Administrative Information Management

SCHOOL OF BUSINESS

Overview

Are you prepared to play a vital role in how a business functions? The SAIT Administrative Information Management diploma program is your pathway to mastering the skills that make businesses run smoothly.

This two-year program is highly valued by employers seeking administrative professionals.

Upon graduation, you will have in-demand skills in business technology, problem-solving, and collaboration. You will be prepared for business administration jobs like coordinator, administrator, and executive assistant. Your skills will transfer across many industries, including finance, oil and gas, healthcare, transportation, and technology.

In this program, you'll:

- develop professionalism, teamwork, and leadership skills while working collaboratively
- learn to manage daily tasks and business activities, ensuring operations run smoothly
- become skilled in creating, securing, and organizing information using technology, including coordinating meetings and overseeing office procedures
- perform business processes and procedures to enhance productivity within organizations
- learn to produce effective business reports that provide valuable insights and stay current with the latest technology trends
- master the art of effective communication, a crucial skill in any workplace
- enhance your critical thinking abilities to solve problems and tackle real-world challenges
- learn to provide superior client service, ensuring the satisfaction of both internal and external stakeholders
- practice ethical and professional behaviour, setting high standards for yourself.

This program equips you with the skills and knowledge you need to excel in administrative roles or human resource management. If you are looking for a fulfilling career where you can make an impact, this program is for you.

Certifications and real experience

You'll have the opportunity to earn Microsoft Office certifications, developing scheduling, word processing, database, spreadsheet, and presentation expertise.

You will work for a simulated company to apply your skills. You will also complete a four-week practicum placement to put what you have learned into practice in an actual workplace.

Traits, skills and aptitudes

Those who work in administration tend to be objective, methodical, and innovative.

You need:

- a professional attitude
- discretion
- strong communication skills
- time management and organizational skills
- conflict resolution skills
- the ability to work independently and on a team
- the ability to work under pressure to meet deadlines.

You should enjoy working with people, working on computers and compiling and organizing information.

SAIT program pathways

Graduates of the SAIT Office Professional certificate are eligible to enter this program in year two and complete one additional year of study to earn their diploma.

The courses in the Office Professional certificate are the same as those in year one of the Administrative Information Management diploma.

Practicum, Co-op and Work Integrated Learning

You will participate in a four-week practicum, applying the skills and knowledge you have learned in an industry environment.

Work placements can occur across many industries, including transportation, petroleum and energy, finance, education, government, engineering, construction and non-profit.

Accreditations, designations and certifications

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

- Word 2019 & 365 Specialist
- Excel 2019 & 365 Specialist
- PowerPoint 2019 & 365 Specialist
- Outlook 2019 & 365 Specialist
- Word 2019 & 365 Expert
- Excel 2019 & 365 Expert
- Access 2019 & 365 Specialist

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

Credentials

After successfully completing this program, you'll receive a SAIT Administrative Information Management diploma.

Admission requirements

Applicants educated in Canada

Applicants must demonstrate English language proficiency and completion of all 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.

SAIT accepts high school course equivalents for admission for applicants educated outside Alberta.

Applicants educated outside of Canada

All applicants who were educated outside of Canada must demonstrate English language proficiency and provide proof they meet the program admission requirements with an international document assessment. Find accepted educational documents and assessment options.

SAIT may also accept courses completed at certain international post-secondary institutions.

Costs

2026/27 tuition and fees

The following costs are effective as of July 1, 2026.

The estimated total cost of tuition and fees is based on the suggested schedule of study. Following a modified schedule will impact the fees you pay per semester and may alter final costs.

Domestic Students

Year Year	Number of semesters Number of semesters	Tuition fees Tuition fees	Additional fees Additional fees	Total per year Total per year
1	2	$5,610	$1,764.50	$7,374.50
2	2.5*	$5,890.50	$2,015	$7,905.50
			Total cost:	**$15,280**

The estimated total cost of tuition and fees for domestic students is based on the recommended course load per year.

*.5 indicates a combination of full-time semester(s) and part-time semester(s) in the same academic year. In many cases, students are completing a practicum during their part-time semester. Part-time students are those taking less than nine (9) course credits in a semester. You are not eligible for the UPass during a part-time semester.

International Students

The program total is based on the estimated amount you will pay if you enter this program during the 2026/27 academic year. The program total amount listed on your letter of admission may appear higher. This amount is your maximum tuition guarantee for the program. SAIT will not exceed this maximum, regardless of changes in tuition and fees between academic years.

Year	Number of semesters	Tuition fees	Additional fees	Total per year
1	2	$19,140	$1,764.50	$20,904.50
2	2.5*	$20,097	$2,015	$22,112
			Total cost:	**$43,016.50**

The estimated total cost of tuition and fees for international students is based on the recommended course load per year.

*.5 indicates a combination of full-time semester(s) and part-time semester(s) in the same academic year. In many cases, students are completing a practicum during their part-time semester. Part-time students are those taking less than nine (9) course credits in a semester. You are not eligible for the UPass during a part-time semester.

Books and Supplies

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

This is a bring-your-own-device program with a standard hardware and software requirement. See the specific requirements on our computers and laptops page.

Find your booklist on the SAIT Bookstore's website. The booklist will be available close to your start date. Can't find your program or course? The bookstore didn't receive a textbook list. Contact your program directly to determine if they're still refining course details or if you're in luck; no textbook purchase is required for that term.