sait.ca

SAIT POLYTECHNIC™

BUSINESS • TECHNOLOGY • TRADES

ACADEMIC CALENDAR 2015/2016

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 2014 SAIT Graduate Employment Survey results show that 94 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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* This calendar is published online annually for information to the general public. Every effort is made to ensure accuracy. SAIT reserves the right to change information in the calendar without notice, including course and program revisions or cancellations, standards of admission, and fees and charges. SAIT does not accept responsibility or liability for any person who may suffer loss or who may be otherwise adversely affected by such change, however caused.

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DATES TO REMEMBER

2015/2016 ACADEMIC YEAR
- **Fall 2015: Sep. 8 to Dec. 18, 2015**
- **Winter 2016: Jan. 11 to April 29, 2016**
- **Spring/Summer 2016: May 9 to Aug. 19, 2016**

SPRING/SUMMER 2015
August 2015
1	Final transcript deadline for fall term applicants
3	Civic Holiday – Institute closed
11	Fee payment deadline for new students starting in September (most full-time programs)
14	End of spring/summer term
31	Orientation Week begins

FALL 2015
September 2015
1-4	Orientation Week continues
7	Labour Day – Institute closed
8	Fall classes commence
8	Fee payment deadline for continuing students (most full-time programs)
8	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.
18	Add/Drop period ends for most full-time programs
18	Final day to receive prior learning assessment for the fall term
25	Final day to opt-out, opt-in or add family to the SAITSA Health and Dental Benefits Plan

October 2015
12	Thanksgiving Day – Institute closed
15	Fall Convocation
21	Applications open for full-time programs starting in Fall 2016n

November 2015
11	Remembrance Day – Institute closed
18	Withdrawal deadline (15-week courses)**See below

December 2015
1	Final transcript deadline for winter term applicants
14	Fee payment deadline for new students starting in January (most full-time programs)
14-18	Final exam week
18	End of fall term
25-31	Winter break – Institute closed

WINTER 2016
January 2016
1	New Year's Day – Institute closed
4	Institute open
11	Winter classes commence
11	Fee payment deadline for continuing students (most full-time programs)
11	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.
22	Add/Drop period ends for most full-time programs
22	Final day to receive prior learning assessment for the winter term
29	Final day for new winter students to opt-out, opt-in or add family to the SAITSA Health and Dental Benefits Plan

February 2016
15	Family Day – Institute closed
16-19	Reading Week – no classes with the exception of apprenticeship programs, unless otherwise stated

March 2016
25	Good Friday – Institute closed
28	Easter Monday – Institute closed
30	Withdrawal deadline (15-week courses)**See below

April 2016
1	Final transcript deadline for spring/summer term applicants
11	Fee payment deadline for new students starting in May (most full-time programs)
25-29	Final exam week
29	End of winter term

SPRING/SUMMER 2016
May 2016
9	Spring/summer classes commence
9	Fee payment deadline for continuing students (most full-time programs)
9	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.
20	Add/Drop period ends for most full-time programs
20	Final day to receive prior learning assessment for the spring/summer term
23	Victoria Day – Institute closed

July 2016
1	Canada Day – Institute closed

*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	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

Remedy a Course Deficiency: To remedy a deficient grade, you must apply to your Academic Chair or Coordinator within 30 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**

PROGRAM DESCRIPTION

SAIT academic upgrading courses prepare students for admission 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 educational institutions. 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. Courses can be taken part-time or full-time in the day, evening or online. Students become accustomed to the SAIT environment and culture and develop successful strategies for learning.

Government grant funding may be available for eligible students. For more information on funding, please check the following website: www. sait.ca/sip. Student loans are not available for upgrading courses.

It is recommended that all students have access to a personal computer.

PROGRAM OVERVIEW

YOUR CAREER

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

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 on SAIT.ca.

CREDENTIALS AND ACCREDITATION

No Credential Awarded

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.

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.
- View High School Course Equivalencies by Province.

ADMISSION AND SELECTION

- Applications for Spring 2015 are accepted Oct. 15, 2014 to May 4, 2015.
- Applications for Fall 2015 are accepted Oct. 15, 2014 to Sep. 8, 2015.
- Applications for Winter 2016 open June 3, 2015.

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.

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. For information about course sequencing and prerequisites, go to Academic Upgrading.

ACADEMIC UPGRADING

COSTS AND SUPPLIES

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

APSC 180	Science Preparation	3 credits
BIOL 181	Biology I	3 credits
BIOL 182	Biology II	3 credits
CHEM 181	Chemistry I	3 credits
CHEM 182	Chemistry II	3 credits
COMM 180	Communications Preparation	3 credits
COMM 181	Literature and Composition I	3 credits
COMM 182	Literature and Composition II	3 credits
MATH 100	Mathematics Foundations	3 credits
MATH 161	Technical Mathematics I	3 credits
MATH 162	Technical Mathematics II	3 credits
MATH 172	Applied Mathematics II	3 credits
MATH 180	Mathematics Preparation	3 credits
MATH 181	Mathematics I	3 credits
MATH 182	Mathematics II	3 credits
PHYS 181	Physics I	3 credits
PHYS 182	Physics II	3 credits
	Total Credits	51

CONTACT ACADEMIC UPGRADING

- Academic Upgrading:
  Call: 403.210.5756
  Email: upgrading@sait.ca
  Room: MC217, Stan Grad Centre

ACCOUNTING OIL & GAS PRODUCTION

FAST FACTS
- **Eight month certificate**
- **Fall start**

CONTACT US
Phone: 403.284.8818 or
Email: aogp.info@sait.ca

PROGRAM DESCRIPTION
Oil and Gas Production Accounting teaches the basics of petroleum production accounting and how they relate to the petroleum industry. Oil and gas production accountants are responsible for compiling, managing and reporting financial and production data for the oil and gas industry. 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. This program was developed and certified by the Canadian Association of Petroleum Production Accounting (CAPPA).

This program is offered full-time on campus via an intensive, full-time 35-week elite program accredited by Alberta Advanced Education.

PROGRAM OVERVIEW

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

STUDENT SUCCESS
A course in financial accounting or previous financial accounting experience is highly recommended if taking the production accounting courses part-time or through distance education.

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.

ADMISSION REQUIREMENTS
- 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 12.
- 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

COSTS AND SUPPLIES

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.

ACCOUNTING OIL & GAS PRODUCTION

PROGRAM OUTLINE

ACCT 212	Financial Accounting for Production Accountants	3 credits
COMP 151	Computer Production Accounting on the PC	3 credits
COMP 152	Computer Production Accounting PA System	1.5 credits
MATH 108	Math for Production Acct.	1.5 credits
OGPA 210	Production Accounting Oil Patch Introduction Level 1	3 credits
OGPA 212	Production Accounting Oil Level 2	3 credits
OGPA 214	Production Accounting Gas Level 3	3 credits
OGPA 216	Production Accounting Advanced Level 4	3 credits
OGPA 226	CAPPA Level 5: Case Study	3 credits
ORNT 105	Academic Preparation	1.5 credits
PERS 101	Job Search and Career Develop.	1.5 credits
PRAC 295	Practicum for AOGP	3 credits
	Total Credits	30 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 AND ACCREDITATION

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 OPTIONS

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.

ADMINISTRATIVE INFORMATION MANAGEMENT

FAST FACTS
- **Two-year diploma**
- **Fall Start**
- **Includes a four-week practicum**
- **E-learning (laptop delivery)**
- **Some courses available part-time**

CONTACT SCHOOL OF BUSINESS
School of Business
Room N701, Senator Burns Building
Phone: 403.284.8485 or
Email:

PROGRAM DESCRIPTION
The Administrative Information Management (AIM) diploma is a two-year program that provides the skills needed for office professionals to keep pace in today's rapidly changing business world. This program is designed to meet the growing demand for creative and innovative employees who can solve problems, create efficiencies, and increase productivity using business software applications. This program provides students with advanced to expert skills in word processing, database applications, spreadsheets, and presentation software. Through practical experience students gain a firm understanding of the role and importance of technology in an office environment. This program also includes courses in collaboration technologies and tools, communication and presentation skills, organizational behaviour, office administration, meetings and events, project management software, and integrated business applications. The diploma includes a four-week unpaid practicum placement in an office environment to give students real industry experience.

Students interested in this program should consider applying to the one-year Office Professional certificate which ladders into the second year of the AIM diploma. This pathway provides students with two credentials: a certificate at the end of their first year of study and a diploma at the end of year two. Students who enroll directly into the diploma are not eligible for the certificate after their first year of study.

PROGRAM OVERVIEW

YOUR CAREER
Graduates are well-prepared to put their business technology and organizational skills to use in roles such as administrative coordinator, administrative services manager, business support professional, office computer specialist, office administrator, project administrative support, reports administrator, executive assistant and many more.

Recent graduates have secured roles in oil and gas, health care, transportation, technology and many more exciting industries.

- Graduates of the Administrative Information Management program have a 97% employment rate.

STUDENT SUCCESS
To achieve success in this program, students should:

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

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

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

- Math 10C or Math 20-3 or Pure Math 10 or Applied Math 10, **AND**,
- 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 extended on a first-qualified, first-offered basis until the program is full.

COSTS AND SUPPLIES
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.

ADMINISTRATIVE INFORMATION MANAGEMENT

PROGRAM OUTLINE

First Year
Semester 1

OADM 211	Business Studies	3 credits
BCMP 220	Business Software Foundations	3 credits
BCMP 270	Presentation Software	3 credits
AMAT 240	Applied Mathematics for Business	3 credits
COMN 220	Communication and Presentation Skills	3 credits

Semester 2

OADM 257	Office Administration	3 credits
BCMP 215	Collaborative Software and Technologies	3 credits
BCMP 250	Word Processing Essentials	3 credits
BCMP 260	Spreadsheet Essentials	3 credits
COMN 280	Communication and Presentation Skills II	3 credits

Second Year
Semester 3

BCMP 300	Advanced Word Processing Applications	3 credits
BCMP 310	Advanced Spreadsheet Applications	3 credits
BCMP 320	Database Software for Business	3 credits
BCMP 330	Design Software for Business	3 credits
MNGT 250	Organizational Behaviour	3 credits

Semester 4

BCMP 340	Project Management Software	3 credits
OADM 355	Meetings and Events	3 credits
OADM 375	Industry Studies	3 credits
OADM 396	Integrated Business Applications	6 credits

Semester 5

PRCT 365	Practicum	1.5 credits
	Total Credits	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 AND ACCREDITATION

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

PROFESSIONAL DESIGNATIONS AND CERTIFICATIONS

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

- Word 2013 Specialist
- Excel 2013 Specialist
- PowerPoint 2013 Specialist
- Outlook 2013 Specialist
- Word 2013 Expert
- Excel 2013 Expert
- Access 2013 Specialist

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

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

TRANSFER OPTIONS

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
- 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.

AIRCRAFT MAINTENANCE ENGINEERS TECHNOLOGY

FAST FACTS
- **Two year diploma**
- **Fall and winter starts**

CONTACT US
Phone: 403.284.7018 or
Email: 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 the 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.

PROGRAM OVERVIEW

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 toward 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 94% 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's programs.

ADMISSION AND SELECTION
- Applications for Fall 2015 are accepted Oct. 15, 2014 to Sep. 11, 2015.
- Applications for Winter 2016 are accepted June 3, 2015 to Jan. 11, 2016.

ADMISSION REQUIREMENTS
At least 50% in the following courses or equivalents:

- Math 30-1 or Math 30-2 or Pure Math 30 or Applied Math 30, **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 prior to March 31 (for the fall intake) or Nov. 1 (for the winter intake) to be considered for selection.
- Applications received after March 31 (for the fall intake) or Nov. 1 (for the winter intake) 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.
- 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.
- Packages will be scored based on completeness, following directions, and the content of the career investigation.
- If required, an interview may be requested.

RESERVED SEATS
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.

COSTS AND SUPPLIES

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
First Year
Semester 1 – Group A

AMAT 220	Applied Mathematics for Aircraft Maintenance	1.5 credits
ARCP 270	Reciprocating Engine Fundamentals	6 credits
AREG 250	Introduction to Canadian Aviation Regulatory Requirements	1.5 credits
ASYS 245	Aircraft Systems I	3 credits
STDP 240	Aircraft Standard Practices	3 credits

AIRCRAFT MAINTENANCE ENGINEERS TECHNOLOGY

Semester 1 – Group B

ASYS 245	Aircraft Systems I	3 credits
AMAT 220	Applied Mathematics for Aircraft Maintenance	1.5 credits
EMTL 240	Aircraft Sheet Metal Basics	1.5 credits
EMTL 255	Aircraft Structural Theory	3 credits
EMTL 260	Sheet Metal and Composite Lab	3 credits
STDP 240	Aircraft Standard Practices	3 credits

Semester 1 (Winter) – Group C

AMAT 220	Applied Mathematics for Aircraft Maintenance	1.5 credits
AREG 250	Introduction to Canadian Aviation Regulatory Requirements	1.5 credits
ASYS 245	Aircraft Systems I	3 credits
COMM 249	Technical Communications	1.5 credits
ELEC 269	Basic Electricity for Aircraft	3 credits
EMTL 240	Aircraft Sheet Metal Basics	1.5 credits
STDP 240	Aircraft Standard Practices	3 credits

Semester 2 – Group A

COMM 249	Technical Communications	1.5 credits
ELEC 269	Basic Electricity for Aircraft	3 credits
EMTL 240	Aircraft Sheet Metal Basics	1.5 credits
EMTL 255	Aircraft Structural Theory	3 credits
EMTL 260	Sheet Metal and Composite Lab	3 credits
HELI 280	Helicopter Fundamentals	3 credits

Semester 2 – Group B

ARCP 270	Reciprocating Engine Fundamentals	6 credits
AREG 250	Introduction to Canadian Aviation Regulatory Requirements	1.5 credits
COMM 249	Technical Communications	1.5 credits
ELEC 269	Basic Electricity for Aircraft	3 credits
HELI 280	Helicopter Fundamentals	3 credits

Semester 2 (Spring/Summer) – Group C

ARCP 270	Reciprocating Engine Fundamentals	6 credits
ELEC 279	Aircraft Electricity and Electronics	3 credits
EMTL 255	Aircraft Structural Theory	3 credits
EMTL 260	Sheet Metal and Composite Lab	3 credits

Second Year

Semester 3 – Group A

ASYS 340	Aircraft Systems II	3 credits
ELEC 279	Aircraft Electricity and Electronics	3 credits
ELTR 310	Aircraft Instrument and Communications Systems	3 credits
INSP 310	Intro to Aircraft Inspection	3 credits
INSP 350	Advanced Aircraft Inspection	3 credits

Semester 3 – Group B

ASYS 340	Aircraft Systems II	3 credits
ELEC 279	Aircraft Electricity and Electronics	3 credits
ELTR 310	Aircraft Instrument and Communications Systems	3 credits
HELI 320	Helicopter Maintenance Practices	3 credits
TRBN 360	Aircraft Turbine Engine Essentials	3 credits

Semester 3 (Winter) – Group C

ASYS 340	Aircraft Systems II	3 credits
AVTR 315	Aircraft Technical Records	1.5 credits
ELTR 310	Aircraft Instrument and Communications Systems	3 credits
ELTR 315	Aircraft Navigation	3 credits
HELI 280	Helicopter Fundamentals	3 credits
MGMT 315	Aircraft Maint. Management	1.5 credits

Semester 4 – Group A

AVTR 315	Aircraft Technical Records	1.5 credits
ELTR 315	Aircraft Navigation	3 credits
HELI 320	Helicopter Maintenance Practices	3 credits
MGMT 315	Aircraft Maint. Management	1.5 credits
STDP 310	Emp. Fund. for Aircraft Maint.	3 credits
TRBN 360	Aircraft Turbine Engine Essentials	3 credits

Semester 4 – Group B

AVTR 315	Aircraft Technical Records	1.5 credits
ELTR 315	Aircraft Navigation	3 credits
INSP 310	Intro to Aircraft Inspection	3 credits
INSP 350	Advanced Aircraft Inspection	3 credits
MGMT 315	Aircraft Maint. Management	1.5 credits
STDP 310	Emp. Fund. for Aircraft Maint.	3 credits

Semester 4 (Spring/Summer) – Group C

HELI 320	Helicopter Maintenance Practices	3 credits
INSP 310	Intro to Aircraft Inspection	3 credits
INSP 350	Advanced Aircraft Inspection	3 credits
STDP 310	Emp. Fund. for Aircraft Maint.	3 credits
TRBN 360	Aircraft Turbine Engine Essentials	3 credits
	Total Credits	60

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 AND ACCREDITATION

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

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
- Embry-Riddle Aeronautical University-Worldwide, USA
- 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.

AIRCRAFT STRUCTURES TECHNICIAN

FAST FACTS
- **One-year certificate**
- **Fall Start**
- **High industry demand**

CONTACT US
Phone: 403.284.7018 or
Email: aerocentre@sait.ca

PROGRAM DESCRIPTION
The Aircraft Structures Technician program offers the student the knowledge and skills required to enter a career to become an aircraft maintenance engineer (AME) "S". As an "S" licensed aircraft maintenance engineer, 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.

The program is two semesters in length. 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 the 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.

PROGRAM OVERVIEW

YOUR CAREER
Graduates find work as aircraft structures technicians leading to an aircraft maintenance engineer (AME) 'S' License.

- Graduates of the Aircraft Structures Technician program have a 100% employment rate

STUDENT SUCCESS
Most successful students spend approximately one hour 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 AND SELECTION
- Applications for Fall 2015 are accepted Oct. 15, 2014 to Sep. 11, 2015.

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

- Math 20-1 or Math 20-2 or Pure Math 20 or Applied Math 20, **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 by March 31 to be included in selection.
- 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.
- There will be 18 seats offered.

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

RESERVED SEATS
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.

COSTS AND SUPPLIES

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.

AIRCRAFT STRUCTURES TECHNICIAN

PROGRAM OUTLINE

Semester 1

AERO 203	Aircraft Wood and Fabric Repair	1.5 credits
AERO 204	Aircraft Windows and Lenses	1.5 credits
AERO 207	Aerodynamics for Aircraft Structures	1.5 credits
AERO 300	Interpretation of Aircraft Drawings	1.5 credits
AREG 250	Introduction to Canadian Aviation Regulatory Requirements	1.5 credits
EMTL 224	Intro to Aircraft Metallurgy	1.5 credits
EMTL 335	Introduction to Aircraft Metal Structures	6 credits
ENGN 230	Aircraft Propulsion	1.5 credits
INSP 203	NDI Introduction for Aircraft	1.5 credits
STDP 230	Standard Practices Lab	1.5 credits
STDP 235	Standard Practices Theory	1.5 credits

Semester 2

ASYS 306	Airframe Systems Theory	1.5 credits
EMTL 330	Aircraft Composite Structures	6 credits
EMTL 336	Advanced Aircraft Metal Structures	6 credits
HFAC 245	Human Factors	1.5 credits
INSP 226	Aircraft Corrosion	1.5 credits
PNTG 234	Aircraft Sealing	1.5 credits
	Total Credits	39

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 AND ACCREDITATION

One year Certificate

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 CPA will receive a SAIT diploma.

To receive Transport Canada or CCAA credit towards the Aircraft Maintenance Engineers "S" license, graduates who are in compliance with the required attendance (95%) and minimum marks of 70% receive 10 months credit towards the "S" Category AME license.

TRANSFER OPTIONS

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 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.

ARCHITECTURAL TECHNOLOGIES – GENERAL

FAST FACTS
- **Two year diploma**
- **Architectural or building development majors**
- **Fall and winter starts**
- **Variety of employment opportunities available**
- **E-learning**

CONTACT SCHOOL OF CONSTRUCTION

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

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.

PROGRAM OVERVIEW

YOUR CAREER

Graduates find diverse work in architectural offices and in building construction as architect assistants, building inspectors, building products sales and graphic designers.

- Graduates of the Architectural Technologies program have a 95% 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.

ADMISSION AND SELECTION

- Applications for Fall 2015 are accepted Oct. 15, 2014 to April 1, 2015.
- Applications for Winter 2016 are accepted June 3, 2015 to Nov. 1, 2015.

ADMISSION REQUIREMENTS

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

- Math 30-1 or Math 30-2 or Pure Math 30 or Applied Math 30, **AND**,
- English Language Arts 30-1 or English Language Arts 30-2, **AND**,
- A Grade 12 Science.
- All applicants must demonstrate English Language Proficiency prior to admission, including students educated in Canada.

SELECTION FOR FALL 2015

Applications and proof of the admission requirements (transcripts and/or anticipated final grades) must be submitted by April 1 to be considered for admission. There will be 160 seats offered in the fall intake.

- Selection will begin in January.
- Applicants who have achieved, or will achieve, a combined minimum average of 70% in the admission requirements will be academically ranked and offers will be extended accordingly up to maximum of 120 seats.
- All remaining applicants will continue in selection and receive an email with additional selection information.
- Starting in January, applicants can view their application status in mySAIT.ca.

SELECTION FOR WINTER 2016

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

Applications received after Nov. 1 will be placed on a secondary waitlist.

- Selection will begin in August.
- Applicants who have achieved, or will achieve, a combined minimum average of 70% in the admission requirements will be academically ranked and offers will be extended accordingly up to maximum of 24 seats.
- All remaining applicants will continue in selection and receive an email with additional selection information.
- Starting in September, applicants can view their application status in mySAIT.ca.

SELECTION CRITERIA FOR FALL AND WINTER

Applicants remaining in selection will be academically ranked according to the admission requirements and sent an email request to complete a career investigation report.

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

Selection is done on a continuous basis and may extend until the start of classes. Seats will be offered based on academic ranking and the quality of the career investigation.

Failure to meet anticipated final grades will result in offers being rescinded.

COSTS AND SUPPLIES

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.

PROGRAM OUTLINE

First Year
Semester 1

ARCH 215	Architectural Drafting 1	6 credits
ARCH 241	Architectural Design & Presentation I	3 credits
ARCH 265	Building Systems	6 credits
ARCH 260	Architectural History: Theory & Design	1.5 credits
COMM 325	Team Building and Group Projects	1.5 credits

Semester 2

ARCH 252	Architectural Design & Presentation II	3 credits
ARCH 271	Building Systems Technology II	3 credits
ARCH 275	Architectural Drafting II	6 credits
ARCH 280	Introduction to Structures	1.5 credits
CODE 233	Building Code I	1.5 credits
COMM 260	Technical Communications	3 credits

Second Year
Semester 3

ARCH 244	Mechanical/Electrical System	1.5 credits
ARCH 340	Basic Structural Components	1.5 credits
ARCH 360	Building Systems Technology III	6 credits
ARCH 363	Building Code II	1.5 credits
ARCH 374	Architectural CAD Applications	3 credits
ESTM 260	Estimating I	1.5 credits

Architectural Option
Semester 4

ARCH 350	Principles of Construction Doc	1.5 credits
ARCH 355	Sustainable Methods	1.5 credits
ARCH 384	Advanced Building Science	3 credits
PRAC 378	Architectural Practicum	1.5 credits
SURV 232	Surveying	1.5 credits
ARCH 370	Building Systems Technology IV	6 credits
and		
ARCH 371	Architectural Design & Presentation	1.5 credits
or		
ARCH 390	Res. Arch. Building Systems IV	6 credits
and		
ARCH 391	Res. Arch. Design & Pres.	1.5 credits
	Total Credits	67.5

Building Development Option
Semester 4

ARCH 350	Principles of Construction Doc	1.5 credits
ARCH 355	Sustainable Methods	1.5 credits
ARCH 364	Construction Contract Administration	1.5 credits
ARCH 381	Construction Practices	3 credits
ARCH 384	Advanced Building Science	3 credits
ESTM 360	Estimating II	3 credits
PRAC 378	Architectural Practicum	1.5 credits
SURV 232	Surveying	1.5 credits
	Total Credits	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, attain a CGPA of 2.0 or better and complete course requirements within the prescribed timelines.

CREDENTIALS AND ACCREDITATION

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 OPTIONS

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

FAST FACTS
- **Two year diploma**
- **Fall Start**
- **High industry demand**

CONTACT SCHOOL OF TRANSPORTATION
Room BA319, Clayton Carroll Automotive Centre
Phone: 403.284.8471 or
Email: transportation.info@sait.ca

PROGRAM DESCRIPTION
This Automotive Service Technology program provides excellent preparation for an 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 manufacturer's specifications and customer's 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 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.

PROGRAM OVERVIEW

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, driveability, 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's programs.

ADMISSION AND SELECTION
- Applications for Fall 2015 are accepted Oct. 15, 2014 to May 1, 2015.
- **Update:** Automotive Service Technology is now waitlisted for Fall 2015. We encourage interested applicants to apply for Fall 2016 beginning Oct. 21, 2015.

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

- Math 20-1 or Math 20-2 or Math 20-3 or Pure Math 20 or Applied Math 20, **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 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.

Selection is done on a continuous basis beginning in December and will continue until the program is full.

The Automotive Service Technology (AST) program has one intake a year of 90 students.

SELECTION PROCESS
Qualified applicants will be contacted by the School of Transportation 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.

COSTS AND SUPPLIES

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.

AUTOMOTIVE SERVICE TECHNOLOGY

PROGRAM OUTLINE

First Year
Semester 1
"A" Class

ELTR 248	Electrical/Electronics I	1.5 credits
MATH 202	Mathematics	1.5 credits
MOTR 220	Automotive Shop I	6 credits
MOTR 221	Automotive Theory IA	3 credits
MOTR 222	Automotive Theory IB	3 credits

"B" Class

COMM 238	Technical Communications I	3 credits
ELTR 248	Electrical/Electronics I	1.5 credits
MATH 202	Mathematics	1.5 credits
MOTR 260	Automotive Shop II	6 credits
MOTR 261	Automotive Theory II	3 credits

Semester 2
"A" Class

APSC 250	Science for Trades and Technicians	1.5 credits
COMM 238	Technical Communications I	3 credits
ELTR 288	Electrical/Electronics II	1.5 credits
MOTR 260	Automotive Shop II	6 credits
MOTR 261	Automotive Theory II	3 credits

"B" Class

APSC 250	Science for Trades and Technicians	1.5 credits
ELTR 288	Electrical/Electronics II	1.5 credits
MOTR 220	Automotive Shop I	6 credits
MOTR 221	Automotive Theory IA	3 credits
MOTR 222	Automotive Theory IB	3 credits

Second Year

*Second year students in "C" class follow "A" class.

Semester 3
"A" Class

ADMN 201	Business Fundamentals	3 credits
MOTR 303	Climate Control	1.5 credits
MOTR 320	Automotive Shop III	6 credits
MOTR 321	Automotive Theory III	3 credits
MOTR 370	Vehicle Modifications	1.5 credits

"B" Class

ADMN 201	Business Fundamentals	3 credits
ELTR 348	Electrical/Electronics IV	1.5 credits
MOTR 360	Automotive Shop IV	6 credits
MOTR 361	Automotive Theory IV	3 credits
MOTR 370	Vehicle Modifications	1.5 credits

Semester 4
"A" Class

ELTR 328	Electrical/Electronics III	1.5 credits
ELTR 348	Electrical/Electronics IV	1.5 credits
MOTR 360	Automotive Shop IV	6 credits
MOTR 361	Automotive Theory IV	3 credits
PROJ 348	AST Capstone Project	3 credits

"B" Class

ELTR 328	Electrical/Electronics III	1.5 credits
MOTR 303	Climate Control	1.5 credits
MOTR 320	Automotive Shop III	6 credits
MOTR 321	Automotive Theory III	3 credits
PROJ 348	AST Capstone Project	3 credits
	Total Credits	60.0
	Program Total "A" Class	60.0
	Program Total "B" Class	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 AND ACCREDITATION

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 OPTIONS

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

FAST FACTS
- **Two year diploma**
- **Fall start**
- **High industry demand**

CONTACT US
Phone: 403.284.7018 or
Email: aerocentre@sait.ca

PROGRAM DESCRIPTION
The Avionics Technology program offers the student 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. An "E" licensed aircraft maintenance engineer will maintain and repair the aircraft communication, navigation and data systems. The Avionic Technology program covers all the aspects of aircraft avionics systems used in general aviation, corporate, charter, transport category aircraft, and helicopters.

The program is four semesters in length with a break between semesters two and three. 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 the 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.

PROGRAM OVERVIEW

YOUR CAREER
Graduates find work as avionics technicians and technologists.

- Graduates of the Avionics Technology program have a 89% 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 AND SELECTION
- Applications for Fall 2015 are accepted Oct. 15, 2014 to Sep. 11, 2015.

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

- Math 30-1 or Math 30-2 or Pure Math 30 or Applied Math 30, **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 prior to March 31 to be considered for selection.
- 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.
- There will be 18 seats offered.

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

RESERVED SEATS
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.

COSTS AND SUPPLIES

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.

AVIONICS TECHNOLOGY

PROGRAM OUTLINE

First Year
Semester 1

AERO 220	Aerodynamics	1.5 credits
ELCM 355	Avionics Systems Intro Theory	1.5 credits
ELCM 356	Avionics Systems Introduction Lab	1.5 credits
ELEC 214	Electricity for Aircraft Theory	1.5 credits
ELTR 216	Applied Electronics Problems	1.5 credits
ELTR 235	Electronics I Theory	3 credits
ELTR 236	Electronics I Lab	3 credits
STDP 215	Standard Practices I Theory	1.5 credits
STDP 224	Standard Practices I Lab	1.5 credits

Semester 2

AREG 250	Introduction to Canadian Aviation Regulatory Requirements	1.5 credits
DATA 310	Aircraft Instruments	1.5 credits
DFTG 250	Aircraft Electrical Drawing I	1.5 credits
DIGI 235	Digital I Theory	3 credits
DIGI 236	Digital I Lab	1.5 credits
ELCM 250	Electronic Communications Theory	1.5 credits
ELTR 259	Electronics II Theory	3 credits
ELTR 260	Electronics II Lab	1.5 credits
STDP 283	Standard Practices II Lab	1.5 credits

Second Year
Semester 3

ASYS 310	Aircraft Navigation Systems	1.5 credits
ASYS 320	Electrical Interface I Theory	1.5 credits
ASYS 350	Electrical Interface II Theory	1.5 credits
ASYS 351	Electrical Interface II Lab	1.5 credits
COMM 249	Technical Communications	1.5 credits
DFTG 305	Aircraft Electrical Drawing II	1.5 credits
ELCM 348	Communications Systems II Lab	3 credits
ELCM 349	Communications Systems ll Theory	3 credits

Semester 4

ASYS 220	Aircraft Systems Theory	1.5 credits
ASYS 225	Aircraft Systems Lab	1.5 credits
AVTR 353	Introduction to Technical Records	1.5 credits
CMPH 365	Aircraft Computers	1.5 credits
CNTR 360	AutoPilot and Control Systems	1.5 credits
EFAB 340	Avionics System Installation	1.5 credits
ELCM 390	Avionics Systems Lab	3 credits
ENGN 240	Aircraft Engines Theory	1.5 credits
HFAC 245	Human Factors	1.5 credits
	Total Credits	63

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 AND ACCREDITATION

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 OPTIONS

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
- 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 – ACCOUNTING

FAST FACTS

- **Applied degree**
- **Available through full-time or part-time studies**
- **Can be completed in two years of full-time study or up to seven years part-time**
- **Paid work terms (Directed Field Studies)**
- **Recognized for the Chartered Professional Accountant (CPA) designation**

PROGRAM DESCRIPTION

The Bachelor of Applied Business Administration (Accounting) is a post-diploma applied degree program. Students will learn the advanced accounting, business and management skills needed to succeed in the field of accounting. Faculty in the program bring extensive real-world accounting experience and students benefit from a highly engaging applied learning environment. Students will develop practical knowledge in the areas of taxation, advanced management and financial accounting, auditing, leadership, and more.

This program consists of ten academic courses and the opportunity for paid work experience through two semesters of Directed Field Studies (DFS). DFS is the hands-on, practical component of the program, allowing students to integrate their academic knowledge with on-the-job learning, completion of assigned readings, applied research, case analyses and written projects. Students will work with an academic mentor who will help you develop techniques to succeed in your accounting career. Students are responsible for securing their own placement, which must be approved by the Academic Chair.

This program is recognized as meeting the pre-requisite educational requirements needed to enter the Chartered Professional Accountant (CPA) Professional Education Program.

PROGRAM OVERVIEW

YOUR CAREER

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

Past graduates have found positions such as: Accountant, Accounting Manager, Auditor, Controller, Financial Analyst, Project Accountant, and Tax Consultant.

- Graduates of SAIT's Bachelor of Applied Business Administration program have a 100% employment rate

STUDENT SUCCESS

Students who invest more time and energy into their coursework have a higher chance of success.

Due to the amount of technology used in the curriculum, we strongly recommend that you have access to a computer prior to enrolling in the program.

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

COSTS AND SUPPLIES

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.

ADMISSION AND SELECTION

- Applications for Fall 2015 are accepted Oct. 15, 2014 to Sep. 8, 2015.
- Applications for Winter 2016 are accepted June 3, 2015 to Jan. 11, 2016.

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

1. Applicants who have graduated from SAIT with a diploma in Business Administration majoring in Accounting with a minimum GPA of 2.3 or an equivalent credential will be offered on a first-qualified, first-offered basis. Once the program is full, qualified applicants will be placed on a waitlist.
2. Students who do not have a diploma in accounting from SAIT will be placed into selection for review. Eligibility will be based on the selection criteria for the program.

PROGRAM OUTLINE

Accounting Major
Third Year
Semester 5

ACCT 411	Personal and Corporate Taxation	3 credits
ACCT 434	Advanced Financial Accounting	3 credits
ACCT 491	Advanced Management Accounting	3 credits
ACCT 495	External Auditing	3 credits
LDSH 485	Leadership	3 credits

Semester 6

ACCT 480	E-Business	3 credits
ACCT 415	Accounting Theory and Issues	3 credits

Electives (3 courses required)

ACCT 413	Internal Auditing and Controls	3 credits
ACCT 416	Information Systems Strategy	3 credits
ACCT 420	Public Sector Financial Mgmt	3 credits
ACCT 451	Advanced Taxation	3 credits
ACCT 497	Advanced External Auditing	3 credits
ACCT 465	Management Policies	3 credits
BFIN 492	Advanced Corporate Finance	3 credits
ACCT 430	Operations Management	3 credits

Note: Not all electives in semester 6 are offered as day time, full time study. For certain electives students will have to study in the evening and/or part time to complete this semester.

Fourth Year
Semester 7
Directed Field Studies (DFS)

ACWE 407	DFS – Accounting I	15 credits

Semester 8
Directed Field Studies (DFS)

ACWE 457	DFS – Accounting II	15 credits
	Total Credits	60

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 AND ACCREDITATION

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

This applied degree is recognized as meeting the pre-requisite educational requirements needed to enter the Chartered Professional Accountant (CPA) Professional Education Program.

TRANSFER OPTIONS

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:

- 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

FAST FACTS
- **Two year applied degree**
- **Fall and winter start**

CONTACT US
Phone: 403.284.8367
Email: construction.bgis@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.

PROGRAM OVERVIEW

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 100% employment rate.

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

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 AND SELECTION
- Applications for Fall 2015 are accepted Oct. 15, 2014 to Sep. 8, 2015.
- Applications for Winter 2016 are accepted June 3, 2015 to Jan. 11, 2016.

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 proof of the admission requirements (transcripts and/or anticipated final grades) 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
Once an applicant is placed in selection, the School of Construction will send an email requesting the following items:

- Letter of Intent
- Transcripts
- Resumé

Please review Preparing an Effective Letter of Intent and Resumé before submitting your files.

SELECTION PRIORITY
Priority will be given to students who have a diploma or degree in a field related to Geographic Information Systems (GIS). Applicants may be contacted for an interview

COSTS AND SUPPLIES

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

Third Year
Semester 5

COMM 415	Professional Communications	1.5 credits
GEOS 406	Geospatial Project Foundations	1.5 credits
GEOS 409	GIS Data Capture I	3 credits
GEOS 410	GIS Data Manipulation and Transformation	3 credits
GEOS 418	GIS Data Modeling	3 credits
GEOS 419	GIS Data Analysis and Output	3 credits
Semester 6		
GEOS 451	GIS Data Capture II	3 credits
GEOS 453	Data Management & Analysis	3 credits
GEOS 455	Geoprocessing & Programming	3 credits
GEOS 457	Cartography and Geovisualization	3 credits
GEOS 459	Applied GIS Capstone Project	3 credits
Fourth Year		
GEOS 540	Applied GIS Directed Field Studies	30 credits
	Total Credits	60

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 AND ACCREDITATION

Although there are no formal accreditation arrangements at this time discussions are pending with several national level accreditation agencies. Please contact the School of Construction for more information.

TRANSFER OPTIONS

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

PROGRAM DESCRIPTION

The BAPT program is designed for students who have completed technical degrees or diplomas and wish to receive training for a career in the petroleum industry. There are many optional courses providing detailed training in specialized fields such as oil and gas exploration, drilling, reservoir and production engineering, oil and gas facilities design and operation, upgrading and refining operations, and economic analysis. This allows students to personalize their training to better suit their interests and career needs.

PROGRAM OVERVIEW

YOUR CAREER

This program prepares graduates for 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 analyses.

STUDENT SUCCESS

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

ADMISSION AND SELECTION

- Applications for Fall 2015 are accepted Oct. 15, 2014 to Sep. 8, 2015.
- Applications for Winter 2016 are accepted June 3, 2015 to Jan. 11, 2016.

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. Additional courses may be required before starting the program. Applicants with other qualifications may be considered upon submission of certified background information.
- 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: September and January. Applications and all supporting documents must be submitted to be included in selection.

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.

COSTS AND SUPPLIES

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

Required Core Courses (Select All)

CHEN 402	Fluid Phase Behavior	1.5 credits
DRLG 412	Drilling	1.5 credits
GEOL 410	Petroleum Geology	1.5 credits
COMM 405	Industrial Communications	3 credits
PTPR 412	Production Operations Engineering	1.5 credits
RESR 412	Reservoir	1.5 credits
ECON 404	Petroleum Economics	1.5 credits

Required (May be waived by Academic Chair depending upon Applicant's prior education)

MATH 403	Intermediate Engineering Mathematics	1.5 credits
THRM 405	Fundamentals of Engineering	1.5 credits

Core Elective Courses (Select 3 to 6 Credits)

ADMN 411	Team Skills	1.5 credits
BFIN 430	Financial Control, Budgets, and Planning	1.5 credits
PROJ 421	Project Management	1.5 credits
SAFE 412	Safety in the Petroleum Industry	1.5 credits

Additional Courses: (Select remaining courses to reach 27 credit total)

All courses with the exception of ENVS 470, EVAL 464, PETR 409, PTPR 465, PROP 425, RESR 424, and RESR 473 are offered in the fall and winter semesters, although seat availability for some can be limited by demand.

The courses ENVS 470, EVAL 464, PETR 409, PTPR 465, PROP 425, RESR 424, and RESR 473 are only offered in the winter semester. Most of the required courses and some of the options are also available through distance delivery. International students are not able to take courses by distance delivery except for ADMN 411.

CHEN 405	Process Engineering	3 credits
CNTR 405	Instrumentation and Process Control	1.5 credits
ENVS 402	Environmental Considerations	1.5 credits
PETR 409	Refining and Petrochemical Technology	1.5 credits
PTPR 470	Well Completion Stimulations & Workover	3 credits
CHEN 465	Process Design Using Computers	3 credits
DRLG 451	Drilling Technology Advanced	3 credits
ENVS 470	Advanced Environmental Considerations	1.5 credits
EVAL 402	Well Logging	1.5 credits
EVAL 464	Evaluation of Oil and Gas Projects	1.5 credits
MATH 404	Advanced Engineering Mathematics	1.5 credits
PETR 461	Advanced Exploration Technology	3 credits
PTPR 465	Advanced Production Engineering	1.5 credits
PROP 425	Gas Process Engineering Advanced	3 credits
RESR 425	Reservoir Simulation	3 credits
RESR 424	Advanced Reservoir Engineering	1.5 credits
RESR 464	Heavy Oil Recovery	1.5 credits
RESR 473	Oilsands Mining and Processing	1.5 credits

Required Work Experience: At least 800 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 credits
PRAC 410	Practicum Project for BAPT	15 credits
Required Work Experience: 800 hours		
	Total Credits	57

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 AND ACCREDITATION

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

Accreditation

It should be noted that this 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 OPTIONS

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

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 – GENERAL

FAST FACTS

- **Four-year bachelor's degree**
- **Fall start**
- **Small class sizes: 40 students max.**
- **Choice of five majors: Accounting, Financial Services, Human Resource Management, Marketing, Supply Chain Management**
- **Bring Your Own Device* laptop-based program**
- **First year and advanced standing intake options**

*For students starting first year studies in 2015 or later

CONTACT SCHOOL OF BUSINESS

School of Business
Room NN701, Senator Burns Building
Phone: 403.284.8485 or
Email: business.advising@sait.ca

The Bachelor of Business Administration (BBA) is an industry-recognized bachelor's degree. This laptop-based program gives career-focused students the opportunity to learn from qualified instructors with real-world business experience in a practical and technologically-rich learning environment. SAIT's BBA offers a unique advantage: a high level of coursework dedicated specifically to business studies and each major, giving in-depth knowledge to prepare students for the job market. Complementary courses in interdisciplinary fields give students the academic breadth and research skills needed to prepare for future graduate studies. This program was designed with extensive input from industry advisors to meet the needs of Alberta businesses and employers and to prepare graduates to excel in their field.

Students will complete a common first year and then specialize in one of the following majors: Accounting, Financial Services, Human Resource Management, Marketing, and Supply Chain Management. Core business courses ensure each student gains essential business knowledge and include topics such as accounting, economics, marketing, productivity tools and technology, international business and strategic management. Students will also develop professional skills and gain academic breadth through courses in communications, critical thinking, statistics, research, and ethics. Complementary elective courses include a range of relevant real-world topics in humanities, science, and social sciences. At the end of the program, students complete a practical capstone course, which will integrate all previous areas of coursework and challenge students' analytic and critical thinking skills in a real-world business situation.

Upon graduation, students will be qualified for excellent career prospects in their field of study and will be eligible to continue their studies at the graduate level or pursue an industry designation (varies by major and career field).

Bachelor of Business Administration degree students can choose between the following majors:

- **Accounting:** includes courses recognized for the Chartered Professional Accountant (CPA) designation, focusing on introductory through advanced accounting topics, internal and external auditing, taxation, finance management, and information systems. Students will not only gain practical skills in accounting but an understanding of the strategic, communication and leadership functions that accounting fulfills in organizations.

- **Financial Services:** consists of coursework designed to prepare students for the fast-paced financial services sector including the areas of financial planning, banking, risk management, client relationships, insurance, and trusts and estates. Courses are aligned to Personal Financial Planner (PFP) and Certified Financial Planner (CFP) designations. Depending on their choice of electives and success on national certification exams written during their courses, students can graduate with all the course requirements for the PFP designation. Students have the opportunity to write in-course exams equivalent to the Investments Funds in Canada (IFC) and Canadian Securities Course (CSC) national exams.

- **Human Resource Management:** prepares students for the ever-changing world of human resources (HR), including in-depth coverage of strategic human resource and talent management topics, as well as employment law, total rewards, negotiation, HR information systems, and more. Graduates can pursue a Certified Human Resources Professional (CHRP) designation.

- **Marketing:** offers a range of in-demand topics in the areas of brand management, consumer insight, international marketing, planning and strategy, public relations, innovation, and digital technology. Graduates will not only learn strategic marketing theory, but how to apply it in real-world business scenarios.

- **Supply Chain Management:** prepares students to excel in this rapidly growing field in areas such as operations, logistics, procurement and contracts, negotiation, change management, data management using technology, and quality control through industry-leading processes, with a special emphasis on social responsibility and ethics. Students will be exposed to the wide variety of specialized roles and professional associations within the supply chain field.

PROGRAM OVERVIEW

YOUR CAREER

Examples of positions students can pursue upon graduation from the BBA:

Accounting: Accountant, Forensic Accountant, Financial Analyst, Joint Venture Analyst, Procurement Officer, Tax Analyst

Financial Services: Asset Manager, Financial Advisor, Investment Consultant, Premium Banker, System Branch Manager

Human Resource Management: Change Management Specialist, Health and Wellness Advisor, Learning and Development Specialist, Talent Acquisition Specialist

Marketing: Account Manager, Business Development Advisor, Digital Marketing Specialist, Events Coordinator, Merchandising Analyst, Entrepreneur

Supply Chain Management: Buyer, Category Manager, Commercial Analyst, Contracts Specialist, Inventory Manager, Logistics and Materials Planner, Procurement Specialist, Supply Chain Coordinator, Transportation Manager

Graduates of the Bachelor of Business Administration – Accounting program have a 100% employment rate

STUDENT SUCCESS

The BBA has a high level of academic challenge and rigour. The level of 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 should be competent in using a Windows-based computer and Microsoft Office programs prior to enrollment.

To achieve success in this program students should:

- Attend and actively participate in all classes
- Spend six to nine hours per week on each course outside of regular class time
- Be proficient in the use of a Windows-based computer and Microsoft Office
- Be prepared to work in teams
- Become familiar and adhere to SAIT's policies and procedures
- Have strong written and oral communication skills

Students who are engaged in campus life and who take advantage of SAIT services and resources are more likely to experience success in SAIT's programs.

ADMISSION REQUIREMENTS

Applicants must meet one of the following (or equivalent), as well as the English Proficiency requirement*:

1. An overall minimum average of 65% where English 30-1 and Math 30-1 or Pure Math 30 have to be at least 60%. The average will be calculated using English 30-1, and Math 30-1 or Pure Math 30, and two courses from Group A, and one course from either Group A or B.

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

2. A SAIT Business Administration diploma or a Bachelor of Applied Business Administration or their equivalent from an accredited post-secondary institution, with a minimum 2.3 cumulative GPA, (67% or C+).

*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 240 seats offered in the fall intake.

EARLY ADMISSION CRITERIA

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

- An overall minimum average of 75% where English 30-1 and Math 30-1 or Pure Math 30 have to be at least 60%. The average will be calculated using English 30-1, and Math 30-1 or Pure Math 30, and two courses from Group A, and one course from either Group A or B, **OR,**
- Applicants who have achieved, or will achieve, a minimum GPA of 2.7 in the post-secondary admission requirement.

Early admission will be offered until March 1 or until the program is full.

SELECTION CRITERIA

- Selection will begin on March 2 and be done on a continuous basis until the program has been filled.
- Applicants who do not qualify for early admission, or who qualify after the early admission deadline has passed, will be placed in selection and academically ranked according to the admission requirements.
- Applicants will then be offered a seat or waitlisted, based on ranking and seat availability.

Failure to meet anticipated final grades will result in offers being rescinded.

COSTS AND SUPPLIES

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.
- Bring Your Own Device program: approx. $600-$800 for a laptop that meets the minimum BYOD requirements.

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 AND ACCREDITATION

Upon successful completion of this program, graduates will receive a four year Bachelor of Business Administration degree in their choice of major.

PROFESSIONAL DESIGNATIONS AND CERTIFICATIONS

Graduates will have the opportunity to pursue a variety of professional designations, depending on their major. SAIT has negotiated formal agreements with a number of professional associations to ensure BBA coursework is recognized for educational requirements of the respective designations. Additional exam, education, or work requirements may apply for earning a designation or certification.

Accounting (formal agreement): Accounting major students will have all pre-requisite educational requirements needed to enter the Chartered Professional Accountant (CPA) Professional Education Program.

Financial Services (formal agreements): Financial Services major students will have the opportunity to complete the Investment Funds in Canada (IFC) and Canadian Securities Course (CSC) exams. Students will have the opportunity to graduate with their Personal Financial Planner (PFP) designation in hand if they pass the necessary exams. The Financial Planning Standards Council recognizes the program as meeting the Core Curriculum requirements for the Certified Financial Planner (CFP) certification. The program will cover the foundational financial and business knowledge to assist in preparing students for the rigorous Chartered Financial Analyst (CFA) program later in their careers.

Human Resource Management* (no formal agreement in place): Graduates can pursue a number of designations including: Certified Human Resource Professional (CHRP), Registered Professional Recruiter (RPR), and Certified Training and Development Professional (CTDP)

Marketing* (no formal agreement in place): Certified Sales Professional (CSP)

Supply Chain Management* (no formal agreement in place): Supply Chain Management Professional (SCMP), Professional Logistician (P.Log), Certified Supply Chain Professional (CSCP)

*SAIT will pursue formal agreements with designating bodies for newly approved majors.

TRANSFER OPTIONS

Graduates of the Bachelor of Business Administration degree are eligible to pursue further studies at the graduate level.

Transfer with Degree to...

Through official SAIT transfer agreements and institution partnerships, graduates of this program may be eligible to apply at the following universities:

- Colorado State University
- University of Saskatchewan
- University of Victoria
- 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.

BACHELOR OF BUSINESS ADMINISTRATION – ACCOUNTING

PROGRAM OUTLINE

The Bachelor of Business Administration requires 120 credits (39 courses) for completion, including at least 72 credits at the senior level. All courses are 3 credits, except for the 6-credit Integrative Experience. Junior-level course are indicated by * – all others are senior-level.

The program consists of:

- Business Core Courses – 45 credits (14 courses)
- Complementary Core Courses – 18 credits (6 courses)
- Complementary Elective Courses – 12 credits (4 courses)
- Major Courses – 45 credits (15 courses)

Students take common first year courses, then move into open-registration for year two. The first semester is common for all majors: Accounting, Financial Services, Human Resource Management, Marketing, and Supply Chain Management. Students declare a major in second semester, subject to a competitive screening process.

Year 1 – Semester 1

ACCT 1010 – Introductory Financial Accounting I

BCMP 1225 – Business Productivity Tools and Technology

BMAT 1040 – Business Mathematics

ECON 1010 – Microeconomics

MNGT 1200 – Introduction to Business

Year 1 – Semester 2

COMM 1070 – Communication and Presentation Skills

ECON 1110 – Macroeconomics

STAT 2040 – Quantitative Methods

ACCT or MKTG choice [1]

Semester 2 Elective [2]

[1] Choose 1 of 2 – Speak to an advisor about which to choose

    ACCT 2010 – Accounting for Managers

    MKTG 1060 – Marketing Essentials

[2] Semester 2 Electives – Choose 1 of 5

    ACCT 2110 – Introductory Financial Accounting II

    BFIN 1255 – Personal Financial Planning

    MKTG 1275 – Marketing You

    MNGT 1255 – Introduction to Management

    SCMT 1255 – Introduction to Supply Chain Management

Note: Not all courses will run every year or every semester.

Contact an academic advisor to discuss your individual learning plan: business.advising@sait.ca or 403.284.8485.

Business Core (45 total credits)		
ACCT 1010	Introductory Financial Accounting I*	3 credits
BCMP 1225	Business Productivity Tools and Technology*	3 credits
BLAW 2030	Business Law	3 credits
BMAT 1040	Business Mathematics *	3 credits
ECON 1010	Microeconomics*	3 credits
ECON 1110	Macroeconomics*	3 credits
MKTG 1060	Marketing Essentials*	3 credits
MNGT 1200	Introduction to Business*	3 credits
MNGT 2250	Organizational Behaviour	3 credits
MNGT 4030	International Business	3 credits
MNGT 4050	Strategic Management	3 credits
Business Core Elective 1 (choose 1 of 2)		
ACCT 2010	Accounting for Managers	3 credits
ACCT 2110	Introductory Financial Accounting II	3 credits

Note: Accounting majors must take ACCT 2110 – Introductory Financial Accounting II.

Business Core Elective 2 (choose 1 of 2)		
BFIN 2301	Finance for Managers	3 credits
FNCE 3060	Finance Management	3 credits

Note: Accounting majors must take FNCE 3060 – Finance Management.

Business Core Integrative Experience Elective (choose 1 of 2)		
ACWE 4990	Business Practicum	6 credits
MNGT 4990	Business Capstone	6 credits
Complementary Core (18 total credits)		
COMM 1070	Communication and Presentation Skills*	3 credits
COMM 3310	Presentations	3 credits
PHIL 1011	Critical Thinking*	3 credits
PHIL 3010	Ethics	3 credits
STAT 2040	Quantitative Methods*	3 credits
STAT 4010	Research Methodologies	3 credits
Complementary Elective Courses (12 total credits)		
Junior Science Elective – Choose 1 of 4 (3 credits)		
BIOL 2220	Organisms and their Relationships*	3 credits
ENVS 2010	Environmental Science for Sustainability*	3 credits
SCIE 2230	Science of Health and Wellness*	3 credits
SCIE 2240	Science Past Present Future*	3 credits
Junior Humanities Elective – Choose 1 of 5 (3 credits)		
ARCH 1010	History of Architecture*	3 credits
ENGL 1010	Critical Reading and Writing*	3 credits
HUMN 2010	Introduction to Humanities*	3 credits
PHIL 1030	Ethics in Technology*	3 credits
PHIL 1040	Introduction to Philosophy*	3 credits
Junior Social Sciences Elective – Choose 1 of 3 (3 credits)		
ANTH 2230	Aboriginal Studies*	3 credits
PSYC 1010	Introduction to Psychology*	3 credits
SOCI 2010	Introduction to Sociology*	3 credits
Senior Complementary Elective – Choose 1 of 5 (3 credits)		
Senior Humanities Elective		
COMM 3300	Intercultural Communications	3 credits
ENGL 3370	Comparative World Literature	3 credits
Senior Social Sciences Elective		
SOCI 3060	Technology and Society	3 credits
SOCI 3340	Society and the Workplace	3 credits
SOCI 3380	Conformity and Deviance in the Workplace	3 credits

BACHELOR OF BUSINESS ADMINISTRATION – ACCOUNTING

Accounting Major (45 total credits)

ACCT 2020	Introductory Management Accounting	3 credits
ACCT 2030	Management Information Systems	3 credits
ACCT 3010	External Auditing	3 credits
ACCT 3020	Personal and Corporate Taxation	3 credits
ACCT 3120	Intermediate Management Accounting	3 credits
ACCT 3210	Intermediate Financial Accounting I	3 credits
ACCT 3310	Intermediate Financial Accounting II	3 credits
ACCT 4020	Accounting Theory	3 credits
ACCT 4140	Internal Auditing and Controls	3 credits
ACCT 4220	Advanced Management Accounting	3 credits
ACCT 4410	Advanced Financial Accounting	3 credits
MNGT 4070	Operations Management	3 credits

Accounting Elective (choose 2 of 4)

ACCT 4110	Advanced External Audit	3 credits
ACCT 4130	Advanced Information Systems	3 credits
ACCT 4150	Advanced Taxation	3 credits
FNCE 4120	Advanced Corporate Finance	3 credits

Business Elective (choose 1 of 2)

LDSH 3050	Leadership	3 credits
MNGT 4040	Human Resource Management	3 credits

or Senior Business Elective (choose 1)

Senior Business Elective (Choose 1)

ACCT 2375	Introduction to Taxation	3 credits
BFIN 2333	Money and Banking	3 credits
ECON 2355	Econ Development Fundamentals	3 credits
ELAW 2350	Employment Law	3 credits
ENTR 2350	Entrepreneurship	3 credits
HRMT 2300	Talent Management I	3 credits
HRMT 2350	Human Resource Information Management	3 credits
HRMT 2360	Talent Management II	3 credits
HRMT 3010	Health Safety and Wellness	3 credits
HRMT 3020	Talent Management III	3 credits
HRMT 4010	Labour Relations	3 credits
LDSH 3050	Leadership	3 credits
MNGT 395 **	Managing Strategically	3 credits
MNGT 2320	Project Management	3 credits
MNGT 2363	International Management	3 credits
MNGT 2367	Municipal Structure and Governance	3 credits
MNGT 2370	Principles of Supply Chain Management	3 credits
MNGT 3010	Continuous Improvement	3 credits
MNGT 4010	Change Management	3 credits
MNGT 4040	Human Resource Management	3 credits
MKTG 2306	Brand Management	3 credits
MKTG 2335	Marketing Action	3 credits
MKTG 2340	Consumer Behavior	3 credits
SCMT 2300	Operations Planning and Scheduling	3 credits
SCMT 2310	Logistics I	3 credits
SCMT 2320	Quality: A Supply Chain Perspective	3 credits
SCMT 2350	Operational Performance Analytics	3 credits
SCMT 2370	Procurement I	3 credits
SCMT 2380	Materials Management	3 credits

**SAIT BA graduates who enter into the BBA may use MNGT 395 as a senior business elective.

Total Credits		120

BACHELOR OF BUSINESS ADMINISTRATION – FINANCIAL SERVICES

PROGRAM OUTLINE

The Bachelor of Business Administration requires 120 credits (39 courses) for completion, including at least 72 credits at the senior level. All courses are 3 credits, except for the 6-credit Integrative Experience. Junior-level course are indicated by * – all others are senior-level.

