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YOUR  
PASSION**

**BUSINESS • TECHNOLOGY • TRADES**

# **ACADEMIC CALENDAR 2014/2015**

## Welcome to SAIT.

Selecting a post-secondary program is a career-shaping choice. By choosing SAIT Polytechnic you are embarking on a journey that will launch your career and propel you towards your goals and dreams. The 2013 SAIT Graduate Employment Survey results show that 95 per cent of graduates were employed. A majority of employers reported their satisfaction with the quality of SAIT's graduates and the Institute's training. SAIT provides students with the skills they require to successfully enter the workforce and provides business and industry with the talented employees they need to compete in today's marketplace. The keys to your success are simple: we provide practical training tailored to employer requirements. We can do this because of our close ties to industry. In fact more than 1,000 private and public sector professionals provide advice and guidance to ensure that what we teach in the classroom is what's required in the workplace.

At SAIT you will learn both theory and the application of skills – a perfect combination to get your career off to a great start.

**Dr. David G. Ross,**  
*President and CEO*



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### WAIVER

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# DATES TO REMEMBER

## 2014/2015 ACADEMIC YEAR

- Fall 2014: September 2 to December 12, 2014
- Winter 2015: January 5 to April 24, 2015
- Spring/Summer 2015: May 4 to August 14, 2015

### SPRING/SUMMER 2014

#### August 2014

- 1 Final transcript deadline for fall term applicants
- 4 Civic Holiday – Institute Closed
- 5 Fee payment deadline for new students (most full-time programs)
- 15 End of Spring/Summer term
- 5 Fee payment deadline for new students (most full-time programs)
- 27-29 New Student Orientation

### FALL 2014

#### September 2014

- 1 Labour Day – Institute Closed
- 2 Fall classes commence
- 2 Fee payment deadline for continuing students (most full-time programs)
- 2 Add/Drop period begins for most full-time programs\*  
The date for the Add/Drop period is based on term length. Please see below for the period length of your course.
- 12 Add/Drop period ends for most full-time programs
- 12 Final day to receive prior learning assessment for fall term
- 19 Final day to opt-out, opt-in or add family to the SAITSA Health and Dental Benefits Plan

#### October 2014

- 13 Thanksgiving Day – Institute closed
- 16 Fall Convocation

#### November 2014

- 11 Remembrance Day/Institute Closed
- 12 Withdrawal deadline (15-week courses)\*\*See below

#### December 2014

- 1 Final transcript deadline for winter term applicants
- 8 Fee payment deadline for new students (most full-time programs)
- 8-12 Final exam week
- 12 End of fall term
- 25-31 Christmas break – Institute closed

### WINTER 2015

#### January 2015

- 1 New Year's Day – Institute closed
- 2 Institute Open
- 2 New Student Orientation
- 5 Winter classes commence
- 5 Fee payment deadline for continuing students (most full-time programs)
- 5 Add/Drop period begins for most full-time programs  
\*The date for the Add/Drop period is based on term length. Please see below for the period length of your course.
- 16 Add/Drop period ends for most full-time programs
- 16 Final day to receive prior learning assessment for winter term
- 23 Final day for new winter students to opt-out, opt-in or add family to the SAITSA Health and Dental Benefits Plan

#### February 2015

- 16 Family Day – Institute closed
- 17-20 Reading Week – no classes with the exception of apprenticeship programs, unless otherwise stated

#### March 2015

- 25 Withdrawal deadline (15-week courses)\*\*See below

#### April 2015

- 1 Final transcript deadline for spring/summer term applicants
- 3 Good Friday – Institute Closed
- 6 Easter Monday – Institute Closed
- 7 Fee payment deadline for new students (most full-time programs)
- 20-24 Final exam week
- 24 End of winter term

### SPRING/SUMMER 2015

#### May 2015

- 4 Spring/summer classes commence
- 4 Fee payment deadline for continuing students (most full-time programs)
- 4 Add/Drop period begins for most full-time programs  
\*The date for the Add/Drop period is based on term length. Please see below for the period length of your course.
- 15 Add/Drop period ends for most full-time programs
- 15 Final day to receive prior learning assessment for spring/summer term
- 18 Victoria Day – Institute closed
- 28-29 Spring Convocation

#### July 2015

- 1 Canada Day – Institute closed
- 3 Calgary Stampede Parade Day – Institute closed until 1:00 pm
- 15 Withdrawal deadline (15-week courses)\*\*See below

#### August 2015

- 1 Final transcript deadline for fall term applicants
- 3 Civic Holiday – Institute Closed
- 4 Fee payment deadline for new students (most full-time programs)
- 14 End of Spring/Summer term

**\*Add/Drop period:** The timeline to add and/or drop courses is based on your program, and the amount of weeks you're registered in for a specific term (see below). Not all programs allow add/drop. Please consult your Academic Chair or Coordinator to ensure you can add or drop a course from your program.  
AC.3.1: Grading and Progression Policy

**\*\*Withdrawal Deadline:** The last day to officially withdraw from a course or program and receive "W" grades. To be assigned a "W" grade, a student must withdraw prior to completing 70 per cent of the course/program.

#### AC.3.1: Grading and Progression Policy

Clearing an Incomplete Grade: Incomplete grades ("I") must be cleared within eight weeks from the end of the course.

#### Term Length

Term Length	Add/Drop period
13 or more weeks	Second Friday from program term start date
8-12 weeks	First Friday from program term start date
2-7 weeks	Two days from program term start date
Less than two weeks	There is no add/drop period

Remedy a Course Deficiency: To remedy a deficient grade, you must apply to your Academic Chair or Coordinator within thirty calendar days of the end of the course.

DATES ARE SUBJECT TO CHANGE.

## FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT (FOIP)

The personal information you provide on the application form is collected under the authority of the Freedom of Information and Protection of Privacy Act of the Province of Alberta, Section 33(c), the Statistics Act (Canada), and the Taxation Act (Canada). It will be used to determine your eligibility for admission to program(s)/course(s) of studies at SAIT, to facilitate your enrolment, to contact you regarding SAIT programs and services, to administer and evaluate institute programs/courses, and for statistical purposes. It will form part of your record as an applicant and alumnus and will be disclosed to academic and administrative units at SAIT and to Statistics Canada and Alberta Enterprise

and Advanced Education for statistical, funding, planning, and market research purposes, and to the Students' Association of SAIT and the SAIT Alumni Association for contact purposes and membership services. This information will also be maintained in a mailing list for direct marketing purposes, market research surveys or the distribution of other promotional material as approved by the Director of Student Services. Your personal information is protected by Alberta's Freedom of Information and Protection of Privacy Act and can be reviewed on request. If you have any questions about the collection or use of this information, contact the Student Services' FOIP representative at 403.284.8069.

# ACADEMIC UPGRADING

- Fall, winter and spring starts
- Daytime and full- and part-time studies

## CONTACT US

Academic Upgrading  
Call: 403.210.5756  
Email: [upgrading@sait.ca](mailto:upgrading@sait.ca)  
Room: MC217, Stan Grad Centre

## PROGRAM DESCRIPTION

SAIT academic upgrading courses prepare students to meet the high school course admission requirements to SAIT career programs. For SAIT program admission requirements, refer to the appropriate sections of the SAIT Academic Calendar.

SAIT academic upgrading courses are Alberta high school equivalency courses, not Alberta Education courses. They may be accepted for admission purposes by other Alberta post-secondary education institutions. Contact other post-secondary education institutions to confirm that SAIT upgrading courses will be accepted. Check the current Alberta Transfer Guide published by the Alberta Council on Admissions and Transfer for a listing of all formalized transfer agreements among Alberta post-secondary institutions.

SAIT academic upgrading courses provide students with a flexible approach for their transition into post-secondary studies. Students become accustomed to the SAIT environment and culture and develop successful strategies for learning.

All students should have access to a personal computer.

## YOUR CAREER

Students complete upgrading courses in order to meet the admission requirements for programs at SAIT and most other post-secondary education institutions.

## STUDENT SUCCESS

Attendance and punctuality are directly related to academic success. Students who attend all of their classes do better on assignments and tests. Students are encouraged to access free SAIT student services such as tutoring, learning strategy workshops, appointments with a learning strategist, and student counselling services. Learn more about these services.

## ADMISSION REQUIREMENTS

- Minimum of 50% in the following courses or their equivalents:
  - English Language Arts 10-1 or 10-2, **AND**,
  - Pure Math 10 or Applied Math 10 or Math 10C or Math 10-3 or successful completion of a math placement test.
- Students will be required to complete testing in the relevant subject areas if transcripts are not current or available.
- All applicants to SAIT Polytechnic must demonstrate English language proficiency prior to admission, including students educated in Canada. For more information, please see English Proficiency.

## ASSESSMENTS

- Transcripts will be reviewed by the Academic Upgrading team to determine the appropriate level of upgrading courses.
- Placement tests may be recommended or required.
- An individualized Program Plan will be created. A Program Plan, maps out the courses that need to be taken each semester and will be created for students based on their transcript and/or test results.

Contact Academic Upgrading at 403.210.5756 for more information, or email [upgrading@sait.ca](mailto:upgrading@sait.ca).

## SELECTION CRITERIA

Students must meet the admission requirements to be accepted to Academic Upgrading daytime courses. Students must have the prerequisites before being allowed to register in some courses.

## TUITION AND FEES (SUBJECT TO CHANGE)

- Please refer to the Tuition and Fee Table.
- International Students, please refer to International Student Fees.
- Tuition and other general fees vary depending on the course(s) the student requires.
- For student funding, please refer to Financial Assistance.

## BOOKS AND SUPPLIES (SUBJECT TO CHANGE)

- Books and supplies are approximately \$150 to \$200 per course.

## PROGRAM OUTLINE

To find the course description for a course shown below, please go to our Course Finder at [sait.ca](http://sait.ca) and enter the course acronym and numbers (I.E. DMST-202) into the Quick Search by Course Code field.

Course Code	Course Name	AB Education Equivalent
APSC-180	Science Preparation	Science 10 for SAIT programs only
BIOL-181	Biology I	Biology 20
BIOL-182	Biology II	Biology 30
CHEM-181	Chemistry I	Chemistry 20
CHEM-182	Chemistry II	Chemistry 30
PHYS-181	Physics I	Physics 20
PHYS-182	Physics II	Physics 30
MATH-100	Mathematics Foundations	None (Skill Development)
MATH-172	Applied Mathematics II	Applied Math 30
MATH-180	Mathematics Preparation	Math 10C
MATH-181	Mathematics I	Math 20-1
MATH-182	Mathematics II	Math 30-1
COMM-180	Communications Preparation	None (Skill Development)
COMM-181	Literature and Composition I	English 20-1
COMM-182	Literature and Composition II	English 30-1

## PROGRESSION

Students must pass the necessary prerequisite courses to progress through the program. Admission to SAIT and other post-secondary programs can be highly competitive. Grades higher than a minimal pass improve opportunities for admission to post-secondary programs. For information about course sequencing and prerequisites, go to Academic Upgrading.

# ACCOUNTING OIL AND GAS PRODUCTION

- Eight month certificate
- Fall start

## CONTACT US

Phone: 403.774.4661 or  
Email: ogpa@sait.ca

## PROGRAM DESCRIPTION

Oil and Gas Production Accounting teaches the basics of petroleum production accounting and how they relate to the petroleum industry. This program is certified by the Canadian Association of Petroleum Production Accounting (CAPP).  
This program is offered on campus via an intensive, full-time 35-week elite program.

## YOUR CAREER

Oil and gas production accountants are responsible for compiling, managing and reporting financial and production data for the oil and gas companies.

Production accountants are specialists in their field and must have a sound knowledge of petroleum products in addition to an understanding of the industry's financial practices and government regulations.

Graduates find work as production, operations, revenue or joint venture accountants in the petroleum industry.

Graduates of the Accounting – Oil and Gas Production program have a 100% employment rate.

## STUDENT SUCCESS

Students with higher secondary or post-secondary marks usually experience greater success in SAIT programs.

Applications for the fall 2014 intake of this program are accepted starting February 1, 2014.

## ADMISSION REQUIREMENTS

- An Alberta High School Diploma or equivalent.
- All applicants must demonstrate English Language Proficiency prior to admission, including students educated in Canada.

## SELECTION

Applications for Accounting Oil & Gas Production (AOGP) are accepted from February 1 until the program begins.

- The selection process begins after the information session on May 14.
- Applications along with all supporting documents (listed below) must be submitted by June 30 to be included in selection. Applications received after June 30 will be placed on a secondary waitlist.
- Students applying after June 30 will not need to provide the selection criteria until requested by the department.
- In-person interviews start July 3 and selection will be completed by August 14.

**Important Note:** Due to the high volume of applications, not all applicants in selection will be interviewed. No Skype or telephone interviews will be conducted.

- There will be 25 seats offered once per year.
- Those who have been offered a seat must sign an agreement prior to final acceptance to the program.

## SELECTION CRITERIA

Applicants must submit a portfolio by June 30 to the department, containing:

- One page handwritten summary of why you want to be in the program (only one page please)
- Current resumé or CV
- Two job reference letters (on company letterhead)
- Transcripts from prior education (original to Student Services and a copy to the department)

**Note:** If the transcripts are from outside of Canada, an assessment (e.g. SAIT, IQAS or WES) must be attached.

An academic ranking based on the above criteria will be performed and a limited number of qualified prospective applicants will be interviewed.

The portfolio must be submitted in person, by mail, or by fax.

SAIT Polytechnic

E.H. Crandell Building – Room G109

1301 – 16 Avenue, NW T2M 0L4

Calgary, AB

Fax: 403.284.8449

## TUITION AND FEES (SUBJECT TO CHANGE)

- Please refer to the Tuition and Fee Table.
- International Students, please refer to International Student Fees.
- For student funding, please refer to Financial Assistance.

## BOOKS AND SUPPLIES (SUBJECT TO CHANGE)

- Included in the total cost of the courses or programs.

## PROGRAM OUTLINE

To find the course description for a course shown below, please go to our Course Finder and enter the course acronym and numbers (e.g. DMST-202) into the Quick Search by Course Code field.

Course Code	Course Name	Credit
<b>Semester 1</b>		
ACCT-212	Financial Accounting for Production Accountants	3.0
COMP-151	Computer Production Accounting on the PC	3.0
MATH-108	Math for Production Accounting	1.5
OGPA-210	Production Accounting – Oil Level 1	3.0
ORNT-105	Academic Preparation	1.5
COMP-152	Comp. Production Acct PA Syst	1.5
OGPA-212	Production Accounting – Oil Level 2	3.0
OGPA-214	Production Accounting – Oil Level 3	3.0
OGPA-216	Production Accounting – Oil Level 4	3.0
OGPA-226	CAPP Level 5 – Case Studies	3.0
PERS-101	Job Search and Career Development	1.5
PRAC-295	Practicum for Accounting – Oil & Gas Production	3.0
Program Total		30.0

## PROGRESSION

Students must attain a PGPA and/or a CGPA of 2.0 or better in each semester and pass the necessary prerequisite courses to progress through the program. To qualify for graduation, students must pass all courses, attain a CGPA of 2.0 or better and complete course requirements within the prescribed timelines.

# ACCOUNTING OIL AND GAS PRODUCTION

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## **CREDENTIALS**

After successfully completing this program, graduates will receive a SAIT certificate and a CAPPa certificate in Accounting – Oil and Gas Production.

## **ACCREDITATION**

The program is nationally accredited by the Canadian Association of Petroleum Production Accounting. To receive the CAPPa certificate students must attain 70% in all levels of the CAPPa courses.

## ***Transfer with Certificate to...***

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Transfer options may also be available at other post-secondary institutions where credits from SAIT programs are evaluated on an individual basis. Interested students should contact the post-secondary institute of their choice for more information.

To learn more, visit [Transfer Options](#).

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# ADMINISTRATIVE INFORMATION MANAGEMENT

- Two-year diploma
- Fall start
- Includes a four-week practicum
- e-learning (laptop) delivery
- Some courses available part-time

## CONTACT US

School of Business  
Room N701, Senator Burns Building  
Phone: 403.284.8485  
Email: [business@sait.ca](mailto:business@sait.ca)

## PROGRAM DESCRIPTION

The Administrative Information Management (AIM) program provides the skills needed for office professionals to keep pace in today's rapidly changing business world. This program is designed to satisfy the growing demand for creative and innovative employees who can solve problems and increase productivity using today's software applications. Graduates have a firm understanding of information management and the role of technology in an office environment. This program includes courses in emerging technologies, communication and presentations skills, business studies, office administration, meetings and events, project management and integrated business applications. The program also gives students advanced skills in word processing, database, spreadsheet and presentation software.

Students interested in this program may also consider applying to the one-year Office Professional certificate, which ladders into the second year of the AIM diploma.

## MICROSOFT OFFICE SPECIALIST CERTIFICATION

One of the unique features of this program is students have the opportunity to earn up to eight Microsoft Office Specialist (MOS) certifications by the time they graduate, giving them a competitive advantage when they enter the job market. The following certifications are available in this program:

### First Year, Office Professional certificate or Administrative Information Management diploma

- Word 2010 Specialist
- Excel 2010 Specialist
- PowerPoint 2010 Specialist
- OneNote 2010 Specialist

### Second Year, Administrative Information Management diploma

- Word 2010 Expert
- Excel 2010 Expert
- Access 2010 Specialist
- Outlook 2010 Specialist

Students who complete Word Expert, Excel Expert, PowerPoint Specialist, and one additional certification can also earn a Microsoft Office Specialist Master certification.

This opportunity is available to SAIT students thanks to our partnership with CCI Learning.

## ADMISSION REQUIREMENTS

Alberta High School Diploma or equivalent with at least 50% in the following courses or their equivalents:

- Pure Math 10 or Applied Math 10 or Math 10C or Math 20-3
- English Language Arts 30-1 or English Language Arts 30-2
- All applicants to SAIT Polytechnic must demonstrate English Language Proficiency prior to admission, including students educated in Canada.

## SELECTION

There are no additional selection requirements. Admission will be granted on a first-qualified, first-accepted basis.

## TUITION AND FEES (SUBJECT TO CHANGE)

- Please refer to the Tuition and Fee Table.
- International students please refer to International Student Fees.
- For student funding, please refer to Financial Assistance.

## BOOKS AND SUPPLIES (SUBJECT TO CHANGE)

- Books and supplies are approximately \$1,400 for the first year and \$800 for the second year.
- There is a \$400 refundable security deposit required for the use of the laptop.

## PROGRAM OUTLINE

- To find the course description for a course shown below, please go to our Course Finder and enter the course acronym and numbers (i.e., DMST-202) into the Quick Search by Course Code field.

Course Code	Course Name	Credit
<b>First Year</b>		
<b>Semester 1</b>		
OADM-211	Business Studies	3.0
BCMP-215	Emerging Technologies	3.0
BCMP-220	Business Software Foundations	3.0
AMAT-240	Applied Mathematics for Business	3.0
COMN-220	Communication and Presentation Skills	3.0
Semester 1 Total		15.0
<b>Semester 2</b>		
OADM-257	Office Administration	3.0
BCMP-250	Word Processing Essentials	3.0
BCMP-260	Spreadsheet Essentials	3.0
BCMP-270	Presentation Software	3.0
COMN-280	Communication and Presentation Skills II	3.0
Semester 2 Total		15.0
First Year Total		30.0
<b>Second Year</b>		
<b>Semester 3</b>		
BCMP-300	Advanced Word Processing Applications	3.0
BCMP-310	Advanced Spreadsheet Applications	3.0
BCMP-320	Database Software for Business	3.0
BCMP-330	Design Software for Business	3.0
BCMP-340	Project Management Software	3.0
Semester 3 Total		15.0

# ADMINISTRATIVE INFORMATION MANAGEMENT

Course Code	Course Name	Credit
<b>Semester 4</b>		
OADM-355	Meetings and Events	3.0
OADM-375	Industry Studies	3.0
MNGT-250	Organizational Behaviour	3.0
OADM-396	Integrated Business Applications	6.0
Semester 4 Total		15.0
<b>Semester 5</b>		
PRCT-365	Practicum	1.5
Semester 5 Total		1.5
Second Year Total		31.5
Program Total		61.5

## *Transfer with Diploma to...*

Through SAIT Polytechnic transfer agreements and institution partnerships, graduates of this program may be eligible for credit at the following universities and colleges:

- Athabasca University
- Royal Roads University
- University of New Brunswick, Saint John

To learn more, visit Transfer Options.

Transfer options may also be available at other post-secondary institutions where credits from SAIT programs are evaluated on an individual basis. Interested students should contact the post-secondary institute of their choice for more information.

## PROGRESSION

Students must attain a PGPA and/or a CGPA of 2.0 or better in each semester to progress through the program. To qualify for graduation, students must pass all courses and attain a CGPA of 2.0 or better.

## CREDENTIALS

After successfully completing this program, graduates will receive a SAIT Administrative Information Management diploma.

## ACCREDITATION

Students have the opportunity to write up to eight Microsoft Office Specialist certifications in this program.

### *First Year*

- Word 2010 Specialist
- Excel 2010 Specialist
- PowerPoint 2010 Specialist
- OneNote 2010 Specialist

### *Second Year*

- Word 2010 Expert
- Excel 2010 Expert
- Access 2010 Specialist
- Outlook 2010 Specialist

Students who complete Word Expert, Excel Expert, PowerPoint Specialist, and one additional certification can also earn a Microsoft Office Specialist Master certification.

With additional work experience, AIM graduates can write the exam for the Certified Administrative Professional (CAP) designation under the International Association of Administrative Professionals.

# AIRCRAFT MAINTENANCE ENGINEERS TECHNOLOGY

- Two-year diploma
- Fall and winter starts
- Only program of its kind in Alberta

## CONTACT US

Phone: 403.284.7018 or  
Email: [aerocentre@sait.ca](mailto:aerocentre@sait.ca)

## PROGRAM DESCRIPTION

The Aircraft Maintenance Engineers Technology program offers the student the knowledge and skills required to enter a career as an Aircraft Maintenance Technician. Once employed in the aviation industry, students may work toward the Aircraft Maintenance Engineer "M" (AME) License. An Aircraft Maintenance Technician/Engineer is responsible for the servicing and repair of aircraft and aircraft components. The program covers all the aspects of aircraft maintenance including general aviation, corporate, charter, transport category aircraft, and helicopters. This is a two-year diploma program and all classes are scheduled at the Art Smith Aero Centre for Training and Technology, located at the Calgary International Airport. Some of the courses in this program are web-based and will require students to access information from the Internet. These courses are delivered in one of the two computer labs available at the Art Smith Aero Centre. Students are not required to purchase a laptop for this program.

## YOUR CAREER

Graduates find work as Aircraft Maintenance Technicians leading to an Aircraft Maintenance Engineer (AME) "M" License. Upon successful program completion and achieving 70% or greater in all of the courses and a minimum of 95% program attendance, you will receive 18 months credit towards a mandatory 48 month work experience requirement from Transport Canada in order to obtain your AME license.

- Graduates of the Aircraft Maintenance Engineers Technology program have a 93% employment rate.

## STUDENT SUCCESS

- Most successful students spend approximately two hours per day doing homework and review, with additional study required to prepare for exams.
- The material is presented at a fairly rapid rate so for the greatest level of success, students must be present and take responsibility for their learning experience.
- Students must be able to read, write and comprehend the English language at a level exceeding basic conversational English.
- Students with higher grades in high school usually experience more success in SAIT programs.

## ADMISSION REQUIREMENTS

Alberta High School Diploma or equivalent with at least 50% in the following courses or equivalents:

- Pure Math 30 or Applied Math 30 or Math 30-1 or Math 30-2,  
**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.

## SELECTION FOR 2014/2015

- Applications and proof of the admission requirements (transcripts and/or anticipated final grades) must be submitted to be included in selection.
- There will be 64 seats offered in fall and 32 seats offered in winter.

## SELECTION CRITERIA

- Qualified applicants will receive a selection package and be asked to complete a career investigation report.
- Completed packages will be scored based on package completeness, following direction, and the content of the career investigation.
- If required, an interview may be requested.

Applicants who fail to complete the selection requirements will be excluded from selection.

**Note:** Two seats in each intake are reserved for applicants having industry experience as approved by the academic chair. Two seats are reserved for students in the James Fowler Aviation Program or other high schools that have an aviation technician program.

## TUITION AND FEES (SUBJECT TO CHANGE)

- Please refer to the Tuition and Fee Table.
- International Students, please refer to International Student Fees.
- For student funding, please refer to Financial Assistance.

## BOOKS AND SUPPLIES (SUBJECT TO CHANGE)

- Books and supplies are approximately \$800 – \$1,000 for the first year and \$700 – \$800 for the second year.
- Students are also required to purchase approximately \$1,910 in personal safety equipment, coveralls and a basic tool kit. The students must have these items no later than the end of the second week of classes.

## PROGRAM OUTLINE

To find the course description for a course shown below, please go to our Course Finder and enter the course acronym and numbers (i.e., DMST-202) into the Quick Search by Course Code field.

Course Code	Course Name	Credit
<b>First Year</b>		
<b>Semester 1 – Group A</b>		
AMAT-220	Applied Mathematics for Aircraft Maintenance	1.5
ARCP 270	Reciprocating Engine Fundamentals	6.0
AREG-250	Introduction to Canadian Regulatory Requirements	1.5
ASYS-245	Aircraft Systems I	3.0
STDP-240	Aircraft Standard Practices	3.0
Semester 1 – Group A Total		15.0
<b>First Year</b>		
<b>Semester 1 – Group B</b>		
ASYS-245	Aircraft Systems I	3.0
AMAT-220	Applied Mathematics for Aircraft Maintenance	1.5
EMTL-240	Aircraft Sheet Metal Basics	1.5
EMTL-255	Aircraft Structural Theory	3.0
EMTL-260	Sheet Metal and Composite Lab	3.0
STDP-240	Aircraft Standard Practices	3.0
Semester 1 – Group B Total		15.0

# AIRCRAFT MAINTENANCE ENGINEERS TECHNOLOGY

Course Code	Course Name	Credit
<b>First Year</b>		
<b>Semester 1 (Winter) Group C</b>		
AMAT-220	Applied Mathematics for Aircraft Maintenance	1.5
AREG-250	Introduction to Canadian Aviation Regulatory Requirements	1.5
ASYS-245	Aircraft Systems I	3.0
COMM-249	Technical Communications	1.5
ELEC-269	Basic Electricity for Aircraft	3.0
EMTL-240	Aircraft Sheets Metal Basics	1.5
STDP-240	Aircraft Standard Practices	3.0
Semester 1 (Winter) – Group C – Total		15.0
<b>First Year</b>		
<b>Semester 2 – Group A</b>		
COMM-249	Technical Communications	1.5
ELEC-269	Basic Electricity for Aircraft	3.0
EMTL-240	Aircraft Sheet Metal Basics	1.5
EMTL-255	Aircraft Structural Theory	3.0
EMTL-260	Sheet Metal and Composite Lab	3.0
HELI-280	Helicopter Fundamentals	3.0
Semester 2 – Group A – Total		15.0
<b>First Year</b>		
<b>Semester 2 – Group B</b>		
ARCP-270	Reciprocating Engine Fundamentals	6.0
AREG-250	Introduction to Canadian Aviation Regulatory Requirements	1.5
COMM-249	Technical Communications	1.5
ELEC-269	Basic Electricity for Aircraft	3.0
HELI-280	Helicopter Fundamentals	3.0
Semester 2 – Group B – Total		15.0
<b>First Year</b>		
<b>Semester 2 (Spring/Summer) Group C</b>		
ARCP-270	Reciprocating Engine Fundamentals	6.0
ELEC-279	Aircraft Electricity and Electronics	3.0
EMTL-255	Aircraft Structural Theory	3.0
EMTL-260	Sheet Metal and Composite Lab	3.0
Semester 2 – Group C – Total		15.0
First Year – Group A – Total		30.0
First Year – Group B – Total		30.0
First Year – Group C – Total		30.0
<b>Second Year</b>		
<b>Semester 3 – Group A</b>		
ASYS-340	Aircraft Systems II	3.0
ELEC-279	Aircraft Electricity and Electronics	3.0
ELTR-310	Airframe Instrument and Communications Systems	3.0
INSP-310	Introduction to Aircraft Inspection	3.0
INSP-350	Advanced Aircraft Inspection	3.0
Semester 3 – Group A – Total		15.0
<b>Second Year</b>		
<b>Semester 3 – Group B</b>		
ASYS-340	Aircraft Systems II	3.0
ELEC-279	Aircraft Electricity and Electronics	3.0
ELTR-310	Aircraft Instrument and Communications Systems	3.0
HELI-320	Helicopter Maintenance Practices	3.0
TRBN-360	Aircraft Turbine Engine Essentials	3.0
Semester 3 – Group B – Total		15.0

Course Code	Course Name	Credit
<b>Second Year</b>		
<b>Semester 3 (Winter) – Group C</b>		
ASYS-340	Aircraft Systems II	3.0
AVTR-315	Aviation Technical Records	1.5
ELTR-310	Aircraft Instrument and Communications Systems	3.0
ELTR-315	Aircraft Navigation Systems	3.0
HELI-280	Helicopter Fundamentals	3.0
MGMT-315	Aircraft Maintenance Management	1.5
Semester 3 – Group C – Total		15.0
<b>Second Year</b>		
<b>Semester 4 – Group A</b>		
AVTR-315	Aviation Technical Records	1.5
ELTR-315	Aircraft Navigation Systems	3.0
HELI-320	Helicopter Maintenance Practices	3.0
MGMT-315	Aircraft Maintenance Management	1.5
STDP-310	Employability Fundamentals for Aircraft Maintenance	3.0
TRBN-360	Aircraft Turbine Engine Essentials	3.0
Semester 4 – Group A – Total		15.0
<b>Second Year</b>		
<b>Semester 4 – Group B</b>		
AVTR-315	Aviation Technical Records	1.5
ELTR-315	Aircraft Navigation Systems	3.0
INSP-310	Introduction to Aircraft Inspection	3.0
INSP-350	Advanced Aircraft Inspection	3.0
MGMT-315	Aircraft Maintenance Management	1.5
STDP-310	Employability Fundamentals for Aircraft Maintenance	3.0
Semester 4 – Group B – Total		15.0
<b>Second Year</b>		
<b>Semester 4 (Spring/Summer) – Group C</b>		
HELI-320	Helicopter Maintenance Practices	3.0
INSP-310	Introduction to Aircraft Inspection	3.0
INSP-350	Advanced Aircraft Inspection	3.0
STDP-310	Employability Fundamentals for Aircraft Maintenance	3.0
TRBN-360	Aircraft Turbine Engine Essentials	3.0
Semester 4 – Group C – Total		15.0
Second Year – Group A – Total		30.0
Second Year – Group B – Total		30.0
Second Year – Group C – Total		30.0
Program Total		60.0

## PROGRESSION

Students must attain a PGPA and/or a CGPA of 2.0 or better in each semester and pass the necessary prerequisite courses to progress through the program. To qualify for graduation, students must pass all courses, attain a CGPA of 2.0 or better and complete course requirements within the prescribed timelines.

## CREDENTIALS

- Upon successfully completing this program, graduates will be awarded a SAIT diploma in Aircraft Maintenance Engineers Technology.

# AIRCRAFT MAINTENANCE ENGINEERS TECHNOLOGY

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## ACCREDITATION

- The program's accreditation is ongoing and subject to periodic audits from Transport Canada and the Canadian Council for Aviation and Aerospace (CCAA). Graduates who are in compliance with the required attendance (95%) and minimum marks of 70% in each course will receive Transport Canada credit of 18 months' work experience towards the "M" Category AME license.

## *Transfer with Diploma to...*

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Through SAIT Polytechnic transfer agreements and institution partnerships, graduates of this SAIT program may be eligible for credit at the following universities and colleges:

- Athabasca University
- British Columbia Institute of Technology
- Embry-Riddle Aeronautical University-Worldwide, USA
- Griffith University, Australia
- NAIT
- SAIT Polytechnic
- Thompson Rivers University
- University of New Brunswick, Saint John

To learn more, visit [Transfer Options](#).

Transfer options may also be available at other post-secondary institutions where credits from SAIT programs are evaluated on an individual basis. Interested students should contact the post-secondary institute of their choice for more information.

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# AIRCRAFT STRUCTURES TECHNICIAN

- One-year certificate
- Fall start
- Only program of its kind in Alberta

## PROGRAM DESCRIPTION

The Aircraft Structures Technician program will give you the knowledge and skills required to enter a career to become an Aircraft Maintenance Engineer (AME) "S" License. As an "S" licensed AME, you will be responsible for the manufacture and repair of aircraft and aircraft components. The Aircraft Structures Technician program covers all the aspects of aircraft structure repair to general aviation, corporate, charter, transport category aircraft, and helicopters. Training includes traditional aluminum sheet metal structure as well as advanced composite material manufacturing and repair.

This one-year diploma program and all classes are scheduled at the Art Smith Aero Centre for Training and Technology, located at the Calgary International Airport.

Some of the courses in this program are web-based and will require students to access information from the Internet. These courses are delivered in one of the two computer labs available at the Art Smith Aero Centre. Students are not required to purchase a laptop for this program.

## YOUR CAREER

Career opportunities include Aircraft Repair Technician, Aircraft Structures Technician leading to an Aircraft Maintenance Engineer (AME) "S" License.

## ADMISSION REQUIREMENTS

Alberta High School Diploma or equivalent with at least 50% in the following courses or their equivalents:

- Pure Math 20 or Applied Math 20 or Math 20-1 or Math 20-2, **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.

## SELECTION

- Applications and proof of the admission requirements (transcripts and/or anticipated final grades) must be submitted to be included in selection.
- Applicants who fail to complete the selection requirements will be excluded from selection.
- There will be 18 seats offered in fall.

## SELECTION CRITERIA

- Qualified applicants will receive a selection package and asked to complete a Career Investigation report.
- Completed packages will be scored based on package completeness, following direction, and the content of the career investigation.
- If required, an interview may be requested.

**Note:** Two seats are reserved for applicants having industry experience as approved by the academic chair. Two seats are reserved for students in the James Fowler Aviation Program or other high schools that have an aviation technician program.

## TUITION AND FEES (SUBJECT TO CHANGE)

- Please refer to the Tuition and Fee Table.
- International Students, please refer to International Student Fees.
- For student funding, please refer to Financial Assistance.

## BOOKS AND SUPPLIES (SUBJECT TO CHANGE)

- Books and supplies are approximately \$450 for the year.
- Students are also required to purchase approximately \$860 in personal safety equipment, coveralls and a basic tool kit.

## PROGRAM OUTLINE

- To find the course description for a course shown below, please go to our Course Finder enter the course acronym and numbers (e.g. DMST-202) into the Quick Search by Course Code field.

Course Code	Course Name	Credit
<b>Semester 1</b>		
AERO-203	Aircraft Wood and Fabric Repair	1.5
AERO-204	Aircraft Windows and Lenses	1.5
AERO-207	Aerodynamics for Aircraft Structures	1.5
AERO-300	Interpretation of Aircraft Drawings	1.5
AREG-250	Introduction to Canadian Aviation Regulatory Requirements	1.5
EMTL-224	Intro to Aircraft Metallurgy	1.5
EMTL-335	Introduction to Aircraft Metal Structures	6.0
ENGN-230	Aircraft Propulsion	1.5
INSP-203	NDI Introduction for Aircraft	1.5
STDP-230	Standard Practices Lab	1.5
STDP-235	Standard Practices Theory	1.5
Semester 1 Total		21.0
<b>Semester 2</b>		
ASYS-306	Airframe Systems Theory	1.5
EMTL-330	Aircraft Composite Structures	6.0
EMTL-336	Advanced Aircraft Metal Structures	6.0
HFAC-245	Human Factors	1.5
INSP-226	Aircraft Corrosion	1.5
PNTG-234	Aircraft Sealing	1.5
Semester 2 Total		18.0
Program Total		39.0

# AIRCRAFT STRUCTURES TECHNICIAN

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## PROGRESSION

- Students must attain a PGPA and/or a CGPA of 2.0 or better in each semester and pass the necessary prerequisite courses to progress through the program. To qualify for graduation, students must pass all courses, attain a CGPA of 2.0 or better and complete course requirements within the prescribed timelines.

## CREDENTIALS

- Upon successfully completing this program, graduates will be awarded a SAIT certificate as an Aircraft Structures Technician.

## ACCREDITATION

- The program's accreditation is ongoing and subject to periodic audits from Transport Canada and the Canadian Council for Aviation and Aerospace (CCAA). Graduates who are in compliance with the required attendance (95%) and minimum marks of 70% in each course will receive Transport Canada credit of 10 months' work experience towards the "S" Category AME license.

## *Transfer with Certificate to...*

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Through SAIT Polytechnic transfer agreements and institution partnerships, graduates of this SAIT program may be eligible for credit at the following universities and colleges:

- SAIT Polytechnic

To learn more, visit Transfer Options.

Transfer options may be available at post-secondary institutions where credits from SAIT programs could be evaluated on an individual basis. Interested students should contact the post-secondary educational institute of their choice for more information.

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# ARCHITECTURAL TECHNOLOGIES

- Two-year diploma
- Architectural or Building Development majors
- Fall and winter start
- Variety of employment opportunities available
- E-Learning

## PROGRAM DESCRIPTION

The Architectural Technologies program is designed to provide you with the essential skills and knowledge required to work as an Architectural Technologist for architectural firms, residential builders and many other companies involved in the construction industry.

This Diploma program is two years in length, consisting of four 15-week semesters. The first three semesters are common to all students in the program. In the fourth semester, you will have the ability to specialize in the Architectural or the Building Development options.

This program accepts students into first semester in September as well as January.

**Note:** This program utilizes an e-Learning (SAIT issued laptop computer) instructional delivery method.

## YOUR CAREER

Graduates find diverse work in architectural offices and in building construction as architectural technologists, building inspectors, graphic designers, and in building product sales.

- Graduates of the Architectural Technologies program have a 99% employment rate.

## STUDENT SUCCESS

The most successful students in the program are those with:

- An aptitude to visualize, compose and document detailed aesthetic and scientific concepts for the built environment in both two and three dimensions.
- A propensity towards computerized graphics software.
- Ability to apply a strong work ethic, attention to detail and critical thinking skills to solve real world problems.
- The internal fortitude to work individually as well as the social skills to work in group settings.
- Life experience in and around construction, architecture, or engineering is a valuable asset.
- Students with higher secondary or post-secondary grades usually experience higher success in SAIT programs.

## ADMISSION REQUIREMENTS

- Minimum of 50% in the following courses or their equivalents:
- English Language Arts 30-1 or English Language Arts 30-2, **AND**,
- Pure Math 30 or Applied Math 30 or Math 30-1 or Math 30-2 and a Grade 12 Science
- All applicants to SAIT Polytechnic must demonstrate English Language Proficiency prior to admission, including students educated in Canada.
- English Language Proficiency is a requirement for all SAIT Polytechnic programs.

For more information, please refer to English Proficiency. For upgrading options, please refer to the Academic Foundations program. For international students, please refer to the International section. For mature students, please refer to the Admissions section.

## SELECTION

We receive more qualified applications than space is available in the program and encourage you to apply early. Selection is done on a continuous basis and may extend until the start of classes. Applications and proof of the admission requirements must be submitted to be included in selection.

## Fall (September 2014)

Applications and proof of the admission requirements (transcripts and/or anticipated final grades) must be submitted by April 1 to be considered for early admission or selection.

Applications received after April 1 will be placed on a secondary waitlist and applicants will be contacted if seats become available.

There will be 160 seats offered in the fall intake.

## EARLY ADMISSION

Early admission will be offered to applicants who have achieved, or will achieve, a combined minimum average of 65% in the admission requirements or equivalents.

## SELECTION CRITERIA

- Qualified applicants who are not eligible for early admission will be placed in selection and emailed selection information. Applicants will be required to complete a career investigation report.
- Selection is done on a continuous basis and may extend until the start of classes. Seats will be offered accordingly on a monthly basis.

**Note:** Applicants who fail to submit the career investigation report will be excluded from selection.

## Winter (January 2015)

Applications and proof of the admission requirements must be submitted by November 30 to be considered for early admission or selection.

Applications received after November 30 will be placed on a secondary waitlist and applicants will be contacted if seats become available.

There will be 32 seats offered in the winter intake.

## EARLY ADMISSION

Early admission will be offered to the first 25 applicants who have achieved, or will achieve, a minimum academic average of 70% using the admission requirements.

## SELECTION CRITERIA

- Qualified applicants who are not eligible for early admission will be placed in selection and emailed selection information. Applicants will be required to complete a career investigation report.
- Selection is done on a continuous basis and may extend until the start of classes. Seats will be offered accordingly on a monthly basis.

**Note:** Applicants who fail to submit the career investigation report will be excluded from selection.

## TUITION AND FEES (SUBJECT TO CHANGE)

- Please refer to the Tuition and Fee Table.
- International Students, please refer to International Fees.
- Student funding, please refer to Financial Assistance.

## BOOKS AND SUPPLIES (SUBJECT TO CHANGE)

- Books and supplies are approximately \$1,500 in the first year and \$1,000 in the second year.
- Students may also need to buy safety clothing or equipment for work week and other specific classes.
- A \$400 security deposit to use a SAIT issued laptop.

# ARCHITECTURAL TECHNOLOGIES

## PROGRAM OUTLINE

- Portions of the first semester are also available through the continuing education division of The School of Construction. Students who have completed courses in this manner may apply for credit upon admission to the full-time program.
- To find the course description for a course shown below, please go to our Course Finder and enter the course acronym and numbers (i.e., DMST-202) into the Quick Search by Course Code field.

Course Code	Course Name	Credit
<b>First Year</b>		
<b>Semester 1</b>		
ARCH-215	Architectural Drafting I	6.0
ARCH-241	Architectural Design and Presentation I	3.0
ARCH-260	Architectural History: Theory and Design	1.5
ARCH-265	Building Systems Technology I	6.0
COMM-325	Team Building and Group Projects	1.5
Semester 1 Total		18.0
<b>Semester 2</b>		
ARCH-252	Architectural Design and Pres. II	3.0
ARCH-271	Building Systems Technology II	3.0
ARCH-275	Architectural Drafting II	6.0
ARCH-280	Introduction to Structures	1.5
CODE-233	Building Code I	1.5
COMM-260	Technical Communications	3.0
Semester 2 Total		18.0
First Year Total		36.0
<b>Second Year</b>		
<b>Semester 3</b>		
ARCH-244	Mechanical/Electrical System	1.5
ARCH-340	Basic Structural Components	1.5
ARCH-360	Building Systems Technology III	6.0
ARCH-363	Building Code II	1.5
ARCH-374	Architectural CAD Applications	3.0
ESTM-260	Estimating I	1.5
Semester 3 Total		15.0
<b>Architectural Major</b>		
<b>Semester 4</b>		
ARCH-350	Principles of Construction Documentation	1.5
ARCH-355	Sustainable Methods	1.5
ARCH-384	Advanced Building Science	3.0
PRAC-378	Architectural Practicum	1.5
SURV-232	Surveying	1.5
<b>Electives</b>		
ARCH-370	Building Systems Tech IV	6.0
<b>and</b>		
ARCH-371	Architectural Design & Presentation	1.5
<b>or</b>		
ARCH-390	Res. Arch. Building Systems IV	6.0
<b>and</b>		
ARCH-391	Res. Arch. Design & Pres.	1.5
Semester 4 Total		16.5
Second Year Total (Architectural Major)		31.5
Program Total (Architectural Major)		67.5

Course Code	Course Name	Credit
<b>Building Development Major</b>		
<b>Semester 4</b>		
ARCH-350	Principles of Construction Documentation	1.5
ARCH-355	Sustainable Methods	1.5
ARCH-364	Construction Contract Administration	1.5
ARCH-381	Construction Practices	3.0
ARCH-384	Advanced Building Science	3.0
ESTM-360	Estimating II	3.0
PRAC-378	Architectural Practicum	1.5
SURV-232	Surveying	1.5
Semester 4 Total		16.5
Second Year Total (Building Development Major)		31.5
Program Total (Building Development Major)		67.5

## PROGRESSION

Students must attain a PGPA and/or a CGPA of 2.0 or better in each semester and pass the necessary prerequisite courses to progress through the program. To qualify for graduation, students must pass all courses to attain a CGPA of 2.0 or better.

## CREDENTIALS

Upon successfully completing this program, graduates will be awarded a SAIT diploma in Architectural Technologies.

## ACCREDITATION

There are no formal accreditation arrangements at this time. Please contact the school for more information.

## Transfer with Diploma to...

Through SAIT Polytechnic transfer agreements and institution partnerships, graduates of this SAIT program may be eligible for credit at the following universities and colleges:

- Athabasca University
- Griffith University, Australia
- NAIT
- SAIT Polytechnic
- Thompson Rivers University
- University of Calgary
- University of New Brunswick, Saint John
- VIA University College, Denmark

To learn more, visit Transfer Options.

Transfer options may also be available at other post-secondary institutions where credits from SAIT programs are evaluated on an individual basis. Interested students should contact the post-secondary institute of their choice for more information.

# AUTOMOTIVE SERVICE TECHNOLOGY

- Two-year diploma
- Fall start
- High industry demand

## PROGRAM DESCRIPTION

This Automotive Service Technology program provides excellent preparation for a shortened apprenticeship as an Automotive Service Technician. This is a two-year diploma. Automotive courses are provided in a combination of classroom, lab and shop environments. Students will utilize up-to-date equipment, carrying out diagnosis and repairs that meet manufacturers' specifications and customers' satisfaction. Business and communications courses will better prepare you in your career and provide opportunities to advance. The maintenance and repair requirements of the large volume of vehicles in Alberta provide many employment opportunities for well trained technicians. The primary location for this program is the Clayton Carroll Automotive Centre at SAIT's main campus.

## YOUR CAREER

Graduates may find work as Automotive Service Technicians and upon successful completion of their apprenticeship can specialize in various areas such as engines, drivability, electrical, chassis systems, wheel alignment, automatic transmissions, etc. There is potential to advance to shop foreman, service managers and other management positions.

- Graduates of the Automotive Service Technology program have a 100% employment rate.

## STUDENT SUCCESS

Students with higher grades usually experience more success in SAIT programs.

## ADMISSION REQUIREMENTS

Alberta High School Diploma or equivalent with a minimum of 50% in the following courses or their equivalents:

- Pure Math 20 or Applied Math 20 or Math 20-1 or Math 20-2 or Math 20-3, **AND**,
- English Language Arts 30-1 or English Language Arts 30-2, **AND**,
- A Grade 11 Science
- All applicants must demonstrate English Language Proficiency prior to admission, including students educated in Canada.

## SELECTION

- Applications and proof of the admission requirements (transcripts and/or anticipated final grades) must be submitted to be included in selection before May 1.
- Applications received after May 1 will be placed on a secondary waitlist and applicants will be contacted if seats become available.
- Selection is done on a continuous basis beginning in December and will continue until the program is full.
- The Automotive Service Technology program has one intake a year of 96 students.

## Selection Process

Qualified applicants will be contacted by the program to write an aptitude test evaluating the following:

- Mechanical Reasoning
- English Comprehension
- Mathematics

Applicants who receive an acceptable designation will be ranked academically based on admission requirements and offered seats accordingly. All remaining applicants will be placed on a waitlist.

## TUITION AND FEES (SUBJECT TO CHANGE)

- Please refer to the Tuition and Fee Table.
- International Students, please refer to International Student Fees.
- Student funding, please refer Financial Assistance.

## BOOKS AND SUPPLIES (SUBJECT TO CHANGE)

- Books and supplies are approximately \$450 per year.
- A tool kit and coveralls are required, costing about \$1,750 for the first year and \$750 for the second year. These tools may be provided starting 2014/15 in which case students may no longer be required to bring tools to SAIT.

## PROGRAM OUTLINE

To find the course description for a course shown below, please go to our Course Finder and enter the course acronym and numbers (e.g. DMST-202) into the Quick Search by Course Code field.

Course Code	Course Name	Credit
<b>Semester 1</b>		
<b>Classes A &amp; C</b>		
ELTR-248	Electrical/Electronics I	1.5
MATH-202	Mathematics	1.5
MOTR-220	Automotive Shop I	6.0
MOTR-221	Automotive Theory IA	3.0
MOTR-222	Automotive Theory IB	3.0
Semester 1 – Class A – Total		15.0
<b>Class B</b>		
COMM-238	Technical Communications I	3.0
ELTR-248	Electrical/Electronics I	1.5
MATH-202	Mathematics	1.5
MOTR-260	Automotive Shop II	6.0
MOTR-261	Automotive Theory II	3.0
Semester 1 – Class B – Total		15.0
<b>Semester 2</b>		
<b>Classes A &amp; C</b>		
APSC-250	Science for Trades and Technicians	1.5
COMM-238	Technical Communications I	3.0
ELTR-288	Electrical/Electronics II	1.5
MOTR-260	Automotive Shop I	6.0
MOTR-261	Automotive Theory II	3.0
Semester 2 – Class A – Total		15.0
<b>Class B</b>		
APSC-250	Science for Trades and Technicians	1.5
ELTR-288	Electrical/Electronics II	1.5
MOTR-220	Automotive Shop I	6.0
MOTR-221	Automotive Theory IA	3.0
MOTR-222	Automotive Theory IB	3.0
Semester 2 – Class B – Total		15.0

# AUTOMOTIVE SERVICE TECHNOLOGY

Course Code	Course Name	Credit
<b>Semester 3</b>		
<b>Classes A &amp; C</b>		
ADMN-201	Business Fundamentals	3.0
ELTR-328	Electrical/Electronics III	1.5
MOTR-303	Climate Control	1.5
MOTR-320	Automotive Shop III	6.0
MOTR-321	Automotive Theory III	3.0
Semester 3 – Class A – Total		15.0
<b>Class B</b>		
ELTR-348	Electrical/Electronics IV	1.5
MOTR-360	Automotive Shop IV	6.0
MOTR-361	Automotive Theory IV	3.0
MOTR-370	Vehicle Modifications	1.5
PROJ-348	AST Capstone Project	3.0
Semester 3 – Class B – Total		15.0
<b>Semester 4</b>		
<b>Classes A &amp; C</b>		
ELTR-348	Electrical/Electronics IV	1.5
MOTR-360	Automotive Shop IV	6.0
MOTR-361	Automotive Theory IV	3.0
MOTR-370	Vehicle Modifications	1.5
PROJ-348	AST Capstone Project	3.0
Semester 4 – Class A – Total		15.0
<b>Class B</b>		
ADMN-201	Business Fundamentals	3.0
ELTR-328	Electrical/Electronics III	1.5
MOTR-303	Climate Control	1.5
MOTR-320	Automotive Shop III	6.0
MOTR-321	Automotive Theory III	3.0
Semester 4 – Class B – Total		15.0
Program Total – Class A		60.0
Program Total – Class B		60.0

## PROGRESSION

Students must attain a PGPA and/or a CGPA of 2.0 or better in each semester and pass the necessary prerequisite courses to progress through the program. To qualify for graduation, students must pass all courses, attain a CGPA of 2.0 or better and complete course requirements within the prescribed timelines.

## CREDENTIALS

Upon successfully completing this program, graduates will be awarded a SAIT diploma in Automotive Service Technology.

## ACCREDITATION

Most graduates continue their training and complete an apprenticeship that includes an Alberta Journeyman Certificate as an Automotive Service Technician and an Inter-provincial Standards Red Seal. Diploma graduates are eligible for 16 months of credit towards their Alberta apprenticeship contract. In addition, students may be granted trade-related work experience between the first and second year toward your apprenticeship. Students are also eligible to write apprenticeship exams upon completion of training. The pass mark for apprenticeship exams is 70%.

## *Transfer with Diploma to...*

Through SAIT Polytechnic transfer agreements and institution partnerships, graduates of this SAIT program may be eligible for credit at the following universities and colleges:

- Alberta Apprenticeship and Industry Training
- British Columbia Institute of Technology
- Montana State University – Northern, Havre, MT
- NAIT
- SAIT Polytechnic
- Thompson Rivers University
- University of New Brunswick, Saint John

To learn more, visit Transfer Options.

Transfer options may also be available at other post-secondary institutions where credits from SAIT programs are evaluated on an individual basis. Interested students should contact the post-secondary institute of their choice for more information.

# AVIONICS TECHNOLOGY

- Two-year diploma
- Fall start
- High industry demand

## CONTACT US

Phone: 403.284.7018 or  
Email: [aerocentre@sait.ca](mailto:aerocentre@sait.ca)

## PROGRAM DESCRIPTION

The Avionics Technology program will give you the knowledge and skills required to start a career as an Aircraft Maintenance Engineer (AME) "E". As an "E" licensed AME, you will be responsible for the servicing and repair of aircraft electrical and electronic systems. You will maintain and repair the aircraft communication, navigation and data systems. The Avionics Technology program covers all aspects of aircraft avionics systems used in general aviation, corporate, charter, transport category aircraft, and helicopters.

This is a two-year diploma program. All classes are scheduled at the Art Smith Aero Centre for Training and Technology, located at the Calgary International Airport.

Some of the courses in this program are web-based and will require students to access information from the Internet. These courses are delivered in one of the two computer labs available at the Art Smith Aero Centre. Students are not required to purchase a laptop for this program.

## YOUR CAREER

Career opportunities include Avionics Technicians and Technologists, Aircraft Electrician, Aircraft Maintenance Engineer "E" License.

- Graduates of the Avionics Technology program have a 91% employment rate.

## STUDENT SUCCESS

- Most successful students spend approximately two hours each day doing homework and review, with additional study required to prepare for exams.
- The material is presented at a fairly rapid rate so for the greatest level of success, students must be present and take responsibility for their learning experience.
- Students must be able to read, write and comprehend the English language at a level exceeding basic conversational English.
- Students with higher grades usually experience more success in SAIT programs.

## ADMISSION REQUIREMENTS

Alberta High School Diploma or equivalent with at least 50% in the following courses or their equivalents:

- Pure Math 30 or Applied Math 30 or Math 30-1 or Math 30-2, **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.

## SELECTION

- Applications and proof of the admission requirements (transcripts and/or anticipated final grades) must be submitted to be included in selection.
- Applicants who fail to complete the selection requirements will be excluded from selection.
- There will be 18 seats offered in fall.

## SELECTION CRITERIA

- Qualified applicants will receive a selection package and asked to complete a career investigation report.
- Completed packages will be scored based on package completeness, following direction, and the content of the career investigation.
- If required, an interview may be requested.

**Note:** Two seats are reserved for applicants having industry experience as approved by the academic chair. Two seats are reserved for students in the James Fowler Aviation Program or other high schools that have an aviation technician program.

## TUITION AND FEES (SUBJECT TO CHANGE)

- Please refer to the Tuition and Fee Table.
- International students, please refer to International Student Fees.
- Student funding, please refer to Financial Assistance.

## BOOKS AND SUPPLIES (SUBJECT TO CHANGE)

- Books and supplies are approximately \$400 to \$500 for the first year and are approximately \$500 to \$650 for the second year.
- Students are also required to purchase approximately \$665 in personal safety equipment, coveralls and a basic tool kit.

## PROGRAM OUTLINE

To find the course description for a course shown below, please go to our Course Finder and enter the course acronym and numbers (i.e., DMST-202) into the Quick Search by Course Code field.

Course Code	Course Name	Credit
<b>First Year</b>		
<b>Semester 1</b>		
AERO-220	Aerodynamics	1.5
ELCM-355	Avionics Systems Introduction Theory	1.5
ELCM-356	Avionics Systems Introduction Lab	1.5
ELEC-214	Electricity for Aircraft Theory	1.5
ELTR-216	Applied Electronics Problems	1.5
ELTR-235	Electronics I Theory	3.0
ELTR-236	Electronics I Lab	3.0
STDP-215	Standard Practices I Theory	1.5
STDP-224	Standard Practices I Lab	1.5
Semester 1 Total		16.5
<b>Semester 2</b>		
AREG-250	Introduction to Canadian Aviation Regulatory Requirements	1.5
DATA-310	Aircraft Instruments	1.5
DFTG-250	Aircraft Electrical Drawing I	1.5
DIGI-235	Digital I Theory	3.0
DIGI-236	Digital I Lab	1.5
ELCM-250	Electronic Communications Theory	1.5
ELTR-259	Electronics II Theory	3.0
ELTR-260	Electronics II Lab	1.5
STDP-283	Standard Practices II	1.5
Semester 2 Total		16.5
First Year Total		33.0

# AVIONICS TECHNOLOGY

Course Code	Course Name	Credit
<b>Second Year</b>		
<b>Semester 3</b>		
ASYS-310	Aircraft Navigation Systems	1.5
ASYS-320	Electrical Interface I Theory	1.5
ASYS-350	Electrical Interface II Theory	1.5
ASYS-351	Electrical Interface II Lab	1.5
COMM-249	Technical Communications	1.5
DFTG-305	Aircraft Electrical Drawing II	1.5
ELCM-348	Communications Systems II Lab	3.0
ELCM-349	Communications Systems II Theory	3.0
Semester 3 Total		15.0
<b>Semester 4</b>		
ASYS-220	Aircraft Systems Theory	1.5
ASYS-225	Aircraft Systems Lab	1.5
AVTR-353	Introduction To Technical Records	1.5
CMPH-365	Aircraft Computers	1.5
CNTR-360	Autopilot and Control Systems	1.5
EFAB-340	Avionics Systems Installation	1.5
ELCM-390	Avionics Systems Lab	3.0
ENGN-240	Aircraft Engines Theory	1.5
HFAC-245	Human Factors	1.5
Semester 4 Total		15.0
Second Year Total		30.0
Program Total		63.0

## PROGRESSION

Students must attain a PGPA and/or a CGPA of 2.0 or better in each semester and pass the necessary prerequisite courses to progress through the program. To qualify for graduation, students must pass all courses, attain a CGPA of 2.0 or better and complete course requirements within the prescribed timelines.

## CREDENTIALS

After successfully completing this program, graduates will be awarded a SAIT diploma in Avionics Technology.

## ACCREDITATION

The program's accreditation is ongoing and subject to periodic audits from Transport Canada and the Canadian Council for Aviation and Aerospace (CCAA). Students achieving 50% or higher in each course as well as maintain a 2.0 GPA will receive a SAIT diploma.

Graduates who are in compliance with the required attendance (95%) and minimum marks of 70% in each course will receive Transport Canada credit of 18 months' work experience towards the "E" Category AME license.

## *Transfer with Diploma to...*

Through SAIT Polytechnic transfer agreements and institution partnerships, graduates of this SAIT program may be eligible for credit at the following universities and colleges:

- British Columbia Institute of Technology
- Griffith University, Australia
- NAIT
- SAIT Polytechnic
- Thompson Rivers University
- University of New Brunswick, Saint John

To learn more, visit Transfer Options.

Transfer options may also be available at other post-secondary institutions where credits from SAIT programs are evaluated on an individual basis. Interested students should contact the post-secondary institute of their choice for more information.

# BACHELOR OF APPLIED BUSINESS ADMINISTRATION

- Two-year applied degree
- Accounting major
- Full and part-time studies
- Includes directed field studies component (work term)

## CONTACT US

School of Business  
Room NJ212, Senator Burns Building  
Phone: 403.284.8485  
Email: [business@sait.ca](mailto:business@sait.ca)

## PROGRAM DESCRIPTION

This program provides students with the advanced accounting expertise and management skills needed for careers in accounting and financial management. The majority of graduates will go on to pursue a professional accounting designation.

The Bachelor of Applied Business Administration program consists of 10 academic courses and two semesters of directed field studies. This program involves advanced studies in accounting theory, auditing, taxation and e-business with options to study more in-depth courses.

This is a two-year full-time program or students have up to seven years to complete the program by studying part-time. The directed field studies component of the program involves two four-month terms of paid work experience which can be completed in eight consecutive months of employment, or in two separate four-month terms.

This learning component must be completed in an accounting position approved by the academic chair. Students are responsible for securing their own employment, with some assistance provided by SAIT. During employment, students will integrate their academic knowledge with on the job learning, completion of assigned readings, applied research, case analyses and written projects under the guidance of academic mentors.

## YOUR CAREER

Graduates find work in accounting, financial and information management positions in private and public practice accounting. The majority of graduates go on to pursue a professional accounting designation.

- Graduates of the Bachelor of Applied Business Administration program have a 99% employment rate.

## STUDENT SUCCESS

- Students with higher grades usually experience more success in SAIT programs.
- There is a direct correlation between the time and energy invested in studies to the success achieved. The level of course difficulty increases in moving from a diploma program into a degree program.
- Due to the high level of technology use in the program, it is strongly recommended students have access to a computer prior to enrolling in this program

## ADMISSION REQUIREMENTS

- Applicants must have completed a two-year Business Administration or Accounting diploma or equivalent at an accredited post-secondary institution, with a minimum 2.3 grade point average (65% or C+). This diploma must include a minimum of 20 courses, or 60 credits, and contain the following coursework: Intermediate Accounting, Business Communications, Financial Management, Management Accounting, Systems and Marketing.
- All applicants must demonstrate English Language Proficiency prior to admission, including students educated in Canada.

## SELECTION

In the continuous selection process, admission will be offered to all applicants who have achieved or will achieve a minimum overall Grade Point Average (GPA) of 2.7 (70%) in their diploma program and meet all entrance requirements.

If the program is not full on May 1, admission will be offered to applicants who have achieved or will achieve the minimum required overall GPA of 2.3 (67%) in their diploma program and meet all entrance requirements.

## TUITION AND FEES (SUBJECT TO CHANGE)

- Please refer to the Tuition and Fee Table.
- International students, please refer to International Student Fees.
- Student funding, please refer to Financial Assistance.

## BOOKS AND SUPPLIES (SUBJECT TO CHANGE)

- Cost of books and supplies depends on when the directed field studies component is completed and choice of electives. Approximate cost of supplies is \$2,600 – 3,200 total.

## PROGRAM OUTLINE

- The program is being reviewed and could undergo changes.
- To find the course description for a course shown below, please go to our Course Finder and enter the course acronym and numbers (i.e., DMST-202) into the Quick Search by Course Code field.
- See Business Administration diploma – Accounting major for the first four semesters of study. Students entering year three of the program must complete the following program of study:
- Not all electives are offered as day time courses – some electives may only be available in the evening, and elective course offering can vary by academic year.
- Day time courses are in high demand; to maximize chances of enrollment in day time, early registration is encouraged.
- Students must complete any four degree courses before proceeding to ACWE 407 and 457. Please contact department for further information about registering for these courses.

# BACHELOR OF APPLIED BUSINESS ADMINISTRATION

Course Code	Course Name	Credit
<b>Core Courses</b>		
ACCT-411	Personal and Corporate Taxation	3.0
ACCT-415	Accounting Theory and Issues	3.0
ACCT-434	Advanced Financial Accounting	3.0
ACCT-480	E-Business	3.0
ACCT-491	Advanced Management Accounting	3.0
ACCT-495	External Auditing	3.0
LDSH-485	Leadership	3.0
<b>Electives (3 courses required)</b>		
ACCT-413	Internal Auditing and Controls	3.0
ACCT-416	Information Systems Strategy	3.0
ACCT-420	Public Sector Financial Management	3.0
ACCT-430	Operations Management	3.0
ACCT-451	Advanced Taxation	3.0
ACCT-465	Management Policies	3.0
ACCT-497	Advanced External Auditing	3.0
BFIN-492	Advanced Corporate Finance	3.0
Total		30.0
<b>Work Experience Courses</b>		
ACWE-407	DFS – Accounting I	15.0
ACWE-457	DFS – Accounting II	15.0
Work Experience Total		30.0
Program Total		60.0

## PROGRESSION

Students must attain a PGPA and/or a CGPA of 2.0 or better in each semester and pass the necessary prerequisite courses to progress through the program. To qualify for graduation, students must pass all courses, attain a CGPA of 2.0 or better and complete course requirements within the prescribed timelines.

## CREDENTIALS

After successfully completing this program, graduates will receive a SAIT Bachelor of Applied Business Administration (Accounting) degree.

## ACCREDITATION

The Certified General Accountants (CGA) of Alberta and CGA Canada recognize the degree as meeting the degree requirements for the CGA Program of Professional Studies. Many individual courses have been developed in consultation with CGA to ensure students complete the degree course requirements concurrently with many of the CGA designation requirements. CGA Alberta offers SAIT students transfer credits from the applied degree towards the CGA program at the time of application.

The Certified Management Accountants of Alberta (CMA Alberta) and CMA Canada accept this program as meeting the degree requirements for the CMA entrance exam.

This program has been identified as meeting the entrance requirements for the Chartered Professional Accountants or CPA education program.

Students who intend to complete a professional accounting designation concurrently with, or after completion of, the degree should contact the accounting association(s) directly to ensure that the program and course of study selected will meet their particular requirements.

## *Transfer with Applied Degree to...*

Through SAIT Polytechnic transfer agreements and institution partnerships, graduates of this program may be eligible for credit at the following universities and colleges:

- Griffith University, Australia
- SAIT Polytechnic

To learn more, visit Transfer Options.

Transfer options may also be available at other post-secondary institutions where credits from SAIT programs are evaluated on an individual basis. Interested students should contact the post-secondary institute of their choice for more information.

# BACHELOR OF APPLIED TECHNOLOGY GEOGRAPHIC INFORMATION SYSTEMS

- Two-year applied degree
- Fall and winter start

## CONTACT US

School of Construction  
Room CB 410, Aldred Centre  
Phone: 403.284.8367  
Fax: 403.284.8812  
Email: construction.hgis@sait.ca

## PROGRAM DESCRIPTION

The Bachelor of Applied Technology Geographic Information Systems program will provide you with the skills and knowledge to succeed in one of the fastest growing sectors of information technology. Geographic Information System (GIS) combines the power of relational database management systems with the flexibility of cartographic display technology and is used for problem solving and decision making.

To succeed in the program, you will need to be comfortable working in a computer environment, and have a good working knowledge of file management, word processing and spreadsheet software applications.

This is a two-year, applied degree program consisting of two 15-week semesters in year one, followed by a paid practicum in year two.

The program accepts students into first semester in September as well as January.

## YOUR CAREER

As a graduate from the Bachelor of Applied Technology Geographic Information Systems your opportunities for employment include geographic information systems technologist, technician, analyst, specialist, team leader or manager. GIS professionals work in many industries: forestry, natural resource exploration, environmental, engineering, consulting, government (municipal, provincial, and federal), information technology, health care and tourism.

- Graduates of the Bachelor of Applied Technology Geographic Information Systems program have a 96% employment rate.

## STUDENT SUCCESS

- Students with higher grades usually experience more success in SAIT programs.
- Successful students are comfortable working in a computer environment with a good working knowledge of file management, word processing and spreadsheet software applications
- Typical geographic information systems job placement advertisements suggest that the ideal practitioner has a sound technical background, is self-motivated and disciplined in achieving results.
- Successful geographic information systems professionals are also associated with individuals who can problem solve through the application of creative and innovative solutions, and provide service based on the concept of continuous improvement

## ADMISSION REQUIREMENTS

- A two-year diploma from a recognized Canadian college, technical institute or equivalent, or successful completion of two years at a recognized post-secondary academic institution.
- All applicants must demonstrate English Language Proficiency prior to admission, including students educated in Canada.

## SELECTION

Applications and all supporting documents must be submitted to be included in selection. We receive more qualified applicants than space is available in the program and encourage you to apply early.

There will be 64 seats offered for the fall intake and 32 seats offered for the winter intake.

## SELECTION CRITERIA

Applicants will be sent an email request to submit the following items:

- Letter of Intent
- Transcripts
- Resumé

## SELECTION PRIORITY

Priority will be given to students who have a diploma/degree in a field related to GIS. Applicants may be contacted for an interview.

## TUITION AND FEES (SUBJECT TO CHANGE)

- Please refer to the Tuition and Fee Table.
- International Students, please refer to International Student Fees.
- For student funding, please refer to Financial Assistance.
- Course fees for classes conducted in non-daytime standard times are not financially supported by Advanced Education and thus priced on a cost recovery basis. This is significantly more expensive than regular daytime fees, and priced on a credit-by-credit basis.

## BOOKS AND SUPPLIES (SUBJECT TO CHANGE)

- Books and supplies are approximately \$800 per year.

## PROGRAM OUTLINE

- This program is continually reviewed and individual courses are subject to change.
- Students are required to complete all courses noted below under the First Year listing.
- After completing all First Year academic requirements, students must successfully complete an 800 hour Work Experience Practicum to meet the requirements of the Bachelor of Applied Technology Geographic Information Systems degree.
- SAIT students are offered an opportunity to develop lifelong learning skills in an online environment. One or more courses in the program are offered fully or partially online.
- To find the course description for a course shown below, please go to our Course Finder and enter the course acronym and numbers (i.e., GEOS-406) into the Quick Search by Course Code field.

# BACHELOR OF APPLIED TECHNOLOGY GEOGRAPHIC INFORMATION SYSTEMS

Course Code	Course Name	Credit
<b>First Year</b>		
<b>Semester 1</b>		
COMM-415	Professional Communications	1.5
GEOS-406	Geospatial Project Foundations	1.5
GEOS-409	GIS Data Capture I	3.0
GEOS-410	GIS Data Manipulation and Transformation	3.0
GEOS-418	GIS Data Modeling	3.0
GEOS-419	GIS Data Output and Analysis	3.0
Semester 1 Total		15.0
<b>Semester 2</b>		
GEOS-451	GIS Data Capture II	3.0
GEOS-453	Data Management and Analysis	3.0
GEOS-455	Geoprocessing and Programming	3.0
GEOS-457	Cartography and Geovisualization	3.0
GEOS-459	Applied GIS Capstone Project	3.0
Semester 2 Total		15.0
First Year Total		30.0
<b>Second Year</b>		
GEOS-540	Applied GIS Directed Field Studies	30.0
Second Year Total		30.0
Program Total		60.0

## PROGRESSION

Students must attain a PGPA and/or a CGPA of 2.0 or better in each semester and pass the necessary prerequisite courses to progress through the program. To qualify for graduation, students must pass all courses and attain a CGPA of 2.0 or better.

## CREDENTIALS

After successfully completing this program, graduates will receive an Advanced Education approved, SAIT Bachelor of Applied Technology Geographic Information Systems (BGIS).

## *Transfer with Applied Degree to...*

Through SAIT Polytechnic transfer agreements and institution partnerships, graduates of this SAIT program may be eligible for credit at the following universities and colleges:

- University of Calgary

To learn more, visit Transfer Options.

Transfer options may also be available at other post-secondary institutions where credits from SAIT programs are evaluated on an individual basis. Interested students should contact the post-secondary institute of their choice for more information.

# BACHELOR OF APPLIED TECHNOLOGY PETROLEUM ENGINEERING

- Two year applied degree
- Fall and winter starts
- High industry demand

## CONTACT US

MacPhail School of Energy  
Room KA440, Johnson-Cobbe Energy Centre  
Phone: 403.284.8451  
Fax: 403.284.8262  
Email: energy.info@sait.ca

## PROGRAM DESCRIPTION

SAIT has offered the Bachelor of Applied Technology Petroleum Engineering (BAPT) degree program since 1995. The program was primarily designed to upgrade the education of our technology diploma graduates. However, the program also accommodates students from a variety of backgrounds. Each student's personal development program is designed in consultation with an assigned advisor to ensure that the personal development program will suit the student's needs.

The program is offered through both day and evening classes to accommodate full-time and part-time students. It is also possible to combine some day courses with some evening courses or distance delivery courses in order to meet personal schedule requirements. All program participants are required to complete a minimum of 800 hours (27 credits) of coursework and a supervised work practicum of 800 hours (30 credits). Full-time day students normally require two years to complete the program, while part-time evening students generally take more than two years. Credit may be given for relevant work experience for students who work during the day and complete courses in the evening. Credit may also be given for previous relevant work experience, but only up to 50 per cent of the required 800 hours work experience.

An increasing number of courses are available for distance delivery and part-time study for working students or those students located outside of the Calgary area. Please see our Continuing Education guide for more information. Online and distance courses will require a personal computer.

## AREA OF STUDY

Students will increase their working knowledge of a variety of technical subjects related to the Canadian oil and gas sector and will graduate with competencies in the following disciplines:

### Upstream

- Fluid properties
- Reservoir, geology
- Geophysics
- Production
- Drilling

### Downstream

- Processing
- Refining
- Oil sands mining

Courses in project management, petroleum economics, business finance, environmental and safety standards, team skills, and hands-on industry software training will further equip graduates for a career in the oil and gas industry.

## DEGREE REQUIREMENTS

All program participants are required to complete a minimum of 27 credits of required and elective coursework and a supervised work practicum of 750 hours. At the end of their supervised work practicum, students are required to prepare and present a technical report, related to their work experience, to an academic panel. Those who successfully defend their report and attain the required GPA standard will be granted a Bachelor of Applied Technology Petroleum Engineering degree.

Students are allowed up to seven consecutive years to complete both the course and practicum portions of the program.

## DISTANCE AND E-LEARNING

A number of the BAPT courses are offered through distance or e-Learning, however, the program cannot be completed in this manner. Please see our Continuing Education website for more information on the courses offered by distance.

## YOUR CAREER

The BAPT program is designed to prepare graduates for a multitude of career opportunities in the petroleum industry in such areas as oil and gas exploration, drilling, reservoir and production engineering, gas process engineering, oil and gas facilities design and operation, upgrading and refining operations and economic analysis.

- Graduates of the Bachelor of Applied Technology Petroleum Engineering program have a 95% employment rate.

## STUDENT SUCCESS

Students with higher secondary or post-secondary marks usually experience greater success in SAIT programs.

## ADMISSION REQUIREMENTS

- A two-year SAIT diploma in Petroleum Engineering Technology, Chemical Engineering Technology, Mechanical Engineering Technology, Instrumentation Engineering Technology, Civil Engineering Technology, Electrical Engineering Technology, or similar engineering technology, with a grade point average of 2.5 or better is the normal entrance requirement. University graduates holding relevant science (mathematics, physics, chemistry, geology, or geophysics) or engineering degrees are accepted; but additional courses are usually required before starting the programs. Applicants with other qualifications will be considered upon submission of certified background information. Students should contact the academic chair at 403.210.4596 for advice or direction.
- A transcript of marks for all post-secondary courses or programs is required for all applicants and must be submitted to Student Services at the time of application. Foreign documents need to be assessed by either World Education Services (WES) or SAIT Prior Learning Assessment Recognition (PLAR). Registration in a Canadian Professional Engineering or a Certified Technologist organization can be substituted for the WES or PLAR assessments, subject to academic chair approval.
- All applicants must demonstrate English Language Proficiency prior to admission, including students educated in Canada.

## SELECTION

The Bachelor of Applied Technology Petroleum Engineering has two intakes per year: in September and January. Applications and all supporting documents must be submitted to be included in selection.

# BACHELOR OF APPLIED TECHNOLOGY PETROLEUM ENGINEERING

Selection is done on a continuous basis and will continue until the program is full. All applications received after the program has been filled will be placed on a waitlist.

## Selection Process

Each application will be reviewed by the academic chair to determine program suitability. Applicants may be contacted for additional information. Selection is done on a continuous basis and may extend until the start of classes.

## TUITION AND FEES (SUBJECT TO CHANGE)

- Please refer to the Tuition and Fee Table.
- International students, please refer to International Student Fees.
- Student funding, please refer to Financial Assistance.
- Mature students: Please refer to the Admissions Sections.

## BOOKS AND SUPPLIES (SUBJECT TO CHANGE)

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

## PROGRAM OUTLINE

- To find the course description for a course shown below, please go to our Course Finder and enter the course acronym and numbers (i.e., DMST-202) into the Quick Search by Course Code field.
- The program is being reviewed and could undergo changes.

## GENERAL REQUIREMENTS

Course Code	Course Name	Credit
<b>Required Core Courses (Select All)</b>		
CHEN-402	Fluid Phase Behaviour	1.5
DRLG-412	Drilling	1.5
GEOL-410	Petroleum Geology	1.5
COMM-405	Industrial Communications	3.0
PTPR-412	Production Operations	1.5
RESR-412	Reservoir	1.5
ECON-404	Petroleum Economics	1.5
<b>Required (May be waived by Academic Chair)</b>		
MATH-403	Intermediate Engineering Math (based on Academic Chair recommendation)	1.5
THRM-405	Fundamentals of Engineering	1.5
<b>Core Elective Courses (Select 3 Credits to 6 Credits)</b>		
ADMN-411	Team Skills	1.5
BFIN-430	Financial Control, Budgets, and Planning	1.5
PROJ-421	Project Management	1.5
SAFE-412	Safety in the Petroleum Industry	1.5

Course Code	Course Name	Credit
<b>Additional Courses (Select remaining courses to reach 27 credit total)</b>		
CHEN-405	Process Engineering	3.0
CHEN-465	Process Design Using Computers	3.0
ENVS-402	Environmental Considerations	1.5
PTPR-470	Well Completion Stimulations and Workover	3.0
CNTR-405	Instrumentation and Process Control	1.5
DRLG-451	Drilling Technology – Advanced	3.0
ENVS-470	Advanced Environmental Considerations	1.5
EVAL-402	Well Logging	1.5
EVAL-464	Evaluation of Oil and Gas Projects	1.5
MATH-404	Advanced Engineering Mathematics	1.5
PETR-409	Refining and Petrochemical Technology	1.5
PETR-461	Advanced Exploration Technology	3.0
PTPR-465	Advanced Production Engineering	1.5
PROP-425	Gas Process Engineering – Advanced	3.0
RESR-425	Reservoir Simulation	3.0
RESR-424	Advanced Reservoir Engineering	1.5
RESR-464	Heavy Oil Recovery	1.5
RESR-473	Oilsands Mining and Processing	1.5

Required Work Experience: At least 750 hours of work experience in a paid position in the petroleum industry. Students are responsible for finding this position, but the SAIT Advisor will facilitate this as much as possible.

PRAC-400	Practicum I for BAPT	15.0
PRAC-410	Practicum Project for BAPT	15.0

Required Work Experience 800 hours or 30.0 credits

## PROGRESSION

Students must attain a PGPA and/or a CGPA of 2.0 or better in each semester and pass the necessary prerequisite courses to progress through the program. To qualify for graduation, students must pass all courses, attain a CGPA of 2.0 or better and complete course requirements within the prescribed timelines.

## CREDENTIALS

After successfully completing this program, graduates will receive a SAIT Bachelor of Applied Technology Petroleum Engineering degree.

## ACCREDITATION

It should be noted that this applied degree does not currently provide the requirements leading to registration as a professional engineer. The degree is designed to provide the graduate with in-depth, applicable training that will allow the graduate to function as a highly skilled member of an engineering team working in one of the areas outlined above.

## *Transfer with Applied Degree to...*

Through SAIT Polytechnic transfer agreements and institution partnerships, graduates of this SAIT program may be eligible for credit at the following universities and colleges:

- Athabasca University
- Griffith University, Australia

To learn more, visit Transfer Options.

Transfer options may also be available at other post-secondary institutions where credits from SAIT programs are evaluated on an individual basis. Interested students should contact the post-secondary institute of their choice for more information.

# BACHELOR OF BUSINESS ADMINISTRATION (ACCOUNTING)

- Four year baccalaureate degree
- Fall start
- Accounting major
- E-Learning
- First and third year intakes

## CONTACT US

School of Business  
Room N701, Senator Burns Building  
Phone: 403.284.8439  
Email: [acctg.degree@sait.ca](mailto:acctg.degree@sait.ca)

## PROGRAM DESCRIPTION

The Bachelor of Business Administration (Accounting) degree, or BBA (Accounting), is an industry-recognized program designed to meet the growing demand for baccalaureate degree-level accounting professionals. The BBA (Accounting) offers career-minded students the opportunity to develop the practical accounting skills and theoretical knowledge highly desired by employers. Areas of study include: core business and accounting courses, as well as ethics, communications, research and more.

This program is designed to align with Canada's professional accounting association. Graduates will meet the degree requirements for, and have the opportunity to complete all requisite core business and accounting courses needed to enter the professional accounting program: Chartered Professional Accountant (CPA).

Upon graduation, students will have excellent employment prospects and will have the option to pursue graduate-level studies at other post-secondary institutions.

Our highly-qualified, experienced instructors are committed to student success. Our small class sizes allow students to fully engage with instructors in a learner-focused, technologically-enriched environment.

## YOUR CAREER

Graduates will be prepared to access accounting career opportunities in the private and public sectors. The BBA (Accounting) will provide you with globally recognized academic credentials to advance your career prospects, earn a professional accounting designation, or continue your studies at the graduate level.

## STUDENT SUCCESS

As a baccalaureate program, the BBA (Accounting) will have a high level of academic challenge and rigor. The level of course difficulty will increase with each year of the program. Students who invest sufficient time and energy in their studies are more likely to achieve success. Due to the high level of technology use in the program, students are strongly recommended to be fully conversant in computer use and Microsoft Office programs prior to enrolment.

To achieve success in this program, students should:

- Attend and actively participate in class
- Spend six to nine hours per week on each course, outside of regular class time
- Be proficient in the use of a computer and Microsoft Office
- Be prepared to work in teams
- Become familiar with and adhere to SAIT's academic policies

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

## ADMISSION REQUIREMENTS

Applicants must meet one of the following, as well as the English Proficiency requirement\*:

**1. For First Year Students:** Alberta High School Diploma or equivalent with an overall minimum average of 65% in the following courses or equivalents:

- Pure Math 30 or Math 30-1, **AND**,
- English Language Arts 30-1, **AND**,
- Two courses from Group A, **AND**,
- One course from Group A or B

Group A (Academics)	Group B (Other) (5 credits)
Mathematics 31	Art 30 or 31
Biology 30	Drama 30
Chemistry 30	Music 30 (choral, instrumental, general)
Physics 30	Physical Education 30
Science 30	Religion 35
Social Studies 30-1	Social Studies 30-2
One language 30	Other five-credit grade 12 subjects or a combination of two three-credit grade 12 subjects Five credits of advanced career and technology courses

\*All applicants must demonstrate English Language Proficiency prior to admission, including students educated in Canada.

## OR

**2. For Third Year Advanced Standing:** A SAIT Business Administration diploma majoring in Accounting or a Bachelor of Applied Business Administration or their equivalent from an accredited post-secondary institution, with a minimum 3.0 cumulative GPA, (73% or B).

## THIRD YEAR ADVANCED STANDING

Applicants who have completed a SAIT Business Administration diploma majoring in Accounting or its equivalent from an accredited post-secondary institution, with a minimum cumulative 3.0 GPA (73% or B), will have the option of bridging into the third year of the Bachelor of Business Administration (Accounting) program. Applicants will be required to complete additional courses required for graduation. There are no additional selection requirements for applicants seeking third year advanced standing. Applicants will be offered on a first-qualified, first-offered basis.

## SELECTION

- Selection is applicable to first year applicants only and will begin on November 1 and will occur every two weeks until the program is full.
- There will be 120 seats offered in the fall intake – 80 in first year and 40 in third year.

## EARLY ADMISSION CRITERIA

Early admission will be offered to qualified first year applicants who have achieved or will achieve a minimum overall average of 75% in the admission requirements. Positions will be offered to 90% of quota.

## Selection Criteria

It is anticipated that this program will be in high demand. Applicants will be academically ranked and offered seats accordingly. Qualified applicants who do not receive an offer will remain in selection until a seat becomes available.

# BACHELOR OF BUSINESS ADMINISTRATION (ACCOUNTING)

## TUITION AND FEES (SUBJECT TO CHANGE)

- Please refer to the Tuition and Fee Table.
- International students, please refer to International Student Fees.
- Student funding, please refer to Financial Assistance.

## BOOKS AND SUPPLIES (SUBJECT TO CHANGE)

- Books and supplies are approximately \$1,000 – \$1,500 per full-time year.
- A \$400 security deposit to use a SAIT issued laptop

## PROGRAM OUTLINE

- The program offers entry into first year and third year. Third year students will begin in Semester 5 and may be required to complete additional bridging courses, depending on their previous learning credentials.
- To find the course description for a course shown below, please go to our Course Finder and enter the course acronym and numbers (i.e., DMST-202) into the Quick Search by Course Code field.

Course Code	Course Name	Credit
<b>First Year</b>		
<b>Semester 1</b>		
ACCT-1010	Introductory Financial Accounting I	3.0
BMAT-1040	Business Mathematics	3.0
ECON-1010	Microeconomics	3.0
MGMT-1050	Introduction to Business	3.0
PHIL-1011	Critical Thinking	3.0
Semester 1 Total		15.0
<b>Semester 2</b>		
ACCT-2110	Introductory Financial Accounting II	3.0
COMM-1070	Communication and Presentation Skills	3.0
ECON-1110	Macroeconomics	3.0
ENGL-1010	Critical Reading and Writing	3.0
MKTG-1060	Marketing Essentials	3.0
Semester 2 Total		15.0
First Year Total		30.0
<b>Second Year</b>		
<b>Semester 3</b>		
ACCT-2020	Introductory Management Accounting	3.0
ACCT-3210	Intermediate Financial Accounting I	3.0
BLAW-2030	Business Law	3.0
MGMT-2050	Organizational Behaviour	3.0
STAT-2040	Quantitative Methods	3.0
Semester 3 Total		15.0
<b>Semester 4</b>		
ACCT-2030	Management Information Systems	3.0
ACCT-3120	Intermediate Management Accounting	3.0
ACCT-3310	Intermediate Financial Accounting II	3.0
FNCE-3060	Finance Management	3.0
Junior Science Elective		3.0
Semester 4 Total		15.0
Second Year Total		30.0
<b>Third Year</b>		
<b>Semester 5</b>		
ACCT-3010	External Auditing	3.0
ACCT-3020	Personal and Corporate Taxation	3.0
LDSH-3050	Leadership	3.0
PHIL-3010	Ethics	3.0
Junior Social Sciences Elective		3.0
Semester 5 Total		15.0

Course Code	Course Name	Credit
<b>Semester 6</b>		
ACCT-4140	Internal Auditing and Controls	3.0
ACCT-4410	Advanced Financial Accounting	3.0
MGMT-4070	Operations Management	3.0
Humanities Elective		3.0
Senior Social Sciences Elective		3.0
Semester 6 Total		15.0
Third Year Total		30.0
<b>Fourth Year</b>		
<b>Semester 7</b>		
ACCT-4020	Accounting Theory	3.0
ACCT-4220	Advanced Management Accounting	3.0
MGMT-4040	Human Resource Management	3.0
STAT-4010	Research Methodologies	3.0
Accounting Major Elective		3.0
Semester 7 Total		15.0
<b>Semester 8</b>		
MGMT-4030	International Business	3.0
MGMT-4050	Strategic Management	3.0
MGMT-4990	Business Capstone	6.0
Accounting Major Elective		3.0
Semester 8 Total		15.0
Fourth Year Total		30.0
Program Total		120.0

## Humanities Electives (choose 1) \*Note

ARCH-1010	History of Architecture	3.0
HUMN-2010	Introduction to Humanities	3.0
PHIL-1030	Ethics in Technology	3.0
PHIL-1040	Introduction to Philosophy	3.0

## Junior Social Sciences Elective (choose 1) \*Note

PSYC-1010	Introduction to Psychology	3.0
SOCI-2010	Introduction to Sociology	3.0

## Senior Social Sciences Electives (choose 1) \*Note

SOCI-3060	Technology and Society	3.0
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## Accounting Major Electives (choose 2) \*Note

ACCT-4060	Public Sector Financial Management	3.0
ACCT-4110	Advanced External Audit	3.0
ACCT-4130	Advanced Information Systems	3.0
ACCT-4150	Advanced Taxation	3.0
FNCE-4120	Advanced Corporate Finance	3.0

## Junior Science Elective (choose 1) \*Note

ENVS-2010	Environmental Science for Sustainability	3.0
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\*Note – For additional acceptable options, please speak to the academic adviser.

## PROGRESSION

Students must attain a PGPA and/or CGPA of 2.0 or better in each semester and pass the necessary prerequisite courses to progress through the program. To qualify for graduation, students must pass all courses, attain a CGPA of 2.0 or better and complete the course requirements within the prescribed timelines.

## CREDENTIALS

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

## BACHELOR OF BUSINESS ADMINISTRATION (ACCOUNTING)

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### ACCREDITATION

The Bachelor of Business Administration (Accounting) degree is recognized as meeting the degree entrance requirements of the Chartered Professional Accountants (CPA) program.

Students who intend to pursue a professional accounting designation after completing the degree should contact the accounting association directly to verify specific requirements.

### *Transfer with Degree to...*

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Through SAIT Polytechnic transfer agreements and institution partnerships, graduates of this program may be eligible for credit at the following university universities and colleges:

- Colorado State University

To learn more, visit [Transfer Options](#).

Transfer options may also be available at other post-secondary institutions where credits from SAIT programs are evaluated on an individual basis. Interested students should contact the post-secondary institute of their choice for more information.

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# BACHELOR OF SCIENCE CONSTRUCTION PROJECT MANAGEMENT

- Four-year baccalaureate degree
- Fall start
- E-Learning

## CONTACT US

School of Construction  
Room CB410, Aldred Centre  
Phone: 403.284.8367  
Fax: 403.284.8812  
Email: construction.info@sait.ca

## PROGRAM DESCRIPTION

The Bachelor of Science Construction Project Management will provide you with structured management and leadership techniques further providing the basis for broader management decisions as well as on-site leadership in construction operations.

The program prepares you for leadership roles in the construction industry. It has a major in construction project management and consists of a combination of core courses, specialty courses and general education courses.

As a Construction Project Manager you will ultimately be responsible for every aspect of a client's project, including project design, planning, scheduling, managing employees and contractors, managing equipment and materials, and budgeting.

This degree program is four years in length, consisting of eight 15-week semesters.

This program accepts students into first semester in September.

**Note:** This program utilizes an e-Learning (SAIT issued laptop computer) instructional delivery method.

## YOUR CAREER

Graduates participate in construction, project management, facilities management, infrastructure development in the local and global construction industries. Graduates also pursue graduate-level credentials in the construction project management domain.

Numerous career paths exist for graduates of the BSc CPM. Some examples of typical entry level opportunities for graduates include the following:

- Assistant Construction Manager
- Assistant Project Manager
- Site Supervisor
- Construction Inspector
- Project Coordinator
- Project Document Controller
- Assistant Project Coordinator
- Project Assistant
- Assistant Site Supervisor
- Associate Planner
- Estimator
- Junior Contract Administrator
- Assistant Design Manager
- Assistant Facilities Manager

There will also be significant opportunities for graduates of the BSc CPM to pursue a variety of self-employment opportunities, such as consulting, general contracting, small businesses in construction or other entrepreneurial ventures.

## STUDENT SUCCESS

Students with higher grades usually experience more success in SAIT's programs. There is a direct correlation between the time and energy invested in studies to the success achieved. The level of course difficulty increases in moving from a diploma program into a degree program.

## ADMISSION REQUIREMENTS

Applicants must meet one of the following, as well as the English Proficiency requirement\*:

**1. For First Year Students:** Alberta High School Diploma or equivalent with an overall minimum average of 70% in the following courses or equivalents:

- Pure Math 30 or Math 30-1, **AND**,
- English Language Arts 30-1, **AND**,
- Two courses from Group A, **AND**,
- One course from Group A or B.
- All applicants must demonstrate English Language Proficiency prior to admission, including students educated in Canada.

## OR

**2. For Third Year Advanced Standing:** A SAIT Civil Engineering Technology diploma or Architectural Technology diploma or equivalent from an accredited post-secondary institution, with a minimum 3.0 cumulative GPA, (73% or B).

<b>Group A (Academics)</b>	<b>Group B (Other) (5 credit)</b>
Mathematics 31	Art 30 or 31
Biology 30	Drama 30
Chemistry 30	Music 30 (choral, instrumental, general)
Physics 30	Physical Education 30
Science 30	Religion 35
	Social Studies 30-1
	Social Studies 30-2
	One language 30
	Other five-credit grade 12 subjects or a combination of two three-credit grade 12 subjects
	Five credits of advanced career and technology courses

\*All applicants must demonstrate English Language Proficiency prior to admission, including students educated in Canada.

# BACHELOR OF SCIENCE CONSTRUCTION PROJECT MANAGEMENT

## THIRD YEAR ADVANCED STANDING

Applicants who have completed a SAIT Civil Engineering Technology diploma or Architectural Technology diploma or equivalent from an accredited post-secondary institution, with a minimum 3.0 cumulative GPA, (73% or B) or equivalent from an accredited post-secondary institution, with a minimum cumulative 3.0 GPA; will have the option of bridging into the third year of the Bachelor of Science Construction Project Management program. Applicants will be required to complete additional bridge courses required for graduation. There are no additional selection requirements for applicants seeking third year advanced standing. Applicants will be offered on a first-qualified, first-offered basis upon completing the bridge required courses.

Advance credit may be granted to applicants who have completed equivalent education at a post-secondary institution or have demonstrated equivalent experiential learning. Please refer to Prior Learning Assessment and Recognition.

## SELECTION

Selection is applicable to first year applicants only; it will begin on November 15 and will occur every month until the program is full. Once the program is full, qualified applicants will be placed on a waitlist and contacted if seats become available.

Applications and proof of the admission requirements must be submitted by August 1 to be considered for admission.

There will be 96 seats offered in the fall intake – 64 in first year and 32 in the third year.

## SELECTION CRITERIA

- Qualified applicants will be placed in selection and emailed selection information. Applicants will be required to complete a career investigation form.
- Commencing in November, a percentage of seats will be offered based on academic average and the quality of the career investigation form. Selection will occur on a monthly basis.

## TUITION AND FEES (SUBJECT TO CHANGE)

- Please refer to the Tuition and Fee Table.
- International Students, please refer to International Student Fees.
- For student funding, please refer to Financial Assistance.

## BOOKS AND SUPPLIES (SUBJECT TO CHANGE)

- Books and supplies are approximately \$1,000 – \$1,500 per full-time year.
- A \$400 security deposit to use a SAIT issued laptop

## PROGRAM OUTLINE

To find the course description for a course shown below, please go to our Course Finder and enter the course acronym and numbers (I.E. DMST-350) into the Quick Search by Course Code field.

Course Code	Course Name	Credit
<b>First Year</b>		
<b>Semester 1</b>		
CIVL-1010	Introduction to Construction	3.0
MATH-1010	Technical Mathematics I	3.0
PHYS-1011	Introductory Physics	3.0
	Communications Elective	3.0
	Science Elective	3.0
Semester 1 Total		15.0
<b>Semester 2</b>		
ARCH-1020	Construction Presentation Graphics	3.0
SURV-1010	Construction Surveying	3.0
CIVL-1110	Materials and Methods of Construction	3.0
SMTL-1010	Statics and Strength of Materials	3.0
MATH-1110	Technical Mathematics II	3.0
Semester 2 Total		15.0
First Year Total		30.0
<b>Second Year</b>		
<b>Semester 3</b>		
CIVL-2020	Building Structures I	3.0
ESTM-2010	Project Cost Estimation	3.0
CIVL-2110	Project Delivery Systems	3.0
CPMT-2010	Project Planning and Scheduling	3.0
	Law Elective	3.0
Semester 3 Total		15.0
<b>Semester 4</b>		
CODE-3010	Building Codes and Specifications	3.0
CIVL-3120	Building Structures II	3.0
CPMT-3130	Cost Planning and Control	3.0
CIVL-3130	Mechanical and Electrical Systems	3.0
CIVL-2120	Soil Mechanics and Foundations	3.0
Semester 4 Total		15.0
Second Year Total		30.0
<b>Third Year</b>		
<b>Semester 5</b>		
CPMT-3110	Construction Equipment and Methods	3.0
CLAW-3010	Construction Law	3.0
CPMT-2020	Introduction to Construction Project Management	3.0
STAT-3110	Statistics for Science and Engineering	3.0
PHYS-1110	Physics II	3.0
Semester 5 Total		15.0
<b>Semester 6</b>		
MGMT-3010	Business Skills and Processes	3.0
CPMT-3030	Construction Contracts and Procurement Management	3.0
CPMT-4130	Construction Safety Management	3.0
CIVL-3310	Total Building Performances	3.0
	Social Science Elective	3.0
Semester 6 Total		15.0
Third Year Total		30.0

# BACHELOR OF SCIENCE CONSTRUCTION PROJECT MANAGEMENT

Course Code	Course Name	Credit
<b>Internship</b>		
ITRN-4000	Internship	3.0
Note: Done in the Spring/Summer semester between year 3 and 4 of the program.		
<b>Fourth Year</b>		
<b>Semester 7</b>		
ENVS-3010	Environmental Issues in Construction	3.0
CPMT-4110	Project Organization and Supervision	3.0
CIVL-4010	Real Estate Principles and Construction Finance	3.0
CPMT-4060	Scope and Design Management	3.0
	Technical Elective	3.0
Semester 7 Total		15.0
<b>Semester 8</b>		
CPMT-4990	Capstone Project	3.0
CPMT-4310	E-Project Management	3.0
CPMT-4070	International Construction Project Management	3.0
	Humanities Elective	3.0
	Technical Elective	3.0
Semester 8 Total		15.0
Fourth Year Total		30.0
Program Total		123.0
<b>Communications Electives (Choose 1) Note*</b>		
COMM-1030	Business Communications	3.0
ENGL-1010	Critical Reading and Writing	3.0
<b>Introduction to Humanities (Choose 1) Note*</b>		
PHIL-1011	Critical Thinking	3.0
PHIL-3010	Ethics	3.0
PHIL-1030	Ethics in Technology	3.0
ARCH-1010	History of Architecture	3.0
HUMN-2010	Introduction to Humanities	3.0
PHIL-1040	Introduction to Philosophy	3.0
PHIL-1020	Symbolic Logic	3.0
<b>Law Electives (Choose 1) Note*</b>		
BLAW-2030	Business Law	3.0
CLAW 1010	Canadian and Environmental Law	3.0
<b>Social Science Electives (Choose 1) Note*</b>		
PSYC-1010	Introduction to Psychology	3.0
SOCI-2010	Introduction to Sociology	3.0
ECON-1110	Macroeconomics	3.0
ECON-1010	Microeconomics	3.0
STAT-4010	Research Methodologies	3.0
SOCI-3060	Technology and Society	3.0
<b>Technical Electives Students choose two (2) of the following electives *</b>		
CIVL-3110	Construction Productivity	3.0
CPMT-3120	Construction Project Admin. & Marketing	3.0
CPMT-4040	Facilities Planning and Management	3.0
CPMT-3040	Human Resource Management	3.0
CPMT-4020	Maintainability of Facilities	3.0
CPMT-3060	Project Risk & Conflict Management	3.0
CPMT-4030	Strategic Facilities Management	3.0
CPMT-4050	Utilities Management	3.0
CIVL-4110	Value Engineering	3.0
CPMT-3050	Quality Management	3.0
<b>Science Electives (Choose 1) Note*</b>		
CPNT-1010	Internetworking Fundamentals	3.0
CMPP-1010	Introduction to Programming	3.0

\*Note – For additional acceptable options, please speak to the academic advisor.

## PROGRESSION

Students must attain a PGPA and/or a CGPA of 2.0 or better in each semester and pass the necessary prerequisite courses to progress through the program. To qualify for graduation, students must pass all courses, attain a CGPA of 2.0 or better and complete course requirements within the prescribed timelines.

## CREDENTIALS

Upon successful completion of this program, graduates will receive a SAIT Bachelor of Science Construction Project Management baccalaureate degree.

## ACCREDITATION

The Bachelor of Science Construction Project Management program has received full accreditation from the Canadian Institute of Quantity Surveyors (CIQS) – a self-regulatory, professional body that sets the highest standard for construction economics in Canada. The BSc (Construction Project Management) is the first program in Alberta to be accredited by the CIQS.

- The School of Construction is also seeking accreditation for the program from three related bodies offering accreditations. The Project Management Institute Global Accreditation Center (PMIGAC) is the only specialized international accrediting body that assures the quality of project management degree programs at the graduate and undergraduate levels.
- The Gold Seal program by the Canadian Construction Association (CCA) is a national certification program that recognizes construction management excellence, based on education, experience and examination. CCA Gold Seal and PMI-GAC accreditations for the BSc (Construction Project Management) will be diligently sought in the coming years.
- The Chartered Institute of Building (CIOB) an international body that enables members who wish to enter a management career in construction.

## Transfer with Degree to...

Through SAIT Polytechnic transfer agreements and institution partnerships, graduates of this SAIT program may be eligible for credit at the following universities and colleges:

- Auckland University of Technology, NZ

To learn more, visit Transfer Options.

Transfer options may also be available at other post-secondary institutions where credits from SAIT programs are evaluated on an individual basis. Interested students should contact the post-secondary institute of their choice for more information.

# BAKING AND PASTRY ARTS

- Two year diploma
- Live training in chocolate lab and retail food outlet
- Professional paid internship
- Application process begins in October for start in the following September
- High industry demand

## CONTACT US

Phone: 403.284.8612

Email: [culinary@sait.ca](mailto:culinary@sait.ca)

## PROGRAM DESCRIPTION

Take exceptional instructors with backgrounds in traditional and contemporary baking and pastry arts from around the world, add state-of-the-art training facilities and a progressive curriculum, and you get the top Baking and Pastry Arts program in Canada.

If you have baked all of your life, have an artistic flair, and are interested in creating magic with elegant dessert showpieces, we can help take your passion to the next level. A career in baking and pastry arts will have you balancing exact measurements and chemistry on one hand, while using your imagination and creativity to develop exciting new recipes on the other.

In an industry experiencing high demand, graduates from SAIT's Baking and Pastry Arts program are well prepared for a diverse range of career options after graduation. In this technical discipline, the craft of pastry is teamed with the art of baking, sugar artistry, and fine artisanal chocolate production.

At SAIT, we focus on your success through a personalized approach, small class sizes, plenty of hands-on training including on-campus retail experience, and exciting new facility upgrades. Our labs are state-of-the-art and include a specialized chocolate lab and the downtown Culinary Campus.

During this two year diploma program, you will be trained in baking fundamentals and advanced baking practices in traditional and contemporary methods. The program covers yeast goods, artisan breads, pastries, sugar artistry, chocolate, special occasion and wedding cakes, flans, tortes, and much more. You will also learn important management skills on food regulations, customer service, costing, pricing, merchandising, and starting your own business.

## HANDS-ON, PRODUCTION ENVIRONMENT

Our main goal is to prepare you for the real world in a hands-on, production-style environment. Over your two-year education, you will receive about 1,200 practical training hours in the bakery labs. You'll learn step-by-step tactics and come away knowing best practices, as well as practical strategies to implement them in the real world. You will also have the chance to feature your talents by baking bread and pastry products to sell in our gourmet retail food outlets including the Highwood, the Market Place and the Culinary Campus.

## LEARN FROM TOP INSTRUCTORS FROM AROUND THE WORLD

In addition to learning the science of baking, our instructors will also inspire your creativity. The highly distinguished instructors in the Baking and Pastry Arts program are truly second to none. Their diverse backgrounds and specialties range from executive pastry chefs from top hotels in New York, Hawaii and Bermuda, to local, entrepreneurial bakers.

## PROFESSIONAL PAID INTERNSHIP

Between your first and second year of study, you will get to apply your skills in a professional paid internship. In addition to gaining experience in a real-world environment, internships provide valuable connections and opportunities to network with future employers.

## WORK TOWARD BECOMING A CERTIFIED JOURNEYMAN BAKER

Students who successfully complete the baking diploma can choose to write the journeyman baker exam. To become a certified journeyman baker, students must complete additional required employment hours.

## YOUR CAREER

You will be prepared for a diverse range of career options in baking and pastry arts after graduation. You may find work locally or abroad as:

- Pastry chef
- Bakery manager
- Retail baker
- Entrepreneur

**Did you know graduates of the Baking and Pastry Arts program have a 96 per cent employment rate?**

## STUDENT SUCCESS

- Keep in mind that hospitality industry hours can range from early morning to late in the evening and often include holidays.
- The baking and pastry industry is a fast-paced, dynamic environment with a focus on quality and customer service. You should be able to handle stressful situations appropriately – like dealing with a line-up of customers.
- You will be required to groom and dress according to industry expectations while in your practical training.
- You must be in good physical condition for this physically demanding trade where you will be on your feet for long hours, doing repetitive production work.
- Most successful students spend approximately 20 hours per week doing homework and review, with additional study required to prepare for exams.
- The material is presented at a fairly rapid rate, so for the greatest level of success you must be present and take responsibility for your learning experience.
- You must be able to read, write and comprehend the English language at a level exceeding basic conversational English.
- Students with higher grades in high school usually experience more success in SAIT programs.

## ADMISSION REQUIREMENTS

A minimum of 50% in the following courses or their equivalents:

- English Language Arts 10-1 or 10-2, **AND**,
- Pure Math 10 or Applied Math 10 or Math 10C or Math 10-3.
- All applicants must demonstrate English Language Proficiency prior to admission, including students educated in Canada.

# BAKING AND PASTRY ARTS

## SELECTION

To be included in selection, all supporting documents must be submitted. Preference will be given to applicants who apply prior to March 1 and have industry experience or food training.

## SELECTION CRITERIA

Qualified applicants will be emailed a selection package and will be required to provide the following:

- Current resumé
- Two letters of reference
- Career Investigation Report

Completed selection packages will be reviewed and successful applicants will be invited to attend an interview with representatives of the Baking and Pastry Arts program. Offers of admission will be determined based on the selection package and the interview.

## TUITION AND FEES (SUBJECT TO CHANGE)

- Please refer to the Tuition and Fee Table.
- International Students, please refer to International Fees.
- Student funding, please refer to Financial Assistance.

## BOOKS AND SUPPLIES (SUBJECT TO CHANGE)

- Books and supplies are approximately \$1,200.

## PROGRAM OUTLINE

To find the course description for a course shown below, please go to our Course Finder and enter the course acronym and numbers (i.e., DMST-202) into the Quick Search by Course Code field.

Course Code	Course Name	Credit
<b>First Year</b>		
<b>Semester 1</b>		
BAKE-209	Bakery Fundamentals	3.0
BAKE-219	Yeast Fundamentals	3.0
BAKE-221	Artisan Breads and Viennoiserie	3.0
FSAN-212	Bakery Safety and Sanitation	3.0
MNGT-209	Customer Relationship Management	3.0
Semester 1 Total		15.0
<b>Semester 2</b>		
BAKE-256	Pastry Fundamentals I	3.0
BAKE-266	Pastry Fundamentals II	3.0
BAKE-276	Art and Design	3.0
COMM-209	Business Communications	1.5
MNGT-256	Starting Your Own Business	3.0
NUTR-256	Nutrition and Recipe Modification	1.5
Semester 2 Total		15.0
<b>Semester 3</b>		
PRAC-293	Professional Internship – BPA	3.0
Semester 3 Total		3.0
First Year Total		36.0
<b>Second Year</b>		
<b>Semester 4</b>		
BAKE-300	Art of Chocolate	3.0
BAKE-320	Fine Pastries	3.0
BAKE-365	Artistic Baking	3.0
BAKE-450	Wedding Cakes	3.0
PROJ-323	Special Projects	3.0
Semester 4 Total		15.0

Course Code	Course Name	Credit
<b>Semester 5</b>		
BAKE-310	Classic Desserts	3.0
BAKE-350	Sugar Artistry	3.0
BAKE-355	Elegant Showpieces	1.5
BAKE-360	Plating and Pairing	3.0
MNGT-350	Sensational Alternatives	1.5
PROJ-353	Capstone Project	3.0
Semester 5 Total		15.0
Second Year Total		30.0
Program Total		63.0

## PROGRESSION

Students must attain a PGPA and/or a CGPA of 2.0 or better in each semester and pass the necessary prerequisite courses to progress through the program. To qualify for graduation, students must pass all courses, attain a CGPA of 2.0 or better and complete course requirements within the prescribed timelines.

