook Apprentice

- culinary@sait.ca
- Phone: 403.284.8612

Prepare for an exciting and dynamic career in a kitchen brigade including Executive Chef, Sous Chef, Food Stylist and more. The Cook Apprentice program will train you in foundational cooking techniques, culinary perspectives, nutrition and food safety, in addition to, purchasing, receiving and cost control. Learn essential cooking skills and trends as you train alongside our award-winning chefs who are committed to your success.

Apprentices may be eligible for financial support.

Entrance Requirements

To enter an apprenticeship, you must have the educational qualifications required for the trade to which you apply. Entrance requirements are monitored by Alberta and Industry Training. Check out their website for more information.

See the Apprentice System of Training to find out about becoming a registered apprentice.

Apprentice Success Services

Have you been out of school for some time? SAIT is committed to your success and is pleased to offer resources designed to prepare you for your training at SAIT and make your learning experience a successful one while in training. Visit Study Skills and Learning Strategies to learn how SAIT can help promote your success.

Crane and Hoisting Equipment Operator – Boom Truck

- ma.info@sait.ca
- Phone: 403.284.8641

Crane and hoisting equipment operators service and operate the hoist and swing equipment used to move machinery, materials and other large objects. Boom truck operators set up, service and operate hydraulic booms that are mounted on turrets that are affixed to trucks and are capable of moving heavy loads.

Operators manipulate a number of pedals and levers to rotate the crane and raise and lower loads. They often perform all or some of these operations simultaneously.

Entrance Requirements

To enter an apprenticeship, you must have the educational qualifications required for the trade to which you apply. Entrance requirements are monitored by Alberta and Industry Training. Check out their website for more information.

See the Apprenticeship System of Training to find out about becoming a registered apprentice.

Apprentice Success Services

Have you been out of school for some time? SAIT is committed to your success and is pleased to offer resources designed to prepare you for your training at SAIT and make your learning experience a successful one while in training. Visit Study Skills and Learning Strategies to learn how SAIT can help promote your success.

Crane and Hoisting Equipment Operator – Mobile Crane Apprentice

- ma.info@sait.ca
- Phone: 403.284.8641

Crane and hoisting equipment operators service and operate the hoist and swing equipment used to move machinery, materials and other large objects. Mobile crane operators service and operate booms that are mounted on crawlers or wheeled frames as well as traveling, fixed or climbing type hoisting equipment with a vertical mast or tower and a jib.

Operators manipulate a number of pedals and levers to rotate the crane, and raise and lower its boom and one or more load lines. Some or all of these operations may be performed simultaneously.

Mobile crane operators also may drive the crane to the job site, rig the machine up (pin the boom and pendant cables and pull the hoist cable in preparation for operation), and set up the machine for the lift (i.e., make it level and stable) using blocking and leveling materials.

Apprentices may be eligible for financial support.

Entrance Requirements

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Electric Motor Systems Technician Apprentice

- ma.info@sait.ca
- Phone: 403.284.8641

Challenge your skills at taking apart and rebuilding electrical and mechanical equipment by pursuing a career as an electrical Motor Systems Technician. In this program you will learn to test, rebuild and repair electrical motors, generators, transformers, controllers and related electrical and mechanical equipment used in commercial, industrial and institutional establishments. Technicians diagnose problems and dismantle electric motors, transformers and generators. As an Electric Motor Systems Technician you may need to lift objects weighing in excess of 25 kilograms.

Apprentices may be eligible for financial support.

Entrance Requirements

To enter an apprenticeship, you must have the educational qualifications required for the trade to which you apply. Entrance requirements are monitored by Alberta and Industry Training. Check out their website for more information.

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Electrician Apprentice

- ma.info@sait.ca
- Phone: 403.284.8641

A career as an electrician will see you working in residential, commercial, industrial or institutional environments, reading and interpreting electrical, mechanical and architectural drawings and electrical code specifications to determine their wiring requirements. This program will train you to install, alter, repair and maintain electrical systems. Electricians may be required to lift heavy objects.

Apprentices may be eligible for financial support.

Entrance Requirements

To enter an apprenticeship, you must have the educational qualifications required for the trade to which you apply. Entrance requirements are monitored by Alberta and Industry Training. Check out their website for more information.

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Online Apprenticeship Learning

SAIT's Blended Learning programs allow automotive service technician, carpentry, welding, electrical and plumbing apprentices to complete their theoretical training online before coming to SAIT's state-of-the-art labs and shops to perform the hands-on portion of their training.

Gasfitter Apprentice

- construction.info@sait.ca
- Phone: 403.284.8367

Gasfitters size, install, test, adjust and service natural gas and propane equipment ranging from residential furnaces to industrial boilers. Gasfitters employed by utility companies repair and extend gas mains and install, repair and service pipes and fittings between mains and buildings. Those employed by propane distributors install and service propane vaporizers, temporary heating equipment, propane metering and dispensing equipment, and propane pumping equipment. Gasfitters employed by mechanical and service companies install and maintain piping and appliances in residential, commercial and industrial buildings. This program will train you to size, install, test, adjust and service natural gas and propane equipment. The equipment ranges from residential furnaces to commercial and industrial equipment. There are some hazards involved in working with flammable gases and power tools.

Apprentices may be eligible for financial support.

Entrance Requirements

To enter an apprenticeship, you must have the educational qualifications required for the trade to which you apply. Entrance requirements are monitored by Alberta and Industry Training. Check out their website for more information.

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Glazier Apprentice

- construction.info@sait.ca
- Phone: 403.284.8367

Train as a Glazier and learn to read and interpret drawings and specifications, determine the materials required and install all types of architectural aluminum windows, doorframes and hardware. This program trains you to install and replace glass, aluminum and related products in residential and commercial buildings. Glaziers may be required to lift heavy objects weighing in excess of 40 kilograms.

Apprentices may be eligible for financial support.

Entrance Requirements

To enter an apprenticeship, you must have the educational qualifications required for the trade to which you apply. Entrance requirements are monitored by Alberta and Industry Training. Check out their website for more information.

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Heavy Equipment Technician Apprentice

- transportation.info@sait.ca
- Phone: 403.284.8471

A Heavy Equipment Technician is an interprovincial Red Seal trade. As a technician, you will maintain, repair, and overhaul transport vehicles and heavy equipment, both towed and self-propelled. Technicians may specialize in engine, transmission or drive train overhaul, hydraulic controls, electrical/electronic diagnostics, air conditioning repair and fuel injection servicing. The working environment is very diverse and may include employment in a variety of industries such as: construction, oil field support, forestry, mining, marine, on-highway transportation trucks, public utilities, gas compression, agriculture or any other industry that relies on heavy equipment or diesel engines.

Apprentices may be eligible for financial support.

Entrance Requirements

To enter an apprenticeship, you must have the educational qualifications required for the trade to which you apply. Entrance requirements are monitored by Alberta and Industry Training. Check out their website for more information.

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Instrument Technician Apprentice

- energy.info@sait.ca
- Phone: 403.284.8922

Work with a wide variety of pneumatic, electronic and microcomputer instruments used to measure and control variables such as pressure, flow, temperature, level, and chemical composition. In this program, you will learn to install, maintain and repair the measuring and control instruments used in industrial and commercial processing and manufacturing. Working conditions in this field can change dramatically from one job to another, and you should be prepared to lift heavy objects.

Apprentices may be eligible for financial support.

Entrance Requirements

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Insulator Apprentice

- construction.info@sait.ca
- Phone: 403.284.8367

Insulators read blueprints and specifications to determine job requirements and select, install and secure a variety of insulation materials (calcium silicate, glass foam, mineral wool, Styrofoam, fiberglass) based on the size, surface characteristics and location of pipes, ductwork and other mechanical systems. Insulators possess the agility to work in confined spaces and are comfortable working at heights in both indoor and outdoor environments under potentially uncomfortable and hazardous conditions including the disposal of asbestos insulation. Insulators have an aptitude for precision work, demonstrate a high degree of manual dexterity, enjoy working with a minimum of supervision and when required are capable of lifting objects that weigh up to 20 kilograms.

Apprentices may be eligible for financial support.

Entrance Requirements

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Ironworker Apprentice

- ma.info@sait.ca
- Phone: 403.284.8641

Ironworkers fabricate, construct and join metal scaffolding, structural steel buildings, bridges, ornamental ironwork and pre-cast structures. This includes building structural steel components, reinforcing steel, posting tension tendons, installing conveyors and robotic equipment, and sometimes performing reconstructive work on existing structures. Ironworkers will also read blueprints; unload, stack and position steel units to prepare them for hoisting; build construction cranes, derricks and other hoisting equipment; assemble rigging (cables, pulleys, hooks); and select, cut, bend, position, and secure steel bars or wire mesh in concrete forms to reinforce concrete structures.

Apprentices may be eligible for financial support.

Entrance Requirements

To enter an apprenticeship, you must have the educational qualifications required for the trade to which you apply. Entrance requirements are monitored by Alberta and Industry Training. Check out their website for more information.

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Machinist Apprentice

- ma.info@sait.ca
- Phone: 403.284.8641

Begin your career in this challenging and rewarding trade. Machinists set up and operate precision metal cutting and grinding machines, lathes, milling machines, drill presses and grinders. As modern machine tools are often computer driven, a Machinist can be involved in programming and operating high tech equipment. Machinists make metal parts and do repair work, custom fabrication and mass production manufacturing.

Apprentices may be eligible for financial support.

Entrance Requirements

To enter an apprenticeship, you must have the educational qualifications required for the trade to which you apply. Entrance requirements are monitored by Alberta and Industry Training. Check out their website for more information.

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Materials Technician Apprentice

- transportation.info@sait.ca
- Phone: 403.284.8471

Materials Technician apprenticeship training is a branch of the Parts Technician apprenticeship program.

- First and third period training are common with Parts Technician; therefore these apprentices would register into the Parts Technician course.
- Second period Materials Technician apprentices would register into the Materials Technician course (offered at NAIT at the present time).

