



Bachelor of Business Administration

Make your mark with the industry-recognized Bachelor of Business Administration (BBA) degree. You can stand out in the job market with a wealth of business knowledge and skills - and a more in-depth level of relevant business coursework than graduates from other business degrees.

With your Bring Your Own Device (BYOD) laptop, you engage in small classes with active, collaborative coursework - learning from faculty with real business experience. You work in teams to deliver projects, present strategies and meet business goals. The BBA ensures you develop the business acumen, technical knowledge, and soft skills employers are looking for - leadership, teamwork, critical thinking, decision-making, problem-solving and communication.

You start with a common first year to build core business skills. In year two, you choose from six majors: Accounting, Financial Services, Human Resource (HR) Management, Management, Marketing or Supply Chain Management. You can enhance your industry literacy with an optional minor in Construction Project Management or Energy, Oil and Gas. Our close industry partnerships ensure that your learning is directly linked to the business community and real-world experiences.

Your final course is an Integrated Work Experience. You will have the opportunity to apply learned knowledge and skills to real-world business situations, while further developing critical thinking, creativity, collaboration and communication capabilities.

Majors:

- **Accounting:** Understand the strategic role of accounting in measuring financial performance. In SAIT's Accounting major, you gain advanced knowledge in core accounting topics and quantitative skills. You graduate with all the courses you need to directly enter the Chartered Professional Accountant (CPA) program and earn your designation.
- **Financial Services:** Study for a career in financial advising, banking, investing, or insurance for personal or corporate clients. The unique Financial Services major lets you complete exams for key industry certifications (IFIC, CSC). You can graduate with in-demand financial credentials already in hand.
- **Human Resource (HR) Management:** Graduate ready to add strategic value to organizations in recruitment, compensation, employee training and development, change management or navigating diversity. In this Human Resources Institute of Alberta (HRIA)-accredited program, you are exempt from writing the national exam for your Certified Professional in Human Resources (CPHR) designation.
- **Management:** Open the door to a diverse career with effective skills in managing people, processes and projects. In Management, you learn about projects, operations, change and conflict through practical classes. Specialize your electives and learn the language of industry with a minor in energy or construction.
- **Marketing:** Learn to create and innovate to grow a business, launch new products and build brands - sometimes for actual clients. In Marketing, you master the marketing mix, embrace the latest trends and blend theory with real-world scenarios. Graduate with a professional portfolio and prepared for exciting careers.
- **Supply Chain Management:** Learn to effectively manage supply chains using examples from real companies. You delve deeply into procurement, logistics, transportation, inventory and warehouse management, supplier relations, contracts and performance analytics. You graduate ready to excel with unique skills from the only Supply Chain Management degree major in southern Alberta.

The BBA also offers two optional minors:

- **Construction Project Management:** Get the inside track for a business role in the robust Canadian construction industry. You learn the process of managing large capital construction projects including risk and conflict on construction sites, design considerations and more.
- **Energy, Oil and Gas:** Prepare to work in Alberta's dynamic energy industry with courses from the state-of-the-art MacPhail School of Energy. You learn the language of the industry with insights into technical, regulatory and economic factors and more.

Your final course is an Integrated Work Experience. You will have the opportunity to apply learned knowledge and skills to real-world business situations, while further developing critical thinking, creativity, collaboration and communication capabilities.

Is this the right fit for me?

To be successful in this academically rigorous program, you 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 Windows and Microsoft Office
- be prepared to work in teams
- be prepared for increasing level of difficulty each year
- become familiar and adhere to SAIT's policies and procedures
- have strong written and oral communication skills.

If you are engaged in campus life and take advantage of SAIT services and resources, you'll be more likely to experience success in SAIT's programs.

Professional designations and certifications

When you graduate, you can pursue different professional designations, depending on your major. In some cases, we have formal agreements with professional associations to recognize BBA coursework for their educational requirements. You may need additional exams, education, or work requirements to earn a designation.