## CREDENTIALS

After successfully completing this program, graduates will receive a SAIT diploma in Baking and Pastry Arts.

## ACCREDITATION

Alberta Apprenticeship has accredited this course for 440 hours, including all three technical training periods. Students are encouraged to write the Alberta Journeyman Bakers exam at the conclusion of the program.

## Transfer with Diploma to...

Through SAIT Polytechnic transfer agreements and institution partnerships, graduates of this SAIT program may be eligible for credit at the following universities and colleges:

- Alberta Apprenticeship and Industry Training
- SAIT Polytechnic
- University of New Brunswick, Saint John

To learn more, visit Transfer Options.

Transfer options may also be available at other post-secondary institutions where credits from SAIT programs are evaluated on an individual basis. Interested students should contact the post-secondary institute of their choice for more information.

# BROADCAST SYSTEMS TECHNOLOGY

- Two year diploma
- Fall start
- High industry demand

## CONTACT US

Phone: 403.284.8081 or  
Email: [bxst.info@sait.ca](mailto:bxst.info@sait.ca)

## PROGRAM DESCRIPTION

The Broadcast Systems Technology (BXST) program is a unique program and prepares you for employment installing and maintaining electronic and computer based equipment for the Broadcast industry. You will discover how to maintain and repair broadcast equipment as the electrical signal flows from the source through the audio and video mixing consoles to the station's link to the transmitter and then to your home. You may also be involved in the design of facilities. You will also acquire professional and business skills and learn comprehensive technical applications that will help you achieve a great career in the broadcast industry.

## YOUR CAREER

Opportunities exist in many areas, including television and radio broadcast stations, systems and networks, post-production facilities, educational television and audiovisual systems, equipment manufacturers (technical field support) equipment sales and communications providers. Career progression may lead to employment as assistant chief and chief station engineers.

There is a major migration from analog systems to digital audio and video systems with the most prominent being High Definition Television (HDTV). It is common to have facilities that employ both analog and digital systems or just one or the other. The broadcast industry is now enhancing the delivery of content through streaming audio and video over the Internet.

- Graduates of the Broadcast Systems Technology program have a 88% employment rate.

## STUDENT SUCCESS

Characteristics of a successful student in this program include:

- Enjoy keeping up-to-date on new technological developments, continue to take training and enjoy learning new skills.
- Are able to manage their time and work effectively while facing deadlines.
- Able to work independently with little supervision but can also perform as a vital member of a team of professionals.
- Pay attention to detail and take personal pride in their technical problem-solving skills.
- A working knowledge of the MS Office Suite would be an asset.

## ADMISSION REQUIREMENTS

Alberta High School Diploma or equivalent with the following admission requirements or equivalents:

- At least 50% in Pure Math 30 or Math 30-1, or 60% in Math 30-2, or 65% in Applied Math 30, **AND**,
- At least 50% in English Language Arts 30-1 or English Language Arts 30-2, **AND**,
- A minimum 20 level science (excluding Science 24 and 26)
- All applicants must demonstrate English Language Proficiency prior to admission, including students educated in Canada.

## SELECTION

There are no additional selection requirements. Admission to this program will be offered on a first-qualified, first-accepted basis.

## TUITION AND FEES (SUBJECT TO CHANGE)

- Please refer to the Tuition and Fee Table.
- International Students, please refer to the International Student Fees.
- For student funding, please refer to Financial Assistance.

## BOOKS AND SUPPLIES (SUBJECT TO CHANGE)

- Books and supplies are approximately \$1,000 for the first year and \$500 for the second year.

## PROGRAM OUTLINE

To find the course description for a course shown below, please go to our Course Finder and enter the course acronym and numbers (i.e., DMST-202) into the Quick Search by Course Code field.

Course Code	Course Name	Credit
<b>First Year</b>		
<b>Semester 1</b>		
CMPH-211	Computer Hardware and Operating System Essentials	3.0
COMM-256	Professional Communications and Presentation Skills	3.0
CPNT-220	Introduction to Networking	3.0
ELCM-211	World of Broadcasting	3.0
ELTR-209	Troubleshooting Electrical Circuits	3.0
Semester 1 Total		15.0
<b>Semester 2</b>		
CMPS-268	Broadcast Communications Systems	3.0
DIGI-252	Digital Logic Troubleshooting	3.0
ELCM-254	Structured Cabling	3.0
ELTR-263	Troubleshooting Electronic Components and Circuits	3.0
HREL-250	Business Dynamics	3.0
Semester 2 Total		15.0
First Year Total		30.0
<b>Second Year</b>		
<b>Semester 3</b>		
ELCM-314	Broadcast RF Fundamentals	3.0
ELCM-323	Broadcast Systems Instrumentation	3.0
PROJ-304	Project Preparation	3.0
SYST-300	Acoustic and Audio Systems	3.0
SYST-305	Video Standards and Systems	3.0
Semester 3 Total		15.0
<b>Semester 4</b>		
ELCM-364	RF Transmission Systems	3.0
PROJ-354	Capstone Project	3.0
SYST-350	Advanced Audio Systems	3.0
SYST-355	Layout and Automation	3.0
SYST-365	Broadcast Video Equipment	3.0
Semester 4 Total		15.0
Second Year Total		30.0
Program Total		60.0

# BROADCAST SYSTEMS TECHNOLOGY

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## **PROGRESSION**

Students must attain a PGPA and/or a CGPA of 2.0 or better in each semester and pass the necessary prerequisite courses to progress through the program. To qualify for graduation, students must pass all courses, attain a CGPA of 2.0 or better and complete course requirements within the prescribed timelines.

## **CREDENTIALS**

After successfully completing this program, graduates will be awarded a SAIT diploma in Broadcast Systems Technology.

## **ACCREDITATION**

This program is accredited by the Society of Broadcast Engineers (SBE).

## ***Transfer with Diploma to...***

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Through SAIT Polytechnic transfer agreements and institution partnerships, graduates of this SAIT program may be eligible for credit at the following universities and colleges:

- British Columbia Institute of Technology
- NAIT
- SAIT Polytechnic
- Thompson Rivers University
- University of New Brunswick, Saint John

To learn more, visit Transfer Options.

Transfer options may also be available at other post-secondary institutions where credits from SAIT programs are evaluated on an individual basis. Interested students should contact the post-secondary institute of their choice for more information.

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# BUSINESS ADMINISTRATION

- Two year diploma
- Accounting, Financial Services, Management or Marketing majors
- Fall and winter starts
- Evening and online course options
- E-Learning

## CONTACT US

School of Business  
Room N701, Senator Burns Building  
Phone: 403.284.8485  
Email: [business@sait.ca](mailto:business@sait.ca)

## PROGRAM DESCRIPTION

This program provides students with specialized, practical training along with the interpersonal, organizational, computer, decision-making and practical skills needed to start a successful career in today's fast changing business world. While books and classroom discussion provide knowledge, education in the program is further enhanced with business simulations, case studies, term projects and hands-on training. During the second semester of the common first year, students choose one of the following four majors: Accounting, Financial Services, Management or Marketing. Please note that additional majors in Human Resource Management and Supply Chain Management will be offered in September 2015, pending final approval from Alberta Innovation and Advanced Education. This two-year, on campus program uses an e-Learning (SAIT issued laptop) instructional delivery method.

Students can also complete the Business Administration diploma through online studies (Financial Services, Management and Marketing majors).

## YOUR CAREER

- Accounting graduates receive a solid foundation in financial and management accounting for both public and private companies. Diploma graduates are prepared for entry-level positions in the field of accounting and have the option to pursue a degree or professional accounting designation. See the graduate employment survey for more information.
- Financial Services graduates receive a solid foundation in financial skills, banking and insurance. Diploma graduates are prepared for entry-level positions in the banking, investment and insurance industries and have the option to pursue a degree or financial services designation. See the graduate employment survey for more information.
- Management graduates will receive a solid foundation in business administration. Through exposure to a wide variety of courses, students can look forward to careers in private, public and government sectors. Diploma graduates are prepared to take on the challenges of a diverse workplace. The management major prepares graduates for the business world and allows students to easily transfer into degree completion options at post-secondary institutions. See the graduate employment survey for more information.

- Marketing graduates can take advantage of their creative aptitudes as they pursue career opportunities in all areas of marketing including advertising, public relations, promotions, marketing management, special events and sales. Through exposure to course work covering all aspects of marketing, students gain the technical expertise required to quickly adapt to a diverse and fast-paced work environment. Teamwork plays a major role in the marketing program and students gain valuable experience managing a variety of projects through their diploma program. See the graduate employment survey for more information.

**Did you know graduates of the Business Administration program have a 90% employment rate?**

## STUDENT SUCCESS

To achieve success in this program, students should:

- Prioritize their learning by attending and actively participating in class
- Spend five to eight hours each week on each course, outside of regular class time
- Have basic computer skills
- 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.

## ADMISSION REQUIREMENTS

Alberta High School Diploma or equivalent, with the following admission requirements or equivalents:

- At least 50% in Pure Math 30 or Math 30-1 or Math 30-2, 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
- All applicants must demonstrate English Language Proficiency prior to admission, including students educated in Canada.

## SELECTION

There are no additional selection requirements. Admission to this program will be offered on a first-qualified, first-accepted basis.

## TUITION AND FEES (SUBJECT TO CHANGE)

- Please refer to the Tuition and Fee Table.
- International students, please refer to International Student Fees.
- Student funding, please refer to Financial Assistance.

## BOOKS AND SUPPLIES (SUBJECT TO CHANGE)

- Books and supplies are approximately \$1,000 – \$1,500 per full-time year.
- The Business Administration Financial Services major has a 4th semester course that requires registration and payment to an external accrediting body of approximately \$400 for an industry licensing exam.
- A \$400 security deposit to use a SAIT issued laptop

# BUSINESS ADMINISTRATION

## PROGRAM OUTLINE

- To find the course description for a course shown below, please go to our Course Finder and enter the course acronym and numbers (i.e., DMST-202) into the Quick Search by Course Code field.

Course Code	Course Name	Credit
<b>First Year</b>		
<b>Semester 1 – Common</b>		
ACCT-215	Introductory Financial Accounting I	3.0
BCMP-225	Business Computers	3.0
BMAT-230	Business Mathematics	3.0
COMN-220	Communication and Presentation Skills	3.0
MNGT-200	Introduction to Business	3.0
Semester 1 Total		15.0
<b>Semester 2 – Common</b>		
ECON-250	Microeconomics	3.0
MKTG-260	Marketing Essentials	3.0
MNGT-250	Organizational Behaviour	3.0
STAT-270	Quantitative Methods	3.0
<b>Electives (Choose 1 of 4)</b>		
ACCT-255	Introductory Financial Accounting II	3.0
BFIN-255	Personal Financial Planning	3.0
MKTG-275	Marketing You	3.0
MNGT-255	Introduction to Management	3.0
Semester 2 Total		15.0
First Year Total		30.0
<b>Accounting Major</b>		
<b>Second Year</b>		
<b>Semester 3</b>		
ACCT-315	Intermediate Financial Accounting I	3.0
ACCT-320	Management Information Systems	3.0
ACCT-338	Introductory Management Accounting	3.0
BLAW-300	Business Law	3.0
ECON-305	Macroeconomics	3.0
Semester 3 Total		15.0
<b>Semester 4</b>		
ACCT-350	Intermediate Financial Accounting II	3.0
ACCT-380	Intermediate Management Accounting	3.0
FNCE-390	Finance Management	3.0
MNGT-395	Managing Strategically	3.0
<b>Electives (Choose 1 of 3)</b>		
ACCT-375	Introduction to Taxation	3.0
ACCT-395	Computer Accounting Software	3.0
PHIL-241	Critical Thinking	3.0
Semester 4 – Accounting Major – Total		15.0
Second Year – Accounting Major – Total		30.0
Program – Accounting Major – Total		60.0
<b>Financial Services Major</b>		
<b>Second Year</b>		
<b>Semester 3</b>		
ACCT-375	Introduction to Taxation	3.0
BFIN-333	Money and Banking	3.0
BFIN-341	Risk Management and Retirement Planning	3.0
BLAW-300	Business Law	3.0
ECON-305	Macroeconomics	3.0
Semester 3 – Financial Services Major – Total		15.0
First Year – Financial Services Major – Total		30.0

Course Code	Course Name	Credit
<b>Second Year</b>		
<b>Semester 4</b>		
BFIN-356	Mutual Funds and Securities	3.0
BFIN-360	Relationship Selling	3.0
BFIN-380	Financial Planning Process	3.0
BFIN-386	Integrated Finance	3.0
MNGT-395	Managing Strategically	3.0
Semester 4 – Financial Services Major – Total		15.0
Second Year – Financial Services Major – Total		30.0
Program – Financial Services Major – Total		60.0
<b>Management Major</b>		
<b>Second Year</b>		
<b>Semester 3</b>		
BFIN-301	Finance for Managers	3.0
BLAW-300	Business Law	3.0
ECON-305	Macroeconomics	3.0
MNGT-320	Project Management	3.0
MNGT-335	Human Resource Management	3.0
Semester 3 – Management Services Major – Total		15.0
<b>Semester 4</b>		
LDSH-360	Business Leadership	3.0
MNGT-363	International Management	3.0
MNGT-395	Managing Strategically	3.0
<b>Electives (Choose 2 of 4)</b>		
ENTR-350	Entrepreneurship	3.0
ECON-355 *	Economic Development Fundamentals	3.0
MNGT-367 *	Municipal Structures and Governance	3.0
MNGT-370	Principles of Supply Chain Management	3.0
*ECON 355 and MNGT 367 are only offered online through Distance Education.		
Semester 4 – Management Major – Total		15.0
Second Year – Management Major – Total		30.0
Program – Management Major Total		60.0
<b>Marketing Major</b>		
<b>Second Year</b>		
<b>Semester 3</b>		
BLAW-300	Business Law	3.0
ECON-305	Macroeconomics	3.0
MKTG-306	Brand Management	3.0
MKTG-322	Marketing Research	3.0
MKTG-335	Marketing Action	3.0
Semester 3 – Marketing Major – Total		15.0
<b>Semester 4</b>		
MKTG-358	International Marketing	3.0
MKTG-375	Integrated Marketing Communications	3.0
MKTG-380	Strategic Marketing	3.0
MNGT-395	Managing Strategically	3.0
<b>Electives (Choose 1 of 3)</b>		
ENTR-350	Entrepreneurship	3.0
MKTG-365	Professional Selling	3.0
MNGT-370	Principles of Supply Chain Management	3.0
Semester 4 – Marketing Major – Total		15.0
Second Year – Marketing Major – Total		30.0
Program – Marketing Major – Total		60.0

# BUSINESS ADMINISTRATION

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## PROGRESSION

Students must attain a PGPA and/or a CGPA of 2.0 or better in each semester and pass the necessary prerequisite courses to progress through the program. To qualify for graduation, students must pass all courses, attain a CGPA of 2.0 or better and complete course requirements within the prescribed timelines.

## CREDENTIALS

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

## ACCREDITATION

The Business Administration diploma can lead to one or more of the following professional designations: Canadian Institute of Management (CIM), Canadian Institute of Marketing (CIM), Canadian Professional Sales Association (CPSA), Chartered Professional Accountants (CPA), Financial Planning Standards Council (CFP).

## *Transfer with Diploma to...*

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Through SAIT Polytechnic transfer agreements and institution partnerships, graduates of this program may be eligible for credit at the following universities and colleges:

- Athabasca University
- Griffith University, Australia
- Mount Royal University
- NAIT
- Robert Gordon University, UK
- Royal Roads University
- SAIT Polytechnic
- Thompson Rivers University
- University of British Columbia – Okanagan
- University of Lethbridge
- University of New Brunswick, Saint John
- University of Ontario Institute of Technology
- University of South Australia

To learn more, visit [Transfer Options](#).

Transfer options may also be available at other post-secondary institutions where credits from SAIT programs are evaluated on an individual basis. Interested students should contact the post-secondary institute of their choice for more information.

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# BUSINESS ADMINISTRATION – AUTOMOTIVE MANAGEMENT

- Two year diploma
- Fall start
- One co-operative work term
- E-Learning

## CONTACT US

School of Transportation  
 Room BA319, Clayton Carroll Automotive Centre  
 Phone: 403.284.8471 or  
 Email: transportation.info@sait.ca

## PROGRAM DESCRIPTION

The Business Administration – Automotive Management program is Western Canada’s only management-oriented training program designed in cooperation with, and specifically for, the automotive industry.

You will learn from industry connected instructors the skills you need to get started on your path to a management position in a car dealership, vehicle insurance or credit division, after-market companies and many other automotive related businesses. During this two-year diploma program, valuable industry experience will be gained through a paid practicum work term. This program will also utilize an e-Learning (SAIT-issued laptop computer) instructional delivery method. This format offers the combination of classroom instruction and network delivery using Desire2Learn via laptop computers. This program is held on SAIT’s main campus.

## YOUR CAREER

Graduates may find employment leading to management in automotive dealership operations or management (parts, sales, service and finance), automotive manufacturer entry-level positions, finance companies, aftermarket companies, and insurance or credit companies.

- Graduates of the Business Administration – Automotive Management program have a 100% employment rate.

## STUDENT SUCCESS

Students with higher secondary or post-secondary marks usually experience greater success in SAIT programs.

## ADMISSION REQUIREMENTS

Alberta High School Diploma or equivalent with at least 50% in the following courses or their equivalents:

- Pure Math 30 or Applied Math 30 or Math 30-1 or Math 30-2, **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.

## SELECTION

- Applications and proof of the admission requirements (transcripts and/or anticipated final grades) must be submitted to be included in selection.
- Applicants who fail to complete the selection requirements will be excluded from selection.
- There will be 40 seats offered in fall.

## SELECTION CRITERIA

- Qualified applicants will receive a selection package and asked to complete a career investigation report and may be contacted for an interview.

- Completed packages will be scored based on package completeness, following direction, and the content of the career investigation.

## TUITION AND FEES (SUBJECT TO CHANGE)

- Please refer to the Tuition and Fee Table.
- International Students, please refer to International Student Fees.
- Student funding, please refer Financial Assistance.

## BOOKS AND SUPPLIES (SUBJECT TO CHANGE)

- Books and supplies are approximately \$1500 per year.
- There is a \$400 refundable damage deposit required for the use of the laptop.

## PROGRAM OUTLINE

To find the course description for a course shown below, please go to our Course Finder and enter the course acronym and numbers (i.e., DMST-202) into the Quick Search by Course Code field.

Course Code	Course Name	Credit
<b>First Year</b>		
<b>Semester 1</b>		
BMAT-230	Business Mathematics	3.0
COMP-220	Computer Fundamentals	3.0
ECON-250	Microeconomics	3.0
INRY-206	Introduction to Automotive Technology	1.5
MKTG-206	Concepts of the Automotive Industry	1.5
MKTG-260	Marketing Essentials	3.0
Semester 1 Total		15.0
<b>Semester 2</b>		
ACCT-215	Introductory Financial Accounting I	3.0
COMM-256	Professional Communication and Presentation Skills	3.0
MKTG-306	Brand Management	3.0
MNGT-250	Organizational Behaviour	3.0
STAT-270	Quantitative Methods	3.0
Semester 2 Total		15.0
<b>Semester 3</b>		
PRAC-284	Automotive Industry Work Term	3.0
Semester 3 Total		3.0
First Year Total		33.0xl
<b>Second Year</b>		
<b>Semester 4</b>		
BFIN-301	Finance for Managers	3.0
BLAW-300	Business law	3.0
FNCE-207	Leasing, Finance and Insurance	1.5
MKTG-216	Canadian Auto Aftermarket	1.5
MKTG-335	Marketing Action	3.0
MKTG-375	Integrated Marketing Communications	3.0
Semester 4 Total		15.0
<b>Semester 5</b>		
ECON-305	Macroeconomics	3.0
FNCE-205	Introduction to Fixed Operations	1.5
MNGT-335	Human Resource Management	3.0
PROJ-365	Automotive Management Capstone	3.0
PRTS-302	DMS – Parts and Service	1.5
SELL-315	Automotive Business and Sales Management	3.0
Semester 5 Total		15.0
<b>Semester 6</b>		
Second Year Total		30.0
Program Total		63.0

# BUSINESS ADMINISTRATION – AUTOMOTIVE MANAGEMENT

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## PROGRESSION

Students must attain a PGPA and/or a CGPA of 2.0 or better in each semester and pass the necessary prerequisite courses to progress through the program. To qualify for graduation, students must pass all courses, attain a CGPA of 2.0 or better and complete course requirements within the prescribed timelines.

## CREDENTIALS

After successfully completing this program, graduates will be awarded a SAIT diploma in Business Administration – Automotive Management.

## *Transfer with Diploma to...*

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Through SAIT Polytechnic transfer agreements and institution partnerships, graduates of this SAIT program may be eligible for credit at the following universities and colleges:

- Athabasca University
- Georgian College
- Griffith University, Australia
- Mount Royal University
- NAIT
- Northwood University, Florida or Michigan
- Royal Roads University
- University of Lethbridge
- University of New Brunswick, Saint John
- University of Ontario Institute of Technology

To learn more, visit [Transfer Options](#).

Transfer options may also be available at other post-secondary institutions where credits from SAIT programs are evaluated on an individual basis. Interested students should contact the post-secondary institute of their choice for more information.

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# BUSINESS INTELLIGENCE – DATA ANALYSIS AND REPORTING

- 24 week Fast-Track certificate now including an eight week practicum
- May start

## CONTACT US

Phone: 403.210.4522 or  
Email: fast-track@sait.ca

## PROGRAM DESCRIPTION

Access to corporate information to make business decisions has made database and reporting tools critical for business success. The Business Intelligence (BI) program will use the Microsoft SQL Server and BI toolset to give you the skills you need to develop, administer and analyze corporate data. You will learn industry-standard data management best practices and techniques. Visit [microsoft.com/bi](http://microsoft.com/bi) for more information on this exciting specialization.

You will master the technical aspects of data gathering using SQL Server within a Windows platform. You will also learn to use and manage multiple databases, then apply these skills to develop corporate reports using specific reporting tools. With additional relevant work experience and exam preparation study, you will be prepared to successfully challenge and complete the relevant Microsoft designation.

## YOUR CAREER

Graduates may find employment as a business intelligence analyst, business intelligence consultant or data warehouse analyst.

## STUDENT SUCCESS

The ideal candidate for the Business Intelligence program has:

- Previous post-secondary education in business or technology.
- A technical aptitude and a desire to combine their business and technology skills to assist business through technology solutions.
- Experience with relational databases, computer programming or operating systems (e.g. Linux/ Unix, Windows).

This is an intensive program requiring a commitment of both time and energy; students who experience success are those who make their education a priority throughout the program.

Students with higher grades usually experience more success in SAIT programs.

## Ideal Applicant

The ideal candidate for the Business Intelligence program is a motivated, mature learner with post-secondary education in either Business or IT. You want to specialize or to upgrade existing skills. You understand the benefits to business of properly analyzing and reporting information. You are analytical, technically proficient and detail-oriented. Your approach to problem solving is both creative and logical, depending on the circumstances. You work well as part of a team and enjoy interacting with others.

## ADMISSION REQUIREMENTS

An Alberta High School Diploma or equivalent with at least 50% in each of the following courses or equivalents:

- Pure Math 30 or Applied Math 30 or Math 30-1 or Math 30-2,  
**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.

## SELECTION

Selection is done on a continuous basis. It is important to apply early and submit all transcripts promptly for assessment. The selection process starts after all admission requirements are met. Priority will be given to students who have program-related education or work experience.

If student financing is required, apply at least 8 weeks prior to the program start date to allow adequate time for processing. Financing must be in place before the program start date.

Email is the main form of communication during the admission/selection process. Be sure to check your email account regularly so as to not miss any important communications.

There are 24 seats offered in each intake.

## Selection Process

The selection process begins once admission requirements have been met. Applicants will be contacted by email to request the selection criteria documents. Once the documents have been evaluated by the department, qualified applicants will be invited to the Selection appointment. The final decision for acceptance into the program will be made by the Program Coordinator.

## SELECTION CRITERIA

All documents should be submitted to the School of ICT Fast-Track office by email to [fast-track@sait.ca](mailto:fast-track@sait.ca) or fax to 403.210.4523. Selection is based on the following criteria:

- Current resumé outlining previous education and experience.
- ICT Fast-Track Career & Program Investigation Form. The document is scored to determine suitability for the program so it is important to be detailed and thorough. Lack of attention to detail, including spelling and typing errors, may affect admission.
- A copy of educational transcripts and related IT certifications.
- Attend a mandatory selection appointment (scheduled every two weeks).

Once the program is full, applicants will continue to be selected and added to the waitlist.

## TUITION AND FEES (SUBJECT TO CHANGE)

- Please refer to the Tuition and Fee Table.
- International Students, please refer to International Student Fees.
- For student funding, please refer to Financial Assistance.

## BOOKS AND SUPPLIES (SUBJECT TO CHANGE)

- Microsoft Official Curriculum and other textbook resources and supplies are included in the tuition.

## PROGRAM OUTLINE

- To find the course description for a course shown below, please go to our Course Finder and enter the course acronym and numbers (e.g. DMST-202) into the Quick Search by Course Code field.
- The curriculum in SAIT's fast track programs is constantly changing to reflect the needs of the market and ensure the classes offered are up-to-date.

## BUSINESS INTELLIGENCE – DATA ANALYSIS AND REPORTING

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Some of the technologies you will learn in this program are:

Course Code	Course Name	Credits
CPSY-201	Introduction to Data Management	3.0
CPSY-203	Architecture and Design	1.5
CPSY-205	ETL (Extract, Transform, Load)	1.5
CPSY-207	Reporting and Analytics	1.5
CPSY-209	OLAP (Online Analytical Processing)	1.5
MMGT-205	Business Analysis for B.I. Applications	1.5
MMGT-206	Performance Management Applications	3.0
PRAC-249	Business Intelligence Practicum	3.0
PROJ-212	Applied Business Intelligence Project	3.0
	Program Total	19.5

### PROGRESSION

Students must attain a PGPA and/or a CGPA of 2.0 or better in each semester and pass the necessary prerequisite courses to progress through the program. To qualify for graduation, students must pass all courses, attain a CGPA of 2.0 or better and complete course requirements within the prescribed timelines.

### CREDENTIALS

After successfully completing this program, graduates will receive a SAIT certificate in Business Intelligence: Data Analysis and Reporting.

### ACCREDITATION

The program, offered in conjunction with the Microsoft IT Academy initiative, is delivered using Microsoft Official Curriculum for many courses. With additional relevant work experience and additional exam preparation study, you will be prepared to successfully challenge and complete appropriate Microsoft Certifications.

### *Transfer with Certificate to...*

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Transfer options may be available at post-secondary institutions where credits from SAIT programs could be evaluated on an individual basis. Interested students should contact the post-secondary educational institute of their choice for more information.

To learn more, visit [Transfer Options](#).

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# BUTCHERY AND CHARCUTERIE MANAGEMENT

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- One year certificate
- Full-time program
- Application process begins in October for start in the following September
- High industry demand

## CONTACT US

School of Hospitality and Tourism  
Room E179, John Ware Building  
Phone: 403.284.8612 or  
Email: [culinary@sait.ca](mailto:culinary@sait.ca)

## PROGRAM DESCRIPTION

2014 marks an exciting year for SAIT's School of Hospitality and Tourism with the launch of the new Butchery and Charcuterie Management program. This new program brings together butchery and culinary perspectives to offer a first of its kind educational experience in Canada. Students will work in state-of-the art facilities—including the new Michelle O'Reilly Charcuterie Lab—alongside top instructors to gain valuable skills in the art of butchery and charcuterie.

In this one-year certificate program, our instructors will train you in comprehensive theoretical and practical knowledge of meat handling including value-added butchery, carcass identification and breaking, and sanitation and management skills—all required for entry into Alberta's rapidly growing retail meat cutting and charcuterie trade. Specific to charcuterie, you will learn extensive curing and product creation methods for salamis, sausages, prosciutto, cured and smoked products, and a host of other proteins. We focus on sustainability and help you understand where the product came from, how to process it, and how to get the most value from it.

## NEW BUTCHERY AND CHARCUTERIE LABS

As a student, you will receive extensive hands-on training in the preparation of beef, pork, poultry, lamb, fish and game in accordance to the retail and culinary industry's standards. Our butchery and charcuterie labs have undergone extensive renovations, including state-of-the-art curing chambers and smokers.

By preparing proteins for our dynamic Market Place at SAIT, you will learn how to properly cut and present proteins, as well as gain skills in customer service and business management.

## NEW PROGRAM TO MEET INDUSTRY NEEDS

At SAIT, we continue to set the standard for excellence in culinary education. The Butchery and Charcuterie Management program is another example of developing training based on what employers are looking for, and preparing students for success in the global hospitality industry.

## YOUR CAREER

You will be prepared for a diverse range of career options in butchery and charcuterie after graduation. You may find work locally or abroad as a:

- Butcher
- Culinarian
- In-store meat cutter
- Consultant
- Owner/operator
- Meat inspector
- Marketer/salesperson
- Merchandiser

## STUDENT SUCCESS

- This program is very hands-on with students spending approximately 25 hours per week in our labs.
- The retail meat industry is a fast-paced, dynamic environment with a focus on customer service and quality of food.
- You must be in good physical condition for this physically demanding trade.
- You will be required to groom and dress according to industry expectations while in your practical training.
- The material is presented at a fairly rapid rate, so for the greatest level of success you must be present and take responsibility for your learning experience.
- You must be able to read, write and comprehend the English language at a level exceeding basic conversational English.

## ADMISSION REQUIREMENTS

A minimum of 35 Alberta high school credits with at least 50% in the following courses or their equivalents:

- Pure Math 10 or Applied Math 10 or Math 10C or Math 10-3, **AND**,
- English Language Arts 10-1 or English Language Arts 10-2 or Humanities 10.
- All applicants must demonstrate English Language Proficiency prior to admission, including students educated in Canada.

## SELECTION

There are no additional selection requirements. Admission to this program will be offered on a first-qualified, first-accepted basis.

## TUITION AND FEES (SUBJECT TO CHANGE)

- Please refer to the Tuition and Fee Table.
- International Students, please refer to International Student Fees.
- For student funding, please refer Financial Assistance.

## BOOKS AND SUPPLIES (SUBJECT TO CHANGE)

- Books and supplies are approximately \$700.

# BUTCHERY AND CHARCUTERIE MANAGEMENT

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## PROGRAM OUTLINE

To find the course description for a course shown below, please go to our Course Finder and enter the course acronym and numbers (e.g. DMST-202) into the Quick Search by Course Code field.

Course Code	Course Name	Credit
<b>Semester 1*</b>		
FSAN-207	Food Handling and Safety	1.5
MEAT-206	Meat Science I	3.0
MEAT-208	Meat Management I	3.0
MEAT-210	Meat and Cooking Trends	1.5
MEAT-272	Practical Shop I	6.0
	Semester 1 Total	15
<b>Semester 2*</b>		
MEAT-220	Charcuterie and Value Added Product	3.0
MEAT-222	Practical Shop II	6.0
MEAT-226	Meat Management II	3.0
MEAT-228	Meat Science II	3.0
	Semester 2 Total	15
	Program Total	30

\*All courses and associated credits are subject to change.

## PROGRESSION

Students must attain a PGPA and/or a CGPA of 2.0 or better in each semester and pass the necessary prerequisite courses to progress through the program. To qualify for graduation, students must pass all courses, attain a CGPA of 2.0 or better and complete course requirements within the prescribed timelines.

## CREDENTIALS

After successfully completing this program, graduates will receive a SAIT Polytechnic certificate in Butchery and Charcuterie Management.

## ACCREDITATION

There are no formal accreditation arrangements at this time. Please contact the School of Hospitality and Tourism for more information.

## *Transfer with Certificate to...*

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Transfer options may be available at other post-secondary institutions where credits from SAIT programs could be evaluated on an individual basis. Interested students should contact the post-secondary institute of their choice for more information.

To learn more, visit [Transfer Options](#).

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# CHEMICAL ENGINEERING TECHNOLOGY

- Two year diploma
- Fall start

## CONTACT US

MacPhail School of Energy  
Room KA440, Johnson-Cobbe Energy Centre  
Phone: 403.284.8451  
Fax: 403.284.8262  
Email: energy.info@sait.ca

## PROGRAM DESCRIPTION

Chemical Engineering Technology prepares graduates to work as chemical engineering technologists in production, process development and environmental control for the expanding industries of petroleum, chemical, petrochemical, pulp and paper. Chemical engineering technologists work closely with chemical engineers in designing equipment and developing commercial production facilities. The program involves the study of engineering design calculations, unit operations, process simulation and control, industry safety and environment. As students progress there is increased emphasis on the basic science applications of chemical engineering. Computer applications are integral to the program.

This program is currently only offered full-time; distance and continuing education options are not available. Each academic year consists of two 15-week semesters and students generally take two years to complete the program.

## YOUR CAREER

Graduates find work as engineering design assistants, production operators, technologists, technical sales, environmental field technicians and production technologists. Career opportunities exist in engineering design, computer-based process simulation, technical sales, field operations and environmental work.

## STUDENT SUCCESS

An interest in science and mathematics is desirable. Specific interest in physics and chemistry is an asset. Students with higher secondary or post-secondary marks usually experience greater success in SAIT programs.

## ADMISSION REQUIREMENTS

Alberta High School Diploma or equivalent, with the following admission requirements or equivalents:

- At least 60% in Pure Math 30 or Math 30-1, or at least 75% in Math 30-2, **AND**,
- At least 60% in English Language Arts 30-1 or 75% in English Language Arts 30-2, **AND**,
- At least 60% in Chemistry 30, **AND**,
- At least 60% in Physics 20.
- All applicants must demonstrate English Language Proficiency prior to admission, including students educated in Canada.

## SELECTION

There are no additional selection requirements. Admission to this program will be offered on a first-qualified, first-accepted basis.

## TUITION AND FEES (SUBJECT TO CHANGE)

- Please refer to the Tuition and Fee Table.
- International Students, please refer to International Fees.
- For student funding, please refer to Financial Assistance.
- Mature Students: Please refer to the Admissions Sections.

## BOOKS AND SUPPLIES (SUBJECT TO CHANGE)

- Books and supplies cost approximately \$1,800 in the first year and \$900 in the second year.

## PROGRAM OUTLINE

To find the course description for a course shown below, please go to our Course Finder and enter the course acronym and numbers (i.e., DMST-202) into the Quick Search by Course Code field.

Course Code	Course Name	Credit
<b>First Year</b>		
<b>Semester 1</b>		
INRY-200	Introduction to Chemical Engineering	1.5
THRM-235	Thermodynamics	3.0
MATH-238	Math for Engineering & Tech I	3.0
COMM-256	Professional Communication and Presentation Skills	3.0
CHEM-224	Engineering Chemistry I	1.5
COMP-220	Computer Fundamentals	3.0
Semester 1 Total		15.0
<b>Semester 2</b>		
MATH-288	Math for Engineering & Tech II	3.0
INST-256	Instrumentation & Process Control	3.0
ENGD-275	Flow Diagram Development & Auto CADD	1.5
FLDS-255	Industrial Fluid Systems	3.0
STAT-245	Statistics for Engineering & Tech I	3.0
CHEM-264	Engineering Chemistry II	3.0
Semester 2 Total		16.5
First Year Total		31.5
<b>Second Year</b>		
<b>Semester 3</b>		
CHEM-303	Mass Transfer	3.0
CHEM-313	Heat Transfer	3.0
CHEM308	Chemical Engineering Calculations II	3.0
CHEM-309	Process Computer Simulation Lab	1.5
CHEM-302	Unit Operations Lab	1.5
PROJ-327	Technical Project Management	3.0
Semester 3 Total		15.0
<b>Semester 4</b>		
PROJ-396	Energy Capstone Project	3.0
EMTL-306	Materials/Corrosion	1.5
PETR-310	Petroleum Production	1.5
OCHS-350	Occupational Health & Safety	3.0
ENVS-365	Environmental Engineering & Management	3.0
CHEM-305	Analytical Instrumentation	3.0
Semester 4 Total		15.0
Second Year Total		30.0
Program Total		61.5

# CHEMICAL ENGINEERING TECHNOLOGY

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## PROGRESSION

Students must attain a PGPA and/or a CGPA of 2.0 or better in each semester and pass the necessary prerequisite courses to progress through the program. To qualify for graduation, students must pass all courses, attain a CGPA of 2.0 or better and complete course requirements within the prescribed timelines.

## CREDENTIALS

After successfully completing this program, graduates will receive a SAIT diploma in Chemical Engineering Technology.

## ACCREDITATION

The program is nationally accredited by the Canadian Technology Accreditation Board and Canadian Council of Technicians and Technologists at the technologist level.

Graduates are eligible for membership in the following professional associations:

- Association of Science and Engineering Technology Professionals of Alberta (ASET)

## *Transfer with Diploma to...*

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Through SAIT Polytechnic transfer agreements and institution partnerships, graduates of this SAIT program may be eligible for credit at the following universities and colleges:

- Athabasca University
- British Columbia Institute of Technology
- Cape Breton University
- Lakehead University
- Memorial University of Newfoundland (The Marine Institute)
- NAIT
- Royal Roads University
- SAIT Polytechnic
- Thompson Rivers University
- University of New Brunswick, Saint John

To learn more, visit [Transfer Options](#).

Transfer options may also be available at other post-secondary institutions where credits from SAIT programs are evaluated on an individual basis. Interested students should contact the post-secondary institute of their choice for more information.

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# CHEMICAL LABORATORY TECHNOLOGY

- Two-year diploma
- Fall start
- Includes a one-week practicum
- Includes a 12-month co-op program (optional)

## CONTACT US

MacPhail School of Energy  
Room KA440, Johnson-Cobbe Energy Centre  
Phone: 403.284.8451  
Fax: 403.284.8262  
Email: energy.info@sait.ca

## PROGRAM DESCRIPTION

Chemical Laboratory Technology combines a laboratory orientation with a broad theoretical background to provide students with the skills needed to work alongside professional chemists in a wide range of industrial and research settings. The program's training in fundamental chemical principles, basic laboratory techniques and modern chemical instrumentation enables graduates to adapt to exciting technological advances in chemistry.

This program is currently only offered full time; distance and continuing education options are not available. Each academic year consists of two 15-week semesters and students generally take two years to complete the program. All students must pass the pre-requisite courses before proceeding to the next courses. A co-operative work study program in Chemical Technology is also offered following the third semester, combining the traditional academic program with a 12 month paid term of related industrial work experience. Co-op students are selected from those who have successfully completed the first three semesters of the Chemical Laboratory Technology program. CHEM 325 (Technical Project and Report) is a one-week industry practicum for all graduating students, excluding the co-op class. This practicum will take place in February.

## YOUR CAREER

Graduates find work as chemical technologists, laboratory technologists, research technologists, technical sales and service specialists and technical assistants in the chemical industry. Opportunities exist in petroleum and natural gas processing, petrochemicals, metallurgical refining, food and beverage processing, agriculture, environmental consulting and government departments of agriculture, forestry and education.

## STUDENT SUCCESS

Students with higher grades and recent upgrading in Math 30 (Pure Math) and Chemistry 30 will experience more success in this program.

Additionally, students who experience success in this program have good work ethics and communication skills.

## ADMISSION REQUIREMENTS

Alberta High School Diploma or equivalent, with the following admission requirements or equivalents:

- At least 60% in Pure Math 30 or Math 30-1, or 75% in Math 30-2, **AND**,
- At least 60% in English Language Arts 30-1 or 75% in English Language Arts 30-2, **AND**,
- At least 60% in Chemistry 30.
- All applicants must demonstrate English Language Proficiency prior to admission, including students educated in Canada.

## SELECTION

There are no additional selection requirements. Admission to this program will be offered on a first-qualified, first-accepted basis.

## TUITION AND FEES (SUBJECT TO CHANGE)

- Please refer to the Tuition and Fee Table
- International Students, please refer to International Fees
- For student funding, please refer to Financial Assistance
- Mature Students: Please refer to the Admissions Sections.

## BOOKS AND SUPPLIES (SUBJECT TO CHANGE)

- Books and supplies are approximately \$1,000 for the first year and \$500 for the second year.

## PROGRAM OUTLINE

To find the course description for a course shown below, please go to our Course Finder and enter the course acronym and numbers (i.e., DMST-202) into the Quick Search by Course Code field.

Course Code	Course Name	Credit
<b>First Year</b>		
<b>Semester 1 – Fall</b>		
MATH-237	Math for Technologists	3.0
CHEM-240	General Chemistry	3.0
CHEM-270	Basic Laboratory Techniques	6.0
COMP-261	MS Office: An Introduction	1.5
COMM-238	Technical Communications I	3.0
Semester 1 Total		16.5
<b>Semester 2 – Winter</b>		
CHEM-253	Organic Chemistry	6.0
CHEM-245	Inorganic Chemistry	3.0
CHEM-275	Analytical Chemistry	1.5
INST-297	Chemical Instrumentation Laboratory	3.0
INST-296	Chemical Instrumentation Theory	1.5
Semester 2 Total		15.0
First Year Total		31.5
<b>Second Year</b>		
<b>Semester 3 – Fall</b>		
CHEM-330	Applied Industrial Organic Chemistry	1.5
CHEM-360	Introduction to Chemometric Applications	1.5
ENVS-320	Environmental Science/Ecology	3.0
ENVS-348	Water Treatment	1.5
INST-390	Applied Analytical Instrumentation I	6.0
THRM-358	Thermodynamics	3.0
Semester 3 Total		16.5

# CHEMICAL LABORATORY TECHNOLOGY

Course Code	Course Name	Credit
<b>Co-op Work Term (Option)</b>		
PRAC-303	Work Term for Chemistry Co-op	6.0
<b>Semester 4 – Winter</b>		
BCHM-335	Biochemistry	1.5
CHEM-325	Technical Project Week	1.5
CHEM-345	Unit Chemical Process Operations	1.5
CHEM-350	Industrial Chemical Testing	1.5
INST-395	Applied Analytical Instrumentation II	6.0
MBIO-375	Applied Microbiology Techniques	1.5
QUAL-378	Quality Assurance and Quality Control	1.5
Semester 4 Total		15.0
Second Year Total		31.5
Program Total		63.5

## PROGRESSION

Students must attain a PGPA and/or a CGPA of 2.0 or better in each semester and pass the necessary prerequisite courses to progress through the program. To qualify for graduation, students must pass all courses, attain a CGPA of 2.0 or better and complete course requirements within the prescribed timelines.

## CREDENTIALS

After successfully completing this program, graduates will receive a SAIT diploma in Chemical Laboratory Technology.

## ACCREDITATION

The program is nationally accredited by the Canadian Technology Accreditation Board and by the Canadian Council of Technicians and Technologists at the technologists level.

Graduates are eligible for membership in the following associations:

- Association of Science and Engineering Technology Professional of Alberta (ASET)
- Canadian Society for Chemical Technology (CSCT)/Chemical Institute of Canada (CIC)

## Transfer with Diploma to...

Through SAIT Polytechnic transfer agreements and institution partnerships, graduates of this SAIT program may be eligible for credit at the following universities and colleges:

- Athabasca University
- British Columbia Institute of Technology
- Cape Breton University
- Memorial University of Newfoundland (The Marine Institute)
- NAIT
- Royal Roads University
- SAIT Polytechnic
- Thompson Rivers University
- University of New Brunswick, Saint John

To learn more, visit [Transfer Options](#).

Transfer options may also be available at other post-secondary institutions where credits from SAIT programs are evaluated on an individual basis. Interested students should contact the post-secondary institute of their choice for more information.

# CIVIL ENGINEERING TECHNOLOGY

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- Two year diploma
- Construction Management or Municipal majors
- Fall and winter starts
- Graduates in high demand
- E-Learning

## CONTACT US

School of Construction  
Room CB410, Aldred Centre  
Phone: 403.284.8367  
Fax: 403.284.8812  
Email: [construction.info@sait.ca](mailto:construction.info@sait.ca)

This program is currently waitlisted for Fall 2014. Applications for January 2015 will open August 1, 2014.

## PROGRAM DESCRIPTION

The Civil Engineering Technology (CVT) program prepares the next generation of civil design and construction professionals. The program covers fundamental and advanced topics in the Civil Engineering discipline. The program is applied in nature and covers the skills and knowledge that are most valuable to industry. In a technology enriched learning environment, students develop the technical competencies and character to succeed in the construction industry. The two year diploma program combines theoretical training, applied skills and laptop delivery modules.

The program has a common first year, by the end of which students choose a second-year option in either Construction Management or Municipal. If an option is oversubscribed, selection is based on the first year cumulative grade point average. This program starts in both fall and winter semesters of each year. Those starting in the fall study for two semesters per year with a summer break in between. Those starting in the winter semester, study for four consecutive semesters with a one to two week break between semesters.

**Note:** This program utilizes an e-Learning (SAIT issued laptop computer) instructional delivery method.

## YOUR CAREER

Graduates find diverse work as civil engineering technologists. The following job titles may be received upon completion of program: civil engineering design technologist, traffic technologist, building inspector, material testing technologist, estimator and construction project coordinator.

- Graduates of the Civil Engineering Technology program have a 97% employment rate.

## STUDENT SUCCESS

- Proficiency in the following skills will help student success: mathematical skills, science skills (physics), communication skills (oral and written), problem-solving skills, and ability to work in a team environment or independently.
- If you are an applicant with Applied Math 30 you should consider upgrading as the path to enter SAIT. If you are confident of your algebra and trigonometry skills, you may wish to complete an assessment exam to evaluate your math skills. Achieving a score of at least 65% on the SAIT Pure Math 30 Assessment Exam demonstrates knowledge to the level required and is acceptable as an equivalent.
- Students with higher grades usually experience more success in SAIT programs.

This program is currently waitlisted for Fall 2014. Applications for January 2015 will open August 1, 2014.

## ADMISSION REQUIREMENTS

Alberta High School Diploma or equivalent with the following admission requirements or equivalents:

- At least 50% in Pure Math 30 or Math 30-1, or 70% in Math 30-2 **AND**,
- At least 50% in English Language Arts 30-1, **AND**,
- At least 50% in Science 30 or Physics 20.
- All applicants must demonstrate English Language Proficiency prior to admission, including students educated in Canada.

## SELECTION FOR FALL 2014

Applications and proof of the admission requirements (transcripts and/or anticipated final grades) must be submitted to be included in selection or qualify for early admission. Once the program is full, applicants will be academically ranked and placed on a waitlist.

Selection for the fall intake will begin on November 20 and will occur monthly until the program is full. There will be 150 seats offered in the fall intake.

## EARLY ADMISSION CRITERIA

Early admission will be offered to applicants who have achieved or will achieve both:

- A minimum academic average of 70% using the admission requirements, and,
  - A minimum of 70% in Pure Math 30 or Math 30-1 or equivalent
- Early admission is applicable until the program is full.

# CIVIL ENGINEERING TECHNOLOGY

## SELECTION CRITERIA

Applicants who are not eligible for early admission will be academically ranked according to admission requirements. Seats will be offered accordingly.

### Selection for Winter 2015

Applications and proof of the admission requirements (transcripts and/or anticipated final grades) must be submitted to be included in selection.

Selection for the winter intake will begin August 20 and will occur monthly until the program is full. There will be 50 seats offered in the winter intake.

## SELECTION CRITERIA

Applicants will be academically ranked according to admission requirements. Seats will be offered accordingly. Once the program is full, applicants will be academically ranked and placed on a waitlist.

## TUITION AND FEES (SUBJECT TO CHANGE)

- Please refer to the Tuition and Fee Table.
- International Students, please refer to International Fees.
- Student funding, please refer to Financial Assistance.

## BOOKS AND SUPPLIES (SUBJECT TO CHANGE)

- Books and supplies are approximately \$1,500 in the first year and \$1,200 in the second year.
- A \$400 security deposit to use a SAIT issued laptop.

## PROGRAM OUTLINE

- SAIT students are offered an opportunity to develop lifelong learning skills in an online environment. One or more courses in the program are offered fully or partially online.
- To find the course description for a course shown below, please go to our Course Finder and enter the course acronym and numbers (i.e., DMST-202)) into the Quick Search by Course Code field.

Course Code	Course Name	Credit
<b>First Year</b>		
<b>Semester 1</b>		
CIVL-222	Concrete Technology	3.0
CIVL-252	Construction Practices Theory	3.0
COMM-238	Technical Communications I	3.0
COMP-261	MS Office: An Introduction	1.5
MATH-238	Math for Engineering & Tech I	3.0
STCS-242	Structural Statics	1.5
Semester 1 Total		15.0
<b>Semester 2</b>		
CIVL-226	Soil Mechanics	3.0
CIVL-255	Civil Drafting and Surveying	1.5
ESTM-262	Estimating I and Construction Laboratory	3.0
MATH-288	Math for Engineering & Tech II	3.0
SMTL-246	Strength of Materials	3.0
STAT-245	Statistics for Engineering and Tech I	3.0
Semester 2 Total		16.5
First Year Total		31.5

Course Code	Course Name	Credit
<b>Courses offered in Semester 1 or 2</b>		
COMM-238	Technical Communications I	3.0
ESTM-262	Estimating I and Construction Laboratory	3.0
<b>Construction Management Major</b>		
<b>Second Year</b>		
<b>Semester 3</b>		
CIVL-312	Contracts and Regulations	1.5
CIVL-315	Construction Management	3.0
CIVL-326	Geotechnical Design	3.0
CIVL-351	Structural Steel Design	3.0
ESTM-360	Estimating II	3.0
SURV-325	Surveys and GIS	1.5
Semester 3 Total – Construction Management Major		15.0
<b>Semester 4</b>		
CIVL-340	Building Science and Systems	3.0
CIVL-355	Reinforced Concrete Design	3.0
CIVL-356	Construction Economics	3.0
CIVL-358	Structural Wood Design	1.5
ENVS-351	Environmental Engineering	1.5
PROJ-386	CVT Construction Management Capstone	3.0
Semester 4 Total – Construction Management Major		15.0
Second Year Total – Construction Management Major		30.0
Program Total – Construction Management Major		61.5

<b>Municipal Major</b>		
<b>Second Year</b>		
<b>Semester 3</b>		
CIVL-310	Urban Services	3.0
CIVL-312	Contracts and Regulations	1.5
CIVL-318	Water Resources	3.0
CIVL-326	Geotechnical Design	3.0
CIVL-328	Asphalt Technology	1.5
CIVL-355	Reinforced Concrete Design	3.0
Semester 3 Total – Municipal Major		15.0
<b>Semester 4</b>		
CIVL-315	Construction Management	3.0
CIVL-351	Structural Steel Design	3.0
CIVL-353	Transportation Engineering	3.0
ENVS-351	Environmental Engineering	1.5
PROJ-387	CVT Municipal Capstone Project	3.0
SURV-325	Surveying and GIS	1.5
Semester 4 Total – Municipal Major		15.0
Second Year Total – Municipal Major		30.0
Program Total – Municipal Major		61.5

# CIVIL ENGINEERING TECHNOLOGY

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## PROGRESSION

Students must attain a PGPA and/or a CGPA of 2.0 or better in each semester and pass the necessary prerequisite courses to progress through the program. To qualify for graduation, students must pass all courses, attain a CGPA of 2.0 or better and complete course requirements within the prescribed timelines.

## CREDENTIALS

After successfully completing this program, graduates will be awarded a SAIT diploma in Civil Engineering Technology.

## ACCREDITATION

This program is nationally accredited, at the technologist level, by the Canadian Council of Technicians and Technologists. Graduates are eligible for membership in The Association of Science and Engineering Technology Professionals in Alberta (ASET). The Canadian Institute of Quantity Surveyors recognizes the program as training for a qualified estimator and quantity surveyor.

## *Transfer with Diploma to...*

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Through SAIT Polytechnic transfer agreements and institution partnerships, graduates of this SAIT program may be eligible for credit at the following universities and colleges:

- Athabasca University
- British Columbia Institute of Technology
- Camosun College
- Cape Breton University
- Griffith University, Australia
- Lakehead University
- Memorial University of Newfoundland (The Marine Institute)
- Montana Tech of the University of Montana
- NAIT
- SAIT Polytechnic
- Thompson Rivers University
- University of British Columbia
- University of New Brunswick, Saint John

To learn more, visit [Transfer Options](#).

Transfer options may also be available at other post-secondary institutions where credits from SAIT programs are evaluated on an individual basis. Interested students should contact the post-secondary institute of their choice for more information.

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# DATABASE ADMINISTRATOR

- 40 week Fast-Track certificate
- September 2014 and May 2015 starts
- Includes an eight-week practicum

## CONTACT US

Phone: 403.210.4522 or  
Email: fast-track@sait.ca

## PROGRAM DESCRIPTION

Industry relies on database technology to store, retrieve and present information in a customized and user friendly format. The Database Administrator (DBA) program develops your knowledge of relational database design system performance, backup & recovery, and database security. The program builds on your existing relevant skills of reliability, logical thinking and good attention to detail.

This intensive 40 week program, designed for learners with previous IT experience, prepares you for challenging and exciting opportunities in database administration.

You will master the technical aspects of database administration, using Oracle tools within Windows and Linux platforms. You will also learn to use and manage existing relational databases, then apply these skills in the design and implementation of new databases in accordance with user requirements.

This program is offered in conjunction with the Oracle Workforce Development Program.

With additional relevant work experience and exam preparation study, you will be prepared to successfully challenge and complete the Oracle Certified Professional (OCP) DBA designation. Discount vouchers are available to qualified students.

## YOUR CAREER

Graduates may find employment as an Oracle database administrator, database developer, data analyst or database architect.

- Graduates of the Database Administrator program have a 100% employment rate.

## STUDENT SUCCESS

- Students possessing prior experience with relational databases (e.g. Microsoft Access) and operating systems (e.g. Linux/Unix, Windows) tend to be more successful in the Database Administrator program.
- Students with higher grades usually experience more success in SAIT programs.

This is an intensive program requiring a commitment of both time and energy; students who experience success are those who make their education a priority throughout the program.

## Ideal Applicant

The ideal candidate for the Database Administrator (DBA) program is a motivated, mature learner with an IT background who wants to specialize or to upgrade existing skills. You are analytical, technically proficient and detail-oriented. Your approach to problem solving is both creative and logical, depending on the circumstances. You work well as part of a team and enjoy interacting with others. You possess good working knowledge of operating systems such as Windows or UNIX/Linux. You also have some experience working with relational databases, such as Microsoft Access.

## ADMISSION REQUIREMENTS

Alberta High School Diploma or equivalent with at least 50% in the following admission requirements or equivalents:

- Pure Math 30 or Applied Math 30 or Math 30-1 or Math 30-2, **AND**,
- English Language Arts 30-1 or English Language Arts 30-2, **AND**,
- An introductory programming course (available through Continuing Education).
- All applicants must demonstrate English Language Proficiency prior to admission, including students educated in Canada.

Due to the tight integration of the courses in the Database Administrator (DBA) program, credit for Prior Learning is not available.

## SELECTION

Selection is done on a continuous basis. It is important to apply early and submit all transcripts promptly for assessment. The selection process starts after all admission requirements are met. Priority will be given to students who have program-related education or work experience.

If student financing is required, apply at least 8 weeks prior to the program start date to allow adequate time for processing. Financing must be in place before the program start date.

Email is the main form of communication during the admission/selection process. Be sure to check your email account regularly so as to not miss any important communications.

There are 24 seats offered in each intake.

## Selection Process

The selection process begins once admission requirements have been met. Applicants will be contacted by email to request the selection criteria documents. Once the documents have been evaluated by the department, qualified applicants will be invited to the Selection appointment. The final decision for acceptance into the program will be made by the Program Coordinator.

## SELECTION CRITERIA

All documents should be submitted to the School of ICT Fast-Track office by email to fast-track@sait.ca or fax to 403.210.4523. Selection is based on the following criteria:

- Current resumé outlining previous education and experience.
- ICT Fast-Track Career & Program Investigation Form. The document is scored to determine suitability for the program so it is important to be detailed and thorough. Lack of attention to detail, including spelling and typing errors, may affect admission.
- A copy of educational transcripts and related IT certifications.
- Attend a mandatory selection appointment (scheduled every two weeks).

Once the program is full, applicants will continue to be selected and added to the waitlist.

## TUITION AND FEES (SUBJECT TO CHANGE)

- Please refer to the Tuition and Fee Table.
- International Students, please refer to International Student Fees.
- For student funding, please refer to Financial Assistance.

# DATABASE ADMINISTRATOR

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## BOOKS AND SUPPLIES (SUBJECT TO CHANGE)

- Books and supplies are included in the tuition.

## PROGRAM OUTLINE

- To find the course description for a course shown below, please go to our Course Finder and enter the course acronym and numbers (e.g. DMST-202) into the Quick Search by Course Code field.
- The curriculum in SAIT's fast track programs is constantly changing to reflect the needs of the market and ensure the classes offered are up-to-date.

Course Code	Course Name	Credit
CMPN-274	Oracle Architecture and Administration	3.0
CMPN-295	Oracle: Network Administration	1.5
CMPP-238	Scripting for Databases	1.5
CMPP-252	Oracle Fundamentals: SQL and PL/SQL	3.0
CMPP-267	Database Operating Systems Network Fundamentals I	3.0
CMPP-273	Data Modelling and RDB Design	1.5
CMPP-275	Database Skills in Unix/Linux	1.5
CMPP-276	Data Warehousing and Mining	1.5
CMPP-277	Oracle: Backup and Recovery	3.0
CMPP-278	Database Administration Project	6.0
CMPP-279	Oracle Performance and Tuning	1.5
CPLN-240	Career Planning and Management	1.5
CPRG-203	Microsoft SQL Server Database	1.5
CPRG-205	Linux Fundamentals	1.5
CPRG-206	Database Web Integration	1.5
DBAD-205	Database Security Fundamentals	1.5
DBAD-390	Database Administration Practicum	3.0
PROJ-237	Project Management for DBA	1.5
	Program Total	39.0

## PROGRESSION

Students must attain a PGPA and/or a CGPA of 2.0 or better in each semester and pass the necessary prerequisite courses to progress through the program. To qualify for graduation, students must pass all courses, attain a CGPA of 2.0 or better and complete course requirements within the prescribed timelines.

## CREDENTIALS

After successfully completing this program, graduates will receive a SAIT certificate as a Database Administrator.

## ACCREDITATION

The program, offered in conjunction with the Oracle Workforce Development Program, includes core Oracle Education courses needed to challenge the Oracle Certified Professional Database Administrator designation. With additional relevant work experience and additional exam preparation study, you will be prepared to successfully challenge and complete the Oracle Certified Professional (OCP) Database Administration designation.

## *Transfer with Certificate to...*

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Through SAIT Polytechnic transfer agreements and institution partnerships, graduates of this SAIT program may be eligible for credit at the following universities and colleges:

- SAIT Polytechnic

To learn more, visit Transfer Options.

Transfer options may be available at other post-secondary institutions where credits from SAIT programs are evaluated on an individual basis. Interested students should contact the post-secondary institute of their choice for more information.

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educational institute of their choice for more information.

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# DENTAL ASSISTING

- 10-month certificate
- Fall start
- Includes dental office practicum
- Graduates in high demand
- Accredited by the Commission on Dental Accreditation of Canada
- Recognized by the Canadian Forces as aligning with military occupational training

## CONTACT US

School of Health and Public Safety  
Room R502, Senator Burns Building  
Phone: 403.284.8500 or  
Email: [hps.info@sait.ca](mailto:hps.info@sait.ca)

## PROGRAM DESCRIPTION

The Dental Assisting program focuses on patient-centered care in support of improving oral health as a key to personal health and well-being. As vital members of the dental health team, dental assistants work in private dental clinics, specialists' offices and community health centres. Skills and content covered include clinic operations, chair-side procedures, intra-oral procedures, patient education and interpersonal skills.

The program is divided into two 15-week semesters and one eight-week semester. Students are required to attend classes on SAIT campus for this program. Classroom learning is integrated into a dental clinic setting. The clinical components include patient education, radiographs, selective rubber cup polishing and fluoride application.

This program includes one unpaid four-week practicum in the third semester at a dental office which may be outside of Calgary. Students in this program require access to a personal computer and the Internet to facilitate completion of required online courses.

## YOUR CAREER

Graduates work under a supervising professional in private clinics, specialists' offices and community health centres as a registered dental assistant.

- Graduates of the Dental Assisting program have a 98% employment rate.

## STUDENT SUCCESS

- Students with higher secondary or post-secondary marks usually experience greater success in SAIT programs.
- Basic computer skills are advantageous to dental assistants.
- Students who experience success in this program have effective communication skills in English.
- Health care practitioners are detail oriented in the care they provide and enjoy working in a team environment.

## ADMISSION REQUIREMENTS

An Alberta High School Diploma or equivalent with a combined overall average of 60% in the following courses or their equivalents:

- Pure Math 30 or Applied Math 30 or Math 30-1 or Math 30-2, **AND**,
- English Language Arts 30-1 or English Language Arts 30-2, **AND**,
- Biology 30, **AND**,
- Chemistry 30.

- All applicants to SAIT Polytechnic must demonstrate English Language Proficiency prior to admission, including students educated in Canada.

## SELECTION

There are no additional selection requirements. Admission to this program will be offered on a first-qualified, first-accepted basis.

A minimum of 74 seats will be offered for the fall intake.

## Additional Requirements:

Student information and dental health examination required by the first day of class.

## PRACTICUM REQUIREMENTS

The School of Health and Public Safety has many practica partners located within Alberta and across Canada. Practicum placements in Calgary are limited and students may be required to relocate outside of Calgary for practicum.

Successful candidates will be informed of the allocation of their practicum placement by the program. There is no guarantee that students will be placed at their desired practicum location. Special considerations of personal circumstances will not be given in regards to assigning practicum placements. Students will be responsible for fees associated with practicum such as relocation and travel costs. In compliance with the practica agreements with our clinical partners, successful candidates will be requested to provide proof of the following requirements:

- **Current Heart and Stroke Foundation Health Care Provider Level (C) CPR** must be valid from October until the end of June for the academic year of study. SAIT offers the above CPR course on a continuous basis (CPRS 212 Health Care Provider). Please note that only Heart and Stroke Foundation of Canada CPR certification will be accepted.
- **Updated Immunization Records:** Most practicum sites require students to demonstrate updated immunization status prior to attending practicum. Successful candidates will be asked to provide an up-to-date immunization record to the SAIT Health Clinic as part of the program orientation. Failure to do so could jeopardize a student's ability to complete the practicum portion of his/her program. The receiving practicum site has the right to refuse students who cannot prove they have met all the required immunizations. The immunization process must be complete to commence clinical work; therefore, it is advised to start this process early.
- **Security Clearance:** According to the Protection for Persons in Care Act, our practica sites require that students obtain a Criminal Records Check (CRC), including Vulnerable Sector Check (VSC), prior to going on practicum. Any criminal code offence for which a pardon has not been received may be a deterrent to a student's entry into practicum, and therefore will result in an uncompleted program or non-graduating status. Successful candidates will be asked to provide a clear CRC record to the School of Health and Public Safety main office on orientation day. The record must be dated no earlier than 90 days prior to your program orientation day (typically orientation day is held the week prior to the first day of class).

## DENTAL ASSISTING

- **Health and Wellness Status:** Due to the demanding nature of the work in the health care field and Occupational Health and Safety requirements, the health care field has a strong focus on health and wellness. Students with a medical condition or disability that may impact them in a practicum setting are strongly advised to discuss concerns with the program academic chair and/or SAIT Accessibility Services as soon as possible upon acceptance into the program. Please review the attached document for guidance on entering an allied health program with a medical condition or disability.

More details on the practica requirements per program are outlined on a pre-orientation website for successful candidates.

### TUITION AND FEES (SUBJECT TO CHANGE)

- Please refer to the Tuition and Fee Table.
- International Students, please refer to International Student Fees.
- For student funding, please refer to Financial Assistance.
- CPRS 212 Health Care Provider course in CPR. Annual update required – CPRS 222 Health Care Provider Renewal. All CPR courses must be from the Heart & Stroke Foundation. Call SAIT Life Support Training at 403.210.4009 for further information.
- Students are responsible for any additional expenses related to their practicum including relocation costs.
- There is a fee associated with obtaining a criminal record check (including vulnerable sector check), payable to the Police or the RCMP.
- National Dental Assisting Examining Board exam fee is approximately \$400.
- College of Alberta Dental Assistants annual dues are approximately \$300.

### BOOKS AND SUPPLIES (SUBJECT TO CHANGE)

- Books, supplies and uniform are approximately \$1,500.
- Personal Protective Equipment (Rx safety glasses, face shields) may range from \$100 – \$750 depending on individual requirements.
- Students are required to have access to a personal computer, printer and Internet. Computers must meet the specifications listed in Fees and Expenses.

### PROGRAM OUTLINE

- To find the course description for a course shown below, please go to our Course Finder and enter the course acronym and numbers (e.g. DMST-202) into the Quick Search by Course Code field.
- This program is being reviewed and could undergo changes.

Course Code	Course Name	Credit
<b>Semester 1</b>		
DENT-201	Clinical Foundations	1.5
DENT-206	Restorative Procedures 1	3.0
DENT-207	Dental Emergencies & Records	3.0
DENT-240	Preventive Procedures 1	3.0
DENT-237	Oral Anatomy & Histology	3.0
INFC-215*	Infection Prevention & Control	1.5
XRAY-200	Dental Radiography 1	3.0
Semester 1 Total		18.0
<b>Semester 2</b>		
DENT-227	Dental Specialties 1	1.5
DENT-252	Prosthodontics 1	3.0
DENT-262	Preventive Procedures 2	1.5
DENT-263	Practice Management	3.0
DENT-276	Restorative Procedures 2	1.5
NUTR-230	Nutrition	1.5
XRAY-250	Dental Radiography 2	1.5
Semester 2 Total		13.5
<b>Semester 3</b>		
DENT-297	Preventive Procedures 3	3.0
DENT-278	Prosthodontic Procedures 2	1.5
DENT-294	Dental Specialties 2	1.5
PRAC-278	DA Practicum	3.0
Semester 3 Total		9.0
Program Total		40.5

### PROGRESSION

Students must attain a PGPA and/or a CGPA of 2.0 or better in each semester and pass the necessary prerequisite courses to progress through the program. To qualify for graduation, students must pass all courses, attain a CGPA of 2.0 or better and complete course requirements within the prescribed timelines.

### CREDENTIALS

- After successfully completing this program, graduates will receive a SAIT Dental Assisting certificate.
- Graduates must write the National Dental Assisting Examining Board examination to be registered in Alberta.
- Graduates are licensed by the College of Alberta Dental Assistants as Registered Dental Assistants once they have passed the National Dental Assisting Examining Board examination.

### ACCREDITATION

The Dental Assisting program delivered by SAIT is accredited by the Commission on Dental Accreditation of Canada.

### *Transfer with Certificate to...*

Through SAIT Polytechnic transfer agreements and institution partnerships, graduates of this SAIT program may be eligible for credit at the following universities and colleges:

- Canadian Forces

To learn more, visit Transfer Options.

Transfer options may be available at post-secondary institutions where credits from SAIT programs could be evaluated on an individual basis. Interested students should contact the post-secondary educational institute of their choice for more information.

# DIAGNOSTIC MEDICAL SONOGRAPHY

- 26 month diploma
- Fall start
- Four clinical practica
- Graduates in high demand
- Applications closed on December 1

## CONTACT US

Phone: 403.284.8500

Email: [diagnostic.imaging@sait.ca](mailto:diagnostic.imaging@sait.ca)

## PROGRAM DESCRIPTION

Diagnostic medical sonography, also known as ultrasound, is a technology involving the application of high-frequency sound waves toward patients to help physicians in medical diagnoses. Diagnostic medical sonographers work as members of patient care teams, assessing patients and providing information to physicians for diagnoses and monitoring patients' health status. This is a specialized vocation requiring a high-degree of technical skills and exceptional interpersonal skills. This program teaches key aspects of ultrasound technology including obstetrics and gynecology, the cardiac and vascular systems and abdomen and superficial structures. Studies also include patient care, physics, anatomy and physiology, equipment instrumentation, quality control and the performance of diagnostic scanning procedures.

The Diagnostic Medical Sonography program is 26 months in length and consists of theory and lab courses onsite at SAIT along with practicum rotations off campus. Practicum locations are constantly changing. All students can expect to be placed outside of Calgary (including out of province) more than once during the program. Students are expected to return to SAIT campus for classes in the second and third year of the program. These on-campus classes will provide an opportunity to integrate theory with the hands-on skills learned during practica.

To support their learning, students will be required to participate online throughout their practicum and will require access to a computer with Internet access and a printer.

## YOUR CAREER

Graduates find work as diagnostic medical sonographers in hospitals, doctors' offices and community clinics. Diagnostic Medical Sonographers work in environments where they may spend a considerable amount of time standing or sitting and performing tasks that may be repetitive. They must observe safety precautions and ergonomics to reduce the risk of exposures and injury.

- Graduates of the Diagnostic Medical Sonography program have a 100% employment rate.

## STUDENT SUCCESS

- Students with higher secondary or post-secondary marks usually experience greater success in SAIT programs.
- Students are expected to spend approximately 20 hours per week outside of class studying.
- Students who experience success in this program have exceptional communication skills in English.
- Health care practitioners are detail oriented in the care they provide, utilize critical thinking in practice, are eager, persevere and enjoy working in a team environment.

- In order to be successful in this program, applicants must have basic computer literacy. An acceptable computer skill level would include the ability to use word processing and communication software. Educational interaction in this program depends on these basic computer skills. It is the student's responsibility to ensure adequacy of these skills prior to program admission.
- Students who experience success in this program have the following characteristics:
  - Intrinsic motivation,
  - Ability to handle unpleasant situations,
  - Ability to lift heavy patients,
  - Ability to stand for long periods of time,
  - Upper body strength while scanning patients in difficult positions,
  - Good physical health including upper body and shoulder strength,
  - Good wrist and hand dexterity and stamina,
  - Full body muscle stamina, and
  - Strong vision and hearing.
- Individuals with previous chronic or repetitive strain injuries have experienced re-injury or aggravation of these conditions in this program and/or as a sonographer.
- Employers for Sonography professionals indicate that working hours could be days, evenings, weekends and potentially 24/7 shift expectations.

## ADMISSION REQUIREMENTS

Alberta High School Diploma or equivalent, with at least 75% in each of the following admission requirements or equivalents:

- Pure Math 30, Applied Math 30, Math 30-1, or Math 30-2, **AND**,
- English Language Arts 30-1, **AND**,
- Biology 30, **AND**,
- Physics 30.
- All applicants must demonstrate English Language Proficiency prior to admission, including students educated in Canada.

## SELECTION

Applications and proof of the admission requirements (transcripts and/or anticipated final grades) must be submitted by December 1 to be included in selection. Selection is done on a continuous basis.

There will be 22 seats offered for the fall intake. An additional four seats are reserved for Saskatchewan residents through an Interprovincial agreement.

## Selection Process

### Phase 1: Program Selection Package

Applicants who meet the admission requirements will be sent a program selection package via email.

The selection package must be completed and returned to [diagnostic.imaging@sait.ca](mailto:diagnostic.imaging@sait.ca) within two weeks of the initial email date.

- Resource: Preparing for the Diagnostic Medical Sonography Selection Process

The applicant is solely responsible to ensure the information in the selection package is legible, articulate and best reflects the candidate. Falsifying information will result in the application being removed immediately from the selection process.

## DIAGNOSTIC MEDICAL SONOGRAPHY

Selection packages are evaluated using standardized answer keys and will be scored within two weeks of submission.

- If the selection package score is above the benchmark established by the School of Health and Public Safety, the applicant will move to Phase 2 of the selection process.
- If the selection package score is below benchmark, the applicant will be declined in selection.
- Those applicants who fail to complete and submit their packages by the deadline date will also be declined from further selection.

Applicants will be informed of selection status on their mySAIT account.

### **Phase 2: Interview**

Applicants who successfully move to Phase 2 of the selection process will be emailed an interview invitation as well as a group interview explanation and Confidentiality form.

- An attempt of two weeks' notice where possible will be given of the scheduled interview in order for applicants to prepare.
- The completed and signed Confidentiality form should be brought to the group interview.
- Four applicants will be interviewed at one time by two members of the program selection committee.

Interviewees must attend the group interview session in person. Individuals who reside outside of Canada or the United States may have the opportunity to participate in a web conference interview, but spaces are limited as there are a predetermined number of group interviews and only one web conference interviewee is permitted per group interview time. The program and selection committee are not responsible for technical support to the applicant or any loss of connectivity through the group interview process. Web conference interviews will not be rebooked if an individual has technical difficulties, loses connectivity, or cannot hear the group interview responses.

Web conference interviewees must submit a signed copy of the Confidentiality form in advance of their interview time or they will not be permitted to join the interview.

Once the interview round is complete, the interview is evaluated using a rubric.

- If the group interview score is above the benchmark established by the School of Health and Public Safety, the applicant will be offered a seat in the program until it is full. Once the program is full, those exceeding the benchmark will be placed on a qualified waitlist.

**Note:** Every attempt will be made to contact successful interviewees within one business week of their interview date.

- If the group interview score is below benchmark, applicants may remain in selection until all interviews are completed.
- Those applicants who fail to notify or attend their scheduled interview will be declined from further selection.

Applicants will be informed of selection status on their mySAIT account.

### **COMMUNICATION DURING SELECTION**

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.

Due to the significant number of applications for this program, the selection process can take some time. Every effort will be made to maintain the timelines outlined above. We appreciate your patience. You can also log onto mysait.ca to check your admission decision status.

Unfortunately, due to the extremely large volume of applicants, we cannot provide any assistance or follow-up as to why the candidate was not competitive.

### **PRACTICUM REQUIREMENTS**

The School of Health and Public Safety has many practica partners located within Alberta and across Canada. Practicum placements in Calgary are limited and students will be required to relocate outside of Calgary for practicum.

Successful candidates will be informed of the allocation of their practicum placement by the program. There is no guarantee that students will be placed at their desired practicum location. Special considerations of personal circumstances will not be given in regards to assigning practicum placements. Students will be responsible for fees associated with practicum such as relocation and travel costs.

In compliance with the practica agreements with our clinical partners, successful candidates will be requested to provide proof of the following requirements:

- **Current Heart and Stroke Foundation Health Care Provider Level (C) CPR** must be valid for the duration of your practicum. SAIT offers the above CPR course on a continuous basis (CPRS 212 Health Care Provider). Please note that only Heart and Stroke Foundation of Canada CPR certification will be accepted.
- **Updated Immunization Records:** Most practicum sites require students to demonstrate updated immunization status prior to attending practicum. Successful candidates will be asked to provide an up-to-date immunization record to the SAIT Health Clinic as part of the program orientation. Failure to do so could jeopardize a student's ability to complete the practicum portion of his/her program. The receiving practicum site has the right to refuse students who cannot prove they have met all the required immunizations. It is advised to start the immunization process early.
- **Security Clearance:** According to the Protection for Persons in Care Act, our practica sites require that students obtain a Criminal Records Check (CRC), including Vulnerable Sector Check (VSC), prior to going on practicum. Any criminal code offence for which a pardon has not been received may be a deterrent to a student's entry into practicum, and therefore will result in an uncompleted program or non-graduating status. Successful candidates will be asked to provide a clear CRC record to the School of Health and Public Safety main office on orientation day. The record must be dated no earlier than 90 days prior to your program orientation day (typically orientation day is held the week prior to the first day of class).

- **N95 Respiratory Mask:** In compliance with Occupational Health and Safety Regulations (OHS), G8.40 Respiratory protection – Fit test, students are fit-tested for respiratory masks prior to their practica. Fit-testing is available on campus. OHS, Government of Alberta and Alberta Employer Guide state the effectiveness of the respiratory protective equipment depends on an effective face piece seal to the skin of the face. The seal is dependent on facial differences (shape or size) or facial hair. Facial hair must be removed where the mask contacts the face for the test. Failure to adequately fit an N-95 mask may result in a restricted practicum and/or limited employment. Additionally, a student may need to be tested again in two years or if there are changes to the face which impact the ability of the respirator to form an effective seal (e.g. weight gain/loss, growth of facial hair, dental surgery, or facial scarring).
- **Health and Wellness Status:** Due to the demanding nature of the work in the health care field and Occupational Health and Safety requirements, the health care field has a strong focus on health and wellness. Students with a medical condition or disability that may impact them in a practicum setting are strongly advised to discuss concerns with the program academic chair and/or SAIT Accessibility Services as soon as possible upon acceptance into the program. Please review the attached document for guidance on entering an allied health program with a medical condition or disability.

More details on the practica requirements per program are outlined on a pre-orientation website for successful candidates.

#### TUITION AND FEES (SUBJECT TO CHANGE)

- Please refer to the Tuition and Fee Table.
- International Students, please refer to International Student Fees.
- For student funding, please refer to Financial Assistance.
- CPRS 212 Health Care Provider course in CPR. Annual update required (CPRS 222 Health Care Provider Renewal). All CPR courses must be from the Heart & Stroke Foundation. Call SAIT Life Support Training at 403.210.4009 for further information.
- American Registry for Diagnostic Medical Sonography (ARDMS) certification exam fees total approximately \$1,000.
- Sonography Canada certification exam fees are approximately \$700.
- CARDUP national association dues are approximately \$70.
- Students are responsible for any additional expenses related to their practica including relocation costs to practicum sites outside Calgary.
- There is a fee associated with obtaining a criminal record check (including vulnerable sector check) and is payable to the Police or the RCMP.

#### BOOKS AND SUPPLIES (SUBJECT TO CHANGE)

- Books, supplies and uniform are approximately \$2,700 for the first year, \$600 for the second year and \$500 for the third year.
- Students are required to have access to a personal computer, printer and Internet. Computers must meet the specifications listed in Fees and Expenses.
- Students require an Apple personal digital assistant (iPad or iPhone) to support the Comp Tracker system
- There is a \$75 Comp Tracker user fee per semester.

#### PROGRAM OUTLINE

- This program is being reviewed and could undergo changes.
- SAIT students are offered an opportunity to develop lifelong learning skills in an online environment. One or more courses in the DMS program are offered fully or partially online.
- Attendance at SAIT for Sonography specific courses is required to complete the lab component.
- To find the course description for a course shown below, please go to our Course Finder and enter the course acronym and numbers (i.e., DMST-202) into the Quick Search by Course Code field.

Course Code	Course Name	Credit
<b>Semester 1 – Fall</b>		
ANPH-209*	Anatomy & Physiology	3.0
ANPH-205	Sectional Anatomy	3.0
DMST-202	Basic Scanning	1.5
DMST-217	Professional Practice 1	3.0
MEDT-211*	Medical Terminology 1	1.5
PHYS-216	Physics 1	3.0
Semester 1 Total		15.0
<b>Semester 2 – Winter</b>		
DMST-244	Obstetrics & Gynecology Sonography 1	3.0
DMST-254	Abdomen & Superficial Structure 1	3.0
DMST-253	Adult Echocardiography 1	3.0
DMST-265	Vascular Sonography 1	3.0
INFC-215*	Infection Prevention and Control	1.5
PHYS-254	DMS Physics 2	1.5
Semester 2 Total		15.0
<b>Semester 3 – Spring</b>		
DMST-305	DMS Simulation 1	1.5
DMST-276	Professional Practice 2	1.5
PRCT-265	Clinical Practicum 1	3.0
Semester 3 Total		6.0
<b>Semester 4 – Fall</b>		
DMST-303	Obstetrics & Gynecology Sonography 2	3.0
DMST-313	Abdomen & Superficial Structures 2	3.0
DMST-325	Adult Echocardiography 2	3.0
DMST-335	Vascular Sonography 2	3.0
PHYS-314	DMS Physics 3	3.0
Semester 4 Total		15.0
<b>Semester 5 – Winter</b>		
PRCT-310	Clinical Practicum 2	7.5
Semester 5 Total		7.5

# DIAGNOSTIC MEDICAL SONOGRAPHY

Course Code	Course Name	Credit
<b>Semester 6 – Spring/Summer</b>		
DMST-352	Obstetrics & Gynecology Sonography 3	1.5
DMST-367	Adult Echocardiography 3	1.5
DMST-381	Vascular Sonography 3	1.5
PRCT-362	Clinical Practicum 3	6.0
DMST-359	Abdomen and Superficial Structures 3	1.5
Semester 6 Total		12.0
<b>Semester 7 – Fall</b>		
PRCT-370	Clinical Practicum 4	6.0
DMST-375*	Clinical Integration	3.0
Semester 7 Total		9.0
Program Total		79.5

\* Available by correspondence and/or online learning. The courses must be completed within the time frame shown in the program outline. Please contact the Academic Chair prior to enrolling in any online or correspondence courses.

Please be advised that full-time student status requires students to take 60 per cent of a full course load per semester. Depending on the number of courses completed by correspondence, a student may be considered a part-time student, which may impact his/her financial loan status.

## PROGRESSION

Students must attain a PGPA and/or a CGPA of 2.0 or better in each semester and pass the necessary prerequisite courses to progress through the program. To qualify for graduation, students must pass all courses, attain a CGPA of 2.0 or better and complete course requirements within the prescribed timelines

## CREDENTIALS

After successfully completing this program, graduates will receive a SAIT Diagnostic Medical Sonography diploma.

Graduates are eligible to write Sonography Canada and American Registry for Diagnostic Medical Sonography exams. Graduates will be eligible to write registry exams in Core (Physics), Abdomen and Superficial Structures, Obstetrics and Gynecology, and Adult Echocardiography. In addition, students will have received the foundational theory needed to enable them to work towards their Vascular Sonography credential after graduation.

## ACCREDITATION

The Diagnostic Medical Sonography program delivered by SAIT is accredited by the Canadian Medical Association. The program also works closely with our Diagnostic Imaging Advisory Committee to ensure that our curriculum continues to exceed provincial and national accreditation standards.

## Transfer with Diploma to...

Through SAIT Polytechnic transfer agreements and institution partnerships, graduates of this SAIT program may be eligible for credit at the following universities and colleges:

- Athabasca University
- Memorial University of Newfoundland (The Marine Institute)
- NAIT
- SAIT Polytechnic
- Thompson Rivers University
- University of New Brunswick, Saint John
- University of Ontario Institute of Technology

To learn more, visit [Transfer Options](#).

Transfer options may also be available at other post-secondary institutions where credits from SAIT programs are evaluated on an individual basis. Interested students should contact the post-secondary [institute of their choice for more information](#).

# DIESEL EQUIPMENT TECHNICIAN

## PROGRAM DESCRIPTION

This one-year program has been designed by industry representatives to meet the specific needs of today's large and diverse heavy equipment industry. After completing the program, you will be a highly trained entry-level tradesperson ready to enter the workforce as a Heavy Equipment Technician apprentice. As a graduate of the program you may be credited with up to 600 hours worth of work experience towards your apprenticeship, as well as the opportunity to write your first and second period apprenticeship exams.

## YOUR CAREER

This program will prepare you for a mechanical repair career in light and heavy construction, oil field support, forestry, mining, marine, on-highway transportation trucks, public utilities, gas compression, agriculture or any other industry that relies on heavy equipment or diesel engines. Career progression may include shop foreman, service manager, manufacturer district service representative, technical training instructor, factory quality control inspector, regional service manager or fleet maintenance manager.

- Graduates of the Diesel Equipment Technician program have a 100% employment rate.

## STUDENT SUCCESS

Students with higher secondary or post-secondary marks usually experience greater success in SAIT programs.

Students who have taken automotive mechanics in high school experience greater success in the Diesel Equipment Technician program.

## ADMISSION REQUIREMENTS

A minimum of 70 Alberta High School credits (Grade 11) with at least 50% in the following courses or equivalents:

- Pure Math 20 or Applied Math 20 or Math 20-1 or Math 20-2 or Math 20-3, **AND**,
- Grade 11 English, **AND**,
- One Grade 11 Science
- All applicants must demonstrate English Language Proficiency prior to admission, including students educated in Canada.

## SELECTION

### Application and selection timelines

- Applications and proof of the admission requirements (transcripts and/or anticipated final grades) must be submitted by July 31 to be included in selection.
- Applications received after July 31 will be placed on a secondary waitlist and applicants will be contacted if seats become available.
- Selection will begin in January and will occur on a continuous basis until the program is full.

### Students accepted for each intake

The Diesel Equipment Technician has one intake per year of 60 students.

## SELECTION CRITERIA

Qualified applicants are selected based on the ranked composite score of the following tests:

- Mechanical reasoning
- English comprehension
- Mathematics

## Selection Process

Applicants who meet the minimum admission requirements by the first business day of January will be invited to participate in the first round of selection. Applications are reviewed monthly and selection is done on a continuous basis.

Applicants will be required to write an aptitude test and ranked according to the following criteria:

- Mechanical reasoning 34%
- English comprehension 33%
- Mathematics 33%

Applicants with a score of 70% or above will be immediately offered a seat in the program. If the score is between 60% and 69% the applicant will be asked to do a career investigation report. The career investigation report will give applicants in the 60% to 69% range an opportunity to gain entry into the program based on the quality of the report. Students scoring below 60% will remain in selection until July 31.

Starting July 31, the remaining qualified applicants will be considered for positions in the program based on highest composite score. All other qualified applicants will be placed on a waitlist and contacted if a seat becomes available.

For applicants who live more than 300 kilometres from Calgary and cannot attend a testing session without hardship, alternative arrangements for testing will be considered.

## TUITION AND FEES (SUBJECT TO CHANGE)

- Please refer to the Tuition and Fee Table.
- International Students, please refer to International Student Fees.
- For student funding, please refer Financial Assistance.

## BOOKS AND SUPPLIES (SUBJECT TO CHANGE)

- Books cost approximately \$650.
- Tool costs range from \$750 to \$3,000.

# DIESEL EQUIPMENT TECHNICIAN

## PROGRAM OUTLINE

- To find the course description for a course shown below, please go to our Course Finder and enter the course acronym and numbers (e.g. DMST-202) into the Quick Search by Course Code field.

### Semester 1

Course Code	Course Name	Credit
HDMC-200	Mechanical Skills Theory	1.5
HDMC-204	Mechanical Skills Lab	1.5
HDMC-205	Braking Systems Theory	3.0
HDMC-206	Braking Systems Lab	3.0
HDMC-207	Electrical/Electronics Theory	1.5
HDMC-208	Electrical/Electronics Lab	1.5
HDMC-231	Suspension, Wheels and Systems Lab	1.5
HDMC-232	Suspension, Wheels and Systems Theory	1.5
HDMC-268	Hydraulics Theory	1.5
HDMC-269	Hydraulics Lab	1.5
WEPR-207	Oxygen-Acetylene Equipment Lab	1.5
Semester 1 Total		19.5

### Semester 2

HDMC-240	Electrical Charging, Cranking Theory	3.0
HDMC-241	Electrical Charging, Cranking Lab	1.5
HDMC-255	Diesel Engine Theory	1.5
HDMC-257	Diesel Engine Lab	3.0
HDMC-258	Engine Tune-up Theory	3.0
HDMC-259	Engine Tune-Up Lab	3.0
HDMC-266	Powertrain Lab	1.5
COMM 209	Business Communications	1.5
Semester 2 Total		18.0
Program Total		37.5

## PROGRESSION

- Students must attain a PGPA and/or a CGPA of 2.0 or better in each semester and pass the necessary prerequisite courses to progress through the program. To qualify for graduation, students must pass all courses, attain a CGPA of 2.0 or better and complete course requirements within the prescribed timelines.

## CREDENTIALS

- After successfully completing this program, graduates will receive a SAIT certificate as a Diesel Equipment Technician.

## ACCREDITATION

- Students achieving a PGPA and/or CGPA of 2.0 will be allowed to challenge the Heavy Equipment Technician 1st and 2nd year technical exams from Alberta Apprenticeship and Industry Training. A Prior Learning Assessment (PLA) form and a fee will be required by Alberta Apprenticeship and Industry Training. Successful students may also be granted up to 600 hours of work credit towards their apprenticeship hours.

## *Transfer with Certificate to...*

Through SAIT Polytechnic transfer agreements and institution partnerships, graduates of this SAIT program may be eligible for credit at the following institution:

- Alberta Apprenticeship and Industry Training
- NAIT

To learn more, visit Transfer Options.

Transfer options may be available at post-secondary institutions where credits from SAIT programs could be evaluated on an individual basis. Interested students should contact the post-secondary e

# ELECTRICAL ENGINEERING TECHNOLOGY

- Two year diploma
- Fall start
- Distance courses (EVDS 221 and ELCT 205) are available

## CONTACT US

Phone: 403.284.8451

Fax: 403.284.8262

Email: eet.info@sait.ca

## PROGRAM DESCRIPTION

Electrical Engineering Technology offers a comprehensive study in electrical and electronic theory, technical mathematics and computers, report writing and drafting. It also provides in-depth training in electrical machines and controls, control systems industrial networking, programmable logic controllers, power systems, code applications, metering and protective relaying.

This program is offered full time and can be completed in two years. Most students enrol full time; however, a variety of enrolment options exist for those students desiring part-time or off-campus studies. Our online and distance options allow students to take most first and second semester courses at a distance, either through self-paced courses depending on a student's schedule or through a paced delivery model where students start courses in September or January and complete them in December or April respectively. Some first-year courses are also offered on campus in the evenings through SAIT's Continuing Education calendar. Please visit SAIT's Continuing Education calendar or Distance Education calendar for more information.

Distance courses will require a personal computer.

## YOUR CAREER

Graduates find work as electrical engineering technologists, industrial control technologists and power systems technologists. Graduates may also be employed in design, estimating, technical sales, power generation, distribution, metering, industrial electronic control, supervisory control systems and industrial networking.

Employers include consulting and design firms, the oil and gas industry, industrial plants, technical sales companies, electrical contractors, utility companies and various manufacturers and distributors.

## STUDENT SUCCESS

Students with higher secondary or post-secondary marks and those who are skilled in math, science (especially physics), computer skills, communication and problem solving skills usually experience greater success in the Electrical Engineering Technology program.

## ADMISSION REQUIREMENTS

Alberta High School Diploma or equivalent, with the following admission requirements or equivalents:

- At least 60% in Pure Math 30 or Math 30-1, or at least 75% in Math 30-2, **AND**,
- At least 60% in English Language Arts 30-1 or 75% in English Language Arts 30-2, **AND**,
- At least 60% in Physics 20.
- All applicants must demonstrate English Language Proficiency prior to admission, including students educated in Canada.

## SELECTION

Applications and proof of the admission requirements (transcripts and/or anticipated final grades) must be submitted by April 1 to be included in selection. Applications received after April 1 will be placed on a secondary waitlist and applicants will be contacted if seats become available.

## EARLY ADMISSION

Early admission will be offered to the first 76 applicants who have achieved, or will achieve, the following:

- At least 70% in Pure Math 30 or Math 30-1, or at least 80% in Math 30-2, **AND**,
- At least 65% in English Language Arts 30-1 or 80% in English Language Arts 30-2, **AND**,
- At least 70% in Physics 20.

**Update Nov. 20, 2013:** Seats allocated for early admission have been offered. Remaining applicants will be put in selection and are required to complete the career investigation questionnaire.

## Selection Process

The remaining seats will be filled through selection. The first round of selection will start November 15 and will occur monthly until the program is full.

Applicants who apply after the program has been filled will complete the selection process and be placed on a waitlist.

## SELECTION CRITERIA

Applicants will be required to complete a career investigation questionnaire.

## SUBMITTING THE CAREER INVESTIGATION

Check your admission status on mySAIT.ca. If your status indicates you're "In Selection", complete the career investigation questionnaire and submit it according to the instructions.

Applicants who fail to submit the career investigation questionnaire will be excluded from selection.

If you have any difficulty submitting the career investigation, save it to your desktop and send it to the email address indicated on the questionnaire.

## TUITION AND FEES (SUBJECT TO CHANGE)

- Please refer to the Tuition and Fee Table.
- International Students, please refer to International Student Fees.
- Student funding, please refer to Financial Assistance.
- Mature Students please refer to the Admissions Sections.

## BOOKS AND SUPPLIES (SUBJECT TO CHANGE)

- Books and supplies are approximately \$1,000 for the first year and \$700 for the second year.

# ELECTRICAL ENGINEERING TECHNOLOGY

## PROGRAM OUTLINE

To find the course description for a course shown below, please go to our Course Finder and enter the course acronym and numbers (i.e., DMST-202) into the Quick Search by Course Code field.

Course Code	Course Name	Credit
<b>First Year</b>		
<b>Semester 1</b>		
COMM-238	Technical Communications I	3.0
COMP-213	Computing for Engineering Technology	1.5
ELEC-205	Electrical Principles	3.0
MATH-237	Math for Technologists	3.0
ELTR-232	Digital and Electronic Circuits	3.0
ENVS-247	Safety and Environment	1.5
Semester 1 Total		15.0
<b>Semester 2</b>		
ELEC-291	Electrical Analysis	3.0
ELEC-266	Electrical Practices	3.0
ENGD-226	Electrical Diagrams and AutoCAD	1.5
MATH-280	Calculus for Technologists	3.0
COMM-288	Technical Communications II	3.0
ELTR-262	Power Electronics	3.0
Semester 2 Total		16.5
First Year Total		31.5
<b>Second Year</b>		
<b>Semester 3</b>		
DSGN-346	Electrical Design Principles	3.0
ELEC-349	Machine Applications	3.0
ELEC-352	Rotating Machines	3.0
ELEC-353	Transformer Applications	3.0
CNTR-308	PLC-Contrologix Applications	3.0
ELEC-302	Generation and Grid Operations	1.5
PROJ-333	Technical Project Management	1.5
Semester 3 Total		18.0
<b>Semester 4</b>		
CNTR-358	PLC – Contrologix Applications 2	3.0
DSGN-396	Industrial Electrical Design	3.0
ELCM-350	Industrial Networks and Communications	1.5
ELEC-361	Power Systems Analysis	3.0
ELEC-364	Protection and Control	3.0
PROJ-373	Capstone Project Course	3.0
Semester 4 Total		16.5
Second Year Total		34.5
Program Total		66.0

## PROGRESSION

Students must attain a PGPA and/or a CGPA of 2.0 or better in each semester and pass the necessary prerequisite courses to progress through the program. To qualify for graduation, students must pass all courses, attain a CGPA of 2.0 or better and complete course requirements within the prescribed timelines.

## CREDENTIALS

After successfully completing this program, graduates will receive a SAIT diploma in Electrical Engineering Technology.

## ACCREDITATION

The program is nationally accredited by the Canadian Technology Accreditation Board and Canadian Council of Technicians and Technologists at the technologist level.

Graduates are eligible for membership in the following professional associations:

- Association of Science and Engineering Technology Professionals of Alberta (ASET)

## Transfer with Diploma to...

Through SAIT Polytechnic transfer agreements and institution partnerships, graduates of this SAIT program may be eligible for credit at the following universities and colleges:

- Athabasca University
- British Columbia Institute of Technology
- Camosun College
- Cape Breton University
- Lakehead University
- Memorial University of Newfoundland (The Marine Institute)
- NAIT
- SAIT Polytechnic
- Thompson Rivers University
- University of New Brunswick, Saint John
- University of Victoria

To learn more, visit Transfer Options.

Transfer options may also be available at other post-secondary institutions where credits from SAIT programs are evaluated on an individual basis. Interested students should contact the post-secondary institute of their choice for more information.

# ELECTRONICS ENGINEERING TECHNOLOGY

- Two year diploma
- Fall start
- E-Learning

## CONTACT US

Phone: 403.284.8081 or  
Email: ent.info@sait.ca

## PROGRAM DESCRIPTION

The Electronics Engineering Technology program is an analysis and design-oriented program with emphasis given to electronic circuits, systems and sub-systems. This program prepares graduates with professional, technical and practical skills that include problem solving, research, design, prototyping, implementation, installation and testing of electronics-based systems. Specific studies include digital and analog applications, electronic controls, computer-based circuit design and simulation, microprocessor systems, RF communications, and computer-enhanced test and measurement systems. Areas of employment may include GPS-based systems, measurement, control, security and surveillance and wireless communication systems.

Graduates of the Electronics Engineering Technology program have the relevant technical, applied and professional skills that employers seek in this dynamic industry sector. Graduates may find employment as an electronic engineering technologist assisting in research, design, development of prototyping of electronic-based circuits and systems. They will also have the opportunity to continue their studies toward an Engineering Degree. SAIT offers articulation agreements with a variety of universities across Canada.

Working with electrical engineers who provide the conceptual design, the electronics engineering technologist will assist with the practical aspects of circuit design and analyze circuit performance. Electronics Engineering Technologists may design and/or evaluate the performance of the circuit using a variety of analysis methods. The technologist also works closely with technicians who fabricate, troubleshoot, measure and calibrate the systems. The learning environment incorporates instructor-led instruction and discussions enhanced with computer-based presentations and simulation software. Most classes integrate time in the lab, allowing students to apply their knowledge in a real, practical environment. This program will also utilize an e-Learning (SAIT issued laptop computer) instructional delivery method.

## YOUR CAREER

Graduates of this program possess a broad, practical knowledge of electronics for a career in a dynamic industry sector. Electronics Engineering Technologists can expect above-average wages and opportunities for advancement in an occupation that is constantly evolving and diversified. This person will use their creativity, math and science skills to develop and maintain electronics systems.

Electronics technologists may work independently and/or be a vital member of a design and implementation team. An electronics engineering technologist can pursue a path toward a degree based on the knowledge they gain through training and their work experience.

- Graduates of the Electronics Engineering Technology program have a 100% employment rate.

## STUDENT SUCCESS

Success in this area of study requires an interest in physics and a strong foundation in mathematics. Electronics Engineering Technologists apply science to practical applications. They learn to think like Engineers while using their experience in manufacturing and analysis. Lifelong learning is an expectation for career growth.

Characteristics of a successful student in this program include:

- Enjoys solving problems using a logical, analytical and systematic approach.
- Being patient, persistent, meticulous, innovative and creative when trying to figure things out.
- Working independently with little supervision, but also capable of performing as a vital member of a team of professionals.
- Enjoys keeping up-to-date on new technological developments and continuing to enjoy learning new skills.
- Being able to learn how something works from a written manual, from observations or from experimenting.
- Having a working knowledge of the MS Office Suite would be an asset.

## ADMISSION REQUIREMENTS

Alberta High School Diploma or equivalent, with the following admission requirements or equivalents:

- At least 50% in Pure Math 30, or at least 60% in Math 30-1, or at least 75% in Math 30-2, **AND**,
- At least 50% in English Language Arts 30-1 or English Language Arts 30-2, **AND**,
- At least 50% in a minimum 20-level science (Physics preferred, and excludes Science 24 and 26).
- All applicants must demonstrate English Language Proficiency prior to admission, including students educated in Canada.

## SELECTION

- To be included in selection, applications along with all supporting documents must be submitted.
- There will be 32 seats offered in fall.

## EARLY ADMISSION

Applicants who have achieved or will achieve:

- The admission requirements, **AND**,
- A minimum average of 65% in Pure Math 30 or Math 30-1 or equivalent, **AND**,
- A minimum average of 60% in English Language Arts 30-1 or English Language Arts 30-2, or equivalent, **AND**,
- A 30-level science course (Physics, Chemistry, and/or Biology).

## SELECTION CRITERIA

- Applicants who do not qualify for early admission will be academically ranked according to admission requirements and may be interviewed (by phone or in-person). Seats will be offered accordingly.
- Selection will begin on February 15.
- Selection is done on a continuous basis until the program has been filled.

# ELECTRONICS ENGINEERING TECHNOLOGY

## TUITION AND FEES (SUBJECT TO CHANGE)

- Please refer to the Tuition and Fee Table.
- International Students, please refer to International Student Fees.
- Student funding, please refer to Financial Assistance.

## BOOKS AND SUPPLIES (SUBJECT TO CHANGE)

- Books and supplies are approximately \$1,000 for the first year and \$1,000 for the second year.
- A \$400 security deposit to use a SAIT issued laptop.

## PROGRAM OUTLINE

- To find the course description for a course shown below, please go to our Course Finder and enter the course acronym and numbers (i.e., DMST-202) into the Quick Search by Course Code field.
- The learning environment is an in-class blended delivery which incorporates traditional instructor-lead instruction and discussions enhanced with computer-based presentations and simulation software. Additionally, most courses incorporate laboratory exercises that are designed to realize theoretical principles into real-world applications and situations.

Course Code	Course Name	Credit
<b>First Year</b>		
<b>Semester 1</b>		
COMM-256	Professional Communications and Presentation Skills	3.0
DIGI-210	Digital Fundamentals	3.0
EFAB-220	Electronic Fabrication and Design	3.0
ELTR-238	Electronic Fundamentals	3.0
MATH-237	Mathematics for Technologists	3.0
Semester 1 Total		15.0
<b>Semester 2</b>		
CPRG-252	C Programming for Technologists	3.0
DIGI-260	Digital Devices and Applications	3.0
ELTR-278	Electronic Devices and Circuits I	3.0
HREL-250	Business Dynamics	3.0
MATH-280	Calculus for Technologists	3.0
Semester 2 Total		15.0
First Year Total		30.0
<b>Second Year</b>		
<b>Semester 3</b>		
ELCM-322	Wireless Communication Systems	3.0
ELEC-305	Applied Analysis	3.0
ELTR-338	Electronic Devices and Circuits II	3.0
MCRO-310	Micro Fundamentals	3.0
PROJ-304	Project Preparation	3.0
Semester 3 Total		15.0
<b>Semester 4</b>		
CNTR-362	Electronic Control Systems	3.0
ELCM-382	Wireless Applications and Networks	3.0
INST-355	Advanced Instruments	3.0
MCRO-350	Micro Design and Application	3.0
PROJ-354	Capstone Project	3.0
Semester 4 Total		15.0
Second Year Total		30.0
Program Total		60.0

## PROGRESSION

Students must attain a PGPA and/or a CGPA of 2.0 or better in each semester and pass the necessary prerequisite courses to progress through the program. To qualify for graduation, students must pass all courses, attain a CGPA of 2.0 or better and complete course requirements within the prescribed timelines.

## CREDENTIALS

After successfully completing this program, graduates will receive a SAIT diploma in Electronics Engineering Technology.

## ACCREDITATION

The Canadian Council of Technicians and Technologists (CCTT) Canadian Technology Accreditation Board (CTAB) accredits this program at the Engineering Technologist level. After two years of suitable industrial experience, graduates are eligible for membership in The Association of Science and Engineering Technology Professionals of Alberta (ASET) as a Certified Engineering Technologist (CET).

## Transfer with Diploma to...

Through SAIT Polytechnic transfer agreements and institution partnerships, graduates of this SAIT program may be eligible for credit at the following universities and colleges:

- Athabasca University
- British Columbia Institute of Technology
- Camosun College
- Canadian Forces
- Cape Breton University
- Lakehead University
- Memorial University of Newfoundland (The Marine Institute)
- NAIT
- SAIT Polytechnic
- Thompson Rivers University
- University of New Brunswick, Saint John
- University of Victoria

To learn more, visit Transfer Options.

Transfer options may also be available at other post-secondary institutions where credits from SAIT programs are evaluated on an individual basis. Interested students should contact the post-secondary institute of their choice for more information.

# EMERGENCY MEDICAL TECHNICIAN

- 10 month certificate
- Program offered in Calgary
- Fall start
- Includes community-based workplace experience and ambulance practica
- Blended delivery with only and face-to-face components

## CONTACT US

School of Health and Public Safety  
Room R502, Senator Burns Building  
Phone: 403.284.8500 or  
Email: [hps.info@sait.ca](mailto:hps.info@sait.ca)

Please note the educational steps for this profession:

1. Emergency Medical Responder (176-hour certificate of achievement)
2. Emergency Medical Technician (10-month certificate program)
3. Emergency Medical Technology – Paramedic (two-year diploma)

## PROGRAM DESCRIPTION

The Emergency Medical Technician (EMT) program provides education and training for pre-hospital care professionals and prepares them to work within a multi-discipline healthcare team. This program is taught by experienced practitioners and covers all aspects of pre-hospital emergency care including Advanced Life Support assist, patient assessment, diagnostics, treatment and critical interventions.

The Emergency Medical Technician program is a competency-based, blended-delivery program which includes face-to-face and online learning components. Students must be motivated and organized as this program is fast-paced and requires a significant contribution of time to be successful.

Students will be required to:

- Attend an orientation session.
- Complete all work as assigned.
- Attend mandatory class days for theory and psychomotor skills acquisition practice.
- Attend full-time one clinical (hospital and/or urgent care based) practicum and one ambulance-specific practicum to apply the theory and skills learned under the direct supervision of a preceptor.

**Note:** Students may have to travel to rural Alberta to complete their practica based on practicum spot availability.

The EMT program will be evaluating student competency and performance using a competency tracking system called Comp Tracker. Students are required to have an Apple personal digital assistant (iPad) to support the Comp Tracker system while in the classroom/lab and at practicum sites.

This program is offered in Calgary at SAIT Polytechnic.

The successful completion of the Emergency Medical Technician program is a requirement for continuing into the Emergency Medical Technology – Paramedic (EMT-P) program.

## YOUR CAREER

Graduates are prepared for careers in emergency medical services or on industrial sites in rural and urban settings throughout Canada, as well as internationally.

- Graduates of the Emergency Medical Technician program have a 91% employment rate.

## STUDENT SUCCESS

- Students with higher secondary or post-secondary marks usually experience greater success in SAIT programs.
- Students who experience success in this program have effective communication skills in English.
- Health care practitioners are detail oriented in the care they provide and enjoy working in a team environment.
- The student must be a highly motivated and well-organized individual to succeed in this fast-paced program.
- Due to the physical nature of the work required in emergency medical services, the EMT program has a strong focus on physical fitness and wellness.

## ADMISSION REQUIREMENTS

Alberta High School Diploma or equivalent with at least 50% in each of the following courses or their equivalents:

- Pure Math 20 or Applied Math 20 or Math 20-1 or Math 20-2, **AND**,
- English Language Arts 30-1 or English Language Arts 30-2, **AND**,
- Biology 30 or Science 30
- All applicants must demonstrate English Language Proficiency prior to admission, including students educated in Canada.
- Students must be 18 years old by January 1 (second semester of the EMT program).
- Emergency Medical Responder (EMR) graduate. For more information regarding the SAIT EMR program, please refer to the SAIT Continuing Education Calendar.
- Completion of an EMR program by April 1, for May examination by the Alberta College of Paramedics (ACP). Proof of this admission requirement will be accepted in one of the following two ways:
  - 1) Copy of EMR credential and Alberta College of Paramedics registration card upon application, or
  - 2) Proof of completion of EMR program by above date and a letter from the ACP stating intent to write exam.
- All applicants must be registered with the ACP as an EMR by August 1 prior to the program commencing.

## SELECTION

Applications along with all supporting documents must be submitted by April 30 to be included in selection. Applications received after April 30 will be put on a secondary waitlist and will be considered if seats are available.