Materials Technicians are involved in the movement of materials in a wide variety of industries including agricultural, forestry, health, manufacturing, mining, oil and gas, transportation, and wholesale/retail industries. The duties and responsibilities of a Materials Technician can vary considerably. In general, a Materials Technician prepares, generates and picks orders, receives shipments, controls inventory, manages stocking and storage, and coordinates the transportation of materials.

Entrance Requirements

To enter an apprenticeship, you must have the educational qualifications required for the trade to which you apply. Entrance requirements are monitored by Alberta and Industry Training. Check out their website for more information.

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Apprentice Success Services

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Millwright Apprentice

- ma.info@sait.ca
- Phone: 403.284.8641

Millwrights (also known as Industrial Mechanics) install, maintain and repair industrial equipment, such as compressors, pumps and turbines. While on the job, you may perform some of the following duties: reading diagrams, schematic drawings, and service manuals to determine work procedures; operate rigging equipment; install, test and adjust equipment; perform maintenance, and repair or replace defective parts when necessary; service and repair hydraulic, pneumatic, and mechanical systems; and perform metal fabrication. As a Millwright, you can work in the oil and gas industry, the manufacturing sector, or anywhere industrial equipment is being used. Experienced Millwrights may advance to positions such as supervisors or project managers, while some start their own businesses.

Apprentices may be eligible for financial support.

Entrance Requirements

To enter an apprenticeship, you must have the educational qualifications required for the trade to which you apply. Entrance requirements are monitored by Alberta and Industry Training. Check out their website for more information.

See the Apprentice System of Training to find out about becoming a registered apprentice.

Natural Gas Compression Technician Apprentice

- ma.info@sait.ca
- Phone: 403.284.8641

Natural gas compression technicians assemble, install, commission, maintain, repair and overhaul natural gas compression and related equipment. This includes reading and interpreting diagrams or schematic drawings to determine work procedures, and using a variety of electrical, mechanical and specialty diagnostic test equipment. They also complete reciprocating and rotating machinery analysis to determine equipment condition, prediction of failure, corrective and preventative measures, and equipment performance.

Natural gas compression technicians provide preventative and corrective field mechanical services on gas compression, processing and production equipment; troubleshoot and diagnose problems in compressor systems; inspect malfunctioning or damaged equipment to determine the nature and scope of the problem; and perform reliability analysis and risk assessments. Natural gas compression technicians identify and develop maintenance strategies and adhere to regulations and standards related to natural gas compression systems to ensure the safety of all workers, the environment and equipment.

Apprentices may be eligible for financial support.

Entrance Requirements

To enter an apprenticeship, you must have the educational qualifications required for the trade to which you apply. Entrance requirements are monitored by Alberta and Industry Training. Check out their website for more information.

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Painter And Decorator Apprentice

- construction.info@sait.ca
- Phone: 403.284.8367

Learn the art of painting and decorating and the techniques you will need to pursue a successful career as a Painter and Decorator. Painters and decorators try to arrange their work so they will be outdoors in late spring, summer and early fall, and indoors in the late fall and winter. Painters and decorators may be required to lift equipment and supplies up to 25 kilograms.

Apprentices may be eligible for financial support.

Entrance Requirements

To enter an apprenticeship, you must have the educational qualifications required for the trade to which you apply. Entrance requirements are monitored by Alberta and Industry Training. Check out their website for more information.

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Parts Technician Apprentice

- transportation.info@sait.ca
- Phone: 403.284.8471

Parts Technicians manage and disperse parts inventories, which may include automotive, heavy duty, agricultural, industrial, recreational vehicle, after-market, plumbing, electrical, etc. As a Parts Technician, you could find yourself responsible for stock handling, warehousing, identifying and cataloguing parts and assemblies as well as ordering, receiving, inspecting, sorting, pricing and selling. Experienced Parts Technicians may advance to management positions or outside sales roles.

The Parts Technician trade is a three year Red Seal apprenticeship program.

Apprentices may be eligible for financial support.

Materials Technician apprenticeship

- Materials Technician apprenticeship training is a branch of the Parts Technician apprenticeship program.
- First and third period training is common with Parts Technician; therefore these apprentices would register into the Parts Technician course.
- Second period Materials Technician apprentices would register into the Materials Technician course (offered at NAIT at the present time).

Entrance Requirements

To enter an apprenticeship, you must have the educational qualifications required for the trade to which you apply. Entrance requirements are monitored by Alberta and Industry Training. Check out their website for more information.

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Plumber Apprentice

- construction.info@sait.ca
- Phone: 403.284.8367

Learn to plan, install and service plumbing systems, fixtures, piping equipment and controls for systems used to transport water, waste, gases or hot liquids. Plumbers may specialize in specific types of work such as installing water conditioners, plumbing in houses under construction, roughing-in after the frame and roof of a new building are in place and plumbing in commercial, institutional, industrial or public buildings. Heavy lifting may be required.

Apprentices may be eligible for financial support.

Entrance Requirements

To enter an apprenticeship, you must have the educational qualifications required for the trade to which you apply. Entrance requirements are monitored by Alberta and Industry Training. Check out their website for more information.

See the Apprenticeship System of Training to find out about becoming a registered apprentice.

Apprentice Success Services

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Recreation Vehicle Service Technician Apprentice

- transportation.info@sait.ca
- Phone: 403.284.8471

Learn to diagnose, repair and maintain all types of Recreation Vehicles from basic model trailers and campers to luxury motor homes. This training includes electrical (AC/DC), plumbing, propane appliances and systems, interior finishing and cabinetry, and exterior structure and components. Training is available at our Calgary RV Excellence Centre location.

Apprentices may be eligible for financial support.

Entrance Requirements

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Refrigeration and Air Conditioning Mechanic Apprentice

- construction.info@sait.ca
- Phone: 403.284.8367

Refrigeration and Air Conditioning Mechanics work from blueprints 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.

Apprentices may be eligible for financial support.

Entrance Requirements

To enter an apprenticeship, you must have the educational qualifications required for the trade to which you apply. Entrance requirements are monitored by Alberta and Industry Training. Check out their website for more information.

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Rig Technician Apprentice

- energy.info@sait.ca
- Phone: 403.284.8284

Team-players who enjoy working with equipment and machinery will find a rewarding career as Rig Technician. This program trains you to operate drilling rigs for oil and gas companies. Job titles commonly associated with each of the three levels of apprenticeship are Motorhand (Level 1), Derrickhand (Level 2) and Driller (Level 3).

Apprentices may be eligible for financial support.

Entrance Requirements

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Sheet Metal Worker Apprentice

- construction.info@sait.ca
- Phone: 403.284.8367

Sheet Metal Workers may work in a variety of industries including the residential, commercial and industrial construction and service sectors. This program will teach you to design, layout, fabricate, install, service and repair a variety of sheet metal products and equipment associated with the HVAC (Heating Ventilation and Air Conditioning) trade as well as custom Stainless Steel and Architectural features. During your career, you may work with many types of metal including galvanized and black iron, stainless steel, copper, brass, and aluminum. Heavy lifting may be required.

Apprentices may be eligible for financial support.

Entrance Requirements

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Steamfitter-Pipefitter Apprentice

- construction.info@sait.ca
- Phone: 403.284.8367

To install a typical piping system in a commercial building or industrial plant, a Steamfitter-Pipefitter will study blueprints, drawings and specifications to determine the type of pipe and tools to use, and lay out the sequence of tasks. This program will train you to lay out, assemble, fabricate, maintain and repair piping systems which carry water, steam, chemicals or fuel used in heating, cooling, lubricating and other processes. Heavy lifting may be required.

Apprentices may be eligible for financial support.

Entrance Requirements

To enter an apprenticeship, you must have the educational qualifications required for the trade to which you apply. Entrance requirements are monitored by Alberta and Industry Training. Check out their website for more information.

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Transport Refrigeration Technician Apprentice

- transportation.info@sait.ca
- Phone: 403.284.8471

The Transport Refrigeration Technician program is the only program of its kind in Canada. During this three year program, you will train to be a specialist in the transportation industry. As a Transport Refrigeration Technician, you will be able to install, repair and maintain equipment that supplies and contains conditioned air in mobile units, used to transport perishable goods such as food and medical supplies. You may also be involved in assembling and installing refrigeration components, servicing and repairing diesel engines, piping, repairing and replacing parts and components, and performing routine maintenance checks.

Apprentices may be eligible for financial support.

Entrance Requirements

To enter an apprenticeship, you must have the educational qualifications required for the trade to which you apply. Entrance requirements are monitored by Alberta and Industry Training. Check out their website for more information.

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Welder Apprentice

- ma.info@sait.ca
- Phone: 403.284.8641

Welders use welding technology to join, shape and cut metal parts. They make pressure vessels and pipelines, work joining beams or girders in the construction industry, and manufacture industrial components and consumer goods. Many Welders in Alberta are employed in oil and gas related industries, particularly oil service and pipeline construction. Experienced Welders may advance to positions such as supervisors, welding inspectors and quality control inspectors or start their own businesses with either a shop or a mobile welder.

Apprentices may be eligible for financial support.

Entrance Requirements

To enter an apprenticeship, you must have the educational qualifications required for the trade to which you apply. Entrance requirements are monitored by Alberta and Industry Training. Check out their website for more information.

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Online Apprenticeship Learning

SAIT's Blended Learning programs allow automotive service technician, carpentry, welding, electrical and plumbing apprentices to complete their theoretical training online before coming to SAIT's state-of-the-art labs and shops to perform the hands-on portion of their training.

Wire Process Operator Apprentice

- ma.info@sait.ca
- Phone: 403.284.8641

Wire Process Operators work primarily in production and manufacturing plants, joining components and sub-assemblies to make various items using a variety of construction materials. Welding is restricted to Gas Metal Arc Welding (GMAW), Flux Cored Arc Welding (FCAW), Submerged Arc Welding (SAW) and other semiautomatic wire feed welding processes. A Wire Process Operator uses different welding processes and filler metals depending upon the type of metal, its size and shape, and requirements for finished mechanical properties. For a typical welding project, they would join parts together; potentially build up worn parts by welding layers of high-strength hard-metal alloys onto them; follow directions given in layouts, blueprints and work orders; clean welds, check for defects and may use a cutting torch. Apprentices may be eligible for financial support.

