Office Professional

SCHOOL OF BUSINESS

Overview

Ready to launch a fast-paced office career? The one-year Office Professional certificate program at SAIT is your key.

Participating in small-sized classes, you'll learn how to communicate effectively, handle common office tasks, and use technology to organize and secure business information. Plus, you will collaborate with your team to tackle a range of business duties.

You'll also learn how to:

- work well with others and behave professionally
- provide good service to clients or customers
- handle, store, and secure information
- master the art of creating reports that businesses use
- keep up with new technology and learn how to use it at work.

Additionally, you can earn Microsoft certifications to demonstrate your skills with Word, Outlook, PowerPoint, SharePoint, OneNote, Teams, Excel, and OneDrive.

As a graduate, you will be ready for entry-level jobs in office and administration, from finance to oil and gas. You can work in business administration jobs, like administrative assistant, office assistant, office administrator, mail or message distribution clerk, and more. Or you can continue your education, apply for SAIT's Administrative Information Management program, and earn your diploma with one additional year of study.

Traits, skills and aptitudes

Office administrators tend to be objective, methodical, and innovative.

You need:

- initiative and a professional attitude
- discretion
- strong communication skills
- time management and organizational skills
- the ability to work independently or as part of a team
- computer keyboarding skills
- conflict resolution skills
- problem-solving skills.

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

SAIT program pathways

Graduates of this program can bridge into the second year of SAIT's Administrative Information Management program and earn their diploma with an additional year of study.

Accreditations, designations and certifications

You can write up to four Microsoft Office Specialist certification exams in this program:

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

You can earn additional certifications in the second year of the Administrative Information Management diploma.

Credentials

After successfully completing this program, you'll receive a SAIT Office Professional certificate.

Admission requirements

Applicants educated in Canada

Applicants must demonstrate English language proficiency and 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.

SAIT accepts high school course equivalents for admission for applicants educated outside of 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 estimated 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	Number of semesters	Tuition fees	Additional fees	Total per year
1	2	$5,610	$1,764.50	$7,374.50
			Total cost:	**$7,374.50**

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

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	$17,730	$1,764.50	$19,494.50
			Total cost:	**$19,494.50**

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

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 computer 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 closer to the program start date. Can't find your program or course? The bookstore didn't receive a textbook list. Contact your program advisor directly to determine if they're still refining course details or if you're in luck; no textbook purchase is required this term.