There will be 72 seats offered for the fall intake.

# EMERGENCY MEDICAL TECHNICIAN

## SELECTION CRITERIA

Applicants that meet the Admission Requirements will proceed to the interview phase of the selection process. Applicants will be expected to present an updated resumé with supporting documentation at the interview. They will then be ranked using the following criteria:

- Written Exam and/or interview 50%
- Related first response/emergency response experience 35%
- References 15%

## SELECTION PRIORITY

Final selection recommendations may give consideration to community and regional distribution.

## SELECTION

- Selection will be done on an ongoing basis starting in November. Applicants will receive a selection package with complete instructions on how to complete the career investigation. Your selection will be determined based on following those instructions and the quality of the career investigation.
- Applicants must be registered as an Emergency Medical Responder with the Alberta College of Paramedics (ACP). An applicant's ACP registration number must be submitted to SAIT by August 1 in order to maintain a seat in the program.
- Successful candidates must sign a practicum agreement contract prior to final acceptance into the program. Students must fulfill the required qualifying criteria as outlined in the practicum agreement by providing proof prior to starting practicum. Students who are unable to comply with the components of the agreement may be unable to complete their clinical placement and therefore unable to graduate from the program.
- Practicum placements are assigned by Alberta Health Services (AHS) and may be located throughout the province of Alberta. AHS will endeavor to locate practicum placements in the Calgary region. There may be opportunity in boarding provinces for placements.
- Orientation is mandatory.

## PRACTICUM REQUIREMENTS

The School of Health and Public Safety has many practica partners located within Alberta and across Canada. Practicum placements in Calgary are limited and students may be required to relocate outside of Calgary for practicum.

Successful candidates will be informed of the allocation of their practicum placement by the program. There is no guarantee that students will be placed at their desired practicum location. Special considerations of personal circumstances will not be given in regards to assigning practicum placements. Students will be responsible for fees associated with practicum such as relocation and travel costs. In compliance with the practica agreements with our clinical partners, successful candidates will be requested to provide proof of the following requirements:

- **Current Heart and Stroke Foundation Health Care Provider Level (C) CPR** must be valid for the duration of your practicum. SAIT offers the above CPR course on a continuous basis (CPRS 212 Health Care Provider). Please note that only Heart and Stroke Foundation of Canada CPR certification will be accepted.

- **Updated Immunization Records:** Most practicum sites require students to demonstrate updated immunization status prior to attending practicum. Successful candidates will be asked to provide an up-to-date immunization record to the SAIT Health Clinic as part of the program orientation. Failure to do so could jeopardize a student's ability to complete the practicum portion of his/her program. The receiving practicum site has the right to refuse students who cannot prove they have met all the required immunizations. It is advised to start the immunization process early.
- **Security Clearance:** According to the Protection for Persons in Care Act, our practica sites require that students obtain a Criminal Records Check (CRC), including Vulnerable Sector Check (VSC), prior to going on practicum. Any criminal code offence for which a pardon has not been received may be a deterrent to a student's entry into practicum, and therefore will result in an uncompleted program or non-graduating status. Successful candidates will be asked to provide a clear CRC record to the School of Health and Public Safety main office on orientation day. The record must be dated no earlier than 90 days prior to your program orientation day (typically orientation day is held the week prior to the first day of class).
- **N95 Respiratory Mask:** In compliance with Occupational Health and Safety (OHS) Code, Part 18 Personal Protective Equipment, Section 250 Effective facial seal, students are fit-tested for respiratory masks prior to their practica. Fit-testing is available on campus. The OHS Code Explanation Guide states the effectiveness of the respiratory protective equipment depends on an effective face piece seal to the skin of the face. The seal is dependent on facial differences (shape or size) or facial hair. Facial hair must be removed where the mask contacts the face for the test. Failure to adequately fit an N-95 mask may result in a restricted practicum and/or limited employment. Additionally, a student may need to be tested again in two years or if there are changes to the face which impact the ability of the respirator to form an effective seal (e.g. weight gain/loss, growth of facial hair, dental surgery, or facial scarring).
- **Health and Wellness Status:** Due to the demanding nature of the work in the health care field and Occupational Health and Safety requirements, the health care field has a strong focus on health and wellness. Students with a medical condition or disability that may impact them in a practicum setting are strongly advised to discuss concerns with the program academic chair and/or SAIT Accessibility Services as soon as possible upon acceptance into the program. Please review the attached document for guidance on entering an allied health program with a medical condition or disability.

More details on the practica requirements per program are outlined on a pre-orientation website for successful candidates.

# EMERGENCY MEDICAL TECHNICIAN

## TUITION AND FEES (SUBJECT TO CHANGE)

- Please refer to the Tuition and Fee Table.
- International Students, please refer to International Student Fees.
- Student funding, please refer to Financial Assistance.
- CPRS 212 Health Care Provider course in CPR. Annual update required (CPRS 222 Health Care Provider Renewal). All CPR courses must be from the Heart & Stroke Foundation. Call SAIT Life Support Training at 403.210.4009 for further information.
- The Alberta College of Paramedics (ACP) provincial exam fee is \$747.
- ACP annual registration fees are approximately \$425 (initial registration fee is approximately \$475).
- Students are responsible for any additional expenses related to their practicum including relocation costs to practicum sites outside Calgary.
- There is a fee associated with obtaining a criminal record check (including vulnerable sector check) and is payable to the Police or the RCMP.

## BOOKS AND SUPPLIES (SUBJECT TO CHANGE)

- Books and supplies cost approximately \$1,900 for the program.
- Students must also purchase a uniform (jacket, pants, shirt, belt, and boots) for approximately \$500-\$700.
- Students are required to have access to a personal computer, printer and Internet. Computers must meet the specifications listed in Fees and Expenses.
- Students require an Apple personal digital assistant (iPad) to support the Comp Tracker system.
- There is a \$75 Comp Tracker user fee per semester.

## PROGRAM OUTLINE

- To find the course description for a course shown below, please go to our Course Finder and enter the course acronym and numbers (e.g. DMST-202) into the Quick Search by Course Code field.

Course Code	Course Name	Credit
<b>Semester 1 – Fall</b>		
ANPH-201	Physiology & Physical Assessment	1.5
EMRG-223	Basic Pharmacology	1.5
EMRG-230	Community Integration	1.5
EMRG-233	Respiratory Emergencies	3.0
EMRG-236	EMT Lab 1	3.0
EMRG-244	Professional Practice 1	1.5
EMRG-262	Cardiac Emergencies	3.0
Semester 1 Total		15.0
<b>Semester 2 – Winter</b>		
EMRG-227	Traumatic Emergencies	3.0
EMRG-249	Medical Emergencies 1	3.0
EMRG-251	Medical Emergencies 2	3.0
EMRG-266	EMT Lab 2	3.0
FTNS-202	Fitness and Wellness	1.5
PRAC-242	Clinical Practicum	1.5
PRAC-252	Ambulance Practicum	3.0
Semester 2 Total		18.0
<b>Semester 3 – Spring</b>		
EMRG-265	Professional Practice 2	1.5
PRAC-252	Ambulance Practicum Cont'd	0.0
Semester 3 Total		1.5
Program Total		34.5

## PROGRESSION

Students must attain a PGPA and/or a CGPA of 2.0 or better in each semester and pass the necessary prerequisite courses to progress through the program. To qualify for graduation, students must pass all courses, attain a CGPA of 2.0 or better and complete course requirements within the prescribed timelines.

## CREDENTIALS

After successfully completing this program, graduates will receive a SAIT Emergency Medical Technician certificate.

All graduates are eligible and required to register with the Alberta College of Paramedics to work in Alberta as an EMT.

## ACCREDITATION

The Emergency Medical Technician program delivered by SAIT is accredited by the Canadian Medical Association at the Primary Care Paramedic level and meets the Alberta College of Paramedics core competency requirements.

## *Transfer with Certificate to...*

Through SAIT Polytechnic transfer agreements and institution partnerships, graduates of this SAIT program may be eligible for credit at the following universities and colleges:

- SAIT Polytechnic

To learn more, visit Transfer Options.

Transfer options may also be available at other post-secondary institutions where credits from SAIT programs are evaluated on an individual basis. Interested students should contact the post-secondary institute of their choice for more information.

# EMERGENCY MEDICAL TECHNOLOGY – PARAMEDIC

- Two year diploma
- Fall start
- Includes field (ambulance) and clinical (hospital) practica
- Graduated in high demand

## CONTACT US

School of Health and Public Safety  
Room R502, Senator Burns Building  
Phone: 403.284.8500 or  
Email: hps.info@sait.ca

Please note the Educational Steps for this profession:

1. Emergency Medical Responder (176-hour certificate of achievement)
2. Emergency Medical Technician (10-month certificate program)
3. Emergency Medical Technology – Paramedic (see below)

## PROGRAM DESCRIPTION

The SAIT Emergency Medical Technology – Paramedic (EMT-P) program is a two-year full-time program offered to students currently registered with the Alberta College of Paramedics (ACP) as Emergency Medical Technicians who wish to extend their professional training and credentials to be able to work as paramedics. In the EMT-P program, the student will become extensively familiar with human anatomy, physiology and pathophysiology, as well as wide variety of pharmacological and other therapies. The program commences each year in the fall and consists of five semesters which include classroom and simulation learning, two field (ambulance) practica and two clinical (hospital) practica placements. Students begin Semester 1 with nine weeks in class at the SAIT campus where they learn theory including anatomy, physiology and basic pharmacology. Six weeks of field practicum then follows to fine-tune basic care skills and develop familiarity with advanced procedures such as fluid resuscitation. The ambulance practicum continues in the winter semester, first year, until February.

Students return to SAIT in February for Semester 2 where they will spend nine weeks in class continuing their studies expanding on pharmacological therapies and treatments for various medical and traumatic emergencies. Assessment skills, critical thinking and integrating advanced therapies into basic care are emphasized.

Students will return in the fall for Semester 3 in late August for clinical practicum and then for seven weeks at SAIT for classroom and lab instruction including pediatric and adult advanced life support, rapid sequence induction and other advanced skills. Semester 4 begins in January of the second year with clinical practicum rotations in the pediatric emergency room and labour and delivery. Students will finish with their final ambulance practicum at the end of April.

Students return to SAIT for the spring semester – Semester 5 – where they complete the classroom portion and prepare for registration with the Alberta College of Paramedics (ACP) as an EMT-P.

The EMT-P program will be evaluating student competency and performance using a competency tracking system called Comp Tracker. Students are required to have an Apple personal digital assistant (iPad) to support the Comp Tracker system while in the classroom/lab and at practicum sites.

## YOUR CAREER

Graduates are prepared for careers in emergency medical services or on industrial sites throughout Canada, as well as internationally.

- Graduates of the Emergency Medical Technology – Paramedic program have a 100% employment rate.

## STUDENT SUCCESS

- Students with higher secondary or post-secondary marks usually experience greater success in SAIT programs.
- Students who experience success in this program have effective communications skills in English.
- Health care practitioners are detail oriented in the care they provide and enjoy working in a team environment.
- Due to the physical nature of the work required in emergency medical services, the EMT-P program has a strong focus on physical fitness and wellness.

## ADMISSION REQUIREMENTS

Alberta High School Diploma or equivalent with at least 50% in each of the following courses or their equivalents:

- Pure Math 20 or Applied Math 20 or Math 20-1 or Math 20-2, **AND**,
- English Language Arts 30-1 or English Language Arts 30-2, **AND**,
- Biology 30, or Science 30, or SAIT's ANPH 209

**Note:** ANPH 209 can be found in SAIT's Continuing Education calendar.

- All applicants must be registered with the Alberta College of Paramedics (ACP) as an EMT by August 1 prior to the program commencing.
- All applicants must demonstrate English Language Proficiency prior to admission, including students educated in Canada.

## SELECTION

To be included in selection, applications along with all supporting documents must be submitted.

A minimum of 40 seats will be offered for the fall intake.

## SELECTION CRITERIA

Applicants that meet the Admission Requirements may proceed to the interview phase of the selection process. Applicants will be expected to present an updated resumé with supporting documentation at the interview. They will then be ranked using the following criteria:

- Written Exam and/or interview 50%
- Related first response/Emergency Medical Technician experience 35%
- References 15%

# EMERGENCY MEDICAL TECHNOLOGY – PARAMEDIC

## SELECTION

Selection will be done on an ongoing basis starting in November. Applicants will receive a selection package with complete instructions on how to complete the Career Investigation. Your selection will be determined based on following those instructions and the quality of the investigation.

If you are not selected for admission to the program this year, please re-apply with the above taken into consideration.

Due to the numerous applications received for the EMT program, we will be unable to identify to each candidate the reasons they were not selected for admission. The primary reason for most applicants is the lack of EMS exposure/experience, or they were not fully registered as an EMT with the Alberta College of Paramedics.

## PRACTICUM REQUIREMENTS

The School of Health and Public Safety has many practica partners located within Alberta and across Canada. Practicum placements in Calgary are limited and students may be required to relocate outside of Calgary for practicum.

Successful candidates will be informed of the allocation of their practicum placement by the program. There is no guarantee that students will be placed at their desired practicum location. Special considerations of personal circumstances will not be given in regards to assigning practicum placements. Students will be responsible for fees associated with practicum such as relocation and travel costs.

In compliance with the practica agreements with our clinical partners, successful candidates will be requested to provide proof of the following requirements:

- **Current Heart and Stroke Foundation Health Care Provider Level (C) CPR** must be valid for the duration of your practicum. SAIT offers the above CPR course on a continuous basis (CPRS 212 Health Care Provider). Please note that only Heart and Stroke Foundation of Canada CPR certification will be accepted.
- **Updated Immunization Records:** Most practicum sites require students to demonstrate updated immunization status prior to attending practicum. Successful candidates will be asked to provide an up-to-date immunization record to the SAIT Health Clinic as part of the program orientation. Failure to do so could jeopardize a student's ability to complete the practicum portion of his/her program. The receiving practicum site has the right to refuse students who cannot prove they have met all the required immunizations. It is advised to start the immunization process early.
- **Security Clearance:** According to the Protection for Persons in Care Act, our practica sites require that students obtain a Criminal Records Check (CRC), including Vulnerable Sector Check (VSC), prior to going on practicum. Any criminal code offence for which a pardon has not been received may be a deterrent to a student's entry into practicum, and therefore will result in an uncompleted program or non-graduating status. Successful candidates will be asked to provide a clear CRC record to the School of Health and Public Safety main office on orientation day. The record must be dated no earlier than 90 days prior to your program orientation day (typically orientation day is held the week prior to the first day of class).

- **N95 Respiratory Mask:** In compliance with Occupational Health and Safety (OHS) Code, Part 18 Personal Protective Equipment, Section 250 Effective facial seal, students are fit-tested for respiratory masks prior to their practica. Fit-testing is available on campus. The OHS Code Explanation Guide states the effectiveness of the respiratory protective equipment depends on an effective face piece seal to the skin of the face. The seal is dependent on facial differences (shape or size) or facial hair. Facial hair must be removed where the mask contacts the face for the test. Failure to adequately fit an N-95 mask may result in a restricted practicum and/or limited employment. Additionally, a student may need to be tested again in two years or if there are changes to the face which impact the ability of the respirator to form an effective seal (e.g. weight gain/loss, growth of facial hair, dental surgery, or facial scarring).
- **Health and Wellness Status:** Due to the demanding nature of the work in the health care field and Occupational Health and Safety requirements, the health care field has a strong focus on health and wellness. Students with a medical condition or disability that may impact them in a practicum setting are strongly advised to discuss concerns with the program academic chair and/or SAIT Accessibility Services as soon as possible upon acceptance into the program. Please review the attached document for guidance on entering an allied health program with a medical condition or disability.

More details on the practica requirements per program are outlined on a pre-orientation website for successful candidates.

## TUITION AND FEES (SUBJECT TO CHANGE)

- Please refer to the Tuition and Fee Table.
- International Students, please refer to International Student Fees.
- Student funding, please refer to Financial Assistance.
- CPRS 212 Health Care Provider course in CPR. Annual update required (CPRS 222 Health Care Provider Renewal). All CPR courses must be from the Heart & Stroke Foundation. Call SAIT Life Support Training at 403.210.4009 for further information
- The Alberta College of Paramedics (ACP) provincial exam fee is \$747.
- ACP annual registration fees are approximately \$425 (initial registration fee is approximately \$475).
- Students are responsible for any additional expenses related to their practicum including relocation costs to practicum sites outside of Calgary.
- There is a fee associated with obtaining a criminal record check (including vulnerable sector check), payable to the Police or the RCMP.

## BOOKS AND SUPPLIES (SUBJECT TO CHANGE)

- Books, uniforms, and professional supplies cost approximately \$1,500 – \$2,000 for the two years.
- Students are required to have access to a personal computer, printer and Internet. Computers must meet the specifications listed in Fees and Expenses.
- Students require an Apple personal digital assistant (iPad) to support the Comp Tracker system.
- There is a \$75 Comp Tracker user fee per semester.

# EMERGENCY MEDICAL TECHNOLOGY – PARAMEDIC

## PROGRAM OUTLINE

To find the course description for a course shown below, please go to our Course Finder and enter the course acronym and numbers (i.e., DMST-202) into the Quick Search by Course Code field.

Course Code	Course Name	Credit
<b>First Year</b>		
<b>Semester 1 – Fall</b>		
PHAR-222	Pharmacology Basics	1.5
EMRG-202	Paramedicine Lab 1	3.0
EMRG-320	Gastro/Urinary Emergencies	1.5
ANPH-200	Physiology & Physical Assessment	3.0
EMRG-305	Neurological Emergencies	1.5
PRCT-210	Introductory Field ALS Practicum	6.0
Semester 1 Total		16.5
<b>Semester 2 – Winter</b>		
EMRG-215	Advanced Airway Management	1.5
EMRG-254	Advanced Trauma Management	3.0
EMRG-270	Cardiac Emergencies	3.0
EMRG-273	Respiratory Emergencies	3.0
EMRG-252	Paramedicine Lab 2	3.0
PRCT-210	Introductory Field ALS Practicum (Cont'd)	
PROF-200	Paramedic Practice 1	1.5
Semester 2 Total		15.0
First Year Total		31.5
<b>Second Year</b>		
<b>Semester 3 – Fall</b>		
EMRG-330	Critical Care Paramedic	1.5
EMED-223	Environmental and Aeromedical Emergencies	1.5
EMED-305	OBGYN and Pediatrics	1.5
EMRG-310	Special Population Groups	1.5
PROF-300	Paramedic Practice 2	1.5
EMRG-302	Paramedicine Lab 3	3.0
PRCT-302	Clinical Practicum 1	1.5
Semester 3 Total		12.0
<b>Semester 4 – Winter</b>		
EMRG-340	Industrial Paramedicine	1.5
EMRG-350	Preceptor Training	1.5
EMRG-365	Healthcare Specialties	3.0
PRCT-352	Clinical Practicum 2	1.5
PRCT-351	Advanced Field ALS Practicum	6.0
Semester 4 Total		13.5
<b>Semester 5 – Spring</b>		
PROF-350	Paramedic Practice 3	1.5
Semester 5 Total		1.5
Program Total		58.5

## PROGRESSION

Students must attain a PGPA and/or a CGPA of 2.0 or better in each semester and pass the necessary prerequisite courses to progress through the program. To qualify for graduation, students must pass all courses, attain a CGPA of 2.0 or better and complete course requirements within the prescribed timelines.

## CREDENTIALS

After successfully completing this program, graduates will receive a SAIT Emergency Medical Technology – Paramedic diploma. Other certificates received are Advanced Cardiovascular Life Support (ACLS), Pediatric Advanced Life Support (PALS), International Trauma Life Support (ITLS) Advanced and Neonatal Resuscitation Program (NRP). All graduates are eligible to register with Alberta College of Paramedics and work in Alberta as an EMT-Paramedic.

## ACCREDITATION

The EMT-Paramedic program delivered by SAIT is accredited by the Canadian Medical Association at the Advanced Care Paramedic level.

This program exceeds the Alberta College of Paramedics EMT-Paramedic core competency requirements.

## *Transfer with Diploma to...*

Through SAIT Polytechnic transfer agreements and institution partnerships, graduates of this SAIT program may be eligible for credit at the following universities and colleges:

- Athabasca University
- Canadian Forces
- Medicine Hat College
- NAIT
- Thompson Rivers University
- University of New Brunswick, Saint John
- University of Ontario Institute of Technology

To learn more, visit Transfer Options.

Transfer options may also be available at other post-secondary institutions where credits from SAIT programs are evaluated on an individual basis. Interested students should contact the post-secondary institute of their choice for more information.

# ENERGY ASSET MANAGEMENT

Applicants interested in completing Energy Asset Management through online delivery can apply by selecting and completing the Part-Time Application type and select Energy Asset Management Diploma – Distance Education. Applicants will be required to meet admission requirements and complete the selection process.

- **Two year diploma**
- **Fall start**

## CONTACT US

MacPhail School of Energy  
Room KA440, Johnson-Cobbe Energy Centre  
Phone: 403.284.8451  
Fax: 403.284.8262  
Email: energy.info@sait.ca

## PROGRAM DESCRIPTION

Energy Asset Management is the management and administration of regulatory, financial and contractual compliance related to energy assets. The Energy Asset Management (EAM) diploma program is designed to provide graduates with the skills and knowledge needed for the analysis, documentation, and ongoing administration of regulatory, financial and contractual rights and obligations of companies working with oil and gas assets.

Students in the EAM diploma program will learn through an integrated approach about all of the asset management disciplines:

- Joint Venture – establishing agreements and partnership arrangements
- Mineral & Surface Land Management – acquiring and preserving above- and below-ground rights
- Well Asset Management – managing well and facility activities from start to finish
- Operations Accounting – account for operational costs, revenues, joint venture activities
- Production Accounting – manage reporting for producing wells

Energy Asset Management is often characterized as the non-technical or business side of today's vibrant oil and gas industry. This program will prepare workers for entry-level EAM positions. This is a two year full-time diploma program. Distance and Continuing education options are currently not available.

## YOUR CAREER

As a student of the program, you will learn about all functions within the industry (including an appreciation for the technical side of the business) and will graduate with relevant skills in administration of the regulatory, financial and contractual compliance workflow pertaining to energy industry assets. As a graduate of this program, you will have career opportunities in the petroleum industry in such areas as mineral land, land contracts, surface land, joint ventures, operations accounting, production accounting, well and facility asset management, as well as within various energy service companies, governments and field operations.

## ADMISSION REQUIREMENTS

Alberta High School Diploma or equivalent, with the following admission requirements or equivalents:

- At least 60% in Pure Math 30 or Math 30-1, or 75% in Applied Math 30 or Math 30-2, **AND**,
- At least 60% in English Language Arts 30-1 or 75% in English Language Arts 30-2.
- All applicants must demonstrate English Language Proficiency prior to admission, including students educated in Canada.

## SELECTION

Applications and proof of the admission requirements (transcripts and/or anticipated final grades) must be submitted by April 1 to be included in selection. Applications received after April 1 will be placed on a secondary waitlist and applicants will be contacted if seats become available.

### Selection Process

- Qualified applicants will be emailed a selection package beginning November 15.
- Selection will occur on a monthly basis until the program is full.

## SELECTION CRITERIA

Applicants will be required to submit a one page letter of intent or a one minute video addressing the following:

- Why are you interested in the Energy Asset Management (EAM) program and where did you hear about it?
- What aspects of EAM interest you the most?
- How will you be an asset to this program?
- How will an EAM diploma enable you to reach your career goals? Please be specific.

Applicants who fail to complete the selection requirement will be excluded from selection.

**Note:** Two seats are reserved for applicants who have completed and obtained a minimum of 70% in each of the following Career and Technology Studies courses:

1. PRS1010 – Overview of Alberta Geology
2. PRS1020 – Non-renewable Resources
3. PRS1060 – Consumer Products and Services
4. PRS2030 – Non-Conventional Hydrocarbon Exploration
5. PRS2060 – Refining Hydrocarbons

## TUITION AND FEES (SUBJECT TO CHANGE)

- Please refer to the Tuition and Fee Table.
- International Students, please refer to International Student Fees.
- Student funding, please refer to Financial Assistance.
- Mature Students, please refer to the Admissions Sections.

## BOOKS AND SUPPLIES (SUBJECT TO CHANGE)

- Books and supplies are approximately \$500 per year.

# ENERGY ASSET MANAGEMENT

## PROGRAM OUTLINE

To find the course description for a course shown below, please go to our Course Finder and enter the course acronym and numbers (i.e., DMST-202) into the Quick Search by Course Code field.

Course Code	Course Name	Credit
<b>First Year</b>		
<b>Semester 1 – Fall</b>		
COMM-256	Professional Communication and Presentation Skills	3.0
ACCT-352	Energy Accounting	3.0
BLAW-205	EAM – Business Law	3.0
EAMG-250	EAM Pre-Acquisition & Acquisition	3.0
EAMG-210	Overview of EAM and the Energy Industry	3.0
Semester 1 Total		15.0
<b>Semester 2 – Winter</b>		
EAMG-220	Energy Agreements	3.0
COMM-266	Professional Communication Skills II	3.0
DATA-240	EAM Software Applications	3.0
EAMG-230	Operations Accounting	3.0
EAMG-255	EAM Drilling & Completion	3.0
Semester 2 Total		15.0
First Year Total		30.0
<b>Second Year</b>		
<b>Semester 3 – Fall</b>		
ECON-302	Economics	3.0
EAMG-350	EAM Production	3.0
EAMG-300	EAM Maintenance	3.0
EAMG-305	EAM Production Facilities	3.0
PROJ-399	EAM Project Management	3.0
Semester 3 Total		15.0
<b>Semester 4 – Winter</b>		
MNGT-250	Organizational Behaviour	3.0
MKTG-301	Oil & Gas Marketing	3.0
EAMG-355	EAM Abandonment & Relinquishment	3.0
EAMG-360	EAM Capstone Project	3.0
FNCE-360	Financial Decision Making	3.0
Semester 4 Total		15.0
Second Year Total		30.0
Program Total		60.0

## PROGRESSION

Students must attain a PGPA and/or a CGPA of 2.0 or better in each semester and pass the necessary prerequisite courses to progress through the program. To qualify for graduation, students must pass all courses, attain a CGPA of 2.0 or better and complete course requirements within the prescribed timelines.

## CREDENTIALS

After successfully completing this program, graduates will receive a SAIT diploma in Energy Asset Management.

## ACCREDITATION

There are no formal accreditation arrangements at this time. Please contact the MacPhail School of Energy for more information.

## *Transfer with Diploma to...*

Through SAIT Polytechnic transfer agreements and institution partnerships, graduates of this SAIT program may be eligible for credit at the following universities and colleges:

- Athabasca University
- Mount Royal University
- Robert Gordon University, UK
- SAIT Polytechnic
- University of New Brunswick, Saint John

To learn more, visit Transfer Options.

Transfer options may also be available at other post-secondary institutions where credits from SAIT programs are evaluated on an individual basis. Interested students should contact the post-secondary institute of their choice for more information.

# ENGINEERING DESIGN AND DRAFTING TECHNOLOGY

- Two year diploma
- Fall and winter starts
- Variety of employment opportunities available
- E-Learning

## CONTACT US

School of Construction  
Room CB410, Aldred Centre  
Phone: 403.284.8367  
Fax: 403.284.8812  
Email: construction.info@sait.ca

This program is currently waitlisted for Fall 2014. Applications for January 2015 will open August 1, 2014.

## PROGRAM DESCRIPTION

The Engineering Design and Drafting Technology program provides graduates with the essential skills sought after by a variety of engineering enterprises. The program will provide you with practical experience through hands-on classes in surveying, engineering principles and the latest engineering software programs available. Your instructors will be experienced practitioners who will help you develop your technical and professional skills based on relevant practices.

In the third and fourth semester you will take specialized courses in process piping, civil/municipal engineering and structural design and drafting disciplines.

This diploma program is two years in length, consisting of four 15-week semesters.

This program accepts students into first semester in September as well as January.

**Note:** This program also utilizes an e-Learning (SAIT issued laptop computer) instructional delivery method.

## YOUR CAREER

Graduates may find work as junior technologists in fields such as civil, structural and process piping.

- Graduates of the Engineering Design and Drafting Technology program have a 96% employment rate.

## STUDENT SUCCESS

The most successful students in the program are those with a solid foundation in high school Math and Physics and the aptitude to apply those skills to solving real problems. The ability to visualize in three dimensions and an affinity towards computerized graphics software are valuable assets.

This program is currently waitlisted for Fall 2014. Applications for January 2015 will open August 1, 2014.

## ADMISSION REQUIREMENTS

Alberta High School Diploma or equivalent, with the following admission requirements or equivalents:

- At least 50% in Pure Math 30 or Math 30-1, or 70% in Math 30-2, **AND**,
- At least 50% in English Language Arts 30-1 or English Language Arts 30-2, **AND**,
- At least 50% in Science 30 or Physics 20
- All applicants must demonstrate English Language Proficiency prior to admission, including students educated in Canada.

For international students, please refer to the International section. For mature students, please refer to the Admissions section

## SELECTION

Applications and proof of the admission requirements (transcripts and/or anticipated final grades) must be submitted to be considered for early admission or selection. Once the program is full, applicants will be academically ranked and placed on a waitlist.

## FALL INTAKE (SEPTEMBER 2014)

Selection for the fall intake will begin on November 20 and will occur monthly until the program is full. There will be 96 seats offered in fall.

## WINTER INTAKE (JANUARY 2015)

Selection for the winter intake will begin August 20 and will occur monthly until the program is full. There will be 20 seats offered in the winter intake.

## EARLY ADMISSION

Early admission will be offered to applicants who have achieved or will achieve a minimum overall average of 65% using the admission requirements. Early admission is applicable until the program is full.

**Update Nov. 28, 2013:** Seats allocated for early admission to the Fall 2014 intake have been offered. Remaining applicants will be placed in selection. Please review the selection criteria outlined below.

## SELECTION CRITERIA

Applicants who do not qualify for early admission will be academically ranked according to the admission requirements. Seats will be offered accordingly.

## TUITION AND FEES (SUBJECT TO CHANGE)

- Please refer to the Tuition and Fee Table.
- International Students, please refer to International Student Fees.
- Student funding, please refer to Financial Assistance.

## BOOKS AND SUPPLIES (SUBJECT TO CHANGE)

- Books and supplies are approximately \$1,500 per year.
- A \$400 security deposit to use a SAIT issued laptop.

## PROGRAM OUTLINE

- To find the course description for a course shown below, please go to our Course Finder and enter the course acronym and numbers (i.e., DMST-202) into the Quick Search by Course Code field.
- SAIT students are offered an opportunity to develop lifelong learning skills in an online environment. One or more courses in the program are offered fully or partially online.
- This program is being reviewed and could undergo changes.

Course Code	Course Name	Credit
<b>First Year</b>		
<b>Semester 1</b>		
COMP-220	Computer Fundamentals	3.0
ENGD-214	Digital Drafting	3.0
MATH-238	Math for Engineering & Tech I	3.0
STCS-242	Structural Statics	1.5
CNST-249	Concrete and Soil Basics	1.5
STAT 245	Statistics for Engineering & Tech I	3.0
Semester 1 Total		15.0

# ENGINEERING DESIGN AND DRAFTING TECHNOLOGY

Course Code	Course Name	Credit
<b>Semester 2</b>		
SMTL-246	Strength of Materials	3.0
ARCH-253	Building Structures	1.5
ENGD-221	Topographical Drafting	1.5
CADD-220	Advanced CADD Practices	3.0
COMM-238	Technical Communications 1	3.0
MATH-288	Math for Engineering & Tech II	3.0
Semester 2 Total		15.0
First Year Total		30.0
<b>Second Year</b>		
<b>Semester 3</b>		
CADD-320	Electrical & HVAC CADD Practices	1.5
ENGD-321	Applied Machine Design	3.0
ENGD-305	Process Piping I	3.0
ENGD-306	Structural Drafting I	3.0
ENDG-307	Civil Drafting I	3.0
MECH-370	Fluid Mechanics	1.5
Semester 3 Total		15.0
<b>Semester 4</b>		
ENVS 351	Environmental Engineering	1.5
ENGD-376	Civil Drafting II	3.0
ENGD-377	Structural Drafting II	3.0
ENGD-378	Process Piping Drafting II	3.0
ENGD-381	Engineering Practices	1.5
PROJ-357	Applied EDDT Capstone Project	3.0
Semester 4 Total – Structural Major		15.0
Second Year Total – Structural Major		30.0
Program Total – Structural Major		60.0

## PROGRESSION

Students must attain a PGPA and/or a CGPA of 2.0 or better in each semester and pass the necessary prerequisite courses to progress through the program. To qualify for graduation, students must pass all courses, attain a CGPA of 2.0 or better and complete course requirements within the prescribed timelines.

## CREDENTIALS

After successfully completing this program, graduates will be awarded a SAIT diploma in Engineering Design and Drafting Technology.

## ACCREDITATION

This program is nationally accredited, at the technologist level, by the Canadian Council of Technicians and Technologists. Graduates are eligible for membership in The Association of Science and Engineering Technology Professionals in Alberta (ASET).

## *Transfer with Diploma to...*

Through SAIT Polytechnic transfer agreements and institution partnerships, graduates of this SAIT program may be eligible for credit at the following universities and colleges:

- Athabasca University
- British Columbia Institute of Technology
- Memorial University of Newfoundland (The Marine Institute)
- NAIT
- SAIT Polytechnic
- Thompson Rivers University
- University of New Brunswick, Saint John

To learn more, visit Transfer Options.

Transfer options may also be available at other post-secondary institutions where credits from SAIT programs are evaluated on an individual basis. Interested students should contact the post-secondary institute of their choice for more information.

# ENGLISH LANGUAGE FOUNDATIONS

- Six start dates per year (eight week terms)
- Intensive, skills-focused approach
- Proficiency-based placement and advancement
- Preparation for studies at SAIT

## CONTACT US

English Language Foundations:  
Call: 403.210.4045  
Email: [english.language@sait.ca](mailto:english.language@sait.ca)  
Room: MC217, Stan Grad Centre

## PROGRAM OVERVIEW

English Language Foundations (ELF) is a language training program that prepares ESL learners for admission into SAIT Polytechnic career programs and improves English language skills so students can pursue or upgrade their career. Successful completion of ELF level five meets the English language proficiency requirement for SAIT career programs\*.

## PROGRAM DETAILS

Each level of English Language Foundations has two courses, one in reading and writing and the other in listening and speaking.

### Full-time Day Language Instruction:

- Two courses per week for eight weeks
- 22 hours per week in class, plus 15-20 hours of homework
- Morning or afternoon courses available

### Part-time Day Language Instruction:

- One course per week for eight weeks
- 11 hours per week in class, plus 7-10 hours of homework
- Morning or afternoon courses available

### Part-time Evening Language Instruction:

- One or two courses per week for 14 weeks
- Each course is six hours and two evenings per week (three hours each evening)
- Courses offered Monday and Wednesday or Tuesday and Thursday

## 2014 PROGRAM START AND END DATES\*\*

### Full- and Part-time Day Language Instruction:

- March 3 – April 25, 2014
- May 5 – June 27, 2014
- July 2 – August 24, 2014
- September 2 – October 24, 2014
- October 27 – December 19, 2014
- Part-time Evening Language Instruction:
  - May 21 – August 25, 2014
  - May 22 – August 26, 2014

\*\* Dates are subject to change

## PROGRAM ADMISSION REQUIREMENTS AND LEVELS

To register for the English Language Foundations program, you must complete a Canadian Language Benchmark Assessment (CLBA) and obtain a minimum score of 4 in all categories.

You can complete a CLBA at SAIT for \$100, to make an appointment call 403.210.4045 or email [english.language@sait.ca](mailto:english.language@sait.ca). We also accepted CLBA results from ILVARC (CLBA is free if you are eligible). Please Note:

- CLBA scores must be within six months of the test date
  - Teacher-assessed CLBA scores from LINC schools are not accepted
- The benchmark score on your CLBA will determine the ELF level you will start:

Benchmark 4 → ELF level 1

Benchmark 5 → ELF level 2

Benchmark 6 → ELF level 3

Benchmark 7 → ELF level 4 & 5

Benchmark 8 → Meets English proficiency requirement to enter SAIT career programs\*

\*The SAIT Respiratory Therapy program requires Enhanced Language Training Placement Assessment (ELTPA) with a score of 9 in all sections.

## PROGRAM REGISTRATION AND COSTS

To register for English Language Foundations courses, please visit the ELF office in MC217, Stan Grad Centre and bring your CLBA scores.

Once you pay for your course(s) at Student Services, you will be registered.

- Domestic Students\*\*\* – \$650 per course, \$1300 for one ELF level (two courses)
- International Students – \$1300 per course, \$2,600 for one ELF level (two courses)
- Books and supplies for each term costs approximately \$150.

\*\*\*Domestic students may be eligible for government grant funding through the Skills Investment Program (SIP). Please review the application process to see if you meet the basic eligibility criteria.

## LIAISON SERVICES

ELF student liaisons are available for free, one-on-one appointments to help prospective and current students with career planning, program selection, career program requirements, identifying your funding options and more. Book an appointment today by phone 403.774.5310 or email [elf.liaison@sait.ca](mailto:elf.liaison@sait.ca).

## INFO SESSIONS

Interested in the program? Attend an upcoming information session to learn more! To register, email [elf.infosession@sait.ca](mailto:elf.infosession@sait.ca).

## INTERNATIONAL STUDENTS

The International Centre provides assistance to international students interested in studying at SAIT. International students can take the English Language Foundations program in preparation for SAIT career programs. To apply, visit the International Centre.

## Contact English Language Foundations

Call: 403.210.4045  
Email: [english.language@sait.ca](mailto:english.language@sait.ca)  
Visit: MC217, Stan Grad Centre  
Monday to Friday 9 am – 3:30 pm

# ENGLISH LANGUAGE FOUNDATIONS

## ADMISSION REQUIREMENT

- To enter the English Language Foundations program, you must complete a Canadian Language Benchmark Assessment (CLBA) and obtain a minimum score of 4 in all categories.
- Based on your CLBA score, you will be registered into the appropriate English Language Foundations level.

## SELECTION

- There are no additional selection requirements. Admission to this program is available on a first-qualified, first-accepted basis.

## TUITION AND FEES (SUBJECT TO CHANGE)

- Domestic Students\* – \$650 per course, \$1300 for one ELF level (two courses)
- International Students – \$1300 per course, \$2,600 for one ELF level (two courses)

## BOOKS AND SUPPLIES (SUBJECT TO CHANGE)

- Books and supplies for each term costs approximately \$150.

\*Domestic students may be eligible for government grant funding through the Skills Investment Program (SIP). Please review the application process to see if you meet the basic eligibility criteria.

## PROGRAM OUTLINE

To find the course description for a course shown below, please go to our Course Finder and enter the course acronym and numbers (e.g. DMST-202) into the Quick Search by Course Code field.

Course Code	Course Name	Hours
COMM-176	Communications Level 1	80
SPCH-176	Speech Level 1	80
COMM-178	Communications Level 2	80
SPCH-178	Speech Level 2	80
COMM-184	Communications Level 3	80
SPCH-184	Speech Level 3	80
COMM-186	Communications Level 4	80
SPCH186	Speech Level 4	80
COMM-188	Communications Level 5	80
SPCH-188	Speech Level 5	80

## PROGRESSION

To progress through the program, students must attain a minimum score of 50% in all courses.

## CREDENTIALS

Successful completion of the ELF program meets the English language proficiency requirement for most of SAIT's career programs\*. Successful completion of the ELF program is used in lieu of English Language Arts 30-1 or 30-2.

Please check the Career and Programs Guide 2014 for the specific admission requirements for the program(s) you are interested in.

\*Respiratory Therapy program requires Enhanced Language Training Placement Assessment (ELTPA) with a score of 9 in all sections

## WORKPLACE READINESS TRAINING

Many immigrants come to Canada as skilled and experienced professionals. However, language and other limitations can interfere with intentions to launch into the workforce. Workplace Readiness Training courses are designed to improve English language skills for the Canadian workplace, build awareness of cultural norms and expectations within a professional setting, and teach effective strategies to successfully start a career.

- Workplace Communication for IT Professionals
- Pathway to Business Language Training Program
- ENGL 119 Employment Preparation
- ENGL 121 English for Canadian Communication
- Ready to Teach (RTT)

### WORKPLACE COMMUNICATION FOR IT PROFESSIONALS

Are you a foreign-trained and experienced IT professional with no Canadian work experience? Workplace Communication for IT Professionals (WCIT) provides enhanced language skills training for newcomers who are interested in entering the Canadian IT workplace.

This course provides:

- Eight-week, 240-hour language and communications upgrading (30 hours/week)
- Eight-week practicum in the workplace
- Mentorship through the Calgary Region Immigrant Employment Council (CRIEC)
- Guest speakers
- Workplace readiness training
- Follow up at 90 and 180 days after completion of the training program
- Certificate of completion

#### ADMISSION REQUIREMENTS

Applicants must:

- Hold a degree or technical diploma in a computer science, or computer engineering discipline or equivalent
- Have at least two years related IT-related experience in their own country
- Demonstrate a Canadian Language Benchmark level 7 in all skills (6 in writing)
- Be enthusiastic about learning Canadian workplace culture and language

**Dates:** Jan. 13 to April 25, 2014

**Price:** \$4825

Funding may be available for qualified applicants.

To apply, email your resumé to [pamela.heath@sait.ca](mailto:pamela.heath@sait.ca) and include a letter of intent specifying why you are interested in this program. For more information call 403.284.8798.

### PATHWAY TO BUSINESS LANGUAGE TRAINING PROGRAM

Are you interested in a career in business? Are you planning to apply to a main program at the SAIT School of Business?

Do your communication skills need improvement? This FREE full-time language training program is a pathway in the School of Business – one that is specific and unique to the needs of second language learners.

Students will:

- Focus on performance of oral communication and writing skills, while employing career-related terminology, procedures and workplace-specific jargon
- Build awareness of cultural norms, assumption and expectations within a Canadian workplace setting
- Apply occupation-related content and context to assist in language development

The training includes:

- 15 weeks of intensive workplace language, culture and skills training with a focus on the Workplace Essential Skills required for success in the workplace
- Orientation by the School of Business around the expectations of the course
- Guest speakers from industry
- Access to SAIT Polytechnic resources for job search and career management

#### ADMISSION REQUIREMENTS

Applicants must:

- Have a Canadian Language Benchmark of 6 or higher
- Be a landed immigrant
- Require English training to secure employment
- Be prepared to submit a resumé

**Dates:** To be determined.

To apply, email your resumé to [pamela.heath@sait.ca](mailto:pamela.heath@sait.ca). For more information call 403.284.8798.

### ENGL 119 – EMPLOYMENT PREPARATION

This is a four-week employment skills course aimed at easing second language learners into the Canadian workplace. Topics include resumé and cover letter writing, job interview preparation, participating in business meetings and delivering a business presentation. Students enjoy hands-on practice, role play, detailed evaluation and peer feedback.

**Prerequisites:** CLBA 7

**Course dates:** To be determined.

For more information, please call 403.210.4045 or email [english.language@sait.ca](mailto:english.language@sait.ca).

## WORKPLACE READINESS TRAINING

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### ENGL 121 – ENGLISH FOR CANADIAN COMMUNICATION

This course focuses on skills needed for Canadian interpersonal and organizational culture. Students are ESL speakers who wish to gain certain skills to come with work life in Canada, focusing on aspects involving:

- Understanding conflict and how to respond to it
- Participating effectively in groups
- Receiving and responding to negative and positive feedback
- Dealing with difficult personality traits
- Build awareness of cultural norms, assumption and expectations within a Canadian workplace setting
- Apply occupation-related content and context to assist in language development

**Prerequisites:** CLBA 7

**Course dates:** To be determined.

For more information, please call 403.210.4045 or email [english.language@sait.ca](mailto:english.language@sait.ca).

### READY TO TEACH (RTT)

SAIT Polytechnic's Ready to Teach (RTT) program is offered to professionally and instructionally skilled newcomers, who can contribute to the development of the Canadian workforce by sharing their skills and knowledge in the post-secondary education system.

RTT is designed to help highly skilled newcomers with backgrounds in post-secondary instruction to enhance their language skills in order to communicate effectively within the Canadian post-secondary system, and to gain the confidence necessary for presentation of self and technical concepts in front of a diverse group of learners.

The RTT program concentrates on professional language, cultural fit, practicum placement, workplace readiness training and coaching, labour-market analyses, and employment.

Completion of the program will assist the integration of participants into the Alberta post-secondary instructional labour force- an occupation equal to their formal training, abilities and past experience.

The program provides 60 hours of in-class work and an Instructional Skills Workshop.

Entrance Requirements:

- Instructionally experienced, professionally skilled immigrants with a minimum Masters level graduates
- Demonstrate a CLB level 7 in all skill areas
- A willingness, desire and capacity to pursue an instructional career
- Appropriate credentials/experience in the professional or technical field in which they will be teaching

**Program Dates:** To be determined.

**Cost:** \$1,145.00

To apply, email your resumé to [pamela.heath@sait.ca](mailto:pamela.heath@sait.ca). For more information call 403.284.8798.

# ENVIRONMENTAL TECHNOLOGY

- Two year diploma
- Fall start
- Features a one week practicum and one week of field school in Kananaskis

## CONTACT US

MacPhail School of Energy  
 Room KA440, Johnson-Cobbe Energy Centre  
 Phone: 403.284.8451  
 Fax: 403.284.8262  
 Email: energy.info@sait.ca

## PROGRAM DESCRIPTION

Environmental Technology provides students with a unique and focused combination of environmental technology and chemistry knowledge and skills. The program combines a laboratory orientation with a broad theoretical background to provide students with the skills needed to work in the lab or in the field as an environmental technologist.

This program is currently only offered full-time; distance and continuing education options are not available. Each academic year consists of two 15-week semesters and students generally take two years to complete the program. All students must pass the prerequisite courses before proceeding to the next courses. Graduating students are enrolled in PROJ 335, a one-week practicum during the last week in March. The project for the practicum is supplied by the environmental industry.

## YOUR CAREER

Graduates of this program find work in environmental protection, conservation and preservation of natural resources, and environmental education, communication and research. More specific fields include utility and mining companies, chemical manufacturers, steel makers, transportation, industry, federal/provincial government departments, municipalities, education institutions, wastewater management, water treatment, research and health care centres, environmental interest groups and industry associations.

## STUDENT SUCCESS

- Students with higher grades and recent upgrading in Pure Math 30 and Chemistry 30 generally experience higher success in this program.
- Students who experience success in this program have a good work ethic and strong communication skills.

## ADMISSION REQUIREMENTS

Alberta High School Diploma or equivalent, with the following admission requirements or equivalents:

- At least 60% in Pure Math 30 or Math 30-1, **AND**,
- At least 50% in English Language Arts 30-1, or at least 60% in English Language Arts 30-2, **AND**,
- At least 60% in Chemistry 30.
- All applicants must demonstrate English Language Proficiency prior to admission, including students educated in Canada.

## SELECTION

There are no additional selection requirements. Admission to this program will be offered on a first-qualified, first-accepted basis.

## TUITION AND FEES (SUBJECT TO CHANGE)

- Please refer to the Tuition and Fee Table.
- International Students, please refer to International Student Fees.
- Student funding, please refer to Financial Assistance.

## BOOKS AND SUPPLIES (SUBJECT TO CHANGE)

- Books and supplies are approximately \$1,800 per year.

## PROGRAM OUTLINE

To find the course description for a course shown below, please go to our Course Finder and enter the course acronym and numbers (i.e., DMST-202) into the Quick Search by Course Code field.

Course Code	Course Name	Credit
<b>First Year</b>		
<b>Semester 1 – Fall</b>		
MATH-237	Math for Technologists	3.0
BIOL-201	Biology/Field Ecology	1.5
CHEM-213	Chemistry and the Environment	3.0
CHEM-276	Analytical Laboratory Skills	1.5
COMM-238	Technical Communications I	3.0
COMP-261	MS Office: An Introduction	1.5
ENVS-222	Introduction to Environmental Organic Chemistry	1.5
Semester 1 Total		15.0
<b>Semester 2 – Winter</b>		
COMM-270	Environment Risk Communication	1.5
ENVS-219	Industrial Process and Control – Environment	1.5
ENVS-252	Environmental/Health and Risk Assessment	1.5
ENVS-241	Air Sampling and Monitoring	1.5
ENVS-254	Remote Sensing – Introduction	1.5
ENVS-250	Field Safety	1.5
ENVS-260	Environmental Chemistry I	1.5
ENVS-344	Geographical Communications	3.0
GEOL-230	Geology	1.5
Semester 2 Total		15.0
First Year Total		30.0
<b>Second Year</b>		
<b>Semester 3 – Fall</b>		
DATA-201	Data Interpretation	1.5
ENVS-303	Environmental Audits and Management Systems	1.5
ENVS-229	Environmental Law and Regulation	1.5
ENVS-236	Ecosystems and Environmental Impact Assessments	1.5
ENVS-304	Environmental Sampling and Analysis	3.0
ENVS-246	Site Reclamation	1.5
ENVS-360	Environmental Chemistry II	1.5
ENVS-330	Environmental Field School	3.0
Semester 3 Total		15.0
<b>Semester 4 – Winter</b>		
ENVS-361	Environmental Project Management	1.5
ENVS-358	Solid Waste Management	1.5
ENVS-359	Water /Wastewater Treatment	1.5
ENVS-343	Water/Wastewater Treatment Lab	3.0
ENVS-354	Sustainable Urban Design	1.5
ENVS-364	Sustainable Environmental Analysis	1.5
ENVS-375	Environmental Microbiology	1.5
GEOL-350	Hydrology/Hydrogeology	1.5
PROJ-335	Environment Practicum	1.5
Semester 4 Total		15.0
Second Year Total		30.0
Program Total		60.0

Non-credit certification in the following courses: H2S Alive WHMIS, Ground Disturbance, Confined Space.

# ENVIRONMENTAL TECHNOLOGY

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## PROGRESSION

Students must attain a PGPA and/or a CGPA of 2.0 or better in each semester and pass the necessary prerequisite courses to progress through the program. To qualify for graduation, students must pass all courses, attain a CGPA of 2.0 or better and complete course requirements within the prescribed timelines.

## CREDENTIALS

After successfully completing this program, graduates will receive a SAIT diploma in Environmental Technology.

## ACCREDITATION

There are no formal accreditation arrangements at this time. Please contact the MacPhail School of Energy for more information.

Graduates are eligible for membership in the following professional associations:

- Association of Science and Engineering Technology Professionals of Alberta (ASET)
- ECO Canada
- Chemical Institute of Canada (CIC)

## *Transfer with Diploma to...*

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Through SAIT Polytechnic transfer agreements and institution partnerships, graduates of this SAIT program may be eligible for credit at the following universities and colleges:

- British Columbia Institute of Technology
- Griffith University, Australia
- Lakeland College
- Mount Royal University
- NAIT
- Royal Roads University
- SAIT Polytechnic
- Thompson Rivers University
- University of Alberta
- University of Lethbridge
- University of New Brunswick, Saint John

To learn more, visit [Transfer Options](#).

Transfer options may also be available at other post-secondary institutions where credits from SAIT programs are evaluated on an individual basis. Interested students should contact the post-secondary institute of their choice for more information.

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# EXPLORATION INFORMATION TECHNOLOGY

- Two year diploma
- Fall start

## CONTACT US

Phone: 403.210.5753 or  
Email: [expt-info@sait.ca](mailto:expt-info@sait.ca)

## PROGRAM DESCRIPTION

The Exploration Information Technology program provides you with a broad understanding of Earth Sciences with specialized computing skills focusing on UNIX, database management and mapping applications. This program provides students computer skills geared towards the energy sector and numerous other industries.

## YOUR CAREER

Graduates may find employment as a geological or geophysical technologist, applying your expertise in the areas of geological processing and interpretation, computer mapping of geographic variables, manipulation of geophysical data, integration of geological and geophysical data, and production of 3-D models for the reservoir. There is a growing market for digital information experts to work as assistants to geologists and geophysicists as a starting position.

Many technologists may start their career in large companies and then ultimately move to smaller companies, or choose to start their own operation. Technologists are typically entrepreneurial in nature and very practical in their knowledge base.

## STUDENT SUCCESS

- Students with higher secondary or post-secondary marks usually experience greater success in SAIT's programs.
- Students who have taken Math 31, Chemistry 30, Physics 30 and Basic Windows in high school usually experience more success in this program.

## ADMISSION REQUIREMENTS

Alberta High School Diploma or equivalent, with the following admission requirements or equivalents:

- At least 50% in Pure Math 30, or at least 55% in Math 30-1, or at least 75% in Math 30-2, **AND**,
- At least 50% in English Language Arts 30-1 or English Language Arts 30-2, **AND**,
- At least 50% in a minimum 20-level science (excluding Science 24 and 26).
- All applicants must demonstrate English Language Proficiency prior to admission, including students educated in Canada.

## SELECTION

Applications and proof of the admission requirements (transcripts and/or anticipated final grades) must be submitted to be included in selection. There will be 32 seats offered in fall.

## EARLY ADMISSION

Applicants who have achieved or will achieve:

- The admission requirements, **AND**,
- A minimum of 65% in Pure Math 30 or Math 30-1 or equivalent, **AND**,
- A minimum of 60% in English Language Arts 30-1 or English Language Arts 30-2, or equivalent, **AND**,
- A 30-level science course (Physics, Chemistry, and/or Biology).

## SELECTION CRITERIA

- Applicants who do not qualify for early admission will be academically ranked according to admission requirements and may be interviewed (by phone or in-person). Seats will be offered accordingly.
- Selection will begin on February 15.
- Selection is done on a continuous basis until the program has been filled.

## TUITION AND FEES (SUBJECT TO CHANGE)

- Please refer to the Tuition and Fee Table.
- International Students, please refer to International Student Fees.
- Student funding, please refer to Financial Assistance.

## BOOKS AND SUPPLIES (SUBJECT TO CHANGE)

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

## PROGRAM OUTLINE

- To find the course description for a course shown below, please go to our Course Finder and enter the course acronym and numbers (i.e., DMST-202) into the Quick Search by Course Code field.
- This program is being reviewed and could undergo changes.

Course Code	Course Name	Credit
<b>First Year</b>		
<b>Semester 1</b>		
COMM-238	Technical Communications I	3.0
COMP-206	Computer Fundamentals for Geology I	3.0
GEOL-225	Physical Geology	3.0
GEOP-295	Geophysics Data Processes I	3.0
MATH-235	Mathematics for Technology I	3.0
Semester 1 Total		15.0
<b>Semester 2</b>		
COMP-252	Computer Fundamentals for Geology II	3.0
DRLG-220	Drilling Fundamentals for Exploration	1.5
GEOL-380	Exploration Geology	3.0
GEOP-296	Geophysics Data Processes II	3.0
STAT-245	Statistics for Engineering and Technology I	3.0
Semester 2 Total		13.5
First Year Total		28.5
<b>Second Year</b>		
<b>Semester 3</b>		
CMPP-230	Database Design and SQL Programming	3.0
CMPS-320	Unix Systems for Geoscientists	1.5
COMM-288	Technical Communications II	3.0
GEOL-385	Case Studies in Petroleum Geology	3.0
GEOL-390	Petroleum Exploration Well Log Analysis	1.5
GEOP-396	Advanced Geophysical Applications	3.0
Semester 3 Total		15.0
<b>Semester 4</b>		
CMPS-357	Scripting for Geoscientists	1.5
GEOL-386	Case Studies in Energy Development	3.0
GEOP-395	Case Histories in Geophysics	3.0
GEOP-397	Seminar Topics in Geophysics	3.0
GEOS-401	Intermediate GIS	1.5
Semester 4 Total		12.0
Second Year Total		27.0
Program Total		55.5

## EXPLORATION INFORMATION TECHNOLOGY

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### PROGRESSION

Students must attain a PGPA and/or a CGPA of 2.0 or better in each semester and pass the necessary prerequisite courses to progress through the program. To qualify for graduation, students must pass all courses, attain a CGPA of 2.0 or better and complete course requirements within the prescribed timelines.

### CREDENTIALS

After successfully completing this program, graduates will receive a SAIT diploma in Exploration Information Technology.

### ACCREDITATION

There are no formal accreditation arrangements at this time. Please contact the academic school for more information.

### *Transfer with Diploma to...*

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Through SAIT Polytechnic transfer agreements and institution partnerships, graduates of this SAIT program may be eligible for credit at the following universities and colleges:

- British Columbia Institute of Technology
- Griffith University, Australia
- NAIT
- SAIT Polytechnic
- Thompson Rivers University

To learn more, visit [Transfer Options](#).

Transfer options may also be available at other post-secondary institutions where credits from SAIT programs are evaluated on an individual basis. Interested students should contact the post-secondary institute of their choice for more information.

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# FILM AND VIDEO PRODUCTION

- Two year diploma
- Fall start
- Includes fourth semester practicum
- E-Learning

## CONTACT US

Phone: 403.284.8470 or

Email: fvp.info@sait.ca

## PROGRAM DESCRIPTION

Film and video products entertain us, challenge us, impact our understanding of current events, heighten our awareness of social issues, and even influence our buying decisions. Be a part of this cultural phenomenon, and enroll in the Film and Video Production (FVP) program.

The FVP Program prepares you for a career in one of Canada's fastest growing industries. You will learn the fundamentals of scriptwriting, producing, directing, cinematography, sound recording, editing and the business aspects of the film and video industries.

FVP is delivered in a unique environment that combines traditional teaching methods and hands-on production and project models. In the second year, students have the opportunity to specialize, and are further assisted in finding a practicum opportunity for additional, firsthand experience and contacts in the industry. The program is two years in length with each academic year divided into two 15-week semesters.

All Film and Video Production students are required to participate in laptop learning, a package of services that includes a PC laptop computer, a suite of software, full Internet access, training and technical support.

## YOUR CAREER

Upon graduation, you may find employment in movies of the week, feature films, commercials, music videos, documentaries, specialty channel programming, television series, and public service or corporate productions. Most entry-level work is available on a freelance or contract basis. A growing number of entrepreneurial graduates contract their services to multiple clients. Some start their own businesses and employ others. This industry is always hungry for creative new talent. Graduates of this program are working primarily on term specific projects.

- Graduates of the Film and Video Production program have a 82% employment rate.

## STUDENT SUCCESS

- Applicants with previous academic success are usually more successful in SAIT programs.

## ADMISSION REQUIREMENTS

- Alberta High School Diploma or equivalent with at least 60% in English Language Arts 30-1 or English Language Arts 30-2 or equivalents.
- All applicants must demonstrate English Language Proficiency prior to admission, including students educated in Canada.

## SELECTION

- Applications and proof of the admission requirements (transcripts and/or anticipated final grades) must be submitted by February 15 to be included in selection.
- Selection will begin in January and sessions will be scheduled every six to eight weeks. Applicants who apply after February 15 will be put on a secondary waitlist and only be asked to forward packages if a seat becomes available.
- All applicants must provide a current, valid email address where they can be contacted.
- Once the program is full, qualified applicants will be placed on a waitlist.

If you are located more than 300 kilometres from Calgary and cannot attend a selection session without hardship, alternative arrangements for submission will be considered.

Applicants attending a selection session will be asked to give a brief personal introduction and provide specific written information. They will have an opportunity to ask questions and to do a tour.

Applicants will be advised of their status within four weeks of the selection session.

The submission package will consist of the following:

- A career and program investigation report
- Resumé
- Two letters of reference

Please wait until you have received an invitation by email to attend a selection session from the School of Information and Communication Technologies before generating these items. You will be given detailed information in the email as to what is required.

## SELECTION PRIORITY

Selection priority is based on an evaluation of the submission package and the applicant's suitability as determined during the selection session.

## INTERNATIONAL STUDENT CONSIDERATION

The Film and Video Production program allots two seats for international applicants. International applicants are expected to meet the same admission requirements and provide a submission package as indicated in the Selection Criteria above.

## UNSUCCESSFUL APPLICANTS

There are numerous reasons why applicants may not be granted admission - a late application, particularly strong competition, the lack of certain basic requirements, or an application package not up to the general standard.

Applications are not carried over into the next academic year. We encourage applicants to apply again in the next academic year, making up any qualifications they are lacking and/or improving the quality of their submission package.

## SELECTION CRITERIA

Qualified applicants to the Film and Video Production (FVP) program must bring a completed submission package to a selection session.

# FILM AND VIDEO PRODUCTION

## TUITION AND FEES (SUBJECT TO CHANGE)

- Please refer to the Tuition and Fee Table.
- International Students, please refer to International Student Fees.
- Student funding, please refer to Financial Assistance.

## BOOKS AND SUPPLIES (SUBJECT TO CHANGE)

- Books and supplies are approximately \$1,500 per year.
- A \$400 security deposit to use a SAIT issued laptop.

## PROGRAM OUTLINE

To find the course description for a course shown below, please go to our Course Finder and enter the course acronym and numbers (i.e., DMST-202) into the Quick Search by Course Code field.

Course Code	Course Name	Credit
<b>First Year</b>		
<b>Semester 1</b>		
FVDO-201	Media Computer Basics	1.5
FVDO-222	Introduction to Visual Narrative	3.0
FVDO-234	Introduction to Film/Video	1.5
FVDO-235	Introduction to Sound	1.5
FVDO-240	Introduction to Film/Video Graphics	1.5
FVDO-292	Cinematography, Lighting and Grip I	3.0
SCPT-228	Introduction to Screenwriting	3.0
Semester 1 Total		15.0
<b>Semester 2</b>		
FVDO-265	Post-production Sound	1.5
FVDO-293	Cinematography, Lighting and Grip II	3.0
FVDO-294	Location Production Lab I	3.0
FVDO-296	Post-production and Graphics I	3.0
FVDO-382	Business of Film I	1.5
SCPT-255	Screenwriting I	3.0
Semester 2 Total		15.0
First Year Total		30.0
<b>Second Year</b>		
<b>Semester 3</b>		
FVDO-338	Film/Video Production Planning I	1.5
FVDO-340	Film/Video Production Critique I	1.5
FVDO-344	Location Production Lab II	6.0
SCPT-305	Screenwriting II	3.0
<b>Options – Each student gives their order of preference for the following three options, and is assigned to one, based on option quotas and academic merit.</b>		
<b>Option 1 – Production/Direction</b>		
FVDO-310	Production and Direction Skills I	3.0
FVDO-383	Business of Film II	1.5
<b>Option 2 – Cinematography, Lighting, Grip and Sound</b>		
FVDO-356	Cinematography, Lighting, Grip and Sound I	3.0
FVDO-367	Film and Video Technologies	1.5
<b>Option 3 – Post-Production</b>		
FVDO-371	Post Production and Graphics II	3.0
FVDO-367	Film and Video Technologies	1.5
Semester 3 Total		16.5
<b>Semester 4</b>		
FVDO-388	Film/Video Production Planning II	1.5
FVDO-390	Film/Video Production Critique II	1.5
FVDO-394	Location Production Lab III	6.0
PRAC-389	Film/Video Practicum	1.5
SCPT-355	Screenwriting III	3.0

Course Code	Course Name	Credit
<b>Options – Students choose 1 of the following 3 options</b>		
<b>Option 1 – Production/Direction</b>		
FVDO-360	Production and Direction Skills II	1.5
<b>Option 2 – Cinematography, Lighting, Grip and Sound</b>		
FVDO-358	Cinematography, Lighting, Grip and Sound II	1.5
<b>Option 3 – Post-Production</b>		
FVDO-373	Post Production and Graphics III	1.5
Semester 4 Total		15.0
Second Year Total		31.5
Program Total		61.5

## PROGRESSION

Students must attain a PGPA and/or a CGPA of 2.0 or better in each semester and pass the necessary prerequisite courses to progress through the program. To qualify for graduation, students must pass all courses, attain a CGPA of 2.0 or better and complete course requirements within the prescribed timelines.

## CREDENTIALS

Upon successfully completing this program, graduates will receive a SAIT diploma in Film and Video Production.

## ACCREDITATION

There are no formal accreditation arrangements at this time. Please contact the School of Information and Communications Technologies (ICT) for more information.

## Transfer with Diploma to...

Through SAIT Polytechnic transfer agreements and institution partnerships, graduates of this SAIT program may be eligible for credit at the following universities and colleges:

- Athabasca University
- Griffith University, Australia
- Red Deer College
- Royal Roads University
- SAIT Polytechnic
- University of Calgary
- University of New Brunswick, Saint John

To learn more, visit Transfer Options.

Transfer options may also be available at other post-secondary institutions where credits from SAIT programs are evaluated on an individual basis. Interested students should contact the post-secondary institute of their choice for more information.

# GEOMATICS ENGINEERING TECHNOLOGY

- Two year diploma
- Fall start
- Graduates in high demand

## CONTACT US

School of Construction  
Room CB410, Aldred Centre  
Phone: 403.284.8367 or  
Fax: 403.284.8812  
Email: construction.gnt@sait.ca

## PROGRAM DESCRIPTION

The Geomatics Engineering Technology program will provide you with extensive practical skills combined with a broad theoretical background to acquire tools and techniques used in: land surveying, remote sensing, cartography, geographic information systems (GIS), global navigation satellite systems (GPS), photogrammetry, geography and digital mapping.

To succeed in the program, you will need to be comfortable with mathematics and enjoy working with computers and instrumentation. In addition you must be a good team player, have good communication skills, and enjoy working outdoors.

This diploma program is two years in length, consisting of four 15-week semesters.

The program accepts students into first semester in September.

## YOUR CAREER

Graduates of this program find work as surveying technologists in a broad range of industry sectors including: land surveying, mapping, energy exploration and production, civil engineering and construction, GIS, mining and natural resources and federal/provincial/municipal governments.

- Graduates of the Geomatics Engineering Technology program have a 100% employment rate.

## STUDENT SUCCESS

Students who enjoy mathematics and are comfortable using computers and instrumentation will experience more success in this program. Additionally, the ideal candidates are methodical and pay attention to detail, have good work ethic and communication skills. Successful students can think visually about geometric forms and can appreciate details in drawings and objects. Students should enjoy working independently and as a member of a team and the outdoors.

## ADMISSION REQUIREMENTS

Alberta High School Diploma or equivalent, with the following admission requirements or equivalents:

- At least 50% in Pure Math 30 or Math 30-1, or at least 70% in Math 30-2, **AND**,
- At least 50% in English Language Arts 30-1 or English Language Arts 30-2, **AND**,
- At least 50% in Science 30 or Physics 20.
- All applicants must demonstrate English Language Proficiency prior to admission, including students educated in Canada.

## SELECTION

- Applications and proof of the admission requirements (transcripts and/or anticipated final grades) must be submitted to be considered for early admission or selection.
- We receive more qualified applicants than space is available in the program and encourage you to apply early.
- There will be 64 seats offered for the fall intake.

## EARLY ADMISSION

Early admission will be offered to applicants who have achieved or will achieve:

- The admission requirements, **AND**,
- A minimum average of 65% in Pure Math 30 or Math 30-1 or equivalent, **AND**,
- A minimum average of 60% in English Language Arts 30-1 or English Language Arts 30-2.

## SELECTION CRITERIA

- Qualified applicants who are not eligible for early admission will be academically ranked according to admission requirements and sent an email request to complete a career investigation questionnaire.
- Selection will begin on November 12 and will occur on a continuous basis until the program is full.
- Seats will be offered accordingly.

Applicants who fail to submit the career investigation questionnaire will be excluded from selection.

## TUITION AND FEES (SUBJECT TO CHANGE)

- Please refer to the Tuition and Fee Table.
- International Students, please refer to International Student Fees.
- For student funding, please refer to Financial Assistance.

## BOOKS AND SUPPLIES (SUBJECT TO CHANGE)

- Books and supplies are approximately \$1,600 for the first year and \$1,000 for the second year.

## PROGRAM OUTLINE

- The program is continually reviewed and individual courses are subject to change.
- SAIT students are offered an opportunity to develop lifelong learning skills in an online environment. One or more courses in the program are offered fully or partially online.
- To find the course description for a course shown below, please go to our Course Finder and enter the course acronym and numbers (i.e., DMST-202) into the Quick Search by Course Code field.

# GEOMATICS ENGINEERING TECHNOLOGY

Course Code	Course Name	Credit
<b>First Year</b>		
<b>Semester 1</b>		
COMP-220	Computer Fundamentals	3.0
ENGD-213	Geomatics Drafting	3.0
MAPS-213	Mapping Fundamentals	3.0
MATH-238	Math for Engineering & Tech I	3.0
SURV-214	Surveying I	3.0
Semester 1 Total		15.0
<b>Semester 2</b>		
COMM-238	Technical Communications I	3.0
SURV-230	Satellite Positioning	3.0
MATH-265	Measurement Analysis & Adjust.	3.0
MATH-288	Math for Engineering & Tech II	3.0
SURV-248	Surveying II	3.0
Semester 2 Total		15.0
First Year Total		30.0
<b>Second Year</b>		
<b>Semester 3</b>		
SURV-342	Remote Sensing	3.0
MAPS-310	Geodesy and Map Projections	3.0
CADD-308	Geomatics CADD Application	3.0
SURV-330	Surveying III	3.0
MAPS-315	Geographic Information Systems	3.0
Semester 3 Total		15.0
<b>Semester 4</b>		
MAPS-365	Photogrammetry	3.0
PROJ-385	GNT Capstone Project	3.0
SURV-343	Surveying Applications	3.0
MAPS-362	3D Modeling	3.0
SURV-345	Cadastral Surveying	3.0
Semester 4 Total		15.0
Second Year Total		30.0
Program Total		60.0

## PROGRESSION

Students must attain a PGPA and/or a CGPA of 2.0 or better in each semester and pass the necessary prerequisite courses to progress through the program. To qualify for graduation, students must pass all courses, attain a CGPA of 2.0 or better and complete course requirements within the prescribed timelines.

## CREDENTIALS

After successfully completing this program, graduates will be awarded a SAIT diploma in Geomatics Engineering Technology.

## ACCREDITATION

This program is nationally accredited, at the technologist level, by the Canadian Council of Technicians and Technologists (CCTT). Graduates are eligible for certification by the Alberta Society of Surveying and Mapping Technologies (ASSMT) and the Association of Science and Engineering Technology Professionals in Alberta (ASET).

## *Transfer with Diploma to...*

Through SAIT Polytechnic transfer agreements and institution partnerships, graduates of this SAIT program may be eligible for credit at the following universities and colleges:

- Athabasca University
- British Columbia Institute of Technology
- Memorial University of Newfoundland (The Marine Institute)
- NAIT
- SAIT Polytechnic
- Thompson Rivers University
- University of Calgary
- University of Lethbridge
- University of New Brunswick, Saint John

To learn more, visit Transfer Options.

Transfer options may also be available at other post-secondary institutions where credits from SAIT programs are evaluated on an individual basis. Interested students should contact the post-secondary institute of their choice for more information.

# GRAPHIC COMMUNICATIONS AND PRINT TECHNOLOGY

- Two year diploma
- Fall start
- High industry demand

## CONTACT US

Phone: 403.284.8849 or  
Email: [gcpt.info@sait.ca](mailto:gcpt.info@sait.ca)

## PROGRAM DESCRIPTION

If you've ever picked up a print publication, visited a website, admired a logo or looked at an advertisement, then you are already familiar with some of the end products of the digital graphics industry. The Graphic Communications and Print Technology program is designed to prepare you for a career in these exciting fields. You acquire industry-specific skills in electronic file management, print management and production, print administration, estimating, printing service coordination that ensure your success in the industry.

## YOUR CAREER

Graduates may find employment at commercial printing and publishing companies, private and industrial printing plants, paper and ink distributors, screen process companies, printing equipment distributors, advertising agencies, digital printing facilities and other graphic arts firms.

- Graduates of the Graphic Communications and Print Technology program have a 96% employment rate.

## STUDENT SUCCESS

Students with higher secondary or post-secondary marks usually experience greater success in SAIT programs.

## ADMISSION REQUIREMENTS

Alberta High School Diploma or equivalent, with the following admission requirements or equivalents:

- At least 50% in 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.

## SELECTION

To be included in selection, applications must be submitted along with all supporting documents.

## EARLY ADMISSION

To be considered for early admission applicants must apply and submit all supporting documentation by March 1.

Early admission will be offered to applicants who have achieved or will achieve a minimum average of 70% in the admission requirements. All other qualified applicants will go to selection.

## SELECTION CRITERIA

Based on the following criteria selection for the remaining seats will begin on March 1:

- Applicants will be evaluated and placed in rank order by the Selection Committee, based on English Language Arts 30-1 or English Language Arts 30-2 or equivalent achievements.
- Successful completion of a Grade 11 math course is strongly advised for all applicants.

- We recommend that applicants contact the School of Information and Communications Technologies at 403.284.8849 for a tour of the program and to receive more program and industry requirements.

## TUITION AND FEES (SUBJECT TO CHANGE)

- Please refer to the Tuition and Fee Table.
- International Students, please refer to International Student Fees.
- For student funding, please refer to Financial Assistance.

## BOOKS AND SUPPLIES (SUBJECT TO CHANGE)

- Books and supplies are approximately \$665 per year.

## PROGRAM OUTLINE

To find the course description for a course shown below, please go to our Course Finder and enter the course acronym and numbers (i.e., DMST-202) into the Quick Search by Course Code field. This program is being reviewed and could undergo changes.

Course Code	Course Name	Credit
<b>First Year</b>		
<b>Semester 1</b>		
COMM-238	Technical Communications I	3.0
COMP-267	MS Office and Web Design Basics	1.5
MATH-206	Mathematics for Printers I	1.5
PRNT-203	Print Industry Studies	3.0
PRNT-207	Production Support I	1.5
PRNT-210	Digital Image Production I	1.5
PRNT-216	Press and Bindery I	1.5
PUBL-218	Layout and Typography I	3.0
Semester 1 Total		16.5
<b>Semester 2</b>		
CMPN-278	Web Production I	1.5
COMP-270	Foundations of Visual Design I	1.5
PRNT-252	Print Production I	1.5
PRNT-257	Production Support II	1.5
PRNT-260	Digital Image Production II	1.5
PRNT-262	Print Materials	1.5
PRNT-266	Press and Bindery II	3.0
PUBL-258	Layout and Typography II	3.0
Semester 2 Total		15.0
First Year Total		31.5
<b>Second Year</b>		
<b>Semester 3</b>		
CMPN-339	Web Production II	1.5
COMP-307	Foundations of Visual Design II	1.5
ESTM-324	Printing Estimating I	1.5
PRNT-303	Print Management Studies I	1.5
PRNT-312	Print Production II	1.5
PRNT-316	Press and Bindery III	1.5
PROJ-326	Printing Project I	3.0
PUBL-328	Layout and Typography III	3.0
Semester 3 Total		15.0

# GRAPHIC COMMUNICATIONS AND PRINT TECHNOLOGY

Course Code	Course Name	Credit
<b>Semester 4</b>		
COMP-357	Foundations of Visual Design III	1.5
ESTM-364	Printing Estimating II	1.5
PRNT-353	Print Management Studies II	1.5
PRNT-362	Print Production III	1.5
PRNT-385	Print Practicum and Portfolio	1.5
PROJ-366	Printing Project II	6.0
PUBL-368	Layout and Typography IV	1.5
Semester 4 Total		15.0
Second Year Total		30.0
Program Total		61.5

## PROGRESSION

Students must attain a PGPA and/or a CGPA of 2.0 or better in each semester and pass the necessary prerequisite courses to progress through the program. To qualify for graduation, students must pass all courses, attain a CGPA of 2.0 or better and complete course requirements within the prescribed timelines.

## CREDENTIALS

After successfully completing this program, graduates will receive a SAIT diploma in Graphic Communications and Print Technology.

## ACCREDITATION

There are no formal accreditation arrangements at this time. Please contact the School of Information and Communications Technologies (ICT) for more information.

## *Transfer with Diploma to...*

Through SAIT Polytechnic transfer agreements and institution partnerships, graduates of this SAIT program may be eligible for credit at the following universities and colleges:

- Athabasca University
- Mount Royal University
- Royal Roads University
- SAIT Polytechnic
- University of Calgary
- University of New Brunswick, Saint John

To learn more, visit Transfer Options.

Transfer options may also be available at other post-secondary institutions where credits from SAIT programs are evaluated on an individual basis. Interested students should contact the post-secondary institute of their choice for more information.

# HEALTH INFORMATION MANAGEMENT

- Two year diploma
- Fall start
- Includes two clinical practica
- Graduates in high demand
- Recognized by the Canadian Health Information Management Association

## CONTACT US

School of Health and Public Safety  
Room R502, Senator Burns Building  
Phone: 403.284.8500 or  
Email: [hps.info@sait.ca](mailto:hps.info@sait.ca)

## PROGRAM DESCRIPTION

Personal health information about Canadians is being collected, recorded, reviewed, and transmitted every day. Informed decisions affecting health services can only be achieved with the best information available. The role of health information management goes beyond managing health records to managing the information contained in those records. Using computer skills and knowledge of health care fundamentals, critical medical information is translated from the patient health records into data following national data standards. The health information management professional then interprets the data to provide comprehensive quality information for patient care, resource allocation, statistics, research, planning and education.

The Health Information Management program is two years in length and is divided into three semesters for each year. The fall and winter semesters for year one and two involve classroom instruction, some of which is in a computer lab at SAIT working with industry-specific software. The spring semester for year one involves a six week unpaid practicum placement at a small to medium sized healthcare facility. During the spring semester of year two, students will complete an eight-week, unpaid practicum at a large, urban center.

**Note:** There is a possibility of out-of-province placements due to a shortage of practicum sites within Alberta. It is also common for placements to be outside the city of Calgary.

Due to the heavy computer component of this program, students are required to have access to a personal computer and Internet.

## YOUR CAREER

Graduates find work as health information management professionals and are primarily employed in hospitals.

- Graduates of the Health Information Management program have a 100% employment rate.

## STUDENT SUCCESS

- Students with higher secondary or post-secondary marks usually experience greater success in SAIT programs.
- Students who experience success in this program have effective communication skills in English.
- Health care practitioners are detail-oriented in the care they provide and enjoy working in a team environment.
- Basic computer and typing skills are necessary for this field. Applicants should keyboard at least 30 words per minute net or better for best success in the program.

## ADMISSION REQUIREMENTS

Alberta High School Diploma or equivalent, with the following admission requirements or equivalents:

- At least 50% in Pure Math 30 or Applied Math 30, or 60% in Math 30-1 or Math 30-2, **AND**,
- At least 60% in English Language Arts 30-1 or English Language Arts 30-2, **AND**,
- At least 60% in Biology 30
- All applicants to SAIT Polytechnic must demonstrate English Language Proficiency prior to admission, including students educated in Canada.

## SELECTION

There are no additional selection requirements. Admission to this program will be offered on a first-qualified, first-accepted basis. Applicants will be placed on a waitlist once the program is full.

A minimum of 25 seats will be offered for the fall intake.

## PRACTICUM REQUIREMENTS

The School of Health and Public Safety has many practica partners located within Alberta and across Canada. Practicum placements in Calgary are limited and students may be required to relocate outside of Calgary for practicum.

Successful candidates will be informed of the allocation of their practicum placement by the program. There is no guarantee that students will be placed at their desired practicum location. Special considerations of personal circumstances will not be given in regards to assigning practicum placements. Students will be responsible for fees associated with practicum such as relocation and travel costs.

In compliance with the practica agreements with our clinical partners, successful candidates will be requested to provide proof of the following requirements:

- **Updated Immunization Records:** Most practicum sites require students to demonstrate updated immunization status prior to attending practicum. Successful candidates will be asked to provide an up-to-date immunization record to the SAIT Health Clinic as part of the program orientation. Failure to do so could jeopardize a student's ability to complete the practicum portion of his/her program. The receiving practicum site has the right to refuse students who cannot prove they have met all the required immunizations. It is advised to start the immunization process early.
- **Security Clearance:** According to the Protection for Persons in Care Act, our practica sites require that students obtain a Criminal Records Check (CRC), including Vulnerable Sector Check (VSC), prior to going on practicum. Any criminal code offence for which a pardon has not been received may be a deterrent to a student's entry into practicum, and therefore will result in an uncompleted program or non-graduating status. Successful candidates will be asked to provide a clear CRC record to the School of Health and Public Safety main office on orientation day. The record must be dated no earlier than 90 days prior to your program orientation day (typically orientation day is held the week prior to the first day of class).

## HEALTH INFORMATION MANAGEMENT

- **Health and Wellness Status:** Due to the demanding nature of the work in the health care field and Occupational Health and Safety requirements, the health care field has a strong focus on health and wellness. Students with a medical condition or disability that may impact them in a practicum setting are strongly advised to discuss concerns with the program academic chair and/or SAIT Accessibility Services as soon as possible upon acceptance into the program. Please review the attached document for guidance on entering an allied health program with a medical condition or disability.

More details on the practica requirements per program are outlined on a pre-orientation website for successful candidates.

### TUITION AND FEES (SUBJECT TO CHANGE)

- Please refer to the Tuition and Fee Table.
- International Students, please refer to International Student Fees.
- For student funding, please refer to Financial Assistance.
- Students are responsible for any additional expenses related to their practica including relocation costs to practicum sites outside Calgary.
- Canadian College of Health Information Management national exam fees are approximately \$400.
- Canadian Health Information Management Association annual dues are approximately \$30.
- There is a fee associated with obtaining a criminal record check (including vulnerable sector check), payable to the Police or the RCMP.
- Students are required to have access to a personal computer, printer and Internet. Computers must meet the specifications listed in Fees and Expenses.

### BOOKS AND SUPPLIES (SUBJECT TO CHANGE)

- Books, software, and supplies are approximately \$1,600 each year.
- Students are required to have access to a personal computer, printer and Internet. Computers must meet the specifications listed in Fees and Expenses.

### PROGRAM OUTLINE

- To find the course description for a course shown below, please go to our Course Finder and enter the course acronym and numbers (i.e., DMST-202) into the Quick Search by Course Code field.
- This program is being reviewed and may undergo changes.
- SAIT students are offered an opportunity to develop lifelong learning skills in an online environment. One or more courses in the Health Information Management program are offered fully or partially online.

Course Code	Course Name	Credit
<b>First Year</b>		
<b>Semester 1</b>		
ANPH-220	Anatomy and Applied Terminology	3.0
CDAB-210	Data Classification 1	3.0
COMP-264*	MS Office Basics	1.5
HILA-200*	Health Information Law 1	1.5
HRSC-210	Health Information Management 1	3.0
PATH-242*	Pathophysiology 1	3.0
Semester 1 Total		15.0
<b>Semester 2</b>		
CDAB-260	Data Classification 2	3.0
HCPP-260	Healthcare Software Application	3.0
HILA-250	Health Information Law 2	1.5
MEDT-261*	Medical Terminology 2	1.5
PATH-252*	Pathophysiology 2	3.0
PROF-240	Healthcare Professionalism	1.5
Semester 2 Total		13.5
<b>Semester 3</b>		
PRAC-264	Practicum 1 – Health Information Management	3.0
Semester 3 Total		3.0
First Year Total		30.0
<b>Second Year</b>		
<b>Semester 4</b>		
ANPR-300	Analysis & Presentation	1.5
CDAB-310	Data Classification 3	3.0
HCPP-310	Healthcare Database Design 1	1.5
HCPP-360	Healthcare Database Design 2	1.5
HRSC-320	Health Information Management 2	3.0
STAT-220	Statistics	3.0
Semester 4 Total		13.5
<b>Semester 5</b>		
CDAB-360	Data Classification 4	3.0
HCPP-350	MS Access Database Design HCPP	1.5
HCPP-370	Healthcare Data Queries	1.5
HCPP-380	Healthcare Project Management	1.5
QUAL-350	Quality Management	1.5
RSCH-355	Epidemiology & Research Design	1.5
Semester 5 Total		10.5
<b>Semester 6</b>		
PRAC-394	Practicum 2 -Health Information Management	6.0
Semester 6 Total		6.0
Second Year Total		30.0
Program Total		61.5

\* Available by correspondence and/or online learning. The courses must be completed within the time frame shown in the program outline. Please contact the Academic Chair prior to enrolling in any online or correspondence courses.

Please be advised that full-time student status requires students to take 60 per cent of a full course load per semester. Depending on the number of courses completed by correspondence, a student may be considered a part-time student, which may impact his/her financial loan status.

### PROGRESSION

Students must attain a PGPA and/or a CGPA of 2.0 or better in each semester and pass the necessary prerequisite courses to progress through the program. To qualify for graduation, students must pass all courses, attain a CGPA of 2.0 or better and complete course requirements within the prescribed timelines.

# HEALTH INFORMATION MANAGEMENT

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## CREDENTIALS

- After successfully completing this program, graduates will receive a SAIT Health Information Management diploma.
- Graduates of the Health Information Management program will be eligible to write the national certification exam with the Canadian College of Health Information Management (CCHIM). After successful completion of the national exam, individuals will become certified Health Information Management Professionals (CHIM) recognized by the Canadian Health Information Management Association (CHIMA).

## ACCREDITATION

The Health Information Management program delivered by SAIT is a Learning Outcomes for Health Information Management (LOHIM) recognized program by the Canadian Health Information Management Association.

## *Transfer with Diploma to...*

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Through SAIT Polytechnic transfer agreements and institution partnerships, graduates of this SAIT program may be eligible for credit at the following universities and colleges:

- Athabasca University
- SAIT Polytechnic
- Thompson Rivers University
- University of Lethbridge
- University of New Brunswick, Saint John
- University of Ontario Institute of Technology

To learn more, visit [Transfer Options](#).

Transfer options may also be available at other post-secondary institutions where credits from SAIT programs are evaluated on an individual basis. Interested students should contact the post-secondary institute of their choice for more information.

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# HOSPITALITY MANAGEMENT

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- Two year diploma
- E-Learning
- Professional paid internship
- Application process begins in October to start the following September
- High industry demand

## CONTACT US

School of Hospitality and Tourism  
Room E179, John Ware Building  
Phone: 403.284.8612 or  
Email: [hospitality.info@sait.ca](mailto:hospitality.info@sait.ca)

## PROGRAM DESCRIPTION

The hospitality industry will give you a career that provides endless opportunities—both in Canada and around the world. The Hospitality Management program at SAIT is known worldwide for its innovative curriculum and real-world education. At SAIT, we prepare our students for rewarding and in-demand careers in the global hospitality industry through expert instruction, hands-on learning, and state-of-the-art facilities. Our alumni are working in top hospitality organizations in Calgary, Canada, and around the globe.

During this two year diploma program, you will obtain skills in lodging, food and beverage, and a host of other hospitality sectors. Your training will cover business management, hotel operations, wine and beverage appreciation, special events, marketing, human resources, accounting, and much more.

Our blended learning environment includes classroom instruction, laptop delivery, and a live working environment—all delivered through a personalized approach. You will learn what it's like to work as a member of a hospitality team by participating in group projects, serving in The Highwood, and executing special events on campus.

You will also be trained on the latest industry software including:

- Opera Property Management System,
- MICROS point of sale system, and
- OpenTable restaurant management software.

As part of our close relationship with the hospitality sector, we are privileged to have some of the best and brightest leaders from the community serve on our advisory board. They help by providing insight into industry trends, and informing the development of an up-to-date and practical curriculum.

## SPECIAL EVENTS

As a student, you will also have the opportunity to put your knowledge into action as part of a team planning and hosting special events such as:

- HOSPO: largest one-day tourism conference in Western Canada featuring over 40 guest speakers and career fair with prospective employers that includes over 50 leading industry booths,
- Scholarship lunch and industry gala in the Highwood, and
- SAIT President's gala dinner for 400 VIP delegates.

## PROFESSIONAL PAID INTERNSHIP

Between your first and second year of study, you will be able to apply your skills in a professional paid internship. In addition to gaining experience in a real-world environment, internships provide valuable connections and opportunities to network with future employers.

## YOUR CAREER

Graduates can look forward to career opportunities in hotels, restaurants, resorts, private clubs, attractions, special events management, food and beverage service and management, tourism marketing and sales, or as entrepreneurs.

## STUDENT SUCCESS

- Most successful students spend approximately 20 hours per week doing homework and review, with additional study required to prepare for exams.
- Keep in mind that hospitality industry hours can range from early morning to late in the evening and often include holidays and weekends.
- The material is presented at a fairly rapid rate, so for the greatest level of success you must be present and take responsibility for your learning experience.
- You must be able to read, write and comprehend the English language at a level exceeding basic conversational English.
- Students with higher grades in high school usually experience more success in SAIT programs.

## ADMISSION REQUIREMENTS

Alberta High School Diploma or equivalent with at least 50% in the following courses or equivalents:

- Applied Math 30 or Pure Math 20 or Math 30-2 or Math 20-1, **AND**,
- English Language Arts 30-1 or English Language Arts 30-2
- An admission alternative for the Hospitality Management program is as follows: In lieu of Math requirement, successful completion of BMAT 230 – Business Mathematics. This course is available through Continuing Education.
- All applicants must demonstrate English Language Proficiency prior to admission, including students educated in Canada.
- In lieu of English requirement, successful completion of COMM 240 – Business Communications.

## SELECTION

There are no additional selection requirements. Admission to this program will be offered on a first-qualified, first-accepted basis.

# HOSPITALITY MANAGEMENT

## TUITION AND FEES (SUBJECT TO CHANGE)

- Please refer to the Tuition and Fee Table.
- International Students, please refer to International Student Fees.
- Student funding, please refer to Financial Assistance.

## BOOKS AND SUPPLIES (SUBJECT TO CHANGE)

- Books and supplies are approximately \$1,000 for the first year and \$1,200 for the second year.
- There is a \$400 refundable damage deposit required for the use of the laptop.
- Students are required to participate in a tourism seminar in the first or second semester which will cost approximately \$75 and gives the student an experiential introduction to the tourism industry.

## PROGRAM OUTLINE

To find the course description for a course shown below, please go to our Course Finder and enter the course acronym and numbers (i.e., DMST-202) into the Quick Search by Course Code field.

Course Code	Course Name	Credit
<b>First Year</b>		
<b>Semester 1</b>		
BEVM-210*	Wine & Spirits Appreciation	3.0
COMM-240	Business Communications I	3.0
COMP-261	MS Office – An Introduction	1.5
FDBS-305*	Food and Beverage Service	3.0
FDPM-225*	Food Production, Food Safety and Nutrition	3.0
H LAW-200*	Hospitality Law	1.5
Semester 1 Total		15.0
<b>Semester 2</b>		
BMAT-205*	Business Mathematics	3.0
COMM-290	Business Communications II	3.0
CONV-315*	Special Events Management I	3.0
LODG-255*	Front Office Management	3.0
LODG-265*	Revenue Management	1.5
TOUR-255	Introduction to Tourism	1.5
Semester 2 Total		15.0
<b>Semester 3</b>		
PINT-250	Professional Internship	3.0
Semester 3 Total		3.0
First Year Total		33.0
<b>Second Year</b>		
<b>Semester 4</b>		
ACCT-206	Financial Accounting for the Hospitality Industry	3.0
FD BC-305	Food and Beverage Cost Management	3.0
MGMT-230	Organizational Behaviour in Tourism	3.0
MKTG-326	Hospitality Marketing	3.0
PHYF-310	Facilities Management and Design	3.0
Semester 4 Total		15.0
<b>Semester 5</b>		
ACCT-335	Hospitality Accounting	3.0
CONV-355	Special Events Management II	3.0
ECON-250	Microeconomics	3.0
HBVR-355	Entrepreneurial Studies	3.0
MGMT-365	Human Resource Management in Tourism	3.0
Semester 5 Total		15.0
Second Year Total		30.0
Program Total		63.0

\*Courses offered in either Semester 1 or 2

## PROGRESSION

Students must attain a PGPA and/or a CGPA of 2.0 or better in each semester and pass the necessary prerequisite courses to progress through the program. To qualify for graduation, students must pass all courses, attain a CGPA of 2.0 or better and complete course requirements within the prescribed timelines.

## CREDENTIALS

After successfully completing this program, graduates will receive a SAIT diploma in Hospitality Management.

## ACCREDITATION

There are no formal accreditation arrangements at this time. Please contact the School of Hospitality and Tourism for more information.

## Transfer with Diploma to...

Through SAIT Polytechnic transfer agreements and institution partnerships, graduates of this SAIT program may be eligible for credit at the following universities and colleges:

- Athabasca University
- Capilano University
- Conrad N. Hilton College of Hotel and Restaurant Management, University of Houston
- Dublin Institute of Technology
- Griffith University, Australia
- Hong Kong Polytechnic University
- Humber College Institute of Technology & Advanced Learning
- Mount Royal University
- Robert Gordon University, UK
- Royal Roads University
- University of Gloucestershire, UK
- University of Lethbridge
- University of New Brunswick, Saint John
- University of Ontario Institute of Technology
- University of South Australia
- University of Strathclyde, UK
- University of Victoria
- Vancouver Community College
- Vancouver Island University

To learn more, visit Transfer Options.

Transfer options may also be available at other post-secondary institutions where credits from SAIT programs are evaluated on an individual basis. Interested students should contact the post-secondary institute of their choice for more information and entrance requirements.

# INFORMATION TECHNOLOGY

- Two year diploma
- Fall start
- E-Learning

## CONTACT US

School of Information and Communications Technologies  
Room N401, Senator Burns Building  
Phone: 403.284.8543 or  
Email: [ict.info@sait.ca](mailto:ict.info@sait.ca)

## PROGRAM DESCRIPTION

Information Technology deals with the generation, storage, retrieval, transmission and protection of information, and the hardware and software involved in these processes. For that reason, IT professionals are often called IT specialists/consultants or business process consultants, and the division of an organization that deals with computers, software and communication technology is often called the IT department. The growth of the IT sector in Canada is expected to continue to outpace other market segments in the future according to the Canadian and Alberta governments and independent research companies such as Forrester's and the Information and Communications Technology Council (ICTC) of Canada.

The Information Technology program encompasses four majors: Computer Systems, Network Systems, Software Development, and Telecom Systems. There is a common first semester, then you move into the major that you will have selected during the registration process. It is a full-time, two-year diploma program. This program utilizes an e-Learning (SAIT issued laptop computer) instructional delivery method.

## YOUR CAREER

**Computer Systems Major:** Graduates of the Computer Systems major will have rewarding careers with a diverse set of job titles and descriptions. They help keep computers, communications, data centres, mobile devices and information systems installed, connected, maintained, supported and secure. Graduates will often start in entry-level technical support roles (customer support representative, help desk, desktop support level one, etc.) and advance to more sophisticated levels of IT support roles, management of support teams; or specialize into storage architecture, server administration, virtualization; or IT security areas. Graduates will have a well-rounded and strong foundation to begin their careers in the growing field of IT technical systems and support, with the opportunity to advance into senior technical analyst, systems administration and IT management roles.

**Network Systems Major:** Graduates of the Network Systems major will have strong technical skills in designing, installing, configuring, maintaining and administering enterprise local area networks and associated servers, security and storage devices. This major focuses on the network infrastructure of an organization, which involves the storage, retrieval, transmission and protection of information, and the hardware and software involved in these processes. In addition to comprehensive technical skills, graduates will acquire and demonstrate the professional communications, general business, problem solving and project management skills required for success in industry. Students receive in depth training on router, switch and server configuration for support of network infrastructure, data transmission media, wireless, Voice over IP and new and emerging technologies. Students also receive the training required for industry recognized certifications.

**Software Development Major:** Software Development encompasses a variety of activities including the design, implementation, testing and maintenance of software systems. Software Developers are required to have a broad set of technical skills covering all aspects of IT system analysis, design, development and testing. Such skills often include knowledge of the use of computer hardware, communications networks and databases, in addition to computer programming. Skills in all of these areas are an integral part of the software development process. Graduates will possess a broad, practical knowledge of both software development and the Information Technology profession. They may work on the development of software systems, often collaboratively in teams with other programmers. Typical tasks include the analysis, design, implementation and testing of new programs on multiple hardware and software platforms (e.g., Windows, Web and Linux) using a variety of programming languages (e.g., Java, C, PHP, XML, PL/SQL) and different supporting technologies (e.g. Communications Networks, Databases, Operating Systems).

**Telecom Systems Major:** Graduates of the Telecom Systems major may find employment as a telecom technologist, production test technologist, cable technician, service technician, associated field engineer, sales and marketing, communication equipment installer and manufacturing technologist. They will be proficient in designing, installing, configuring, commissioning, integrating, maintaining and administering voice, data, and video networks owned by telecommunications companies (TELCOs) or Internet Service Providers (ISP). They also find careers in a wide range of businesses, industries, and government institutions. Technical competencies will include IP networking, Voice over IP (VoIP), Optical Transport Networks, Copper and Fiber Outside Plant, CO and PBX switching, Metropolitan and Wide Area Networks (MANs and WANs), cellular, digital, and wireless technologies. Graduates will acquire business communications and project management skills.

- Graduates of the Information Technology program have an 89% employment rate.

## STUDENT SUCCESS

Characteristics of a successful student in this program include:

- A working knowledge of MS Office Suite would be an asset.
- Enjoy keeping up-to-date on new technological developments, continue to take training and enjoy learning new skills.
- Managing your time and work effectively while facing deadlines.
- Working independently with little supervision but can also perform as a vital member of a team of professionals.
- Ability to pay attention to detail and take personal pride in their technical problem-solving skills.

## ADMISSION REQUIREMENTS

Alberta High School Diploma or equivalent, with the following admission requirements or equivalents:

- At least 50% in Pure Math 30 or Math 30-1, or at least 60% in Applied Math 30 or Math 30-2, **AND**,
- At least 55% in English Language Arts 30-1, or at least 60% in English Language Arts 30-2.
- All applicants must demonstrate English Language Proficiency prior to admission, including students educated in Canada.

# INFORMATION TECHNOLOGY

## SELECTION

- It is important to apply early as this program receives more applications than seats. To be included in selection, applications along with all supporting documents must be submitted. Once the program is full, qualified applicants will be placed on a waitlist
- All applicants must provide a current, valid email address where they can be contacted.

## EARLY ADMISSION CRITERIA

Early admission will be offered to applicants who have achieved or will achieve:

- The admission requirements, **AND**,
- At least 60% in Pure Math 30 or Math 30-1, or at least 70% in Applied Math 30 or Math 30-2, **AND**,
- At least 65% in English Language Arts 30-1, or at least 70% in English Language Arts 30-2.

## SELECTION CRITERIA

- All other qualified applicants will remain in selection, and will be academically ranked according to admission requirements and may be interviewed (phone or in-person). Seats will be offered accordingly.
- Selection is done on a continuous basis until the program has been filled. The first round of selection will start December 1. Applications will be reviewed on a monthly basis.
- Applicants who apply after the program has been filled will be placed on a waitlist and may be invited to complete the selection process if a seat becomes available.

## TUITION AND FEES (SUBJECT TO CHANGE)

- Please refer to the Tuition and Fee Table.
- International Students, please refer to International Student Fees.
- For student funding, please refer to Financial Assistance.

## BOOKS AND SUPPLIES (SUBJECT TO CHANGE)

- Please contact the School of Information and Communications Technologies for information regarding the books and supplies.
- A \$400 security deposit to use a SAIT issued laptop.

## PROGRAM OUTLINE

- To find the course description for a course shown below, please go to our Course Finder and enter the course acronym and numbers (i.e., DMST-202) into the Quick Search by Course Code field.
- The learning environment is an in-class blended delivery which incorporates traditional instructor-led instruction and discussions enhanced with computer-based presentations and simulation software. Additionally, most courses incorporate laboratory exercises that are designed to realize theoretical principles into real-world applications and situations.

Course Code	Course Name	Credit
<b>First Year</b>		
<b>Semester 1</b>		
CMPH-211	Computer Hardware and Operating System Essentials	3.0
CMPP-269	Computer Programming Essentials	3.0
CMPS-234	World of Information Technology	3.0
COMM-256	Professional Communications and Presentation Skills	3.0
CPNT-220	Introduction to Networking	3.0
Semester 1 Total		15.0

Course Code	Course Name	Credit
<b>Computer System Major</b>		
<b>Semester 2</b>		
CMPH-252	Systems Hardware I	3.0
CMPS-254	Computer Operating Systems	3.0
CMPS-275	Client Server Administration	3.0
CPRG-260	Scripting for System Administrators	3.0
HREL-250	Business Dynamics	3.0
Semester 2 Total – Computer Systems Major		15.0
First Year Total – Computer Systems Major		30.0

<b>Second Year</b>		
<b>Semester 3</b>		
CMPH-308	Data Center Systems and Storage	3.0
CMPS-305	Server Service Administration	3.0
CPRG-302	Web Essentials	3.0
ITSC-311	IT Security I	3.0
PROJ-304	Project Preparation	3.0
Semester 3 Total – Computer Systems Major		15.0

<b>Semester 4</b>		
CMPS-368	Data Center Management and Virtualization	3.0
INTP-354	Service Management	3.0
INTP-362	Emerging Trends in Technology	3.0
ITSC-321	IT Security II	3.0
PROJ-354	Capstone Project	3.0
Semester 4 Total – Computer Systems Major		15.0
Second Year Total – Computer Systems Major		30.0
Program Total – Computer Systems Major		60.0

<b>Network Systems Major</b>		
<b>Semester 2</b>		
CMPS-275	Client Server Administration	3.0
CPNT-254	Switching and Routing Essentials	3.0
CPRG-261	Scripting for Network Administrators	3.0
ELCM-254	Structured Cabling	3.0
HREL-250	Business Dynamics	3.0
Semester 2 Total – Network Systems Major		15.0
First Year Total – Network Systems Major		30.0

<b>Second Year</b>		
<b>Semester 3</b>		
CMPN-313	Voice over Internet Protocol	3.0
CMPN-332	Advanced Routing	3.0
CMPS-305	Server Service Administration	3.0
ITSC-359	Network Security Techniques	3.0
PROJ-304	Project Preparation	3.0
Semester 3 Total – Network Systems Major		15.0

<b>Semester 4</b>		
CMPN-361	Server Management	3.0
CMPN-371	Wireless Networks	3.0
CMPN-383	Server Virtualization	3.0
CMPN-386	Advanced Networking and Troubleshooting	3.0
PROJ-354	Capstone Project	3.0
Semester 4 Total – Network Systems Major		15.0
Second Year Total – Network Systems Major		30.0
Program Total – Network Systems Major		60.0

# INFORMATION TECHNOLOGY

Course Code	Course Name	Credit
<b>Software Development Major</b>		
<b>Semester 2</b>		
CMPS-253	Interface Design	3.0
CPRG-250	Database Design and Programming	3.0
CPRG-251	Object Oriented Programming Essentials	3.0
CPRG-302	Web Essentials	3.0
HREL-250	Business Dynamics	3.0
Semester 2 Total – Software Development Major		15.0
First Year Total – Software Development Major		30.0
<b>Second Year</b>		
<b>Semester 3</b>		
CMPS-303	Object Oriented Software Analysis and Design	3.0
CPRG-300	Database Programming and Tuning	3.0
CPRG-311	Advanced Object-Oriented Programming	3.0
CPRG-352	Web Application Programming	3.0
PROJ-304	Project Preparation	3.0
Semester 3 Total – Software Development Major		15.0
<b>Semester 4</b>		
CMPS-369	Operating Systems for Software Developers	3.0
DBAD-300	Introduction to Database Administration	3.0
INTP-362	Emerging Trends in Technology	3.0
ITSC-315	Security for Software Developers	3.0
PROJ-354	Capstone Project	3.0
Semester 4 Total – Software Development Major		15.0
Second Year Total – Software Development Major		30.0
Program Total – Software Development Major		60.0
<b>Telecom Systems Major</b>		
<b>Semester 2</b>		
CPNT-254	Switching and Routing Essentials	3.0
ELCM-252	Digital Transmission Techniques	3.0
ELCM-254	Structured Cabling	3.0
ELTR-251	Electronics for Information Technology	3.0
HREL-250	Business Dynamics	3.0
Semester 2 Total – Telecom Systems Major		15.0
First Year Total – Telecom Systems Major		30.0
<b>Second Year</b>		
<b>Semester 3</b>		
CMPN-313	Voice over Internet Protocol	3.0
CPNT-301	WAN and ISP Routing	3.0
ELCM-306	PBX Switching Principles	3.0
ELCM-315	Wireless Telecommunications	3.0
PROJ-304	Project Preparation	3.0
Semester 3 Total – Telecom Systems Major		15.0
<b>Semester 4</b>		
CPNT-351	Multi-Protocol Label Switching and IP QoS	3.0
ELCM-308	Service Provider Outside Plant	3.0
ELCM-353	Service Provider Switching/Routing	3.0
ELCM-363	Wide Area Networking	3.0
PROJ-354	Capstone Project	3.0
Semester 4 Total – Telecom Systems Major		15.0
Second Year Total- Telecom Systems Major		30.0
Program Total – Telecom Systems Major		60.0

## PROGRESSION

Students must attain a PGPA and/or a CGPA of 2.0 or better in each semester and pass the necessary prerequisite courses to progress through the program. To qualify for graduation, students must pass all courses, attain a CGPA of 2.0 or better and complete course requirements within the prescribed timelines.

## CREDENTIALS

After successfully completing this program, graduates will receive a SAIT diploma in Information Technology.

## ACCREDITATION

For information about accreditation for each major, please call the School of Information and Communications Technologies (ICT) at 403.284.8543.

## Transfer with Diploma to...

Through SAIT Polytechnic transfer agreements and institution partnerships, graduates of this SAIT program may be eligible for credit at the following universities and colleges:

- Alberta Apprenticeship and Industry Training
- Athabasca University
- British Columbia Institute of Technology
- Griffith University, Australia
- Memorial University of Newfoundland (The Marine Institute)
- Mount Royal University
- NAIT
- SAIT Polytechnic
- Thompson Rivers University
- University of Lethbridge
- University of New Brunswick, Saint John
- University of Ontario Institute of Technology
- University of the Fraser Valley

To learn more, visit Transfer Options.

Transfer options may also be available at other post-secondary institutions where credits from SAIT programs are evaluated on an individual basis. Interested students should contact the post-secondary institute of their choice for more information.

# INSTRUMENTATION ENGINEERING TECHNOLOGY

- Two year diploma
- Fall start

## CONTACT US

MacPhail School of Energy  
Room KA440, Johnson-Cobbe Energy Centre  
Phone: 403.284.8451  
Fax: 403.284.8262  
Email: energy.info@sait.ca

## PROGRAM DESCRIPTION

Instrumentation Engineering Technology provides students with sound theoretical and practical training in the operation and maintenance of automated process control and measurement systems used in the production of various commodities. Instrumentation technologists use electronic test equipment to install, troubleshoot, calibrate, maintain and repair electrical/electronic measurement and control instruments. Students will learn about pneumatic devices, control valves, electronic instruments, digital logic devices, computer based process controls and control system design. Students also become well versed in personal computer applications in instrumentation, process control systems design, Fieldbus™ SCADA, PLC, distributed control system design and interfacing of industrial microcomputer control systems with real processes. Modern laboratory facilities include pilot-scale versions of processes found in various industries and a fully equipped control room.

The Instrumentation Engineering Technology program is currently only offered full-time; distance and continuing education options are not available. Each academic year consists of two 15-week semesters and students generally take two years to complete the program.