Entrance Requirements

To enter an apprenticeship, you must have the educational qualifications required for the trade to which you apply. Entrance requirements are monitored by Alberta and Industry Training. Check out their website for more information.

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Regulations

Academic and Institute Regulations

- **Academic Regulations**
- **Institute Regulations**

Academic Regulations

The descriptions below are a synopsis of the referenced SAIT policies and procedures which are available through sait.ca and in the SAIT Library [378.712.338]. Please refer to the full policy and procedure when dealing with specific situations.

- Academic Misconduct
- Transcript of Marks
- Non-Academic Misconduct
- Grade Appeal
- Accommodations for Students with Disabilities
- Remedy a Course Deficiency
- Attendance
- Upgrading Marks
- Student Achievement
- Program Transfer
- Grading System
- Transfer of Major
- GPA
- Drop and Add Courses
- Final Grades
- Withdrawals
- Progression
- Graduation Ceremony
- Academic Probation/Academic Withdrawal
- Prior Learner Assessment and Recognition
- Graduation Requirement
- Honours Designation
- University Transfer

Academic Misconduct

▪ AC.3.4.1: Student Code of Conduct Procedure

SAIT is committed to academic integrity, which is based on five fundamental values honoured by faculty members and students: honesty, responsibility, trust, fairness and respect. Reasonable measures are taken to inform students of the standards of academic honesty. All members of the SAIT community share the responsibility and authority to address acts of academic misconduct.

Academic misconduct is any action or attempted action that may result in creating an unfair academic advantage for a SAIT student and/or other SAIT students. This includes, but is not limited to, acts of plagiarism and cheating.

Plagiarism occurs when a student submits work in which he/she has taken ideas or words from another source and has presented them as if they are the student's own, without appropriate acknowledgement of the original source. It is the act of doing so that constitutes plagiarism, regardless of whether or not the student does so intentionally. Cheating occurs in situations where a student uses unauthorized materials or another student's work in examinations or other evaluations; falsifies data or documents; colludes with others on an assessment without the instructor's permission; pre-programs a device to contain answers or other unauthorized information for use during an evaluation process; or commits acts that in any way compromise the integrity of the evaluation process.

Any student who assists another student in the commission or attempted commission of academic dishonesty is also guilty of academic misconduct. Other types of academic misconduct are also set out in this procedure.

Consequences of academic misconduct depend on whether it is a first, second, or third academic misconduct offence. For a first offence, the student will ordinarily receive a zero (0) grade for the assignment/exam. For a second offence, the student will ordinarily receive a zero [fail] grade for the course and a one-year suspension from the Institute. For a third offence, the student will ordinarily receive a zero [fail] grade for the course and a permanent expulsion from the Institute. A student who is guilty of academic misconduct will have the Letter(s) of Offence remain on his/her file for a period of seven (7) years. A student who is expelled from SAIT as a result of academic misconduct will have this indicated indefinitely on his/her permanent record [transcript].

Non-Academic Misconduct

▪ AC.3.4.1: Student Code of Conduct Procedure

Non-Academic Misconduct behaviour that is subject to disciplinary action under this procedure includes violations of established civil and criminal laws, conduct that threatens the safety or well-being of members of the SAIT community, and/or any behaviour that adversely affects SAIT or its educational mission.

Acts of Non-Academic Misconduct are summarized below, and are listed in more detail in the procedure. These include:

1. Intentionally or negligently disrupting any SAIT activity or SAIT sponsored activity, particularly learning activities.
2. Use of force or threat of force against any person or his/her property.
3. Sexual assault or threat of sexual assault.
4. Harassment in any form (spoken, written, graphical, on-line etc.).
5. Discrimination (including discrimination on the basis of place of race, religious beliefs, colour, gender (including pregnancy, sexual harassment and gender identity), physical or mental disability, age, ancestry, place of origin, marital status, source of income, family status, or sexual orientation).
6. Unauthorized entry into SAIT facilities.

7. Unauthorized use of or misuse of SAIT property or the property of others, including computers and data and voice communications networks (see policy/procedure AD.2.7.1 Information Services User Code).
8. Use, possession, tampering with or storage of a dangerous weapon or dangerous substance (including but not limited to guns, ammunition, chemicals, fireworks, flammable gas or explosives) on SAIT premises or at SAIT functions, whether or not a license has been issued to the possessor.
9. Inappropriate use of SAIT computer equipment.
10. Unlawful possession, distribution or use of narcotics or illegal drugs.
11. While under the influence of alcohol, narcotics or drugs, attending class or creating a disturbance while on SAIT premises or at SAIT functions.
12. Breaching AD.2.2.1 Alcohol Service and Consumption on Campus procedure.
13. Violating ethical codes governing applicable professions.
14. Violating civil or criminal statutes or applicable laws, court orders, or orders of any administrative tribunals having an effect on or related to SAIT or the SAIT community.
15. If a student is an apprenticeship student, the student's breach of the provincial government's non-academic rules or policies for apprenticeship students.
16. Unexcused failure or refusal to appear before any designated SAIT official(s) and/or failure to comply with directives from SAIT officials or instructors.
17. Disorderly conduct on SAIT premises or at SAIT activities.
18. Contravening SAIT's policies, procedures or rules.
19. Behaving in a manner that prejudices SAIT's name, reputation or standing.
20. Tampering with or rendering inoperable SAIT security devices or SAIT safety-related assets or property.
21. Making threats.
22. Knowingly or maliciously bringing a false charge against any member of the SAIT community under this procedure.
23. Knowingly divulging confidential or personal information relating to a SAIT matter or a member of the SAIT community.
24. Refusing to identify oneself when asked to do so by an authorized SAIT employee, security officer, etc.
25. Breaching SAIT's residence rules.

Consequences

Consequences for Non-Academic Misconduct fall into two categories: minor consequences and major consequences. Minor consequences include warning/admonition, community service, restitution, probation, restriction of privileges, and notation. Major consequences include suspension and expulsion. Consequences are defined in more detail in SAIT 's AC.3.4.1 Student Code of Conduct procedure, Schedule C.

Factors that SAIT may consider when choosing an appropriate consequence include, but are not limited to, whether there has been a previous finding of academic or non-academic misconduct with respect to the student; the severity of the misconduct; multiple allegations of misconduct; personal circumstances of the student; and court decisions related to the same case.

Either a major or minor consequence may be appropriate if there has been a previous finding of misconduct or if there are currently multiple allegations of misconduct, depending on the factors set out above and other relevant circumstances. A major consequence is most often appropriate where the misconduct is grievous or repeated and, in particular, in cases of physical or sexual aggression.

Any attempt to commit Non-Academic Misconduct will bear the same consequence as if the act occurred. A student who assists another student in an act or an attempted act of Non-Academic Misconduct will also be considered to have committed an offence.

Accommodations for Students with Disabilities

■ AC.3.16.1: Accommodations for Students with Disabilities Procedure

SAIT is committed to providing a learning environment that supports students with disabilities and to ensuring that these students have equal opportunities at SAIT. SAIT upholds and implements the principle that students with disabilities must be reasonably accommodated, provided such accommodation does not cause undue hardship to SAIT. Accessibility Services, instructors and academic chairs will work with students to provide the reasonable accommodations requested in an accommodation plan.

Students with disabilities are expected to pursue their studies with the same diligence required of all SAIT students and to accept responsibility for their role in successfully completing courses/programs. Students should identify their specific needs to Accessibility Services prior to or at the start of their program of studies, or as soon thereafter as possible, if they wish to identify themselves as a person with a accessibility and to request a reasonable accommodation for such accessibility.

Students should be aware that they need to give sufficient notice, as determined by Accessibility Services' procedures, to allow SAIT to arrange any necessary reasonable accommodation(s) for the accessibility. Students will also be required to provide relevant and current documentation to Accessibility Services, in order to determine eligibility for reasonable accommodations and services.

Attendance

- AC.3.8.1: Attendance Requirement Procedure
- AC.3.8.2: Attendance Requirements – Apprentices

Attendance in all scheduled activities of every course is expected. Students must comply with the requirements set by their school and communicated through the course outlines and/or program guidelines. Consequences for not adhering to attendance requirements are determined and applied according to program and school guidelines.

Student Achievement

■ AC.3.1.1: Grading and Progression Procedure

Evaluation Methods – A student’s final standing is determined by academic progress throughout the term and the entire year, taking into consideration classroom tests and examinations, laboratory work, essays, reports and projects, classroom participation, and/or workplace experimental learning. The course outline is the approved document that identifies the learning outcomes and student evaluation methods of a course.

Grading System

A student’s grade in each course shall be denoted by a letter grade as follows:

Letter Grade	Grade Points	Description
A+	4.0	
A	4.0	
A-	3.7	
B+	3.3	
B	3.0	
B-	2.7	
C+	2.3	
C	2.0	
C-	1.7	
D+	1.3	
D	1.0	Minimal Pass
F	0.0	

Progression and graduation: the semester program and cumulative Grade Point Average required for progression and graduation is 2.0. Other grades not used in calculating the Grade Point Average (GPA) include:

■ AEG Aegrotat Standing

May be granted to a student who through serious illness or exceptional circumstances cannot complete the final evaluation, and where a supplemental evaluation or course deficiency remedy is not possible. The dean or designate must approve this grade.

■ ATT Attended/FA Failed to Attend

Assigned to a student who is registered in a course for which no formal evaluation of the student’s performance is provided, other than the student’s attendance or failure to attend that course.

■ AUD Audit

Assigned to a student who is registered in a course for which no formal evaluation of the student’s performance is provided. The student will pay tuition for this course, but will not receive a mark in or credits for the course. The academic chair must approve a student’s registration in the course.