The program consists of:

- Business Core Courses – 45 credits (14 courses)
- Complementary Core Courses – 18 credits (6 courses)
- Complementary Elective Courses – 12 credits (4 courses)
- Major Courses – 45 credits (15 courses)

Students take common first year courses, then move into open-registration for year two. The first semester is common for all majors: Accounting, Financial Services, Human Resource Management, Marketing, and Supply Chain Management. Students declare a major in second semester, subject to a competitive screening process.

Year 1 – Semester 1

ACCT 1010 – Introductory Financial Accounting I

BCMP 1225 – Business Productivity Tools and Technology

BMAT 1040 – Business Mathematics

ECON 1010 – Microeconomics

MNGT 1200 – Introduction to Business

Year 1 – Semester 2

COMM 1070 – Communication and Presentation Skills

ECON 1110 – Macroeconomics

STAT 2040 – Quantitative Methods

ACCT or MKTG choice [1]

Semester 2 Elective [2]

[1] Choose 1 of 2 – Speak to an advisor about which to choose

    ACCT 2010 – Accounting for Managers

    MKTG 1060 – Marketing Essentials

[2] Semester 2 Electives – Choose 1 of 5

    ACCT 2110 – Introductory Financial Accounting II

    BFIN 1255 – Personal Financial Planning

    MKTG 1275 – Marketing You

    MNGT 1255 – Introduction to Management

    SCMT 1255 – Introduction to Supply Chain Management

Note: Not all courses will run every year or every semester.

Contact an academic advisor to discuss your individual learning plan: business.advising@sait.ca or 403.284.8485.

Business Core (45 total credits)		
ACCT 1010	Introductory Financial Accounting I*	3 credits
BCMP 1225	Business Productivity Tools and Technology*	3 credits
BLAW 2030	Business Law	3 credits
BMAT 1040	Business Mathematics*	3 credits
ECON 1010	Microeconomics*	3 credits
ECON 1110	Macroeconomics*	3 credits
MKTG 1060	Marketing Essentials*	3 credits
MNGT 1200	Introduction to Business*	3 credits
MNGT 2250	Organizational Behaviour	3 credits
MNGT 4030	International Business	3 credits
MNGT 4050	Strategic Management	3 credits
Elective 1 (choose 1 of 2)		
ACCT 2010	Accounting for Managers	3 credits
ACCT 2110	Introductory Financial Accounting II	3 credits

Note: Accounting majors must take ACCT 2110 – Introductory Financial Accounting II.

Elective 2 (choose 1 of 2)		
BFIN 2301	Finance for Managers	3 credits
FNCE 3060	Finance Management	3 credits

Note: Accounting majors must take FNCE 3060 – Finance Management.

Integrative Experience Elective (choose 1 of 2)		
ACWE 4990	Business Practicum	6 credits
MNGT 4990	Business Capstone	6 credits
Complementary Core (18 total credits)		
COMM 1070	Communication and Presentation Skills*	3 credits
COMM 3310	Presentations	3 credits
PHIL 1011	Critical Thinking*	3 credits
PHIL 3010	Ethics	3 credits
STAT 2040	Quantitative Methods*	3 credits
STAT 4010	Research Methodologies	3 credits
Complementary Elective Courses (12 total credits)		
Junior Science Elective – Choose 1 of 4 (3 credits)		
BIOL 2220	Organisms and their Relationships*	3 credits
ENVS 2010	Environmental Science for Sustainability	3 credits
SCIE 2230	Science of Health and Wellness*	3 credits
SCIE 2240	Science Past Present Future*	3 credits
Junior Humanities Elective – Choose 1 of 5 (3 credits)		
ARCH 1010	History of Architecture*	3 credits
ENGL 1010	Critical Reading and Writing*	3 credits
HUMN 2010	Introduction to Humanities*	3 credits
PHIL 1030	Ethics in Technology*	3 credits
PHIL 1040	Introduction to Philosophy*	3 credits
Junior Social Sciences Elective – Choose 1 of 3 (3 credits)		
ANTH 2230	Aboriginal Studies	3 credits
PSYC 1010	Introduction to Psychology	3 credits
SOCI 2010	Introduction to Sociology	3 credits
Senior Complementary Elective – Choose 1 of 5 (3 credits)		
Senior Humanities Elective		
COMM 3300	Intercultural Communications	3 credits
ENGL 3370	Comparative World Literature	3 credits
Senior Social Sciences Elective		
SOCI 3060	Technology and Society	3 credits
SOCI 3340	Society and the Workplace	3 credits
SOCI 3380	Conformity and Deviance in the Workplace	3 credits

Financial Services Major (45 total credits)

ACCT 2375	Introduction to Taxation	3 credits
BFIN 1255	Personal Financial Planning	3 credits
BFIN 2333	Money and Banking	3 credits
BFIN 2341	Risk Management and Retirement Planning	3 credits
BFIN 2360	Relationship Selling	3 credits
BFIN 2380	Financial Planning Process and Estate Planning	3 credits
BFIN 2386	Integrated Finance	3 credits
BFIN 3010	Intermediate Finance I	3 credits
BFIN 3020	Intermediate Finance II	3 credits
BFIN 4010	Client Advice	3 credits
BFIN 4020	Advanced Finance I	3 credits
BFIN 4030	Advanced Finance II	3 credits
MNGT 4070	Operations Management	3 credits

Business Elective (choose 1 of 2)

LDSH 3050	Leadership	3 credits
MNGT 4040	Human Resource Management	3 credits

Financial Services Certification Elective (Choose 1)

BFIN 2356	Mutual Funds and Securities	3 credits
BFIN 4040	Applied Client Planning	3 credits

or Senior Business Elective (choose 1)

Senior Business Elective (Choose 1)

ACCT 2375	Introduction to Taxation	3 credits
BFIN 2333	Money and Banking	3 credits
ECON 2355	Econ Development Fundamentals	3 credits
ELAW 2350	Employment Law	3 credits
ENTR 2350	Entrepreneurship	3 credits
HRMT 2300	Talent Management I	3 credits
HRMT 2350	Human Resource Information Management	3 credits
HRMT 2360	Talent Management II	3 credits
HRMT 3010	Health Safety and Wellness	3 credits
HRMT 3020	Talent Management III	3 credits
HRMT 4010	Labour Relations	3 credits
LDSH 3050	Leadership	3 credits
MNGT 395 **	Managing Strategically	3 credits
MNGT 2320	Project Management	3 credits
MNGT 2363	International Management	3 credits
MNGT 2367	Municipal Structure and Governance	3 credits
MNGT 2370	Principles of Supply Chain Management	3 credits
MNGT 3010	Continuous Improvement	3 credits
MNGT 4010	Change Management	3 credits
MNGT 4040	Human Resource Management	3 credits
MKTG 2306	Brand Management	3 credits
MKTG 2335	Marketing Action	3 credits
MKTG 2340	Consumer Behavior	3 credits
SCMT 2300	Operations Planning and Scheduling	3 credits
SCMT 2310	Logistics I	3 credits
SCMT 2320	Quality: A Supply Chain Perspective	3 credits
SCMT 2350	Operational Performance Analytics	3 credits
SCMT 2370	Procurement I	3 credits
SCMT 2380	Materials Management	3 credits

**SAIT BA graduates who enter into the BBA may use MNGT 395 as a senior business elective.

Total Credits	120

BACHELOR OF BUSINESS ADMINISTRATION – HUMAN RESOURCE MANAGEMENT

PROGRAM OUTLINE

The Bachelor of Business Administration requires 120 credits (39 courses) for completion, including at least 72 credits at the senior level. All courses are 3 credits, except for the 6-credit Integrative Experience. Junior-level course are indicated by * – all others are senior-level.

The program consists of:

- Business Core Courses – 45 credits (14 courses)
- Complementary Core Courses – 18 credits (6 courses)
- Complementary Elective Courses – 12 credits (4 courses)
- Major Courses – 45 credits (15 courses)

Students take common first year courses, then move into open-registration for year two. The first semester is common for all majors: Accounting, Financial Services, Human Resource Management, Marketing, and Supply Chain Management. Students declare a major in second semester, subject to a competitive screening process.

Year 1 – Semester 1

ACCT 1010 – Introductory Financial Accounting I

BCMP 1225 – Business Productivity Tools and Technology

BMAT 1040 – Business Mathematics

ECON 1010 – Microeconomics

MNGT 1200 – Introduction to Business

Year 1 – Semester 2

COMM 1070 – Communication and Presentation Skills

ECON 1110 – Macroeconomics

STAT 2040 – Quantitative Methods

ACCT or MKTG choice [1]

Semester 2 Elective [2]

[1] Choose 1 of 2 – Speak to an advisor about which to choose

    ACCT 2010 – Accounting for Managers

    MKTG 1060 – Marketing Essentials

[2] Semester 2 Electives – Choose 1 of 5

    ACCT 2110 – Introductory Financial Accounting II

    BFIN 1255 – Personal Financial Planning

    MKTG 1275 – Marketing You

    MNGT 1255 – Introduction to Management

    SCMT 1255 – Introduction to Supply Chain Management

Note: Not all courses will run every year or every semester.

Contact an academic advisor to discuss your individual learning plan: business.advising@sait.ca or 403.284.8485.

Business Core (45 total credits)

Code	Course	Credits
ACCT 1010	Introductory Financial Accounting I*	3 credits
BCMP 1225	Business Productivity Tools and Technology *	3 credits
BLAW 2030	Business Law	3 credits
BMAT 1040	Business Mathematics*	3 credits
ECON 1010	Microeconomics *	3 credits
ECON 1110	Macroeconomics *	3 credits
MKTG 1060	Marketing Essentials*	3 credits
MNGT 1200	Introduction to Business*	3 credits
MNGT 2250	Organizational Behaviour	3 credits
MNGT 4030	International Business	3 credits
MNGT 4050	Strategic Management	3 credits

Elective 1 (choose 1 of 2)

Code	Course	Credits
ACCT 2010	Accounting for Managers	3 credits
ACCT 2110	Introductory Financial Accounting II	3 credits

Note: Accounting majors must take ACCT 2110 – Introductory Financial Accounting II.

Elective 2 (choose 1 of 2)

Code	Course	Credits
BFIN 2301	Finance for Managers	3 credits
FNCE 3060	Finance Management	3 credits

Note: Accounting majors must take FNCE 3060 – Finance Management.

Integrative Experience Elective (choose 1 of 2)

Code	Course	Credits
ACWE 4990	Business Practicum	6 credits
MNGT 4990	Business Capstone	6 credits

Complementary Core (18 total credits)

Code	Course	Credits
COMM 1070	Communication and Presentation Skills*	3 credits
COMM 3310	Presentations	3 credits
PHIL 1011	Critical Thinking*	3 credits
PHIL 3010	Ethics	3 credits
STAT 2040	Quantitative Methods*	3 credits
STAT 4010	Research Methodologies	3 credits

Complementary Elective Courses (12 total credits)

Junior Science Elective – Choose 1 of 4 (3 credits)

Code	Course	Credits
BIOL 2220	Organisms and their Relationships*	3 credits
ENVS 2010	Environmental Science for Sustainability*	3 credits
SCIE 2230	Science of Health and Wellness*	3 credits
SCIE 2240	Science Past Present Future*	3 credits

Junior Humanities Elective – Choose 1 of 5 (3 credits)

Code	Course	Credits
ARCH 1010	History of Architecture*	3 credits
ENGL 1010	Critical Reading and Writing*	3 credits
HUMN 2010	Introduction to Humanities*	3 credits
PHIL 1030	Ethics in Technology*	3 credits
PHIL 1040	Introduction to Philosophy	3 credits

Junior Social Sciences Elective – Choose 1 of 3 (3 credits)

Code	Course	Credits
ANTH 2230	Aboriginal Studies*	3 credits
PSYC 1010	Introduction to Psychology*	3 credits
SOCI 2010	Introduction to Sociology*	3 credits

Senior Complementary Elective – Choose 1 of 5 (3 credits)

Senior Humanities Elective

Code	Course	Credits
COMM 3300	Intercultural Communications	3 credits
ENGL 3370	Comparative World Literature	3 credits

Senior Social Sciences Elective

Code	Course	Credits
SOCI 3060	Technology and Society	3 credits
SOCI 3340	Society and the Workplace	3 credits
SOCI 3380	Conformity and Deviance in the Workplace	3 credits

Major Courses (45 total credits)
Human Resource Management Major

ELAW 2350	Employment Law	3 credits
HRMT 2300	Talent Management I	3 credits
HRMT 2310	Technical Skills for HR Prof	3 credits
HRMT 2350	HR Information Management	3 credits
HRMT 2360	Talent Management II	3 credits
HRMT 3010	Health Safety and Wellness	3 credits
HRMT 3020	Talent Management III	3 credits
HRMT 4010	Labour Relations	3 credits
LDSH 3050	Leadership	3 credits
MNGT 1255	Introduction to Management	3 credits
MNGT 3020	Conflict Management and Negotiation Skills	3 credits
MNGT 4010	Change Management	3 credits
MNGT 4040	Human Resource Management	3 credits
MNGT 4070	Operations Management	3 credits

or Senior Business Elective (choose 1)
Senior Business Elective (Choose 1)

ACCT 2375	Introduction to Taxation	3 credits
BFIN 2333	Money and Banking	3 credits
ECON 2355	Econ Development Fundamentals	3 credits
ELAW 2350	Employment Law	3 credits
ENTR 2350	Entrepreneurship	3 credits
HRMT 2300	Talent Management I	3 credits
HRMT 2350	Human Resource Information Management	3 credits
HRMT 2360	Talent Management II	3 credits
HRMT 3010	Health Safety and Wellness	3 credits
HRMT 3020	Talent Management III	3 credits
HRMT 4010	Labour Relations	3 credits
LDSH 3050	Leadership	3 credits
MNGT 395 **	Managing Strategically	3 credits
MNGT 2320	Project Management	3 credits
MNGT 2363	International Management	3 credits
MNGT 2367	Municipal Structure and Governance	3 credits
MNGT 2370	Principles of Supply Chain Management	3 credits
MNGT 3010	Continuous Improvement	3 credits
MNGT 4010	Change Management	3 credits
MNGT 4040	Human Resource Management	3 credits
MKTG 2306	Brand Management	3 credits
MKTG 2335	Marketing Action	3 credits
MKTG 2340	Consumer Behavior	3 credits
SCMT 2300	Operations Planning and Scheduling	3 credits
SCMT 2310	Logistics I	3 credits
SCMT 2320	Quality: A Supply Chain Perspective	3 credits
SCMT 2350	Operational Performance Analytics	3 credits
SCMT 2370	Procurement I	3 credits
SCMT 2380	Materials Management	3 credits

**SAIT BA graduates who enter into the BBA may use MNGT 395 as a senior business elective.

	Total Credits	120

BACHELOR OF BUSINESS ADMINISTRATION – MARKETING

PROGRAM OUTLINE

The Bachelor of Business Administration requires 120 credits (39 courses) for completion, including at least 72 credits at the senior level. All courses are 3 credits, except for the 6-credit Integrative Experience. Junior-level course are indicated by * – all others are senior-level.

The program consists of:

- Business Core Courses – 45 credits (14 courses)
- Complementary Core Courses – 18 credits (6 courses)
- Complementary Elective Courses – 12 credits (4 courses)
- Major Courses – 45 credits (15 courses)

Students take common first year courses, then move into open-registration for year two. The first semester is common for all majors: Accounting, Financial Services, Human Resource Management, Marketing, and Supply Chain Management. Students declare a major in second semester, subject to a competitive screening process.

Year 1 – Semester 1

ACCT 1010 – Introductory Financial Accounting I
BCMP 1225 – Business Productivity Tools and Technology
BMAT 1040 – Business Mathematics
ECON 1010 – Microeconomics
MNGT 1200 – Introduction to Business

Year 1 – Semester 2

COMM 1070 – Communication and Presentation Skills
ECON 1110 – Macroeconomics
STAT 2040 – Quantitative Methods
ACCT or MKTG choice [1]
Semester 2 Elective [2]

[1] Choose 1 of 2 – Speak to an advisor about which to choose
    ACCT 2010 – Accounting for Managers
    MKTG 1060 – Marketing Essentials

[2] Semester 2 Electives – Choose 1 of 5
    ACCT 2110 – Introductory Financial Accounting II
    BFIN 1255 – Personal Financial Planning
    MKTG 1275 – Marketing You
    MNGT 1255 – Introduction to Management
    SCMT 1255 – Introduction to Supply Chain Management

Note: Not all courses will run every year or every semester.

Contact an academic advisor to discuss your individual learning plan: business.advising@sait.ca or 403.284.8485.

Business Core (45 total credits)

ACCT 1010	Introductory Financial Accounting I*	3 credits
BCMP 1225	Business Productivity Tools and Technology*	3 credits
BLAW 2030	Business Law	3 credits
BMAT 1040	Business Mathematics*	3 credits
ECON 1010	Microeconomics*	3 credits
ECON 1110	Macroeconomics*	3 credits
MKTG 1060	Marketing Essentials*	3 credits
MNGT 1200	Introduction to Business*	3 credits
MNGT 2250	Organizational Behaviour	3 credits
MNGT 4030	International Business	3 credits
MNGT 4050	Strategic Management	3 credits

Elective 1 (choose 1 of 2)

ACCT 2010	Accounting for Managers	3 credits
ACCT 2110	Introductory Financial Accounting II	3 credits

Note: Accounting majors must take ACCT 2110 – Introductory Financial Accounting II.

Elective 2 (choose 1 of 2)

BFIN 2301	Finance for Managers	3 credits
FNCE 3060	Finance Management	3 credits

Note: Accounting majors must take FNCE 3060 – Finance Management.

Integrative Experience Elective (choose 1 of 2)

ACWE 4990	Business Practicum	6 credits
MNGT 4990	Business Capstone	6 credits

Complementary Core (18 total credits)

COMM 1070	Communication and Presentation Skills*	3 credits
COMM 3310	Presentations	3 credits
PHIL 1011	Critical Thinking*	3 credits
PHIL 3010	Ethics	3 credits
STAT 2040	Quantitative Methods*	3 credits
STAT 4010	Research Methodologies	3 credits

Complementary Elective Courses (12 total credits)

Junior Science Elective – Choose 1 of 4 (3 credits)

BIOL 2220	Organisms and their Relationships*	3 credits
ENVS 2010	Environmental Science for Sustainability*	3 credits
SCIE 2230	Science of Health and Wellness*	3 credits
SCIE 2240	Science Past Present Future*	3 credits

Junior Humanities Elective – Choose 1 of 5 (3 credits)

ARCH 1010	History of Architecture*	3 credits
ENGL 1010	Critical Reading and Writing*	3 credits
HUMN 2010	Introduction to Humanities*	3 credits
PHIL 1030	Ethics in Technology*	3 credits
PHIL 1040	Introduction to Philosophy*	3 credits

Junior Social Sciences Elective – Choose 1 of 3 (3 credits)

ANTH 2230	Aboriginal Studies*	3 credits
PSYC 1010	Introduction to Psychology*	3 credits
SOCI 2010	Introduction to Sociology*	3 credits

Senior Complementary Elective – Choose 1 of 5 (3 credits)

Senior Humanities Elective

COMM 3300	Intercultural Communications	3 credits
ENGL 3370	Comparative World Literature	3 credits

Senior Social Sciences Elective

SOCI 3060	Technology and Society	3 credits
SOCI 3340	Society and the Workplace	3 credits
SOCI 3380	Conformity and Deviance in the Workplace	3 credits

BACHELOR OF BUSINESS ADMINISTRATION – MARKETING

Major Courses (45 total credits)
Marketing Major

MKTG 1275	Marketing You	3 credits
MKTG 2306	Brand Management	3 credits
MKTG 2322	Marketing Research	3 credits
MKTG 2335	Marketing Action	3 credits
MKTG 2340	Consumer Behavior	3 credits
MKTG 2365	Business Development	3 credits
MKTG 2375	Integrated Marketing Communications	3 credits
MKTG 2380	Strategic Marketing	3 credits
MKTG 3020	Innovation and Design	3 credits
MKTG 4020	Public Relations	3 credits
MKTG 4040	Advertising	3 credits
MNGT 4070	Operations Management	3 credits

Business Elective (choose 1 of 2)

LDSH 3050	Leadership	3 credits
MNGT 4040	Human Resource Management	3 credits

Marketing Elective 1 (choose 1 of 2)

MKTG 3358	International Marketing	3 credits
MKTG 4010	Digital Strategy	3 credits

Marketing Elective 2 (Choose 1)

MKTG 4030	Go To Market	3 credits

or Senior Business Elective (choose 1)
Senior Business Elective (Choose 1)

ACCT 2375	Introduction to Taxation	3 credits
BFIN 2333	Money and Banking	3 credits
ECON 2355	Econ Development Fundamentals	3 credits
ELAW 2350	Employment Law	3 credits
ENTR 2350	Entrepreneurship	3 credits
HRMT 2300	Talent Management I	3 credits
HRMT 2350	Human Resource Information Management	3 credits
HRMT 2360	Talent Management II	3 credits
HRMT 3010	Health Safety and Wellness	3 credits
HRMT 3020	Talent Management III	3 credits
HRMT 4010	Labour Relations	3 credits
LDSH 3050	Leadership	3 credits
MNGT 395 **	Managing Strategically	3 credits
MNGT 2320	Project Management	3 credits
MNGT 2363	International Management	3 credits
MNGT 2367	Municipal Structure and Governance	3 credits
MNGT 2370	Principles of Supply Chain Management	3 credits
MNGT 3010	Continuous Improvement	3 credits
MNGT 4010	Change Management	3 credits
MNGT 4040	Human Resource Management	3 credits
MKTG 2306	Brand Management	3 credits
MKTG 2335	Marketing Action	3 credits
MKTG 2340	Consumer Behavior	3 credits
SCMT 2300	Operations Planning and Scheduling	3 credits
SCMT 2310	Logistics I	3 credits
SCMT 2320	Quality: A Supply Chain Perspective	3 credits
SCMT 2350	Operational Performance Analytics	3 credits
SCMT 2370	Procurement I	3 credits
SCMT 2380	Materials Management	3 credits

**SAIT BA graduates who enter into the BBA may use MNGT 395 as a senior business elective.

	Total Credits	120

BACHELOR OF BUSINESS ADMINISTRATION – SUPPLY CHAIN MANAGEMENT

PROGRAM OUTLINE

The Bachelor of Business Administration requires 120 credits (39 courses) for completion, including at least 72 credits at the senior level. All courses are 3 credits, except for the 6-credit Integrative Experience. Junior-level course are indicated by * – all others are senior-level.

The program consists of:

- Business Core Courses – 45 credits (14 courses)
- Complementary Core Courses – 18 credits (6 courses)
- Complementary Elective Courses – 12 credits (4 courses)
- Major Courses – 45 credits (15 courses)

Students take common first year courses, then move into open-registration for year two. The first semester is common for all majors: Accounting, Financial Services, Human Resource Management, Marketing, and Supply Chain Management. Students declare a major in second semester, subject to a competitive screening process.

Year 1 – Semester 1

ACCT 1010 – Introductory Financial Accounting I

BCMP 1225 – Business Productivity Tools and Technology

BMAT 1040 – Business Mathematics

ECON 1010 – Microeconomics

MNGT 1200 – Introduction to Business

Year 1 – Semester 2

COMM 1070 – Communication and Presentation Skills

ECON 1110 – Macroeconomics

STAT 2040 – Quantitative Methods

ACCT or MKTG choice [1]

Semester 2 Elective [2]

[1] Choose 1 of 2 – Speak to an advisor about which to choose

    ACCT 2010 – Accounting for Managers

    MKTG 1060 – Marketing Essentials

[2] Semester 2 Electives – Choose 1 of 5

    ACCT 2110 – Introductory Financial Accounting II

    BFIN 1255 – Personal Financial Planning

    MKTG 1275 – Marketing You

    MNGT 1255 – Introduction to Management

    SCMT 1255 – Introduction to Supply Chain Management

Note: Not all courses will run every year or every semester.

Contact an academic advisor to discuss your individual learning plan: business.advising@sait.ca or 403.284.8485.

Business Core (45 total credits)

ACCT 1010	Introductory Financial Accounting I*	3 credits
BCMP 1225	Business Productivity Tools and Technology*	3 credits
BLAW 2030	Business Law	3 credits
BMAT 1040	Business Mathematics*	3 credits
ECON 1010	Microeconomics*	3 credits
ECON 1110	Macroeconomics*	3 credits
MKTG 1060	Marketing Essentials*	3 credits
MNGT 1200	Introduction to Business*	3 credits
MNGT 2250	Organizational Behaviour	3 credits
MNGT 4030	International Business	3 credits
MNGT 4050	Strategic Management	3 credits

Elective 1 (choose 1 of 2)

ACCT 2010	Accounting for Managers	3 credits
ACCT 2110	Introductory Financial Accounting II	3 credits

Note: Accounting majors must take ACCT 2110 – Introductory Financial Accounting II.

Elective 2 (choose 1 of 2)

BFIN 2301	Finance for Managers	3 credits
FNCE 3060	Finance Management	3 credits

Note: Accounting majors must take FNCE 3060 – Finance Management.

Integrative Experience Elective (choose 1 of 2)

ACWE 4990	Business Practicum	6 credits
MNGT 4990	Business Capstone	6 credits

Complementary Core (18 total credits)

COMM 1070	Communication and Presentation Skills*	3 credits
COMM 3310	Presentations	3 credits
PHIL 1011	Critical Thinking*	3 credits
PHIL 3010	Ethics	3 credits
STAT 2040	Quantitative Methods*	3 credits
STAT 4010	Research Methodologies	3 credits

Complementary Elective Courses (12 total credits)

Junior Science Elective – Choose 1 of 4 (3 credits)

BIOL 2220	Organisms and their Relationships*	3 credits
ENVS 2010	Environmental Science for Sustainability*	3 credits
SCIE 2230	Science of Health and Wellness*	3 credits
SCIE 2240	Science Past Present Future*	3 credits

Junior Humanities Elective – Choose 1 of 5 (3 credits)

ARCH 1010	History of Architecture*	3 credits
ENGL 1010	Critical Reading and Writing*	3 credits
HUMN 2010	Introduction to Humanities*	3 credits
PHIL 1030	Ethics in Technology*	3 credits
PHIL 1040	Introduction to Philosophy*	3 credits

Junior Social Sciences Elective – Choose 1 of 3 (3 credits)

ANTH 2230	Aboriginal Studies*	3 credits
PSYC 1010	Introduction to Psychology*	3 credits
SOCI 2010	Introduction to Sociology*	3 credits

Senior Complementary Elective – Choose 1 of 5 (3 credits)

Senior Humanities Elective

COMM 3300	Intercultural Communications	3 credits
ENGL 3370	Comparative World Literature	3 credits

Senior Social Sciences Elective

SOCI 3060	Technology and Society	3 credits
SOCI 3340	Society and the Workplace	3 credits
SOCI 3380	Conformity and Deviance in the Workplace	3 credits

Major Courses (45 total credits)
BBA Supply Chain Management major

LDSH 3050	Leadership	3 credits
MNGT 2320	Project Management	3 credits
MNGT 3020	Conflict Management and Negotiation Skills	3 credits
MNGT 4010	Change Management	3 credits
SCMT 1255	Introduction to Supply Chain Management	3 credits
SCMT 2300	Operations Plan & Scheduling	3 credits
SCMT 2310	Logistics I	3 credits
SCMT 2320	Quality: A Supply Chain Perspective	3 credits
SCMT 2350	Operational Performance Analytics	3 credits
SCMT 2360	Professional Practice in Supply Chain Management	3 credits
SCMT 2370	Procurement I	3 credits
SCMT 2380	Materials Management	3 credits
SCMT 4010	Procurement II	3 credits
SCMT 4020	Logistics II	3 credits

or Senior Business Elective (choose 1)
Senior Business Electives

ACCT 2375	Introduction to Taxation	3 credits
BFIN 2333	Money and Banking	3 credits
ECON 2355	Econ Development Fundamentals	3 credits
ELAW 2350	Employment Law	3 credits
ENTR 2350	Entrepreneurship	3 credits
HRMT 2300	Talent Management I	3 credits
HRMT 2350	Human Resource Information Management	3 credits
HRMT 2360	Talent Management II	3 credits
HRMT 3010	Health Safety and Wellness	3 credits
HRMT 3020	Talent Management III	3 credits
HRMT 4010	Labour Relations	3 credits
LDSH 3050	Leadership	3 credits
MNGT 395 **	Managing Strategically	3 credits
MNGT 2320	Project Management	3 credits
MNGT 2363	International Management	3 credits
MNGT 2367	Municipal Structure and Governance	3 credits
MNGT 2370	Principles of Supply Chain Management	3 credits
MNGT 3010	Continuous Improvement	3 credits
MNGT 4010	Change Management	3 credits
MNGT 4040	Human Resource Management	3 credits
MKTG 2306	Brand Management	3 credits
MKTG 2335	Marketing Action	3 credits
MKTG 2340	Consumer Behavior	3 credits
SCMT 2300	Operations Planning and Scheduling	3 credits
SCMT 2310	Logistics I	3 credits
SCMT 2320	Quality: A Supply Chain Perspective	3 credits
SCMT 2350	Operational Performance Analytics	3 credits
SCMT 2370	Procurement I	3 credits
SCMT 2380	Materials Management	3 credits

**SAIT BA graduates who enter into the BBA may use MNGT 395 as a senior business elective.

	Total Credits	120

BACHELOR OF SCIENCE – CONSTRUCTION PROJECT MANAGEMENT

FAST FACTS
- **Four year baccalaureate degree**
- **Fall start**
- **e-learning**

CONTACT SCHOOL OF CONSTRUCTION

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 in Construction Project Management provides graduates 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 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 planning, scheduling, managing equipment and materials, budgeting, staff management, procurement, risk analysis, or a combination of any of these.

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.

PROGRAM OVERVIEW

YOUR CAREER

Graduates participate in construction project management, facilities management, and infrastructure development both locally and globally.

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
- Junior Estimator
- Junior Contract Administrator
- Assistant Facilities Manager

There are also opportunities for graduates of BSc CPM to pursue a variety of self-employment opportunities such as: consulting, general contracting, small businesses, 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.

Note: Course difficulty levels are higher for a degree program than they are for a diploma program.

ADMISSION REQUIREMENTS

An overall minimum average of 70% in the following courses or equivalents:

- Math 30-1 or Pure Math 30, **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 credit)
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.

COSTS AND SUPPLIES

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.

BACHELOR OF SCIENCE – CONSTRUCTION PROJECT MANAGEMENT

PROGRAM OUTLINE

First Year
Semester 1

CIVL 1010	Introduction to Construction	3 credits
MATH 1010	Technical Mathematics I	3 credits
PHYS 1011	Introductory Physics	3 credits
	Plus one Communications Elective -	3 credits
	Plus one Science Elective -	3 credits

Semester 2

ARCH 1020	Construction Presentation Graphics	3 credits
SURV 1010	Construction Surveying	3 credits
CIVL 1110	Materials & Methods of Construction	3 credits
SMTL 1010	Statics and Strength of Materials	3 credits
MATH 1110	Technical Mathematics II	3 credits

Second Year
Semester 3

CIVL 2020	Building Structures I	3 credits
ESTM 2010	Project Cost Estimation	3 credits
CIVL 2110	Project Delivery Systems	3 credits
CPMT 2010	Project Planning & Scheduling	3 credits
	Plus one Law Elective	3 credits

Semester 4

CODE 3010	Building Codes & Specifications	3 credits
CIVL 3120	Building Structures II	3 credits
CPMT 3130	Cost Planning & Control	3 credits
CIVL 3130	Mechanical & Electrical Systems	3 credits
CIVL 2120	Soil Mechanics & Foundations	3 credits

Third Year
Semester 5

CLAW 3010	Construction Law	3 credits
CPMT 2020	Introduction to Construction Project Management	3 credits
CPMT 3110	Construction Equipment & Methods	3 credits
PHYS 1110	Physics II	3 credits
STAT 3110	Statistics for Science and Engineering	3 credits

Semester 6

MGMT 3010	Business Skills & Processes	3 credits
CPMT 3030	Construction Contracts& Procurement Management	3 credits
CPMT 4130	Construction Safety Management	3 credits
CIVL 3310	Total Building Performance	3 credits

Plus one Social Science Elective – 3 credits

Internship

ITRN 4000	Internship	3 credits

Fourth Year
Semester 7

ENVS 3010	Environmental Issues in Construction	3 credits
CPMT 4110	Project Organization & Supervision	3 credits
CIVL 4010	Real Estate Principles & Construction Finance	3 credits
CPMT 4060	Scope & Design Management	3 credits
Plus one Technical Elective		**3 credits**

Semester 8

CPMT 4990	Capstone Project	3 credits
CPMT 4310	E-Project Management	3 credits
CPMT 4070	International Construction Project Management	3 credits

Plus one Humanities Elective – 3 credits
Plus one Technical Elective – 3 credits

Communications Electives
Students choose one (1) of the following electives

COMM 1030	Business Communications	3 credits
ENGL 1010	Critical Reading and Writing	3 credits

Humanities Electives
Students choose one (1) of the following electives

PHIL 1011	Critical Thinking	3 credits
PHIL 3010	Ethics	3 credits
PHIL 1030	Ethics in Technology	3 credits
ARCH 1010	History of Architecture	3 credits
HUMN 2010	Introduction to Humanities	3 credits
PHIL 1040	Introduction to Philosophy	3 credits
PHIL 1020	Symbolic Logic	3 credits

Law Electives
Students choose one (1) of the following electives

BLAW 2030	Business Law	3 credits
CLAW 1010	Canadian & Environmental Law	3 credits

Social Science Electives
Students choose one (1) of the following electives

PSYC 1010	Introduction to Psychology	3 credits
SOCI 2010	Introduction to Sociology	3 credits
ECON 1110	Macroeconomics	3 credits
ECON 1010	Microeconomics	3 credits
STAT 4010	Research Methodologies	3 credits
SOCI 3060	Technology and Society	3 credits

Technical Electives
Students choose two (2) of the following electives

CIVL 3110	Construction Productivity	3 credits
CPMT 3120	Construction Project Admin & Marketing	3 credits
CPMT 4040	Facilities Planning and Management	3 credits
CPMT 3040	Human Resource Management	3 credits
CPMT 4020	Maintainability of Facilities	3 credits
CPMT 3060	Project Risk & Conflict Management	3 credits
CPMT 4030	Strategic Facilities Management	3 credits
CPMT 4050	Utilities Management	3 credits
CIVL 4110	Value Engineering	3 credits
CPMT 3050	Quality Management	3 credits

Science Electives
Students choose one (1) of the following electives

CPNT 1010	Internetworking Fundamentals	3 credits
CMPP 1010	Introduction to Programming	3 credits
	Total Credits	123

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.

BACHELOR OF SCIENCE – CONSTRUCTION PROJECT MANAGEMENT

CREDENTIALS AND ACCREDITATION

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

The Bachelor of Science in 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. It is the first program in Alberta to be accredited by CIQS.

The School of Construction is also seeking accreditation for the BSc CPM Program from three related accreditation bodies:

- The Project Management Institute Global Accreditation Center (PMIGAC). This 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 accreditation for the BSc CPM 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 OPTIONS

Transfer with Degree to...

- Auckland University of Technology, NZ
- 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.

BAKING AND PASTRY ARTS

FAST FACTS
- **Two year diploma**
- **Live training in chocolate lab & retail food outlets**
- **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

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 and exciting new facility upgrades. Our labs are state-of-the-art and include a specialized chocolate lab and downtown Culinary Campus.

During this full-time two year diploma program, you will be trained in baking fundamentals and advanced baking practices. 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 1,400 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 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 renowned Highwood restaurant, the Market Place and the downtown 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 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 France, Australia, Thailand, Germany, Spain and Portugal.

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.

PROGRAM OVERVIEW

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 a(n):

- Pastry Chef
- Specialty Cake Decorator
- Bakery Manager
- Retail Baker
- Chocolatier
- Entrepreneur
- Did you know graduates of the Baking and Pastry Arts program have a 96% employment rate?

BAKING AND PASTRY ARTS

STUDENT SUCCESS

- Keep in mind 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 (e.g., 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 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. 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**,
- Math 10C or Math 10-3 or Pure Math 10 or Applied Math 10.
- 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 July 1 to be included in selection.

Preference will be given to applicants who apply prior to April 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.

PROGRAM OUTLINE

First Year
Semester 1

FSAN 212	Bakery Safety and Sanitation	3 credits
BAKE 209	Bakery Fundamentals	3 credits
BAKE 219	Yeast Fundamentals	3 credits
BAKE 221	Artisan Breads and Viennoiserie	3 credits
BAKE 227	Introduction to Cooking	3 credits

Semester 2

COMM 209	Business Communications	1.5 credits
BAKE 256	Pastry Fundamentals I	3 credits
BAKE 266	Pastry Fundamentals II	3 credits
MNGT 256	Starting Your Own Business	3 credits
NUTR 256	Nutrition and Recipe Modification	1.5 credits
BAKE 276	Art and Design	3 credits

Semester 3

PRAC 293	Professional Internship BPA	3 credits

Second Year
Semester 4

BAKE 300	Art of Chocolate	3 credits
BAKE 320	Fine Pastries	3 credits
PROJ 323	Special Projects	3 credits
BAKE 365	Artistic Baking	3 credits
MNGT 209	Customer Relationship Management	3 credits

Semester 5

BAKE 360	Plating and Pairing	3 credits
MNGT 350	Sensational Alternatives	1.5 credits
PROJ 353	Capstone Project	1.5 credits
BAKE 310	Classic Desserts	3 credits
BAKE 450	Wedding Cakes	3 credits
BAKE 380	Sugar Artistry	3 credits
	Total Credits	63

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 AND ACCREDITATION

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

Students are encouraged to write all three periods of the Alberta Journeyman Baker exams after they have successfully completed the corresponding courses in the first and second year of the Baking and Pastry Arts diploma program.

TRANSFER OPTIONS

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

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.

PROGRAM OVERVIEW

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 100% 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

Completion of the following courses or equivalents:

- At least 50% in Math 30-1 or Pure Math 30, 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 will be extended on a first-qualified, first-offered basis until the program is full.

COSTS AND SUPPLIES

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

First Year
Semester 1

CMPH 211	Computer Hardware and Operating System Essentials	3 credits
COMM 256	Professional Communication and Presentation Skills	3 credits
CPNT 220	Introduction to Networking	3 credits
ELCM 211	World of Broadcasting	3 credits
ELTR 209	Troubleshooting Electrical Circuits	3 credits

Semester 2

CMPS 268	Broadcast Communications Systems	3 credits
DIGI 252	Digital Logic Troubleshooting	3 credits
ELCM 254	Structured Cabling	3 credits
ELTR 263	Troubleshooting Electronic Components and Circuits	3 credits
HREL 250	Business Dynamics	3 credits

Second Year
Semester 3

ELCM 314	Broadcast RF Fundamentals	3 credits
ELCM 323	Broadcast Systems Instrumentation	3 credits
PROJ 304	Project Preparation	3 credits
SYST 300	Acoustic and Audio Systems	3 credits
SYST 305	Video Standards and Systems	3 credits

Semester 4

ELCM 364	RF Transmission Systems	3 credits
PROJ 354	Capstone Project	3 credits
SYST 350	Advanced Audio Systems	3 credits
SYST 355	Playout and Automation	3 credits
SYST 365	Broadcast Video Equipment	3 credits
	Total Credits	60

BROADCAST SYSTEMS TECHNOLOGY

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 AND ACCREDITATION

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 OPTIONS

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
- 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.

BUSINESS ADMINISTRATION – GENERAL

FAST FACTS

- **Two-year diploma**
- **Fall and winter starts**
- **Laptop-based program**
- **Small class sizes: 40 students max.**
- **Choice of majors: Accounting, Financial Services, Human Resource Management, Management, Marketing, or Supply Chain Management**
- **Also available through Continuing and Distance Education (certain majors only)**

CONTACT SCHOOL OF BUSINESS

School of Business
Room N701, Senator Burns Building
Phone: 403.284.8485 or
Email: business.advising@sait.ca

PROGRAM DESCRIPTION

The Business Administration diploma is an industry-recognized laptop-based program that prepares students for in-demand career prospects in Accounting, Financial Services, Human Resource (HR) Management, Management, Marketing, or Supply Chain Management.

Students will gain the practical business knowledge as well as interpersonal, organizational, technological and decision-making skills needed to succeed in today's fast-changing global business environment. Under the guidance of instructors with real-world experience, students learn to apply theory in actual business situations through simulations, case studies, team projects and hands-on training. Students will develop an essential understanding of core business topics such as accounting, economics, management, marketing, organizational behaviour, productivity tools and technology, and communication skills.

The program consists of a common first year with an elective option. In year two, students will specialize by choosing one of the following majors: Accounting, Financial Services, Human Resource Management, Management, Marketing, and Supply Chain Management.

Upon graduation, students will be eligible for an entry level career in their field of choice and will have the option to pursue a degree or earn an industry designation (varies by major).

Majors

Business Administration diploma students can choose between the following majors:

- **Accounting:** gain intermediate-level accounting skills and practical knowledge in finance management, management information systems, and more, for the in-demand field of accounting. Graduates will be well prepared to ladder into the Accounting major in SAIT's Bachelor of Business Administration or another degree program in order to pursue a Chartered Professional Accountant (CPA) designation.
- **Financial Services:** gain skills in financial planning, banking, insurance, and investments. Graduates will be well-qualified to land an entry-level position in the financial services industry with banks, investment companies, insurance companies, credit unions and more.
- **Human Resource Management:** become knowledgeable in human resource (HR) matters and understand the recruitment process, the role of training in an organization, employment law, and HR information systems. Graduates can launch a career in human resources in a variety of industries in areas such as recruitment, training, payroll, and more.
- **Management:** develop general management skills in project management, international management, human resources and leadership. Graduates will be ready to take on a range of entry level positions towards a career in management in areas such as human resources, administration, operations, projects, and more in any industry. Students can also pursue a Certified Institute of Management (CIM) designation.
- **Marketing:** explore and apply marketing fundamentals as well as the latest trends in the areas of brand management, strategic marketing, international marketing, research, and communication planning. Students can pursue careers in public relations, media, advertising, sales, promotions, events and more for a variety of industries. This program is recognized by the Canadian Professional Sales Association (CPSA) for their industry designation.
- **Supply Chain Management:** learn how to support efficient supply chain management in a complex environment through an understanding of operations, procurement, logistics, analytics and quality. Students can pursue careers in Alberta's rapidly growing supply chain profession in a variety of industries including transportation, manufacturing, oil and gas, and more.

BUSINESS ADMINISTRATION – GENERAL

PROGRAM OVERVIEW

YOUR CAREER

Accounting graduates can find employment in a variety of positions in public practice and private corporations. Many students go on to pursue a degree and accounting designation. Past graduates have obtained positions such as: Accountant, Accounting Clerk, Bookkeeper, Business Analyst, Payroll Clerk, Royalty Analyst, and Tax Accountant.

Financial Services graduates can find work in retail or corporate banking, investing, insurance, trusts and compliance. Past graduates landed roles such as: Fraud Investigator, Financial Planner, Financial Services Representative, Insurance Claims, Representative, Mortgage Assistant, and Personal Banking Specialist.

Human Resource Management graduates can find employment in virtually any industry. Potential positions include: Benefits Advisor, HR Coordinator, Labour Relations Advisor, Payroll Coordinator, and Recruiter.

Management graduates will have a solid foundation in management and problem solving skills for a business administration role in almost any industry. Past graduates have found positions such as: Account Manager, Conference Director, Management Trainee, Operations Manager, Project Coordinator, Purchasing Specialist, and Store Manager.

Marketing graduates will be prepared for a variety of creative and/or strategic marketing opportunities in areas such as advertising, public relations, digital marketing, promotions, marketing management, special event marketing, and sales. Past graduates have had roles such as: Advertising Coordinator, Business Analyst, Business Development Advisor, Marketing and Communications Specialist, Marketing Coordinator, and Online Advertising Sales Representative.

Supply Chain Management graduates will be well-prepared for a wide variety of roles in the ever-changing global supply chain, from negotiating and decision-making to in-depth data mining and analytics and everything in between. Potential positions include: Buyer, Commodity Manager, Inventory Analyst, Logistics Coordinator, Supply Chain Analyst, and Procurement Specialist.

- Did you know graduates of the Business Administration program have a 94% employment rate?

STUDENT SUCCESS

To achieve success in this program, students should:

- Attend and actively participate in all classes
- Spend five to eight hours per week on each course outside of regular class time
- Be proficient in the use of a Windows-based computer and Microsoft Office
- Be prepared to work in teams
- Become familiar and adhere to SAIT's policies and procedures
- Have strong written and oral communication skills

Students who are engaged in campus life and who take advantage of SAIT services and resources are more likely to experience success in SAIT's programs.

ADMISSION REQUIREMENTS

Completion of the following courses or equivalents:

- At least 50% in Math 30-1 or Math 30-2 or Pure Math 30, or at least 60% in Applied Math 30, AND,
- At least 50% in English Language Arts 30-1, or at least 60% in English Language Arts 30-2
- 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 selection or early admission.

EARLY ADMISSION

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

- At least 60% in Math 30-1 or Math 30-2 or Pure Math 30, or 65% in Applied Math 30 or equivalent, **AND**,
- At least 60% in English Language Arts 30-1 or at 65% in English Language Arts 30-2 or equivalent.

Early admission will be offered until March 13 (for the fall intake) or Oct. 2 (for the winter intake) or until the program is full.

SELECTION PROCESS

- Applicants who do not qualify for early admission, or who qualify after the early admission deadline has passed, will be placed in selection and academically ranked according to the admission requirements.
- Selection will begin on March 16 (for the fall intake) or Oct. 5 (for the winter intake) and be done on a continuous basis until the program has been filled.
- Applicants will then be offered a seat or waitlisted, based on ranking and seat availability.

Failure to meet anticipated final grades will result in offers being rescinded.

COSTS AND SUPPLIES

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 fulltime 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 — GENERAL

PROGRAM OUTLINE

First Year

Semester 1 Common

ACCT 215	Introductory Financial Accounting I	3 credits
BCMP 225	Business Computers	3 credits
BMAT 230	Business Mathematics	3 credits
COMN 220	Communication and Presentation Skills	3 credits
MNGT 200	Introduction to Business	3 credits

Semester 2 Common

ECON 250	Microeconomics	3 credits
MKTG 260	Marketing Essentials	3 credits
MNGT 250	Organizational Behaviour	3 credits
STAT 270	Quantitative Methods	3 credits

Semester 2 Electives (Choose 1 of 5)

ACCT 255	Introductory Financial Accounting II	3 credits
BFIN 255	Personal Financial Planning	3 credits
MKTG 275	Marketing You	3 credits
MNGT 255	Introduction to Management	3 credits
SCMT 255	Introduction to Supply Chain Management	3 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 AND ACCREDITATION

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

PROFESSIONAL DESIGNATIONS AND CERTIFICATIONS

Graduates will have the opportunity to pursue a variety of professional designations, depending on their major. Additional exams, education, or work requirements may apply for earning a designation or certification. Completion of a degree is required in some cases.

Accounting major students can pursue the Chartered Professional Accountant (CPA) Professional Education Program, upon completion of a degree. See SAIT's Bachelor of Business Administrator or Bachelor of Applied Business Administration (Accounting).

Financial Services major students will have the opportunity to complete the Investment Funds in Canada (IFC) exam. The Financial Planning Standards Council recognizes the program as meeting the Core Curriculum requirements for the Certified Financial Planner (CFP) certification.

Human Resource Management (no formal agreement in place): Graduates can pursue a number of designations including: Certified Human Resource Professional (CHRP), Registered Professional Recruiter (RPR), and Certified Training and Development Professional (CTDP). A degree is required in some cases.

Management (no formal agreement in place): Project Management Professional (PMP) certification, Canadian Institute of Management (CIM).

Marketing: Certified Sales Professional (CSP).

Supply Chain Management (no formal agreement in place): Supply Chain Management Professional (SCMP), Professional Logistician (P.Log), Certified Supply Chain Professional (CSCP).

TRANSFER OPTIONS

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
- Business Academy Aarhus, Denmark
- Griffith University, Australia
- Mount Royal University
- NAIT
- Robert Gordon University, UK
- Royal Roads University
- SAIT Polytechnic
- Thompson Rivers University
- University of British Columbia
- 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.

BUSINESS ADMINISTRATION – ACCOUNTING

PROGRAM OUTLINE

First Year

Semester 1 Common

ACCT 215	Introductory Financial Accounting I	3 credits
BCMP 225	Business Computers	3 credits
BMAT 230	Business Mathematics	3 credits
COMN 220	Communication and Presentation Skills	3 credits
MNGT 200	Introduction to Business	3 credits

Semester 2 Common

ECON 250	Microeconomics	3 credits
MKTG 260	Marketing Essentials	3 credits
MNGT 250	Organizational Behaviour	3 credits
STAT 270	Quantitative Methods	3 credits

Semester 2 Electives (Choose 1 of 5)

ACCT 255	Introductory Financial Accounting II	3 credits
BFIN 255	Personal Financial Planning	3 credits
MKTG 275	Marketing You	3 credits
MNGT 255	Introduction to Management	3 credits
SCMT 255	Introduction to Supply Chain Management	3 credits

Accounting Major

Second Year

Semester 3

ACCT 315	Intermediate Financial Accounting I	3 credits
ACCT 320	Management Information Systems	3 credits
ACCT 338	Introductory Management Accounting	3 credits
BLAW 300	Business Law	3 credits
ECON 305	Macroeconomics	3 credits

Semester 4

ACCT 350	Intermediate Financial Accounting II	3 credits
ACCT 380	Intermediate Management Accounting	3 credits
FNCE 390	Finance Management	3 credits
MNGT 395	Managing Strategically	3 credits

Accounting Electives (choose 1 of 3)

ACCT 375	Introduction to Taxation	3 credits
ACCT 395	Computer Accounting Software	3 credits
PHIL 241	Critical Thinking	3 credits
	Total Credits	60

BUSINESS ADMINISTRATION – FINANCIAL SERVICES

PROGRAM OUTLINE

First Year
Semester 1 Common

ACCT 215	Introductory Financial Accounting I	3 credits
BCMP 225	Business Computers	3 credits
BMAT 230	Business Mathematics	3 credits
COMN 220	Communication and Presentation Skills	3 credits
MNGT 200	Introduction to Business	3 credits

Semester 2 Common

ECON 250	Microeconomics	3 credits
MKTG 260	Marketing Essentials	3 credits
MNGT 250	Organizational Behaviour	3 credits
STAT 270	Quantitative Methods	3 credits

Semester 2 Electives (Choose 1 of 5)

ACCT 255	Introductory Financial Accounting II	3 credits
BFIN 255	Personal Financial Planning	3 credits
MKTG 275	Marketing You	3 credits
MNGT 255	Introduction to Management	3 credits
SCMT 255	Introduction to Supply Chain Management	3 credits

Financial Services Major
Second Year
Semester 3

ACCT 375	Introduction to Taxation	3 credits
BFIN 333	Money and Banking	3 credits
BFIN 341	Risk Management and Retirement Planning	3 credits
BLAW 300	Business Law	3 credits
ECON 305	Macroeconomics	3 credits

Semester 4

BFIN 356	Mutual Funds and Securities	3 credits
BFIN 360	Relationship Selling	3 credits
BFIN 380	Financial Planning Process and Estate Planning	3 credits
BFIN 386	Integrated Finance	3 credits
MNGT 395	Managing Strategically	3 credits
	Total Credits	60

BUSINESS ADMINISTRATION – HUMAN RESOURCE MANAGEMENT

PROGRAM OUTLINE

First Year

Semester 1 Common

ACCT 215	Introductory Financial Accounting I	3 credits
BCMP 225	Business Computers	3 credits
BMAT 230	Business Mathematics	3 credits
COMN 220	Communication and Presentation Skills	3 credits
MNGT 200	Introduction to Business	3 credits

Semester 2 Common

ECON 250	Microeconomics	3 credits
MKTG 260	Marketing Essentials	3 credits
MNGT 250	Organizational Behaviour	3 credits
STAT 270	Quantitative Methods	3 credits

Semester 2 Electives (Choose 1 of 5)

ACCT 255	Introductory Financial Accounting II	3 credits
BFIN 255	Personal Financial Planning	3 credits
MKTG 275	Marketing You	3 credits
MNGT 255	Introduction to Management	3 credits
SCMT 255	Introduction to Supply Chain Management	3 credits

Human Resource Management Major

Second Year

Semester 3

BLAW 300	Business Law	3 credits
ECON 305	Macroeconomics	3 credits
HRMT 300	Talent Management I	3 credits
HRMT 310	Technical Skills for HR Professionals	3 credits
MNGT 335	Human Resource Management	3 credits

Semester 4

ELAW 350	Employment Law	3 credits
LDSH 360	Business Leadership	3 credits
HRMT 350	Human Resource Information Management	3 credits
HRMT 360	Talent Management II	3 credits
MNGT 395	Managing Strategically	3 credits
	Total Credits	60

BUSINESS ADMINISTRATION – MANAGEMENT

PROGRAM OUTLINE

First Year

Semester 1 Common

ACCT 215	Introductory Financial Accounting I	3 credits
BCMP 225	Business Computers	3 credits
BMAT 230	Business Mathematics	3 credits
COMN 220	Communication and Presentation Skills	3 credits
MNGT 200	Introduction to Business	3 credits

Semester 2 Common

ECON 250	Microeconomics	3 credits
MKTG 260	Marketing Essentials	3 credits
MNGT 250	Organizational Behaviour	3 credits
STAT 270	Quantitative Methods	3 credits

Semester 2 Electives (Choose 1 of 5)

ACCT 255	Introductory Financial Accounting II	3 credits
BFIN 255	Personal Financial Planning	3 credits
MKTG 275	Marketing You	3 credits
MNGT 255	Introduction to Management	3 credits
SCMT 255	Introduction to Supply Chain Management	3 credits

Management Major

Second Year

Semester 3

BFIN 301	Finance for Managers	3 credits
BLAW 300	Business Law	3 credits
ECON 305	Macroeconomics	3 credits
MNGT 320	Project Management	3 credits
MNGT 335	Human Resource Management	3 credits

Semester 4

LDSH 360	Business Leadership	3 credits
MNGT 363	International Management	3 credits
MNGT 395	Managing Strategically	3 credits

Management Electives (choose 2 of 4)

ECON 355	Economic Development Fundamentals	3 credits
ENTR 350	Entrepreneurship	3 credits
MNGT 367	Municipal Structure and Governance	3 credits
MNGT 370	Principles of Supply Chain Management	3 credits
	Total Credits	60

BUSINESS ADMINISTRATION – MARKETING

PROGRAM OUTLINE

First Year

Semester 1 Common

ACCT 215	Introductory Financial Accounting I	3 credits
BCMP 225	Business Computers	3 credits
BMAT 230	Business Mathematics	3 credits
COMN 220	Communication and Presentation Skills	3 credits
MNGT 200	Introduction to Business	3 credits

Semester 2 Common

ECON 250	Microeconomics	3 credits
MKTG 260	Marketing Essentials	3 credits
MNGT 250	Organizational Behaviour	3 credits
STAT 270	Quantitative Methods	3 credits

Semester 2 Electives (Choose 1 of 5)

ACCT 255	Introductory Financial Accounting II	3 credits
BFIN 255	Personal Financial Planning	3 credits
MKTG 275	Marketing You	3 credits
MNGT 255	Introduction to Management	3 credits
SCMT 255	Introduction to Supply Chain Management	3 credits

Marketing Major

Second Year

Semester 3

BLAW 300	Business Law	3 credits
ECON 305	Macroeconomics	3 credits
MKTG 306	Brand Management	3 credits
MKTG 322	Marketing Research	3 credits
MKTG 335	Marketing Action	3 credits

Semester 4

MKTG 358	International Marketing	3 credits
MKTG 375	Integrated Marketing Communications	3 credits
MKTG 380	Strategic Marketing	3 credits
MNGT 395	Managing Strategically	3 credits

Marketing Electives (choose 1 of 3)

ENTR 350	Entrepreneurship	3 credits
MKTG 365	Business Development	3 credits
MNGT 370	Principles of Supply Chain Management	3 credits
	Total Credits	60

BUSINESS ADMINISTRATION – SUPPLY CHAIN MANAGEMENT

PROGRAM OUTLINE

First Year

Semester 1 Common

ACCT 215	Introductory Financial Accounting I	3 credits
BCMP 225	Business Computers	3 credits
BMAT 230	Business Mathematics	3 credits
COMN 220	Communication and Presentation Skills	3 credits
MNGT 200	Introduction to Business	3 credits

Semester 2 Common

ECON 250	Microeconomics	3 credits
MKTG 260	Marketing Essentials	3 credits
MNGT 250	Organizational Behaviour	3 credits
STAT 270	Quantitative Methods	3 credits

Semester 2 Electives (Choose 1 of 5)

ACCT 255	Introductory Financial Accounting II	3 credits
BFIN 255	Personal Financial Planning	3 credits
MKTG 275	Marketing You	3 credits
MNGT 255	Introduction to Management	3 credits
SCMT 255	Introduction to Supply Chain Management	3 credits

Supply Chain Management Major

Second Year

Semester 3

BLAW 300	Business Law	3 credits
ECON 305	Macroeconomics	3 credits
SCMT 300	Operations Planning and Scheduling	3 credits
SCMT 310	Logistics I	3 credits
SCMT 370	Procurement I	3 credits

Semester 4

MNGT 395	Managing Strategically	3 credits
SCMT 320	Quality: A Supply Chain Perspective	3 credits
SCMT 350	Operational Performance Analytics	3 credits
SCMT 360	Professional Practice in Supply Chain Management	3 credits
SCMT 380	Materials Management	3 credits
	Total Credits	60

BUSINESS ADMINISTRATION – AUTOMOTIVE MANAGEMENT

FAST FACTS
- **Two year diploma**
- **Fall start**
- **Two co-operative work terms**
- **E-learning**

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.

