



Office Professional

Learn to communicate in an office setting, understand common office procedures and use technology to organize business information.

Open the door to a fast-paced office career with the one-year Office Professional certificate.

You practice collaboration and teamwork to complete a variety of business tasks and graduate with several Microsoft Office certifications, demonstrating your essential skills in word processing, spreadsheet, email and presentation software.

When you graduate, you can launch your office professional career or apply to the second year of SAIT's [Administrative Information Management](#) diploma.

Laddering and transferability

Upon completion of this certificate program, students can ladder into the [Administrative Information Management](#) diploma program.

Is this the right program for me?

To achieve success in this program, students should:

- attend and actively participate in class
- spend approximately six hours per week on each course outside of regular class time
- be familiar with the use of a Windows-based computer and have basic skills in Microsoft Office
- be prepared to work in teams
- become familiar with and adhere to SAIT's academic policies.

Also, students who are engaged and take advantage of SAIT services and resources usually experience more success in SAIT's programs.

Professional designations and certifications

Students have the opportunity to write up to four Microsoft Office Specialist certification exams in this program:

- Word 2013 Specialist
- Excel 2013 Specialist
- PowerPoint 2013 Specialist
- Outlook 2013 Specialist

Additional certifications can be earned in the second year of the Administrative Information Management diploma.

Credentials

After successfully completing this program, graduates will receive a one-year SAIT Office Professional certificate.

Admission requirements

Program admission requirements

At least 50% in the following courses or their equivalents:

- Math 10C or Math 20-3 AND,
- 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](#).

When should you apply?

Visit our [Apply page](#) to see when applications open and close for upcoming semesters.

To see which semesters this program has intakes for, look at the Available Intakes information at the top of this page.

[See when we start and stop accepting applications](#)

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 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
Fall 2023	Sept. 5, 2023	April 26, 2024

Costs 2023/24

Tuition and fees

The following costs are effective as of July 1, 2023. They are an **estimate** of tuition and fees based on the recommended course load per year. *

Domestic students

Year	Number of semesters	Tuition fees	SAIT fees	Saitsa fees	Total
1	2	\$5,250	\$948	\$622	\$6,820

International students

Year	Number of semesters	Tuition fees	SAIT fees	Sajtsa fees	Total
1	2	\$17,358.60	\$948	\$622	\$18,928.60

*For a detailed breakdown of tuition costs per course, visit the [domestic](#) and [international](#) fee tables.

This program is eligible for [Canada Alberta Job Grant](#) funding.

Fees

Your fees are calculated based on the number of course credits you take per semester (approximately 16 weeks of study). In most cases, your fee is determined based on whether you're taking **more** or **less** than nine (9) course credits (more than nine credits in a semester are considered full-time studies.)

Fees are adjusted for programs with start dates outside of the typical 15-week program.

[Learn more about what your fees are for](#)

2023/24 fees per semester

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](#).

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

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