## YOUR CAREER

Opportunities for employment exist in engineering design, instrumentation sales and industrial process plants in a variety of sectors, including power production, oil and gas refining, processing, transportation, fertilizer production, pulp and paper, wood processing, petrochemical processing, food processing, mining and manufacturing.

- Graduates of the Instrumentation Engineering Technology program have a high employment rate.

## STUDENT SUCCESS

Students with higher secondary or post-secondary marks usually experience greater success in SAIT programs.

## ADMISSION REQUIREMENTS

Alberta High School Diploma or equivalent, with the following admission requirements or equivalents:

- At least 60% in Pure Math 30 or Math 30-1, or 75% in Math 30-2, **AND**,
- At least 60% in English Language Arts 30-1 or 75% in English Language Arts 30-2, **AND**,
- At least 60% in Physics 20, **AND**,
- At least 60% in Chemistry 20.
- All applicants must demonstrate English Language Proficiency prior to admission, including students educated in Canada.

## SELECTION

Selection is done on a continuous basis beginning in January.

Applications and proof of the admission requirements must be submitted by March 1 to be included in selection. Applications received after March 1 will be put on a secondary waitlist and applicants will be contacted if seats are available.

There will be 64 seats offered in the fall intake.

## SELECTION CRITERIA

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

- Academic ranking (with emphasis placed on Math)
- Quality of career investigation questionnaire

## SUBMITTING THE CAREER INVESTIGATION

Check your admission status on mySAIT.ca. If your status indicates you're "In Selection", complete the career investigation questionnaire and submit it according to the instructions.

Applicants who fail to complete the career investigation questionnaire will be excluded from selection.

If you have any difficulty submitting the career investigation, save it to your desktop and send it to the email address indicated on the questionnaire.

**Note:** Four seats are reserved for applicants who have completed and obtained a minimum of 70% in each of the following Career and Technology Studies courses:

1. PRS1010 – Overview of Alberta Geology
2. PRS1020 – Non-renewable Resources
3. PRS1060 – Consumer Products and Services
4. PRS2030 – Non-Conventional Hydrocarbon Exploration
5. PRS2060 – Refining Hydrocarbons

## TUITION AND FEES (SUBJECT TO CHANGE)

- Please refer to the Tuition and Fee Table.
- International Students, please refer to International Student Fees.
- Student funding, please refer to Financial Assistance.
- Mature Students, please refer to the Admissions sections.

## BOOKS AND SUPPLIES (SUBJECT TO CHANGE)

- Books and supplies are approximately \$1,775 for the first year and \$1,215 for the second year.

## PROGRAM OUTLINE

- To find the course description for a course shown below, please go to our Course Finder and enter the course acronym and numbers (i.e., DMST-202) into the Quick Search by Course Code field.
- SAIT students are offered an opportunity to develop lifelong learning skills in an online environment. One or more courses in the program are offered fully or partially online.

# INSTRUMENTATION ENGINEERING TECHNOLOGY

Course Code	Course Name	Credit
<b>First Year</b>		
<b>Semester 1 – Fall</b>		
APSC-215	Applied Physics for Instrumentation	1.5
ELEC-256	Electrical Fundamentals	3.0
COMP-261	MS Office: An Introduction	1.5
INST-202	Process Instruments I	3.0
MATH-238	Math for Engineering & Technology I	3.0
INST-257	World of Instrumentation	3.0
Semester 1 Total		15.0
<b>Semester 2 – Winter</b>		
ELEC-258	Electrical Applications	3.0
COMM-238	Technical Communications I	3.0
INST-265	Programming for Instrumentation	1.5
INST-262	Process Instruments II	3.0
MATH-288	Mathematics for Engineering & Technology II	3.0
MNTN-231	Instrument Installation and Maintenance	1.5
Semester 2 Total		15.0
First Year Total		30.0
<b>Second Year</b>		
<b>Semester 3 – Fall</b>		
APSC-220	Applied Chemistry for Instrumentation	1.5
CMPN-320	Distributed Control Systems I	3.0
CMPN-317	Remote Automation Systems	3.0
CNTR-322	Process Control Systems I	3.0
INST-335	Instrumentation Software	1.5
STAT-245	Statistics for Engineering & Tech I	3.0
Semester 3 Total		15.0
<b>Semester 4 – Winter</b>		
ANLS-330	Process Analyzers	3.0
CMPN-330	Distributed Control Systems II	3.0
INST-345	Advanced Technologies	3.0
CNTR-325	Process Control Systems II	3.0
PROJ-370	Instrumentation Project	3.0
Semester 4 Total		15.0
Second Year Total		30.0
Program Total		60.0

## PROGRESSION

Students must attain a PGPA and/or a CGPA of 2.0 or better in each semester and pass the necessary prerequisite courses to progress through the program. To qualify for graduation, students must pass all courses, attain a CGPA of 2.0 or better and complete course requirements within the prescribed timelines.

## CREDENTIALS

After successfully completing this program, graduates will receive a SAIT diploma in Instrumentation Engineering Technology.

## ACCREDITATION

The program is nationally accredited by the Canadian Technology Accreditation Board and the Canadian Council of Technicians and Technologists at the technologist level. Graduates are eligible for membership in the following associations:

- Association of Science and Engineering Technology Professionals of Alberta (ASET)
- Instrumentation, Systems, and Automation Society (ISA)

## *Transfer with Diploma to...*

Through SAIT Polytechnic transfer agreements and institution partnerships, graduates of this SAIT program may be eligible for credit at the following universities and colleges:

- Athabasca University
- British Columbia Institute of Technology
- Camosun College
- Memorial University of Newfoundland (The Marine Institute)
- NAIT
- SAIT Polytechnic
- Thompson Rivers University
- University of New Brunswick, Saint John
- University of Victoria

To learn more, visit Transfer Options.

Transfer options may also be available at other post-secondary institutions where credits from SAIT programs are evaluated on an individual basis. Interested students should contact the post-secondary institute of their choice for more information.

# JOURNALISM

- Two year diploma
- Photojournalism and Print and Online Journalism Majors
- Fall start
- E-Learning

## CONTACT US

Phone: 403.284.8849 or  
Email: ja.info@sait.ca

## PROGRAM DESCRIPTION

Journalism in the 21st Century is an exciting world that offers many opportunities for those seeking to build a career. News Writing, and photojournalism are the main skills taught in the Journalism program; other specialties including advertising and public relations, publication design, and online journalism are also covered in the first year of study.

In the second year of the program, students may concentrate either on photojournalism or print and online journalism studies.

**Photojournalism** – Students study advanced lighting, feature, sports, advertising, lifestyle, portraiture, studio, location and staff photography techniques, in addition to portfolio strategies as they apply to digital photography systems and applications required by print media publications.

Students secure their own placements, which are approved by the program, to complete a 4-week work experience internship.

**Print and Online Journalism** – Students study professional techniques of writing, editing, designing, and laying out newspapers and magazines using desktop publishing techniques. They also practice special photo techniques.

During the last two semesters, students complete a practicum, usually at newspapers and magazines.

## YOUR CAREER

Graduates from this program in the Print and Online Journalism option may find employment with newspapers and magazines, public affairs, advertising agencies, and other information and entertainment media, as a reporter or technical writer.

Graduates from the Photojournalism option may find employment with newspapers and magazines, wire services agencies, public relations and advertising agencies, and other information and entertainment media, as an independent photojournalist, photographer, photographic editor or page designer.

- Graduates of the Journalism program have a 93% employment rate.

## STUDENT SUCCESS

Students with higher secondary or post-secondary marks usually experience greater success in SAIT programs.

## ADMISSION REQUIREMENTS

- Alberta High School diploma or equivalent with at least 60% in English Language Arts 30-1 or English Language Arts 30-2 or equivalents.
- All applicants must demonstrate English Language Proficiency prior to admission, including students educated in Canada.

## SELECTION

There are no additional selection requirements. Admission to this program will be offered on a first-qualified, first-accepted basis.

## Second year Photojournalism Option

- Based on academic standards and a portfolio content of published work, applicants will compete for one of the 16 seats available.

**Marking:** The photo instructor will work with industry professionals to evaluate and rank submitted student portfolios. This rank will be added to specified academic marks.

## TUITION AND FEES (SUBJECT TO CHANGE)

- Please refer to the Tuition and Fee Table.
- International Students, please refer to International Student Fees.
- Student funding, please to Financial Assistance.

## BOOKS AND SUPPLIES (SUBJECT TO CHANGE)

- First-year books and supplies cost approximately \$500.
- A \$400 security deposit to use a SAIT issued laptop.

All first-year Journalism students are required to purchase a Digital Single Lens Reflex camera (approximately \$1,200) and electronic flash (approximately \$500). Cameras and flashes must meet requirements that will be specified by your photography instructors.

- The second year Photojournalism option is a fully digital program. Students may wish to upgrade digital camera equipment that will be compatible to program specifications. In the second year, Photojournalism option, you can expect additional costs up to \$7,000 for digital photography equipment, supplies and books.
- Second year Print and Online Journalism option, books and supplies cost approximately \$400.

## PROGRAM OUTLINE

- To find the course description for a course shown below, please go to our Course Finder and enter the course acronym and numbers (i.e., DMST-202) into the Quick Search by Course Code field.
- This program is being reviewed and could undergo changes.
- SAIT students are offered an opportunity to develop lifelong learning skills in an online environment. One or more courses in the program are offered fully or partially online.

Course Code	Course Name	Credit
<b>First Year</b>		
<b>Semester 1</b>		
PHOT-216	Visual Journalism I	3.0
PREL-218	Marketing and Communications for Journalists	3.0
PUBL-210	Media Software for Journalists	3.0
RSCH-203	New Research for Journalists	3.0
WRIT-230	Writing for Journalism	3.0
Semester 1 Total		15.0
<b>Semester 2</b>		
JOUR-251	News and Feature Writing	3.0
JOUR-254	Online Journalism I	3.0
JOUR-258	Ethics for Print and Online Journalists	3.0
PHOT-256	Visual Journalism II	3.0
PUBL-260	Publication Planning and Design	3.0
Semester 2 Total		15.0
First Year Total		30.0

# JOURNALISM

Course Code	Course Name	Credit
<b>Photojournalism Option</b>		
<b>Second Year</b>		
<b>Semester 3</b>		
JOUR-302	News Writing and Editing	3.0
PHOT-320	Lighting and Illustration for Photojournalists I	3.0
PHOT-325	Photojournalism for Print Media I	3.0
PHOT-334	Advanced Workflow for Photojournalists	3.0
PHOT-336	Visual Journalism III	3.0
Semester 3 Total – Photo Journalism Option		15.0
<b>Semester 4</b>		
PHOT-350	Lighting and Illustration for Photojournalists II	3.0
PHOT-353	Freelancing and Portfolio Production	3.0
PHOT-355	Photojournalism for Print Media II	3.0
PHOT-366	Visual Journalism IV	3.0
PHOT-385	PJM Work Experience	3.0
Semester 4 Total – Photo Journalism Option		15.0
Second Year Total – Photo Journalism Option		30.0
Program Total – Photo Journalism Option		60.0
<b>Print &amp; Online Journalism Option</b>		
<b>Second Year</b>		
<b>Semester 3</b>		
JOUR-302	News Writing and Editing	3.0
JOUR-304	Online Journalism II	3.0
JOUR-305	Visual Reportage and Storytelling	3.0
PROJ-318	Journalism Projects I	6.0
Semester 3 Total – Print & Online Journalism Option		15.0
<b>Semester 4</b>		
JOUR-357	News and Opinion Writing	3.0
PRCT-375	Journalism Practicum	3.0
PREL-364	Public Relations Writing and Design	3.0
PROJ-368	Journalism Projects II	6.0
Semester 4 Total – Print & Online Journalism Option		15.0
Second Year Total – Print & Online Journalism Option		30.0
Program Total – Print & Online Journalism Option		60.0

## PROGRESSION

Students must attain a PGPA and/or a CGPA of 2.0 or better in each semester and pass the necessary prerequisite courses to progress through the program. To qualify for graduation, students must pass all courses, attain a CGPA of 2.0 or better and complete course requirements within the prescribed timelines.

## CREDENTIALS

After successfully completing this program, graduates will receive a SAIT diploma in Journalism with a major in Photojournalism or Print and Online Journalism.

## ACCREDITATION

There are no formal accreditation arrangements at this time. Please contact the School of Information and Communications Technologies (ICT) at 403.284.8849 for more information.

## *Transfer with Diploma to...*

Through SAIT Polytechnic transfer agreements and institution partnerships, graduates of this SAIT program may be eligible for credit at the following universities and colleges:

- Athabasca University
- Griffith University, Australia
- Mount Royal University
- Royal Roads University
- Thompson Rivers University
- University of Calgary
- University of Gloucestershire, UK
- University of Lethbridge
- University of New Brunswick, Saint John

To learn more, visit Transfer Options.

Transfer options may also be available at other post-secondary institutions where credits from SAIT programs are evaluated on an individual basis. Interested students should contact the post-secondary institute of their choice for more information.

# LEGAL ASSISTANT

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- Two year diploma
- Fall start
- In-class laptop program
- Includes a four-week practicum
- High industry demand
- Some evening courses available

## CONTACT US

School of Business  
Room N701, Senator Burns Building  
Phone: 403.284.8485  
Email: [business@sait.ca](mailto:business@sait.ca)

## PROGRAM DESCRIPTION

Due to the growing demand for legal support services, many employment opportunities are available for legal assistants. Legal assistants are highly skilled administrators who work closely with lawyers on a wide variety of legal matters. Students receive extensive training in oral and written communications, transcription, keyboarding, computer applications with a focus on legal document preparation, a variety of specialized legal software, and law office procedures. In addition, students take substantive law courses in many areas of law, including: corporate, criminal, family, litigation, real estate, wills and estates. The capstone course is a law office simulation which integrates all of the legal administrative and substantive law courses. At the end of the second year, students complete an unpaid practicum in a law office or similar legal environment.

## YOUR CAREER

Graduates find work as legal assistants, paralegals, judicial clerks and other legal support roles. Employment opportunities are available in law firms, the court system, registries, and with businesses such as oil and gas corporations.

- Graduates of the Legal Assistant program have a 96% employment rate.

## STUDENT SUCCESS

To achieve success in this program, students should:

- Attend and actively participate in class
- Spend six hours per week on each course, outside of regular class time
- Have a strong command of the English language along with a solid foundation in writing skills and vocabulary, which will be further developed in the program
- Have good organizational skills and attention to detail, as these skills are essential to success in the program and as a Legal Assistant
- Have strong computer skills and a keyboarding speed of 30 words per minute (strongly recommended)
- Be prepared to work in teams
- Become familiar with and adhere to SAIT's academic policies
- Students who are engaged and take advantage of SAIT services and resources usually experience more success in SAIT's programs

## ADMISSION REQUIREMENTS

Alberta High School Diploma or equivalent with at least 50% in the following admission requirements or equivalents:

- English Language Arts 30-1 or English Language Arts 30-2, **AND**,
- Applied Math 10 or Pure Math 10 or Math 10C or Math 20-3.
- All applicants must demonstrate English Language Proficiency prior to admission, including students educated in Canada.

## SELECTION

### Early Admission Criteria

Early admission will be offered to applicants who have achieved or will achieve the admission requirements with a minimum of 70% in English 30-1. Students who achieve a lower than 70% in English 30-1 or equivalent will be required to adhere to additional selection criteria stated below. Students who have English 30-2 will need to adhere to additional selection criteria.

Early admission will also be offered to students who have received a baccalaureate/bachelor degree from an accredited university, where the primary language of instruction is English.

Students who submit anticipated grades must provide their final official transcripts by August 1. If they fail to do so, they will be required to complete the additional selection requirements at that point and their acceptance into the program will be based on the additional selection requirement points.

### ADDITIONAL SELECTION CRITERIA

Applicants meeting the admission requirements as stated above will be academically ranked according to the admission requirement average set by the School of Business.

Please do not include the Career Investigation Report and resumé with your application. Qualified applicants will be contacted by the School of Business with information and timelines for submitting these documents.

### Career Investigation Report:

- The Career Investigation Report will be sent to applicants who meet admission requirements.

A resumé with the following information:

- Academic history with any courses related to the "office, business or legal" field listed.
- Work history with detailed descriptions of duties and any software packages used.
- Awards and/or scholarships that you have received either through school or work.
- Volunteer or student for a day activities that you have been involved with.
- Include any other information that you feel would be pertinent.

# LEGAL ASSISTANT

Scores will be awarded using the English points, the resumé points, and the Career Investigation Report points as shown below:

Points for English Language Arts 30-1 and 30-2:

English Language Arts 30-1		English Language Arts 30-2	
School Mark (%)	Points Awarded	School Mark (%)	Points Awarded
67-69	30	85+	30
63-66	28	80-84	28
60-62	26	77-79	26
57-59	24	73-76	24
50-56	20	70-72	22
		67-69	20
		63-66	18
		60-62	16
		57-59	14
		50-56	12

### Points for Resumé:

Employment history, community involvement, etc.	10 points
Post-secondary education, achievement awards, etc.	10 points
	20 points

Points for Career Investigation Report: 25 points

Maximum combined score attainable: English 30 points + **Resumé** 20 points + **Career Investigation Report** 25 points = 75 points

Depending on the number of applications received and quality of ranked applicants, the School of Business will decide on the minimum score to begin offering seats.

### MATURE STUDENT STATUS

Mature Students are required to have the applicable admission requirements or post-secondary equivalents to be considered for the program. For more information please refer to Mature Students or contact the Legal Assistant Student Services Coordinator at 403.284.8485.

### INTERNATIONAL STUDENT CONSIDERATION

International students are considered in addition to the quota and are required to follow the same selection criteria as above. For more information please refer to [sait.ca](http://sait.ca) or contact the Legal Assistant Student Services Coordinator at 403.284.8485.

### TUITION AND FEES (SUBJECT TO CHANGE)

- Please refer to the Tuition and Fee Table.
- International students, please refer to International Fees.
- Student funding, please refer to Financial Assistance.

### BOOKS AND SUPPLIES (SUBJECT TO CHANGE)

- Books and supplies are approximately \$1000 per year.
- A \$400 security deposit to use a SAIT issued laptop.

### PROGRAM OUTLINE

- To find the course description for a course shown below, please go to our Course Finder and enter the course acronym and numbers (i.e., DMST-202) into the Quick Search by Course Code field.
- SAIT students are offered an opportunity to develop lifelong learning skills in an online environment. One or more courses in the program are offered fully or partially online.

Course Code	Course Name	Credit
<b>First Year</b>		
<b>Semester 1</b>		
LEGA 205	Keyboard Skill Building	3.0
LEGA 215	Legal Computer Applications I	3.0
ENGL 205	Grammar and Proofreading	3.0
LEGL 200	Introduction to Law	3.0
LEGL 210	Corporate Law	3.0
Semester 1 Total		15.0
<b>Semester 2</b>		
LEGA 255	Law Office Procedures	3.0
LEGA 265	Legal Computer Applications II	3.0
LEGL 250	Legal Writing I	3.0
LEGL 260	Litigation Law I	3.0
LEGL 270	Real Estate Law I	3.0
Semester 2 Total		15.0
First Year Total		30.0
<b>Second Year</b>		
<b>Semester 3</b>		
LEGA 305	Legal Transcription	3.0
LEGL 300	Legal Writing II	3.0
LEGL 310	Litigation Law II	3.0
LEGL 320	Real Estate Law II	3.0
MNGT 250	Organizational Behaviour	3.0
Semester 3 Total		15.0
<b>Semester 4</b>		
LEGA 355	Law Office Simulation	3.0
LEGA 365	Legal Computer Applications III	3.0
LEGL 350	Criminal Law	3.0
LEGL 360	Family Law	3.0
LEGL 380	Wills and Estate Law	3.0
Semester 4 Total		15.0
<b>Semester 5</b>		
PRCT-385	Law Office Practicum	1.5
Semester 5 Total		1.5
Second Year Total		31.5
Program Total		61.5

## LEGAL ASSISTANT

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### PROGRESSION

Students must attain a PGPA and/or a CGPA of 2.0 or better in each semester and pass the necessary prerequisite courses to progress through the program. To qualify for graduation, students must pass all courses, attain a CGPA of 2.0 or better and complete course requirements within the prescribed timelines.

### CREDENTIALS

After successfully completing this program, graduates will receive a SAIT diploma as a Legal Assistant.

### ACCREDITATION

This program is officially approved and recognized by: The Alberta Association of Professional Paralegals and Public Service Commission of Canada which enables Legal Assistant graduates to apply for federal government jobs.

### *Transfer with Diploma to...*

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Through SAIT Polytechnic transfer agreements and institution partnerships, graduates of this program may be eligible for credit at the following universities and colleges:

- Athabasca University
- Royal Roads University
- University of Calgary
- University of Lethbridge
- University of New Brunswick, Saint John
- University of Ontario Institute of Technology

To learn more, visit [Transfer Options](#).

Transfer options may also be available at other post-secondary institutions where credits from SAIT programs are evaluated on an individual basis. Interested students should contact the post-secondary institute of their choice for more information.

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# LIBRARY INFORMATION TECHNOLOGY

- Two year diploma
- Fall start
- Distance education option
- High industry demand

## CONTACT US

Phone: 403.284.7231 or

Email: lit.info@sait.ca

## PROGRAM DESCRIPTION

Information resourcing is a high-tech adventure and a sought after skill. Various industries need employees with people skills to organize, access and manage the expanding volume of information in today's world. Library Information Technology students gain proficiency in every area of library operations, from database searching, library network technology, cataloguing and classification to public relations, web design and records management. The two-year Library Information Technology diploma is offered at SAIT as a daytime diploma program. Students can also begin this diploma by completing Continuing Education courses.

## YOUR CAREER

Graduates may find employment as a library technician/assistant, information specialist, research assistant/analyst, and records management technician. This program also prepares graduates for numerous career opportunities in public and school libraries, as well as specialty libraries in areas of petroleum, law, medicine, geology, social services, government, or in related organizations such as records information centres, library wholesalers, software companies and bookstores.

- Graduates of the Library Information Technology program have a 91% employment rate.

## STUDENT SUCCESS

Students with higher secondary or post-secondary marks usually experience greater success in SAIT programs.

## ADMISSION REQUIREMENTS

Alberta High School Diploma or equivalent with at least 60% in the following admission requirements or equivalents:

- English Language Arts 30-1 or English Language Arts 30-2, **AND**,
- Two of the following Grade 12 subjects: Math, Science, Social Science, Accounting, Law or a second language.
- For mature students, LIBR-200 (Introduction to Libraries) may be substituted for the third Grade 12 subject (available from distance learning).
- All applicants must demonstrate English Language Proficiency prior to admission, including students educated in Canada.

## SELECTION

There are no additional selection requirements. Admission to this program will be offered on a first-qualified, first-accepted basis.

## TUITION AND FEES (SUBJECT TO CHANGE)

- Please refer to the Tuition and Fee Table.
- International Students, please refer to International Student Fees.
- Student funding, please refer to Financial Assistance.

## BOOKS AND SUPPLIES (SUBJECT TO CHANGE)

- Books and supplies are approximately \$2,000.
- LIT Distance courses are priced from approximately \$399 to \$601, plus textbooks and handling charges.

## PROGRAM OUTLINE

- To find the course description for a course shown below, please go to our Course Finder and enter the course acronym and numbers (i.e., DMST-202) into the Quick Search by Course Code field.
- This program is being reviewed and could undergo changes.
- SAIT students are offered an opportunity to develop lifelong learning skills in an online environment. One or more courses in the program are offered fully or partially online.

Course Code	Course Name	Credit
<b>First Year</b>		
<b>Semester 1</b>		
COMN-220	Communication and Presentation Skills	3.0
COMP-220	Computer Fundamentals	3.0
LIBR-200	Introduction to Libraries	1.5
LIBR-202	Bibliographic Description and Access I	3.0
LIBR-235	Library Information Services I	3.0
LIBR-297	Library Operations	3.0
<b>Semester 1 Total</b>		<b>16.5</b>
<b>Semester 2</b>		
COMM-352	Communicating in the Workplace	1.5
LIBR-252	Bibliographic Description and Access II	3.0
LIBR-275	Introduction to Library Automation	3.0
LIBR-335	Library Information Services II	3.0
MGMT-244	Fundamentals of Information and Records Management	3.0
MKTG-360	Library Marketing	1.5
<b>Semester 2 Total</b>		<b>15.0</b>
<b>First Year Total</b>		<b>31.5</b>
<b>Second Year</b>		
<b>Semester 3</b>		
DATA-375	Online Database Searching	3.0
LIBR-302	Bibliographic Description and Access III	3.0
LIBR-305	Library Technology Customer Service	3.0
LIBR-320	Designing Web Tools for Libraries	3.0
PRAC-320	Practicum Preparation	1.5
<b>Semester 3 Total</b>		<b>13.5</b>
<b>Semester 4</b>		
LIBR-323	Managing Digital Content	3.0
MGMT-246	Advanced Information and Records Management	3.0
ORGB-222	Library Records Centre Management	3.0
PRAC-392	Library Practicum	3.0
<b>Semester 4 Total</b>		<b>12.0</b>
<b>Electives</b>		
ENGL-322	Contemporary World Literature	1.5
LIBR-260	Collection Development for Adults	1.5
LIBR-310	Special Libraries	1.5
LIBR-315	Services Children/Young Adults	1.5
LIBR-330	Storytelling	1.5
LIBR-340	Specialized Terminology	1.5
LIBR-349	Library and Information Technology Project I	1.5
LIBR-351	Public Libraries	1.5
LIBR-399	Library and Information Technology Project II	1.5
<b>Electives</b>		<b>4.5</b>
<b>Second Year Total</b>		<b>30.0</b>
<b>Program Total</b>		<b>61.5</b>

Students are required to complete three library electives (totaling 4.5 credits) in the Second Year. Not all courses are necessarily taught in a given year.

# LIBRARY INFORMATION TECHNOLOGY

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## PROGRESSION

Students must attain a PGPA and/or a CGPA of 2.0 or better in each semester and pass the necessary prerequisite courses to progress through the program. To qualify for graduation, students must pass all courses, attain a CGPA of 2.0 or better and complete course requirements within the prescribed timelines.

## CREDENTIALS

After successfully completing this program, graduates will receive a SAIT diploma in Library Information Technology.

## ACCREDITATION

There are no formal accreditation arrangements at this time. Please contact the School of Information and Communications Technologies (ICT) for more information.

## *Transfer with Diploma to...*

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Through SAIT Polytechnic transfer agreements and institution partnerships, graduates of this SAIT program may be eligible for credit at the following universities and colleges:

- Athabasca University
- British Columbia Institute of Technology
- SAIT Polytechnic
- University of New Brunswick, Saint John

To learn more, visit [Transfer Options](#).

Transfer options may also be available at other post-secondary institutions where credits from SAIT programs are evaluated on an individual basis. Interested students should contact the post-secondary institute of their choice for more information.

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# MACHINIST TECHNICIAN

- One year certificate
- Fall start
- High industry demand

## CONTACT SCHOOL OF MANUFACTURING AND AUTOMATION

School of Manufacturing and Automation

Room T470, Thomas Riley Building

Phone: 403.284.8641 or

Email: [ma.info@sait.ca](mailto:ma.info@sait.ca)

## PROGRAM DESCRIPTION

The Machinist Technician program includes the material from the first and second year Machinist apprenticeship periods, as well as some additional machining and manufacturing techniques including a significant Computerized Numerical Control (CNC) component. Students are provided with theoretical and practical instruction in operating and setting up machine tools, such as lathes, milling machines, drill presses and CNC equipment. Considerable attention is paid to hands-on training, with over 50 per cent of students' time spent in a shop/lab setting. Topics such as blueprint reading, trade mathematics, metallurgy, computer-aided manufacturing, computer-aided design and welding are also covered.

## YOUR CAREER

Graduates find work as machinist apprentices, machine operators, CNC programmers/operators and machine tool and equipment sales professionals. Graduates may work in machine shops, manufacturing plants, equipment repair companies and tool supply businesses.

- Graduates of the Machinist Technician program have a 92% employment rate.

## STUDENT SUCCESS

Students with higher secondary or post-secondary marks usually experience greater success in SAIT programs.

## ADMISSION REQUIREMENTS

- Math 10C or MATH 10-3, **AND**,
- English Language Arts 10-1 or English Language Arts 10-2, **AND**,
- Science 10, **OR**,
- All applicants must demonstrate English Language Proficiency prior to admission, including students educated in Canada.
- A pass mark in the SAIT Admission Examination (level 4) for this trade or equivalent is accepted in lieu of the above requirements.

## SELECTION

There are no additional selection requirements. Admission to this program will be offered on a first-qualified, first-accepted basis.

## TUITION AND FEES (SUBJECT TO CHANGE)

- Please refer to the Tuition and Fee Table.
- International Students, please refer to International Student Fees.
- For student funding, please refer to Financial Assistance.

## BOOKS AND SUPPLIES (SUBJECT TO CHANGE)

- Books and supplies for both semesters are approximately \$325. (there is some fluctuation with module pricing).
- Optional text, "Machinery's Handbook", is approximately \$160.

## PROGRAM OUTLINE

- To find the course description for a course shown below, please go to our Course Finder and enter the course acronym and numbers (e.g. DMST-202) into the Quick Search by Course Code field.
- This program is being reviewed and could undergo changes.

Course Code	Course Name	Credit
<b>Semester 1</b>		
BLPR-202	Blueprint Reading	1.5
EMTL-203	Metallurgy	1.5
MACH-204	Machinist Theory I	3.0
MACH-205	Machine Shop I	6.0
MATH-209	Mathematics	1.5
MNFG-223	Computer Numerical Control I	1.5
Semester 1 Total		15.0
<b>Semester 2</b>		
MACH-254	Machinist Theory II	1.5
MACH-255	Machine Shop II	6.0
MATH-259	Mathematics II	1.5
MNFG-258	Computer Numerical Control II	1.5
MNFG-260	Computer Aided Manufacturing	1.5
WELD-218	Welding	1.5
Semester 2 Total		13.5
Program Total		28.5

## PROGRESSION

Students must attain a PGPA and/or a CGPA of 2.0 or better in each semester and pass the necessary prerequisite courses to progress through the program. To qualify for graduation, students must pass all courses, attain a CGPA of 2.0 or better and complete course requirements within the prescribed timelines.

## CREDENTIALS

After successfully completing this program, graduates will receive a SAIT certificate as a Machinist Technician.

## ACCREDITATION

Graduates are eligible to write their first and second period Provincial Apprenticeship Board exams for the machinist trade providing they attain a minimum of 65% in all of their courses. Apprenticeship exam fees will be required.

## *Transfer with Certificate to...*

Transfer options may be available at post-secondary institutions where credits from SAIT programs could be evaluated on an individual basis. Interested students should contact the post-secondary educational institute of their choice for more information.

To learn more, visit [Transfer Options](#).

# MECHANICAL ENGINEERING TECHNOLOGY

- Two year diploma
- Design and Analysis, Design and Development, or Design and Automation majors
- Fall start

## CONTACT US

School of Manufacturing and Automation  
Room T470, Thomas Riley Building  
Phone: 403.284.8641 or  
Email: ma.info@sait.ca

## PROGRAM DESCRIPTION

The Mechanical Engineering Technology (MET) program is a practical, hands-on, two-year diploma program that lets you develop strong technical, analytical, and problem solving skills essential for a range of exciting careers in the challenging field of mechanical engineering.

During the common first year, you will be exposed to a variety of topics including foundational math and physics, Computer Aided Design (CAD), and additional specialized courses to prepare you to enter into one of three specialized majors. Upon successful completion of the common first year, selection of your major will occur. Although SAIT Polytechnic will attempt to help students complete the program major of their choice, grade point average after the first year will be used in the selection criteria for each major.

The following majors are available for the Mechanical Engineering Technology program:

- Design and Analysis (formerly Mechanical Engineering Technology)
- Design and Development (formerly Mechanical Design Technology)
- Design and Automation (formerly Automated Systems Engineering Technology)

## YOUR CAREER

Graduates will have obtained the designation of Mechanical Engineering Technologists, with a specialization in Design and Analysis, Design and Development, or Design and Automation.

As a Mechanical Engineering Technologist, you may find employment in the areas of research and development, mechanical equipment design, testing, quality control or project management. Mechanical Engineering Technologists are needed in a wide range of professional and technical industry sectors including: manufacturing, oil and gas, energy production, electronics, aerospace, plastics, wood products, warehousing, food processing, and technical sales.

Upon successful completion of this program you will have gained specialized skills in the area of your major:

- Design and Analysis majors – design, analysis and troubleshooting of various systems including mechanical, thermal and fluids
- Design and Development majors – product design and development, prototyping, ergonomics and industrial design
- Design and Automation majors – automated systems design and maintenance, manufacturing controls, and robotics

**Did you know graduates of the Mechanical Engineering Technology program have a 93% employment rate?**

## STUDENT SUCCESS

Students with higher secondary or post-secondary marks usually experience greater success in SAIT programs.

## ADMISSION REQUIREMENTS

Alberta High School Diploma or equivalent, with the following admission requirements or equivalents:

- At least 50% in Pure Math 30 or Math 30-1, or at least 70% in Math 30-2, **AND**,
- At least 50% in English Language Arts 30-1 or English Language Arts 30-2, **AND**,
- At least 50% in Physics 20 and Chemistry 20, or at least 50% in Science 30.
- All applicants must demonstrate English Language Proficiency prior to admission, including students educated in Canada.

## SELECTION

- Applications and proof of the admission requirements (transcripts and/or anticipated final grades) must be submitted prior to March 31 to be considered for selection or early admission.
- Applications received after March 31 will be placed on a secondary waitlist and applicants will be contacted if seats become available.
- Applicants who fail to complete the selection requirements will be excluded from selection.

## EARLY ADMISSION

In the selection process, early admission will be offered to applicants who have achieved or will achieve a minimum overall average of 70% in the admission requirements. Applicants must apply by March 31 to be considered for early admission.

## SELECTION CRITERIA

The remaining applicants will be emailed a Selection Package and asked to complete a Career Investigation Report. Applicants who fail to submit the Career Investigation Report will be excluded from selection. If required, an interview may be requested and seats will be offered accordingly. When the program is not over subscribed seats will be offered on a first-qualified, first-accepted basis.

## TUITION AND FEES (SUBJECT TO CHANGE)

- Please refer to the Tuition and Fee Table for an estimation of the tuition and fees. .
- International Students, please refer to International Student Fees.
- Student funding, please refer to Financial Assistance.

## BOOKS AND SUPPLIES (SUBJECT TO CHANGE)

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

## PROGRAM OUTLINE

- To find the course description for a course shown below, please go to our Course Finder and enter the course acronym and numbers (i.e., DMST-202) into the Quick Search by Course Code field.
- SAIT students are offered an opportunity to develop lifelong learning skills in an online environment. One or more courses in the program are offered fully or partially online.

# MECHANICAL ENGINEERING TECHNOLOGY

Course Code	Course Name	Credit
<b>First Year</b>		
<b>Semester 1 – Common</b>		
MATH-238	Math for Engineering and Technology I	3.0
PHYS-235	Engineering Physics	1.5
COMP-213	Computing for Engineering Technology	3.0
THRM-200	Introduction to Thermodynamics	1.5
MECH-200	MET Concepts	3.0
MECH-205	Electro-Mechanical Systems	3.0
Semester 1 Total		15.0
<b>Semester 2 – Common</b>		
MATH-288	Math for Engineering and Technology II	3.0
DYNA-265	Dynamics	1.5
STCS-255*	Engineering Statics	1.5
EMTL-250	Engineering Materials	3.0
ENGD-250	Technical Modeling	3.0
MNFG-290	Manufacturing Processes	3.0
Semester 2 Total		15.0
First Year Total		30.0
<b>Design and Analysis Major</b>		
<b>Second Year</b>		
<b>Semester 3</b>		
COMM-256	Professional Communications and Presentation Skills	3.0
EMTL-300	Mechanics of Materials	3.0
MNFG-310	Advanced Manufacturing	3.0
FLDS-320	Fluid Power	1.5
ECON-209	Engineering Economics	1.5
THRM-320	Thermodynamics and Heat Transfer	3.0
Semester 3 Total – Design and Analysis Major – Total		15.0
<b>Semester 4</b>		
STAT-245	Statistics for Engineering and Technology I	3.0
DSGN-380	Machine Design	3.0
PROJ-375	Capstone Project	3.0
FLDS-350	Fluid Mechanics	1.5
MACH-380	Machine Dynamics	1.5
DSGN-390	Mechanical Systems Design	3.0
Semester 4 Total – Design and Analysis Major – Total		15.0
Second Year Total – Design and Analysis Major – Total		30.0
Program Total – Design and Analysis Major – Total		60.0
<b>Design and Development Major</b>		
<b>Second Year</b>		
<b>Semester 3</b>		
COMM-256	Professional Communications and Presentation Skills	3.0
EMTL-300	Mechanics of Materials	3.0
MNFG-310	Advanced Manufacturing	3.0
FLDS-320	Fluid Power	1.5
ECON-209	Engineering Economics	1.5
PRDT-300	Product Development I	3.0
Semester 3 Total – Design and Development Major		15.0
<b>Semester 4</b>		
STAT-245	Statistics for Engineering and Technology I	3.0
DSGN-380	Machine Design	3.0
PROJ-375	Capstone Project	3.0
PRDT-320	Product Analysis	3.0
PRDT-350	Product Development II	3.0
Semester 4 Total – Design and Development Major		15.0
Second Year Total – Design and Development Major		30.0
Program – Design and Development Major – Total		60.0

Course Code	Course Name	Credit
<b>Design and Automation Major</b>		
<b>Second Year</b>		
<b>Semester 3</b>		
COMM-256	Professional Communications and Presentation Skills	3.0
EMTL-300	Mechanics of Materials	3.0
MNFG-310	Advanced Manufacturing	3.0
FLDS-320	Fluid Power	1.5
ECON-209	Engineering Economics	1.5
CNTR-300	Control Systems	3.0
Semester 3 Total – Design and Automation Major		15.0
<b>Semester 4</b>		
STAT-245	Statistics for Engineering and Technology I	3.0
DSGN-380	Mechanical Design	3.0
PROJ-375	Capstone Project	3.0
CNTR-380	Flexible Manufacturing	3.0
MACH-390	Fixed Manufacturing	3.0
Semester 4 Total- Design and Automation Major		15.0
Second Year Total – Design and Automation Major		30.0
Program Total – Design and Automation Major		60.0

\* Available by correspondence and/or e-Learning. The courses must be completed within the time frame shown in the program outline.

## PROGRESSION

Students must attain a PGPA and/or a CGPA of 2.0 or better in each semester and pass the necessary prerequisite courses to progress through the program. To qualify for graduation, students must pass all courses, attain a CGPA of 2.0 or better and complete course requirements within the prescribed timelines.

## CREDENTIALS

After successfully completing this program, graduates will receive a SAIT diploma in either:

- Mechanical Engineering Technology – Design and Analysis
- Mechanical Engineering Technology – Design and Development
- Mechanical Engineering Technology – Design and Automation

## ACCREDITATION

- All majors within the Mechanical Engineering Technology program are nationally accredited by the Canadian Council of Technicians and Technologists (CCTT). Graduates may apply for their Certified Engineering Technologist (CET) designation after two years of appropriate work experience.

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## *Transfer with Diploma to...*

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Through SAIT Polytechnic transfer agreements and institution partnerships, graduates of this SAIT program may be eligible for credit at the following universities and colleges:

- Athabasca University
- British Columbia Institute of Technology
- Camosun College
- Cape Breton University
- Lakehead University
- Memorial University of Newfoundland (The Marine Institute)
- Montana Tech of the University of Montana
- NAIT
- SAIT Polytechnic
- Thompson Rivers University
- University of British Columbia
- University of New Brunswick, Saint John
- University of Victoria

To learn more, visit [Transfer Options](#).

Transfer options may also be available at other post-secondary institutions where credits from SAIT programs are evaluated on an individual basis. Interested students should contact the post-secondary institute of their choice for more information.

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# MEDICAL DEVICE REPROCESSING TECHNICIAN

- 21-week certificate
- Fall and winter starts
- Clinical practicum

## CONTACT US

School of Health and Public Safety  
Room R502, Senator Burns Building  
Phone: 403.284.8500 or  
Email: hps.info@sait.ca

## PROGRAM DESCRIPTION

The Medical Device Reprocessing Technician program provides entry-level training for the critical role of cleaning, packaging, sterilizing, storing, and handling of sterile supplies and instruments, with a focus on infection prevention and control and aseptic techniques. It includes a practicum, arranged by SAIT, at an accredited clinical facility. This type of employment requires flexibility (shift work), manual dexterity, and good health.

The Medical Device Reprocessing Technician program is 21 weeks in length and includes classroom instruction with integrated practical learning experiences. This is followed by 400 hours of practicum, of which eight weeks take place at a clinical site. Theory will be integrated throughout the practicum to increase knowledge, skills and employability.

Students in this program require access to a personal computer and the Internet to facilitate completion of the required courses.

This program is also available through distance education. Visit the Medical Device Reprocessing Technician distance page for details.

## YOUR CAREER

Graduates find work as medical device reprocessing technicians, sterile processors, service aides, and in related positions in health care medical device reprocessing departments, operating rooms, doctor's offices, dental clinics, surgical centers, and specialty areas at acute care, community care and extended care facilities. Graduates are often hired into casual positions initially which usually progress to full-time positions within one year of hire. In order to find employment, many graduates must relocate across Alberta and potentially even throughout Canada.

- Graduates of the Medical Device Reprocessing Technician program have a 89% employment rate.

## STUDENT SUCCESS

- In order to be successful in this program, applicants must have basic computer literacy including the ability to use word processing and communication software. Educational interaction in this program depends on these basic computer skills, and medical device reprocessing technicians work with hospital information systems. It is the student's responsibility to ensure adequacy of these skills prior to program admission.
- Students with higher secondary or post-secondary marks usually experience greater success in SAIT programs.
- Students who experience success in this program and career:
  - Have effective communication skills in English,
  - Are detail-oriented in the care they provide and enjoy working in a team environment,

- Must be able to lift up to 18 kg/40 pounds and push/pull 114 kg/250 pounds on an ongoing basis,
- Demonstrate good motor coordination and manual dexterity and are able to perform repetitive tasks in a noisy, stressful environment,
- Able to stand or walk for long periods of time with repeated bending at the knees and waist, and
- Have no sensitivities to latex, disinfection and sterilization chemicals, or to the sight of blood and human tissue.

## ADMISSION REQUIREMENTS

- Alberta High School Diploma or equivalent with a minimum of 50% in English Language Arts 30-1 or English Language Arts 30-2 or equivalents.
- All applicants must demonstrate English Language Proficiency prior to admission, including students educated in Canada.

## SELECTION

There are no additional selection requirements. Admission to this program will be offered on a first-qualified, first-accepted basis.

## Additional Requirements

- Successful candidates must sign a practicum awareness agreement prior to final acceptance.
- Candidates are strongly encouraged to complete a tour of a hospital central reprocessing department prior to the start of classes.

## PRACTICUM REQUIREMENTS

The eight weeks of practicum are not necessarily consecutive and may not be continuous with the end of the theory portion of the program (ie. there may be a gap between finishing theory and starting the practicum). The School of Health and Public Safety has many practica partners located within Alberta and across Canada. Practicum placements in Calgary are limited and students may be required to relocate outside of Calgary for practicum.

Successful candidates will be informed of the allocation of their practicum placement by the program. There is no guarantee that students will be placed at their desired practicum location. Special considerations of personal circumstances will not be given in regards to assigning practicum placements. Students will be responsible for fees associated with practicum such as relocation and travel costs.

In compliance with the practica agreements with our clinical partners, successful candidates will be requested to provide proof of the following requirements:

- **Updated Immunization Records:** Most practicum sites require students to demonstrate updated immunization status prior to attending practicum. Successful candidates will be asked to provide an up-to-date immunization record to the SAIT Health Clinic as part of the program orientation. Failure to do so could jeopardize a student's ability to complete the practicum portion of his/her program. The receiving practicum site has the right to refuse students who cannot prove they have met all the required immunizations. It is advised to start the immunization process early.

# MEDICAL DEVICE REPROCESSING TECHNICIAN

■ **Security Clearance:** According to the Protection for Persons in Care Act, our practica sites require that students obtain a Criminal Records Check (CRC), including Vulnerable Sector Check (VSC), prior to going on practicum. Any criminal code offence for which a pardon has not been received may be a deterrent to a student's entry into practicum, and therefore will result in an uncompleted program or non-graduating status. Successful candidates will be asked to provide a clear CRC record to the School of Health and Public Safety main office on orientation day. The record must be dated no earlier than 90 days prior to your program orientation day (typically orientation day is held the week prior to the first day of class).

■ **Health and Wellness Status:** Due to the demanding nature of the work in the health care field and Occupational Health and Safety requirements, the health care field has a strong focus on health and wellness. Students with a medical condition or disability that may impact them in a practicum setting are strongly advised to discuss concerns with the program academic chair and/or SAIT Accessibility Services as soon as possible upon acceptance into the program. Please review the attached document for guidance on entering an allied health program with a medical condition or disability.

More details on the practica requirements per program are outlined on a pre-orientation website for successful candidates.

## Additional Resources

■ Medical Device Reprocessing Technician Practicum Awareness Agreement (for reference only – do not submit)

## TUITION AND FEES (SUBJECT TO CHANGE)

- Please refer to the Tuition and Fee Table.
- International Students, please refer to International Student Fees.
- For student funding, please refer to Financial Assistance.
- Students are responsible for any additional expenses related to their practica including relocation costs to practicum sites outside of Calgary.
- International Association of Healthcare Central Service Materiel Management (IAHCSMM) certification exam fee is approximately \$125 – program will cover this cost.
- Canadian Standards Association certification exam fee is approximately \$263.
- There is a fee associated with obtaining a criminal record check (including vulnerable sector check), payable to the Police or the RCMP.

## BOOKS AND SUPPLIES (SUBJECT TO CHANGE)

- Books and supplies are approximately \$350
- Students are required to have access to a personal computer, printer and Internet. Computers must meet the specifications listed in Fees and Expenses.

## PROGRAM OUTLINE

- SAIT students are offered an opportunity to develop lifelong learning skills in an online environment. One or more courses in the program are offered fully or partially online.
- To find the course description for a course shown below, please go to our Course Finder and enter the course acronym and numbers (e.g. DMST-202) into the Quick Search by Course Code field.

Course Code	Course Name	Credit
<b>Fall Intake</b>		
<b>Semester 1 and 2 – Fall/Winter (21 Weeks)</b>		
INFC-206*	Infection Control and Decontamination	1.5
INST-263*	Instrumentation	1.5
SPRO-227*	Packaging Materials and Techniques	1.5
SPRO-235*	Sterilization Methodology	1.5
STDP-246*	Supply Distribution and Standards	1.5
SPRO-255*	Professional Practice	1.5
PRAC-296	Practicum	7.5
Program Total		16.5

## Winter Intake

### Semester 1 and 2 – Winter/Spring (21 weeks)

INFC-206*	Infection Control and Decontamination	1.5
INST-263*	Instrumentation	1.5
SPRO-227*	Packaging Materials and Techniques	1.5
SPRO-235*	Sterilization Methodology	1.5
STDP-246*	Supply Distribution and Standards	1.5
SPRO-255*	Professional Practice	1.5
PRAC-296	Practicum	7.5
Program Total		16.5

\*Available by correspondence and/or online learning. The courses must be completed within the time frame shown in the program outline. Please contact the Academic Chair prior to enrolling in any online or correspondence courses.

## PROGRESSION

Students must attain a PGPA and/or a CGPA of 2.0 or better in each semester and pass the necessary prerequisite courses to progress through the program. To qualify for graduation, students must pass all courses, attain a CGPA of 2.0 or better and complete course requirements within the prescribed timelines.

## CREDENTIALS

After successfully completing this program, graduates will receive a SAIT Medical Device Reprocessing Technician certificate. The program arranges for graduates to challenge the International Association of Healthcare Central Service Materiel Management (IAHCSMM) certification exam for international recognition of their competencies as a Central Service Technician (CRCST). This allows international portability.

SAIT's Medical Device Reprocessing Technician program is also recognized by the Canadian Standards Association (CSA) and graduates are eligible to challenge the CSA Canadian certification exam to become a certified Medical Device Reprocessing Technician (CMDRT).

**Please Note:** Your MDRT certificate and a high school diploma are required to challenge the CSA certification exam.

## ACCREDITATION

There are no formal accreditation arrangements at this time. Please contact the School of Health and Public Safety for more information.

## Transfer with Certificate to...

Transfer options may be available at post-secondary institutions where credits from SAIT programs could be evaluated on an individual basis. Interested students should contact the post-secondary educational institute of their choice for more information.

To learn more, visit [Transfer Options](#).

# MEDICAL LABORATORY ASSISTANT

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- 19-week certificate
- Fall and winter starts
- Includes a clinical laboratory practicum

## CONTACT US

School of Health and Public Safety  
Room R502, Senator Burns Building  
Phone: 403.284.8500 or  
Email: hps.info@sait.ca

## PROGRAM DESCRIPTION

A medical laboratory assistant is an integral member of the laboratory workforce, a field that is not only growing to meet the needs of an increasing and aging population, but also changing to support medical advances. The Medical Laboratory Assistant program trains students to collect, process, and prepare patient specimens, enter data, perform clerical and reception services, perform electrocardiograms and urinalyses and carry out basic laboratory procedures. Medical laboratory assistants must be accurate, self-motivated and dependable with a skilled eye for detail and strong client service skills.

The Medical Laboratory Assistant program consists of 12 weeks of classroom instruction and laboratory training followed by a seven-week practicum. The first week of practicum is spent in a simulated environment at SAIT. The rest of the practicum period is spent in a clinical laboratory where students refine competencies acquired at SAIT. Practicum sites are arranged by SAIT. Students must expect to train outside of Calgary either totally or in-part. The seven weeks of practicum are not necessarily consecutive and may not be continuous with the end of the theory portion of the program.

Students in this program require access to a personal computer and the Internet to facilitate completion of required online course components.

## YOUR CAREER

Graduates find work as medical laboratory assistants in community collection sites, hospital rapid-response laboratories and high-volume medical laboratories. The employment requires flexibility (shift-work), good health and manual dexterity with the ability to perform repetitive tasks. Medical laboratory assistants work in laboratory environments where they may spend a considerable amount of time standing or sitting and performing tasks that may be repetitive. They must observe safety precautions to reduce the risk of exposure to infectious body fluids and dangerous chemicals. Graduates are often hired into casual positions initially which usually progress to full-time positions within one year of hire. In order to find employment, many graduates must relocate across Alberta and potentially even throughout Canada.

- Graduates of the Medical Laboratory Assistant program have a 86% employment rate.

## STUDENT SUCCESS

- Students with higher secondary or post-secondary marks usually experience greater success in SAIT programs.
- In order to be successful in this program, applicants must have basic computer literacy. An acceptable computer skill level would include the ability to use word processing and communication software. Educational interaction in this program depends on these basic computer skills and medical laboratory assistants work with laboratory and hospital information systems. It is the student's responsibility to ensure adequacy of these skills prior to program admission.

- A keyboarding/data entry speed of 30 wpm net or better is required. Applicants will be required to complete a program-determined keyboarding assessment (available at SAIT for a minimal fee) prior to admission to the program.
- Students who experience success in this program have the following characteristics:
  - The ability to follow instructions, pay close attention to detail and take precise readings,
  - The ability to work quickly and accurately,
  - Good finger and manual dexterity to handle specimens and small laboratory equipment,
  - Normal colour vision,
  - Good communication and problem solving skills,
  - Good organizational skills,
  - The interpersonal skills and effective communication skills in English required to work well with co-workers and the public.
- Medical laboratory assistants enjoy working with people, like direct contact with patients and do not mind shift work.

## ADMISSION REQUIREMENTS

Alberta High School Diploma or equivalent, with the following admission requirements or equivalents:

- At least 50% in Pure Math 10 or Math 20-2, or at least 60% in Math 10C, **AND**,
- At least 50% in English Language Arts 30-1 or English Language Arts 30-2, **AND**,
- At least 50% in Chemistry 20, **AND**,
- At least 50% in Biology 20.
- All applicants must demonstrate English Language Proficiency prior to admission, including students educated in Canada.

## SELECTION

### FALL 2014 AND WINTER 2015

Applications and proof of the admission requirements (transcripts and/or anticipated final grades) must be submitted to be included in selection.

- The first round of selection will start December 1 (Fall intake) or September 15 (Winter intake). Applications will be reviewed monthly and selection is done on a continuous basis.
- Applicants who apply after the program has been filled will be placed on a waitlist and may be invited to complete the selection process if a seat becomes available.
- There will be 32 seats offered in both the fall and winter intakes.

## SELECTION CRITERIA

In order to best select our students, the School of Health and Public Safety will forward a selection package to those that meet the Admission Requirements.

Email is the primary source of communication during the selection process. Applicants must ensure their email account is managed appropriately to receive our emails, files and communications.

In the selection process, applicants will be required to complete a program-determined Keyboarding Assessment (available at SAIT for a minimal fee). Applicants must keyboard at least 30 words per minute net or better to continue in the selection process.

# MEDICAL LABORATORY ASSISTANT

Applicants will be ranked according to the composite score of the following criteria:

- Admission Requirements course average and post-secondary education/training: 50%
- Related Work/Volunteer Experience: 25%
- Keyboarding skills: 25%

## Selection Process

Applicants will be ranked monthly according to the criteria outlined above.

- Applicants with a composite score of 75% or above will be offered a seat in the program until the program is full.
- If the program is not full on March 1 (for the Fall 2014 intake) or November 1 (for the Winter 2015 intake), the remaining applicants who ranked at less than 75% will be considered for positions in the program based on highest composite score.
- All other qualified applicants will be placed on a waitlist and contacted if a seat becomes available.

**VERY IMPORTANT** – If you've indicated that you are currently enrolled in or registered in courses required for admission to the MLA program, you are required to provide a final grade or an interim grade (i.e., mid-term mark) by April 15 for the fall intake or November 15 for the winter intake. If you receive an offer of admission and your grades are not consistent with the anticipated final grades you identified, your offer of admission may be withdrawn.

## Program specific selection package

The applicant is solely responsible to ensure the information in the selection package is legible, articulate and best reflects the candidate. Falsifying information will result in the application being removed immediately from the selection process.

Due to the significant number of applications that the program receives the selection process can take some time. We appreciate your patience in this process and we will notify you of our decision concerning your application status as soon as possible. You can also log on to [mysait.ca](http://mysait.ca) to check admission decision status.

## Additional selection resources

- Medical Laboratory Assistant Selection Package for Fall 2014 and Winter 2015 (for reference only – do not submit)

## PRACTICUM REQUIREMENTS

The School of Health and Public Safety has many practica partners located within Alberta and across Canada. Practicum placements in Calgary are limited and students may be required to relocate outside of Calgary for practicum.

Successful candidates will be informed of the allocation of their practicum placement by the program. There is no guarantee that students will be placed at their desired practicum location. Special considerations of personal circumstances will not be given in regards to assigning practicum placements. Students will be responsible for fees associated with practicum such as relocation and travel costs. In compliance with the practica agreements with our clinical partners, successful candidates will be requested to provide proof of the following requirements:

- **Updated Immunization Records:** Most practicum sites require students to demonstrate updated immunization status prior to attending practicum. Successful candidates will be asked to provide an up-to-date immunization record to the SAIT Health Clinic as part of the program orientation. Failure to do so could jeopardize a student's ability to complete the practicum portion of his/her program. The receiving practicum site has the right to refuse students who cannot prove they have met all the required immunizations. It is advised to start the immunization process early.
- **Security Clearance:** According to the Protection for Persons in Care Act, our practica sites require that students obtain a Criminal Records Check (CRC), including Vulnerable Sector Check (VSC), prior to going on practicum. Any criminal code offence for which a pardon has not been received may be a deterrent to a student's entry into practicum, and therefore will result in an uncompleted program or non-graduating status. Successful candidates will be asked to provide a clear CRC record to the School of Health and Public Safety main office on orientation day. The record must be dated no earlier than 90 days prior to your program orientation day (typically orientation day is held the week prior to the first day of class).
- **N95 Respiratory Mask:** In compliance with Occupational Health and Safety (OHS) Code, Part 18 Personal Protective Equipment, Section 250 Effective facial seal, students are fit-tested for respiratory masks prior to their practica. Fit-testing is available on campus. The OHS Code Explanation Guide states the effectiveness of the respiratory protective equipment depends on an effective face piece seal to the skin of the face. The seal is dependent on facial differences (shape or size) or facial hair. Facial hair must be removed where the mask contacts the face for the test. Failure to adequately fit an N-95 mask may result in a restricted practicum and/or limited employment. Additionally, a student may need to be tested again in two years or if there are changes to the face which impact the ability of the respirator to form an effective seal (e.g. weight gain/loss, growth of facial hair, dental surgery, or facial scarring).
- **Health and Wellness Status:** Due to the demanding nature of the work in the health care field and Occupational Health and Safety requirements, the health care field has a strong focus on health and wellness. Students with a medical condition or disability that may impact them in a practicum setting are strongly advised to discuss concerns with the program academic chair and/or SAIT Accessibility Services as soon as possible upon acceptance into the program. Please review the attached document for guidance on entering an allied health program with a medical condition or disability.

More details on the practica requirements per program are outlined on a pre-orientation website for successful candidates.

## TUITION AND FEES (SUBJECT TO CHANGE)

- Please refer to the Tuition and Fee Table.
- International Students, please refer to International Student Fees.
- For student funding, please refer to Financial Assistance.
- Students are responsible for any additional expenses related to their practicum including relocation costs to practicum sites outside Calgary.
- Canadian Society for Medical Laboratory Science (CSMLS) national exam fee is approximately \$250.

# MEDICAL LABORATORY ASSISTANT

- College of Medical Laboratory Technologists of Alberta (CMLTA) provincial dues are approximately \$80 for recent grads plus \$125 for an initial application fee.
- CSMLS national association dues for students are approximately \$85.
- There is a fee associated with obtaining a criminal record check (including vulnerable sector check) and is payable to the Police or the RCMP.

## BOOKS AND SUPPLIES (SUBJECT TO CHANGE)

- Books and supplies are approximately \$600.
- Students are required to have access to a personal computer, printer and Internet. Computers must meet the specifications listed in Fees and Expenses.

## PROGRAM OUTLINE

- SAIT students are offered an opportunity to develop lifelong learning skills in an online environment. One or more courses in the Medical Laboratory Assistant program are offered fully or partially online.
- To find the course description for a course shown below, please go to our Course Finder and enter the course acronym and numbers (e.g. DMST-202) into the Quick Search by Course Code field.

Course Code	Course Name	Credit
<b>Fall Intake</b>		
<b>Semester 1 – Fall/Winter (19 weeks)</b>		
ECGS-210	Electrocardiography Level 1	1.5
INFC-215*	Infection Prevention & Control	1.5
MEDL-235	Professional Practice MLA	1.5
MEDL-245*	Clinical Laboratory – Introduction	1.5
MEDL-255	Specimen Accession	1.5
MEDL-260	Basic Laboratory Procedures	3.0
MEDT-211*	Medical Terminology 1	1.5
PHLB-235	Phlebotomy	1.5
PRAC-271	Medical Laboratory Assistant Practicum	3.0
PROF-240*	Healthcare Professionalism	1.5
UANL-265	Urinalysis	1.5
Program Total		19.5
<b>Winter Intake</b>		
<b>Semester 1 – Winter/Spring (19 weeks)</b>		
ECGS-210	Electrocardiography Level 1	1.5
INFC-215*	Infection Prevention & Control	1.5
MEDL-235	Professional Practice MLA	1.5
MEDL-245*	Clinical Laboratory – Introduction	1.5
MEDL-255	Specimen Accession	1.5
MEDL-260	Basic Laboratory Procedures	3.0
MEDT-211*	Medical Terminology 1	1.5
PHLB-235	Phlebotomy	1.5
PRAC-271	Medical Laboratory Assistant Practicum	3.0
PROF-240*	Healthcare Professionalism	1.5
UANL-265	Urinalysis	1.5
Program Total		19.5

\* Available by correspondence and/or online learning. The courses must be completed within the time frame shown in the program outline. Please contact the Academic Chair prior to enrolling in any online or correspondence courses.

Please be advised that full-time student status requires students to take 60 per cent of a full course load per semester. Depending on the number of courses completed by correspondence, a student may be considered a part-time student, which may impact his/her financial loan status and ability to qualify for certain scholarships, bursaries and awards.

## PROGRESSION

Students must attain a PGPA and/or a CGPA of 2.0 or better in each semester and pass the necessary prerequisite courses to progress through the program. To qualify for graduation, students must pass all courses, attain a CGPA of 2.0 or better and complete course requirements within the prescribed timelines.

## CREDENTIALS

- After successfully completing this program, graduates will receive a SAIT Medical Laboratory Assistant certificate.
- Graduates are eligible for registration and membership with the College of Medical Laboratory Technologists of Alberta and the Canadian Society for Medical Laboratory Science.

## ACCREDITATION

The Medical Laboratory Assistant program delivered by SAIT is accredited by the Canadian Medical Association.

## *Transfer with Certificate to...*

Through SAIT Polytechnic transfer agreements and institution partnerships, graduates of this SAIT program may be eligible for credit at the following universities and colleges:

- SAIT Polytechnic

To learn more, visit Transfer Options.

Transfer options may also be available at other post-secondary institutions where credits from SAIT programs are evaluated on an individual basis. Interested students should contact the post-secondary institute of their choice for more information.

# MEDICAL LABORATORY TECHNOLOGY

- Two-year diploma
- Fall start
- Includes clinical practica
- Graduates in high demand
- Applications to this program close on January 31, 2014

## CONTACT US

School of Health and Public Safety  
Room R502, Senator Burns Building  
Phone: 403.284.8500 or  
Email: [hps.info@sait.ca](mailto:hps.info@sait.ca)

## PROGRAM DESCRIPTION

As integral members of the health care team, medical laboratory technologists are trained to perform a broad spectrum of laboratory testing and procedures, playing a vital role in the diagnosis, treatment and prevention of disease. Based in large part on the national competency profile issued by the Canadian Society for Medical Laboratory Science (CSMLS), this program trains students to become skilled in applying the scientific, technical, and medical principles needed to perform and evaluate laboratory testing in a health care setting. As part of Canada's fourth largest group of health care professionals, medical laboratory technologists play an integral role in our health care system.

The first year of the Medical Laboratory Technology program consists of classroom instruction, laboratory training, and clinical site tours. The second year consists of theory instruction and an extensive clinical practicum at affiliated sites in Calgary, other cities in Alberta or potentially sites outside of Alberta. The practicum provides a range of clinical experiences where students are given opportunities to develop and integrate the necessary knowledge, skills and attitudes in a practical setting. During the last month of the term, students will write practice competency-based exams in preparation for challenging the national CSMLS certification exam.

Students in this program require access to a personal computer and the Internet to facilitate completion of online courses.

## YOUR CAREER

Graduates find work as medical laboratory technologists in hospital or high-volume laboratories, as well as in research labs and scientific supply companies. Employment in medical labs often requires shiftwork. Medical laboratory technologists work in laboratory environments where they may spend a considerable amount of time standing or sitting and performing tasks that may be repetitive. They must observe safety precautions to reduce the risk of exposure to infectious body fluids and dangerous chemicals.

- Graduates of the Medical Laboratory Technology program have a 100% employment rate.

## STUDENT SUCCESS

- Students with higher secondary or post-secondary marks usually experience greater success in SAIT programs.
- The program delivery is very intensive. To be successful students must be prepared to attend 30 hours per week of classroom activities and spend approximately 30 hours per week outside of class studying.

- Students who experience success in this program have the following characteristics:
  - Integrity and a professional attitude,
  - An aptitude for mathematics and science and a keen interest in scientific work,
  - The ability to follow verbal and written instructions, pay close attention to detail and take precise readings,
  - The ability to work quickly and accurately,
  - Good finger and manual dexterity to handle specimens and small laboratory equipment,
  - The ability to do detailed work and maintain a high level of accuracy,
  - Good visual colour and form perception (to study blood cells, etc.),
  - Good interpersonal skills and effective communication skills in English, and
  - The ability to adapt easily and quickly to change.
- Health care practitioners are detail oriented in the care they provide and enjoy working in a team environment.

Applications to this program closed on January 31, 2014.

## ADMISSION REQUIREMENTS

Alberta High School Diploma or equivalent, with the following admission requirements or equivalents:

- At least 60% in Pure Math 30 or Math 30-1, or at least 70% in Math 30-2, **AND**,
- At least 60% in English Language Arts 30-1, **AND**,
- At least 60% in Chemistry 30, and at least 60% in Biology 30.
- All applicants must demonstrate English Language Proficiency prior to admission, including students educated in Canada.

## SELECTION

Applications and proof of the admission requirements (transcripts and/or anticipated final grades) must be submitted by January 31 to be included in selection. Applications to this program will close January 31.

The first round of selection will start December 1 and will continue on a monthly basis.

There will be a minimum of 48 seats offered for the fall intake.

## Selection Process

### Phase 1: Academic Ranking

Qualified applicants will be academically ranked using the program admission requirements. Those with an overall academic average of 75% or higher will progress to Phase 2.

If seats are still available as of April 15, applicants with an overall academic average below 75% will be considered and the top candidates, based on academic ranking, may be invited to complete the selection process.

# MEDICAL LABORATORY TECHNOLOGY

## Phase 2: Selection Package

Candidates who progress to Phase 2 will be sent a selection package via email.

The applicant is solely responsible to ensure the information in the selection package is legible, articulate and best reflects the candidate. Falsifying information will result in the application being removed immediately from the selection process.

Once the package is returned, the applicant will be invited to register for one of the scheduled Selection Assessment sessions.

- Medical Laboratory Technology Selection Package (for reference only – do not submit)

## Phase 3: Selection Assessment

Candidates must come to SAIT for the assessment on one of the dates offered. Applicants who reside outside of a 400 km radius of Calgary who cannot attend a selection session without undue hardship can request alternative arrangements, which may be considered.

Applicants will be assessed on their ability to answer questions delivered both in written and verbal format. Multiple applicants may be assessed simultaneously.

Candidates who achieve a mark of 85% or above on the selection assessment will be offered a seat until the program is full. Seats are offered after each assessment session so applicants are encouraged to register for the earliest date available.

If there are still seats available by March 15, the remaining candidates who were successful on the selection assessment will be ranked based on their assessment score and offered seats until the program is full.

**VERY IMPORTANT** – If you indicated that you are currently enrolled in or registered in courses required for admission to the MLT program, you are required to provide a final grade or an interim grade (ie. mid-term mark) by April 15. If you receive an offer of admission and your grades are not consistent with the anticipated final grades you identified, your offer of admission may be withdrawn.

### Selection Dates Summary

- |         |   |
|---------|---|
| Dec. 1  | • First round of selection begins   |
| Jan. 31 | • Deadline for applications and supporting documentation to be submitted  |
|         | • Deadline for receipt of marks, actual or self-declared, to decide eligibility for selection and waitlist ranking  |
| Mar. 15 | • Applicants who achieve an academic average above 75% and were successful on the selection assessment (and applied before the Jan. 31 deadline) may be considered if seats are still available |
| Apr. 15 | • Deadline to provide a final or interim (midterm) grade  |
- Applicants who achieve an academic average below 75% (and applied before the Jan. 31 deadline) may be considered for selection if seats are still available

**Note:** Candidates who are not sent a selection package will be declined from further selection.

### COMMUNICATION DURING SELECTION

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.

Due to the significant number of applications for this program, the selection process can take some time. We appreciate your patience in this process and we will notify you of our decision concerning your application status as soon as possible. You can also log on to mysait.ca to check your admission decision status.

Unfortunately, due to the large volume of applicants, we cannot provide any individual assistance or follow-up.

### PRACTICUM REQUIREMENTS

The School of Health and Public Safety has many practica partners located within Alberta and across Canada. Practicum placements in Calgary are limited and students may be required to relocate outside of Calgary for practicum.

Successful candidates will be informed of the allocation of their practicum placement by the program. There is no guarantee that students will be placed at their desired practicum location. Special considerations of personal circumstances will not be given in regards to assigning practicum placements. Students will be responsible for fees associated with practicum such as relocation and travel costs.

In compliance with the practica agreements with our clinical partners, successful candidates will be requested to provide proof of the following requirements:

- **Updated Immunization Records:** Most practicum sites require students to demonstrate updated immunization status prior to attending practicum. Successful candidates will be asked to provide an up-to-date immunization record to the SAIT Health Clinic as part of the program orientation. Failure to do so could jeopardize a student's ability to complete the practicum portion of his/her program. The receiving practicum site has the right to refuse students who cannot prove they have met all the required immunizations. It is advised to start the immunization process early.
- **Security Clearance:** According to the Protection for Persons in Care Act, our practica sites require that students obtain a Criminal Records Check (CRC), including Vulnerable Sector Check (VSC), prior to going on practicum. Any criminal code offence for which a pardon has not been received may be a deterrent to a student's entry into practicum, and therefore will result in an uncompleted program or non-graduating status. Successful candidates will be asked to provide a clear CRC record to the School of Health and Public Safety main office on orientation day. The record must be dated no earlier than 90 days prior to your program orientation day (typically orientation day is held the week prior to the first day of class).
- **N95 Respiratory Mask:** In compliance with Occupational Health and Safety (OHS) Code, Part 18 Personal Protective Equipment, Section 250 Effective facial seal, students are fit-tested for respiratory masks prior to their practica. Fit-testing is available on campus. The OHS Code Explanation Guide states the effectiveness of the respiratory protective equipment depends on an effective face piece seal to the skin of the face. The seal is dependent on facial differences (shape or size) or facial hair. Facial hair must be removed where the mask contacts the face for the test. Failure to adequately fit an N-95 mask may result in a restricted practicum and/or limited employment. Additionally, a student may need to be tested again in two years or if there are changes to the face which impact the ability of the respirator to form an effective seal (e.g. weight gain/loss, growth of facial hair, dental surgery, or facial scarring).

# MEDICAL LABORATORY TECHNOLOGY

- **Health and Wellness Status:** Due to the demanding nature of the work in the health care field and Occupational Health and Safety requirements, the health care field has a strong focus on health and wellness. Students with a medical condition or disability that may impact them in a practicum setting are strongly advised to discuss concerns with the program academic chair and/or SAIT Accessibility Services as soon as possible upon acceptance into the program. Please review the attached document for guidance on entering an allied health program with a medical condition or disability.

More details on the practica requirements per program are outlined on a pre-orientation website for successful candidates.

## TUITION AND FEES (SUBJECT TO CHANGE)

- Please refer to the Tuition and Fee Table.
- International Students, please refer to International Student Fees.
- For student funding, please refer to Financial Assistance.
- Students are responsible for any additional expenses related to their practicum including relocation costs to practicum sites outside Calgary.
- The Canadian Society for Medical Laboratory Science (CSMLS) national exam fee is approximately \$700 for members or \$925 for non-members.
- CSMLS national association dues for students are approximately \$85.
- CSMLS national association dues for recent grads are approximately \$150.
- College of Medical Laboratory Technologists of Alberta (CMLTA) provincial dues are approximately \$305 for recent grads plus \$150 for an initial application fee.
- There is a fee associated with obtaining a criminal record check (including vulnerable sector check) and is payable to the Police or the RCMP.

## BOOKS AND SUPPLIES (SUBJECT TO CHANGE)

- Books, supplies and uniform are approximately \$1,600 for the entire program.
- Students are required to have access to a personal computer, printer and Internet. Computers must meet the specifications listed in Fees and Expenses.

## PROGRAM OUTLINE

- SAIT students are offered an opportunity to develop lifelong learning skills in an online environment. One or more courses in the Medical Laboratory Technology program are offered fully or partially online.
- To find the course description for a course shown below, please go to our Course Finder and enter the course acronym and numbers (i.e., DMST-202) into the Quick Search by Course Code field.

Course Code	Course Name	Credit
<b>First Year</b>		
<b>Semester 1 – Fall</b>		
ANPH-209*	Anatomy & Physiology	3.0
COMP-264*	MS Office Basics	1.5
INFC-215*	Infection Prevention & Control	1.5
HEMA-256	Hematology 1	3.0
MBIO-345	Clinical Microbiology 1	1.5
MEDL-210	Analytical Techniques	3.0
MEDL-250	Clinical Laboratory – Overview	1.5
MEDL-233	Basic Laboratory Procedures	1.5
MEDT-211*	Medical Terminology 1	1.5
MEDL-330	Specimen Collection and Handling	1.5
PROF-240*	Healthcare Professionalism	1.5
Semester 1 Total		21.0
<b>Semester 2 – Winter</b>		
CHEM-252	MLT Clinical Chemistry 1	6.0
HEMA-337	Hematology 2	3.0
HSCI-300	Immunology	1.5
MBIO-360	Clinical Microbiology 2	3.0
MEDL-310	Histotechnology 1	1.5
MEDL-335	Transfusion Medicine 1	3.0
MEDL-340	Molecular Medicine Fundamentals	1.5
MEDL-354*	MLT Quality Management	1.5
Semester 2 Total		21.0
<b>Semester 3 – Spring</b>		
CHEM-336	MLT Clinical Chemistry 2	1.5
UANL-265	Urinalysis	1.5
MBIO-383	Clinical Microbiology 3	1.5
MEDL-365	Professional Practice MLT	1.5
MEDL-380	Transfusion Medicine 2	3.0
MEDL-385	Histotechnology 2	1.5
Semester 3 Total		10.5
First Year Total		52.5
<b>Second Year</b>		
<b>Semester 4 – Summer/Fall</b>		
CHEM-376	MLT Clinical Chemistry 3	1.5
HEMA-377	Hematology 3	1.5
MBIO-390	Clinical Microbiology 4	1.5
MEDL-365	Professional Practice MLT (con't)	1.5
MGMT-301	Management Skills	1.5
PRAC-329	Spec Coll & Handling Practicum	1.5
PRAC-367	Clinical Practicum Microbiology	6.0
PRAC-369	Clinical Practicum Chemistry	6.0
PRAC-377	Clinical Practicum Hematology	6.0
PRAC-380	Clinical Practicum Transfusion Medicine	3.0
PRAC-386	Clinical Practicum Histotechnology	3.0
Semester 4 Total		31.5

# MEDICAL LABORATORY TECHNOLOGY

## Semester 5 – Winter

Course Code	Course Name	Credit
CHEM-376	MLT Clinical Chemistry 3 (con't)	
HEMA-377	Hematology 3 (con't)	
MBIO-390	Clinical Microbiology 4 (con't)	
MEDL-352	Applied Investigation	3.0
MEDL-365	Professional Practice MLT (con't)	
PRAC-329	Spec Coll & Handling Practicum (con't)	
PRAC-367	Clinical Practicum Microbiology (con't)	
PRAC-369	Clinical Practicum Chemistry (con't)	
PRAC-377	Clinical Practicum Hematology (con't)	
PRAC-380	Clinical Practicum Transfusion Medicine (con't)	
PRAC-386	Clinical Practicum Histotechnology (con't)	

Semester 5 Total 3.0

## Semester 6 – Spring

CHEM-376	MLT Clinical Chemistry 3 (con't)	
HEMA-377	Hematology 3 (con't)	
MBIO-390	Clinical Microbiology 4 (con't)	
MEDL-365	Professional Practice MLT (con't)	
MEDL-378*	National Certification Practice Exams	1.5
PRAC-329	Spec Coll & Handling Practicum (con't)	
PRAC-367	Clinical Practicum Microbiology (con't)	
PRAC-369	Clinical Practicum Chemistry (con't)	
PRAC-377	Clinical Practicum Hematology (con't)	
PRAC-380	Clinical Practicum Transfusion Medicine (con't)	
PRAC-386	Clinical Practicum Histotechnology (con't)	

Semester 6 Total 1.5

Second Year Total	36.0
Program Total	88.5

\* Available by correspondence and/or online learning. The courses must be completed within the time frame shown in the program outline. Please contact the Academic Chair prior to enrolling in any online or correspondence courses.

Please be advised that full-time student status requires students to take 60 per cent of a full course load per semester. Depending on the number of courses completed by correspondence, a student may be considered a part-time student, which may impact his/her financial loan status and ability to qualify for certain scholarships, bursaries and awards.

## PROGRESSION

Students must attain a PGPA and/or a CGPA of 2.0 or better in each semester and pass the necessary prerequisite courses to progress through the program. To qualify for graduation, students must pass all courses, attain a CGPA of 2.0 or better and complete course requirements within the prescribed timelines.

## CREDENTIALS

- After successfully completing this program, graduates will receive a SAIT Medical Laboratory Technology diploma.
- Graduates are eligible to challenge the CSMLS exams to obtain national certification as a medical laboratory technologist, which will allow national portability.

## ACCREDITATION

The Medical Laboratory Technology program delivered by SAIT is accredited by the Canadian Medical Association.

## Transfer with Diploma to...

Through SAIT Polytechnic transfer agreements and institution partnerships, graduates of this SAIT program may be eligible for credit at the following universities and colleges:

- Athabasca University
- British Columbia Institute of Technology
- Canadian Forces
- Memorial University of Newfoundland (The Marine Institute)
- NAIT
- Thompson Rivers University
- University of Alberta
- University of New Brunswick, Saint John
- University of Ontario Institute of Technology

To learn more, visit Transfer Options.

Transfer options may also be available at other post-secondary institutions where credits from SAIT programs are evaluated on an individual basis. Interested students should contact the post-secondary institute of their choice for more information.

# MEDICAL OFFICE ASSISTANT AND UNIT CLERK

- Five-month certificate
- Fall and winter starts
- Includes a practicum in a health care or medical office setting

## CONTACT US

School of Health and Public Safety  
Room R502, Senator Burns Building  
Phone: 403.284.8500 or  
Email: [hps.info@sait.ca](mailto:hps.info@sait.ca)

## PROGRAM DESCRIPTION

Medical office assistants and unit clerks are integral members of the health care team and support professionals in both a hospital unit and medical office environment. The medical office assistant and unit clerk's main duties include accessing and transmitting health information in a secure environment while supporting and communicating with medical professionals. The Medical Office Assistant and Unit Clerk program is an innovative program providing the necessary skills and theoretical knowledge required by those wishing to combine the skills of a unit clerk and a medical office assistant. Successful graduates will be proficient in organization, structure and chart management functions of a patient record; computer software; client care software; basic billing duties; office procedures; processing physician orders; medical office clinical skills; and health information law in a client-care setting.

Courses in this program are conducted on SAIT campus and online. A four-week, unpaid practicum at a health care facility or medical office setting in or outside Calgary is required for successful completion of this program.

Students are required to have access to a personal computer and Internet.

## YOUR CAREER

Graduates are employed as medical office assistants or unit clerks in health care facilities, physician offices, regional health centres, chiropractic and rehabilitation centres.

Graduates of the Medical Office Assistant and Unit Clerk program have a 94% employment rate.

## STUDENT SUCCESS

- Students with higher secondary or post-secondary marks usually experience greater success in SAIT programs.
- Students who experience success in this program have proficient communication skills in English.
- Health care practitioners are detail oriented in the care they provide and enjoy working in a team environment.
- Basic computer and typing skills are necessary for this field. Applicants should keyboard at least 30 words per minute net or better for best success in the program.

## ADMISSION REQUIREMENTS

- Alberta High School Diploma or equivalent with at least 60% in English Language Arts 30-1 or English Language Arts 30-2 or equivalents.
- All applicants must demonstrate English Language Proficiency prior to admission, including students educated in Canada.

## SELECTION

There are no additional selection requirements. Admission to this program will be offered on a first-qualified, first-accepted basis. Applicants will be placed on a waitlist once the program is full.

A minimum of 28 seats will be offered in both the fall and winter intakes.

## PRACTICUM REQUIREMENTS

The School of Health and Public Safety has many practica partners located within Alberta and across Canada. Practicum placements in Calgary are limited and students may be required to relocate outside of Calgary for practicum.

Successful candidates will be informed of the allocation of their practicum placement by the program. There is no guarantee that students will be placed at their desired practicum location. Special considerations of personal circumstances will not be given in regards to assigning practicum placements. Students will be responsible for fees associated with practicum such as relocation and travel costs.

In compliance with the practica agreements with our clinical partners, successful candidates will be requested to provide proof of the following requirements:

- **Updated Immunization Records:** Most practicum sites require students to demonstrate updated immunization status prior to attending practicum. Successful candidates will be asked to provide an up-to-date immunization record to the SAIT Health Clinic as part of the program orientation. Failure to do so could jeopardize a student's ability to complete the practicum portion of his/her program. The receiving practicum site has the right to refuse students who cannot prove they have met all the required immunizations. It is advised to start the immunization process early.
- **Security Clearance:** According to the Protection for Persons in Care Act, our practica sites require that students obtain a Criminal Records Check (CRC), including Vulnerable Sector Check (VSC), prior to going on practicum. Any criminal code offence for which a pardon has not been received may be a deterrent to a student's entry into practicum, and therefore will result in an uncompleted program or non-graduating status. Successful candidates will be asked to provide a clear CRC record to the School of Health and Public Safety main office on orientation day. The record must be dated no earlier than 90 days prior to your program orientation day (typically orientation day is held the week prior to the first day of class).
- **Health and Wellness Status:** Due to the demanding nature of the work in the health care field and Occupational Health and Safety requirements, the health care field has a strong focus on health and wellness. Students with a medical condition or disability that may impact them in a practicum setting are strongly advised to discuss concerns with the program academic chair and/or SAIT Accessibility Services as soon as possible upon acceptance into the program. Please review the attached document for guidance on entering an allied health program with a medical condition or disability.

More details on the practica requirements per program are outlined on a pre-orientation website for successful candidates.

# MEDICAL OFFICE ASSISTANT AND UNIT CLERK

## TUITION AND FEES (SUBJECT TO CHANGE)

- Please refer to the Tuition and Fee Table.
- International Students, please refer to International Student Fees.
- For student funding, please refer to Financial Assistance.
- Students are responsible for any additional expenses related to their practica including relocation costs to practicum sites outside of Calgary.
- There is a fee associated with obtaining a criminal record check and is payable to the Police or the RCMP.

## BOOKS AND SUPPLIES (SUBJECT TO CHANGE)

- Books and supplies are approximately \$400.
- Students are required to have access to a personal computer, printer and Internet. Computers must meet the specifications listed in Fees and Expenses.

## PROGRAM OUTLINE

- To find the course description for a course shown below, please go to our Course Finder and enter the course acronym and numbers (e.g. DMST-202) into the Quick Search by Course Code field.
- This program is being reviewed and could undergo changes.
- SAIT students are offered an opportunity to develop lifelong learning skills in an online environment. One or more courses in the Medical Office Assistant and Unit Clerk program are offered fully or partially online.

Course Code	Course Name	Credit
<b>Fall Intake</b>		
<b>Semester 1 – Fall</b>		
COMP-264*	MS Office Basics	1.5
HCPP-220	Healthcare Systems Fundamentals	1.5
HILA-200*	Health Information Law 1	1.5
HRSC-206	Patient Record Fundamentals	1.5
HRSC-220	Unit Clerk Fundamentals	1.5
HRSC-231	Electronic Medical Record	1.5
MDOF-203	Medical Billing Bookkeeping	3.0
MDOF-240	Medical Office Procedures	1.5
MEDT-211*	Medical Terminology 1	1.5
PROF-252	Professional Practice	1.5
	<b>16.5</b>	
<b>Semester 2 – Winter</b>		
PRAC-279	Practicum	1.5
	<b>Semester 2 Total</b>	<b>1.5</b>
	<b>Program Total</b>	<b>18.0</b>
<b>Winter Intake</b>		
<b>Semester 1 – Winter</b>		
COMP-264*	MS Office Basics	1.5
HCPP-220	Healthcare Systems Fundamentals	1.5
HILA-200*	Health Information Law 1	1.5
HRSC-206	Patient Record Fundamentals	1.5
HRSC-220	Unit Clerk Fundamentals	1.5
HRSC-231	Electronic Medical Record	1.5
MDOF-203	Medical Billing Bookkeeping	3.0
MDOF-240	Medical Office Procedures	1.5
MEDT-211*	Medical Terminology 1	1.5
PROF-252	Professional Practice	1.5
	<b>16.5</b>	

Course Code	Course Name	Credit
<b>Semester 2 – Spring</b>		
PRAC-279	Practicum	1.5
	<b>Semester 2 Total</b>	<b>1.5</b>
	<b>Program Total</b>	<b>18.0</b>

\* Available by correspondence and/or online learning. The courses must be completed within the time frame shown in the program outline. Please contact the Academic Chair prior to enrolling in any online or correspondence courses.

Please be advised that full-time student status requires students to take 60 per cent of a full course load per semester. Depending on the number of courses completed by correspondence, a student may be considered a part-time student, which may impact his/ her financial loan status.

## PROGRESSION

Students must attain a PGPA and/or a CGPA of 2.0 or better in each semester and pass the necessary prerequisite courses to progress through the program. To qualify for graduation, students must pass all courses, attain a CGPA of 2.0 or better and complete course requirements within the prescribed timelines.

## CREDENTIALS

After successfully completing this program, graduates will receive a SAIT Medical Office Assistant and Unit Clerk certificate.

## ACCREDITATION

There are no formal accreditation arrangements at this time. Please contact the School of Health and Public Safety for more information.

## *Transfer with Certificate to...*

Through SAIT Polytechnic transfer agreements and institution partnerships, graduates of this SAIT program may be eligible for credit at the following universities and colleges:

- SAIT Polytechnic

To learn more, visit Transfer Options.

Transfer options may also be available at other post-secondary institutions where credits from SAIT programs are evaluated on an individual basis. Interested students should contact the post-secondary institute of their choice for more information.

# MEDICAL RADIOLOGIC TECHNOLOGY

- 22-month diploma
- Fall start
- Includes clinical practica
- Applications close on February 28

## CONTACT US

Phone: 403.284.8500

Email: [diagnostic.imaging@sait.ca](mailto:diagnostic.imaging@sait.ca)

## PROGRAM DESCRIPTION

Medical Radiologic Technology (MRT) is the art and science of correctly positioning the patient and X-ray equipment to produce and record images for visualizing the extent of disease or injury. The Medical Radiologic Technology program teaches the medical radiologic technologist to be responsible for the safe and competent operation of a wide range of X-ray generating machines, digital image acquisitions and accessory equipment. Students are in class for the majority of the first year and will complete a three week practicum. The second year is comprised primarily of clinical practica experience with students returning to SAIT for three weeks of theory instruction.

To support learning, students will participate in several online courses throughout the practica, and therefore will require access to a computer with Internet access and a printer.

## YOUR CAREER

Graduates find work as medical radiologic technologists in hospitals, clinics, doctors' offices, and public health agencies. Medical radiologic technologists, who demonstrate interest in their work and through experience and further education, gain a high level of technical excellence, may advance to areas of specialization, such as computerized tomography, angiography, mammography, management and teaching. Medical Radiologic Technologists work in environments where they may spend a considerable amount of time standing or sitting and performing tasks that may be repetitive. They must observe safety precautions and ergonomics to reduce the risk of exposures and injury.

- Graduates of the Medical Radiologic Technology program have a 95% employment rate.

## STUDENT SUCCESS

- Students with higher secondary or post-secondary marks usually experience greater success in SAIT programs. Students are expected to spend approximately 20 hours per week outside of the class studying.
- In order to be successful in this program, applicants must have computer literacy. An acceptable computer skill level would include the ability to use word processing and communication software. Educational interaction in this program depends on these computer skills. It is the student's responsibility to ensure adequacy of these skills prior to program admission.
- Health care practitioners are detail oriented in the care they provide, utilize critical thinking in practice, are eager, persevere and enjoy working in a team environment.
- Students who experience success in this program have the following characteristics:
  - Exceptional communication skills in English,
  - The ability to handle unpleasant or stressful situations,
  - Capability of lifting heavy patients,

- Ability to move heavy equipment (pulling/pushing/lifting),
- Ability to climb several flights of stairs quickly,
- Ability to stand for long periods of time and work in difficult physical positions,
- Good physical health including upper body shoulder strength and wrist and hand dexterity and stamina, and
- Strong vision and hearing.

- Individuals with previous chronic or repetitive strain injuries have experienced re-injury or aggravation of these conditions in this program and/or as a technologist.
- During the clinical portion of the program, students are expected to participate in normal medical radiologic technology shift work including evenings, weekends and statutory holidays.

## ADMISSION REQUIREMENTS

Alberta High School Diploma or equivalent, with at least 75% in the following admission requirements or equivalents:

- Pure Math 30, Math 30-1, Applied Math 30 or Math 30-2, **AND**,
- English Language Arts 30-1, **AND**,
- Physics 30, **AND**,
- One of either Biology 30, or Chemistry 30, or Science 30.
- All applicants must demonstrate English Language Proficiency prior to admission, including students educated in Canada.

## SELECTION

Applications and proof of the admission requirements (transcripts and/or anticipated final grades) must be submitted by February 28 to be included in selection. Applications to this program will close February 28. Selection is done on a continuous basis.

There will be 40 seats offered for the fall intake.

## Selection Process

### Phase 1: Program Selection Package

Applicants who meet the admission requirements will be sent a program selection package via email.

The selection package must be completed and returned to [diagnostic.imaging@sait.ca](mailto:diagnostic.imaging@sait.ca) within two weeks of the initial email date.

- Resource: Preparing for the Medical Radiologic Technology Selection Process

The applicant is solely responsible to ensure the information in the selection package is legible, articulate and best reflects the candidate. Falsifying information will result in the application being removed immediately from the selection process.

Selection packages are evaluated using standardized answer keys and will be scored within two weeks of submission.

- If the selection package score is above the benchmark established by the School of Health and Public Safety, the applicant will move to Phase 2 of the selection process.
- If the selection package score is below benchmark, the applicant will be declined in selection.
- Those applicants who fail to complete and submit their packages by the deadline date will also be declined from further selection.

Applicants will be informed of selection status on their mySAIT account.

# MEDICAL RADIOLOGIC TECHNOLOGY

## Phase 2: Interview

Applicants who successfully move to Phase 2 of the selection process will be emailed an interview invitation as well as a group interview explanation and Confidentiality form.

- An attempt of two weeks' notice where possible will be given of the scheduled interview in order for applicants to prepare.
- The completed and signed Confidentiality form should be brought to the group interview.
- Four applicants will be interviewed at one time by two members of the program selection committee.

Interviewees must attend the group interview session in person. Individuals who reside outside of Canada or the United States may have the opportunity to participate in a web conference interview, but spaces are limited as there are a predetermined number of group interviews and only one web conference interviewee is permitted per group interview time. The program and selection committee are not responsible for technical support to the applicant or any loss of connectivity through the group interview process.

Web conference interviews will not be rebooked if an individual has technical difficulties, loses connectivity, or cannot hear the group interview responses.

Once the interview round is complete, the interview is evaluated using a rubric.

- If the group interview score is above the benchmark established by the School of Health and Public Safety, the applicant will be offered a seat in the program until it is full. Once the program is full, those exceeding the benchmark will be placed on a qualified waitlist.

**Note:** Every attempt will be made to contact successful interviewees within one business week of their interview date.

- If the group interview score is below benchmark, applicants may remain in selection until all interviews are completed.
- Those applicants who fail to notify or attend their scheduled interview will be declined from further selection.

Applicants will be informed of selection status on their mySAIT account.

## COMMUNICATION DURING SELECTION

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.

Due to the significant number of applications for this program, the selection process can take some time. Every effort will be made to maintain the timelines outlined above. We appreciate your patience. You can also log on [tomysait.ca](http://tomysait.ca) to check your admission decision status.

Unfortunately, due to the extremely large volume of applicants, we cannot provide any assistance or follow-up as to why the candidate was not competitive.

## PRACTICUM REQUIREMENTS

The School of Health and Public Safety has many practica partners located within Alberta and across Canada. Practicum placements in Calgary are limited and students will be required to relocate outside of Calgary for practicum.

Successful candidates will be informed of the allocation of their practicum placement by the program. There is no guarantee that students will be placed at their desired practicum location. Special considerations of personal circumstances will not be given in regards to assigning practicum placements. Students will be responsible for fees associated with practicum such as relocation and travel costs.

In compliance with the practica agreements with our clinical partners, successful candidates will be requested to provide proof of the following requirements:

- **Current Heart and Stroke Foundation Health Care Provider Level (C) CPR** must be valid for the duration of your practicum. SAIT offers the above CPR course on a continuous basis (CPRS 212 Health Care Provider). Please note that only Heart and Stroke Foundation of Canada CPR certification will be accepted.
- **Updated Immunization Records:** Most practicum sites require students to demonstrate updated immunization status prior to attending practicum. Successful candidates will be asked to provide an up-to-date immunization record to the SAIT Health Clinic as part of the program orientation. Failure to do so could jeopardize a student's ability to complete the practicum portion of his/her program. The receiving practicum site has the right to refuse students who cannot prove they have met all the required immunizations. It is advised to start the immunization process early.
- **Security Clearance:** According to the Protection for Persons in Care Act, our practica sites require that students obtain a Criminal Records Check (CRC), including Vulnerable Sector Check (VSC), prior to going on practicum. Any criminal code offence for which a pardon has not been received may be a deterrent to a student's entry into practicum, and therefore will result in an uncompleted program or non-graduating status. Successful candidates will be asked to provide a clear CRC record to the School of Health and Public Safety main office on orientation day. The record must be dated no earlier than 90 days prior to your program orientation day (typically orientation day is held the week prior to the first day of class).
- **N95 Respiratory Mask:** In compliance with Occupational Health and Safety (OHS) Code, Part 18 Personal Protective Equipment, Section 250 Effective facial seal, students are fit-tested for respiratory masks prior to their practica. Fit-testing is available on campus. The OHS Code Explanation Guide states the effectiveness of the respiratory protective equipment depends on an effective face piece seal to the skin of the face. The seal is dependent on facial differences (shape or size) or facial hair. Facial hair must be removed where the mask contacts the face for the test. Failure to adequately fit an N-95 mask may result in a restricted practicum and/or limited employment. Additionally, a student may need to be tested again in two years or if there are changes to the face which impact the ability of the respirator to form an effective seal (e.g. weight gain/loss, growth of facial hair, dental surgery, or facial scarring).

# MEDICAL RADIOLOGIC TECHNOLOGY

- **Health and Wellness Status:** Due to the demanding nature of the work in the health care field and Occupational Health and Safety requirements, the health care field has a strong focus on health and wellness. Students with a medical condition or disability that may impact them in a practicum setting are strongly advised to discuss concerns with the program academic chair and/or SAIT Accessibility Services as soon as possible upon acceptance into the program. Please review the attached document for guidance on entering an allied health program with a medical condition or disability.

More details on the practica requirements per program are outlined on a pre-orientation website for successful candidates.

## TUITION AND FEES (SUBJECT TO CHANGE)

- Please refer to the Tuition and Fee Table.
- International Students, please refer to International Student Fees.
- For student funding, please refer to Financial Assistance.
- CPRS 212 Health Care Provider course in CPR. Annual update required (CPRS 222 Health Care Provider Renewal). All CPR courses must be from the Heart & Stroke Foundation. Call SAIT Life Support Training at 403.210.4009 for further information.
- Canadian Association of Medical Radiation Technologists (CAMRT) certification exam fees are approximately \$800.
- Mandatory annual dues to the Alberta College of Medical Diagnostic and Therapeutic Technologists are approximately \$130.
- Students are responsible for any additional expenses related to their practicum including relocation costs to practicum sites outside of Calgary.
- There is a fee associated with obtaining a criminal record check (including vulnerable sector check) and is payable to the Police or the RCMP.

## BOOKS AND SUPPLIES (SUBJECT TO CHANGE)

- Books and supplies are approximately \$2,500 in the first year and \$700 in the second year.
- Students are required to have access to a personal computer, printer and Internet. Computers must meet the specifications listed in Fees and Expenses.
- Students require an Apple personal digital assistant (iPad or iPhone) to support the Comp Tracker system. There is a \$75 Comp Tracker user fee per semester.

## PROGRAM OUTLINE

- To find the course description for a course shown below, please go to our Course Finder and enter the course acronym and numbers (i.e., DMST-202) into the Quick Search by Course Code field.
- SAIT students are offered an opportunity to develop lifelong learning skills in an online environment. One or more courses in the Medical Radiologic Technology program are offered fully or partially online.

Course Code	Course Name	Credit
<b>First Year</b>		
<b>Semester 1 – Fall</b>		
ANPH-211	MRT Anatomy & Physiology	3.0
APPH-226	Apparatus and Image Management 1	3.0
MEDT-211*	Medical Terminology 1	1.5
MRAD-204	Radiographic Technique 1	3.0
MRAD-222	Patient Care 1	1.5
RADP-234	Radiobiology and Protection 1	1.5
Semester 1 Total		13.5
<b>Semester 2 – Winter</b>		
APPH-330	Apparatus and Image Management 2	1.5
MRAD-209	Professional Practice 1	1.5
MRAD-256	Radiographic Technique 2	3.0
MRAD-264	Patient Care 2	3.0
MRAD-280	Specialized Radiographic Technique 1	3.0
PRCT-260	Clinical Practicum 1	1.5
PATH-261	Pathology 1	1.5
Semester 2 Total		15.0
<b>Semester 3 – Spring</b>		
INFC-215*	Infection Prevention and Control	1.5
MRAD-301	Professional Practice 2	1.5
PATH-319	Pathology 2	1.5
RADP-274	Radiobiology and Protection 2	1.5
Semester 3 Total		6.0
First Year Total		34.5
<b>Second Year</b>		
<b>Semester 4 – Fall</b>		
PRCT-353	Clinical Practicum 2	6.0
MRAD-370*	Special Population Techniques	1.5
MRAD-315	Specialized Radiographic Technique 2	1.5
Semester 4 Total		9.0
<b>Semester 5 – Winter</b>		
MRAD-358	Clinical Integration 1	1.5
QUAL-365*	Quality Control	3.0
PRCT-356	Clinical Practicum 3	6.0
Semester 5 Total		10.5
<b>Semester 6 – Spring/Summer</b>		
PRCT-358	Clinical Practicum 4	6.0
MRAD-360*	Clinical Integration 2	1.5
MRAD-374*	Professional Practice 3	1.5
Semester 6 Total		9.0
Second Year Total		28.5
Program Total		63.0

\* Available by correspondence and/or online learning. The courses must be completed within the time frame shown in the program outline. Please contact the Academic Chair prior to enrolling in any online or correspondence courses.

Please be advised that full-time student status requires students to take 60 per cent of a full course load per semester. Depending on the number of courses completed by correspondence, a student may be considered a part-time student, which may impact his/her financial loan status.

## MEDICAL RADIOLOGIC TECHNOLOGY

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### PROGRESSION

Students must attain a PGPA and/or a CGPA of 2.0 or better in each semester and pass the necessary prerequisite courses to progress through the program. To qualify for graduation, students must pass all courses, attain a CGPA of 2.0 or better and complete course requirements within the prescribed timelines.

### CREDENTIALS

- After successfully completing this program, graduates will receive a SAIT Medical Radiologic Technology diploma.
- Graduates from this program are eligible to access the Canadian Association of Medical Radiation Technologists (CAMRT) certification exam which can lead to registration and employment as registered technologists in Canada.

### ACCREDITATION

The Medical Radiologic Technology program delivered by SAIT is accredited by the Canadian Medical Association. The program also works closely with our Diagnostic Imaging Advisory Committee to ensure that our curriculum continues to exceed provincial and national accreditation standards.

### *Transfer with Diploma to...*

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Through SAIT Polytechnic transfer agreements and institution partnerships, graduates of this SAIT program may be eligible for credit at the following universities and colleges:

- Athabasca University
- British Columbia Institute of Technology
- Canadian Forces
- Memorial University of Newfoundland (The Marine Institute)
- NAIT
- Thompson Rivers University
- University of Ontario Institute of Technology

To learn more, visit [Transfer Options](#).

Transfer options may also be available at other post-secondary institutions where credits from SAIT programs are evaluated on an individual basis. Interested students should contact the post-secondary institute of their choice for more information.

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# MEDICAL TRANSCRIPTIONIST

- **Nine-month certificate**
- **Fall start**
- **Includes practicum with a transcription service provider**

## CONTACT US

School of Health and Public Safety  
Room R502, Senator Burns Building  
Phone: 403.284.8500 or  
Email: [hps.info@sait.ca](mailto:hps.info@sait.ca)

## PROGRAM DESCRIPTION

SAIT trains medical transcriptionists to interpret, transcribe, and edit medical dictation detailing patient health care during an illness or after an injury. The records produced and edited by medical transcriptionists become permanent records of medical, scientific and legal value. Graduates of the Medical Transcriptionist program will have a unique blend of knowledge of biomedical and information sciences, legal aspects of health information, and computer applications.

The Medical Transcriptionist program is divided into two 15-week semesters at SAIT, and a four-week, unpaid practicum in the third semester with a transcription service provider in or outside Calgary.

While on campus at SAIT, students will learn in a classroom setting using authentic transcription files.

Students will require a personal computer with Internet access.

## YOUR CAREER

Graduates are employed as medical transcriptionists with various transcription services, hospitals, physicians' offices, clinics, radiology and pathology departments, insurance companies, rehabilitation centres, worker compensation boards, cancer agencies, specialty clinics, specialized health care facilities, and sectors outside of health care.

## STUDENT SUCCESS

- Students with higher secondary or post-secondary marks usually experience greater success in SAIT programs.
- Students who experience success in this program have effective communication skills in English. Many students who do not have English as a first language (ESL students) encounter difficulties in this program. It is strongly recommended that ESL students discuss their potential for success with the program staff prior to applying.
- Basic computer and keyboarding skills are necessary for this field. Applicants will be required to complete a Keyboarding Assessment (available at SAIT for a minimal fee). Applicants must keyboard at least 30 words per minute net or better for best success in the program.
- Medical Transcriptionists enjoy working behind-the-scenes on a computer, have excellent typing and proofreading skills, prefer to have a flexible work schedule, and enjoy working independently or even from home.
- Biology 30 is beneficial.

## ADMISSION REQUIREMENTS

- Alberta High School Diploma or equivalent with at least 60% in English Language Arts 30-1 or English Language Arts 30-2 or equivalents.
- All applicants must demonstrate English Language Proficiency prior to admission, including students educated in Canada.

## SELECTION

To be included in selection, applications along with all supporting documents must be submitted.

A minimum of 29 seats will be offered for the fall intake.

Selection is done on a continuous basis and will continue until the program is full. All applications received after the program has been filled will be placed on a waitlist.

## Selection Process

Qualified applicants will be required to complete a Keyboarding Skills assessment. The keyboarding assessment is a Pass/Fail exam – applicants who are unable to type at least 30 words per minute net or better will not be eligible to continue in the selection process. Qualified applicants will be contacted by the program with more information on how to schedule the assessment through SAIT.

## PRACTICUM REQUIREMENTS

The School of Health and Public Safety has many practicum partners located within Alberta and across Canada. Practicum placements in Calgary are limited and students may be required to relocate outside of Calgary for practicum.

Successful candidates will be informed of the allocation of their practicum placement by the program. There is no guarantee that students will be placed at their desired practicum location. Special considerations of personal circumstances will not be given in regards to assigning practicum placements. Students will be responsible for fees associated with practicum such as relocation and travel costs.

In compliance with the practica agreements with our clinical partners, successful candidates will be requested to provide proof of the following requirements:

- **Updated Immunization Records:** Most practicum sites require students to demonstrate updated immunization status prior to attending practicum. Successful candidates will be asked to provide an up-to-date immunization record to the SAIT Health Clinic as part of the program orientation. Failure to do so could jeopardize a student's ability to complete the practicum portion of his/her program. The receiving practicum site has the right to refuse students who cannot prove they have met all the required immunizations. It is advised to start the immunization process early.
- **Security Clearance:** According to the Protection for Persons in Care Act, our practicum sites require that students obtain a Criminal Records Check (CRC), including Vulnerable Sector Check (VSC), prior to going on practicum. Any criminal code offence for which a pardon has not been received may be a deterrent to a student's entry into practicum, and therefore will result in an uncompleted program or non-graduating status. Successful candidates will be asked to provide a clear CRC record to the School of Health and Public Safety main office on orientation day. The record must be dated no earlier than 90 days prior to your program orientation day (typically orientation day is held the week prior to the first day of class).

# MEDICAL TRANSCRIPTIONIST

- **Health and Wellness Status:** Due to the demanding nature of the work in the health care field and Occupational Health and Safety requirements, the health care field has a strong focus on health and wellness. Students with a medical condition or disability that may impact them in a practicum setting are strongly advised to discuss concerns with the program academic chair and/or SAIT Accessibility Services as soon as possible upon acceptance into the program. Please review the attached document for guidance on entering an allied health program with a medical condition or disability.

More details on the practica requirements per program are outlined on a pre-orientation website for successful candidates.

## TUITION AND FEES (SUBJECT TO CHANGE)

- Please refer to the Tuition and Fee Table.
- International Students, please refer to International Student Fees.
- For student funding, please refer to Financial Assistance.
- Students are responsible for any additional expenses related to their practicum including relocation costs to practicum sites outside Calgary.
- There is a fee associated with obtaining a criminal record check (including vulnerable sector check) and is payable to the municipal police department or RCMP.

## BOOKS AND SUPPLIES (SUBJECT TO CHANGE)

- Books and supplies are approximately \$1,600.
- Students are required to have access to a personal computer, printer and Internet. Computers must meet the specifications listed in Fees and Expenses. Students will need computers that are Windows-based with a fully licensed version of MS Office 2013, 2007 or 2010.

## PROGRAM OUTLINE

- To find the course description for a course shown below, please go to our Course Finder and enter the course acronym and numbers (e.g. DMST-202) into the Quick Search by Course Code field.
- SAIT students are offered an opportunity to develop lifelong learning skills in an online environment. One or more courses in this program are offered fully or partially online.

Course Code	Course Name	Credit
<b>Semester 1</b>		
ANPH-220	Anatomy and Applied Terminology	3.0
COMP-264*	MS Office Basics	1.5
HRSC-206	Patient Record Fundamentals	1.5
HILA-200*	Health Information Law 1	1.5
BCPT-240	Keyboard Skill Building 1	1.5
MDTR-200	Medical Transcription – Introduction	3.0
PATH-242*	Pathophysiology I	3.0
Semester 1 Total		15.0
<b>Semester 2</b>		
HCPP-260	Healthcare Information Technology	3.0
PROF-240*	Healthcare Professionalism	1.5
MDTR-230	Medical Transcription Intermediate	3.0
MDTR-260	Medical Transcription Advanced	3.0
MEDT-261*	Medical Terminology 2	1.5
PATH-252*	Pathophysiology 2	3.0
Semester 2 Total		15.0
<b>Semester 3</b>		
PRAC-351	Practicum for Medical Transcriptionist	1.5
Semester 3 Total		1.5
Program Total		31.5

\* Available by correspondence and/or online learning. The courses must be completed within the time frame shown in the program outline. Please contact the Academic Chair prior to enrolling in any online or correspondence courses.

Please be advised that full-time student status requires students to take 60 per cent of a full course load per semester. Depending on the number of courses completed by correspondence, a student may be considered a part-time student, which may impact his/her financial loan status.