The Student will learn from industry connected instructors the skills needed to get started on a path to a management position in car dealership, vehicle 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.

PROGRAM OVERVIEW

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 grades usually experience more success in SAIT's programs.

ADMISSION AND SELECTION

- Applications for Fall 2015 are accepted Oct. 15, 2014 to Sep. 8, 2015

ADMISSION REQUIREMENTS

Completion of the following courses or equivalents:

- At least 50% in Math 30-1 or Math 30-2 or Pure Math 30, or at least 60% in Applied Math 30, **AND**,
- At least 50% in English Language Arts 30-1 or at least 60% in English Language Arts 30-2.
- 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.

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.

COSTS AND SUPPLIES

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 $1,500 per year.
- There is a $400 refundable damage deposit required for the use of the laptop.

PROGRAM OUTLINE

First Year
Semester 1

BMAT 230	Business Mathematics	3 credits
COMP 220	Computer Fundamentals	3 credits
ECON 250	Microeconomics	3 credits
INRY 206	Introduction to Automotive Technology	1.5 credits
MKTG 206	Concepts of the Automotive Industry	1.5 credits
MKTG 260	Marketing Essentials	3 credits
Semester 2		
ACCT 215	Introductory Financial Accounting I	3 credits
COMM 256	Professional Communication and Presentation Skills	3 credits
MKTG 306	Brand Management	3 credits
MNGT 250	Organizational Behaviour	3 credits
STAT 270	Quantitative Methods	3 credits
Semester 3		
PRAC 284	Automotive Industry Work Term	3 credits
Second Year		
Semester 4		
BFIN 301	Finance for Managers	3 credits
BLAW 300	Business Law	3 credits
FNCE 207	Leasing, Finance and Insurance	1.5 credits
MKTG 216	Canadian Auto Aftermarket	1.5 credits
MKTG 335	Marketing Action	3 credits
MKTG 375	Integrated Marketing Communications	3 credits
Semester 5		
ECON 305	Macroeconomics	3 credits
FNCE 205	Introduction to Fixed Operations	1.5 credits
MNGT 335	Human Resource Management	3 credits
PROJ 365	Automotive Management Capstone	3 credits
PRTS 302	DMS Parts and Service	1.5 credits
SELL 315	Automotive Business and Sales Management	3 credits
	Total Credits	63

BUSINESS ADMINISTRATION – AUTOMOTIVE MANAGEMENT

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 AND ACCREDITATION

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

TRANSFER OPTIONS

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
- 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.

BUSINESS INTELLIGENCE: DATA ANALYSIS AND REPORTING

FAST FACTS

- **24 week fast track certificate now including an 8 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 (BSN) program will use the Microsoft SQL Server and B.I. 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 www.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.

PROGRAM OVERVIEW

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.

ADMISSION AND SELECTION

- Applications for Spring 2015 are accepted from Oct. 15, 2014 to May 11, 2015.

ADMISSION REQUIREMENTS

- At least 60% in English Language Arts 30-1 or English Language Arts 30-2 or equivalent, **OR**,
- A minimum of two years post-secondary education 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 the courses in the Business Intelligence – Data Analysis and Reporting (BSN) program, credit for Prior Learning is not available

SELECTION

Selection is done on a continuous basis. It is important to apply early and ensure all supporting documents are submitted promptly since the program is in high demand.

If student financing is required, apply at least 8-12 weeks prior to the program start date to ensure adequate time to complete the process. Financing must be in place prior to the program start date.

Email is the main form of communication during the admission/selection process. Check your email account regularly to ensure you do not miss any important communications.

There will be 24 seats offered in each intake.

SELECTION CRITERIA

Selection is based on the following criteria:

- Current résumé outlining previous education and experience.
- ICT Fast-Track Career & Program Investigation Form
  This form will be sent to you via email after you have applied. It will be scored to determine suitability for the program; please be detailed and thorough.
- In addition to the transcripts submitted to Student Services/Office of the Registrar, please provide a photocopy of your educational transcripts and any other supporting documents to the School of ICT Fast-Track office by email to fast-track@sait.ca or fax to 403.210.4523.
- Proof of previous computer programming and/or relational database experience. Transcripts, substantial industry experience or certifications will be considered. An introductory computer programming course such as CMPP-205 Introduction to Programming in C may be required. Please refer to this document outlining the technical expectations of students entering this program.
- Attend a mandatory selection appointment once the above documents have been submitted and scored by the department.

The final decision for acceptance into the program will be determined by the Program Coordinator.

BUSINESS INTELLIGENCE: DATA ANALYSIS AND REPORTING

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.

SELECTION PROCESS

Applicants are interviewed once documentation has been submitted. Applicants are contacted on a first-come, first-interviewed basis. Once the program is full, applicants will continue to be selected and added to the waiting list.

COSTS AND SUPPLIES

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

CPSY 201	Introduction to Data Management	3 credits
CPSY 203	Architecture and Design	1.5 credits
CPSY 205	ETL (Extract, Transform, Load)	1.5 credits
CPSY 207	Reporting and Analytics	1.5 credits
CPSY 209	OLAP (Online Analytical Processing)	1.5 credits
MMGT 205	Business Analysis for B.I. Applications	1.5 credits
MMGT 206	Performance Management Applications	3 credits
PRAC 249	Business Intelligence Practicum	3 credits
PROJ 212	Applied Business Intelligence Project	3 credits
	Total Credits	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 AND ACCREDITATION

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 OPTIONS

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.

BUTCHERY AND CHARCUTERIE MANAGEMENT

FAST FACTS

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

CONTACT SCHOOL OF HOSPITALITY AND TOURISM

School of Hospitality and Tourism
Room E179, John Ware Building
Phone: 403.284.8612 or
Email: hospitality.info@sait.ca

PROGRAM DESCRIPTION

A one-of-a-kind educational experience in Canada, the Butchery and Charcuterie Management certificate will provide you with comprehensive theoretical and practical knowledge in meat science, processing and management – all required for entry into this rapidly growing trade.

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

During this full-time one year certificate program, you will work in state-of-the-art facilities as you gain practical skills in value-added butchery, carcass identification and breaking, sanitation and much more. Specific to charcuterie, you will learn extensive curing and product creation methods for salamis, sausages, prosciutto, cured and smoked products along with 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.

By preparing proteins for our dynamic Market Place at SAIT and the new student-run butcher shop, you will also learn how to properly cut and present proteins, as well as gain skills in customer service and business management.

PROGRAM OVERVIEW

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(n):

- Butcher
- Culinarian
- In-store Meat Cutter
- Consultant
- Owner/ Operator
- Meat Inspector
- 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. 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 AND SELECTION

- Applications for Fall 2015 are accepted Oct. 15, 2014 to Sep. 8, 2015.

ADMISSION REQUIREMENTS

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

- Math 10C or Math 10-3 or Pure Math 10 or Applied Math 10, **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 will be extended on a first-qualified, first-offered basis until the program is full.

PROGRAM OUTLINE

Semester 1

FSAN 207	Food Handling and Safety	1.5 credits
MEAT 206	Meat Science I	3 credits
MEAT 208	Meat Management I	3 credits
MEAT 210	Meat Cooking and Trends	1.5 credits
MEAT 212	Practical Shop I	6 credits

Semester 2

MEAT 220	Charcuterie and Value Added Products	3 credits
MEAT 222	Practical Shop II	6 credits
MEAT 226	Meat Management II	3 credits
MEAT 228	Meat Science II	3 credits
	Total Credits	30

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.

BUTCHERY AND CHARCUTERIE MANAGEMENT

CREDENTIALS AND ACCREDITATION

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

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

TRANSFER OPTIONS

Transfer with Certificate to...

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

CHEMICAL ENGINEERING TECHNOLOGY

FAST FACTS
- **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

Your formula for success starts here. In the Chemical Engineering Technology program you'll study engineering design calculations, chemical process unit operations, process simulation and control, industry safety, and environmental engineering. Upon graduation you may find yourself working as a chemical technologist, an environmental technician, a process engineering technologist, or a process designer.

PROGRAM OVERVIEW

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 would be an asset. Specific interest in physics and chemistry are desirable.

ADMISSION AND SELECTION
- Applications for Fall 2015 are accepted Oct. 15, 2014 to Feb. 1, 2015

ADMISSION REQUIREMENTS

Completion of the following courses or equivalents:

- At least 60% in Math 30-1 or Pure Math 30, 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.

COMPETITIVE ENTRY: SIX STEP PROCESS

Step 1: Read the program information to see the qualities needed for Student Success

Step 2: Ensure that you meet all of the admission requirements listed above

Step 3: Review the selection information to understand the process and deadlines

Applications and proof of the admission requirements (transcripts and/or anticipated final grades) along with all supporting documents must be submitted by February 1 to be included in selection.

Applications received after February 1 will be put on a secondary waitlist and applicants will be contacted if seats are available.

Selection is done on a continuous basis starting in February.

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

- Academic Ranking
- Quality of Career Investigation Questionnaire

Step 4: Apply to Chemical Engineering Technology and submit your transcripts

Step 5: Complete the Career Investigation Questionnaire and submit it by February 1

Log in to mySAIT.ca to check your admission status. 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.

Step 6: Continue to monitor changes to your application decision through mySAIT.ca starting in February.

Failure to meet anticipated final grades will result in offers being rescinded.

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.

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.

COSTS AND SUPPLIES

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.

Books and supplies (Subject to change)
- Books and supplies cost approximately $1,800 in the first year and $900 in the second year.

CHEMICAL ENGINEERING TECHNOLOGY

PROGRAM OUTLINE

First Year
Semester 1

INRY 200	Introduction to Chemical Engineering	1.5 credits
THRM 235	Thermodynamics	3 credits
MATH 238	Math for Engineering & Tech I	3 credits
COMM 256	Professional Communications and Presentation Skills	3 credits
CHEM 224	Engineering Chemistry I	1.5 credits
COMP 220	Computer Fundamentals	3 credits

Semester 2

MATH 288	Math for Engineering & Tech ll	3 credits
INST 256	Instrumentation & Process Control	3 credits
ENGD 275	Flow Diagram Development & Auto Cad	1.5 credits
FLDS 255	Industrial Fluid Systems	3 credits
STAT 245	Statistics for Engineering & Tech l	3 credits
CHEM 264	Engineering Chemistry II	3 credits

Second Year
Semester 3

CHEN 303	Mass Transfer	3 credits
CHEN 313	Heat Transfer	3 credits
CHEN 308	Chemical Engineering Calculations	3 credits
CHEN 309	Process Computer Simulation Lab	1.5 credits
CHEN 312	Unit Operations Laboratory	1.5 credits
PROJ 327	Technical Project Management	3 credits

Semester 4

PROJ 396	Energy Capstone Project	3 credits
EMTL 350	Materials	1.5 credits
PETR 310	Petroleum Production	1.5 credits
OCHS 350	Occupational Health & Safety	3 credits
ENVS 365	Environmental Engineering & Management	3 credits
CHEN 350	Analytical Instrumentation	3 credits
	Total Credits	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 AND ACCREDITATION

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

Accreditation

This program has national accreditation under the Canadian Technology Accreditation Board. Graduates are eligible for registration in the Alberta Society of Engineering Technologists. The program is also accredited by the Canadian Council of Technicians and Technologists. Periodical registration agreements exist with U.S. and British societies.

TRANSFER OPTIONS

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
- Lakehead University
- Memorial University of Newfoundland (The Marine Institute)
- NAIT
- Royal Roads University
- SAIT Polytechnic
- Thompson Rivers University
- 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.

CHEMICAL LABORATORY TECHNOLOGY

FAST FACTS

- **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

Want a career that's sure to get a positive reaction? In the Chemical Laboratory Technology program you'll learn the fundamentals in chemistry, get hands-on experience performing experiments and analyzing samples in laboratories, and you can participate in a 12-month paid work placement program. As a Chemical Laboratory Technologist you'll work in a wide range of industrial and research settings.

PROGRAM OVERVIEW

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 AND SELECTION

- Applications for Fall 2015 are accepted Oct. 15, 2014 to March 1, 2015

ADMISSION REQUIREMENTS

Completion of the following courses or equivalents:

- At least 60% in Math 30-1 or Pure Math 30, 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.

COMPETITIVE ENTRY: FIVE STEP PROCESS

Step 1: Read the program information to see the qualities needed for Student Success

Step 2: Ensure that you meet all of the admission requirements listed above

Step 3: Review the selection information to understand the process and deadlines

- Applications and proof of the admission requirements (transcripts and/or anticipated final grades) must be submitted by March 1 to be included in selection.
- Applications received on or after March 1 will be put on a secondary waitlist and applicants will be contacted if seats are available.
- Selection will begin March 2. Applicants who have achieved, or will achieve, a minimum average of 70% in the admission requirements and a minimum of 75% in Chemistry 30 will be academically ranked and offers will be extended accordingly.
- Once the program is full, remaining applicants who do not meet the above requirement or did not receive an offer will be academically ranked and waitlisted.
- You can view changes to your application status in mySAIT.ca starting in March.
- There will be 32 seats offered.

Step 4: Apply to Chemical Laboratory Technology and submit your transcripts

Step 5: Log in to mySAIT to look for changes to your application decision starting in March.

Failure to meet anticipated final grades will result in offers being rescinded.

COSTS AND SUPPLIES

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

Books and supplies (Subject to change)

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

CHEMICAL LABORATORY TECHNOLOGY

PROGRAM OUTLINE

First Year
Semester 1

MATH 237	Math for Technologists	3 credits
CHEM 270	Basic Laboratory Techniques	6 credits
COMP 261	MS Office: An Introduction	1.5 credits
COMM 238	Technical Communications I	3 credits

Semester 2

CHEM 253	Organic Chemistry	6 credits
CHEM 245	Inorganic Chemistry	3 credits
CHEM 275	Analytical Chemistry	1.5 credits
INST 297	Chemical Instrumentation Lab	3 credits
INST 296	Chem. Instrumentation Theory	1.5 credits

Second Year
Semester 3

SFTY 201	Chemical Safety	1.5 credits
CHEM 303	Chemometric Applications	1.5 credits
CHEM 345	Unit Chemical Process Operations	1.5 credits
ENVS 301	Water Treatment	1.5 credits
INST 300	Applied Analytical Inst. I	6 credits
THRM 318	Thermodynamics	3 credits

Co-op Work Term (Optional)

PRAC 303	Work Term for Chemistry Co-op	0 credits

Semester 4

CHEM 325	Technical Project Week	1.5 credits
CHEM 351	Oil Field Chem. & Fluids Intro	1.5 credits
INST 396	Applied Analytical Inst. II	6 credits
ENVS 320	Environmental Science/Ecology	3 credits
QUAL 352	Quality Ass. & Quality Control	3 credits
	Total Credits	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 AND ACCREDITATION

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. Graduates can also register with the Alberta Society of Engineering Technologists and Chemical Institute of Canada.

TRANSFER OPTIONS

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 – CONSTRUCTION MANAGEMENT

FAST FACTS
- **Two year diploma**
- **Construction Management or municipal majors**
- **Fall and winter start**
- **Graduates in high demand**
- **e-Learning**

CONTACT SCHOOL OF CONSTRUCTION

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

PROGRAM DESCRIPTION

The Civil Engineering Technology program uses math, science and technical communication skills to design and manage the construction of buildings, roads, bridges and other infrastructure projects. The program will prepare you to become a civil engineering design and construction professional. You will receive courses in: math, construction management, structural design, geotechnical engineering, material science, urban services, water resources, transportation infrastructure and technical communications.

In the labs, you will build a house, explore the strength of building materials, mix and test concrete and asphalt samples, and discover the importance of soil mechanics to building projects. In class, the program combines theoretical training, applied skills and laptop delivery modules.

This diploma program is two years in length, consisting of four 15-week semesters. The first two semesters are common to all students in the program. In the fourth semester, you will have the ability to specialize in Construction Management or Municipal Engineering. If an option is oversubscribed, selection is based on the first year cumulative grade point average.

This program accepts students into first semester in September as well as January. Students starting in the fall will study for two semesters per year with a summer break in between. Students starting in the winter semester will study for four consecutive semesters with a one or two week break between semesters.

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

PROGRAM OVERVIEW

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, materials testing technologist, estimator and construction project coordinator.

- Graduates of the Civil Engineering Technology program have a 94% 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 on your own.

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 per cent on the SAIT Mathematics 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's programs.

ADMISSION AND SELECTION
- Applications for Fall 2015 are accepted Oct. 15, 2014 to Aug. 1, 2015
- Applications for Winter 2016 are accepted June 3, 2015 to Nov. 15, 2015.

ADMISSION REQUIREMENTS

Completion of the following courses or equivalents:

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

SELECTION FOR FALL 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 fall intake will begin in December and will occur monthly until the program is full. There will be 150 seats offered in the fall intake.

SELECTION CRITERIA

Applicants will be academically ranked based on the admission requirements. Seats will be offered accordingly. Once the program is full, applicants will be placed on a waitlist in order of academic ranking.

All applicants are required to provide final or interim grades by April 15, 2015, for any Civil Engineering Technology (CVT) admission requirements they have completed. Send your transcripts via email to Catherine.Starkey@sait.ca. These transcripts will then be forwarded to the Admissions office in SAIT Student Services.

If you will be unable to provide final or interim grades by April 15, please phone Catherine Starkey at 403.284.8973 to review your academic plan.

Failure to meet anticipated final grades will result in offers being rescinded.

CIVIL ENGINEERING TECHNOLOGY – CONSTRUCTION MANAGEMENT

SELECTION FOR WINTER 2016

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 in September 2015 and will occur monthly until the program is full.

SELECTION CRITERIA

Qualified applicants will receive an email with selection information and a career investigation report. If you do not complete and submit the career investigation report by the deadline indicated in the email, you will be excluded from selection.

Applicants will be selected based on academic achievement and the evaluation of a career investigation report. Seats will be offered accordingly. Once the program is full, applicants will be ranked and placed on a waitlist.

All applicants are required to provide final or interim grades by Nov. 1, 2015, for any Civil Engineering Technology (CVT) admission requirements. Send your transcripts via email to Catherine.Starkey@ sait.ca. These transcripts will then be forwarded to the Admissions office in SAIT Student Services.

If you have not completed the admission requirements for CVT and will be unable to provide final grades by Nov. 1, 2015, please phone Catherine Starkey at 403.284.8973 to review your academic plan.

Failure to meet anticipated final grades will result in offers being rescinded.

COSTS AND SUPPLIES

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

First Year
Semester 1

CIVL 222	Concrete Technology	3 credits
CIVL 252	Construction Practices Theory	3 credits
COMP 261	MS Office: An Introduction	1.5 credits
MATH 238	Math for Engineering & Tech I	3 credits
STCS 242	Structural Statics	1.5 credits

Semester 2

CIVL 226	Soil Mechanics	3 credits
CIVL 255	Civil Drafting & Surveying	1.5 credits
MATH 288	Math for Engineering & Tech ll	3 credits
SMTL 246	Strength of Materials	3 credits
STAT 245	Statistics for Engineering & Tech l	3 credits

Course offered in either Semester 1 or 2

COMM 238	Technical Communications I	3 credits
ESTM 262	Estimating I and Construction Laboratory	3 credits

Construction Management Option
Second Year
Semester 3
"A" Class

CIVL 312	Contracts & Regulations	1.5 credits
CIVL 315	Construction Management	3 credits
CIVL 326	Geotechnical Design	3 credits
CIVL 351	Structural Steel Design	3 credits
ESTM 360	Estimating II	3 credits
SURV 325	Surveys & GIS	1.5 credits

"B" Class

CIVL 340	Building Science and Systems	3 credits
CIVL 351	Structural Steel Design	3 credits
CIVL 355	Reinforced Concrete Design	3 credits
CIVL 356	Construction Economics	3 credits
CIVL 358	Structural Wood Design	1.5 credits
ENVS 351	Environmental Engineering	1.5 credits

Semester 4
"A" Class

CIVL 340	Building Science and Systems	3 credits
CIVL 355	Reinforced Concrete Design	3 credits
CIVL 356	Construction Economics	3 credits
CIVL 358	Structural Wood Design	1.5 credits
ENVS 351	Environmental Engineering	1.5 credits
PROJ 386	CVT Construction Management Capstone	3 credits

"B" Class

CIVL 312	Contracts & Regulations	1.5 credits
CIVL 315	Construction Management	3 credits
CIVL 326	Geotechnical Design	3 credits
ESTM 360	Estimating II	3 credits
PROJ 386	CVT Construction Management Capstone	3 credits
SURV 325	Surveys & GIS	1.5 credits
	Total Credits	61.5
	Program Total Construction Management Option "A" Class	61.5
	Program Total Construction Management Option "B" Class	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 AND ACCREDITATION

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...

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.

CIVIL ENGINEERING TECHNOLOGY – GENERAL

FAST FACTS

- **Two year diploma**
- **Construction Management or municipal majors**
- **Fall and winter start**
- **Graduates in high demand**
- **e-Learning**

CONTACT SCHOOL OF CONSTRUCTION

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

PROGRAM DESCRIPTION

The Civil Engineering Technology program uses math, science and technical communication skills to design and manage the construction of buildings, roads, bridges and other infrastructure projects. The program will prepare you to become a civil engineering design and construction professional. You will receive courses in: math, construction management, structural design, geotechnical engineering, material science, urban services, water resources, transportation infrastructure and technical communications.

In the labs, you will build a house, explore the strength of building materials, mix and test concrete and asphalt samples, and discover the importance of soil mechanics to building projects. In class, the program combines theoretical training, applied skills and laptop delivery modules.

This diploma program is two years in length, consisting of four 15-week semesters. The first two semesters are common to all students in the program. In the fourth semester, you will have the ability to specialize in Construction Management or Municipal Engineering. If an option is oversubscribed, selection is based on the first year cumulative grade point average.

This program accepts students into first semester in September as well as January. Students starting in the fall will study for two semesters per year with a summer break in between. Students starting in the winter semester will study for four consecutive semesters with a one or two week break between semesters.

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

PROGRAM OVERVIEW

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, materials testing technologist, estimator and construction project coordinator.

- Graduates of the Civil Engineering Technology program have a 94% 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 on your own.

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 per cent on the SAIT Mathematics 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's programs.

ADMISSION AND SELECTION

- Applications for Fall 2015 are accepted Oct. 15, 2014 to Aug. 1, 2015
- Applications for Winter 2016 are accepted June 3, 2015 to Nov. 15, 2015.

ADMISSION REQUIREMENTS

Completion of the following courses or equivalents:

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

SELECTION FOR FALL 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 fall intake will begin in December and will occur monthly until the program is full. There will be 150 seats offered in the fall intake.

SELECTION CRITERIA

Applicants will be academically ranked based on the admission requirements. Seats will be offered accordingly. Once the program is full, applicants will be placed on a waitlist in order of academic ranking.

All applicants are required to provide final or interim grades by April 15, 2015, for any Civil Engineering Technology (CVT) admission requirements they have completed. Send your transcripts via email toCatherine.Starkey@sait.ca. These transcripts will then be forwarded to the Admissions office in SAIT Student Services.

If you will be unable to provide final or interim grades by April 15, please phone Catherine Starkey at 403.284.8973 to review your academic plan.

Failure to meet anticipated final grades will result in offers being rescinded.

SELECTION FOR WINTER 2016

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 in September 2015 and will occur monthly until the program is full.

SELECTION CRITERIA

Qualified applicants will receive an email with selection information and a career investigation report. If you do not complete and submit the career investigation report by the deadline indicated in the email, you will be excluded from selection.

Applicants will be selected based on academic achievement and the evaluation of a career investigation report. Seats will be offered accordingly. Once the program is full, applicants will be ranked and placed on a waitlist.

All applicants are required to provide final or interim grades by Nov. 1, 2015, for any Civil Engineering Technology (CVT) admission requirements. Send your transcripts via email to Catherine.Starkey@sait.ca. These transcripts will then be forwarded to the Admissions office in SAIT Student Services.

If you have not completed the admission requirements for CVT and will be unable to provide final grades by Nov. 1, 2015, please phone Catherine Starkey at 403.284.8973 to review your academic plan.

Failure to meet anticipated final grades will result in offers being rescinded.

COSTS AND SUPPLIES

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

First Year
Semester 1

CIVL 222	Concrete Technology	3 credits
CIVL 252	Construction Practices Theory	3 credits
COMP 261	MS Office: An Introduction	1.5 credits
MATH 238	Math for Engineering & Tech I	3 credits
STCS 242	Structural Statics	1.5 credits

Semester 2

CIVL 226	Soil Mechanics	3 credits
CIVL 255	Civil Drafting & Surveying	1.5 credits
MATH 288	Math for Engineering & Tech ll	3 credits
SMTL 246	Strength of Materials	3 credits
STAT 245	Statistics for Engineering & Tech l	3 credits

Course offered in either Semester 1 or 2

COMM 238	Technical Communications I	3 credits
ESTM 262	Estimating I and Construction Laboratory	3 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 AND ACCREDITATION

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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- 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.

CIVIL ENGINEERING TECHNOLOGY – MUNICIPAL

FAST FACTS

- **Two year diploma**
- **Construction Management or municipal majors**
- **Fall and winter start**
- **Graduates in high demand**
- **e-Learning**

CONTACT SCHOOL OF CONSTRUCTION

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

PROGRAM DESCRIPTION

The Civil Engineering Technology program uses math, science and technical communication skills to design and manage the construction of buildings, roads, bridges and other infrastructure projects. The program will prepare you to become a civil engineering design and construction professional. You will receive courses in: math, construction management, structural design, geotechnical engineering, material science, urban services, water resources, transportation infrastructure and technical communications.

In the labs, you will build a house, explore the strength of building materials, mix and test concrete and asphalt samples, and discover the importance of soil mechanics to building projects. In class, the program combines theoretical training, applied skills and laptop delivery modules.

This diploma program is two years in length, consisting of four 15-week semesters. The first two semesters are common to all students in the program. In the fourth semester, you will have the ability to specialize in Construction Management or Municipal Engineering. If an option is oversubscribed, selection is based on the first year cumulative grade point average.

This program accepts students into first semester in September as well as January. Students starting in the fall will study for two semesters per year with a summer break in between. Students starting in the winter semester will study for four consecutive semesters with a one or two week break between semesters.

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

PROGRAM OVERVIEW

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, materials testing technologist, estimator and construction project coordinator.

- Graduates of the Civil Engineering Technology program have a 94% 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 on your own.

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 per cent on the SAIT Mathematics 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's programs.

ADMISSION AND SELECTION

- Applications for Fall 2015 are accepted Oct. 15, 2014 to Aug. 1, 2015
- Applications for Winter 2016 are accepted June 3, 2015 to Nov. 15, 2015.

ADMISSION REQUIREMENTS

Completion of the following courses or equivalents:

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

SELECTION FOR FALL 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 fall intake will begin in December and will occur monthly until the program is full. There will be 150 seats offered in the fall intake.

SELECTION CRITERIA

Applicants will be academically ranked based on the admission requirements. Seats will be offered accordingly. Once the program is full, applicants will be placed on a waitlist in order of academic ranking.

All applicants are required to provide final or interim grades by April 15, 2015, for any Civil Engineering Technology (CVT) admission requirements they have completed. Send your transcripts via email toCatherine.Starkey@sait.ca. These transcripts will then be forwarded to the Admissions office in SAIT Student Services.

If you will be unable to provide final or interim grades by April 15, please phone Catherine Starkey at 403.284.8973 to review your academic plan.

Failure to meet anticipated final grades will result in offers being rescinded.

SELECTION FOR WINTER 2016

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 in September 2015 and will occur monthly until the program is full.

SELECTION CRITERIA

Qualified applicants will receive an email with selection information and a career investigation report. If you do not complete and submit the career investigation report by the deadline indicated in the email, you will be excluded from selection.

Applicants will be selected based on academic achievement and the evaluation of a career investigation report. Seats will be offered accordingly. Once the program is full, applicants will be ranked and placed on a waitlist.

All applicants are required to provide final or interim grades by Nov. 1, 2015, for any Civil Engineering Technology (CVT) admission requirements. Send your transcripts via email to Catherine.Starkey@sait.ca. These transcripts will then be forwarded to the Admissions office in SAIT Student Services.

If you have not completed the admission requirements for CVT and will be unable to provide final grades by Nov. 1, 2015, please phone Catherine Starkey at 403.284.8973 to review your academic plan.

Failure to meet anticipated final grades will result in offers being rescinded.

COSTS AND SUPPLIES

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

First Year
Semester 1

CIVL 222	Concrete Technology	3 credits
CIVL 252	Construction Practices Theory	3 credits
COMP 261	MS Office: An Introduction	1.5 credits
MATH 238	Math for Engineering & Tech I	3 credits
STCS 242	Structural Statics	1.5 credits

Semester 2

CIVL 226	Soil Mechanics	3 credits
CIVL 255	Civil Drafting & Surveying	1.5 credits
MATH 288	Math for Engineering & Tech ll	3 credits
SMTL 246	Strength of Materials	3 credits
STAT 245	Statistics for Engineering & Tech l	3 credits

Course offered in either Semester 1 or 2

COMM 238	Technical Communications I	3 credits
ESTM 262	Estimating I and Construction Laboratory	3 credits

Municipal Option
Second Year
Semester 3
"A" Class

CIVL 310	Urban Services	3 credits
CIVL 312	Contracts & Regulations	1.5 credits
CIVL 318	Water Resources	3 credits
CIVL 326	Geotechnical Design	3 credits
CIVL 328	Asphalt Technology	1.5 credits
CIVL 355	Reinforced Concrete Design	3 credits

"B" Class

CIVL 315	Construction Management	3 credits
CIVL 351	Structural Steel Design	3 credits
CIVL 353	Transportation Engineering	3 credits
CIVL 355	Reinforced Concrete Design	3 credits
ENVS 351	Environmental Engineering	1.5 credits
SURV 325	Surveys & GIS	1.5 credits

Semester 4
"A" Class

CIVL 315	Construction Management	3 credits
CIVL 351	Structural Steel Design	3 credits
CIVL 353	Transportation Engineering	3 credits
ENVS 351	Environmental Engineering	1.5 credits
PROJ 387	CVT Municipal Capstone Project	3 credits
SURV 325	Surveys & GIS	1.5 credits

"B" Class

CIVL 310	Urban Services	3 credits
CIVL 312	Contracts & Regulations	1.5 credits
CIVL 318	Water Resources	3 credits
CIVL 326	Geotechnical Design	3 credits
CIVL 328	Asphalt Technology	1.5 credits
PROJ 387	CVT Municipal Capstone Project	3 credits
	Total Credits	61.5
	Program Total Municipal Option "A" Class	61.5
	Program Total Municipal Option "B" Class	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 AND ACCREDITATION

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...

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.

COMMUNITY ECONOMIC DEVELOPMENT

CONTACT SCHOOL OF BUSINESS

School of Business
Room NN701, Senator Burns Building
Phone: 403.284.8485 or
Email: business.advising@sait.ca

PROGRAM DESCRIPTION

The Community Economic Development certificate is designed for individuals currently working in or wanting to enter the growing field of community economic development including small business development and municipal or government relations. These practical business courses cover key topics such as partnerships between business and government, project management, writing business plans and project proposals, and communication skills. Students can develop the holistic skill set needed for local economic development in rural and urban communities.

This program is available entirely online through Distance Education, with some courses also available through part-time studies. Students can transfer these courses to the full-time or part-time Business Administration diploma (Management major).

PROGRAM OVERVIEW

YOUR CAREER

Graduates of this program will gain the skills and knowledge needed to start or advance their career in positions such as economic development officer, liaison officer, community development officer, planning officer, and program officer in a variety of organizations such as municipal governments, economic development agencies, small businesses, and nonprofits.

STUDENT SUCCESS

The ability to work and learn independently is critical in Distance Education. Other factors relating to student success include:

- Time management skills
- Analytical skills
- Computer skills

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

ADMISSION REQUIREMENTS

To get started, simply submit an application through ApplyAlberta. All applicants, including students educated in Canada, must demonstrate English Language Proficiency prior to admission. There are no additional entrance requirements for this program.

PROGRAM OUTLINE

ACCT 215	Introductory Financial Accounting I	3 credits
COMN 220	Communication and Presentation Skills	3 credits
ECON 305	Macroeconomics	3 credits
ECON 355	Economic Development Fundamentals	3 credits
ENTR 350	Entrepreneurship	3 credits
LDSH 360	Business Leadership	3 credits
MKTG 260	Marketing Essentials	3 credits
MNGT 250	Organizational Behaviour	3 credits
MNGT 320	Project Management	3 credits
MNGT 367	Municipal Structure and Governance	3 credits
	Total Credits	30

CREDENTIALS AND ACCREDITATION

Upon successful completion of this program, students will earn a SAIT Community Economic Development certificate.

This certificate ladders into the SAIT Business Administration diploma, provided students meet the admission requirements for the diploma. Students continuing their education have the option to take the diploma through full-time, part-time or online studies.

The program is eligible for certification by Economic Development Alberta and the Canadian Economic Developers Association. The program is eligible for certification by the Council for the Development of Native Development Officers, CANDO towards their certified competencies in Economic Development.

DATABASE ADMINISTRATOR

FAST FACTS
- **40 week fast track certificate**
- **January and September 2016 start**
- **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.

PROGRAM OVERVIEW

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 93% 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.

ADMISSION AND SELECTION
- Applications for Winter 2016 are accepted June 3, 2015 to Jan. 11, 2016.

ADMISSION REQUIREMENTS
- At least 60% in English Language Arts 30-1 or English Language Arts 30-2 or equivalent, **OR**,
- A minimum of two years post-secondary education 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 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 ensure all supporting documents are submitted promptly since the program is in high demand.

If student financing is required, apply at least 8-12 weeks prior to the program start date to ensure adequate time to complete the process. Financing must be in place prior to the program start date.

Email is the main form of communication during the admission/selection process. Check your email account regularly to ensure you do not miss any important communications.

There will be 24 seats offered in each intake.

SELECTION CRITERIA
Selection is based on the following criteria:

- Current resumé outlining previous education and experience.
- ICT Fast-Track Career & Program Investigation Form
  This form will be sent to you via email after you have applied. It will be scored to determine suitability for the program; please be detailed and thorough.
- In addition to the transcripts submitted to Student Services/Office of the Registrar, please provide a photocopy of your educational transcripts and any other supporting documents to the School of ICT Fast-Track office by email to fast-track@sait.ca or fax to 403.210.4523.
- Proof of previous computer programming and/or relational database experience. Transcripts, substantial industry experience or certifications will be considered. An introductory computer programming course such as CMPP-205 Introduction to Programming in C may be required. Please refer to this document outlining the technical expectations of students entering this program.
- Attend a mandatory selection appointment once the above documents have been submitted.

The final decision for acceptance into the program will be determined by the Program Coordinator.

DATABASE ADMINISTRATOR

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.

Applicants are interviewed once documentation has been submitted. Applicants are contacted on a first-come, first-interviewed basis. Once the program is full, applicants will continue to be selected and added to the waiting list.

PROGRAM OUTLINE

This is a 40 week Fast-track certificate offered over multiple semesters.

CMPN 274	Oracle Architecture and Administration	3 credits
CMPN 295	Oracle: Network Administration	1.5 credits
CMPP 238	Scripting for Databases	1.5 credits
CMPP 252	Oracle Fundamentals: SQL and PL/SQL	3 credits
CMPP 267	Database Operating Systems Network Fundamentals I	3 credits
CMPP 273	Data Modelling and RDB Design	1.5 credits
CMPP 276	Data Warehousing and Mining	1.5 credits
CMPP 277	Oracle: Backup and Recovery	3 credits
CMPP 278	Database Administration Project	6 credits
CMPP 279	Oracle Performance and Tuning	1.5 credits
CPLN 240	Career Planning and Management	1.5 credits
CPRG 203	Microsoft SQL Server Database	1.5 credits
CPRG 205	Linux Fundamentals	1.5 credits
CPRG 206	Database Web Integration	1.5 credits
CPRG 209	Database Skills in Unix/Linux	1.5 credits
DBAD 205	Database Security Fundamentals	1.5 credits
DBAD 390	Database Administration Practicum	3 credits
PROJ 237	Project Management for DBA	1.5 credits
	Total Credits	39

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 AND ACCREDITATION

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 OPTIONS

Transfer with Certificate to...

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.

- 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.

DENTAL ASSISTING

FAST FACTS

- **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 SCHOOL OF HEALTH AND PUBLIC SAFETY

School of Health and Public Safety
Room R502, Senator Burns Building
Phone: 403.284.8500 or
Email: 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.

PROGRAM OVERVIEW

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 AND SELECTION

- Applications for Fall 2015 are accepted Oct. 15, 2014 to Sep. 8, 2015

ADMISSION REQUIREMENTS

Completion of the following courses or equivalents with an overall average of at least 60%:

- Math 30-1 or Math 30-2 or Pure Math 30 or Applied Math 30, **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 will be extended on a first-qualified, first-offered basis until the program is full.

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. Please review the immunization process document for specific details. It is advised to start the immunization process early as it can take some time to complete.

SAIT Programs

- **Security Clearance:** According to the Protection for Persons in Care Act, our practica sites require that students obtain a Police Information Check including Vulnerable Sector Check, 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 Police Information Check including Vulnerable Sector Check record to the School of Health and Public Safety main office by orientation day. Please review the security clearance process document for specific details. Be aware that 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 Servicesas 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.

COSTS AND SUPPLIES

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 Police Information Check including Vulnerable Sector Check, payable to the Police or the Royal Canadian Mounted Police (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

Semester 1

DENT 201	Clinical Foundations	1.5 credits
DENT 202	Preventive Procedures 1	3 credits
DENT 206	Restorative Procedures 1	3 credits
DENT 207	Dental Emergencies & Records	3 credits
DENT 237	Oral Anatomy & Histology	3 credits
INFC 215	Infection Prevention and Control	1.5 credits
XRAY 200	Dental Radiography I	3 credits

Semester 2

DENT 227	Dental Specialties 1	1.5 credits
DENT 252	Prosthodontics 1	3 credits
DENT 262	Preventive Procedures 2	1.5 credits
DENT 263	Practice Management	3 credits
DENT 276	Restorative Procedures 2	1.5 credits
NUTR 230	Nutrition	1.5 credits
XRAY 250	Dental Radiography 2	1.5 credits

Semester 3

DENT 278	Prosthodontic Procedures 2	1.5 credits
DENT 294	Dental Specialties 2	1.5 credits
DENT 297	Preventive Procedures	3 credits
PRAC 278	DA Practicum	3 credits
	Total Credits	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 AND ACCREDITATION

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 OPTIONS

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

PROGRAM DESCRIPTION

As a two year program offered full-time, 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.

Certain courses are available by distance education or continuing education – ANPH 209, INFC 215 and MEDT 211. The courses must be completed within the time frame shown in the Program Outline. Please be advised that full-time student status requires the student to take 60 percent of a full course load per semester. Depending on the number of courses completed by distance education or continuing education, students may be considered a part-time student, which may impact their financial loan status.

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. Students will be evaluated on lab, competency and performance in the program using a competency tracking system called Comp Tracker. Students are required to have an iPad with Bluetooth keyboard to support the Comp Tracker system while in the program.

PROGRAM OVERVIEW

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.

- 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.

DIAGNOSTIC MEDICAL SONOGRAPHY

ADMISSION REQUIREMENTS

At least 75% in each of the following courses or equivalents:

- Math 30-1, Math 30-2, or Pure Math 30, **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 along with all supporting documents must be submitted by April 30 to be included in selection.

There will be 22 seats offered for the fall intake.

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 examination: 25%
- Written questionnaire: 25%
- Related first response/Emergency Medical Technician experience: 35%
- References: 15%

SELECTION

- Selection will be done on a continuous basis starting in November.
- Applicants must be registered as an Emergency Medical Responder (EMR) 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. Preference will be given to applicants that can provide proof of EMR registration with the ACP at the time of selection.
- Applicants will receive a selection package with complete instructions pertaining to the selection process. Your selection will be determined based on following those instructions and the quality of materials submitted in the selection process.
- 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.

SELECTION PRIORITY

Final selection recommendations may give consideration to community and regional distribution.

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. Please review the immunization process document for specific details. It is advised to start the immunization process early as it can take some time to complete.
- **Security Clearance:** According to the Protection for Persons in Care Act, our practica sites require that students obtain a Police Information Check including Vulnerable Sector Check, 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 Police Information Check including Vulnerable Sector Check record to the School of Health and Public Safety main office by orientation day. Please review the security clearance process document for specific details. Be aware that 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:** Fit testing is done to determine which make and model of N95 respiratory mask should be used by an individual. In compliance with Alberta's Occupational Health and Safety Code 2009, students are fit-tested for respiratory masks prior to their practica. Occupational Health and Safety Bulletin, Respiratory Protective Equipment: An Employer's Guide states the effectiveness of the respiratory protective equipment depends on an effective face piece seal to the skin of the face. The mask must be tight enough so that the person is breathing only air which has been filtered. 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 N95 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.

DIAGNOSTIC MEDICAL SONOGRAPHY

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

COSTS AND SUPPLIES

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 Police Information Check including Vulnerable Sector Check, payable to the Police or the Royal Canadian Mounted Police (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 with blue tooth keyboard) with the ability to run the most current Apple iOS to support the CompTracker system.
- There is a $75 Comp Tracker user fee per semester.

PROGRAM OUTLINE

First Year
Semester 1

ANPH 205	Sectional Anatomy	3 credits
ANPH 209	Anatomy and Physiology	3 credits
DMST 202	Basic Scanning	1.5 credits
DMST 217	Professional Practice 1	3 credits
MEDT 211	Medical Terminology 1	1.5 credits
PHYS 216	Physics 1	3 credits

Semester 2

DMST 244	Obstetrics and Gynecology Sonography 1	3 credits
DMST 253	Adult Echocardiography 1	3 credits
DMST 254	Abdomen and Superficial Structures 1	3 credits
DMST 265	Vascular Sonography 1	3 credits
INFC 215	Infection Prevention and Control	1.5 credits
PHYS 254	DMS Physics 2	1.5 credits

Semester 3

DMST 276	Professional Practice 2	1.5 credits
DMST 305	DMS Simulation 1	1.5 credits
PRCT 265	Clinical Practicum 1	3 credits

Second Year
Semester 4

DMST 303	Obstetrics and Gynecology Sonography 2	3 credits
DMST 313	Abdomen and Superficial Structures 2	3 credits
DMST 325	Adult Echocardiography 2	3 credits
DMST 335	Vascular Sonography 2	3 credits
PHYS 314	DMS Physics 3	3 credits

Semester 5

PRCT 310	Clinical Practicum 2	7.5 credits

Semester 6

DMST 352	Obstetrics and Gynecology Sonography 3	1.5 credits
DMST 359	Abdomen and Superficial Structures 3	1.5 credits
PRCT 362	Clinical Practicum 3	6 credits
DMST 367	Adult Echocardiography 3	1.5 credits
DMST 381	Vascular Sonography 3	1.5 credits

Third Year
Semester 7

DMST 375	Clinical Integration	3 credits
PRCT 370	Clinical Practicum 4	6 credits
	Total Credits	79.5

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 AND ACCREDITATION

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.

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 meet or exceed provincial and national accreditation standards.

TRANSFER OPTIONS

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.

SAIT Programs

DIESEL EQUIPMENT TECHNICIAN

FAST FACTS

- **One year certificate**
- **Fall Start**
- **High industry demand**

CONTACT SCHOOL OF TRANSPORTATION

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

PROGRAM DESCRIPTION

This 30-week 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 work force 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.

PROGRAM OVERVIEW

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 high employment rate

STUDENT SUCCESS

- Students with higher secondary or post-secondary marks usually experience greater success in SAIT's program.
- Students who have taken automotive mechanics in high school experience greater success in the Diesel Equipment Technician program.

ADMISSION AND SELECTION

- Applications for Fall 2015 are accepted Oct. 15, 2014 to June 30, 2015.
- **Update:** Diesel Equipment Technician is now waitlisted for Fall 2015. We encourage interested applicants to apply for Fall 2016 beginning Oct. 21, 2015.

ADMISSION REQUIREMENTS

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

- Math 20-1 or Math 20-2 or Math 20-3 or Pure Math 20 or Applied Math 20, **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 June 30 to be included in selection. Applicants who meet the minimum admission requirements will be invited to participate in selection.

Selection will consist of an aptitude test evaluating the following areas:

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

You will receive an email with information about the aptitude test; make sure you provide SAIT with current contact information.

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

Admission decisions will be made based on the following:

Aptitude Test Score	*Next Step*
70% or above	You will be offered a seat in the program or waitlisted in ranked order, based on aptitude test score. Offers will be dependent on seat availability.
50-69%	You will be required to complete a Career Investigation Report. The report will be emailed to you with further instructions. The report will be assessed and the score will be added to the aptitude test score to determine a composite score.
	• If the composite score is above 70% you will receive an offer or placed on a ranked waitlist dependent on the availability of seats.
	• If the composite score is below 70% you will remain in selection until June 30. After June 30 a ranked waitlist will be created and seats will be offered as they become available.
49% and below	Applicants who score 49% and below on the aptitude test will be declined.

DIESEL EQUIPMENT TECHNICIAN

COSTS AND SUPPLIES

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.

PROGRAM OUTLINE

Semester 1

HDMC 200	Mechanical Skills Theory	1.5 credits
HDMC 204	Mechanical Skills Lab	1.5 credits
HDMC 205	Braking Systems Theory	3 credits
HDMC 206	Braking Systems Lab	3 credits
HDMC 207	Electrical/Electronics Theory	1.5 credits
WEPR 207	Oxygen-Acetylene Equipment Lab	1.5 credits
HDMC 268	Hydraulics Theory	1.5 credits
HDMC 269	Hydraulics Lab	1.5 credits
HDMC 231	Suspension, Wheels and Systems Lab	1.5 credits
HDMC 208	Electrical/Electronics Lab	1.5 credits
HDMC 232	Suspension, Wheels and Systems Theory	1.5 credits

Semester 2

COMM 209	Business Communications	1.5 credits
HDMC 240	Electrical Charging, Cranking Theory	3 credits
HDMC 241	Elect Charging, Cranking Lab	1.5 credits
HDMC 255	Diesel Engine Theory	1.5 credits
HDMC 257	Diesel Engine Lab	3 credits
HDMC 258	Engine Tune-up Theory	3 credits
HDMC 259	Engine Tune-up Lab	3 credits
HDMC 266	Powertrain Lab	1.5 credits
	Total Credits	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 AND ACCREDITATION

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 OPTIONS

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 educational institute of their choice for more information.

ELECTRICAL ENGINEERING TECHNOLOGY

FAST FACTS

- **Two year diploma**
- **Fall start**
- **Distance course (ELCT-205) is available**

CONTACT US

Phone: 403.284.8451
Fax: 403.284.8262
Email: eet.info@sait.ca

PROGRAM DESCRIPTION

Get wired for a bright future. The Electrical Engineering Technology program offers comprehensive training in power systems, electrical design, and control and automation. The program prepares students for careers managing electrical energy from renewable and conventional energy sources. Graduates work in a variety of settings, including power generating facilities, industrial complexes, substations, laboratories, construction sites, and offices.

PROGRAM OVERVIEW

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

Journeyman Electricians and those with work experience in other related occupations or with related post-secondary education may receive some advance credit after an assessment by SAIT's Prior Learning Assessment & Recognition (PLAR).

ADMISSION AND SELECTION

- Applications for Fall 2015 are accepted Oct. 15, 2014 to Feb. 15, 2015

ADMISSION REQUIREMENTS

Completion of the following courses or equivalents:

- At least 60% in Math 30-1 or Pure Math 30, 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.

COMPETITIVE ENTRY: SIX STEP PROCESS

Step 1: Read the program information to see the qualities needed for Student Success

Step 2: Ensure that you meet all of the admission requirements listed above

Step 3: Review the selection information to understand the process and deadlines

Applications and proof of the admission requirements (transcripts and/or anticipated final grades) along with all supporting documents must be submitted by February 15 to be included in selection.

Applications received on or after February 15 will be put on a secondary waitlist and applicants will be contacted if seats are available.

Selection is done on a continuous basis starting in February.

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

- – Academic Ranking – 50%
- – Quality of Career Investigation Questionnaire – 50%

Step 4: Apply to Electrical Engineering Technology and submit your transcripts

Step 5: Complete the Career Investigation Questionnaire and submit it by February 15

Log in to mySAIT.ca to check your admission status. 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.

Step 6: Continue to monitor changes to your application decision through mySAIT.ca starting in February.

Failure to meet anticipated final grades will result in offers being rescinded.

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.

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.

COSTS AND SUPPLIES

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 $700 for the second year.

ELECTRICAL ENGINEERING TECHNOLOGY

PROGRAM OUTLINE

First Year
Semester 1

COMM 238	Technical Communications I	3 credits
COMP 213	Computing for Engineering Technology	3 credits
ELCT 205	Electrical Principles	3 credits
MATH 237	Math for Technologists	3 credits
ELTR 232	Digital & Electronic Circuits	3 credits
ENVS 247	Safety & Environment	1.5 credits

Semester 2

ELEC 291	Electrical Analysis	3 credits
ELEC 266	Electrical Practices	3 credits
ENGD 226	Electrical Diagrams and AutoCAD	1.5 credits
MATH 280	Calculus for Technologists	3 credits
COMM 288	Technical Communications II	3 credits
ELTR 262	Power Electronics	3 credits

Second Year
Semester 3

DSGN 301	Electrical Design Principles	3 credits
ELEC 306	Machine Applications	3 credits
ELEC 352	Rotating Machines	3 credits
ELEC 353	Transformer Applications	3 credits
CNTR 309	PLC – Premium Unity Pro Appl.	3 credits
ELEC 302	Generation and Grid Operations	1.5 credits
PROJ 333	Technical Project Management	1.5 credits

Semester 4

DSGN 396	Industrial Electrical Design	3 credits
ELCM 374	Industrial Networks & Comm.	1.5 credits
CNTR 358	PLC – Contrologix Applications	3 credits
ELEC 361	Power System Analysis	3 credits
ELEC 364	Protection and Control	3 credits
PROJ 373	Capstone Project Course	3 credits
	Total Credits	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, attain a CGPA of 2.0 or better and complete course requirements within the prescribed timelines.

CREDENTIALS AND ACCREDITATION

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 association: Association of Science and Engineering Technology Professionals of Alberta (ASET).

ELECTRONICS ENGINEERING TECHNOLOGY

FAST FACTS

- **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.

PROGRAM OVERVIEW

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.

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:

- Enjoy 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 working knowledge of the MS office Suite would be an asset.

ADMISSION AND SELECTION

- Applications for Fall 2015 are accepted Oct. 15, 2014 to Sep. 8, 2015

ADMISSION REQUIREMENTS

Completion of the following courses 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

- Applications and proof of the admission requirements (transcripts and/or anticipated final grades) must be submitted to be included in selection.
- All applicants must provide a current, valid email address where they can be contacted.
- There will be 32 seats offered in fall.

EARLY ADMISSION

Early admission will be offered to 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).

Early admission will be offered until February 15 or until the program is full.

ELECTRONICS ENGINEERING TECHNOLOGY

SELECTION CRITERIA

- Applicants who do not qualify for early admission, or who qualify after the early admission deadline has passed, will be placed in selection and academically ranked according to the admission requirements and may be interviewed (by phone or in-person).
- Selection will begin on March 2 and be done on a continuous basis until the program has been filled.
- Applicants will then be offered a seat or waitlisted, based on ranking and seat availability.

Failure to meet anticipated final grades will result in offers being rescinded.

COSTS AND SUPPLIES

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

First Year
Semester 1

COMM 256	Professional Communication and Presentation Skills	3 credits
DIGI 210	Digital Fundamentals	3 credits
EFAB 202	Electronic Fabrication	3 credits
ELTR 238	Electronic Fundamentals	3 credits
MATH 237	Math for Technologists	3 credits

Semester 2

CPRG 252	C Programming for Technologists	3 credits
DIGI 260	Digital Devices and Applications	3 credits
ELTR 270	Electronic Devices & Circuits I	3 credits
HREL 250	Business Dynamics	3 credits
MATH 280	Calculus for Technologists	3 credits

Second Year
Semester 3

ELCM 322	Wireless Communication Systems	3 credits
ELEC 305	Applied Analysis	3 credits
ELTR 338	Electronic Devices and Circuits II	3 credits
MCRO 310	Micro Fundamentals	3 credits
PROJ 304	Project Preparation	3 credits

Semester 4

CNTR 362	Electronic Control Systems	3 credits
ELCM 382	Wireless Applications and Networks	3 credits
INST 355	Advanced Instruments	3 credits
MCRO 350	Micro Design and Application	3 credits
PROJ 354	Capstone Project	3 credits
	Total Credits	60

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 AND ACCREDITATION

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 OPTIONS

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

FAST FACTS

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

CONTACT SCHOOL OF HEALTH AND PUBLIC SAFETY

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

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(ALS) assistance, 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 on-line 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 skill 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 anywhere in Alberta to complete their practica based on practicum spot availability.

This program is offered in Calgary at SAIT Polytechnic.

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

PROGRAM OVERVIEW

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's 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 self-directed, non-traditional delivery model.

ADMISSION AND SELECTION

- Applications for Fall 2015 are accepted Oct. 15, 2014 to April 30, 2015.

ADMISSION REQUIREMENTS FOR FALL 2015

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

- Math 20-1 or Math 20-2 or Pure Math 20 or Applied Math 20, **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 or 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 Emergency Medical Responder (EMR) by August 1 prior to the program commencing.
     - Due to potential delays in processing ACP examination and registration we recommend you complete EMR prior to March to ensure your admission documentation is in place by August 1.

ADMISSION REQUIREMENTS FOR FALL 2016

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

- Math 20-1 or Math 20-2 or Pure Math 20 or Applied Math 20, **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).
- Proof of current registration as an Emergency Medical Responder (EMR) with the Alberta College of Paramedics (ACP) by April 30.

EMERGENCY MEDICAL TECHNICIAN

SELECTION

Applications along with all supporting documents must be submitted by April 30 to be included in selection.

There will be 72 seats offered for the fall intake.

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 examination: 25%
- Written questionnaire: 25%
- Related first response/Emergency Medical Technician experience: 35%
- References: 15%

SELECTION

- Selection will be done on a continuous basis starting in November.
- Applicants must be registered as an Emergency Medical Responder (EMR) with the Alberta College of Paramedics (ACP).
- Applicants will receive a selection package with complete instructions pertaining to the selection process. Your selection will be determined based on following those instructions and the quality of materials submitted in the selection process.
- 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.

SELECTION PRIORITY

Final selection recommendations may give consideration to community and regional distribution.

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. Please review the immunization process document for specific details. It is advised to start the immunization process early as it can take some time to complete.