CR Credit Rating

Assigned to a student who has received recognition of his/her prior learning based on transfer credit or based on work experience, in accordance with AC.3.18 Recognition of Prior Learning policy and its accompanying procedures.

I Incomplete

Assigned to a student who has been granted an extension, under extenuating circumstances to complete a course. The “I” grade is not a substitute for an “F” grade. The “I” grade must be cleared within 8 weeks from the end of the course or it reverts to “F.” If the course is a pre-requisite course, the Academic Chair must approve the student’s registration in the subsequent course(s).

P Pass / NP No Pass

Student performance indicated by either “P” pass or “NP” no pass.

W Withdrawal

Assigned to a student who officially withdraws from a course or program.

To be assigned a “W” grade in a course, a student must withdraw from that course prior to completing 70 per cent of that course.

To be assigned a “W” grade in a program, a student must withdraw from that program prior to completing 70 per cent of the program semester.

Grade Point Average (GPA)

■ AC.3.1.1: Grading and Progression Procedure

Grade Point Average (GPA) is the measure of a student’s SAIT academic achievement in credit courses. It can be calculated in four ways.

1. Semester Program Grade Point Average (PGPA) is the weighted grade point average for all the courses that a student has completed in a particular semester and that are part of the program in which he/she is registered.
2. Semester Grade Point Average (SGPA) is the weighted grade point average for all of the credit courses that a student has completed in a particular semester, regardless of whether or not those courses are part of the program in which he/she is registered.
3. Cumulative Program Grade Point Average (CGPA) is the overall cumulative weighted grade point average for all those courses that the student has completed and that are part of the program in which he/she is registered.
4. Credential Grade Point Average is the overall cumulative weighted grade point average for all the courses the student has completed and that are used in awarding the credential for the program that he/she has completed.

Each course shall carry a course credit determined by the dean or designate of the school offering the program and which shall be published in the calendar.

The grade point averages are calculated as follows:

- Multiplying the grade point achieved by the credit value for that course, excluding P, NP, I, W, CR, AUD, ATT, FA and AEG grades
- Totaling the grade points from the bullet above
- Dividing the total above by the total of the course credit values

Note: Failures "F" will appear on the student's transcript and are used in the calculation of grade point averages as appropriate. In the case of subsequent repeat attempts of a failed course, both the original F grade and the new grades will be calculated in the student's Semester Program Grade Point Average (PGPA), but only the higher grade will be calculated in the student's Cumulative Program Grade Point Average (CPGA) in a subsequent semester. However, when a deficiency is remedied, the new grade will replace the original F grade and shall be calculated into the GPA for the academic semester in which the deficiency occurred.

Sample Calculation: Course Grade Points X Credits = Grade Points

Course	Grade	Course Grade Points	Credits	Grade Points
BCPT-240	B	3.00	1.50	4.50
COMM-238	C	2.00	3.00	6.00
COMP-220	F	0.00	3.00	0.00
MATH-235	A	3.67	3.00	11.01
MCMT-230	D	1.00	3.00	3.00
Totals	N/A	N/A	13.50	24.51

$$\text{GPA} = \frac{\text{Total Grade Points}}{\text{Total Credit}} = \frac{24.51}{13.50} = 1.81$$

Final Grades

▪ AC.3.1.1: Grading and Progression Procedure

Instructors shall submit final grades to the Registrar's Office/ Student Services by end of the third business day following the end of the course. Students can access their term marks and unofficial transcripts through mySAIT at any time.

Apprentice marks may only be obtained from the Apprenticeship and Trade Certification Board. Download the "Transcript Request Application Form" at Alberta Apprenticeship and Industry Training.

Progression

▪ AC.3.1.1: Grading and Progression Procedure

Students must attain a PGPA and/or a CGPA of 2.0 or better in each semester and pass the necessary prerequisite courses to progress through the program. To qualify for graduation, students must pass all courses, attain a CGPA of 2.0 or better and complete course requirements within the prescribed timelines.

Academic Probation/Academic Withdrawal

▪ AC.3.1.1: Grading and Progression Procedure

A student who fails to achieve the specified minimum semester program grade point average (PGPA) or cumulative program grade point average (CGPA) at the end of a semester will be placed on Academic Probation (AP). The Registrar's Office will advise the student to meet with his/her academic chair to develop strategies to improve academic standing and to determine course eligibility.

A student will remain on Academic Probation if he/she does not achieve one of either PGPA or a CGPA of 2.0 for the second time at the end of the following semester. If both the PGPA and CGPA of 2.0 are not met at the end of the following semester, the student will be academically withdrawn (AW) SAIT.

The consequences of academic withdrawal include the student being dropped from any subsequent courses in which he/she is registered in the next term and being ineligible for student loan funding. An academically withdrawn student must wait 8 calendar months before returning to SAIT. During this waiting period, the student cannot take any courses at SAIT. An academically withdrawn student who wishes to return to the program should meet with his/her academic chair to determine if space is available in the program to accommodate his/her return, and to determine changes to graduation requirements.

A student who returns to SAIT after having been academically withdrawn will return on academic probation. If the student fails to achieve PGPA for a third time, he/she will be permanently withdrawn from SAIT.

Academic probation and academic withdrawals are permanently noted on the student's official transcript.

Note: A student is granted only two attempts to successfully complete each course – the initial registration and one repeat. A withdrawal from a course is not considered an attempt. The academic chair/coordinator of the school responsible for delivering the course may, in significant extenuating circumstances, approve the student's registration in a course for a third attempt. The dean of the school responsible for delivering the course may, in significant extenuating circumstances, approve the student's registration in a course for a fourth attempt. If the student fails all attempts in the course or its equivalent, a SAIT credential shall not be issued for any program in which that course is a requirement. It is important to students to note that registration in a course for a second or subsequent time is subject to space availability in that course

Graduation Requirement

▪ AC.3.1.1: Grading and Progression Procedure

A student must achieve the required minimum Credential Grade Point Average for all courses used to meet the student's credential requirements, in order to graduate.

Transcript of Marks

■ AC.3.1.1: Grading and Progression Procedure

A transcript is a complete and unabridged academic record of achievement at SAIT.

Students who attended classes at SAIT after 1995 have the option to order their official transcript through mySAIT.ca. Simply login, click on the myStudent tab, then select Student Records.

Students who attended classes at SAIT before 1995, must complete a Transcript Request Form and forward it to Student Services .

Each transcript costs \$10 (Subject to change).

Students sending transcripts from SAIT to an Alberta post-secondary school should request the transcript through ApplyAlberta. The transcript will be issued free of charge to any participating Alberta post-secondary schools (see ApplyAlberta for a list of participating institutions).

Student records are confidential; therefore, transcripts will only be issued on the student's written authority.

Grade Appeal (Final Grades Only)

■ AC.3.1.1: Grading and Progression Procedure

Informal Appeals: Informal appeals must be made to the instructor concerned first. If a student is not satisfied with the outcome, he/she may continue the informal appeal to the academic chair or equivalent, before proceeding with a formal grade appeal to the dean.

Formal Appeals: If a student is not satisfied with the outcome of the informal appeal, he/she may request that the dean of the school offering the course review the grade through a formal appeal.

Formal appeals must be submitted in writing to the Registrar/Director, Student Services Department within 30 calendar days of the end of the course (or in the case of apprenticeship, within 10 days after receipt of marks) and be accompanied by a \$100* fee for each grade appealed. The fee covers all levels of appeal and is refundable if the appeal is awarded in favour of the appellant.

*Fee subject to change

The initial formal appeal must state: the student ID number, program, course code and title, the grade being appealed and the rationale for the appeal. Forms are available from Student Services. The basis for re-evaluation shall be the same work used to determine the original grade whenever possible. In those cases where the nature of the work, such as workplace experiential learning, laboratory, or other performance work, precludes its availability, the basis for re-evaluation shall be decided by the academic chair, in consultation with the student and the instructor.

Decisions on appeals shall be rendered within ten business days of the Office of the Registrar notifying the dean and academic chair of the appeal. The decision may be: 1) no change to the grade; 2) a higher grade; or 3) a lower grade. The dean's decision is final and binding.

Students who accept the method to remedy a course deficiency pursuant to AC.3.2.1: Course Deficiencies procedure are not eligible to appeal the original grade.

Remedy a Course Deficiency

■ AC.3.2.1: Course Deficiencies Procedure

Students are eligible to remedy a course deficiency where:

- the deficient grade is within 5 per cent of the passing grade; and
- the failure is not due to academic misconduct.
- the course is one for which a course deficiency remedy is available, as determined by the school delivering that course.

Students must apply to their academic school using the Remedy (Clearance) of Deficiency form.

The academic chair shall determine the method of remedying the deficiency. The method may include:

- successful completion of a special assignment, or
- successful writing of a supplemental examination.

A student wishing to remedy a course deficiency shall apply to his/her academic chair or coordinator within 30 calendar days of the end of the course. The remedy must be completed within ten business days of the academic chair or coordinator having authorized the student to attempt the clearance of deficiency. Students are encouraged to attend classes in the subsequent course pending the outcome of the remedy.

The maximum grade that can be achieved is a "D" or a "P" grade, or the minimum passing grade for the course. This grade will replace the "F" or "NP" grade and shall be calculated into the PGPA for the academic term in which the deficiency occurred.

Students who accept the method to remedy a course deficiency are not eligible to appeal the original grade. Students wishing to achieve a grade higher than a "D" or the minimum passing grade for the course must re-take the course. A student's registration in a course for a second or subsequent time is subject to space availability in that course. In this case, the transcript will indicate both the original grade and the new course grade achieved.

Upgrading Marks

Students wishing to upgrade a passing mark must re-register for the course. The transcript will indicate both the original grade and the new grade achieved.

Program Transfer

■ AC.1.5.1: Admission Procedure

An enrolled student may be permitted to transfer from one program to another if:

- the student is a qualified applicant and satisfies the admission and selection criteria of the new program; and,
- there is a seat available in the new program; and,
- the student pays the transfer fee; and,
- the student pays any difference in tuition fees arising from the transfer.

