



# Administrative Information Management

Learn to set the bar in office software, productivity, organizing information and solving problems to help businesses run smoothly.

Become the backbone of a business with the Administrative Information Management (AIM) diploma. This two-year program has unique benefits and is becoming a preferred credential for employers hiring administrative professionals.

Working in teams, you will hone your professionalism, critical thinking and effective communication skills. You learn to create and manage solutions to business information needs through technology, meetings, office procedures and more. Become an expert in project administration and planning events. You integrate business technology with real office procedures.

You can graduate with several Microsoft Office certifications, demonstrating your advanced skills in word processing, database, spreadsheet and presentation software. Working for a simulated company, you integrate all your skills to manage information and creatively solve office challenges. Your final course is a four-week practicum placement. You apply everything you learned in a real workplace and demonstrate your career readiness.

## Laddering and transferability

Upon completion of this certificate program, students can ladder into the Office Professional certificate.

## Is this the right fit for me?

To be successful in this program, you should:

- attend and actively participate in classes
- 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](#).

If you are engaged in campus life and take advantage of SAIT support services, you may have a greater chance of success in SAIT's programs.

## Professional designations and certifications

You have the opportunity to write several Microsoft Office Specialist certification exams in this program:

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

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

## Credential

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

## Admission requirements

### Admission dates

This program may not have an intake every semester. See available intakes above.

Intake semester	Semester begins	Applications open	Domestic applications close*	International applications close
Winter 2023	Jan. 9, 2023	March 30, 2022	Oct. 27, 2022	Now closed
Spring 2023	May 8, 2023	June 13, 2022	Feb. 24, 2023	Jan. 23, 2023
Summer 2023	July 4, 2023	Oct. 5, 2022	April 28, 2023	June 20, 2023
Fall 2023	Sept. 5, 2023	Oct. 5, 2022	June 28, 2023	May 23, 2023
Winter 2024	Jan. 8, 2024	March 29, 2023	Oct. 26, 2023	Sept. 28, 2023
Spring 2024	May 6, 2024	June 12, 2023	Feb. 23, 2024	Jan. 22, 2024

\*In some instances, domestic applications will be accepted after the application deadline. In that case, the program's intake status will remain open.

## Program requirements

Completion of the following courses or equivalents:

- at least 50% in Math 10C or Math 20-3 **AND**,
- at least 50% in 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.

SAIT accepts [high school course equivalents](#) for admission. If you don't meet the requirements, consider [Academic Upgrading](#).

SAIT evaluates international documents for admissions. After you've applied, consider our [international document assessment](#) service if your education is from outside of Canada. SAIT may also accept courses completed at certain [international post-secondary institutions](#).

## Direct entry: four-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:** [Apply to the program](#) and [submit your transcripts](#).

Admission will be extended on a first-qualified, first-offered basis until the program is full.

**Step 4:** Continue to monitor your [application status](#) through [mySAIT.ca](#).

You must [submit final transcripts/grades](#) to show you have completed the courses and met the minimum admission requirements by the transcript deadline or your seat will be rescinded.

This program meets the eligibility criteria for the [Post-Graduation Work Permit program](#) for international students as long as the student is enrolled in the on-campus delivery mode or completes more than 50% of the courses on campus (for the blended option). International students attending all classes online will NOT be eligible for a Post-Graduate Work Permit. International students are responsible for maintaining their eligibility throughout their studies.

## Communication during admission

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 the [business.advising@sait.ca](mailto:business.advising@sait.ca) domain to your safe senders' list or you risk missing critical email messages.

## When do classes start?

Classes for this program adhere to the following year start and end dates based on the semester the student begins their program.

Classes begin	Year start date	Year-end date
Winter 2023	Jan. 9, 2023	Aug. 18, 2023

Classes begin	Year start date	Year-end date
Fall 2023	Sept. 5, 2023	April 26, 2024
Fall 2023 (advanced standing cohort)	Sept. 5, 2023	May 31, 2024

## Costs 2022/23

### Domestic tuition and fees

Cost per credit: \$168

Year	Number of semesters	Tuition fees	SAIT fees	Saitsa fees*	Total
1	2	\$5,040	\$916	\$553	\$6,509
2	3	\$5,292	\$1,065	\$698.50	\$7,055

### International tuition and fees

Cost per credit: \$594.97

Year	Number of semesters	Tuition fees	SAIT fees	Saitsa fees*	Total
1	2	\$17,849.10	\$916	\$553	\$19,318.10
2	3	\$18,741.56	\$1,065	\$698.50	\$20,505.06

\*Maximum fee. Actual fees may be less and are based on the number of credits a student takes per semester and whether they opt-out of health and dental benefits.

### SAIT fees

- Campus athletic and recreation fee: \$196
- Universal transit pass (Upass): \$320
- Student support fee: \$200
- Student technology fee: \$200

### Saitsa fees

#### Student Association fee

- Maximum: \$291

This is the maximum amount the student will pay. Actual fees may be less and are based on the number of credits the students take per semester.

### Health and dental fees

- Health plan: \$127
- Dental plan: \$135

Students with existing health and/or dental plans can opt-out. Please refer to [Saitsa's website](#) for information.

### Books and supplies\*

Books and supplies are approximately \$1,000 - \$1,500 per full-time year.

For an estimate of the costs associated with purchasing a computer that meets the program's hardware and software requirements, see our [computers and laptops page](#).

Learn more about [tuition and financial aid](#).

\*Tuition, fees, books and supply costs are subject to change.