- **Security Clearance:** According to the Protection for Persons in Care Act, our practica sites require that students obtain a Police Information Check including Vulnerable Sector Check, 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 Police Information Check including Vulnerable Sector Check record to the School of Health and Public Safety main office by orientation day. Please review the security clearance process document for specific details. Be aware that 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:** Fit testing is done to determine which make and model of N95 respiratory mask should be used by an individual. In compliance with Alberta's Occupational Health and Safety Code 2009, students are fit-tested for respiratory masks prior to their practica. Occupational Health and Safety Bulletin, Respiratory Protective Equipment: An Employer's Guide states the effectiveness of the respiratory protective equipment depends on an effective face piece seal to the skin of the face. The mask must be tight enough so that the person is breathing only air which has been filtered. 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 N95 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 Servicesas 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.

COSTS AND SUPPLIES

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.

■ 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 Police Information Check including Vulnerable Sector Check and is payable to the municipal police department or Royal Canadian Mounted Police (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

Semester 1

ANPH 201	Physiology & Physical Assessment	1.5 credits
EMRG 223	Basic Pharmacology	1.5 credits
EMRG 230	Community Integration	1.5 credits
EMRG 233	Respiratory Emergencies	3 credits
EMRG 236	EMT Lab 1	3 credits
EMRG 244	Professional Practice 1	1.5 credits
EMRG 262	Cardiac Emergencies	3 credits
Semester 2		
EMRG 227	Traumatic Emergencies	3 credits
EMRG 249	Medical Emergencies 1	3 credits
EMRG 251	Medical Emergencies 2	3 credits
EMRG 266	EMT Lab 2	3 credits
FTNS 202	Fitness and Wellness	1.5 credits
PRAC 242	Clinical Practicum	1.5 credits
Semester 2 – 3 (Spans two semesters)		
PRAC 252	Ambulance Practicum	3 credits
Semester 3		
EMRG 265	Professional Practice 2	1.5 credits
	Total Credits	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 AND ACCREDITATION

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.

EMERGENCY MEDICAL TECHNOLOGY – PARAMEDIC

FAST FACTS

- **Two year diploma**
- **Fall start**
- **Includes field (ambulance) and clinical (hospital) practica**
- **Graduates in high demand**

CONTACT SCHOOL OF HEALTH AND PUBLIC SAFETY

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

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 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 5 semesters which include classroom and simulation learning, two field (ambulance) practica and two clinical (hospital) practica placements.

Students begin Semester 1 with nine weeks of 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. Development of critical thinking and integration skills are key components.

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.

PROGRAM OVERVIEW

YOUR CAREER

Graduates will be prepared for positions in the emergency medical services field, including ambulance services, the oil and gas industry and various international opportunities.

- 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's programs.

- Students who experience success in communications skills in English.
- Health care practitioners are detail-oriented in the care they provide and enjoy working in a team environment.
- Students with post-secondary degrees or experience usually experience greater success in SAIT's programs.
- 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 AND SELECTION

- Applications for Fall 2015 are accepted Oct. 15, 2014 to May 30, 2015

ADMISSION REQUIREMENTS

At least 50% in each of the following courses or equivalents:

- Math 20-1 or Math 20-2 or Pure Math 20 or Applied Math 20, **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 Emergency Medical Technician (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

- Applications and proof of the admission requirements (transcripts and/or anticipated final grades) must be submitted by May 30 to be included in selection.
- Applications received after May 30 will be put on a secondary waitlist and will be considered if seats are available.
- 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 examination: 25%
- Written questionnaire: 25%
- Related first response/Emergency Medical Technician experience: 35%
- References: 15%

SELECTION

- Selection will be done on a continuous basis starting in November.
- Applicants must be registered as an Emergency Medical Technician (EMT) 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. Preference will be given to applicants that can provide proof of EMT registration with the ACP at the time of selection.
- Applicants will receive a selection package with complete instructions pertaining to the selection process. Your selection will be determined based on following those instructions and the quality of materials submitted in the selection process.

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 this 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 emergency medical services (EMS) exposure/experience, or they were not fully registered as an EMT with the Alberta College of Paramedics by August 1st.

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. Please review the immunization process document for specific details. It is advised to start the immunization process early as it can take some time to complete.

- **Security Clearance:** According to the Protection for Persons in Care Act, our practica sites require that students obtain a Police Information Check including Vulnerable Sector Check, 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 Police Information Check including Vulnerable Sector Check record to the School of Health and Public Safety main office by orientation day. Please review the security clearance process document for specific details. Be aware that 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:** Fit testing is done to determine which make and model of N95 respiratory mask should be used by an individual. In compliance with Alberta's Occupational Health and Safety Code 2009, students are fit-tested for respiratory masks prior to their practica. Occupational Health and Safety Bulletin, Respiratory Protective Equipment: An Employer's Guide states the effectiveness of the respiratory protective equipment depends on an effective face piece seal to the skin of the face. The mask must be tight enough so that the person is breathing only air which has been filtered. 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 N95 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 Servicesas 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 TECHNOLOGY – PARAMEDIC

COSTS AND SUPPLIES

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.
- There is a fee for the Alberta College of Paramedics (ACP) provincial exam and an annual registration fee. Please contact ACP for more details.
- 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 Police Information Check including Vulnerable Sector Check and is payable to the municipal police department or Royal Canadian Mounted Police (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.

PROGRAM OUTLINE

First Year
Semester 1
ANPH 200	Physiology & Physical Assessment	3 credits
EMRG 202	Paramedicine Lab 1	3 credits
EMRG 305	Neurological Emergencies	1.5 credits
EMRG 320	Gastro/Urinary Emergencies	1.5 credits
PHAR 222	Pharmacology Basics	1.5 credits

Semester 1 – 2 (Spans two semesters)
PRCT 210	Introductory Field ALS Practicum	6 credits

Semester 2
EMRG 215	Advanced Airway Management	1.5 credits
EMRG 270	Cardiac Emergencies	3 credits
EMRG 273	Respiratory Emergencies	3 credits
EMRG 252	Paramedicine Lab 2	3 credits
EMRG 254	Advanced Trauma Management	3 credits
PROF 200	Paramedic Practice 1	1.5 credits

Second Year
Semester 3
EMED 223	Environmental and Aeromedical Emergencies	1.5 credits
EMRG 302	Paramedicine Lab 3	3 credits
EMED 305	OBGYN and Pediatrics	1.5 credits
EMRG 310	Special Population Groups	1.5 credits
EMRG 330	Critical Care Paramedic	1.5 credits
PROF 300	Paramedic Practice 2	1.5 credits
PRCT 302	Clinical Practicum 1	1.5 credits

Semester 4
EMRG 340	Industrial Paramedicine	1.5 credits
EMRG 350	Preceptor Training	1.5 credits
EMRG 365	Healthcare Specialties	3 credits
PRCT 351	Advanced Field ALS Practicum	6 credits
PRCT 352	Clinical Practicum 2	1.5 credits

Semester 5
PROF 350	Paramedic Practice 3	1.5 credits
	Total Credits	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 AND ACCREDITATION

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-P program delivered by SAIT is accredited by the Canadian Medical Association at the Advanced Care Paramedic level.

TRANSFER OPTIONS

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

FAST FACTS
- **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: eam.info@sait.ca

PROGRAM DESCRIPTION

Want to be a mover and a shaker in the oil and gas industry? As a student in the Energy Asset Management program, you'll study the business side of the energy industry and learn to handle contracts, leases, regulatory obligations, and accounting tasks. You'll leave SAIT with the skills you need to confidently enter the high-demand field of energy asset management.

PROGRAM OVERVIEW

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.

- Graduates of the Energy Asset Management program have a 88% employment rate

STUDENT SUCCESS

- Joint Venture Specialization establish agreements and partnership arrangements
- Mineral Land Management acquire and preserve below-ground rights
- Surface Land Management acquire and preserve above-ground land activity
- Well Asset Management
- Monitor activity, gather information and report to regulatory bodies and partners
- Operations Accounting
- Gather, calculate and report production and financial data

ADMISSION AND SELECTION

- Applications for Fall 2015 are accepted Oct. 15, 2014 to June 15, 2015.

ADMISSION REQUIREMENTS

Completion of the following courses or equivalents:

- At least 60% in Math 30-1 or Pure Math 30, or 75% in Math 30-2 or Applied Math 30, **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 June 15 to be included in selection.

Applications received after June 15 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.

RESERVED SEATS

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

ONLINE PROGRAM DELIVERY

Applicants interested in completing Energy Asset Management through online delivery can apply by selecting and completing the Part-Time Application type, and selecting Energy Asset Management Diploma – Distance Education. Applicants will be required to meet admission requirements and complete the selection process.

ENERGY ASSET MANAGEMENT

COSTS AND SUPPLIES

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

First Year
Semester 1

Code	Course	Credits
COMM 256	Professional Communication and Presentation Skills	3 credits
BLAW 205	EAM – Business Law	3 credits
ACCT 352	Energy Accounting	3 credits
EAMG 250	EAM Pre-Acquisition & Acquisition	3 credits
EAMG 210	Overview of EAM & Energy Industry	3 credits

Semester 2

Code	Course	Credits
COMM 266	Professional Communication Skills II	3 credits
EAMG 255	EAM Drilling & Completion	3 credits
EAMG 220	Energy Agreements	3 credits
EAMG 230	Operations Accounting	3 credits
DATA 240	EAM Software Applications	3 credits

Second Year
Semester 3

Code	Course	Credits
ECON 302	Economics	3 credits
EAMG 300	EAM Maintenance	3 credits
PROJ 399	EAM Project Management	3 credits
EAMG 350	EAM Production	3 credits
EAMG 306	EAM Production Facilities	3 credits

Semester 4

Code	Course	Credits
MNGT 250	Organizational Behaviour	3 credits
EAMG 355	EAM Abandonment & Relinquishment	3 credits
EAMG 360	EAM Capstone	3 credits
FNCE 360	Financial Decision Making	3 credits
MKTG 301	Oil & Gas Marketing	3 credits
	Total Credits	60

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 AND ACCREDITATION

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 OPTIONS

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 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.

ENGINEERING DESIGN AND DRAFTING TECHNOLOGY

FAST FACTS

- **Two year diploma**
- **Fall and winter starts**
- **Variety of employment opportunities available**
- **e-learning**

CONTACT SCHOOL OF CONSTRUCTION

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

PROGRAM DESCRIPTION

The 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 engineering and drafting 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.

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.

PROGRAM OVERVIEW

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.

ADMISSION AND SELECTION

- Applications for Fall 2015 are accepted Oct. 15, 2014 to Sep. 8, 2015.
- Applications for Winter 2016 are accepted June 3, 2015 to Dec. 15, 2015.

ADMISSION REQUIREMENTS

Completion of the following courses or equivalents:

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

SELECTION FOR FALL 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 fall intake will begin in December and will occur monthly until the program is full. There will be 128 seats offered in the fall intake.

SELECTION CRITERIA

Applicants will be academically ranked based on the admission requirements. Seats will be offered accordingly. Once the program is full, applicants will be placed on a waitlist in order of academic ranking.

Failure to meet anticipated final grades will result in offers being rescinded.

SELECTION FOR WINTER 2016

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 in August and will occur monthly until the program is full.

SELECTION CRITERIA

Applicants will be academically ranked based on the admission requirements. Seats will be offered accordingly. Once the program is full, applicants will be placed on a waitlist in order of academic ranking.

All applicants are required to provide final or interim grades by Nov. 1, 2015, for any Engineering Design and Drafting admission requirements. Send your transcripts via email to construction.eddt@sait.ca. These transcripts will then be forwarded to the Admissions office in SAIT Student Services.

If you receive an offer of admission and your interim (i.e. midterm) or final grades are not consistent with the anticipated final grades you identified, your offer of admission may be withdrawn.

ENGINEERING DESIGN AND DRAFTING TECHNOLOGY

COSTS AND SUPPLIES

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

First Year
Semester 1

COMP 220	Computer Fundamentals	3 credits
ENGD 214	Digital Drafting	3 credits
MATH 238	Math for Engineering & Tech I	3 credits
STCS 242	Structural Statics	1.5 credits
CNST 249	Concrete and Soil Basics	1.5 credits
STAT 245	Statistics for Engineering & Tech l	3 credits

Semester 2

SMTL 246	Strength of Materials	3 credits
ARCH 253	Building Structures	1.5 credits
ENGD 221	Topographical Drafting	1.5 credits
CADD 220	Advanced CADD Practices	3 credits
COMM 238	Technical Communications I	3 credits
MATH 288	Math for Engineering & Tech ll	3 credits

Second Year
Semester 3

CADD 324	Elect & HVAC CADD Practices	1.5 credits
ENGD 305	Process Piping Drafting I	3 credits
ENGD 306	Structural Drafting I	3 credits
ENGD 307	Civil Drafting I	3 credits
ENGD 321	Applied Machine Design	3 credits
MECH 370	Fluid Mechanics	1.5 credits

Semester 4

PROJ 357	Applied EDDT Capstone Project	3 credits
ENGD 376	Civil Drafting II	3 credits
ENGD 377	Structural Drafting II	3 credits
ENGD 378	Process Piping Drafting II	3 credits
ENGD 381	Engineering Practices	1.5 credits
ENVS 351	Environmental Engineering	1.5 credits
	Total Credits	60

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 AND ACCREDITATION

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 OPTIONS

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
- 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

FAST FACTS

- **Six start dates per year (eight week terms)**
- **Intensive, skills focused approach**
- **Proficiency-based placement and advancement**
- **Preparation for studies at SAIT**

CONTACT ENGLISH LANGUAGE FOUNDATIONS

English Language Foundations:
Call: 403.210.4045
Email: english.language@sait.ca
Room: MC217, Stan Grad Centre

PROGRAM DESCRIPTION

The English Language Foundations (ELF) program provides English language upgrading for learners whose first language is not English. Students are placed into the program based on demonstrated proficiency in English, using the Canadian Language Benchmarks Assessment. Most students use the ELF program as entry into SAIT career programs.

The ELF curriculum encourages development in all language areas: speaking, listening, reading and writing.

- Five-level program
- Six start dates per year (eight week terms)
- Full and part-time studies; evening/weekend courses available
- Intensive, skills-focused approach
- Proficiency based placement and advancement
- Completion of ELF 5 is accepted in lieu of English 30 for most programs at SAIT

PROGRAM OVERVIEW

YOUR CAREER

After successfully completing the ELF program, the majority of graduates are prepared for admission into SAIT career programs as completion of ELF level 5 is accepted as equivalent to English 30 for most programs at SAIT.

Students in ELF Levels 4 and 5 may combine ELF coursework with Academic Upgrading subjects in math or science.

STUDENT SUCCESS

Progress in the ELF Program depends on the student's demonstration of proficiency. Instructors regularly assess student progress through classroom assignments, participation and examinations. Students who achieve a rating of 50% (D) in all subjects can be recommended for promotion to the next level.

ELF is a fast track program. Students should be prepared to dedicate considerable time for study and to actively use their English outside of class time. SAIT career programs require academic appropriate English skills in all areas: reading, writing, listening and speaking.

ADMISSION REQUIREMENTS

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. CLBA must be completed at least one week before the course start date.

You can complete a CLBA at SAIT for $100, to make an appointment call 403.210.4045 or email 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
- For international students, the $100 CLBA fee is included in your application fee; if you require additional CLBA testing, you will be charged $100.
- Effective July 1, 2015, the fee to complete the CLBA at SAIT will be $140.

[Be a Student for a Day] 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 OUTLINE

COMN 151	Communications 1	3 credits
COMN 152	Communications 2	3 credits
COMN 153	Communications 3	3 credits
COMN 154	Communications 4	3 credits
COMN 155	Communications 5	3 credits
SPCH 151	Speech 1	3 credits
SPCH 152	Speech 2	3 credits
SPCH 153	Speech 3	3 credits
SPCH 154	Speech 4	3 credits
SPCH 155	Speech 5	3 credits
	Total Credits	30

PROGRESSION

Level 1 (communications and speech) leads to level 2, which in turn leads to levels 3, 4 and 5. However, students may begin at any level in ELF depending on their CLBA score.

CREDENTIALS AND ACCREDITATION

40 weeks

No Credential Awarded

TRANSFER OPTIONS

Transfer credit 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.

ENVIRONMENTAL TECHNOLOGY

FAST FACTS

- **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

Want a career that really makes a difference? The Environmental Technology program will give you the skills and knowledge you need to work in the lab or the field. As an Environmental Technologist you'll work in the protection, conservation, and preservation of our natural environment. Many graduates go on to complete their bachelor's degree at Royal Roads University.

PROGRAM OVERVIEW

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 centers, environmental interest groups and industry associations.

- Graduates of the Environmental Technology program have an 89% employment rate

STUDENT SUCCESS

Students with higher grades and recent upgrading in Math 30 (Pure Math) and Chemistry 30 will experience more success in SAIT's programs.

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

ADMISSION AND SELECTION

- Applications for Fall 2015 are accepted Oct. 15, 2014 to March 1, 2015

ADMISSION REQUIREMENTS

Completion of the following courses or equivalents:

- At least 60% in Math 30-1 or Pure Math 30, **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.

COMPETITIVE ENTRY: FIVE STEP PROCESS

Step 1: Read the program information to see the qualities needed for Student Success

Step 2: Ensure that you meet all of the admission requirements listed above

Step 3: Review the selection information to understand the process and deadlines

- Applications and proof of the admission requirements (transcripts and/or anticipated final grades) must be submitted by March 1 to be included in selection.
- Applications received on or after March 1 will be put on a secondary waitlist and applicants will be contacted if seats are available.
- Selection will begin March 2. Applicants who have achieved, or will achieve, a minimum average of 70% in the admission requirements and a minimum of 75% in Chemistry 30 will be academically ranked and offers will be extended accordingly.
- Once the program is full, remaining applicants who do not meet the above requirement or did not receive an offer will be academically ranked and waitlisted.
- You can view changes to your application status in mySAIT.ca starting in March.
- There will be 32 seats offered.

Step 4: Apply to Environmental Technology and submit your transcripts

Step 5: Log in to mySAIT to look for changes to your application decision starting in March

Failure to meet anticipated final grades will result in offers being rescinded.

COSTS AND SUPPLIES

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.

ENVIRONMENTAL TECHNOLOGY

PROGRAM OUTLINE

First Year

Semester 1

MATH 237	Math for Technologists	3 credits
BIOL 201	Biology/Field Ecology	1.5 credits
CHEM 276	Analytical Laboratory Skills	1.5 credits
COMM 238	Technical Communications I	3 credits
COMP 261	MS Office: An Introduction	1.5 credits
ENVS 222	Introduction to Environmental Organic Chemistry	1.5 credits

Semester 2

ENVS 252	Environmental Health & Risk Assessment	1.5 credits
ENVS 251	Air Sampling & Monitoring	1.5 credits
ENVS 254	Remote Sensing – Introduction	1.5 credits
ENVS 260	Environmental Chemistry I	1.5 credits
ENVS 344	Geographical Communications	3 credits
GEOL 230	Geology	1.5 credits
ENVS 250	Field Safety	1.5 credits
ENVS 219	Industrial Process/Environmental Control	1.5 credits
COMM 270	Environment Risk Communication	1.5 credits

Second Year

Semester 3

DATA 201	Data Interpretation	1.5 credits
ENVS 303	Environmental Audits and Management Systems	1.5 credits
ENVS 229	Environmental Law & Regulation	1.5 credits
ENVS 236	Ecosystems and Environmental Impact Assessment	1.5 credits
ENVS 304	Environmental Sampling and Analysis	3 credits
ENVS 360	Environmental Chemistry II	1.5 credits
ENVS 330	Environmental Field School	3 credits
ENVS 300	Site Reclamation	1.5 credits

Semester 4

ENVS 361	Environmental Project Management	1.5 credits
ENVS 358	Solid Waste Management	1.5 credits
ENVS 359	Water/Wastewater Treatment	1.5 credits
ENVS 343	Water/Wastewater Treatment Laboratory	3 credits
ENVS 375	Environmental Microbiology	1.5 credits
ENVS 364	Sustainable Environmental Analytics	1.5 credits
ENVS 354	Sustainable Urban Design	1.5 credits
GEOL 350	Hydrology and Hydrogeology	1.5 credits
PROJ 367	Environment Practicum	1.5 credits
	Total Credits	60

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 AND ACCREDITATION

Credentials

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

Accreditation

This program will be accredited in the future. 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)

FILM AND VIDEO PRODUCTION

FAST FACTS

- **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

The film and video industry entertains, challenges, impacts our understanding of current events, heightens our awareness of social issues, and even influences 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 evolving media industries. You will learn the fundamentals of scriptwriting, producing, directing, cinematography, sound recording, editing as well as the business aspects of the film and video industries.

FVP is delivered in a unique environment that combines traditional teaching methods with 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 to obtain firsthand experience and establish additional 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 participate in e-learning based curriculum. Students lease PC laptop computers from SAIT, which are equipped with various software applications. Internet access, training and technical support are provided throughout the program.

PROGRAM OVERVIEW

YOUR CAREER

Upon graduation, you may find employment on productions such as: 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. Some entrepreneurial graduates start their own businesses and employ others. This industry is always seeking innovative new talent. Graduates of this program tend to work primarily on term specific projects as well as with smaller "boutique" type production companies.

- Graduates of the Film and Video Production program have a 89% employment rate.

STUDENT SUCCESS

Applicants with previous academic success are usually more successful in SAIT programs.

ADMISSION AND SELECTION

- Applications for Fall 2015 are accepted Oct. 15, 2014 to Feb. 15, 2015

ADMISSION REQUIREMENTS

- 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.

SELECTION CRITERIA

Qualified applicants to the Film and Video Production (FVP) program must bring a completed submission package to a selection session.

If you are located more than 300 km 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.

FILM AND VIDEO PRODUCTION

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.

COSTS AND SUPPLIES

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

First Year
Semester 1

FVDO 201	Media Computer Basics	1.5 credits
FVDO 222	Introduction to Visual Narrative	3 credits
FVDO 234	Introduction to Film/Video	1.5 credits
FVDO 235	Introduction to Sound	1.5 credits
FVDO 240	Introduction to Film/Video Graphics	1.5 credits
FVDO 292	Cinematography, Lighting and Grip I	3 credits
SCPT 228	Introduction to Screenwriting	3 credits

Semester 2

FVDO 265	Post-production Sound	1.5 credits
FVDO 293	Cinematography, Lighting and Grip II	3 credits
FVDO 294	Location Production Lab I	3 credits
FVDO 296	Post-production and Graphics I	3 credits
FVDO 382	Business of Film I	1.5 credits
SCPT 255	Screenwriting I	3 credits

Second Year
Semester 3

FVDO 338	Film/Video Production Planning I	1.5 credits
FVDO 340	Film/Video Production Critique I	1.5 credits
FVDO 344	Location Production Lab II	6 credits
SCPT 305	Screenwriting II	3 credits
Option 1 – Production/Direction		
FVDO 310	Production and Direction Skills I	3 credits
FVDO 383	Business of Film II	1.5 credits
or Option 2 – Cinematography, Lighting, Grip and Sound 1		
FVDO 356	Cinematography, Lighting, Grip and Sound I	3 credits
FVDO 367	Film and Video Technologies	1.5 credits
Or Option 3 – Post-production		
FVDO 371	Post-production and Graphics II	3 credits
FVDO 367	Film and Video Technologies	1.5 credits

Semester 4

FVDO 388	Film/Video Production Planning II	1.5 credits
FVDO 390	Film/Video Production Critique II	1.5 credits
FVDO 394	Location Production Lab III	6 credits
PRAC 389	Film/Video Practicum	1.5 credits
SCPT 355	Screenwriting III	3 credits
Option 1 – Production/Direction		
FVDO 360	Production and Direction Skills II	1.5 credits
Or Option 2 – Cinematography, Lighting, Grip and Sound		
FVDO 358	Cinematography, Lighting, Grip and Sound II	1.5 credits
Or Option 3 – Post-production		
FVDO 373	Post-production and Graphics III	1.5 credits
	Total Credits	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 AND ACCREDITATION

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 OPTIONS

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

FAST FACTS
- **Two year diploma**
- **Fall start**
- **Graduates in high demand**

CONTACT US
Phone: 403.284.8212 or
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.

PROGRAM OVERVIEW

YOUR CAREER
Graduates of this program find work as surveying or mapping 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, 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 ethics and communication skills. Successful students can think visually about geometric forms and can appreciate details in drawings and objects. In addition, successful students can work independently and as a member of a team and enjoy the outdoors.

ADMISSION AND SELECTION
- Applications for Fall 2015 are accepted Oct. 15, 2014 to July 15, 2015

ADMISSION REQUIREMENTS
Completion of the following courses or equivalents:

- At least 50% in Math 30-1 or Pure Math 30, 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 to 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 July 15 to be considered for selection.

- Selection will begin in January.
- Applicants who have achieved, or will achieve, the admission requirements in addition to a minimum of 70% in the Math requirement and 65% in the English requirement will be academically ranked and offers will be extended accordingly up to maximum of 45 seats.

All remaining applicants will continue in selection and receive an email with additional selection information.

Starting in January, applicants can view updates to their application decision in mySAIT.ca.

SELECTION CRITERIA
Applicants remaining in selection will be academically ranked according to admission requirements and sent an email request to complete a career investigation questionnaire.

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

Selection is done on a continuous basis and may extend until the start of classes. Seats will be offered based on academic ranking and the quality of the career investigation.

COSTS AND SUPPLIES

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.

GEOMATICS ENGINEERING TECHNOLOGY

PROGRAM OUTLINE

First Year

Semester 1

COMP 220	Computer Fundamentals	3 credits
ENGD 213	Geomatics Drafting	3 credits
MAPS 213	Mapping Fundamentals	3 credits
MATH 238	Math for Engineering & Tech I	3 credits
SURV 214	Surveying I	3 credits

Semester 2

COMM 238	Technical Communications I	3 credits
MATH 288	Math for Engineering & Tech ll	3 credits
SURV 230	Satellite Positioning	3 credits
SURV 248	Surveying II	3 credits
SURV 263	Measurement Analysis and Adjustment	3 credits

Second Year

Semester 3

MAPS 310	Geodesy and Map Projections	3 credits
SURV 342	Remote Sensing	3 credits
CADD 308	Geomatics CADD Applications	3 credits
SURV 330	Surveying III	3 credits
MAPS 315	Geographic Information Systems	3 credits

Semester 4

MAPS 365	Photogrammetry	3 credits
PROJ 385	GNT Capstone Project	3 credits
SURV 343	Surveying Applications	3 credits
MAPS 362	3D Modeling	3 credits
SURV 345	Cadastral Surveying	3 credits
	Total Credits	60

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 AND ACCREDITATION

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 OPTIONS

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
- 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.

GEOSCIENCE INFORMATION TECHNOLOGY

FAST FACTS
- **Two year diploma**
- **Fall start**

CONTACT US
Phone: 403.210.5753 or
Email: gsit.info@sait.ca

PROGRAM DESCRIPTION
The Geoscience Information Technology program provides you with a broad understanding of Earth Sciences with specialized computing skills focusing on industry software, database management and mapping applications. This program provides students with computer skills geared towards the energy sector and numerous other industries.

PROGRAM OVERVIEW

YOUR CAREER
Graduates may find employment as a geoscience, 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.

- Graduates of the Geoscience Information Technology program have an 88% employment rate.

STUDENT SUCCESS
Students with higher grades usually experience more success in SAIT's programs.

Students who have taken Math 30, Chemistry 30, Physics 30 and Basic Windows in High School usually experience more success in this program.

ADMISSION AND SELECTION
- Applications for Fall 2015 are accepted Oct. 15, 2014 to June 30, 2015

ADMISSION REQUIREMENTS
Completion of the following courses 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 by June 30 to be included in selection.

There will be 32 seats offered in fall.

SELECTION TIMELINE

Oct. 15 to Feb. 15
Early admission will be offered to applicants who have achieved or will achieve:

- The admission requirements, **AND**,
- A minimum of 65% in Math 30-1 or Pure Math 30 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 (either Physics, Chemistry, or Biology).

Early admission will be offered until February 15 or until the program is full.

March 2 to June 30 Selection is ongoing
- Applicants who do not qualify for early admission, or who qualify after the early admission deadline has passed, will be academically ranked according to admission requirements and sent an email with selection information.
- Selection will begin on March 2 and will occur on a continuous basis until the program is full.
- Applicants in selection will be required to complete a career investigation questionnaire and attend a program information session. If you are located more than 200 km from Calgary and cannot attend a session without hardship, alternative arrangements will be considered.
- Seats will be offered accordingly.

June 30 Selection is complete
- Applications received after June 30 will be placed on a secondary waitlist and applicants will be contacted if seats become available.

Failure to meet anticipated final grades will result in offers being rescinded.

COSTS AND SUPPLIES

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.

GEOSCIENCE INFORMATION TECHNOLOGY

PROGRAM OUTLINE

First Year
Semester 1

COMM 238	Technical Communications I	3 credits
COMP 274	Computers for Technologists I	3 credits
GEOL 225	Physical Geology	3 credits
GEOP 295	Geophysics Data Processes I	3 credits
MATH 238	Math for Engineering & Tech I	3 credits

Semester 2

COMP 284	Computers for Technologists II	3 credits
DRLG 220	Drilling Fundamentals for Exploration	3 credits
GEOL 380	Exploration Geology	3 credits
GEOP 296	Geophysics Data Processes II	3 credits
STAT 245	Statistics for Engineering & Tech l	3 credits

Second Year
Semester 3

CMPP 230	SQL Programming	3 credits
COMM 288	Technical Communications II	3 credits
GEOL 306	Applications in Petroleum Geology	3 credits
GEOL 390	Petroleum Exploration Well Log Analysis	1.5 credits
GEOP 396	Advanced Geophysical Applications	3 credits
GEOS 301	GIS for Geosciences	1.5 credits

Semester 4

CMPS 359	Geoscience Data and Scripting Languages	3 credits
GEOL 386	Case Studies in Energy Development	3 credits
GEOP 350	2D and 3D Seismic Data Loading and Interpretation	3 credits
GEOP 355	Capstone Project: Exploration Geophysics	3 credits
GEOS 350	Raster Analysis and Remote Sensing	3 credits
	Total Credits	60

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 AND ACCREDITATION

After successfully completing this program, graduates will receive a SAIT diploma in Geoscience Information Technology.

Students who started the program prior to fall 2014 will graduate with a diploma in Exploration Information Technology.

Accreditation

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

TRANSFER OPTIONS

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
- Cape Breton University
- 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.

GRAPHIC COMMUNICATIONS AND PRINT TECHNOLOGY

FAST FACTS
- **Two year diploma**
- **Fall start**
- **High industry demand**

CONTACT US
Phone: 403.284.8849 or
Email: 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.

PROGRAM OVERVIEW

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 97% employment rate.

STUDENT SUCCESS
Students with higher grades usually experience more success in SAIT's programs.

ADMISSION AND SELECTION
- Applications for Fall 2015 are accepted Oct. 15, 2014 to Sep. 8, 2015

ADMISSION REQUIREMENTS
- At least 50% in English Language Arts 30-1 or English Language Arts 30-2 or equivalent.
- 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.

EARLY ADMISSION
Applicants must apply and submit all supporting documentation by March 1 to be considered for early admission.

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
Selection for the remaining seats will begin on March 1 and will be based on the following criteria:

- 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.

Failure to meet anticipated final grades will result in offers being rescinded.

COSTS AND SUPPLIES

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 $665 per year.

GRAPHIC COMMUNICATIONS AND PRINT TECHNOLOGY

PROGRAM OUTLINE

First Year
Semester 1

COMM 238	Technical Communications I	3 credits
COMP 267	MS Office and Web Design Basics	1.5 credits
MATH 206	Mathematics for Printers I	1.5 credits
PRNT 203	Print Industry Studies	3 credits
PRNT 207	Production Support I	1.5 credits
PRNT 210	Digital Image Production I	1.5 credits
PRNT 216	Press and Bindery I	1.5 credits
PUBL 218	Layout and Typography I	3 credits

Semester 2

CMPN 278	Web Production I	1.5 credits
COMP 270	Foundations of Visual Design I	1.5 credits
PRNT 252	Print Production I	1.5 credits
PRNT 257	Production Support II	1.5 credits
PRNT 260	Digital Image Production II	1.5 credits
PRNT 262	Print Materials	1.5 credits
PRNT 266	Press and Bindery II	3 credits
PUBL 258	Layout and Typography II	3 credits

Second Year
Semester 3

CMPN 341	Web Production II	1.5 credits
COMP 307	Foundations of Visual Design II	1.5 credits
ESTM 324	Printing Estimating I	1.5 credits
PRNT 303	Print Management Studies I	1.5 credits
PRNT 312	Print Production II	1.5 credits
PRNT 316	Press and Bindery III	1.5 credits
PROJ 326	Printing Project I	3 credits
PUBL 328	Layout and Typography III	3 credits

Semester 4

COMP 357	Foundations of Visual Design III	1.5 credits
ESTM 364	Printing Estimating II	1.5 credits
PRNT 353	Print Management Studies II	1.5 credits
PRNT 362	Print Production III	1.5 credits
PRNT 385	Print Practicum and Portfolio	1.5 credits
PROJ 366	Printing Project II	6 credits
PUBL 368	Layout and Typography IV	1.5 credits
	Total Credits	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 AND ACCREDITATION

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 OPTIONS

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

FAST FACTS

- **Two year diploma**
- **Fall start**
- **Includes two clinical practica**
- **Graduates in high demand**
- **Recognized by the Canadian Health Information Management Association**

CONTACT SCHOOL OF HEALTH AND PUBLIC SAFETY

School of Health and Public Safety
Room R502, Senator Burns Building
Phone: 403.284.8500 or
Email: 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 healthcare fundamentals, critical medical information is translated from 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 healthcare facility or organization. **Note:** There is a possibility of out-of-province placements due to a shortage of practicum sites within Alberta. It is also common for placement to be outside the city of Calgary.

Due to the heavy computer component of this program, students are required to have access to a computer outside regular class time.

Certain courses are available by distance education or continuing education – COMP264, HILA200, PATH242, MEDT261, PATH252 and PROF240. The courses must be completed within the time frame shown in the Program Outline. Please be advised that full-time student status requires the student to take 60 percent of a full course load per semester. Depending on the number of courses completed by distance education or continuing education, students may be considered a part-time student, which may impact their financial loan status.

As some of the content is delivered in an online environment, students will be required to have a personal computer with Internet access.

PROGRAM OVERVIEW

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 skills are essential for success in the program.

ADMISSION AND SELECTION

- Applications for Fall 2015 are accepted Oct. 15, 2014 to Sep. 8, 2015

ADMISSION REQUIREMENTS FOR FALL 2015

Completion of the following courses or equivalents:

- At least 60% in Math 30-1 or Math 30-2, or 50% in Pure Math 30 or Applied Math 30, **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.

ADMISSION REQUIREMENTS FOR FALL 2016

Completion of the following courses or equivalents:

- At least 60% in Math 30-1, Math 30-2, Pure Math 30 or Applied Math 30, **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

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

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

A minimum of 25 seats will be offered for the fall intake.

HEALTH INFORMATION MANAGEMENT

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.

Applicants will be contacted by the School of Health and Public Safety with more information on how to schedule the assessment through SAIT.

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. Please review the immunization process document for specific details. It is advised to start the immunization process early as it can take some time to complete.

- **Security Clearance:** According to the Protection for Persons in Care Act, our practica sites require that students obtain a Police Information Check including Vulnerable Sector Check, 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 Police Information Check including Vulnerable Sector Check record to the School of Health and Public Safety main office by orientation day. Please review the security clearance process document for specific details. Be aware that 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 Servicesas 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.

PROGRAM OUTLINE

First Year
Semester 1

ANPH 220	Anatomy & Applied Terminology	3 credits
CDAB 210	Data Classification 1	3 credits
COMP 264	MS Office Basics	1.5 credits
HILA 200	Health Information Law 1	1.5 credits
HRSC 210	Health Information Management 1	3 credits
PATH 242	Pathophysiology 1	3 credits

Semester 2

CDAB 260	Data Classification 2	3 credits
HCPP 260	Healthcare Information Technology	3 credits
HILA 250	Health Information Law 2	1.5 credits
MEDT 250	Medical Terminology 2	1.5 credits
PATH 252	Pathophysiology 2	3 credits
PROF 240	Healthcare Professionalism	1.5 credits

Semester 3

PRAC 264	Practicum 1	3 credits

Second Year
Semester 4

ANPR 300	Analysis & Presentation	1.5 credits
CDAB 310	Data Classification 3	3 credits
HCPP 310	Healthcare Database Design 1	1.5 credits
HCPP 360	Healthcare Database Design 2	1.5 credits
HRSC 320	Health Information Management 2	3 credits
STAT 220	Statistics	3 credits

Semester 5

CDAB 360	Data Classification 4	3 credits
HCPP 350	MS Access Database Design	1.5 credits
HCPP 370	Healthcare Data Queries	1.5 credits
HCPP 380	Healthcare Project Management	1.5 credits
QUAL 350	Quality Management	1.5 credits
RSCH 355	Epidemiology & Research Design	1.5 credits

Semester 6

PRAC 394	Practicum 2	6 credits
	Total Credits	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 AND ACCREDITATION

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 (HIM) professionals 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.

HEALTH INFORMATION MANAGEMENT

TRANSFER OPTIONS

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
- 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.

HOSPITALITY MANAGEMENT

FAST FACTS
- **Two year diploma**
- **e-learning**
- **Professional paid internship**
- **Application process begins in October for start in the following September**
- **High Industry demand**

CONTACT SCHOOL OF HOSPITALITY AND TOURISM
School of Hospitality and Tourism
Room E179, John Ware Building
Phone: 403.284.8612 or
Email: 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 full-time two year diploma program, you will obtain skills in lodging, food and beverage, and a host of other hospitality sectors. Your training will cover hotel and restaurant 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 renowned Highwood restaurant, 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: the largest one-day tourism conference in Western Canada featuring 50 guest speakers and a career fair with over 50 industry booths,
- Scholarship lunch and industry gala in The Highwood, and
- SAIT President's gala dinner for 400 VIP delegates.

PROFESSIONAL PAID INTERNSHIP AND STUDY TOURS

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.

As a student, you can also take advantage of exciting international study tours. Previous tour locations have included Scotland, Italy, Australia, Vietnam and Thailand.

PROGRAM OVERVIEW

YOUR CAREER

Graduates can look forward to career opportunities in hotels, restaurants, resorts, private clubs and attractions. You may find work locally or abroad as a(n):

- Restaurant Manger
- Special Events Coordinator
- Food and Beverage Supervisor
- Sales/ Marketing Manager
- Concierge
- Hotel Manager
- Entrepreneur
- Graduates of the Hospitality Management program have a 100% employment rate.

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 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. 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 AND SELECTION

- Applications for Fall 2015 are accepted Oct. 15, 2014 to Sep. 8, 2015.

ADMISSION REQUIREMENTS

At least 50% in the following courses or equivalents:

- Math 30-2 or Math 20-1 or Applied Math 30 or Pure Math 20, **AND**,
- English Language Arts 30-1 or English Language Arts 30-2
- Admission alternatives for the Hospitality Management program are as follows: In lieu of Math requirement, successful completion of BMAT 230 – Business Mathematics. In lieu of English requirement, successful completion of COMM 240 – Business Communications I or COMM 272 – Business Communications. Each of these courses is available through Continuing Education.
- All applicants must demonstrate English Language Proficiency prior to admission, including students educated in Canada.

HOSPITALITY MANAGEMENT

SELECTION

There are no additional selection requirements. Admission will be extended on a first-qualified, first-offered basis until the program is full.

COSTS AND SUPPLIES

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

First Year
Semester 1

BEVM 210	Wine and Spirits Appreciation	3 credits
HLAW 200	Hospitality Law	1.5 credits
COMM 240	Business Communications I	3 credits
FDBS 305	Food and Beverage Service	3 credits
FDPM 225	Food Production, Food Safety and Nutrition	3 credits
COMP 261	MS Office: An Introduction	1.5 credits

Semester 2

COMM 290	Business Communications II	3 credits
BMAT 205	Business Mathematics	3 credits
LODG 255	Front Office Management	3 credits
CONV 315	Special Events Management l	3 credits
TOUR 255	Introduction to Tourism	1.5 credits
LODG 265	Revenue Management	1.5 credits

Courses offered in either Semester 1 or 2:

BEVM 210	Wine and Spirits Appreciation	3 credits
BMAT 205	Business Mathematics	3 credits
CONV 315	Special Events Management l	3 credits
FDBS 305	Food and Beverage Service	3 credits
FDPM 225	Food Production, Food Safety and Nutrition	3 credits
HLAW 200	Hospitality Law	1.5 credits
LODG 255	Front Office Management	3 credits
LODG 265	Revenue Management	1.5 credits

Semester 3

PINT 250	Professional Internship	3 credits

Second Year
Semester 4

ACCT 206	Financial Accounting for the Hospitality Industry	3 credits
PHYF 310	Facilities Management and Design	3 credits
MGMT 230	Organizational Behaviour in Tourism	3 credits
FDBC 305	Food and Beverage Cost Management	3 credits
MKTG 326	Hospitality Marketing	3 credits

Semester 5

ACCT 335	Hospitality Accounting	3 credits
CONV 355	Special Events Management II	3 credits
ECON 250	Microeconomics	3 credits
MGMT 365	Human Resource Management in Tourism	3 credits
HBVR 355	Entrepreneurial Studies	3 credits
	Total Credits	63

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 AND ACCREDITATION

After successfully completing this program, graduates will receive a SAIT diploma in Hospitality Management.

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

TRANSFER OPTION

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
- Business Academy Aarhus, Denmark
- 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 Nevada, Las Vegas
- 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 AND RECORDS MANAGEMENT

PROGRAM DESCRIPTION

Managing records and information is a pivotal piece in running any organization efficiently. Learn the industry standards and best practices of information and records management from industry professionals. From managing electronic content to vital records and terminology, the SAIT Information and Records Management Certificate will help you succeed.

PROGRAM OVERVIEW

YOUR CAREER

This certificate prepares graduates to support the information and records management functions of any organization in the areas of classification, coding, processing, storing, retrieving, preserving, and destroying both print and electronic records.

STUDENT SUCCESS

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

ADMISSION REQUIREMENTS

At least 60% in each of the following courses or their equivalents:

- English Language Arts 30-1 or English Language Arts 30-2
- Two of the following Grade 12 subjects: Math (Pure Math 30, Applied Math 30, Math 30-1, Math 30-2 or Math 30-3), Science, Social Science, Accounting, Law or a second language.
- MGMT 244 (Fundamentals of Information and Records Management) may be substituted for one of the Grade 12 subjects. This course is available through continuing education.
- All applicants, including students educated in Canada, must demonstrate English Language Proficiency prior to admission.

PROGRAM OUTLINE

COMM 256	Professional Communication and Presentation Skills	3 credits
MGMT 244	Fundamentals of Information and Records Management	3 credits
MGMT 246	Advanced Information and Records Management	3 credits
MGMT 251	Strategic Records Management	3 credits
MGMT 267	IRM Tools and Techniques	3 credits
MMGT 218	Business Imaging Technology	3 credits
MMGT 220	Enterprise Content Management	3 credits
MMGT 225	Management of Vital Records	3 credits
MMGT 228	Managing Records Classification and Vocabulary Design	3 credits
MMGT 350	Information Management Administration	3 credits
	Total Credits	30

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.

INFORMATION TECHNOLOGY — COMPUTER SYSTEMS

FAST FACTS

- **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

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.

PROGRAM OVERVIEW

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.

- Graduates of the Information Technology program have a 93% 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

Completion of the following courses or equivalents:

- At least 50% in Math 30-1 or Pure Math 30, or at least 60% in Math 30-2 or Applied Math 30, **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.

SELECTION

- Applications and proof of the admission requirements (transcripts and/or anticipated final grades) must be submitted to be included in selection.
- 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 Math 30-1 or Pure Math 30, or at least 70% in Math 30-2 or Applied Math 30, **AND**,
- At least 65% in English Language Arts 30-1, or at least 70% in English Language Arts 30-2.

Early admission will be offered until February 15 or until the program is full.

SELECTION CRITERIA

- Applicants who do not qualify for early admission, or who qualify after the early admission deadline has passed, will be academically ranked according to the admission requirements and may be interviewed (by phone or in-person).
- Selection will begin on March 2 and be done on a continuous basis until the program has been filled.
- Applicants will then be offered a seat or waitlisted, based on ranking and seat availability.

Failure to meet anticipated final grades will result in offers being rescinded.

COSTS AND SUPPLIES

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

First Year
Semester 1

CMPH 211	Computer Hardware and Operating System Essentials	3 credits
CMPP 269	Computer Programming Essentials	3 credits
CMPS 234	World of Information Technology	3 credits
COMM 256	Professional Communication and Presentation Skills	3 credits
CPNT 220	Introduction to Networking	3 credits

Computer Systems Major
First Year
Semester 2

CMPH 252	Systems Hardware I	3 credits
CMPS 254	Computer Operating Systems	3 credits
CMPS 275	Client-Server Administration	3 credits
CPRG 260	Scripting for System Administrators	3 credits
HREL 250	Business Dynamics	3 credits

Second Year
Semester 3

CMPH 308	Data Center Systems and Storage	3 credits
CMPS 305	Server Service Administration	3 credits
CPRG 302	Web Essentials	3 credits
ITSC 311	IT Security I	3 credits
PROJ 304	Project Preparation	3 credits

Semester 4

CMPS 368	Data Center Management and Virtualization	3 credits
INTP 354	Service Management	3 credits
INTP 362	Emerging Trends in Technology	3 credits
ITSC 321	IT Security II	3 credits
PROJ 354	Capstone Project	3 credits
	Total Credits	60

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 AND ACCREDITATION

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 OPTIONS

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
- Business Academy Aarhus, Denmark
- 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.

INFORMATION TECHNOLOGY – NETWORK SYSTEMS

FAST FACTS
- **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

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.

PROGRAM OVERVIEW

YOUR CAREER
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.

- Graduates of the Information Technology program have a 93% 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
Completion of the following courses or equivalents:

- At least 50% in Math 30-1 or Pure Math 30, or at least 60% in Math 30-2 or Applied Math 30, **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.

SELECTION
- Applications and proof of the admission requirements (transcripts and/or anticipated final grades) must be submitted to be included in selection.
- 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 Math 30-1 or Pure Math 30, or at least 70% in Math 30-2 or Applied Math 30, **AND**,
- At least 65% in English Language Arts 30-1, or at least 70% in English Language Arts 30-2.

Early admission will be offered until February 15 or until the program is full.

SELECTION CRITERIA
- Applicants who do not qualify for early admission, or who qualify after the early admission deadline has passed, will be academically ranked according to the admission requirements and may be interviewed (by phone or in-person).
- Selection will begin on March 2 and be done on a continuous basis until the program has been filled.
- Applicants will then be offered a seat or waitlisted, based on ranking and seat availability.

Failure to meet anticipated final grades will result in offers being rescinded.

COSTS AND SUPPLIES

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

First Year
Semester 1

CMPH 211	Computer Hardware and Operating System Essentials	3 credits
CMPP 269	Computer Programming Essentials	3 credits
CMPS 234	World of Information Technology	3 credits
COMM 256	Professional Communication and Presentation Skills	3 credits
CPNT 220	Introduction to Networking	3 credits

Network Systems Major
First Year
Semester 2

CMPS 275	Client-Server Administration	3 credits
CPNT 254	Switching and Routing Essentials	3 credits
CPRG 261	Scripting for Network Administrators	3 credits
ELCM 254	Structured Cabling	3 credits
HREL 250	Business Dynamics	3 credits

Second Year
Semester 3

CMPN 313	Voice Over Internet Protocol	3 credits
CMPN 332	Advanced Routing	3 credits
CMPS 305	Server Service Administration	3 credits
ITSC 359	Network Security Techniques	3 credits
PROJ 304	Project Preparation	3 credits

Semester 4

CMPN 361	Server Management	3 credits
CMPN 371	Wireless Networks	3 credits
CMPN 383	Server Virtualization	3 credits
CMPN 386	Advanced Networking and Troubleshooting	3 credits
PROJ 354	Capstone Project	3 credits
	Total Credits	60

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 AND ACCREDITATION

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 OPTIONS

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
- Business Academy Aarhus, Denmark
- 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.

INFORMATION TECHNOLOGY – SOFTWARE DEVELOPMENT

FAST FACTS
- **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

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.

PROGRAM OVERVIEW

YOUR CAREER
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).

- Graduates of the Information Technology program have a 93% 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
Completion of the following courses or equivalents:

- At least 50% in Math 30-1 or Pure Math 30, or at least 60% in Math 30-2 or Applied Math 30, **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.

SELECTION
- Applications and proof of the admission requirements (transcripts and/or anticipated final grades) must be submitted to be included in selection.
- 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 Math 30-1 or Pure Math 30, or at least 70% in Math 30-2 or Applied Math 30, **AND**,
- At least 65% in English Language Arts 30-1, or at least 70% in English Language Arts 30-2.

Early admission will be offered until February 15 or until the program is full.

SELECTION CRITERIA
- Applicants who do not qualify for early admission, or who qualify after the early admission deadline has passed, will be academically ranked according to the admission requirements and may be interviewed (by phone or in-person).
- Selection will begin on March 2 and be done on a continuous basis until the program has been filled.
- Applicants will then be offered a seat or waitlisted, based on ranking and seat availability.

Failure to meet anticipated final grades will result in offers being rescinded.

INFORMATION TECHNOLOGY – SOFTWARE DEVELOPMENT

COSTS AND SUPPLIES

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

First Year
Semester 1

CMPH 211	Computer Hardware and Operating System Essentials	3 credits
CMPP 269	Computer Programming Essentials	3 credits
CMPS 234	World of Information Technology	3 credits
COMM 256	Professional Communication and Presentation Skills	3 credits
CPNT 220	Introduction to Networking	3 credits

Software Development Major
First Year
Semester 2

CMPS 253	Interface Design	3 credits
CPRG 250	Database Design and Programming	3 credits
CPRG 251	Object Oriented Programming Essentials	3 credits
CPRG 256	Website Development Fundamentals	3 credits
HREL 250	Business Dynamics	3 credits

Second Year
Semester 3

CMPS 303	Object Oriented Systems Analysis and Design	3 credits
CPRG 300	Database Programming and Tuning	3 credits
CPRG 311	Advanced Object-Oriented Programming	3 credits
CPRG 352	Web Application Programming	3 credits
PROJ 304	Project Preparation	3 credits

Semester 4

CMPS 369	Operating Systems for Software Developers	3 credits
DBAD 300	Introduction to Database Administration	3 credits
INTP 362	Emerging Trends in Technology	3 credits
ITSC 315	Security for Software Developers	3 credits
PROJ 354	Capstone Project	3 credits
	Total Credits	60

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 AND ACCREDITATION

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 OPTIONS

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
- Business Academy Aarhus, Denmark
- 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.

INFORMATION TECHNOLOGY – TELECOM SYSTEMS

FAST FACTS
- **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

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.

PROGRAM OVERVIEW

YOUR CAREER
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 (ISPs). 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 a 93% 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
Completion of the following courses or equivalents:

- At least 50% in Math 30-1 or Pure Math 30, or at least 60% in Math 30-2 or Applied Math 30, **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.

SELECTION
- Applications and proof of the admission requirements (transcripts and/or anticipated final grades) must be submitted to be included in selection.
- 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 Math 30-1 or Pure Math 30, or at least 70% in Math 30-2 or Applied Math 30, **AND**,
- At least 65% in English Language Arts 30-1, or at least 70% in English Language Arts 30-2.

Early admission will be offered until February 15 or until the program is full.

SELECTION CRITERIA
- Applicants who do not qualify for early admission, or who qualify after the early admission deadline has passed, will be academically ranked according to the admission requirements and may be interviewed (by phone or in-person).
- Selection will begin on March 2 and be done on a continuous basis until the program has been filled.
- Applicants will then be offered a seat or waitlisted, based on ranking and seat availability.

Failure to meet anticipated final grades will result in offers being rescinded.

INFORMATION TECHNOLOGY – TELECOM SYSTEMS

COSTS AND SUPPLIES

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

First Year
Semester 1

CMPH 211	Computer Hardware and Operating System Essentials	3 credits
CMPP 269	Computer Programming Essentials	3 credits
CMPS 234	World of Information Technology	3 credits
COMM 256	Professional Communication and Presentation Skills	3 credits
CPNT 220	Introduction to Networking	3 credits

Telecom Systems Major
First Year
Semester 2

CMPS 275	Client-Server Administration	3 credits
CPNT 254	Switching and Routing Essentials	3 credits
ELCM 254	Structured Cabling	3 credits
ELTR 251	Electronics for Information Technology	3 credits
HREL 250	Business Dynamics	3 credits

Second Year
Semester 3

CMPN 313	Voice Over Internet Protocol	3 credits
CPNT 301	WAN and ISP Routing	3 credits
ELCM 252	Digital Transmission Techniques	3 credits
ELCM 315	Wireless Telecommunications	3 credits
PROJ 304	Project Preparation	3 credits

Semester 4

CPNT 351	Multi-Protocol Label Switching and IP Qos	3 credits
ELCM 306	PBX Switching Principles	3 credits
ELCM 308	Service Provider Outside Plant	3 credits
ELCM 363	Wide Area Networking	3 credits
PROJ 354	Capstone Project	3 credits
	Total Credits	60

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 AND ACCREDITATION

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 OPTIONS

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
- Business Academy Aarhus, Denmark
- 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

FAST FACTS
- **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.

PROGRAM OVERVIEW

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 94% employment rate.

STUDENT SUCCESS

The Instrumentation Engineering Technology program (IIET) requires an interest and aptitude for math, science and computers. The foundation that you have developed in these areas through previous education and experience will be further enhanced through courses that include lecture and laboratory components.

Contact time with instructors in lectures and labs is thirty hours per week. The average student is expected to spend about an additional twenty five hours per week on assignments, studying and projects.

A career in Instrumentation Engineering Technology typically includes both office and field work. Depending on someone's particular career path the proportion of office and field exposure can vary significantly. In the IIET program students are exposed to lab work that simulates field activities. This includes using machinery and hand tools to assemble, calibrate and troubleshoot industrial instrumentation components, following safety requirements including the use of personal protective equipment like safety glasses and footwear.

Some of the subject areas that are a focus of the program include:

- Industrial Process Analysis
- Process Instruments
- Analytical Instruments
- Control and Safety Systems

In the industry, instrumentation practitioners will often work in teams of various sizes. In the IIET program many courses require working in teams for projects or lab assignments.

We invite you to reflect on the following questions:

- Do I enjoy working in a team environment?
- Am I a good communicator? Verbal (good English language skills); Written (clear, concise)
- Am I a self-starter who likes to think critically through problems and challenges?
- Am I adaptable?

The IIET program is designed to provide teaching, or the delivery of information to students, at the beginning of the program, but evolves to more of a coaching role, where students learn more independently, by the end of the program. This requires that students take more initiative and responsibility for their learning, with instructors available as a resource, as they progress through the program.

Students will have to secure their own job after graduation. Assistance is available on resumé writing and interviewing for a position. Networking opportunities with industry are available through the program. Students are encouraged to be active in their student club, to develop the soft skills that are important to a successful career and to access additional opportunities to network with industry.

ADMISSION AND SELECTION

- Applications for Fall 2015 are accepted Oct. 15, 2014 to March 1, 2015

ADMISSION REQUIREMENTS

Completion of the following courses or their equivalents:

- At least 60% in Math 30-1 or Pure Math 30, 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.

INSTRUMENTATION ENGINEERING TECHNOLOGY

COMPETITIVE ENTRY: SIX STEP PROCESS

Step 1: **Read the program information to see the qualities needed for Student Success**

Step 2: **Ensure that you meet all of the admission requirements listed above**

Step 3: Review the selection information to understand the process and deadlines

Applications and proof of the admission requirements (transcripts and/or anticipated final grades) along with all supporting documents must be submitted by March 1 to be included in selection.

Applications received on or after March 1 will be put on a secondary waitlist and applicants will be contacted if seats are available.

Selection is done on a continuous basis starting in January.

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

– Academic Ranking

– Quality of Career Investigation Questionnaire

Step 4: **Apply to Instrumentation Engineering Technology and submit your transcripts**

Step 5: **Complete the Career Investigation Questionnaire and submit it by March 1**

Log in to mySAIT.ca to check your admission status. 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.

Step 6: **Continue to monitor changes to your application decision through mySAIT.ca starting in January.**

Failure to meet anticipated final grades will result in offers being rescinded.

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.

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.

RESERVED SEATS

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

COSTS AND SUPPLIES

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 $1,775 for the first year and $1,215 for the second year.

