Academic Calendar

2021/22

SAIT
Southern Alberta
Institute
of Technology

sait.ca

Welcome to SAIT

Selecting a post-secondary program is an important step in preparing for your future. By choosing SAIT, you are embarking on an exciting journey that will launch you into long and fulfilling careers.

The world and the future of work has changed, and we're transforming with it to provide graduates with the skills they need to compete in today's marketplace.

Our School for Advanced Digital Technology is our latest transformation to date and, with its focus on digital skills, the digital literacy you'll gain will ready you for industry and become an important part of the province's efforts to attract investment and diversify for the future.

SAIT is a major talent pipeline for industry with more than 100 degree, diploma, certificate, corporate training and boot camp programs, providing you with opportunities in all the major industries throughout the province and even internationally. Our School of Hospitality and Tourism and School of Business are ranked among the best in the world, and number one and two in Canada respectively by CEOWORLD Magazine.

Your success is our priority, which is why we maintain those close industry partnerships to ensure we offer relevant applied education tailored for the jobs of tomorrow. There are more than 1,000 private and public sector professionals on our advisory boards who provide advice and guidance to ensure we teach the real-world skills required in an ever-changing workplace.

At SAIT, you have the ability to create your own unique path to an exciting in-demand career. This is your opportunity to shape what's next.

We look forward to seeing you at SAIT.

Dr. David G. Ross,
President and CEO

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Waiver

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Dates to Remember

2021/22 Academic Year

Fall 2021: Sept. 7 to Dec. 17, 2021 **Winter 2021** Jan. 10 to April 29, 2022 **Spring/Summer 2022:** May 9 to Aug. 19, 2022

The dates listed below are based on a standard 15–week semester that begins on the term start date.

Fall 2021

September 2021

1	Apply to graduate opens for Winter - February 2022 conferral
6	Labour Day – Institute closed
7	Fall classes commence
7	Add/Drop period begins for most full-time programs *The date for the Add/Drop period is based on term length
7	Tuition payment deadline for continuing students only.
17	Final day to receive recognition of prior learning for the fall term and receive a full tuition refund
17	Add/Drop period ends for most full-time programs

October 2021

6	Applications open for full-time programs starting fall and spring 2022
11	Thanksgiving Day – Institute closed
22-23	Open House

November 2021

9	Fall Convocation ceremony
11	Remembrance Day – Institute closed
19	Withdrawal deadline (15–week courses) **See below
22	International Application Deadline for Winter 2022 (Except ELF/AU/OS)

December 2021

1	Final transcript deadline for winter term applicants
10	Tuition and fee payment deadline for accepted students (most full–time programs)
13 - 17	Final exam week
17	End of fall term
31	Deadline to apply to graduate for winter conferral

Winter 2022

January 2022

1	New Year's Day – Institute closed
4	Institute open
4	Apply to graduate opens for Spring – June 2022 conferral
6-7	Winter Orientation
10	Winter classes commence
10	Add/Drop period begins for most full-time programs *The date for the Add/Drop period is based on term length.
10	Tuition payment deadline for continuing students only.
21	Add/Drop period ends for most full-time programs
16	Final day to receive recognition of prior learning for the winter term and receive a full tuition refund
21	Final day to opt-out or add family to the SAITSA Health and Dental Benefits Plan.

February 2022

21	Family Day - Institute closed
22 – 25	Reading Week – no classes with the exception of apprenticeship programs, unless otherwise stated
25	Winter Conferral Date* Winter grads will be invited to spring ceremony

March 2022

18-19	Open House
27	Withdrawal deadline (15-week courses) **See below
30	Deadline to apply to graduate for Spring 2022 conferral
30	Applications open for full-time programs starting Winter 2022

April 2022

1	Final transcript deadline for spring/summer term applicants
1	Apply to graduate opens for Fall 2022 conferral
15	Good Friday – Institute closed
18	Easter Monday – Institute closed
11	Tuition and fee payment deadline for accepted students (most full-time programs)
25 - 29	Final exam week
29	End of Winter term

Spring/Summer 2022

May 2022

5-6 Spring orientation

9 Spring classes commence

9 Add/Drop period begins for most full-time programs
*The date for the Add/Drop period is based on term length

9 Tuition payment deadline for continuing students only.

20 Final day to receive recognition of prior learning for the spring/summer term and receive a full tuition refund

20 Add/Drop period ends for most full-time programs

20 Final day to opt-out or add family to the SAITSA Health and Dental Benefits Plan.

23 Victoria Day - Institute closed

June 2022

1 Final transcript deadline for summer term applicants

8 Tuition and fee payment deadline for all students starting in July (most full-time programs)

14 15 16 Spring convocation ceremonies

July 2022

1 Canada Day - Institute closed

4 Summer classes commence

8 Calgary Stampede Parade Day – Institute closed until 1 pm

19 Withdrawal deadline (15-week courses) **See below

August 2022

1 Final transcript deadline for fall term applicants

1 Civic Holiday - Institute closed

8 Tuition and fee payment deadline for all students starting in September (most full–time programs)

19 End of spring/summer term

15-19 Final Exam Week

30-3 Sept. Fall orientation

Notes:

* Add/Drop period: The timeline to add and/or drop courses is based on your program, and the number 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

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 the program term start date
Less than two weeks	There is no add/drop period

****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% 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.

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 for the electronic production of credentials, 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 Office of the Registrar. 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 FOIP Coordinator at 403.284.8748.

Programs

Academic Upgrading

- **Fall (Sept. – Dec. and Nov. – Feb.)**
- **Winter (Jan. – April and March – June)**
- **Spring (May – Aug.)**
- **Summer (July – Oct.)**
- **Full–time/Part–time classroom or online**

Contact us

Academic Upgrading
Phone: 403.210.5756
Email: upgrading@sait.ca

Program description

SAIT academic upgrading courses prepare students for admission to SAIT career programs. 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 accreditations

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 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.

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.

Direct entry

There are no additional selection requirements. Admission will be extended on a first-qualified, first-offered basis until the program is full.

Costs

Tuition (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.
- We use free Open Educational Resources where possible.

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
COMN 180 – Literature and Composition I	3 credits
COMM 181 – Literature and Composition II	3 credits
COMM 182 – Literature and Composition III	3 credits
MATH 100 – Mathematics Foundations	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	**48 credits**

Academic Upgrading – Indigenous Learners

- **Fall start**
- **Full-time classroom**
- **45 weeks**

Contact us

Chinook Lodge
Phone: 403.210.4028
Email: chinook.lodge@sait.ca

Program description

SAIT's Academic Upgrading-Indigenous program offers a series of courses and experiences that will ease your transition into further study at SAIT or other post-secondary schools. This 3-semester, 12-month program begins at the Grade 9 level and ends with your completion of Grade 11 and 12 courses.

In this program, you'll experience a blend of academic courses, cultural activities and post-secondary readiness sessions in a welcoming and supportive environment. You'll engage with a group of like-minded Indigenous learners who share your commitment to pursuing a post-secondary education and a new career.

Program overview

Student success

Our program team partners with you to support your academic, cultural and personal success. From program registration and funding applications to connecting you with services and supports, we'll walk alongside you throughout your learning journey.

Upon successful completion of the program, you will:

- meet the minimum Math and English requirements for entry into many SAIT programs and some programs at other post-secondary schools
- know how to access services and supports in post-secondary school to help you achieve your goals.

Progression

The program runs from Sept. 2021 — Aug. 2022 (45 weeks). Learners must be able to commit to 20 hours of classes each week and attend the entire program.

Admission requirements

You are eligible for this program if you:

- achieve a minimum of 30% on an English placement test
- achieve a minimum of 60% on a math placement test OR successfully complete a mathematics preparation course (MATH 050 Introductory Mathematics)
- complete an interview or a Letter of Intent where you where you demonstrate you are ready, willing and able to engage in this program.

Costs

Tuition (subject to change)

- Tuition for this program is fully funded by the provincial government.
- Assistance is available to apply for tuition and living allowance coverage for this program once you are accepted.

Books and supplies (subject to change)

- Are in addition to the price of tuition.
- Please see sait.ca for details.

Program outline

Semester 1

PREP 100 – The SAIT Experience (Introduction to indigenous high learning)	
COMP 261 – Microsoft Office: An Introduction	1.5 credits
MATH 100 – Mathematics Foundations	3 credits
COMN 180 – Literature and Composition I	3 credits
Cultural Mentorship	

Semester 2

MATH 180 – Mathematics Preparation	3 credits
COMM 181 – Literature and Composition II	3 credits
Choice of:	
APSC 180 – Science Preparation	3 credits
BIOL 181 – Biology I	3 credits
Cultural Mentorship	

Semester 3

Choice of:	
BIOL 182 – Biology II	3 credits
COMM 182 – Literature and Composition III	3 credits
MATH 181 – Mathematics I	3 credits
MATH 172 – Applied Mathematics II	3 credits
CHEM 181 – Chemistry I	3 credits
PHYS 181 – Physics I	3 credits
Cultural Mentorship	
Total	**25.5 credits**

Accounting

- **Complete in one year or up to five years part-time**
- **Fall, winter, and spring start**
- **Available part-time classroom or online**

Contact us:

School of Business
Phone: 403.284.8485
Email: business.advising@sait.ca

Program description

Develop a strong understanding of accounting fundamentals you'll need to succeed in management positions or gain the foundational skills to start your bookkeeping or accounting career. You will obtain practical knowledge of fundamental accounting processes, including income statements and balance sheets, accounts receivable and accounts payable, fixed assets and depreciation, and more, and finish the program with a capstone course that enables you to apply your abilities in a work-integrated learning project. This certificate could be your first step towards the Chartered Professional Accountant Professional Education Program (CPA PEP).

Program overview

Fast Facts

- Available part-time, complete in one to five years
- Small class sizes: 40 students max. Courses available face-to-face and online
- Bring your own device program
- Includes five required accounting-specific courses

Your Career

- Accounting technician, accounting clerk, or bookkeeper
- Accounts payable/receivable clerk, administrator, or coordinator
- Billing clerk, specialist, agent, or coordinator

Student Success

To succeed in this program, you should

- Be proactive, independent and resourceful
- Have strong written and oral communication skills
- Be prepared to work in teams
- Be proficient in the use of a Windows-based computer and Microsoft Office software
- Spend 9-12 hours per week on each course, including in-class hours
- Actively participate in all classes and activities
- Become familiar with and adhere to SAIT's policies and procedures
- Be ready for a challenge and committed to keeping yourself on schedule

Credentials

After successfully completing this program, graduates will receive a SAIT Accounting certificate.

Accreditation

Graduates will have the opportunity to pursue a professional designation. Additional exams, education, or work requirements may apply for earning a designation or certification. Completion of a degree is required.

You 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).

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

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 or
- At least 50% in SAIT BMAT 230 Business Mathematics

All applicants must demonstrate English language proficiency prior to admission, including students educated in Canada.

A combination of education and experience will be considered upon approval from the Academic Chair.

Costs

Tuition (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.
- We use free Open Educational Resources where possible.

Program outline

This program consists of 30 credits (10 courses). MNGT 257 Business Certificate Capstone should be taken only after all other required courses and two elective courses have been completed.

Required Courses

ACCT 215 – Introductory Financial Accounting I	3 credits
ACCT 255 – Introductory Financial Accounting II	3 credits
ACCT 315 – Intermediate Financial Accounting I	3 credits
ACCT 338 – Introductory Management Accounting	3 credits
ACCT 395 – Computer Accounting Software	3 credits
BCMP 225 – Business Productivity Tools and Technology	3 credits
MNGT 200 – Introduction to Business	3 credits
MNGT 257 – Business Certificate Capstone	3 credits

Elective Courses (choose two of six)

ACCT 350 – Intermediate Financial Accounting II	3 credits
ACCT 380 – Intermediate Management Accounting	3 credits
COMN 220 – Communication and Presentation Skills	3 credits
MNGT 321 – Project Management	3 credits
MNGT 322 – Information Systems	3 credits
STAT 270 – Quantitative Methods	3 credits
Total	**30 credits**

Administrative Information Management

- **Two-year diploma**
- **Fall and winter start**
- **Bring your own device program**
- **Includes a four-week unpaid practicum placement**

Contact us

School of Business
Phone: 403.284.8485
Email: business.advising@sait.ca

Program description

Become the backbone of a business with the Administrative Information Management (AIM) diploma. Learn to set the bar in office software, productivity, organizing information and solving problems to help businesses run smoothly. This two-year program has unique benefits and is becoming a preferred credential for employers hiring administrative professionals.

Working in teams, you will hone your professionalism, critical thinking and effective communication skills. You learn to create and manage solutions to business information needs through technology, meetings, office procedures and more. Become an expert in project administration and planning events. You integrate business technology with real office procedures.

You can graduate with several Microsoft Office certifications, demonstrating your advanced skills in word processing, database, spreadsheet and presentation software. Working for a simulated company, you integrate all your skills to manage information and creatively solve office challenges. Your final course is a four-week practicum placement. You apply everything you learned in a real workplace and demonstrate your career readiness.

Program overview

Your career

You graduate with in-demand skills in business technology, problem-solving and organization and are qualified for roles such as: administrative coordinator, business support professional, lead processor, project administrator, executive assistant and many more. You can find work in a variety of industries such as oil and gas, health care, transportation, technology and more.

Student success

To be successful in this program, you 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

If you are engaged in campus life and take advantage of SAIT support services, you may have a greater chance of success in SAIT's programs.

Credentials

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

Professional designations and certifications

You have the opportunity to write several Microsoft Office Specialist certification exams in this program:

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

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

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

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 must demonstrate English Language Proficiency prior to admission, including students educated in Canada.

Costs

Tuition (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)

- Are in addition to the price of tuition.
- Please see sait.ca for details.
- Bring your own device program

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 credits**

Transfer options

The opportunity to advance your education through transfer in, within or on from SAIT is available with:

- Athabasca University
- Lethbridge College
- Red Deer College
- Royal Roads University
- SAIT

To learn more, visit Transfer Options on sait.ca

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.

Advanced Care Paramedic

- **Two-year diploma**
- **Fall start**
- **Full-Time Blended**

Contact us

School of Health and Public Safety
Phone: 403.284.8500
Email: hps.info@sait.ca

Program description

The Advanced Care Paramedic (ACP) program provides education and training to those who wish to extend their professional training and credentials to work as paramedics. In the ACP program, students become extensively familiar with human anatomy, physiology and pathophysiology, as well as a wide variety of pharmacological and other therapies.

