



# Business Administration

**D**evelop in-demand business skills in a collaborative environment at your own pace. Build a career specializing in one of six majors - accounting, financial services, human resource management, management, marketing or supply chain management.

Our Business Administration diploma offers flexible learning through daytime courses, evening and weekend, and online classes.

We provide you with practical training to improve your professional skills in business communications, computers, business math, financial accounting, economics and more.

## Majors

Business Administration diploma students can choose between the following majors:

<b>Accounting</b>	Gain intermediate-level accounting skills and a practical understanding of how to analyze a company's performance using financial information. You graduate ready to enter CPA's Advanced Certificate in Finance and Accounting program. You can apply into SAIT's Bachelor of Business Administration degree in order to pursue the CPA designation.
<b>Financial Services</b>	Build skills to succeed in the financial services industry. You can write the Investment Funds in Canada (IFIC) exam to sell mutual funds. You graduate ready for an entry-level position in financial planning, retail or corporate banking, investing, insurance, trusts or compliance.
<b>Human Resource Management</b>	Develop skills in human resource (HR) management through an understanding of the recruitment process, the role of employee training and development, employment law, and HR information management systems. Graduates can launch their HR career in areas such as recruiting, training, payroll and more.
<b>Management</b>	Develop general management skills in project management, international management, human resources and leadership. You graduate ready to launch a career in human resources, administration, operations, projects, and more in any industry. You can pursue a Certified in Management (CIM) designation.
<b>Marketing</b>	Explore marketing fundamentals and apply the latest trends in brand management, strategic marketing, research and planning. You graduate ready for a career in public relations, media, advertising, sales, promotions, events and more. You can pursue a Canadian Professional Sales Association (CPSA) designation.
<b>Supply Chain Management</b>	Learn how to build, maintain and support an efficient supply chain process. You graduate with an understanding of operations, procurement, logistics, performance analytics, and quality management. You can pursue a career in a variety of industries including transportation, manufacturing, oil and gas, and more.

## Laddering and transferability

Students can ladder into this diploma program from the [Accounting](#), [Business and Entrepreneurship](#), [Management and](#)

[Leadership](#) or [Marketing](#) certificates of achievement, as well as the [Community Economic Development](#) certificate.

## Is this the right fit for me?

We find there is a direct correlation between the time and energy invested to the amount of success achieved. Remaining focused and diligent with coursework is important for success in completing the program.

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

## 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](#).
- **Financial Services** major students will have the opportunity to complete the Investment Funds in Canada (IFIC) 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)

## Credential

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

## Admission requirements

### Application dates

Applications are accepted until the program start date but are subject to change.

- **Fall 2022 start:** applications opened on Oct. 6, 2021.
- **Winter 2023 start:** applications opened on March 30, 2022.
- **Spring 2023 start:** applications opened on June 13, 2022.

### Program requirements

In order to enrol in the program, you need the following admission requirements 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

Students (including those educated in Canada) must demonstrate [English language proficiency](#) prior to admission

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](#).

## 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 Business Administration and submit your [transcripts and or final anticipated grades](#).

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

**Step 4:** 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 [business.advising@sait.ca](mailto:business.advising@sait.ca) and the [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: \$189

Year	Number of semesters	Tuition fees	SAIT fees	Saitsa fees*	Total
1	2	\$5,670	\$916	\$553	\$7,139
2	2	\$5,670	\$916	\$553	\$7,139

## Domestic cost per course

Course credits	Course cost
1.5	\$283.50
3.0	\$567

\*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

The above fees are based on a course load of nine (9) or more credits per semester. Students taking less than nine (9) credits

per semester do not qualify for the UPass. Other fees will be adjusted based on reduced credit load.

## 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.

Students taking less than nine (9) credits per semester do not qualify for health and dental benefits.

For more information on health and dental benefits for international students, please contact the [International Centre](#).

### Books and supplies\*

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

The Financial Services major has a maximum of three courses that require registration and payment to an external accrediting body of approximately \$400 to \$700 per course for an industry licensing exam.

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.