PROGRAM OUTLINE

First Year
Semester 1

APSC 215	Applied Physics for Instrumentation	1.5 credits
COMP 261	MS Office: An Introduction	1.5 credits
ELEC 256	Electrical Fundamentals	3 credits
INST 202	Process Instruments I	3 credits
INST 257	World of Instrumentation	3 credits
MATH 238	Math for Engineering & Tech I	3 credits

Semester 2

COMM 238	Technical Communications I	3 credits
ELEC 258	Electrical Applications	3 credits
INST 262	Process Instruments II	3 credits
MATH 288	Math for Engineering & Tech ll	3 credits
MNTN 231	Instrument Installation and Maintenance	1.5 credits
INST 265	Programming for Instrumentation	1.5 credits

Second Year
Semester 3

CMPN 317	Remote Automation Systems	3 credits
INST 335	Instrumentation Software	1.5 credits
STAT 245	Statistics for Engineering & Tech l	3 credits
CNTR 322	Process Control Systems I	3 credits
CMPN 337	Distributed Control Systems I	3 credits
APSC 220	Applied Chemistry for Instrumentation	1.5 credits

Semester 4

ANLS 330	Process Analyzers	3 credits
INST 345	Advanced Technologies	3 credits
PROJ 370	Instrumentation Project	3 credits
CMPN 330	Distributed Control Systems II	3 credits
CNTR 359	Process Control Systems II	3 credits
	Total Credits	60

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.

INSTRUMENTATION ENGINEERING TECHNOLOGY

CREDENTIALS AND ACCREDITATION

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

Accreditation

The Canadian Council of Technicians and Technologists (CCTT) nationally accredits the Instrumentation Engineering Technology program at the Engineering Technologist level. Students are eligible for membership in the Association of Science and Engineering Technology Professionals in Alberta (ASET) and International Society of Automation (ISA).

TRANSFER OPTIONS

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
- Memorial University
- 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 – PHOTOJOURNALISM

FAST FACTS

- **Two year diploma**
- **Photojournalism and Print & 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 & 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 practicums, usually at newspapers and magazines.

PROGRAM OVERVIEW

YOUR CAREER

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 90% employment rate.

STUDENT SUCCESS

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

ADMISSION AND SELECTION

- Applications for Fall 2015 are accepted Oct. 15, 2014 to Sep. 18, 2015

ADMISSION REQUIREMENTS

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

Second year Photojournalism Option

- Based on academic standards and 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.

COSTS AND SUPPLIES

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.

JOURNALISM – PHOTOJOURNALISM

PROGRAM OUTLINE

First Year
Semester 1

PHOT 216	Visual Journalism I	3 credits
PREL 218	Marketing and Communications for Journalists	3 credits
PUBL 210	Media Software for Journalists	3 credits
RSCH 203	News Research for Journalists	3 credits
WRIT 230	Writing for Journalism	3 credits

Semester 2

JOUR 251	News and Feature Writing	3 credits
JOUR 254	Online Journalism I	3 credits
JOUR 258	Ethics for Print and Online Journalists	3 credits
PHOT 256	Visual Journalism II	3 credits
PUBL 261	Publication Planning & Design	3 credits

Photo Journalism Major
Second Year
Semester 3

JOUR 302	News Writing and Editing	3 credits
PHOT 320	Lighting and Illustration for Photojournalists I	3 credits
PHOT 325	Photojournalism for Print Media I	3 credits
PHOT 334	Advanced Workflow for Photojournalists	3 credits
PHOT 336	Visual Journalism III	3 credits

Semester 4

PHOT 350	Lighting and Illustration for Photojournalists II	3 credits
PHOT 353	Freelancing and Portfolio Production	3 credits
PHOT 355	Photojournalism for Print Media II	3 credits
PHOT 366	Visual Journalism IV	3 credits
PHOT 385	Photojournalism Work Experience	3 credits
	Total Credits	60

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 AND ACCREDITATION

After successfully completing this program, graduates will receive a SAIT diploma in Journalism with a major in Photojournalism.

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 OPTIONS

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
- 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.

JOURNALISM – PRINT AND ONLINE

FAST FACTS
- **Two year diploma**
- **Photojournalism and Print & 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 specialities 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 & 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 practicums, usually at newspapers and magazines.

PROGRAM OVERVIEW

YOUR CAREER

Graduates from this program in the Print & 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 of the Journalism program have a 90% employment rate.

STUDENT SUCCESS

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

ADMISSION AND SELECTION
- Applications for Fall 2015 are accepted Oct. 15, 2014 to Sep. 18, 2015

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

SECOND YEAR PHOTOJOURNALISM OPTION
- Based on academic standards and 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.

COSTS AND SUPPLIES

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.

- Second year Print and Online Journalism option, books and supplies cost approximately $400.

JOURNALISM – PRINT AND ONLINE

PROGRAM OUTLINE

First Year
Semester 1

PHOT 216	Visual Journalism I	3 credits
PREL 218	Marketing and Communications for Journalists	3 credits
PUBL 210	Media Software for Journalists	3 credits
RSCH 203	News Research for Journalists	3 credits
WRIT 230	Writing for Journalism	3 credits

Semester 2

JOUR 251	News and Feature Writing	3 credits
JOUR 254	Online Journalism I	3 credits
JOUR 258	Ethics for Print and Online Journalists	3 credits
PHOT 256	Visual Journalism II	3 credits
PUBL 261	Publication Planning & Design	3 credits

Print & Online Journalism Major
Second Year
Semester 3

JOUR 301	Online Journalism II	3 credits
JOUR 302	News Writing and Editing	3 credits
JOUR 305	Visual Reportage and Storytelling	3 credits
PROJ 318	Journalism Projects I	6 credits

Semester 4

JOUR 357	News and Opinion Writing	3 credits
PRCT 375	Journalism Practicum	3 credits
PREL 364	Public Relations Writing and Design	3 credits
PROJ 368	Journalism Projects II	6 credits
	Total Credits	60

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 AND ACCREDITATION

After successfully completing this program, graduates will receive a SAIT diploma in Journalism with a major in 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 OPTIONS

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
- 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.

LEGAL ASSISTANT

FAST FACTS

- **Two-year diploma**
- **Fall start**
- **Laptop-based program using SAIT-issued laptops**
- **Includes a four-week unpaid practicum placement**
- **Limited number of courses available through Continuing Education**

CONTACT SCHOOL OF BUSINESS

School of Business
Room NN701, Senator Burns Building
Phone: 403.284.8485 or
Email: business.advising@sait.ca

PROGRAM DESCRIPTION

The Legal Assistant diploma is a two-year laptop-based program designed to prepare students for the in-demand field of legal support services and the many employment opportunities available for legal assistants. Legal assistants are highly skilled administrators who work closely with lawyers on a wide variety of legal matters.

Students will 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, and wills and estates. Faculty bring extensive experience as lawyers and legal assistants and offer students a highly practical and technologically-enriched learning experience. 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 a four-week unpaid practicum in a law office or similar legal environment to gain valuable industry experience.

PROGRAM OVERVIEW

YOUR CAREER

Graduates find work as legal assistants, junior 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 in campus life and take advantage of SAIT services and resources usually experience more success in SAIT's programs.

ADMISSION AND SELECTION

- Applications for Fall 2015 are accepted Oct. 15, 2014 to March 1, 2015

ADMISSION REQUIREMENTS

At least 50% in the following courses or equivalents:

- English Language Arts 30-1 or English Language Arts 30-2, **AND**,
- Math 10C or Math 20-3 or Applied Math 10 or Pure Math 10.
- 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 March 1 to be included in selection.
- Selection will begin in March. Applicants who meet the admission requirements and have achieved, or will achieve, a minimum grade of 70% in English 30-1 or equivalent will be academically ranked and offers will be extended accordingly.
- Applicants who do not meet the above requirement or do not receive an offer will remain in selection and will be emailed selection information starting in March.

Failure to meet anticipated final grades will result in offers being rescinded.

SELECTION CRITERIA

Applicants remaining in selection will be required to attend a brief in-person panel interview. The applicant will be given two weeks' notice of the scheduled interview, when possible, to allow time for preparation.

Applicants must bring an updated resumé to the interview and they will be assessed on their communication skills and professionalism. The rubric for the assessment will be provided by email to applicants prior to the interview.

At the interview, if further assessment is required applicants will be asked to write an impromptu paragraph on a selected topic.

Seats will be offered to the highest ranked students. If seats are not available at the time of selection, candidates will be placed on a ranked waitlist, based on their selection performance.

Applicants must attend the interview in person. If you are located more than 300 kilometres from Calgary and cannot attend the interview without hardship, alternative arrangements for submission will be considered.

LEGAL ASSISTANT

COMMUNICATION DURING SELECTION

Email is the primary source of communication. Ensure your personal email account is managed appropriately to receive our emails, files and communication.

Due to the significant number of applications for this program, selection can take some time. Every effort will be made to maintain the timelines set out. We appreciate your patience. Log on to mySAIT.ca to check your admission decision status beginning in March.

UNSUCCESSFUL APPLICANTS

There are numerous reasons why an applicant might be unsuccessful – a late application, strong competition, or a weak selection performance. Applications are not carried over into the next academic year. We encourage applicants to apply again, making up any qualifications they are lacking in order to be accepted through the selection process.

COSTS AND SUPPLIES

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 $1,000 per year.
- A $400 security deposit to use a SAIT issued laptop.

PROGRAM OUTLINE

First Year
Semester 1

LEGA 205	Keyboard Skill Building	3 credits
LEGA 215	Legal Computer Applications I	3 credits
ENGL 205	Grammar and Proofreading	3 credits
LEGL 200	Introduction to Law	3 credits
LEGL 210	Corporate Law	3 credits

Semester 2

LEGA 255	Law Office Procedures	3 credits
LEGA 265	Legal Computer Applications II	3 credits
LEGL 250	Legal Writing I	3 credits
LEGL 260	Litigation Law I	3 credits
LEGL 270	Real Estate Law I	3 credits

Second Year
Semester 3

LEGA 305	Legal Transcription	3 credits
LEGL 300	Legal Writing II	3 credits
LEGL 310	Litigation Law II	3 credits
LEGL 320	Real Estate Law II	3 credits
MNGT 250	Organizational Behaviour	3 credits

Semester 4

LEGA 355	Law Office Simulation	3 credits
LEGA 365	Legal Computer Applications III	3 credits
LEGL 350	Criminal Law	3 credits
LEGL 360	Family Law	3 credits
LEGL 380	Wills and Estate Law	3 credits

Semester 5

PRCT 385	Law Office Practicum	1.5 credits
	Total Credits	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 AND ACCREDITATION

Upon successful completion of the program, graduates will receive a two year SAIT Legal Assistant diploma.

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 OPTIONS

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
- 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.

LIBRARY INFORMATION TECHNOLOGY

FAST FACTS

- **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. LIT 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 LIT diploma is offered at SAIT as a day-time diploma program. Students can also begin this diploma by completing Continuing education courses.

PROGRAM OVERVIEW

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 95% employment rate.

STUDENT SUCCESS

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

ADMISSION AND SELECTION

- Applications for Fall 2015 are accepted Oct. 15, 2014 to Sep. 18, 2015

ADMISSION REQUIREMENTS

At least 60% in the following courses or equivalents:

- English Language Arts 30-1 or English Language Arts 30-2 or equivalents, **AND**,
- Two of the following Grade 12 subjects: Math, Science, Social Science, Accounting, Law or a second language.
- LIBR-200 (Introduction to Libraries) may be substituted for one of the two Grade 12 subjects. This course is available through distance education.
- All applicants must demonstrate English Language Proficiency prior to admission, including students educated in Canada.

SELECTION

There are no additional selection requirements. Admission will be extended on a first-qualified, first-offered basis until the program is full.

COSTS AND SUPPLIES

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

First Year
Semester 1

COMN 220	Communication and Presentation Skills	3 credits
COMP 220	Computer Fundamentals	3 credits
LIBR 200	Introduction to Libraries	1.5 credits
LIBR 202	Bibliographic Description and Access I	3 credits
LIBR 235	Library Information Services I	3 credits
LIBR 297	Library Operations	3 credits

Semester 2

COMM 352	Communicating in the Workplace	1.5 credits
LIBR 251	Integrated Library Technology	3 credits
LIBR 252	Bibliographic Description and Access II	3 credits
LIBR 335	Library Information Services II	3 credits
MGMT 244	Fundamentals of Information and Records Management	3 credits
MKTG 360	Library Marketing	1.5 credits

Second Year
Semester 3

DATA 375	Online Database Searching	3 credits
LIBR 302	Bibliographic Description and Access III	3 credits
LIBR 305	Library Technology Customer Service	3 credits
LIBR 320	Design Web Tools for Libraries	3 credits
PRAC 320	Practicum Preparation	1.5 credits

Semester 4

LIBR 323	Managing Digital Content	3 credits
MGMT 246	Advanced Information and Records Management	3 credits
MMGT 350	Information Management Administration	3 credits
PRAC 392	Library Practicum	3 credits

Electives (Students are required to complete 3 elective courses):

ENGL 322	Contemporary World Literature	1.5 credits
LIBR 260	Collection Development for Adults	1.5 credits
LIBR 310	Special Libraries	1.5 credits
LIBR 315	Services Children/Young Adults	1.5 credits
LIBR 330	Storytelling	1.5 credits
LIBR 340	Specialized Terminology	1.5 credits
LIBR 349	Library and Information Technology Project I	1.5 credits
LIBR 351	Public Libraries	1.5 credits
LIBR 399	Library and Information Technology Project II	1.5 credits
	Total Credits	61.5

LIBRARY INFORMATION TECHNOLOGY

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 AND ACCREDITATION

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 OPTIONS

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
- Royal Roads University
- 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.

MACHINIST TECHNICIAN

FAST FACTS
- **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

PROGRAM DESCRIPTION
This full-time program is a great way to start your career as a Machinist – a rewarding and challenging trade with precision and craftsmanship as core attributes. As a Machinist Technician, you'll set up and operate precision equipment for the production of a variety of components and assemblies. Machinists make or modify primarily metal components to very fine tolerances. At 30 weeks in length (900 hours), this program contains content nearly double that afforded by the Machinist apprenticeship stream for equivalent periods. You will learn skills including, but not limited to: machining, machine set-up, blueprint reading, process planning, design validation, precision measurement, and heat treatment.

Metal cutting and shaping operations use a variety of machine tools, including conventional mills, drills, lathes, and grinders. As modern machine tools are often computer-driven, a Machinist Technician may be responsible for programming and operating high-tech Computer Numerically Controlled (CNC) equipment such as CNC mills, lathes, Electrical Discharge Machines (EDM), and Coordinate Measuring Machines (CMM).

Upon successful completion of your first 15 weeks, you will be eligible to write the first period Machinist apprenticeship exam. At the end of 30 weeks, you will be eligible to write the second period Machinist apprenticeship exam. Upon successful completion of the entire program, you will receive a SAIT Polytechnic Machinist Technician Certificate.

PROGRAM OVERVIEW

YOUR CAREER
Modern machine shops are clean and safe work environments. Machinist Technicians may find employment in a variety of industries including but not limited to transportation, oil and gas manufacturing, medical technology, wherever equipment is being manufactured or repaired.

Graduates of the Machinist Technician program benefit from a high level of industry demand, having achieved recognized training equivalent to the first two periods of the Machinist apprenticeship program. A certificate from the SAIT Machinist Technician program demonstrates the core competencies required for success in the Machinist trade.

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

STUDENT SUCCESS
Students with higher grades usually experience more success in SAIT's programs.

ADMISSION AND SELECTION
- Applications for Fall 2015 are accepted Oct. 15, 2014 to Sep. 8, 2015

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, **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.

SELECTION
There are no additional selection requirements. Admission will be extended on a first-qualified, first-offered basis until the program is full.

COSTS AND SUPPLIES

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

Semester 1

BLPR 202	Blueprint Reading	1.5 credits
EMTL 203	Metallurgy	1.5 credits
MACH 204	Machinist Theory I	3 credits
MACH 205	Machine Shop I	6 credits
MATH 209	Mathematics	1.5 credits
MNFG 223	Computer Numerical Control I	1.5 credits

Semester 2

MACH 254	Machinist Theory II	1.5 credits
MACH 255	Machine Shop II	6 credits
MATH 259	Mathematics II	1.5 credits
MNFG 258	Computer Numerical Control II	1.5 credits
MNFG 260	Computer Aided Manufacturing	1.5 credits
WELD 218	Welding	1.5 credits
	Total Credits	28.5

MACHINIST TECHNICIAN

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 AND ACCREDITATION

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 year Provincial Apprenticeship Board exams for the machinist trade providing they attain a minimum of 65% in all of their courses. Apprenticeship exams fees will be required.

TRANSFER OPTIONS

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 – DESIGN AND ANALYSIS

FAST FACTS

- **Two year diploma**
- **Design and Analysis, Design and Development or Design and Automation majors**
- **Fall start**

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

PROGRAM DESCRIPTION

The Mechanical Engineering Technology program is a practical, hands-on, full-time, 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 for specific courses will be used in the selection criteria for each major, in case of a seat shortage for specific majors.

The following majors are available for the Mechanical Engineering Technology program:

- Design and Analysis
- Design and Development
- Design and Automation

Common to all: In all three available majors, a focus will be placed on professionalism, creativity, team work, effective communication and collaboration. Each student will also participate in a major capstone project that will address a real-world industry challenge.

The specific areas of study for the three majors will be:

Design and Analysis Major:

- Mechanical system design
- Vibration Analysis
- Thermodynamics
- Fluid Mechanics

Design and Development Major:

- Model Making
- Prototyping
- Ergonomics

Design and Automation Major:

- Automation Systems Design
- Control Systems (PLC)
- Industrial robotics

PROGRAM OVERVIEW

YOUR CAREER

Graduates will have obtained the designation of Mechanical Engineering Technologists, with a specialization in either 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 major – design, analysis and troubleshooting of various systems including mechanical, thermal and fluids
- Design and Development major – product design and development, prototyping, ergonomics and industrial design.
- Design and Automation major – automated systems design and maintenance, manufacturing controls, and robotics.

Did you know graduates of the Mechanical Engineering Technology program have a 92% employment rate?

STUDENT SUCCESS

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

ADMISSION AND SELECTION

- Applications for Fall 2015 are accepted Oct. 15, 2014 to March 31, 2015.

ADMISSION REQUIREMENTS

Completion of the following courses or equivalents:

- At least 60% in Math 30-1 or Pure Math 30, or at least 75% in Math 30-2, **AND**,
- At least 60% in English Language Arts 30-1 or English Language Arts 30-2, **AND**,
- At least 60% in Physics 20 and Chemistry 20, or at least 60% 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.

MECHANICAL ENGINEERING TECHNOLOGY – DESIGN AND ANALYSIS

EARLY ADMISSION

Early admission will be offered to applicants who have achieved or will achieve a minimum overall average of 80% in the admission requirements.

Early admission will be offered until March 31 or until the program is full.

SELECTION CRITERIA

Applicants who do not qualify for early admission 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 and/or an aptitude test may be requested and seats will be offered accordingly.

Failure to meet anticipated final grades will result in offers being rescinded.

COSTS AND SUPPLIES

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

First Year – Common
Semester 1

COMP 213	Computing for Engineering Technology	3 credits
MATH 238	Math for Engineering & Tech I	3 credits
MECH 200	MET Concepts	3 credits
MECH 205	Electro Mechanical Systems	3 credits
PHYS 235	Engineering Physics	1.5 credits
THRM 200	Introduction to Thermodynamics	1.5 credits

Semester 2

DYNA 265	Dynamics	1.5 credits
EMTL 250	Engineering Materials	3 credits
ENGD 250	Technical Modeling	3 credits
MATH 288	Math for Engineering & Tech ll	3 credits
MNFG 290	Manufacturing Processes	3 credits
STCS 255	Engineering Statics	1.5 credits

Design and Analysis
Second Year
Semester 3

COMM 256	Professional Communication and Presentation Skills	3 credits
EMTL 300	Mechanics of Materials	3 credits
FLDS 350	Fluid Mechanics	1.5 credits
MACH 380	Machine Dynamics	1.5 credits
MNFG 310	Advanced Manufacturing	3 credits
THRM 320	Thermodynamics and Heat Transfer	3 credits

Semester 4

DSGN 380	Machine Design	3 credits
DSGN 390	Mechanical Systems Design	3 credits
ECON 209	Engineering Economics	1.5 credits
FLDS 320	Fluid Power	1.5 credits
PROJ 375	Capstone Project	3 credits
STAT 245	Statistics for Engineering & Tech l	3 credits
	Total Credits	**60**

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 AND ACCREDITATION

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

All three majors 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.

While attending SAIT, Mechanical Engineering Technology students can become members of the following societies:

- Association of Science and Engineering Technology Professionals (ASET).
- Society of Automotive Engineers (SAE).
- American Society for Quality (ASQ).

TRANSFER OPTIONS

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)
- Montana Tech of the University of Montana
- NAIT
- SAIT Polytechnic
- Thompson Rivers University
- University of British Columbia
- University of Calgary
- 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.

SAIT Programs

MECHANICAL ENGINEERING TECHNOLOGY – DESIGN AND AUTOMATION

FAST FACTS
- **Two year diploma**
- **Design and Analysis, Design and Development or Design and Automation majors**
- **Fall start**

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

PROGRAM DESCRIPTION
The Mechanical Engineering Technology program is a practical, hands-on, full-time, 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 for specific courses will be used in the selection criteria for each major, in case of a seat shortage for specific majors.

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- Design and Development
- Design and Automation

Common to all: In all three available majors, a focus will be placed on professionalism, creativity, team work, effective communication and collaboration. Each student will also participate in a major capstone project that will address a real-world industry challenge.

The specific areas of study for the three majors will be:

Design and Analysis Major:
- Mechanical system design
- Vibration Analysis
- Thermodynamics
- Fluid Mechanics

Design and Development Major:
- Model Making
- Prototyping
- Ergonomics

Design and Automation Major:
- Automation Systems Design
- Control Systems (PLC)
- Industrial robotics

PROGRAM OVERVIEW

YOUR CAREER
Graduates will have obtained the designation of Mechanical Engineering Technologists, with a specialization in either 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 major** – design, analysis and troubleshooting of various systems including mechanical, thermal and fluids
- **Design and Development major** – product design and development, prototyping, ergonomics and industrial design.
- **Design and Automation major** – automated systems design and maintenance, manufacturing controls, and robotics.

Did you know graduates of the Mechanical Engineering Technology program have a 92% employment rate?

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

ADMISSION AND SELECTION
- Applications for Fall 2015 are accepted Oct. 15, 2014 to March 31, 2015.

ADMISSION REQUIREMENTS
Completion of the following courses or equivalents:

- At least 60% in Math 30-1 or Pure Math 30, or at least 75% in Math 30-2, **AND**,
- At least 60% in English Language Arts 30-1 or English Language Arts 30-2, **AND**,
- At least 60% in Physics 20 and Chemistry 20, or at least 60% in Science 30.
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SELECTION
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- Applications received after March 31 will be placed on a secondary waitlist and applicants will be contacted if seats become available.

MECHANICAL ENGINEERING TECHNOLOGY – DESIGN AND AUTOMATION

EARLY ADMISSION

Early admission will be offered to applicants who have achieved or will achieve a minimum overall average of 80% in the admission requirements.

Early admission will be offered until March 31 or until the program is full.

SELECTION CRITERIA

Applicants who do not qualify for early admission 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 and/or an aptitude test may be requested and seats will be offered accordingly.

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COSTS AND SUPPLIES

Tuition and fees (Subject to change)

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- Student funding, please refer to Financial Assistance.

Books and supplies (Subject to change)

- Books and supplies are approximately $1,500 per year.

PROGRAM OUTLINE

First Year – Common
Semester 1

COMP 213	Computing for Engineering Technology	3 credits
MATH 238	Math for Engineering & Tech I	3 credits
MECH 200	MET Concepts	3 credits
MECH 205	Electro Mechanical Systems	3 credits
PHYS 235	Engineering Physics	1.5 credits
THRM 200	Introduction to Thermodynamics	1.5 credits

Semester 2

DYNA 265	Dynamics	1.5 credits
EMTL 250	Engineering Materials	3 credits
ENGD 250	Technical Modeling	3 credits
MATH 288	Math for Engineering & Tech ll	3 credits
MNFG 290	Manufacturing Processes	3 credits
STCS 255	Engineering Statics	1.5 credits

Design and Automation
Second Year
Semester 3

CNTR 300	Control Systems	3 credits
COMM 256	Professional Communication and Presentation Skills	3 credits
EMSI 310	Comp. Integrated Manufacturing	1.5 credits
EMSI 320	Robots and Robotics	1.5 credits
EMTL 300	Mechanics of Materials	3 credits
MNFG 310	Advanced Manufacturing	3 credits

Semester 4

DSGN 380	Machine Design	3 credits
ECON 209	Engineering Economics	1.5 credits
EMSI 360	Advanced PLCs	3 credits
FLDS 320	Fluid Power	1.5 credits
PROJ 375	Capstone Project	3 credits
STAT 245	Statistics for Engineering & Tech l	3 credits
	Total Credits	60

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 AND ACCREDITATION

After successfully completing this program, graduates will receive a SAIT diploma in either:

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- University of Victoria

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SAIT Programs

MECHANICAL ENGINEERING TECHNOLOGY – DESIGN AND DEVELOPMENT

FAST FACTS

- **Two year diploma**
- **Design and Analysis, Design and Development or Design and Automation majors**
- **Fall start**

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

PROGRAM DESCRIPTION

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The specific areas of study for the three majors will be:

Design and Analysis Major:
- Mechanical system design
- Vibration Analysis
- Thermodynamics
- Fluid Mechanics

Design and Development Major:
- Model Making
- Prototyping
- Ergonomics

Design and Automation Major:
- Automation Systems Design
- Control Systems (PLC)
- Industrial robotics

PROGRAM OVERVIEW

YOUR CAREER

Graduates will have obtained the designation of Mechanical Engineering Technologists, with a specialization in either 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.

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STUDENT SUCCESS

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ADMISSION REQUIREMENTS

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MECHANICAL ENGINEERING TECHNOLOGY – DESIGN AND DEVELOPMENT

EARLY ADMISSION

Early admission will be offered to applicants who have achieved or will achieve a minimum overall average of 80% in the admission requirements.

Early admission will be offered until March 31 or until the program is full.

SELECTION CRITERIA

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COSTS AND SUPPLIES

Tuition and fees (Subject to change)

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- Student funding, please refer to Financial Assistance.

Books and supplies (Subject to change)

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PROGRAM OUTLINE

First Year – Common
Semester 1

COMP 213	Computing for Engineering Technology	3 credits
MATH 238	Math for Engineering & Tech I	3 credits
MECH 200	MET Concepts	3 credits
MECH 205	Electro Mechanical Systems	3 credits
PHYS 235	Engineering Physics	1.5 credits
THRM 200	Introduction to Thermodynamics	1.5 credits

Semester 2

DYNA 265	Dynamics	1.5 credits
EMTL 250	Engineering Materials	3 credits
ENGD 250	Technical Modeling	3 credits
MATH 288	Math for Engineering & Tech ll	3 credits
MNFG 290	Manufacturing Processes	3 credits
STCS 255	Engineering Statics	1.5 credits

Design and Development
Second Year
Semester 3

COMM 256	Professional Communication and Presentation Skills	3 credits
EMTL 300	Mechanics of Materials	3 credits
MNFG 310	Advanced Manufacturing	3 credits
PRDT 300	Product Development	3 credits
PRDT 305	Model Making and Prototyping	1.5 credits
PRDT 310	Applied Product Development	1.5 credits

Semester 4

DSGN 380	Machine Design	3 credits
ECON 209	Engineering Economics	1.5 credits
FLDS 320	Fluid Power	1.5 credits
PRDT 320	Product Analysis	3 credits
PROJ 375	Capstone Project	3 credits
STAT 245	Statistics for Engineering & Tech l	3 credits
	Total Credits	60

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 AND ACCREDITATION

After successfully completing this program, graduates will receive a SAIT diploma in either:

Mechanical Engineering Technology – Design and Analysis

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- Thompson Rivers University
- University of British Columbia
- University of Calgary
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- University of Victoria

To learn more, visit Transfer Options.

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MECHANICAL ENGINEERING TECHNOLOGY – GENERAL

FAST FACTS
- **Two year diploma**
- **Design and Analysis, Design and Development or Design and Automation majors**
- **Fall start**

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

PROGRAM DESCRIPTION

The Mechanical Engineering Technology program is a practical, hands-on, full-time, 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.

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- Vibration Analysis
- Thermodynamics
- Fluid Mechanics

Design and Development Major:
- Model Making
- Prototyping
- Ergonomics

Design and Automation Major:
- Automation Systems Design
- Control Systems (PLC)
- Industrial robotics

PROGRAM OVERVIEW

YOUR CAREER

Graduates will have obtained the designation of Mechanical Engineering Technologists, with a specialization in either Design and Analysis, Design and Development or Design and Automation.

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COSTS AND SUPPLIES

Tuition and fees (Subject to change)

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Books and supplies (Subject to change)

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PROGRAM OUTLINE

First Year – Common
Semester 1

COMP 213	Computing for Engineering Technology	3 credits
MATH 238	Math for Engineering & Tech I	3 credits
MECH 200	MET Concepts	3 credits
MECH 205	Electro Mechanical Systems	3 credits
PHYS 235	Engineering Physics	1.5 credits
THRM 200	Introduction to Thermodynamics	1.5 credits

Semester 2

DYNA 265	Dynamics	1.5 credits
EMTL 250	Engineering Materials	3 credits
ENGD 250	Technical Modeling	3 credits
MATH 288	Math for Engineering & Tech ll	3 credits
MNFG 290	Manufacturing Processes	3 credits
STCS 255	Engineering Statics	1.5 credits

PROGRESSION

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MEDICAL DEVICE REPROCESSING TECHNICIAN

FAST FACTS
- **21 week certificate**
- **Fall and winter starts**
- **Clinical practicum**

CONTACT SCHOOL OF HEALTH AND PUBLIC SAFETY
School of Health and Public Safety
Room R502, Senator Burns Building
Phone: 403.284.8500 or
Email: hps.info@sait.ca

PROGRAM DESCRIPTION

As a five-month program offered full-time, 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 part-time through distance education. Visit the Medical Device Reprocessing Technician distance page for details.

PROGRAM OVERVIEW

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 95% 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 AND SELECTION
- Applications for Fall 2015 are accepted Oct. 15, 2014 to Sep. 8, 2015.
- Applications for Winter 2016 are accepted June 3, 2015 to Jan. 11, 2016.

ADMISSION REQUIREMENTS FOR FALL 2015 AND WINTER 2016
- At least 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.

ADMISSION REQUIREMENTS FOR FALL 2016 AND WINTER 2017
Completion of the following courses or their equivalents:
- At least 50% in English Language Arts 30-1 or English Language Arts 30-2, **AND**,
- At least 50% in Science 20 or Biology 20 or Chemistry 20, or at least 60% in Science 24
- All applicants must demonstrate English Language Proficiency prior to admission, including students educated in Canada.

SELECTION
There are no additional selection requirements. Admission will be extended on a first-qualified, first-offered basis until the program is full.

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 the 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.

MEDICAL DEVICE REPROCESSING TECHNICIAN

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. Please review the immunization process document for specific details. It is advised to start the immunization process early as it can take some time to complete.

- **Security Clearance:** According to the Protection for Persons in Care Act, our practica sites require that students obtain a Police Information Check including Vulnerable Sector Check, 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 Police Information Check including Vulnerable Sector Check record to the School of Health and Public Safety main office by orientation day. Please review the security clearance process document for specific details. Be aware that 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 Servicesas 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.

COSTS AND SUPPLIES

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 Police Information Check including Vulnerable Sector Check and is payable to the municipal police department or Royal Canadian Mounted Police (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

This program is a 21 week certificate offered over the Fall/Winter semesters or Winter/Spring semesters.

INFC 206	Infection Control & Decontamination	1.5 credits
SPRO 227	Packaging Materials & Techniques	1.5 credits
SPRO 235	Sterilization Methodology	1.5 credits
STDP 246	Supply Distribution & Standards	1.5 credits
SPRO 255	Professional Practice	1.5 credits
INST 263	Instrumentation	1.5 credits
PRAC 296	Practicum	7.5 credits
	Total Credits	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 AND ACCREDITATION

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.

Accreditation

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).

Certification from either IAHCSMM or CSA is required to practice as a MDRT in Alberta. **Please Note:** Your MDRT certificate and a high school diploma are required to challenge the CSA certification exam.

There are no formal accreditation arrangements at this time. Please contact the School of Health and Public Safety for more information.

TRANSFER OPTIONS

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

FAST FACTS
- **19 week certificate**
- **Fall and winter starts**
- **Includes a clinical laboratory practicum**

CONTACT SCHOOL OF HEALTH AND PUBLIC SAFETY

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. As a five-month program offered full-time, 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.

Certain courses are available by distance education or continuing education – INFC 215, MEDL 245, MEDT 211, PROF 240. The courses must be completed within the time frame shown in the Program Outline. Please be advised that full-time student status requires the student to take 60 percent of a full course load per semester. Depending on the number of courses completed by distance education or continuing education, students may be considered a part-time student, which may impact their financial loan status.

Students in this program require access to a personal computer and the Internet to facilitate completion of required online course components.

PROGRAM OVERVIEW

YOUR CAREER

Graduates find work as medical laboratory assistants in community collection sites, hospital rapid-response laboratories, high-volume medical laboratories and private insurance or home care companies. The employment requires flexibility (shift-work), good health and manual dexterity. 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 98% 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 words per minute (wpm) net or better is required. Applicants will be required to complete a program-specific 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 AND SELECTION

- Applications for Fall 2015 are accepted Oct. 15, 2014 to Sep. 8, 2015.
- Applications for Winter 2016 are accepted June 3, 2015 to Jan. 11, 2016.

MEDICAL LABORATORY ASSISTANT

ADMISSION REQUIREMENTS

Completion of the following courses or equivalents:

- At least 50% in Math 20-2 or Pure Math 10, 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

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. Ensure your email account is managed appropriately to receive our emails, files and communications.

In the selection process, you will be required to complete a program-determined keyboarding skills assessment (available at SAIT for a minimal fee). You must keyboard at least 30 words per minute net or better to continue in the selection process.

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%

You must also score 10 out of 25 or higher in the related work/volunteer experience to continue in the selection process.

SELECTION PROCESS FOR FALL 2015 AND WINTER 2016

Applicants will be ranked monthly according to the selection criteria outlined above. Note that academic ranking is used as part of the selection criteria.

Composite Score	*Next Step*
75% or above	You will be offered a seat in the program or waitlisted in ranked order, based on your composite score. Offers will be dependent on seat availability.
51-74%	If the program is not full on March 1 (for the Fall 2015 intake) or November 1 (for the Winter 2016 intake), you will be considered for a position in the program. Offers will be based on the highest composite score.
	If the program is full, you will be placed on a waitlist in ranked order, based on your composite score.
50% and below	Applicants with a composite score of 50% or below will be declined.

APPLICANTS WITH ANTICIPATED FINAL GRADES

If you've indicated that you are currently enrolled in or registered in courses required for admission to the Medical Laboratory Assistant (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've identified, your offer of admission may be withdrawn.

PROGRAM SPECIFIC SELECTION PACKAGE

You are 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 to check your admission decision status.

ADDITIONAL SELECTION RESOURCES

- Medical Laboratory Assistant – Selection Package for Fall 2015 and Winter 2016

These documents are for reference only – do not submit.

MEDICAL LABORATORY 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. Please review the immunization process document for specific details. It is advised to start the immunization process early as it can take some time to complete.

- **Security Clearance:** According to the Protection for Persons in Care Act, our practica sites require that students obtain a Police Information Check including Vulnerable Sector Check, 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 Police Information Check including Vulnerable Sector Check record to the School of Health and Public Safety main office by orientation day. Please review the security clearance process document for specific details. Be aware that 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:** Fit testing is done to determine which make and model of N95 respiratory mask should be used by an individual. In compliance with Alberta's Occupational Health and Safety Code 2009, students are fit-tested for respiratory masks prior to their practica. Occupational Health and Safety Bulletin, Respiratory Protective Equipment: An Employer's Guide states the effectiveness of the respiratory protective equipment depends on an effective face piece seal to the skin of the face. The mask must be tight enough so that the person is breathing only air which has been filtered. 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 N95 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 Servicesas 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.

COSTS AND SUPPLIES

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.
- 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 Police Information Check including Vulnerable Sector Check and is payable to the municipal police department or Royal Canadian Mounted Police (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.

MEDICAL LABORATORY ASSISTANT

PROGRAM OUTLINE

This program is a 19 week certificate offered over the Fall/Winter semesters or the Winter/Spring semesters.

ECGS 210	Electrocardiography Level 1	1.5 credits
INFC 215	Infection Prevention and Control	1.5 credits
MEDL 235	Professional Practice MLA	1.5 credits
MEDL 245	Clinical Laboratory – Introduction	1.5 credits
MEDL 255	Specimen Accession	1.5 credits
MEDL 260	Basic Laboratory Procedures	3 credits
MEDT 211	Medical Terminology 1	1.5 credits
PHLB 235	Phlebotomy	1.5 credits
PRAC 271	Medical Laboratory Assistant Practicum	3 credits
PROF 240	Healthcare Professionalism	1.5 credits
UANL 265	Urinalysis	1.5 credits
	Total Credits	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 AND ACCREDITATION

After successfully completing this program, graduates will receive a SAIT Medical Laboratory Assistant certificate.

Accreditation

Graduates are eligible for registration and membership with the College of Medical Laboratory Technologists of Alberta and the Canadian Society for Medical Laboratory Science.

The Medical Laboratory Assistant program delivered by SAIT is accredited by the Canadian Medical Association.

TRANSFER OPTIONS

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

FAST FACTS
- **Two year diploma**
- **Fall start**
- **Includes clinical practicum**
- **Graduates in high demand**

CONTACT SCHOOL OF HEALTH AND PUBLIC SAFETY

School of Health and Public Safety
Room R502, Senator Burns Building
Phone: 403.284.8500 or
Email: 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), the two-year, full-time Medical Laboratory Technology 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 sites 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.

Certain courses are available by distance education or continuing education – ANPH 209, COMP 264, INFC 215, MEDT 211, PROF 240. The courses must be completed within the time frame shown in the Program Outline. Please be advised that full-time student status requires the student to take 60 percent of a full course load per semester. Depending on the number of courses completed by distance education or continuing education, students may be considered part-time, which may impact their financial loan status.

Students in this program require access to a personal computer and the Internet to facilitate completion of online courses.

PROGRAM OVERVIEW

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 95% 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.

ADMISSION AND SELECTION

- Applications for Fall 2015 are accepted Oct. 15, 2014 to Jan. 30, 2015

ADMISSION REQUIREMENTS FOR FALL 2015

Completion of the following courses or equivalents:

- At least 60% in Math 30-1 or Pure Math 30, 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.

MEDICAL LABORATORY TECHNOLOGY

ADMISSION REQUIREMENTS FOR FALL 2016

Completion of the following courses or equivalents AND a combined average of 75%:

- At least 60% in Math 30-1 or Pure Math 30, 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 30 to be included in selection.

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.

Phase 2: Selection Package

Candidates who progress to Phase 2 will be sent a selection package via email.

You are solely responsible to ensure the information in the selection package is legible, articulate and best reflects you as a candidate. Falsifying information will result in your application being removed immediately from the selection process.

Once the package is returned, you 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

You must come to SAIT for the assessment on one of the dates offered. If you reside outside of a 400 km radius of Calgary and cannot attend a selection session without undue hardship, you can request alternative arrangements, which may be considered.

You will be assessed on your 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 you are encouraged to register for the earliest date available.

In the event that two or more candidates achieve the same selection assessment score and there are not enough seats left to offer, the offer will be given to the applicant with the highest academic average based on admission requirements.

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.

APPLICANTS WITH ANTICIPATED FINAL GRADES

If you've indicated that you are currently enrolled in or registered in courses required for admission to this program, you are required to provide a final grade or an interim grade (i.e. 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've identified, your offer of admission may be withdrawn.

SELECTION DATES SUMMARY

December 1
- First round of selection begins
- If you achieve an academic average above 75%, you will receive a selection package.
- Candidates who achieve a mark of 85% or above on the selection assessment will be offered a seat until the program is full.

January 30
- 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

March 15
- If you achieve an academic average above 75% and were successful on the selection assessment, you may be considered if seats are still available.

April 15
- Deadline to provide a final or interim (midterm) grade
- If you achieve an academic average below 75%, you 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.

MEDICAL LABORATORY TECHNOLOGY

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. Please review the immunization process document for specific details. It is advised to start the immunization process early as it can take some time to complete.

- **Security Clearance:** According to the Protection for Persons in Care Act, our practica sites require that students obtain a Police Information Check including Vulnerable Sector Check, 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 Police Information Check including Vulnerable Sector Check record to the School of Health and Public Safety main office by orientation day. Please review the security clearance process document for specific details. Be aware that 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:** Fit testing is done to determine which make and model of N95 respiratory mask should be used by an individual. In compliance with Alberta's Occupational Health and Safety Code 2009, students are fit-tested for respiratory masks prior to their practica. Occupational Health and Safety Bulletin, Respiratory Protective Equipment: An Employer's Guide states the effectiveness of the respiratory protective equipment depends on an effective face piece seal to the skin of the face. The mask must be tight enough so that the person is breathing only air which has been filtered. 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 N95 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 Servicesas 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.

COSTS AND SUPPLIES

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 Police Information Check including Vulnerable Sector Check and is payable to the municipal police department or Royal Canadian Mounted Police (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.
- There is a $15 Comp Tracker user fee per semester.

MEDICAL LABORATORY TECHNOLOGY

PROGRAM OUTLINE

First Year
Semester 1

ANPH 209	Anatomy and Physiology	3 credits
COMP 264	MS Office Basics	1.5 credits
HEMA 256	Hematology 1	3 credits
INFC 215	Infection Prevention and Control	1.5 credits
MBIO 345	Clinical Microbiology 1	1.5 credits
MEDL 210	Analytical Techniques	3 credits
MEDL 233	Basic Lab Procedures	1.5 credits
MEDL 250	Clinical Laboratory – Overview	1.5 credits
MEDL 330	Specimen Collection & Handling	1.5 credits
MEDT 211	Medical Terminology 1	1.5 credits
PROF 240	Healthcare Professionalism	1.5 credits

Semester 2

CHEM 252	MLT Clinical Chemistry 1	6 credits
HEMA 337	Hematology 2	3 credits
HSCI 300	Immunology	1.5 credits
MBIO 360	Clinical Microbiology 2	3 credits
MEDL 310	Histotechnology 1	1.5 credits
MEDL 335	Transfusion Medicine 1	3 credits
MEDL 340	Molecular Medicine Fundamentals	1.5 credits
MEDL 354	MLT Quality Management	1.5 credits

Semester 3

CHEM 336	MLT Clinical Chemistry 2	1.5 credits
MBIO 383	Clinical Microbiology 3	1.5 credits
MEDL 380	Transfusion Medicine 2	3 credits
MEDL 385	Histotechnology 2	1.5 credits
UANL 265	Urinalysis	1.5 credits

Semester 3 – 6 (Spans five Semesters)

MEDL 365	Professional Practice MLT	1.5 credits

Second Year
Semester 4 – 6 (Spans four Semesters)

CHEM 376	MLT Clinical Chemistry 3	1.5 credits
HEMA 377	Hematology 3	1.5 credits
MBIO 390	Clinical Microbiology 4	1.5 credits
PRAC 329	Spec Coll & Handling Practicum	1.5 credits
PRAC 367	Clinical Practicum Microbiology	6 credits
PRAC 369	Clinical Practicum Chemistry	6 credits
PRAC 377	Clinical Practicum Hematology	6 credits
PRAC 380	Clinical Practicum Transfusion Medicine	3 credits
PRAC 386	Clinical Practicum Histotechnology	3 credits

Semester 4

MGMT 301	Management Skills	1.5 credits

Semester 5

MEDL 352	Applied Investigation	3 credits

Semester 6

MEDL 378	National Certification Practice Exams	1.5 credits
	Total Credits	88.5

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 AND ACCREDITATION

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

Accreditation

Graduates are eligible to challenge the CSMLS exams to obtain national certification as a medical laboratory technologist, which will allow national portability.

The Medical Laboratory Technology program delivered by SAIT is accredited by the Canadian Medical Association.

TRANSFER OPTIONS

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 & UNIT CLERK

FAST FACTS
- **Five month certificate**
- **Fall and winter starts**
- **Includes a practicum in a health care or medical office setting**

CONTACT SCHOOL OF HEALTH AND PUBLIC SAFETY

School of Health and Public Safety
Room R502, Senator Burns Building
Phone: 403.284.8500 or
Email: 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 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 medical office procedures; organization; structure and chart management functions of a patient record; computer software; emerging client care software; basic billing duties; office procedures 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.

Certain courses are available by distance education or continuing education – COMP264, HILA200 and MEDT211. The courses must be completed within the time frame shown in the Program Outline. Please be advised that full-time student status requires the student to take 60 percent of a full course load per semester. Depending on the number of courses completed by distance education or continuing education, students may be considered a part-time student, which may impact their financial loan status.

As some of the content is delivered in an online environment, students will be required to have a personal computer with Internet access.

PROGRAM OVERVIEW

YOUR CAREER

Graduates are employed as medical office assistants and unit clerks in health care facilities, physician offices, regional health, 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 skills are essential for success in the program.

ADMISSION AND SELECTION

- Applications for Fall 2015 are accepted Oct. 15, 2014 to Sep. 8, 2015.

Update: Medical Office Assistant and Unit Clerk is now waitlisted for Fall 2015. We encourage interested applicants to apply for winter 2016.

- Applications for Winter 2016 are accepted June 3, 2015 to Jan. 11, 2016.

ADMISSION REQUIREMENTS

- 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 to be included in selection.

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

A minimum of 28 seats will be offered for each intake.

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.

Applicants will be contacted by the School of Health and Public Safety with more information on how to schedule the assessment through SAIT.

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:

MEDICAL OFFICE ASSISTANT & UNIT CLERK

■ **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. Please review the immunization process document for specific details. It is advised to start the immunization process early as it can take some time to complete.

■ **Security Clearance:** According to the Protection for Persons in Care Act, our practica sites require that students obtain a Police Information Check including Vulnerable Sector Check, 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 Police Information Check including Vulnerable Sector Check record to the School of Health and Public Safety main office by orientation day. Please review the security clearance process document for specific details. Be aware that 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 Servicesas 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.

COSTS AND SUPPLIES

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 Police Information Check including Vulnerable Sector Check and is payable to the municipal police department or Royal Canadian Mounted Police (RCMP).

Books and supplies (Subject to change)

■ Books and supplies are approximately $650.

■ 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

This 19 week certificate is offered over the Fall/Winter semesters or the Winter/Spring semesters.

Semester 1

COMP 264	MS Office Basics	1.5 credits
HCPP 220	Healthcare Systems Fundamental	1.5 credits
HILA 200	Health Information Law 1	1.5 credits
HRSC 206	Patient Record Fundamentals	1.5 credits
HRSC 220	Unit Clerk Fundamentals	1.5 credits
HRSC 231	Electronic Medical Record	1.5 credits
MDOF 203	Medical Billing Bookkeeping	3 credits
MDOF 240	Medical Office Procedures	1.5 credits
MEDT 211	Medical Terminology 1	1.5 credits
PROF 252	Professional Practice	1.5 credits
Semester 2		
PRAC 279	Practicum	1.5 credits
	Total Credits	18

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 AND ACCREDITATION

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 OPTIONS

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

FAST FACTS
- **22 month diploma**
- **Fall start**
- **Includes clinical practica**

CONTACT US
Phone: 403.284.8500
Email: diagnostic.imaging@sait.ca

PROGRAM DESCRIPTION

As a two year program offered full-time, 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 experiences with students returning to SAIT for three weeks of theory instruction.

Certain courses are available by distance education or continuing education – INFC 215 and MEDT 211. The courses must be completed within the time frame shown in the Program Outline. Please be advised that full-time student status requires the student to take 60 percent of a full course load per semester. Depending on the number of courses completed by distance education or continuing education, students may be considered a part-time student, which may impact their financial loan status.

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. Students will be evaluated on lab, competency and performance in the program using a competency tracking system called Comp Tracker. Students are required to have an iPad with Bluetooth keyboard to support the Comp Tracker system while in the program.

PROGRAM OVERVIEW

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 AND SELECTION
- Applications for Fall 2015 are accepted Oct. 15, 2014 to Feb. 28, 2015

ADMISSION REQUIREMENTS
At least 75% in the following courses or equivalents:
- Math 30-1, Math 30-2, or Pure Math 30, **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.

MEDICAL RADIOLOGIC TECHNOLOGY

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. Selection is done on a continuous basis.

Competitive academic averages are not a portion of the Medical Radiologic Technology (MRT) program selection process.

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 within two weeks of the initial email date.

- **Resource:** Preparing for the Medical Radiologic Technology Selection Process

You are solely responsible to ensure the information in the selection package is legible, articulate and best reflects you as a candidate. Falsifying information will result in your 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.

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. Group interviews will not begin until January 2015 to ensure a sufficient applicant pool.

- The applicant will receive two weeks' notice of the scheduled interview, when possible.
- 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 should attend the group interview session in person. Individuals residing outside of Alberta may have the opportunity to participate in a web video conference interview. Please note that web video conference group interviews may be delayed until there are sufficient web video conference applicants to complete a group interview session. 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 video 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 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. Please review the immunization process document for specific details. It is advised to start the immunization process early as it can take some time to complete.

- **Security Clearance:** According to the Protection for Persons in Care Act, our practica sites require that students obtain a Police Information Check including Vulnerable Sector Check, 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 Police Information Check including Vulnerable Sector Check record to the School of Health and Public Safety main office by orientation day. Please review the security clearance process document for specific details. Be aware that 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:** Fit testing is done to determine which make and model of N95 respiratory mask should be used by an individual. In compliance with Alberta's Occupational Health and Safety Code 2009, students are fit-tested for respiratory masks prior to their practica. Occupational Health and Safety Bulletin, Respiratory Protective Equipment: An Employer's Guide states the effectiveness of the respiratory protective equipment depends on an effective face piece seal to the skin of the face. The mask must be tight enough so that the person is breathing only air which has been filtered. 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 N95 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 Servicesas 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.

COSTS AND SUPPLIES

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 with an additional $105 exam administration fee.

- 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 Police Information Check including Vulnerable Sector Check and is payable to the municipal police department or Royal Canadian Mounted Police (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 with blue tooth keyboard) with the ability to run the most current Apple iOS to support the CompTracker system.

- There is a $75 Comp Tracker user fee per semester.

MEDICAL RADIOLOGIC TECHNOLOGY

PROGRAM OUTLINE

First Year
Semester 1

ANPH 211	MRT Anatomy & Physiology	3 credits
APPH 226	Apparatus & Image Management 1	3 credits
MEDT 211	Medical Terminology 1	1.5 credits
MRAD 204	Radiographic Technique 1	3 credits
MRAD 222	Patient Care 1	1.5 credits
RADP 234	Radiobiology and Protection 1	1.5 credits

Semester 2

APPH 330	Apparatus and Image Management 2	1.5 credits
MRAD 209	Professional Practice 1	1.5 credits
MRAD 280	Specialized Radiographic Technique 1	3 credits
MRAD 256	Radiographic Technique 2	3 credits
PATH 261	Pathology 1	1.5 credits
PRCT 260	Clinical Practicum 1	1.5 credits
MRAD 264	Patient Care 2	3 credits

Semester 3

INFC 215	Infection Prevention and Control	1.5 credits
MRAD 301	Professional Practice 2	1.5 credits
PATH 319	Pathology 2	1.5 credits
RADP 274	Radiobiology and Protection 2	1.5 credits

Second Year
Semester 4

MRAD 315	Specialized Radiographic Technique 2	1.5 credits
MRAD 370	Special Population Techniques	1.5 credits
PRCT 353	Clinical Practicum 2	6 credits

Semester 5

MRAD 358	Clinical Integration 1	1.5 credits
PRCT 356	Clinical Practicum 3	6 credits
QUAL 365	Quality Control	3 credits

Semester 6

MRAD 360	Clinical Integration 2	1.5 credits
MRAD 374	Professional Practice 3	1.5 credits
PRCT 358	Clinical Practicum 4	6 credits
	Total Credits	63

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 AND ACCREDITATION

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.

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 meet or exceed provincial and national accreditation standards.

TRANSFER OPTIONS

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 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 TRANSCRIPTIONIST

FAST FACTS
- **Nine-month certificate program**
- **Fall start**
- **Includes practicum in a health care setting**

CONTACT SCHOOL OF HEALTH AND PUBLIC SAFETY

School of Health and Public Safety
Room R502, Senator Burns Building
Phone: 403.284.8500 or
Email: 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 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 at a healthcare site in or outside Calgary. While on campus at SAIT, students will learn in a classroom setting using real physicians' dictations.

Certain courses are available by correspondence and are marked by an asterisk (*) in the program outline. The courses must be completed within the time frame shown in the program outline. Depending on the number of courses students complete by correspondence, they may be considered a part-time student which may impact their financial loan status. Students will require a personal computer with Internet access.

PROGRAM OVERVIEW

YOUR CAREER

Graduates are employed as medical transcriptionists or medical editors 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 AND SELECTION
- Applications for Fall 2015 are accepted Oct. 15, 2014 to Sep. 8, 2015

ADMISSION REQUIREMENTS
- 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 to be included in selection.

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

A minimum of 24 seats will be offered for the fall intake.

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.

Applicants will be contacted by the School of Health and Public Safety with more information on how to schedule the assessment through SAIT.

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.

MEDICAL TRANSCRIPTIONIST

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. Please review the immunization process document for specific details. It is advised to start the immunization process early as it can take some time to complete.

■ **Security Clearance:** According to the Protection for Persons in Care Act, our practica sites require that students obtain a Police Information Check including Vulnerable Sector Check, 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 Police Information Check including Vulnerable Sector Check record to the School of Health and Public Safety main office by orientation day. Please review the security clearance process document for specific details. Be aware that 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 Servicesas 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.

COSTS AND SUPPLIES

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 Police Information Check including Vulnerable Sector Check and is payable to the municipal police department or Royal Canadian Mounted Police (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

Semester 1

ANPH 220	Anatomy & Applied Terminology	3 credits
BCPT 240	Keyboard Skill Building I	1.5 credits
COMP 264	MS Office Basics	1.5 credits
HILA 200	Health Information Law 1	1.5 credits
HRSC 206	Patient Record Fundamentals	1.5 credits
MDTR 200	Medical Transcription – Introduction	3 credits
PATH 242	Pathophysiology 1	3 credits

Semester 2

HCPP 260	Healthcare Information Technology	3 credits
MDTR 230	Medical Transcription – Intermediate	3 credits
MDTR 260	Medical Transcription – Advanced	3 credits
MEDT 250	Medical Terminology 2	1.5 credits
PATH 252	Pathophysiology 2	3 credits
PROF 240	Healthcare Professionalism	1.5 credits

Semester 3

PRAC 351	Practicum for Medical Transcriptionist	1.5 credits
	Total Credits	31.5

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 AND ACCREDITATION

After successfully completing this program, graduates will receive a SAIT Medical Transcriptionist certificate.

Accreditation

There are no formal accreditation arrangements at this time.

TRANSFER OPTIONS

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

FAST FACTS

- **32 week Fast-Track certificate**
- **October and April 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." (www.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.

PROGRAM OVERVIEW

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.

ADMISSION AND SELECTION

- Applications for Fall 2015 (October intake) are accepted Oct. 15, 2014 to Oct.13, 2015.
- Applications for Winter 2016 (April intake) are accepted June 3, 2015 to April 19, 2016.

ADMISSION REQUIREMENTS

- At least 60% in English Language Arts 30-1 or English Language Arts 30-2 or equivalent, **OR**,
- A minimum of two years post-secondary education 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 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 ensure all supporting documents are submitted promptly since the program is in high demand.

If student financing is required, apply at least 8-12 weeks prior to the program start date to ensure adequate time to complete the process. Financing must be in place prior to the program start date.

Email is the main form of communication during the admission/ selection process. Check your email account regularly to ensure you do not miss any important communications.

There will be 24 seats offered in each intake.

SELECTION CRITERIA

Selection is based on the following criteria:

- Current resumé outlining previous education and experience.
- ICT Fast-Track Career & Program Investigation Form
  This form will be sent to you via email after you have applied. It will be scored to determine suitability for the program; please be detailed and thorough.
- In addition to the transcripts submitted to Student Services/Office of the Registrar, please provide a photocopy of your educational transcripts and any other supporting documents to the School of ICT Fast-Track office by email to fast-track@sait.ca or fax to 403.210.4523.
- Attend a mandatory selection appointment once the above documents have been submitted.