## PROGRESSION

Students must attain a PGPA and/or a CGPA of 2.0 or better in each semester and pass the necessary prerequisite courses to progress through the program. To qualify for graduation, students must pass all courses, attain a CGPA of 2.0 or better and complete course requirements within the prescribed timelines.

## CREDENTIALS

After successfully completing this program, graduates will receive a SAIT Medical Transcriptionist certificate.

## ACCREDITATION

There are no formal accreditation arrangements at this time.

## *Transfer with Certificate to...*

Through SAIT Polytechnic transfer agreements and institution partnerships, graduates of this SAIT program may be eligible for credit at the following universities and colleges:

- SAIT Polytechnic

To learn more, visit Transfer Options.

Transfer options may also be available at other post-secondary institutions where credits from SAIT programs are evaluated on an individual basis. Interested students should contact the post-secondary institute of their choice for more information.

# NETWORK TECHNICIAN

- 32-week Fast-Track certificate
- April and October starts
- Includes an eight-week practicum

## CONTACT US

Phone: 403.210.4522 or  
Email: fast-track@sait.ca

## PROGRAM DESCRIPTION

“Computer networking is the connecting of two or more computers that allows them to share resources. It can be done between computers in a home, in a business, across a corporation, and even internationally. It can equally be defined as a method of connecting two or more computer systems together including printers and other devices.

The benefits of networking are considerable ... PC networking is, as a consequence, a rapidly evolving discipline with many exciting opportunities.” (goarticles.com)

The Network Technician (NT) program is an intensive 32-week certificate program designed to prepare you for the essential fields of computer networking design, maintenance and support. Technically focusing on Cisco, Microsoft, open source technologies and operating systems, this program emphasizes key industry requirements such as security, storage management, virtualization and effective troubleshooting. Through hands-on, practical assignments, you will gain experience solving technical problems and providing solutions on time and within scope. Upon completion, you will be prepared to challenge the CCNA certification exam. Additional self-study is usually required. The mandatory eight-week practicum solidifies the classroom experience and prepares you to launch into or continue your IT career.

## YOUR CAREER

A graduate from this program may find employment as a network technician, network analyst, help desk analyst, system support specialist or an IT consultant.

- Graduates of the Network Technician program have a 96% employment rate.

## STUDENT SUCCESS

- Students with higher secondary or post-secondary marks usually experience greater success in SAIT programs.
- Experience with computer hardware and/or operating and networking systems an asset.

This is an intensive program requiring a commitment of both time and energy; students who experience success are those who make their education a priority throughout the program.

## Ideal Applicant

The ideal candidate for the Network Technician (NT) program is a motivated, mature learner with an interest in computer networking, who wants to specialize or to upgrade their existing skills. You are technically proficient and detail-oriented. Your approach to problem solving is both creative and logical, depending on the circumstances. You work well as part of a team and enjoy interacting with others. You possess good working knowledge of operating systems and computer hardware. You are probably the person your friends and family go to when they have computer problems.

## ADMISSION REQUIREMENTS

Alberta High School Diploma or equivalent with 50 per cent in each of the following courses or their equivalents:

- Pure Math 30 or Applied Math 30 or Math 30-1 or Math 30-2, **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.

Due to the tight integration of the courses in the Network Technician (NT) program, credit for Prior Learning is not available.

## SELECTION

Selection is done on a continuous basis. It is important to apply early and submit all transcripts promptly for assessment. The selection process starts after all admission requirements are met. Priority will be given to students who have program-related education or work experience. If student financing is required, apply at least 8 weeks prior to the program start date, to allow adequate time for processing. Financing must be in place before the program start date.

Email is the main form of communication during the admission/selection process. Be sure to check your email account regularly so as to not miss any important communications.

There are 24 seats offered in each intake.

## Selection Process

The selection process begins once admission requirements have been met. Applicants will be contacted by email to request the selection criteria documents. Once the documents have been evaluated by the department, qualified applicants will be invited to the Selection appointment. The final decision for acceptance into the program will be made by the Program Coordinator.

## SELECTION CRITERIA

All documents should be submitted to the School of ICT Fast-Track office by email to fast-track@sait.ca or fax to 403.210.4523. Selection is based on the following criteria:

- Current resumé outlining previous education and experience.
- ICT Fast-Track Career & Program Investigation Form. The document is scored to determine suitability for the program so it is important to be detailed and thorough. Lack of attention to detail, including spelling and typing errors, may affect admission. A copy of educational transcripts and related IT certifications.
- Attend a mandatory selection appointment (scheduled every two weeks).

Once the program is full, applicants will continue to be selected and added to the waitlist.

## TUITION AND FEES (SUBJECT TO CHANGE)

- Please refer to the Tuition and Fee Table.
- International Students, please refer to International Student Fees.
- For student funding, please refer to Financial Assistance.

## BOOKS AND SUPPLIES (SUBJECT TO CHANGE)

- The tuition fee includes all course materials, student fees and access to appropriate technology.

# NETWORK TECHNICIAN

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## PROGRAM OUTLINE

- To find the course description for a course shown below, please go to our Course Finder and enter the course acronym and numbers (e.g. DMST-202) into the Quick Search by Course Code field.
- The courses listed are not shown in instructional order. Due to the nature of the fast-track programs some courses may be modified or replaced.

Course Code	Course Name	Credit
CMPH-239	Personal Computer Fundamentals	3.0
CMPN-276	Internetworks Level I	3.0
CMPN-277	Internetworks Level II	3.0
CMPN-287	Internetworks Level III	3.0
CMPN-288	Internetworks Level IV	3.0
CPLN-240	Career Planning and Management	1.5
CPNT-208	Data Storage and Management	1.5
CPNT-211	Virtualization	1.5
CPNT-223	CCNA Security	3.0
NETT-262	Network Design and Implementation Project	3.0
NETT-270	Linux Installation and Administration	1.5
NETT-275	Microsoft Directory Services and Networking	3.0
NETT-350	Network Technician Practicum	3.0
	Program Total	33.0

## PROGRESSION

Students must attain a PGPA and/or a CGPA of 2.0 or better in each semester and pass the necessary prerequisite courses to progress through the program. To qualify for graduation, students must pass all courses, attain a CGPA of 2.0 or better and complete course requirements within the prescribed timelines.

## CREDENTIALS

After successfully completing this program, graduates will receive a SAIT certificate as a Network Technician.

## ACCREDITATION

By the end of the program, graduates will have the knowledge to challenge the Cisco Certified Network Administrator (CCNA) exams. With additional relevant work experience and additional exam preparation study, you would be prepared to challenge other relevant industry exams such as CompTIA A+, VMWare, EMC and Microsoft certifications.

## *Transfer with Certificate to...*

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Through SAIT Polytechnic transfer agreements and institution partnerships, graduates of this SAIT program may be eligible for credit at the following universities and colleges:

- SAIT Polytechnic

To learn more, visit Transfer Options.

Transfer options may also be available at other post-secondary institutions where credits from SAIT programs are evaluated on an individual basis. Interested students should contact the post-secondary institute of their choice for more information.

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# NEW MEDIA PRODUCTION AND DESIGN

- Two-year diploma
- Fall start
- Includes fourth semester practicum
- Rapidly-expanding industry

## CONTACT US

Phone: 403.284.8470

Email: [nmpd.info@sait.ca](mailto:nmpd.info@sait.ca)

## PROGRAM DESCRIPTION

New Media Production and Design provides comprehensive training in multimedia skills. Students learn the tools and techniques used in web design and development, corporate presentations and communications, audio and music production, educational design, animation, simulation, game design, and many other specialties. The program emphasizes project-based, hands-on training, with students working in teams for assigned clients to produce comprehensive and useful media products.

## YOUR CAREER

Graduates find employment in specialty new media production houses, agencies, corporate, educational or government organizations. Some develop their own freelance and small business opportunities. Work ranges from web design, corporate communication and digital signage to educational media, animation, simulation or game design.

## STUDENT SUCCESS

Students with higher secondary or post-secondary marks usually experience greater success in SAIT programs.

- Graduates of the New Media Production and Design program have a 100% employment rate.

## ADMISSION REQUIREMENTS

- Alberta High School Diploma or equivalent with at least 60% in English Language Arts 30-1 or English Language Arts 30-2 or equivalents.
- All applicants must demonstrate English Language Proficiency prior to admission, including students educated in Canada.

## SELECTION

- Applications and proof of the admission requirements (transcripts and/or anticipated final grades) must be submitted by June 1 to be included in selection.
- Applications received after June 1 will be placed on a secondary waitlist and applicants may be invited to participate in selection if seats become available.
- Selection is done on a continuous basis and Selection Sessions will be scheduled every six to eight weeks.
- Applicants must provide a current, valid email address where they can be contacted.

## SELECTION CRITERIA

Qualified applicants must bring a completed submission package to the Selection Session. If you are outside of a 300 kilometre radius of Calgary and cannot attend a Selection Session without hardship, alternative arrangements for submission will be considered.

- Selection Sessions will commence in early January. Additional sessions will be scheduled as required.

- Applicants attending a Selection Session will be asked to provide specific written information. They will have an opportunity to ask questions. Applicants will be advised within four weeks of the Selection Session of their status.
- Students are selected based on the rank composite score of their resumé, three letters of reference, a writing sample and a portfolio submission.
- The portfolio must be submitted on one CD/DVD only. Artwork, video projects, photography and websites can be included. Portfolios are not returned. Do not submit original works.

## SELECTION PRIORITY

Selection priority will be based on ranked composite scoring of the packaged material. The waitlist will maintain that same ranking.

## UNSUCCESSFUL APPLICANTS

There are numerous reasons why you might not be granted a seat – a late application, particularly strong competition, the lack of certain basic requirements, or an application package not up to the general standard. We encourage applicants to apply again in the next academic year, making up any qualifications you are lacking and/or improving the quality of your submission package. Applications are not carried over into the next academic year. You will need to submit a new application.

## TUITION AND FEES (SUBJECT TO CHANGE)

- Please refer to the Tuition and Fee Table.
- International Students, please refer to International Student Fees.
- Student funding, please refer to Financial Assistance.

## BOOKS AND SUPPLIES (SUBJECT TO CHANGE)

- Books and supplies are approximately \$500 per year.

## PROGRAM OUTLINE

- To find the course description for a course shown below, please go to our Course Finder and enter the course acronym and numbers (i.e., DMST-202) into the Quick Search by Course Code field.
- SAIT students are offered an opportunity to develop lifelong learning skills in an on-line environment. One or more courses in the program are offered fully or partially online.

Course Code	Course Name	Credit
<b>First Year</b>		
<b>Semester 1</b>		
COMM-405	Industrial Communications	3.0
MMDA-222	Web Communications I	3.0
MMDA-223	Visual Communications I	3.0
MMDA-224	Business of New Media I	3.0
MMDA-226	Rich Media Communications I	3.0
Semester 1 Total		15.0
<b>Semester 2</b>		
MMDA-242	Web Communications II	3.0
MMDA-243	Visual Communications II	3.0
MMDA-244	Business of New Media II	3.0
MMDA-246	Rich Media Communications II	3.0
MMDA-247	Production Company I	3.0
Semester 2 Total		15.0
First Year Total		30.0

# NEW MEDIA PRODUCTION AND DESIGN

Course Code	Course Name	Credit
<b>Second Year</b>		
<b>Semester 3</b>		
MMDA-323	Visual Communications III	3.0
MMDA-324	Web Communications III	3.0
MMDA-326	Rich Media Communications III	3.0
MMDA-327	Production Company II	3.0
MMDA-328	3D Modeling and Design Fundamentals	3.0
Semester 3 Total		15.0
<b>Semester 4</b>		
MMDA-343	New Media Capstone Project	3.0
MMDA-344	Specialization Certification Independent Study	6.0
MMDA-347	Production Company III	3.0
MMDA-385	Portfolio Development	1.5
PRAC-395	New Media Practicum	1.5
Semester 4 Total		15.0
Second Year Total		30.0
Program Total		60.0

## PROGRESSION

Students must attain a PGPA and/or a CGPA of 2.0 or better in each semester and pass the necessary prerequisite courses to progress through the program. To qualify for graduation, students must pass all courses, attain a CGPA of 2.0 or better and complete course requirements within the prescribed timelines.

## CREDENTIALS

After successfully completing this program, graduates will receive a SAIT diploma in New Media Production and Design.

## ACCREDITATION

There are no formal accreditation arrangements at this time. Please contact the School of Information and Communications Technologies (ICT) for more information.

## Transfer with Diploma to...

Through SAIT Polytechnic transfer agreements and institution partnerships, graduates of this SAIT program may be eligible for credit at the following universities and colleges:

- Athabasca University
- Griffith University, Australia
- Lethbridge College
- Mount Royal University
- Red Deer College
- Royal Roads University
- SAIT Polytechnic
- University of Calgary
- University of Gloucestershire, UK
- University of New Brunswick, Saint John

To learn more, visit Transfer Options.

Transfer options may also be available at other post-secondary institutions where credits from SAIT programs are evaluated on an individual basis. Interested students should contact the post-secondary institute of their choice for more information.

# NON-DESTRUCTIVE TESTING FOUNDATIONS

- 15-week certificate
- September, January and March intakes
- High industry demands

Non-Destructive Testing Foundations is now waitlisted for Fall 2014. Applications for January 2015 will open August 1, 2014.

Non-Destructive Testing Foundations will be offered in an online/blended learning format February 2015. Online theory is taken February through May 2015, followed by a month of hands on labs at SAIT Polytechnic in June 2015.

## CONTACT US

School of Manufacturing and Automation  
Room T470, Thomas Riley Building  
Phone: 403.284.8641 or  
Email: [ma.info@sait.ca](mailto:ma.info@sait.ca)

## PROGRAM DESCRIPTION

Non-Destructive Testing (NDT) is a very important component of many industries. Identifying potential mechanical and structural failures can save time, money and lives. For example, inspection and reporting must be carried out on equipment in the oil and gas, transportation and aviation industries, just to name a few. The NDT Foundations program assists students entering the growing NDT field by providing a basic overall knowledge of the inspection industry. This knowledge is a foundation for the student to progress through all levels of inspection methods.

In Canada, NDT Certification is regulated by the Canadian General Standards Board (CGSB). There are three steps to obtaining CGSB Certification; training, work experience, and CGSB exams. These three steps are repeated for each method and level of certification. There are three levels of certification for each of the five methods of inspection within the NDT industry.

## YOUR CAREER

Graduates find work as technicians in the following industries, pipeline and refinery, aviation, utilities, construction and manufacturing.

- Graduates of the Non-Destructive Testing Foundations program have a 92% employment rate.

## STUDENT SUCCESS

Strong skills in Math and English (written and verbal) preferred.

Non-Destructive Testing is now waitlisted for Fall 2014. Applications for January 2015 will open August 1, 2014.

## ADMISSION REQUIREMENTS

- Students must have successfully completed Grade 10 Math and Grade 10 English or equivalent.
- All applicants must demonstrate English Language Proficiency prior to admission, including students educated in Canada.
- Advance credit may be granted to applicants who have completed equivalent education at a post-secondary institution or have demonstrated equivalent experiential learning.

## SELECTION

- Applications and proof of the admission requirements (transcripts and/or anticipated final grades) must be submitted to be included in selection.
- There will be 24 seats offered in January and 24 seats in March.

## EARLY ADMISSION CRITERIA

Applicants who have achieved or will achieve:

- The admission requirements, **AND**,
- Successfully completed at least Math 20-1 or Math 20-2 or Pure Math 20 or Applied Math 20 or equivalent.

## SELECTION CRITERIA

- Early admission will be offered until November 15 or until seats are filled.
- Selection to fill remaining seats will begin on November 16. Applicants who do not qualify for early admissions will be ranked according to admission requirements. Remaining seats will be offered accordingly

## TUITION AND FEES (SUBJECT TO CHANGE)

- Please refer to the Tuition and Fee Table.
- International Students, please refer to International Student Fees.
- For student funding, please refer to Financial Assistance.

## BOOKS AND SUPPLIES (SUBJECT TO CHANGE)

- Books and supplies are included.

## PROGRAM OUTLINE

To find the course description for a course shown below, please go to our Course Finder and enter the course acronym and numbers (e.g. DMST-202) into the Quick Search by Course Code field.

Course Code	Course Name	Credit
CODE-270	Materials and Processes for NDT	1.5
COMM-249	Technical Communications for Industry	1.5
INSP-210	Radiography Level I	1.5
INSP-236	Ultrasonics Level I	3.0
INSP-207	Eddy Current Level I	1.5
INSP-220	Certified Exposure Device Operator	3.0
INSP-250	Visual and Inspection Basics	1.5
INSP-263	Magnetic Particle Levels I & II	1.5
INSP-264	Liquid Penetrant Levels I & II	1.5
	Program Total	16.5

## PROGRESSION

Students must attain a PGPA and/or a CGPA of 2.0 or better in each semester and pass the necessary prerequisite courses to progress through the program. To qualify for graduation, students must pass all courses, attain a CGPA of 2.0 or better and complete course requirements within the prescribed timelines.

## CREDENTIALS

After successfully completing this program, graduates will receive a SAIT certificate in Non-Destructive Testing.

## ACCREDITATION

There are no formal accreditation arrangements at this time. Please contact the School of Manufacturing and Automation for more information.

## *Transfer with Certificate to...*

Transfer options may be available at post-secondary institutions where credits from SAIT programs could be evaluated on an individual basis. Interested students should contact the post-secondary educational institute of their choice for more information.

To learn more, visit [Transfer Options](#).

# NUCLEAR MEDICINE TECHNOLOGY

- 22-month diploma
- Fall start
- Includes clinical practica
- Applications close on April 1

## CONTACT US

Phone: 403.284.8500

Email: [diagnostic.imaging@sait.ca](mailto:diagnostic.imaging@sait.ca)

## PROGRAM DESCRIPTION

Nuclear medicine uses radiopharmaceuticals (radioactive drugs) and specialized instruments to help diagnose and treat disease through the evaluation of the function of the various body organs. In the Nuclear Medicine Technology (NMT) program, students will learn the techniques of imaging, laboratory procedures and equipment operation to prepare them to work with patients and medical staff in a nuclear medicine department.

In the first year of the Nuclear Medicine Technology program, students will undertake detailed studies in laboratory arithmetic, physics, chemistry, anatomy and physiology, radionuclide instrumentation, nuclear medicine procedures, radiopharmacy and radiation safety. The second year of the NMT program involves three clinical practica in which students will rotate through all areas of a nuclear medicine department.

To support their learning, students are required to participate in online courses throughout the program. Online courses will be a part of the didactic first and second year and will also help to supplement the second year practicum experience. Students will require access to a computer with Internet access, a printer, a set of headphones, and a microphone.

## YOUR CAREER

Graduates find work as nuclear medicine technologists in hospitals, community clinics, private laboratories, research and teaching institutions. In order to find employment, many graduates must relocate across Canada or to the United States.

## STUDENT SUCCESS

- Students with higher secondary or post-secondary marks usually experience greater success in SAIT programs.
- Students are expected to spend approximately 20 hours per week outside of class studying.
- Students who experience success in this program have effective communication skills in English.
- Basic to intermediate computer skills are necessary for this field. An acceptable computer skill level would include the ability to use word processing, spreadsheets and communication software. Educational interaction in this program depends on these computer skills. It is the student's responsibility to ensure adequacy of these skills prior to the program admission.
- Health care practitioners are detail-oriented in the care they provide, utilize critical thinking practice, are eager, persevere and enjoy working in a team environment.
- Students who experience success in this program have the following characteristics:

- Ability to handle unpleasant situations
- Capability of lifting heavy objects and patients
- Standing for extended periods of time
- Working in difficult physical positions
- Good hand and finger dexterity and stamina
- Strong vision and hearing

- Individuals with previous chronic or repetitive strain injuries have experienced re-injury or aggravation of these conditions in this program and/or as a technologist.

## ADMISSION REQUIREMENTS

Alberta High School Diploma or equivalent, with the following admission requirements or equivalents:

- At least 60% in Pure Math 30 or Math 30-1, or at least 70% in Math 30-2, **AND**,
- At least 60% in English Language Arts 30-1, **AND**,
- At least 60% in Chemistry 30, **AND**,
- At least 60% in either Biology 30 or Physics 30 or Math 31
- At least 60% in the following options: Math 31, Language 30 (a second language), Physics 30, Biology 30, Social Studies 30-1, Social Studies 30-2, or Science 30.
- All applicants must demonstrate English Language Proficiency prior to admission, including students educated in Canada.

## SELECTION

Applications and proof of the admission requirements (transcripts and/or anticipated final grades) must be submitted by April 1 to be included in selection. Applications to this program will close April 1. Selection is done on a continuous basis.

There will be 20 seats will be offered for the fall intake. An additional seven seats are reserved for Saskatchewan and Manitoba residents.

## Selection Process

### Phase 1: Program Selection Package

Applicants who meet the admission requirements will be sent a program selection package via email.

The selection package must be completed and returned to [diagnostic.imaging@sait.ca](mailto:diagnostic.imaging@sait.ca) within two weeks of the initial email date.

- Resource: Preparing for the Nuclear Medicine Technology Selection Process

The applicant is solely responsible to ensure the information in the selection package is legible, articulate and best reflects the candidate. Falsifying information will result in the application being removed immediately from the selection process.

Selection packages are evaluated using standardized answer keys and will be scored within two weeks of submission.

- If the selection package score is above the benchmark established by the School of Health and Public Safety, the applicant will move to Phase 2 of the selection process.
- If the selection package score is below benchmark, the applicant will be declined in selection.
- Those applicants who fail to complete and submit their packages by the deadline date will also be declined from further selection.

Applicants will be informed of selection status on their mySAIT account.

# NUCLEAR MEDICINE TECHNOLOGY

## Phase 2: Interview

Applicants who successfully move to Phase 2 of the selection process will be emailed an interview invitation as well as a group interview explanation and Confidentiality form.

- An attempt of two weeks' notice where possible will be given of the scheduled interview in order for applicants to prepare.
- The completed and signed Confidentiality form should be brought to the group interview.
- Four applicants will be interviewed at one time by two members of the program selection committee.

Interviewees must attend the group interview session in person. Individuals who reside outside of Canada or the United States may have the opportunity to participate in a web conference interview, but spaces are limited as there are a predetermined number of group interviews and only one web conference interviewee is permitted per group interview time. The program and selection committee are not responsible for technical support to the applicant or any loss of connectivity through the group interview process.

Web conference interviews will not be rebooked if an individual has technical difficulties, loses connectivity, or cannot hear the group interview responses.

Once the interview round is complete, the interview is evaluated using a rubric.

- If the group interview score is above the benchmark established by the School of Health and Public Safety, the applicant will be offered a seat in the program until it is full. Once the program is full, those exceeding the benchmark will be placed on a qualified waitlist.

**Note:** Every attempt will be made to contact successful interviewees within one business week of their interview date.

- If the group interview score is below benchmark, applicants may remain in selection until all interviews are completed.
- Those applicants who fail to notify or attend their scheduled interview will be declined from further selection.

Applicants will be informed of selection status on their mySAIT account.

## COMMUNICATION DURING SELECTION

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.

Due to the significant number of applications for this program, the selection process can take some time. Every effort will be made to maintain the timelines outlined above. We appreciate your patience. You can also log on to mysait.ca to check your admission decision status.

Unfortunately, due to the extremely large volume of applicants, we cannot provide any assistance or follow-up as to why the candidate was not competitive.

## PRACTICUM REQUIREMENTS

The School of Health and Public Safety has many practica partners located within Alberta and across Canada. Practicum placements in Calgary are limited and students may be required to relocate outside of Calgary for practicum.

Successful candidates will be informed of the allocation of their practicum placement by the program. There is no guarantee that students will be placed at their desired practicum location. Special considerations of personal circumstances will not be given in regards to assigning practicum placements. Students will be responsible for fees associated with practicum such as relocation and travel costs.

In compliance with the practica agreements with our clinical partners, successful candidates will be requested to provide proof of the following requirements:

- **Current Heart and Stroke Foundation Health Care Provider Level (C) CPR** must be valid for the duration of your practicum. SAIT offers the above CPR course on a continuous basis (CPRS 212 Health Care Provider). Please note that only Heart and Stroke Foundation of Canada CPR certification will be accepted.
- **Updated Immunization Records:** Most practicum sites require students to demonstrate updated immunization status prior to attending practicum. Successful candidates will be asked to provide an up-to-date immunization record to the SAIT Health Clinic as part of the program orientation. Failure to do so could jeopardize a student's ability to complete the practicum portion of his/her program. The receiving practicum site has the right to refuse students who cannot prove they have met all the required immunizations. It is advised to start the immunization process early.
- **Security Clearance:** According to the Protection for Persons in Care Act, our practica sites require that students obtain a Criminal Records Check (CRC), including Vulnerable Sector Check (VSC), prior to going on practicum. Any criminal code offence for which a pardon has not been received may be a deterrent to a student's entry into practicum, and therefore will result in an uncompleted program or non-graduating status. Successful candidates will be asked to provide a clear CRC record to the School of Health and Public Safety main office on orientation day. The record must be dated no earlier than 90 days prior to your program orientation day (typically orientation day is held the week prior to the first day of class).
- **N95 Respiratory Mask:** In compliance with Occupational Health and Safety (OHS) Code, Part 18 Personal Protective Equipment, Section 250 Effective facial seal, students are fit-tested for respiratory masks prior to their practica. Fit-testing is available on campus. The OHS Code Explanation Guide states the effectiveness of the respiratory protective equipment depends on an effective face piece seal to the skin of the face. The seal is dependent on facial differences (shape or size) or facial hair. Facial hair must be removed where the mask contacts the face for the test. Failure to adequately fit an N-95 mask may result in a restricted practicum and/or limited employment. Additionally, a student may need to be tested again in two years or if there are changes to the face which impact the ability of the respirator to form an effective seal (e.g. weight gain/loss, growth of facial hair, dental surgery, or facial scarring).

# NUCLEAR MEDICINE TECHNOLOGY

- **Health and Wellness Status:** Due to the demanding nature of the work in the health care field and Occupational Health and Safety requirements, the health care field has a strong focus on health and wellness. Students with a medical condition or disability that may impact them in a practicum setting are strongly advised to discuss concerns with the program academic chair and/or SAIT Accessibility Services as soon as possible upon acceptance into the program. Please review the attached document for guidance on entering an allied health program with a medical condition or disability.

More details on the practica requirements per program are outlined on a pre-orientation website for successful candidates.

## TUITION AND FEES (SUBJECT TO CHANGE)

- Please refer to the Tuition and Fee Table.
- International Students, please refer to International Student Fees.
- For student funding, please refer to Financial Assistance.
- CPRS 212 Health Care Provider course in CPR. Annual update required (CPRS 222 Health Care Provider Renewal). All CPR courses must be from the Heart & Stroke Foundation. Call SAIT Life Support Training at 403.210.4009 for further information.
- Mandatory student registration fee to the Alberta College of Medical Diagnostic and Therapeutic Technologists is approximately \$100.
- Canadian Association of Medical Radiation Technologist (CAMRT) certification exam fees are approximately \$800.
- Nuclear Medicine Technology Certification Board (NMTCB) exam fees are approximately \$175.
- Students are responsible for any additional expenses related to their practica including relocation costs to practicum sites outside Calgary.
- There is a fee associated with obtaining a criminal record check (including vulnerable sector check) and is payable to the Police or the RCMP.

## BOOKS AND SUPPLIES (SUBJECT TO CHANGE)

- Books and supplies are approximately \$2,600 in the first year and \$1,200 in the second year.
- Students are required to have access to a personal computer with printer, Internet, headset and microphone. Computers must meet the specifications listed in Fees and Expenses
- Students require an Apple personal digital assistant (iPad or iPhone) to support the Comp Tracker system
- There is a \$75 Comp Tracker user fee per semester.

## PROGRAM OUTLINE

- SAIT students are offered an opportunity to develop lifelong learning skills in an online environment. One or more courses in the NMT program are offered fully or partially online.
- To find the course description for a course shown below, please go to our Course Finder and enter the course acronym and numbers (i.e., DMST-202) into the Quick Search by Course Code field.

Course Code	Course Name	Credit
<b>First Year</b>		
<b>Semester 1 – Fall</b>		
ANPH-215	NMT Anatomy and Physiology	3.0
INFC-215*	Infection Prevention & Control	1.5
NMED-200	Patient Communication	1.5
NMED-220	Quality Control 1	1.5
NMED-230	Professional Practice 1 NMT	1.5
PHAR-230	Radiopharmacy 1	1.5
PHYS-223	Radiation Physics	3.0
RADP-240	Radiation Protection 1	1.5
Semester 1 Total		15.0
<b>Semester 2 – Winter</b>		
NMED-251	NMT Methodology 1	6.0
NMED-265	NMT Instrumentation 1	3.0
NMED-270	Quality Control 2	3.0
PHAR-260	Radiopharmacy 2	1.5
PHLB-236	Phlebotomy and Intravenous Injections	1.5
RADP-290	Radiation Protection 2	1.5
Semester 2 Total		16.5
<b>Semester 3 – Spring/Summer</b>		
NMED-255	Patient Care	1.5
NMED-263*	Cross Sectional Anatomy	1.5
NMED-275	NMT Simulation	1.5
NMED-291	NMT Methodology 2	3.0
Semester 3 Total		7.5
First Year Total		39.0
<b>Second Year</b>		
<b>Semester 4 – Fall</b>		
NMED-310*	NMT Instrumentation 2	1.5
NMED-320*	NMT Dosimetry	1.5
NMED-331*	NMT Pathology 1	3.0
PRAC-309	Practicum 1 NMT	6.0
Semester 4 Total		12.0
<b>Semester 5 – Winter</b>		
NMED-350*	Advanced NMT Computers	1.5
NMED-381*	NMT Pathology 2 NMT	3.0
PRAC-322	Practicum 2 NMT	6.0
Semester 5 Total		10.5
<b>Semester 6 – Spring/Summer</b>		
NMED-360*	Research for Allied Health	1.5
NMED-390*	NMT Clinical Integration	1.5
PRAC-343	Practicum 3 NMT	6.0
Semester 6 Total		9.0
Second Year Total		31.5
Program Total		70.5

\* **Note:** All theory courses for the second year of the Nuclear Medicine Technology program are delivered in a totally online format. The courses must be completed within the time frame shown in the program outline. Please contact the Academic Chair prior to enrolling in any online or correspondence courses.

Please be advised that full-time student status requires students to take 60 per cent of a full course load per semester. Depending on the number of courses completed by correspondence, a student may be considered a part-time student, which may impact his/her financial loan status.

# NUCLEAR MEDICINE TECHNOLOGY

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## PROGRESSION

Students must attain a PGPA and/or a CGPA of 2.0 or better in each semester and pass the necessary prerequisite courses to progress through the program. To qualify for graduation, students must pass all courses, attain a CGPA of 2.0 or better and complete course requirements within the prescribed timelines.

## CREDENTIALS

- After successfully completing this program, graduates will receive a SAIT Nuclear Medicine Technology diploma.
- Graduates are eligible to access the Canadian Association of Medical Radiation Technologists (CAMRT) certification exam which can lead to registration and employment as registered technologists in Canada. Access to the Nuclear Medicine Technology Certification Board exam (American) is also available.

## ACCREDITATION

The Nuclear Medicine Technology program delivered by SAIT is accredited by the Canadian Medical Association. The program also works closely with our Diagnostic Imaging Advisory Committee to ensure that our curriculum continues to exceed provincial and national accreditation standards.

## *Transfer with Diploma to...*

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Through SAIT Polytechnic transfer agreements and institution partnerships, graduates of this SAIT program may be eligible for credit at the following universities and colleges:

- Athabasca University
- British Columbia Institute of Technology
- Memorial University of Newfoundland (The Marine Institute)
- NAIT
- Thompson Rivers University
- University of Ontario Institute of Technology

To learn more, visit [Transfer Options](#).

Transfer options may also be available at other post-secondary institutions where credits from SAIT programs are evaluated on an individual basis. Interested students should contact the post-secondary institute of their choice for more information.

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# NUTRITION FOR HEALTHY LIFESTYLES

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- 10-month certificate
- Fall start
- Self-directed community project
- Varied career options

## CONTACT US

School of Health and Public Safety  
Room R502, Senator Burns Building  
Phone: 403.284.8500 or  
Email: [hps.info@sait.ca](mailto:hps.info@sait.ca)

## PROGRAM DESCRIPTION

As public demand for healthier foods and accurate nutrition information increases, the need for trained nutritionists is critical. Proper nutrition is central to a positive and healthy lifestyle. The Nutrition for Healthy Lifestyles program is ideal for professionals currently working in health and wellness, as well as culinary- and fitness-related professions.

The Nutrition for Healthy Lifestyles program also trains knowledgeable and skilled nutrition educators, counselors and professionals in the field of health promotion. In this 10-month certificate program, students spend approximately 12 to 20 hours\* per week on campus attending theory-based courses. Nutrition, as it relates to human development and disease, and the principles of adult education are covered in the first semester. More advanced topics on nutrition such as current trends, sports nutrition, diet and health promotion as well as adult behaviour change process and education are taught in the second semester. In the third semester, students focus directly on food, nutrition analysis and the needs of special populations. A self-directed community project is also completed during this third semester.

Online elements require that students have a personal computer and access to the Internet.

\*subject to change

## YOUR CAREER

Graduates often work as nutrition educators in corporate or community health and wellness programs, fitness centres, weight management clinics, or contract their services as a nutrition consultant. Please note that this program does not qualify students to work as registered dietitians.

## STUDENT SUCCESS

- Students with higher secondary or post-secondary marks usually experience greater success in SAIT programs.
- Students who experience success in this program demonstrate a personal interest in nutrition and health, have strong leadership potential and effective communication skills in English.
- Previous work or volunteer experience in a health or wellness related field is an asset.

## ADMISSION REQUIREMENTS

Alberta High School Diploma or equivalent with an overall average of at least 60 per cent in the following admission requirements or equivalents:

- Pure Math 20 or Applied Math 20 or Math 20-1 or Math 20-2, **AND**,
- English Language Arts 30-1 or 30-2, **AND**,
- Chemistry 20 or Science 20 or Physics 30 or Biology 30.
- All applicants to SAIT Polytechnic must demonstrate English Language Proficiency prior to admission, including students educated in Canada.

## SELECTION

There are no additional selection requirements. Admission to this program will be offered on a first-qualified, first-accepted basis.

A minimum of 30 seats will be offered for the fall intake.

## Additional Requirements

- **Health and Wellness Status:** Due to the demanding nature of the work in the health care field and Occupational Health and Safety requirements, the health care field has a strong focus on health and wellness. Students with a medical condition or disability that may impact them in a practicum setting are strongly advised to discuss concerns with the program academic chair and/or SAIT Accessibility Services as soon as possible upon acceptance into the program. Please review the attached document for guidance on entering an allied health program with a medical condition or disability.

## TUITION AND FEES (SUBJECT TO CHANGE)

- Please refer to the Tuition and Fee Table.
- International Students, please refer to International Student Fees.
- For student funding, please refer Financial Assistance.

## BOOKS AND SUPPLIES (SUBJECT TO CHANGE)

- Books and supplies are approximately \$750.
- Students are required to have access to a personal computer, printer and Internet. Computers must meet the specifications listed in Fees and Expenses.

# NUTRITION FOR HEALTHY LIFESTYLES

## PROGRAM OUTLINE

- To find the course description for a course shown below, please go to our Course Finder and enter the course acronym and numbers (e.g. DMST-202) into the Quick Search by Course Code field.

Course Code	Course Name	Credit
<b>Semester 1</b>		
COMM-264	Communication and Presentation Skills	1.5
ADED-200	Adult Education Principles	1.5
FSAN-255	Food Safety and Sanitation	1.5
NUTR-205	Human Nutrition	1.5
NUTR-215	Nutrition Trends & Controversy	1.5
NUTR-225	Lifecycle Nutrition	1.5
NUTR-252	Nutrition and Disease Prevention	1.5
Semester 1 Total		10.5
<b>Semester 2</b>		
ADED-250	Program Planning for Adult Education	1.5
NUTR-250	Sports and Fitness Nutrition	1.5
NUTR-267	Health Coaching	1.5
NUTR-268	Health Promotion in Nutrition	1.5
PROJ-240	Experiential Project Preparation	1.5
NUTR-280	Nutrition Adaptions	1.5
Semester 2 Total		9.0
<b>Semester 3</b>		
NUTR-263	Nutrition Analysis and Recipe Modification	1.5
PROJ-250	Experiential Learning Project	1.5
Semester 3 Total		3.0
Program Total		22.5

## PROGRESSION

Students must attain a PGPA and/or a CGPA of 2.0 or better in each semester and pass the necessary prerequisite courses to progress through the program. To qualify for graduation, students must pass all courses, attain a CGPA of 2.0 or better and complete course requirements within the prescribed timelines.

## CREDENTIALS

After successfully completing this program, graduates will receive a SAIT Nutrition for Healthy Lifestyles certificate.

Graduates will also have the opportunity to write the Government of Alberta Food Safety and Sanitation exam to receive certification in food safety and sanitation.

## ACCREDITATION

Graduates carry out unique roles in health promotion, for which there is not currently an accreditation body.

## *Transfer with Certificate to...*

Transfer options may be available at post-secondary institutions where credits from SAIT programs could be evaluated on an individual basis. Interested students should contact the post-secondary educational institute of their choice for more information.

To learn more, visit [Transfer Options](#).

# OBJECT ORIENTED SOFTWARE DEVELOPER

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- 32-week Fast-Track certificate
- April and October starts
- Includes an eight-week practicum
- E-Learning

## CONTACT US

Phone: 403.210.4522 or  
Email: fast-track@sait.ca

## PROGRAM DESCRIPTION

Corporations use customized computer applications that must be managed. This software needs to be designed, developed and updated by software developers.

The Object Oriented Software Developer (OOSD) program is designed to provide you with the knowledge and practice you need to develop solid software development skills in minimal time. This program takes you from introductory concepts to advanced techniques in only 32 weeks. You will gain experience in several object oriented programming languages, web-based and Internet application development and relational databases while using a vast array of development tools. Mobile application development has recently been added to the program. After 24 weeks of formal instruction, you will put your knowledge and skills to work in a mandatory eight week work practicum.

## YOUR CAREER

Graduates may find employment as a software developer, programmer, analyst, systems analyst, web developer or IT consultant.

- Graduates of the Object Oriented Software Developer program have a 100% employment rate.

## STUDENT SUCCESS

Students with higher grades usually experience more success in SAIT programs. This is an intensive program requiring a commitment of both time and energy; students who experience success are those who make their education a priority throughout the program.

## Ideal Applicant

The ideal candidate for the Object Oriented Software Developer (OOSD) program can think logically and concentrate for long periods of time. You enjoy developing innovative solutions to problems using computer programming. You are detail oriented, and can remain patient and persistent when debugging code. You are capable of learning independently and enjoy self-directed study. Most importantly, you possess previous work experience or education in computer programming.

## ADMISSION REQUIREMENTS

Alberta High School Diploma or equivalent with 50 per cent in each of the following courses or their equivalents:

- Pure Math 30 or Applied Math 30 or Math 30-1 or Math 30-2,  
**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.

Due to the tight integration of the courses in the Object Oriented Software Developer (OOSD) program, credit for Prior Learning is not available.

## SELECTION

Selection is done on a continuous basis. It is important to apply early and submit all transcripts promptly for assessment. The selection process starts after all admission requirements are met. Priority will be given to students who have program-related education or work experience.

If student financing is required, apply at least 8 weeks prior to the program start date, to allow adequate time for processing. Financing must be in place before the program start date.

Email is the main form of communication during the admission/selection process. Be sure to check your email account regularly so as to not miss any important communications.

There are 24 seats offered in each intake.

## Selection Process

The selection process begins once admission requirements have been met. Applicants will be contacted by email to request the selection criteria documents. Once the documents have been evaluated by the department, qualified applicants will be invited to the Selection appointment. The final decision for acceptance into the program will be made by the Program Coordinator.

## SELECTION CRITERIA

All documents should be submitted to the School of ICT Fast-Track office by email to fast-track@sait.ca or fax to 403.210.4523. Selection is based on the following criteria:

- Current resumé outlining previous education and experience.
- ICT Fast-Track Career & Program Investigation Form. The document is scored to determine suitability for the program so it is important to be detailed and thorough. Lack of attention to detail, including spelling and typing errors, may affect admission.
- Proof of previous education or experience in computer programming. If prior experience is not proven, a suitable Introduction to Computer Programming course must be completed prior to the start of classes.
- A copy of educational transcripts and related IT certifications.
- Attend a mandatory selection appointment (scheduled every two weeks).

Once the program is full, applicants will continue to be selected and added to the waitlist.

## TUITION AND FEES (SUBJECT TO CHANGE)

- Please refer to the Tuition and Fee Table.
- International Students, please refer to International Student Fees.
- For student funding, please refer to Financial Assistance.

## BOOKS AND SUPPLIES (SUBJECT TO CHANGE)

- The tuition fee includes all course materials, student fees and access to appropriate technology.
- A \$400 security deposit to use a SAIT issued laptop.

# OBJECT ORIENTED SOFTWARE DEVELOPER

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## PROGRAM OUTLINE

- To find the course description for a course shown below, please go to our Course Finder and enter the course acronym and numbers (e.g. DMST-202) into the Quick Search by Course Code field.
- This program is being reviewed and could undergo changes.
- The curriculum in SAIT's fast-track programs are constantly changing to reflect the needs of the market and ensure the classes offered are up-to-date. For a current course list, please contact the school.

Course Code	Course Name	Credit
CMPP-248	Rapid Application Development for OOSD	3.0
CMPP-264	Java Programming for OOSD	3.0
CMPS-207	Operating Systems and Networks	3.0
CPLN-240	Career Planning and Management	1.5
CPRG-210	Web Application Development	3.0
CPRG-212	Database Development	3.0
CPRG-214	.NET Web Applications	1.5
CPRG-220	Open Source Web Applications	1.5
INET-207	Internet Security Fundamentals for OOSD	1.5
OBOR-350	Object Oriented Practicum	3.0
PROJ-207	Threaded Project for OOSD	3.0
PROJ-216	Software Project Concepts	1.5
	Program Total	28.5

## PROGRESSION

Students must attain a PGPA and/or a CGPA of 2.0 or better in each semester and pass the necessary prerequisite courses to progress through the program. To qualify for graduation, students must pass all courses, attain a CGPA of 2.0 or better and complete course requirements within the prescribed timelines.

## CREDENTIALS

After successfully completing this program, graduates will receive a SAIT certificate in Object Oriented Software Developer.

## *Transfer with Certificate to...*

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Through SAIT Polytechnic transfer agreements and institution partnerships, graduates of this SAIT program may be eligible for credit at the following universities and colleges:

- SAIT Polytechnic

To learn more, visit Transfer Options.

Transfer options may be available at post-secondary institutions where credits from SAIT programs could be evaluated on an individual basis. Interested students should contact the post-secondary educational institute of their choice for more information.

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# OFFICE PROFESSIONAL

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- One-year certificate
- Fall start
- E-Learning
- Part-time courses available
- Transfers to the Administrative Information Management diploma

## CONTACT US

School of Business  
Room N701, Senator Burns Building  
Phone: 403.284.8485  
Email: [business@sait.ca](mailto:business@sait.ca)

## PROGRAM DESCRIPTION

The Office Professional certificate program provides the entry-level skills needed for office professionals to keep pace in today's rapidly changing business world. This program is designed to satisfy the growing demand for creative and innovative employees who can solve problems and increase productivity using today's software applications. Graduates have a good understanding of information management and the role of technology in an office environment. This program includes courses in emerging technologies, communication and presentation skills, business studies and office administration. The program also gives students essential skills in word processing, spreadsheet and presentation software.

The Office Professional certificate is a one year e-learning certificate program. Office Professional graduates looking for in-depth, expert-level administrative skills may proceed to apply for entry into the second year of the Administrative Information Management diploma and receive the diploma credential with just one more year of study.

## MICROSOFT OFFICE SPECIALIST CERTIFICATION

One of the unique features of this program is students have the opportunity to earn up to four Microsoft Office Specialist (MOS) certifications by the time they graduate, giving them a competitive advantage when they enter the job market. The following certifications are available through this program:

- Word 2010 Specialist
- Excel 2010 Specialist
- PowerPoint 2010 Specialist
- OneNote 2010 Specialist

This opportunity is available to SAIT students thanks to our partnership with CCI Learning.

## YOUR CAREER

Graduates are well prepared to take on entry-level administrative work in a variety of organizations, such as administrative assistant, office assistant, office administrator, mail and message distribution clerk and more.

## STUDENT SUCCESS

To achieve success in this program students should:

- Attend and actively participate in class
  - Spend six hours per week on each course outside of regular class time
  - Be familiar with the use of a computer (basic Microsoft Office skills strongly encouraged)
  - 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.

## ADMISSION REQUIREMENTS

Alberta High School Diploma or equivalent with at least 50% in the following courses or their equivalents:

- Pure Math 10 or Applied Math 10 or Math 10C or Math 20-3
- English Language Arts 30-1 or English Language Arts 30-2
- All applicants to SAIT Polytechnic must demonstrate English Language Proficiency prior to admission, including students educated in Canada.

## SELECTION

There are no additional selection requirements. Admission will be granted on a first-qualified, first-accepted basis.

## TUITION AND FEES (SUBJECT TO CHANGE)

- Please refer to the Tuition and Fee Table – information available July 1, 2014.
- International Students, please refer to International Student Fees.
- For student funding, please refer to Financial Assistance.

## BOOKS AND SUPPLIES (SUBJECT TO CHANGE)

- Books and supplies are approximately \$1,400.
- There is a \$400 refundable security deposit required for the use of the laptop.

# OFFICE PROFESSIONAL

## PROGRAM OUTLINE

- To find the course description for a course shown below, please go to our Course Finder and enter the course acronym and numbers (e.g. DMST-202) into the Quick Search by Course Code field – available after July 1, 2014.

SAIT students are offered an opportunity to develop lifelong learning skills in an online environment. One or more courses in the program are offered fully or partially online.

Course Code	Course Name	Credit
<b>Semester 1</b>		
OADM-211	Business Studies	3.0
BCMP-215	Emerging Technologies	3.0
BCMP-220	Business Software Foundations	3.0
AMAT-240	Applied Mathematics for Business	3.0
COMN-220	Communication and Presentation Skills	3.0
Semester 1 Total:		15.0
<b>Semester 2</b>		
OADM-257	Office Administration	3.0
BCMP-250	Word Processing Essentials	3.0
BCMP-260	Spreadsheet Essentials	3.0
BCMP-270	Presentation Software	3.0
COMN-280	Communication and Presentation Skills II	3.0
Semester 2 Total:		15.0
Program Total:		30.0

## PROGRESSION

Students must attain a PGPA and/or a CGPA of 2.0 or better in each semester to progress through the program. To qualify for graduation, students must pass all courses and attain a CGPA of 2.0 or better.

## CREDENTIALS

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

## ACCREDITATION

Students have the opportunity to write up to four Microsoft Office Specialist certifications in this program in the following applications:

- Word 2010 Specialist
- Excel2010 Specialist
- PowerPoint 2010 Specialist
- OneNote 2010 Specialist

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

## *Transfer with Certificate to...*

Through SAIT Polytechnic transfer agreements and institution partnerships, graduates of this program may be eligible for credit at the following universities and colleges:

- SAIT Polytechnic

To learn more, visit Transfer Options.

Transfer options may be available at post-secondary institutions where credits from SAIT programs could be evaluated on an individual basis. Interested students should contact the post-secondary educational institute of their choice for more information.

# PETROLEUM ENGINEERING TECHNOLOGY

- Two-year diploma
- Fall start
- Applications close February 28, 2014

## CONTACT US

MacPhail School of Energy  
Room KA440, Johnson-Cobbe Energy Centre  
Phone: 403.284.8451  
Fax: 403.284.8262  
Email: energy.info@sait.ca

## PROGRAM DESCRIPTION

Petroleum Engineering Technology trains engineering technologists in all areas of the petroleum industry and helps meet the demand for highly-skilled people in field and office positions. The Petroleum Engineering Technology program focuses on: production, drilling, reservoir, petroleum chemistry, technical communications, petroleum engineering science, petroleum safety fundamentals, and geology. The MacPhail School of Energy offers the benefit of small class sizes and hands-on training in state-of-the-art labs by industry-experienced and professionally trained instructors..

## YOUR CAREER

Graduates find work as petroleum engineering technologists in the upstream oil and gas industry in areas such as exploration and development, field operations, drilling, computer applications, economic analysis and reserves determination.

## STUDENT SUCCESS

Students who achieve success in this program generally have higher high school grades or recent upgrading courses. Math 31 (Calculus) is an asset for students interested in this program.

Applications to this program closed on February 28, 2014.

## ADMISSION REQUIREMENTS

Alberta High School Diploma or equivalent, with the following admission requirements or equivalents:

- At least 60% in Pure Math 30 or Math 30-1, or at least 75% in Math 30-2, **AND**,
- At least 60% in English Language Arts 30-1 or 75% English Language Arts 30-2, **AND**,
- At least 60% in Chemistry 30, **AND**,
- At least 60% in Physics 20.
- All applicants must demonstrate English Language Proficiency prior to admission, including students educated in Canada.

## SELECTION

Applications and proof of the admission requirements (transcripts and/or anticipated final grades) must be submitted by February 28 to be included in selection. Applications to this program will close February 28.

There will be 128 seats offered for the fall intake.

## EARLY ADMISSION CRITERIA

Early admission will be offered to applicants who have achieved or will achieve a minimum overall average of 70% in the admission requirements and have completed and submitted the career investigation questionnaire.

Early admission will be offered until January 31 or until the program is full.

## Selection Process

Applicants with an average between 60% and 69% in the admission requirements will be placed in selection and will be required to complete the career investigation questionnaire. Selection will begin February 1 and remaining seats will be offered based on academic average and the quality of the questionnaire. In some cases, where more information is required, applicants may also be asked to participate in an interview process to gain a seat in the program.

Once the program is full, the remaining qualified applicants will be placed on a ranked waitlist and will be contacted if a seat becomes available.

## Submitting the Career Investigation

Check your admission status on mySAIT.ca. If your status indicates you're "In Selection", complete the career investigation questionnaire and submit it according to the instructions.

Applicants who fail to submit the career investigation questionnaire will be excluded from early admission and selection.

If you have any difficulty submitting the career investigation, save it to your desktop and send it to the email address indicated on the questionnaire.

**Note:** Eight seats are reserved for applicants who have completed and obtained a minimum of 70% in each of the following Career and Technology Studies courses:

1. PRS1010 – Overview of Alberta Geology
2. PRS1020 – Non-renewable Resources
3. PRS1060 – Consumer Products and Services
4. PRS2030 – Non-Conventional Hydrocarbon Exploration
5. PRS2060 – Refining Hydrocarbons

## TUITION AND FEES (SUBJECT TO CHANGE)

- Please refer to the Tuition and Fee Table.
- International Students, please refer to International Student Fees.
- Student funding, please refer to Financial Assistance.
- Mature Students, please refer to the Admissions Sections.

## BOOKS AND SUPPLIES (SUBJECT TO CHANGE)

- Books and supplies are approximately \$1,800 in the first year and \$1,200 in the second year.

# PETROLEUM ENGINEERING TECHNOLOGY

## PROGRAM OUTLINE

This program is under review.

To find the course description for a course shown below, please go to our Course Finder and enter the course acronym and numbers (i.e., DMST-202) into the Quick Search by Course Code field.

Course Code	Course Name	Credit
<b>First Year</b>		
<b>Semester 1 – Fall</b>		
CHEM-232	Petroleum Engineering Chemistry	1.5
COMP-254	Petroleum Computer Applications	1.5
GEOL-245	Physical and Petroleum Geology	3.0
MATH-238	Math for Engineering & Technology I	3.0
PETR-215	Applied Petroleum Fluid Mechanics	3.0
PTPR-217	Production Operation Skills Petroleum	3.0
Semester 1 Total		15.0
<b>Semester 2 – Winter</b>		
COMM-256	Professional Communication and Presentation Skills	3.0
DRLG-265	Fundamentals of Drilling	3.0
MATH-288	Math for Engineering & Tech II	3.0
PETR-315	Petroleum Engineering Mechanics	1.5
PTPR-261	Surface Production Operations	1.5
RESR-234	Fundamentals of Reservoir Engineering Technology	3.0
Semester 2 Total		15.0
First Year Total		30.0
<b>Second Year</b>		
<b>Semester 3 – Fall</b>		
DRLG-305	Advanced Well Design	1.5
EVAL-305	Log Analysis Fundamentals	3.0
PROJ-345	Petroleum Project Economics and Management	3.0
PTPR-321	Sub-surface Production Operations	1.5
RESR-334	Intermediate Reservoir Engineering Technology	3.0
STAT-245	Statistics for Engineering & Tech I	3.0
Semester 3 Total		15.0
<b>Semester 4 – Winter</b>		
DRLG-355	Well Programming and Operations Monitoring	3.0
ENVS-353	Safety and Environmental Issues in Petroleum Industry	3.0
GEOL-365	Petroleum Geology	1.5
PROJ-310	Petroleum Industry Project	1.5
PTPR-370	Completions and Workover	3.0
RESR-344	Nodal Analysis and Advanced Reservoir Engineering Technology	3.0
Semester 4 Total		15.0
Second Year Total		30.0
Program Total		60.0

## PROGRESSION

Students must attain a PGPA and/or a CGPA of 2.0 or better in each semester and pass the necessary prerequisite courses to progress through the program. To qualify for graduation, students must pass all courses, attain a CGPA of 2.0 or better and complete course requirements within the prescribed timelines.

## CREDENTIALS

After successfully completing this program, graduates will receive a SAIT diploma in Petroleum Engineering Technology.

## ACCREDITATION

The program is nationally accredited by the Canadian Technology Accreditation Board and Canadian Council of Technicians and Technologists at the technologist level.

Graduates are eligible for membership in the following professional associations:

- The Association of Science and Engineering Technology Professionals in Alberta (ASET).

## *Transfer with Diploma to...*

Through SAIT Polytechnic transfer agreements and institution partnerships, graduates of this SAIT program may be eligible for credit at the following universities and colleges:

- Athabasca University
- British Columbia Institute of Technology
- Memorial University of Newfoundland (The Marine Institute)
- Montana Tech of the University of Montana
- NAIT
- SAIT Polytechnic
- Thompson Rivers University
- University of New Brunswick, Saint John
- University of Regina
- University of Texas at Austin
- University of Wyoming

To learn more, visit Transfer Options.

Transfer options may also be available at other post-secondary institutions where credits from SAIT programs are evaluated on an individual basis. Interested students should contact the post-secondary institute of their choice for more information.

# PHARMACY ASSISTANT

- Five-month certificate
- Fall and winter starts
- Includes a retail pharmacy practicum
- Self-study supported with class and lab days
- Graduates in high demand

## CONTACT US

School of Health and Public Safety  
Room R502, Senator Burns Building  
Phone: 403.284.8500 or  
Email: hps.info@sait.ca

## PROGRAM DESCRIPTION

As our population grows and ages, there is a vital need for trained professionals to provide pharmacy-related assistance. This program trains students to become knowledgeable and skilled pharmacy assistant. Theory is taught in class and practiced in the laboratory. A four-week retail fieldwork practicum completes the training. The pharmacy assistant is responsible for receiving prescriptions, preparing drugs, undertaking clerical and computer duties, managing inventory and providing customer service. Pharmacy assistants must always work directly under the supervision and guidance of the pharmacist. They allow the pharmacist to spend more time with the client in his or her care.

In this five-month certificate program, students spend approximately 16 to 20 hours\* per week on campus in theory-based courses and laboratory practice. Course content in the first semester includes pharmacy concepts, pharmaceutical calculations, body systems and pharmaceutical implications and order processing, as well as professional standards and workplace communications. In the second semester, students complete their practicum in a community retail pharmacy to gain competency integrating theoretical knowledge with dispensing practice and customer service.

Students must have a personal computer and access to the Internet. Most classes are taught at SAIT, but some require online access. All courses require additional self-study. Classes are held on evenings and weekends.

\*subject to change

## YOUR CAREER

Pharmacy assistants work directly under the supervision and guidance of the pharmacist and assist in the dispensing process. Graduates may work in hospitals, community-based retail pharmacies, long-term care facilities, or veterinary clinics as pharmacy assistants.

## STUDENT SUCCESS

- Students with higher secondary or post-secondary marks usually experience greater success in SAIT programs.
- Students who experience success in this program have a strong command of the English language.
- Pharmacy assistants are detail oriented in the care they provide and enjoy working in a team environment.
- As keyboarding and basic computer skills are not taught in this program, students are expected to be proficient in these areas prior to admission.
- Because of the nature of this work, students must be capable of standing for long periods of time.
- Previous work in a health- or wellness-related field is an asset.

## ADMISSION REQUIREMENTS

Alberta High School Diploma or equivalent with an overall average of at least 60 per cent in the following courses or equivalents:

- Pure Math 30 or Applied Math 30 or Math 30-1 or Math 30-2, **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.

## SELECTION

- Applications and proof of the admission requirements must be submitted to be included in selection.
- The first round of selection will begin October 31; applications will be reviewed on a monthly basis.
- There will be 24 seats offered for the fall intake and 24 seats offered in the winter intake.

## SELECTION CRITERIA

Qualified applicants will be academically ranked based on admission requirements and asked to complete a keyboarding assessment. Seats will be offered accordingly.

Applicants who fail to complete the selection requirements will be excluded from selection.

## PRACTICUM REQUIREMENTS

The School of Health and Public Safety has many practica partners located within Alberta and across Canada. Practicum placements in Calgary are limited and students may be required to relocate outside of Calgary for practicum.

Successful candidates will be informed of the allocation of their practicum placement by the program. There is no guarantee that students will be placed at their desired practicum location. Special considerations of personal circumstances will not be given in regards to assigning practicum placements. Students will be responsible for fees associated with practicum such as relocation and travel costs.

In compliance with the practica agreements with our clinical partners, successful candidates will be requested to provide proof of the following requirements:

- **Security Clearance:** According to the Protection for Persons in Care Act, our practica sites require that students obtain a Criminal Records Check (CRC), including Vulnerable Sector Check (VSC), prior to going on practicum. Any criminal code offence for which a pardon has not been received may be a deterrent to a student's entry into practicum, and therefore will result in an uncompleted program or non-graduating status. Successful candidates will be asked to provide a clear CRC record to the School of Health and Public Safety main office on orientation day. The record must be dated no earlier than 90 days prior to your program orientation day (typically orientation day is held the week prior to the first day of class).
- **Health and Wellness Status:** Due to the demanding nature of the work in the health care field and Occupational Health and Safety requirements, the health care field has a strong focus on health and wellness. Students with a medical condition or disability that may impact them in a practicum setting are strongly advised to discuss concerns with the program academic chair and/or SAIT Accessibility Services as soon as possible upon acceptance into the program. Please review the attached document for guidance on entering an allied health program with a medical condition or

# PHARMACY ASSISTANT

disability.

More details on the practica requirements per program are outlined on a pre-orientation website for successful candidates.

## TUITION AND FEES (SUBJECT TO CHANGE)

- Please refer to the Tuition and Fee Table.
- International Students, please refer to International Student Fees.
- For student funding, please refer to Financial Assistance.
- Students are responsible for any additional expenses related to their practicum including relocation costs to practicum sites outside of Calgary.
- There is a fee associated with obtaining a criminal record check (including vulnerable sector check) and is payable to the Police or the RCMP.

## BOOKS AND SUPPLIES (SUBJECT TO CHANGE)

- Books and supplies are approximately \$500.
- Students are required to have access to a personal computer, printer and Internet. Computers must meet the specifications listed in Fees and Expenses

## PROGRAM OUTLINE

- To find the course description for a course shown below, please go to our Course Finder and enter the course acronym and numbers (e.g. DMST-202) into the Quick Search by Course Code field.

This program is being reviewed and could undergo changes.

Course Code	Course Name	Credit
<b>Fall Intake</b>		
<b>Semester 1 – Fall</b>		
PHAR-203	Pharmacy Concepts	1.5
PHAR-204	Pharmaceutical Calculations	1.5
PHAR-211	Assistive Devices	1.5
PHAR-212	Order Processing 1	1.5
PHAR-214	Body Systems and Pharmaceutical Implications 1	1.5
PHAR-223	Order Processing 2	1.5
PHAR-227	Body Systems and Pharmaceutical Implications 2	1.5
PHAR-232	Professional Standards and Ethics	1.5
PHAR-234	Order Processing 3	1.5
PHAR-236	Body Systems and Pharmaceutical Implications 3	1.5
PHAR-247	Compounding and Inventory Management	1.5
PHAR-248	Body Systems and Pharmaceutical Implications 4	1.5
PROF-240*	Healthcare Professionalism	1.5
Semester 1 Total		19.5
<b>Semester 2 – Winter</b>		
PRAC-213	Practicum	3.0
Semester 2 Total		3.0
Program Total		22.5

Course Code	Course Name	Credit
<b>Winter Intake</b>		
<b>Semester 1 – Winter</b>		
PHAR-203	Pharmacy Concepts	1.5
PHAR-204	Pharmaceutical Calculations	1.5
PHAR-211	Assistive Devices	1.5
PHAR-212	Order Processing 1	1.5
PHAR-214	Body Systems and Pharmaceutical Implications 1	1.5
PHAR-223	Order Processing 2	1.5
PHAR-227	Body Systems and Pharmaceutical Implications 2	1.5
PHAR-232	Professional Standards and Ethics	1.5
PHAR-234	Order Processing 3	1.5
PHAR-236	Body Systems and Pharmaceutical Implications 3	1.5
PHAR-247	Compounding and Inventory Management	1.5
PHAR-248	Body Systems and Pharmaceutical Implications 4	1.5
PROF-240*	Healthcare Professionalism	1.5
Semester 1 Total		19.5
<b>Semester 2 – Spring</b>		
PRAC-213	Practicum	3.0
Semester 2 Total		3.0
Program Total		22.5

## PROGRESSION

Students must attain a PGPA and/or a CGPA of 2.0 or better in each semester and pass the necessary prerequisite courses to progress through the program. To qualify for graduation, students must pass all courses, attain a CGPA of 2.0 or better and complete course requirements within the prescribed timelines.

## CREDENTIALS

After successfully completing this program, graduates will receive a SAIT Pharmacy Assistant certificate.

## ACCREDITATION

There are no formal accreditation arrangements at this time.

## *Transfer with Certificate to...*

Through SAIT Polytechnic transfer agreements and institution partnerships, graduates of this SAIT program may be eligible for credit at the following universities and colleges:

- NorQuest College

To learn more, visit Transfer Options.

Transfer options may be available at post-secondary institutions where credits from SAIT programs could be evaluated on an individual basis. Interested students should contact the post-secondary educational institute of their choice for more information.

# POWER AND PROCESS OPERATIONS

- Eight-month certificate
- Fall start

## CONTACT US

MacPhail School of Energy  
Room KA440, Johnson-Cobbe Energy Centre  
Phone: 403.284.8451  
Fax: 403.284.8262  
Email: energy.info@sait.ca

## PROGRAM DESCRIPTION

Power and Process Operations prepares students for careers as process operators responsible for the daily and safe running of processing equipment at industrial plants.

This program is currently only offered full time; distance and continuing education options are not available. The program consists of 30 weeks in classes and laboratories.

## YOUR CAREER

Graduates find work in process operations as plant, battery, process and field operators and are often employed in processing industries such as petrochemical, fertilizer, pulp and paper, natural gas processing, metallurgical, petroleum refining, and food and beverage production. Currently most job opportunities for process operators often involve shift work at remote locations.

## STUDENT SUCCESS

A grade 12 equivalent is recommended to increase employment opportunities. Applicants should be physically agile, have good hearing, and be capable of lifting 45-kilogram chemical sacks. Students with serious colour vision defects or who suffer from claustrophobia or fear of heights may have trouble with certain aspects of instruction and may experience problems securing employment. Students with higher secondary or post-secondary marks usually experience greater success in SAIT programs.

## ADMISSION REQUIREMENTS

Alberta High School Diploma or equivalent, with the following admission requirements or equivalents:

- At least 60% in Pure Math 30 or Math 30-1, or at least 75% in Applied Math 30, Math 30-2, or Math 30-3, **AND**,
- At least 60% in English Language Arts 30-1 or 75% in English Language Arts 30-2.
- All applicants must demonstrate English Language Proficiency prior to admission, including students educated in Canada.

## SELECTION

There are no additional selection requirements. Admission to this program will be offered on a first-qualified, first-accepted basis.

**Note:** Four seats are reserved for applicants who have completed the Primary Resources course within the Career and Technology Studies curriculum offered by Fort McMurray Catholic School Board (FMCSB). To be considered, applicants must meet the admission and selection requirements and have obtained a minimum of 70% in each of the following courses:

1. PRS1010 – Overview of Alberta Geology
2. PRS1020 – Non-renewable Resources
3. PRS1060 – Consumer Products and services
4. PRS2030 – Non-Conventional Hydrocarbon Exploration
5. PRS2060 – Refining Hydrocarbons

## TUITION AND FEES (SUBJECT TO CHANGE)

- Please refer to the Tuition and Fee Table.
- International Students, please refer to International Student Fees.
- For student funding, please refer to Financial Assistance.
- Students are responsible for living and transportation costs and personal protective equipment while in industrial training at plant sites, some remote from Calgary.
- Additional fees of approximately \$100 are required for courses such as H2S Alive and CPR, as well as living and traveling expenses associated with industrial training.
- Mature Students please refer to the Admissions Sections.

## BOOKS AND SUPPLIES (SUBJECT TO CHANGE)

- Books and supplies are approximately \$900.

## PROGRAM OUTLINE

- To find the course description for a course shown below, please go to our Course Finder and enter the course acronym and numbers (e.g. DMST-202) into the Quick Search by Course Code field.

Course Code	Course Name	Credit
<b>Semester 1</b>		
COMM-201	Industrial Communications	1.5
ENVS-221	Safety and Environmental Protection	1.5
PROP-262	Process Operations I	3.0
COMP-261	MS Office: An Introduction	1.5
PWEN-201	Basic Plant Operations I	6.0
THRM-204	Thermodynamics	1.5
Semester 1 Total		15.0
<b>Semester 2</b>		
CHEM-230	Chemistry and Corrosion	1.5
PROP-270	Unit Operations	1.5
MACH-226	Workshop Practices	1.5
PROP-266	Process Operations II	3.0
COMM-352	Communicating in The Workplace	1.5
PWEN-281	Basic Plant Operations II	6.0
Semester 2 Total		15.0
Program Total		30.0

# POWER AND PROCESS OPERATIONS

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## PROGRESSION

Students must attain a PGPA and/or a CGPA of 2.0 or better in each semester and pass the necessary prerequisite courses to progress through the program. To qualify for graduation, students must pass all courses, attain a CGPA of 2.0 or better and complete course requirements within the prescribed timelines.

## CREDENTIALS

After successfully completing this program, graduates will receive a SAIT certificate in Power and Process Operations.

## ACCREDITATION

This program is integrated with the Alberta Boilers Safety Association (ABSA) Certification System. Graduates are eligible to write the new Alberta Boilers Branch Fourth-Class certification exam.

Graduates are eligible for membership in the following professional associations:

- Alberta Boilers Safety Association (ABSA)
- Institute of Power engineers (IPE)
- International Pressure equipment Integrity Association (IPEIA)
- National Association Corrosion Engineers (NACE)

## *Transfer with Certificate to...*

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Transfer options may be available at post-secondary institutions where credits from SAIT programs could be evaluated on an individual basis. Interested students should contact the post-secondary educational institute of their choice for more information.

To learn more, visit [Transfer Options](#).

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# POWER ENGINEERING TECHNOLOGY

- Two-year diploma
- Fall start
- Applications to this program close January 31, 2014

## CONTACT US

MacPhail School of Energy  
Room KA440, Johnson-Cobbe Energy Centre  
Phone: 403.284.8451  
Fax: 403.284.8262  
Email: energy.info@sait.ca

## PROGRAM DESCRIPTION

Power Engineering Technology is designed to train students to become certified power engineering technologists who can control large, complex power and process systems. The program offers a high-level course of study that trains students to perform production work in the operation and development of large energy projects such as oil sands, gas plants and electrical generating stations. This program is integrated with the Alberta Boilers Safety Association (ABSA) certification system. This program is offered full time and can be completed in two years. Each academic year is divided into two 16-week semesters.

Related program: Power and Process Operations

## YOUR CAREER

Graduates find work as plant operators, design assistants, research and development assistants and process operators in the petroleum, power, petrochemical, refining, and pulp and paper industries. Opportunities also exist for positions in field and design offices and mechanical or industrial sales outlets.

## STUDENT SUCCESS

Manual dexterity and mechanical ability is helpful. Students should be aware that colour blind testing may be required by some employers. Eighty per cent attendance is a requirement to successfully complete the program. Successful students will have the ability to gather technical information and use it to troubleshoot large electromechanical systems.

Applications to this program closed on January 31, 2014.

## ADMISSION REQUIREMENTS

Alberta High School Diploma or equivalent, with the following admission requirements or equivalents:

- At least 60% in Pure Math 30 or Math 30-1, or at least 75% in Math 30-2, **AND**,
- At least 60% in English Language Arts 30-1 or 75% in English Language Arts 30-2, **AND**,
- At least 60% in Physics 30.
- All applicants must demonstrate English Language Proficiency prior to admission, including students educated in Canada.

## SELECTION

Applications and proof of the admission requirements (transcripts and/or anticipated final grades) along with all supporting documents must be submitted by January 31 to be included in selection. Applications to this program will close January 31.

## EARLY ADMISSION

Early admission will be offered to the first 96 applicants who have achieved, or will achieve, the following:

- At least 65% in Pure Math 30 or Math 30-1, or at least 80% in Math 30-2, **AND**,
- At least 65% in English Language Arts 30-1 or 80% in English Language Arts 30-2, **AND**,
- At least 65% in Physics 30.

**Update Nov. 6, 2013:** Seats have been offered to the first 96 applicants who qualified for early admission. Remaining applicants will be put in selection and are required to complete the career investigation questionnaire.

## Selection Process

The remaining 32 seats will be filled through selection. The first round of selection will start November 15 and will occur monthly until the program is full. Applicants who apply after the program has been filled will complete the selection process and be placed on a waitlist.

## SELECTION CRITERIA

Applicants will be required to complete a Career Investigation Questionnaire. Applicants who fail to submit the Career Investigation Questionnaire will be excluded from selection.

Submitting the Career Investigation

Check your admission status on mySAIT.ca. If your status indicates you're "In Selection", complete the Career Investigation Questionnaire and submit it according to the instructions.

If you have any difficulty submitting the career investigation, save it to your desktop and send it to the email address indicated on the questionnaire.

**Note:** Eight seats are reserved for applicants who have completed and obtained a minimum of 70% in each of the following Career and Technology Studies courses:

1. PRS1010 – Overview of Alberta Geology
2. PRS1020 – Non-renewable Resources
3. PRS1060 – Consumer Products and Services
4. PRS2030 – Non-Conventional Hydrocarbon Exploration
5. PRS2060 – Refining Hydrocarbons

## TUITION AND FEES (SUBJECT TO CHANGE)

- Please refer to the Tuition and Fee Table.
- International Students, please refer to International Student Fees.
- Student funding, please refer to Financial Assistance.
- Mature Students, please refer to the Admissions sections.

## BOOKS AND SUPPLIES (SUBJECT TO CHANGE)

- Books and supplies are approximately \$1,775 for the first year and \$1,120 for the second year.

# POWER ENGINEERING TECHNOLOGY

## PROGRAM OUTLINE

This program is undergoing redevelopment

- To find the course description for a course shown below, please go to our Course Finder and enter the course acronym and numbers (e.g., DMST-202) into the Quick Search by Course Code field.
- This program is being reviewed and could undergo changes.
- SAIT students are offered an opportunity to develop lifelong learning skills in an online environment. One or more courses in the program are offered fully or partially online.

Course Code	Course Name	Credit
<b>First Year</b>		
<b>Semester 1</b>		
SFTY-215	Safety and Environment	1.5
COMP-261	MS Office: An Introduction	1.5
MATH-238	Math for Engineering & Tech I	3.0
PENG-201	Power Theory I	3.0
PENG-203	Power Lab I	3.0
THRM-208	Thermodynamics I Theory	3.0
Semester 1 Total		15.0
<b>Semester 2</b>		
COMM-238	Technical Communications I	3.0
ELEC-254	Electrical and Controls I	1.5
PWEN-282	Unit Operations	1.5
PENG-251	Power Theory II	3.0
PENG-253	Power Lab II	3.0
THRM-258	Thermodynamics Theory II	3.0
Semester 2 Total		15.0
First Year Total		30.0
<b>Semester 3</b>		
AMEC-310	Applied Power Engineering Mechanics I	3.0
CNTR-340	Process Control I	1.5
ELEC-325	Electricity AC/DC Machines I & II	3.0
ENGD-222	Flow Diagram Development & AutoCAD	1.5
PWEN-326	Power Theory III	3.0
THRM-326	Thermodynamics Theory III	3.0
THRM-339	Thermodynamics Lab I	3.0
Semester 3 Total		18.0
<b>Semester 4</b>		
AMEC-325	Applied Power Engineering Mechanics II	3.0
CNTR-345	Process Control II	1.5
ELEC-335	Electrical Power Generation	1.5
OPMT-301	Technical Management	1.5
PWEN-376	Power Theory IV	3.0
THRM-343	Thermodynamics Lab II	1.5
THRM-363	Thermodynamics Theory IV	3.0
Semester 4 Total		15.0
Second Year Total		33.0
Program Total		63.0

## PROGRESSION

Students must attain a PGPA and/or a CGPA of 2.0 or better in each semester and pass the necessary prerequisite courses to progress through the program. To qualify for graduation, students must pass all courses, attain a CGPA of 2.0 or better and complete course requirements within the prescribed timelines.

## CREDENTIALS

After successfully completing this program, graduates will receive a SAIT diploma in Power Engineering Technology.

## ACCREDITATION

This program is integrated with the Alberta Boilers Safety Association (ABSA) Certification system.

Graduates are eligible for membership in the following professional associations:

- Alberta Boilers Safety Association (ABSA)
- Institute of Power engineers (IPE)
- International Pressure Equipment Integrity Association (IPEIA)
- National Association of Corrosion Engineers (NACE)

## Transfer with Diploma to...

Through SAIT Polytechnic transfer agreements and institution partnerships, graduates of this SAIT program may be eligible for credit at the following universities and colleges:

- Athabasca University
- British Columbia Institute of Technology
- Memorial University of Newfoundland (The Marine Institute)
- NAIT
- SAIT Polytechnic
- Thompson Rivers University
- University of New Brunswick, Saint John

To learn more, visit Transfer Options.

Transfer options may also be available at other post-secondary institutions where credits from SAIT programs are evaluated on an individual basis. Interested students should contact the post-secondary institute of their choice for more information.

# PROCESS PIPING DRAFTING

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- 34-week certificate
- Fall and winter starts
- Four-week work practicum

## CONTACT US

School of Construction  
Room CB 410, Aldred Centre  
Phone: 403.284.8367  
Fax: 403.284.8812  
Email: construction.ppd@sait.ca

## PROGRAM DESCRIPTION

The Process Piping Drafting – Fast Track program provides you with design skills coupled with a practical knowledge of processing equipment and project specifications. The program is designed around the natural gas processing field, but covers piping systems common to many related fields; such as, oil and gas pipelining, petroleum refining, oil sands, petrochemical, pulp and paper, fertilizer and food and beverage processing.

Training takes place on-campus in the program's dedicated computer lab. All course materials (modules and textbooks) are provided to you and are included within the bundled tuition cost.

This fast-track certificate program is 34-weeks in length, consisting of 30 weeks of instruction and a four-week practicum located in industry. The practicum (paid or unpaid) is required for successful completion of this program. Job search training and assistance is provided to students to aid in securing a practicum placement.

There are two intakes per year. The first intake accepts students in September and the second intake accepts students in January.

**Note:** This program utilizes a delivery method consisting of a combination of both e-Learning and in-class instruction. SAIT issued laptops are not provided. Graduates of the Process Piping Drafting program have a 95% employment rate.

## STUDENT SUCCESS

- This is an intensive program requiring a commitment of both time and energy; students who experience success are those who make their education a priority during the 34 weeks of the program.
- Draftspersons are detail oriented and enjoy working in a team environment.
- Basic computer skills are being considered as Admission Requirements for the program in the future.

## ADMISSION REQUIREMENTS

Alberta High School Diploma or equivalent with at least 50% in the following admission requirements or equivalents:

- English Language Arts 30-1 or English Language Arts 30-2
- Pure Math 30 or Applied Math 30 or Math 30-1 or Math 30-2
- All applicants to SAIT Polytechnic must demonstrate English Language Proficiency prior to admission, including students educated in Canada.

## SELECTION

### Fall 2014 Intake (September)

- Applications along with all supporting documents must be submitted by Aug. 1. Selection is done on a continuous basis and will start in January.
- It is the responsibility of the applicant to ensure contact information is up to date. Email will be the primary form of correspondence.
- All applicants must submit a Career Investigation Form and meet the academic admission requirements to be considered for the program. It is recommended to submit the Career Investigation Form within four weeks after applying.
- For international students, please refer to the International section.
- For mature students, please refer to the Admissions section.
  - Career Investigation Form
  - Selection Process Information
  - Selection Score Information
- A personal interview may be required.
- Applications received after the program has filled will be put on a waitlist and contacted if seats become available.
- There will be 36 seats offered in fall.

Unfortunately, due to large volume of applicants, we cannot provide follow-up as to why the candidate was not competitive.

### Winter 2015 Intake (January)

- Applications open on Aug. 1, 2014.
- Applications along with all supporting documents must be submitted by Dec. 1. Selection is done on a continuous basis and will start in September.
- It is the responsibility of the applicant to ensure contact information is up to date. Email will be the primary form of correspondence.
- All applicants must submit a Career Investigation Form and meet the academic admission requirements to be considered for the program. It is recommended to submit the Career Investigation Form within four weeks after applying.
  - Career Investigation Form
  - Selection Process Information
  - Selection Score Information
- A personal interview may be required.
- Applications received after the program has filled will be put on a waitlist and contacted if seats become available.
- There will be 36 seats offered in winter.

Unfortunately, due to large volume of applicants, we cannot provide follow-up as to why the candidate was not competitive.

## TUITION AND FEES (SUBJECT TO CHANGE)

- Please refer to the Tuition and Fee Table.
- International Students, please refer to International Student Fees.
- For student funding, please refer to Financial Assistance.

## BOOKS AND SUPPLIES (SUBJECT TO CHANGE)

- Books and supplies are included with the tuition.

# PROCESS PIPING DRAFTING

## PROGRAM OUTLINE

- To find the course description for a course shown below, please go to our Course Finder and enter the course acronym and numbers (e.g. DMST-202)) into the Quick Search by Course Code field.

Course Code	Course Name	Credit
CADD-201	AutoCAD I	1.5
CADD-202	AutoCAD II	1.5
CADD-221	MicroStation I	1.5
CADD-222	MicroStation II	1.5
CADD-241	CADD System Management I	1.5
CADD-250	Applied CADD	3.0
CADD-254	CADWORX	1.5
CADD-303	AutoCAD III	1.5
CADD-323	MicroStation III	1.5
ENGD-208	Digital Drafting	1.5
ENGD-320	Process Piping Drafting I	3.0
ENGD-350	Process Piping Drafting II	6.0
ENGD-351	Pressure Vessel Design	1.5
ENGD-352	Plant Planning	1.5
ENGD-353	Plant Equipment	1.5
INST-346	Instrumentation Theory & Piping	1.5
PERS-225	Job Search Skills	1.5
PRAC-225	Practicum PPD	1.5
PROP-310	Natural Gas Processing	1.5
	Program Total	36.0

**Required Work Experience:** A four-week practicum (paid or unpaid) is required to complete the program. Students are not assigned a position but are responsible for securing their own work opportunity. Job search training and assistance are provided to students to aid in finding practicum placement

## PROGRESSION

Students must attain a PGPA and/or a CGPA of 2.0 or better in each semester and pass the necessary prerequisite courses to progress through the program. To qualify for graduation, students must pass all courses, attain a CGPA of 2.0 or better and complete course requirements within the prescribed timelines.

## CREDENTIALS

After successfully completing this program, graduates will be awarded a SAIT certificate in Process Piping Drafting.

## ACCREDITATION

There are no formal accreditation arrangements at this time. Please contact the School of Construction for more information.

## *Transfer with Certificate to...*

Through SAIT Polytechnic transfer agreements and institution partnerships, graduates of this SAIT program may be eligible for credit at the follow universities and colleges:

- SAIT Polytechnic

To learn more, visit Transfer Options.

Transfer options may be available at post-secondary institutions where credits from SAIT programs could be evaluated on an individual basis. Interested students should contact the post-secondary educational institute of their choice for more information.

# PROFESSIONAL COOKING

- Two-year diploma
- Full-time program
- Professional paid internship
- Application process begins in October for start in the following September
- High industry demand

## CONTACT US

School of Hospitality and Tourism  
Room E179, John Ware Building  
Phone: 403.284.8612 or  
Email: [culinary@sait.ca](mailto:culinary@sait.ca)

## PROGRAM DESCRIPTION

Considered the best in Canada, the Professional Cooking program at SAIT is delivered by world-renowned chefs who provide expert, hands-on training. In fact, we offer the highest amount of hands-on training available in any culinary program in North America. The program has recruited chefs with diverse, global backgrounds to offer you an amazing experience. As a Professional Cooking student at SAIT, you will have the opportunity to train and interact with 20 leading culinary professionals in only two years.

During this two year diploma program, you will be trained in all aspects of the culinary trade including foundational cooking techniques, garde manger, culinary perspectives, and patisserie. In an industry experiencing high demand, graduates from SAIT's Professional Cooking program gain valuable, real-life experience, and are well prepared for a diverse range of options in the dynamic culinary world.

At SAIT, we are focused on our students' success, and deliver on this promise through small class sizes, a personalized approach, and state-of-the-art facilities. Our classrooms and labs have recently received \$7 million in upgrades including the new Michelle O'Reilly Charcuterie Lab, SAIT's retail Market Place, the downtown Culinary Campus, and our own culinary garden—Jackson's Garden. Operating in live classroom environments such as the Highwood and 4 Nines Dining Centre provides real world experience that readies you for success in the culinary industry.

As a student, you will learn essential cooking skills and current trends through repetitive production style cooking for the public under the watchful eyes of our professional chefs—just like you would in a real kitchen. The capstone of the program is cooking for the public in the famous Highwood, rated as one of the top restaurants by OpenTable guests, as well as the Culinary Campus, one of Calgary's top restaurants for 2013, where you will prepare world-class cuisine in a live classroom environment.

## PROFESSIONAL PAID INTERNSHIP

Between your first and second year of study, you will get to apply your skills in the industry through a professional paid internship. In addition to learning in a real-world environment, internships provide valuable connections and opportunities to network with future employers.

## GLOBAL RECOGNITION THROUGH CHEF COMPETITIONS

SAIT's Professional Cooking program will also give you the skills for a global career path and opportunities to work in the world's finest dining establishments. You have the option to compete in skills and culinary competitions—both locally and internationally. Our students have won gold and silver in Provincial and National Skills, along with gold and silver in the Canadian Chef Association competitions. Our students have also competed in Hong Kong and Singapore over the last several years, where they also took home both gold and silver medals.

As a student, you can also take advantage of exciting international study tours. Previous tour locations have included Australia, France, Spain, Italy, Chile, and Thailand.

## YOUR CAREER

You will be prepared for a diverse range of career options in food service in restaurants, hotels and convention centres after graduation. You may find work locally or abroad as:

- Executive chef
- Sous-chef
- Chef de partie
- Banquet chef
- Garde manger
- Chef de cuisine
- Food sales
- Kitchen Manager
- Food stylist
- Educator
- Writer

Alberta Apprenticeship has accredited this program for 788 hours toward your journeyman certification, including all three technical training periods.

## STUDENT SUCCESS

- Most successful students spend approximately 20 hours per week doing homework and review, with additional study required to prepare for exams.
- Keep in mind that hospitality industry hours can range from early morning to late in the evening and often include holidays. For example, our cold food prep classes start at 7:00 a.m. and dinner service at the Highwood ends at 10 p.m.
- The culinary industry is fast-paced with a focus on customer service.
- The material is presented at a fairly rapid rate, so for the greatest level of success you must be present and take responsibility for your learning experience.
- You must be able to read, write and comprehend the English language at a level exceeding basic conversational English.
- Students with higher grades in high school usually experience more success in SAIT programs.

## ADMISSION REQUIREMENTS

A minimum of 35 Alberta high school credits with at least 50% in the following courses or their equivalents:

- English Language Arts 10-1 or English Language Arts 10-2 or a Humanities 10, **AND**,
- Pure Math 10 or Applied Math 10 or Math 10C or Math 10-3.
- All applicants must demonstrate English Language Proficiency prior to admission, including students educated in Canada.

# PROFESSIONAL COOKING

## SELECTION

There are no additional selection requirements. Admission to this program will be offered on a first-qualified, first-accepted basis.

## TUITION AND FEES (SUBJECT TO CHANGE)

- Please refer to the Tuition and Fee Table.
- International Students, please refer to International Fees.
- Student funding, please refer the Financial Assistance.

## BOOKS AND SUPPLIES (SUBJECT TO CHANGE)

- Books and supplies are approximately \$750.

## PROGRAM OUTLINE

To find the course description for a course shown below, please go to our Course Finder and enter the course acronym and numbers (e.g., DMST-202) into the Quick Search by Course Code field.

Course Code	Course Name	Credit
<b>First Year</b>		
<b>Semester 1</b>		
COOK-202	Culinary Fundamentals	3.0
COOK-227	Soups and Sauces	3.0
COOK-235	Dinner Cookery	3.0
COOK-253	Meat Preparation	3.0
COOK-267	Baking and Yeast Goods	3.0
Semester 1 Total		15.0
<b>Semester 2</b>		
COOK-207	Breakfast Cookery	3.0
COOK-217	Vegetables and Starches	3.0
COOK-223	Cold Kitchen	3.0
COOK-233	Lunch Cookery	3.0
COOK-263	Line Cook	3.0
Semester 2 Total		15.0
<b>Semester 3 – Between the first and Second Year</b>		
PRAC-287	Professional Internship	3.0
Semester 3 Total		3.0
First Year Total		33.0
<b>Second Year</b>		
<b>Semester 4</b>		
COMM-363	Workplace Communication Skills	1.5
COOK-303	Lunch à la Carte	3.0
COOK-307	Pâtisserie	3.0
FDBS-323	Food and Wine Pairing	1.5
FDBS-327	Food and Beverage Service	3.0
NUTR-313	Nutrition and HMR	3.0
Semester 4 Total		15.0
<b>Semester 5</b>		
COOK-317	Dinner à la Carte	3.0
COOK-333	Garde Manger	3.0
COOK-350	Culinary Perspectives	3.0
FDBC-363	Purchasing, Receiving and Cost Control	3.0
FDPM-353	Supervision and Event Planning	3.0
Semester 5 Total		15.0
Second Year Total		30.0
Program Total		63.0

## PROGRESSION

Students must attain a PGPA and/or a CGPA of 2.0 or better in each semester and pass the necessary prerequisite courses to progress through the program. To qualify for graduation, students must pass all courses, attain a CGPA of 2.0 or better and complete course requirements within the prescribed timelines.

## CREDENTIALS

After successfully completing this program, graduates will receive a SAIT diploma in Professional Cooking.

## ACCREDITATION

Alberta Apprenticeship has accredited this program for 788 hours towards your journeyman certification, including all technical training periods.

## *Transfer with Diploma to...*

Through SAIT Polytechnic transfer agreements and institution partnerships, graduates of this SAIT program may be eligible for credit at the following universities and colleges:

- Alberta Apprenticeship and Industry Training
- University of New Brunswick, Saint John

To learn more, visit Transfer Options.

Transfer options may be available at post-secondary institutions where credits from SAIT programs could be evaluated on an individual basis. Interested students should contact the post-secondary educational institute of their choice for more information.

# RADIO, TELEVISION AND BROADCAST NEWS

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- Two-year diploma
- Broadcast News, Radio and Television majors
- Fall start
- Includes fourth semester practicum
- E-Learning

## CONTACT US

Phone: 403.284.8470  
Email: [rtbn.info@sait.ca](mailto:rtbn.info@sait.ca)

## PROGRAM DESCRIPTION

Radio, Television and Broadcast News (RTBN) is divided into three majors: Radio, Television and Broadcast News. Students choose the option that best fits their individual skills or interests in preparation for a challenging, creative and exciting career in the media.

Radio students gain valuable industry experience by operating SAIT's campus radio station (accessible worldwide at [radio.sait.ca](http://radio.sait.ca)). Students advance from audio basics to advanced digital multi-track production, fulfill a number of duties in the sales and promotions departments, and rotate through various positions including on-air personality, creative director, and production manager. Further, to round out this exciting and worthwhile career path students receive training in music directing, traffic management, and news and sports.

Television students learn the fundamentals of writing, directing, producing, and editing in both live production and recorded video projects. There is a strong emphasis on hands-on learning and creativity in both single and multi-camera environments. Students participate in producing information and news programs, live on-location sports and other events, variety programs, documentaries, commercials, and public service announcements. Students also become familiar with the technical aspects of TV and video by working with broadcast-quality equipment such as High Definition portable and studio cameras, switchers, audio consoles, graphics work stations and computer-based editing systems.

Broadcast News (BN) students learn how to research a story and tell it objectively. They receive extensive, hands-on training and realistic experience behind and in front of the camera and microphone, and can work effectively in both radio and television environments. BN students learn the importance of deadlines and how to uncover the heart of a story. Students take on many roles in our newsroom, including reporter, producer, line-up editor, news and sports anchor, and weather reporter.

The RTBN program involves two years of full-time study. Each of the program's two years is divided into two semesters. There is a single intake each year, with classes commencing in September and finishing in late April. A four-week industry practicum is required in the fourth semester.

All Radio, Television and Broadcast News students are required to participate in laptop learning, a package of services that includes a PC laptop computer, a suite of software, full Internet access, training and technical support.

## YOUR CAREER

- Graduates find work in the broadcast, cable and film industries, both as salaried employees and freelancers.
- Graduates of this program are working at media outlets around the province, across the country, and abroad.
- Graduates of the Radio, Television and Broadcast News program have a 90% employment rate.

## STUDENT SUCCESS

Students with previous academic success usually are more successful in SAIT programs.

## ADMISSION REQUIREMENTS

- Alberta High School Diploma or equivalent with at least 60% in English Language Arts 30-1 or English Language Arts 30-2 or equivalents.
- All applicants must demonstrate English Language Proficiency prior to admission, including students educated in Canada.

## SELECTION

- Applications and proof of the admission requirements (transcripts and/or anticipated final grades) must be submitted by April 1 to be included in selection.
- Selection will begin in January and sessions will be scheduled every six to eight weeks. Applicants who apply after April 1 will be put on a secondary waitlist and only be asked to forward packages if a seat becomes available.
- All applicants must provide a current, valid email address where they can be contacted.
- Once the program is full, qualified applicants will be placed on a waitlist.

## SELECTION CRITERIA

Qualified applicants in each option (Radio, Television or Broadcast News) must bring a completed submission package to the selection session.

If you are located more than 300 kilometres from Calgary and cannot attend a selection session without hardship, alternative arrangements for submission will be considered.

- Applicants attending a selection session will be asked to give a brief personal introduction and provide specific written information. They will have an opportunity to ask questions and do a tour.
- Applicants will be advised of their status within four weeks of the selection session.
- The applicant can expect to be interviewed in a group by an instructor panel.

The submission package will consist of the following:

- A Career and Program Investigation Report
- Resumé
- Two letters of reference
- In addition, Broadcast News applicants are expected to provide a short (two minute maximum) video synopsis of their career and program investigation report (as an .avi or .mov file on a CD).

Please wait until you have received an invitation by email to attend a selection session from the School of Information and Communication Technologies before generating these items. You will be given detailed information in the email as to what is required.

# RADIO, TELEVISION AND BROADCAST NEWS

## SELECTION PRIORITY

Selection priority is based on an evaluation of the submission package and the applicant's suitability as determined during the selection session.

## UNSUCCESSFUL APPLICANTS

There are numerous reasons why you might not be granted a seat – a late application, particularly strong competition, the lack of certain basic requirements, or an application package not up to the general standard.

Applications are not carried over into the next academic year. We encourage applicants to apply again in the next academic year, making up any qualifications they are lacking and/or improving the quality of their submission package.

## TUITION AND FEES (SUBJECT TO CHANGE)

- Please refer to the Tuition and Fee Table.
- International Students, please refer to International Student Fees.
- Student funding, please refer to Financial Assistance.

## BOOKS AND SUPPLIES (SUBJECT TO CHANGE)

- Books and supplies are approximately \$720 for the first year and \$500 for the second year depending on the option taken.
- A \$400 security deposit to use a SAIT issued laptop.

## PROGRAM OUTLINE

- To find the course description for a course shown below, please go to our Course Finder and enter the course acronym and numbers (e.g., DMST-202) into the Quick Search by Course Code field.
- SAIT students are offered an opportunity to develop lifelong learning skills in an online environment. One or more courses in the program are offered fully or partially online.

Course Code	Course Name	Credit
<b>Broadcast News Major</b>		
<b>First Year</b>		
<b>Semester 1</b>		
COMP-267	MS Office and Web Design Basics	1.5
JOUR-206	Writing Fundamentals for Media	3.0
JOUR-207	Introduction to Broadcast News	3.0
LDSH-239	Leadership in Broadcasting	1.5
PRDT-217	Audio Video Production	3.0
PRES-209	Speech and Presentation	3.0
Semester 1 Total – Broadcast News Major		15.0
<b>Semester 2</b>		
AUDI-279	Broadcast News Technical Operations I	1.5
COMP-269	Social Media in Broadcasting	1.5
JOUR-256	Reporting I	1.5
JOUR-263	Broadcast News Writing	3.0
JOUR-264	Broadcast News Radio News I	1.5
JOUR-265	Broadcast News TV News I	1.5
POLS-252	Reporting in Canadian Political Systems	1.5
PRES-225	Stage Production II	3.0
SPCH-262	Broadcast News Speech I	1.5
VDEO-230	ENG Editing	1.5
Semester 2 Total – Broadcast News Major		18.0
First Year Total – Broadcast News Major		33.0

Course Code	Course Name	Credit
<b>Second Year</b>		
<b>Semester 3</b>		
AUDI-329	Broadcast News Technical Operations II	1.5
JOUR-306	Reporting II	3.0
JOUR-314	Broadcast News Radio News II	3.0
JOUR-315	Broadcast News TV News II	3.0
PRES-320	Presentation I	1.5
SPCH-312	Broadcast News Speech II	1.5
VDEO-345	ENG Production I	1.5
Semester 3 Total – Broadcast News Major		15.0
<b>Semester 4</b>		
JOUR-354	Media Ethics	1.5
JOUR-356	Reporting III	3.0
PRAC-391	Broadcast News Practicum	1.5
PRES-350	Presentation II	1.5
VDEO-355	ENG Production II	1.5
<b>Electives – Students choose 2 of the following 3 electives</b>		
JOUR-363	Broadcast News Sports	3.0
JOUR-364	Broadcast News Radio News III	3.0
JOUR-365	Broadcast News TV News III	3.0
Semester 4 Total – Broadcast News Major		15.0
Second Year Total – Broadcast News Major		30.0
Program Total – Broadcast News Major		63.0

## Radio Major

### First Year

#### Semester 1

AUDI-203	Introduction to Radio	3.0
COMP-267	MS Office and Web Design Basics	1.5
JOUR-206	Writing Fundamentals for Media	3.0
LDSH-239	Leadership in Broadcasting	1.5
PRDT-217	Audio Video Production	3.0
PRES-209	Speech and Presentation	3.0
Semester 1 Total – Radio Major		15.0

#### Semester 2

ADVR-254	Radio Advertising I	1.5
AUDI-251	Radio Operations I	6.0
AUDI-252	Radio Production I	3.0
COMP-269	Social Media in Broadcasting	1.5
JOUR-262	Radio Broadcast News I	1.5
PRES-225	Stage Production II	3.0
SCPT-250	Radio Scriptwriting I	1.5
Semester 2 Total – Radio Major		18.0

First Year Total – Radio Major 33.0

## Second Year

### Semester 3

ADVR-304	Radio Advertising II	3.0
AUDI-322	Radio Production II	3.0
AUDI-324	Radio Operations II	3.0
JOUR-312	Radio Broadcast News II	1.5
PRES-322	Radio Announcing I	3.0
SCPT-300	Radio Scriptwriting II	1.5
Semester 3 Total – Radio Major		15.0

# RADIO, TELEVISION AND BROADCAST NEWS

Course Code	Course Name	Credit
<b>Semester 4</b>		
ADVR-354	Radio Advertising III	1.5
AUDI-372	Radio Production III	1.5
AUDI-374	Radio Operations III	3.0
JOUR-362	Radio Broadcast News III	1.5
PRAC-397	Radio Practicum	1.5
PRES-342	Radio Announcing II	3.0
SCPT-350	Radio Scriptwriting III	1.5
Semester 4 Total – Radio Major		13.5
Second Year Total – Radio Major		28.5
Program Total – Radio Major		61.5

## Television Major

### First Year

#### Semester 1

COMP-267	MS Office and Web Design Basics	1.5
JOUR-206	Writing Fundamentals for Media	3.0
LDSH-239	Leadership in Broadcasting	1.5
PRDT-217	Audio Video Production	3.0
PRES-209	Speech and Presentation	3.0
VDEO-205	Introduction to Television Production	3.0
Semester 1 Total – Television Major		15.0

#### Semester 2

ADVR-258	TV Advertising	1.5
COMP-269	Social Media in Broadcasting	1.5
PRES-225	Stage Production II	3.0
SCPT-256	TV Scriptwriting I	1.5
VDEO-284	TV Technical Operations I	3.0
VDEO-285	Introduction to TV EFP/ENG	3.0
VDEO-286	TV Production Lab I	3.0
Semester 2 Total – Television Major		16.5
First Year Total – Television Major		31.5

### Second Year

#### Semester 3

DSGN-307	Design for Video	1.5
SCPT-306	TV Scriptwriting II	1.5
VDEO-334	TV Technical Operations II	1.5
VDEO-336	TV Production Lab II	6.0
<b>Electives – Students choose 1 of the following 3 electives</b>		
SCPT-308	Production Scriptwriting I	3.0
VDEO-339	TV Post Production I	3.0
VDEO-347	TV EFP/ENG I	3.0
Semester 3 Total – Television Major		13.5

All third semester-related courses are prerequisites for entry in the final semester. See details in the course outlines.

#### Semester 4

Course Code	Course Name	Credit
PRAC-399	TV Practicum	1.5
SCPT-356	TV Scriptwriting III	1.5
VDEO-384	TV Technical Operations III	1.5
VDEO-386	TV Production Lab III	6.0
<b>Electives – Students choose 1 of the following 3 electives</b>		
SCPT-358	Production Scriptwriting II	3.0
VDEO-389	TV Post Production II	3.0
VDEO-397	TV EFP/ENG II	3.0
Semester 4 Total – Television Major		13.5
Second Year Total – Television Major		27.0
Program Total – Television Major		58.5

## PROGRESSION

Students must attain a PGPA and/or a CGPA of 2.0 or better in each semester and pass the necessary prerequisite courses to progress through the program. To qualify for graduation, students must pass all courses, attain a CGPA of 2.0 or better and complete course requirements within the prescribed timelines.

## CREDENTIALS

Upon successfully completing this program, graduates will receive a SAIT diploma in Radio, Television and Broadcast News.

## ACCREDITATION

There are no formal accreditation arrangements at this time. Please contact the School of Information and Communications Technologies (ICT) for more information.

## Transfer with Diploma to...

Through SAIT Polytechnic transfer agreements and institution partnerships, graduates of this SAIT program may be eligible for credit at the following universities and colleges:

- Athabasca University
- Griffith University, Australia
- Mount Royal University
- Red Deer College
- Royal Roads University
- University of Calgary
- University of Gloucestershire, UK
- University of New Brunswick, Saint John

To learn more, visit Transfer Options.

Transfer options may also be available at other post-secondary institutions where credits from SAIT programs are evaluated on an individual basis. Interested students should contact the post-secondary institute of their choice for more information.

# RAILWAY CONDUCTOR

- 15-week certificate
- High industry demand

## CONTACT US

Phone: 403.210.4150

Email: rail@sait.ca

## PROGRAM DESCRIPTION

The Railway Conductor (RRCO) program will prepare you for a career in operations in the Canadian Railway industry. This program is offered at the Centre for Rail Training and Technology. You will learn in a variety of settings including classrooms, labs, a private mini rail yard (complete with track and rail cars), and through visits to nearby industrial sites. Over the course of the program you will learn about the Canadian Railway Operating Rules (CROR) and the related instructions and processes. You will also learn operating procedures including train marshalling, handling of dangerous goods, documentation and all of the specific responsibilities of a conductor. Finally you will learn using actual rail equipment about the mechanical components of rail cars including air braking systems and communication systems.

Currently, the railway industry is experiencing significant growth as the economy recovers and there are increased demands for transportation and distribution of commodities and/or finished manufactured products. The high demand for our graduates is also the result of pressures brought on by high retirement rates as the demographics of an aging workforce influence the hiring rates and practices of the railways. The major railways have significant hiring and recruitment strategies in place for the next several years.

The Rail Training Centre is located in the N.R. Buck Crump Building located in the Mayland Heights Campus of SAIT Polytechnic, 1940 Centre Avenue NE.

## YOUR CAREER

As a Railway Conductor, you will be an important part of the team delivering high levels of service and satisfaction to your customers. As a Conductor you may be responsible for switching and marshalling rail cars, delivering loaded shipments or empty rail cars, building and organizing trains, moving trains from origin to destination and ensuring the safety of the people, equipment and shipments. You will also communicate with distribution centres, yard managers and staff, railway dispatchers, local management and many others by radio, computer, signals and other means. The ability to follow detailed instructions to ensure safety and superior service is critical.

The railway industry is a unionized environment and due to this, seniority is a major factor in the determination of your working assignment. Depending on the location you may find employment as a Yardman/Yard Foreman as well as a Main Line Conductor. After additional training and/or education, many Conductors have progressed into Locomotive Engineer positions, and some have moved into management positions. In addition, some have found work with Short Line Railways and others in related transportation industries. Generally speaking, the remuneration is above average.

## STUDENT SUCCESS

Graduates must have a strong orientation towards safety and accept the rules and conditions of employment. This includes the requirements that the workplace be free of drugs and alcohol. They must also have good communication skills (verbal and written) that will maintain the safety of themselves and others. The ability to be flexible and innovative in problem solving and decision making, including interpersonal conflict is also required. The railway industry operates 24-hours a day, 365 days-a-year. Due to this shift work, being on call and irregular schedules are to be expected. Conductors may also work in all weather conditions and depending on the specific assignment, may spend a significant amount of time outdoors. There is a requirement for physical fitness and the ability to lift heavy objects. The railways have processes in place to assess recruits for medical fitness, drug testing, visual acuity (including colour), criminal and background checks and in some cases, aptitude testing. SAIT does not perform this screening.

## ADMISSION REQUIREMENTS

Alberta High School Diploma or equivalent with at least 50% in the following courses or equivalents:

- Pure Math 20 or Applied Math 20 or Math 20-1 or Math 20-2 or Math 20-3, **AND**,
- Grade 12 English.
- All applicants must demonstrate English Language Proficiency prior to admission, including students educated in Canada.

## SELECTION

There are no additional selection requirements. Admission to this program will be offered on a first-qualified, first-accepted basis.

## TUITION AND FEES (SUBJECT TO CHANGE)

- Please refer to the Tuition and Fee Table.
- International Students, please refer to International Student Fees.
- For student funding, please refer to Financial Assistance.

## BOOKS AND SUPPLIES (SUBJECT TO CHANGE)

- Books and supplies (including personal protection clothing) are approximately \$600.
- Students must wear approved safety footwear.

## PROGRAM OUTLINE

To find the course description for a course shown below, please go to our Course Finder and enter the course acronym and numbers (e.g. DMST-202) into the Quick Search by Course Code field.

Course Code	Course Name	Credit
COMP-264	MS Office Basics	1.5
RCDR-205	Leadership for Conductors	1.5
RLOP-202	Performing Inspections	1.5
RLOP-205	Railway Operations Introduction	3.0
RLOP-207	Railway Business	1.5
RLOP-208	Railway Practical Lab	3.0
RLOP-240	Marshalling and Switching	1.5
RMGT-202	Railway Culture	1.5
RMGT-210	Industrial Organization of Railways	1.5
RREG-210	Career Readiness	1.5
RREG-212	Rules and Regulations for Conductors	6.0
SAFE-227	Railway Safety	1.5
SGNL-204	Air Brake Systems and Tests	1.5
	Program Total	27.0

# RAILWAY CONDUCTOR

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## **PROGRESSION**

Students must attain a PGPA and/or a CGPA of 2.0 or better in each semester and pass the necessary prerequisite courses to progress through the program. To qualify for graduation, students must pass all courses, attain a CGPA of 2.0 or better and complete course requirements within the prescribed timelines.

## **CREDENTIALS**

After successfully completing this program, graduates will receive a SAIT certificate as a Railway Conductor.

## **ACCREDITATION**

SAIT will seek accreditation from the Railway Association of Canada.

## ***Transfer with Certificate to...***

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Transfer options may be available at post-secondary institutions where credits from SAIT programs could be evaluated on an individual basis. Interested students should contact the post-secondary educational institute of their choice for more information.

To learn more, visit [Transfer Options](#).

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# REHABILITATION THERAPY ASSISTANT

- Two-year diploma
- Dual Occupational Therapist and Physiotherapist Assistant Credentials
- Fall start
- Includes clinical practica experience
- On-campus classes with some self-study and online components

## CONTACT US

School of Health and Public Safety  
Room R502, Senator Burns Building  
Phone: 403.284.8500 or  
Email: [hps.info@sait.ca](mailto:hps.info@sait.ca)

## PROGRAM DESCRIPTION

Medical advances permit a growing number of children and adults to live successfully with disabilities. Clients, who have experienced an injury or a health condition that has impacted their ability to function in day-to-day life, can maximize their physical, mental and social abilities through rehabilitation. Under the supervision of an occupational therapist or physiotherapist, the therapist assistant works with clients across the lifespan with the goal of helping the clients to be active participants in society. Therapist assistants also support facility administration by managing therapeutic supplies and maintaining equipment.

SAIT's Rehabilitation Therapist Assistant diploma program trains students to become knowledgeable and skilled assistants in occupational and physical therapy. Course content meets or exceeds the essential competencies required for support personnel in both professions.

The Rehabilitation Therapy Assistant program is two years in length and is comprised of four semesters. The first semester of the program addresses key concepts of rehabilitation and healthcare delivery. Observational visits to the clinical settings assist the student in integrating knowledge of normal physical and psychological function with basic therapeutic skills. More advanced rehabilitation concepts, common health conditions and therapeutic skills used in occupational therapy and physical therapy are taught in the second semester. Professionalism and communication skills are also emphasized and practiced when the student completes a two-week practicum.