Students in this program spend their first year acquiring a strong theoretical framework in areas such as anatomy, physiology, pharmacology, treatments for various medical and traumatic emergencies, adult advanced life support, neonatal resuscitation protocol, and assessment skills. Opportunities to practice these skills and integrate theory into practice are provided through simulation laboratory classes.

In the second year, students begin their clinical and ambulance practica placements while simultaneously learning about precepting and professional practice. Students will also prepare for registration with the Alberta College of Paramedics as an ACP.

Program overview

Fast Facts

- This program includes face-to-face and online learning components
- Attendance at the program orientation session is mandatory
- Based on the availability of the practicum sites, students may have to travel or re-locate to anywhere in Alberta (and in some circumstances outside of Alberta) in order to complete their practica

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.

Student Success

This program is fast-paced, and requires a significant contribution of time and energy.

Students who experience success in this program and profession:

- Have higher secondary or post-secondary grades, and may have previously completed a post-secondary program
- Possess effective communication skills in both written and spoken English
- Are self-directed, detail-oriented, highly motivated, and well organized
- Are disciplined for learning in classroom, online, and professional settings, as well as through self-study required of all courses
- Enjoy working in a team environment
- Place focus on physical fitness and personal wellness

Students are strongly encouraged to refer to the Paramedicine National Competency Profile and Alberta Health Service's F.A.R.E. Paramedic requirements to ensure that they are able to successfully demonstrate the functional abilities required to achieve all the competency-based objectives and bona fide occupational requirements for the program and profession. Some examples include:

- Lift a stretcher with a 95.5 kg (210 lbs) patient with a partner from a lower level to the load position and back down
- Lift and carry a long spine board with 95.5 kg (210 lbs) and ascend and descend 10 stairs with a partner
- Push a stair chair 10 m with 95.5 kg (210 lbs) and ascend and descend 20 stairs with a partner
- Lift a bilateral side carry of 9 kg (20 lbs) of weight in each hand
- Front carry 18 kg (40 lbs)
- Repetitively kneel, crouch, bend, reach, carry, push and pull
- Perform CPR for 2 min

Credentials

After successfully completing this program, graduates will receive a SAIT Advanced Care 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 advanced care paramedic.

Accreditation

The Advanced Care Paramedic program delivered by SAIT is accredited by Accreditation Canada at the Advanced Care Paramedic level and meets the Alberta College of Paramedics core competency 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.

Admission requirements

Completion of a Primary Care Paramedic or an Emergency Medical Technician certificate program, or equivalent. Proof of completion must be submitted by August 1.

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

Costs

Tuition (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)

- Heart and Stroke Foundation Basic Life Support (BLS) Provider course is required prior to program commencement. Current CPR certification is required for the duration of the program.
- There is a fee for the Alberta College of Paramedics (ACP) provincial exam and an annual registration fee. Please contact ACP for more information.
- 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, payable to the Police or the Royal Canadian Mounted Police.
- Books, uniforms and professional supplies cost approximately $1,500-$2,000 for each of 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 a tablet (Apple or Android) to support the CompTracker system. The tablet needs to have wi-fi capability. The size of the tablet is at the discretion of the student. Keyboards are advisable but not mandatory. Smartphones are not acceptable devices for CompTracker.
- There is a $75 CompTracker user fee per semester.
- Students must have their immunizations reviewed by the SAIT Health Clinic. There is a $75 charge to review vaccine history. Any vaccines to be administered will result in additional charges.

Program outline

First Year

Semester 1

ANPH 200 – Physiology and Physical Assessment	3 credits
EMRG 202 – Paramedicine Laboratory 1	3 credits
EMRG 305 – Neurological Emergencies	3 credits
EMRG 320 – Gastro–Urinary Emergencies	3 credits
PHAR 207 – Pharmacology	3 credits

Semester 2

EMED 216 – OBGYN and Pediatrics	3 credits
EMRG 200 – Respiratory Emergencies	3 credits
EMRG 252 – Paramedicine Laboratory 2	3 credits
EMRG 254 – Advanced Trauma Management	1.5 credits
EMRG 270 – Cardiac Emergencies	3 credits
PROF 200 – Paramedicine Practice	1.5 credits

Semester 3

EMED 223 – Environmental and Aeromedical Emergencies	1.5 credits
EMRG 204 – Healthcare Specialties	1.5 credits
EMRG 206 – Paramedicine Laboratory 3	1.5 credits
EMRG 271 – Wellness	1.5 credits
EMRG 310 – Special Population Groups	1.5 credits
EMRG 330 – Critical Care Paramedic	1.5 credits

Second Year

Semester 4

PRCT 302 – Clinical Practicum 1	3 credits
PRCT 210 – Ambulance Practicum 1	6 credits

Semester 5

EMRG 350 – Preceptor Training	1.5 credits
PRCT 352 – Clinical Practicum 2	3 credits
PRCT 351 – Ambulance Practicum 2	6 credits
PROF 350 – Professional Preparation	1.5 credits
Total	**60 credits**

Transfer options

The opportunity to advance your education through transfer in, within, or on from SAIT is available with:

- Athabasca University
- Canadian Armed Forces
- Medicine Hat College
- NAIT
- Queensland University of Technology

To learn more, visit Transfer Options on sait.ca

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

- **Two-year diploma**
- **Fall and winter start**
- **Full-time classroom**

Contact us

Art Smith Aero Centre
Phone: 403.284.7018
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.

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.

Credentials

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. 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 "M" category AME license.

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

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.

Costs

Tuition (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 are approximately $600 for the first year and $450 for the second year.
- The required tools, personal safety equipment, and coveralls will cost approximately $1,450; however, prices vary depending on the quality and brand of tools chosen.

Program outline

Fall program start
First year

Semester 1 Group A

AMAT 220 – Applied Mathematics for Aircraft Maintenance	1.5 credits
ARCP 210 – Reciprocating Engine Fundamentals Theory	3 credits
ARCP 215 – Reciprocating Engine Fundamentals Lab	3 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

Group B

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 Laboratory	3 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 Laboratory	3 credits
HELI 280 – Helicopter Fundamentals	3 credits

Group B

ARCP 210 – Reciprocating Engine Fundamentals Theory	3 credits
ARCP 215 – Reciprocating Engine Fundamentals Lab	3 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
Group B - total	**15 credits**
First-year - Group B - total	**30 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 – Introduction to Aircraft Inspection	3 credits
INSP 350 – Advanced Aircraft Inspection	3 credits

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 4 - Group A

AVTR 315 – Aviation Technical Records	1.5 credits
ELTR 315 – Aircraft Navigation	3 credits
HELI 320 – Helicopter Maintenance Practices	3 credits
MGMT 315 – Aircraft Maintenance Management	1.5 credits
STDP 310 – Employability Fundamentals for Aircraft Maintenance	3 credits
TRBN 360 – Aircraft Turbine Engine Essentials	3 credits
Semester 4 - Group A - total	**15 credits**
Second-year - Group A - total	**30 credits**
Program - total	**60 credits**

Semester 4 - Group B

AVTR 315 – Aircraft Technical Records	1.5 credits
ELTR 315 – Aircraft Navigation	3 credits
INSP 310 – Introduction to Aircraft Inspection	3 credits
INSP 350 – Advanced Aircraft Inspection	3 credits
MGMT 315 – Aircraft Maintenance Management	1.5 credits
STDP 310 – Employability Fundamentals for Aircraft Maintenance	3 credits
Semester 4 - Group B - total	**15 credits**
Second-year - Group B - total	**30 credits**
Program - total	**60 credits**

Winter Program start

First Year

Semester 1 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 C

ARCP 210 – Reciprocating Engine Fundamentals Theory	3 credits
ARCP 215 – Reciprocating Engine Fundamentals Lab	3 credits
EMTL 255 – Aircraft Structural Theory	3 credits
EMTL 260 – Sheet Metal and Composite Laboratory	3 credits
HELI 280 – Helicopter Fundamentals	3 credits

Second Year

Semester 3 Group C

ASYS 340 – Aircraft Systems II	3 credits
AVTR 315 – Aircraft Technical Records	1.5 credits
ELEC 279 – Aircraft Electricity and Electronics	3 credits
ELTR 310 – Aircraft Instrument and Communications Systems	3 credits
ELTR 315 – Aircraft Navigation	3 credits
MGMT 315 – Aircraft Maintenance Management	1.5 credits

Semester 4 Group C

HELI 320 – Helicopter Maintenance Practices	3 credits
INSP 310 – Introduction to Aircraft Inspection	3 credits
INSP 350 – Advanced Aircraft Inspection	3 credits
STDP 310 – Employability Fundamentals for Aircraft Maintenance	3 credits
TRBN 360 – Aircraft Turbine Engine Essentials	3 credits
Group A	–
Group B	–
Total	**60 credits**

Transfer options

The opportunity to advance your education through transfer in, within, or on from SAIT is available with:

- Athabasca University
- Canadian Armed Forces
- Embry-Riddle Aeronautical University - Worldwide

To learn more, visit Transfer Options on sait.ca

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

- **One-year certificate**
- **Fall start**
- **Full-time classroom**

Contact us

Art Smith Aero Centre
Phone: 403.284.7018
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.

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.

Credential

Upon successfully completing this program, graduates will be awarded a SAIT certificate.

Accreditation

The program's accreditation is ongoing and subject to periodic audits from Transport Canada. Students achieving 50% or higher in each course as well as maintain a 2.0 CPA will receive a SAIT certificate.

To receive Transport Canada 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.

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

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.

Costs

Tuition (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 are approximately $400 for the year.
- The required tools, personal safety equipment, and coveralls will cost approximately $850; however, prices vary depending on the quality and brand of tools chosen.

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 – Introduction 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	**39 credits**

Transfer options

The opportunity to advance your education through transfer within SAIT is available.

To learn more, visit Transfer Options on sait.ca

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.

Architectural Technologies

- **Two-year diploma**
- **Fall and winter start**
- **Full-time classroom**

Contact us

School of Construction
Phone: 403.284.8367
Email: construction.at@sait.ca

Program description

The Architectural Technologies program is designed to provide you with the essential skills, knowledge and abilities required to work as an Architectural Technologist for architectural firms, residential builders and many other companies involved in the construction industry. The purpose of the program is to enable graduates to be able to perform and manage the fundamental duties of a junior architectural technologist.

This diploma program is two years in length, consisting of four 15-week semesters. In the fourth semester, you refine your skills in a comprehensive capstone project. The Architectural Technology program is learner-centered. This type of applied experiential education means the development of the hand and mind through innovation, relevant content, engaged instructors and students who want to create meaningful careers.

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

Program overview

Your career

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

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.

Credentials

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

Accreditation

Once completed, this SAIT credential may be eligible for transfer credit at another post-secondary institution. Visit Transfer Options on sait.ca to learn more about the transfer agreements currently available to SAIT graduates and incoming students.

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

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.

Costs

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

Program outline

First Year

Semester 1

ARCH 200 – Documentation and Regulation I	3 credits
ARCH 201 – Science and Systems I	3 credits
ARCH 203 – Technology I	3 credits
ARCH 205 – Research and Design I	3 credits
COMM 238 – Technical Communications I	3 credits

Semester 2

ARCH 261 – Science and Systems II	3 credits
ARCH 262 – Documentation and Regulation II	3 credits
ARCH 263 – Technology II	3 credits
ARCH 285 – Research and Design II	3 credits
MATH 262 – Technical Mathematics I	3 credits

Second Year

Semester 3

ARCH 300 – Documentation and Regulation III	3 credits
ARCH 301 – Science and Systems III	3 credits
ARCH 303 – Technology III	3 credits
ARCH 305 – Research and Design III	3 credits
STAT 245 – Statistics for Engineering and Technology I	3 credits

Semester 4

ARCH 351 – Science and Systems IV	3 credits
ARCH 353 – Technology IV	3 credits
ARCH 362 – Documentation and Regulation IV	3 credits
ARCH 386 – Research and Design IV	3 credits
PROJ 372 – Architectural Capstone Project	3 credits
Total	**60 credits**

Transfer options

The opportunity to advance your education through transfer in, within, or on from SAIT is available with:

- Athabasca University
- Bow Valley College
- Griffith University
- University of Alberta
- VIA University College

To learn more, visit Transfer Options on sait.ca

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

Automotive Service Technology

- **Two-year diploma**
- **Fall start date**
- **Full-time classroom**

Contact us

School of Transportation
Phone: 403.284.8471
Email: transportation.info@sait.ca

Program description

Get hands-on automotive training in our two-year diploma and prepare for your apprenticeship as an Automotive Service Technician. You'll be taught by industry-trained instructors who will combine theory and hands-on learning opportunities so you gain a strong foundation in automotive vehicle maintenance, diagnosis, repairs, manufacturers' specifications, customer service and communications. If you complete this program successfully, you will be eligible to challenge the Alberta Apprenticeship and Industry Training (AIT) Automotive Service Technician Periods 1-4 exams.

Program overview

Your career

Graduates may find work in the automotive service technician trade and opportunities vary such as working as an apprentice, a service advisor, or working in a general or specialty automotive shop.

Most graduates continue their training and complete an apprenticeship that includes an Alberta Journeyperson Certificate as an Automotive Service Technician and an Inter-provincial Standards Red Seal. Journeypersons, can specialize in various areas such as engines, driveability, electrical, chassis systems, wheel alignment, and automatic transmissions. There is potential to advance to shop foreman, service manager and other management positions.

Student success

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

Credentials

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

Accreditation

The Automotive Service Technology program aligns with the Apprenticeship and Industry Training (AIT) Periods 1-4 training. Successful students are eligible to challenge Periods 1-4 apprenticeship exams. The pass mark for apprenticeship exams is 70%.

Students who are successful in completing SAIT's diploma program are eligible to receive a 300-hour, on-the-job training credit towards each of the four Periods of the Automotive Service Technician apprenticeship.

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

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
- English Language Arts 30-1 or English Language Arts 30-2
- At least one Grade 11 science
- All applicants must demonstrate English language proficiency prior to admission, including students educated in Canada.