The final decision for acceptance into the program will be determined by the Program Coordinator.

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.

NETWORK TECHNICIAN

PROGRAM OUTLINE

This is a 32 week Fast-track certificate offered over multiple semesters.

CMPH 239	IT Essentials	3 credits
CMPN 276	Internetworks Level I	3 credits
CMPN 277	Internetworks Level II	3 credits
CMPN 287	Internetworks Level III	3 credits
CMPN 288	Internetworks Level IV	3 credits
CPLN 240	Career Planning and Management	1.5 credits
CPNT 208	Data Storage and Management	1.5 credits
CPNT 211	Virtualization	1.5 credits
CPNT 223	CCNA Security	3 credits
NETT 262	Network Design and Implementation Project	3 credits
NETT 270	Linux Installation and Administration	1.5 credits
NETT 275	Microsoft Directory Services and Networking	3 credits
NETT 350	Network Technician Practicum	3 credits
	Total Credits	33

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 AND ACCREDITATION

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 OPTIONS

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.

NEW MEDIA PRODUCTION & DESIGN

FAST FACTS
- **Two year diploma**
- **Fall start**
- **Includes fourth semester practicum**
- **Rapidly expanding industry**

CONTACT US
Phone: 403.284.8470
Email: 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.

PROGRAM OVERVIEW

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 communications and digital signage to educational media, animation, simulation or game design.

- Graduates of the New Media Production and Design program have a 90% employment rate.

STUDENT SUCCESS
Students with previous academic success usually are more successful in SAIT programs.

ADMISSION AND SELECTION
- Applications for Fall 2015 are accepted Oct. 15, 2014 to June 1, 2015

ADMISSION REQUIREMENTS
- 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 km 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 resume, 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.

COSTS AND SUPPLIES

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.

NEW MEDIA PRODUCTION & DESIGN

PROGRAM OUTLINE

First Year
Semester 1

COMM 405	Industrial Communications	3 credits
MMDA 222	Web Communications I	3 credits
MMDA 223	Visual Communications I	3 credits
MMDA 224	Business of New Media I	3 credits
MMDA 226	Rich Media Communications I	3 credits

Semester 2

MMDA 242	Web Communications II	3 credits
MMDA 243	Visual Communications II	3 credits
MMDA 244	Business of New Media II	3 credits
MMDA 246	Rich Media Communications II	3 credits
MMDA 247	Production Company I	3 credits

Second Year
Semester 3

MMDA 323	Visual Communications III	3 credits
MMDA 324	Web Communications III	3 credits
MMDA 326	Rich Media Communications III	3 credits
MMDA 327	Production Company II	3 credits
MMDA 328	3D Modeling and Design Fundamentals	3 credits

Semester 4

MMDA 343	New Media Capstone Project	3 credits
MMDA 344	Specialization Certification Independent Study	6 credits
MMDA 347	Production Company III	3 credits
MMDA 385	Portfolio Development	1.5 credits
PRAC 395	New Media Practicum	1.5 credits
	Total Credits	60

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 AND ACCREDITATION

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 OPTIONS

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
- 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.

NON-DESTRUCTIVE TESTING FOUNDATIONS

FAST FACTS

- **15 week certificate**
- **September, January, and March intakes**
- **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

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 you to enter the growing NDT field by providing a basic overall knowledge of the inspection industry. This knowledge is a foundation for you to progress through all levels of inspection methods. It is a full-time, 15 week program.

In Canada, NDT Certification is regulated by the Canadian General Standards Board (CGSB). There are three steps required to obtain CGSB Certification; 1 – training, 2 – work experience, and 3 – CGSB exams. These three steps are required for each level of certification in each method. The NDT Foundations program at SAIT Polytechnic helps you to accomplish step 1 of this process – training, which prepares you to complete step 2 and step 3 after successful program completion.

The Online/Blended Learning approach is a combination of approximately four months of online theory courses and one month of on-campus practical labs. If you are self-disciplined, and need additional flexibility to balance your other obligations – while still furthering your education – this program may be a fit for you.

PROGRAM OVERVIEW

YOUR CAREER

In today's economy, the demand for qualified NDT Technicians is high. Travel opportunities may be available with many NDT service providers. Technicians may find work across Canada or internationally in a wide variety of industries including: pipeline and refinery, transportation, utilities, construction, manufacturing and maintenance.

To be successful as a Non-Destructive Testing Technician, you may need the following skills: the ability to work independently – often with little supervision, math skills, communication skills, attention to detail, ability to work flexible hours in varying locations, and the ability to physically maneuver a job site freely.

- Graduates of the Non-Destructive Testing Foundations program have a 95% employment rate.

STUDENT SUCCESS

Strong skills in Math and English (written and verbal) preferred.

ADMISSION AND SELECTION

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.

PROGRAM AND APPLICATION DATES

Program start	Applications accepted
Fall 2015 – Sep. 8, 2015	Oct. 15, 2014 to Sep. 8, 2015
Winter 2016 – Jan. 4, 2016	June 3, 2015 to Nov. 15, 2015*
Winter 2016 – March 14, 2016	June 3, 2015 to Nov. 15, 2015*

*Applications received after Nov. 15, 2015, will be placed on a secondary waitlist and applicants will be contacted if seats becomes available.

Make note of the program start date as you'll need this when you submit your application. There are 24 seats offered in each intake.

SELECTION FOR FALL 2015

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

EARLY ADMISSION

- Early admission will be offered to applicants who have achieved (or will achieve) the admission requirements and either Math 20-1, Math 20-2, Pure Math 20, or Applied Math 20.
- If seats are still available after early admission ends on April 1, 2015, selection will apply.

SELECTION CRITERIA

- Selection to fill remaining seats will begin on April 2, 2015.
- Applicants who do not qualify for early admission, or who qualify after the early admission deadline has passed, will be academically ranked according to admission requirements.
- Applicants will then be offered a seat or waitlisted, based on ranking and seat availability.

SELECTION FOR WINTER 2016

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

Selection will consist of an aptitude test evaluating your competency in mathematics. You will receive an email with information about the math proficiency test; make sure you provide SAIT with current contact information.

NON-DESTRUCTIVE TESTING FOUNDATIONS

Admission decisions will be made based on the following:

Aptitude Test Score	***Next Step***
50% or above	You will be offered a seat in the program or waitlisted in ranked order, based on aptitude test score. Offers will be dependent on seat availability.
49% and below	Applicants who score 49% and below on the aptitude test will be declined.

ONLINE/BLENDED LEARNING OPTION

Did you know that you can complete this program through a combination of online and blended (on-campus) learning? Find out more!

COSTS AND SUPPLIES

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

CODE 270	Materials and Processes for NDT	1.5 credits
COMM 249	Technical Communications	1.5 credits
INSP 207	Eddy Current Level I	1.5 credits
INSP 210	Radiography Level I	1.5 credits
INSP 220	Certified Exposure Device Operator	3 credits
INSP 236	Ultrasonics Level I	3 credits
INSP 250	Visual and Inspection Basics	1.5 credits
INSP 263	Magnetic Particle Levels I & II	1.5 credits
INSP 264	Liquid Penetrant Levels I & II	1.5 credits
	Total Credits	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 AND ACCREDITATION

After successfully completing this program, graduates will receive a SAIT certificate in Non-Destructive Testing.

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

TRANSFER OPTIONS

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

FAST FACTS
- **22-month diploma**
- **Fall start**
- **Includes clinical practica**

CONTACT US
Phone: 403.284.8500
Email: diagnostic.imaging@sait.ca

PROGRAM DESCRIPTION

Nuclear medicine technology uses radiopharmaceuticals (radioactive drugs) and specialized instruments to help diagnose and treat disease through the evaluation of the function of the various body organs. 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, pathology, 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.

Certain courses are available by distance education or continuing education – INFC 215. The courses must be completed within the time frame shown in the Program Outline. Please be advised that full-time student status requires the student to take 60 percent of a full course load per semester. Depending on the number of courses completed by distance education or continuing education, students may be considered a part-time student, which may impact their financial loan status.

Students will require access to a computer with Internet access, a printer, a set of headphones, and a microphone. Students will be evaluated on lab, competency and performance in the program using a competency tracking system called Comp Tracker. Students are required to have an iPad with Bluetooth keyboard to support the Comp Tracker system while in the program.

PROGRAM OVERVIEW

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
- Because of the nature of this work, students must be capable of lifting heavy patients, standing for long periods of time, and working in awkward physical positions
- 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 AND SELECTION

- Applications for Fall 2015 are accepted Oct. 15, 2014 to April 1, 2015

ADMISSION REQUIREMENTS

Completion of the following courses or equivalents:

- At least 60% in Math 30-1 or Pure Math 30, 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.
- 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 is done on a continuous basis.

Competitive academic averages are not a portion of the Nuclear Medicine Technology (NMT) program selection process.

There will be 20 seats offered for the fall intake. Additional seats are reserved for Saskatchewan and Manitoba residents.

NUCLEAR MEDICINE TECHNOLOGY

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 within two weeks of the initial email date.

■ **Resource:** Preparing for the Nuclear Medicine Technology Selection Process

You are solely responsible to ensure the information in the selection package is legible, articulate and best reflects you as a candidate. Falsifying information will result in your application being removed immediately from the selection process.

Selection packages are evaluated using standardized answer keys. A portion of the selection package will be scored within two weeks of submission to determine a benchmark for interviews. The remaining questions will be scored following the group interview.

■ 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. Group interviews will not begin until January 2015 to ensure a sufficient applicant pool.

■ The applicant will receive two weeks' notice of the scheduled interview, when possible.

■ 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 should attend the group interview session in person. Individuals residing outside of Alberta may have the opportunity to participate in a web video conference interview. Please note that web video conference group interviews may be delayed until there are sufficient web video conference applicants to complete a group interview session. 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. Please review the immunization process document for specific details. It is advised to start the immunization process early as it can take some time to complete.

■ **Security Clearance:** According to the Protection for Persons in Care Act, our practica sites require that students obtain a Police Information Check including Vulnerable Sector Check, 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 Police Information Check including Vulnerable Sector Check record to the School of Health and Public Safety main office by orientation day. Please review the security clearance process document for specific details. Be aware that 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:** Fit testing is done to determine which make and model of N95 respiratory mask should be used by an individual. In compliance with Alberta's Occupational Health and Safety Code 2009, students are fit-tested for respiratory masks prior to their practica. Occupational Health and Safety Bulletin, Respiratory Protective Equipment: An Employer's Guide states the effectiveness of the respiratory protective equipment depends on an effective face piece seal to the skin of the face. The mask must be tight enough so that the person is breathing only air which has been filtered. 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 N95 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 Servicesas 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.

COSTS AND SUPPLIES

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 with an additional $105 exam administration fee.

■ 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 Police Information Check including Vulnerable Sector Check and is payable to the municipal police department or Royal Canadian Mounted Police (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 with blue tooth keyboard) with the ability to run the most current Apple iOS to support the CompTracker system.

■ There is a $75 Comp Tracker user fee per semester.

PROGRAM OUTLINE

First Year
Semester 1

ANPH 215	NMT Anatomy & Physiology	3 credits
INFC 215	Infection Prevention and Control	1.5 credits
NMED 200	Patient Communication	1.5 credits
NMED 220	Quality Control 1	1.5 credits
NMED 230	Professional Practice 1 NMT	1.5 credits
PHAR 230	Radiopharmacy 1	1.5 credits
PHYS 223	Radiation Physics	3 credits
RADP 240	Radiation Protection 1	1.5 credits
Semester 2		
NMED 251	NMT Methodology 1	6 credits
NMED 265	NMT Instrumentation 1	3 credits
NMED 270	Quality Control 2	3 credits
PHAR 260	Radiopharmacy 2	1.5 credits
PHLB 236	Phlebotomy and Intravenous Injections	1.5 credits
RADP 290	Radiation Protection 2	1.5 credits
Semester 3		
NMED 255	Patient Care	1.5 credits
NMED 263	Cross Sectional Anatomy	1.5 credits
NMED 275	NMT Simulation	1.5 credits
NMED 291	NMT Methodology 2	3 credits

Second Year
Semester 4

NMED 310	NMT Instrumentation 2	1.5 credits
NMED 320	Dosimetry NMT	1.5 credits
NMED 331	NMT Pathology 1	3 credits
PRAC 309	Practicum 1 NMT	6 credits
Semester 5		
NMED 350	Advanced NMT Computers	1.5 credits
NMED 381	NMT Pathology 2	3 credits
PRAC 322	Practicum 2 NMT	6 credits
Semester 6		
NMED 360	Research for Allied Health	1.5 credits
NMED 390	NMT Clinical Integration	1.5 credits
PRAC 343	Practicum 3	6 credits
	Total Credits	70.5

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 AND ACCREDITATION

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.

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 meet or exceed provincial and national accreditation standards.

TRANSFER OPTIONS

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
- 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.

NUTRITION FOR HEALTHY LIFESTYLES

FAST FACTS

- **8 month certificate**
- **Fall start**
- **Self-directed community project**
- **Varied career options**

CONTACT SCHOOL OF HEALTH AND PUBLIC SAFETY

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

PROGRAM DESCRIPTION

As public demand for healthier foods and accurate nutrition information increases, the need for trained consultants in nutrition 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-related areas such as health coaching, education, health promotion, culinary and fitness.

In this eight-month certificate program, students spend approximately 16 hours per week on campus attending theory-based courses. Nutrition, as it relates to human development and disease, current trends and the principles of critically evaluating information about nutrition are the focus of the first semester. More advanced topics on nutrition such as sports nutrition, health promotion, adult behaviour change process and education are taught in the second semester. Students will be provided with hands-on experience modifying and evaluating recipes for specific population needs and will complete a special project related to their areas of interest in healthy living.

Online elements of the program require that students have a personal computer and access to the Internet.

PROGRAM OVERVIEW

YOUR CAREER

Graduates often work as nutrition educators in corporate, community or school health and wellness programs, fitness centres, weight management clinics, or retail food outlets. Please note that this program does not qualify students to work as Registered Dieticians.

STUDENT SUCCESS

Students with higher secondary or post-secondary marks usually experience greater success in SAIT's 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 AND SELECTION

- Applications for Fall 2015 are accepted Oct. 15, 2014 to Sep. 8, 2015

ADMISSION REQUIREMENTS

Completion of the following courses or equivalents with an overall average of at least 60%:

- Math 20-1 or Math 20-2 or Pure Math 20 or Applied Math 20, **AND**,
- English Language Arts 30-1 or English Language Arts 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 will be extended on a first-qualified, first-offered basis until the program is full.

A minimum of 30 seats will be offered for the fall intake.

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.

COSTS AND SUPPLIES

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

Semester 1

COMM 264	Communication & Presentation Skills	1.5 credits
FSAN 255	Food Safety & Sanitation	1.5 credits
NUTR 205	Human Nutrition	1.5 credits
NUTR 216	Nutrition Trends & Controversy	1.5 credits
NUTR 225	Lifecycle Nutrition	1.5 credits
NUTR 252	Nutrition & Disease Prevention	1.5 credits
PROJ 240	Experiential Project Preparation	1.5 credits

Semester 2

ADED 250	Adult Education Principles & Design	3 credits
NUTR 250	Sports and Fitness Nutrition	1.5 credits
NUTR 267	Health Coaching	1.5 credits
NUTR 268	Health Promotion in Nutrition	1.5 credits
NUTR 281	Nutrition Adaptations	3 credits
PROJ 250	Experiential Learning Project	1.5 credits
	Total Credits	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 AND ACCREDITATION

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 OPTIONS

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.

■ Saskatchewan Polytechnic (formerly SIAST)

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.

OBJECT ORIENTED SOFTWARE DEVELOPMENT

FAST FACTS

- **32 week Fast Track certificate**
- **October and April 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.

PROGRAM OVERVIEW

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 91% 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.

ADMISSION AND SELECTION

- Applications for Fall 2015 (October intake) are accepted Oct. 15, 2014 to Oct. 15, 2015.
- Applications for Winter 2016 (April intake) are accepted June 3, 2015 to Jan. 11, 2016.

ADMISSION REQUIREMENTS

- At least 60% in English Language Arts 30-1 or English Language Arts 30-2 or equivalent, **OR**,
- A minimum of two years post-secondary education 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 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 ensure all supporting documents are submitted promptly since the program is in high demand.

If student financing is required, apply at least 8-12 weeks prior to the program start date to ensure adequate time to complete the process. Financing must be in place prior to the program start date.

Email is the main form of communication during the admission/selection process. Check your email account regularly to ensure you do not miss any important communications.

There will be 24 seats offered in each intake.

SELECTION CRITERIA

Selection is based on the following criteria:

- Current resumé outlining previous education and experience.
- ICT Fast-Track Career & Program Investigation Form
  This form will be sent to you via email after you have applied. It will be scored to determine suitability for the program; please be detailed and thorough.
- In addition to the transcripts submitted to Student Services/Office of the Registrar, please provide a photocopy of your educational transcripts and any other supporting documents to the School of ICT Fast-Track office by email to fast-track@sait.ca or fax to 403.210.4523.
- Proof of previous computer programming and/or relational database experience. Transcripts, substantial industry experience or certifications will be considered. An introductory computer programming course such as CMPP-205 Introduction to Programming in C may be required.
- Attend a mandatory selection appointment once the above documents have been submitted.

The final decision for acceptance into the program will be determined by the Program Coordinator.

IDEAL APPLICANT

The ideal candidate for the Object Oriented Software Developer (OOSD) program will have an aptitude for logistical reasoning and reasoning with symbols and objects. You are versed in procedural logic and understand complex relationships beyond the three-dimensional. You are capable of learning independently and enjoy self-directed study. Most importantly, you possess previous work experience or education in computer programming.

SELECTION PROCESS

Applicants are interviewed once documentation has been submitted. Applicants are contacted on a first-come, first-interviewed basis. Once the program is full, applicants will continue to be selected and added to the waitlist.

OBJECT ORIENTED SOFTWARE DEVELOPMENT

COSTS AND SUPPLIES

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.

PROGRAM OUTLINE

32 week Fast-track

CMPP 264	Java Programming for OOSD	3 credits
CMPS 207	Operating Systems and Networks	3 credits
CPLN 240	Career Planning and Management	1.5 credits
CPRG 200	Rapid Application Development for OOSD	3 credits
CPRG 208	Security for Developers	1.5 credits
CPRG 210	Web Application Development	3 credits
CPRG 212	Database Development	3 credits
CPRG 214	.NET Web Applications	1.5 credits
CPRG 220	Open Source Web Applications	1.5 credits
OBOR 350	Object Oriented Practicum	3 credits
PROJ 207	Threaded Project for OOSD	3 credits
PROJ 216	Software Project Concepts	1.5 credits
	Total Credits	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 AND ACCREDITATION

After successfully completing this program, graduates will receive a SAIT certificate in Object Oriented Software Developer.

TRANSFER OPTIONS

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 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.

OFFICE PROFESSIONAL

FAST FACTS

- **One-year certificate**
- **Fall start**
- **Laptop-based program using SAIT-issued laptop**
- **Also available through Continuing Education**
- **Option to transfer to the second year of the Administrative Information Management diploma**

CONTACT SCHOOL OF BUSINESS

School of Business
Room NN701, Senator Burns Building
Phone: 403.284.8485 or Email: business.advising@sait.ca

PROGRAM DESCRIPTION

The Office Professional certificate is a one-year laptop-based program that provides the skills needed for office professionals to keep pace in today's rapidly changing business world. This program is designed to meet the growing demand for creative and innovative employees who can solve problems, create efficiencies, and increase productivity using business software applications. This program provides students with essential skills in word processing, spreadsheets, and presentation software. Through practical experience students gain a firm understanding of the role and importance of technology in an office environment. This program also includes courses in collaborative technologies and tools, communication and presentation skills, business studies and office administration.

Graduates of the one-year Office Professional certificate 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 one additional year of study.

PROGRAM OVERVIEW

YOUR CAREER

Graduates are well prepared to take on entry-level administrative roles such as administrative assistant, office assistant, office administrator, mail and message distribution clerk and more – in a variety of organizations and industries.

STUDENT SUCCESS

To achieve success in this program, students should:

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

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

ADMISSION AND SELECTION

- Applications for Fall 2015 are accepted Oct. 15, 2014 to Sep. 8, 2015

ADMISSION REQUIREMENTS

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

- Math 10C or Math 20-3 or Pure Math 10 or Applied Math 10, **AND**,
- 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 extended on a first-qualified, first-offered basis until the program is full.

COSTS AND SUPPLIES

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.

PROGRAM OUTLINE

First Year
Semester 1

OADM 211	Business Studies	3 credits
BCMP 220	Business Software Foundations	3 credits
BCMP 270	Presentation Software	3 credits
AMAT 240	Applied Mathematics for Business	3 credits
COMN 220	Communication and Presentation Skills	3 credits
Semester 2		
OADM 257	Office Administration	3 credits
BCMP 215	Collaborative Software and Technologies	3 credits
BCMP 250	Word Processing Essentials	3 credits
BCMP 260	Spreadsheet Essentials	3 credits
COMN 280	Communication and Presentation Skills II	3 credits
	Total Credits	30

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.

OFFICE PROFESSIONAL

CREDENTIALS AND ACCREDITATION

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

PROFESSIONAL DESIGNATIONS AND CERTIFICATIONS

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

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

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

TRANSFER OPTIONS

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 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

FAST FACTS
- **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
Want a career you can really dig? In the Petroleum Engineering Technology program you'll be trained in all areas of the upstream petroleum industry, including exploration, field operations, drilling, economic analysis, and reserves determination. From the office to the field, graduates will ultimately be responsible for many of the technical activities involved in the production of oil and gas.

PROGRAM OVERVIEW

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.

- Graduates of the Petroleum Engineering Technology program have a 90% employment rate.

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.

ADMISSION AND SELECTION
- Applications for Fall 2015 are accepted Oct. 15, 2014 to Feb. 1, 2015

ADMISSION REQUIREMENTS
Completion of the following courses or equivalents:

- At least 60% in Math 30-1 or Pure Math 30, 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.

COMPETITIVE ENTRY: SIX STEP PROCESS

Step 1: Read the program information to see the qualities needed for Student Success

Step 2: Ensure that you meet all of the admission requirements listed above

Step 3: Review the selection information to understand the process and deadlines

Applications and proof of the admission requirements (transcripts and/or anticipated final grades) along with all supporting documents must be submitted by February 1 to be included in selection.

Selection is done on a continuous basis starting in February.

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

- Academic Ranking – 50%
- Quality of Career Investigation Questionnaire – 50%

Step 4: Apply to Petroleum Engineering Technology and submit your transcripts

Step 5: Complete the Career Investigation Questionnaire and submit it by February 1

Log in to mySAIT.ca to check your admission status. If your status indicates you're "In Selection", complete the Career Investigation Questionnaire, save it in the format of LastName,FirstName_IDNumber and submit it to pt.selectionprocess@sait.ca in a PDF format.

Applicants who fail to complete the Career Investigation Questionnaire will be excluded from selection.

Step 6: Continue to monitor changes to your application decision through mySAIT.ca starting in February.

Failure to meet anticipated final grades will result in offers being rescinded.

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.

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.

RESERVED SEATS
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

PETROLEUM ENGINEERING TECHNOLOGY

COSTS AND SUPPLIES

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 in the first year and $1,200 in the second year.

PROGRAM OUTLINE

First Year
Semester 1

CHEM 232	Petroleum Engineering Chemistry	1.5 credits
PTPR 207	Fund. of Petroleum Operations	3 credits
COMP 254	Petroleum Computer Applications	1.5 credits
MATH 238	Math for Engineering & Tech I	3 credits
GEOL 246	Physical Geology	3 credits
COMM 256	Professional Communication and Presentation Skills	3 credits

Semester 2

PETR 215	Applied Petroleum Fluid Mechanics	3 credits
RESR 252	Fund. of Reservoir Eng. Tech.	3 credits
DRLG 266	Fundamentals of Drilling	3 credits
PTPR 250	Surface Production Operations	1.5 credits
MATH 288	Math for Engineering & Tech ll	3 credits
GEOL 256	Petroleum Geology	1.5 credits

Second Year
Semester 3

DRLG 305	Advanced Well Design	1.5 credits
EVAL 305	Log Analysis Fundamentals	3 credits
RESR 334	Intermediate Reservoir Engineering Technology	3 credits
STAT 245	Statistics for Engineering & Tech l	3 credits
PROJ 345	Petroleum Project Economics & Management	3 credits
PTPR 322	Sub-surface Production Operations	1.5 credits

Semester 4

RESR 344	Nodal Analysis & Adv. Reservoir Engineering Technology	3 credits
PTPR 370	Well Stimulations and Completions	3 credits
DRLG 355	Well Programming and Operations Monitoring	3 credits
PROJ 310	Petroleum Industry Project	1.5 credits
ENVS 353	Safety & Environmental Issues in the Petroleum Industry	3 credits
GEOL 365	Sedimentation and Stratigraphy	1.5 credits
	Total Credits	60

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 AND ACCREDITATION

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 OPTIONS

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)
- Montana Tech of the University of Montana
- NAIT
- SAIT Polytechnic
- Thompson Rivers University
- University of Calgary
- 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.

PETROLEUM LAND ADMINISTRATION

FAST FACTS
- **Four month certificate**
- **Full-time accelerated program (M/W/F= 12 weeks; T/Th =19 weeks)**
- **Part time structure and distance courses available**
- **Fall and winter starts**

CONTACT US
Phone: 403.284.8818
Email: petroleum.land@sait.ca

PROGRAM DESCRIPTION
Petroleum Land Administration teaches the basics of petroleum land administration. Students learn to review and interpret land contracts and agreements, including leases, transfers, joint venture agreements and other land-related correspondence. Our unique lease record-keeping course is designed to give students practical, relevant expertise in a computer lab utilizing land system software.

PROGRAM OVERVIEW

YOUR CAREER
Graduates of this program find employment as land administrators managing records concerning freehold, Crown, Board Order and aboriginal lands. Entry-level land administrators may hold positions such as Petroleum Land Administrators, Land Clerks, Operations File Clerk and Assistant Administrators to Managers, Public Land officers, Analysts and Land Consultants.

- Graduates of the Petroleum Land Administration program have a 82% employment rate.

STUDENT SUCCESS
Please contact the department for information.

ADMISSION AND SELECTION
- Applications for Fall 2015 opened Oct. 15, 2014.
- Applications for Winter 2016 open June 3, 2015.

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

SELECTION
There are no additional selection requirements. Admission will be extended on a first-qualified, first-offered basis until the program is full.

PROGRAM AND APPLICATION DATES
Please make note of the term and program start date as you will need this information to complete your application.

Term open*	Program start and end dates	Class schedule	Applications
Fall 2015	Sep. 8, 2015 to Jan. 26, 2016	Tues. and Thurs.	Oct. 15, 2014
Fall 2015	Sep. 14 to Dec. 11, 2015	Mon., Wed., and Fri.	Oct. 15, 2014
Winter 2016	Jan. 11 to April 11, 2016	Mon., Wed., and Fri.	June 3, 2015
Winter 2016	Feb. 2 to June 7, 2016	Tues. and Thurs.	June 3, 2015
Winter 2016	March 30 to June 24, 2016	Mon., Wed., and Fri.	June 3, 2015

*Applications are accepted until the program start date.

COSTS AND SUPPLIES

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)
- Course materials are included in the tuition for full-time students only.
- All students will need access to the Internet to fully participate in these courses.

PROGRAM OUTLINE

LAND 210	Land Practices Introduction	1.5 credits
LAND 212	Mineral Lease Documentation	3 credits
LAND 213	Contract Documentation	3 credits
LAND 218	Lease Record Documentation	3 credits
LAND 240	Surface Land Practices	3 credits
PETR 211	Petroleum Industry – Introduction	1.5 credits
	Total Credits	15

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 AND ACCREDITATION
After successfully completing this program, graduates will receive a SAIT certificate in Petroleum Land Administration.

Accreditation
There are no formal accreditation arrangements at this time. Please contact the MacPhail School of Energy for more information.

TRANSFER OPTIONS

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.

PHARMACY ASSISTANT

FAST FACTS
- **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 SCHOOL OF HEALTH AND PUBLIC SAFETY
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 assistants. 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 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 Tuesday, Wednesday and Thursday evenings and Mondays and Saturdays during the day.

PROGRAM OVERVIEW

YOUR CAREER
Graduates may work in community-based retail pharmacies. Opportunities also exist in hospital pharmacies and long-term care facilities as pharmacy assistants.

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

Students who experience success in this program have effective communication skills in English.

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. We strongly recommend that the student have a typing speed of 35 wpm or better.

ADMISSION AND SELECTION
- Applications for Fall 2015 are accepted Oct. 15, 2014 to Sep. 11, 2015.
- Applications for Winter 2016 are accepted June 3, 2015 to Jan. 15, 2016.

ADMISSION REQUIREMENTS
Completion of the following courses or equivalents with an overall average of at least 60%:
- Math 30-1 or Math 30-2 or Pure Math 30 or Applied Math 30, **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.
- Applications will be reviewed on a continuous 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. Seats will be offered accordingly.
- Failure to meet anticipated final grades will result in offers being rescinded.

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.

PHARMACY ASSISTANT

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 Police Information Check including Vulnerable Sector Check, 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 Police Information Check including Vulnerable Sector Check record to the School of Health and Public Safety main office by orientation day. Please review the security clearance process document for specific details. Be aware that 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 Servicesas 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.

COSTS AND SUPPLIES

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 Police Information Check including Vulnerable Sector Check and is payable to the municipal police department or Royal Canadian Mounted Police (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

This is a 19 week certificate offered over the Fall/Winter semesters or Winter/Spring semesters.

Semester 1

PHAR 203	Pharmacy Concepts	1.5 credits
PHAR 204	Pharmaceutical Calculations	1.5 credits
PHAR 211	Assistive Devices	1.5 credits
PHAR 212	Order Processing 1	1.5 credits
PHAR 214	Body Systems & Pharmaceutical Implications 1	1.5 credits
PHAR 223	Order Processing 2	1.5 credits
PHAR 227	Body Systems & Pharmaceutical Implications 2	1.5 credits
PHAR 232	Professional Standards and Ethics	1.5 credits
PHAR 234	Order Processing 3	1.5 credits
PHAR 236	Body Systems & Pharmaceutical Implications 3	1.5 credits
PHAR 247	Compounding & Inventory Management	1.5 credits
PHAR 248	Body Systems & Pharmaceutical Implications 4	1.5 credits
PROF 240	Healthcare Professionalism	1.5 credits
Semester 2		
PRAC 213	Practicum	3 credits
	Total Credits	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 AND ACCREDITATION

After successfully completing this program, graduates will receive a SAIT Pharmacy Assistant certificate.

Accreditation

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

TRANSFER OPTIONS

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.

POWER AND PROCESS OPERATIONS

FAST FACTS
- **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 is an 8-month program that trains students for careers as operators, responsible for the daily safe running of processing equipment at oil and gas facilities. The program consists of both classroom and laboratory study, and prepares students to become fourth class Power Engineers through ABSA.

PROGRAM OVERVIEW

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.

- Did you know graduates of the Power and Process Operations program have a 92% employment rate?

STUDENT SUCCESS
A grade 12 equivalent is recommended to increase employment opportunities. Applicants should be physical 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.

ADMISSION AND SELECTION
- Applications for Fall 2015 are accepted Oct. 15, 2014 to Sep. 8, 2015

ADMISSION REQUIREMENTS
Completion of the following courses or equivalents:

- At least 60% in Math 30-1 or Pure Math 30, or at least 75% in Math 30-2, Math 30-3 or Applied Math 30,
- 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 will be extended on a first-qualified, first-offered basis until the program is full.

RESERVED SEATS
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

COSTS AND SUPPLIES

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.

Books and supplies (Subject to change)
- Books and supplies are approximately $900.

PROGRAM OUTLINE

Semester 1

Code	Course	Credits
COMM 201	Industrial Communications	1.5 credits
ENVS 221	Safety/Environment Protection	1.5 credits
PWEN 201	Basic Plant Operations I	6 credits
PROP 262	Process Operations I	3 credits
COMP 261	MS Office: An Introduction	1.5 credits
THRM 224	Thermodynamics	1.5 credits

Semester 2

Code	Course	Credits
PWEN 281	Basic Plant Operations II	6 credits
MACH 226	Workshop Practices	1.5 credits
PROP 266	Process Operations II	3 credits
COMM 352	Communicating in the Workplace	1.5 credits
PROP 270	Unit Operations	1.5 credits
CHEM 233	Chemistry and Corrosion	1.5 credits
	Total Credits	30

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 AND ACCREDITATION

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 OPTIONS

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.

POWER ENGINEERING TECHNOLOGY

FAST FACTS
- **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
Get yourself an empowering career. Power Engineering certification is from fifth class to first class, and there is a program available at SAIT to train you at all levels! Our Power Engineering Technology diploma arms you with the skills to become a third class power engineer responsible for controlling large, complex power and process systems, and performing production work in the operation and development of large-scale energy projects.

PROGRAM OVERVIEW

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.

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

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.

ADMISSION AND SELECTION
- Applications for Fall 2015 are accepted Oct. 15, 2014 to Feb. 1, 2015

ADMISSION REQUIREMENTS
Completion of the following courses or equivalents:

- At least 60% in Math 30-1 or Pure Math 30, 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.

COMPETITIVE ENTRY: SIX STEP PROCESS

Step 1: Read the program information to see the qualities needed for Student Success

Step 2: Ensure that you meet all of the admission requirements listed above

Step 3: Review the selection information to understand the process and deadlines

Applications and proof of the admission requirements (transcripts and/or anticipated final grades) along with all supporting documents must be submitted by February 1 to be included in selection.

Selection is done on a continuous basis starting in February.

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

- – Academic Ranking – 50%
- – Quality of the Career Investigation Questionnaire – 50%

Step 4: Apply to Power Engineering Technology and submit your transcripts

Step 5: Complete the Career Investigation Questionnaire and submit it by February 1

Log in to mySAIT to check your admission status. 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.

Step 6: Continue to monitor changes to your application decision through mySAIT.ca starting in February.

Failure to meet anticipated final grades will result in offers being rescinded.

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.

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.

RESERVED SEATS
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

POWER ENGINEERING TECHNOLOGY

COSTS AND SUPPLIES

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 $1,775 for the first year and $1,120 for the second year.

PROGRAM OUTLINE

First Year
Semester 1

COMP 261	MS Office: An Introduction	1.5 credits
SFTY 215	Safety and Environment	1.5 credits
MATH 238	Math for Engineering & Tech I	3 credits
PENG 201	Power Theory I	3 credits
PENG 203	Power Lab I	3 credits
THRM 208	Thermodynamics I Theory	3 credits

Semester 2

COMM 238	Technical Communications I	3 credits
ELCT 254	Electrical and Controls I	1.5 credits
PWEN 282	Unit Operations	1.5 credits
PENG 251	Power Theory II	3 credits
PENG 253	Power Lab II	3 credits
THRM 258	Thermodynamics II Theory	3 credits

Second Year
Semester 3

AMEC 306	Applied Mechanics I	3 credits
ELCT 304	Electrical & Controls II	3 credits
STAT 245	Statistics for Engineering & Tech l	3 credits
PENG 301	Power Theory III	3 credits
THRM 317	Thermodynamics III Theory	3 credits
THRM 319	Thermodynamics I Lab	1.5 credits

Semester 4

AMEC 356	Applied Mechanics II	3 credits
ELCT 354	Electrical & Controls III	1.5 credits
PROJ 351	Power Engineering Capstone Project	3 credits
PENG 351	Power Theory IV	3 credits
THRM 359	Thermodynamics II Lab	1.5 credits
THRM 357	Thermodynamics IV Theory	3 credits
	Total Credits	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 AND ACCREDITATION

This is presently under development.

TRANSFER OPTIONS

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
- SAIT Polytechnic
- Thompson Rivers University
- 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.

PRE-EMPLOYMENT CABINETMAKER

CONTACT

Email: construction.preemp@sait.ca
Phone: 403.284.8367

PROGRAM DESCRIPTION

Learn what it takes to 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 and become an apprentice. On successful completion of the program, there is an option to write the first year Cabinetmaker apprenticeship exam.

PROGRAM OVERVIEW

YOUR CAREER

Graduates of the Pre-Employment Cabinetmaker program have a 100% employment rate.

ADMISSIONS AND SELECTION

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

Program start	Applications accepted
Fall 2015 – Sep. 8, 2015	Oct. 15, 2014 to Sep. 8, 2015
Winter 2016 – April 4, 2016	June 3, 2015 to April 4, 2016

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.

PROGRAM OUTLINE

CBMK 220	Cabinet Making Shop I	6 credits
CBMK 221	Cabinet Making Theory I	3 credits
BLPR 239	Cabinetmaking Blueprint Read.	1.5 credits
MATH 236	Mathematics for Cabinetmaking	1.5 credits
	Total Credits	12

CREDENTIALS AND ACCREDITATION

Upon successful completion of the program, students will receive a SAIT Polytechnic Certificate and may be eligible to challenge the written and practical exams for first-year Apprenticeship.

PRE-EMPLOYMENT CARPENTER

CONTACT

Email: construction.preemp@sait.ca
Phone: 403.284.8367

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, cutting 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 necessary on an actual jobsite. The program will prepare the student to enter the workforce and become an apprentice. On successful completion of the program, there is an option to write the first year Carpenter apprenticeship exam.

PROGRAM OVERVIEW

YOUR CAREER

Graduates of the Pre-Employment Carpenter program have a 95% employment rate.

ADMISSIONS AND SELECTION

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

Program start	Applications accepted
Fall 2015 – Sep. 8, 2015	Oct. 15, 2014 to Sep. 8, 2015
Winter 2016 – Jan. 4, 2016	June 3, 2015 to Jan. 4, 2016
Winter 2016 – April 4, 2016	June 3, 2015 to April 4, 2016

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.

PROGRAM OUTLINE

CSTN 201	Carpentry Construction Theory	3 credits
CSTN 202	Construction Laboratory I	6 credits
BLPR 214	Carpentry Blueprint Reading	1.5 credits
MATH 249	Mathematics for Carpentry	1.5 credits
	Total Credits	12

CREDENTIALS AND ACCREDITATION

Upon successful completion of the program, students will receive a SAIT Polytechnic Certificate and may be eligible to challenge the written and practical exams for first-year Apprenticeship.

PRE-EMPLOYMENT ELECTRICIAN

CONTACT

Email: ma.training@sait.ca
Phone: 403.284.8641

PROGRAM DESCRIPTION

This 12-week, full-time program is designed to offer an alternate route to those looking to enter the Electrician trade. If you are struggling to find an employer willing to indenture you as an Electrician apprentice, this program may be right for you. This program covers all course materials received by a first-year Electrician apprentice, as well as additional basic wiring skills and safety training. The program prepares students to enter into an apprenticeship with hands-on skills and, upon successful completion of the program, to challenge the first year Electrician apprenticeship exam.

PROGRAM OVERVIEW

YOUR CAREER

Electricians play a critical role in many industries including mining, oil and gas extraction, construction, transportation and warehousing, manufacturing, and wholesale trade. Electricians in the construction industry can further specialize in residential (housing developments), commercial (office buildings), institutional (hospitals) and industrial (plants, factories) types of installations. They install, alter, repair and maintain electrical or live alarm systems designed to provide heat, light, power and controls for all types of buildings, structures and premises.

While on the job, they may perform some of the following duties:

- read and interpret electrical, mechanical, and architectural drawings and electrical code specifications to determine wiring layouts;
- cut, thread, bend, assemble, and install conduits and other types of electrical conductor enclosures and fittings;
- install distribution and control equipment such as switches, relays, circuit breaker panels, and fuse enclosures;
- install data cabling and test circuits to ensure integrity and safety;
- install and maintain fibre optic systems;
- install, replace, maintain, and repair renewable power sources and related equipment.

Graduates of the Pre-Employment Electrician program have a high employment rate.

STUDENT SUCCESS

AIT will recognize students who successfully complete this program. The students will have the opportunity to write the provincial level 1 Apprenticeship Trade Examination.

ADMISSIONS AND SELECTION

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

Program start	Applications accepted
Fall 2015 – Aug. 31, 2015	Oct. 15, 2014 to Aug. 31, 2015
Fall 2015 – Sep. 22, 2015	Oct. 15, 2014 to Sep. 22, 2015
Fall 2015 – Nov. 23, 2015	Oct. 15, 2014 to Nov. 23, 2015
Winter 2016 – Feb. 29, 2016	June 3, 2015 to Feb. 29, 2016

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.

PROGRAM OUTLINE

CODE 232	Electrical Code I	3 credits
ELEC 230	Electrician Theory I	6 credits
ELEC 231	Electrician Laboratory I	3 credits
ELEC 245	Elec. Practical Applications I	3 credits
	Total Credits	15

CREDENTIALS AND ACCREDITATION

Upon successful completion of the program, students will receive a SAIT Polytechnic Certificate and may be eligible to challenge the written and practical exams for first-year Apprenticeship.

PRE-EMPLOYMENT MILLWRIGHT

CONTACT

Phone: 403.284.8641
Email: ma.training@sait.ca
More information: School of Manufacturing and Automation

PROGRAM DESCRIPTION

This program is a great way to start your career in the Millwright trade. Over the course of this full-time, 12-week program you will learn the skills and theory taught in the first period of the Millwright apprenticeship program. You will learn how to install, troubleshoot, repair and maintain industrial equipment. You will also gain 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.

PROGRAM OVERVIEW

YOUR CAREER

Millwrights, also referred to as Industrial Mechanics, are exposed to the duties involved in a variety of other trades, and therefore can be good candidates for promotion to supervisory and superintendent positions. Millwrights may find work in a wide variety of industries including: oil and gas, construction, manufacturing, materials handling, and maintenance.

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.

STUDENT SUCCESS

Successful graduates from this program should find employment in the millwright trade, and have the potential to complete an apprenticeship and receive trade certification.

ADMISSIONS AND SELECTION

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 5) or equivalent is accepted in lieu of the above requirements.

SELECTION

There are no additional selection requirements. Admission will be extended on a first-qualified, first-offered basis until the program is full.

Program start	Applications accepted
Winter 2016 – Jan. 4, 2016	June 3, 2015 to Jan. 4, 2016

Tuition and fees (Subject to change)

- Fee $5,425 (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.

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.
- Safety glasses and CSA approved safety footwear are required.

PROGRAM OUTLINE

APSC 201	Millwright Blueprint & Math	1.5 credits
MWRT 203	Millwright Theory I	1.5 credits
MWRT 213	Millwright Machine Shop	3 credits
MWRT 223	Millwright Shop I	1.5 credits
MWRT 243	Millwright Machine Theory	1.5 credits
MWRT 245	Millwright Supplemental	1.5 credits
MWRT 246	Millwright Lab	1.5 credits
	Total Credits	12

CREDENTIALS AND ACCREDITATION

Upon successful completion of the program, students will receive a SAIT Polytechnic Certificate and may be eligible to challenge the written and practical exams for first-year Apprenticeship.

PRE-EMPLOYMENT PLUMBING

CONTACT
Email: construction.preemp@sait.ca
Phone: 403.284.8367

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.

PROGRAM OVERVIEW

YOUR CAREER
■ Graduates of the Pre-Employment Plumbing program have a 100% employment rate.

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

LOCATION
Mayland Heights Campus – Bob Edwards Building

PROGRAM AND APPLICATION DATES

Program start	Applications accepted
Fall 2015 – Sep. 8, 2015	Oct. 15, 2014 to Sep. 8, 2015
Winter 2016 – Jan. 4, 2016	June 3, 2015 to Jan. 4, 2016
Winter 2016 – April 11, 2016	June 3, 2015 to April 11, 2016

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.

PROGRAM OUTLINE

APPH 215	Properties of Air & Gas-Basic	1.5 credits
BLPR 218	Blueprint Reading I	1.5 credits
EMTL 217	Materials	3 credits
GFTG 213	Gasfitting Theory I	1.5 credits
GFTG 214	Gasfitting Shop I	1.5 credits
HTNG 212	Heating Theory I	1.5 credits
PLBG 210	Plumbing Shop I	3 credits
PLBG 211	Plumbing Theory	1.5 credits
SAFE 216	Safety	1.5 credits
	Total Credits	16.5

CREDENTIALS AND ACCREDITATION
Upon successful completion of the program, students will receive a SAIT Polytechnic Certificate and may be eligible to challenge the written and practical exams for first-year Apprenticeship.

PRE-EMPLOYMENT REFRIGERATION

CONTACT

Email: construction.preemp@sait.ca
Phone: 403.284.8367

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.

PROGRAM OVERVIEW

YOUR CAREER

- Graduates of the Pre-Employment Refrigeration program have a 100% employment rate.

ADMISSION REQUIREMENTS

Successful completion of the following courses or equivalents:

- Math 30-1, Math 30-2, Math 30-3, Pure Math 30 or Applied Math 30, **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 Admission 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 will be extended on a first-qualified, first-offered basis until the program is full.

LOCATION

Main Campus

PROGRAM AND APPLICATION DATES

Program start	Applications accepted
Fall 2015 – Sep. 8, 2015	Oct. 15, 2014 to Sep. 8, 2015
Winter 2016 – March 7, 2016	June 3, 2015 to March 7, 2016

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.

PROGRAM OUTLINE

CNTR 224	Refrigeration Controls I	1.5 credits
ELEC 227	Electrical Theory	3 credits
HTNG 223	Heating Theory I	1.5 credits
RFRG 200	Refrigerant Handling Cert.	1.5 credits
RFRG 211	Refrigeration Theory I	3 credits
RFRG 220	Refrigeration Shop I	6 credits
	Total Credits	16.5

CREDENTIALS AND ACCREDITATION

Upon successful completion of the program, students will receive a SAIT Polytechnic Certificate and may be eligible to challenge the written and practical exams for first-year Apprenticeship.

PRE-EMPLOYMENT SHEET METAL

CONTACT

Email: construction.preemp@sait.ca
Phone: 403.284.8367

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.

PROGRAM OVERVIEW

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

SELECTION

There are no additional selection requirements. Admission will be extended on a first-qualified, first-offered basis until the program is full.

LOCATION

Main Campus

PROGRAM AND APPLICATION DATES

Program start	Applications accepted
Winter 2016 – March 14, 2016	June 3, 2015 to March 14, 2016

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.

PROGRAM OUTLINE

BLPR 213	Blueprint Reading I	1.5 credits
HVAC 206	Residential HVAC	1.5 credits
SHMT 203	Sheet Metal Fabrication I	6 credits
PMKG 204	Material Layout	3 credits
SHMT 207	Sheet Metal Theory I	3 credits
	Total Credits	15

CREDENTIALS AND ACCREDITATION

Upon successful completion of the program, students will receive a SAIT Polytechnic Certificate and may be eligible to challenge the written and practical exams for first-year Apprenticeship.

PRE-EMPLOYMENT STEAMFITTER-PIPEFITTER

CONTACT

Email: construction.preemp@sait.ca

Phone: 403.284.8367

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.

PROGRAM OVERVIEW

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

LOCATION

Main Campus

PROGRAM AND APPLICATION DATES

Program start	Applications accepted
Fall 2015 – Sep. 8, 2015	Oct. 15, 2014 to Sep. 8, 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.

PROGRAM OUTLINE

APPH 221	Applications I	1.5 credits
BLPR 215	Blueprint Reading I	1.5 credits
HTNG 241	Heating Theory I	1.5 credits
PIPE 207	Pipefitting Theory I	1.5 credits
PIPE 208	Pipefitting Shop I	3 credits
WLDG 222	Basic Welding Theory	1.5 credits
WLDG 223	Basic Welding Shop	1.5 credits
	Total Credits	12

CREDENTIALS AND ACCREDITATION

Upon successful completion of the program, students will receive a SAIT Polytechnic Certificate and may be eligible to challenge the written and practical exams for first-year Apprenticeship.

PROCESS PIPING DRAFTING

FAST FACTS
- **34 week certificate program**
- **Fall and winter intakes**
- **Four week work practicum**

CONTACT US
Phone: 403.284.8430
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 full-time, 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.

PROGRAM OVERVIEW

YOUR CAREER
Graduates may find work as junior drafters in a variety of organizations including EPC firms, oil and gas companies and equipment fabricators.

Duties include the use of CADD software to aid Senior Drafters in the preparation of engineering drawings from preliminary concepts and/or sketches, to engineering calculations and specification sheets.

- Graduates of the Process Piping Drafting program have a 100% 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.

ADMISSION AND SELECTION
- Applications for Fall 2015 are accepted Oct. 15, 2014 to May 31, 2015.
- Applications for Winter 2016 are accepted June 3, 2015 to Nov. 30, 2015.

ADMISSION REQUIREMENTS
At least 50% in the following courses or equivalents:

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

SELECTION FOR FALL 2015
Applications along with all supporting documents must be submitted by May 31 to be included in selection. Applications received on or after May 31 will be put on a secondary waitlist and applicants will be contacted if seats are available.

- Selection is done on a continuous basis commencing in January.
- All applicants must submit a Career Investigation Form and meet the admission requirements to be considered for the program. Applicants should submit the Career Investigation Form within four weeks of applying.
  - Career Investigation Form
  - Selection Process Information
  - Selection Score Information
- Applicants will be required to attend a personal interview before a seat is offered.
- Applications received after the program has filled will be put on a waitlist and applicants will be contacted if seats become available. There will be 36 seats offered in fall.

It is the responsibility of the applicant to ensure contact information is up-to-date as email will be the primary form of correspondence.

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

PROCESS PIPING DRAFTING

SELECTION FOR WINTER 2016

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

- Selection is done on a continuous basis commencing in July.
- All applicants must submit a Career Investigation Form and meet the admission requirements to be considered for the program. Applicants should submit the Career Investigation Form within four weeks of applying.
  - Career Investigation Form
  - Selection Process Information
  - Selection Score Information
- Applicants will be required to attend a personal interview before a seat is offered.
- Applications received after the program has filled will be put on a waitlist and applicants will be contacted if seats become available.
- There will be 36 seats offered in winter.

It is the responsibility of the applicant to ensure contact information is up-to-date as email will be the primary form of correspondence.

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

COSTS AND SUPPLIES

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.

PROGRAM OUTLINE

CADD 201	AutoCAD I	1.5 credits
CADD 202	AutoCAD II	1.5 credits
CADD 221	MicroStation I	1.5 credits
CADD 222	MicroStation II	1.5 credits
CADD 241	CADD System Management I	1.5 credits
CADD 250	Applied CADD	3 credits
CADD 254	CADWorx	1.5 credits
CADD 303	AutoCAD III	1.5 credits
CADD 323	MicroStation III	1.5 credits
ENGD 208	Digital Drafting	1.5 credits
ENGD 320	Process Piping Drafting I	3 credits
ENGD 350	Process Piping Drafting II	6 credits
ENGD 351	Pressure Vessel Design	1.5 credits
ENGD 352	Plant Planning	1.5 credits
ENGD 353	Plant Equipment	1.5 credits
INST 346	Instrumentation Theory & Piping	1.5 credits
PERS 225	Job Search Skills	1.5 credits
PRAC 225	Practicum PPD	1.5 credits
PROP 310	Natural Gas Processing	1.5 credits
	Total Credits	36

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 AND ACCREDITATION

After successfully completing this program, graduates will be awarded a SAIT certificate in Process Piping Drafting.

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

TRANSFER OPTIONS

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

FAST FACTS

- **Two year diploma**
- **Full time program**
- **Professional paid internship**
- **Application process begins in October for start in the following September**
- **High industry**

CONTACT SCHOOL OF HOSPITALITY AND TOURISM

School of Hospitality and Tourism
Room E179, John Ware Building
Phone: 403.284.8612 or
Email: hospitality.info@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 just two short years you will have the opportunity to train and interact with 20 leading culinary professionals – an amazing experience for anyone passionate about the culinary arts.

During this full-time two year 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 gourmet Market Place, the downtown Culinary Campus, and our own culinary garden – Jackson's Garden. Operating in live classroom environments such as the renowned Highwood restaurant 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 award winning Highwood restaurant, and the bustling downtown Culinary Campus where you will prepare world-class cuisine in a live classroom environment.

PROFESSIONAL PAID INTERNSHIP AND STUDY TOURS

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.

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.

GLOBAL RECOGNITION THROUGH CHEF COMPETITIONS

SAIT's Professional Cooking program will give you the skills for a global career path and opportunities to work in the world's finest dining establishments. You also 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 in addition to the Canadian Chef Association competitions. Our students have also competed in Hong Kong and Singapore over the last several years placing in the top three.

PROGRAM OVERVIEW

YOUR CAREER

You will be prepared for a diverse range of career options in restaurants, hotels and convention centres after graduation. You may find work locally or abroad as a(n):

- Executive Chef
- Sous-chef
- Chef de Partie
- Banquet Chef
- Garde Manger
- Chef de Cuisine
- Kitchen Manager
- Food Stylist
- Educator
- Graduates of the Professional Cooking program have a 100% employment rate.

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 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. 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 AND SELECTION

- Applications for Fall 2015 are accepted Oct. 15, 2014 to Sep. 8, 2015

PROFESSIONAL COOKING

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

SELECTION

There are no additional selection requirements. Admission will be extended on a first-qualified, first-offered basis until the program is full.

COSTS AND SUPPLIES

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

First Year
Semester 1

COOK 202	Culinary Fundamentals	3 credits
COOK 253	Meat Preparation	3 credits
COOK 227	Soups and Sauces	3 credits
COOK 235	Dinner Cookery	3 credits
COOK 267	Baking and Yeast Goods	3 credits

Semester 2

COOK 217	Vegetables and Starches	3 credits
COOK 223	Cold Kitchen	3 credits
COOK 233	Lunch Cookery	3 credits
COOK 207	Breakfast Cookery	3 credits
COOK 263	Line Cook	3 credits

Semester 3

PRAC 287	Professional Internship	3 credits

Second Year
Semester 4

COOK 303	Lunch a la Carte	3 credits
COOK 307	Patisserie	3 credits
FDBS 327	Food and Beverage Service	3 credits
NUTR 313	Nutrition and HMR	3 credits
COMM 363	Workplace Communication Skills	1.5 credits
FDBS 323	Food and Wine Pairing	1.5 credits

Semester 5

COOK 317	Dinner a la Carte	3 credits
COOK 333	Garde Manger	3 credits
COOK 350	Culinary Perspectives	3 credits
FDBC 363	Purchasing, Receiving and Cost Control	3 credits
FDPM 353	Supervision and Event Planning	3 credits
	Total Credits	63

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 AND ACCREDITATION

After successfully completing this program, graduates will receive a SAIT diploma in Professional Cooking.

Alberta Apprenticeship has accredited this program for all three technical training periods.

Students are still required to complete 4680 hours of paid work experience and must successfully challenge all three provincial exams before considered eligible for the Red Seal exam and designation.

Students in the Professional Cooking program can challenge:

- The first year government exam after successful completion of their first year in the diploma program.
- The second year government exam after successful completion of the third and fourth semesters provided they passed the first year government exam.
- The third year government exam after successful completion of the Professional Cooking diploma provided they passed the first and second year government exams.

For more information contact the School of Hospitality and Tourism.

TRANSFER OPTIONS

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
- Vancouver Island University

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 – BROADCAST NEWS

FAST FACTS

- **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

PROGRAM DESCRIPTION

The Radio, Television and Broadcast News (RTBN) program is divided into three options: Radio, Television or Broadcast News. Students choose the option that best fits their individual skills and interests, in preparation for a challenging, creative and exciting career in the media.

Broadcast News (BN) students learn how to research and objectively present a story. They receive extensive, hands-on training. The program provides realistic experiences behind and in front of the camera and microphone. Students are trained to work effectively in both the radio and television environment. BN students learn the importance of meeting deadlines while maintaining a respect for journalistic integrity. 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 participate in laptop e-learning curriculum. Students lease a PC laptop computer from SAIT, which are equipped with various software applications. Internet access, training and technical support are provided throughout the program.

PROGRAM OVERVIEW

YOUR CAREER

Graduates find work in the traditional areas of broadcast, cable and film production, both as salaried employees and freelancers. In recent years, we have seen our graduates obtain employment with corporate and educational organizations.

- Graduates of the Radio, Television and Broadcast News program have a 100% employment rate.

STUDENT SUCCESS

Students with previous academic success are frequently more successful in SAIT programs.