The third semester of the program, advanced therapeutic skills and complex health conditions are integrated in a second two-week practicum. In the fourth and final semester, professional practices are integrated in the 12-week practicum. The student returns to SAIT for the final two weeks of the semester for comprehensive practical examinations and to consolidate his/her experiences.

Students must be disciplined for learning through self-study, face-to-face at SAIT, and in a clinical setting and online. Practica experiences are unpaid and may occur outside the Calgary area.

Some courses will require an online component and will require students to have computer and Internet access and e-mail capabilities. All courses require additional self-study.

## YOUR CAREER

Graduates of this program find work as rehabilitation therapy assistants with physical therapy assistant (PTA) and occupational therapy assistant (OTA) skills. Graduates work in a variety of settings, including rehabilitation centres, mental health facilities, hospitals, schools and private physiotherapy clinics in both urban and rural settings.

Graduates often work outside of Alberta.

## STUDENT SUCCESS

- Students with higher secondary or post-secondary marks usually experience greater success in SAIT programs.
- Students who experience success in this program have a strong command of the English language. Students are expected to have basic computer skills prior to admission.
- Previous work or volunteer experience in a health or wellness related field is an asset.
- Therapy assistants need to be self-directed, highly motivated, detail oriented and well-organized.
- Students who experience success in this program are professional and flexible, enjoy working in a team environment and in diverse settings and, above all, enjoy relating to others and assisting others in their wellness.
- Due to the nature of this work, therapy assistants spend the majority of their working hours on their feet and are required to help lift a maximum weight of 50 pounds or 22.68 kg.

## ADMISSION REQUIREMENTS

Alberta High School Diploma or equivalent with an overall average of at least 60% in the following admission requirements or equivalents:

- English Language Arts 30-1, **AND**,
- Biology 30, **AND**,
- Chemistry 20 or Science 20.
- All applicants must demonstrate English Language Proficiency prior to admission, including students educated in Canada.

## SELECTION

- Applications and proof of the admission requirements (transcripts and/or anticipated final grades) must be submitted by May 1 to be included in selection. Applications received after May 1 will be placed on a secondary waitlist and applicants will be contacted if seats become available.
- Applications will be reviewed on a monthly basis and qualified applicants will be emailed a selection package.
- There will be 42 seats offered for the fall intake. We receive more qualified applicants than our quota of seats in the program.

## SELECTION CRITERIA

Admission into the program is determined by a selective process based on academic qualifications. In the selection process applicants will be assessed according to the following weighted criteria and seats will be offered accordingly.

- Admission requirements course average
- Career aptitude (Career and Program Investigation)
- Work/Volunteer experience

Applicants who fail to complete the selection requirements will be excluded from selection.

# REHABILITATION THERAPY ASSISTANT

## PRACTICUM REQUIREMENTS

The School of Health and Public Safety has many practica partners located within Alberta and across Canada. Practicum placements in Calgary are limited and students may be required to relocate outside of Calgary for practicum.

Successful candidates will be informed of the allocation of their practicum placement by the program. There is no guarantee that students will be placed at their desired practicum location. Special considerations of personal circumstances will not be given in regards to assigning practicum placements. Students will be responsible for fees associated with practicum such as relocation and travel costs.

In compliance with the practica agreements with our clinical partners, successful candidates will be requested to provide proof of the following requirements:

- **Updated Immunization Records:** Most practicum sites require students to demonstrate updated immunization status prior to attending practicum. Successful candidates will be asked to provide an up-to-date immunization record to the SAIT Health Clinic as part of the program orientation. Failure to do so could jeopardize a student's ability to complete the practicum portion of his/her program. The receiving practicum site has the right to refuse students who cannot prove they have met all the required immunizations. It is advised to start the immunization process early.
- **Security Clearance:** According to the Protection for Persons in Care Act, our practica sites require that students obtain a Criminal Records Check (CRC), including Vulnerable Sector Check (VSC), prior to going on practicum. Any criminal code offence for which a pardon has not been received may be a deterrent to a student's entry into practicum, and therefore will result in an uncompleted program or non-graduating status. Successful candidates will be asked to provide a clear CRC record to the School of Health and Public Safety main office on orientation day. The record must be dated no earlier than 90 days prior to your program orientation day (typically orientation day is held the week prior to the first day of class).
- **N95 Respiratory Mask:** In compliance with Occupational Health and Safety (OHS) Code, Part 18 Personal Protective Equipment, Section 250 Effective facial seal, students are fit-tested for respiratory masks prior to their practica. Fit-testing is available on campus. The OHS Code Explanation Guide states the effectiveness of the respiratory protective equipment depends on an effective face piece seal to the skin of the face. The seal is dependent on facial differences (shape or size) or facial hair. Facial hair must be removed where the mask contacts the face for the test. Failure to adequately fit an N-95 mask may result in a restricted practicum and/or limited employment. Additionally, a student may need to be tested again in two years or if there are changes to the face which impact the ability of the respirator to form an effective seal (e.g. weight gain/loss, growth of facial hair, dental surgery, or facial scarring).
- **Health and Wellness Status:** Due to the demanding nature of the work in the health care field and Occupational Health and Safety requirements, the health care field has a strong focus on health and wellness. Students with a medical condition or disability that may impact them in a practicum setting are strongly advised to discuss concerns with the program academic chair and/or SAIT Accessibility Services as soon as possible upon acceptance into the program. Please review the attached document for guidance on entering an allied health program with a medical condition or disability.

More details on the practica requirements per program are outlined on a pre-orientation website for successful candidates.

## TUITION AND FEES (SUBJECT TO CHANGE)

- Please refer to the Tuition and Fee Table.
- International Students, please refer to International Student Fees.
- For student funding, please refer to Financial Assistance.
- Students are responsible for any additional expenses related to their practicum including relocation costs to practicum sites outside of Calgary.
- There is a fee associated with obtaining a criminal record check (including vulnerable sector check) and is payable to the Police or the RCMP.

## BOOKS AND SUPPLIES (SUBJECT TO CHANGE)

- Textbooks and other learning materials cost about \$1,500.
- Students are required to have access to a personal computer, printer and Internet. Computers must meet the specifications listed in Fees and Expenses.

## PROGRAM OUTLINE

- To find the course description for a course shown below, please go to our Course Finder and enter the course acronym and numbers (e.g., DMST-202) into the Quick Search by Course Code field.
- This program is being reviewed and could undergo changes.
- SAIT students are offered an opportunity to develop lifelong learning skills in an online environment. One or more courses in the Rehabilitation Therapy Assistant program are offered fully or partially online.

### First Year

#### Semester 1 – Fall

Course Code	Course Name	Credit
ANPH-209*	Anatomy and Physiology	3.0
ORNT-208	Orientation to Rehabilitation	3.0
PROF-210	Introduction to Healthcare Delivery	1.5
PSYC-210	Lifespan Development	3.0
RHAB-230	Anatomy of Movement	3.0
RHAB-232	Fundamentals of Client Care	3.0
Semester 1 Total		16.5

#### Semester 2 – Winter

Course Code	Course Name	Credit
COMM-263	Practice Skills – Communication	1.5
PRCT-230	Practicum 1	3.0
RHAB-240	Practice Skills – Modalities	3.0
RHAB-242	Practice Skills – OTA Foundations	3.0
RHAB-244	Practice Skills – Exercise	3.0
RHAB-246	Health Conditions 1	3.0
Semester 2 Total		16.5

First Year Total		33.0
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# REHABILITATION THERAPY ASSISTANT

Course Code	Course Name	Credit
<b>Second Year</b>		
<b>Semester 3 – Fall</b>		
PRCT-232	Practicum 2	3.0
RHAB-260	Practice Skills – Mental Health Concepts	3.0
RHAB-262	OTA Advanced Practice Skills	3.0
RHAB-264	PTA Advanced Practice Skills	3.0
RHAB-266	Communication Disorders	1.5
RHAB-268	Health Conditions 2	3.0
Semester 3 Total		16.5
First Year Total		30.0
<b>Semester 4 – Winter</b>		
PRCT-234	Practicum 3	6.0
PROF-260	Professional Practice	3.0
RHAB-270	Practicum Consolidation	1.5
Semester 4 Total		10.5
Second Year Total		27.0
Program Total		60.0

\* Available by correspondence or online learning. The courses must be completed within the time frame shown in the program outline. Please contact the Academic Chair prior to enrolling in any online or correspondence courses. Please be advised that full-time student status requires students to take 60 per cent of a full course load per semester. Depending on the number of courses completed by correspondence, a student may be considered a part-time student, which may impact his/her financial loan status.

## PROGRESSION

Students must attain a PGPA and/or a CGPA of 2.0 or better in each semester and pass the necessary prerequisite courses to progress through the program. To qualify for graduation, students must pass all courses, attain a CGPA of 2.0 or better and complete course requirements within the prescribed timelines.

## CREDENTIALS

After successfully completing this program, graduates will receive a SAIT Rehabilitation Therapy Assistant diploma with both the occupational therapist assistant (OTA) and the physical therapist assistant (PTA) discipline designations.

## ACCREDITATION

This program has applied for accreditation with the Accreditation Council for Canadian Physiotherapy Academic Programs and the Canadian Association of Occupational Therapists.

## *Transfer with Diploma to...*

Through SAIT Polytechnic transfer agreements and institution partnerships, graduates of this SAIT program may be eligible for credit at the following universities and colleges:

- Athabasca University
- NAIT
- University of Calgary

To learn more, visit [Transfer Options](#).

Transfer options may also be available at other post-secondary institutions where credits from SAIT programs are evaluated on an individual basis. Interested students should contact the post-secondary institute of their choice for more information.

# RESPIRATORY THERAPY

- Three-year diploma
- Fall start
- Includes first-, second- and third-year practica
- Graduates in high demand
- Applications closed April 30, 2014

## CONTACT US

School of Health and Public Safety  
Room R502, Senator Burns Building  
Phone: 403.284.8500 or  
Email: hps.info@sait.ca

## PROGRAM DESCRIPTION

Respiratory Therapy is a diverse and specialized profession that assists physicians in diagnosing, treating, and managing patients by providing such services as cardiopulmonary resuscitation, ventilator management, oxygen and aerosol therapy, patient assessment and evaluation, and diagnostic services including pulmonary function testing and blood analysis. Since 1970, SAIT Polytechnic has been providing students with the right combination of leading-edge theory and hands-on practice needed to succeed.

At SAIT, respiratory therapy students participate in a comprehensive three-year diploma program featuring two years of classroom, lab study, clinical simulation and practica followed by one year of clinical education in an acute and community care facility. Students complete practicum rotations such as adult, pediatric and neonatal intensive care units, the emergency department, anesthesia, wards, homecare pulmonary function and blood gas labs. The first two years each consist of eight months study at SAIT with some clinical practica. The third year is a 12-month clinical placement at an affiliated health care facility. The program will strive to give students their location preference for practica, but as each hospital has limited seats available, placement at preferred sites is not guaranteed; students may have to relocate to complete their clinical year at their own expense.

SAIT instructors, as respiratory therapy professionals, are equipped to offer the latest insights into new technology and best practices in the field including SAIT's Centre for Advanced Patient Care Simulation – a simulation education facility that uses high fidelity human patient simulators which physiologically respond to medical treatment.

Online elements require that students have a personal computer and access to the Internet. The Respiratory Therapy clinical practicum experience includes rotations through adult intensive care, neonatal intensive care, pediatric intensive care, home care, surgical suite and wards. Students will be evaluated on competency and performance in all rotations using a competency tracking system called Comp Tracker. Students are required to have an Apple personal digital assistant (iPad, iPod Touch, or iPhone) to support the Comp Tracker system while at practicum sites.

Learn more about the Respiratory Therapy profession at [careercruising.com](http://careercruising.com). Log-in with username: SAIT, and password: Polytechnic.

This program is under review and could undergo changes.

## YOUR CAREER

Graduates find employment as respiratory therapists in acute care hospitals, community and home care programs, diagnostic laboratories, educational institutions, research facilities, pharmaceutical companies, medical sales and services, and private companies. Future career opportunities may also exist in research, education, administration, and management.

- Graduates of the Respiratory Therapy program have a 100% employment rate.

## STUDENT SUCCESS

- Students with higher secondary or post-secondary marks usually experience greater success in SAIT programs.
- Students are expected to spend approximately 20 hours per week outside of class studying.
- Students who experience success in this program have a strong command of the English language.
- Strong communication and interpersonal skills are paramount given the vast amount of patient interaction required on the job.
- The ideal candidate for this program needs to have very good communication skills, compassion and an interest in caring for others, good organizational and problem solving skills, the ability to think and act in crisis situations and the ability to work effectively, independently and as a member of a team. They are professional and flexible, and enjoy working in diverse settings. They value helping others and working in a high-energy, challenging environment.
- Due to the nature of this work, practitioners spend the majority of their working hours on their feet and may be required to help lift immobile patients.

## ADMISSION REQUIREMENTS

Alberta High School Diploma or equivalent, with the following admission requirements or equivalents:

- At least 60% in Pure Math 30 or Applied Math 30 or Math 30-1, or at least 70% in Math 30-2, **AND**,
- At least 60% in English Language Arts 30-1, **AND**,
- At least 60% in Chemistry 30, **AND**,
- At least 60% in Biology 30.
- All applicants must demonstrate English Language Proficiency prior to admission, including students educated in Canada.

## ENGLISH LANGUAGE REQUIREMENTS

All applicants who have English as an additional language must achieve the following passing scores in Enhanced Language Training Placement Assessment (ELPTA) before a seat can be offered in the program:

- Speaking Benchmark level 9
- Listening Benchmark level 9
- Reading Benchmark level 9
- Writing Benchmark level 9

The language assessment can be completed through the Immigrant Language Vocational Assessment Referral Centre (contact: 403.262.2656). The waitlist is approximately three weeks to access the ELTPA and assessment duration is approximately three hours.

**Please note:** that the program does not accept International English Language Testing System (IELTS), Test of English as a Foreign Language (TOEFL), Michigan English Language Assessment Battery (MELAB) or Michener English Language Assessment (MELA) as equivalent to the Canadian Language Benchmarks.

# RESPIRATORY THERAPY

## SELECTION

Applications and proof of the admission requirements (transcripts and/or midterm grades) must be submitted prior to April 30 to be included in selection. Applications to this program will close April 30, 2014.

**Update April 30, 2014:** Applications for Saskatchewan residents only will remain open until May 30, 2014.

The first round of selection will start December 1 and will continue on a monthly basis.

Applicants who apply after the program has been filled will be required to complete the selection process and be placed on a waitlist.

There will be a minimum of 48 seats offered for the fall intake. An additional eight seats are reserved for Saskatchewan residents.

We receive more qualified applicants than our quota of seats in the program. In order to best select our students, the School of Health and Public Safety will email a selection package to those that meet Admission Requirements. Applicants will be ranked based on the selection criteria stated above. A composite score will be determined and seats will be offered in rank order.

Successful candidates must sign a practicum agreement contract prior to final acceptance.

## SELECTION CRITERIA

Admission into the Respiratory Therapy program is determined by a selective process based on academic qualifications. In the selection process applicants will be assessed according to the following weighted criteria:

- Admission requirements course average: 81%
- Additional education or certifications: 19%  
(The number of years of post-secondary education. Completed diploma or degree.)
- Career aptitude (Career and Program Investigation): Required, but not weighted.

A composite score will be determined as we receive applications and seats will be offered in rank order on an ongoing basis until all seats are full.

## COMMUNICATION DURING SELECTION

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.

## PRACTICUM REQUIREMENTS

The School of Health and Public Safety has many practica partners located within Alberta and across Canada. Practicum placements in Calgary are limited and students may be required to relocate outside of Calgary for practicum.

Successful candidates will be informed of the allocation of their practicum placement by the program. There is no guarantee that students will be placed at their desired practicum location. Special considerations of personal circumstances will not be given in regards to assigning practicum placements. Students will be responsible for fees associated with practicum such as relocation and travel costs. All students are required to return to SAIT campus for one week in each semester of the third year of the program, regardless of where he or she is placed for practicum.

In compliance with the practica agreements with our clinical partners, successful candidates will be requested to provide proof of the following requirements:

- **Current Heart and Stroke Foundation Health Care Provider Level (C) CPR** must be valid for the duration of your practicum. SAIT offers the above CPR course on a continuous basis (CPRS 212 Health Care Provider). Please note that only Heart and Stroke Foundation of Canada CPR certification will be accepted.
- **Updated Immunization Records:** Most practicum sites require students to demonstrate updated immunization status prior to attending practicum. Successful candidates will be asked to provide an up-to-date immunization record to the SAIT Health Clinic as part of the program orientation. Failure to do so could jeopardize a student's ability to complete the practicum portion of his/her program. The receiving practicum site has the right to refuse students who cannot prove they have met all the required immunizations. It is advised to start the immunization process early.
- **Security Clearance:** According to the Protection for Persons in Care Act, our practica sites require that students obtain a Criminal Records Check (CRC), including Vulnerable Sector Check (VSC), prior to going on practicum. Any criminal code offence for which a pardon has not been received may be a deterrent to a student's entry into practicum, and therefore will result in an uncompleted program or non-graduating status. Successful candidates will be asked to provide a clear CRC record to the School of Health and Public Safety main office on orientation day. The record must be dated no earlier than 90 days prior to your program orientation day (typically orientation day is held the week prior to the first day of class).
- **N95 Respiratory Mask:** In compliance with Occupational Health and Safety (OHS) Code, Part 18 Personal Protective Equipment, Section 250 Effective facial seal, students are fit-tested for respiratory masks prior to their practica. Fit-testing is available on campus. The OHS Code Explanation Guide states the effectiveness of the respiratory protective equipment depends on an effective face piece seal to the skin of the face. The seal is dependent on facial differences (shape or size) or facial hair. Facial hair must be removed where the mask contacts the face for the test. Failure to adequately fit an N-95 mask may result in a restricted practicum and/or limited employment. Additionally, a student may need to be tested again in two years or if there are changes to the face which impact the ability of the respirator to form an effective seal (e.g. weight gain/loss, growth of facial hair, dental surgery, or facial scarring).
- **Health and Wellness Status:** Due to the demanding nature of the work in the health care field and Occupational Health and Safety requirements, the health care field has a strong focus on health and wellness. Students with a medical condition or disability that may impact them in a practicum setting are strongly advised to discuss concerns with the program academic chair and/or SAIT Accessibility Services as soon as possible upon acceptance into the program. Please review the attached document for guidance on entering an allied health program with a medical condition or disability.

More details on the practica requirements per program are outlined on a pre-orientation website for successful candidates.

# RESPIRATORY THERAPY

## TUITION AND FEES (SUBJECT TO CHANGE)

- Please refer to the Tuition and Fee Table.
- International Students, please refer to International Student Fees.
- For student funding, please refer to Financial Assistance.
- College and Association of Respiratory Therapists of Alberta (CARTA) annual dues are approximately \$425.
- Canadian Society of Respiratory Therapists (CSRT) annual dues are approximately \$100 for students and \$180 for regular members.
- Canadian Board of Respiratory Care (CBRC) exam fee is approximately \$900.
- Students are responsible for any additional expenses related to their practica including relocation costs to practicum sites outside Calgary.
- There is a fee associated with obtaining a criminal record check (including vulnerable sector check) and is payable to the Police or the RCMP.

## BOOKS AND SUPPLIES (SUBJECT TO CHANGE)

- Books, supplies and uniform are approximately \$2,500.
- Students are required to have access to a personal computer, printer and Internet. Computers must meet the specifications listed in Fees and Expenses.
- Students require an Apple personal digital assistant (iPad, iPod Touch, or iPhone) to support the Comp Tracker system.

## PROGRAM OUTLINE

- To find the course description for a course shown below, please go to our Course Finder and enter the course acronym and numbers (e.g., DMST-202) into the Quick Search by Course Code field.
- This program is being reviewed and could undergo changes.
- SAIT students are offered an opportunity to develop lifelong learning skills in an online environment. Some core courses in the Respiratory Therapy program are offered fully or partially online.

Course Code	Course Name	Credit
<b>First Year</b>		
<b>Semester 1 – Fall</b>		
HLTH-201	Healthcare Core	3.0
RESP-212	RT Anatomy and Physiology	3.0
RESP-214	Patient Assessment 1	3.0
RESP-216	RT Clinical Practice 1	3.0
RESP-218	RT Fundamentals	3.0
Semester 1 Total		15.0
<b>Semester 2 – Winter</b>		
PATH-254	Pathophysiology 1	3.0
RESP-262	Patient Assessment 2	3.0
RESP-264	RT Clinical Practice 2	3.0
RESP-266	Interventions 1	6.0
Semester 2 Total		15.0
First Year Total		30.0
<b>Second Year</b>		
<b>Semester 3 – Fall</b>		
PATH-311	Pathophysiology 2	3.0
RESP-315	Patient Assessment 3	3.0
RESP-317	RT Clinical Practice 3	3.0
RESP-319	Interventions 2	6.0
Semester 3 Total		15.0

Course Code	Course Name	Credit
<b>Semester 4 – Winter</b>		
PATH-312	Pathophysiology 3	1.5
RESP-314	Anesthesia	1.5
RESP-327	PFT & Outpatient Care	3.0
RESP-329	RT Clinical Practice 4	3.0
RESP-330	Interventions 3	6.0
Semester 4 Total		15.0
Second Year Total		30.0
<b>Third year</b>		
<b>Semester 5 – Spring/Summer (15 weeks)</b>		
PRCT-312	RT Practicum 1	6.0
RESP-340	RT Clinical Theory 1	3.0
RESP-342	Practicum Foundations 1	3.0
Semester 5 Total		12.0
<b>Semester 6 – Fall</b>		
PRCT-314	RT Practicum 2	6.0
RESP-350	RT Clinical Theory 2	3.0
RESP-352	Practicum Foundations 2	3.0
Semester 6 Total		12.0
<b>Semester 7 – Winter</b>		
PRCT-316	RT Practicum 3	6.0
RESP-370	RT Clinical Theory 3	3.0
RESP-372	Practicum Capstone	3.0
Semester 7 Total		12.0
Third Year Total		36.0
Program Total		96.0

\* The courses must be completed within the time frame shown in the program outline.

Please be advised that full-time student status requires students to take 60 per cent of a full course load per semester. Depending on the number of courses completed by correspondence, a student may be considered a part-time student, which may impact his/her financial loan status.

## PROGRESSION

Students must attain a PGPA and/or a CGPA of 2.0 or better in each semester and pass the necessary prerequisite courses to progress through the program. To qualify for graduation, students must pass all courses, attain a CGPA of 2.0 or better and complete course requirements within the prescribed timelines.

## CREDENTIALS

- After successfully completing this program, graduates will receive a SAIT Respiratory Therapy diploma.
- Graduates from the SAIT program must successfully challenge the Canadian Board of Respiratory Care (CBRC) examination to earn the right to practice Respiratory Therapy in Canada.
- Any graduate wishing to work in Alberta must be a member of CARTA and pay the \$425 membership fee and provide proof of CLBA of nine in all categories.
- Graduates wishing to work outside of Alberta may register with the CSRT by paying the \$185 membership fee.
- After graduates become members of a professional organization they may register with the CBRC by paying the \$900 national examination fee that will then allow them to challenge the national exam.

# RESPIRATORY THERAPY

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## ACCREDITATION

The Respiratory Therapy program delivered by SAIT is accredited by the Council on Accreditation for Respiratory Therapy Education. The program also works closely with our Advisory Committee to ensure that our curriculum continues to exceed provincial and national accreditation standards.

## *Transfer with Diploma to...*

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Through SAIT Polytechnic transfer agreements and institution partnerships, graduates of this SAIT program may be eligible for credit at the following universities and colleges:

- Athabasca University
- Memorial University of Newfoundland (The Marine Institute)
- NAIT
- Thompson Rivers University
- University of New Brunswick, Saint John
- University of Ontario Institute of Technology

To learn more, visit [Transfer Options](#).

Transfer options may also be available at other post-secondary institutions where credits from SAIT programs are evaluated on an individual basis. Interested students should contact the post-secondary institute of their choice for more information.

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# TECHNOLOGY INFRASTRUCTURE MANAGEMENT

- 40-week Fast-Track certificate
- September start
- Includes an eight-week practicum

## CONTACT US

Phone: 403.210.4522 or

Email: fast-track@sait.ca

## PROGRAM DESCRIPTION

"According to analysts more than 70 per cent of a typical IT budget is spent on infrastructure, such as servers, operating systems, storage and networking. Add to this the need to refresh and manage desktop and mobile devices and you have a unique set of challenges for IT infrastructure to face." (Microsoft.com).

Companies are looking for employees who can bridge the gap between their technical and business teams. The Technology Infrastructure Management (TIM) program prepares you for challenging and exciting opportunities in the information technology field.

The program's technical focus is server and network system management using Microsoft, Cisco and open source technologies. By developing project management methodologies, effective communication and leadership skills, you will develop strategies to provide quality solutions that illustrate the business relevance in the technical solution. The mandatory eight week practicum provides the applied learning experience that is essential for success in industry. Upon completion of the program, you will be prepared to successfully challenge the MCITP, CCNA and ITIL Foundations certification exams.

## YOUR CAREER

Graduates may find employment as an infrastructure architect, infrastructure analyst, IT consultant, systems administrator, network administrator, or technical service agent.

- Graduates of the Technology Infrastructure Management program have a 100% employment rate.

## STUDENT SUCCESS

Students with higher grades usually experience more success in SAIT programs. This is an intensive program requiring a commitment of both time and energy; students who experience success are those who make their education a priority throughout the program.

## Ideal candidate

The ideal candidate for the Technology Infrastructure Management (TIM) program possesses an undergraduate degree or diploma, intermediate Microsoft Office skills and an exceptional ability to work in teams. A strong interest in information technology and its relationship to business is also essential. Students who demonstrate extensive business and/or IT related work experience will also be considered.

## ADMISSION REQUIREMENTS

- Undergraduate degree or diploma from a recognized university, institute or college.
- All applicants must demonstrate English Language Proficiency prior to admission, including students educated in Canada.

Due to the tight integration of courses in the Technology Infrastructure Management (TIM) program, credit for Prior Learning is not available.

## SELECTION

Selection is done on a continuous basis. It is important to apply early and submit all transcripts promptly for assessment. The selection process starts after all admission requirements are met. Priority will be given to students who have program-related education or work experience.

If student financing is required, apply at least 8 weeks prior to the program start date, to allow adequate time for processing. Financing must be in place before the program start date.

Email is the main form of communication during the admission/selection process. Be sure to check your email account regularly so as to not miss any important communications.

There are 24 seats offered in each intake.

## Selection Process

The selection process begins once admission requirements have been met. Applicants will be contacted by email to request the selection criteria documents. Once the documents have been evaluated by the department, qualified applicants will be invited to the Selection appointment. The final decision for acceptance into the program will be made by the Program Coordinator.

## SELECTION CRITERIA

All documents should be submitted to the School of ICT Fast-Track office by email to fast-track@sait.ca or fax to 403.210.4523. Selection is based on the following criteria:

- Current resumé outlining previous education and experience.
- ICT Fast-Track Career & Program Investigation Form. The document is scored to determine suitability for the program so it is important to be detailed and thorough. Lack of attention to detail, including spelling and typing errors, may affect admission.
- A copy of educational transcripts and related IT certifications.
- Attend a mandatory selection appointment (scheduled every two weeks).

Once the program is full, applicants will continue to be selected and added to the waitlist.

## TUITION AND FEES (SUBJECT TO CHANGE)

- Please refer to the Tuition and Fee Table.
- International Students, please refer to International Student Fees.
- For student funding, please refer to Financial Assistance.

## BOOKS AND SUPPLIES (SUBJECT TO CHANGE)

- Tuition includes all course materials, student fees and access to appropriate technology.

# TECHNOLOGY INFRASTRUCTURE MANAGEMENT

## PROGRAM OUTLINE

- To find the course description for a course shown below, please go to our Course Finder and enter the course acronym and numbers (e.g. DMST-202) into the Quick Search by Course Code field.
- The courses listed are not shown in instructional order. Due to the nature of the fast-track programs some course may be modified or replaced.

Course Code	Course Name	Credit
CMPH-239	Personal Computer Fundamentals	3.0
CMPN-307	Network Infrastructure and Design for TIM	3.0
CMPN-308	Active Directory and Design for TIM	1.5
CMPN-311	CCNA Foundations	6.0
CMPP-253	SQL Server for TIM	3.0
CMPP-262	Designing a Secure Network	1.5
CMPS-224	MS Exchange for TIM	1.5
CMPS-230	Desktop Operating Systems for TIM	3.0
COMM-261	Business Communications for Technology Professionals	1.5
CPLN-240	Career Planning and Management	1.5
CPNT-208	Data Storage and Management	1.5
CPNT-211	Virtualization	1.5
CPRG-204	SharePoint Server	1.5
MGMT-280	Business and Professional Skills for TIM	1.5
NETT-270	Linux Installation and Administration	1.5
PRAC-299	Practical Experience for TIM	3.0
PROJ-209	Project Management Skills I for TIM	3.0
PROJ-220	Project Management Skills II for TIM	1.5
PROJ-308	Project Management Skills III for TIM	3.0
	Program Total	43.5

## PROGRESSION

Students must attain a PGPA and/or a CGPA of 2.0 or better in each semester and pass the necessary prerequisite courses to progress through the program. To qualify for graduation, students must pass all courses, attain a CGPA of 2.0 or better and complete course requirements within the prescribed timelines.

## CREDENTIALS

- After successfully completing this program, graduates will receive a SAIT certificate in Technology Infrastructure Management.
- Students may also choose to pursue further designations, including A+, Microsoft Certified Information Technology Professional (MCITP), and Certified Cisco Network Associate (CCNA). Additional training or testing may be required at the students' own expense.

## *Transfer with Certificate to...*

Through SAIT Polytechnic transfer agreements and institution partnerships, graduates of this SAIT program may be eligible for credit at the following universities and colleges:

- SAIT Polytechnic

To learn more, visit Transfer Options.

Transfer options may also be available at other post-secondary institutions where credits from SAIT programs are evaluated on an individual basis. Interested students should contact the post-secondary institute of their choice for more information.

## TRAVEL AND TOURISM

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- 5-star rating from the Association of Canadian Travel Agencies (ACTA)
- Two-year diploma
- Live, experiential training in SAIT's Destinations Travel Centre
- Professional paid internship
- Applications process begins in October for start in the following September
- Optional international study tour
- High industry demand

### CONTACT US

School of Hospitality and Tourism  
Room E179, John Ware Building  
Phone: 403.284.8612 or  
Email: [hospitality.info@sait.ca](mailto:hospitality.info@sait.ca)

### PROGRAM DESCRIPTION

If you have a passion for the exciting world of travel and tourism, consider the diverse opportunities for employment in Canada and abroad. With a 5-star rating from the Association of Canadian Travel Agencies, the Travel and Tourism program at SAIT will give you a hands-on, practical education, ensuring that you're ready to jump into the market with real-world knowledge and skills.

Tourism is one of the world's hottest growth industries with new destinations opening up for visitors around the world. At SAIT, we prepare students for rewarding and in-demand careers through expert instruction from industry leaders, hands-on learning, and state-of-the-art facilities. In fact, you'll find SAIT alumni working in top tourism organizations in Calgary, Canada, and around the globe.

During the two year program, you'll learn how to use reservation systems for airlines, assess airfare, and gain insight on industry rules and regulations. Our blended learning environment includes classroom instruction, laptop delivery, and a live working environment – all delivered through a personalized approach.

Beyond learning about airline reservation processes, you will become familiar with global tourist areas and attractions, study technologies for selling cruises, vacation packages, adventure tours, eco tours, niche travel, and more. Your training also covers important areas like sales, marketing, business management, events planning, accounting, law, and entrepreneurship.

Now for the exciting part – you get to apply these skills on campus in Destinations, the only live student-run travel centre in North America! As part of SAIT's Destinations travel team, you'll really get a taste for what it's like to work in the tourism industry.

Destinations is a licensed travel centre that is equipped with the latest industry booking and accounting software. Students have travel agent access to all major airline and tour companies. Here, you will work with the SAIT community to research, quote and make real reservations for flight, hotel, car, vacation packages and travel insurance bookings.

### TRAVEL INDUSTRY SOFTWARE

As part of your training, you will have access to exclusive travel industry links and resources not available to the general public. Some examples of the latest industry software you will learn how to use:

- Airline reservation systems such as Apollo by Travelport and Sabre,
- Online booking tools like Expedia, Travelocity and Travel Partners' agent areas,
- Automated accounting software connected to the booking systems.

### PROFESSIONAL INTERNSHIP AND STUDY TOURS

Between your first and second year of study, you will get to apply your skills in a professional paid internship. In addition to gaining experience in a real-world environment, internships provide valuable connections and opportunities to network with future employers.

As a student, you can also take advantage of exciting international study tours. Previous tour locations have included Peru, Turkey, China, Central America, Vietnam, Egypt, Morocco and Southern Europe. We also offer study exchanges through the global education network to Australia and Singapore.

### WORK TOWARD YOUR CERTIFIED TRAVEL COUNSELLOR (CTC) DESIGNATION

Graduates with a GPA of 3.0 or higher at the end of semester 5 are encouraged to apply to write the Association of Canadian Travel Agencies (ACTA) national certification examination to progress toward the Certified Travel Counsellor (CTC) designation.

### YOUR CAREER

Graduates can look forward to entry-level careers in the retail travel trade, corporate travel offices, airline customer service and reservation call centres, tour operators, destination wedding planners, resorts and cruise lines, destination attractions, and government tourism offices. Many students have their own business after working in the industry for a few years.

- Graduates of the Travel and Tourism program have a 97% employment rate.

# TRAVEL AND TOURISM

## STUDENT SUCCESS

- Keep in mind that working in a retail setting can mean long hours sitting at a desk, interacting with clients, working with computers, weekends and evening shifts.
- Careers in airlines or as a tour operator often require heavy lifting (baggage), travel and shift work.
- Sales and marketing careers may require frequent travel.
- Most successful students spend approximately 20 hours per week doing homework and review, with additional study required to prepare for exams.
- The material is presented at a fairly rapid rate, so for the greatest level of success you must be present and take responsibility for your learning experience.
- You must be able to read, write and comprehend the English language at a level exceeding basic conversational English.
- Students with higher grades in high school usually experience more success in SAIT programs.
- Find out more about pre-orientation guidelines for this program.

## ADMISSION REQUIREMENTS

Alberta High School Diploma or equivalent with at least 50% in the following courses:

- Pure Math 20 or Applied Math 20 or Math 20-1 or Math 20-2 or Math 20-3 or Math 24, **AND**,
- English Language Arts 30-1 or 30-2.
- All applicants must demonstrate English Language Proficiency prior to admission, including students educated in Canada.

## SELECTION

There are no additional selection requirements. Admission to this program will be offered on a first-qualified, first-accepted basis.

## TUITION AND FEES (SUBJECT TO CHANGE)

- Please refer to the Tuition and Fee Table.
- International Students, please refer to International Student Fees.
- For student funding, please refer to Financial Assistance.

## BOOKS AND SUPPLIES (SUBJECT TO CHANGE)

- Books, supplies and fees associated with laptop usage are approximately \$1,500 per calendar year.
- A \$400 security deposit to use a SAIT issued laptop.

## PROGRAM OUTLINE

To find the course description for a course shown below, please go to our Course Finder and enter the course acronym and numbers (e.g., DMST-202) into the Quick Search by Course Code field.

Course Code	Course Name	Credit
<b>First Year</b>		
<b>Semester 1</b>		
COMM-256	Professional Communication and Presentation Skills	3.0
GEOG-225	Destination Studies I	3.0
TOUR-210	Fundamentals of Travel	1.5
TOUR-225	Tourism Career Explorations	1.5
TPRD-225	Tourism Product Essentials	3.0
TSAL-215	Customer Service Excellence	3.0
Semester 1 Total		15.0
<b>Semester 2</b>		
GEOG-250	Destination Studies II	3.0
MGMT-230	Organizational Behaviour in Tourism	3.0
TKTG-250	North American Airfare Pricing	1.5
TOUR-250	Computerized Reservations and File Management	3.0
TPRD-250	Leisure Travel Products	3.0
TSAL-250	The Profession of Selling	1.5
Semester 2 Total		15.0
<b>Semester 3</b>		
PRAC-274	Travel and Tourism Professional Internship	3.0
Semester 3 Total		3.0
First Year Total		33.0
<b>Semester 4</b>		
ACCT-200	Accounting Fundamentals I	1.5
GEOG-325	Destination Studies III	3.0
MKTG-318	Introduction to Tourism Marketing	3.0
TOUR-325	Special Interest Tourism	3.0
TKTG-325	International Airfare Pricing	3.0
TSAL-320	Travel Agency Orientation	1.5
Semester 4 Total		15.0
<b>Semester 4</b>		
CONV-350	Business of Events	3.0
GEOG-350	Destination Studies IV	3.0
HLAW-325	Travel & Tourism Law	3.0
TOUR-315	Entrepreneurial Studies in Tourism	1.5
TOUR-350	Tour Planning and Design	3.0
TSAL-380	Travel Agency Operations	1.5
Semester 4 Total		33.0
Program Total		63.0

## TRAVEL AND TOURISM

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### PROGRESSION

Students must attain a PGPA and/or a CGPA of 2.0 or better in each semester and pass the necessary prerequisite courses to progress through the program. To qualify for graduation, students must pass all courses, attain a CGPA of 2.0 or better and complete course requirements within the prescribed timelines.

### CREDENTIALS

After successfully completing this program, graduates will receive a SAIT diploma in Travel and Tourism.

### ACCREDITATION

The Travel and Tourism Diploma Program is endorsed by the Association Canadian Travel Agencies (ACTA) which is the national association that certifies and designates travel professionals across Canada. Endorsement is granted when a travel program meets or exceeds the educational standards that are based on the nationally validated occupational standards for travel counselling. Completion of the program prepares students to write the Knowledge Exam that is part of the certification requirements to become a Certified Travel Counsellor (CTC). Students that pass the exam receive an Occupational Knowledge Certificate from CITC. For more information on becoming a Certified Travel Counsellor, contact the Canadian Institute of Travel Counsellors.

### *Transfer with Diploma to...*

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Through SAIT Polytechnic transfer agreements and institution partnerships, graduates of this SAIT program may be eligible for credit at the following universities and colleges:

- Athabasca University
- Capilano University
- Dublin Institute of Technology
- Griffith University, Australia
- Hong Kong Polytechnic University
- Robert Gordon University, UK
- Royal Roads University
- Thompson Rivers University
- University of Gloucestershire, UK
- University of New Brunswick, Saint John
- University of South Australia
- University of Strathclyde, UK
- Vancouver Island University

To learn more, visit [Transfer Options](#).

Transfer options may also be available at other post-secondary institutions where credits from SAIT programs are evaluated on an individual basis. Interested students should contact the post-secondary institute of their choice for more information.

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# WATER TREATMENT OPERATOR

- 18-month certificate
- Fall start

## CONTACT US

MacPhail School of Energy  
Room KA440, Johnson-Cobbe Energy Centre  
Phone: 403.284.8451  
Fax: 403.284.8262  
Email: energy.info@sait.ca

## PROGRAM DESCRIPTION

Upon completion of the Water Treatment Operator program, the graduates shall have working knowledge and skills related to SAGD (Steam Assisted Gravity Drainage) water chemistry and unit operations typical of enhanced oil recovery facilities.

The program consists of three 15-week semesters, and focuses on water treatment processes and equipment, plant operations and equipment, SAGD water chemistry, and safety and regulations.

An optional co-operative work-term is also offered following the second semester, combining the traditional academic program with a four-month term of related industrial work experience.

## YOUR CAREER

The Water Treatment Operator program prepares students for careers as operators responsible for providing guidance and support to SAGD operations, including analyzing specifications and controlling continuous operation of the SAGD Water Plant units and equipment.

You will have career opportunities in the energy industry, which will involve working for oil sands producers in field operations.

Water Treatment Operator graduates are skilled in communication, mentoring qualities, team work, organization and pay attention to detail.

## STUDENT SUCCESS

Students with higher secondary or post-secondary marks usually experience greater success in SAIT programs.

## ADMISSION REQUIREMENTS

Alberta High School Diploma or equivalent, with the following admission requirements or equivalents:

- At least 50% in Pure Math 30 or Math 30-1, or at least 60% in Math 30-2 **AND**
- At least 50% in English Language Arts 30-1 or English Language Arts 30-2, **AND**
- At least 50% in Chemistry 30
- All applicants must demonstrate English Language Proficiency prior to admission, including students educated in Canada.

## SELECTION

There are no additional selection requirements. Admission to this program will be offered on a first-qualified, first-accepted basis.

## TUITION AND FEES (SUBJECT TO CHANGE)

- Please refer to the Tuition and Fee Table.
- International Students, please refer to International Student Fees.
- Student funding, please refer to Financial Assistance.

## PROGRAM OUTLINE

- To find the course description for a course shown below, please go to our Course Finder on [sait.ca](http://sait.ca) and enter the course acronym and numbers (i.e., DMST-202) into the Quick Search by Course Code field.

Course Code	Course Name	Credit
<b>Semester 1</b>		
COMM-238	Technical Communications I	3.0
COMP-261	MS Office: An Introduction	1.5
SAFE-275	Industrial Safety	1.5
PETR-230	Intro to Thermal & SAGD Technologies	1.5
CHEM-260	General Chemistry	3.0
Semester 1 Total		10.5
<b>Semester 2</b>		
CHEM-265	Lab Techniques	3.0
ENVS-255	Environmental Regulations	1.5
CHEM-280	Water Chemistry	3.0
MECH-350	Mechanical Equipment	3.0
Semester 2 Total		10.5
First Two Semesters' Total		21.0
<b>Co-op Work Term (Optional)</b>		
PRAC-291	Work Term for SAGD Co-op	
<b>Semester 3</b>		
PROP-325	Unit Operations	6.0
PROP-330	Process Control	3.0
PROP-335	Process Analysis	3.0
Semester 3 Total		12.0
Program Total		33.0

## PROGRESSION

Students must attain a PGPA and/or a CGPA of 2.0 or better in each semester and pass the necessary prerequisite courses to progress through the program. To qualify for graduation, students must pass all courses, attain a CGPA of 2.0 or better and complete course requirements within the prescribed timelines.

## CREDENTIALS

After successfully completing this program, graduates will receive a SAIT certificate in Water Treatment Operator.

## Transfer with Certificate to...

Transfer options may also be available at other post-secondary institutions where credits from SAIT programs are evaluated on an individual basis. Interested students should contact the post-secondary institute of their choice for more information.

To learn more, visit [Transfer Options](#).

# WEB DEVELOPER

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- 23-week Fast-Track certificate
- September and March starts
- Includes an eight-week practicum

## CONTACT US

Phone: 403.210.4522 or  
Email: fast-track@sait.ca

## PROGRAM DESCRIPTION

Can you imagine a world without the Web? Can you make it through a day without accessing an online service like Google, Facebook, or Wikipedia? Would you like to be a part of the industry that invents and advances the tools that make the online world possible?

SAIT's new 23-week Web Developer program will provide you with the skills required to enter this exciting field. Whether you want to create corporate websites, develop your own consulting business, or create the next hot Web service, this program will help you develop the creative and technical skills to design and construct user-friendly websites. Social media, multimedia, and e-commerce integration, web analytics, design tools and techniques, and career/consulting essentials will also be included. After 15 weeks in class, enhance your training and start your career with an 8-week industry practicum.

## YOUR CAREER

Graduates may find employment as a web developer, web designer, webmaster, Intranet developer, and web analyst.

- Graduates of the Web Developer program have a 100% employment rate.

## STUDENT SUCCESS

Students with higher grades usually experience more success in SAIT programs. This is an intensive program requiring a commitment of both time and energy; students who experience success are those who make their education a priority throughout the program.

## Ideal Applicant

The ideal candidate for the Web Developer (WBDV) program will be both creative and technical in nature. You are collaborative and work well in teams. You are capable of learning independently and enjoy self-directed study. Most importantly, you possess some previous knowledge of web development programming languages.

## ADMISSION REQUIREMENTS

- Alberta High School Diploma or equivalent with at least 50% in 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.

Due to the tight integration of the courses in the Web Developer (WBDV) program, credit for Prior Learning is not available.

## SELECTION

Selection is done on a continuous basis. It is important to apply early and submit all transcripts promptly for assessment. The selection process starts after all admission requirements are met. Priority will be given to students who have program-related education or work experience.

If student financing is required, apply at least 8 weeks prior to the program start date, to allow adequate time for processing. Financing must be in place before the program start date.

Email is the main form of communication during the admission/selection process. Be sure to check your email account regularly so as to not miss any important communications.

There are 24 seats offered in each intake.

## Selection Process

The selection process begins once admission requirements have been met. Applicants will be contacted by email to request the selection criteria documents. Once the documents have been evaluated by the department, qualified applicants will be invited to the Selection appointment. The final decision for acceptance into the program will be made by the Program Coordinator.

## SELECTION CRITERIA

All documents should be submitted to the School of ICT Fast-Track office by email to fast-track@sait.ca or fax to 403.210.4523. Selection is based on the following criteria:

- Current resumé outlining previous education and experience.
- ICT Fast-Track Career & Program Investigation Form. This document is scored to determine suitability for the program so it is important to be detailed and thorough. Lack of attention to detail, including spelling and typing errors, may affect admission. A copy of educational transcripts and related IT certifications.
- Proof of previous education or experience in web programming. If prior experience is not proven, a suitable Introduction to Computer Programming course must be completed prior to the start of classes.
- Attend a mandatory selection appointment (scheduled every two weeks).

Once the program is full, applicants will continue to be selected and added to the waitlist.

## TUITION AND FEES (SUBJECT TO CHANGE)

- Please refer to the Tuition and Fee Table.
- International Students, please refer to International Student Fees.
- For student funding, please refer to Financial Assistance.

## BOOKS AND SUPPLIES (SUBJECT TO CHANGE)

- Tuition includes all course materials, student fees and access to appropriate technology.

# WEB DEVELOPER

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## PROGRAM OUTLINE

- To find the course description for a course shown below, please go to our Course Finder and enter the course acronym and numbers (e.g. DMST-202) into the Quick Search by Course Code field.
- The curriculum in SAIT's Fast-Track programs is constantly changing to reflect the needs of the market and ensure the classes offered are up-to-date. For a current course list, please contact the school.

Course Code	Course Name	Credit
CPNT-260	Web Page Construction Fundamentals	1.5
CPNT-261	Web Multimedia	1.5
CPNT-262	Web Client & Server Programming	1.5
CPNT-263	Web Design Tools & Techniques	3.0
CPNT-264	Career & Consulting Essentials	1.5
CPNT-265	The Business of the Web	1.5
DSGN-270	Web Design Theory & Social Media Concepts	1.5
PRAC-276	Web Developer Practicum	3.0
	Program Total:	15.0

## PROGRESSION

Students must attain a PGPA and/or a CGPA of 2.0 or better in each semester and pass the necessary prerequisite courses to progress through the program. To qualify for graduation, students must pass all courses, attain a CGPA of 2.0 or better and complete course requirements within the prescribed timelines.

## CREDENTIALS

After successfully completing this program, graduates will receive a SAIT certificate as a Web Developer.

## *Transfer with Certificate to...*

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Transfer options may also be available at other post-secondary institutions where credits from SAIT programs are evaluated on an individual basis. Interested students should contact the post-secondary institute of their choice for more information.

To learn more, visit [Transfer Options](#).

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# WELDING ENGINEERING TECHNOLOGY

- Two-year diploma
- Fall start
- Distance delivery options
- High industry demand

## CONTACT US

School of Manufacturing and Automation  
Room T470, Thomas Riley Building  
Phone: 403.284.8641 or  
Email: ma.info@sait.ca

## PROGRAM DESCRIPTION

The welding industry is rapidly changing. Advancing welding technology and changing technical standards are creating a need for trained welding specialists. The Welding Engineering Technology program graduates meet this growing need. As a specialist on the engineering team, the technologist not only understands the welding processes used in metal fabrication, but is also trained in quality control, welding metallurgy, codes, fabrication techniques, inspection, drafting, weld design, management/supervision and computer skills. Practical welding skills are also developed to gain an in-depth understanding of welding processes. The Welding Engineering Technology program is the only two-year nationally accredited welding engineering technology program in Canada.

## YOUR CAREER

Graduates may find work as welding specialists on engineering teams, conducting research in a supervisory role as quality control and inspection officers, or in technical sales.

- Graduates of the Welding Engineering Technology program have a 100% employment rate.

## STUDENT SUCCESS

Students with higher secondary or post-secondary marks usually experience greater success in SAIT programs.

## ADMISSION REQUIREMENTS

Alberta High School Diploma or equivalent, with the following admission requirements or equivalents:

- At least 50% in Pure Math 30 or Math 30-1, or at least 70% in Math 30-2, **AND**,
- At least 50% in 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.

## SELECTION

- Applications and proof of the admission requirements (transcripts and/or anticipated final grades) must be submitted by May 31 to be considered for selection.
- Selection will begin on December 1 and will occur monthly until the program is full.
- Applicants who apply after the program has been filled will be placed on a secondary waitlist and may be invited to complete the Career Investigation if a seat becomes available.

## SELECTION CRITERIA

- Qualified applicants will be emailed a selection package and asked to complete a Career Investigation.
- Applicants who fail to complete the Career Investigation will be excluded from the selection.

## TUITION AND FEES (SUBJECT TO CHANGE)

- Please refer to the Tuition and Fee Table.
- International Students, please refer to International Student Fees.
- For student funding, please refer to Financial Assistance.

## BOOKS AND SUPPLIES (SUBJECT TO CHANGE)

- Books and supplies are approximately \$1,600 for the first year and \$1,000 for the second year.

## PROGRAM OUTLINE

To find the course description for a course shown below, please go to our Course Finder and enter the course acronym and numbers (e.g., DMST-202) into the Quick Search by Course Code field.

Course Code	Course Name	Credit
<b>First Year</b>		
<b>Semester 1</b>		
CHEM-205	Metallurgical Chemistry	1.5
COMP-220*	Computer Fundamentals	3.0
EMTL-250	Engineering Materials	3.0
MATH-238	Math for Engineering & Technology I	3.0
PHYS-235*	Engineering Physics	1.5
WDSG-235	Weld and Inspection Practices I	3.0
Semester 1 Total		15.0
<b>Semester 2</b>		
BLPR-282	Blueprint Reading for WET	1.5
CADD-211	Drafting for Manufacturing	1.5
COMM-256	Professional Communication and Presentation Skills	3.0
MATH-288	Math for Engineering & Technology II	3.0
MNGT-320	Project Management	3.0
WDSG-275	Weld and Inspection Practices II	3.0
Semester 2 Total		15.0
First Year Total		30.0
<b>Second Year</b>		
<b>Semester 3</b>		
CODE-315	Codes and Regulations	3.0
EMTL-280	Welding Metallurgy	3.0
ROBT-395	Automated Manufacturing & Robotic Arc Welding Processes	3.0
STAT-245	Statistics for Engineering & Technology I	3.0
WDSG-325	Weld and Design Practices I	3.0
Semester 3 Total		15.0
<b>Semester 4</b>		
EMTL-300	Mechanics of Materials	3.0
EMTL-353	Failure Mitigation	1.5
INSP-341	Non-destructive Inspection	3.0
PROJ-377	Research and Design Solutions	3.0
STCS-255	Engineering Statics	1.5
WDSG-375	Weld and Design Practices II	3.0
Semester 4 Total		15.0
Second Year Total		30.0
Program Total		60.0

\* Available by correspondence and/or e-Learning. The courses must be completed within the time frame shown in the program outline.

# WELDING ENGINEERING TECHNOLOGY

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## PROGRESSION

Students must attain a PGPA and/or a CGPA of 2.0 or better in each semester and pass the necessary prerequisite courses to progress through the program. To qualify for graduation, students must pass all courses, attain a CGPA of 2.0 or better and complete course requirements within the prescribed timelines.

## CREDENTIALS

After successfully completing this program, graduates will receive a SAIT diploma in Welding Engineering Technology.

## ACCREDITATION

The Canadian Council of Technicians and Technologists (CCTT) accredits this program. Graduates may apply for their Certified Engineering Technologist designation after two years of appropriate industrial experience. While at SAIT, students are encouraged to become members in the Canadian Welding Association, American Society for Materials, Society of Automotive Engineers and American Society of Quality.

## *Transfer with Diploma to...*

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Through SAIT Polytechnic transfer agreements and institution partnerships, graduates of this SAIT program may be eligible for credit at the following universities and colleges:

- Athabasca University
- British Columbia Institute of Technology
- Camosun College
- Cape Breton University
- Memorial University of Newfoundland (The Marine Institute)
- NAIT
- SAIT Polytechnic
- Thompson Rivers University
- University of British Columbia
- University of New Brunswick, Saint John
- University of Victoria

To learn more, visit [Transfer Options](#).

Transfer options may also be available at other post-secondary institutions where credits from SAIT programs are evaluated on an individual basis. Interested students should contact the post-secondary institute of their choice for more information.

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**APPRENTICESHIP  
TRAINING AND  
PRE-EMPLOYMENT  
PROGRAMS**

# THE APPRENTICESHIP SYSTEM OF TRAINING

## HOW DOES APPRENTICESHIP WORK?

Apprenticeship is an education and training system that teaches trade knowledge and skills through on-the-job training and formal instruction. The on-the-job training is provided by the employer and supervised by a journeyman. The formal instruction is arranged by the Alberta Learning Apprenticeship Branch and provided by various postsecondary institutions and training establishments. An apprenticeship training program is compulsory when gaining a trade credential. About 80 per cent of the apprentice's training takes place on the job. The other 20 per cent of the training is formal instruction at postsecondary institutions or training establishments.

## WHAT IS A TRADE?

A wide variety of occupations can be classified as trades, and in fact the list of trades differs in each province. In Alberta, a trade is designated under the Apprenticeship and Industry Training Act.

## WHAT IS AN APPRENTICE?

An apprentice works on the job while he or she learns a trade. An apprentice has an apprenticeship contract with an employer that is registered with the Alberta government. An apprentice attends formal instruction. There are about 46,000 registered apprentices in Alberta at any one time.

## WHAT IS A JOURNEYPERSON?

A journeyman has learned the skills of the trade. Most journeymen hold a certificate in their trade. The Alberta Journeyman Certificate indicates that the holder has met certain standards and learned the skills of the trade. About 13 per cent of Alberta's working age population hold trade certificates.

## HOW LONG IS AN APPRENTICESHIP TRAINING PROGRAM?

Apprenticeship training programs vary with the trade. The longest programs run for four periods of training (about four years). A period of training for each trade usually has two components, a specific number of hours of on-the-job training and a set amount of formal instruction. The amount of formal instruction ranges from three to 12 weeks per period.

## HOW MUCH DOES AN APPRENTICE EARN?

Apprentices earn a percentage of the journeyman wage in their trade at the company in which they are employed. The apprentice's wage varies from 40 per cent to 90 per cent of the journeyman's wage, depending on the trade and depending on how much training the apprentice has completed. The apprentice's wage increases as the apprentice progresses from one level of training to the next. An employer must pay a Registered Apprenticeship Program (RAP) apprentice at least the basic minimum wage.

## WHAT IS RAP?

RAP, the Registered Apprenticeship Program, is a modified apprenticeship program that permits a high school student to become an apprentice while attending high school. A RAP apprentice accumulates hours of on-the-job training as credit toward his or her apprenticeship program, and credit toward a high school diploma, or certificate of achievement. How does an apprentice progress through the training?

To progress from one period of an apprenticeship training program to the next, an apprentice will:

- successfully complete the formal instruction;
- have the required hours of on-the-job training and a satisfactory report from the supervisor;
- pass the apprenticeship examination for that period of training (70% pass mark); and,
- have the record book stamped by the nearest Alberta Learning Career Services Centre.

## THE EMPLOYER WILL:

- update the apprentice's record book by recording the on-the-job training provided, the hours worked, the type of work performed, and by evaluating the apprentice; and,
- forward the record book to the nearest Alberta Learning Career Services Centre.
- After completing these steps an apprentice's wages should increase to the next level for that trade. The level may differ with each employer, but will be based on the journeyman wage rate in that company.

## WHAT ARE THE RESPONSIBILITIES OF THE EMPLOYER?

The employer is responsible for:

- providing on-the-job training to the apprentice under the supervision of a journeyman;
- paying the apprentice's wages;
- providing time away from work so that the apprentice can complete the required formal instruction; and,
- maintaining the apprentice's record book.

## WHAT ARE THE RESPONSIBILITIES OF THE APPRENTICE?

The apprentice is responsible for:

- completing the required on-the-job training as assigned by the employer **AND**, at the end of each period of apprenticeship,
- reviewing with his or her supervisor:
- the hours worked;
- the on-the-job training completed;
- ensuring that his or her record book is updated at the end of each period, and forwarded to the nearest Alberta Learning Career Services Centre;
- attending the required formal instruction;
- making arrangements to meet personal financial needs while attending formal instruction; acquiring the text books and
- supplies required for formal instruction;
- successfully completing the requirements of the formal instruction;
- completing the required examinations;
- advising the school:
  - if he or she becomes unemployed or employed by another person so that the contract of apprenticeship can be transferred;
  - if there is a change in address or employment;
- carrying his or her apprentice identification card at all times while at work and producing it on request; **AND**,
- registration for classes at the institution of his/her choice.

## WHERE DOES APPRENTICESHIP FORMAL INSTRUCTION TAKE PLACE?

Formal instruction is delivered at a variety of post-secondary institutions and training establishments, depending on the trade:

- technical institutes;
- colleges;
- vocational colleges;
- private trade schools; and,
- industry training centres.

## HOW MUCH DOES AN APPRENTICESHIP TRAINING PROGRAM COST?

Tuition, SAIT Students' Association (SAITSA) fees and a \$64 Shop Supply fee have now been introduced. The apprentice also pays for textbooks and Independent Learning Modules (ILM).

# THE APPRENTICESHIP SYSTEM OF TRAINING

## TUITION FEES

Tuition fees are set by Alberta Human Resources and Employment for the 2013 – 2014 academic year:

- 4 weeks – \$392
- 6 weeks – \$588
- 7 weeks – \$686
- 8 weeks – \$784
- 10 weeks – \$980
- 12 weeks – \$1,176

The 2014-2015 fees can be found in the online 2014/2015 Apprenticeship Handbook on the financial information page.

Additional fees are charged on a user-pay system for parking, Students' Association and Campus Centre privileges. Please see below for SAITSA Fees.

## SAITSA FEES

- 4 weeks – \$37.24
- 6 weeks – \$55.86
- 7 weeks – \$65.17
- 8 weeks – \$74.48
- 10 weeks – \$93.10
- 12 weeks – \$111.72

An additional Students' Association fee includes student services, student clubs, SafeWalk, special events, Survival Guide, The Odyssey Coffeehouse, The Gateway Restaurant and Bar, The Station Market, SAITSA Seconds (Used Books), and locker rentals.

For more information, check out saitsa.com.

## HOW DOES AN APPRENTICE OBTAIN AN ALBERTA JOURNEYPERSON CERTIFICATE?

- An Alberta Journeyperson Certificate is granted to an apprentice who:
- completes the required hours of on-the-job training and receives a satisfactory report from the supervisor;
- successfully completes the formal instruction;
- passes all required examinations; and,
- has forwarded his or her record book to the Career Development Centre, Alberta Learning, for completion.
- When an apprentice receives an Alberta Journeyperson Certificate, the new journeyperson can use the term "certified" with the name of the trade. This title lets employers and consumers know that a standard of quality or skill, established by industry, has been attained. Journeyperson wages should now be paid.

## WHERE CAN THE JOURNEYPERSON WORK?

The Alberta Journeyperson Certificate is valid in the province of Alberta, and may be recognized in other provinces. If the journeyperson holds a certificate in one of the Interprovincial Standards (Red Seal) trades and is interested in working in another province, the journeyperson can write an Interprovincial Standards Program (Red Seal) exam. Journeymen who carry an Interprovincial Standards Program Red Seal on their provincial certificate would not have to write any further examinations to qualify for certification in any other province in Canada.

## HOW TO BECOME A REGISTERED APPRENTICE ENTRANCE REQUIREMENTS

Currently, to enter an apprenticeship you must have the educational qualifications required for the trade to which you apply. It is to your advantage to obtain as much education as possible. The further you go in school the better your chances will be to get an apprenticeship and succeed in your training. In trades where a minimum level of education is required, you must present a transcript of your school marks when you apply for apprenticeship. If you cannot obtain a school transcript, you will be required to write an approved entrance exam. In certain trades, all applicants must write an entrance exam. Perhaps the most difficult entrance requirement to meet is finding suitable employment with an employer who is a journeyperson or employs a journeyperson in the trade of your choice. To apply for an apprentice position, you should go in person to firms that work in the trade you have selected. You may have to apply to several firms before you find an employer who has a position for an apprentice.

## APPLICATION PROCEDURES

Once you're employed, apprenticeship forms must be signed by both you and your employer. You can get these application forms from the Apprenticeship and Industry Training Division (Advanced Education and Technology) regional offices. If you think you have related work experience and/or training that could be credited toward your apprenticeship, discuss it with your employer and request credit on the application form. Once your application for apprenticeship is approved and your school transcripts or entrance exam marks are recorded, final approval is given and contracts are drawn up.

## CONTRACTS

A contract is signed by the apprentice and the employer. Before signing the contract, you should read it carefully to know your obligations and responsibilities and those of your employer. Once signed, the contract is registered with the Apprenticeship and Industry Training Division. An identification card, course outline booklet and an apprentice record book are issued to you. At this point your apprenticeship training begins.

## REGISTERING FOR APPRENTICESHIP TRAINING AT SAIT

Register for apprenticeship training at SAIT by contacting Student Services at:

Phone: 403.284.7248  
Toll-free: 1.877.284.7248  
Fax: 403.284.7112

### In person:

#### SAIT Student Services

Room MA211, 2nd floor, Heritage Hall  
1301 – 16 Ave NW  
Calgary, AB  
T2M 0L4

Payment or sponsorship information is due upon registration. Visit Trade Secrets for the Apprenticeship Training Schedule (includes intake dates).

## TECHNICAL TRAINING AT POST-SECONDARY SCHOOLS

Apprentices are required to attend technical training courses anywhere from four to 12 weeks in length in each period of apprenticeship. Tuition fees are charged to apprentices. For the technical courses, you must also purchase textbooks, manuals, information packages and specified supplies that may include articles of clothing and/or tools.

# THE APPRENTICESHIP SYSTEM OF TRAINING

## APPRENTICESHIP TRAINING LOCATIONS AT SAIT

A number of apprenticeship programs utilize the facilities developed at SAIT. SAIT offers excellent lab facilities, workshops, cafeterias and other support services. The majority of trades are taught at our main SAIT campus location at 1301 – 16 Avenue NW. We also have two other facilities at the Mayland Heights campus where trades are taught. We have the Bob Edwards Building located at 2015 Centre Avenue SE and the Buck Crump Building located at 1940 Centre Avenue NE.

Apprenticeship Training Programs in Alberta

The Apprenticeship Program that leads to Journey person status in 51 trades in Alberta operates under the direction of the Apprenticeship and Industry Training Board, and Alberta Advanced Education and Technology. Apprenticeship training programs are offered to registered apprentices only. The Apprenticeship and Industry Training Division automatically sends

school schedules for technical training to the apprentice in May. New tuition and registration information will be attached.

Visit Trade Secrets for the Apprenticeship Training Schedule (includes intake dates).

## ACCREDITATION

Training programs related to several of the apprenticeship trades are available in Alberta high schools, colleges and technical institutes. These approved programs are not part of the apprenticeship system. However, people who successfully complete them may receive technical training credits toward an apprenticeship training program after they have become employed as apprentices. Upon the recommendation of the employer, and depending upon the trade and the school

program completed, credits may be given. All applications requesting time or training credits are evaluated on an individual basis by the Apprenticeship and Industry Training Division and may also have to be approved by the Local Apprenticeship Committee. Before enrolling in any apprenticeship-related program (pre-employment or otherwise) in a high school, college or technical institute, find out if you will be able to obtain credit toward the apprenticeship program of your choice. You can do this by contacting your local Apprenticeship Regional Office.

## SAIT'S PRE-EMPLOYMENT TRAINING PROGRAMS

SAIT offers pre-employment training courses in apprenticeship related areas which have been approved for accreditation. Upon an employer's recommendation and with the approval of the Executive Director of the Apprenticeship and Industry Training Division, these courses may be accredited toward apprenticeship for first period technical training. There are also several one and two year technology programs that are related to an apprenticeship trade and graduates of these programs may be considered for accreditation.

- Pre-Employment Cabinetmaker 403.210.4133
- Pre-Employment Carpenter 403.210.4133
- Pre-Employment Electrician 403.284.8641
- Pre-Employment Plumbing 403.210.4133
- Pre-Employment Refrigeration and Air Conditioning 403.210.4133

Other courses may be available. Call the SAIT Student Services at 403.284.7248 to check if Pre-employment programs are available in your area of interest.

## APPRENTICESHIP AND TRADE CERTIFICATION BRANCH REGIONAL OFFICES

Information about apprenticeship programs may be obtained at one of the apprenticeship regional offices. Inquiries should be made to the nearest regional office.

### Calgary:

Suite 300, Willow Park Centre  
10325 Bonaventure Drive SE  
T2J 7E4

### Career Services

Phone: 403.297.6347  
Fax: 403.297.5183

### Apprenticeship

Phone: 403.297.6457  
Fax: 403.297.4492

### Edmonton:

7th Floor, Capital Health Centre  
South Tower  
10030 107 Street  
T5J 4X7

### Apprenticeship

Phone: 780.427.8517  
Fax: 780.422.3734

### Bonnyville:

Phone: 780.826.4175  
Fax: 780.826.1904

### Fort McMurray:

Phone: 780.743.7150  
Fax: 780.743.7492

### Grande Prairie:

Phone: 780.538.5240  
Fax: 780.538.5237

### Hinton:

Phone: 780.865.8293  
Fax: 780.865.8269

### Lethbridge:

Phone: 403.381.5380  
Fax: 403.381.5795

### Medicine Hat:

Phone: 403.529.3580  
Fax: 403.529.3564

### Peace River:

Phone: 780.6529  
Fax: 780.624.6476

### Pincher Creek:

Phone: 403.627.1125

### Red Deer:

Phone: 403.340.5151  
Fax: 403.340.5153

### Slave Lake:

Phone: 780.849.7228  
Fax: 780.849.7121

### Vermilion:

Phone: 780.853.8150  
Fax: 780.853.8203

## DESIGNATED APPRENTICESHIP TRADES AVAILABLE AT SAIT

This information is available online at [www.tradesecrets.gov.ab.ca](http://www.tradesecrets.gov.ab.ca)

Entrance Requirements for Apprenticeship Programs

The Alberta Apprenticeship and Industry Training Board recommends that individuals, other than students who are participating in the Registered Apprenticeship Program and persons who are 19 years of age and older, complete their high school education before they enter an apprenticeship program.

Many employers require apprentices to have a high school diploma.

Name of Trade		Length of Apprenticeship (years/periods)	In Class Training Weeks (per year)*	Minimum Education (Grade)	Minimum entrance requirements
Appliance Service Technician	(C) (R)	3	8-8-8	10	High school transcript with (i) a minimum of 100 credits, and (ii) a pass mark in Applied Mathematics 10, or equivalent or entrance exam
Auto Body Technician	(C) (R)				High school transcript with a pass mark in each of the following subjects: • English Language Arts (ELA) 10-2, • Applied Mathematics 10, • Science 10, • Social Studies 10, or equivalent or entrance exam
Prepper		2	4-0	10	
Refinisher		2	4-6		
Repairer		3	4-7-7		
Automotive Service Technician	(C) (R)	4	8-8-8-8		High school transcript with a pass mark in each of the following subjects: • English Language Arts (ELA) 20-2, • Applied Mathematics 20, and • Science 10, or equivalent or entrance
Baker	(R)	3	8-8-8	9	Grade 9 or equivalent or entrance exam
Bricklayer	(R)	3	8-8-8	9	Grade 9 or equivalent or entrance exam
Cabinetmaker	(R)	4	8-8-8-8	11	High school transcript with a pass mark in Applied Mathematics 20, or or equivalent or entrance exam
Carpenter	(R)	4	8-8-8-8	9	Grade 9 or equivalent or entrance exam
Communication Technician		4	6-6-6-8	12	Grade 12 with a pass mark in Applied Mathematics 30, or equivalent or AIT entrance exam
Concrete Finisher	(R)	3	4-4-0	9	Grade 9 or equivalent or entrance exam
Cook	(R)	3	8-8-8	9	Grade 9 or equivalent or entrance exam
Electrician	(C) (R)	4	8-8-8-12	12 (Diploma)	High school diploma with a pass mark in (i) Applied Mathematics 20, and (ii) Science 10, or equivalent or entrance exam

## THE APPRENTICESHIP SYSTEM OF TRAINING

Name of Trade		Length of Apprenticeship (years/periods)	In Class Training Weeks (per year) *	Minimum Education (Grade)	Minimum entrance requirements
Gasfitter Gasfitter (A) Gasfitter (B)	(C)	3	8-8-8	9	Grade 9 or equivalent or entrance exam
Glazier	(R)	4	6-6-6-6	9	Grade 9 or equivalent or entrance exam
Heavy Equipment Technician (HET)	(C) (R)	4	8-8-8-8	11	High school transcript with a pass mark in (i) Applied Mathematics 20, (ii) English Language Arts (ELA) 20-2, and (iii) Science 20, or equivalent or entrance exam
Off Road		3	8-8-8		
Truck and Transport		3	8-8-8		
Transport Trailer		2	8-0		
Instrument Technician	(C) (R)	4	8-8-10-10	11	High school transcript with a pass mark in (i) Applied Mathematics 20, and (ii) Science 10, or equivalent or entrance exam
Machinist	(R)	4	8-8-8-8	10	High school transcript with a pass mark in (i) Applied Mathematics 10, and (ii) English Language Arts (ELA) 10-2, or equivalent or entrance exam
Millwright	(R)	4	8-8-8-8	11	Grade 11 with a pass mark in (i) Applied Mathematics 20 (ii) English Language Arts (ELA) 20-2, (iii) Science 20, or equivalent or entrance exam
Painter and Decorator	(R)	3	8-8-8	9	Grade 9 or equivalent or entrance exam
Parts Technician	(R)	3	6-8-6	10	Grade 10 or equivalent or entrance exam
Plumber	(C) (R)	4	8-8-8-8	12	High school diploma with a pass mark in Applied Mathematics 10, or equivalent or entrance exam
Power Systems Electrician		4	8-8-10-10	11	High school transcript with a pass mark in Applied Mathematics 20, or equivalent or entrance exam
Recreational Vehicle Service Technician	(C) (R)	3	8-8-8	10	Grade 10 with a pass mark in (i) Applied Mathematics 10, and (ii) English Language Arts (ELA)10-2, or equivalent or entrance exam

## THE APPRENTICESHIP SYSTEM OF TRAINING

Name of Trade		Length of Apprenticeship (years/periods)	In Class Training Weeks (per year)*	Minimum Education (Grade)	Minimum entrance requirements
Refrigeration and A/C Mechanic	(C) (R)	4	8-8-8-8	12	High school diploma with a pass in Applied Mathematics 20, or equivalent or entrance exam
Rig Technician		3	4-4-4		
Sheet Metal Worker	(C) (R)	4	10-10-10-10	11	High school transcript with a pass mark in Applied Mathematics 20, or equivalent or entrance exam
Steamfitter-Pipefitter	(C) (R)	3	8-8-8	10	High school transcript with a minimum mark of 65% in (i) Applied Mathematics 10, (ii) Science 10, and (iii) English Language Arts (ELA)10-2, or equivalent
Tilesetter		3	8-8-0	9	Grade 9 or equivalent or entrance exam
Transport Refrigeration Technician		3	8-8-8	11	High school transcript with a pass in (i) Applied Mathematics 20, (ii) English Language Arts (ELA) 20-2, and (iii) Science 20, or equivalent or entrance exam
Welder	(C) (R)	3	8-8-8	9	Grade 9 or equivalent or entrance exam
(C) Designated Compulsory Trade (R) Red Seal Trade  Trade(s) with no in-class training may still have an onsite training requirement. Please see <a href="http://www.tradesecrets.gov.ab.ca">www.tradesecrets.gov.ab.ca</a> for more information.					<p><b>Math 10, 20 or 30 accepted where Pure Math is required</b>  <b>Math 13, 23 or 33 accepted where Applied Math is required</b>  <b>English 10, 20 or 30 accepted where English Language 30-1 is required</b>  <b>English 13, 23 or 33 accepted where English Language 30-2 is required</b></p>

## APPRENTICESHIP BLENDED LEARNING OPTION

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SAIT Polytechnic offers a blended learning option (online apprenticeship courses combined with on-campus labs) for the following trades:

- Carpentry
- Welding
- Electrical
- Plumbing

### WHAT IS BLENDED LEARNING?

SAIT Polytechnic's blended learning programs allow apprentices to perform their theoretical training online before coming to SAIT's state-of-the-art labs and shops to complete the hands-on portion of their training. Blended learning apprentices typically spend half the time at SAIT compared to what is required by a full-time apprenticeship student.

In the online environment, students use multimedia simulations, videos and electronic apprentice assessments while interacting with their instructors in a virtual classroom.

### THE ADVANTAGES OF BLENDED LEARNING

The blended learning program offers the best of both worlds for apprentices and employers. It's the easiest way for apprentices to keep working while completing their education, plus it allows employers to keep skilled workers on site for longer.

Blended learning apprentices will receive the same instruction as those in a block release program, but will have a greater amount of time to complete the theoretical portion of their training; programs that are traditionally completed in eight weeks are completed in eight to 16 weeks with blended learning.

### Additional benefits include:

- Enjoy the privileges of a traditional apprenticeship student, including full access to SAIT amenities like the Reg Erhardt Library.
- Access to excellent instructors throughout your online and in-class training.
- Assistance in preparing for your practical exams.
- The ability to take the Alberta Apprenticeship Technical exam at SAIT.
- Benefit from the use of state-of-the-art training equipment.
- Engage in a highly successful program with a high pass rate.
- For out-of-town students, spend less time away from home to complete your training.

### IS BLENDED LEARNING TRAINING RIGHT FOR ME?

Apprentices that are most likely to find success in the blended learning format have typically earned high marks in their first and second periods, are self-directed and enjoy working at their own pace. Although you have access to industry-trained instructors throughout your studies, you are responsible for setting the pace of your own learning and must complete the content in the required timeframe.

Students who are most often successful in this approach:

- Achieved an average grade of 80% or better on the last training period.
- Commit time each day to the program (approximately 10 hours per week is required).
- Are self-disciplined and motivated to work through an online program.
- Set interim goals and stick to them.
- Clearly communicate questions and challenges to the course instructor.
- Have access to and are comfortable working with a computer

## PRE-EMPLOYMENT

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### PRE-EMPLOYMENT CABINETMAKER

#### PROGRAM DESCRIPTION

Learn what it takes to design build and repair wood components, furniture, fixtures and cabinetry. Cabinetmakers have the ability to produce custom-made wood products. They draw diagrams and read specification, layouts and patterns for unique projects using wood and wood components. This 12-week program covers all course material received by a first year cabinetmaker apprentice, plus additional hands-on skills and safety training. The program prepares students to enter the workforce as an apprentice, and on successful completion of the program, to write the first year Cabinetmaker apprenticeship exam.

#### ADMISSION REQUIREMENTS

Successful completion of the following courses or equivalents:

- Pure Math 10 or Applied Math 10 or Math 10C or Math 10-3, **AND**,
- English Language Arts 10-1 or English Language Arts 10-2
- All applicants must demonstrate English Language Proficiency prior to admission, including students educated in Canada.
- A pass mark in the SAIT Entrance Examination (level 2) or equivalent is accepted in lieu of the above requirements.

SAIT offers an equivalent entrance exam for this program. Visit Testing Services for additional information.

**Note:** General Educational Development (GED) tests are not accepted in lieu of the admission requirements.

#### SELECTION

There are no additional selection requirements. Admission to this program will be offered on a first-qualified, first-accepted basis.

#### LOCATION

Main Campus

#### PROGRAM START DATES

**Winter 2014:** April 7 to June 26, 2014

**Fall 2014:** September 8 to November 27, 2014

#### TUITION AND FEES (SUBJECT TO CHANGE)

Please refer to the Tuition and Fee Table. An additional fee will be required to write the first year Apprenticeship Examination.

#### BOOKS AND SUPPLIES (SUBJECT TO CHANGE)

Books are approximately \$350 in addition to tuition fees. The Apprenticeship exam fee is approximately \$345 and will be collected within the first three weeks of the program.

#### FOR MORE INFORMATION

Email: [construction.preemp@sait.ca](mailto:construction.preemp@sait.ca)

Phone: 403.210.4133

### PRE-EMPLOYMENT CARPENTER

#### PROGRAM DESCRIPTION

Carpenters work in many areas of construction. They are involved in residential, commercial, industrial or maintenance construction. Most carpenters are involved in reading blueprints, selecting materials and methods of work, measuring, curing and joining materials. This 12-week program covers all course material received by a first year carpenter apprentice, plus additional hands-on skills and safety training on an actual jobsite. The program will prepare the student to enter the workforce as an apprentice, and upon successful completion of the program, to write the first year Carpenter apprenticeship and exams.

#### ADMISSION REQUIREMENTS

Successful completion of the following courses or equivalents:

- Pure Math 10 or Applied Math 10 or Math 10C or Math 10-3, **AND**,
- English Language Arts 10-1 or English Language Arts 10-2
- All applicants must demonstrate English Language Proficiency prior to admission, including students educated in Canada.
- A pass mark in the SAIT Entrance Examination (level 2) or equivalent is accepted in lieu of the above requirements.

SAIT offers an equivalent entrance exam for this program. Visit Testing Services for additional information.

**Note:** General Educational Development (GED) tests are not accepted in lieu of the admission requirements.

#### SELECTION

There are no additional selection requirements. Admission to this program will be offered on a first-qualified, first-accepted basis.

#### LOCATION

Main Campus

#### PROGRAM START DATES

**Winter 2014:** April 7 to June 26, 2014

**Fall 2014:** September 8 to November 27, 2014

#### TUITION AND FEES (SUBJECT TO CHANGE)

Please refer to the Tuition and Fee Table. An additional fee will be required to write the first year Apprenticeship Examination.

#### BOOKS AND SUPPLIES (SUBJECT TO CHANGE)

Books are approximately \$350 in addition to tuition fees. The Apprenticeship exam fee is approximately \$345 and will be collected within the first three weeks of the program.

#### FOR MORE INFORMATION

Email: [construction.preemp@sait.ca](mailto:construction.preemp@sait.ca)

Phone: 403.210.4133

# PRE-EMPLOYMENT

## PRE-EMPLOYMENT ELECTRICIAN

### PROGRAM DESCRIPTION

Prepare for a career as an electrician without needing that first job. This 12-week program covers all course materials received by a first-year electrician apprentice, plus additional basic wiring skills and safety training. The program prepares students to enter an apprenticeship with hands-on skills and, upon successful completion of the program, to challenge the first year Electrician Apprenticeship Exam.

### ADMISSION REQUIREMENTS

Successful completion of the following courses or equivalents:

- Pure Math 20 or Applied Math 20 or Math 20-1 or Math 20-2 or Math 20-3, **AND**,
- English Language Arts 20-1 or English Language Arts 20-2, **AND**,
- Science 10
- All applicants must demonstrate English Language Proficiency prior to admission, including students educated in Canada.
- A pass mark in the SAIT Admission Examination (level 5) or equivalent is accepted in lieu of the above requirements.

**Update January 17, 2014:** the Alberta Apprenticeship Entrance Exam is no longer available for pre-employment applicants. SAIT will continue to accept entrance exams previously completed through the Apprenticeship Board.

SAIT offers an equivalent entrance exam for this program. Visit Testing Services for additional information.

**Note:** General Educational Development (GED) tests are not accepted in lieu of the admission requirements.

### SELECTION

There are no additional selection requirements. Admission to this program will be offered on a first-qualified, first-accepted basis.

### LOCATION

Mayland Heights Campus – Buck Crump Building

### PROGRAM START DATES

#### Winter 2014

- March 3 to May 23, 2014
- March 24 to June 12, 2014

#### Spring 2014

- May 26 to August 14, 2014

#### Fall 2014

- September 2 to November 21, 2014
- November 24, 2014 to February 27, 2015

### TUITION AND FEES (SUBJECT TO CHANGE)

Please refer to the Tuition and Fee Table. An additional fee will be required to write the first year Apprenticeship Examination.

### BOOKS AND SUPPLIES (SUBJECT TO CHANGE)

Books are approximately \$500 in addition to tuition fees. The Apprenticeship exam fee is approximately \$150 and will be collected within the first three weeks of the program.

### FOR MORE INFORMATION

Email: [ma.info@sait.ca](mailto:ma.info@sait.ca)  
Phone: 403.284.8641

## PRE-EMPLOYMENT PLUMBING

### PROGRAM DESCRIPTION

This 12-week program prepares you for a career in plumbing. It covers all course materials received by a first year plumber apprentice, plus additional hands-on skills and safety training. The program will prepare you to enter the workforce as an apprentice and, after successful completion of the program, allows you to write the first year Plumber Apprenticeship Exam.

### ADMISSION REQUIREMENTS

Successful completion of the following courses or equivalents:

- Pure Math 20 or Applied Math 20 or Math 20-1 or Math 20-2 or Math 20-3, **AND**,
- English Language Arts 20-1 or English Language Arts 20-2, **AND**,
- Science 10
- All applicants must demonstrate English Language Proficiency prior to admission, including students educated in Canada.
- A pass mark in the SAIT Entrance Examination (level 4) or equivalent is accepted in lieu of the above requirements.

SAIT offers an equivalent entrance exam for this program. Visit Testing Services for additional information.

**Note:** General Educational Development (GED) tests are not accepted in lieu of the admission requirements.

### SELECTION

There are no additional selection requirements. Admission to this program will be offered on a first-qualified, first-accepted basis.

### LOCATION

Mayland Heights Campus – Bob Edwards Building

### PROGRAM START DATES

**Winter 2014:** April 7 to June 26, 2014

**Fall 2014:** September 8 to November 27, 2014

### TUITION AND FEES (SUBJECT TO CHANGE)

Please refer to the Tuition and Fee Table. An additional fee will be required to write the first year Apprenticeship Examination.

### BOOKS AND SUPPLIES (SUBJECT TO CHANGE)

Books are approximately \$600 in addition to tuition fees. The Apprenticeship exam fee is approximately \$150 and will be collected within the first three weeks of the program.

### FOR MORE INFORMATION

Email: [construction.preemp@sait.ca](mailto:construction.preemp@sait.ca)  
Phone: 403.210.4133

## PRE-EMPLOYMENT

### PRE-EMPLOYMENT REFRIGERATION AND AIR CONDITIONING

#### PROGRAM DESCRIPTION

Refrigeration and Air Conditioning Mechanics are used extensively in a wide array of industries including process manufacturing, the medical profession, the petroleum industry, chemical processing and environmental control. This 12-week program covers all course materials received by a first year Refrigeration and Air Conditioning Mechanic apprentice, plus additional hands-on skills and safety training. The program prepares students to enter an apprenticeship and, on successful completion of the program, to write the first year Refrigeration Apprenticeship Exam.

#### ADMISSION REQUIREMENTS

Successful completion of the following courses or equivalents:

- Pure Math 30 or Applied Math 30 or Math 30-1 or Math 30-2 or Math 30-3, **AND**,
- English Language Arts 30-1 or English Language Arts 30-2, **AND**,
- Physics 20 or Chemistry 20
- All applicants must demonstrate English Language Proficiency prior to admission, including students educated in Canada.
- A pass mark in the SAIT Entrance Examination (level 5) or equivalent is accepted in lieu of the above requirements.

**Note:** General Educational Development (GED) tests are not accepted in lieu of the admission requirements.

#### SELECTION

There are no additional selection requirements. Admission to this program will be offered on a first-qualified, first-accepted basis.

#### LOCATION

Main Campus

#### PROGRAM START DATES

**Winter 2014:** March 3 to May 23, 2014

**Fall 2014:** September 8 to November 27, 2014

#### TUITION AND FEES (SUBJECT TO CHANGE)

Please refer to the Tuition and Fee Table. An additional fee will be required to write the first year Apprenticeship Examination.

#### BOOKS AND SUPPLIES (SUBJECT TO CHANGE)

Books are approximately \$600 in addition to tuition fees. The Apprenticeship exam fee is approximately \$150 and will be collected within the first three weeks of the program.

#### FOR MORE INFORMATION

Email: [construction.preemp@sait.ca](mailto:construction.preemp@sait.ca)

Phone: 403.210.4133

### PRE-EMPLOYMENT STEAMFITTER-PIPEFITTER

#### PROGRAM DESCRIPTION

This 12-week pre-employment program comprises the first period of the corresponding apprentice program that SAIT currently offers in this trade. The program trains individuals to lay out, assemble, fabricate, maintain and repair piping systems which carry water, steam, chemicals or fuel used in heating, cooling, lubricating and other processes. Steamfitter-Pipefitter is a pipe trade that deals with the installation, maintenance and repair of piping systems, but differs from other pipe trades in relation to where the work is performed, the types of piping that are involved and the training that is required. To install a typical piping system in a commercial building or industrial plant, a Steamfitter-Pipefitter will study blueprints, drawings and specifications to determine the type of pipe and tools to use, and lay out the sequence of tasks. Heavy lifting may be required.

#### ADMISSION REQUIREMENTS

Successful completion of the following courses or equivalents:

- Pure Math 20 or Applied Math 20 or Math 20-1 or Math 20-2 or Math 20-3, **AND**,
- English Language Arts 20-1 or English Language Arts 20-2, **AND**,
- Science 10
- All applicants must demonstrate English Language Proficiency prior to admission, including students educated in Canada.
- A pass mark in the SAIT Entrance Examination (level 4) is accepted in lieu of the above requirements.

**Note:** General Educational Development (GED) tests are not accepted in lieu of the admission requirements.

#### SELECTION

There are no additional selection requirements. Admission to this program will be offered on a first-qualified, first-accepted basis.

#### LOCATION

Main Campus

#### PROGRAM START DATES

**Fall 2014:** September 8, 2014

#### TUITION AND FEES (SUBJECT TO CHANGE)

Please refer to the Tuition and Fee Table. An additional fee will be required to write the first year Apprenticeship Examination.

#### BOOKS AND SUPPLIES (SUBJECT TO CHANGE)

Books are approximately \$500 in addition to tuition fees. The Apprenticeship exam fee is approximately \$150 and will be collected within the first three weeks of the program.

#### FOR MORE INFORMATION

Email: [construction.preemp@sait.ca](mailto:construction.preemp@sait.ca)

Phone: 403.210.4133

# PRE-EMPLOYMENT

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## PRE-EMPLOYMENT SHEET METAL

### PROGRAM DESCRIPTION

This 15-week pre-employment program comprises the first period of the corresponding apprentice program that SAIT currently offers in this trade. The program will train individuals to design, fabricate, assemble, install and repair sheet metals products in a wide variety of industries and settings. They will use many types of metals, such as black and galvanized steel, copper, brass, nickel and stainless steel, aluminum and tin plate. Some of the products include dust collecting and control systems, heating, ventilating and air conditioning systems, metal cabinets, flashing, coping, troughing and roof drainage systems. They work from verbal instructions or blueprints, or design small jobs themselves. They make some products in a shop and install them at construction sites, but other products such as roofing and siding have to be measured and cut at the construction site. Sheet metal workers work indoors and outdoors in all types of weather. Considerable bending, reaching, working at heights or in cramped spaces may be required.

### ADMISSION REQUIREMENTS

Successful completion of the following courses or equivalents:

- Pure Math 10 or Applied Math 10 or Math 10C or Math 10-3, **AND**,
- English Language Arts 10-1 or English Language Arts 10-2.
- All applicants must demonstrate English Language Proficiency prior to admission, including students educated in Canada.
- A pass mark in the SAIT Entrance Examination (level 2) is accepted in lieu of the above requirements.

**Note:** General Educational Development (GED) tests are not accepted in lieu of the admission requirements.

### SELECTION

There are no additional selection requirements. Admission to this program will be offered on a first-qualified, first-accepted basis.

### LOCATION

Main Campus

### PROGRAM START DATES

**Fall 2014:** September 8, 2014

### TUITION AND FEES (SUBJECT TO CHANGE)

Please refer to the Tuition and Fee Table. An additional fee will be required to write the first year Apprenticeship Examination.

### BOOKS AND SUPPLIES (SUBJECT TO CHANGE)

Books are approximately \$500 in addition to tuition fees. The Apprenticeship exam fee is approximately \$150 and will be collected within the first three weeks of the program.

### FOR MORE INFORMATION

Email: [construction.preemp@sait.ca](mailto:construction.preemp@sait.ca)

Phone: 403.210.4133

# APPRENTICESHIP PROGRAMS

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## AGRICULTURAL EQUIPMENT TECHNICIAN

- [transportation.info@sait.ca](mailto:transportation.info@sait.ca)
- Phone: 403.284.8471

Agricultural Equipment Technicians repair, overhaul and maintain agricultural equipment including tractors, tillage equipment, seeding equipment and harvesting equipment. They service and repair engines, transmissions, hydraulic systems, and electronic systems. They pinpoint problems; repair or replace broken, worn-out or faulty parts; reassemble and test repaired units; and assemble and adjust new agricultural equipment.

The Agricultural Equipment Technician apprenticeship program shares two common training periods with the Heavy Equipment Technician apprenticeship program. Apprentices in the Agricultural Equipment Technician apprenticeship program have the option of taking their 2nd and 4th period technical training at SAIT. Agricultural Equipment Technician 2nd period is equivalent to 2nd period Heavy Equipment Technician training and Agricultural Equipment Technician 4th period is equivalent to 3rd period Heavy Equipment Technician training. Apprentices in the program qualify for both the apprenticeship incentive grants and the apprenticeship completion grant.

### ENTRANCE REQUIREMENTS

To enter an apprenticeship, you must have the educational qualifications required for the trade to which you apply. Entrance requirements are monitored by Alberta and Industry Training. Check out their website for more information.

See the Apprentice System of Training to find out about becoming a registered apprentice.

### APPRENTICE SUCCESS SERVICES

Have you been out of school for some time? SAIT is committed to your success and is pleased to offer resources designed to prepare you for your training at SAIT and make your learning experience a successful one while in training. Visit Study Skills and Learning Strategies to learn how SAIT can promote your success.

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## APPLIANCE SERVICE TECHNICIAN

- [ma.info@sait.ca](mailto:ma.info@sait.ca)
- Phone: 403.284.8641

If you have always enjoyed getting to the root of the problem and generally “fixing” things, then you should consider this program. You’ll be trained to install, service, repair commercial and household appliances, including ranges, freezers, refrigerators, washers and waste disposers and compactors. Working with the customer, you will determine why an appliance is not working and the most likely causes. Technicians prepare work orders, cost estimates and reports for billing purposes. Most technicians work alone with little supervision and the physical demands of the work vary. You may be required to move heavy appliances in excess of 25 kilograms and stand for long periods of time.

Apprentices in the program qualify for both the apprenticeship incentive grants and the apprenticeship completion grant.

### ENTRANCE REQUIREMENTS

To enter an apprenticeship, you must have the educational qualifications required for the trade to which you apply. Entrance requirements are monitored by Alberta and Industry Training. Check out their website for more information.

See the Apprentice System of Training to find out about becoming a registered apprentice.

### APPRENTICE SUCCESS SERVICES

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## AUTO BODY TECHNICIAN

- [transportation.info@sait.ca](mailto:transportation.info@sait.ca)
- Phone: 403.284.8471

This program will train you to repair and/or replace damaged motor vehicle structures and body components, prepare for refinishing, and apply interior and exterior finishes. You may specialize in prepping, refinishing, sheet metal and plastics repair, or frame straightening. Journeyman certification is available as a Prepper, Refinisher, or Repairer; or by combining these three areas you can become a fully certified Auto Body Technician.

Apprentices in the program qualify for both the apprenticeship incentive grants and the apprenticeship completion grant.

### ENTRANCE REQUIREMENTS

To enter an apprenticeship, you must have the educational qualifications required for the trade to which you apply. Entrance requirements are monitored by Alberta and Industry Training. Check out their website for more information.

See the Apprentice System of Training to find out about becoming a registered apprentice.

### APPRENTICE SUCCESS SERVICES

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Visit Study Skills and Learning Strategies to learn how SAIT can promote your success.

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## AUTOMOTIVE SERVICE TECHNICIAN

- [transportation.info@sait.ca](mailto:transportation.info@sait.ca)
- Phone: 403.284.8471

This program will train you to perform preventative maintenance, diagnosis and repair on cars and light duty trucks. You will learn about all of the systems in today’s vehicles utilizing state-of-the-art tools and equipment. Automotive apprentices and journeypersons are employed in a variety of businesses which include: dealerships, franchise shops, independent shops and fleet shops, as well as others. In addition to the regular four-year automotive apprenticeship, SAIT Polytechnic offers two manufacturer apprenticeship programs: General Motors Automotive Service Educational Program (ASEP) and Ford Automotive Student Service Educational Training (ASSET).

Apprentices in the program qualify for both the apprenticeship incentive grants and the apprenticeship completion grant.

# APPRENTICESHIP PROGRAMS

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## ENTRANCE REQUIREMENTS

To enter an apprenticeship, you must have the educational qualifications required for the trade to which you apply. Entrance requirements are monitored by Alberta and Industry Training. Check out their website for more information.

See the Apprentice System of Training to find out about becoming a registered apprentice.

## APPRENTICE SUCCESS SERVICES

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## ONLINE APPRENTICESHIP LEARNING

SAIT Polytechnic's Blended Learning programs allow automotive service technician, carpentry, welding, electrical and plumbing apprentices to complete their theoretical training online before coming to SAIT's state-of-the-art labs and shops to perform the hands-on portion of their training.

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## BAKER

- [culinary@sait.ca](mailto:culinary@sait.ca)
- Phone: 403.284.8612

Turn your passion into a career by learning how to bake breads, pastries, pies and other finished baked goods for retail, wholesale bakeries and restaurants. Some bakers specialize in preparing fancy pastries, baked goods and artisan breads. As a baker, you should be prepared to lift loads weighing up to and over 25 kilograms, carry and push containers, and stand and walk for long periods of time.

Apprentices in the program qualify for both the apprenticeship incentive grants and the apprenticeship completion grant.

## ENTRANCE REQUIREMENTS

To enter an apprenticeship, you must have the educational qualifications required for the trade to which you apply. Entrance requirements are monitored by Alberta and Industry Training. Check out their website for more information.

See the Apprentice System of Training to find out about becoming a registered apprentice.

## APPRENTICE SUCCESS SERVICES

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## BRICKLAYER

- [construction.info@sait.ca](mailto:construction.info@sait.ca)
- Phone: 403.284.8367

Build a career with a strong foundation by becoming a bricklayer. This program will train you to prepare and lay brick and other masonry units to construct and repair walls, partitions, patios, arches, fireplaces and chimneys. Working with a variety of materials; brick, granite, concrete blocks, stones, structural tile and pre-cast panels; the program will familiarize you with the properties of various mortars and other bonding materials. Bricklayers interpret drawings and blueprints, and calculate the materials required. They work in a variety of settings including indoors and outdoors and the work can be physically demanding.

Apprentices in the program qualify for both the apprenticeship incentive grants and the apprenticeship completion grant.

## ENTRANCE REQUIREMENTS

To enter an apprenticeship, you must have the educational qualifications required for the trade to which you apply. Entrance requirements are monitored by Alberta and Industry Training. Check out their website for more information.

See the Apprentice System of Training to find out about becoming a registered apprentice.

## APPRENTICE SUCCESS SERVICES

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## CABINETMAKER APPRENTICE

- [construction.info@sait.ca](mailto:construction.info@sait.ca)
- Phone: 403.284.8367

Work in a commercial or residential setting, building or repairing fixtures or furniture as a Cabinetmaker. Working from blueprints, Cabinetmakers lay out and assemble products. You may be required to lift objects weighing in excess of 25 kilograms.

Apprentices in the program qualify for both the apprenticeship incentive grants and the apprenticeship completion grant.

## ENTRANCE REQUIREMENTS

To enter an apprenticeship, you must have the educational qualifications required for the trade to which you apply. Entrance requirements are monitored by Alberta and Industry Training. Check out their website for more information.

See the Apprentice System of Training to find out about becoming a registered apprentice.

## APPRENTICE SUCCESS SERVICES

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# APPRENTICESHIP PROGRAMS

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## CARPENTER APPRENTICE

- construction.info@sait.ca
- Phone: 403.284.8367

This industry-driven program will train you to construct, erect and repair buildings and other structures made of wood, wood substitutes, steel and other materials. Carpenters' duties vary depending on the industry in which they work; residential, commercial, and industrial or maintenance construction. They may be involved in cribbing the basement, building the house framework or exterior finish, or building bridges, tunnels and towers. Carpenters may also specialize in one type of work such as framing, bench work or finishing carpentry.

Apprentices in the program qualify for both the apprenticeship incentive grants and the apprenticeship completion grant.

### ENTRANCE REQUIREMENTS

To enter an apprenticeship, you must have the educational qualifications required for the trade to which you apply. Entrance requirements are monitored by Alberta and Industry Training. Check out their website for more information.

See the Apprentice System of Training to find out about becoming a registered apprentice.

### APPRENTICE SUCCESS SERVICES

Have you been out of school for some time? SAIT is committed to your success and is pleased to offer resources designed to prepare you for your training at SAIT and make your learning experience a successful one while in training. Visit Study Skills and Learning Strategies to learn how SAIT can help promote your success.

### ONLINE APPRENTICESHIP LEARNING

SAIT Polytechnic's Blended Learning programs allow automotive service technician, carpentry, welding, electrical and plumbing apprentices to complete their theoretical training online before coming to SAIT's state-of-the-art labs and shops to perform the hands-on portion of their training.

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## CONCRETE FINISHER APPRENTICE

- construction.info@sait.ca
- Phone: 403.284.8367

Learn the art of applying architectural, exposed, patterned or stamped and smooth finishes on concrete surfaces. Concrete Finishers are skilled at repairing, waterproofing and restoring concrete surfaces. You will learn how to properly use dry pack grouting and epoxy materials, and understand how to cure concrete perfectly. Concrete Finishers work both indoors and outdoors in a variety of settings.

Apprentices in the program qualify for both the apprenticeship incentive grants and the apprenticeship completion grant.

### ENTRANCE REQUIREMENTS

To enter an apprenticeship, you must have the educational qualifications required for the trade to which you apply. Entrance requirements are monitored by Alberta and Industry Training. Check out their website for more information.

See the Apprentice System of Training to find out about becoming a registered apprentice.

## APPRENTICE SUCCESS SERVICES

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## COOK APPRENTICE

- culinary@sait.ca
- Phone: 403.284.8612

Today's Cooks are multi-taskers whose responsibilities can include nutrition, food costs, hygiene and sanitation, training, menu development, labour control, food and wine pairing, and food plate presentation. This program will train you to prepare food for hotels, restaurants, institutions, resorts, trains and ships using your creativity to provide a nutritious and tasty meal that appeals to the customer.

Apprentices in the program qualify for both the apprenticeship incentive grants and the apprenticeship completion grant.

### ENTRANCE REQUIREMENTS

To enter an apprenticeship, you must have the educational qualifications required for the trade to which you apply. Entrance requirements are monitored by Alberta and Industry Training. Check out their website for more information.

See the Apprentice System of Training to find out about becoming a registered apprentice.

### APPRENTICE SUCCESS SERVICES

Have you been out of school for some time? SAIT is committed to your success and is pleased to offer resources designed to prepare you for your training at SAIT and make your learning experience a successful one while in training. Visit Study Skills and Learning Strategies to learn how SAIT can help promote your success.

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## ELECTRIC MOTOR SYSTEMS TECHNICIAN APPRENTICE

- ma.info@sait.ca
- Phone: 403.284.8641

Challenge your skills at taking apart and rebuilding electrical and mechanical equipment by pursuing a career as an Electric Motor Systems Technician. In this program you will learn to test, rebuild and repair electrical motors, generators, transformers, controllers and related electrical and mechanical equipment used in commercial, industrial and institutional establishments. Technicians diagnose problems and dismantle electric motors, transformers and generators. As an Electric Motor Systems Technician you may need to lift objects weighing in excess of 25 kilograms.

Apprentices in the program qualify for both the apprenticeship incentive grants and the apprenticeship completion grant.

### ENTRANCE REQUIREMENTS

To enter an apprenticeship, you must have the educational qualifications required for the trade to which you apply. Entrance requirements are monitored by Alberta and Industry Training. Check out their website for more information.

See the Apprentice System of Training to find out about becoming a registered apprentice.

# APPRENTICESHIP PROGRAMS

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## APPRENTICE SUCCESS SERVICES

Have you been out of school for some time? SAIT is committed to your success and is pleased to offer resources designed to prepare you for your training at SAIT and make your learning experience a successful one while in training. Visit Study Skills and Learning Strategies to learn how SAIT can help promote your success.

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## ELECTRICIAN APPRENTICE

- [ma.info@sait.ca](mailto:ma.info@sait.ca)
- Phone: 403.284.8641

A career as an electrician will see you working in residential, commercial, industrial or institutional environments, reading and interpreting electrical, mechanical and architectural drawings and electrical code specifications to determine their wiring requirements. This program will train you to install, alter, repair and maintain electrical systems. Electricians may be required to lift heavy objects.

Apprentices in the program qualify for both the apprenticeship incentive grants and the apprenticeship completion grant.

### ENTRANCE REQUIREMENTS

To enter an apprenticeship, you must have the educational qualifications required for the trade to which you apply. Entrance requirements are monitored by Alberta and Industry Training. Check out their website for more information.

See the Apprentice System of Training to find out about becoming a registered apprentice.

### APPRENTICE SUCCESS SERVICES

Have you been out of school for some time? SAIT is committed to your success and is pleased to offer resources designed to prepare you for your training at SAIT and make your learning experience a successful one while in training. Visit Study Skills and Learning Strategies to learn how SAIT can help promote your success.

## ONLINE APPRENTICESHIP LEARNING

SAIT Polytechnic's Blended Learning programs allow automotive service technician, carpentry, welding, electrical and plumbing apprentices to complete their theoretical training online before coming to SAIT's state-of-the-art labs and shops to perform the hands-on portion of their training.

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## GASFITTER APPRENTICE

- [construction.info@sait.ca](mailto:construction.info@sait.ca)
- Phone: 403.284.8367

Gasfitters size, install, test, adjust and service natural gas and propane equipment ranging from residential furnaces to industrial boilers. Gasfitters employed by utility companies repair and extend gas mains and install, repair and service pipes and fittings between mains and buildings. Those employed by propane distributors install and service propane vaporizers, temporary heating equipment, propane metering and dispensing equipment, and propane pumping equipment. Gasfitters employed by mechanical and service companies install and maintain piping and appliances in residential, commercial and industrial buildings. This program will train you to size, install, test, adjust and service natural gas and propane equipment. The equipment ranges from residential furnaces to commercial and industrial equipment. There are some hazards involved in working with flammable gases and power tools.

Apprentices in the program qualify for both the apprenticeship incentive grants and the apprenticeship completion grant.

### ENTRANCE REQUIREMENTS

To enter an apprenticeship, you must have the educational qualifications required for the trade to which you apply. Entrance requirements are monitored by Alberta and Industry Training. Check out their website for more information.

See the Apprentice System of Training to find out about becoming a registered apprentice.

### APPRENTICE SUCCESS SERVICES

Have you been out of school for some time? SAIT is committed to your success and is pleased to offer resources designed to prepare you for your training at SAIT and make your learning experience a successful one while in training. Visit Study Skills and Learning Strategies to learn how SAIT can help promote your success.

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## GLAZIER APPRENTICE

- [construction.info@sait.ca](mailto:construction.info@sait.ca)
- Phone: 403.284.8367

Train as a Glazier and learn to read and interpret drawings and specifications, determine the materials required and install all types of architectural aluminum windows, doorframes and hardware. This program trains you to install and replace glass, aluminum and related products in residential and commercial buildings. Glaziers may be required to lift heavy objects weighing in excess of 40 kilograms.

Apprentices in the program qualify for both the apprenticeship incentive grants and the apprenticeship completion grant.

### ENTRANCE REQUIREMENTS

To enter an apprenticeship, you must have the educational qualifications required for the trade to which you apply. Entrance requirements are monitored by Alberta and Industry Training. Check out their website for more information.

See the Apprentice System of Training to find out about becoming a registered apprentice.

### APPRENTICE SUCCESS SERVICES

Have you been out of school for some time? SAIT is committed to your success and is pleased to offer resources designed to prepare you for your training at SAIT and make your learning experience a successful one while in training. Visit Study Skills and Learning Strategies to learn how SAIT can help promote your success.

# APPRENTICESHIP PROGRAMS

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## HEAVY EQUIPMENT TECHNICIAN APPRENTICE

- [transportation.info@sait.ca](mailto:transportation.info@sait.ca)
- Phone: 403.284.8471

A Heavy Equipment Technician is an interprovincial Red Seal trade. As a technician, you will maintain, repair, and overhaul transport vehicles and heavy equipment, both towed and self-propelled. Technicians may specialize in engine, transmission or drive train overhaul, hydraulic controls, electrical/electronic diagnostics, air conditioning repair and fuel injection servicing. The working environment is very diverse and may include employment in a variety of industries such as: construction, oil field support, forestry, mining, marine, on-highway transportation trucks, public utilities, gas compression, agriculture or any other industry that relies on heavy equipment or diesel engines.

Apprentices in the program qualify for both the apprenticeship incentive grants and the apprenticeship completion grant.

### ENTRANCE REQUIREMENTS

To enter an apprenticeship, you must have the educational qualifications required for the trade to which you apply. Entrance requirements are monitored by Alberta and Industry Training. Check out their website for more information.

See the Apprentice System of Training to find out about becoming a registered apprentice.

### APPRENTICE SUCCESS SERVICES

Have you been out of school for some time? SAIT is committed to your success and is pleased to offer resources designed to prepare you for your training at SAIT and make your learning experience a successful one while in training. Visit Study Skills and Learning Strategies to learn how SAIT can help promote your success.

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## INSTRUMENT TECHNICIAN APPRENTICE

- [energy.info@sait.ca](mailto:energy.info@sait.ca)
- Phone: 403.284.8451

Work with a wide variety of pneumatic, electronic and microcomputer instruments used to measure and control variables such as pressure, flow, temperature, level, and chemical composition. In this program, you will learn to install, maintain and repair the measuring and control instruments used in industrial and commercial processing and manufacturing. Working conditions in this field can change dramatically from one job to another, and you should be prepared to lift heavy objects.

Apprentices in the program qualify for both the apprenticeship incentive grants and the apprenticeship completion grant.

### ENTRANCE REQUIREMENTS

To enter an apprenticeship, you must have the educational qualifications required for the trade to which you apply. Entrance requirements are monitored by Alberta and Industry Training. Check out their website for more information.

See the Apprentice System of Training to find out about becoming a registered apprentice.