Costs

Tuition (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 are approximately $450 per year.
- Some additional PPE will be purchased during the course
- Bring your own device program

Program outline

First Year

Semester 1 – Group A

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

Semester 2 – Group A

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

Second Year

Semester 3 – Group A

ELTR 328 – Electrical/Electronics III	1.5 credits
MNGT 200 – Introduction to Business	3 credits
MOTR 320 – Automotive Shop III	6 credits
MOTR 321 – Automotive Theory III	3 credits
MOTR 370 – Vehicle Modifications	1.5 credits

Semester 4 – Group A

ELTR 348 – Electrical/Electronics IV	1.5 credits
MOTR 303 – Climate Control	1.5 credits
MOTR 360 – Automotive Shop IV	6 credits
MOTR 361 – Automotive Theory IV	3 credits
PROJ 348 – Automotive Service Technology Capstone Project	3 credits
Total	**60 credits**

Transfer options

The opportunity to advance your education through transfer in, within, or on from SAIT is available with:

- Alberta Apprenticeship and Industry Training
- Montana State University - Northern
- Northwood University
- University of the Fraser Valley

To learn more, visit Transfer Options on sait.ca

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

Avionics Technology

- **Two-year diploma**
- **Fall start**
- **Full-time classroom**

Contact us

Art Smith Aero Centre
Phone: 403.284.7018
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 Avionics 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.

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.

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. 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 of 95% and minimum marks of 70% in each course will receive Transport Canada credit of 18 months of work experience towards the 'E' category AME license.

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

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.

Costs

Tuition (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 are approximately $1,000 for the first year and $100 for the second year.
- The required tools, personal safety equipment, and coveralls will cost approximately $1,200; however, prices vary depending on the quality and brand of tools chosen.

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 Sciences for Aviation Electronics	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
ELCM 250 – Electronic Communications Theory	1.5 credits
ELTR 259 – Electronics II Theory	3 credits
ELTR 260 – Electronics II Lab	1.5 credits
DIGI 235 – Digital I Theory	3 credits
DIGI 236 – Digital I 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 351 – Electrical Interface II Laboratory	1.5 credits
COMM 249 – Technical Communications	1.5 credits
DFTG 305 – Aircraft Electrical Drawing II	1.5 credits
ELCM 348 – Communications Systems II Laboratory	3 credits
ELCM 349 – Communications Systems II Theory	3 credits
ASYS 320 – Electrical Interface I Theory	1.5 credits
ASYS 350 – Electrical Interface II Theory	1.5 credits

Semester 4

ASYS 220 – Aircraft Systems Theory	1.5 credits
ASYS 225 – Aircraft Systems Laboratory	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 Laboratory	3 credits
ENGN 240 – Aircraft Engines Theory	1.5 credits
HFAC 245 – Human Factors	1.5 credits
Total	**63 credits**

Transfer options

The opportunity to advance your education through transfer within SAIT is available.

To learn more, visit Transfer Options on sait.ca

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

- **Applied degree**
- **Available through full-time or part-time studies**
- **Complete 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**

Contact us

School of Business
Phone: 403.284.8485
Email: business.advising@sait.ca

Program description

Advance your career in accounting with the Bachelor of Applied Business Administration (Accounting). This post-diploma applied degree program is available through full-time studies. Learn from faculty with real-world accounting experience as you develop practical knowledge in taxation, advanced management and financial accounting, auditing, leadership, and more.

This program consists of ten academic courses and followed by two semesters of Directed Field Studies (DFS). In DFS, you secure your own paid work placement, with approval from the Academic Chair, and apply your skills in a real-world setting. You graduate from this program with prerequisite courses you need to enter the Chartered Professional Accountant (CPA) Professional Education Program.

Program overview

Your career

You can find work in accounting, financial and information management in business, industry, government and public practice accounting. Past graduates have found positions such as: Accountant, Accounting Manager, Auditor, Controller, Financial Analyst, Project Accountant, and Tax Consultant.

Student success

To be successful in this program, you should:

- Invest more time and energy into your coursework to have a higher chance of success.
- Have access to a computer prior to enrolling in the program due the amount of technology used in the curriculum
- Be able to read, write, and understand the English language at a high level.

Credentials

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

Accreditation

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

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

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, (67% 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.

Costs

Tuition (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)

- Are in addition to the price of tuition.
- Please see sait.ca for details.

Program outline

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 405 – Leadership	3 credits

Semester 6

ACCT 415 – Accounting Theory	3 credits
MNGT 405 – Strategic Management	3 credits

Electives (3 courses required)

Note: Not all electives 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.

ACCT 413 – Internal Auditing and Controls	3 credits
ACCT 416 – Advanced Information Systems	3 credits
ACCT 417 – Applied External Auditing	3 credits
ACCT 418 – Applied Personal and Corporate Taxation	3 credits
BFIN 492 – Advanced Corporate Finance	3 credits
MNGT 407 – Operations Management	3 credits

Fourth Year

Semester 7

ACWE 500 – Directed Field Studies – Accounting I	15 credits

Semester 8

ACWE 501 – Directed Field Studies– Accounting II	15 credits
Total	**60 credits**

Transfer options

The opportunity to advance your education through transfer within SAIT is available.

To learn more, visit Transfer Options on sait.ca

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

Bachelor of Applied Technology – Geographic Information Systems

- **Two-year applied degree**
- **Fall and winter start**
- **Full-time classroom or online**

Contact us

School of Construction
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.

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.

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.
- Contact time with instructors in lectures and labs is about 25 hours per week. The average student is expected to spend about an additional 25 hours per week on assignments, studying, and projects.
- Graduates will often work in teams of various sizes. In the BGIS program, all courses require working in teams for projects or lab assignments. This requires good communication and interpersonal skills.

Credentials

Upon successful completion of this program graduates will receive a SAIT Bachelor of Applied Technology Geographic Information Systems degree.

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.

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

- 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.

Direct entry

There are no additional selection requirements. Admission will be extended on a first-qualified, first-offered basis until the program is full.

Costs

Tuition (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 per year.
- 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.

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 Modelling	3 credits
GEOS 419 – GIS Data Analysis and Output	3 credits

Semester 6

GEOS 450 – Enterprise and Web GIS	3 credits
GEOS 451 – GIS Data Capture II	3 credits
GEOS 456 – GIS Programming	3 credits
GEOS 457 – Cartography and Geovisualization	3 credits
GEOS 459 – Applied GIS Capstone Project	3 credits

Fourth Year

Semester 7

GEOS 540 – Applied GIS Directed Field Studies	30 credits
Note: This course continues into Semester 8	
Total	**60 credits**

Transfer options

The opportunity to advance your education through transfer within SAIT is available.

To learn more, visit Transfer Options on sait.ca

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

Bachelor of Applied Technology – Petroleum Engineering

- **Two-year applied degree**
- **Fall and winter start**
- **Full-time classroom or online**

Contact us

MacPhail School of Energy
Phone: 403.284.8451
Email: energy.info@sait.ca

Program description

This 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 analysis.

Student success

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

Credentials

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

Accreditation

It should be noted that this 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.

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

- 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 Office of the Registrar at the time of application. Foreign documents need to be assessed by either World Education Services (WES) or SAIT's International Document Assessment. Registration in a Canadian Professional Engineering or a Certified Technologist organization can be substituted for the WES or SAIT assessments, subject to academic chair approval.
- All applicants must demonstrate English Language Proficiency prior to admission, including students educated in Canada.

Direct entry

There are no additional selection requirements. Admission will be extended on a first-qualified, first-offered basis until the program is full.

Program completion

Students in applied degree programs have seven years to complete the credential requirements. The time limitation begins on the date the student starts the first course in the credential. For more information visit sait.ca.

Costs

Tuition (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)

- Visit sait.ca for details.

Program outline

Core Courses (15 total credits)

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

Required Courses

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

THRM 405 – Fundamentals of Engineering	1.5 credits

Core Electives (3 to 6 total 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

Electives (27 total credits)

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 Completions, Stimulations, and Workovers	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
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

Work Experience (30 total credits)

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
Total	**57 credits**

Transfer options

The opportunity to advance your education through transfer within SAIT is available.

To learn more, visit Transfer Options on sait.ca

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

- **Four-year bachelor's degree**
- **Fall start**
- **Small class sizes: 40 students max**
- **Choice of six majors: Accounting, Financial Services, Human Resource Management, Management, Marketing and Supply Chain Management**
- **Two optional minors: Construction Project Management and Energy, Oil and Gas**
- **Bring your own device program**
- **First year and advanced standing intake options**

Contact us

School of Business
Phone: 403.284.8485
Email: business.advising@sait.ca

Program description

Make your mark with the industry-recognized Bachelor of Business Administration (BBA) degree. You can stand out in the job market with a wealth of business knowledge and skills and a more in-depth level of relevant business coursework than graduates from other business degrees.

With your Bring Your Own Device, you engage in small classes with active, collaborative coursework — learning from faculty with real-world business experience. You work in teams to deliver projects, present strategies and meet business goals. The BBA ensures you develop the business acumen, technical knowledge and soft skills employers are looking for: leadership, teamwork, critical thinking, decision-making, problem-solving and communication.

You start with a common first year to build core business skills. In year two, you choose from six majors: Accounting, Financial Services, Human Resource (HR) Management, Management, Marketing or Supply Chain Management. You can enhance your industry literacy with an optional minor in Construction Project Management or Energy, Oil and Gas. Our close industry partnerships ensure that your learning is directly linked to the business community and real-world experiences.

Your final course is a capstone course where you either consult for a real business client or complete a paid workplace practicum (by application) — both options help you integrate everything you've learned. You graduate highly employable and in-demand with your significant expertise in business and your major.

Majors

- **Accounting:** Understand the strategic role of accounting in measuring financial performance. In SAIT's Accounting major, you gain advanced knowledge in core accounting topics and quantitative skills. You graduate with all the courses you need to directly enter the Chartered Professional Accountant (CPA) program and earn your designation.
- **Financial Services:** Study for a career in financial advising, banking, investing, or insurance for personal or corporate clients. The unique Financial Services major lets you complete exams for key industry certifications (IFIC, CSC). You can graduate with in-demand financial credentials already in hand.
- **Human Resource Management:** Graduate ready to add strategic value to organizations in recruitment, compensation, employee training and development, change management or navigating diversity. In this Human Resources Institute of Alberta (HRIA)-accredited program, you are exempt from writing the national exam for your Certified Professional in Human Resources (CPHR) designation.
- **Management:** Open the door to a diverse career with effective skills in managing people, processes and projects. In Management, you learn about project management, operations, change and conflict through practical classes. Specialize your electives and learn the language of industry with a minor in energy or construction.
- **Marketing:** Learn to create and innovate to grow a business, launch new products and build brands — sometimes for actual clients. In Marketing, you master the marketing mix, embrace the latest trends and blend theory with real-world scenarios. Graduate with a professional portfolio and prepared for exciting careers.
- **Supply Chain Management:** The only Supply Chain Management degree major in Alberta with 3 optional industry-relevant microcredentials from Lean Six Sigma and Microsoft.

Minors

- **Construction Project Management:** Get the inside track for a business role in the robust Canadian construction industry. You learn the process of managing large capital construction projects including risk and conflict on construction sites, design considerations and more.
- **Energy, Oil and Gas:** Prepare to work in Alberta's dynamic energy industry with courses from the state-of-the-art MacPhail School of Energy. You learn the language of the industry with insights into technical, regulatory and economic factors and more.

Program overview

Your career

When you graduate, you can pursue careers in:

- **Accounting:** Accountant, Actuary, Auditor, Consultant, Forensic Accountant, Financial Analyst, Joint Venture Analyst, Procurement Officer, Tax Advisor
- **Financial Services:** Asset Manager, Financial Advisor, Investment Consultant, Premium Banker, System Branch Manager
- **Human Resource Management:** Change Management Specialist, Health and Wellness Advisor, Labour Relations Advisor, Learning and Development Specialist, Talent Acquisition Specialist
- **Management:** Business Development Advisor, Business Owner, Management Consultant, Operations Manager, Project Manager
- **Marketing:** Account Manager, Business Development Advisor, Digital Marketing Specialist, Entrepreneur, Event Coordinator, Merchandising Analyst
- **Supply Chain Management:** Buyer, Category Manager, Commercial Analyst, Contracts Specialist, Inventory Manager, Logistics and Materials Planner, Procurement Specialist, Supply Chain Coordinator, Transportation Manager

Student success

To be successful in this academically-rigorous program, you 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 Windows and Microsoft Office
- Be prepared to work in teams
- Be prepared for an academically rigorous program and increasing level of difficulty each year
- Become familiar and adhere to SAIT's policies and procedures
- Have strong written and oral communication skills
- If you are engaged in campus life and take advantage of SAIT services and resources, you may be more likely to experience success in SAIT's programs.

Credentials

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

Accreditation

Professional designations and certifications

When you graduate, you can pursue different professional designations, depending on your major. In some cases, we have formal agreements with professional associations to recognize BBA coursework for their educational requirements. You may need additional exam, education, or work requirements to earn a designation.

- **Accounting:** you graduate with all prerequisite educational requirements needed to enter the Chartered Professional Accountant (CPA) Professional Education Program.
- **Financial Services:** you have the opportunity to complete a number of industry approved courses including, the Investment Funds in Canada (IFIC) course, Canadian Securities Course (CSC) and the Personal Financial Planner Courses (PFP) 1 and 2. Financial Planning (FP) Canada recognizes the program as meeting both the core and advanced requirements for QAFP - CFP exam eligibility. The CFA Institute also recognizes the program as meeting the core competencies for level 1 CFA exam eligibility.
- **Human Resource Management:** This program is accredited by the Human Resources Institute of Alberta, exempting you from writing the national knowledge exam for your Certified Professional in Human Resources (CPHR) designation. You can also pursue designations including: Registered Professional Recruiter (RPR), and Certified Training and Development Professional (CTDP).
- **Management:** you can pursue the Certified in Management (CIM) designation.
- **Marketing:** you can pursue the Certified Sales Professional (CSP) designation.
- **Supply Chain Management:** you can pursue several designations including Supply Chain Management Professional (SCMP), Professional Logistician (P.Log), Certified Supply Chain Professional (CSCP).

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

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 has to be at least 60%,
   - Math 30-1 or Pure Math 30 have to be at least 60%, or
   - Math 30-2 has to be at least 70%.

The average will be calculated using English 30-1, and Math 30-1 or Pure Math 30 or Math 30-2, and two courses from Group A and one course from either Group A or B.

Academic (Group A)	Other (Group B)
Academic courses may include at the Grade 12, 30-level or equivalent: Social Studies 30-1, Math 31, Psychology, Sociology, History, Geography, Political Science, Languages, Philosophy, Business, Management, Marketing, Economics, Accounting, Finance, Information Technology, Science, Physics, Chemistry, Biology, Indigenous Studies. Other courses may also be considered.	One of the following: Drama 30, Art 30 or 31, Music 30 (choral, instrumental, general), Physical Education 30, Religion 35 and Social Studies 30-2 or:
Business-related dual-credit courses taken by high school students may be used for admission purposes.	Other five-credit grade 12 subjects or a combination of two three-credit Grade 12 subjects may be considered.
	Five credits of advanced career and technology courses.
	Business-related dual-credit courses taken by high school students may be used for admission purposes.