ADMISSION AND SELECTION

- Applications for Fall 2015 are accepted Oct. 15, 2014 to April 1, 2015

ADMISSION REQUIREMENTS

- 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 km 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.

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.

COSTS AND SUPPLIES

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.

Broadcast News Option

PROGRAM OUTLINE

First Year
Semester 1

COMP 267	MS Office and Web Design Basics	1.5 credits
JOUR 206	Writing Fundamentals for Media	3 credits
JOUR 207	Introduction to Broadcast News	3 credits
LDSH 239	Leadership in Broadcasting	1.5 credits
PRDT 217	Audio Video Production	3 credits
PRES 209	Speech and Presentation	3 credits

Semester 2

AUDI 279	Broadcast News Technical Operations I	1.5 credits
COMP 269	Social Media in Broadcasting	1.5 credits
JOUR 256	Reporting I	1.5 credits
JOUR 263	Broadcast Newswriting	3 credits
JOUR 264	Broadcast News Radio News I	1.5 credits
JOUR 265	Broadcast News TV News I	1.5 credits
POLS 252	Reporting in Canadian Political Systems	1.5 credits
PRES 225	Stage Production II	3 credits
SPCH 262	Broadcast News Speech I	1.5 credits
VDEO 230	Electronic News Gathering Editing	1.5 credits

Second Year
Semester 3

AUDI 329	Broadcast News Technical Operations II	1.5 credits
JOUR 306	Reporting II	3 credits
JOUR 314	Broadcast News Radio News II	3 credits
JOUR 315	Broadcast News TV News II	3 credits
PRES 320	Presentation I	1.5 credits
SPCH 312	Broadcast News Speech II	1.5 credits
VDEO 345	Electronic News Gathering Production I	1.5 credits

Semester 4

JOUR 354	Media Ethics	1.5 credits
JOUR 356	Reporting III	3 credits
PRAC 391	Broadcast News Practicum	1.5 credits
PRES 350	Presentation II	1.5 credits
VDEO 355	Electronic News Gathering Production II	1.5 credits

Electives – Students choose 2 of 3

JOUR 363	Broadcast News Sports	3 credits
JOUR 364	Broadcast News Radio News III	3 credits
JOUR 365	Broadcast News TV News III	3 credits
	Total Credits	63

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 AND ACCREDITATION

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 OPTIONS

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
- Red Deer College
- Royal Roads University
- University of Calgary
- University of Gloucestershire, UK
- University of New Brunswick, Saint John
- 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.

RADIO, TELEVISION AND BROADCAST NEWS – RADIO

FAST FACTS

- **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

PROGRAM DESCRIPTION

The Radio, Television and Broadcast News (RTBN) program is divided into three options: Radio, Television or Broadcast News. Students choose the option that best fits their individual skills and 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). Students progress from mastering audio basics to advanced digital multi-track production, perform duties in the sales and promotions departments, and rotate through station positions including on-air personality, creative director, and production manager. Students also receive training in music directing, traffic management, and news and sports delivery, to round out this exciting and worthwhile career path.

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 participate in laptop e-learning curriculum. Students lease a PC laptop computer from SAIT, which are equipped with various software applications. Internet access, training and technical support are provided throughout the program.

PROGRAM OVERVIEW

YOUR CAREER

Graduates find work in the traditional areas of broadcast, cable and film production, both as salaried employees and freelancers. In recent years, we have seen our graduates obtain employment with corporate and educational organizations.

- Graduates of the Radio, Television and Broadcast News program have a 100% employment rate.

STUDENT SUCCESS

Students with previous academic success are frequently more successful in SAIT programs.

ADMISSION AND SELECTION

- Applications for Fall 2015 are accepted Oct. 15, 2014 to April 1, 2015

ADMISSION REQUIREMENTS

- 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 km 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.

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.

COSTS AND SUPPLIES

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.

RADIO OPTION

PROGRAM OUTLINE

First Year
Semester 1

AUDI 203	Introduction to Radio	3 credits
COMP 267	MS Office and Web Design Basics	1.5 credits
JOUR 206	Writing Fundamentals for Media	3 credits
LDSH 239	Leadership in Broadcasting	1.5 credits
PRDT 217	Audio Video Production	3 credits
PRES 209	Speech and Presentation	3 credits

Semester 2

ADVR 254	Radio Advertising I	1.5 credits
AUDI 251	Radio Operations I	6 credits
AUDI 252	Radio Production I	3 credits
COMP 269	Social Media in Broadcasting	1.5 credits
JOUR 262	Radio Broadcast News I	1.5 credits
PRES 225	Stage Production II	3 credits
SCPT 250	Radio Scriptwriting I	1.5 credits

Second Year
Semester 3

ADVR 304	Radio Advertising II	3 credits
AUDI 322	Radio Production II	3 credits
AUDI 324	Radio Operations II	3 credits
JOUR 312	Radio Broadcast News II	1.5 credits
PRES 322	Radio Announcing I	3 credits
SCPT 300	Radio Scriptwriting II	1.5 credits

Semester 4

ADVR 354	Radio Advertising III	1.5 credits
AUDI 372	Radio Production III	1.5 credits
AUDI 374	Radio Operations III	3 credits
JOUR 362	Radio Broadcast News III	1.5 credits
PRAC 397	Radio Practicum	1.5 credits
PRES 342	Radio Announcing II	3 credits
SCPT 350	Radio Scriptwriting III	1.5 credits
	Total Credits	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 AND ACCREDITATION

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 OPTIONS

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
- Red Deer College
- Royal Roads University
- University of Calgary
- University of Gloucestershire, UK
- University of New Brunswick, Saint John
- 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.

RADIO, TELEVISION AND BROADCAST NEWS – TELEVISION PRODUCTION

FAST FACTS

- **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

PROGRAM DESCRIPTION

The Radio, Television and Broadcast News (RTBN) program is divided into three options: Radio, Television or Broadcast News. Students choose the option that best fits their individual skills and interests, in preparation for a challenging, creative and exciting career in the media.

Television students learn the fundamentals of writing, directing, producing, and editing through live production and assembling pre-recorded video and audio elements. A strong emphasis is placed on hands-on learning and innovation in both single and multi-camera environments. Students work in teams to produce information and news programs, live event programming (such as sports), variety programs, documentaries, commercials, and public service announcements. Students also become familiar with the technical aspects of television media by working with broadcast-quality equipment such as High Definition cameras, switchers, digital audio consoles, graphics work stations, servers and computer-based editing systems.

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 participate in laptop e-learning curriculum. Students lease a PC laptop computer from SAIT, which are equipped with various software applications. Internet access, training and technical support are provided throughout the program.

PROGRAM OVERVIEW

YOUR CAREER

Graduates find work in the traditional areas of broadcast, cable and film production, both as salaried employees and freelancers. In recent years, we have seen our graduates obtain employment with corporate and educational organizations.

- Graduates of the Radio, Television and Broadcast News program have a 100% employment rate.

STUDENT SUCCESS

Students with previous academic success are frequently more successful in SAIT programs.

ADMISSION AND SELECTION

- Applications for Fall 2015 are accepted Oct. 15, 2014 to April 1, 2015

ADMISSION REQUIREMENTS

- 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 km 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.

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.

COSTS AND SUPPLIES

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.

TELEVISION OPTION

PROGRAM OUTLINE

First Year
Semester 1

COMP 267	MS Office and Web Design Basics	1.5 credits
JOUR 206	Writing Fundamentals for Media	3 credits
LDSH 239	Leadership in Broadcasting	1.5 credits
PRDT 217	Audio Video Production	3 credits
PRES 209	Speech and Presentation	3 credits
VDEO 205	Introduction to Television Production	3 credits

Semester 2

VDEO 251	ENG/EFP Camera & Production	3 credits
VDEO 253	Producing for Television	3 credits
VDEO 255	Post Production	3 credits
VDEO 257	TV Production	3 credits
WRIT 260	Writing for Television	3 credits

Second Year
Semester 3

VDEO 301	TV Production II	3 credits
VDEO 302	Producing for Television II	3 credits
VDEO 303	Post Production II	3 credits
VDEO 304	Electronic News Gathering/Electronic Field Production Camera and Production II	3 credits
WRIT 310	Writing for Television II	3 credits

Semester 4

PRDT 351	Television Project Management	6 credits
PROJ 356	Television Capstone	1.5 credits
VDEO 353	Post Production III	3 credits
VDEO 354	Remote Electronic News Gathering/Electronic Field Production III	3 credits
WRIT 350	Feature Writing for Television	1.5 credits
	Total Credits	60

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 AND ACCREDITATION

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 OPTIONS

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
- Red Deer College
- Royal Roads University
- University of Calgary
- University of Gloucestershire, UK
- University of New Brunswick, Saint John
- 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.

RAILWAY CONDUCTOR

FAST FACTS
- **Fall and winter starts**
- **15 week certificate**
- **High graduate employment rate**

CONTACT US
Phone: 403.210.4150
Email: rail@sait.ca

PROGRAM DESCRIPTION
The Railway Conductor (RRCD) program will prepare the student for a career in operations in the Canadian Railway industry. The student 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 the student will learn about the Canadian Railway Operating Rules (CROR) and the related instructions and processes. The student 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 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 recruiting 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 Calgary, AB.

PROGRAM OVERVIEW

YOUR CAREER
As a conductor, your role is to achieve high levels of customer satisfaction through the use of safe and cost effective processes to optimize operations. You will be responsible for switching and marshalling cars; setting off and picking up customers cars; making up trains within the rail yard; and moving cars between rail yards, sidings or tracks according to instructions originating with yard and train planners or network management centres and dispatch offices. Graduates may find work as Railway Conductors (and other related occupations) within Canada's two national railways or with a short line or regional carrier, or an industrial rail operator. As a graduate, you will be rewarded with challenging and interesting positions, paying good salaries and having opportunities for advancement including locomotive engineer and/or management. Conductors are typically promoted to locomotive engineers with further training and qualification.

- Graduates of the Railway Conductor program have a 100% employment rate.

STUDENT SUCCESS
Conductor graduates must have a strong orientation towards safety, as well as excellent English proficiency in verbal and written skills, good planning, decision-making and communicating skills to work in the rail industry. Railways operate 24-hours a day, 365 days-a-year. Students must accept the reality of working shift work and having irregular days off. The work of a conductor requires regular physical activity outdoors in all types of weather. Conductors need to be in good physical condition and be able to lift heavy objects (up to 85 lbs.). Applicants to the railway companies are expected to pass government-mandated medical examinations including testing for vision including colour, hearing acuity and drug screening. Persons with medical concerns should consult with the employment office(s) of the respective railway(s). Applicants to railway jobs are also given security screening by the hiring railway. Anyone with a concern should consult with the employment office (s) of the respective railway(s). Personal security information may be obtained from the local police force for a fee. To gain employment in the rail industry as a Conductor, the student is responsible for determining the minimum medical and physical standards required by individual rail companies. SAIT does not provide screening services for the purpose of meeting these standards.

ADMISSION AND SELECTION
- Applications for Fall 2015 are accepted Oct. 15, 2014 to Sep. 8, 2015.
- Applications for Winter 2016 open June 3, 2015.

ADMISSION REQUIREMENTS
At least 50% in the following courses or equivalents:
- Math 20-1 or Math 20-2 or Math 20-3 or Pure Math 20 or Applied Math 20, **AND**,
- A 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 will be extended on a first-qualified, first-offered basis until the program is full.

COSTS AND SUPPLIES
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.

RAILWAY CONDUCTOR

PROGRAM OUTLINE

RCDR 205	Leadership for Conductors	1.5 credits
RLOP 202	Performing Inspections	1.5 credits
RLOP 205	Railway Operations Introduction	3 credits
RLOP 207	Railway Business	1.5 credits
RLOP 208	Railway Practical Lab	3 credits
RLOP 240	Marshalling and Switching	1.5 credits
RMGT 202	Railway Culture	1.5 credits
RMGT 210	Industrial Org. of Railways	1.5 credits
RREG 210	Career Readiness	1.5 credits
RREG 212	Rules and Regs for Conductors	6 credits
SAFE 227	Railway Safety	1.5 credits
SGNL 204	Air Brake Systems and Tests	1.5 credits
COMP 264	MS Office Basics	1.5 credits
	Total Credits	27

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 AND ACCREDITATION

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 OPTIONS

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.

REHABILITATION THERAPY ASSISTANT

FAST FACTS

- **Two year diploma**

Dual Occupational Therapist and Physical Therapist Assistant Credentials

- **Fall start**
- **Includes clinical practica experience**
- **On-campus classes with some self-study and online components**
- **Graduates in high demand**

CONTACT SCHOOL OF HEALTH AND PUBLIC SAFETY

School of Health and Public Safety
Room R502, Senator Burns Building
Phone: 403.284.8500 or
Email: 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-clay 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 Therapy 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.

In 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.

PROGRAM OVERVIEW

YOUR CAREER

Graduates find work in a variety of settings including rehabilitation centres, mental health facilities, long-term care facilities, hospitals, schools and private physiotherapy and occupational therapy services in both urban and rural settings.

STUDENT SUCCESS

Students must be physically fit and able to lift a minimum weight of 50 pounds.

Previous work or volunteer experience in a health- or wellness-related field is an asset.

Students who experience success in this program:

- Have at least basic computer skills
- Possess effective communication skills in both written and spoken English
- Have higher secondary or post-secondary marks
- Are self-directed, highly motivated, detail oriented and well-organized
- Are professional and flexible
- Enjoy working in a team environment and in diverse settings
- Above all, enjoy relating to others

ADMISSION AND SELECTION

- Applications for Fall 2015 are accepted Oct. 15, 2014 to March 31, 2015

ADMISSION REQUIREMENTS

Completion of the following courses or equivalents with an overall average of at least 60%:

- 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 March 31 to be included in selection.
- Applications received after March 31 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 36 seats offered for the fall intake. We receive more qualified applicants than our quota of seats in the program.

SAIT Programs

SELECTION CRITERIA

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

- Career exploration
- Academic grades
- Interview

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 are frequently 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. Please review the immunization process document for specific details. It is advised to start the immunization process early as it can take some time to complete.

- **Security Clearance:** According to the Protection for Persons in Care Act, our practica sites require that students obtain a Police Information Check including Vulnerable Sector Check, 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 Police Information Check including Vulnerable Sector Check record to the School of Health and Public Safety main office by orientation day. Please review the security clearance process document for specific details. Be aware that 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:** Fit testing is done to determine which make and model of N95 respiratory mask should be used by an individual. In compliance with Alberta's Occupational Health and Safety Code 2009, students are fit-tested for respiratory masks prior to their practica. Occupational Health and Safety Bulletin, Respiratory Protective Equipment: An Employer's Guide states the effectiveness of the respiratory protective equipment depends on an effective face piece seal to the skin of the face. The mask must be tight enough so that the person is breathing only air which has been filtered. 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 N95 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 Servicesas 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.

COSTS AND SUPPLIES

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 Police Information Check including Vulnerable Sector Check and is payable to the municipal police department or Royal Canadian Mounted Police (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.

REHABILITATION THERAPY ASSISTANT

PROGRAM OUTLINE

First Year
Semester 1

ANPH 209	Anatomy and Physiology	3 credits
ORNT 208	Orientation to Rehabilitation	3 credits
PROF 210	Introduction to Health Care Delivery	1.5 credits
PSYC 210	Lifespan Development	3 credits
RHAB 230	Anatomy of Movement	3 credits
RHAB 232	Fundamentals of Client Care	3 credits

Semester 2

COMM 263	Practice Skills – Communication	1.5 credits
PRCT 230	Practicum 1	3 credits
RHAB 240	Practice Skills – Modalities	3 credits
RHAB 242	Practice Skills – OTA Foundations	3 credits
RHAB 244	Practice Skills – Exercise	3 credits
RHAB 246	Health Conditions 1	3 credits

Second Year
Semester 3

PRCT 232	Practicum 2	3 credits
RHAB 260	Practice Skills – Mental Health Concepts	3 credits
RHAB 262	OTA Advanced Practice Skills	3 credits
RHAB 264	PTA Advanced Practice Skills	3 credits
RHAB 266	Communication Disorders	1.5 credits
RHAB 268	Health Conditions 2	3 credits

Semester 4

PRCT 234	Practicum 3	6 credits
PROF 260	Professional Practice	3 credits
RHAB 270	Practicum Consolidation	1.5 credits
	Total Credits	60

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 AND ACCREDITATION

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 OPTIONS

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
- University of Northampton

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

FAST FACTS

- **Three-year diploma**
- **Fall start**
- **Includes first year, second year, and third year practica**
- **Graduates in high demand**

CONTACT SCHOOL OF HEALTH AND PUBLIC SAFETY

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 iPad or iPad mini to support the Comp Tracker system while at practicum sites.

Learn more about the Respiratory Therapy profession at careercruising. com. Log-in with username: SAIT, and password: Polytechnic

This program is under review and could undergo changes.

PROGRAM OVERVIEW

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.
- 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.
- During the Respiratory Therapy program you will participate in learning a number of skills that are usually practiced on other students. All skills are performed in a safe setting and supervised. Typically, students take turns acting as patient and Respiratory Therapist when practicing these exercises. The students have the option to opt out of role-playing as the patient, however the student may still be required to perform the skill on a classmate.
- Students who experience success in this program have the following characteristics:
  - Strong command of the English language
  - Strong communication and interpersonal skills are paramount given the vast amount of patient interaction required on the job.
  - Good communication skills, compassion and an interest in caring for others
  - Good organizational and problem solving skills with an ability to think and act in crisis situations
  - Ability to work effectively, independently and as a member of a team.
  - Professional and flexible, and enjoy working in diverse settings
  - Value helping others and working in a high-energy, challenging environment
  - Ability to spend the majority of their working hours on their feet and may be required to help lift immobile patients.

ADMISSION REQUIREMENTS

Completion of the following courses or equivalents:

- At least 60% in Math 30-1 or Pure Math 30, 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.

RESPIRATORY THERAPY

ENGLISH LANGUAGE REQUIREMENT

All applicants who have English as an additional language must achieve the following passing scores in Enhanced Language Training Placement Assessment (ELTPA) 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.

In order to take the ELTPA test, you will need a referral form from the Respiratory Therapy program. Please email the administrative assistant for the program with the following information:

- Full name
- Date of birth
- Phone number
- Current immigration status and number associated with your status
- SAIT student ID number

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.

SELECTION

Applications and proof of the admission requirements (transcripts and/or anticipated final grades) must be submitted prior to April 30 to be included in selection.

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 forward a selection package by email to those that meet the minimum admission requirements.

If you do not receive your selection package by email three (3) weeks after submitting your application to the Respiratory Therapy program please contact the administrative assistant either by email or by phone at 403.210.4498.

Applicants will be required to complete the documents in the selection package and will be ranked according to the composite score of the following selection criteria.

Email is the primary source of communication during the selection process. Ensure your personal email account is managed appropriately to ensure you receive all the necessary emails files and communications.

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, and completion of a diploma or degree.
- Career aptitude (Career and Program Investigation): *required but not weighted.

Applicants will be ranked monthly according to the criteria outlined above. 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.

- Applicants with a composite score of 95 or above will be offered a seat in the program until the program is full.
- If the program is not full on April 1, the remaining applicants who ranked at less than 95 may 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.

Failure to meet anticipated final grades will result in offers being rescinded.

Successful candidates must sign a practicum agreement contract prior to final acceptance.

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.

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 they are placed 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.

RESPIRATORY THERAPY

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. Please review the immunization process document for specific details. It is advised to start the immunization process early as it can take some time to complete.

- **Security Clearance:** According to the Protection for Persons in Care Act, our practica sites require that students obtain a Police Information Check including Vulnerable Sector Check, 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 Police Information Check including Vulnerable Sector Check record to the School of Health and Public Safety main office by orientation day. Please review the security clearance process document for specific details. Be aware that 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:** Fit testing is done to determine which make and model of N95 respiratory mask should be used by an individual. In compliance with Alberta's Occupational Health and Safety Code 2009, students are fit-tested for respiratory masks prior to their practica. Occupational Health and Safety Bulletin, Respiratory Protective Equipment: An Employer's Guide states the effectiveness of the respiratory protective equipment depends on an effective face piece seal to the skin of the face. The mask must be tight enough so that the person is breathing only air which has been filtered. 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 N95 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 Servicesas 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.

COSTS AND SUPPLIES

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 Police Information Check including Vulnerable Sector Check and is payable to the municipal police department or Royal Canadian Mounted Police (RCMP).
- Students pay $75 Comp Tracker fee for the first two years of the program and $75 per semester in the third year.

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 or iPadmini) to support the Comp Tracker system.

RESPIRATORY THERAPY

PROGRAM OUTLINE

First Year
Semester 1

HLTH 201	RT Healthcare Core	3 credits
RESP 212	RT Anatomy & Physiology	3 credits
RESP 214	Patient Assessment 1	3 credits
RESP 216	RT Clinical Practice 1	3 credits
RESP 218	RT Fundamentals	3 credits

Semester 2

PATH 254	Pathophysiology 1	3 credits
RESP 262	Patient Assessment 2	3 credits
RESP 264	RT Clinical Practice 2	3 credits
RESP 266	Interventions 1	6 credits

Second Year
Semester 3

RESP 315	Patient Assessment 3	3 credits
RESP 317	RT Clinical Practice 3	3 credits
RESP 319	Interventions 2	6 credits
PATH 311	Pathophysiology 2	3 credits

Semester 4

PATH 312	Pathophysiology 3	1.5 credits
RESP 314	Anesthesia	1.5 credits
RESP 327	PFT & Outpatient Care	3 credits
RESP 329	RT Clinical Practice 4	3 credits
RESP 330	Interventions 3	6 credits

Third Year
Semester 5

PRCT 312	RT Practicum 1	6 credits
RESP 340	RT Clinical Theory 1	3 credits
RESP 342	Practicum Foundations 1	3 credits

Semester 6

PRCT 314	RT Practicum 2	6 credits
RESP 350	RT Clinical Theory 2	3 credits
RESP 352	Practicum Foundations 2	3 credits

Semester 7

PRCT 316	RT Practicum 3	6 credits
RESP 370	RT Clinical Theory 3	3 credits
RESP 372	Entry to Professional Practice	3 credits
	Total Credits	96

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 AND ACCREDITATION

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 ELTPA 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.

The Respiratory Therapy program delivered by SAIT is accredited by the Council on Accreditation for Respiratory Therapy Education (CoARTE). The program also works closely with our Advisory Committee to ensure that our curriculum continues to exceed provincial and national accreditation standards.

TRANSFER OPTIONS

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
- 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.

TECHNOLOGY INFRASTRUCTURE MANAGEMENT

FAST FACTS

- **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).

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 MCSE, CCNA and ITIL Foundations certification exams.

PROGRAM OVERVIEW

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.

ADMISSION AND SELECTION

- Applications for Fall 2015 are accepted Oct. 15, 2014 to Sep. 8, 2015

ADMISSION REQUIREMENTS

- Undergraduate degree or diploma from a recognized university, institute or college, **OR**,
- Significant relevant industry experience to be evaluated through the selection process.
- 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 ensure all supporting documents are submitted promptly since the program is in high demand.

If student financing is required, apply at least 8-12 weeks prior to the program start date to ensure adequate time to complete the process. Financing must be in place prior to the program start date.

Email is the main form of communication during the admission/ selection process. Check your email account regularly to ensure you do not miss any important communications.

There will be 24 seats offered in each intake.

SELECTION CRITERIA

Selection is based on the following criteria:

- Current resumé outlining previous education and experience.
- ICT Fast-Track Career & Program Investigation Form
  This form will be sent to you via email after you have applied. It will be scored to determine suitability for the program; please be detailed and thorough.
- In addition to the transcripts submitted to Student Services/Office of the Registrar, please provide a photocopy of your educational transcripts and any other supporting documents to the School of ICT Fast-Track office by email to fast-track@sait.ca or fax to 403.210.4523.
- Attend a mandatory selection appointment once the above documents have been submitted.

The final decision for acceptance into the program will be determined by the Program Coordinator.

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.

SELECTION PROCESS

Applicants are interviewed once documentation has been submitted. Applicants are contacted on a first-come, first-interviewed basis. Once the program is full, applicants will continue to be selected and added to the waiting list.

COSTS AND SUPPLIES

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

40 week Fast-track

CMPH 239	IT Essentials	3 credits
CMPN 307	Network Infrastructure and Design for TIM	3 credits
CMPN 308	Server Administration	1.5 credits
CMPN 311	CCNA Foundations	6 credits
CMPP 253	SQL Server for TIM	3 credits
CMPP 262	Designing a Secure Network	1.5 credits
CMPS 224	MS Exchange for TIM	1.5 credits
CMPS 230	Desktop and Device Management	3 credits
COMM 261	Business Communication for Technology Professional	1.5 credits
CPLN 240	Career Planning and Management	1.5 credits
CPNT 208	Data Storage and Management	1.5 credits
CPNT 211	Virtualization	1.5 credits
CPRG 204	SharePoint Server	1.5 credits
MGMT 280	Business and Professional Skills for TIM	1.5 credits
NETT 270	Linux Installation and Administration	1.5 credits
PRAC 299	Practical Experience for TIM	3 credits
PROJ 209	Project Management Skills I for TIM	3 credits
PROJ 220	Project Management Skills II for TIM	1.5 credits
PROJ 308	Project Management Skills III for TIM	3 credits
	Total Credits	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 AND ACCREDITATION

After successfully completing this program, graduates will receive a SAIT certificate in Technology Infrastructure Management.

ACCREDITATION

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 OPTIONS

Transfer with Certificate to...

Graduates may be eligible for transfer credit at the following:

■ SAIT Polytechnic

To learn more, search for Transfer Options on sait.ca

TRAVEL & TOURISM

FAST FACTS

- **5-star rating from the Canadian Institute of Travel Counsellors**
- **Two year diploma**
- **Live training in SAIT's Destinations travel office**
- **Professional paid internship**
- **Application process begins in Oct. for start in the following Sep.**
- **Optional international study tour**
- **High industry demand**

CONTACT SCHOOL OF HOSPITALITY AND TOURISM

School of Hospitality and Tourism
Room E179, John Ware Building
Phone: 403.284.8612 or
Email: 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 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 this full-time 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'll 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 including 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'll learn to use include:

- Airline reservation systems such as Apollo by Travelport and Sabre,
- Online booking tools like Expedia, Travelocity and Travel Partners' agent areas, and
- 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 five are encouraged to apply to write the Association of Canadian Travel Agencies (ACTA) national certification exam to progress toward the Certified Travel Counsellor (CTC) designation.

PROGRAM OVERVIEW

YOUR CAREER

Graduates can look forward to careers in retail and corporate travel, airline customer service and reservation call centres, resorts and cruise lines, destination attractions and government tourism offices.

- Graduates of the Travel and Tourism program have a 95% employment rate.

STUDENT SUCCESS

- Working in a retail setting can mean long hours sitting at a desk, interacting with clients, working with computers.
- Keep in mind industry hours can include weekend and evening shifts.
- Airline careers or working as a tour operator often requires 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. 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.

TRAVEL & TOURISM

ADMISSION AND SELECTION

- Applications for Fall 2015 are accepted Oct. 15, 2014 to Sep. 8, 2015

ADMISSION REQUIREMENTS

At least 50% in the following courses or equivalents:

- Math 20-1 or Math 20-2 or Math 20-3 or Math 24 or Pure Math 20 or Applied Math 20, **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

There are no additional selection requirements. Admission will be extended on a first-qualified, first-offered basis until the program is full.

COSTS AND SUPPLIES

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

First Year
Semester 1

TSAL 215	Customer Service Excellence	3 credits
COMM 256	Professional Communication and Presentation Skills	3 credits
GEOG 225	Destination Studies I	3 credits
TOUR 210	Fundamentals of Travel	1.5 credits
TOUR 225	Tourism Career Explorations	1.5 credits
TPRD 225	Tourism Product Essentials	3 credits

Semester 2

MGMT 230	Organizational Behaviour in Tourism	3 credits
TOUR 250	Computerized Reservations and File Management	3 credits
TSAL 250	The Profession of Selling	1.5 credits
TPRD 250	Leisure Travel Products	3 credits
GEOG 250	Destination Studies II	3 credits
TKTG 250	North American Airfare Pricing	1.5 credits

Semester 3

PRAC 274	Travel and Tourism Professional Internship	3 credits

Second Year
Semester 4

MKTG 318	Introduction to Tourism Marketing	3 credits
TKTG 325	International Airfare Pricing	3 credits
GEOG 325	Destination Studies III	3 credits
TOUR 325	Special Interest Tourism	3 credits
TSAL 320	Travel Agency Orientation	1.5 credits
ACCT 200	Accounting Fundamentals 1	1.5 credits

Semester 5

HLAW 325	Travel & Tourism Law	3 credits
GEOG 350	Destination Studies IV	3 credits
TOUR 350	Tour Planning and Design	3 credits
TSAL 380	Travel Agency Operations	1.5 credits
CONV 350	Business of Events	1.5 credits
TOUR 315	Entrepreneurial Studies in Tourism	3 credits
	Total Credits	63

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 AND ACCREDITATION

After successfully completing this program, graduates will receive a SAIT diploma in Travel and Tourism.

The Travel and Tourism diploma program is endorsed by the Association of Canadian Travel Agencies, a national association that certifies and designates travel professionals across Canada. Endorsement is granted when a travel program meets or exceeds the educational standards based on the nationally validated occupational standards for travel counselling. Completion of the program prepares students to write the Knowledge Exam required to become a Certified Travel Counsellor. For more information on becoming a Certified Travel Counsellor, contact the Canadian Institute of Travel Counsellors.

TRANSFER OPTIONS

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
- Business Academy Aarhus, Denmark
- Capilano University
- Dublin Institute of Technology
- 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 Strathcyle, 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.

WEB DEVELOPER

- **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 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.

PROGRAM OVERVIEW

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 90% 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.

ADMISSION AND SELECTION
- Applications for Fall 2015 are accepted Oct. 15, 2014 to Sep. 8, 2015.
- Applications for Winter 2016 are accepted June 3, 2015 to Jan. 18, 2016.

ADMISSION REQUIREMENTS
- At least 60% in English Language Arts 30-1 or English Language Arts 30-2 or equivalent, **OR**,
- A minimum of two years post-secondary education 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 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 ensure all supporting documents are submitted promptly since the program is in high demand.

If student financing is required, apply at least 8-12 weeks prior to the program start date to ensure adequate time to complete the process. Financing must be in place prior to the program start date.

Email is the main form of communication during the admission/selection process. Check your email account regularly to ensure you do not miss any important communications.

There are 24 seats offered in each intake.

SELECTION CRITERIA
Selection is based on the following criteria:

- Current resumé outlining previous education and experience.
- ICT Fast-Track Career & Program Investigation Form
  This form will be sent to you via email after you have applied. It will be scored to determine suitability for the program; please be detailed and thorough.
- In addition to the transcripts submitted to Student Services/Office of the Registrar, please provide a photocopy of your educational transcripts and any other supporting documents to the School of ICT Fast-Track office by email to fast-track@sait.ca or fax to 403.210.4523).
- Proof of previous computer programming and/or relational database experience. Transcripts, substantial industry experience or certifications will be considered. An introductory computer programming course such as CMPP-205 Introduction to Programming in C may be required. Please refer to this document outlining the technical expectations of students entering this program.
- Attend a mandatory selection appointment once the above documents have been submitted.

The final decision for acceptance into the program will be determined by the Program Coordinator.

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 or design.

SELECTION PROCESS
Selection appointments are arranged once documentation has been submitted. Applicants are contacted on a first-come, first-selected basis. Once the program is full, applicants will continue to be selected and added to the waitlist.

WEB DEVELOPER

COSTS AND SUPPLIES

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.

PROGRAM OUTLINE

CPNT 260	Web Page Construction Fundamentals	1.5 credits
CPNT 261	Web Multimedia	1.5 credits
CPNT 262	Web Client and Server Programming	1.5 credits
CPNT 263	Web Design Tools and Techniques	3 credits
CPNT 264	Career and Consulting Essentials	1.5 credits
CPNT 265	The Business of the Web	1.5 credits
DSGN 270	Web Design Theory and Social Media Concepts	1.5 credits
PRAC 276	Web Developer Practicum	3 credits
	Total Credits	15

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.

WELDING ENGINEERING TECHNOLOGY

FAST FACTS
- **Two year diploma**
- **Fall start**
- **Distance delivery options**
- **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

PROGRAM DESCRIPTION
The Welding Engineering Technology program offers full- time, two years of hands-on education. The first year focuses on academic fundamentals and structural steel design and fabrication. During the second year you will learn pressure vessel design, construction and testing. You will design, build and test a pressure vessel as part of your final project. Practical welding skills are also developed to gain an in-depth understanding of welding processes.

PROGRAM OVERVIEW

YOUR CAREER
Graduates may find work as welding specialist on engineering teams, researchers, supervisors, quality control and inspection officers and in technical sales. 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, inspections, drafting, weld design, management and supervision, computer skills, and project management.

- Graduates of the Welding Engineering Technology program have a 92% employment rate.

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

ADMISSION AND SELECTION
- Applications for Fall 2015 are accepted Oct. 15, 2014 to Feb. 28, 2015

ADMISSION REQUIREMENTS
Completion of the following courses or equivalents:

- At least 50% in Math 30-1 or Pure Math 30, 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 Chemistry 20 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 prior to February 28 to be considered for selection.

Applications received after February 28 will be placed on a secondary waitlist and applicants will be contacted if seats become available.

SELECTION CRITERIA
- Qualified applicants will be emailed a selection package and asked to complete a career investigation report.
- Selection will begin in March and offers will be extended in April.
- Applicants who fail to submit the career investigation report will be excluded from selection.

Failure to meet anticipated final grades will result in offers being rescinded.

COSTS AND SUPPLIES
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

First Year
Semester 1

Code	Course	Credits
COMP 220	Computer Fundamentals	3 credits
EMTL 201	Materials Identification and Inspection	1.5 credits
EMTL 250	Engineering Materials	3 credits
MATH 238	Math for Engineering & Tech I	3 credits
PHYS 235	Engineering Physics	1.5 credits
WDSG 235	Weld and Inspection Practices I	3 credits

Semester 2

Code	Course	Credits
BLPR 282	Blueprint Reading for WET	1.5 credits
CADD 211	Drafting for Manufacturing	1.5 credits
COMM 256	Professional Communication and Presentation Skills	3 credits
MATH 288	Math for Engineering & Tech ll	3 credits
MNGT 320	Project Management	3 credits
WDSG 275	Weld and Inspection Practices II	3 credits

Second Year
Semester 3

Code	Course	Credits
CODE 315	Codes and Regulations	3 credits
EMTL 280	Welding Metallurgy	3 credits
ROBT 395	Automated Manufacturing & Robotic Arc Welding Processes	3 credits
STAT 245	Statistics for Engineering & Tech l	3 credits
WDSG 325	Weld and Design Practices I	3 credits

Semester 4

Code	Course	Credits
EMTL 300	Mechanics of Materials	3 credits
EMTL 353	Failure Mitigation	1.5 credits
INSP 341	Non-Destructive Inspection	3 credits
PROJ 377	Research and Design Solutions	3 credits
STCS 255	Engineering Statics	1.5 credits
WDSG 375	Weld and Design Practices II	3 credits
	Total Credits	60

WELDING ENGINEERING TECHNOLOGY

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 AND ACCREDITATION

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

Accreditation

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 OPTIONS

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:

- Graduates may be eligible for transfer credit at the following:
- Athabasca University
- British Columbia Institute of Technology
- Cape Breton University
- Memorial University
- NAIT
- SAIT Polytechnic
- Thompson Rivers University
- University of New Brunswick, Saint John

To learn more, search for Transfer Options on sait.ca

WELDING TECHNICIAN

FAST FACTS

- **24-week certificate**
- **Fall and Winter start**
- **New industry-driven offering**
- **High industry demand**

CONTACT US

SAIT Polytechnic
403.284.7248 or
1.877.284.7248

PROGRAM DESCRIPTION

Over the course of this full-time, 24-week program you will learn the skills and theory taught in the first and second period of the Welder apprenticeship program. You will learn how to join and sever metals using various processes used in the welding industry. You will also learn how to use other tools used in the welding industry.

Upon successful completion of the 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.

Upon successful completion of the entire program you will earn a SAIT Polytechnic Welding Technician Certificate of Achievement.

PROGRAM OVERVIEW

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.

- Graduates of the Welding Technician program have a 90% employment rate.

STUDENT SUCCESS

SAIT will recognize students who successfully complete this program. The students will have the opportunity to write the provincial exam for welding first and second period.

Upon completion of the program, successfully writing the first and second period exams, and becoming indentured; the student will be able to complete his/her apprenticeship while employed in the normal manner.

ADMISSION AND SELECTION

- Applications for Fall 2015 are accepted Oct. 15, 2014 to June 30, 2015.
- Applications for Winter 2016 (March intake) are accepted June 3, 2015 to Feb. 1, 2016.

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

Applications and proof of the admission requirements (transcripts and/or anticipated final grades) must be submitted by June 30, 2015 (for the fall intake) or Feb. 1, 2016 (for the winter intake) to be included in selection.

Selection begins in February (for the fall intake) or November (for the winter intake) and will consist of an aptitude test evaluating the following areas:

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

You will receive an email with information about the aptitude test; make sure you provide SAIT with current contact information.

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

Failure to meet anticipated final grades will result in offers being rescinded.

COSTS AND SUPPLIES

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.

Books and supplies (Subject to change)

- For the most up to date information on estimated books and supplies, please call 403.284.8641 or emailma.info@sait.ca.
- Tools needed will be approximately $300, however will fluctuate based on brand and quality chosen.

WELDING TECHNICIAN

PROGRAM OUTLINE

MATH 104	Math for Apprentice Trades	1.5 credits
WLDG 202	Gas Metal Arc Welding Level 1 Theory	1.5 credits
WLDG 203	Gas Metal Arc Welding Level 1 Lab	3 credits
WLDG 212	Gas Metal Arc Welding Level 2 Theory	3 credits
WLDG 213	Gas Metal Arc Welding Level 2 Lab	3 credits
WLDG 252	Gas Tungsten Arc Welding Theory	1.5 credits
WLDG 253	Gas Tungsten Arc Welding Lab	3 credits
WLDG 254	Shielded Metal Arc Welding Theory	1.5 credits
WLDG 255	Shielded Metal Arc Welding Lab	3 credits
WLDG 256	Pattern Development	1.5 credits
	Total Credits	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 AND ACCREDITATION

After successfully completing this program, graduates will receive a SAIT certificate in Welding Technician.

Graduates may be eligible to register as apprentices in the Welder apprenticeship program (WEP), once they find employment. They will also be able to challenge the first and second period WEP apprenticeship exams.

APPRENTICESHIP
TRAINING

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 mandatory 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 vocations 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 currently about 46,000 registered apprentices in Alberta.

WHAT IS A JOURNEYMAN?
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.

THE APPRENTICESHIP SYSTEM OF TRAINING

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).

Tuition Fees

Tuition fees are set by Alberta Human Resources and Employment for the 2015 – 2016 academic year:

- 4 weeks – $386
- 6 weeks – $579
- 7 weeks – $675.50
- 8 weeks – $772
- 10 weeks – $965
- 12 weeks – $1,158

The 2015-2016 fees can be found in the online 2015/2016 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 – $35.16
- 6 weeks – $52.74
- 7 weeks – $61.53
- 8 weeks – $70.32
- 10 weeks – $87.90
- 12 weeks – $105.48

An additional Students' Association fee of $7.48 per week of training is charged for each registered apprentice. This 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 JOURNEYMAN CERTIFICATE?

An Alberta Journeyman 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 Journeyman Certificate, the new journeyman 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. Journeyman wages should now be paid.

WHERE CAN THE JOURNEYMAN 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 journeyman or employs a journeyman 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. Application forms are available online. 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).

THE APPRENTICESHIP SYSTEM OF TRAINING

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.

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 another facility at the Mayland Heights campus where railway courses are taught. The Buck Crump Building located at 1940 Centre Avenue NE.

APPRENTICESHIP TRAINING PROGRAMS IN ALBERTA

The Apprenticeship Program that leads to Journeyperson status in 51 trades in Alberta operates under the direction of the Apprenticeship and Industry Training Board, and Alberta Innovation and Advanced Education. 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	403.284.8367
Pre-Employment Carpenter	403.284.8367
Pre-Employment Electrician	403.284.8641
Pre-Employment Millwright	403.284.7352
Pre-Employment Plumbing	403.284.8367
Pre-Employment Refrigeration and Air Conditioning	403.284.8367
Pre-Employment Sheet Metal	403.284.8367
Pre-Employment Steamfitter-Pipefitter	403.284.8367

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: 780.624.6529
Fax: 780.624.6476

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

APPRENTICESHIP BLENDED LEARNING OPTION

SAIT Polytechnic offers a blended learning option (online apprenticeship courses combined with on-campus labs) for the following trades:

- Automotive Service Technician
- Electrical
- Welding

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 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 previous training 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.

HOW TO REGISTER FOR APPRENTICESHIP BLENDED LEARNING

Students must first register with Alberta Apprenticeship Industry and Training (AIT) before they can register for a SAIT apprenticeship program.

Following admission, students will receive information from SAIT with the materials they need to begin the theory portion of their training. Once the online modules are completed, the students will come to SAIT Polytechnic to complete the in-class section of their training.

In order to complete each period, all blended learning apprentices must complete all of the online modules and the in-class labs.

Visit tradesecrets.alberta.ca for more information and program start dates. To register for apprenticeship training at SAIT, contact Student Services at:

Phone: 403.284.7248
Toll-free: 1.877.284.7248
Fax: 403.284.7112

For in person registration, visit:

SAIT Student Services
Room MA211, 2nd floor, Heritage Hall
1301 – 16 Ave NW
Calgary, AB
T2M 0L4

APPRENTICESHIP PROGRAMS

AGRICULTURAL EQUIPMENT TECHNICIAN

- transportation.info@sait.ca
- Phone: 403.284.8471

SAIT offers the 2ⁿᵈ and 4ᵗʰ period training.

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 may be eligible for financial support.

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.

APPLIANCE SERVICE TECHNICIAN

- 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, and 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 may be eligible for financial support.

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
- 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 may be eligible for financial support.

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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AUTOMOTIVE SERVICE TECHNICIAN

- 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 may be eligible for financial support.

APPRENTICESHIP PROGRAMS

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.

BAKER

- culinary@sait.ca
- Phone: 403.284.8612

Turn your passion for baking into a career as a Pastry Chef, Bakery Manager, Specialty Cake Decorator, Chocolatier or Entrepreneur. Train with exceptional instructors from around the world as you bake artisan breads, fine pastries, classic desserts and wedding cakes. The Baker Apprentice program provides you with formal instruction on both contemporary and traditional baking methods, in addition to, important management skills on food regulations, costing and merchandising.

Apprentices may be eligible for financial support.

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
- 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, glass 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 may be eligible for financial support.

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
- 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 MAY BE ELIGIBLE FOR FINANCIAL SUPPORT.
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

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 MAY BE ELIGIBLE FOR FINANCIAL SUPPORT.

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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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 may be eligible for financial support.

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

Prepare for an exciting and dynamic career in a kitchen brigade including Executive Chef, Sous Chef, Food Stylist and more. The Cook Apprentice program will train you in foundational cooking techniques, culinary perspectives, nutrition and food safety, in addition to, purchasing, receiving and cost control. Learn essential cooking skills and trends as you train alongside our award-winning chefs who are committed to your success.

Apprentices may be eligible for financial support.

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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CRANE AND HOISTING EQUIPMENT OPERATOR – BOOM TRUCK

- ma.info@sait.ca
- Phone: 403.284.8641

Crane and hoisting equipment operators service and operate the hoist and swing equipment used to move machinery, materials and other large objects. Boom truck operators set up, service and operate hydraulic booms that are mounted on turrets that are affixed to trucks and are capable of moving heavy loads.

Operators manipulate a number of pedals and levers to rotate the crane and raise and lower loads. They often perform all or some of these operations simultaneously.

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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SAIT Apprenticeship Training and Pre-Employment Programs

APPRENTICESHIP PROGRAMS

CRANE AND HOISTING EQUIPMENT OPERATOR – MOBILE CRANE APPRENTICE

- ma.info@sait.ca
- Phone: 403.284.8641

Crane and hoisting equipment operators service and operate the hoist and swing equipment used to move machinery, materials and other large objects. Mobile crane operators service and operate booms that are mounted on crawlers or wheeled frames as well as traveling, fixed or climbing type hoisting equipment with a vertical mast or tower and a jib.

Operators manipulate a number of pedals and levers to rotate the crane, and raise and lower its boom and one or more load lines. Some or all of these operations may be performed simultaneously.

Mobile crane operators also may drive the crane to the job site, rig the machine up (pin the boom and pendant cables and pull the hoist cable in preparation for operation), and set up the machine for the lift (i.e., make it level and stable) using blocking and leveling materials.

Apprentices may be eligible for financial support.

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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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 electrical 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 may be eligible for financial support.

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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ELECTRICIAN APPRENTICE

- 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 may be eligible for financial support.

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.

GASFITTER APPRENTICE

- 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 may be eligible for financial support.

APPRENTICESHIP PROGRAMS

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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GLAZIER APPRENTICE

- 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 may be eligible for financial support.

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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HEAVY EQUIPMENT TECHNICIAN APPRENTICE

- 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 may be eligible for financial support.

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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INSTRUMENT TECHNICIAN APPRENTICE

- 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 may be eligible for financial support.

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
- 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.

APPRENTICESHIP PROGRAMS

Apprentices may be eligible for financial support.

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
- 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 may be eligible for financial support.

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.

MACHINIST APPRENTICE

- 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 may be eligible for financial support.

ENTRANCE REQUIREMENTS

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NATURAL GAS COMPRESSION TECHNICIAN APPRENTICE

- 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 may be eligible for financial support.

ENTRANCE REQUIREMENTS

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APPRENTICESHIP PROGRAMS

PAINTER AND DECORATOR APPRENTICE

- 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 may be eligible for financial support.

ENTRANCE REQUIREMENTS

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PARTS TECHNICIAN APPRENTICE

- 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 may be eligible for financial support.

Materials Technician apprenticeship

- Materials Technician apprenticeship training is a branch of the Parts Technician apprenticeship program.
- First and third period training is common with Parts Technician; therefore these apprentices would register into the Parts Technician course.
- Second period Materials Technician apprentices would register into the Materials Technician course (offered at NAIT at the present time).

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
- 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 may be eligible for financial support.

ENTRANCE REQUIREMENTS

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RECREATION VEHICLE SERVICE TECHNICIAN APPRENTICE

- 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 may be eligible for financial support.

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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APPRENTICESHIP PROGRAMS

APPRENTICE SUCCESS SERVICES

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REFRIGERATION AND AIR CONDITIONING MECHANIC APPRENTICE

- 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 may be eligible for financial support.

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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RIG TECHNICIAN APPRENTICE

- 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 may be eligible for financial support.

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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SHEET METAL WORKER APPRENTICE

- 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 may be eligible for financial support.

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
- 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 may be eligible for financial support.

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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APPRENTICESHIP PROGRAMS

TRANSPORT REFRIGERATION TECHNICIAN APPRENTICE

- 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.

Apprentices may be eligible for financial support.

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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WELDER APPRENTICE

- 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 may be eligible for financial support.

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.

WIRE PROCESS OPERATOR APPRENTICE

- ma.info@sait.ca
- Phone: 403.284.8641

Wire Process Operators work primarily in production and manufacturing plants, joining components and sub-assemblies to make various items using a variety of construction materials. Welding is restricted to Gas Metal Arc Welding (GMAW), Flux Cored Arc Welding (FCAW), Submerged Arc Welding (SAW) and other semiautomatic wire feed welding processes. A Wire Process Operator uses different welding processes and filler metals depending upon the type of metal, its size and shape, and requirements for finished mechanical properties. For a typical welding project, they would join parts together; potentially build up worn parts by welding layers of high-strength hard-metal alloys onto them; follow directions given in layouts, blueprints and work orders; clean welds, check for defects and may use a cutting torch. Apprentices may be eligible for financial support.

ENTRANCE REQUIREMENTS

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SAIT Apprenticeship Training and Pre-Employment Programs

STUDENT RESOURCES

START AND END DATES

PROGRAM	PROGRAM NAME	CONCENTRATION	YEAR	SEMESTER	START DATE	END DATE	WEEKS
ACST	Aircraft Structures Tech		Y1	01	September 8, 2015	April 29, 2016	30
AIM	Administrative Info Management		Y1	01	September 8, 2015	April 29, 2016	30
AIM	Administrative Info Management		Y2	03	September 8, 2015	May 27, 2016	34
AMG	Bus. Admin. Auto Management		Y1	01	September 8, 2015	August 19, 2016	45
AMG	Bus. Admin. Auto Management		Y2	04	September 8, 2015	April 29, 2016	45
AMT	Aircraft Maint Engineers Tech		Y1	01	September 8, 2015	April 29, 2016	30
AMT	Aircraft Maint Engineers Tech		Y1	01	January 11, 2016	August 19, 2016	30
AMT	Aircraft Maint Engineers Tech		Y2	03	September 8, 2015	April 29, 2016	30
AMT	Aircraft Maint Engineers Tech		Y2	03	January 11, 2016	August 19, 2016	30
AOGP	Accounting Oil & Gas Prod.		Y1	01	November 16, 2015	July 29, 2016	35
AST	Automotive Service Technology		Y1	01	September 8, 2015	April 29, 2016	30
AST	Automotive Service Technology		Y2	03	September 8, 2015	April 29, 2016	30
AT	Architectural Technologies	General	Y1	01	September 8, 2015	April 29, 2016	30
AT	Architectural Technologies	General	Y1	01	January 11, 2016	August 19, 2016	30
AT	Architectural Technologies	General	Y2	03	September 8, 2015	December 18, 2015	15
AT	Architectural Technologies	Architectural	Y2	04	January 11, 2016	April 29, 2016	15
AT	Architectural Technologies	Building Development	Y2	04	January 11, 2016	April 29, 2016	15
AXT	Avionics Technology		Y1	01	September 8, 2015	April 29, 2016	30
AXT	Avionics Technology		Y2	03	September 8, 2015	April 29, 2016	30
BA	Business Administration	General	Y1	01	September 8, 2015	April 29, 2016	30
BA	Business Administration	General	Y1	01	January 11, 2016	April 29, 2016	15
BA	Business Administration	General	Y1	02	September 8, 2015	December 18, 2015	15
BA	Business Administration	Accounting	Y2	03	September 8, 2015	April 29, 2016	30
BA	Business Administration	Financial Services	Y2	03	September 8, 2015	April 29, 2016	30
BA	Business Administration	Management	Y2	03	September 8, 2015	April 29, 2016	30
BA	Business Administration	Marketing	Y2	03	September 8, 2015	April 29, 2016	30
BA	Business Administration	Human Resources	Y2	03	September 8, 2015	April 29, 2016	30
BA	Business Administration	Supply Chain	Y2	03	September 8, 2015	April 29, 2016	30
BA	Business Administration	Accounting	Y2	03	January 11, 2016	April 29, 2016	15
BA	Business Administration	Financial Services	Y2	03	January 11, 2016	April 29, 2016	15
BA	Business Administration	Management	Y2	03	January 11, 2016	April 29, 2016	15
BA	Business Administration	Marketing	Y2	03	January 11, 2016	April 29, 2016	15
BA	Business Administration	Human Resources	Y2	03	January 11, 2016	April 29, 2016	15
BA	Business Administration	Supply Chain	Y2	03	January 11, 2016	April 29, 2016	15
BA	Business Administration	Accounting	Y2	04	September 8, 2015	December 18, 2015	15
BA	Business Administration	Financial Services	Y2	04	September 8, 2015	December 18, 2015	15
BA	Business Administration	Management	Y2	04	September 8, 2015	December 18, 2015	15
BA	Business Administration	Marketing	Y2	04	September 8, 2015	December 18, 2015	15
BADM-ER	Bach Applied Business Admin	Accounting	Y3	05	September 8, 2015	April 29, 2016	30
BADM-ER	Bach Applied Business Admin	Accounting	Y4	07	September 8, 2015	August 19, 2016	45
BAPT	Bach of App Tech Petroleum Eng		Y3	05	September 8, 2015	April 29, 2016	30
BAPT	Bach of App Tech Petroleum Eng		Y3	05	January 11, 2016	April 29, 2016	15
BAPT	Bach of App Tech Petroleum Eng		Y3	06	September 8, 2015	December 18, 2015	15
BAPT	Bach of App Tech Petroleum Eng		Y4	07	September 8, 2015	August 19, 2016	45

START AND END DATES

PROGRAM	PROGRAM NAME	CONCENTRATION	YEAR	SEMESTER	START DATE	END DATE	WEEKS
BBA	Bachelor of Business Admin	General	Y1	01	September 8, 2015	April 29, 2016	30
BBA	Bachelor of Business Admin	Accounting	Y2	03	September 8, 2015	April 29, 2016	30
BBA	Bachelor of Business Admin	Accounting	Y3	05	September 8, 2015	April 29, 2016	30
BBA	Bachelor of Business Admin	Accounting	Y4	07	September 8, 2015	April 29, 2016	30
BCM	Butchery and Charcuterie Mgmt		Y1	01	September 8, 2015	April 29, 2016	30
BCPM	Bach. Sci/Const. Proj. Mgmt		Y1	01	September 8, 2015	April 29, 2016	30
BCPM	Bach. Sci/Const. Proj. Mgmt		Y2	03	September 8, 2015	April 29, 2016	30
BCPM	Bach. Sci/Const. Proj. Mgmt		Y3	05	September 8, 2015	April 29, 2016	30
BCPM	Bach. Sci/Const. Proj. Mgmt		Y4	08	September 8, 2015	April 29, 2016	30
BGIS	Bach Appl Tech Geo Info Sys		Y3	05	September 8, 2015	April 29, 2016	30
BGIS	Bach Appl Tech Geo Info Sys		Y3	05	January 11, 2016	August 19, 2016	30
BGIS	Bach Appl Tech Geo Info Sys		Y4	07	September 8, 2015	August 19, 2016	45
BPA	Baking & Pastry Arts		Y1	01	September 8, 2015	August 19, 2016	45
BPA	Baking & Pastry Arts		Y2	04	September 8, 2015	April 29, 2016	30
BSN	Bus.Int.:Data Analysis&Report		Y1	01	May 9, 2016	October 21, 2016	25
BXST	Broadcast Systems Technology		Y1	01	September 8, 2015	April 29, 2016	30
BXST	Broadcast Systems Technology		Y2	03	September 8, 2015	April 29, 2016	30
CAPP	Pre-Employment Cabinetmaking		Y1	01	September 8, 2015	November 26, 2015	12
CAPP	Pre-Employment Cabinetmaking		Y1	01	April 4, 2016	June 23, 2016	12
CET	Chemical Engineering Tech		Y1	01	September 8, 2015	April 29, 2016	30
CET	Chemical Engineering Tech		Y2	03	September 8, 2015	April 29, 2016	30
CLT	Chemical Laboratory Technology		Y1	01	September 8, 2015	April 29, 2016	30
CLT	Chemical Laboratory Technology		Y2	03	September 8, 2015	April 29, 2016	30
CLT	Chemical Laboratory Technology	Co-operative Education	Y2	04	January 11, 2016	April 29, 2016	15
CLT	Chemical Laboratory Technology	Co-operative Education	Y2	WT	January 11, 2016	December 18, 2015	50
CPPP	Pre-Employment Carpenter		Y1	01	September 8, 2015	November 26, 2015	12
CPPP	Pre-Employment Carpenter		Y1	01	January 4, 2016	March 24, 2016	12
CPPP	Pre-Employment Carpenter		Y1	01	April 4, 2016	June 23, 2016	12
CVT	Civil Engineering Technology	General	Y1	01	September 8, 2015	April 29, 2016	30
CVT	Civil Engineering Technology	General	Y1	01	January 11, 2016	August 19, 2016	30
CVT	Civil Engineering Technology	Construction Management	Y2	03	September 8, 2015	April 29, 2016	30
CVT	Civil Engineering Technology	Municipal	Y2	03	September 8, 2015	April 29, 2016	30
DA	Dental Assisting		Y1	01	September 8, 2015	June 30, 2016	38
DBA	Database Administrator		Y1	01	January 11, 2016	October 21, 2016	40
DET	Diesel Equipment Technician		Y1	01	September 8, 2015	April 29, 2016	30
DMS	Diagnostic Medical Sonography		Y1	01	September 8, 2015	June 26, 2015	38
DMS	Diagnostic Medical Sonography		Y2	04	September 8, 2015	August 19, 2016	45
DMS	Diagnostic Medical Sonography		Y3	07	September 8, 2015	December 18, 2015	15
EAM	Energy Asset Management		Y1	01	September 8, 2015	April 29, 2016	30
EAM	Energy Asset Management		Y2	03	September 8, 2015	April 29, 2016	30
EAM-DE	Energy Asset Management		Y1	01	September 8, 2015	April 29, 2016	30
EDT	Engineering Design & Drafting	General	Y1	01	September 8, 2015	April 29, 2016	30
EDT	Engineering Design & Drafting	General	Y1	01	January 11, 2016	August 19, 2016	30
EDT	Engineering Design & Drafting	General	Y2	03	September 8, 2015	December 18, 2015	15
EDT	Engineering Design & Drafting	Civil	Y2	04	January 11, 2016	April 29, 2016	15
EDT	Engineering Design & Drafting	Process Piping	Y2	04	January 11, 2016	April 29, 2016	15