## APPRENTICE SUCCESS SERVICES

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## INSULATOR APPRENTICE

- [construction.info@sait.ca](mailto:construction.info@sait.ca)
- Phone: 403.284.8367

Insulators read blueprints and specifications to determine job requirements and select, install and secure a variety of insulation materials (calcium silicate, glass foam, mineral wool, styrofoam, fiberglass) based on the size, surface characteristics and location of pipes, ductwork and other mechanical systems. Insulators possess the agility to work in confined spaces and are comfortable working at heights in both indoor and outdoor environments under potentially uncomfortable and hazardous conditions including the disposal of asbestos insulation. Insulators have an aptitude for precision work, demonstrate a high degree of manual dexterity, enjoy working with a minimum of supervision and when required are capable of lifting objects that weigh up to 20 kilograms.

Apprentices in the program qualify for both the apprenticeship incentive grants and the apprenticeship completion grant.

### ENTRANCE REQUIREMENTS

To enter an apprenticeship, you must have the educational qualifications required for the trade to which you apply. Entrance requirements are monitored by Alberta and Industry Training. Check out their website for more information.

See the Apprentice System of Training to find out about becoming a registered apprentice.

### APPRENTICE SUCCESS SERVICES

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## IRONWORKER APPRENTICE

- [ma.info@sait.ca](mailto:ma.info@sait.ca)
- Phone: 403.284.8641

Ironworkers fabricate, construct and join metal scaffolding, structural steel buildings, bridges, ornamental ironwork and pre-cast structures. This includes building structural steel components, reinforcing steel, posting tension tendons, installing conveyors and robotic equipment, and sometimes performing reconstructive work on existing structures. Ironworkers will also read blueprints; unload, stack and position steel units to prepare them for hoisting; build construction cranes, derricks and other hoisting equipment; assemble rigging (cables, pulleys, hooks); and select, cut, bend, position, and secure steel bars or wire mesh in concrete forms to reinforce concrete structures.

Apprentices in the program qualify for both the apprenticeship incentive grants and the apprenticeship completion grant.

# APPRENTICESHIP PROGRAMS

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## ENTRANCE REQUIREMENTS

To enter an apprenticeship, you must have the educational qualifications required for the trade to which you apply. Entrance requirements are monitored by Alberta and Industry Training. Check out their website for more information.

See the Apprentice System of Training to find out about becoming a registered apprentice.

## APPRENTICE SUCCESS SERVICES

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## MACHINIST APPRENTICE

- [ma.info@sait.ca](mailto:ma.info@sait.ca)
- Phone: 403.284.8641

Begin your career in this challenging and rewarding trade. Machinists set up and operate precision metal cutting and grinding machines, lathes, milling machines, drill presses and grinders. As modern machine tools are often computer driven, a Machinist can be involved in programming and operating high tech equipment. Machinists make metal parts and do repair work, custom fabrication and mass production manufacturing.

Apprentices in the program qualify for both the apprenticeship incentive grants and the apprenticeship completion grant.

## ENTRANCE REQUIREMENTS

To enter an apprenticeship, you must have the educational qualifications required for the trade to which you apply. Entrance requirements are monitored by Alberta and Industry Training. Check out their website for more information.

See the Apprentice System of Training to find out about becoming a registered apprentice.

## APPRENTICE SUCCESS SERVICES

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## MILLWRIGHT APPRENTICE

- [ma.info@sait.ca](mailto:ma.info@sait.ca)
- Phone: 403.284.8641

Millwrights (also known as Industrial Mechanics) install, maintain and repair industrial equipment, such as compressors, pumps and turbines. While on the job, you may perform some of the following duties: reading diagrams, schematic drawings, and service manuals to determine work procedures; operate rigging equipment; install, test and adjust equipment; perform maintenance, and repair or replace defective parts when necessary; service and repair hydraulic, pneumatic, and mechanical systems; and perform metal fabrication. As a Millwright, you can work in the oil and gas industry, the manufacturing sector, or anywhere industrial equipment is being used. Experienced Millwrights may advance to positions such as supervisors or project managers, while some start their own businesses.

Apprentices in the program qualify for both the apprenticeship incentive grants and the apprenticeship completion grant.

## ENTRANCE REQUIREMENTS

To enter an apprenticeship, you must have the educational qualifications required for the trade to which you apply. Entrance requirements are monitored by Alberta and Industry Training. Check out their website for more information.

See the Apprentice System of Training to find out about becoming a registered apprentice.

## APPRENTICE SUCCESS SERVICES

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## NATURAL GAS COMPRESSION TECHNICIAN APPRENTICE

- [ma.info@sait.ca](mailto:ma.info@sait.ca)
- Phone: 403.284.8641

Natural gas compression technicians assemble, install, commission, maintain, repair and overhaul natural gas compression and related equipment. This includes reading and interpreting diagrams or schematic drawings to determine work procedures, and using a variety of electrical, mechanical and specialty diagnostic test equipment. They also complete reciprocating and rotating machinery analysis to determine equipment condition, prediction of failure, corrective and preventative measures, and equipment performance.

Natural gas compression technicians provide preventative and corrective field mechanical services on gas compression, processing and production equipment; troubleshoot and diagnose problems in compressor systems; inspect malfunctioning or damaged equipment to determine the nature and scope of the problem; and perform reliability analysis and risk assessments. Natural gas compression technicians identify and develop maintenance strategies and adhere to regulations and standards related to natural gas compression systems to ensure the safety of all workers, the environment and equipment.

Apprentices in the program qualify for both the apprenticeship incentive grants and the apprenticeship completion grant.

## ENTRANCE REQUIREMENTS

To enter an apprenticeship, you must have the educational qualifications required for the trade to which you apply. Entrance requirements are monitored by Alberta and Industry Training. Check out their website for more information.

See the Apprentice System of Training to find out about becoming a registered apprentice.

## APPRENTICE SUCCESS SERVICES

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# APPRENTICESHIP PROGRAMS

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## PAINTER AND DECORATOR APPRENTICE

- [construction.info@sait.ca](mailto:construction.info@sait.ca)
- Phone: 403.284.8367

Learn the art of painting and decorating and the techniques you will need to pursue a successful career as a Painter and Decorator. Painters and decorators try to arrange their work so they will be outdoors in late spring, summer and early fall, and indoors in the late fall and winter. Painters and decorators may be required to lift equipment and supplies up to 25 kilograms.

Apprentices in the program qualify for both the apprenticeship incentive grants and the apprenticeship completion grant.

### ENTRANCE REQUIREMENTS

To enter an apprenticeship, you must have the educational qualifications required for the trade to which you apply. Entrance requirements are monitored by Alberta and Industry Training. Check out their website for more information.

See the Apprentice System of Training to find out about becoming a registered apprentice.

### APPRENTICE SUCCESS SERVICES

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## PARTS TECHNICIAN APPRENTICE

- [transportation.info@sait.ca](mailto:transportation.info@sait.ca)
- Phone: 403.284.8471

Parts Technicians manage and disperse parts inventories, which may include automotive, heavy duty, agricultural, industrial, recreational vehicle, after-market, plumbing, electrical, etc. As a Parts Technician, you could find yourself responsible for stock handling, warehousing, identifying and cataloguing parts and assemblies as well as ordering, receiving, inspecting, sorting, pricing and selling. Experienced Parts Technicians may advance to management positions or outside sales roles.

The Parts Technician trade is a three year Red Seal apprenticeship program.

Apprentices in the program qualify for both the apprenticeship incentive grants and the apprenticeship completion grant.

### ENTRANCE REQUIREMENTS

To enter an apprenticeship, you must have the educational qualifications required for the trade to which you apply. Entrance requirements are monitored by Alberta and Industry Training. Check out their website for more information.

See the Apprentice System of Training to find out about becoming a registered apprentice.

### APPRENTICE SUCCESS SERVICES

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## PLUMBER APPRENTICE

- [construction.info@sait.ca](mailto:construction.info@sait.ca)
- Phone: 403.284.8367

Learn to plan, install and service plumbing systems, fixtures, piping equipment and controls for systems used to transport water, waste, gases or hot liquids. Plumbers may specialize in specific types of work such as installing water conditioners, plumbing in houses under construction, roughing-in after the frame and roof of a new building are in place and plumbing in commercial, institutional, industrial or public buildings. Heavy lifting may be required.

Apprentices in the program qualify for both the apprenticeship incentive grants and the apprenticeship completion grant.

### ENTRANCE REQUIREMENTS

To enter an apprenticeship, you must have the educational qualifications required for the trade to which you apply. Entrance requirements are monitored by Alberta and Industry Training. Check out their website for more information.

See the Apprentice System of Training to find out about becoming a registered apprentice.

### APPRENTICE SUCCESS SERVICES

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### ONLINE APPRENTICESHIP LEARNING

SAIT Polytechnic's Blended Learning programs allow automotive service technician, carpentry, welding, electrical and plumbing apprentices to complete their theoretical training online before coming to SAIT's state-of-the-art labs and shops to perform the hands-on portion of their training.

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## RECREATION VEHICLE SERVICE TECHNICIAN APPRENTICE

- [transportation.info@sait.ca](mailto:transportation.info@sait.ca)
- Phone: 403.284.8471

Learn to diagnose, repair and maintain all types of Recreation Vehicles from basic model trailers and campers to luxury motor homes. This training includes electrical (AC/DC), plumbing, propane appliances and systems, interior finishing and cabinetry, and exterior structure and components. Training is available at our Calgary RV Excellence Centre location.

Apprentices in the program qualify for both the apprenticeship incentive grants and the apprenticeship completion grant.

### ENTRANCE REQUIREMENTS

To enter an apprenticeship, you must have the educational qualifications required for the trade to which you apply. Entrance requirements are monitored by Alberta and Industry Training. Check out their website for more information.

See the Apprentice System of Training to find out about becoming a registered apprentice.

# APPRENTICESHIP PROGRAMS

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## APPRENTICE SUCCESS SERVICES

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## REFRIGERATION AND AIR CONDITIONING MECHANIC APPRENTICE

- [construction.info@sait.ca](mailto:construction.info@sait.ca)
- Phone: 403.284.8367

Refrigeration and Air Conditioning Mechanics work from blueprints or instructions to mount or place system components, troubleshoot heating/cooling units and calibrated related controls. This program will train you to install, maintain, repair and overhaul industrial, commercial and residential refrigeration and air conditioning systems and their component parts.

Apprentices in the program qualify for both the apprenticeship incentive grants and the apprenticeship completion grant.

### ENTRANCE REQUIREMENTS

To enter an apprenticeship, you must have the educational qualifications required for the trade to which you apply. Entrance requirements are monitored by Alberta and Industry Training. Check out their website for more information.

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## APPRENTICE SUCCESS SERVICES

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## RIG TECHNICIAN APPRENTICE

- [energy.info@sait.ca](mailto:energy.info@sait.ca)
- Phone: 403.284.8451

Team-players who enjoy working with equipment and machinery will find a rewarding career as Rig Technician. This program trains you to operate drilling rigs for oil and gas companies. Job titles commonly associated with each of the three levels of apprenticeship are Motorhand (Level 1), Derrickhand (Level 2) and Driller (Level 3).

Apprentices in the program qualify for both the apprenticeship incentive grants and the apprenticeship completion grant.

### ENTRANCE REQUIREMENTS

To enter an apprenticeship, you must have the educational qualifications required for the trade to which you apply. Entrance requirements are monitored by Alberta and Industry Training. Check out their website for more information.

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## SHEET METAL WORKER APPRENTICE

- [construction.info@sait.ca](mailto:construction.info@sait.ca)
- Phone: 403.284.8367

Sheet Metal Workers may work in a variety of industries including the residential; commercial and industrial construction; and service sectors. This program will teach you to design, layout, fabricate, install, service and repair a variety of sheet metal products and equipment associated with the HVAC (Heating Ventilation and Air Conditioning) trade as well as custom Stainless Steel and Architectural features. During your career, you may work with many types of metal including galvanized and black iron, stainless steel, copper, brass, and aluminum. Heavy lifting may be required.

Apprentices in the program qualify for both the apprenticeship incentive grants and the apprenticeship completion grant.

### ENTRANCE REQUIREMENTS

To enter an apprenticeship, you must have the educational qualifications required for the trade to which you apply. Entrance requirements are monitored by Alberta and Industry Training. Check out their website for more information.

See the Apprentice System of Training to find out about becoming a registered apprentice.

## APPRENTICE SUCCESS SERVICES

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## STEAMFITTER-PIPEFITTER APPRENTICE

- [construction.info@sait.ca](mailto:construction.info@sait.ca)
- Phone: 403.284.8367

To install a typical piping system in a commercial building or industrial plant, a Steamfitter-Pipefitter will study blueprints, drawings and specifications to determine the type of pipe and tools to use, and lay out the sequence of tasks. This program will train you to lay out, assemble, fabricate, maintain and repair piping systems which carry water, steam, chemicals or fuel used in heating, cooling, lubricating and other processes. Heavy lifting may be required.

Apprentices in the program qualify for both the apprenticeship incentive grants and the apprenticeship completion grant.

### ENTRANCE REQUIREMENTS

To enter an apprenticeship, you must have the educational qualifications required for the trade to which you apply. Entrance requirements are monitored by Alberta and Industry Training. Check out their website for more information.

See the Apprentice System of Training to find out about becoming a registered apprentice.

## APPRENTICESHIP PROGRAMS

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### APPRENTICE SUCCESS SERVICES

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### TRANSPORT REFRIGERATION TECHNICIAN APPRENTICE

- [transportation.info@sait.ca](mailto:transportation.info@sait.ca)
- Phone: 403.284.8471

The Transport Refrigeration Technician program is the only program of its kind in Canada. During this three year program, you will train to be a specialist in the transportation industry. As a Transport Refrigeration Technician, you will be able to install, repair and maintain equipment that supplies and contains conditioned air in mobile units, used to transport perishable goods such as food and medical supplies. You may also be involved in assembling and installing refrigeration components, servicing and repairing diesel engines, piping, repairing and replacing parts and components, and performing routine maintenance checks.

#### ENTRANCE REQUIREMENTS

To enter an apprenticeship, you must have the educational qualifications required for the trade to which you apply. Entrance requirements are monitored by Alberta and Industry Training. Check out their website for more information.

See the Apprentice System of Training to find out about becoming a registered apprentice.

#### APPRENTICE SUCCESS SERVICES

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### WELDER APPRENTICE

- [ma.info@sait.ca](mailto:ma.info@sait.ca)
- Phone: 403.284.8641

Welders use welding technology to join, shape and cut metal parts. They make pressure vessels and pipelines, work joining beams or girders in the construction industry, and manufacture industrial components and consumer goods. Many Welders in Alberta are employed in oil and gas related industries, particularly oil service and pipeline construction. Experienced Welders may advance to positions such as supervisors, welding inspectors and quality control inspectors or start their own businesses with either a shop or a mobile welder.

Apprentices in the program qualify for both the apprenticeship incentive grants and the apprenticeship completion grant.

#### ENTRANCE REQUIREMENTS

To enter an apprenticeship, you must have the educational qualifications required for the trade to which you apply. Entrance requirements are monitored by Alberta and Industry Training. Check out their website for more information.

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#### ONLINE APPRENTICESHIP LEARNING

SAIT Polytechnic's Blended Learning programs allow automotive service technician, carpentry, welding, electrical and plumbing apprentices to complete their theoretical training online before coming to SAIT's state-of-the-art labs and shops to perform the hands-on portion of their training.

# PRE-APPRENTICESHIPS

## MILLWRIGHTING TECHNICIAN

- 24-week certificate
- Fall and Winter start
- New industry-driven offering

### PROGRAM DESCRIPTION

This program is a great way to start your career in the millwright trade. Over the course of this 24-week program you will learn the skills and theory taught in the first and second period of the Millwright apprenticeship program. You will learn how to install, troubleshoot, repair and maintain industrial equipment. You will also gain wide range of knowledge in areas such as machining, machine assembly, blueprint reading, rigging and hoisting, bearings, power transmissions, machine alignment, drive systems, welding techniques and the use of precision measurement tools and testing equipment.

Upon successful completion of your first 12 weeks, you will be eligible to write the first period Millwright apprenticeship exam. At the end of the 24 weeks, providing you pass the first period exam and the last 12 weeks of the course, you will be eligible to write the second period Millwright apprenticeship exam.

### YOUR CAREER

If you choose a career as a millwright, you'll need the following characteristics: problem-solving capabilities, physical strength and stamina, good hand-eye coordination and manual dexterity, the ability to visualize a layout by looking at plans and blueprints, and the ability to troubleshoot mechanical systems.

### ADMISSION REQUIREMENTS

Successful completion of the following courses or equivalents:

- Math 20-1, Math 20-2, Math 20-3, Pure Math 20 or Applied Math 20, **AND**,
- English Language Arts 20-1 or English Language Arts 20-2, **AND**,
- Science 10
- All applicants must demonstrate English Language Proficiency prior to admission, including students educated in Canada.
- A pass mark in the SAIT Admission Examination (level 4) or equivalent is accepted in lieu of the above requirements.

**Note:** General Educational Development (GED) tests are not accepted in lieu of the admission requirements.

### SELECTION

There are no additional selection requirements. Admission to this program will be offered on a first-qualified, first-accepted basis.

### TUITION AND FEES (SUBJECT TO CHANGE)

- Fee \$9,950 (SAIT and SAITSA fees are included).
- AIT exam fee \$300.
- For student funding, please refer to Financial Assistance.
- International Students, please refer to International Student Fees.
- This program is eligible for Student Loan Funding, as well as the Skills Investment Program (SIP).

### BOOKS AND SUPPLIES (SUBJECT TO CHANGE)

- Books and modules are approximately \$450.
- For the most up to date information on estimated books and supplies, please call 403.284.8641 or Email [ma.info@sait.ca](mailto:ma.info@sait.ca).
- Safety glasses and CSA approved safety footwear are required.

### CREDENTIALS

After successfully completing this program, graduates will receive a Millwrighting Technician SAIT certificate.

### PROGRAM OUTLINE

To find the course description for a course shown below, please go to our Course Finder and enter the course acronym and numbers (I.E. DMST-350) into the Quick Search by Course Code field.

Course Code	Course Name	Credit
BLPR-222	Blueprint Reading I	1.5
MWRT-233	Rigging & Alignment Theory	1.5
BLPR-272	Applied Print Reading II	1.5
MATH-231	Mathematics I for Millwrights	1.5
MATH-281	Mathematics II for Millwrights	1.5
MWRT-213	Millwright Shop I	3.0
MWRT-203	Millwright Theory I	3.0
MWRT-253	Millwright Theory II	3.0
MWRT-273	Millwright Theory III	3.0
MWRT-263	Millwright Shop II	3.0
Program Total		22.5

### PROGRESSION

Students must attain a PGPA and/or a CGPA of 2.0 or better in each semester and pass the necessary prerequisite courses to progress through the program. To qualify for graduation, students must pass all courses, attain a CGPA of 2.0 or better and complete course requirements within the prescribed timelines.

### TRANSFERABILITY

Upon successful completion of the program you may be eligible to register as an apprentice in the Millwright apprenticeship program, once you find employment. You will also be able to challenge the first and second period millwright apprenticeship exams.

### FOR MORE INFORMATION

Phone: 403.284.8641

Email: [ma.info@sait.ca](mailto:ma.info@sait.ca)

More information: School of Manufacturing and Automation

# PRE-APPRENTICESHIPS

## WELDING TECHNICIAN

- 24-week certificate
- Fall and Winter start
- New industry-driven offering
- High industry demand

### PROGRAM DESCRIPTION

Over the course of this 24-week program you will learn the skills and theory taught in the first and second periods of the Welder apprenticeship program. You will learn how to join and sever metals using various processes used in the welding industry. You'll also learn how to use other tools used in the welding industry.

Upon successful completion of your first 12 weeks, you will be eligible to write the first period Welder apprenticeship exam. At the end of the 24 weeks, providing you pass the first period exam and the last 12 weeks of the course, you will be eligible to write the second period Welder apprenticeship exam.

### YOUR CAREER

Work conditions for welders vary from one job to another. Welders may work outdoors on construction sites, or indoors in production and repair shops. Travel may also be required on jobs such as oilfield-related welding. A 40-hour work week is typical, but overtime is occasionally required to meet project deadlines.

If you choose a career as a welder, you'll need the following characteristics: manual dexterity, patience, good vision (corrective lenses are acceptable), good hand-eye coordination, and the ability to concentrate on detailed work. Being a welder is a rewarding career if you enjoy working with metal, physical work and working with little direction or supervision.

### ADMISSION REQUIREMENTS

Successful completion of the following courses or equivalents:

- Math 10C, Math 10-3, Pure Math 10, or Applied Math 10, **AND**,
- English Language Arts 10-1 or English Language Arts 10-2.
- All applicants must demonstrate English Language Proficiency prior to admission, including students educated in Canada.
- A pass mark in the SAIT Admission Examination (level 2) or equivalent is accepted in lieu of the above requirements.

**Note:** General Educational Development (GED) tests are not accepted in lieu of the admission requirements.

### SELECTION

There are no additional selection requirements. Admission to this program will be offered on a first-qualified, first-accepted basis.

**UPDATE** – Selection requirements will be applicable for admission to Fall 2015. Additional information will be available in September 2014.

### TUITION AND FEES (SUBJECT TO CHANGE)

- Fee \$9,950 (SAIT and SAITSA fees are included).
- International Students, please refer to International Student Fees.
- This program is eligible for Student Loan Funding, as well as the Skills Investment Program (SIP).

### BOOKS AND SUPPLIES (SUBJECT TO CHANGE)

- For the most up to date information on estimated 2012-13 books and supplies, please call 403.284.8641 or Email [ma.info@sait.ca](mailto:ma.info@sait.ca).
- Tools needed will be approximately \$300, however will fluctuate based on brand and quality chosen.

### CREDENTIALS

After successfully completing this program, graduates will receive a SAIT certificate in Welding Technician.

### TRANSFERABILITY

Upon successful completion of the program you may be eligible to register as an apprentice in the Welder apprenticeship (WEP) program, once you find employment. You will also be able to challenge the first and second period WEP apprenticeship exams.

### PROGRAM OUTLINE

To find the course description for a course shown below, please go to our Course Finder and enter the course acronym and numbers (I.E. DMST-350) into the Quick Search by Course Code field.

Course Code	Course Name	Credit
MATH-104	Math for Apprentice Trades	1.5
MATH-255	Mathematics – II	1.5
PMKG-255	Pattern Development and Blue Print	1.5
WELD-242	Oxyacetylene Welding Lecture	1.5
WELD-243	Oxyacetylene Welding Lab	1.5
WELD-244	Gas Metal/Flux Core Welding Lecture	1.5
WELD-246	Gas Metal/Flux Core Welding Lab	1.5
WELD-247	Shielded Metal Arc Welding Lecture	1.5
WELD-248	Shielded Metal Arc Welding Lab	1.5
WELD-272	Gas Tungsten Arc Welding I Lecture	1.5
WELD-273	Gas Tungsten Arc Welding I Lab	1.5
WELD-282	Gas Metal Arc/SAW/FCAW II Lecture	1.5
WELD-283	Gas Metal Arc/SAW/FCAW II Lab	1.5
WELD-292	Shielded Metal Arc Welding II Lecture	1.5
WELD-293	Shielded Metal Arc Welding II Lab	1.5
Program Total		22.5

### PROGRESSION

Students must attain a PGPA and/or a CGPA of 2.0 or better in each semester and pass the necessary prerequisite courses to progress through the program. To qualify for graduation, students must pass all courses, attain a CGPA of 2.0 or better and complete course requirements within the prescribed timelines.

### FOR MORE INFORMATION

Phone: 403.284.8641

Email: [ma.info@sait.ca](mailto:ma.info@sait.ca)

More information: School of Manufacturing and Automation



**STUDENT  
RESOURCES**

## START AND END DATES

PROGRAM	PROGRAM NAME	CONCENTRATION	YEAR	SEMESTER	START DATE	END DATE	WEEKS
ACST	Aircraft Structures Tech		Y1	01	September 2, 2014	April 24, 2015	30
AIM	Administrative Info Management		Y1	01	September 2, 2014	April 24, 2015	30
AIM	Administrative Info Management		Y2	03	September 2, 2014	May 29, 2015	34
AMG	Bus. Admin. Auto Management		Y1	01	September 2, 2014	August 14, 2015	45
AMG	Bus. Admin. Auto Management		Y2	04	September 2, 2014	August 14, 2015	45
AMT	Aircraft Maint Engineers Tech		Y1	01	September 2, 2014	April 24, 2015	30
AMT	Aircraft Maint Engineers Tech		Y1	01	January 5, 2015	August 14, 2015	30
AMT	Aircraft Maint Engineers Tech		Y2	03	September 2, 2014	April 24, 2015	30
AMT	Aircraft Maint Engineers Tech		Y2	03	January 5, 2015	August 14, 2015	30
AOGP	Accounting Oil & Gas Prod.		Y1	01	November 17, 2014	July 31, 2015	35
AST	Automotive Service Technology		Y1	01	September 2, 2014	April 24, 2015	30
AST	Automotive Service Technology		Y2	03	September 2, 2014	April 24, 2015	30
AT	Architectural Technologies	General	Y1	01	September 2, 2014	April 24, 2015	30
AT	Architectural Technologies	General	Y1	01	January 5, 2015	August 14, 2015	30
AT	Architectural Technologies	General	Y2	03	September 2, 2014	December 12, 2014	15
AT	Architectural Technologies	Architectural	Y2	04	January 5, 2015	April 24, 2015	15
AT	Architectural Technologies	Building Development	Y2	04	January 5, 2015	April 24, 2015	15
AXT	Avionics Technology		Y1	01	September 2, 2014	April 24, 2015	30
AXT	Avionics Technology		Y2	03	September 2, 2014	April 24, 2015	30
BA	Business Administration	General	Y1	01	September 2, 2014	April 24, 2015	30
BA	Business Administration	General	Y1	01	January 5, 2015	April 24, 2015	15
BA	Business Administration	General	Y1	02	September 2, 2014	December 12, 2014	15
BA	Business Administration	Accounting	Y2	03	September 2, 2014	April 24, 2015	30
BA	Business Administration	Financial Services	Y2	03	September 2, 2014	April 24, 2015	30
BA	Business Administration	Management	Y2	03	September 2, 2014	April 24, 2015	30
BA	Business Administration	Marketing	Y2	03	September 2, 2014	April 24, 2015	30
BA	Business Administration	Accounting	Y2	03	January 5, 2015	April 24, 2015	15
BA	Business Administration	Financial Services	Y2	03	January 5, 2015	April 24, 2015	15
BA	Business Administration	Management	Y2	03	January 5, 2015	April 24, 2015	15
BA	Business Administration	Marketing	Y2	03	January 5, 2015	April 24, 2015	15
BA	Business Administration	Accounting	Y2	04	September 2, 2014	December 12, 2014	15
BA	Business Administration	Financial Services	Y2	04	September 2, 2014	December 12, 2014	15
BA	Business Administration	Management	Y2	04	September 2, 2014	December 12, 2014	15
BA	Business Administration	Marketing	Y2	04	September 2, 2014	December 12, 2014	15
BADM-ER	Bach Applied Business Admin	Accounting	Y3	05	September 2, 2014	April 24, 2015	30
BADM-ER	Bach Applied Business Admin	Accounting	Y4	07	September 2, 2014	August 14, 2015	45
BAPT	Bach of App Tech Petroleum Eng		Y3	05	September 2, 2014	April 24, 2015	30
BAPT	Bach of App Tech Petroleum Eng		Y3	05	January 5, 2015	April 24, 2015	15
BAPT	Bach of App Tech Petroleum Eng		Y3	06	September 2, 2014	December 12, 2014	15
BAPT	Bach of App Tech Petroleum Eng		Y4	07	September 2, 2014	August 14, 2015	45
BBA	Bachelor of Business Admin	Accounting	Y1	01	September 2, 2014	April 24, 2015	30
BBA	Bachelor of Business Admin	Accounting	Y2	03	September 2, 2014	April 24, 2015	30
BBA	Bachelor of Business Admin	Accounting	Y3	05	September 2, 2014	April 24, 2015	30
BBA	Bachelor of Business Admin	Accounting	Y4	07	September 2, 2014	April 24, 2015	30

## START AND END DATES

PROGRAM	PROGRAM NAME	CONCENTRATION	YEAR	SEMESTER	START DATE	END DATE	WEEKS
BCM	Butchery and Charcuterie Mgmt		Y1	01	September 2, 2014	April 24, 2015	30
BCPM	Bach. Sci/Const. Proj. Mgmt		Y1	01	September 2, 2014	April 24, 2015	30
BCPM	Bach. Sci/Const. Proj. Mgmt		Y2	03	September 2, 2014	April 24, 2015	30
BCPM	Bach. Sci/Const. Proj. Mgmt		Y3	05	September 2, 2014	April 24, 2015	30
BCPM	Bach. Sci/Const. Proj. Mgmt		Y4	08	September 2, 2014	April 24, 2015	30
BGIS	Bach Appl Tech Geo Info Sys		Y3	05	September 2, 2014	April 24, 2015	30
BGIS	Bach Appl Tech Geo Info Sys		Y3	05	January 5, 2015	August 14, 2015	30
BGIS	Bach Appl Tech Geo Info Sys		Y4	07	September 2, 2014	August 14, 2015	45
BPA	Baking & Pastry Arts		Y1	01	September 2, 2014	August 14, 2015	45
BPA	Baking & Pastry Arts		Y2	04	September 2, 2014	April 24, 2015	30
BSN	Bus.Int.:Data Analysis&Report		Y1	01	May 11, 2015	October 23, 2015	25
BXST	Broadcast Systems Technology		Y1	01	September 2, 2014	April 24, 2015	30
BXST	Broadcast Systems Technology		Y2	03	September 2, 2014	April 24, 2015	30
CAPP	Pre-Employment Cabinetmaking		Y1	01	September 8, 2014	November 27, 2014	12
CAPP	Pre-Employment Cabinetmaking		Y1	01	April 6, 2015	June 25, 2015	12
CET	Chemical Engineering Tech		Y1	01	September 2, 2014	April 24, 2015	30
CET	Chemical Engineering Tech		Y2	03	September 2, 2014	April 24, 2015	30
CLT	Chemical Laboratory Technology		Y1	01	September 2, 2014	April 24, 2015	30
CLT	Chemical Laboratory Technology		Y2	03	September 2, 2014	April 24, 2015	30
CLT	Chemical Laboratory Technology	Co-operative Education	Y2	04	January 5, 2015	April 24, 2015	15
CLT	Chemical Laboratory Technology	Co-operative Education	Y2	WT	January 5, 2015	December 18, 2015	50
CPPP	Pre-Employment Carpenter		Y1	01	September 8, 2014	November 27, 2014	12
CPPP	Pre-Employment Carpenter		Y1	01	January 5, 2015	March 26, 2015	12
CPPP	Pre-Employment Carpenter		Y1	01	April 6, 2015	June 25, 2015	12
CVT	Civil Engineering Technology	General	Y1	01	September 2, 2014	April 24, 2015	30
CVT	Civil Engineering Technology	General	Y1	01	January 5, 2015	August 14, 2015	30
CVT	Civil Engineering Technology	Construction Management	Y2	03	September 2, 2014	April 24, 2015	30
CVT	Civil Engineering Technology	Municipal	Y2	03	September 2, 2014	April 24, 2015	30
DA	Dental Assisting		Y1	01	September 2, 2014	June 26, 2015	38
DBA	Database Administrator		Y1	01	September 2, 2014	June 19, 2015	40
DET	Diesel Equipment Technician		Y1	01	September 2, 2014	April 24, 2015	30
DMS	Diagnostic Medical Sonography		Y1	01	September 2, 2014	June 26, 2015	38
DMS	Diagnostic Medical Sonography		Y2	04	September 2, 2014	August 14, 2015	45
DMS	Diagnostic Medical Sonography		Y3	07	September 2, 2014	December 12, 2014	15
EAM	Energy Asset Management		Y1	01	September 2, 2014	April 24, 2015	30
EAM	Energy Asset Management		Y2	03	September 2, 2014	April 24, 2015	30
EAM-DE	Energy Asset Management		Y1	01	September 2, 2014	April 24, 2015	30
EDT	Engineering Design & Drafting	General	Y1	01	September 2, 2014	April 24, 2015	30
EDT	Engineering Design & Drafting	General	Y1	01	January 5, 2015	August 14, 2015	30
EDT	Engineering Design & Drafting	General	Y2	03	September 2, 2014	December 12, 2014	15
EDT	Engineering Design & Drafting	Civil	Y2	04	January 5, 2015	April 24, 2015	15
EDT	Engineering Design & Drafting	Process Piping	Y2	04	January 5, 2015	April 24, 2015	15
EDT	Engineering Design & Drafting	Structural	Y2	04	January 5, 2015	April 24, 2015	15
EET	Electrical Engineering Tech		Y1	01	September 2, 2014	April 24, 2015	30
EET	Electrical Engineering Tech		Y2	03	September 2, 2014	April 24, 2015	30
ELPP	Pre-Employment Electrician		Y1	01	September 2, 2014	November 21, 2014	12

# START AND END DATES

PROGRAM	PROGRAM NAME	CONCENTRATION	YEAR	SEMESTER	START DATE	END DATE	WEEKS
ELPP	Pre-Employment Electrician		Y1	01	November 24, 2014	February 27, 2015	12
ELPP	Pre-Employment Electrician		Y1	01	March 2, 2015	May 22, 2015	12
ELPP	Pre-Employment Electrician		Y1	01	May 25, 2015	August 14, 2015	12
EMT	Emergency Medical Technician		Y1	01	September 2, 2014	June 26, 2015	38
EMTP	EMT - Paramedic		Y1	01	September 2, 2014	April 24, 2015	30
EMTP	EMT - Paramedic		Y2	03	September 2, 2014	May 22, 2015	34
ENT	Electronics Engineering Tech		Y1	01	September 2, 2014	April 24, 2015	30
ENT	Electronics Engineering Tech		Y2	03	September 2, 2014	April 24, 2015	30
EVT	Environmental Technology		Y1	01	September 2, 2014	April 24, 2015	30
EVT	Environmental Technology		Y2	03	September 2, 2014	April 24, 2015	30
EXPT	Exploration Information Tech		Y1	01	September 2, 2014	April 24, 2015	30
EXPT	Exploration Information Tech		Y2	03	September 2, 2014	April 24, 2015	30
FVP	Film and Video Production		Y1	01	September 2, 2014	April 24, 2015	30
FVP	Film and Video Production		Y2	03	September 2, 2014	April 24, 2015	30
GCPT	Graphic Comm & Print Tech		Y1	01	September 2, 2014	April 24, 2015	30
GCPT	Graphic Comm & Print Tech		Y2	03	September 2, 2014	April 24, 2015	30
GNT	Geomatics Engineering Tech		Y1	01	September 2, 2014	April 24, 2015	30
GNT	Geomatics Engineering Tech		Y2	03	September 2, 2014	April 24, 2015	30
HIM	Health Information Management		Y1	01	September 2, 2014	June 12, 2015	32
HIM	Health Information Management		Y2	04	September 2, 2014	June 26, 2015	38
HMGT	Hospitality Management		Y1	01	September 2, 2014	August 14, 2015	45
HMGT	Hospitality Management		Y2	04	September 2, 2014	April 24, 2015	30
IIET	Instrument. Engineering Tech		Y1	01	September 2, 2014	April 24, 2015	30
IIET	Instrument. Engineering Tech		Y2	03	September 2, 2014	April 24, 2015	30
IT	Information Technology	Computer Systems	Y1	01	September 2, 2014	April 24, 2015	30
IT	Information Technology	Network Systems	Y1	01	September 2, 2014	April 24, 2015	30
IT	Information Technology	Software Development	Y1	01	September 2, 2014	April 24, 2015	30
IT	Information Technology	Telecom Systems	Y1	01	September 2, 2014	April 24, 2015	30
IT	Information Technology	Computer Systems	Y2	03	September 2, 2014	April 24, 2015	30
IT	Information Technology	Network Systems	Y2	03	September 2, 2014	April 24, 2015	30
IT	Information Technology	Software Development	Y2	03	September 2, 2014	April 24, 2015	30
IT	Information Technology	Telecom Systems	Y2	03	September 2, 2014	April 24, 2015	30
JA	Journalism	General	Y1	01	September 2, 2014	April 24, 2015	30
JA	Journalism	Photojournalism	Y2	03	September 2, 2014	April 24, 2015	30
JA	Journalism	Print and Online	Y2	03	September 2, 2014	April 24, 2015	30
LA	Legal Assistant		Y1	01	September 2, 2014	April 24, 2015	30
LA	Legal Assistant		Y2	03	September 2, 2014	May 29, 2015	34
LIT	Library Information Technology		Y1	01	September 2, 2014	April 24, 2015	30
LIT	Library Information Technology		Y2	03	September 2, 2014	April 24, 2015	30
MDRT	Med Device Reprocessing Tech		Y1	01	September 2, 2014	February 13, 2015	21
MDRT	Med Device Reprocessing Tech		Y1	01	January 5, 2015	June 12, 2015	21
MET	Mechanical Engineering Tech	General	Y1	01	September 2, 2014	April 24, 2015	30
MET	Mechanical Engineering Tech	Design and Analysis	Y2	03	September 2, 2014	April 24, 2015	30
MET	Mechanical Engineering Tech	Design and Automation	Y2	03	September 2, 2014	April 24, 2015	30
MET	Mechanical Engineering Tech	Design and Development	Y2	03	September 2, 2014	April 24, 2015	30
MLA	Medical Laboratory Assistant		Y1	01	September 2, 2014	February 6, 2015	19

## START AND END DATES

PROGRAM	PROGRAM NAME	CONCENTRATION	YEAR	SEMESTER	START DATE	END DATE	WEEKS
MLA	Medical Laboratory Assistant		Y1	01	January 5, 2015	June 12, 2015	19
MLT	Medical Laboratory Technology		Y1	01	September 2, 2014	June 26, 2015	38
MLT	Medical Laboratory Technology		Y2	04	June 30, 2014	June 5, 2015	48
MOA	Med Office Asst & Unit Clerk		Y1	01	September 2, 2014	January 30, 2015	19
MOA	Med Office Asst & Unit Clerk		Y1	01	January 5, 2015	May 29, 2015	19
MRT	Medical Radiologic Technology		Y1	01	September 2, 2014	June 19, 2015	37
MRT	Medical Radiologic Technology		Y2	04	September 2, 2014	August 14, 2015	45
MTC	Machinist Technician		Y1	01	September 2, 2014	April 24, 2015	30
MTR	Medical Transcriptionist		Y1	01	September 2, 2014	May 29, 2015	34
MWTN-ER	Millwrighting Technician		Y1	01	September 2, 2014	February 27, 2015	24
MWTN-ER	Millwrighting Technician		Y1	01	January 5, 2015	June 26, 2015	24
NHL	Nutrition/Healthy Lifestyles		Y1	01	September 2, 2014	June 26, 2015	40
NMPD	New Media Production & Design		Y1	01	September 2, 2014	April 24, 2015	30
NMPD	New Media Production & Design		Y2	03	September 2, 2014	April 24, 2015	30
NMT	Nuclear Medicine Technology		Y1	01	September 2, 2014	June 26, 2015	37
NMT	Nuclear Medicine Technology		Y2	04	September 2, 2014	August 14, 2015	45
NNDT	Non-Destructive Testing Fndns.		Y1	01	September 2, 2014	December 12, 2014	15
NNDT	Non-Destructive Testing Fndns.		Y1	01	January 5, 2015	April 17, 2015	15
NNDT	Non-Destructive Testing Fndns.		Y1	01	March 16, 2015	June 26, 2015	15
NT	Network Technician		Y1	01	October 14, 2014	June 12, 2015	30
OFPR	Office Professional		Y1	01	September 2, 2014	April 24, 2015	30
OOSD	Object Oriented Software Dev.		Y1	01	October 16, 2014	June 12, 2015	30
PCK	Professional Cooking		Y1	01	September 2, 2014	August 14, 2015	45
PCK	Professional Cooking		Y2	04	September 2, 2014	April 24, 2015	30
PET	Power Engineering Technology		Y1	01	September 2, 2014	April 24, 2015	30
PET	Power Engineering Technology		Y2	03	September 2, 2014	April 24, 2015	30
PHRM	Pharmacy Assistant		Y1	01	September 2, 2014	February 27, 2015	20
PHRM	Pharmacy Assistant		Y1	01	January 5, 2015	June 26, 2015	20
PLAD-ER	Petroleum Land Admn Earned Rev		Y1	01	September 8, 2014	December 5, 2014	13
PLAD-ER	Petroleum Land Admn Earned Rev		Y1	01	September 9, 2014	January 27, 2015	17
PLAD-ER	Petroleum Land Admn Earned Rev		Y1	01	January 5, 2015	April 3, 2015	13
PLAD-ER	Petroleum Land Admn Earned Rev		Y1	01	April 1, 2015	July 3, 2015	13
PLUP	Pre-Employment Plumbing		Y1	01	September 8, 2014	November 27, 2014	12
PLUP	Pre-Employment Plumbing		Y1	01	January 5, 2015	March 26, 2015	12
PLUP	Pre-Employment Plumbing		Y1	01	April 6, 2015	June 25, 2015	12
PPD	Process Piping Drafting		Y1	01	September 2, 2014	May 29, 2015	34
PPD	Process Piping Drafting		Y1	01	January 5, 2015	September 18, 2015	34
PT	Petroleum Engineering Tech		Y1	01	September 2, 2014	April 24, 2015	30
PT	Petroleum Engineering Tech		Y2	03	September 2, 2014	April 24, 2015	30
PWPO	Power and Process Operations		Y1	01	September 2, 2014	April 24, 2015	30
REFP	Pre-Employment Refrigeration		Y1	01	September 8, 2014	November 27, 2014	12
REFP	Pre-Employment Refrigeration		Y1	01	March 2, 2015	May 22, 2015	12
RHT	Rehabilitation Therapy	Occupational/Physical Therapy	Y1	01	September 2, 2014	April 24, 2015	30
RHT	Rehabilitation Therapy	Occupational/Physical Therapy	Y2	03	September 2, 2014	April 24, 2015	30
RRCD	Railway Conductor		Y1	01	September 2, 2014	December 12, 2014	15
RT	Respiratory Therapy		Y1	01	September 2, 2014	April 24, 2015	30

## START AND END DATES

PROGRAM	PROGRAM NAME	CONCENTRATION	YEAR	SEMESTER	START DATE	END DATE	WEEKS
RT	Respiratory Therapy		Y2	03	September 2, 2014	April 24, 2015	30
RT	Respiratory Therapy		Y3	05	May 4, 2015	August 14, 2015	15
RT	Respiratory Therapy		Y3	06	August 25, 2014	April 24, 2015	31
RTBN	Radio,Television,Broadcast New	Broadcast News	Y1	01	September 2, 2014	April 24, 2015	30
RTBN	Radio,Television,Broadcast New	Radio	Y1	01	September 2, 2014	April 24, 2015	30
RTBN	Radio,Television,Broadcast New	Television Production	Y1	01	September 2, 2014	April 24, 2015	30
RTBN	Radio,Television,Broadcast New	Broadcast News	Y2	03	September 2, 2014	April 24, 2015	30
RTBN	Radio,Television,Broadcast New	Radio	Y2	03	September 2, 2014	April 24, 2015	30
RTBN	Radio,Television,Broadcast New	Television Production	Y2	03	September 2, 2014	April 24, 2015	30
SHMP	Pre-Emp Sheet Metal		Y1	01	September 8, 2014	December 18, 2014	15
STPP	Pre-Emp Steamfitter-Pipefitter		Y1	01	September 8, 2014	November 27, 2014	12
TIM	Technology Infrastructure Mgmt		Y1	01	September 3, 2014	June 26, 2015	38
TVT	Travel and Tourism		Y1	01	September 2, 2014	August 14, 2015	45
TVT	Travel and Tourism		Y2	04	September 2, 2014	April 24, 2015	30
WBDV	Web Developer		Y1	01	September 8, 2014	February 27, 2015	23
WDTN-ER	Welding Technician		Y1	01	September 2, 2014	February 27, 2015	24
WDTN-ER	Welding Technician		Y1	01	January 5, 2015	June 26, 2015	24
WET	Welding Engineering Tech		Y1	01	September 2, 2014	April 24, 2015	30
WET	Welding Engineering Tech		Y2	03	September 2, 2014	April 24, 2015	30
WTO	Water Treatment Operator		Y1	01	September 2, 2014	April 24, 2015	30
WTO	Water Treatment Operator		Y1	03	September 2, 2014	December 12, 2014	15
WTO	Water Treatment Operator		Y1	WT	May 4, 2015	August 14, 2015	15

### TERMS OF THE 2014-2015 ACADEMIC YEAR

- Fall: September 2 To December 12, 2014
- Winter: January 5 To April 25, 2015
- Spring/Summer: May 4 To August 14, 2015

For programs not listed above, please contact the appropriate academic school for the start/end dates. Start and end dates are subject to change.

# STUDENT RESOURCES

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## ACCESSIBILITY SERVICES

- **Centre for Academic Learner Services (MC221, Stan Grad Centre)**
- **Phone: 403.774.5093**
- **Fax: 403.210.4557**
- **Email: [accessibility.services@sait.ca](mailto:accessibility.services@sait.ca)**

Accessibility Services offers accommodations and services for SAIT Polytechnic students with chronic health conditions and mobility, sensory (e.g. vision and hearing), learning, attentional, neurological, psychological, and temporary accessibilities (e.g. broken wrist).

Services provided to students with disabilities and health conditions include assistance with funding applications for services and adaptive equipment, facilitation of classroom and examination accessibility related accommodations, adaptive technology training and equipment loans, advising and referrals.

Since arranging for accommodation and services and attaining funds for services takes time, please check documentation guidelines, and contact us at least six months before the first day of semester or training period of your planned start at SAIT.

### AVAILABLE ACCOMMODATIONS AND SERVICES

- Services provided for students with accessibility needs include facilitation of classroom accommodations and services, use of adaptive technology, accessibility-related examination accommodations, and other services.
- Classroom accommodations and services
  - Use of adaptive devices (e.g. FM systems; spell checkers)
  - Use of oral and sign language interpreters
  - Use of professional or student note takers in the classroom
  - Permission to record lectures
  - Special seating and preferential seating location
  - Access to instructors' overheads/presentations before classes
  - Breaks during class-time
  - Use of adaptive technology in the classroom and labs
- Adaptive technology. The following technology is available in Accessibility Services:
  - High speed scanner
  - Screen reading software ( JAWS; Kurzweil; TextHelp)
  - Screen magnification software with speech (Zoom Text)
  - Franklin Language Master
  - FM transmitter/receiver system
  - Digital recorders
  - Electronic spell checkers

- Exam accommodations
  - Extended exam time
  - Distraction-free environments
  - Exams divided into sections (e.g. to permit breaks)
  - Environments where student may walk around or lie down
  - Alternate exam formats (e.g. taped or electronic) for all or portions of the exam
  - Use of adaptive technology or software (e.g. spell checkers, calculators, computers, JAWS, ZoomText, Kurzweil, TextHelp)
  - Reader or scribe for exams

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## ALUMNI AND DEVELOPMENT

- **MA113, Heritage Hall**
- **Phone: 403.284.7010**
- **Email: [alumni@sait.ca](mailto:alumni@sait.ca)**

Welcome Future Alumni!

You are setting off on a journey that will bring more opportunities than you can imagine! Some 211,000 SAIT alumni are now applying their skills in 71 countries around the world. The Alumni and Development department is here to help you succeed well beyond your student years. Our goal is to help you move from the classroom to a successful career.

During your time at SAIT, we hope you will take advantage of the mentors and contacts you make. Many of our industry partners are past SAIT students who are willing to share their experiences to help you achieve your goals. Through such partnerships and a strong graduate network, we can help you make the connections to advance your career.

The Alumni and Development team also administers SAIT's Student Awards program. More than \$4.0 million in funding and 3,650 awards are available each year. Awards are based on achievement, community service and/or financial need. Several awards are just for apprentices.

We look forward to meeting you and to helping you make the most of your time at SAIT. Once you complete your program, the advantages continue. As a graduate of SAIT, you are eligible for all of the benefits and services offered to SAIT alumni.

Apply online by visiting [mySAIT.ca](http://mySAIT.ca), click on the myStudent tab, and then under the Financial Aid heading click on Online Student Awards Application Form.

**Don't miss out on this opportunity – apply today!**

# STUDENT RESOURCES

## ATHLETICS AND RECREATION

### TROJANS ATHLETICS

- V205, Campus Centre
- 403.210.4130
- Website: [saittrojans.com](http://saittrojans.com)

SAIT joined the Alberta Colleges Athletic Conference (ACAC) in 1964 and is represented today in six major sports, which are competed for at the collegiate level. Whether it's basketball, soccer, cross-country running, indoor track, hockey or volleyball, SAIT Athletics provides top class coaching, facilities and training for aspiring athletes throughout the campus. SAIT students can enjoy the excitement and entertainment of Trojans Athletics for only \$2 admission with their current ID card. For more information about the SAIT Trojans visit [saittrojans.com](http://saittrojans.com).

### TROJANS INTRAMURALS

- Phone: 403.284.7150
- Website: [sait.ca](http://sait.ca)

All SAIT students are encouraged to participate in student intramural activities provided through the intramural program. The combination of activity and social affiliation provides each student with the opportunity to relieve stress and meet new people with common interests. As often as is possible, most activities are organized to accommodate an already busy student schedule. The intramural program invites all SAIT students to present new ideas for activities to the coordinator of intramurals or to a volunteer with the organization throughout each year. For more information about SAIT Intramurals visit our website.

### TROJANS RECREATION

- V205, Campus Centre
- 403.284.8734

Our Recreation department offers a variety of dance, fitness, martial arts, leisure, adult and children swim lessons and weekend certification courses with classes right on campus for the enjoyment of the SAIT community. Programs and classes are designed for all ages and areas of interest. SAIT full-time students may register or drop in for our noon hour fitness classes. You will need to provide your student ID card for entrance to the Wellness Centre.

### TROJANS SUMMER SPORT CAMPS

- Phone: 403.284.7248
- Website: [saittrojans.com](http://saittrojans.com)

SAIT Trojans Summer Sport offers sports camps in the summer for youth interested in improving their sport skills. The hockey camps cater to a variety of ages and the basketball and volleyball camps specialize in high performance training. Visit the website for a complete list of courses and online registration or call 403.210.4130 to register for next year's upcoming camp.

## BOOKSTORE

- MB107, Stan Grad Centre
- Phone: 403.284.8466
- Email: [bookstore@sait.ca](mailto:bookstore@sait.ca)
- Website: [sait.ca/bookstore](http://sait.ca/bookstore) and [bookstore.sait.ca](http://bookstore.sait.ca)

The bookstore is now online. Purchase your textbooks, SAIT gear and gifts at [bookstore.sait.ca](http://bookstore.sait.ca).

Booklists are available online two weeks before the new semester commences. The SAIT Bookstore is the supplier of all your required course textbooks, supplies and materials. In addition to required academic reading the bookstore has a fashionable SAIT logo clothing selection, SAIT Logo items, funky gifts, cards and jewelry. The bookstore is here to meet your student needs including snacks and beverages, and commemorative school rings. Ask our helpful staff for assistance.

	Regular Hours of Operation	Summer Hours June – August
Monday	8 am – 7 pm	9 am – 4 pm
Tuesday	8 am – 7 pm	9 am – 4 pm
Wednesday	8 am – 7 pm	9 am – 7 pm
Thursday	8 am – 7 pm	9 am – 4 pm
Friday	8 am – 4 pm	9 am – 4 pm
Saturday	10 am – 4 pm	Closed
Sunday	Closed	Closed
We are closed all holiday weekends		

Textbook Buyback occurs four times a year. Check our website for updates. All returns will require a receipt – no exceptions. Refunds are given in the original form of payment. Please see the Bookstore's Return policy on our website or in store for full details. We accept cash, Visa, MasterCard, and Debit cards. Booklists are available online and at the SAIT Bookstore.

**Note:** We are not responsible for your belongings left unattended.

## CAREER SERVICES FOR NON-STUDENTS

If you don't have any idea what career path is right for you, we can help you decide on a direction. Whether you are graduating from high school, considering a return to school or looking for a career transition, our professional counselors can help you decide what kind of career you are best suited for and provide assistance in achieving your career goals.

Choose either of our two career counselling options, both of which utilize assessment tools to explore your unique characteristics and interests to guide you in setting realistic career goals:

## STUDENT RESOURCES

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Our Discover a New Career workshop will help you to identify a career that fits you. In this small group session facilitated by a professional counsellor, you will learn how to identify your career options and how to conduct the research required to attain your career goals. Our Individual Career Counselling Session is a one-on-one appointment with a professional counsellor who will explore with you the results of the assessments you will complete prior to the session. You will discuss a wide range of factors that will help you determine what career will be a good fit for you, including job prospects, location, lifestyle and goals, and will show you how to conduct job search and labour market information. By the time you leave, you will have a clear direction and a plan for how to achieve your goals.

Additional information is available on our Career Counselling page on the [sait.ca](http://sait.ca) website. To register or make an appointment

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### CHINOOK LODGE ABORIGINAL RESOURCE CENTRE

- N108, Senator Burns building
- Phone: 403.210.4028
- Fax: 403.210.4524
- Email: [chinook.lodge@sait.ca](mailto:chinook.lodge@sait.ca)

Chinook Lodge is a gathering place dedicated to supporting Aboriginal student success at SAIT by providing academic, cultural and social support services. As an integral part of the Centre for Academic Learner Services, the Lodge offers a supportive community environment where students can access one-on-one support, academic advising and networking opportunities while providing cultural awareness through the extended community.

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### SCHOOL OF HOSPITALITY AND TOURISM

The School of Hospitality and Tourism provides meals prepared by our Professional Cooking students in our food service outlets for all faculty, staff, students, and visitors to the SAIT campus.

#### FOOD

##### THE 4 NINES DINING CENTRE

We offer breakfast to start your day and lunch options from either the "Short Order" line or "Hot Foods" line all at a great value!

##### Hours of Operation:

- Breakfast Monday to Friday 7:30 am to 9:45 am
- Lunch 10:45 am to 1 pm

##### THE MARKET PLACE

This retail facility showcases the talents of our Professional Cooking, Meat Operations and Management, and Baking and Pastry Arts students by selling the products the students prepare fresh daily in their labs.

##### Hours of Operation:

- Monday to Thursday 11 am – 6:30 pm
- Friday 11 am – 4 pm

##### THE HIGHWOOD

The Highwood allows our Hospitality Management and Culinary students to provide world class cuisine and service to all patrons.

##### Hours of Operation:

- Lunch Monday, Tuesday, Wednesday, Friday – seatings available at 11:30 am and 12 pm
- Thursday buffet – 11 am, 11:30 am, and 12 pm
- Dinner Monday to Thursday – seats at 6 pm, 6:30 pm, and 7 pm

### CULINARY CAMPUS

226 – 230 – 8 Avenue SW

Join our Professional Cooking and Baking and Pastry Arts students for a delicious meal at the Culinary Campus. This million dollar facility caters to the busy lifestyle of corporate Calgary – grab and go sandwiches and salads, freshly baked pastries and breads and variety of made to order hot lunch dishes. Visit us at [culinarycampus.ca](http://culinarycampus.ca) for full menus and information on our Continuing Education Cooking Classes and Team Buildings.

##### Hours of Operation:

- Monday – Friday 8 am to 4 pm for food service

### CHARTWELLS & SAIT FOOD SERVICE PARTNERS

Chartwells and SAIT Food Service Partners are the food services provider on at SAIT Polytechnic. Their goal to create a positive dining experience for all of our customers.

### STAN GRAD FOOD COURT

The centre of all things food at SAIT, the Stan Grad Food Court offers a variety of selections for all tastes! Pizza, soup, burgers, hot entrees with an international flavor, as well as Teriyaki Experience give you delicious and nutritious options for dining on campus.

##### Hours of Operations

- Monday – Thursday 7 am – 4 pm
- Friday 7 am – 6 pm
- Closed Saturday & Sunday

### QUIZNOS

Bold, delicious signature and premium sub sandwiches to fill your appetite! Quiznos features sandwiches are made fresh and toasted to perfection!

##### Hours of Operations

- Monday – Thursday 10:30 am – 5 pm
- Friday 10:30 am – 3 pm
- Closed Saturday & Sunday

### TIM HORTONS

This full service Tim Hortons offers all your favorites including breakfast combos, lunchtime soups, chili and sandwiches, and of course Tim's famous coffee and donuts! Two locations now open.

##### Hours of Operations

##### Senator Burns location

- Monday – Thursday 6:30 am – 8 pm
- Friday 6:30 am – 5 pm
- Saturday 7:30 am – 2:30 pm
- Sunday 8 am – 1:30 pm

##### Cenovus Energy Centre Location

- Monday – Thursday 6:15 am – 6 pm
- Friday 6:15 am – 3 pm
- Closed Saturday & Sunday

# STUDENT RESOURCES

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## STARBUCKS

From Seattle to SAIT, enjoy the full Starbucks experience everyday with signature coffee, wraps, salads, sandwiches, and desserts at the Johnson Cobbe Energy Centre.

### Hours of Operations

- Monday – Thursday 6 am – 5 pm
- Friday 6 am – 4:30 pm
- Saturday 8 am – 2 pm
- Closed Sunday

## BURNS BISTRO

If you're looking for a great place to eat with a lot of seating space, stop into the Burns Bistro! They feature a daily selection of flatbread sandwiches, hot entrees, pizza, and salads as well as serving the best burgers on campus!

### Hours of Operations

- Monday – Thursday 8 am – 1:30 pm
- Friday 10:30 am – 1:30 pm
- Closed Weekends

## ART SMITH AERO CENTRE

At the Aero Centre we are serving up food that reminds you of home! With a different entrée served every day in addition to hot sandwiches made to order for breakfast and lunch, it is a great place to have a bite to eat!

### Hours of Operations

#### ALDRED CENTRE FOOD COURT

The Aldred Centre Food Court offers a large variety of international flavours to local favourites.

## BENTO SUSHI

### Hours of Operations

- Monday – Friday 7 am – 3 pm
- Closed Saturday & Sunday

## SECOND CUP

### Hours of Operations

- Monday – Thursday 6 am – 5 pm
- Friday 6 am – 2 pm
- Closed Saturday & Sunday

## BOSTON PIZZA

### Hours of Operations

- Monday – Thursday 10 am – 5:30pm
- Friday 10 am – 4 pm
- Closed Saturday & Sunday

## RICE TALES

### Hours of Operations

- Monday – Thursday 10 am – 3 pm
- Friday 10 am – 2 pm
- Closed Saturday & Sunday

## SPOLUMBO'S

### Hours of Operations

- Monday – Thursday 10 am – 3 pm
- Friday 10 am – 2 pm
- Closed Saturday & Sunday

## RUFFNEX

- Monday – Thursday 8 am – 5:30 pm
- Friday 8 am – 2 pm
- Closed Saturday & Sunday

## SUBWAY

Visit the Subway location for a classic sub sandwich made the way you like, located in the Johnson Cobbe Energy Centre

- Monday – Thursday 7 am – 6:00 pm
- Friday 7 am – 5 pm
- Saturday 9:30am – 6pm
- Sunday 9:30am – 5pm

## JUGO JUICE

Stop by for a nutritious smoothie and a healthy snack, located in the Campus Centre Building

- Monday – Thursday 7:30 am – 8:00 pm
- Friday 7:30 am – 7 pm
- Saturday 10am – 4pm
- Sunday 10am – 4pm

## DENNY'S ALL NIGHTER

Grand Slam on campus? You can find this at Denny's All Nighter, located in the Base of the Begin Tower

- Monday – Friday 6:30 am – 12:00 am
- Saturday & Sunday 10:0am – 8pm

\*Hours subject to change

# STUDENT RESOURCES

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## HEALTH AND DENTAL PLAN

- **NN117, Senator Burns building**
- **Phone: 403.284.8610**
- **Website: [www.mystudentplan.ca/sait](http://www.mystudentplan.ca/sait)**

All eligible full-time SAITSA students entering the fall or winter semester in regular day certificate, diploma and applied degree programs are automatically enrolled in the Student Health and Dental Plans upon registering at SAIT. There are exceptions and not all programs qualify, so please visit the Student Benefits Plan office for more information on how this applies to you. A selection of the benefits available is listed below.

### HEALTH BENEFITS

- Prescription drugs (based on the National Formulary with a generic rider)
- Paramedical benefits (Physiotherapy, Chiropractic, MassageTherapy, Naturopath)
- Vision
- Ambulance
- Emergency travel insurance

### DENTAL BENEFITS

- Annual exam and basic cleaning
- Minor restorative (e.g., fillings)
- Oral surgery (extractions)

Summary only, exact terms, benefits and exclusions are available at the Benefits Plan Office.

You may be eligible to receive your annual cleaning and dental checkup at 100% with a SAITSA Dental Partner. Visit [mystudentplan.ca](http://mystudentplan.ca) for a list of our Selected Dental Partners or visit the Benefits Plan office for more details.

### STUDENT HEALTH AND DENTAL FAQ

#### Can I add my family to the plan?

You may purchase coverage for your spouse and/or dependents by completing an application at the Student Benefits Plan office and paying the additional premium by the specified deadline (see Opt-Out, Opt In and Add-on deadlines).

#### I Opted -Out last year but now I want to be on the plan this year, can I Opt-In?

Yes, if you opted-out the previous year and wish to come back to the plan, you will need to fill out the opt-in form at the Benefit Plan Office before the applicable deadline (see Opt-Out, Opt -In and Add-on deadlines). Otherwise you will be credited back the health and dental fees as part of the One Time Opt-Out process. This means you will be continuously opted-out as long as you remain an eligible full time student year to year – unless you opt-in.

#### I Opted-Out this year, but have now lost my other health and dental benefits, can I Opt-In?

Yes, qualifying students may opt-in to the SAITSA Health and Dental plan within 30 days of losing their other health and dental coverage, with a dated termination letter from their insurance company. Please visit the Benefit Plan Office for details.

#### Am I eligible to Opt Out?

Any student who has comparable health and/or dental coverage – either with parents, spouse or on their own – may opt out of the plan before the specified deadline (see Opt-out, Opt -in and Add-on deadlines).

#### How do I opt out of the plan?

There are two ways to opt out:

1. Complete the One-Time Opt Out process online at [www.mystudentplan.ca](http://www.mystudentplan.ca) before the applicable deadline. Online opt-outs are subject to audit so be sure to have confirmation of other comparable coverage available.
2. Fill out a waiver form at the Student Benefits Plan Office and show your confirmation of other coverage.

Confirmation of comparable health and/or dental coverage can be a copy of your Insurance benefit card (e.g. Sunlife, Great West Life) or a letter from your insurance company. Confirmation does not include Alberta Health Care or any other basic provincial coverage.

**Please note:** You must waive the plan before the opt-out deadline. You only have one chance to opt-out per academic year. For example, if you started school in the fall of 2014, your only chance to waive the plan is by the fall 2014 deadline. If you miss the deadline, your next opportunity to opt out is in the fall of 2015.

#### Opt-Out, Opt-In & Family Add-On Deadlines:

- September 19, 2014 by 4 pm
- January 23, 2015 by 4 pm (this deadline is only for NEW winter students).

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## HEALTH SERVICES

### MAIN CAMPUS

- **R41 – Senator Burns building**
- **Phone: 403.284.8666**
- **Email: [health.services@sait.ca](mailto:health.services@sait.ca)**

Hours of Operations\*

- Monday – Friday 8 am – 4:30 pm

Call 403.284.8666 for a doctor's appointment as this is not a walk-in clinic.

Alberta Health Care or Out-of-Province Health Care number is required.

All medical records and information are confidential and no information will be released without the student's written permission.

\*subject to change

## STUDENT RESOURCES

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### IDENTIFICATION CARDS

- MA211, Heritage Hall
- Phone: 403.284.7248
- Toll-free: 1.877.284.7248
- Fax: 403.284.7112
- Email: [advising@sait.ca](mailto:advising@sait.ca)

#### Hours of operation

- Monday, Tuesday, Thursday and Friday 8:15 am – 4:30 pm
- Wednesday 9 am – 4:30 pm

All students are entitled to an ID card. The ID card is required to utilize eCard library facilities, to obtain a locker, access the Wellness Centre, access Health Services, pick up SAIT laptops and notebooks SAIT e-Learning programs, and purchase computer software. Lost or stolen ID cards may be reissued for a replacement fee.

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### INTERFAITH ADVISING CENTRE

- Phone: 403.284.7385
- Advising Centre MC 218, Stan Grad Centre
- Meditation Rooms MB314, Stan Grad Centre and V126, Campus Centre

Our centre offers a variety of spiritual services to our multi-faith community. Chaplains of different faiths can be found at the centre throughout the week and are available to both staff and students. Hours and availability of personnel are posted with contact information at the Centre. Leave a message at 403.284.7385.

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### INTERNATIONAL STUDENT SERVICES

- International Centre
- MA206, Heritage Hall
- Phone: 403.284.8852
- Fax: 403.284.7386
- Email: [international@sait.ca](mailto:international@sait.ca)

#### Hours of operation

- Monday, Tuesday, Thursday and Friday 8:00 am – 4:30 pm
- Wednesday 9 am – 4:30 pm

SAIT offers continuous support to its international students from the point of first contact through to work opportunities after graduation. Whether assisting with the transition to Canada from another country or accessing the variety of student services around campus, the International Centre can help. International students are welcomed into their program at SAIT.

The International Centre provides the following:

- Academic Advising
- Admissions and Registrations Assistance
- Pre-departure Assistance
- Global Buddy Program
- Airport pick-up
- Assistance with Study/Work Permits and Temporary Residence Visas

- Information on off-campus housing options
- Assistance with residences at SAIT and Home Stay
- International Student Orientation
- Information on Health Insurance
- Cultural counselling
- Volunteer opportunities
- International Student Handbook
- A variety of social, recreational and cultural activities
- International intramural sports teams.

An International Student Room (MB201 in the Stan Grad Centre) here you can have lunch, meet with your friends and study.

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### LEARNING SKILLS SERVICES

- MC221, Stan Grad Centre
- Phone: 403.284.8082
- Email: [learning.skills@sait.ca](mailto:learning.skills@sait.ca)

Learning Skills Services in the Learner Success Centre include:

- Free peer tutoring in many first year courses.
- Drop-in Communication Lab where students can work on writing assignments and receive assistance to clarify the assignment, be shown techniques for brainstorming and outlining, receive feedback on content and organization and assistance in documenting sources.
- Drop-in Math Lab where students can get assistance on math concepts covered in SAIT courses.
- Drop-in Study Skills Lab where students can meet with an Academic Coach for strategy assistance for active learning, exam anxiety, preparing for and taking exams, effective reading, time management, listening and note-taking and avoiding plagiarism.
- Individual consultations with an Academic Coach on topics such as time management and personal organization, textbook/module reading skills, effective note-taking in classes, memory strategies, teamwork, preparing for exams and taking multiple choice tests.
- Student Success Seminars can be requested by, and customized for, any SAIT program.
- Back on Track workshops are provided for students on Academic probation to help them to achieve academic success.
- Prep 100 workshops facilitate students transitioning into post-secondary.
- Prep 145 workshops facilitate apprenticeship students into post-secondary.
- ENGL145 targets those students, who plan on entering an apprenticeship program, that need improvement in their technical reading and vocabulary skills.
- MATH 145 targets those students, who are planning to enter an apprenticeship program, that need improvement in their math skills.
- For more information on, and the schedules for, all Learning Skills Services, visit the Academic Resources tab of mySAIT.ca.

## STUDENT RESOURCES

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### ATTENTION NEW STUDENTS!

**PREP 100 – The SAIT Experience** is a three-day course covering topics such as time management and personal organization, text book/module reading skills, effective note-taking in classes, memory strategies, preparing for examinations, managing exam anxiety and taking multiple choice tests.

For more information or to register, visit [sait.ca](http://sait.ca) or call 403.284.7050.

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### REG ERHARDT LIBRARY

- MC111, Stan Grad Centre
- Phone: 403.284.8616
- Email: [library@sait.ca](mailto:library@sait.ca)

#### Hours of operation

##### *Fall and Winter Semesters*

- Monday – Thursday 7:30 am – 11 pm
- Friday 7:30 am – 5 pm
- Saturday and Sunday 10 am – 5 pm

##### *Spring and Summer Semesters*

- Monday – Thursday 8 am – 6:30 pm
- Friday 8 am – 5 pm
- Saturday and Sunday Closed

The Reg Erhardt Library, located in the Stan Grad Centre on the main campus, provides a variety of resources to support the programs offered at SAIT. Visit us in person, or online at [library.sait.ca](http://library.sait.ca) to access:

- E-books, streaming video, articles, specialized databases, and more available through the Library website
- Print books, journals, trade publications, general interest magazines, and newspapers
- Media equipment such as laptops, calculators, cameras, headsets and video cameras
- Streaming video and DVD
- Research tutorials and online subject guides
- Many textbooks required for SAIT courses

### LIBRARY SERVICES

Our friendly, knowledgeable staff members can provide assistance locating and using information. Research and reference help is available at the Library Information Desk in-person or via phone, or online through email and chat. 130 computers are available on a drop-in basis, and the following services are offered:

- Free wireless access to the SAIT network
- Access to the Microsoft Office Suite, the Internet and some specialized software
- Printing (black and white, colour)
- Scanning
- Photocopying
- Laminating and binding

Study facilities for students include:

- Group study area on Level 1, quiet study area on Level 0
- Individual study carrels, networked for laptop computers
- Eight study rooms, each equipped with a large screen, computer workstation and laptop network ports, bookable online at the library website

### USING THE LIBRARY

Your SAIT ID card is your Library card! Use your ID to borrow items from the Library. Your personal identification number (PIN) is your Library password. Your PIN is the last four digits of your phone number. With your PIN and your SAIT ID you can access your Library account and electronic resources from [library.sait.ca](http://library.sait.ca) from off campus. Students with a current SAIT ID card can obtain The Alberta Library (TAL) card. This card will let you borrow items from over 300 TAL member libraries including the University of Calgary Libraries, the Calgary Public Library and the Alberta College of Art and Design Library. For more help getting started, visit us in person, call us, or use online chat on our website.

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### MYSAIT.CA

- MA211, Heritage Hall
- Phone: 403.284.7248
- Email: [advising@sait.ca](mailto:advising@sait.ca)
- Website: [mysait.ca](http://mysait.ca)

MySAIT.ca is a secure way for students to view academic and financial information via the web. Applicants can also access mySAIT.ca to check the status of any processed applications.

### LOGGING IN

- Your user name will be your nine-digit SAIT ID number
- Your password is defaulted to your date of birth in the format ddmmyy
- Remember to change your password, and set up a private security question, the first time you log in

### GETTING STARTED AS A SAIT STUDENT

Check out mySAIT.ca before you start classes to:

- View and print your class schedule
- Access information about tuition fee deadlines and SAIT's refund policy
- View your account summary and pay your tuition online
- View withdrawal and add/drop deadlines
- Apply online for SAIT Scholarships and Bursaries (once your admission has been confirmed)

### WHAT'S IN IT FOR YOU AS A STUDENT?

Now that you have started your education at SAIT, you can log in to mySAIT.ca to keep track of your academic and financial information.

You will be able to:

- Access your email (if you are currently enrolled in a course)
- Make adjustments to your schedule by adding or dropping classes online
- View your course homepages and communicate with your instructors and classmates via email, chat rooms and message boards
- Use the online Photo Directory to share your picture, and get to know your classmates and instructors
- Find out what's happening around campus
- Get information about resources available to you as a SAIT student
- Print your Canadian Student Tax Forms (T2202A Forms)

# STUDENT RESOURCES

- Access your student records including assignment marks (grade details) and final grades
- View and print your unofficial transcripts
- Find helpful information for apprentices, such as current EI code, support services, funding and much more.

## GRADUATING FROM SAIT

Now that you are almost finished your classes, check out mySAIT.ca to:

- View graduation information and check your graduation status
- Display and print forms such as the Transcript Request Form and Credential Request Form
- Access information about employment services, as well as the Student Employment Online Job Board

## QUICK TIPS

- Re-set your own password by clicking on the "Forgot Password?" link on the log in page
- Check the email address that we have on file for you as this is required to use the "Forgot Password" link
- Find helpful information to troubleshoot any questions you may have about mySAIT.ca on the log in page

## PARKING

- **V215, Campus Centre**
- **Phone: 403.210.4494**
- **Fax: 403.210.4490**
- **Email: campus.parking@sait.ca**

SAIT has a number of parking lots that students and visitors can use. See Transit & Parking for more information on rates and lot locations.

For more information, contact Parking Services.

\*all rates subject to change

## PHI THETA KAPPA HONOR SOCIETY

SAIT Polytechnic is a chartered member of Phi Theta Kappa Honor Society. Phi Theta Kappa has been recognizing and encouraging academic excellence and leadership worldwide since 1918, but SAIT is one of only three Canadian institutions and the only Canadian polytechnic to be chartered into Phi Theta Kappa thus far.

Any student who has earned a grade point average of 3.8 or higher and has completed at least four full-time courses is eligible for membership in this prestigious organization. Phi Theta Kappa members are eligible for exclusive scholarships, online transfer tools for universities and other post-secondary institutions, educational seminars and conferences, and networking opportunities with fellow scholars at home and around the world.

As it generates interest from students and faculty, the SAIT Chapter – Beta Sigma Tau – will become more of a familiar organization on campus. Orientation sessions will be held during the academic year, as well as membership induction ceremonies and recognition at SAIT graduation. Local initiatives and opportunities will follow as participation gathers momentum. For more information, contact ptk.info@sait.ca or call 403.774.5319.

## RESIDENCE SERVICES

### East Hall

- **136 Dr. Carpenter Circle NW, Calgary, AB, T2M 4W7**

### The Begin Tower

- **151 Dr. Carpenter Circle NW, Calgary, AB, T2M 3G1**
- **Phone: 403.284.8013**
- **Fax: 403.284.8435**
- **Email: residence@sait.ca**
- **Website: liveatsait.com**

SAIT offers on-campus housing in two residence buildings. The residences provide an atmosphere conducive to academic pursuits while allowing students the opportunity to participate in recreational activities plus the convenience of a commute to classes that takes mere minutes. Both buildings are equipped with study/social lounges, an entertainment room, an extended-hours front desk and laundry room.

All utilities are included, along with cable, wireless Internet, local calls and voicemail.

East Hall offers on-campus housing to 458 students in a 14 storey high-rise. The majority of suites are four-bedroom apartments; however a limited number of one-bedroom suites are also available.

All four-bedroom apartments feature a living/dining area, kitchen, two bathrooms and four private bedrooms with double beds. All suites offer a fridge, stove, microwave and a 32-inch television. The one bedroom apartments feature the same amenities as the four-bedroom units, with one private bedroom and bathroom per unit. All apartments in the building are furnished (excluding kitchenware, linens, etc.).

Furnishings include a double bed, night stand, phone, desk, and desk chair in each bedroom. Sofa, chair, two end tables, dining table and four chairs and 32-inch television finish each living/dining area.

The Begin Tower opened in May of 2008, houses 720 students in studio and two-bedroom suites. All apartments in the residence feature a dining area with table and chair(s), and private bedrooms furnished with a double bed, stacking dresser unit, phone, desk and desk chair. Kitchen facilities in The Tower include a stove top, microwave and full fridge.

Applications are accepted year-round (with a \$50 application fee and \$250 security deposit). Acceptance into a program at SAIT is not required in order to apply for on-campus housing, though you must be a registered post-secondary student prior to moving into residence.

### One-bedroom (East Hall)

- A. Pay \$9,280.00 by July 1, 2014 or
- B. Pay \$4,640.00 by July 1, 2014 and \$4,640.00 by December 1, 2014

### Four-bedroom (East Hall)

- A. Pay \$6,000.00 by July 1, 2014 or
- B. Pay \$3,000.00 by July 1, 2014 and \$3,000.00 by December 1, 2014

There are three different levels of each type of unit in The Tower, with different price points.

### Studio (Begin Tower)

- A. Pay \$7,560.00, \$8,360.00 or \$9,538.00 by July 1, 2014 or
- B. Pay \$3,780.00, \$4,180.00 or \$4,769.00 by July 1, 2014 and the same by December 1, 2014

## STUDENT RESOURCES

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### Two-bedroom (Begin Tower)

- A. Pay \$6,200.00, \$6,760.00 or \$7,192.00 by July 1, 2014 or  
B. Pay \$3,100.00, \$3,380.00 or \$3,596.00 by July 1, 2014 and the same by December 1, 2014

Applications for residence are released in February. Contact the Residence office at 403.284.8013 to add your name to the mailing database. Please visit the residence section of SAIT.ca to view floor plans and rental details. You can apply for the residence prior to being offered a seat in a SAIT program.

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### SAITSA

- SAIT Students' Association
- V204, Campus Centre
- Phone: 403.284.8036
- Email: [saitsa.info@edu.sait.ca](mailto:saitsa.info@edu.sait.ca)
- Website: [saitsa.com](http://saitsa.com)

### STUDENT GOVERNMENT

The Students' Association is administered by the Students' Executive Council (SEC), which consists of a president and three vice-presidents who are elected annually in February/March. They are responsible for the operations of the Association and representing all SAIT students to administration, government and the public. The Students' Legislative Council (SLC), whose members are elected from each academic department at SAIT and SEC, make up SAITSA's governing board which oversees the affairs (long range planning) of the Students' Association and information sharing between students of different programs. The Students' Legislative Council also appoints several standing committees, which tackles many student issues at SAIT, ranging from parking difficulties to e-Learning concerns. Students are encouraged to strengthen their leadership skills by getting involved in any aspect of SAITSA's student government.

### CAMPUS CLUBS

SAITSA sponsors a number of student clubs that help student groups build leadership, networking and organizational skill sets. Campus Clubs can either be academically, socially, politically or religiously focused. Campus Clubs are a great experience and a lot of fun.

### PUBLICATIONS

SAITSA Publications is the publishing arm of the Students' Association and is responsible for publishing SAIT's weekly newspaper (The Weal), yearbook, the student handbook (Survival Guide). Students are invited to share their creative talents by contributing to The Weal and yearbook through writing or photography.

### RETAIL OPERATIONS

SAITSA operates two retail and convenience stores.

#### The Station Market

- N120, Senator Burns building
- Phone: 403.284.8679

The Station Market is located in the Senator Burns Building and will satisfy all your retail needs at student friendly pricing including: munchies, slushees, ice cream, school supplies, backpacks, magazines, calculators, clothes and lots more.

#### Hours of operation

- Monday – Thursday 7:30 am – 8 pm
- Friday 7:30 am – 4 pm

\*Hours subject to change

#### SenSations Express

- MB108, Stan Grad Centre
- Phone: 403.210.4424

Our second retail outlet located west of the Heart Atrium.

#### Hours of operation

- Monday – Thursday 7:30 am – 8 pm
- Friday 7:30 am – 4 pm

\*Hours subject to change

#### SAITSA Seconds Used Book Store

- N118, Senator Burns building
- Phone: 403.284.7281

Our used bookstore is located off the Senator Burns Rotunda. Used and barely used textbooks in addition to CD's are sold on consignment – you set the price, SAITSA sells your books and retains a 20 per cent commission. Shop early for bargains you won't find at the SAIT bookstore. (additional hours for peak times posted at the store)

#### Hours of operation

- Monday – Friday 9 am – 4 pm

(additional hours for peak times posted at the store)

\*Hours subject to change

#### Gateway Restaurant and Bar

- V203, Campus Centre
- Phone: 403.284.8760

The Gateway offers good times in a classy, casual and unique setting. Come see live entertainment – from acoustic sets to full-on rock 'n' roll cabarets – or sit back and relax in a soft-seating area at a coffee table and enjoy a pint from one of our 12 taps. The Gateway overlooks the new Cohos Commons field and Calgary's distinct skyline. Pool tables, video games, televisions and full food and drink menus can be found right here on campus. Alcohol sales begin at 11 am. The Gateway offers perfect ambience for all students. Whether you're stressed, relaxed, focused or lost, it doesn't matter – you're always welcome here at the Gateway.

## STUDENT RESOURCES

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### Odyssey Coffeehouse

- V211; Campus Centre
- Phone: 403.774.4741

The Odyssey Coffeehouse opened in the fall of 2008 and quickly became a campus hit. This bright, modern space brews delicious direct-trade coffee from Calgary's own Fratello Coffee Roasters and displays a wide variety of lunch options.

### Hours of operation

- Monday – Thursday 7 am – 4 pm

\*Hours subject to change

### SAITSA Resource Centre

- MC107, Stan Grad Centre
- Phone: 403.210.4323

The SAITSA Resource Centre offers a variety of services to students. Some of them include an Emergency Contact program, Good Food Box program, faxing services, Campus Safewalk, ticket sales, legal guidance clinic, a courtesy phone and microwaves.

### Hours of operation

- Monday – Thursday 7 am – 4 pm

\*Hours subject to change

### Volunteer Services

SAITSA has a listing of SAIT groups that have volunteer opportunities throughout the year. Don't miss your chance to get involved!

- Phone: 403.210.4323

### CAMPUS SAFEWALK

- Phone: 403.284.SAFE (7233)

Escorts students and staff to and from vehicles, bus stops, or buildings.

### Hours of operation

- Monday – Friday 6 pm – 11 pm\*

\*Hours subject to change

### SAITSA LOCKER OPERATIONS

- NN118, Senator Burns building
- Phone: 403.210.4323

The SAITSA Locker Operations is located in the SAITSA Seconds bookstore (NN118 – Senator Burns). Items you need prior to coming to NN118 to obtain a locker:

- Valid Student ID card
- A general idea where you want your locker to be located – check your timetable to find out where the majority of your classes are on campus. Otherwise, you may receive a locker that is not in an ideal location for you. Even though the Locker Staff generally know what lockers to rent to specific students, it is your responsibility to ensure that you obtain one in a good location for you. There is a \$5 administration fee to change lockers after you have rented one.
- Cash, debit, MasterCard, and Visa are accepted to make payments.
- Locks and combinations are provided, so all you need to do is move in!

### Small Locker Large Locker

- 1 semester \$20 + GST \$25 + GST
- 2 semesters \$25 + GST \$30 + GST
- 1 calendar year \$35 + GST \$40 + GST

For more information please call 403.284.7281

For security reasons SAITSA cannot allow students to share lockers. SAITSA will not accept responsibility for any loss of or damage to a student's personal property. No unauthorized locks are to be used on lockers; all unauthorized locks will be removed and contents will be put in storage. Contents will be held for one month, at the end of the month period all contents will be disposed of at the discretion of the Students' Association.

### OFF-CAMPUS HOUSING

Please visit the SAITSA website at [saitsa.com](http://saitsa.com) and click on Off-Campus Housing for available listings – a service that SAITSA contracts out to [rentingspaces.ca](http://rentingspaces.ca).

### SAITSA AWARDS

Many students who volunteer with SAIT and SAITSA qualify for SAITSA awards. Don't miss out on this great opportunity. Visit [saitsa.com](http://saitsa.com) for more information.

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## STUDENT DEVELOPMENT AND COUNSELLING

- MA205, Heritage Hall
- Phone: 403.284.7023

We can help and support you with a broad range of concerns. We offer both individual counselling and workshops regarding issues such as:

- Personal concerns; for example stress, anxiety, depression, relationship difficulties, anger management, alcohol and drug use, communication skills, etc.
- Career planning; Discover resources that can help you clarify career interests, your direction, and set goals to attain your career objectives.
- Educational concerns; exam anxiety, goal setting, academic difficulties, and academic probation, etc.
- Crisis support; access to crisis counselling, support, information and referral services

All services are free and confidential for SAIT students. To make an appointment, call 403.284.7023 or drop by our office at MA205 in Heritage Hall.

To access resources and detailed information about our services and workshops, log onto mySAIT and click on the Counselling link under the Academic Resources tab.

## STUDENT RESOURCES

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### STUDENT EMPLOYMENT SERVICES

- Phone: 403.210.5730
- Email: [student.employment@sait.ca](mailto:student.employment@sait.ca)

Our industry contacts are excited to hire our students – we receive hundreds of postings every month from companies seeking to hire people with hands-on practical training. Visit [sait.ca](http://sait.ca) and use your nine digit SAIT student ID number to access the Online Job Board.

#### Other SAIT Employment Services and Resources

- Free employment workshops and consultations are offered to SAIT students and alumni throughout the academic year.
- To register for these services, please log into the Online Job Board and follow the instructions found in the Announcements section. If additional information is required, please visit [sait.ca](http://sait.ca), email [student.employment@sait.ca](mailto:student.employment@sait.ca) or call 403.210.5730.
- Career Directions – SAIT Student Services hosts a career fair bi-annually in the fall and spring of each academic year. The fair is an opportunity for exhibitors to communicate career opportunities within their organization to our students.

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### STUDENT SERVICES

- MA211, Heritage Hall
- Phone: 403.284.7248
- Toll-free in North America: 1.877.284.7248
- Fax: 403.284.7112
- Email: [advising@sait.ca](mailto:advising@sait.ca)

#### Hours of operation

- Monday, Tuesday, Thursday and Friday 8:15 am to 4:30 pm
- Wednesday 9 am to 4:30 pm

#### Student Services Contact Centre (phone calls only)

- Monday, Tuesday and Thursday 7:30 am to 6:30 pm
- Wednesday 9 am to 6:30 pm
- Friday 8:15 am to 4:30 pm

SAIT's Student Services/Office of the Registrar is dedicated to supporting student success through all phases of the learning journey.

We are pleased to provide the following information and services to all prospective and existing students:

- Application information for programs offered at SAIT
- Program advising (both in-person, online ([sait.ca](http://sait.ca)) and by email ([advising@sait.ca](mailto:advising@sait.ca)) for prospective students
- Registration information for part-time, evening and distance education classes
- Distribution of ID Cards and U-Passes
- Financial aid information including student loans, scholarships and awards

### TESTING SERVICES

- MC221, Stan Grad Centre
- Phone: 403.284.7050
- Email: [testing@sait.ca](mailto:testing@sait.ca)

SAIT Testing Services offers the following:

- Placement testing for Academic Upgrading and English Language Foundations courses.
- Admissions tests in lieu of the following high school courses: Math 30, English 30, Chemistry 20 and 30, Biology 20 and 30, Physics 20 and 30
- Exam invigilation for SAIT students
- Accommodated examinations for students with disabilities

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### TRANSFER OPTIONS

- NN215B, Senator Burns Building
- Phone: 403.210.4238
- Email: [transfer.options@sait.ca](mailto:transfer.options@sait.ca)

Find out where you can use the credential earned at SAIT towards the completion of an advanced credential at another institution. To learn more, visit Transfer Options.

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### UNIVERSAL TRANSIT PASS

- Student Services
- MA211, Heritage Hall
- Phone: 403.284.7248
- Toll-free in North America: 1.877.284.7248
- Email: [advising@sait.ca](mailto:advising@sait.ca)

#### Hours of operation

- Monday, Tuesday, Thursday and Friday 8:15 am to 4:30 pm
- Wednesday 9 am to 4:30 pm

An innovative partnership between SAIT and Calgary Transit has resulted in the provision of the Universal Transit Pass (U-Pass) for full-time students. The U-Pass entitles students (based on specific eligibility requirements), with unlimited access to Calgary Transit. An automatic fee for the U-Pass is applied to all full-time students who qualify for a U-Pass. Students can obtain their U-Pass sticker at Student Services. A valid Student ID card must be presented or may be obtained at Student Services. Lost or stolen ID cards may be replaced for a fee.

The U-Pass replacement fee is full price.

## STUDENT RESOURCES

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### WELLNESS CENTRE

- **V205, Campus Centre**
- **Phone: 403.284.8027**
- **Email: [campus.centre@sait.ca](mailto:campus.centre@sait.ca)**
- **Website: [sait.ca/recreation](http://sait.ca/recreation)**

The Wellness Centre provides SAIT with one of the finest social, recreational and athletic facilities in Canada. All three functions have been incorporated into the design of the building, which utilizes an open concept to encourage participation from all members of the SAIT community, including the general public.

Wellness Centre facilities include:

- a 35 metre salt water swimming pool
- a double sized multi-purpose gymnasium
- NHL size hockey arena
- two racquetball
- six squash and two wallyball/racquet courts
- state-of-the-art weight room
- fitness studio
- four bowling lanes for five pin bowling

We also host several Recreation programs that are open to students, staff, alumni and the general public. Visit us at [sait.ca](http://sait.ca)

**ADMISSION  
INFORMATION**

# ADMISSION INFORMATION

## CONTACT US

- **SAIT Student Services**
- **Phone: 403.284.7248**
- **Toll-free: 1.877.284.7248**
- **Email: [advising@sait.ca](mailto:advising@sait.ca)**

## ADMISSION REQUIREMENTS

To be granted admission to SAIT, an applicant must satisfy one of the following:

- Possess an Alberta High School Diploma (or equivalent) and satisfy the program admission requirements or,
- Qualify as a Mature Student and satisfy the program admission requirements.

Please review the admission requirements as listed within each program. Some programs require additional information to be included with the application. In all cases applicants must meet the admission requirements outlined.

English proficiency for all SAIT programs

English is the language of instruction in all programs at SAIT and is the common language for business in Alberta. An applicant to SAIT must meet the minimum English Language admission requirements for the program to which he or she is applying, as determined by the program.

All applicants must also demonstrate English Language Proficiency prior to admission, including students educated in Canada. In order to demonstrate English Language Proficiency, an applicant must have:

- Completed three years of full-time instruction in the English language, with a minimum of 12 hours instruction per week; OR
- Successfully completed assessment testing in one of the following:
  - International English Testing System (IELTS) with a minimum score of 6.0 in each skill/category (must be **Academic**)
  - Canadian Academic English Language Assessment (CAEL) with a minimum 60 overall band
  - Test of English as a Foreign Language (TOEFL) Internet Based Testing (IBT) with a minimum overall score of 80 (and a minimum score of 20 in each category).
  - Canadian Language Benchmark Assessment (CLBA) with a score of 8 in all sections

**Important:** All tests above are valid for a one year period from date of issue of the test.

## RESPIRATORY THERAPY PROGRAM

All applicants who have English as an additional language must achieve level 9 in all categories of the Enhanced Language Training Placement Assessment (ELPTA) to qualify for admission to the Respiratory Therapy program.

## HOW TO APPLY

Please review the admission requirements as listed within each program. Some programs require additional information to be included with the application. In all cases applicants must meet the admission requirements outlined.

1. Complete all portions of the application; click "Apply Now" to get started.
2. Submit your high school transcript and all post-secondary transcripts if you have attended a post-secondary institute. If you attended an Alberta high school or post-secondary institute the transcripts will be submitted electronically from Alberta Education.
3. Applications submitted without a final transcript or anticipated final grades will not be processed until the transcript has been received.
4. All transcripts submitted become the property of SAIT and will not be returned or photocopied for the applicant.
5. If your document(s) originate(s) in whole or in part outside of Canada, documents must be translated into English and must have had a foreign evaluation completed. Please see Foreign Document Evaluations.
6. A \$50 non-refundable application fee must be paid at time of the online application. Payment can be made by VISA or MasterCard.

## WHEN TO APPLY

SAIT accepts applications for each intake up until the first two weeks of the class. However, SAIT does have continuous selection processes in place so it is best to apply early and within the suggested application dates as indicated below.

### APPLICATION TIMELINES

#### ■ September Intake 2014

Applications open: October 18, 2013

Application Valid: September, January and May intakes for those programs that have multiple intakes only.

#### ■ January Intake 2015

Applications open: August 1, 2014

Application Valid: January and May intakes (for those programs that have multiple intakes only).

#### ■ May Intake 2015

Applications Open: October 15, 2014 Application Valid: May intake only

#### ■ September Intake 2015

Applications open: October 15, 2014

Application Valid: September, January and May intakes (for those programs that have multiple intakes only).

An application submitted for the September intake (beginning of the academic year) can be transferred one time at no cost to the January and/or May intakes of that academic year when requested by the applicant. Applicants will need to re-apply for the next academic year. Applications are accepted for each intake up until the end of the first two weeks of class start. In order to be considered in selection, applications must be at a qualified status. We encourage applicants to apply early as programs can fill quickly.

# ADMISSION INFORMATION

## TRANSCRIPTS

Complete official transcripts of high school or post-secondary grades must be sent to Student Services prior to the appropriate transcript/document deadline. Alberta residents who attended high school or post-secondary in Alberta will have transcripts automatically sent electronically to SAIT from Alberta Education. Applicants that attended high school in other provinces can contact the provincial department of education for information on how to obtain official transcripts. For assistance in determining course equivalencies, please consult the Alberta Transfer Guide.

**Note:** Applicants who are currently enrolled in admission requirement course(s) should use the Anticipated Final Grades form found at mySAIT.ca to submit anticipated grades which will allow the admissions office to update the application upon receipt. Official transcripts verifying completion in these courses must be received by Student Services prior to the final transcript deadline. This will ensure that SAIT has the most current grades at all times and that the learner has the best possible advantage in the selection process.

International transcripts or documents in languages other than English must be accompanied by an official translation into English.

## FINAL TRANSCRIPT/DOCUMENT DEADLINES

If you are conditionally offered a seat in a SAIT program, you must submit final transcripts by August 1 for the fall semester, December 1 for the winter semester and April 1 for the spring semester. Failure to do so will result in the cancellation of your application.

## CURRENT HIGH SCHOOL OR UPGRADING STUDENTS

Applicants who are currently completing their diploma or academic pre-requisites must provide Student Services with their Anticipated Final Grades.

Applicants may be offered a seat in a program on the condition that a final transcript is received prior to the Transcript/Document Deadline.

**Note:** Summer school courses will not be considered for the September intake.

## ANTICIPATED FINAL GRADES

Only applicants registered in grade 12 or upgrading admission requirements can submit an anticipated final grade and may be granted a conditional offer or granted selection status based on the anticipated final grade for the admission requirements.

Applicants applying to a high demand program will be placed in the first round of the selection process if they meet or exceed the minimum grade and admission requirements. Applicants will be required to meet all selection criteria and selection deadlines for the programs applied for.

Applicants applying to other programs will be conditionally offered a seat into the program of their choice under SAIT early admission criteria if they meet or exceed the minimum grade and admission requirements.

The conditions associated with anticipated final grades are as follows:

- Academic average remains at or above the minimum selection average for the program applied for,
- All required courses are successfully completed, and
- All graduation requirements are satisfied.

All conditions will be checked and verified upon receipt of the final marks. Final marks must be received on or before the Transcript Deadline. Applicants may wish to seek assistance from their school counsellor when completing the Anticipated Final Grades form. It is important that the anticipated final grades are completed accurately, as conditional decisions will be made based upon information received.

SAIT reserves the right to withdraw a conditional offer of admission if the above conditions are not met.

## SAIT UPGRADING

Adult applicants who do not have the educational requirements for the program of their choice may wish to consider registering in the SAIT Academic Upgrading program as outlined in this Calendar. Academic Upgrading courses will satisfy admission requirements to SAIT programs, and most courses are acceptable for admission at other Alberta post-secondary institutions. However, the courses are not eligible for credit towards an Alberta high school diploma. For more information, please contact the Academic Upgrading office at 403.210.5756 or email [upgrading@sait.ca](mailto:upgrading@sait.ca).

## TRANSFER STUDENTS

Students can apply for transfer credit from previous post-secondary education (University/College) courses or related work experience. This assessment service is offered to all SAIT students. The following credit assessment options are available:

### TRANSCRIPT ASSESSMENT (TRANSFER CREDIT)

If you have previously completed education at an accredited postsecondary institution, you can apply to have your past course work assessed to determine if credit can be granted within the SAIT program you are accepted into. To be considered, the following criteria must be met:

- Previous grades must be 65% or better.
- All relevant courses must have been completed within the past 5 years.
- Course credit hours match those of the SAIT Polytechnic courses.
- Course curriculum must be an 80% match to SAIT Polytechnic courses.
- Detailed learning outcomes from your previous institution.
- SAIT Polytechnic has a 50% residency rule. Applicants can request credit for up to 50% of any SAIT program. The remaining 50% must be taken at SAIT Polytechnic to qualify for the credential.
- When submitting foreign documentation for transfer credit evaluation, please provide transcripts and the detailed course outlines translated to English by an official translator. A list of official translators can be found through the Association of Translators and Interpreters of Alberta.

## ADMISSION INFORMATION

### WORK EXPERIENCE, NON-FORMAL, AND INFORMAL LEARNING

If basing course credit on previous experiential, non-formal or informal learning, applicants must have minimum of one year full-time relevant work experience, have validation of competencies accomplished in a related field and provide the following (not limited to):

- A current resumé.
- A detailed letter of validation signed by a former/current supervisor or employer.
- A detailed job description relevant to courses for which credit is sought.
- Additional supporting information such as reports, learning portfolio, certificates, sample work, blue prints, etc.
- An interview, lab or demonstration of your learning may also be required.
- Additional requirements may be requested dependent on the course credit is being sought.
- Experiential, non-formal and informal learning may not be considered for some courses and programs. It is the applicant's responsibility to check with the PLAR Office to determine whether courses can be considered for credit.

The following non-refundable base fees are assessed for each assessment conducted. Additional fees may apply after credit is assessed and further credit is granted.

- \$125 per program assessment of college/university transcripts from within Canada.
- \$150 per course assessment of college/university transcripts outside of Canada. The Maximum fee charged is currently \$600.
- If you are funded by Grants, Student Loans, Skills Investment Program (SIP Funding), please contact student services as this may have an impact on your full time status and funding.
- SAIT has established formal agreements for transfer with some Alberta post-secondary institutions. The Alberta Transfer Guide is published annually by the Alberta Council on Admissions and Transfer (ACAT). The guide is available for viewing in the SAIT Library, Student Services or online. Questions regarding the publication can be directed to the council's office:
- Alberta Council on Admissions and Transfer  
909, 9942 – 108 Street  
Edmonton, AB T5K 2J5  
Tel: 780.422.9021  
Email: [acat@gov.ab.ca](mailto:acat@gov.ab.ca)  
Website: [www.acat.gov.ab.ca](http://www.acat.gov.ab.ca)

### RETURNING STUDENTS

When a student takes a break from his/her program for a semester, a year or longer, the student is classified as a returning or continuing student. The student must meet with the academic chair for his/her program to identify changes to graduation requirements and submit an "Intent to Return" form along with a non-refundable fee to Student Services.

### AFTER YOU APPLY

You will be able to view updates to your application status by logging into your mySAIT.ca account. If you are offered admission, you will receive a letter in the mail.

#### Logging onto mySAIT.ca

- Your Username is your SAIT student ID number
- Your Password is your date of birth in the format of **ddmmyy**
- Click on the my **Application** tab
- Select **Check the Status of Your Processed Application**
- Select **Complete or Display Application**
- Click on your program listed under **Processed Application**

Please ensure that we have your current address, phone number and email address at all time. While waiting for a decision, begin making financial arrangements to cover your tuition, fees and living expenses.

If you need to apply for a student loan, apply online commencing in June. You can apply for a student loan prior to being offered a seat in a SAIT program. If you are offered a seat, it will be held for you on the condition that any outstanding transcripts or required supporting documents are submitted prior to the transcript deadline (for September, August 1; for January, December 1; and for May, April 1) and, as confirmation of your attendance, that you forward a \$250 tuition deposit\* within the timeline stated. Failure to meet the deadline will result in your seat being replaced by a candidate from the waitlist.

If you are placed on a waitlist qualified for the program that you applied to, then you could be offered a seat when one becomes available. Student Services will contact you either by letter or telephone to indicate when a seat is available. If you move after you apply to SAIT, please ensure that you change your address, telephone number and email with Student Services at 403.284.SAIT (7248) or toll-free in North America at 1.877.284.SAIT (7248). Be prepared to forward the tuition deposit when requested.

\* **Note:** The \$250.00 tuition deposit is non-refundable/non-transferable.

### CANCELLING YOUR SEAT

Notify Student Services that you do not wish to enrol in the program you were selected for. Tuition deposits are non-refundable and non-transferable. Please email [advising@sait.ca](mailto:advising@sait.ca) or fax 1.403.284.7112.

It is important that students cancel before the start of classes to receive a refund of the tuition fees minus the \$250 tuition deposit. For more information see Refund of Tuition Fees.

## ADMISSION INFORMATION

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### PROGRAMS WITH SELECTION

Individual programs may identify additional selection procedures beyond the minimum pre-requisites including consideration of higher academic grades, essays, individual interviews, industrial experience or alternate testing. To be included in selection, applicants must apply early and ensure that all supporting documentation is received by Student Services as soon as possible. For more information on selection processes, please visit Programs and/or Selection Criteria.

If applicants are presently enrolled in an admission requirement course(s) (with a completion date by the final transcript deadline), then anticipated final grades will be used in the academic ranking for selection.

Any qualified applications received after the selection dates may be considered on a space-available basis or may be placed on a waitlist until seats become available or program commencement.

### MATURE STUDENTS

An applicant may qualify as a mature student if he/she does not possess a high school diploma and the following conditions are met:

- The applicant will be 18 years old prior to the date of registration or is a serving member of the Canadian Forces, and has been out of high school for one year, and
- The applicant has satisfied all of the admission requirements or alternative courses as outlined in the program descriptions. A transcript identifying these required courses must be submitted with the application.

### SPONSORED STUDENTS

Sponsored students are those who will be financially supported: by departments of the federal government of Canada, departments of the Province of Alberta, Aboriginal bands, businesses and organizations. Students planning to attend SAIT as a sponsored student should:

- Meet with their sponsor and complete administrative details,
- Submit a SAIT application form together with complete transcripts and the application fee. If the sponsor is paying for the application fee, a company letter indicating the billing address and/or purchase order must also be included,
- Submit a sponsorship letter to Student Services once accepted into the program. The letter from the sponsor must confirm in writing their agreement to sponsor the student, the amount or extent of sponsorship (e.g., full tuition fees), their contact number and billing address as well as a purchase order number.

**Note:** Where a company does not pay the invoice, it is ultimately the student's responsibility to work with their sponsor to ensure the fee is paid and to clarify and respond to any issues. The above process will need to be completed on a term by term basis.

### STUDENTS WITH ACCESSIBILITY NEEDS

Accommodations and services are intended to remove barriers related to the functional limitations caused by a disability or health condition. Students with documented disabilities or health conditions may be eligible for a number of accommodations and services. Students meet with an accessibility advisor to discuss their needs prior to each semester or training period. Please contact Accessibility Services at least a month before the start of each semester or training period to allow sufficient time to arrange accommodations, services and appropriate funding. Students provide relevant and current medical, psycho-educational, and/ or psychological documentation to Accessibility Services. For more information, contact Accessibility Services **403.774.5093** or visit **Accessibility Services** at the Learner Success Centre, MC221 Stan Grad Centre.

### SPECIAL STUDENT STATUS

One who, each term, customizes their registration with the academic chair.

### INTERNATIONAL ADMISSIONS

All non-residents must meet the admissions requirements outlined in the Admissions section of the academic calendar, and meet the required English Language Proficiency requirement. English is the language of instruction in all programs at SAIT, and the primary language of most workplaces in Alberta. All non-resident applicants are required to demonstrate communicative proficiency in the English language prior to admission to a SAIT career program. This requirement may be demonstrated in one of the following ways:

- A TOEFL iBT score of 80 or higher with a minimum of 20 in each skill/category on the internet based test. English Language Arts 30-1 equivalency.
- An IELTS score of 6.0 in each skill/category or higher. English Language Arts 30-1 equivalency.
- A Canadian Academic English Language Assessment (CAEL) overall score in Band 60. English Language Arts 30-1 equivalency.

## ADMISSION INFORMATION

- Successful completion of English, at the required level, as outlined in the individual program descriptions, including a minimum of three years of education at an English speaking Canadian school or at a recognized International English speaking school.
- Successful completion, at the required level, of a post-secondary English or Communications course for which SAIT awards transfer credit, including a minimum of three years of education at an English speaking Canadian School or at a recognized International English speaking school.
- A minimum score of 8 in Canadian Language Benchmarks Assessment (CLBA). The CLBA measures English proficiency in Listening, Speaking, Reading and Writing. For further information regarding CLBA, please consult their website.
- Successful completion of SAIT's English Language Foundations Level 5 or a recognized alternate. SAIT has agreed to accept the following as equivalent to ELF Level 5:
  - Bow Valley College – English for Academic Purposes (B or 73%)
  - Chinook College – Accelerated Academic Preparation 2 (75%)

### FOREIGN DOCUMENT EVALUATION

SAIT Polytechnic provides international transcript evaluation services to applicants who have been educated outside of Canada. The fee for this evaluation is \$150 in addition to the SAIT program application fee. Evaluations can take 6-8 weeks if all requested documentation is submitted at the time of payment. If additional documentation is required or requested, please expect delays. This assessment service is for SAIT admission only. If applicants plan on furthering their studies after SAIT Graduation, the PLAR Office encourages these students to send their documentation to an approved assessment service as listed on the Canadian Information Centre for International Credentials (CICIC) webpage.

**Important information about Foreign document assessment:** All documentation must be translated to English by an official translator. Official translators can be found by contacting the Association of Translators and Interpreters of Alberta (ATIA). To ensure a complete evaluation for admission into a SAIT program, the following documentation must be submitted to the Prior Learning Assessment and Recognition (PLAR) Office:

- All Original education documents in the original language AND translations into English
- Official secondary transcripts with a seal or stamp from the institution and an explanation of the grading system
- Official post-secondary transcripts with a seal or stamp from the institution and an explanation of the grading system (if you have attended a post-secondary institution)
- Original diploma and/or degree
- Calendar descriptions of relevant post-secondary courses relevant for SAIT admission purposes (i.e., English, Math and Science courses if requested)
- A current valid English Language test (CLBA, TOEFL ibt, or IELTS) score completed within the last 12 months.
- For applicants who are married, divorced or had a formal name change and whose transcripts, diploma, degree or any official documents reflect a different name, the PLAR office requires validation of that name change. Example: Marriage certification (original and translations), etc.

### Other admission options:

SAIT Polytechnic also has a Testing Centre where admission testing is available. Testing Services is located within the Learner Success Centre. For more information regarding admission testing, please visit [www.sait.ca/testing](http://www.sait.ca/testing)

For more information:

- EMAIL: [international.assessment@sait.ca](mailto:international.assessment@sait.ca)
- PHONE: 403.284.7025

### INTERNATIONAL QUALIFICATIONS ASSESSMENT SERVICE (IQAS)

Request the Assessment for Educational Institutions. **IQAS accepts applications by mail only.**

Mail applications by courier or registered mail to:

#### International Qualifications Assessment Service (IQAS)

9th Floor, 108 Street Building  
9942 – 108 Street  
Edmonton, Alberta  
Canada T5K 2J5  
Edmonton phone: 780.427.2655  
Alberta, but outside of Edmonton, phone: 310.0000 and ask for 780.427.2655  
Saskatchewan phone: 1.800.999.3965  
Canada and overseas call direct: 1.780.427.2655

#### International Credential Evaluation Service (ICES)

\*Available in British Columbia.