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+).
3. A two-year diploma or a bachelor's degree from an accredited post-secondary institution, with a minimum 2.3 cumulative GPA, (67% or C+) and completion of English 30-1 and Math 30-1 or Pure Math 30 or Math 30-2 or equivalents**.

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

** Admission is determined based on an applicant's complete academic history, including both high school and post-secondary courses. Post-secondary level courses of similar learning outcomes may be considered for use in meeting Admission requirements.

SAIT accepts high school course equivalents for admission. If applicants do not meet the requirements, they may consider Academic Upgrading.

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 SAIT Business Administration diploma or equivalent.

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 December 15 or until the program is full. Applicants will be ranked and seats offered in order of the ranked list until the program is full. Once the program is full applicants will be placed on the waitlist in ranked order.

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

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.

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)
- Optional Minor – 12 credits (4 courses)

Students in the Accounting, Financial Services, Human Resource Management, Marketing, and Supply Chain Management wishing to have an optional minor required 132 credits (43 courses) for completion.

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

Junior Business Core (21 total credits)

ACCT 1010 – Introductory Financial Accounting I	3 credits
BCMP 1225 – Business Productivity Tools and Technology	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

Senior Business Core (12 total credits)

BLAW 2030 – Business Law	3 credits
MNGT 2250 – Organizational Behavior	3 credits
MNGT 2360 – International Business	3 credits
MNGT 4050 – Strategic Management	3 credits

Business Core Elective 1 (3 total credits)

Junior Business Core Elective 1

ACCT 2110 – Introductory Financial Accounting II	3 credits

Note: Accounting majors must take ACCT 2110 3 credits

Senior Business Core Elective 1

ACCT 2010 – Accounting for Managers	3 credits

Business Core Elective 2 (3 total credits)

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

Note: Accounting majors must take FNCE 3060.

Business Core Integrative Experience Elective (6 total credits)

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

Junior Complementary Core (9 total credits)

COMM 1070 - Communication and Presentation Skills	3 credits
PHIL 1011 – Critical Thinking	3 credits
STAT 2040 – Quantitative Methods	3 credits

Senior Complementary Core (9 total credits)

COMM 3310 – Presentations	3 credits
PHIL 3010 – Ethics	3 credits
STAT 4010 – Research Methodologies	3 credits

Complementary Elective Courses (12 total credits)

Junior Science Elective (choose 1)

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)

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)

ANTH 2230 - Indigenous Studies	3 credits
PSYC 1010 – Introduction to Psychology	3 credits
SOCI 2010 – Introduction to Sociology	3 credits

Senior Complementary Elective (choose 1)

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

Majors – Accounting (45 total credits)

ACCT 2020 – Introductory Management Accounting	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 2322 – Information Systems	3 credits
MNGT 4070 – Operations Management	3 credits

Accounting Electives (choose 2)

ACCT 4117 – Applied External Audit	3 credits
ACCT 4118 – Applied Personal and Corporate Taxation	3 credits
ACCT 4130 – Advanced Information Systems	3 credits
FNCE 4120 – Advanced Corporate Finance	3 credits

Human Resource Management/Leadership Elective (choose 1)

HRMT 2320 – Human Resource Management	3 credits
LDSH 3050 – Leadership	3 credits

Accounting – Minor Options

Construction Project Management (12 total credits)

Junior Courses

CPMT 2030 – Construction Management Overview	3 credits

Senior Courses

CPMT 3060 – Project Risk and Conflict Management	3 credits
CPMT 4060 – Scope and Design Management	3 credits

Construction Project Management Elective (choose 1)

CPMT 3020 – Project Delivery Systems and Contracts	3 credits
SCMT 2320 – Quality: A Supply Chain Perspective	3 credits
SCMT 2370 – Procurement I	3 credits

Energy, Oil and Gas (12 total credits)

Junior Courses

PTPR 1255 – Overview of the Canadian Oil and Gas Industry	3 credits

Senior Courses (choose 3)

ENVS 3370 – Regulatory, Environment and Sustainability	3 credits
MNGT 3310 – Petroleum Management	3 credits
PTOP 3350 – Technology in Canadian Oil and Gas Operations	3 credits
SCMT 2320 – Quality: A Supply Chain Perspective	3 credits

Financial Services (45 total credits)

Junior Courses

BFIN 1255 – Personal Financial Planning	3 credits

Senior Courses

ACCT 2375 – Introduction to Taxation	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

Financial Services Elective (choose 1)

BFIN 2356 – Mutual Funds and Securities	3 credits
BFIN 4040 – Applied Client Planning	3 credits
or 1 Senior Business Elective	3 credits

Human Resource Management/Leadership Elective (choose 1)

HRMT 2320 – Human Resource Management	3 credits
LDSH 3050 – Leadership	3 credits

Financial Services – Senior Business Elective Options

ECON 2355 – Economic Development Fundamentals	3 credits
ELAW 2350 – Employment Law	3 credits
ENTR 2350 – Entrepreneurship	3 credits
HRMT 2300 – Talent Management I: Recruitment and Selection	3 credits
HRMT 2350 – Human Resource Information Management	3 credits
HRMT 2360 – Talent Management II: Training and Development	3 credits
HRMT 3010 – Health, Safety and Wellness	3 credits
HRMT 3020 – Talent Management III: Total Rewards	3 credits
HRMT 4010 – Labour Relations	3 credits
MKTG 2306 – Brand Management	3 credits
MKTG 2336 – Marketing Action	3 credits
MKTG 2340 – Consumer Behavior	3 credits
MNGT 2321 – Project 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 3020 – Conflict Management and Negotiation Skills	3 credits
MNGT 3365 – International Management	3 credits
MNGT 4010 – Change Management	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

Note: SAIT BA graduates from some majors may be eligible to use the following course as a senior business elective.

MNGT 395 – Managing Strategically	3 credits

Financial Services – Minors

Construction Project Management

Junior Courses

CPMT 2030 – Construction Management Overview	3 credits

Senior Courses

CPMT 3060 – Project Risk and Conflict Management	3 credits
CPMT 4060 – Scope and Design Management	3 credits

Construction Project Management Elective (choose 1)

CPMT 3020 – Project Delivery Systems and Contracts	3 credits
SCMT 2320 – Quality: A Supply Chain Perspective	3 credits
SCMT 2370 – Procurement I	3 credits

Energy, Oil and Gas (12 credits)

Junior Courses

PTPR 1255 – Overview of the Canadian Oil and Gas Industry	3 credits

Senior Courses (choose 3)

ENVS 3370 – Regulatory, Environment and Sustainability	3 credits
MNGT 3310 – Petroleum Management	3 credits
PTOP 3350 – Technology in Canadian Oil and Gas Operations	3 credits
SCMT 2320 – Quality: A Supply Chain Perspective	3 credits

Human Resource Management (45 total credits)

Junior Courses

HRMT 2320 – Human Resource Management	3 credits

Senior Courses

ELAW 2350 – Employment Law	3 credits
HRMT 2300 – Talent Management I: Recruitment and Selection	3 credits
HRMT 2350 – Human Resource Information Management	3 credits
HRMT 2360 – Talent Management II: Training and Development	3 credits
HRMT 3010 – Health, Safety and Wellness	3 credits
HRMT 3020 – Talent Management III: Total Rewards	3 credits
HRMT 4010 – Labour Relations	3 credits
LDSH 3050 – Leadership	3 credits
MNGT 2321 – Project Management	3 credits
MNGT 2322 – Information Systems	3 credits
MNGT 3020 – Conflict Management and Negotiation Skills	3 credits
MNGT 4010 – Change Management	3 credits
MNGT 4070 – Operations Management	3 credits
and 1 Senior Business Elective	3 credits

Human Resource Management

Senior Business Elective Options

ACCT 2375 – Introduction to Taxation	3 credits
BFIN 2333 – Money and Banking	3 credits
ECON 2355 – Economic Development Fundamentals	3 credits
ENTR 2350 – Entrepreneurship	3 credits
MKTG 2306 – Brand Management	3 credits
MKTG 2336 – Marketing Action	3 credits
MKTG 2340 – Consumer Behavior	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 3365 – International Management	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

Note: SAIT BA graduates from some majors may be eligible pursue the following course as a senior business elective.

MNGT 395 – Managing Strategically	3 credits

Human Resource Management – Minor Options

Construction Project Management (12 total credits)

Junior Courses

CPMT 2030 – Construction Management Overview	3 credits

Senior Courses

CPMT 3060 – Project Risk and Conflict Management	3 credits
CPMT 4060 – Scope and Design Management	3 credits

Construction Project Management Elective (choose 1)

CPMT 3020 – Project Delivery Systems and Contracts	3 credits
SCMT 2320 – Quality: A Supply Chain Perspective	3 credits
SCMT 2370 – Procurement I	3 credits

Energy, Oil and Gas (12 credits)

Junior Courses

PTPR 1255 – Overview of the Canadian Oil and Gas Industry	3 credits

Senior Courses (choose 3)

ENVS 3370 – Regulatory, Environment and Sustainability	3 credits
MNGT 3310 – Petroleum Management	3 credits
PTOP 3350 – Technology in Canadian Oil and Gas Operations	3 credits
SCMT 2320 – Quality: A Supply Chain Perspective	3 credits

Management (45 total credits)

Junior Courses (3 total credits)

MNGT 1255 – Introduction to Management	3 credits

Senior Courses (18 total credits)

HRMT 2320 – Human Resource Management	3 credits
MNGT 2321 – Project Management	3 credits
MNGT 3020 – Conflict Management and Negotiation Skills	3 credits
MNGT 4010 – Change Management	3 credits
MNGT 4020 – Project Management II	3 credits
MNGT 4070 – Operations Management	3 credits

Without Minor (24 total credits)

ECON 2355 – Economic Development Fundamentals	3 credits
ENTR 2350 – Entrepreneurship	3 credits
LDSH 3050 – Leadership	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 3365 – International Management	3 credits
and 1 Senior Business Elective	3 credits

With prior written program approval, other senior business electives or other senior electives may be selected.

Management

Senior Business Elective Options

ACCT 2375 – Introduction to Taxation	3 credits
BFIN 2333 – Money and Banking	3 credits
ELAW 2350 – Employment Law	3 credits
HRMT 2300 – Talent Management I: Recruitment and Selection	3 credits
HRMT 2350 – Human Resource Information Management	3 credits
HRMT 2360 – Talent Management II: Training and Development	3 credits
HRMT 3010 – Health, Safety and Wellness	3 credits
HRMT 3020 – Talent Management III: Total Rewards	3 credits
HRMT 4010 – Labour Relations	3 credits
MKTG 2306 – Brand Management	3 credits
MKTG 2336 – 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

Note: SAIT BA graduates from some majors may be eligible to use the following course as a senior business elective.

MNGT 395 – Managing Strategically	3 credits

With Minor (choose 4) (12 total credits)

ECON 2355 – Economic Development Fundamentals	3 credits
ENTR 2350 – Entrepreneurship	3 credits
LDSH 3050 – Leadership	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 3365 – International Management	3 credits
or Senior Business Electives 3 credits,	

With prior, written program approval, other senior business electives or other senior electives may be selected.

Management – Minors

Construction Project Management (12 total credits)

Junior Courses

CPMT 2030 – Construction Management Overview	3 credits

Senior Courses

CPMT 3060 – Project Risk and Conflict Management	3 credits
CPMT 4060 – Scope and Design Management	3 credits

Construction Project Management Elective (choose 1)

CPMT 3020 – Project Delivery Systems and Contracts	3 credits
SCMT 2320 – Quality: A Supply Chain Perspective	3 credits
SCMT 2370 – Procurement I	3 credits

Energy, Oil and Gas (12 credits)

Junior Courses

PTPR 1255 – Overview of the Canadian Oil and Gas Industry	3 credits

Senior Courses (choose 3)

ENVS 3370 – Regulatory, Environment and Sustainability	3 credits
MNGT 3310 – Petroleum Management	3 credits
PTOP 3350 – Technology in Canadian Oil and Gas Operations	3 credits
SCMT 2320 – Quality: A Supply Chain Perspective	3 credits

Marketing (45 total credits)

Junior Courses

MKTG 1275 – Marketing You	3 credits

Senior Courses

MKTG 2306 – Brand Management	3 credits
MKTG 2322 – Marketing Research	3 credits
MKTG 2336 – Marketing Action	3 credits
MKTG 2340 – Consumer Behavior	3 credits
MKTG 2366 – 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

Marketing Elective 1 (choose 1)

MKTG 3359 – International Marketing	3 credits
MKTG 4010 – Digital Marketing	3 credits

Marketing Elective 2 (choose 1)

MKTG 4030 – Go To Market	3 credits
or 1 Senior Business Elective	3 credits

Human Resource Management/Leadership Elective (choose 1)

HRMT 2320 – Human Resource Management	3 credits
LDSH 3050 – Leadership	3 credits

Marketing – Senior Business Elective Options

ACCT 2375 – Introduction to Taxation	3 credits
BFIN 2333 – Money and Banking	3 credits
ECON 2355 – Economic Development Fundamentals	3 credits
ELAW 2350 – Employment Law	3 credits
ENTR 2350 – Entrepreneurship	3 credits
HRMT 2300 – Talent Management I: Recruitment and Selection	3 credits
HRMT 2350 – Human Resource Information Management	3 credits
HRMT 2360 – Talent Management II: Training and Development	3 credits
HRMT 3010 – Health, Safety and Wellness	3 credits
HRMT 3020 – Talent Management III: Total Rewards	3 credits
HRMT 4010 – Labour Relations	3 credits
MNGT 2321 – Project 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 3020 – Conflict Management and Negotiation Skills	3 credits
MNGT 3365 – International Management	3 credits
MNGT 4010 – Change Management	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

Note: SAIT BA graduates from some majors may be eligible to use the following course as a senior business elective.