START AND END DATES

PROGRAM	PROGRAM NAME	CONCENTRATION	YEAR	SEMESTER	START DATE	END DATE	WEEKS
EDT	Engineering Design & Drafting	Structural	Y2	04	January 11, 2016	April 29, 2016	15
EET	Electrical Engineering Tech		Y1	01	September 8, 2015	April 29, 2016	30
EET	Electrical Engineering Tech		Y2	03	September 8, 2015	April 29, 2016	30
ELPP	Pre-Employment Electrician		Y1	01	August 31, 2015	November 19, 2015	12
ELPP	Pre-Employment Electrician		Y1	01	September 22, 2015	December 11, 2015	12
ELPP	Pre-Employment Electrician		Y1	01	November 23, 2015	February 25, 2016	12
ELPP	Pre-Employment Electrician		Y1	01	February 29, 2016	May 19, 2016	12
ELPP	Pre-Employment Electrician		Y1	01	May 23, 2016	August 11, 2016	12
EMT	Emergency Medical Technician		Y1	01	September 8, 2015	June 26, 2015	38
EMTP	EMT - Paramedic		Y1	01	September 8, 2015	April 29, 2016	30
EMTP	EMT - Paramedic		Y2	03	September 8, 2015	May 22, 2015	34
ENT	Electronics Engineering Tech		Y1	01	September 8, 2015	April 29, 2016	30
ENT	Electronics Engineering Tech		Y2	03	September 8, 2015	April 29, 2016	30
EVT	Environmental Technology		Y1	01	September 8, 2015	April 29, 2016	30
EVT	Environmental Technology		Y2	03	September 8, 2015	April 29, 2016	30
EXPT	Exploration Information Tech		Y1	01	September 8, 2015	April 29, 2016	30
EXPT	Exploration Information Tech		Y2	03	September 8, 2015	April 29, 2016	30
FVP	Film and Video Production		Y1	01	September 8, 2015	April 29, 2016	30
FVP	Film and Video Production		Y2	03	September 8, 2015	April 29, 2016	30
GCPT	Graphic Comm & Print Tech		Y1	01	September 8, 2015	April 29, 2016	30
GCPT	Graphic Comm & Print Tech		Y2	03	September 8, 2015	April 29, 2016	30
GNT	Geomatics Engineering Tech		Y1	01	September 8, 2015	April 29, 2016	30
GNT	Geomatics Engineering Tech		Y2	03	September 8, 2015	April 29, 2016	30
HIM	Health Information Management		Y1	01	September 8, 2015	June 17, 2016	32
HIM	Health Information Management		Y2	04	September 8, 2015	June 30, 2016	38
HMGT	Hospitality Management		Y1	01	September 8, 2015	August 19, 2016	45
HMGT	Hospitality Management		Y2	04	September 8, 2015	April 29, 2016	30
IIET	Instrument. Engineering Tech		Y1	01	September 8, 2015	April 29, 2016	30
IIET	Instrument. Engineering Tech		Y2	03	September 8, 2015	April 29, 2016	30
IT	Information Technology	Computer Systems	Y1	01	September 8, 2015	April 29, 2016	30
IT	Information Technology	Network Systems	Y1	01	September 8, 2015	April 29, 2016	30
IT	Information Technology	Software Development	Y1	01	September 8, 2015	April 29, 2016	30
IT	Information Technology	Telecom Systems	Y1	01	September 8, 2015	April 29, 2016	30
IT	Information Technology	Computer Systems	Y2	03	September 8, 2015	April 29, 2016	30
IT	Information Technology	Network Systems	Y2	03	September 8, 2015	April 29, 2016	30
IT	Information Technology	Software Development	Y2	03	September 8, 2015	April 29, 2016	30
IT	Information Technology	Telecom Systems	Y2	03	September 8, 2015	April 29, 2016	30
JA	Journalism	General	Y1	01	September 8, 2015	April 29, 2016	30
JA	Journalism	Photojournalism	Y2	03	September 8, 2015	April 29, 2016	30
JA	Journalism	Print and Online	Y2	03	September 8, 2015	April 29, 2016	30
LA	Legal Assistant		Y1	01	September 8, 2015	April 29, 2016	30
LA	Legal Assistant		Y2	03	September 8, 2015	May 27, 2016	34
LIT	Library Information Technology		Y1	01	September 8, 2015	April 29, 2016	30
LIT	Library Information Technology		Y2	03	September 8, 2015	April 29, 2016	30
MDRT	Med Device Reprocessing Tech		Y1	01	September 8, 2015	February 12, 2016	21
MDRT	Med Device Reprocessing Tech		Y1	01	January 11, 2016	June 17, 2016	21

START AND END DATES

PROGRAM	PROGRAM NAME	CONCENTRATION	YEAR	SEMESTER	START DATE	END DATE	WEEKS
MET	Mechanical Engineering Tech	General	Y1	01	September 8, 2015	April 29, 2016	30
MET	Mechanical Engineering Tech	Design and Analysis	Y2	03	September 8, 2015	April 29, 2016	30
MET	Mechanical Engineering Tech	Design and Automation	Y2	03	September 8, 2015	April 29, 2016	30
MET	Mechanical Engineering Tech	Design and Development	Y2	03	September 8, 2015	April 29, 2016	30
MLA	Medical Laboratory Assistant		Y1	01	September 8, 2015	February 5, 2016	19
MLA	Medical Laboratory Assistant		Y1	01	January 11, 2016	June 10, 2016	19
MLT	Medical Laboratory Technology		Y1	01	September 8, 2015	June 30, 2016	38
MLT	Medical Laboratory Technology		Y2	04	June 29, 2015	June 10, 2016	48
MOA	Med Office Asst & Unit Clerk		Y1	01	September 8, 2015	January 29, 2016	19
MOA	Med Office Asst & Unit Clerk		Y1	01	January 11, 2016	June 3, 2016	19
MRT	Medical Radiologic Technology		Y1	01	September 8, 2015	June 16, 2016	37
MRT	Medical Radiologic Technology		Y2	04	September 8, 2015	August 19, 2016	45
MTC	Machinist Technician		Y1	01	September 8, 2015	April 29, 2016	30
MTR	Medical Transcriptionist		Y1	01	September 8, 2015	June 3, 2016	34
NHL	Nutrition/Healthy Lifestyles		Y1	01	September 8, 2015	April 29, 2016	30
NMPD	New Media Production & Design		Y1	01	September 8, 2015	April 29, 2016	30
NMPD	New Media Production & Design		Y2	03	September 8, 2015	April 29, 2016	30
NMT	Nuclear Medicine Technology		Y1	01	September 8, 2015	June 24, 2016	37
NMT	Nuclear Medicine Technology		Y2	04	September 8, 2015	August 19, 2016	45
NNDT	Non-Destructive Testing Fndns.		Y1	01	September 8, 2015	December 18, 2015	15
NNDT	Non-Destructive Testing Fndns.		Y1	01	January 4, 2016	April 15, 2016	15
NNDT	Non-Destructive Testing Fndns.		Y1	01	March 14, 2016	June 24, 2016	15
NT	Network Technician		Y1	01	October 13, 2015	June 10, 2016	30
NT	Network Technician		Y1	01	April 19, 2016	December 2, 2016	30
OFPR	Office Professional		Y1	01	September 8, 2015	April 29, 2016	30
OOSD	Object Oriented Software Dev.		Y1	01	October 15, 2015	June 10, 2016	30
OOSD	Object Oriented Software Dev.		Y1	01	April 21, 2016	December 2, 2016	30
PCK	Professional Cooking		Y1	01	September 8, 2015	August 19, 2016	45
PCK	Professional Cooking		Y2	04	September 8, 2015	April 29, 2016	30
PET	Power Engineering Technology		Y1	01	September 8, 2015	April 29, 2016	30
PET	Power Engineering Technology		Y2	03	September 8, 2015	April 29, 2016	30
PHRM	Pharmacy Assistant		Y1	01	September 8, 2015	February 26, 2016	20
PHRM	Pharmacy Assistant		Y1	01	January 11, 2016	June 24, 2016	20
PLAD-ER	Petroleum Land Admn Earned Rev		Y1	01	September 14, 2015	December 11, 2015	13
PLAD-ER	Petroleum Land Admn Earned Rev		Y1	01	September 8, 2015	January 26, 2016	17
PLAD-ER	Petroleum Land Admn Earned Rev		Y1	01	January 11, 2016	April 11, 2016	13
PLAD-ER	Petroleum Land Admn Earned Rev		Y1	01	February 2, 2016	June 7, 2016	13
PLAD-ER	Petroleum Land Admn Earned Rev		Y1	01	March 30, 2016	June 24, 2016	13
PLUP	Pre-Employment Plumbing		Y1	01	September 8, 2015	November 26, 2015	12
PLUP	Pre-Employment Plumbing		Y1	01	January 4, 2016	March 24, 2016	12
PLUP	Pre-Employment Plumbing		Y1	01	April 11, 2016	June 30, 2016	12
PPD	Process Piping Drafting		Y1	01	September 1, 2015	May 20, 2016	34
PPD	Process Piping Drafting		Y1	01	January 4, 2016	September 16, 2016	34
PT	Petroleum Engineering Tech		Y1	01	September 8, 2015	April 29, 2016	30
PT	Petroleum Engineering Tech		Y2	03	September 8, 2015	April 29, 2016	30
PWPO	Power and Process Operations		Y1	01	September 8, 2015	April 29, 2016	30

START AND END DATES

PROGRAM	PROGRAM NAME	CONCENTRATION	YEAR	SEMESTER	START DATE	END DATE	WEEKS
REFP	**Pre-Employment Refrigeration**		Y1	01	September 8, 2015	November 26, 2015	12
REFP	**Pre-Employment Refrigeration**		Y1	01	March 7, 2016	May 27, 2016	12
RHT	**Rehabilitation Therapy**	Occupational/Physical Therapy	Y1	01	September 8, 2015	April 29, 2016	30
RHT	**Rehabilitation Therapy**	Occupational/Physical Therapy	Y2	03	September 8, 2015	April 29, 2016	30
RRCD	**Railway Conductor**		Y1	01	September 8, 2015	December 18, 2015	15
RT	**Respiratory Therapy**		Y1	01	September 8, 2015	April 29, 2016	30
RT	**Respiratory Therapy**		Y2	03	September 8, 2015	April 29, 2016	30
RT	**Respiratory Therapy**		Y3	05	May 9, 2016	August 19, 2016	15
RT	**Respiratory Therapy**		Y3	06	September 8, 2015	April 29, 2016	31
RTBN	**Radio,Television,Broadcast New**	Broadcast News	Y1	01	September 8, 2015	April 29, 2016	30
RTBN	**Radio,Television,Broadcast New**	Radio	Y1	01	September 8, 2015	April 29, 2016	30
RTBN	**Radio,Television,Broadcast New**	Television Production	Y1	01	September 8, 2015	April 29, 2016	30
RTBN	**Radio,Television,Broadcast New**	Broadcast News	Y2	03	September 8, 2015	April 29, 2016	30
RTBN	**Radio,Television,Broadcast New**	Radio	Y2	03	September 8, 2015	April 29, 2016	30
RTBN	**Radio,Television,Broadcast New**	Television Production	Y2	03	September 8, 2015	April 29, 2016	30
SHMP	**Pre-Emp Sheet Metal**		Y1	01	September 8, 2015	December 18, 2015	15
STPP	**Pre-Emp Steamfitter-Pipefitter**		Y1	01	September 8, 2015	November 26, 2015	12
STPP	**Pre-Emp Steamfitter-Pipefitter**		Y1	01	April 11, 2016	June 30, 2016	12
TIM	**Technology Infrastructure Mgmt**		Y1	01	September 9, 2015	June 24, 2016	38
TVT	**Travel and Tourism**		Y1	01	September 8, 2015	August 14, 2015	45
TVT	**Travel and Tourism**		Y2	04	September 8, 2015	April 29, 2016	30
WBDV	**Web Developer**		Y1	01	September 8, 2015	February 26, 2016	23
WBDV	**Web Developer**		Y1	01	January 18, 2016	June 24, 2016	23
WDTN-ER	**Welding Techician**		Y1	01	August 31, 2015	February 26, 2016	24
WDTN-ER	**Welding Techician**		Y1	01	February 29, 2016	August 12, 2016	24
WET	**Welding Engineering Tech**		Y1	01	September 8, 2015	April 29, 2016	30
WET	**Welding Engineering Tech**		Y2	03	September 8, 2015	April 29, 2016	30

TERMS OF THE 2015-2016 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

ACCESSIBILITY SERVICES

- **Lamb Learner Success Centre (MC221, Stan Grad Centre)**
- **Phone: 403.774.5093**
- **Fax: 403.210.4557**
- **Email: 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-reduced 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

ALUMNI AND DEVELOPMENT

- **MA113, Heritage Hall**
- **Phone: 403.284.7010**
- **Email: alumni@sait.ca**

- Welcome Future Alumni!

- Across Canada and in more than 70 countries, almost 220,000 SAIT Polytechnic alumni are making a difference in our world.

- As a student and when you launch your career, SAIT's Alumni and Development team is proud to support your success. When you graduate from SAIT, you automatically become a member of this proud family, and part of SAIT's proud history of excellence in applied education.

- The Alumni and Development team administers SAIT's Student Awards program. More than $4 million in funding and more than 3,700 awards are available each year. Awards are based on achievement, community service and/or financial need. Several awards are just for apprentices. Apply online by visiting 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!

- We also offer social events and perks designed exclusively for alumni, and we'll keep you up to date on special networking, career, volunteer and continued education opportunities. Stay connected with our global alumni community. Follow SAIT alumni on social media and watch for LINK magazine – you can pick it up on campus, and when you graduate – choose to read it online or as a magazine mailed to your home. Go to sait.ca/alumni to find out more.

- We look forward to meeting you and to helping you make the most of your time at SAIT.

ATHLETICS AND RECREATION

TROJANS ATHLETICS
- **V205, Campus Centre**
- **403.210.4130**
- **Website: 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.

TROJANS INTRAMURALS
- **Phone: 403.284.7150**
- **Website: 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. For more information about SAIT Intramurals visit our website.

STUDENT RESOURCES

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. 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**

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**
- **Website: sait.ca/bookstore and bookstore.sait.ca**

The bookstore is now online. Purchase your textbooks, SAIT gear and gifts at 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:

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 website. To register or make an appointment

CHINOOK LODGE ABORIGINAL RESOURCE CENTRE

- **N108, Senator Burns building**
- **Phone: 403.210.4028**
- **Fax: 403.210.4524**
- **Email: 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.

TRAVEL CENTRE – DESTINATIONS

Location: Senator Burns Building (NN121)

Destinations is a student-run travel agency that uses the latest industry software to provide flight, hotel, car and insurance bookings for SAIT staff, faculty, students and alumni.

Whether you're looking for a vacation package, cruise, adventure tour or niche travel, our Travel and Tourism students perform extensive research, provide detailed quotes and handle all reservations to ensure each and every destination becomes the perfect get-away.

Hours of Operation:

- Monday to Friday 9 am – 11 am and 1 pm – 3 pm

FOOD SERVICES

Culinary students in the School of Hospitality and Tourism provide delicious meals at a great value all faculty, staff, students, and visitors to SAIT campus.

THE 4 NINES DINING CENTRE

Location: John Ware building (southwest entrance or southeast patio entrance)

The 4 Nines offers an excellent selection of hot and cold menu items prepared daily by SAIT culinary students. Made with only the freshest ingredients there is something for every appetite – and every budget.

Hours of Operation:

- Breakfast Monday to Friday 7:30 am to 9:45 am
- Lunch 10:45 am to 1 pm

THE MARKET PLACE

Location: John Ware building (Southwest corner)

The Market Place is SAIT's go-to for student-made, quality goods including fresh meat, poultry and fish, house-made sauces and jams, artisan breads, desserts, and convenient meals to-go.

Hours of Operation:

- Monday to Thursday 11 am – 5:30 pm
- Friday 11 am – 4 pm

THE BUTCHERY

Location: John Ware building (E54)

The first of its kind in Canada, The Butchery is a student-run retail market selling flavorful smoked and cured meats along with an assortment of gourmet stuffed and seasoned proteins. A new take on a classic trade, be sure to visit your neighbourhood SAIT butcher.

Hours of Operation:

- October – April, Thursdays 11 am – 1 pm

THE HIGHWOOD

Location: John ware building (Northeast corner)

An award-winning restaurant, The Highwood offers our hospitality and culinary students the opportunity to provide world-class cuisine and service under the expert guidance of distinguished chefs and hospitality professionals.

Reserve your table at sait.ca/highwood.

Hours of Operation:

- Lunch Monday, Tuesday, Wednesday, Friday – seating's available at 11:30 am and 12 pm
- Thursday buffet – seating's at 11 am, 11:30 am and 12 pm
- Dinner Monday to Thursday – seating' at 6 pm, 6:30 pm, and 7 pm

CULINARY CAMPUS

Location: 226 – 230 – 8 Avenue SW

Join our culinary 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 along with variety of made to order hot lunch dishes.

Visit us at 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

CHARTWELLS AND SAIT FOOD SERVICE PARTNERS

Chartwells and SAIT Food Service Partners are the food services providers at SAIT Polytechnic. Their goal is to create a positive dining experience for all of our guests.

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 gives you delicious and nutritious options for dining on campus.

Hours of Operation:

- 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 Operation:

- 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 Operation:

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

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 Operation:

- 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 Operation:
- 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 Operation:

ALDRED CENTRE FOOD COURT

The Aldred Centre Food Court offers a large variety of international flavours to local favourites.

BENTO SUSHI

Hours of Operation:
- Monday – Friday 7 am – 3 pm
- Closed Saturday & Sunday

SECOND CUP

Hours of Operation:
- Monday – Thursday 6 am – 5 pm
- Friday 6 am – 2 pm
- Closed Saturday & Sunday

BOSTON PIZZA

Hours of Operation:
- Monday – Thursday 10 am – 5:30pm
- Friday 10 am – 4 pm
- Closed Saturday & Sunday

RICE TALES

Hours of Operation:
- Monday – Thursday 10 am – 3 pm
- Friday 10 am – 2 pm
- Closed Saturday & Sunday

SPOLUMBO'S

Hours of Operation:
- Monday – Thursday 10 am – 3 pm
- Friday 10 am – 2 pm
- Closed Saturday & Sunday

RUFFNEX

Hours of Operation:
- 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

Hours of Operation:
- 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

Hours of Operation:
- 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

Hours of Operation:
- Monday – Friday 6:30 am – 12:00 am
- Saturday & Sunday 10:0am – 8pm

*Hours subject to change

HEALTH AND DENTAL PLAN

- **NN117, Senator Burns building**
- **Phone: 403.284.8610**
- **Website: 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

SAIT Student Resources

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 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 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).

HEALTH SERVICES

MAIN CAMPUS

- **R41 – Senator Burns building**
- **Phone: 403.284.8666**
- **Email: health.services@sait.ca**

Hours of Operation:*

Monday – Friday 8 am – 4:30 pm

The clinic provides on-campus medical services to all members of the SAIT community.

Physicians and Registered Nurses will help with urgent or non-urgent medical issues.

Visits with a physician are by appointment only. A valid Health Care number is required to see a physician, otherwise a fee will apply. Out of Province health care coverage is accepted except for Quebec.

Visits with a nurse are on a "walk-in" basis. However, priority will be given to patients requiring immediate medical attention. There are no fees to see the nurse.

In the event of a medical emergency outside of clinic hours please call 911 or Campus Security at 403.284.8000.

All medical records and information are kept confidential. Healthcare professionals have access to records for treatment purposes only. No medical information will be released to any source without a written permission from the patient.

*subject to change

DENTAL CLINIC

MAIN CAMPUS

- **R414 – Senator Burns building**
- **Phone: 403.284.8380**
- **Email: dental.clinic@sait.ca**

Dental Assisting students at SAIT Polytechnic offer cost-effective dental services at our on-campus clinic. Most of our services are available from January to May each year and include:

- X-rays
- Tooth polishing with a fluoride application and desensitizing treatment
- Limited Scaling
- Custom sport guards and whitening trays
- Sealants

Call 403.284.8380 to make an appointment.

STUDENT RESOURCES

IDENTIFICATION CARDS

- **MA211, Heritage Hall**
- **Phone: 403.284.7248**
- **Toll-free: 1.877.284.7248**
- **Fax: 403.284.7112**
- **Email: advising@sait.ca**

Hours of Operation:

- Monday, Tuesday, Thursday and Friday 8:30 am – 4:00 pm
- Wednesday 9 am – 4:00 pm

All students are entitled to an ID card. The ID card is required to utilize library resources, 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.

INTERFAITH CENTRE

- **Phone: 403.284.7385**
- **Interfaith Centre MC 103, Stan Grad Centre**

Interfaith Meditation Room MB314, Stan Grad Centre SAIT's Interfaith Centre is an open place for students and staff to visit. The centre contains a comfortable lounge, a coffee station, and the opportunity engage in a relaxed conversation with one of SAIT's many chaplains, or to reflect and read. SAIT's chaplains serve on a volunteer, part time, rotational basis and each one represents a different faith community. They are experienced and qualified to help direct you to your community of faith or help you discover your own journey. As well, the Interfaith Meditation Room at MB314 is open daily and may be used for prayer or services. Hours and availability of chaplains are posted with contact information at the Interfaith Centre (MC103).

INTERNATIONAL STUDENT SERVICES

- **International Centre**
- **MA206, Heritage Hall**
- **Phone: 403.284.8852**
- **Fax: 403.284.7386**
- **Email: 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.

LAMB LEARNER SUCCESS CENTRE

- **Lamb Learner Success Centre, MC221, Stan Grad Centre**
- **Phone: 403.284.8082**
- **Email: learning.skills@sait.ca**

Lamb Learner Success Centre 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/Science/Computer 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 postsecondary.
- Prep 145 workshops facilitate apprenticeship students into postsecondary.
- 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.
- Math 123 refreshes math skills for students taking calculus in the first year of their program.
- For more information on, and the schedules for, all Lamb Learner Success Centre, visit SAIT.ca and search for Learning Skills.

STUDENT RESOURCES

ATTENTION NEW STUDENTS!

PREP 100 – THE SAIT EXPERIENCE

This free workshop is designed to prepare new students to succeed in their studies at SAIT. Topics covered include time management, learning strategically, improving memory, taking effective notes in class, working in teams, managing exam anxiety and more. In-class and online instruction is available.

For more information visit Lamb Learner Success Centre.

REG ERHARDT LIBRARY

- **MC111, Stan Grad Centre**
- **Phone: 403.284.8616**
- **Email: library@sait.ca**

Hours of Operation:
Fall and Winter Semesters
- Monday – Thursday 7:30 am – 11 pm
- Friday 7:30 am –9pm
- 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 to access:

- E-books, streaming video, articles, specialized databases, and more available through the Library website
- Print books, journals, trade publications, general interest magazines, DVDs and newspapers
- Media equipment such as laptops, calculators, cameras, headsets and video cameras
- Research tutorials and online subject guides
- Textbooks required for SAIT courses in our Course Text Collection

Library Services

Our friendly, knowledgeable staff members can provide assistance locating and using information. Research and reference help is available at the Reg Erhardt Library Information Desk in-person or via phone, or online through email and chat. The Library's 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
- Eleven study rooms, each equipped with a large screen, computer workstation and laptop network ports, bookable online at the library website

Using the Reg Erhardt 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 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.

MYSAIT.CA

- **MA211, Heritage Hall**
- **Phone: 403.284.7248**
- **Email: advising@sait.ca**
- **Website: 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)
- Access your student records including assignment marks (grade details) and final grades
- View and print your unofficial transcripts

STUDENT RESOURCES

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 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. Our East Hall Residence is home to a large art studio space, where the Begin Tower hosts a cardio room and yoga studio with weekly classes!

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 $9,752 by July 1, 2015 or

B. Pay $4,876 by July 1, 2015 and $4,876 by December 1, 2015

Four-bedroom (East Hall)
A. Pay $6,000 by July 1, 2014 or

B. Pay $3,220 by July 1, 2015 and $3,220 by December 1, 2015

There are three different levels of each type of unit in The Tower, with different price points.

Studio (Begin Tower)
A. Pay $8,152, $8,952 or $9,752 by July 1, 2015 or

B. Pay $4,076, $4,476 or $4,876 by July 1, 2015 and the same by December 1, 2015

SAIT Student Resources

Two-bedroom (Begin Tower)

A. Pay $6,680, $7,240 or $7,800 by July 1, 2015 or

B. Pay $3,340, $3,620 or $3,900 by July 1, 2015 and the same by December 1, 2015

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.

SAITSA

- **SAIT Students' Association**
- **V204, Campus Centre**
- **Phone: 403.284.8036**
- **Email: saitsa.info@edu.sait.ca**
- **Website: 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

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 – 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 and click on Off-Campus Housing for available listings – a service that SAITSA contracts out to 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 for more information.

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 you 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 EMPLOYMENT SERVICES

- **Phone: 403.210.5730**
- **Email: 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 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, emailstudent.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.

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**

Hours of Operation:

- Monday, Tuesday, Thursday and Friday 8:30 am to 4 pm
- Wednesday 9 am to 4 pm

Student Services Contact Centre (phone calls only)

- Monday, Tuesday and Thursday 8:30 am to 5 pm
- Wednesday 9 am to 5 pm
- Friday 8:30 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) and by email (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**

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
- External exams for fee (external.exams@sait.ca)

TRANSFER OPTIONS

- **NN215B, Senator Burns Building**
- **Phone: 403.210.4238**
- **Email: 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.

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**

Hours of Operation:

- Monday, Tuesday, Thursday and Friday 8:30 am to 4 pm
- Wednesday 9 am to 4 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.

WELLNESS CENTRE

- **V205, Campus Centre**
- **Phone: 403.284.8027**
- **Email: campus.centre@sait.ca**
- **Website: 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

SAIT Student Resources

ADMISSION INFORMATION

ADMISSION INFORMATION

ADMISSION REQUIREMENTS

To be granted admission to SAIT, an applicant must satisfy the program admission requirements and additional selection criteria, if applicable.

Please review the admission requirements and selection criteria as listed within each program.

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:

a) Completed three years of full-time instruction in the English language, with a minimum of 12 hours instruction per week; OR

b) 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
- Pearson Test of English (PTE) with a minimum score of 53
- Michigan English Language Assessment Battery (MELAB) with a minimum score of 76

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

- **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).
- **January Intake 2016**
  - Applications open: June 3, 2015
  - Application valid: 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. In order to be considered in selection, applications must meet the admission requirements. We encourage applicants to apply early as programs can fill quickly.

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 who 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.

ADMISSION INFORMATION

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.

TRANSFER STUDENTS

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.

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.

ADMISSION INFORMATION

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 SAIT's Reg Erhardt 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
  Website: www.acat.gov.ab.ca

RETURNING STUDENTS

When a student takes a break from his/her program for a semester or longer, the student is classified as a returning 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 tuition deposit is non-refundable/non-transferable.

CANCELLING YOUR SEAT

If your plans change and you will not be attending the program you've been offered a seat in, please notify Student Services by email at admissions@sait.ca or by fax at 403.284.7112.

Tuition deposits are non-refundable and non-transferable. 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.

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.

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.

ADMISSION INFORMATION

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 at 403.774.5093 or visit Accessibility Services at the Lamb 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 English proficiency.

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 a certified translator. Certified 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, IELTS, MELAB or PTE) score completed within the last 12 months.
- For applicants who 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 Lamb Learner Success Centre. For more information regarding admission testing, please visitwww.sait.ca/testing.

For more information:

- EMAIL: 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

ADMISSION INFORMATION

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. Scores on the assessment are available within three to five days. Cost for the assessment is $150. 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 speakers 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.

ADMISSION INFORMATION

KNOW WHEN TO APPLY

Apprentices
Do not apply online through SAIT/ApplyAlberta. 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.
- A hard-copy application (.pdf) is available – the application fee is $150.
- 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.

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 anticipated final grades in order to maintain a seat 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 also 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

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).

ADMISSION INFORMATION

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, visit saitsa.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 only. Students will be charged $15 for a hard copy tax form.

E-LEARNING INFORMATION

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 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-dependent, 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 /Office Professional
- Architectural Technologies
- 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
- Office Professional Certificate
- 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 Recognition of Prior Learning Assessment options are available:

■ Transcript Assessment
■ Work Experience
■ Challenge Exam

RECOGNITION OF PRIOR LEARNING ASSESSMENT

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 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 parchment.
■ When submitting foreign documentation for transfer credit evaluation, please provide transcripts and the detailed course outlines translated to English by a certified translator. A list of certified translators can be found through the Association of Translators and Interpreters of Alberta.

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.

Download the PLAR Application form.

RECOGNITION OF PRIOR NON-FORMAL AND INFORMAL LEARNING (RPL), WORK EXPERIENCE

■ A current resume.
■ 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.

Download the PLAR Application form.

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 fees.

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).

NEW! SAIT to SAIT Equivalency: Students are now required to work with their Academic Chair and Student Services (Office of the Registrar) to apply for and receive SAIT to SAIT equivalency.

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:

Call: 403.284.7025
E-mail: plar@sait.ca
Location: Lamb Learner Success Centre, Stan Grad Building, Stan Grad Building, Room MC221

REGULATIONS

REGULATIONS

ACADEMIC REGULATIONS

The descriptions below are a synopsis of the referenced SAIT policies and procedures which are available through 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 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.

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

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.

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**

Grade Point Average (GPA) is the measure of a student's SAIT academic achievement in credit courses. It can be calculated in four 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 grade point average for all of the credit 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 the courses that the student has completed and that are part of the program in which he/she is registered.
4. Credential Grade Point Average is the overall cumulative weighted grade point average for all the courses the student has completed and that are used in awarding the credential for the program that he/she has completed.

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.

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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: Fail grades "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, the grades will be calculated in the student's respective Semester Program Grade Point Average (SGPA), but only the higher grade will be calculated in the student's Cumulative Grade Point Average. 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

Course	Grade	Course Grade Points	Credits	Grade Points
BCPT-240	B	3.00	1.50	4.50
COMM-238	C	2.00	3.00	6.00
COMP-220	F	0.00	3.00	0.00
MATH-235	A	3.67	3.00	11.01
MCMT-230	D	1.00	3.00	3.00
Totals	N/A	N/A	13.50	24.51

$$GPA = \frac{\text{Total Grade Points}}{\text{Total Credit}} = \frac{24.51}{13.50} = 1.81$$

FINAL GRADES

- **AC.3.1.1: Grading and Progression Procedure**

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**

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.

REGULATIONS

ACADEMIC PROBATION/ACADEMIC WITHDRAWAL
■ AC.3.1.1: Grading and Progression Procedure

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.

A student will remain on Academic Probation if he/she does not achieve one of either PGPA or a CGPA of 2.0 for the second time at the end of the following semester. If both the PGPA and CGPA of 2.0 are not met at the end of the following semester, the student will be academically withdrawn (AW) SAIT.

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 must wait 8 calendar months before returning to SAIT. During this waiting period, the student cannot take any courses at SAIT. An academically withdrawn student who wishes to return to the program should meet with his/her academic chair to determine if space is available in the program to accommodate his/her return, and to determine changes to graduation requirements.

A student who returns to SAIT after having been academically withdrawn will return on academic probation. If the student fails to achieve PGPA for a third time, he/she will be permanently withdrawn from SAIT.

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/coordinator of the school responsible for delivering the course may, in significant extenuating 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 significant extenuating circumstances, approve the student's registration in a course for a fourth attempt. If the student fails all attempts in the course or its equivalent, a SAIT credential shall not be issued for any program in which that course is a requirement. 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

A student must achieve the required minimum Credential Grade Point Average for all courses used to meet the student's credential requirements, in order to graduate.

TRANSCRIPT OF MARKS
■ AC.3.1.1: Grading and Progression Procedure

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 throughmySAIT.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

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 and who is not successful is 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.

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.1.5.1 Admission Procedure**

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 receiving 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.

The timing of the program transfer request and its subsequent approval is at the discretion of the receiving academic chair/coordinator. However, in order to be eligible to receive a credential from the program into which the student has transferred, he/she must complete at least the final semester of that program.

TRANSFER OF MAJOR

■ **AC.1.5.1 Admission Procedure**

An enrolled student may be permitted to transfer majors within a program of study, without reapplying, as per the process established by the Office of the Registrar. 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	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 2 weeks	There is no add/drop period

Visit Start and End Dates – 2015/16 for program-specific dates.

WITHDRAWLS

■ **AC.3.1.1: Grading and Progression Procedure**

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**

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 ten (10) years for a baccalaureate, seven (7) years for a diploma or applied degree,, or five (5) years for a certificate program. This time limitation begins on the date that the student started the first course in the credential.

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. This time limitation begins on the date that the student started the first course in the credential

GRADE POINT AVERAGE REQUIREMENTS:

Students must achieve the required CGPA of 2.0 in order to graduate.

RESIDENCY REQUIREMENTS:

To obtain a SAIT credential, students must complete at least 50% of the credential's courses through SAIT, and may use no more than a maximum of 50% transfer credit and/or challenge exams and/or prior information or non-formal learning towards that SAIT credential.

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**

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 3.8; 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 for that program; and,

■ the student has met the residency requirement; 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
Website: 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 and in SAIT's Reg Erhardt Library [378.712.338]. Refer to the full policy and procedure when dealing with specific situations.

- Harassment and Discrimination Confidential Hotline
- Injury to Persons/Damage to Property
- Liquor, Tobacco and Drugs
- Acceptable Use of SAIT's Computer System n   Student Code of Conduct
- Disruptive Conduct
- Rights
- Responsibilities

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.

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**
- **HS.1.4.1 Smoking and use of Tobacco Products Procedure**

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 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	2015/16		
Program	Domestic Tuition	Campus Athletic/ Rec Fee (Note 3)	Universal Transit Pass (Note 3)
Academic Upgrading Yr 1	2,881	160	255
Accounting (Accelerated Certificate) Yr 1	5,191	–	–
Accounting (Accelerated Certificate) Yr 2	6,691	–	–
Accounting Oil and Gas Production Yr 1 – Fast Track	5,466		
Accounting Oil and Gas Production Yr 1 – Career Development	14,200	–	–
Administrative Information Management Yr 1	4,122	160	255
Administrative Information Management Yr 2	4,328	160	255
Aircraft Maintenance Engineering Technology Yr 1	4,405	160	255
Aircraft Maintenance Engineering Technology Yr 2	4,405	160	255
Aircraft Structures Technician Yr 1	5,798	160	255
Architectural Technologies – Architectural Yr 2	2,313	160	255
Architectural Technologies – Bldg Dev Yr 2	2,313	160	255
Architectural Technologies – General Yr 1	5,046	160	255
Architectural Technologies – General Yr 2	2,103	160	255
Automotive Service Technology Yr 1	4,569	160	255
Automotive Service Technology Yr 2	4,569	160	255
Avionics Technology Yr 1	5,130	160	255
Avionics Technology Yr 2	4,663	160	255
Bachelor of Applied Business Administration – Accounting Yr 3	6,113	–	–
Bachelor of Applied Business Administration – Accounting Yr 4	2,139	–	–
Bachelor of Applied Technology Information Systems – Network Management Yr 3	5,292	160	255
Bachelor of Applied Technology Information Systems – Network Management Yr 4	767	160	255
Bach. of Applied Tech. Geographic Info Sys Yr 3	5,074	160	255
Bach. of Applied Tech. Geographic Info Sys Yr 4	969	160	255
Bach. of Applied Tech. Petroleum Eng. Yr 3	5,489	160	255
Bach. of Applied Tech. Petroleum Eng. Yr 4	1,463	160	255
Bachelor of Business Administration Yr 1 – General	5,682	160	255
Bachelor of Business Administration Yr 2 – Accounting	5,682	160	255
Bachelor of Business Administration Yr 3 – Accounting	5,682	160	255
Bachelor of Business Administration Yr 4 – Accounting	5,682	160	255
Bachelor of Science in Construction Project Management Yr 1	4,931	160	255
Bachelor of Science in Construction Project Management Yr 2	4,931	160	255
Bachelor of Science in Construction Project Management Yr 3	5,424	160	255
Bachelor of Science in Construction Project Management Yr 4	4,931	160	255
Baking and Pastry Arts Yr 1	5,103	160	255
Baking and Pastry Arts Yr 2	4,639	160	255
Broadcast Systems Technology Yr 1	4,993	160	255
Broadcast Systems Technology Yr 2	4,993	160	255
Business Administration – General Yr 1	4,587	160	255
Business Administration – Accounting Yr 1	4,587	160	255
Business Administration – Accounting Yr 2	4,587	160	255
Business Administration – Financial Services Yr 1	4,587	160	255
Business Administration – Financial Services Yr 2	4,587	160	255
Business Administration – Human Resources Yr 2	4,587	160	255
Business Administration – Management Yr 1	4,587	160	255
Business Administration – Management Yr 2	4,587	160	255
Business Administration – Marketing Yr 1	4,587	160	255
Business Administration – Marketing Yr 2	4,587	160	255

	Total SAIT Fees	Dental Plan	Health Plan	Student Assoc. (Note 3)	Domestic Total
				2015/16	
	415	110	125	298	3,829
	–	–	–	–	5,191
	–	–	–	–	6,691
	–				5,466
	–	–	–	–	14,200
	415	110	125	298	5,070
	415	110	125	298	5,276
	415	110	125	298	5,353
	415	110	125	298	5,353
	415	110	125	298	6,746
	415	110	125	298	3,261
	415	110	125	298	3,261
	415	110	125	298	5,994
	415	110	125	298	3,050
	415	110	125	298	5,517
	415	110	125	298	5,517
	415	110	125	298	6,078
	415	110	125	298	5,611
	–	–	–	–	6,113
	–	–	–	–	2,139
	415	110	125	298	6,240
	415	110	125	298	1,714
	415	110	125	298	6,021
	415	110	125	298	1,917
	415	110	125	298	6,437
	415	110	125	298	2,411
	415	110	125	298	6,630
	415	110	125	298	6,630
	415	110	125	298	6,630
	415	110	125	298	6,630
	415	110	125	298	5,879
	415	110	125	298	5,879
	415	110	125	298	6,372
	415	110	125	298	5,879
	415	110	125	298	6,051
	415	110	125	298	5,587
	415	110	125	298	5,941
	415	110	125	298	5,941
	415	110	125	298	5,535
	415	110	125	298	5,535
	415	110	125	298	5,535
	415	110	125	298	5,535
	415	110	125	298	5,535
	415	110	125	298	5,535
	415	110	125	298	5,535
	415	110	125	298	5,535
	415	110	125	298	5,535
	415	110	125	298	5,535

FINANCIAL INFORMATION

Estimated Fees for Full Time Students	2015/16		
Program	Domestic Tuition	Campus Athletic/ Rec Fee (Note 3)	Universal Transit Pass (Note 3)
Business Administration – Supply Chain Management Yr 2	4,587	160	255
Business Administration Automotive Management Yr 1	4,197	160	255
Business Administration Automotive Management Yr 2	3,815	160	255
Business Intelligence: Data Analysis and Reporting Yr 1	9,595	–	–
Butchery and Charcuterie Management Yr 1	5,105	160	255
Chemical Engineering Technology Yr 1	4,217	160	255
Chemical Engineering Technology Yr 2	4,016	160	255
Chemical Laboratory Technology Yr 1	5,254	160	255
Chemical Laboratory Technology Yr 2	5,004	160	255
Civil Engineering Technology – Const. Mgmt Yr 2	4,130	160	255
Civil Engineering Technology – General Yr 1	4,337	160	255
Civil Engineering Technology – Municipal Yr 2	4,130	160	255
Community Economic Development Yr 1	4,752	–	–
Database Administrator Yr 1	16,160	–	–
Dental Assisting Yr 1	6,052	160	255
Diagnostic Medical Sonography Yr 1	5,094	160	255
Diagnostic Medical Sonography Yr 2	4,882	160	255
Diagnostic Medical Sonography Yr 3	1,273	160	255
Diesel Equipment Technician Yr 1	5,092	160	255
Electrical Engineering Technology Yr 1	4,614	160	255
Electrical Engineering Technology Yr 2	4,823	160	255
Electronics Engineering Technology Yr 1	5,490	160	255
Electronics Engineering Technology Yr 2	5,490	160	255
Emergency Medical Technology – Ambulance Yr 1	3,928	160	255
Emergency Medical Technology – Paramedic Yr 1	5,945	160	255
Emergency Medical Technology – Paramedic Yr 2	5,096	160	255
Energy Asset Management Yr 1	9,033	–	–
Energy Asset Management Yr 2	9,033	–	–
Eng. Design & Drafting Technology – General Yr 1	4,492	160	255
Eng. Design & Drafting Technology – General Yr 2	4,492	160	255
English Language Foundations Yr 1	6,570	–	–
Environmental Technology Yr 1	4,255	160	255
Environmental Technology Yr 2	4,255	160	255
Film and Video Production Yr 1	4,044	160	255
Film and Video Production Yr 2	4,246	160	255
Geomatics Engineering Technology – General Yr 1	3,979	160	255
Geomatics Engineering Technology – General Yr 2	3,979	160	255
Geoscience Information Technology Yr 1	4,234	160	255
Geoscience Information Technology Yr 2	3,810	160	255
Graphic Communications and Print Technology Yr 1	3,916	160	255
Graphic Communications and Print Technology Yr 2	3,730	160	255
Health Information Management Yr 1	4,235	160	255
Health Information Management Yr 2	4,033	160	255
Hospitality Management Yr 1	4,375	160	255
Hospitality Management Yr 2	3,977	160	255
Information Technology Yr 1	5,870	160	255
Information Technology Yr 2	5,870	160	255
Instrumentation Engineering Technology Yr 1	4,107	160	255

	Total SAIT Fees	Dental Plan	Health Plan	Student Assoc. (Note 3)	Domestic Total
2015/16					
	415	110	125	298	5,535
	415	110	125	298	5,145
	415	110	125	298	4,763
	–	–	–	–	9,595
	415	110	125	298	6,053
	415	110	125	298	5,164
	415	110	125	298	4,963
	415	110	125	298	6,202
	415	110	125	298	5,952
	415	110	125	298	5,078
	415	110	125	298	5,285
	415	110	125	298	5,078
	–	–	–	–	4,752
	–	–	–	–	16,160
	415	110	125	298	7,000
	415	110	125	298	6,042
	415	110	125	298	5,829
	415	110	125	298	2,221
	415	110	125	298	6,040
	415	110	125	298	5,561
	415	110	125	298	5,771
	415	110	125	298	6,438
	415	110	125	298	6,438
	415	110	125	298	4,876
	415	110	125	298	6,893
	415	110	125	298	6,044
	–	–	–	–	9,033
	–	–	–	–	9,033
	415	110	125	298	5,440
	415	110	125	298	5,440
	–	–	–	–	6,570
	415	110	125	298	5,203
	415	110	125	298	5,203
	415	110	125	298	4,992
	415	110	125	298	5,194
	415	110	125	298	4,927
	415	110	125	298	4,927
	415	110	125	298	5,182
	415	110	125	298	4,758
	415	110	125	298	4,864
	415	110	125	298	4,678
	415	110	125	298	5,183
	415	110	125	298	4,981
	415	110	125	298	5,322
	415	110	125	298	4,925
	415	110	125	298	6,818
	415	110	125	298	6,818
	415	110	125	298	5,055

FINANCIAL INFORMATION

Estimated Fees for Full Time Students	2015/16		
Program	Domestic Tuition	Campus Athletic/ Rec Fee (Note 3)	Universal Transit Pass (Note 3)
Instrumentation Engineering Technology Yr 2	4,107	160	255
Journalism – General Yr 1	5,023	160	255
Journalism – Photojournalism Yr 2	5,023	160	255
Journalism – Print Media Yr 2	5,023	160	255
Legal Assistant Yr 1	3,611	160	255
Legal Assistant Yr 2	3,791	160	255
Library Information Technology Yr 1	3,960	160	255
Library Information Technology Yr 2	3,771	160	255
Machinist Technician Yr 1	4,519	160	255
Mechanical Engineering Technology Yr 1	4,284	160	255
Mechanical Engineering Technology Yr 2	4,284	160	255
Medical Device Reprocessing Technician Yr 1	5,863	–	–
Medical Laboratory Assistant Yr 1	3,255	160	255
Medical Laboratory Technology Yr 1	5,877	160	255
Medical Laboratory Technology Yr 2	4,030	160	255
Medical Office Assistant and Unit Clerk Yr 1	5,660	–	–
Medical Radiologic Technology Yr 1	6,633	160	255
Medical Radiologic Technology Yr 2	5,479	160	255
Medical Transcriptionist Yr 1	4,609	160	255
Millwrighting Technician Yr 1	9,950	–	–
Network Technician Yr 1	12,120	–	–
New Media Production and Design Yr 1	4,101	160	255
New Media Production and Design Yr 2	4,101	160	255
Non–Destructive Testing Foundations Yr 1	8,070	–	–
Nuclear Medicine Technology Yr 1	5,979	160	255
Nuclear Medicine Technology Yr 2	4,829	160	255
Nutrition for Healthy Lifestyles Yr 1	7,534	–	–
Object–Oriented Software Development Yr 1	12,120	–	–
Office Professional Yr 1	4,122	160	255
Petroleum Engineering Technology Yr 1	3,977	160	255
Petroleum Engineering Technology Yr 2	3,977	160	255
Petroleum Land Administration Yr 1	4,975	–	–
Pharmacy Assistant Yr 1	5,667	–	–
Power & Process Operations Yr 1	4,156	160	255
Power Engineering Technology Yr 1	4,630	160	255
Power Engineering Technology Yr 2	4,862	160	255
Pre–Employment – Cabinetmaker Yr 1	4,300	160	–
Pre–Employment – Carpenter Yr 1	4,450	160	–
Pre–Employment – Electrician Yr 1	4,848	160	–
Pre–Employment – Millwright Yr 1	5,908	160	–
Pre–Employment – Plumber Yr 1	4,650	160	–
Pre–Employment – Refrigeration Yr 1	4,650	160	–
Pre–employment – Sheet Metal Yr 1	5,800	160	–
Pre–Employment – Steamfitter–Pipefitter Yr 1	4,800	160	–
Pre–Employment – Welding Yr 1	5,454	160	–
Process Piping Drafting Yr 1	15,596	160	–
Professional Cooking Yr 1	5,539	160	255
Professional Cooking Yr 2	5,035	160	255

	Total SAIT Fees	Dental Plan	Health Plan	Student Assoc. (Note 3)	Domestic Total
				2015/16	
	415	110	125	298	5,055
	415	110	125	298	5,971
	415	110	125	298	5,971
	415	110	125	298	5,971
	415	110	125	298	4,558
	415	110	125	298	4,739
	415	110	125	298	4,907
	415	110	125	298	4,719
	415	110	125	298	5,466
	415	110	125	298	5,232
	415	110	125	298	5,232
	–	–	–	–	5,863
	415	110	125	298	4,203
	415	110	125	298	6,824
	415	110	125	298	4,978
	–	–	–	–	5,660
	415	110	125	298	7,581
	415	110	125	298	6,427
	415	110	125	298	5,557
	–	–	–	–	9,950
	–	–	–	–	12,120
	415	110	125	298	5,049
	415	110	125	298	5,049
	–	–	–	–	8,070
	415	110	125	298	6,927
	415	110	125	298	5,777
	–	–	–	–	7,534
	–	–	–	–	12,120
	415	110	125	298	5,070
	415	110	125	298	4,925
	415	110	125	298	4,925
	–	–	–	–	4,975
	–	–	–	–	5,667
	415	110	125	298	5,104
	415	110	125	298	5,578
	415	110	125	298	5,810
	160	–	–	–	4,460
	160	–	–	–	4,610
	160	–	–	–	5,008
	160	–	–	–	6,068
	160	–	–	–	4,810
	160	–	–	–	4,810
	160	–	–	–	5,960
	160	–	–	–	4,960
	160	–	–	–	5,614
	160	–	–	–	15,756
	415	110	125	298	6,487
	415	110	125	298	5,983

FINANCIAL INFORMATION

Estimated Fees for Full Time Students	2015/16		
Program	Domestic Tuition	Campus Athletic/ Rec Fee (Note 3)	Universal Transit Pass (Note 3)
Radio Television and Broadcast News – Broadcast News Yr 1	4,843	160	255
Radio Television and Broadcast News – Broadcast News Yr 2	4,403	160	255
Radio Television and Broadcast News – Radio Yr 1	5,284	160	255
Radio Television and Broadcast News – Radio Yr 2	4,183	160	255
Radio Television and Broadcast News – Television Yr 1	4,403	160	255
Radio Television and Broadcast News – Television Yr 2	3,963	160	255
Railway Conductor Yr 1	9,815	160	–
Rehabilitation Therapy Assistant Yr 1	2,646	160	255
Rehabilitation Therapy Assistant Yr 2	2,165	160	255
Respiratory Therapy Yr 1	3,114	160	255
Respiratory Therapy Yr 2	3,114	160	255
Respiratory Therapy Yr 3	3,737	160	255
Technology Infrastructure Management Yr 1	17,170	160	–
Travel and Tourism Yr 1	4,249	160	255
Travel and Tourism Yr 2	3,863	160	255
Water Treatment Operator Yr 1	18,863	160	–
Web Developer Yr 1	7,575	160	–
Welding Engineering Technology Yr 1	5,059	160	255
Welding Engineering Technology Yr 2	5,059	160	255
Welding Technician Yr 1	10,050	160	–

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.

	Total SAIT Fees	Dental Plan	Health Plan	Student Assoc. (Note 3)	Domestic Total
2015/16					
	415	110	125	298	5,791
	415	110	125	298	5,351
	415	110	125	298	6,231
	415	110	125	298	5,131
	415	110	125	298	5,351
	415	110	125	298	4,911
	160	–	–	–	9,975
	415	110	125	298	3,594
	415	110	125	298	3,113
	415	110	125	298	4,062
	415	110	125	298	4,062
	415	110	125	298	4,685
	160	–	–	–	17,330
	415	110	125	298	5,197
	415	110	125	298	4,811
	160	–	–	–	19,023
	160	–	–	–	7,735
	415	110	125	298	6,007
	415	110	125	298	6,007
	160	–	–	–	10,210

FINANCIAL INFORMATION

COST CALCULATOR

Take the guesswork out of preparing for your education with the SAIT Polytechnic online cost calculator tool. By identifying and adding up your expected expense, you can find out exactly how much money you need to save, seek or borrow to get you through your studies.

HOW IT WORKS

Step 1: Select your program

The cost calculator is pre-loaded with tuition information, arranged by SAIT program.

(Find and select your program in the list).

Step 2: Calculate your expenses

These expenses include not only your education costs, but also transportation, food and health expenses, and loan repayments.

Step 3: Calculate your income

Supplementing financial support with scholarships, tax credit, savings, or income from part-time employment may be an option for you.

Step 4: Get your results

View the balance of expenses, compared to your income, and find out how much financial support you'll need while you attend your program.

To access the tool, visit sait.ca/costcalculator.

MAKE SURE YOU'RE READY FOR ANYTHING

Visit sait.ca/costcalculator or contact us for more information.

Call 403.284.7054
Email funding@sait.ca

PAYMENT OPTIONS

There are many ways to pay your tuition for full-time programs. Refer to the methods below, or review our Student Loans page if your 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.

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: 8:30 am to 5 pm
Wednesday: 9 am to 5 pm
Friday: 8:30 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.

GRANTS, FUNDING AND BURSARIES

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 more information or assistance with the funding application can go to Funding Advising in MC221, Lamb Learner Success Centre, funding@sait.ca, 403.284.7054.

SCHOLARSHIPS, BURSARIES AND AWARDS

SAIT administers an extensive variety of scholarships, awards and bursaries to encourage superior academic achievement, to acknowledge community contributions, and to 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 awards available at SAIT, learners are advised to contact:

SAIT Alumni and Development
Heritage Hall, MA113
Phone: 403.284.7010
Email: 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

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.

2016/2017 ENTRANCE AWARDS

Entrance awards are designated for students who are beginning a new program in the 2016/2017 academic year. In some instances they are program specific and in others, students in all programs may apply.

Applications will be accepted until May 30, 2016. *Apprentices can apply during their first period of Apprenticeship training on campus in 2016/2017.

HOW TO APPLY

All students enrolled in a SAIT program can now apply online:

1. Log into 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.

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 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

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.

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 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 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 (nine 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.

ID Card Replacement $15

- To replace a lost or stolen SAIT ID card.

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.

FEES AND EXPENSES

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.

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	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 2 weeks	There is no add/drop period

Contact Student Services at:
Phone: 403.284.7248
Toll Free: 1.877.284.7248
Email: 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

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 .

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 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 automatically be returned to Student Aid Alberta.

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

Save, plan and pay for your education! Visit CanLearn for budget planners, calculators and other helpful resources.

Visit 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 citizen 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 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
Email: 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

Main Campus
1301 – 16 Avenue NW
Calgary, Alberta, Canada, T2M 0L4
Fax: 403.284.7112
Email: advising@sait.ca
Phone: 403.284.7248 or toll free in North America 1.877.284.7248
Website: sait.ca

Art Smith Aero Centre
1916 McCall Landing NE
Calgary, Alberta, Canada, T2E 9B5
Phone: 403.284.7018
Email: aerocentre@sait.ca

Culinary Campus
226, 230 8th Avenue SW
Calgary, Alberta, Canada, T2P 1B5
Phone: 403.284.8535
Email: culinary.campus@sait.ca

Mayland Heights Campus
N.R."Buck" Crump Building
1940 Centre Avenue NE
Calgary, Alberta, Canada, T2E 0A7
Phone: 403.210.4150

Student Services
MA211, Heritage Hall
Monday, Tuesday, Thursday & Friday: 8:30 am to 4 pm
Wednesday: 9:00 am to 4 pm

Contact Centre is open for phone calls only:
Monday, Tuesday and Thursday: 8:30 am to 5 pm
Wednesday: 9 am to 5 pm
Friday: 8:30 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
  - Continuing education information
  - Phone registration (with Visa or MasterCard)
  - Financial aid and awards
  - Program and employment advising

Bookstore
- 403.284.8466
- bookstore@sait.ca

Business and Industry Training
- 403.284.7062
- training@sait.ca

Distance Education Information
- 403.284.8537, Toll Free 1.888.284.7051
- distance.education@sait.ca

Housing (Campus Residence)
- 403.284.8013
- residence@sait.ca

International Students
- 403.284.8852
- international@sait.ca

Learner Success Centre
- 403.284.7050
- learning.skills@sait.ca

Reg Erhardt Library
- 403.284.8616
- reg erhardt@sait.ca

Student Employment
- 403.210.5730
- student.employment@sait.ca

Student Development and Counselling Services
- 403.284.7023

Student Loan information
- 403.284.7248
- student.loans@sait.ca

Switchboard
- 403.284.8110

ACADEMIC SCHOOLS

Centre for Academic Learner Services
- 403.284.7111
- cals.info@sait.ca

School of Business
- 403.284.8485
- business@sait.ca

School of Construction
- 403.284.8367
- construction.info@sait.ca

School of Health and Public Safety
- 403.284.8500
- hps.info@sait.ca

School of Hospitality and Tourism
- 403.284.8612
- hospitality.info@sait.ca

School of Information and Communications Technologies
- 403.284.8543
- ict.info@sait.ca

MacPhail School of Energy
- 403.284.8451
- energy.info@sait.ca

School of Manufacturing and Automation
- 403.284.8641
- ma.info@sait.ca

School of Transportation
- 403.284.8471
- transportation.info@sait.ca

GLOSSARY OF TERMS

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 – 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.

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 (T2202A form), check their SAIT email, and more.

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 willful 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 student.aid.alberta.

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 enroll 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.

UPass – 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.