- **Accounting:** You graduate with all pre-requisite educational requirements needed to enter the Chartered Professional Accountant (CPA) Professional Education Program.
- **Financial Services:** You have the opportunity to complete the Investment Funds in Canada (IFIC) and Canadian Securities Course (CSC) exams in the program. You can graduate with your Personal Financial Planner (PFP) designation in hand by passing the necessary exams. The Financial Planning Standards Council recognizes the program as meeting the Core Curriculum requirements for the Certified Financial Planner (CFP) certification.
- **Human Resource Management:** This program is accredited by the Human Resources Institute of Alberta, exempting you from writing the national knowledge exam for your Certified Professional in Human Resources (CPHR) designation. You can also pursue designations including Registered Professional Recruiter (RPR), and Certified Training and Development Professional (CTDP).
- **Management:** You can pursue the Certified in Management (CIM) designation.
- **Marketing:** You can pursue the Certified Sales Professional (CSP) designation.
- **Supply Chain Management:** You can pursue several designations including Supply Chain Management Professional (SCMP), Professional Logistician (PLog), Certified Supply Chain Professional (CSCP).

Credentials

Upon successful completion of this program, graduates will receive a SAIT Bachelor of Business Administration degree.

Admission requirements

Application dates

- **Fall 2022 start:** Applications opened on Oct. 6, 2021 until the program start date but are subject to change.

Program 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 has to be at least 60%
- Math 30-1 or Pure Math 30 have to be at least 60% or Math 30-2 has to be at least 70%

The average will be calculated using English 30-1, and Math 30-1 or Pure Math 30 or Math 30-2, and two courses from Group A, and one course from either Group A or B**.

Group A (academics)
Academic courses may include Grade 12, 30-level or equivalent

Group A (academics)

Academic courses may include Grade 12, 30-level or equivalent

- Accounting
- Biology
- Business
- Chemistry
- Economics
- Finance
- Geography
- History
- Indigenous Studies
- Information Technology
- Languages
- Management
- Marketing
- Mathematics 31
- Philosophy
- Physics
- Political Sciences
- Psychology
- Science
- Social Studies 30-1
- Sociology

*Other courses may be considered.

Note:

- Business-related dual-credit courses taken by high school students may be used for admission purposes.

Group B (other)

One of the following:

- Art 30 or 31
- Drama 30
- Music 30 (choral, instrumental, general)
- Physical Education 30
- Religion 35
- Social Studies 30-2

OR

- Other five-credit Grade 12 subjects or a combination of two three-credit Grade 12 subjects may be considered.
- Five credits of advanced career and technology courses.
- Business-related dual-credit courses taken by high school students may be used for admission purposes.

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+).

3. A two-year diploma or a bachelor's degree from an accredited post-secondary institution, with a minimum 2.3 cumulative GPA, (67% or C+) **and** completion of English 30-1 **and** Math 30-1 or Pure Math 30 or Math 30-2 or equivalents**.

*All applicants must demonstrate [English language proficiency](#) prior to admission, including students educated in Canada.

**Admission is determined based on an applicant's complete academic history, including both high school and post-secondary courses. Post-secondary level courses of similar learning outcomes may be considered for use in meeting admission requirements.

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. Find more information [here](#).

Early admission criteria

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

- 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**,

- Applicants who have achieved, or will achieve, a minimum GPA of 2.7 in the SAIT Business Administration diploma or equivalent.

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 December 15 or until the program is full. Applicants will be ranked and seats offered in order of the ranked list until the program is full. Once the program is full applicants will be placed on the waitlist in ranked order.

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

Direct entry: seven-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.

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.
- 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.

Step 4: [Apply](#) to Bachelor of Business Administration and submit your [transcripts](#).

Step 5: Log in to [mySAIT.ca](#) to check your admission status. If eligible, your status will indicate that you're "in selection."

Step 6: Complete the interview, if required.

Step 7: Continue to monitor changes to your [application status](#) through [mySAIT.ca](#).

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 domain to your safe senders' list or you risk missing critical email messages.

Costs 2022/23

Domestic tuition and fees

Cost per credit: \$233

Year	Number of semesters	Tuition fees	SAIT fees	Saitsa fees*	Total
1	2	\$6,990	\$916	\$553	\$8,459
2	2	\$6,990	\$916	\$553	\$8,459
3	2	\$6,990	\$916	\$553	\$8,459
4	2	\$6,990	\$916	\$553	\$8,459

International tuition and fees

Cost per credit: \$694.80

Year	Number of semesters	Tuition fees	SAIT fees	Saitsa fees*	Total
1	2	\$20,844	\$916	\$553	\$22,313

Year	Number of semesters	Tuition fees	SAIT fees	Saitsa fees*	Total
2	2	\$20,844	\$916	\$553	\$22,313
3	2	\$20,844	\$916	\$553	\$22,313
4	2	\$20,844	\$916	\$553	\$22,313

*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.