The timing of the program transfer request and its subsequent approval is at the discretion of the receiving academic chair/coordinator. However, in order to be eligible to receive a credential from the new program into which the student has transferred, he/she must complete at least the final semester of that new program.

Transfer of Major

■ AC.1.5.1: Admission Procedure

An enrolled student may be permitted to transfer majors within a program of study, without reapplying, as per the Office of the Registrar's processes. Transfer of a major is subject to the student meeting course pre-requisites and a seat being available in the new major.

Add and Drop

(The drop and add dates for a program are based on the term length)

Term length	Add/Drop period
13 or more weeks	Two (2) weeks from program term start date
8-12 weeks	One (1) week from program term start date
2-7 weeks	Two (2) days from program term start date
Less than 2 weeks	There is no Add/Drop period

Visit Start and End Dates - 2016/17 for program-specific dates.

Withdrawals

■ AC.3.1.1: Grading and Progression Procedure

Deadline

The withdrawal deadline for a course or program is prior to 70 per cent of the course or program's duration. A student who withdraws from a course after the withdrawal deadline will receive an "F" grade which will be determined and reported to Student Services by the course school by the end of the second business day following the last day of the academic term.

Withdrawal from a Course

A student who wishes to withdraw from an individual course must:

- Notify Student Services Department prior to the Withdrawal Deadline (as outlined above) of the term to receive a grade of "W".

Note: Course withdrawals occurring past the official add/drop period will not be eligible for a refund. Unofficial withdrawals (no notification of withdrawal submitted to Student Services by the deadline) will result in 'F' grades.

Withdrawal from the Program

A student who wishes to withdraw from the program must:

- obtain and complete a Program Withdrawal Form; and,
- submit the completed form to the Student Services Department prior to the Withdrawal Deadline (as outlined above) of the term to receive "W" grades.

Note: A student who withdraws from the program without notifying Student Services in writing will not be eligible for any applicable refund of fees, and will be responsible for any fees owing or outstanding. The student's permanent record will show a "Fail" in all courses in which the student was registered.

Graduation Ceremony

■ AC.3.1.1: Grading and Progression Procedure

Students are required to register for Graduation before the specified deadline date. Manual registration and online registration processes will be available.

Credit Requirements for Graduation:

Students must successfully complete all required courses to graduate. All course requirements must be completed within ten (10) years for a baccalaureate, seven (7) years for a diploma or applied degree, or five (5) years for a certificate program. This time limitation begins on the date that the student started the first course in the credential. If a student does not complete the graduation requirements within the graduation timelines, he/she should meet with the academic chair/ coordinator to discuss options for completion.

Note: If the final attempt of a course results in failure, the student may continue in other courses; however, a SAIT credential will not be issued. This time limitation begins on the date that the student started the first course in the credential

Grade Point Average Requirements:

Students must achieve the required CGPA of 2.0 in order to graduate.

Residency Requirements:

To obtain a SAIT credential, students must complete at least 50% of the credential's courses through SAIT, and may use no more than a maximum of 50% transfer credit and/or challenge exams and/or prior information or non-formal learning towards that SAIT credential.

Graduation Prior Learning Assessment and Recognition

Policy AC.3.18 Recognition of Prior Learning and its accompanying procedures provide the guidelines for students to obtain credit based on previous learning, successful completion of a challenge exam, or previous informal and non-formal learning. Generally, the guidelines include compliance with the residency requirement, an 80 per cent content match with the SAIT course outline, a minimum grade of 65 per cent, and completion of credit courses within the last five years.

Honours Designation

AC.3.1.1: Grading and Progression Procedure

For a student to be awarded an Honours designation on a SAIT parchment, the following conditions must be met:

- the student has a cumulative program grade point average of 3.8; and,
- the student passed all courses on the first attempt; and,
- the student has completed the graduation requirements of the program within the specified time restriction (five years for a certificate and seven years for a diploma or applied degree or baccalaureate); and,
- the student has met the residency requirement and used a maximum of 50 per cent transfer credit towards a SAIT credential; transfer credit does not include any SAIT course previously used to obtain another SAIT credential; and,
- the program in which the student is enrolled is approved by the Alberta government.

Transfer to Other Post-Secondary Institutions

A transfer option is the opportunity to use a credential earned at one institution for credit towards the completion of an advanced credential at another institution (e.g., a certificate towards a diploma, a diploma towards a degree, an applied degree towards an additional undergraduate or graduate degree, or a baccalaureate degree towards a master's degree).

A SAIT credential may be used as an admission requirement to an advanced program, or it may be used to meet curriculum requirements so that the student does not need to duplicate coursework: how it is used depends on the receiving institution.

To support this, articulation agreements are developed between two institutions (a sender and a receiver) that specify how the sending institution's course or program will be accepted for (transfer or advanced) credit at the receiving institution.

Information about these agreements is posted on the SAIT Transfer Options website and is updated regularly along with messages on SAITView, a SAIT Transfer Options Facebook page, and Twitter. A Transfer Options Fair is held annually in November where representatives from different universities across Canada and other countries come to SAIT to meet with students and faculty about degree completion opportunities.

Students must also be aware that they must meet the admission requirements of the receiving institution as well as the program requirements even though they have graduated from SAIT.

Contact Us!

For additional information, contact SAIT Transfer Options.

- Transfer Options
Phone: 403.210.4238
Email: transfer.options@sait.ca
Website: sait.ca/transferoptions

Institute Regulations

The descriptions below are a synopsis of the referenced SAIT policies and procedures which are available through sait.ca and in the SAIT Library [378.712.338]. Refer to the full policy and procedure when dealing with specific situations.

- Student Code of Conduct
- Harassment and Discrimination Confidential Hotline
- Disruptive Conduct
- Injury to Persons/Damage to Property
- Rights
- Liquor, Tobacco and Drugs
- Responsibilities
- Acceptable Use of SAIT's Computer System

Student Code of Conduct

AC.3.4.1: Student Code of Conduct Procedure

Students are responsible for conducting themselves appropriately and in the best interests of the Institute. They are expected to apply themselves to their studies and are required to conform to the Institute's policies, rules and regulations.

Disruptive Conduct

AC.3.4.1: Student Code of Conduct Procedure

Students are required to conduct themselves in a manner that does not interfere with the legitimate academic and/or business activities of the Institute. This does not diminish the student's assured rights as stated in the Canadian Charter of Rights and Freedoms. In particular, disruption of scholarly activities by abusive or threatening language or gestures, or physical interference with another person or their property may result in the immediate removal of the student from the class or activity and subsequent disciplinary action.

Rights

AC.3.4.1: Student Code of Conduct Procedure

Students at SAIT can expect the following rights to be upheld:

- all rights and freedoms recognized by law;
- freedom from discrimination for any reason, including: place of origin, race, religion or gender. (Please refer to HR.4.5.1: Discrimination – Education Procedure and HR.4.6.1: Discrimination – Employee and Student Recourse Procedure);
- freedom from harassment, including any action or words which demean and/or deny dignity and respect. (Please refer to HR.4.5.1: Discrimination – Education Procedure and HR.4.6.1: Discrimination – Employee and Student Recourse Procedure);
- a community that supports intellectual inquiry, learning and growth;
- physical and psychological safety;
- academic integrity: students can expect full disclosure as to how their academic performance will be assessed, and to receive objective evaluation of their performance.

Responsibilities

■ AC.3.4.1: Student Code of Conduct Procedure

SAIT maintains that students have individual and group responsibility for:

- staying informed of and respecting SAIT policies and procedures and the exercise by SAIT of its legitimate authority;
- taking full advantage of the education, training and services that SAIT offers;
- maintaining academic integrity; work submitted for evaluation must be the student's own. Any material or ideas incorporated from other sources must be clearly identified and used sparingly.
- contributing to a working and learning environment free from discrimination, harassment, intimidation, and physical or psychological abuse;
- respecting the property of SAIT and members of the SAIT community;
- complying with applicable laws.

In cases of misconduct, SAIT may take disciplinary measures including, but not limited to, warning, community service, restitution, probation, restriction of privileges, notation, suspension, expulsion or legal action. Where disciplinary actions arise, students have a right of appeal as described in the procedure.

Harassment and Discrimination Confidential Hotline

- **Phone: 403.210.4406**
- **HR.4.6.1: Discrimination – Employee and Student Recourse Policy**

The Board of Governors of SAIT and the President's Standing Committee on Discrimination wish to ensure that students and employees of the Institute are treated as equal in dignity and rights and without discrimination. You have the right to study and work in an environment that is free from harassment and discrimination. You also have the responsibility not to harass any member of the SAIT community, including students, instructors and staff.

Discrimination on the grounds of race, religious beliefs, colour, gender, age, physical disability, mental disability, ancestry, place of origin, marital status, source of income, family status or sexual orientation constitutes a violation of SAIT's discrimination policy.

Harassment, a form of discrimination, is behaviour that disparages, humiliates or harms anyone on any of these grounds. Harassment may be verbal or non-verbal behaviour, occurring as one isolated event or as a series of events.

Sexual harassment is unwanted, unwarranted or inappropriate sexualizing of interaction, with intent and/or effect to demean, coerce or abuse someone. It can include behaviour such as: sexualizing physical contact; making suggestive remarks or other verbal abuse; making degrading gestures or leering at a person's body; making degrading remarks toward a gender or a sexual preference group; demanding sexual favors; or extending compromising invitations.

If you think you are experiencing harassment or discrimination, contact the Discrimination Hotline at 403.210.4406 and arrange to speak with one of SAIT's specially appointed representatives.

Injury to Persons/Damage to Property

■ AC.3.4.1: Student Code of Conduct Procedure

Students are required to comply with safety measures identified by the Institute. Injury, damage or misappropriation of SAIT's property, or threats (written or verbal) of injury, damage or misappropriation to another person or his/her property may result in disciplinary action.