MNGT 395 – Managing Strategically	3 credits

Marketing – Minor

Construction Project Management (12 total credits)

Junior Courses

CPMT 2030 – Construction Management Overview	3 credits

Senior Courses

CPMT 3060 – Project Risk and Conflict Management	3 credits
CPMT 4060 – Scope and Design Management	3 credits

Construction Project Management Elective (choose 1)

CPMT 3020 – Project Delivery Systems and Contracts	3 credits
SCMT 2320 – Quality: A Supply Chain Perspective	3 credits
SCMT 2370 – Procurement I	3 credits

Energy, Oil and Gas (12 credits)

Junior Courses

PTPR 1255 – Overview of the Canadian Oil and Gas Industry	3 credits

Senior Courses (choose 3)

ENVS 3370 – Regulatory, Environment and Sustainability	3 credits
MNGT 3310 – Petroleum Management	3 credits
PTOP 3350 – Technology in Canadian Oil and Gas Operations	3 credits
SCMT 2320 – Quality: A Supply Chain Perspective	3 credits

Supply Chain Management (45 total credits)

Junior Courses

SCMT 1255 – Introduction to Supply Chain Management	3 credits

Senior Courses

LDSH 3050 – Leadership	3 credits
MNGT 2321 – Project Management	3 credits
MNGT 3020 – Conflict Management and Negotiation Skills	3 credits
MNGT 4010 – Change Management	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 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
and 1 Senior Business Elective	3 credits

Supply Chain Management

Senior Business Elective Options

ACCT 2375 – Introduction to Taxation	3 credits
BFIN 2333 – Money and Banking	3 credits
ECON 2355 – Economic Development Fundamentals	3 credits
ELAW 2350 – Employment Law	3 credits
ENTR 2350 – Entrepreneurship	3 credits
HRMT 2300 – Talent Management I: Recruitment and Selection	3 credits
HRMT 2320 – Human Resource Management	3 credits
HRMT 2350 – Human Resource Information Management	3 credits
HRMT 2360 – Talent Management II: Training and Development	3 credits
HRMT 3010 – Health, Safety and Wellness	3 credits
HRMT 3020 – Talent Management III: Total Rewards	3 credits
HRMT 4010 – Labour Relations	3 credits
MKTG 2306 – Brand Management	3 credits
MKTG 2336 – Marketing Action	3 credits
MKTG 2340 – Consumer Behavior	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 3365 – International Management	3 credits

Note: SAIT BA graduates from some majors may be able to use the following course as a senior business elective.

MNGT 395 – Managing Strategically	3 credits

Supply Chain Management – Minor Options

Construction Project Management (12 total credits)

Junior Courses

CPMT 2030 – Construction Management Overview	3 credits

Senior Courses

CPMT 3060 – Project Risk and Conflict Management	3 credits
CPMT 4060 – Scope and Design Management	3 credits

Construction Project Management Elective (choose 1)

CPMT 3020 – Project Delivery Systems and Contracts	3 credits

* The other two senior elective courses are required courses for the Supply Chain Management major and cannot also be used towards the Construction Project Management minor.

Energy, Oil and Gas (12 credits)

Junior Courses

PTPR 1255 – Overview of the Canadian Oil and Gas Industry	3 credits

Senior Courses

ENVS 3370 – Regulatory, Environment and Sustainability	3 credits
MNGT 3310 – Petroleum Management	3 credits
PTOP 3350 – Technology in Canadian Oil and Gas Operations	3 credits

* The other senior elective course is a required course for the Supply Chain Management major and cannot also be used towards the Energy, Oil and Gas minor.

First Year Suggested Program Structure

Semester 1

ACCT 1010 – Introductory Financial Accounting I	3 credits
BCMP 1225 – Business Productivity Tools and Technology	3 credits
BMAT 1040 – Business Mathematics	3 credits
MNGT 1200 – Introduction to Business	3 credits
ECON 1010 – Microeconomics	3 credits

Semester 2

COMM 1070 – Communication and Presentation Skills	3 credits
ECON 1110 – Macroeconomics	3 credits
STAT 2040 – Quantitative Methods	3 credits

Semester 2 ACCT or MKTG choice

ACCT 2010 – Accounting for Managers	3 credits

Note: Speak to an advisor about which course to choose.

MKTG 1060 – Marketing Essentials	3 credits

Semester 2 Elective (choose 1)

ACCT 2110 – Introductory Financial Accounting II	3 credits
BFIN 1255 – Personal Financial Planning	3 credits
HRMT 2320 – Human Resource Management	3 credits
MKTG 1275 – Marketing You	3 credits
MNGT 1255 – Introduction to Management	3 credits

Note: Speak to an advisor about which course to choose.

SCMT 1255 – Introduction to Supply Chain Management	3 credits

Costs

Tuition (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: $1,500 per year
- Bring your own device program

Transfer options

The opportunity to advance your education through transfer in, within, or on from SAIT is available with:

- Bow Valley College
- Lethbridge College
- Lovely Professional University
- Portage College
- SAIT

To learn more, visit Transfer Options on sait.ca

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 Hospitality and Tourism Management

- **Two-year bachelor degree**
- **Part of a two plus two degree**
- **Fall start**
- **Full-time classroom**

Contact us

School of Hospitality and Tourism
Phone: 403.284.8612
Email: hospitality.info@sait.ca

Program description

Accelerate your career with SAIT's Bachelor of Hospitality and Tourism Management program. With a degree in hospitality and tourism, you can advance your career as you move towards managerial, executive or entrepreneurial opportunities in a flourishing and diverse sector. Designed in consultation with industry and taught by hospitality professionals, you will leave the program with a global skill set that can take you to destinations worldwide.

In this post-diploma degree, we provide a personalized approach to learning with small class sizes and professional mentorship along the way. You'll expand your breadth of knowledge across disciplines as you study key areas including leadership and project management, intercultural communications, global tourism, sales and marketing, sustainability in hospitality and tourism and more.

At SAIT, we pride ourselves on our close connection to the industry as we deliver relevant, skills-focused education-and this program is no exception. In your capstone course, you will have the opportunity to work collaboratively with industry partners as you strategically solve a real-world challenge with a comprehensive business plan.

The School of Hospitality and Tourism was named one of the Top 50 Hospitality and Hotel Management Schools in the world by CEOWORLD Magazine — join the ranks and take your career to the next level with an education that goes beyond the border.

Program overview

Your career

Graduates of the Bachelor of Hospitality and Tourism Management degree can pursue careers in hotel and resort management, restaurant management, events and attractions management, tourism management and hospitality entrepreneurship.

Student success

To be successful in this program, you should:

- attend and actively participate in all classes
- be willing to work in a collaborative team environment
- be prepared for an academically challenging program
- have strong written and oral communication skills.

If you engage in campus life and take advantage of SAIT services and resources, you may be more likely to experience success in SAIT's programs. The program is open to not just recent high school graduates but also those looking for a career shift.

Progression

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

Credentials

Upon successful completion of this program, graduates will receive a SAIT Bachelor of Hospitality and Tourism Management degree.

Admission requirements

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 of information to understand the process and deadlines.

Applications and proof of the admission requirements (transcripts and/or anticipated final grades) must be submitted by Aug. 15 to be included in the selection.

Applicants who have graduated from SAIT with a diploma in Hospitality Management with a minimum GPA of 2.3 will be offered admission on a first-qualified, first-offered basis. Once the program is full, qualified applicants will be placed on a waitlist.

Applicants who have a diploma in Hospitality Management from another accredited post-secondary institution will be placed into selection for review to determine equivalency. Completion of additional courses may be required.

Step 4: Apply to Bachelor of Hospitality and Tourism Management and submit your transcripts.

Step 5: Log in to mySAIT.ca to check your admission status. If eligible, your status will indicate that you're "In Selection."

Step 6: Continue to monitor changes to your application status through mySAIT.ca. Failure to meet anticipated final grades will result in offers being rescinded.

Completion of the following courses or their equivalents:

- A SAIT Hospitality Management diploma or equivalent from an accredited post-secondary institution, with a minimum 2.3 cumulative GPA (67% or C+)
- At least 50% in English 30-1, or at least 60% in English 30-2
- At least 50% in Math 30-1 or Math 30-2 or Pure Math 30, or at least 60% in Applied Math 30.

Note: Admissions alternatives for English include successful completion of COMM 240: Business Communications I or COMN 220: Communications and Presentation Skills.

- All applicants must demonstrate English language proficiency prior to admission, including students educated in Canada.

Costs

Tuition (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)

- Are in addition to the price of tuition.
- Please see sait.ca for details.

Program outline

Hospitality and Tourism Core

Junior Hospitality and Tourism Core

PHIL 1011 – Critical Thinking	3 credits
STAT 2040 – Quantitative Methods	3 credits

Senior Hospitality and Tourism Core

COMM 3300 – Intercultural Communications	3 credits
FNCE 4210 – Financial Management in Hospitality and Tourism	3 credits
HLTH 3110 – Health and Safety in Hospitality and Tourism	3 credits
LDSH 3050 – Leadership	3 credits
MGMT 4210 – Hospitality Design and Development	3 credits
MKTG 2336 – Marketing Action	3 credits
MNGT 2321 – Project Management	3 credits
OPMT 4110 – Operational Data and Analytics	3 credits
PHIL 3010 – Ethics	3 credits
STAT 4010 – Research Methodologies	3 credits
TOUR 3210 – Global Tourism	3 credits
TOUR 4110 – Tourism Policy and Planning	3 credits
TOUR 4120 – Sustainability in Hospitality and Tourism	3 credits
TOUR 4410 – Hospitality and Tourism Capstone	3 credits

Junior Complementary Cores

Junior Humanities Electives (choose 1)

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 Science Electives (choose 1)

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 Social Science Electives (choose 1)

ANTH 2230 – Indigenous Studies	3 credits
PSYC 1010 – Introduction to Psychology	3 credits
SOCI 2010 – Introduction to Sociology	3 credits

Senior Complementary Core

Senior Social Sciences or Humanities Electives (choose 1)

ENGL 3370 – Comparative World Literature	3 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

Suggested Program Structure

Year3

Semester 5

PHIL 1011 – Critical Thinking	3 credits
PHIL 3010 – Ethics	3 credits
STAT 2040 – Quantitative Methods	3 credits
TOUR 3210 – Global Tourism	3 credits

Semester 6

COMM 3300 – Intercultural Communications	3 credits
HLTH 3110 – Health and Safety in Hospitality and Tourism	3 credits
MKTG 2336 – Marketing Action	3 credits
STAT 4010 – Research Methodologies	3 credits

Year 4

Semester 7

FNCE 4210 – Financial Management in Hospitality and Tourism	3 credits
LDSH 3050 – Leadership	3 credits
MNGT 2321 – Project Management	3 credits
TOUR 4110 – Tourism Policy and Planning	3 credits

Semester 8

MGMT 4210 – Hospitality Design and Development	3 credits
OPMT 4110 – Operational Data and Analytics	3 credits
TOUR 4120 – Sustainability in Hospitality and Tourism	3 credits
TOUR 4410 – Hospitality and Tourism Capstone	3 credits
Total	**60 credits**

Transfer options

The opportunity to advance your education through transfer in, within, or on from SAIT is available with:

- NAIT
- SAIT

To learn more, visit Transfer Options on sait.ca

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 Science – Construction Project Management

- **Four-year bachelor degree**
- **Fall and winter start**
- **Full-time classroom**

Contact us

School of Construction
Phone: 403.284.8367
Email: construction.cpm@sait.ca

Program description

The Bachelor of Science Construction Project Management four-year degree program combines practical skills with theoretical knowledge and technical training. Taught by industry professionals, graduates are prepared for leadership roles in the booming global construction, engineering and oil and gas industries. It focuses on the study of how the principles of scientific management are applied to construction projects.

This unique program is the first of its kind offered in Canada and was built by industry, for industry. A need for trained management professionals was identified and SAIT developed this program to build the skills of future leaders in this industry.

Scope Statement

The Bachelor of Science Construction Project Management will provide graduates with an in-depth education in the key sectors of construction: residential, commercial, industrial and infrastructure. They will possess managerial, scientific, technical and applied knowledge in the construction field. Graduates will assume a variety of roles with the opportunity to advance into project management and leadership roles. Graduates will demonstrate critical thinking, problem-solving, written and oral communication skills. Furthermore, they will have an opportunity to engage in scholarly activities that prepare them for graduate study.

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.

Credentials

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

Accreditation

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

The Chartered Institute of Building (CIOB) an international body that enables members who wish to enter a management career in construction.

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

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

1. 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 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 two-year diploma or a bachelor's degree from an accredited post-secondary institution, with a minimum 2.3 cumulative GPA (67% or C+) and completion of English 30-1 and Math 30-1 or Pure Math 30 or Math 30-2 or equivalents**.

*All applicants must demonstrate English language proficiency prior to admission, including students educated in Canada.

** Admission is determined based on an applicant's complete academic history, including both high school and post-secondary courses. Post-secondary level courses of similar learning outcomes may be considered for use in meeting Admission requirements.

Costs

Tuition (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)

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

Program outline

The Bachelor of Science Construction Project Management requires 123 credits (41 courses) for completion, including 72 credits at the senior level.

All courses are 3 credits each. Program credit distribution is as shown below.

Core Courses

- Construction Core courses-78 credits (26 courses: 7 junior and 19 senior courses)
- Complementary Core courses-27 credits (9 courses: 6 junior and 3 senior courses)

Elective Courses

- Construction Core elective courses-6 credits (2 senior courses)
- Complementary elective courses-12 credits (4 courses: 1 Science elective, 1 Humanities elective, 1 Social Sciences elective, and 1 Law elective).