#### Academic Credentials Assessment Service – Manitoba (ACAS)

\*Available in Manitoba

#### Comparative Education Service (CES)

\*Available in Ontario

#### International Credential Assessment Services of Canada (ICAS)

\*Available in Ontario

#### World Education Services – Canada (WES Canada)

\*Available in Ontario

### CANADIAN LANGUAGE BENCHMARKS ASSESSMENT (CLBA)

The CLBA is an assessment tool to determine language proficiency in English as a second language. It was developed by the Government of Canada and provides a consistent standard for assessing and discussing language proficiency across the country. There are three key areas that are scored: listening/speaking, reading and writing.

CLB assessments are conducted by a certified assessor. For the listening/speaking portion, you will have the opportunity to demonstrate your listening and speaking skills directly to the assessor.

The reading and writing assessments each require about one hour each to complete, and are written in the Testing Centre at SAIT.

The assessor will score each section and provide a report of your scores. You need to make an appointment for the listening/speaking assessment. Scheduling this can take up to a week, depending on the current number of requests for assessment. Contact English Language Foundations at 403.210.4045 or in person at the reception area in MC217. You can also email [English.language@sait.ca](mailto:English.language@sait.ca).

## ADMISSION INFORMATION

Scores on the assessment are available within three to five days. Cost for the assessment is \$100. Please bring a photo ID and your receipt of payment when you arrive for your assessment.

For SAIT career programs with an English Language Arts 30-1 or English Language Arts 30-2 or equivalents requirement, you should demonstrate a score of eight in each skill area.

For SAIT career programs with an English Language Arts 10-1 or English Language Arts 20-1 or equivalents requirement, you must demonstrate a score of seven in each skill area.

### ENGLISH LANGUAGE UPGRADING

Many non-native English speaking people will require some language upgrading before being accepted into their SAIT program. The amount of time required to meet the English requirement for your program will depend on your assessed English proficiency level upon arrival at SAIT, and your dedication to improving your communicative English skills, both in-class and through day-to-day practice.

Please refer to the English Language Foundations program information for further details about English language upgrading.

### ADMISSIONS INFORMATION

#### Know when to apply

Apply for most full-time programs on the application start date indicated below.

Intake	Application Start Date
Spring 2014 (May – June) Summer 2014 (July – August)	October 18, 2013
Fall 2014 (September – December)	October 18, 2013
Winter 2015 (January – April)	August 1, 2014
Spring 2015 (May – June)	October 15, 2014
Summer 2015 (July – August)	October 15, 2014
Fall 2015 (September – December)	October 15, 2014

- You may apply to more than one program but a separate application and fee are required for each.
- If your application is on a waitlist for the September intake (beginning of the academic year), you may request to transfer it to the January or May intake of the **same academic year**.
- Applications are accepted for each intake up until classes begin for most full-time programs, but it is best to apply early as many programs offer early admission and/or continuous selection.

### DO YOU MEET THE ADMISSION REQUIREMENTS?

All full-time programs have specific admission requirements outlined in the Academic Calendar. To qualify for admission, you must satisfy one of the following:

- Have an Alberta High School Diploma (or equivalent) and satisfy the program admission requirements or,
- Qualify as a Mature Student and satisfy the program admission requirements.

### SELECTION CRITERIA

Some programs require supplementary documentation or additional information to be submitted after applying. This could include a career investigation, mechanical aptitude test, resumé, essay, interview, or more.

Review the admission requirements and selection criteria as listed within each program. In all cases, you must meet the admission requirements as outlined.

**English Language Proficiency:** All applicants must demonstrate English language proficiency prior to admission, including students educated in Canada.

If you do not meet the admission requirements:

- Consider the Academic Upgrading program for all core academic subjects
- See the English Language Foundations program if English is an additional language.
- Learn more about admission tests. Our testing services offer admission testing for students/potential students for admission to SAIT programs.

### APPLY TO SAIT

Click on any Apply Now! link to start your online application, and you will be directed to ApplyAlberta to create a secure log in.

### APPRENTICES

Do not apply online through SAIT/Apply Alberta. Visit Trade Secrets for information about becoming a registered apprentice. Once you are eligible through the apprenticeship board, you can register for apprenticeship training at SAIT.

### APPLICATION FEES

- You will need a Visa or MasterCard to pay the \$50 online application fee (\$200 for International students).
- A hard-copy application (.pdf) is available with an application fee of \$150 (\$200 for International students).
- Application fees are non-refundable.

### SEND US YOUR TRANSCRIPTS

Please provide official transcripts of all high school and post-secondary education you have completed to date. Transcripts, or anticipated final grades, must be presented to Student Services before you will be considered for admission.

If your transcripts are from Alberta, another province, or outside of Canada, check out How to submit your transcripts and/or documentation.

#### If you are enrolled in high school or upgrading courses

You can enter your academic information, including grades to-date, in the online application. If you haven't completed a course yet, enter your anticipated final mark instead. This information will be used for admission until we receive your final transcript.

If you are offered conditional admission to a program based on your anticipated final grades, make sure that:

- your academic average remains at or above the minimum selection or early admission average for the program applied for; and,
- all required courses are successfully completed; and,
- all graduation requirements are satisfied.

## ADMISSION INFORMATION

If you did not enter your anticipated final grades when you applied, you can complete an Anticipated Final Grades form.

Please make sure we receive your final and official transcript by the Transcript Deadline. Applicants must meet or exceed their projected grades in order to maintain admission in the program.

### CHECK YOUR ADMISSION STATUS

As your application is reviewed, you will be able to monitor any changes to your admission status through your mySAIT.ca account. Simply log into mySAIT, click on the **myApplication tab**, and then select **Check the status of your processed application(s)**. If you are offered admission, you will receive a letter in the mail.

### HOW TO SUBMIT YOUR TRANSCRIPTS AND/OR DOCUMENTATION

Submit your transcripts by mail, fax, email, or in person.

#### Submit by mail or in person

SAIT Polytechnic  
Student Services/Office of the Registrar  
MA211, Heritage Hall  
1301 – 16 Avenue NW  
Calgary, AB T2M 0L4  
Fax: 403.284.7112  
Email: admissions@sait.ca

#### Transcripts from Alberta

Request your transcripts through ApplyAlberta when you are completing your application to SAIT. Your transcripts will be sent to SAIT electronically and free of charge (from all Alberta high schools).

#### Transcripts from another province

- Order your transcripts from the province or post-secondary institution where you went to school.
- You will have the option to input your grades for relevant high school subjects when you are filling out the online application form. We will use these marks for admission until your final transcript is received.
- If you want to know what subjects we accept for admission, see High School Course Equivalencies.

#### Transcripts from outside of Canada

- You will require a Foreign Document Assessment, available through our Prior Learning Assessment Recognition (PLAR) office. Be sure that all documentation is translated to English and approved, signed and stamped by an official translator.
- We will also accept the International Qualifications Assessment Services (IQAS) assessment for Educational Institutions. View the complete list of Foreign Document Assessments accepted for admission to SAIT.
- Need some help? Contact Student Services or visit Prior Learning Assessment Recognition for more information.

### Current high school or upgrading students

When you apply to SAIT, you will have the option to include final grades and anticipated final grades in the online application. If you haven't completed a course yet, enter your projected final mark instead. This information will be used for admission until we receive your final transcript verifying that you have achieved the grade you declared.

If you did not enter your grades in the online application, you can complete and submit the Anticipated Final Grades form.

### TRANSCRIPT DEADLINES

If you have been conditionally offered acceptance in a SAIT program, be sure to submit your final transcripts by the transcript deadline to avoid being declined.

Program start date	Final transcript deadline
September 2014	August 1, 2014
January 2015	December 1, 2014
May 2015	April 1, 2015

If you are completing admission requirements where final marks do not meet the transcript deadlines, such as summer school, you can only be considered once final marks are available. Acceptance will be subject to space availability.

For more information about important dates and deadlines, please refer to Dates to Remember.

### ENGLISH PROFICIENCY

English is the language of instruction in all programs at SAIT and is the common language for business in Alberta. Applicants must meet the minimum English Language Arts admission requirement for the program they apply to, and demonstrate English language proficiency prior to admission.

Applicants can demonstrate English proficiency in one of the following ways:

- Complete three years of full-time instruction in the English language, with a minimum of 12 hours instruction per week.
  - You must provide high school or post-secondary transcripts to demonstrate this requirement.
  - If you were educated outside of Canada, you will require a document assessment.
- Successfully complete assessment testing in one of the following:

**Please note:** All tests below are valid for a one year period from the date of issue of the test.

## ADMISSION INFORMATION

### Minimum test score for programs requiring English Language Arts 30-1

Assessment Test	English Language Arts 30-1
International English Language Testing System (IELTS) – must be the academic assessment	6.0 in each skill/category
Canadian Academic English Language Assessment (CAEL)	60 overall band
Test of English as a Foreign Language (TOEFL) – Internet Based Testing (IBT)	Overall score of 80, with a minimum score of 20 in each category
Canadian Language Benchmark Assessment (CLBA)	Score of 8 in each section

### Respiratory Therapy program

All applicants who have English as an additional language must achieve level 9 in all categories of the Enhanced Language Training Placement Assessment (ELPTA) to qualify for admission to the Respiratory Therapy program.

### Minimum test score for programs requiring English Language Arts 20-1

Assessment Test	English Language Arts 20-1
International English Language Testing System (IELTS) – must be the academic assessment	5.5 in each skill/category
Canadian Academic English Language Assessment (CAEL)	50 overall band
Test of English as a Foreign Language (TOEFL) – Internet Based Testing (IBT)	Overall score of 72, with a minimum score of 18 in each category
Canadian Language Benchmark Assessment (CLBA) Score of 7 in each section	Overall score of 80, with a minimum score of 20 in each category
Canadian Language Benchmark Assessment (CLBA)	Score of 8 in each section

- c) Successfully complete the English Language Foundations (ELF) program at SAIT
- Complete COMM 188 and SPCH 188 (ELF level 5) courses to meet proficiency for programs with an English Language Arts 30-1 requirement.
  - Complete COMM 186 and SPCH 186 (ELF level 4) courses meet proficiency for programs with an English Language Arts 20-1 requirement.

### Document assessments for students educated outside of Canada

If you were educated outside of Canada, you can demonstrate completion of three years of full-time instruction in the English language by providing one of the following:

- Document evaluation for admission to SAIT  
Available at SAIT Polytechnic
- International Qualifications Assessment Service (IQAS)  
Available in Alberta and Saskatchewan; request the Assessment for Educational Institutions
- International Credential Evaluation Service (ICES)  
Available in British Columbia
- Academic Credentials Assessment Service (ACAS)  
Available in Manitoba
- Comparative Education Service (CES)  
Available in Ontario
- International Credential Assessment Services of Canada (ICAS)  
Available in Ontario
- World Education Services – Canada (WES Canada)  
Available in Ontario

### PAYING FOR IT

Paying for your education may feel overwhelming but there are a number of programs and resources available to help you.

You can fund your education in the following ways:

#### Student loans

Consider applying for a government student loan to help finance your education at SAIT.

#### Alberta Works grants for tuition and living expenses

Alberta Human Services sets aside grant funds for eligible Albertans studying at SAIT.

#### Federal government registered plans (RESPs, LLPs)

Check whether any of your family members have set up an RESP in your name or withdraw from your RRSPs as part of a Lifelong Learning Plan.

#### Student Line of Credit

Many financial institutions offer a Student Line of Credit for those studying at a post-secondary level. For more information view financial institution websites and search student line of credit.

#### Awards – Scholarships and Bursaries

Entrance, general and program-specific awards are available to full-time students registered in a SAIT certificate, diploma, applied degree or apprenticeship program.

#### Funding for Apprentices

Several funding options are available for apprentices including incentive and completion grants, Alberta Works Income Support, and a variety of scholarships and awards.

For more information about funding options, visit MC221 Funding Advising or call 284-7050.

# ADMISSION INFORMATION

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## TUITION AND FEES

Fees and expenses vary by program according to the number of courses, course credits, required books and supplies, and cost of the program.

Individual and ancillary fees depend upon the actual courses taken, and are subject to change without notice.

### HOW MUCH IS TUITION?

Please refer to estimated program fees for details. For book and supply costs, refer to the specific program.

### HOW ARE ESTIMATED PROGRAM FEES CALCULATED?

The estimated program fees are comprised of SAIT fees, and fees collected for the SAIT Student Association (SAITSA).

#### SAIT Fees

- Tuition – based on program credits and the cost of the program
- Campus Recreation/Athletics – mandatory
- Universal Transit Pass (UPass) – mandatory fee if included in tuition (applies to most full-time programs)

#### SAITSA Fees

- General – mandatory
- Health and Dental Plan – mandatory, but students can opt-out of either plan if he/she has comparable coverage, meets waiver requirements, and adheres to the waiver deadline. For more information, [visitsaitsa.com](http://visitsaitsa.com).

### WHEN IS TUITION DUE?

Tuition and fees are payable following registration each semester. Tuition is due in full 30 days prior to program start for new students and on the first day of class for returning students. Please refer to your registration letter for your tuition fee deadline date.

Students are dismissed from SAIT when total fees are not paid by the deadline, and are responsible for full fees owing as stated in the Academic Regulations section of the academic calendar.

### ARE THERE ANY OTHER ESTIMATED EXPENSES TO BE AWARE OF?

The cost of attending SAIT for an academic year (nine months) varies depending on choice of program and personal needs. In addition to tuition fees and costs of books, supplies and equipment, the following expenses must be considered:

- accommodation (on campus, off campus)
- transportation
- clothing and personal supplies
- recreation and entertainment

Refer to our Fees and Expenses section of the academic calendar for information about other optional SAIT fees, including Graduation Ceremony Registration, laptop deposit, Prior Learning Assessment and Recognition, and more.

### TAX (T2202A) FORMS

Each February, SAIT issues T2202A tax forms which can be accessed by students on [mysait.ca](http://mysait.ca) only. Students will be charged \$15 for a hard copy tax form.

## E-LEARNING INFORMATION

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Since the fall of 1997, SAIT has been using laptop computers in some programs as an additional tool to the traditional instructor-led classroom format. Please consult the individual program listings or call the applicable academic department for further information.

As a student in an e-Learning program that utilizes a laptop computer for your studies, you are required to use a SAIT-issued laptop. These laptop computers come complete with program software, technical support, as well as a number of other services including a network and electronic mail account. SAIT has created specialized classrooms that are wired to allow you to plug your laptop into the campus network. You will then be able to access other software applications and data files needed for your program. Your tuition fees include all of these services. A \$400.00 refundable security deposit must be paid prior to picking up the SAIT-issued laptop.

You may receive instructor assignments, lecture material, other specialized media and possibly even exams over the network. You also may be able to send completed assignments, labs and exams back to the instructor for grading. Some programs allow you to do course work online by accessing the websites of major publishers using their curriculum and test banks. Details relating to course delivery are program-dependant, so please consult with the applicable program for specific information.

mySAIT.ca will allow web access to your student records and billing information, notice of campus activities, promotional items and email communication between peers and faculty. Students in e-Learning programs that utilize laptop computers can access the Internet to do research from many networked locations on campus. Although the e-Learning programs do have some distance delivery features, it is still intended to be an instructor-guided, classroom delivery method and student attendance is required. It is not intended as a solely self-paced, distance delivery instructional process. Some programs will continue to have courses that are delivered more effectively via traditional lecture methods, although a significant portion of course delivery will be via laptop.

To know more about this exciting method of learning, please contact the Academic Chair of the program in which you are interested (see individual calendar program listings). Programs that currently require SAIT-issued laptops are:

- Administrative Information Management
- Architectural Technologies
- Bachelor of Business Administration (Accounting)
- Bachelor of Science (Construction Project Management)
- Business Administration
- Business Administration – Automotive Management
- Civil Engineering Technology
- Electronics Engineering Technology
- Engineering Design and Drafting Technology
- Film and Video Production
- Hospitality Management
- Information Technology
- Journalism
- Legal Assistant
- Object Oriented Software Developer
- Professional Cooking (Notebook)
- Radio, Television and Broadcast News (All majors)
- Travel and Tourism

## PRIOR LEARNING ASSESSMENT RECOGNITION

Prior Learning Assessment Recognition (PLAR) allows you, as a current student, to apply for Transfer or Work Experience Credit in SAIT programs based on previous post-secondary courses or related work experience.

You may use this assessment service if you are a current student registered in a full-time, Continuing Education, or Certificate program.

**The following credit assessment options are available:**

- Transcript Assessment
- Work Experience
- Challenge Exam

### PLAR TRANSFER CREDIT

Students can apply for transfer credit from previous post-secondary education (University/College) courses or related work experience. This assessment service is offered to all SAIT students. The following credit assessment options are available:

#### TRANSCRIPT ASSESSMENT (TRANSFER CREDIT)

If you have previously completed education at an accredited post-secondary institution, you can apply to have your past course work assessed to determine if credit can be granted within the SAIT program you are accepted into. To be considered, the following criteria must be met:

- Previous grades must be 65% or better.
- All relevant courses must have been completed within the past 5-7 years\*.
- Course credit hours match those of the SAIT Polytechnic courses.
- Course curriculum must be an 80% match to SAIT Polytechnic courses.
- Detailed learning outcomes from your previous institution.
- SAIT Polytechnic has a 50% residency rate. Applicants can request credit for up to 50% of any SAIT program. The remaining 50% must be taken at SAIT Polytechnic to qualify for a credential.
- When submitting foreign documentation for transfer credit evaluation, please provide transcripts and the detailed course outlines translated to English by an official translator. A list of official translators can be found through the Association of Translators and Interpreters of Alberta.

\*The PLAR Policy is currently under review. Please contact the PLAR Office to verify if your formal education is still current.

The following non-refundable base fees are assessed for each assessment conducted. Additional fees may apply after credit is assessed and further credit is granted.

- \$125 per program assessment of college/university transcripts from within Canada.
- \$150 per course assessment of college/university transcripts outside of Canada. The Maximum fee charged is currently \$600.

### WORK EXPERIENCE

- A current resumé.
- A detailed letter of validation signed by a former/current supervisor or employer.
- A detailed job description relevant to courses for which credit is sought.
- Additional supporting information such as reports, learning portfolio, certificates, sample work, blue prints, etc.
- An interview, lab or demonstration of your learning may also be required.

The following non-refundable base fees are assessed for each assessment conducted. Additional fees may apply after credit is assessed and further credit is granted.

- \$150 per course assessment of work experience. The Maximum fee charged is currently \$600.

### CHALLENGE EXAM

If you have significant relevant work experience or have taken courses previously and no formal transcripts are available, you may be able to write a challenge exam as proof of your knowledge in the course content. Challenge exams may also be available for courses where experiential, non-formal and informal learning is not an option. A non-refundable fee does apply for each challenge exam.

Please contact your Academic Chair or Student Services for a list of fee's.

### GENERAL INFORMATION

When course credit is granted, a "CR" will show on your SAIT transcript. The credited course is not calculated in your grade point average (GPA).

Not all SAIT courses are available for PLAR credit. It is the responsibility of the student to verify with the PLAR office or the Academic Chair if a particular course is creditable via the PLAR process.

PLAR does not consider high school education for college level credit. To receive a tuition refund, Credit applications must be completed prior to the course add/drop date. Credit will continue to be granted without a tuition refund up to the course withdrawal date.

If you are funded by Grants, Student Loans or Skills Investment Program (SIP Funding), please contact Student Services at 403.284.SAIT (7248) as this may have an impact on your full time status and funding. Alberta Student Finance requires that students be registered in 60% of a full course load to remain eligible for financial assistance.

### Contact Prior Learning Assessment Recognition:

Information: 403.284.7025

E-mail: [plar@sait.ca](mailto:plar@sait.ca)

Location: Stan Grad Centre, Room MC221

# REGULATIONS

## ACADEMIC REGULATIONS

The descriptions below are a synopsis of the referenced SAIT policies and procedures which are available through [sait.ca](http://sait.ca) and in the SAIT Library [378.712.338]. Please refer to the full policy and procedure when dealing with specific situations.

### ACADEMIC MISCONDUCT

#### ■ AC.3.4.1: Student Code of Conduct Procedure (currently undergoing revision)

SAIT Polytechnic is committed to academic integrity, which is based on five fundamental values honoured by faculty members and students: honesty, responsibility, trust, fairness and respect. Reasonable measures are taken to inform students of the standards of academic honesty. All members of the SAIT community share the responsibility and authority to address acts of academic misconduct.

Academic misconduct is the commission or attempted commission of any action which falsely indicates the student's level of academic achievement. This includes, but is not limited to, acts of plagiarism and cheating.

Plagiarism occurs in situations where a student presents the work that has been done in part or in whole by another person as the student's own work; presents the words, ideas, images or data of another person as the student's own without reference to the original author or original source; presents work done for another course or program at SAIT or elsewhere without the instructor's knowledge or prior approval; or presents work that in any way compromises the integrity of the evaluation process.

Cheating occurs in situations where a student uses unauthorized materials in examinations or other evaluations; communicates with other persons during an examination or other evaluation; falsifies data or documents; views other students' work during an examination or other evaluation; or commits acts that in any way compromise the integrity of the evaluation process.

Any student who assists another student in the commission or attempted commission of academic dishonesty is also guilty of academic misconduct.

Consequences of academic misconduct depend on whether it is a first, second, or third academic misconduct offence. For a first offence, the student will receive a zero (0) grade for the assignment/exam.

For a second offence, the student will receive a zero [fail] grade for the course and a one-year suspension from the Institute. For a third offence, the student will receive a zero [fail] grade for the course and a permanent expulsion from the Institute. A student who is guilty of academic misconduct will have the Letter(s) of Offence remain on his/her file for a period of seven (7) years. A student who is expelled from SAIT as a result of academic misconduct will have this indicated indefinitely on his/her permanent record [transcript].

### NON-ACADEMIC MISCONDUCT

#### ■ AC.3.4.1: Student Code of Conduct Procedure (currently undergoing revision)

Non-Academic Misconduct behaviour that is subject to disciplinary action under this procedure includes violations of established civil and criminal laws, conduct that threatens the safety or well-being of members of the SAIT community, and/or any behaviour that adversely affects SAIT or its educational mission..

#### ACTS OF NON-ACADEMIC MISCONDUCT INCLUDE:

1. Intentionally or negligently disrupting any SAIT activity or SAIT-Polytechnic sponsored activity, particularly learning activities.
2. Use of force or threat of force against any person or his/her property.
3. Sexual assault.
4. Intentionally or negligently endangering the well-being or safety of self or others.
5. Harassment in any form (spoken, written, graphical, etc.).
6. Discrimination (including discrimination on the basis of place of origin, race, colour, religion, or gender).
7. Unauthorized entry into SAIT facilities.
8. Unauthorized use of or misuse of SAIT property, including computers and data and voice communications networks (see policy/procedure AC.2.7.1 Information Services User Code).
9. Use, possession or storage of a weapon or dangerous substance (including but not limited to chemicals, fireworks, flammable gas or explosives) on SAIT premises, whether or not a license has been issued to the possessor.
10. Illegal possession or distribution of alcohol, narcotics or other mind-altering drugs on SAIT property or among members of the SAIT community.
11. Being under the influence of alcohol, narcotics or drugs that interrupt the normal business of SAIT.
12. Theft of SAIT services or property, or failure to speak up concerning information about such theft.
13. Possession of stolen property.
14. Intentional or careless damage to SAIT property or the property of others.
15. Violation by a student of any ethical codes governing the related profession, particularly during clinical courses, practicums, or directed field studies.
16. Violations of civil or criminal statutes or applicable laws, court orders or orders of any administrative tribunals having jurisdiction.
17. Willful failure or refusal to appear before any designated SAIT official(s) and/or failure to comply with directives from SAIT officials.
18. Violating the terms of this Student Code of Conduct.
19. Disorderly conduct on SAIT premises or at SAIT activities.

# REGULATIONS

## Consequences

Consequences for Non-Academic Misconduct fall into two categories: minor consequences and major consequences. Minor consequences include warning/admonition, community service, restitution, probation, restriction of privileges, and notation. Major consequences include suspension and expulsion. Consequences are defined in more detail in SAIT Polytechnic's AC.3.4.1 Student Code of Conduct procedure, Appendix B.

Factors that SAIT may consider when choosing an appropriate consequence include, but are not limited to, whether there has been a previous finding of academic or non-academic misconduct with respect to the student; the severity of the misconduct; multiple allegations of misconduct; personal circumstances of the student; and court decisions related to the same case.

Either a major or minor consequence may be appropriate if there has been a previous finding of misconduct or if there are currently multiple allegations of misconduct, depending on the factors set out above and other relevant circumstances. A major consequence is most often appropriate where the misconduct is grievous or repeated and, in particular, in cases of physical or sexual aggression.

Any attempt to commit Non-Academic Misconduct will bear the same consequence as if the act occurred. A student who assists another student in an act or an attempted act of Non-Academic Misconduct will also be considered to have committed an offence.

## ACCOMMODATIONS FOR STUDENTS WITH DISABILITIES

### ■ AC.3.16.1: Accommodations for Students with Disabilities Procedure

SAIT Polytechnic is committed to providing a learning environment that supports students with disabilities and to ensuring that these students have equal opportunities at SAIT. SAIT upholds and implements the principle that students with disabilities must be reasonably accommodated, provided such accommodation does not cause undue hardship to SAIT. Accessibility Services, instructors and academic chairs will work with students to provide the reasonable accommodations requested in an accommodation plan.

Students with disabilities are expected to pursue their studies with the same diligence required of all SAIT students and to accept responsibility for their role in successfully completing courses/programs. Students should identify their specific needs to Accessibility Services prior to or at the start of their program of studies, or as soon thereafter as possible, if they wish to identify themselves as a person with a accessibility and to request a reasonable accommodation for such accessibility.

Students should be aware that they need to give sufficient notice, as determined by Accessibility Services' procedures, to allow SAIT to arrange any necessary reasonable accommodation(s) for the accessibility. Students will also be required to provide relevant and current documentation to Accessibility Services, in order to determine eligibility for reasonable accommodations and services.

## ATTENDANCE

- AC.3.8.1: Attendance Requirement Procedure
- AC.3.8.2: Attendance Requirements – Apprentices

Attendance in all scheduled activities of every course is expected. Students must comply with the requirements set by their school and communicated through the course outlines and/or program guidelines. Consequences for not adhering to attendance requirements are determined and applied according to program and school guidelines.

## STUDENT ACHIEVEMENT

- AC.3.1.1: Grading and Progression Procedure (currently undergoing revision)

Evaluation Methods – A student's final standing is determined by academic progress throughout the term and the entire year, taking into consideration classroom tests and examinations, laboratory work, essays, reports and projects, classroom participation, and/or workplace experimental learning. The course outline is the approved document that identifies the learning outcomes and student evaluation methods of a course.

## GRADING SYSTEM

A student's grade in each course shall be denoted by a letter grade as follows:

LetterGrade	Grade Points	Description
A+	4.0	
A	4.0	
A-	3.7	
B+	3.3	
B	3.0	
B-	2.7	
C+	2.3	
C	2.0	
C-	1.7	
D+	1.3	
D	1.0	Minimal Pass
F	0.0	

**Progression and graduation:** the semester program and cumulative Grade Point Average required for progression and graduation is 2.0. Other grades not used in calculating the Grade Point Average (GPA) include:

### AEG Aegrotat Standing

May be granted to a student who through serious illness or exceptional circumstances cannot complete the final evaluation, and where a supplemental evaluation or course deficiency remedy is not possible. The dean or designate must approve this grade.

### ATT Attended/FA Failed to Attend

Assigned to a student who is registered in a course for which no formal evaluation of the student's performance is provided, other than the student's attendance or failure to attend that course.

### AUD Audit

Assigned to a student who is registered in a course for which no formal evaluation of the student's performance is provided. The student will pay tuition for this course, but will not receive a mark in or credits for the course. The academic chair must approve a student's registration in the course.

# REGULATIONS

## CR Credit Rating

Assigned to a student who has received recognition of his/her prior learning based on transfer credit or based on work experience, in accordance with AC.3.18 Recognition of Prior Learning policy and its three accompanying procedures.

## I Incomplete

Assigned to a student who has been granted an extension, under extenuating circumstances to complete a course. The "I" grade is not a substitute for an "F" grade. The "I" grade must be cleared within 8 weeks from the end of the course or it reverts to "F." If the course is a pre-requisite course, the Academic Chair must approve the student's registration in the subsequent course(s).

## P Pass / NP No Pass

Student performance indicated by either "P" pass or "NP" no pass.

## W Withdrawal

Assigned to a student who officially withdraws from a course or program.

- To be assigned a "W" grade in a course, a student must withdraw from that course prior to completing 70 per cent of that course.
- To be assigned a "W" grade in a program, a student must withdraw from that program prior to completing 70 per cent of the program semester.

## GRADE POINT AVERAGE (GPA)

### ■ AC.3.1.1: Grading and Progression Procedure (currently undergoing revision)

Grade Point Average (GPA) is the measure of a student's SAIT academic achievement in credit courses. It can be calculated in three ways.

1. Semester Program Grade Point Average (PGPA) is the weighted overall grade point average for all the courses that a student has completed in a particular semester and that are part of the program in which he/she is registered.
2. Semester Grade Point Average (SGPA) is the weighted overall grade point average for all of the courses that a student has completed in a particular semester, regardless of whether or not those courses are part of the program in which he/she is registered.
3. Cumulative Program Grade Point Average (CGPA) is the overall cumulative weighted grade point average for all those courses that the student has completed and that are part of the program in which he/she is registered.

Each course shall carry a course credit determined by the dean or designate of the school offering the program and which shall be published in the calendar.

The grade point averages are calculated as follows:

- Multiplying the grade point achieved by the credit value for that course, excluding P, NP, I, W, CR, AUD, ATT, FA and AEG grades
- Totaling the grade points from the bullet above

- Dividing the total above by the total of the course credit values

**Note:** Failures "F" will appear on the student's transcript and are used in the calculation of grade point averages as appropriate. In the case of subsequent repeat attempts of a failed course, both the original F grade and the new grades will be calculated in the student's Semester Program Grade Point Average (PGPA), but only the higher grade will be calculated in the student's Cumulative Program Grade Point Average (CPGA) in a subsequent semester. However, when a deficiency is remedied, the new grade will replace the original F grade and shall be calculated into the GPA for the academic semester in which the deficiency occurred.

**Sample Calculation:** Course Grade Points X Credits = Grade Points

BCPT-240	Grade B	3.00 Points	1.50 Credits	4.50 Grade Points
COMM-238	Grade C	2.00 Points	3.00 Credits	6.00 Grade Points
COMP-220	Grade F	0.00 Points	3.00 Credits	0.00 Grade Points
MATH-235	Grade A	3.67 Points	3.00 Credits	11.01 Grade Points
MGMT-230	Grade D	1.00 Points	3.00 Credits	3.00 Grade Points
TOTALS			13.50 Credits	24.51 Grade Points

$$\text{GPA} = \frac{\text{Total Grade Points}}{\text{Total Credit}} = \frac{24.51}{13.50} = 1.81$$

## FINAL GRADES

### ■ AC.3.1.1: Grading and Progression Procedure (currently undergoing revision)

Instructors shall submit final grades to the Registrar's Office/Student Services by end of the third business day following the end of the course. Students can access their term marks and unofficial transcripts through mySAIT at any time.

Apprentice marks may only be obtained from the Apprenticeship and Trade Certification Board. Download the "Transcript Request Application Form" at Alberta Apprenticeship and Industry Training.

## PROGRESSION

### ■ AC.3.1.1: Grading and Progression Procedure (currently undergoing revision)

Students must attain a PGPA and/or a CGPA of 2.0 or better in each semester and pass the necessary prerequisite courses to progress through the program. To qualify for graduation, students must pass all courses, attain a CGPA of 2.0 or better and complete course requirements within the prescribed timelines.

## ACADEMIC PROBATION/ACADEMIC WITHDRAWAL

### ■ AC.3.1.1: Grading and Progression Procedure (currently undergoing revision)

A student who fails to achieve the specified minimum semester program grade point average (PGPA) or cumulative program grade point average (CGPA) at the end of a semester will be placed on Academic Probation (AP). The Registrar's Office will advise the student to meet with his/her academic chair to develop strategies to improve academic standing and to determine course eligibility.

## REGULATIONS

A student will remain on Academic Probation if one of either the specified PGPA or CGPA is not met for a second time. If both the PGPA and CGPA are not met for a second time, the student will be academically withdrawn from his/her program.

The consequences of academic withdrawal include the student being dropped from any subsequent courses in which he/she is registered in the next term and being ineligible for student loan funding. An academically withdrawn student may apply to other SAIT programs without a waiting period, but must wait 12 months before returning to the program from which he/she was academically withdrawn. During this waiting period, a student cannot take any course that is part of the program from which he/she was withdrawn. An academically withdrawn student who wishes to return to the program should meet with his/her academic chair to determine if there are changes to graduation requirements.

A student who returns to his/her program after having been academically withdrawn will return on academic probation. If the student fails to achieve the minimum PGPA for a third time, he/she will be permanently withdrawn from the program.

Academic probation and academic withdrawals are permanently noted on the student's official transcript.

**Note:** A student is granted only two attempts to successfully complete each course – the initial registration and one repeat. A withdrawal from a course is not considered an attempt. The academic chair of the school responsible for delivering the course may, in special circumstances, approve the student's registration in a course for a third attempt. The dean of the school responsible for delivering the course may, in extreme circumstances, approve the student's registration in a course for a fourth attempt. If the student fails all attempts in the course, a SAIT credential shall not be issued. It is important to students to note that registration in a course for a second or subsequent time is subject to space availability in that course.

### GRADUATION REQUIREMENT

#### ■ AC.3.1.1: Grading and Progression Procedure (currently undergoing revision)

A student must achieve the required 2.0 Cumulative Program Grade Point Average in order to graduate.

### TRANSCRIPT OF MARKS

#### ■ AC.3.1.1: Grading and Progression Procedure (currently undergoing revision)

A transcript is a complete and unabridged academic record of achievement at SAIT.

Students who attended classes at SAIT after 1995 have the option to order their official transcript through mySAIT.ca. Simply login, click on the myStudent tab, then select Student Records.

Students who attended classes at SAIT before 1995, must complete a Transcript Request Form and forward it to Student Services.

#### Each transcript costs \$10 (subject to change).

Students sending transcripts from SAIT to an Alberta post-secondary school should request the transcript through ApplyAlberta. The transcript will be issued free of charge to any participating Alberta post-secondary schools (see ApplyAlberta for a list of participating institutions).

Student records are confidential; therefore, transcripts will only be issued on the student's written authority.

### GRADE APPEAL (FINAL GRADES ONLY)

#### ■ AC.3.1.1: Grading and Progression Procedure (currently undergoing revision)

**Informal Appeals:** Informal appeals must be made to the instructor concerned first. If a student is not satisfied with the outcome, he/she may continue the informal appeal to the academic chair or equivalent, before proceeding with a formal grade appeal to the dean.

**Formal Appeals:** If a student is not satisfied with the outcome of the informal appeal, he/she may request that the dean of the school offering the course review the grade through a formal appeal.

Formal appeals must be submitted in writing to the Registrar/Director, Student Services Department within 30 calendar days of the end of the course (or in the case of apprenticeship, within 10 days after receipt of marks) and be accompanied by a \$100\* fee for each grade appealed. The fee covers all levels of appeal and is refundable if the appeal is awarded in favour of the appellant.

\*Fee subject to change

The initial formal appeal must state: the student ID number, program, course code and title, the grade being appealed and the rationale for the appeal. Forms are available from Student Services. The basis for re-evaluation shall be the same work used to determine the original grade whenever possible. In those cases where the nature of the work, such as workplace experiential learning, laboratory, or other performance work, precludes its availability, the basis for re-evaluation shall be decided by the academic chair, in consultation with the student and the instructor.

Decisions on appeals shall be rendered within ten business days of the Office of the Registrar notifying the dean and academic chair of the appeal. The decision may be: 1) no change to the grade; 2) a higher grade; or 3) a lower grade. The dean's decision is final and binding.

Students who accept the method to remedy a course deficiency pursuant to AC.3.2.1: Course Deficiencies procedure are not eligible to appeal the original grade.

### REMEDY A COURSE DEFICIENCY

#### ■ AC.3.2.1: Course Deficiencies Procedure

Students are eligible to remedy a course deficiency where:

- the deficient grade is within 5 per cent of the passing grade; and
- the failure is not due to academic misconduct.
- the course is one for which a course deficiency remedy is available, as determined by the school delivering that course.

Students must apply to their academic school using the Remedy (Clearance) of Deficiency form.

The academic chair shall determine the method of remedying the deficiency. The method may include:

- successful completion of a special assignment, or
- successful writing of a supplemental examination.

A student wishing to remedy a course deficiency shall apply to his/her academic chair or coordinator within 30 calendar days of the end of the course. The remedy must be completed within ten business days of the academic chair or coordinator having authorized the student to attempt the clearance of deficiency. Students are encouraged to attend classes in the subsequent course pending the outcome of the remedy.

# REGULATIONS

The maximum grade that can be achieved is a “D” or a “P” grade, or the minimum passing grade for the course. This grade will replace the “F” or “NP” grade and shall be calculated into the PGPA for the academic term in which the deficiency occurred.

Students who accept the method to remedy a course deficiency are not eligible to appeal the original grade. Students wishing to achieve a grade higher than a “D” or the minimum passing grade for the course must re-take the course. A student’s registration in a course for a second or subsequent time is subject to space availability in that course. In this case, the transcript will indicate both the original grade and the new course grade achieved.

## UPGRADING MARKS

Students wishing to upgrade a passing mark must re-register for the course. The transcript will indicate both the original grade and the new grade achieved.

## PROGRAM TRANSFER

### ■ AC.1.1.1: Selection Offer and Acceptance Procedure (currently undergoing revision)

An enrolled student may be permitted to transfer from one program to another if:

- the student is a qualified applicant and satisfies the admission and selection criteria of the new program; and,
- there are seats available in the program; and,
- both deans involved in the transfer approve it; and,
- the transfer occurs prior to the end of the add/drop period; and,
- the student pays the transfer fee; and,
- the student pays any difference in tuition fees arising from the transfer.

## TRANSFER OF MAJOR

### ■ AC.1.1.1: Selection Offer and Acceptance Procedure (currently undergoing revision)

An enrolled student may be permitted to transfer majors within a program of study, without reapplying, using such procedures outlined by the school. Transfer of a major is subject to the student meeting course pre-requisites and available seats.

## ADD AND DROP

**(The drop and add dates for a program are based on the term length)**

Term length	Add/Drop period
13 or more weeks	Two (2) weeks from program term start date
8-12 weeks	One (1) week from program term start date
2-7 weeks	Two (2) days from program term start date
Less than 2 weeks	There is no Add/Drop period

Visit Start and End Dates – 2014/15 for program-specific dates.

## WITHDRAWALS

### ■ AC.3.1.1: Grading and Progression Procedure (currently undergoing revision)

#### Deadline

The withdrawal deadline for a course or program is prior to 70 per cent of the course or program’s duration. A student who withdraws from a course after the withdrawal deadline will receive an “F” grade which will be determined and reported to Student Services by the course school by the end of the second business day following the last day of the academic term.

#### Withdrawal from a Course

A student who wishes to withdraw from an individual course must:

- Notify Student Services Department prior to the Withdrawal Deadline (as outlined above) of the term to receive a grade of “W.”

**Note:** Course withdrawals occurring past the official add/drop period will not be eligible for a refund. Unofficial withdrawals (no notification of withdrawal submitted to Student Services by the deadline) will result in ‘F’ grades.

#### Withdrawal from the Program

A student who wishes to withdraw from the program must:

- obtain and complete a Program Withdrawal Form; and,
- submit the completed form to the Student Services Department prior to the Withdrawal Deadline (as outlined above) of the term to receive “W” grades.

**Note:** A student who withdraws from the program without notifying Student Services in writing will not be eligible for any applicable refund of fees, and will be responsible for any fees owing or outstanding. The student’s permanent record will show a “Fail” in all courses in which the student was registered.

## Graduation Ceremony

### ■ AC.3.1.1: Grading and Progression Procedure (currently undergoing revision)

Students are required to register for Graduation before the specified deadline date. Manual registration and online registration processes will be available.

#### Credit Requirements for Graduation:

Students must successfully complete all required courses to graduate. All course requirements must be completed within seven (7) years for a diploma, applied degree or baccalaureate, or within five (5) years for a certificate program.

If a student does not complete the graduation requirements within the graduation timelines, he/she should meet with the academic chair/coordinator to discuss options for completion.

**Note:** If the final attempt of a course results in failure, the student may continue in other courses; however, a SAIT credential will not be issued.

#### Grade Point Average Requirements:

Students must achieve the required CGPA of 2.0 in order to graduate.

#### Residency Requirements:

Students may use up to a maximum of 50 per cent transfer credit towards a SAIT credential. Transfer credit does not include any SAIT course previously used to obtain another SAIT credential.

## REGULATIONS

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### GRADUATION PRIOR LEARNING ASSESSMENT AND RECOGNITION

Policy AC.3.18 Recognition of Prior Learning and its accompanying three procedures provide the guidelines for students to obtain credit based on previous learning, successful completion of a challenge exam, or previous informal and non-formal learning. Generally, the guidelines include compliance with the residency requirement, an 80 per cent content match with the SAIT course outline, a minimum grade of 65 per cent, and completion of credit courses within the last five years.

### HONOURS DESIGNATION

#### ■ AC.3.1.1: Grading and Progression Procedure (currently undergoing revision)

For a student to be awarded an Honours designation on a SAIT parchment, the following conditions must be met:

- the student has a cumulative program grade point average of 3.7; and,
- the student passed all courses on the first attempt; and,
- the student has completed the graduation requirements of the program within the specified time restriction (five years for a certificate and seven years for a diploma or applied degree or baccalaureate); and,
- the student has met the residency requirement and used a maximum of 50 per cent transfer credit towards a SAIT credential; transfer credit does not include any SAIT course previously used to obtain another SAIT credential; and,
- the program in which the student is enrolled is approved by the Alberta government.

### TRANSFER TO OTHER POST-SECONDARY INSTITUTIONS

A transfer option is the opportunity to use a credential earned at one institution for credit towards the completion of an advanced credential at another institution (e.g., a certificate towards a diploma, a diploma towards a degree, an applied degree towards an additional undergraduate or graduate degree, or a baccalaureate degree towards a master's degree).

A SAIT credential may be used as an admission requirement to an advanced program, or it may be used to meet curriculum requirements so that the student does not need to duplicate coursework: how it is used depends on the receiving institution.

To support this, articulation agreements are developed between two institutions (a sender and a receiver) that specify how the sending institution's course or program will be accepted for (transfer or advanced) credit at the receiving institution.

Information about these agreements is posted on the SAIT Transfer Options website and is updated regularly along with messages on SAITView, a SAIT Transfer Options Facebook page, and Twitter. A Transfer Options Fair is held annually in November where representatives from different universities across Canada and other countries come to SAIT to meet with students and faculty about degree completion opportunities.

Students must also be aware that they must meet the admission requirements of the receiving institution as well as the program requirements even though they have graduated from SAIT.

### CONTACT US!

For additional information, contact SAIT Transfer Options.

- Transfer Options  
Phone: 403.210.4238  
Email: [transfer.options@sait.ca](mailto:transfer.options@sait.ca)  
Website: [www.sait.ca/transferoptions](http://www.sait.ca/transferoptions)

# INSTITUTE REGULATIONS

The descriptions below are a synopsis of the referenced SAIT policies and procedures which are available through [sait.ca](http://sait.ca) and in the SAIT Library [378.712.338]. Refer to the full policy and procedure when dealing with specific situations.

- Student Code of Conduct
- Harassment and Discrimination Confidential Hotline
- Disruptive Conduct
- Injury to Persons/Damage to Property
- Rights
- Liquor, Tobacco and Drugs
- Responsibilities
- Acceptable Use of SAIT's Computer System

## STUDENT CODE OF CONDUCT

### ■ AC.3.4.1: Student Code of Conduct Procedure (currently undergoing revision)

Students are responsible for conducting themselves appropriately and in the best interests of the Institute. They are expected to apply themselves to their studies and are required to conform to the Institute's policies, rules and regulations.

## DISRUPTIVE CONDUCT

### ■ AC.3.4.1: Student Code of Conduct Procedure (currently undergoing revision)

Students are required to conduct themselves in a manner that does not interfere with the legitimate academic and/or business activities of the Institute. This does not diminish the student's assured rights as stated in the Canadian Charter of Rights and Freedoms. In particular, disruption of scholarly activities by abusive or threatening language or gestures, or physical interference with another person or their property may result in the immediate removal of the student from the class or activity and subsequent disciplinary action.

## RIGHTS

### ■ AC.3.4.1: Student Code of Conduct Procedure (currently undergoing revision)

Students at SAIT Polytechnic can expect the following rights to be upheld:

- all rights and freedoms recognized by law;
- freedom from discrimination for any reason, including: place of origin, race, religion or gender.  
(Please refer to HR.4.5.1: Discrimination – Education Procedure and HR.4.6.1: Discrimination – Employee and Student Recourse Procedure);
- freedom from harassment, including any action or words which demean and/or deny dignity and respect.  
(Please refer to HR.4.5.1: Discrimination – Education Procedure and HR.4.6.1: Discrimination – Employee and Student Recourse Procedure);
- a community that supports intellectual inquiry, learning and growth;
- physical and psychological safety;
- academic integrity: students can expect full disclosure as to how their academic performance will be assessed, and to receive objective evaluation of their performance.

## RESPONSIBILITIES

### ■ AC.3.4.1: Student Code of Conduct Procedure (currently undergoing revision)

SAIT Polytechnic maintains that students have individual and group responsibility for:

- staying informed of and respecting SAIT policies and procedures and the exercise by SAIT of its legitimate authority;
- taking full advantage of the education, training and services that SAIT offers;
- maintaining academic integrity; work submitted for evaluation must be the student's own. Any material or ideas incorporated from other sources must be clearly identified and used sparingly.
- contributing to a working and learning environment free from discrimination, harassment, intimidation, and physical or psychological abuse;
- respecting the property of SAIT and members of the SAIT community;
- complying with applicable laws.

In cases of misconduct, SAIT may take disciplinary measures including warning, community service, restitution, probation, restriction of privileges, notation, suspension, expulsion or legal action. Where disciplinary actions arise, students have a right of appeal as described in the procedure.

## HARASSMENT AND DISCRIMINATION CONFIDENTIAL HOTLINE

- **Phone: 403.210.4406**

### ■ HR.4.6.1: Discrimination – Employee and Student Recourse Policy

The Board of Governors of SAIT and the President's Standing Committee on Discrimination wish to ensure that students and employees of the Institute are treated as equal in dignity and rights and without discrimination. You have the right to study and work in an environment that is free from harassment and discrimination. You also have the responsibility not to harass any member of the SAIT community, including students, instructors and staff.

Discrimination on the grounds of race, religious beliefs, colour, gender, age, physical disability, mental disability, ancestry, place of origin, marital status, source of income, family status or sexual orientation constitutes a violation of SAIT's discrimination policy.

Harassment, a form of discrimination, is behaviour that disparages, humiliates or harms anyone on any of these grounds. Harassment may be verbal or non-verbal behaviour, occurring as one isolated event or as a series of events.

Sexual harassment is unwanted, unwarranted or inappropriate sexualizing of interaction, with intent and/or effect to demean, coerce or abuse someone. It can include behaviour such as: sexualizing physical contact; making suggestive remarks or other verbal abuse; making degrading gestures or leering at a person's body; making degrading remarks toward a gender or a sexual preference group; demanding sexual favors; or extending compromising invitations.

If you think you are experiencing harassment or discrimination, contact the Discrimination Hotline at 403.210.4406 and arrange to speak with one of SAIT's specially appointed representatives.

# INSTITUTE REGULATIONS

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## **INJURY TO PERSONS/DAMAGE TO PROPERTY**

- **AC.3.4.1: Student Code of Conduct Procedure (currently undergoing revision)**

Students are required to comply with safety measures identified by the Institute. Injury, damage or misappropriation of SAIT's property, or threats (written or verbal) of injury, damage or misappropriation to another person or his/her property may result in disciplinary action.

## **LIQUOR, TOBACCO AND DRUGS**

- **AD.2.2.1: Alcohol Service and Consumption on Campus Procedure**
- **AD.1.3: Tobacco Use Policy and procedure (currently undergoing revision)**

Disciplinary action will be taken in the following cases: students violating policy on the consumption and service of alcohol; students failing to comply with designated non-smoking areas; and/or students using or distributing illegal drugs.

## **ACCEPTABLE USE OF SAIT'S COMPUTER SYSTEM**

- **AD.2.7.1: Information Services User Code Procedure**

All members of the SAIT community who have occasion to use any of the information services of the Institute, including all students, staff (full-time, part-time, contract and wages) and members of the general public are subject to the Information Services User Code procedure.

The descriptions below are a synopsis of the referenced SAIT policies and procedures which are available through [sait.ca](http://sait.ca) and in the SAIT Library [378.712.338]. Please refer to the full policy and procedure when dealing with specific situations.

**FINANCIAL  
INFORMATION**

## FINANCIAL INFORMATION

Estimated Fees for Full Time Students			2014/15		
Year	Program	Notes	Tuition	Campus Athletic/ Rec Fee (Note 3)	Universal Transit Pass (Note 3)
1	Academic Upgrading		2,881	160	240
1	Accounting (Accelerated) Certificate		5,191	-	-
2	Accounting (Accelerated) Certificate		6,691	-	-
1	Accounting Oil & Gas Production Career Development		9,110	-	-
1	Accounting Oil & Gas Production Fast Track		14,200	-	-
1	Administrative Information Management	5	4,122	160	240
2	Administrative Information Management	5	4,328	160	240
1	Aircraft Maintenance Engineering Technology		4,405	160	240
2	Aircraft Maintenance Engineering Technology		5,507	160	240
1	Aircraft Structures Technician		5,798	160	240
1	Architectural Technologies – General	5	5,046	160	240
2	Architectural Technologies – General	5	2,103	160	240
2	Architectural Technologies – Architectural	5	2,313	160	240
2	Architectural Technologies – Building Development	5	2,313	160	240
1	Automation and Instrument Technician		2,339	160	240
1	Automotive Service Technology		4,569	160	240
2	Automotive Service Technology		4,569	160	240
1	Avionics Technology		5,130	160	240
2	Avionics Technology		4,663	160	240
3	Bachelor of Applied Business Administration – ACT		6,113	-	-
4	Bachelor of Applied Business Administration – ACT		2,139	-	-
3	Bachelor of Applied Business Administration – INT		6,113	-	-
4	Bachelor of Applied Business Administration – INT		2,139	-	-
3	Bachelor of Applied Technology Geographic Info Systems		5,074	160	240
4	Bachelor of Applied Technology Geographic Info Systems		969	160	240
3	Bachelor of Applied Technology Petroleum Engineering		5,489	160	240
4	Bachelor of Applied Technology Petroleum Engineering		1,463	160	240
1	Bachelor of Business Administration	5	5,682	160	240
2	Bachelor of Business Administration	5	5,682	160	240
3	Bachelor of Business Administration	5	5,682	160	240
4	Bachelor of Business Administration	5	5,682	160	240
1	Bachelor of Science in Construction Project Management	5	4,931	160	240
2	Bachelor of Science in Construction Project Management	5	4,931	160	240
3	Bachelor of Science in Construction Project Management	5	5,424	160	240
4	Bachelor of Science in Construction Project Management	5	4,931	160	240
1	Baking & Pastry Arts		5,103	160	240
2	Baking & Pastry Arts		4,639	160	240
1	Broadcast Systems Technology		4,993	160	240
2	Broadcast Systems Technology		4,993	160	240
1	Business Administration – Accounting	5	4,587	160	240
2	Business Administration – Accounting	5	4,587	160	240
1	Business Administration – Financial Services	5	4,587	160	240
2	Business Administration – Financial Services	5, 6	4,587	160	240
1	Business Administration – General	5	4,587	160	240
1	Business Administration – Management	5	4,587	160	240
2	Business Administration – Management	5	4,587	160	240
1	Business Administration – Marketing	5	4,587	160	240
2	Business Administration – Marketing	5	4,587	160	240



## FINANCIAL INFORMATION

Estimated Fees for Full Time Students			2014/15		
Year	Program	Notes	Tuition	Campus Athletic/ Rec Fee (Note 3)	Universal Transit Pass (Note 3)
1	Business Administration – Automotive Management	5	4,197	160	240
2	Business Administration – Automotive Management	5	5,723	160	240
2	Business Administration Human Resources		4,587	160	240
2	Business Administration Supply Chain Management		4,587	160	240
1	Business Intelligence		9,595	–	–
1	Butchery & Charcuterie Management		5,105	160	240
1	Chemical Engineering Technology		4,217	160	240
2	Chemical Engineering Technology		4,016	160	240
1	Chemical Laboratory Technology		5,254	160	240
2	Chemical Laboratory Technology		5,254	160	240
1	Civil Engineering Technology	5	4,337	160	240
2	Civil Engineering Technology – Construction Management	5	4,130	160	240
2	Civil Engineering Technology – Municipal	5	4,130	160	240
1	Community Economic Development		4,752	–	–
1	Database Administrator		16,160	–	–
1	Dental Assisting		6,052	160	240
1	Diagnostic Medical Sonography		5,094	160	240
2	Diagnostic Medical Sonography		4,882	160	240
3	Diagnostic Medical Sonography		1,273	160	240
1	Diesel Equipment Technician		5,092	160	240
1	Electrical Engineering Technology		4,614	160	240
2	Electrical Engineering Technology		4,823	160	240
1	Electrical Technician		2,381	160	240
1	Electronics Engineering Technology	5	5,490	160	240
2	Electronics Engineering Technology	5	5,490	160	240
1	Emergency Medical Technology – Ambulance		3,928	160	240
1	Emergency Medical Technology – Paramedic		5,945	160	240
2	Emergency Medical Technology – Paramedic		5,096	160	240
1	Energy Asset Management		9,033	–	–
2	Energy Asset Management		9,033	–	–
1	Engineering Design and Drafting Technology	5	4,492	160	240
2	Engineering Design and Drafting Technology	5	4,492	160	240
1	English Language Foundations		6,570	–	–
1	Environmental Technology		4,255	160	240
2	Environmental Technology		4,255	160	240
1	Film and Video Production	5	4,044	160	240
2	Film and Video Production	5	4,246	160	240
1	Geomatics Engineering Technology – Mapping		1,990	160	240
2	Geomatics Engineering Technology – Mapping		4,576	160	240
1	Geomatics Engineering Technology – Surveying		2,189	160	240
2	Geomatics Engineering Technology – Surveying		4,377	160	240
1	Geomatics Engineering Technology – General		3,980	160	240
2	Geomatics Engineering Technology – General		3,980	160	240
1	Geoscience Information Technology		4,022	160	240
2	Geoscience Information Technology		3,810	160	240
1	Graphic Communications and Print Technology		3,916	160	240
2	Graphic Communications and Print Technology		3,730	160	240
1	Health Information Management		4,235	160	240

# FINANCIAL INFORMATION

2014/15					
Total SAIT Fees	Student Assoc. (Note 3)	Health Plan	Dental Plan	2014/15 Total	
4,597	298	120	135	5,150	
6,123	298	120	135	6,676	
4,987	298	120	135	4,987	
4,987	298	120	135	4,987	
9,595	-	-	-	9,595	
5,505	298	120	135	5,505	
4,617	298	120	135	5,169	
4,416	298	120	135	4,968	
5,654	298	120	135	6,207	
5,654	298	120	135	6,207	
4,737	298	120	135	5,290	
4,530	298	120	135	5,083	
4,530	298	120	135	5,083	
4,752	-	-	-	4,752	
16,160	-	-	-	16,160	
6,452	298	120	135	7,005	
5,494	298	120	135	6,047	
5,282	298	120	135	5,834	
1,673	298	120	135	2,226	
5,492	298	120	135	6,045	
5,014	298	120	135	5,566	
5,223	298	120	135	5,776	
2,781	298	120	135	3,334	
5,890	298	120	135	6,443	
5,890	298	120	135	6,443	
4,328	298	120	135	4,881	
6,345	298	120	135	6,898	
5,496	298	120	135	6,049	
9,033	-	-	-	9,033	
9,033	-	-	-	9,033	
4,892	298	120	135	5,445	
4,892	298	120	135	5,445	
6,570	-	-	-	6,570	
4,655	298	120	135	5,208	
4,655	298	120	135	5,208	
4,444	298	120	135	4,997	
4,646	298	120	135	5,199	
2,390	298	120	135	2,943	
4,976	298	120	135	5,529	
2,589	298	120	135	3,141	
4,777	298	120	135	5,330	
4,380	298	120	135	4,380	
4,380	298	120	135	4,380	
4,422	298	120	135	4,975	
4,210	298	120	135	4,763	
4,316	298	120	135	4,869	
4,130	298	120	135	4,683	
4,635	298	120	135	5,188	

# FINANCIAL INFORMATION

Estimated Fees for Full Time Students			2014/15		
Year	Program	Notes	Tuition	Campus Athletic/ Rec Fee (Note 3)	Universal Transit Pass (Note 3)
2	Health Information Management		4,033	160	240
1	Medical Office Assistant and Unit Clerk		5,660	-	-
1	Hospitality Management	5	4,375	160	240
2	Hospitality Management	5	3,977	160	240
1	Information Technology	5	5,870	160	240
2	Information Technology	5	5,870	160	240
1	Instrumentation Engineering Technology		4,107	160	240
2	Instrumentation Engineering Technology		4,107	160	240
1	Journalism	5	5,023	160	240
2	Journalism – Photojournalism	5	5,023	160	240
2	Journalism – Print Media	5	5,023	160	240
1	Legal Assistant	5	3,611	160	240
2	Legal Assistant	5	3,791	160	240
1	Library and Information Technology		3,960	160	240
2	Library and Information Technology		3,771	160	240
1	Machinist Technician		4,519	160	240
1	Meat Operations and Management		2,716	160	240
2	Mechanical Engineering Technology		4,284	160	240
1	Mechanical Engineering Technology – General		4,284	160	240
1	Medical Laboratory Assistant		3,255	160	240
1	Medical Laboratory Technology		5,877	160	240
2	Medical Laboratory Technology		4,030	160	240
1	Medical Radiologic Technology		6,633	160	240
2	Medical Radiologic Technology		5,479	160	240
1	Medical Transcriptionist		4,609	160	240
1	Millwrighting Technician – Career Development		9,950	-	-
1	Network Technician		12,120	-	-
1	New Media Production & Design		4,101	160	240
2	New Media Production & Design		4,101	160	240
1	Non Destructive Testing Fundamentals		8,070	-	-
1	Nuclear Medicine Technology		5,979	160	240
2	Nuclear Medicine Technology		4,829	160	240
1	Nutrition for Healthy Lifestyles		7,534	-	-
1	Object Oriented Software Developer Fast Track	5	12,120	-	-
1	Office Professional		4,122	160	240
1	Petroleum Engineering Technology		3,977	160	240
2	Petroleum Engineering Technology		3,977	160	240
1	Petroleum Land Administration		4,975	-	-
1	Pharmacy Assistant		5,667	-	-
1	Pipefitting Technician		2,339	160	240
1	Power Engineering Technology		4,630	160	240
2	Power Engineering Technology		5,093	160	240
1	Pre-Employment Automotive Service and Heavy Equipment Technician		10,300		
1	Pre-employment Cabinetmaker		4,300	-	-
1	Pre-employment Carpenter		4,450	-	-
1	Pre-employment Electrician		4,848	-	-
1	Pre-employment Plumbing		4,650	-	-
1	Pre-employment Refrigeration		4,650	-	-

# FINANCIAL INFORMATION

2014/15					
Total SAIT Fees	Student Assoc. (Note 3)	Health Plan	Dental Plan	2014/15 Total	
4,433	298	120	135	4,986	
5,660	-	-	-	5,660	
4,775	298	120	135	5,327	
4,377	298	120	135	4,930	
6,270	298	120	135	6,823	
6,270	298	120	135	6,823	
4,507	298	120	135	5,060	
4,507	298	120	135	5,060	
5,423	298	120	135	5,976	
5,423	298	120	135	5,976	
5,423	298	120	135	5,976	
4,011	298	120	135	4,564	
4,191	298	120	135	4,744	
4,360	298	120	135	4,912	
4,171	298	120	135	4,724	
4,919	298	120	135	5,471	
3,116	298	120	135	3,669	
4,684	298	120	135	5,237	
4,684	298	120	135	5,237	
3,655	298	120	135	4,208	
6,277	298	120	135	6,829	
4,430	298	120	135	4,983	
7,033	298	120	135	7,586	
5,879	298	120	135	6,432	
5,009	298	120	135	5,562	
9,950	-	-	-	9,950	
12,120	-	-	-	12,120	
4,501	298	120	135	5,054	
4,501	298	120	135	5,054	
8,070	-	-	-	8,070	
6,379	298	120	135	6,932	
5,229	298	120	135	5,782	
7,534	-	-	-	7,534	
12,120	-	-	-	12,120	
4,522	298	120	135	5,075	
4,377	298	120	135	4,930	
4,377	298	120	135	4,930	
4,975	-	-	-	4,975	
5,667	-	-	-	5,667	
2,739	298	120	135	3,292	
5,030	298	120	135	5,583	
5,493	298	120	135	6,046	
10,300				10,300	
4,300	-	-	-	4,300	
4,450	-	-	-	4,450	
4,848	-	-	-	4,848	
4,650	-	-	-	4,650	
4,650	-	-	-	4,650	

## FINANCIAL INFORMATION

Estimated Fees for Full Time Students			2014/15		
Year	Program	Notes	Tuition	Campus Athletic/ Rec Fee (Note 3)	Universal Transit Pass (Note 3)
1	Pre-employment Millwright		5,908	-	-
1	Pre-employment Welding		5,454	-	-
1	Pre-employment Sheet Metal Worker		5,800	-	-
1	Pre-employment Streamfitter-Pipefitter		4,800	-	-
1	Process Operations		4,156	160	240
1	Process Piping Drafting		15,596	-	-
1	Professional Cooking	5	5,539	160	240
2	Professional Cooking	5	5,035	160	240
1	Radio, Television, & Broadcast News – Broadcast	5	4,843	160	240
2	Radio, Television, & Broadcast News – Broadcast	5	4,403	160	240
1	Radio, Television, & Broadcast News – Radio	5	5,284	160	240
2	Radio, Television, & Broadcast News – Radio	5	4,183	160	240
1	Radio, Television, & Broadcast News – Television	5	4,623	160	240
2	Radio, Television, & Broadcast News – Television	5	3,963	160	240
1	Railway Conductor		9,815	-	-
2	Rehabilitation Therapy Assistant		2,646	160	240
1	Rehabilitation Therapy Assistant		2,165	160	240
1	Respiratory Therapy		3,114	160	240
2	Respiratory Therapy		3,114	160	240
3	Respiratory Therapy		3,737	160	240
1	Sheet Metal Technician		2,339	160	240
1	Medical Device Reprocessing Technician		5,863	-	-
1	Technology Infrastructure Management		17,170	-	-
1	Telecommunications Installation Technician		1,190	-	-
1	Travel & Tourism	5	4,249	160	240
2	Travel & Tourism	5	3,863	160	240
1	Web Developer		7,575	-	-
1	Welding Engineering Technology		5,059	160	240
2	Welding Engineering Technology		5,059	160	240
1	Welding Technician – Career Development		10,050	-	-
1	Water Treatment Operator		18,863	-	-

### NOTES

1. Fees are estimated for full time students. Actual tuition fees are calculated based on the number of courses in which the student is registered.
2. Fees are subject to change without notice
3. Additional SAIT and SAITSA fees may be levied for programs with Spring and Summer Terms.
4. Optional courses are not included in this tuition fee calculation. Additional courses will result in higher tuition fees.
5. Laptop Learning programs require a \$400 security deposit.
6. Additional external fees may be applicable to the program.

## FINANCIAL INFORMATION

2014/15					
Total SAIT Fees	Student Assoc. (Note 3)	Health Plan	Dental Plan	2014/15 Total	
5,908	-	-	-	-	5,908
5,454	-	-	-	-	5,454
5,800	-	-	-	-	5,800
4,800	-	-	-	-	4,800
4,556	298	120	135	-	5,109
15,596	-	-	-	-	15,596
5,939	298	120	135	-	6,492
5,435	298	120	135	-	5,988
5,243	298	120	135	-	5,796
4,803	298	120	135	-	5,356
5,684	298	120	135	-	6,236
4,583	298	120	135	-	5,136
5,023	298	120	135	-	5,576
4,363	298	120	135	-	4,916
9,815	-	-	-	-	9,815
3,046	298	120	135	-	3,599
2,565	298	120	135	-	3,118
3,514	298	120	135	-	4,067
3,514	298	120	135	-	4,067
4,137	298	120	135	-	4,690
2,739	298	120	135	-	3,292
5,863	-	-	-	-	5,863
17,170	-	-	-	-	17,170
1,190	-	-	-	-	1,190
4,649	298	120	135	-	5,202
4,263	298	120	135	-	4,816
7,575	-	-	-	-	7,575
5,459	298	120	135	-	6,012
5,459	298	120	135	-	6,012
10,050	-	-	-	-	10,050
18,863	-	-	-	-	18,863

## PAYMENT OPTIONS

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There are many ways to pay your tuition for full-time programs. Refer to the methods below, or review our Student Loans page if you're loan disbursement is being sent directly to SAIT.

### ONLINE BANKING

You can set SAIT up as a payee through your online banking using your SAIT Student ID number as your account number. Please allow three business days for processing.

**Notes:** You may find our payee name listed as SAIT or as Southern Alberta Institute of Technology. Make sure to select "Tuition/Bill Payments", not "Donations".

International students: If you wish to wire transfer payment and/or deposit, please contact SAIT International Centre at [international@sait.ca](mailto:international@sait.ca).

### Online credit card payment

Tuition fees may be paid by Visa or MasterCard via mySAIT.ca.

Simply follow these steps:

- Log in to mySAIT.ca
- Click on the **myStudent tab**
- Click on the **Account Summary / Online Payment link** (located in the Finance Information section)
- Click on **Account Summary by Term/Credit Card Payment** or **Account Summary/Credit Card Payment** and you will be able to see a detailed listing of your account.
- Click on the **Credit Card Payment link** at the bottom of the page to enter in your credit card number and payment amount.
- Remember to log out of mySAIT.ca when you're finished.

### BY PHONE

Please have your SAIT Student ID number and your VISA or MasterCard ready when you call.

SAIT Customer Care Contact Centre: 403.284.7248 or toll-free at 1.877.284.7248.

### Hours of operation

Monday, Tuesday and Thursday: 7:30 am to 6:30 pm

Wednesday: 9 am to 6:30 pm

Friday: 8:15 am to 4:30 pm

### SAIT DROP BOX (also available after hours)

We accept cheques, bank drafts, or money orders made payable to SAIT Polytechnic. Include your SAIT Student ID number to avoid delays in processing your payment.

### Locations

Main floor of Heritage Hall, halfway down the west-wing hallway.

Second floor of Heritage Hall, directly outside of Student Services. Available during business hours.

**Note:** SAIT does not accept post-dated cheques.

### BY MAIL

Cheques, bank drafts, or money orders, payable to SAIT Polytechnic, must be received at the address below before the tuition deadline. Please include your SAIT Student ID number.

SAIT Polytechnic - Cashiers MC201  
1301 - 16 Avenue NW Calgary, AB  
T2M 0L4  
Canada

### SPONSORED STUDENTS

Sponsored students are those for whom tuition and fees will be paid directly to SAIT by a department of the federal government of Canada, a department of the Province of Alberta, an Aboriginal band, or by a business or organization.

Students planning to attend SAIT as a sponsored student:

1. Meet with their sponsor to arrange sponsorship agreement details;
2. Submit a SAIT application form together with complete transcripts and the application fee. If the sponsor is paying for the application fee, a company letter indicating the billing address and/or a purchase order must also be included;
3. Submit a sponsorship letter to Student Services once accepted into the program. The letter from the sponsor must confirm in writing the agreement to sponsor the student, the amount or extent of sponsorship (e.g., full tuition fees), and provide a contact number and billing address. A signed purchase order for services may be provided in lieu of a sponsorship letter. The sponsorship will need to be renewed each term with a new sponsor letter or purchase order.

The sponsor will be invoiced in accordance with the conditions of the sponsorship agreement. Invoices are payable 30 days from the date of invoice. Sponsor invoices not paid within the net 30 day terms may be cancelled by SAIT and the student will be required to pay their outstanding fees or withdraw from their program.

The sponsor may cancel their sponsorship of a student via written notice 30 days prior to the student's course or program start date. Cancellations by either the sponsor or student are subject to the terms and conditions contained within SAIT's administration policies, including cancellation fees. Additional information on sponsorship can be found here.

A change in sponsorship resulting in a refund owing will be issued by cheque to the sponsor's address on file.

# STUDENT LOANS

Consider applying for a government student loan to help finance your education at SAIT.

## ELIGIBILITY

If you're an Alberta resident, you may be eligible for Alberta and Canada Student Loans. Since Student Aid Alberta administers both loan programs, you will only have to fill out one application!

If you're a resident of another province, you must apply for provincial and federal funding from your province of residence.

To be eligible for a student loan, you must be a Canadian citizen or have permanent resident status. You must also be enrolled as a full-time student in a designated program, as deemed by SAIT.

## WHEN AND HOW TO APPLY FOR YOUR STUDENT LOAN

Student loan applications for 2013-2014 are now available. Use this application to apply for programs starting between August 1, 2013 and July 30, 2014.

Student loan applications for 2014-2015 will be available in mid-June 2014.

Apply early to make sure your loan is processed as soon as possible. Your loan will be processed faster if you apply online through Student Aid Alberta. You don't have to be accepted to SAIT before you apply for your student loan.

With this application, you will also be considered for government bursaries and study grants.

If you don't have computer access, paper applications are available at any Alberta Service Centres/Canada-Alberta Service Centres.

## GETTING YOUR NOTICE OF ASSESSMENT

After your loan application is processed, you will receive a Notice of Assessment from Student Aid Alberta. It explains how much money you will get for the academic year, and when and how you will receive it (Canada Student Loan, Alberta Student Loan, grants, etc.).

If you receive less money than requested on your loan application, a reason for the reduction will appear on your Notice of Assessment. If the reason for reduction does not seem appropriate, you may appeal your assessment by completing a Change of Circumstance Form for Post-Secondary Studies.

## COMPLETE YOUR MASTER STUDENT FINANCIAL AID AGREEMENT FORM (LOAN DOCUMENT)

Along with your Notice of Assessment, you will receive a Master Student Financial Aid Agreement (MSFAA) form. If eligible, you will receive a form for your Alberta student loan and/or one for your Canada student loan. These documents do not require confirmation from SAIT, so they can be completed immediately.

To complete your MSFAA, students will need to sign the document and attach the following:

- Two pieces of identification: your government-issued photo identification and Social Insurance Number (SIN).
- A void cheque or an encoded deposit slip with your banking account number, transit number and institution number.

## WHERE TO SEND YOUR MASTER STUDENT FINANCIAL AID AGREEMENT FORM

Once your MSFAA form is complete, take your documents to an authorized Canada Post outlet for processing. You can also mail the documents to the below addresses:

### Alberta MSFAA

Student Aid Alberta Service Centre  
PO BOX 4050  
Mississauga STN A  
Mississauga ON  
L5A 4M9

### Canada MSFAA

National Student Loans Service Centre  
PO BOX 4030  
Mississauga ON  
L5A 4M4

## MAINTAINING FULL-TIME STATUS

To be eligible for student loans, you must meet and maintain the minimum requirement for full-time status. This means you must be registered in at least 60 per cent of the program credits for the duration of the time you had indicated on your loan application.

## DROPPING COURSE MAY AFFECT YOUR STUDENT LOAN

If you're making changes to your schedule, make sure you're maintaining full-time status. If your status changes to part-time, any applicable tuition fee refund will be sent to EDULINX (for Alberta loans) or the Receiver General of Canada (for federal loans).

## IF YOU'RE RECEIVING TRANSFER CREDIT THROUGH PRIOR LEARNING ASSESSMENT

If you're granted advance credit for SAIT courses, make sure you're enrolled in a full course load to qualify for provincial and federal student loans and grants.

## FAILING COURSE MAY AFFECT YOUR STUDENT LOAN

If you're unable to meet the academic success requirements set by Student Aid Alberta, your loan money may be discontinued. If you fail a course and need to take it again, you won't get financing for it the second time.

## REPAYING YOUR STUDENT LOAN

Loan repayment begins six months after you leave school. Loans begin to accrue interest in the first month after you leave school.

Visit Alberta Learning Information Service for additional information.

## KEEPING YOUR LOANS AT INTEREST FREE STATUS

Notify your lender within six months of the end of each academic session to confirm that you are still a full-time student, and to keep your previous student loans at interest-free status.

If you are in school and receiving student funding, then your previous loans at EDULINX, RESOLVE, CIBC and the Royal Bank will automatically reinstate your status. You do not need to do anything further.

If you are in school but not receiving student funding, then you must complete the applicable form to keep your Alberta and Canada Student Loans at interest-free status. The form will need to be signed by a SAIT Student Services representative before you present it to your lender.

Contact us

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Visit Student Aid Alberta for detailed information about applying for a student loan, or to download a hard-copy student loan application form.

For additional information, contact SAIT Student Services.

**Student Services**

MA211, Heritage Hall (campus map)

1301 - 16 Avenue NW

Calgary, Alberta T2M 0L4

Phone: 403.210.5994

Toll-free: 1.877.284.7248

Fax: 403.284.7112

Email: [student.loans@sait.ca](mailto:student.loans@sait.ca)

Visit CanLearn for budget planners, calculators and other helpful resources.

Visit Student Awards to be matched with thousands of scholarship and bursary opportunities in Canada.

## SKILLS INVESTMENT PROGRAM

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The Skills Investment Program (SIP) provides financially disadvantaged adults with the opportunity to access the education and training they need to enable them to achieve independence through employment. If eligible, students may receive grant funding for tuition, books and a living allowance for the duration of their program. Students taking SAIT pre-employment programs, academic upgrading courses and English Language Foundations courses may be eligible for funding.

Skills Investment funding is in high demand. Funding is limited, provided on a first come, first served basis and each fundable program has a limited number of students that can be funded. Students must apply early (at least 8 weeks in advance of program start date) with complete documentation or they will not be considered.

The Skills Investment Program is open to Employment Insurance (EI) recipients as well as to people who do not qualify for EI benefits.

### ESL APPLICANTS

Students requesting ESL funding through the Skills Investment (SIP) for English Language Foundations (ELF) at SAIT must provide information (card or letter) from ILVARC indicating their current benchmark levels and how much LINC programming they have taken. Technically, SIP applicants should access LINC training prior to applying for SIP funding for ELF at SAIT. LINC programming should bring a student to Level 5 Reading/Writing and Level 6 Listening/Speaking. If benchmark levels are below 5/6 and learners are NOT Canadian citizens, they will be expected to access LINC training

Full-time applicants for funding

Funding is provided on a first come, first served basis to qualified applicants. There are a limited number of funded seats available so it is highly recommended that you apply for funding at least 8 weeks prior to the start of your program to allow proper time for assessment and funding approval and to ensure tuition and living allowance benefits are received on time. If you apply after the program begins, you risk lack of seat availability. In addition, living allowance benefits **will not** be backdated to the start of the program. They will begin from the approval date forward.

### Employment Insurance (EI) Applicants/Recipients:

If you are receiving or have recently applied for Employment Insurance (EI) Benefits, you are still required to complete the SAIT-SIP funding eligibility assessment process. If you begin your SAIT training without seeking SIP funding approval through the SAIT SIP office in Stan Grad Building (MC 221), your Employment Insurance benefits will be discontinued.

This approval and SIP Case Management process applies to:

- Individuals in need of full financial assistance (tuition, books & living allowance)

It is highly recommended that learners who wish to collect EI benefits while in full-time studies should complete this assessment process at least 8 weeks prior to the start of the training program.

## GRANTS, FUNDING AND BURSARIES

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### GOVERNMENT GRANTS

The Province of Alberta/Student Aid Alberta provides grants to full-time students in need of additional funds to meet their educational expenses. Students in post-secondary programs use the same application form to apply for both grants and student loans.

### SKILLS INVESTMENT PROGRAM - FULL-TIME GRANTS FOR SAIT STUDENTS

Government grant funding for tuition, books and living expenses for qualified students enrolled full-time in programs 12 months or less in length.

Find out more about the Skills Investment Program.

### PART-TIME FUNDING

Part-time funding is available for learners who are registered in less than 60 per cent of a full-time program load. Learners must be registered and fully paid before part-time loans will be signed. Applications for part-time funding are available through the Alberta Learning Information Service, or at SAIT Student Services.

### APPRENTICESHIP GRANTS

Apprentices can apply for grant funding through Alberta Human Services. Application forms are only available online. The school is not required to complete or sign these forms. Apprentices who would like assistance with the funding application can go to MC221 Learner Success Centre.

### SCHOLARSHIPS, BURSARIES AND PRIZES

SAIT administers an extensive variety of scholarships, prizes and bursaries to encourage superior academic achievement or assist students in need of financial aid.

The list of awards available for each program is advertised through the academic departments each year and in the SAIT Student Awards Guide. A combination of bursaries and loans are also an option.

SAIT reserves the right to make adjustments to the amount or designation of published awards as circumstances require.

For a listing of all bursaries, scholarships and prizes available at SAIT, learners are advised to contact:

SAIT Alumni and Development

Heritage Hall, MA113

Phone: 403.284.7010

Email: [scholarships@sait.ca](mailto:scholarships@sait.ca)

### THE IMMIGRANT ACCESS FUND (IAF)

Are you an immigrant and do you want to work in your profession or trade in Canada? The Immigrant Access Fund (IAF) provides micro-loans to immigrants who need help to pay for the costs associated with obtaining the Canadian accreditation or training that will allow them to work in their profession or trade. IAF loans help immigrants move out of low-level/low-income jobs, become self-reliant, and make their best possible contribution to Canada's economy. For more information, go to MC221 Learner Success Centre or view the IAF website.

# STUDENT AWARDS GUIDE

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SAIT is proud to offer over \$4 million in awards to students in almost every SAIT program. Awards are available to all qualifying SAIT students in recognition of academic success, financial need, community involvement, and much more.

**Note:** Apprentice students must apply during their apprenticeship training periods.

## 2015/2016 ENTRANCE AWARDS

Entrance awards are designated for students who are beginning a new program in the 2015/2016 academic year. In some instances they are program specific and in others, students in all programs may apply.

Applications will be accepted until May 2, 2015.

## HOW TO APPLY

All students enrolled in a SAIT program can now **apply online**:

1. Log into [mysait.ca](http://mysait.ca)
2. Click on the **myStudent** tab
3. Under **Finance Information**, click on **Online Student Awards Application Form**.

**Please note:** You must be registered and accepted into a SAIT program with a Student ID and password to log into [mysait.ca](http://mysait.ca).

## WHERE TO PICK UP THE STUDENT AWARDS GUIDE

The Student Awards Guide is also available in print and can be picked up at the Alumni and Development Office located on the main floor of Heritage Hall (Room MA113).

## HOW TO BECOME AN AWARD DONOR

With the on-going commitment of donors, SAIT's scholarship program continues to ensure that SAIT learners have the financial resources they need to further their education and achieve their career goals.

Conveniently donate online now or for further information about student awards, please email [Debby.Deniset@sait.ca](mailto:Debby.Deniset@sait.ca) or call 403.774.5214.

## Contact us for more information

SAIT Alumni and Development  
1301-16 Avenue NW, Calgary, AB  
Room MA113, Heritage Hall  
Phone: 403.284.7010  
Email: [scholarships@sait.ca](mailto:scholarships@sait.ca)

## FEES AND EXPENSES

Fees vary by program according to the number of courses, course credits and cost of the program. Individual fees depend upon the actual courses taken. Please refer to the Estimated Program Fees for details. Tuition fees as stated in this calendar are subject to change and are revised annually, subject to approval by SAIT Board of Governors.

\* Fees are subject to change without notice.

### CALCULATION OF THE ESTIMATED PROGRAM FEES

The estimated program fees are comprised of SAIT fees and fees collected for the SAIT Student Association (SAITSA).

#### SAIT Fees

- Tuition – based on program credits and the cost of the program
- Campus Recreation/Athletics – mandatory
- Universal Transit Pass – mandatory

#### SAITSA Fees

- General – mandatory
- Health and Dental Plan – mandatory. Students can opt out of either plan if he/she has comparable coverage, meets waiver requirements and the waiver deadline. For more information, visit [saitsa.com](http://saitsa.com).

### INTERNATIONAL STUDENTS

Fees vary by program according to the number of courses and course credits in the program. International student fees are set separately from those of Canadian students or permanent residents. Please refer to International Student Fees.

### PAYMENT STRUCTURE AND DEADLINES

Fees are payable following registration each semester. Tuition is due in full 30 days prior to program start for new students and on the first day of class for returning. Please refer to your registration letter for your tuition fee deadline date. Students are dismissed from SAIT when total fees are not paid by the deadline. Students are responsible for full fees owing as stated in the Academic Regulations section of this calendar under Withdrawals.

### METHODS OF PAYMENT

To avoid lineups, the preferred methods of payment are:

- Set SAIT as payee through your online banking (you will require your SAIT Student Number).
- Call us at 403.284.7248, toll free at 1.877.284.7248 with VISA or Master Card.
- Online at [mySAIT.ca](http://mySAIT.ca) with VISA or MasterCard.
- Cheque, bank draft or money order should be made payable to SAIT and are accepted by mail.

### SPONSORED STUDENTS

Sponsored students (third-party payments) must provide a purchase order or written notification on company letterhead to Student Services 45 days prior to fees being due. Invoices must be paid in full within 30 days of being issued.

### TAX (T2202A) FORMS

Each February, SAIT issues T2202A tax forms which can be accessed by students on [mysait.ca](http://mysait.ca) only. Students will be charged \$15 for a hard copy tax form.

### ESTIMATED EXPENSES PER ACADEMIC YEAR

The cost of attending SAIT for an academic year (eight months) will vary with the student's choice of program and personal needs. In addition to tuition fees and costs of books, supplies and equipment, the following expenses must be considered:

- accommodation (on campus, off campus)
- transportation
- clothing and personal supplies
- recreation and entertainment
- health/dental plan
- specialized tools or equipment

Some programs will require students to have access to a personal computer.

### MISCELLANEOUS FEES

(subject to change)

#### Advance Credit \$150

- Per course to assess potential credit for life experience and training.

#### Application (online) \$50

A non-refundable application fee for each SAIT admission application submitted online.

#### Application (paper) \$150

- A non-refundable application fee for each SAIT admission application submitted on paper.

#### Auditing Variable

- Auditing a course or program is 100 per cent of the tuition and all other regular fees.

#### Challenge Examination Variable

- Check with the school/department to challenge a SAIT course, by exam, for credit.

#### Computer Managed Learning Variable

- Assessed on a cost-recoverable basis for CML courses.

#### Co-op Work Term Variable

- Details available at registration.

#### Duplicate Credential \$75

- To replace a damaged, lost or stolen credential (diploma, certificate, applied degree, baccalaureate).

#### Duplicate Credential (graduation prior to 1995) \$75

- To replace a damaged, lost or stolen credential (diploma, certificate, applied degree, baccalaureate).

#### Examination Re-read/Appeal \$100

- If the applicant succeeds in having the previously assigned grade changed to a higher grade, the fee is refunded.

#### Graduation Ceremonies \$35

- For a student and guests wishing to attend graduation ceremonies.

#### ID Card Replacement \$15

- To replace a lost or stolen SAIT ID card.

## FEES AND EXPENSES

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### **Income Tax Form \$15**

- Students can obtain their Income Tax Form (T2202A) online at mySAIT.ca. If students require a printed hardcopy, the fee is charged. Hardcopy can be obtained at the SAIT Student Finance office, MC201.

### **Intent to Return \$50**

- For students who have had a break between semesters (non-refundable).

### **Laptop e-Learning Security Deposit \$400**

- A refundable security deposit that must be paid prior to picking up a SAIT issued laptop (please refer to the e-Learning section for programs that require the use of a SAIT issued laptop).

### **NSF Charge \$30**

- Persons who have given an NSF cheque are placed on a CASH only basis for three years from date of cheque. CASH means: cash, money order, certified cheque, VISA, MasterCard, and Interac.

### **Prior Learning Assessment Variable**

- \$125 per course for courses from other post-secondaries in Canada.
- \$150 per course for courses from other post-secondaries outside Canada.

### **Program Transfer \$50**

- Assessed to all students transferring from one program to another during the academic year. Forms are available in the Student Services department.

### **Remedying Deficient Course Variable**

- By special assignment/project or supplemental examination \$100
- By registering as a repeating student (regular tuition fees)
- By registering in Continuing Education classes (regular Continuing Education fees)
- By other arrangements. The student is responsible for any fees levied by the institution or organization offering the course

### **Reinstatement \$75**

- Assessed to those students who fail to meet payment deadlines and are granted permission to be reinstated in their program.

### **Transcript of Marks \$10/copy**

- An official statement of the student's grades. Note: Students can print an unofficial transcript, at no cost, through mySAIT.ca.

### **Tuition Deposit \$250**

- Required to reserve a seat and deducted from tuition fees upon registration. This fee is non-refundable and non-transferable. Note: tuition deposit is \$250 for both domestic and international students.

### **U-Pass replacement \$120**

- You will be charged \$15 for a new ID card plus full price (\$120) for a new U-Pass.

**All fees and expenses are subject to change.**

# TUITION, FEES AND REFUNDS

## TUITION FEE REFUNDS FOR STUDENTS ENROLLED IN FULL-TIME DAY PROGRAMS

### Are you eligible to receive a refund?

Dates are critical in determining whether you will receive a refund of fees, and how much you will receive. Please read the information below to determine your eligibility.

### Refund of tuition fees

The following refund procedure applies for students withdrawing from a program:

1. If a student cancels prior to the program term start date, the student will receive a full tuition refund excluding the non-refundable tuition deposit (\$250). Students may provide Student Services with a verbal cancellation notice before the first day of class.

**Note:** The \$250 tuition deposit is only applicable to new students starting first semester.

2. If a student cancels on the first day of classes and before the end of the add/drop period for the applicable semester (e.g. fall, winter, or spring), the student will receive a 50 per cent tuition refund excluding the ancillary fees and non-refundable tuition deposit (\$250). Students may provide Student Services with a verbal cancellation within this time frame.
3. If a student withdraws after the drop/add period, the student will not receive a refund unless there are mitigating circumstances determined by the Registrar or designate. Students must complete and submit a Program Withdrawal (Withdrawal from SAIT) form.

**Note:** Any student expelled from SAIT for any reason, is not eligible for a refund.

### ADD/DROP PERIOD

The date for the Add/Drop period is based on the term length. Please see below for the period length for your course.

Term length	Add/Drop period
13 or more weeks	Two (2) weeks from program term start date
8-12 weeks	One (1) week from program term start date
2-7 weeks	Two (2) days from program term start date
Less than 2 weeks	There is no Add/Drop period

### For more information:

Please see the Dates to Remember.

### Contact Student Services at:

Phone: 403.284.7248  
Toll Free: 1.877.284.7248  
Email: [advising@sait.ca](mailto:advising@sait.ca)

## STEPS TO FOLLOW TO RECEIVE YOUR REFUND

1. Check the criteria in the above refund of tuition fees information to see if you are eligible.
2. Write a letter of intent to cancel or complete a Program Withdrawal form based on the criteria above. A hard-copy of the form can be obtained from Student Services or the Academic School.  
**Note:** Students who do not inform Student Services of their intent to cancel (or submit a Program Withdrawal Form) will not be refunded and will still be held responsible for fees assessed on their account.
3. Submit your completed Program Withdrawal form to Student Services office within the approved time frame along with a letter indicating your reason for withdrawal and documentation supporting your withdrawal (i.e., doctor's note).

## SAIT STUDENTS' ASSOCIATION FEE REFUND

Students who withdraw before completing their program of study will not receive a SAITSA refund for any academic term completed or partially completed.

## FOR CONTINUING EDUCATION STUDENTS

### Refund eligibility

To cancel your registration and be eligible for a refund, Student Services must receive notice.

Cancellations may be submitted by email, mail, fax, in person or verbally by phone. In all cases, a minimum administrative fee of \$50 plus any applicable service costs will be retained from the course fee.

### For Continuing Education courses

An administrative fee of \$50 is retained for:

- Courses of 18 hours or greater, notice is required no later than 4 pm prior to the second scheduled class.
- Seminars/short courses/Sport Camps (less than 18 hours, or five or fewer consecutive days), notice is required three full working days prior to class commencement.

### For Distance Education and eCampusAlberta courses

- Notice of course cancellation must be received by Student Services before 25 per cent of the original course time has elapsed in order for a student to receive a tuition refund.
- SAIT will retain a minimum administration fee of \$50 plus the shipping and handling fee charged on your order.

### Course materials

- Please refer to the course package you received for information on whether or not you are eligible for a refund on unused materials. If you are eligible for a refund on unused materials, please return your materials to the Distance Education Office, Room NN204. Do not return materials to Student Services.

Students in the Canadian Association of Petroleum Production Accountants (CAPPA) computer based training courses are not eligible for refunds.

Emergency Medical Responder (EMR): Notice of cancellation is required 10 full working days prior to course start date. Administration fees and course materials are non-refundable.

## TUITION, FEES AND REFUNDS

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### WHEN TO EXPECT YOUR REFUND

Refunds are processed via the original method of payment. Refunds may take approximately four to six weeks unless requested earlier via [student.bill.inquiries@sait.ca](mailto:student.bill.inquiries@sait.ca).

Refunds for students who paid by cash, cheque, money order, online bill payment and Interac are issued refunds directly to the students address on file in the form of a cheque. Alternately, these refunds may be processed in person by presenting valid picture ID and an Interac card to the Finance office in MC201.

Refunds for students who paid by VISA or MasterCard are credited to the account number of the original and valid credit card used to pay the student's fees. After [student.bill.inquiries@sait.ca](mailto:student.bill.inquiries@sait.ca) has been notified, the credit card statement should indicate the refund in approximately three to five business days from processing.

If student loan funding has been received and a student is no longer attending SAIT all refunds will be issued directly to the students address on file in the form of a cheque. Alternately, these refunds may be processed in person by presenting valid picture ID and an Interac card to the Finance office in MC201.

Sponsored Students refunds will be issued directly to the sponsor in approximately four to six weeks. Any student suspended or expelled from SAIT for any reason, is not eligible for a refund.

### STUDENT INDEBTEDNESS POLICY

A student shall be considered indebted to SAIT when monies for fees, or any form of material or service, have not been paid to the Institute or when library books or equipment of any kind have not been returned.

Indebtedness to the Institute will result in:

- Cancellation of registration
- Inability to register in further programs and courses
- Withholding of student's transcript and credential
- Withholding of student loan funding
- Withholding of any refunds; including SAIT Students' Association fee refund

SAIT may employ the services of a public collection agent to recover overdue amounts.

## FINANCIAL ASSISTANCE

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Save, plan and pay for your education! Visit CanLearn for budget planners, calculators and other helpful resources.

Visit [studentawards.com](http://studentawards.com) to be matched with thousands of scholarship and bursary opportunities in Canada.

### GOVERNMENT STUDENT LOANS

Alberta students attending SAIT may be eligible for financial aid in the form of Alberta Student Loans and Canada Student Loans. Since Student Aid Alberta administers both loan programs, you will only have to fill out one application! Students who are residents of provinces other than Alberta must apply for provincial and federal loans from their province of residence.

#### To be eligible for a student loan:

- You must be a Canadian citizens or have permanent resident status to apply.
- You must be enrolled as a full-time student in a designated program as deemed by SAIT.

The amount of money awarded is based on an assessment of your needs, and is intended to supplement, not replace, the resources of you and your family.

#### When to apply for your student loan

You can begin to apply for student loans for the next academic year starting mid-June. Applying early will ensure that your loan will be processed in time for the start of classes. You do not have to wait for your notice of acceptance to SAIT before applying for financial assistance.

#### How to apply for your student loan

Online applications are preferred and may be processed more quickly. To apply online, visit Student Aid Alberta. With this application, you will also be considered for government bursaries and study grants. A separate application is not required.

You may be directed to complete and submit a paper application, which can be printed directly from the Student Aid Alberta website.

When completing student loan applications by paper, all educational costs, as well as program start and end dates need to be as accurate as possible. It is the responsibility of the learner to ensure this information is correctly entered on the loan application. Inaccuracies may result in delayed funding.

#### READ YOUR NOTICE OF ASSESSMENT

After your loan application is processed, you will receive a Notice of Assessment from Student Aid Alberta. This document explains how much money you will receive for the academic year, as well as when and how you will receive it (Canada Student Loan, Alberta Student Loan, grants, etc.). Included with your Notice of Assessment will be your Master Student Financial Assistance Agreement, be sure to sign and return to a participating post office along with a voided cheque so there is no delay in disbursing your loan amounts.

#### YOU MAY APPEAL YOUR ASSESSMENT

If you receive less money than requested on your loan application, a reason for the reduction will appear on your Notice of Assessment. If the reason for reduction does not seem appropriate, then you may appeal your assessment by completing a Change of Circumstance Form for Post-Secondary Studies.

### WHY YOU NEED TO MAINTAIN FULL-TIME STATUS

To be eligible for student loans, you must meet and maintain the minimum requirement for full-time status. This means you must be registered in at least 60 per cent of the program credits for the duration of the time you had indicated on your loan application.

### DROPPING COURSES MAY AFFECT YOUR STUDENT LOAN

Before making changes to your course load, know the consequences! Students dropping courses may change their status from full to part-time. As a result, you may have your student loan adjusted, and may be cut off from further funding for that academic year. If your status changes (to part-time, to special student, etc.) and you are eligible for a tuition fee refund, the Student Aid Alberta Service Centre (for Alberta loans) or the Receiver General of Canada (for federal loans) will receive the money. For more information, please visit Student Aid Alberta.

### INFORMATION THAT YOU MUST REPORT TO STUDENT AID ALBERTA

You must report any changes to your financial, marital and/or academic status. Send these changes to the Student Aid Alberta in writing and include your Social Insurance Number.

### REPAYING YOUR STUDENT LOAN

Loan repayment begins six months after you leave school and begin to accrue interest. You should notify your lender within six months of the end of each academic session to confirm that you are still a fulltime student, and to keep your previous student loans at interest-free status. If you are in school but not receiving student funding, then you must complete a Schedule 2 for Canada Student Loans and a Form B for Alberta Student Loans. The form will need to be signed by a SAIT Student Services representative before you present it to your lender.

Visit Student Aid Alberta for additional information.

#### Contact Us!

For additional information, contact the SAIT Student Loan Office, part of Student Services.

Student Loan Information:

Phone: 403.284.7248

Phone: 403.210.5994

Email: [student.loans@sait.ca](mailto:student.loans@sait.ca)

### THE IMMIGRANT ACCESS FUND (IAF)

Are you an immigrant and do you want to work in your profession or trade in Canada? The Immigrant Access Fund provides micro loans to immigrants who need help to pay for the costs associated with obtaining the Canadian accreditation or training that will allow them to work in their profession or trade. IAF loans help immigrants move out of low-level/low-income jobs, become self-reliant, and make their best possible contribution to Canada's economy.

## CONTACT INFORMATION

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### Main Campus

1301 – 16 Avenue NW  
Calgary, Alberta, Canada, T2M 0L4  
Fax: 403.284.7112  
Email: [advising@sait.ca](mailto:advising@sait.ca)  
Phone: 403.284.7248 or toll free in North America 1.877.284.7248  
Website: [sait.ca](http://sait.ca)

### Art Smith Aero Centre

1916 McCall Landing NE  
Calgary, Alberta, Canada, T2E 9B5  
Phone: 403.284.7018  
Email: [aerocentre@sait.ca](mailto:aerocentre@sait.ca)

### Mayland Heights Campus

N.R. "Buck" Crump Building  
1940 Centre Avenue NE  
Calgary, Alberta, Canada, T2E 0A7  
Phone: 403.210.4150

### Mayland Heights Campus

Bob Edwards Building  
2015 Centre Avenue NE  
Calgary, Alberta, Canada, T2E 0A9  
Phone: 403.210.4100

### Student Services

MA211, Heritage Hall  
Monday, Tuesday, Thursday & Friday: 8:15 am to 4:30 pm  
Wednesday: 9 am to 4:30 pm

### Contact Centre is open for phone calls only:

Monday, Tuesday & Thursday: 7:30 am to 6:30 pm  
Wednesday: 9 am to 6:30 pm  
Friday: 8:15 am to 4:30 pm

### FREQUENTLY CALLED NUMBERS

#### Service Offices

#### Student Services

- 403.284.7248 or toll free in North America 1.877.284.7248
- [advising@sait.ca](mailto:advising@sait.ca)
  - Continuing education information
  - Phone registration (with Visa or MasterCard)
  - Financial aid and awards
  - Program and employment advising

#### Bookstore

- 403.284.8466
- [bookstore@sait.ca](mailto:bookstore@sait.ca)

#### Business and Industry Training

- 403.284.7062
- [training@sait.ca](mailto:training@sait.ca)

#### Distance Education Information

- 403.284.8537, Toll Free 1.888.284.7051
- [distance.education@sait.ca](mailto:distance.education@sait.ca)

#### Housing (Campus Residence)

- 403.284.8013
- [residence@sait.ca](mailto:residence@sait.ca)

### ID Card Office

- MB106 (Inside the Bookstore)
- 403.774.5296
- [card.office@sait.ca](mailto:card.office@sait.ca)

### International Students

- 403.284.8852
- [international@sait.ca](mailto:international@sait.ca)

### Learner Success Centre

- 403.284.7050
- [learning.skills@sait.ca](mailto:learning.skills@sait.ca)

### Reg Erhardt Library

- 403.284.8616
- [library@sait.ca](mailto:library@sait.ca)

### Student Employment

- 403.210.5730
- [student.employment@sait.ca](mailto:student.employment@sait.ca)

### Student Development and Counselling Services

- 403.284.7023

### Student Loan information

- 403.284.7248
- [student.loans@sait.ca](mailto:student.loans@sait.ca)

### Switchboard

- 403.284.8110

### Academic Schools

#### Centre for Academic Learner Services

- 403.284.7111
- [cals.info@sait.ca](mailto:cals.info@sait.ca)

#### School of Business

- 403.284.8485
- [business@sait.ca](mailto:business@sait.ca)

#### School of Construction

- 403.284.8367
- [construction.info@sait.ca](mailto:construction.info@sait.ca)

#### School of Health and Public Safety

- 403.284.8500
- [hps@sait.ca](mailto:hps@sait.ca)

#### School of Hospitality and Tourism

- 403.284.8612
- [hospitality.info@sait.ca](mailto:hospitality.info@sait.ca)

#### School of Information and Communications Technologies

- 403.284.8543
- [ict.info@sait.ca](mailto:ict.info@sait.ca)

#### MacPhail School of Energy

- 403.284.8451
- [energy.info@sait.ca](mailto:energy.info@sait.ca)

#### School of Manufacturing and Automation

- 403.284.8641
- [ma.info@sait.ca](mailto:ma.info@sait.ca)

#### School of Transportation

- 403.284.8471
- [transportation.info@sait.ca](mailto:transportation.info@sait.ca)

## GLOSSARY OF TERMS

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**Add/Drop** – The period of time that registration adjustments can be made within specified start and end dates. Courses dropped do not appear on transcripts.

**ASN** – Alberta Student Number unique to each student studying in Alberta.

**Academic Misconduct** – The commission or attempted commission of any action which falsely indicates the student's level of academic achievement, e.g. plagiarism or cheating.

**Academic Probation** – The status assigned to a student who did not meet the progression requirements set by his/her program.

**Admission Requirements** – The minimum specific subject requirements considered for admission to a SAIT program.

**Anticipated Final Grade** – Self declared grades: Applicants registered in grade 12 or upgrading admission requirements can self-declare an anticipated final grade. Students are required to meet or exceed the self-declared grade or this could result in the conditional offer being withdrawn.

**Appeal** – The act or process of requesting the review of a decision by an official of SAIT. Students may appeal decisions on grades, disciplinary action, etc. All appeals must first be made to the person responsible for overseeing the initial decision. Formal appeal processes are outlined in specific SAIT policies and procedures.

**Applicant** – A person who has submitted a SAIT admission application for a program.

**Applied Degree** – A post-Diploma or post-Degree credential, formally approved by the Alberta government. It is generally a four-year program, with the prerequisite Diploma or Degree considered as the first two years of the program. It combines theoretical learning and applied training.

**Audit** – A value assigned to a student who is registered in a course for which no formal evaluation of the student's performance is provided.

**Baccalaureate Degree** – A SAIT credential formally approved by the Alberta government. It is generally a four-year program.

**Certificate** – A SAIT credential formally approved by the Alberta government. It is generally a one-year program.

**Certificate of Achievement** – A SAIT-approved credential to recognize completion of a course or program which includes a formal evaluation of performance, and which is a minimum of 144 hours.

**Certificate of Accomplishment** – A SAIT-approved credential to recognize completion of the technical training portion of an apprenticeship program. The apprentice must complete the final period and at least one other period of study at SAIT to qualify for this credential.

**Challenge Exam** – The challenge for credit option allows students to demonstrate that they have acquired a command of the general subject matter, knowledge, and intellectual and other skills that would normally be found in a course. Challenge exams are administered through the academic schools and result in an assigned grade.

**Communication** – Asynchronous communication describes communication that does not occur simultaneously, for example, computer conferences and email. Synchronous communication is "live." It describes communication that occurs simultaneously, for example, in chat rooms, by teleconference and videoconference.

**Complaint** – A written and signed statement as a result of which proceedings may be initiated.

**Continuing Student Status** – This applies to any student who has not been absent from a SAIT program or non-credit certificate for more than one semester.

**Convocation** – Refers to the annual formal graduation ceremony, at which SAIT formerly recognizes academic achievement and confers credentials and other academic awards.

**Co-requisite** – A course that is required to be taken concurrently (in the same semester) with another course.

**Credit Course** – A course that is part of a program approved by the Alberta government, and that has a credit value associated with it. It is included in the calculation of the student's grade point average.

**Credential** – In general, it refers to a baccalaureate, applied degree, diploma, certificate, certificate of achievement or certificate of accomplishment awarded upon successful completion of a program or, in some cases, a course. Not all SAIT programs lead to a credential.

**Credential Regulations** – The regulations that specify the requirements students must meet in order to be awarded a credential; for example, the total credits required, and the minimum credits that must be completed at SAIT.

**CRN (Course Reference Number)** – The five-digit course reference number assigned to a course section.

**Dean** – The academic member responsible for overseeing all credentials within a particular academic school.

**Diploma** – A SAIT credential formally approved by the Alberta government. It is generally a two-year program.

**Distance Education** – Correspondence/distance education courses offered at SAIT.

**Expulsion** – Permanent withdrawal of a student from SAIT, generally a result of student misconduct.

**Full-time Student** – A student who is registered in a minimum 60 per cent of the program credits.

**Grade** – The final grade for the course expressed as a value.

**Mark** – Values given to individual quizzes, assignments, tests, exams, etc., that reflect the degree of understanding that the student has shown for the course materials.

**Mature Student** – An applicant may qualify as a mature student if he/she does not possess a high school diploma and the following conditions are met:

1. The program they wish to apply to requires a high school diploma, and
2. The applicant will be 18 years old prior to the date of registration or is a serving member of the Canadian Forces, and has been out of high school for one year and
3. The applicant has satisfied all of the admission requirements or alternative courses as outlined in the program descriptions. A transcript identifying these required courses must be submitted with the application.

**mySAIT.ca** – A secure website for students to view academic, financial and campus information via the web. Students can apply online, check their application status, view class schedules and make changes during the drop/add period, check grades, print unofficial transcripts, view financial accounts, print the Student Tax Receipt (T202A form), check their SAIT email, and more.

## GLOSSARY OF TERMS

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**Non-academic Misconduct** – Non-academic misconduct behaviour includes violations of established civil and criminal laws, conduct that threatens the safety or well-being of members of the SAIT community, and/or any behaviour that adversely affects SAIT or its educational mission.

**Non-credit Course** – is a course that is not part of an Alberta government-approved program, and does not have a credit value associated with it. It is not included in the calculation of a student's grade point average.

**Off-track Student** – A student who has been admitted to a program, but who is taking his/her courses out of sequence and who must customize his/her registration with the program's academic chair/coordinator each term.

**Part-time Student** – A student who is registered in less than 60 per cent of the program credits.

**Plagiarism** – The wilful act of presenting another person's work as one's own (refer to Policy AC.3.4.1 Student Code of Conduct).

**Pre-requisite** – Many higher-level courses require knowledge of material covered in lower-level or other courses. Pre-requisites are used to ensure that a student has the required background to successfully complete the course. All pre-requisites are expressed in terms of specific SAIT courses.

**Prior Learning Assessment** – Assessment of previous post-secondary education and work experience for possible transfer credit towards a SAIT program.

**Program** – A prescribed curriculum leading to a SAIT credential. A program is divided into a number of courses.

**Program Requirements** – Programs of study require students to take specific courses, or to take courses from specified areas of study or disciplines, or to take courses at a specific level of study. These are program requirements and form part of the regulations for each program.

**Registrar** – The designate of SAIT.

**Registration** – The process of selecting and/or undertaking specific courses at SAIT.

**Residency Requirement** – Students may use up to a maximum of 50 per cent transfer credit towards a SAIT credential. Transfer credit includes any SAIT course previously used to obtain another SAIT credential.

**Returning Student Status** – This applies to any student who is returning to a SAIT program or non-credit certificate and has been absent for one or more calendar years.

**Schedule** – The individual student's list of classes, rooms and times of courses.

**Selection** – A process whereby additional criteria above the minimum requirements are used to determine acceptance into a program.

**Student Holds** – A hold may be placed on a student's account when there is outstanding SAIT property or unpaid fees and this may prevent the student from accessing SAIT services, transcripts, and parchments.

**Student ID Number** – A nine-digit number assigned to each student to help with identification. Students should have their student number available whenever they contact SAIT.

**Students Finance Board** – The official agency in each province that is responsible for supplying loans and bursaries to students. Students can apply for Alberta Student Loans online at [alis.gov.ab.ca](http://alis.gov.ab.ca).

**Term** – A period of time where instruction is broken down in an academic year. Example: Fall terms typically run from September through December and winter terms typically run from January through April.

**Transcript** – A complete record of all courses that a student has taken or currently enrolled in and issued by an educational institute. Transcripts will be issued at the request of the student.

**Transfer Credit** – Credit granted for course work successfully completed at another accredited institution.

**Transfer Student Status** – This applies to any student who has completed post-secondary courses at other institutes and now wishes to enrol in a SAIT program.

**Unclassified Student Status** – A student who has been granted permission to register into specific courses, but has not been admitted into a program and whose intent is not to graduate from a program.

**U-Pass** – A non-transferable, non-refundable pass allowing access to Calgary transit use at a reasonable discounted rate for qualified SAIT students.

**Withdrawal from a Course** – The voluntary exit of any student from a course after the drop/add deadline up to and including the withdrawal deadline date. No refund is issued and a 'W' grade is assigned.

**Withdrawal from a Program** – The voluntary exit of a student from a full-time program.