Liquor, Tobacco and Drugs

- **AD.2.2.1: Alcohol Service and Consumption on Campus Procedure**
- **AD.1.3: Tobacco Use Policy and procedure**

Disciplinary action will be taken in the following cases: students violating policy on the consumption and service of alcohol; students failing to comply with designated non-smoking areas; and/or students using or distributing illegal drugs.

Acceptable Use of SAIT's Computer System

■ AD.2.7.1: Information Services User Code Procedure

All members of the SAIT community who have occasion to use any of the information services of the Institute, including all students, staff (full-time, part-time, contract and wages) and members of the general public are subject to the Information Services User Code procedure.

The descriptions above are a synopsis of the referenced SAIT policies and procedures which are available through sait.ca and in the SAIT Library [378.712.338]. Please refer to the full policy and procedure when dealing with specific situations.

Financial Information

Fees

Estimated Fees for Full Time Students

2016–2017

Program	2016/17 Domestic Tuition Fee	Campus Athletic/Rec Fee (Note 3)	Universal Transit Pass (Note 3)
Apprentice Programs	\$98/week	–	–
Academic Upgrading Yr 1	2,881	160	260
Accounting Oil and Gas Production Yr 1	14,200	–	–
Administrative Information Management Yr 1	4,122	160	260
Administrative Information Management Yr 2	4,328	160	260
Aircraft Maintenance Engineering Technology Yr 1	4,405	160	260
Aircraft Maintenance Engineering Technology Yr 2	4,405	160	260
Aircraft Structures Technician Yr 1	5,798	160	260
Architectural Technologies – Architectural Yr 2	2,313	160	260
Architectural Technologies – Bldg Dev Yr 2	2,313	160	260
Architectural Technologies – General Yr 1	5,046	160	260
Architectural Technologies – General Yr 2	2,103	160	260
Automotive Service Technology Yr 1	4,569	160	260
Automotive Service Technology Yr 2	4,569	160	260
Avionics Technology Yr 1	5,130	160	260
Avionics Technology Yr 2	4,664	160	260
Bach. of Applied Tech. Geographic Info Sys Yr 3	5,074	160	260
Bach. of Applied Tech. Geographic Info Sys Yr 4	969	160	260
Bach. of Applied Tech. Petroleum Eng. Yr 3	5,489	160	260
Bach. of Applied Tech. Petroleum Eng. Yr 4	1,463	160	260
Bachelor of Applied Business Administration – Accounting Yr 3	6,113	–	–
Bachelor of Applied Business Administration – Accounting Yr 4	2,139	–	–
Bachelor of Applied Technology Information Systems – Information Systems Development Yr 3	4,536	160	260
Bachelor of Applied Technology Information Systems – Information Systems Development Yr 4	767	160	260
Bachelor of Applied Technology Information Systems – Network Management Yr 3	5,292	160	260
Bachelor of Applied Technology Information Systems – Network Management Yr 4	767	160	260
Bachelor of Business Administration Yr 1 – General	5,682	160	260
Bachelor of Business Administration Yr 2 – Accounting	5,682	160	260
Bachelor of Business Administration Yr 2 – Financial Services	5,682	160	260
Bachelor of Business Administration Yr 2 – Human Resource Management	5,682	160	260
Bachelor of Business Administration Yr 2 – Management	5,682	160	260
Bachelor of Business Administration Yr 2 – Marketing	5,682	160	260
Bachelor of Business Administration Yr 2 – Supply Chain Management	5,682	160	260
Bachelor of Business Administration Yr 3 – Accounting	5,682	160	260

2016–2017

Total SAIT Fees	Health Plan	Dental Plan	Student Association (Note 3)	Total Student Association Fees (Note 3)	2016/17 Domestic Total
-	-	-	-	-	\$98/week
420	110	125	288	523	3,824
-	-	-	-	-	14,200
420	110	125	288	523	5,065
420	110	125	288	523	5,271
420	110	125	288	523	5,348
420	110	125	288	523	5,348
420	110	125	288	523	6,741
420	110	125	288	523	3,256
420	110	125	288	523	3,256
420	110	125	288	523	5,989
420	110	125	288	523	3,045
420	110	125	288	523	5,512
420	110	125	288	523	5,512
420	110	125	288	523	6,073
420	110	125	288	523	5,606
420	110	125	288	523	6,016
420	110	125	288	523	1,912
420	110	125	288	523	6,432
420	110	125	288	523	2,406
-	-	-	-	-	6,113
-	-	-	-	-	2,139
420	110	125	288	523	5,479
420	110	125	288	523	1,709
420	110	125	288	523	6,235
420	110	125	288	523	1,709
420	110	125	288	523	6,625
420	110	125	288	523	6,625
420	110	125	288	523	6,625
420	110	125	288	523	6,625
420	110	125	288	523	6,625
420	110	125	288	523	6,625
420	110	125	288	523	6,625
420	110	125	288	523	6,625
420	110	125	288	523	6,625

Program	2016–2017		
	2016/17 Domestic Tuition Fee	Campus Athletic/Rec Fee (Note 3)	Universal Transit Pass (Note 3)
Bachelor of Business Administration Yr 3 – Financial Services	5,682	160	260
Bachelor of Business Administration Yr 3 – Human Resource Management	5,682	160	260
Bachelor of Business Administration Yr 3 – Management	5,682	160	260
Bachelor of Business Administration Yr 3 – Marketing	5,682	160	260
Bachelor of Business Administration Yr 3 – Supply Chain Management	5,682	160	260
Bachelor of Business Administration Yr 4 – Accounting	5,682	160	260
Bachelor of Business Administration Yr 4 – Financial Services	5,682	160	260
Bachelor of Business Administration Yr 4 – Human Resource Management	5,682	160	260
Bachelor of Business Administration Yr 4 – Management	5,682	160	260
Bachelor of Business Administration Yr 4 – Marketing	5,682	160	260
Bachelor of Business Administration Yr 4 – Supply Chain Management	5,682	160	260
Bachelor of Science in Construction Project Management Yr 1	4,931	160	260
Bachelor of Science in Construction Project Management Yr 2	4,931	160	260
Bachelor of Science in Construction Project Management Yr 3	5,424	160	260
Bachelor of Science in Construction Project Management Yr 4	4,931	160	260
Baking and Pastry Arts Yr 1	5,103	160	260
Baking and Pastry Arts Yr 2	4,639	160	260
Broadcast Systems Technology Yr 1	4,993	160	260
Broadcast Systems Technology Yr 2	4,993	160	260
Business Administration – Accounting Yr 1	4,587	160	260
Business Administration – Accounting Yr 2	4,587	160	260
Business Administration – Financial Services Yr 1	4,587	160	260
Business Administration – Financial Services Yr 2	4,587	160	260
Business Administration – General Yr 1	4,587	160	260
Business Administration – Human Resources Yr 2	4,587	160	260
Business Administration – Management Yr 1	4,587	160	260
Business Administration – Management Yr 2	4,587	160	260
Business Administration – Marketing Yr 1	4,587	160	260
Business Administration – Marketing Yr 2	4,587	160	260
Business Administration – Supply Chain Management Yr 2	4,587	160	260
Business Administration Automotive Management Yr 1	4,197	160	260
Business Administration Automotive Management Yr 2	3,815	160	260
Business Intelligence: Data Analysis and Reporting Yr 1	9,595	–	–
Butchery and Charcuterie Management Yr 1	5,105	160	260
Chemical Engineering Technology Yr 1	4,217	160	260

2016–2017

Total SAIT Fees	Health Plan	Dental Plan	Student Association (Note 3)	Total Student Association Fees (Note 3)	2016/17 Domestic Total
420	110	125	288	523	6,625
420	110	125	288	523	6,625
420	110	125	288	523	6,625
420	110	125	288	523	6,625
420	110	125	288	523	6,625
420	110	125	288	523	6,625
420	110	125	288	523	6,625
420	110	125	288	523	6,625
420	110	125	288	523	6,625
420	110	125	288	523	6,625
420	110	125	288	523	6,625
420	110	125	288	523	6,625
420	110	125	288	523	5,874
420	110	125	288	523	5,874
420	110	125	288	523	6,367
420	110	125	288	523	5,874
420	110	125	288	523	6,046
420	110	125	288	523	5,582
420	110	125	288	523	5,936
420	110	125	288	523	5,936
420	110	125	288	523	5,530
420	110	125	288	523	5,530
420	110	125	288	523	5,530
420	110	125	288	523	5,530
420	110	125	288	523	5,530
420	110	125	288	523	5,530
420	110	125	288	523	5,530
420	110	125	288	523	5,530
420	110	125	288	523	5,530
420	110	125	288	523	5,530
420	110	125	288	523	5,530
420	110	125	288	523	5,530
420	110	125	288	523	5,530
420	110	125	288	523	5,530
420	110	125	288	523	5,530
420	110	125	288	523	5,530
420	110	125	288	523	5,140
420	110	125	288	523	4,758
-	-	-	-	-	9,595
420	110	125	288	523	6,048
420	110	125	288	523	5,159