Construction Core (78 total credits)

Junior Construction Core

ARCH 1020 – Construction Presentation Graphics	3 credits
CIVL 1110 – Materials and Methods of Construction	3 credits
CIVL 2010 – Structures I	3 credits
CPMT 1010 – Introduction to Construction Project Management	3 credits
ESTM 2010 – Project Cost Estimation	3 credits
SMTL 1010 – Statics and Strength of Materials	3 credits
SURV 1010 – Construction Surveying	3 credits

Senior Construction Core

CIVL 2120 – Soil Mechanics and Foundations	3 credits
CIVL 2130 – Mechanical and Electrical Systems	3 credits
CIVL 3010 – Structures II	3 credits
CODE 3011 – Codes and Standards	3 credits
CPMT 2010 – Project Planning and Scheduling	3 credits
CPMT 3010 – Quality Management	3 credits
CPMT 3020 – Project Delivery Systems and Contracts	3 credits
CPMT 3030 – Procurement Management	3 credits
CPMT 3060 – Project Risk and Conflict Management	3 credits
CPMT 3110 – Heavy Construction Equipment and Methods	3 credits
CPMT 3130 – Cost Planning and Control	3 credits
CPMT 4060 – Scope and Design Management	3 credits
CPMT 4070 – International Construction Project Management	3 credits
CPMT 4110 – Project Organization and Supervision	3 credits
CPMT 4130 – Construction Safety Management	3 credits
CPMT 4320 – E–Project Management	3 credits
CPMT 4990 – Capstone Project	3 credits
ENVS 3020 – Sustainable Construction	3 credits
ITRN 4000 – Internship	3 credits

Complementary Core (27 total credits)

Junior Complementary Core

COMM 1070 – Communication and Presentation Skills	3 credits
MATH 1011 – Technical Mathematics I	3 credits
MATH 1111 – Technical Mathematics II	3 credits
MGMT 3010 – Business Skills and Processes	3 credits
PHYS 1011 – Introductory Physics	3 credits
STAT 3110 – Statistics for Science and Engineering	3 credits

Senior Complementary Core

CLAW 3011 – Construction Law	3 credits
PHYS 1110 – Physics II	3 credits
STAT 4010 – Research Methodologies	3 credits

Complementary Electives (18 total credits)

Construction Elective (choose 2)

Senior Course

CIVL 3110 – Construction Productivity	3 credits
CIVL 4010 – Real Estate Principles and Construction Finance	3 credits
CIVL 4110 – Value Engineering	3 credits
CPMT 3040 – Human Resource Management	3 credits
CPMT 4010 – Facilities Management	3 credits

Humanities Elective (choose 1)

Junior Course

ARCH 1010 – History of Architecture	3 credits
ENGL 1010 – Critical Reading and Writing	3 credits
HUMN 2010 – Introduction to Humanities	3 credits
PHIL 1011 – Critical Thinking	3 credits
PHIL 1030 – Ethics in Technology	3 credits
PHIL 1040 – Introduction to Philosophy	3 credits

Senior Course

COMM 3300 – Intercultural Communications	3 credits
PHIL 3010 – Ethics	3 credits

Law Elective (choose 1)

Junior Course

CLAW 1011 – Canadian and Environmental Law	3 credits

Senior Course

BLAW 2030 – Business Law	3 credits

Science Elective (choose 1)

Junior Course

ARCH 351 – Science and Systems IV	3 credits
BIOL 2220 – Organisms and their Relationships	3 credits
CIVL 222 – Concrete Technology	3 credits
CPMT 1010 – Introduction to Construction Project Management	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

Social Science Elective (choose 1)

Junior Course

ANTH 2230 – Indigenous Studies	3 credits
ECON 1010 – Microeconomics	3 credits
ECON 1110 – Macroeconomics	3 credits
PSYC 1010 – Introduction to Psychology	3 credits
SOCI 2010 – Introduction to Sociology	3 credits

Senior Course

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

Suggested Program Structure

Semester 1

COMM 1070 – Communication and Presentation Skills	3 credits
CPMT 1010 – Introduction to Construction Project Management	3 credits
MATH 1011 – Technical Mathematics I	3 credits
PHYS 1011 – Introductory Physics	3 credits

Semester 2

ARCH 1020 – Construction Presentation Graphics	3 credits
CIVL 1110 – Materials and Methods of Construction	3 credits
MATH 1111 – Technical Mathematics II	3 credits
PHYS 1110 – Physics II	3 credits
SMTL 1010 – Statics and Strength of Materials	3 credits

Semester 3

CIVL 2010 – Structures I	3 credits
CPMT 2010 – Project Planning and Scheduling	3 credits
ESTM 2010 – Project Cost Estimation	3 credits
STAT 3110 – Statistics for Science and Engineering	3 credits
SURV 1010 – Construction Surveying	3 credits

Semester 4

CIVL 2120 – Soil Mechanics and Foundations	3 credits
CIVL 2130 – Mechanical and Electrical Systems	3 credits
CIVL 3010 – Structures II	3 credits
CODE 3011 – Codes and Standards	3 credits

Semester 5

CPMT 3020 – Project Delivery Systems and Contracts	3 credits
CPMT 3110 – Heavy Construction Equipment and Methods	3 credits
MGMT 3010 – Business Skills and Processes	3 credits

Semester 6

CPMT 3030 – Procurement Management	3 credits
CPMT 3060 – Project Risk and Conflict Management	3 credits
CPMT 3130 – Cost Planning and Control	3 credits
CPMT 4060 – Scope and Design Management	3 credits
CPMT 4130 – Construction Safety Management	3 credits

Internship

ITRN 4000 – Internship	3 credits

Semester 7

CLAW 3011 – Construction Law	3 credits
CPMT 4110 – Project Organization and Supervision	3 credits
ENVS 3020 – Sustainable Construction	3 credits
STAT 4010 – Research Methodologies	3 credits

Semester 8

CPMT 3010 – Quality Management	3 credits
CPMT 4070 – International Construction Project Management	3 credits
CPMT 4320 – E–Project Management	3 credits
CPMT 4990 – Capstone Project	3 credits

Transfer options

The opportunity to advance your education through transfer in, within, or on from SAIT is available with:

- Cambrian College
- Lethbridge College
- SAIT
- University of South Wales
- University of Victoria

To learn more, visit Transfer Options on sait.ca

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

Baking and Pastry Arts

- **Two-year diploma**
- **Fall and winter start**
- **Full-time classroom**

Contact us

School of Hospitality and Tourism
Phone: 403.284.8612
Email: hospitality.info@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 journeyperson baker

Students who successfully complete the baking diploma can choose to write the journeyperson baker exam. To become a certified journeyperson 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

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.

Credentials

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

Accreditation

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

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

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.

Costs

Tuition (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 $1,200

Program outline

First Year

Semester 1

BAKE 219 – Bread Fundamentals	3 credits
BAKE 221 – Artisan Bread	3 credits
BAKE 227 – Introduction to Cooking	3 credits
BAKE 228 – Bakery Fundamentals	3 credits
BAKE 256 – Introduction to Pastries	3 credits
KMGT 202 – Culinary Management 1	3 credits

Semester 2

BAKE 251 – Laminated Dough and Viennoiseries	3 credits
BAKE 252 – Introduction to Cakes and Decorating Techniques	3 credits
BAKE 253 – Capstone Year 1	3 credits
BAKE 266 – Contemporary Pastries, Tarts and Pies	3 credits
KMGT 250 – Culinary Management 2	3 credits
NUTR 256 – Nutrition and Recipe Modification	3 credits
PINT 201 – Professional Internship	1.5 credits

Second Year

Semester 3

BAKE 300 – Art of Chocolate	3 credits
BAKE 320 – Fine Pastries	3 credits
BAKE 450 – Wedding Cakes	3 credits
KMGT 320 – Culinary Management 4	3 credits
PROJ 323 – Special Projects	3 credits

Culinary Management Elective (choose 1)

KMGT 300 – Culinary Management 3A	3 credits
KMGT 310 – Culinary Management 3B	3 credits

Semester 4

BAKE 301 – Capstone Year 2	3 credits
BAKE 360 – Restaurant Plating	3 credits
BAKE 310 – Classic Desserts	3 credits
BAKE 365 – Advanced Yeast Products	3 credits
BAKE 380 – Sugar Art and Design	3 credits
KMGT 325 – Culinary Management 5	3 credits
Total	**73.5 credits**

Transfer options

The opportunity to advance your education through transfer in, within, or on from SAIT is available with:

- Alberta Apprenticeship and Industry Training*
- NAIT
- Red River College

*Upon finding an employer who will indenture you as an apprentice

To learn more, visit Transfer Options on sait.ca

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

- **Two-year diploma**
- **Fall, winter, spring start**
- **Bring your own device 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 part-time studies (certain majors only)**

Contact us

School of Business
Phone: 403.284.8485
Email: business.advising@sait.ca

Program description

Get essential business skills in the Business Administration diploma. Discover the key areas of how businesses operate with practical coursework and gain a solid foundation to start your career. With your Bring your own device program, you engage in small classes with active, collaborative coursework, learning from faculty with real business experience. You work in teams to deliver projects, present strategies and meet business goals.

You start with a common first year to build core business skills. In year two, you become proficient in your choice of major: Accounting, Financial Services, Human Resource Management, Management, Marketing or Supply Chain Management.

You begin the program with a small business simulation. Then you progress to your final capstone course: a global simulation of an international enterprise where you make all decisions from manufacturing and production to hiring your workforce, determining pricing and promotional strategy and more. You graduate ready to start a great business career with the option to ladder into a business degree.

This program has academic admission requirements. Applicants are responsible for familiarizing themselves with the requirements. Visit sait.ca for the most up-to-date information.

Majors

Business Administration diploma students can choose between the following majors:

Accounting: Gain intermediate-level accounting skills and a practical understanding of how to analyze a company's performance using financial information. You graduate ready to enter CPA's Advanced certificate in Finance and Accounting program. You can apply into SAIT's Bachelor of Business Administration degree in order to pursue the CPA designation.

Financial Services: Build skills to succeed in the financial services industry. You can write the Investment Funds in Canada (IFIC) exam to sell mutual funds. You graduate ready for an entry-level position in financial planning, retail or corporate banking, investing, insurance, trusts or compliance.

Human Resource Management: Develop skills in human resource (HR) management through an understanding of the recruitment process, the role of employee training and development, employment law, and HR information management systems. Graduates can launch their HR career in areas such as recruiting, training, payroll and more.

Management: Develop general management skills in project management, international management, human resources and leadership. You graduate ready to launch a career in administration, operations, projects, and more in any industry. You can pursue a Certified in Management (CIM) designation.

Marketing: Explore marketing fundamentals and apply the latest trends in brand management, strategic marketing, research and planning. You graduate ready for a career in public relations, media, advertising, sales, promotions, events and more. You can pursue a Canadian Professional Sales Association (CPSA) designation.

Supply Chain Management: Learn how to build, maintain and support an efficient supply chain process. You graduate with an understanding of operations, procurement, logistics, performance analytics, and quality management. You can pursue a career in a variety of industries including transportation, manufacturing, oil and gas, and more.

Program overview

Your career

When you graduate, you can pursue entry-level careers such as:

Accounting: Accountant, Accounting Clerk, Bookkeeper, Business Analyst, Payroll Clerk, Royalty Analyst, Tax Accountant

Financial Services: Fraud Investigator, Financial Planner, Financial Services Representative, Insurance Claims, Representative, Mortgage Assistant, Personal Banking Specialist

Human Resource Management: Benefits Advisor, HR Coordinator, Payroll Coordinator, Recruiter

Management: Account Manager, Conference Director, Management Trainee, Operations Manager, Project Coordinator, Purchasing Specialist, Store Manager

Marketing: Advertising Coordinator, Business Analyst, Business Development Advisor, Marketing and Communications Specialist, Marketing Coordinator, Online Advertising Sales Representative

Supply Chain Management: Buyer, Category Manager, Inventory Analyst, Logistics Coordinator, Supply Chain Analyst, Procurement Specialist

Student success

To succeed in this program, you 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 Windows 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
- If you are engaged in campus life and take advantage of SAIT services and resources, you may be more likely to experience success in SAIT's programs.

Credentials

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

Accreditation

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 (IFIC) exam. The Financial Planning Standards Council recognizes the program as meeting the Core Curriculum requirements for the Certified Financial Planner (CFP) certification.

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

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

Marketing: Certified Sales Professional (CSP)

Supply Chain Management Supply Chain Management Professional (SCMP), Professional Logistician (P.Log), Certified Supply Chain Professional (CSCP)

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

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.

Costs

Tuition (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: $1,000 per year
- Bring your own device program

Program outline

First Year

Semester 1

ACCT 215 – Introductory Financial Accounting I	3 credits
BCMP 225 – Business Productivity Tools and Technology	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

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 Elective (choose 1)

ACCT 255 – Introductory Financial Accounting II	3 credits
BFIN 255 – Personal Financial Planning	3 credits
HRMT 320 – Human Resource Management	3 credits
MKTG 275 – Marketing You	3 credits
MNGT 255 – Introduction to Management	3 credits
SCMT 255 – Introduction to Supply Chain Management	3 credits

Second Year

Majors

Accounting

Semester 3

ACCT 315 – Intermediate Financial Accounting I	3 credits
ACCT 338 – Introductory Management Accounting	3 credits
BLAW 300 – Business Law	3 credits
MNGT 322 – Information Systems	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 Elective (choose 1)

ACCT 375 – Introduction to Taxation	3 credits
ACCT 395 – Computer Accounting Software	3 credits
PHIL 241 – Critical Thinking	3 credits

Financial Services

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

Human Resource Management

Semester 3

BLAW 300 – Business Law	3 credits
ECON 305 – Macroeconomics	3 credits
LDSH 360 – Business Leadership	3 credits
MNGT 321 – Project Management	3 credits
MNGT 322 – Information Systems	3 credits

Semester 4

ELAW 350 – Employment Law	3 credits
HRMT 300 – Talent Management I: Recruitment and Selection	3 credits
HRMT 350 – Human Resource Information Management	3 credits
HRMT 360 – Talent Management II: Training and Development	3 credits
MNGT 395 – Managing Strategically	3 credits

Management

Semester 3

BFIN 301 – Finance for Managers	3 credits
BLAW 300 – Business Law	3 credits
ECON 305 – Macroeconomics	3 credits
HRMT 320 – Human Resource Management	3 credits
MNGT 321 – Project Management	3 credits

Semester 4

LDSH 360 – Business Leadership	3 credits
MNGT 360 – International Business	3 credits
MNGT 395 – Managing Strategically	3 credits

Management Electives (choose 2)

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

Marketing

Semester 3

BLAW 300 – Business Law	3 credits
ECON 305 – Macroeconomics	3 credits
MKTG 306 – Brand Management	3 credits
MKTG 336 – Marketing Action	3 credits
MKTG 340 – Consumer Behaviour	3 credits

Semester 4

MKTG 322 – Marketing Research	3 credits
MKTG 375 – Integrated Marketing Communications	3 credits
MKTG 380 – Strategic Marketing	3 credits
MNGT 395 – Managing Strategically	3 credits

Marketing Elective (choose 1)

ENTR 350 – Entrepreneurship	3 credits
MKTG 366 – Business Development	3 credits
MNGT 370 – Principles of Supply Chain Management	3 credits

Supply Chain Management

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	**60 credits**

Transfer options

The opportunity to advance your education through transfer in, within, or on from SAIT is available with:

- Athabasca University
- Griffith University
- Mount Royal University
- NAIT
- Northwood University
- Royal Roads University
- University of Lethbridge

To learn more, visit Transfer Options on sait.ca

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 – Automotive Management

- **Two-year diploma**
- **Fall start date**
- **Full-time classroom**

Contact us

School of Transportation
Phone: 403.284.8471
Email: transportation.info@sait.ca

Program description

This two-year diploma program is Western Canada's only management-oriented training program designed in cooperation with, and specifically for, the automotive industry. Learn from industry-connected instructors the communications, marketing, management and automotive skills you need to start your career in the business side of the industry. Valuable industry experience will be gained through a paid summer work practicum.