Program	2016–2017		
	2016/17 Domestic Tuition Fee	Campus Athletic/Rec Fee (Note 3)	Universal Transit Pass (Note 3)
Chemical Engineering Technology Yr 2	4,016	160	260
Chemical Laboratory Technology Yr 1	5,254	160	260
Chemical Laboratory Technology Yr 2	5,004	160	260
Civil Engineering Technology – Const. Mgmt Yr 2	4,130	160	260
Civil Engineering Technology – General Yr 1	4,337	160	260
Civil Engineering Technology – Municipal Yr 2	4,130	160	260
Community Economic Development Yr 1	4,752	–	–
Database Administrator Yr 1	16,160	–	–
Dental Assisting Yr 1	6,052	160	260
Diagnostic Medical Sonography Yr 1	5,094	160	260
Diagnostic Medical Sonography Yr 2	4,881	160	260
Diagnostic Medical Sonography Yr 3	1,273	160	260
Diesel Equipment Technician Yr 1	5,092	160	260
Electrical Engineering Technology Yr 1	4,613	160	260
Electrical Engineering Technology Yr 2	4,823	160	260
Electronics Engineering Technology Yr 1	5,490	160	260
Electronics Engineering Technology Yr 2	5,490	160	260
Emergency Medical Technology – Ambulance Yr 1	3,928	160	260
Emergency Medical Technology – Paramedic Yr 1	5,945	160	260
Emergency Medical Technology – Paramedic Yr 2	5,096	160	260
Energy Asset Management Yr 1	9,033	–	–
Energy Asset Management Yr 2	9,033	–	–
Eng. Design & Drafting Technology – General Yr 1	4,492	160	260
Eng. Design & Drafting Technology – General Yr 2	4,492	160	260
English Language Foundations Yr 1	6,570	–	–
Environmental Technology Yr 1	4,255	160	260
Environmental Technology Yr 2	4,255	160	260
Film and Video Production Yr 1	4,044	160	260
Film and Video Production Yr 2	4,246	160	260
Geomatics Engineering Technology – General Yr 1	3,980	160	260
Geomatics Engineering Technology – General Yr 2	3,980	160	260
Geoscience Information Technology Yr 1	4,234	160	260
Geoscience Information Technology Yr 2	3,811	160	260
Graphic Communications and Print Technology Yr 1	3,916	160	260
Graphic Communications and Print Technology Yr 2	3,730	160	260

2016–2017

Total SAIT Fees	Health Plan	Dental Plan	Student Association (Note 3)	Total Student Association Fees (Note 3)	2016/17 Domestic Total
420	110	125	288	523	4,959
420	110	125	288	523	6,197
420	110	125	288	523	5,947
420	110	125	288	523	5,073
420	110	125	288	523	5,280
420	110	125	288	523	5,073
-	-	-	-	-	4,752
-	-	-	-	-	16,160
420	110	125	288	523	6,995
420	110	125	288	523	6,036
420	110	125	288	523	5,824
420	110	125	288	523	2,216
420	110	125	288	523	6,035
420	110	125	288	523	5,556
420	110	125	288	523	5,766
420	110	125	288	523	6,433
420	110	125	288	523	6,433
420	110	125	288	523	4,871
420	110	125	288	523	6,888
420	110	125	288	523	6,038
-	-	-	-	-	9,033
-	-	-	-	-	9,033
420	110	125	288	523	5,435
420	110	125	288	523	5,435
-	-	-	-	-	6,570
420	110	125	288	523	5,198
420	110	125	288	523	5,198
420	110	125	288	523	4,987
420	110	125	288	523	5,189
420	110	125	288	523	4,922
420	110	125	288	523	4,922
420	110	125	288	523	5,177
420	110	125	288	523	4,753
420	110	125	288	523	4,859
420	110	125	288	523	4,673

Program	2016–2017		
	2016/17 Domestic Tuition Fee	Campus Athletic/Rec Fee (Note 3)	Universal Transit Pass (Note 3)
Health Information Management Yr 1	4,235	160	260
Health Information Management Yr 2	4,033	160	260
Hospitality Management Yr 1	4,374	160	260
Hospitality Management Yr 2	3,977	160	260
Information Technology – Common Yr 1	5,870	160	260
Information Technology – Computer Systems Yr 1	5,870	160	260
Information Technology – Computer Systems Yr 2	5,870	160	260
Information Technology – Network Systems Yr 1	5,870	160	260
Information Technology – Network Systems Yr 2	5,870	160	260
Information Technology – SW Development Yr 1	5,870	160	260
Information Technology – SW Development Yr 2	5,870	160	260
Information Technology – Telecom Systems Yr 1	5,870	160	260
Information Technology – Telecom Systems Yr 2	5,870	160	260
Instrumentation Engineering Technology Yr 1	4,107	160	260
Instrumentation Engineering Technology Yr 2	4,107	160	260
Journalism – General Yr 1	5,023	160	260
Journalism – Photojournalism Yr 2	5,023	160	260
Journalism – Print Media Yr 2	5,023	160	260
Legal Assistant Yr 1	3,611	160	260
Legal Assistant Yr 2	3,791	160	260
Library Information Technology Yr 1	3,960	160	260
Library Information Technology Yr 2	3,771	160	260
Machinist Technician Yr 1	4,519	160	260
Mechanical Engineering Technology Yr 1	4,284	160	260
Mechanical Engineering Technology Yr 2	4,284	160	260
Mechanical Engineering Technology-Design & Analysis Yr 2	4,284	160	260
Mechanical Engineering Technology-Design & Automation Yr 2	4,284	160	260
Mechanical Engineering Technology-Design & Development Yr 2	4,284	160	260
Medical Device Reprocessing Technician Yr 1	5,863	–	–
Medical Laboratory Assistant Yr 1	3,255	160	260
Medical Laboratory Technology Yr 1	5,877	160	260
Medical Laboratory Technology Yr 2	4,030	160	260
Medical Office Assistant and Unit Clerk Yr 1	5,660	–	–
Medical Radiologic Technology Yr 1	6,633	160	260
Medical Radiologic Technology Yr 2	5,479	160	260

2016–2017

Total SAIT Fees	Health Plan	Dental Plan	Student Association (Note 3)	Total Student Association Fees (Note 3)	2016/17 Domestic Total
420	110	125	288	523	5,178
420	110	125	288	523	4,976
420	110	125	288	523	5,317
420	110	125	288	523	4,920
420	110	125	288	523	6,813
420	110	125	288	523	6,813
420	110	125	288	523	6,813
420	110	125	288	523	6,813
420	110	125	288	523	6,813
420	110	125	288	523	6,813
420	110	125	288	523	6,813
420	110	125	288	523	6,813
420	110	125	288	523	6,813
420	110	125	288	523	6,813
420	110	125	288	523	6,813
420	110	125	288	523	5,050
420	110	125	288	523	5,050
420	110	125	288	523	5,966
420	110	125	288	523	5,966
420	110	125	288	523	5,966
420	110	125	288	523	4,554
420	110	125	288	523	4,734
420	110	125	288	523	4,902
420	110	125	288	523	4,714
420	110	125	288	523	5,461
420	110	125	288	523	5,227
420	110	125	288	523	5,227
420	110	125	288	523	5,227
420	110	125	288	523	5,227
420	110	125	288	523	5,227
-	-	-	-	-	5,863
420	110	125	288	523	4,198
420	110	125	288	523	6,820
420	110	125	288	523	4,973
-	-	-	-	-	5,660
420	110	125	288	523	7,576
420	110	125	288	523	6,422

Estimated Fees for Full Time Students		2016–2017		
Program	2016/17 Domestic Tuition Fee	Campus Athletic/Rec Fee (Note 3)	Universal Transit Pass (Note 3)	
Medical Transcriptionist Yr 1	4,609	160	260	
Network Technician Yr 1	12,120	–	–	
New Media Production and Design Yr 1	4,102	160	260	
New Media Production and Design Yr 2	4,102	160	260	
Non-Destructive Testing Foundations Yr 1	8,070	–	–	
Nuclear Medicine Technology Yr 1	5,979	160	260	
Nuclear Medicine Technology Yr 2	4,829	160	260	
Nutrition for Healthy Lifestyles Yr 1	7,534	–	–	
Object-Oriented Software Development Yr 1	12,120	–	–	
Office Professional Yr 1	4,122	160	260	
Petroleum Engineering Technology Yr 1	3,977	160	260	
Petroleum Engineering Technology Yr 2	3,977	160	260	
Petroleum Land Administration Yr 1	4,975	–	–	
Pharmacy Assistant Yr 1	5,667	–	–	
Power & Process Operations Yr 1	4,156	160	260	
Power Engineering Technology Yr 1	4,630	160	260	
Power Engineering Technology Yr 2	4,862	160	260	
Pre-Employment – Cabinetmaker Yr 1	4,300	–	–	
Pre-Employment – Carpenter Yr 1	4,450	–	–	
Pre-Employment – Electrician Yr 1	4,848	–	–	
Pre-Employment – Heavy Equipment Technician Yr 1	1,342	–	–	
Pre-Employment – Millwright Yr 1	5,909	–	–	
Pre-Employment – Plumber Yr 1	4,650	–	–	
Pre-Employment – Refrigeration Yr 1	4,650	–	–	
Pre-employment – Sheet Metal Yr 1	5,800	–	–	
Pre-Employment – Steamfitter-Pipefitter Yr 1	4,800	–	–	
Pre-Employment – Welding Yr 1	5,454	–	–	
Process Piping Drafting Yr 1	15,596	–	–	
Professional Cooking Yr 1	5,539	160	260	
Professional Cooking Yr 2	5,036	160	260	
Radio Television and Broadcast News – Broadcast News Yr 1	4,843	160	260	
Radio Television and Broadcast News – Broadcast News Yr 2	4,403	160	260	
Radio Television and Broadcast News – Radio Yr 1	5,284	160	260	
Radio Television and Broadcast News – Radio Yr 2	4,183	160	260	
Radio Television and Broadcast News – Television Yr 1	4,403	160	260	

2016–2017

Total SAIT Fees	Health Plan	Dental Plan	Student Association (Note 3)	Total Student Association Fees (Note 3)	2016/17 Domestic Total
420	110	125	288	523	5,552
-	-	-	-	-	12,120
420	110	125	288	523	5,044
420	110	125	288	523	5,044
-	-	-	-	-	8,070
420	110	125	288	523	6,921
420	110	125	288	523	5,772
-	-	-	-	-	7,534
-	-	-	-	-	12,120
420	110	125	288	523	5,065
420	110	125	288	523	4,920
420	110	125	288	523	4,920
-	-	-	-	-	4,975
-	-	-	-	-	5,667
420	110	125	288	523	5,099
420	110	125	288	523	5,573
420	110	125	288	523	5,804
-	-	-	-	-	4,300
-	-	-	-	-	4,450
-	-	-	-	-	4,848
-	-	-	-	-	1,342
-	-	-	-	-	5,909
-	-	-	-	-	4,650
-	-	-	-	-	4,650
-	-	-	-	-	5,800
-	-	-	-	-	4,800
-	-	-	-	-	5,454
-	-	-	-	-	15,596
420	110	125	288	523	6,482
420	110	125	288	523	5,978
420	110	125	288	523	5,786
420	110	125	288	523	5,346
420	110	125	288	523	6,226
420	110	125	288	523	5,126
420	110	125	288	523	5,346

Program	2016–2017		
	2016/17 Domestic Tuition Fee	Campus Athletic/Rec Fee (Note 3)	Universal Transit Pass (Note 3)
Radio Television and Broadcast News – Television Yr 2	4,403	160	260
Railway Conductor Yr 1	9,815	–	–
Rehabilitation Therapy Assistant Yr 1	2,646	160	260
Rehabilitation Therapy Assistant Yr 2	2,165	160	260
Respiratory Therapy Yr 1	3,114	160	260
Respiratory Therapy Yr 2	3,114	160	260
Respiratory Therapy Yr 3	3,737	160	260
Technology Infrastructure Management Yr 1	17,170	–	–
Travel and Tourism Yr 1	4,249	160	260
Travel and Tourism Yr 2	3,863	160	260
Water Treatment Operator Yr 1	18,863	–	–
Web Developer Yr 1	7,575	–	–
Welding Engineering Technology Yr 1	5,059	160	260
Welding Engineering Technology Yr 2	5,059	160	260
Welding Technician Yr 1	10,050	–	–

Notes

1. Fees are estimated for full time students. Actual tuition fees are calculated based on the number of courses in which the student is registered.
2. Fees are subject to change without notice
3. Additional SAIT and SAITSA fees may be levied for programs with Spring and Summer Terms.
4. Optional courses are not included in this tuition fee calculation. Additional courses will result in higher tuition fees.
5. Laptop Learning programs require a \$400 security deposit.
6. Additional external fees may be applicable to the program.

2016–2017

Total SAIT Fees	Health Plan	Dental Plan	Student Association (Note 3)	Total Student Association Fees (Note 3)	2016/17 Domestic Total
420	110	125	288	523	5,346
-	-	-	-	-	9,815
420	110	125	288	523	3,589
420	110	125	288	523	3,108
420	110	125	288	523	4,057
420	110	125	288	523	4,057
420	110	125	288	523	4,680
-	-	-	-	-	17,170
420	110	125	288	523	5,192
420	110	125	288	523	4,806
-	-	-	-	-	18,863
-	-	-	-	-	7,575
420	110	125	288	523	6,002
420	110	125	288	523	6,002
-	-	-	-	-	10,050

Glossary

Glossary of Terms

Add/Drop – The period of time that registration adjustments can be made within specified start and end dates. Courses dropped do not appear on transcripts.

ASN – Alberta Student Number unique to each student studying in Alberta.

Academic Misconduct – The commission or attempted commission of any action which falsely indicates the student's level of academic achievement, e.g. plagiarism or cheating.

Academic Probation – The status assigned to a student who did not meet the progression requirements set by his/her program.

Admission Requirements – The minimum specific subject requirements considered for admission to a SAIT program.

Anticipated Final Grade – Applicants registered in grade 12 or upgrading admission requirements can self-declare an anticipated final grade. Students are required to meet or exceed the self-declared grade or this could result in the conditional offer being withdrawn.

Appeal – The act or process of requesting the review of a decision by an official of SAIT. Students may appeal decisions on grades, disciplinary action, etc. All appeals must first be made to the person responsible for overseeing the initial decision. Formal appeal processes are outlined in specific SAIT policies and procedures.

Applicant – A person who has submitted a SAIT admission application for a program.

Applied Degree – A post-Diploma or post-Degree credential, formally approved by the Alberta government. It is generally a four-year program, with the prerequisite Diploma or Degree considered as the first two years of the program. It combines theoretical learning and applied training.

Audit – A value assigned to a student who is registered in a course for which no formal evaluation of the student's performance is provided.

Baccalaureate Degree – A SAIT credential formally approved by the Alberta government. It is generally a four-year program.

Certificate – A SAIT credential formally approved by the Alberta government. It is generally a one-year program.

Certificate of Achievement – A SAIT-approved credential to recognize completion of a course or program which includes a formal evaluation of performance, and which is a minimum of 144 hours.

Certificate of Accomplishment – A SAIT-approved credential to recognize completion of the technical training portion of an apprenticeship program. The apprentice must complete the final period and at least one other period of study at SAIT to qualify for this credential.

Challenge Exam – The challenge for credit option allows students to demonstrate that they have acquired a command of the general subject matter, knowledge, and intellectual and other skills that would normally be found in a course. Challenge exams are administered through the academic schools and result in an assigned grade.

Communication – Asynchronous communication describes communication that does not occur simultaneously, for example, computer conferences and email. Synchronous communication is "live." It describes communication that occurs simultaneously, for example, in chat rooms, by teleconference and videoconference.

Complaint – A written and signed statement as a result of which proceedings may be initiated.

Continuing Student Status – This applies to any student who has not been absent from a SAIT program or non-credit certificate for more than one semester.

Convocation – Refers to the annual formal graduation ceremony, at which SAIT formerly recognizes academic achievement and confers credentials and other academic awards.

Co-requisite – A course that is required to be taken concurrently (in the same semester) with another course.

Credit Course – A course that is part of a program approved by the Alberta government, and that has a credit value associated with it. It is included in the calculation of the student's grade point average.

Credential – In general, it refers to a baccalaureate, applied degree, diploma, certificate, certificate of achievement or certificate of accomplishment awarded upon successful completion of a program or, in some cases, a course. Not all SAIT programs lead to a credential.

Credential Regulations – The regulations that specify the requirements students must meet in order to be awarded a credential; for example, the total credits required, and the minimum credits that must be completed at SAIT.

CRN (Course Reference Number) – The five-digit course reference number assigned to a course section.

Dean – The academic member responsible for overseeing all credentials within a particular academic school.

Diploma – A SAIT credential formally approved by the Alberta government. It is generally a two-year program.

Distance Education – Correspondence/distance education courses offered at SAIT.

Expulsion – Permanent withdrawal of a student from SAIT, generally a result of student misconduct.

Full-time Student – A student who is registered in a minimum 60 per cent of the program credits.

Grade – The final grade for the course expressed as a value.

Mark – Values given to individual quizzes, assignments, tests, exams, etc., that reflect the degree of understanding that the student has shown for the course materials.

mySAIT.ca – A secure website for students to view academic, financial and campus information via the web. Students can apply online, check their application status, view class schedules and make changes during the drop/add period, check grades, print unofficial transcripts, view financial accounts, print the Student Tax Receipt (T2202A form), check their SAIT email, and more.

Non-academic Misconduct – Non-academic misconduct behaviour includes violations of established civil and criminal laws, conduct that threatens the safety or well-being of members of the SAIT community, and/or any behaviour that adversely affects SAIT or its educational mission.

Non-credit Course – is a course that is not part of an Alberta government-approved program, and does not have a credit value associated with it. It is not included in the calculation of a student's grade point average.

Off-track Student – A student who has been admitted to a program, but who is taking his/her courses out of sequence and who must customize his/her registration with the program's academic chair/coordinator each term.

Part-time Student – A student who is registered in less than 60 per cent of the program credits.

Plagiarism – The willful act of presenting another person's work as one's own (refer to Policy AC.3.4.1 Student Code of Conduct).

Pre-requisite – Many higher-level courses require knowledge of material covered in lower-level or other courses. Pre-requisites are used to ensure that a student has the required background to successfully complete the course. All pre-requisites are expressed in terms of specific SAIT courses.

Prior Learning Assessment – Assessment of previous post-secondary education and work experience for possible transfer credit towards a SAIT program.

Program – A prescribed curriculum leading to a SAIT credential. A program is divided into a number of courses.

Program Requirements – Programs of study require students to take specific courses, or to take courses from specified areas of study or disciplines, or to take courses at a specific level of study. These are program requirements and form part of the regulations for each program.

Registrar – The designate of SAIT.

Registration – The process of selecting and/or undertaking specific courses at SAIT.

Residency Requirement – Students may use up to a maximum of 50 per cent transfer credit towards a SAIT credential. Transfer credit includes any SAIT course previously used to obtain another SAIT credential.

Returning Student Status – This applies to any student who is returning to a SAIT program or non-credit certificate and has been absent for one or more calendar years.

Schedule – The individual student's list of classes, rooms and times of courses.

Selection – A process whereby additional criteria above the minimum requirements are used to determine acceptance into a program.

Student Holds – A hold may be placed on a student's account when there is outstanding SAIT property or unpaid fees and this may prevent the student from accessing SAIT services, transcripts, and parchments.

Student ID Number – A nine-digit number assigned to each student to help with identification. Students should have their student number available whenever they contact SAIT.

Students Finance Board – The official agency in each province that is responsible for supplying loans and bursaries to students. Students can apply for Alberta Student Loans online at student.aid.alberta.

Term – A period of time where instruction is broken down in an academic year. Example: Fall terms typically run from September through December and winter terms typically run from January through April.

Transcript – A complete record of all courses that a student has taken or currently enrolled in and issued by an educational institute. Transcripts will be issued at the request of the student.

Transfer Credit – Credit granted for course work successfully completed at another accredited institution.

Transfer Student Status – This applies to any student who has completed post-secondary courses at other institutes and now wishes to enroll in a SAIT program.

Unclassified Student Status – A student who has been granted permission to register into specific courses, but has not been admitted into a program and whose intent is not to graduate from a program.

UPass – A non-transferable, non-refundable pass allowing access to Calgary transit use at a reasonable discounted rate for qualified SAIT students.

Withdrawal from a Course – The voluntary exit of any student from a course after the drop/add deadline up to and including the withdrawal deadline date. No refund is issued and a 'W' grade is assigned.

Withdrawal from a Program – The voluntary exit of a student from a full-time program.