Our blended learning environment includes classroom instruction, collaborative coursework and e-Learning.

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.

Student success

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

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

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.

Direct entry

There are no additional selection requirements. Admission will be extended on a first-qualified, first-offered basis until the program is full.

Costs

Tuition (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 are approximately $1,500 per year
- Bring your own device program

Program outline

First Year

Semester 1

BMAT 230 – Business Mathematics	3 credits
COMP 220 – Computer Fundamentals	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
ECON 250 – Microeconomics	3 credits

Semester 2

STAT 270 – Quantitative Methods	3 credits
ACCT 215 – Introductory Financial Accounting I	3 credits
COMM 256 – Professional Communications and Presentation Skills	3 credits
MKTG 306 – Brand Management	3 credits
MNGT 250 – Organizational Behaviour	3 credits

Semester 3

PRAC 284 – Automotive Industry Work Term	3 credits

Second Year

Semester 4

FNCE 207 – Leasing, Finance and Insurance	1.5 credits
MKTG 216 – Canadian Auto Aftermarket	1.5 credits
BFIN 301 – Finance for Managers	3 credits
BLAW 300 – Business Law	3 credits
MKTG 336 – Marketing Action	3 credits
MKTG 375 – Integrated Marketing Communications	3 credits

Semester 5

FNCE 205 – Introduction to Fixed Operations	1.5 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
ECON 305 – Macroeconomics	3 credits
HRMT 320 – Human Resource Management	3 credits
Total	**63 credits**

Transfer options

The opportunity to advance your education through transfer in, within, or on from SAIT is available with:

- Athabasca University
- Griffith University
- Mount Royal University
- NAIT
- Northwood University
- Royal Roads University
- University of Lethbridge

To learn more, visit Transfer Options on sait.ca

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 and Entrepreneurship

- **Complete in one year or up to five years part-time**
- **Fall and winter start**
- **Available part-time classroom**

Contact us

School of Business
Phone: 403.284.8485
Email: business.advising@sait.ca

Program description

Follow your entrepreneurial aspirations and gain skills to become a successful entrepreneur working for yourself or in businesses with an entrepreneurial mindset. Boost your problem solving, leadership and creativity as you gain understanding of core business functions and apply that knowledge to various disciplines. Led by instructors with real business experience, this program can prepare you to start your journey as an entrepreneur or enhance your skills to optimize and expand operations for an existing small business in any industry. You will finish the program with a capstone course that enables you to apply your abilities in a work-integrated learning project, further developing critical thinking, communication, collaboration and organizational capabilities.

Program overview

Fast Facts

- Available part-time
- One-year certificate
- Small class sizes: 40 students max.
- Courses available face-to-face and online
- Bring your own device program

Your Career

Graduates can pursue job opportunities as a(n):

- Entrepreneur
- Small business owner/operator
- Business development or sales specialist
- Human resources assistant
- Operations manager
- Junior project or product manager
- Project coordinator
- Customer service manager
- Customer relations manager
- Office manager

Student Success

To achieve success in this program, you should:

- Be proactive, independent, and resourceful
- Have strong written and oral communication skills
- Be prepared to work in teams
- Be proficient in the use of a Windows-based computer and Microsoft Office software
- Spend 9-12 hours per week on each course, including in-class hours
- Actively participate in all classes and activities
- Become familiar and adhere to SAIT's policies and procedures
- Be ready for a challenge and committed to keeping yourself on schedule

If you are engaged in campus life and take advantage of SAIT services and resources, you may be more likely to experience success in SAIT's programs.

Credentials

After successfully completing this program, graduates will receive a SAIT Business and Entrepreneurship certificate.

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. There are no additional entrance requirements for this program.

Costs

Tuition (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)

- Are in addition to the price of tuition.
- Please see sait.ca for details.

Program outline

This program consists of 30 credits (10 courses). MNGT 257 Business Certificate Capstone should be taken only after all other required courses and four elective courses have been completed.

Required Courses

ACCT 215 – Introductory Financial Accounting I	3 credits
ENTR 350 – Entrepreneurship	3 credits
MKTG 260 – Marketing Essentials	3 credits
MNGT 200 – Introduction to Business	3 credits
MNGT 255 – Introduction to Management	3 credits
MNGT 257 – Business Certificate Capstone	3 credits

Communications Course (choose one of two)

COMM 300 – Intercultural Communications	3 credits
COMN 220 – Communication and Presentation Skills	3 credits

Technical Course (choose one of three)

BCMP 225 – Business Productivity Tools and Technology	3 credits
MNGT 321 – Project Management	3 credits
MNGT 322 – Information Systems	3 credits

Elective Courses (choose two of 10)

BFIN 255 – Personal Financial Planning	3 credits
BFIN 301 – Finance for Managers	3 credits
BLAW 300 – Business Law	3 credits
BMAT 230 – Business Mathematics	3 credits
ECON 305 – Macroeconomics	3 credits
HRMT 320 – Human Resource Management	3 credits
LDSH 360 – Business Leadership	3 credits
MKTG 336 – Marketing Action	3 credits
MNGT 250 – Organizational Behaviour	3 credits
SCMT 255 – Introduction to Supply Chain Management	3 credits
Total	**30 credits**

Transfer options

The opportunity to advance your education through transfer in, within, or on from SAIT may be available.

To learn more, visit Transfer Options on sait.ca

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

- **24–week certificate**
- **Spring and winter start**
- **Full-time classroom**

Contact us

School for Advanced Digital Technology
Phone: 403.284.8543
Email: sadt.advising@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 businesses 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.

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.

Progression

Students must attain a PGPA and/or a CGPA of 2.0 or better in each semester and pass the 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

- 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.

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.

Costs

Tuition (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 required textbooks. Students should be prepared to subscribe to Office 365 Business Premium at your own expense.
- Students are expected to supply their own computer

Program outline

Semester 1

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 Business Intelligence Applications	1.5 credits
MMGT 206 – Performance Management Applications	3 credits
PROJ 212 – Applied Business Intelligence Project	3 credits

Semester 2

PRAC 249 – Business Intelligence Practicum	3 credits
Total	**19.5 credits**

Transfer options

The opportunity to advance your education through transfer in, within, or on from SAIT may be available.

To learn more, visit Transfer Options on sait.ca

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.

Butchery and Charcuterie Management

- **One-year certificate**
- **Fall and winter start**
- **Full-time classroom**

Contact us

School of Hospitality and Tourism
Phone: 403.284.8612
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.

Credentials and accreditations

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

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

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.

Costs

Tuition (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 uniform are approximately $700.

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 – Charcuterie and Cooking 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	**30 credits**

Transfer options

The opportunity to advance your education through transfer in, within, or on from SAIT may be available.

To learn more, visit Transfer Options on sait.ca

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 Engineering Technology

- **Two-year diploma**
- **Fall start**
- **Full-time classroom**

Contact us

MacPhail School of Energy
Phone: 403.284.8451
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.

Credentials

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

Accreditation

The program is nationally accredited by Technology Accreditation Canada (TAC). Graduates are eligible for registration in the Alberta Society of Engineering Technologists. Periodical registration agreements exist with U.S. and British societies.

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

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.

Direct entry

There are no additional selection requirements. Admission will be extended on a first-qualified, first-offered basis until the program is full.

Costs

Tuition (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 cost approximately $1,800 in the first year and $900 in the second year

Program outline

First Year

Semester 1

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

Semester 2

INST 256 – Instrumentation and Process Control	3 credits
ENGD 275 – Flow Diagram Development and AutoCAD	1.5 credits
FLDS 255 – Industrial Fluid Systems	3 credits
CHEM 264 – Engineering Chemistry II	3 credits
MATH 288 – Mathematics for Engineering and Technology II	3 credits
STAT 245 – Statistics for Engineering and Technology I	3 credits

Second Year

Semester 3

CHEN 308 – Chemical Engineering Calculations	3 credits
CHEN 309 – Process Computer Simulation Lab	1.5 credits
CHEN 312 – Unit Operations Laboratory	1.5 credits
CHEN 313 – Heat Transfer	3 credits
CHEN 314 – Mass Transfer	3 credits
PROJ 327 – Technical Project Management	3 credits

Semester 4

CHEN 350 – Analytical Instrumentation	3 credits
EMTL 350 – Materials	1.5 credits
ENVS 365 – Environmental Engineering and Management	3 credits
OCHS 350 – Occupational Health and Safety	3 credits
PETR 310 – Petroleum Production	1.5 credits
PROJ 396 – Energy Capstone Project	3 credits
Total	**61.5 credits**

Transfer options

The opportunity to advance your education through transfer in, within, or on from SAIT is available with:

- Athabasca University
- Lakehead University
- NAIT
- Royal Roads University
- Thompson Rivers University
- University of Calgary

To learn more, visit Transfer Options on sait.ca

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

- **Two-year diploma**
- **Fall start**
- **Full-time classroom**

Contact us

MacPhail School of Energy
Phone: 403.284.8451
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.

Credentials

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

Accreditation

The program is nationally accredited by the Canadian Technology Accreditation Board and by the Canadian Council of Technicians and Technologists. Graduates can also register with the Alberta Society of Engineering Technologists and Chemical Institute of Canada.

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

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.

Direct entry

There are no additional selection requirements. Admission will be extended on a first-qualified, first-offered basis until the program is full.

Costs

Tuition (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 for the first year and $500 for the second year.

Program outline

First Year

Semester 1

CHEM 240 – General Chemistry	3 credits
CHEM 270 – Basic Laboratory Techniques	6 credits
COMM 238 – Technical Communications I	3 credits
COMP 261 – Applied Digital Technologies	1.5 credits
MATH 237 – Mathematics for Technologists	3 credits

Semester 2

CHEM 245 – Inorganic Chemistry	3 credits
CHEM 253 – Organic Chemistry	6 credits
CHEM 275 – Analytical Chemistry	1.5 credits
INST 296 – Chemical Instrumentation Theory	1.5 credits
INST 297 – Chemical Instrumentation Laboratory	3 credits

Second Year

Semester 3

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 Instrumentation I	6 credits
SFTY 201 – Chemical Safety	1.5 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 Chemistry and Fluids Introduction	1.5 credits
ENVS 320 – Environmental Science and Ecology	3 credits
INST 396 – Applied Analytical Instrumentation II	6 credits
QUAL 352 – Quality Assurance and Quality Control	3 credit
Total	**61.5 credits**

Transfer options

The opportunity to advance your education through transfer in, within, or on from SAIT is available with:

- Athabasca University
- NAIT
- Royal Roads University

To learn more, visit Transfer Options on sait.ca

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

- **Two-year diploma**
- **Fall and winter start**
- **Full-time classroom**

Contact us

School of Construction
Phone: 403.284.8367
Email: construction.cvt@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.

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% 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.

Credentials

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

Accreditation

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

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

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.

Costs

Tuition (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 $1,500 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 – Applied Digital Technologies	1.5 credits
STCS 200 – Civil Engineering Statics	3 credits
SURV 203 – Civil Surveying	1.5 credits
MATH 238 – Math for Engineering and Tech I	3 credits

Semester 2

CIVL 226 – Soil Mechanics	3 credits
CIVL 201 – Introduction to Civil Drafting	1.5 credits
COMM 238 – Technical Communications I	3 credits
ESTM 262 – Estimating I and Construction Laboratory	3 credits
SMTL 246 – Strength of Materials	3 credits
STAT 245 – Statistics for Engineering and Technology I	3 credits

Courses offered in either Semester 1 or 2

ESTM 262 – Estimating I and Construction Laboratory	3 credits
SURV 203 – Civil Surveying	1.5 credits

Second Year

Majors

Construction Management

Semester 3

"A" Class

CIVL 312 – Contracts and Regulations	1.5 credits
CIVL 315 – Project Planning and Control	3 credits
CIVL 326 – Geotechnical Design	3 credits
CIVL 351 – Structural Steel Design	3 credits
ESTM 360 – Estimating II	3 credits
SURV 325 – Surveys and Geographic Information Systems	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 302 – 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 302 – Environmental Engineering	1.5 credits
PROJ 386 – CVT Capstone Project	3 credits

"B" Class

CIVL 312 – Contracts and Regulations	1.5 credits
CIVL 315 – Project Planning and Control	3 credits
CIVL 326 – Geotechnical Design	3 credits
ESTM 360 – Estimating II	3 credits
PROJ 386 – CVT Capstone Project	3 credits
SURV 325 – Surveys and Geographic Information Systems	1.5 credits

Municipal

Semester 3

"A" Class

CIVL 310 – Urban Services	3 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
ENVS 302 – Environmental Engineering	1.5 credits

"B" Class

CIVL 312 – Contracts and Regulations	1.5 credits
CIVL 315 – Project Planning and Control	3 credits
CIVL 351 – Structural Steel Design	3 credits
CIVL 353 – Transportation Engineering	3 credits
CIVL 355 – Reinforced Concrete Design	3 credits
SURV 325 – Surveys and Geographic Information Systems	1.5 credits

Semester 4

"A" Class

CIVL 312 – Contracts and Regulations	1.5 credits
CIVL 315 – Project Planning and Control	3 credits
CIVL 351 – Structural Steel Design	3 credits
CIVL 353 – Transportation Engineering	3 credits
PROJ 386 – CVT Capstone Project	3 credits
SURV 325 – Surveys and Geographic Information Systems	1.5 credits

"B" Class

CIVL 310 – Urban Services	3 credits
CIVL 318 – Water Resources	3 credits
CIVL 326 – Geotechnical Design	3 credits
CIVL 328 – Asphalt Technology	1.5 credits
ENVS 302 – Environmental Engineering	1.5 credits
PROJ 386 – CVT Capstone Project	3 credits
Total	**61.5 credits**

Transfer options

The opportunity to advance your education through transfer in, within, or on from SAIT is available with:

- Athabasca University
- Camosun College
- Lakehead University
- Montana Tech
- NAIT
- SAIT
- University of British Columbia

To learn more, visit Transfer Options on sait.ca

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

- **Complete in one year or up to five years part-time**
- **Fall, winter, and spring start**
- **Available part-time classroom or online**

Contact us

Phone: 403.284.8485
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 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).

Career opportunities

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.

Program overview

Your career

Graduates can pursue job opportunities in municipal government, economic development agencies, small businesses and non-profit organizations. Potential positions include:

- economic development officer
- liaison officer
- community development officer
- planning officer
- program officer

Related careers include:

- Marketing analyst
- Business development officer

Student Success

The ability to work and learn independently is critical in online learning. 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.

Credentials

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

Laddering

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.

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

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.

Direct entry

Step 1: Read the program information to see the qualities needed for student success.

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

Step 3: Apply to Community Economic Development.

Step 4: Find out how to monitor your application status after you apply.

Costs

Tuition (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)

- Are in addition to the price of tuition
- Please see sait.ca for details

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 321 – Project Management	3 credits
MNGT 367 – Municipal Structure and Governance	3 credits
Total	**30 credits**

Transfer options

The opportunity to advance your education through transfer in, within, or on from SAIT may be available.

To learn more, visit Transfer Options on sait.ca

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.

Culinary Arts

- **Two-year diploma**
- **Fall and winter start**
- **Full-time classroom**

Contact us

School of Hospitality and Tourism
Phone: 403.284.8612
Email: hospitality.info@sait.ca

Program description

Considered the best in Canada, the Culinary Arts 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 Culinary Arts 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 4Nines 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 Culinary Arts 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

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 am and dinner service at the Highwood ends at 10 pm

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.

Credentials

After successfully completing this program, graduates will receive a SAIT diploma in Culinary Arts.

Accreditation

Alberta Apprenticeship has accredited this program for all three technical training periods.

Students are still required to complete 4,680 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 Culinary Arts 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 Culinary Arts diploma provided they passed the first and second year government exams.

For more information contact the School of Hospitality and Tourism.

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

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.

Costs

Tuition (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 $850

Program outline

First year

Semester 1

COOK 204 – Culinary Fundamentals		3 credits
COOK-207 – Breakfast and Brunch		3 credits
COOK-217 – Vegetables and Starches		3 credits
COOK-223 – Fundamentals of Cold Foods		3 credits
COOK-227 – Soup, Sauces and Stock		3 credits
KMGT-202 – Culinary Management I		3 credits

Semester 2

COOK-203 – Capstone Year I		3 credits
COOK-233 – Classic and Contemporary Hot Foods		3 credits
COOK-253 – Butchery for Chefs		3 credits
COOK-263 – Quick Services Cooking		3 credits
COOK-267 – Baking and Yeast Goods		3 credits
KMGT-250 – Culinary Management II		3 credits
PINT-201 – Professional Internship		1.5

Second year

Semester 3

COOK-303	Contemporary Restaurant Cuisine - Lunch	3 credits
COOK-307	Patisserie	3 credits
COOK-317	Contemporary Restaurant Cuisine - Dinner	3 credits
COOK-333	Garde Manger	3 credits
KMGT-320	Culinary Management IV	3 credits
KMGT-300	Culinary Management 3A	3 credits
KMGT-310	Culinary Management 3B	3 credits

Semester 4

COOK-302	Capstone Year II	3 credits
COOK-304	Exploration of Canadian Cuisine	3 credits
COOK-350	Exploration of Global Cuisine	3 credits
FDPM-300	Community Events and Guest Services	3 credits
KMGT-325	Culinary Management V	3 credits
NUTR-313	Nutrition and Special Dietary Needs	3 credits
Program Total		**73.5**

Transfer options

The opportunity to advance your education through transfer in, within, or on from SAIT may be available.

To learn more, visit Transfer Options on sait.ca

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.

Cyber Security for Control Systems

- **Fast track post-diploma certificate**
- **Classroom delivery**
- **Full-time delivery**
- **Ongoing start dates**

Contact us

School for Advanced Digital Technology
Phone: 403.284.8543
Email: sadt.advising@sait.ca

Program description

The Cyber Security for Control Systems post-diploma certificate program addresses the business risks specific to securing control systems in sectors such as drilling and well sites, power plants, power grid, water plants, manufacturing, production lines, telecommunications, and hospitals. Many of these systems were previously analog-based, but are currently networked and digital, placing them at greater risk for cyber-attacks. Many of the concepts will be similar to those used to secure information in technology systems, but the training will focus on the specific constraints of securing control systems in the industrial environment. It is applicable to employees of organizations relying on technology, whether their cybersecurity focus is on information technology (IT), industrial control systems (ICS), cyber-physical systems (CPS), or connected devices more generally, including the Internet of Things (IoT). Thus, while this program is focused on graduates who can improve cybersecurity risk management in control system environments, it can be used by graduates in many organizations — regardless of size, degree of cybersecurity risk, or cybersecurity sophistication — to apply the principles and best practices of risk management to improve safety, reliability, security and resilience of these systems.

Program overview

Your career

Graduates may find employment as a Cyber Security Analyst/Specialist, ICS Security Analyst/Specialist, Industrial Technologist, ICS Infrastructure Analyst, SCADA Security Technologist or an Industrial Network/Systems/Security Analyst.

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 throughout the program.

We find there is a direct correlation between the time and energy invested to the amount of success achieved. Learners with strong time-management and discipline have a greater propensity to succeed.

Remaining focused and diligent with coursework is important for success in completing the program.

Credentials and accreditations

Upon successful completion of this program, graduates will receive a SAIT Cyber Security for Control Systems post-diploma certificate.

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

- Applicants must meet one of the following (or equivalent), as well as the English Proficiency requirement*:
- Completion of a two-year diploma or undergraduate degree in an information technology, instrumentation or related technical discipline.
- Three to five years of experience in information technology, instrumentation or a related technical discipline would also be accepted with approval from the program Academic Chair. A combination of education and experience will be considered.

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

Ideal candidate

The ideal candidate for the Cyber Security for Control Systems post-diploma certificate has a previous post-secondary diploma or degree. You have education and/or work experience in industrial systems (SCADA, PLCs, Instrumentation, etc.) and/or computer networking or related fields.

You understand the importance of cybersecurity and are intrigued by the ways that critical infrastructure and operations technologies can be compromised and want to protect these assets. You have a strong ethical standard and a curious mind.

Get started as an undeclared student

The courses in the Cyber Security for Control Systems part-time program allow for registration into individual courses as an undeclared student without going through the SAIT application process first. It is important that you read the ideal candidate statement above to be sure that you are a good fit for these courses. Also, you must submit a resume to ict.info@sait.ca to validate the optional courses you should take as part of the program.

You may apply to complete the credential at any time through ApplyAlberta at which time you will have to submit transcripts for entrance into the credential. You must complete all prerequisite courses, or apply for Prior Learning assessment if you wish to get credit for a required course based on previous education or experience.

Program outline

Elective Courses

CPSY 401 – Operating Systems and Shell Programming	3 credits
CPRG 407 – Programming Industrial Control Systems	3 credits

Note: Many of the courses require an elective course as a prerequisite. It is recommended that the elective course is completed prior to enrolling in the other courses.

Core Courses

ITSC 401 – Strategic Fundamentals of Cyber Warfare	1.5 credits
CMPN 403 – Networking Protocols and Security	3 credits
CMPC 401 – Security Standards and Compliance	3 credits
CMPC 402 – Industrial Control System Security	3 credits
CMPC 403 – Industrial Control System Security Risk Assessment	3 credits
ITSC 402 – Vulnerability, Threats and Attacks	3 credits
ITSC 403 – Defense and Incident Response	3 credits
MMGT 400 – Business Operations and Change Management for ICS Security	1.5 credits
PROJ 405 – ICS Cyber Security Capstone Project	3 credits
Total	**27 credits**

Transfer options

The opportunity to advance your education through transfer within SAIT is available.

To learn more, visit Transfer Options on sait.ca

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.

Database Administrator

- **Full-time**
- **40-week certificate**
- **Fall start date**

Contact us

School for Advanced Digital Technology
Phone: 403.284.8543
Email: sadt.advising@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 and 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.

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.

Credentials

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

Accreditation

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

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

- 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.

Costs

Tuition (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 in the tuition.
- Students are expected to supply their own computer for this program

Ideal applicant

The ideal candidate for the Database Administrator (DBA) program is a motivated, mature learner with an IT background who wants to specialize or to upgrade existing skills. You are analytical, technically proficient and detail-oriented. Your approach to problem-solving is both creative and logical, depending on the circumstances. You work well as part of a team and enjoy interacting with others. You possess a 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.

Program outline

Semester 1

CMPN 274 – Oracle Architecture and Administration	3 credits
CPLN 240 – Career Planning and Management	1.5 credits
CMPP 252 – Oracle Fundamentals: SQL and PL/SQL	3 credits
CMPP 267 – Database Operating Systems Network Fundamentals	3 credits
CMPP 273 – Data Modelling and RDB Design	1.5 credits
CMPP 278 – Database Administration Project	6 credits
PROJ 237 – Project Management for DBA	1.5 credits

Semester 2

CMPN 295 – Oracle: Network Administration	1.5 credits
CMPP 238 – Scripting for Databases	1.5 credits
CMPP 276 – Data Warehousing and Mining	1.5 credits
CMPP 277 – Oracle: Backup and Recovery	3 credits
CMPP 279 – Oracle Performance and Tuning	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

Semester 3

DBAD 390 – Database Administration Practicum	3 credits
Total	**39 credits**

Transfer options

The opportunity to advance your education through transfer in, within, or on from SAIT is available with:

- Rocky Mountain College
- SAIT

To learn more, visit Transfer Options on sait.ca

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.

Data Analytics

- **Post-diploma certificate**
- **Full-time and part-time**
- **Fall start date**
- **Bring your own device program**

Contact us

School for Advanced Digital Technology
Phone: 403.284.8543
Email: sadt.advising@sait.ca

Program description

Graduates of the Data Analytics post-diploma certificate will develop the knowledge, skills and aptitude to apply fundamental principles of data analytics. Learners will align data with business decision-making processes, creating accurate and meaningful storytelling with actionable insights.

Courses in the program address the methods used to organize and analyze structured and unstructured (big data) sets to facilitate informed decision making.

The program will focus on predictive analytics, which uses statistical models and forecasting to understand possible future scenarios, as well as prescriptive analytics, which uses optimization and simulation to produce recommendations on possible outcomes.

Program overview

Your career

Graduates of this program will be able to:

- Manipulate data using data science, modelling, ethics and ETL in a business context that is relevant to decision-making.
- Contextualize data in a format that maps to business processes, objectives and aligns data analysis to strategic outcomes.
- Build presentations that communicate data analysis effectively and accurately for a business audience using visualizations (dashboards) and storytelling.
- Perform statistical and algorithmic analyses on cloud-based and on-premise data sets using a variety of tools and techniques.
- Explain the use of machine learning and artificial intelligence as it relates to data analysis.
- Use industry recognized programs and tools to extract meaning from data.
- Demonstrate core strategic, tactical and operational business processes which are driven by data for evidence-based decision making.
- Apply fundamental data analytics principles, aligning data and business processes to create accurate, actionable insights.
- Possible job opportunities for graduates include business analyst, data analytics analyst, data analytics specialist, data and reporting analyst, data steward and business intelligence analyst.

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 throughout the program. We find there is a direct correlation between the time and energy invested to the amount of success achieved. Learners with strong time-management and discipline have a greater propensity to succeed. Remaining focused and diligent with coursework is important for success in completing the program.

Credentials and accreditations

Upon successful completion of this program, graduates will receive a SAIT Data Analytics post-diploma certificate.

Admission requirements

- Applicants must meet one of the following (or equivalent), as well as the English Proficiency requirement*:
- Post-secondary degree or diploma from a recognized university, institute or college.
- A combination of education and experience will be considered, upon approval from the Academic Chair.

* All applicants must demonstrate English language proficiency prior to admission, including students educated in Canada.

Costs

Tuition (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 $3,000.
- Bring your own device program

Ideal candidate

The ideal candidate for the Data Analytics post-diploma certificate has a previous post-secondary diploma or degree. Education in business, economics, finance, etc. would be ideal.

You have a strong math background and foundational education in statistics. You have worked with data and are intrigued by the power of data and how it can be analyzed to support good business decision-making.

Previous experience working with databases is an asset.

Get started as an undeclared student

The courses in the Data Analytics program allow for registration into individual courses without going through the SAIT application process. It is important you read the ideal candidate statement above to be sure you are a good fit for these courses.

You may apply to complete the credential at any time through Apply Alberta at which time you will have to submit transcripts for entrance into the credential. You must apply for prior learning assessment if you wish to get credit for a required course based on previous education or experience.

Program outline

DATA 401 –Data Literacy	3 credits
DATA 410 –Business Context for Data Analytics	3 credits
DATA 415 – Statistical Analytics of Data	3 credits
DATA 420 – Database Operating Systems Network Fundamentals	3 credits
DATA 445 – Business Analytics with Excel	3 credits
DATA 460 – Business Intelligence Reporting	3 credits
DATA 475 – Advanced Concepts in data analytics	3 credits
PROJ 406 – Data Analytics Capstone Project	3 credits
Total	**24 credits**

Transfer options

The opportunity to advance your education through transfer within SAIT is available.

To learn more, visit Transfer Options on sait.ca

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.

Dental Assisting

- **10-month certificate**
- **Fall or Spring Start**
- **Full-Time Classroom or Blended**

Contact us

School of Health and Public Safety
Phone: 403.284.8500
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.

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.

Credentials

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

Accreditation

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

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

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

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 Basic Life Support 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 001 BLS Provider [Level C] CPR). 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. The receiving practicum site has the right to refuse students who cannot prove they have met all the required immunizations.
- **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 Services as soon as possible upon acceptance into the program. Please review the attached document for guidance on entering an allied health program with a medical condition or disability.

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

Additional requirements

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

Costs

Tuition (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)

- Students are required to have access to a personal computer, printer and Internet. Computers must meet the specifications listed in Fees and Expenses.
- Personal Protective Equipment (Rx safety glasses, face shields) may range from $100-$750 depending on individual requirements.
- Books, supplies and uniform are approximately $1,500.
- CPRS 001 BLS Provider (Level C) CPR course. Annual update required (CPRS 002 BLS Renewal [Level C] CPR). All CPR courses must be from the Heart and 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 $450.
- College of Alberta Dental Assistants annual dues are approximately $300.
- Students must have their immunizations reviewed by the SAIT Health Clinic. There is a $75 charge to review vaccine history. Any vaccines to be administered will result in additional charges.

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 and Records	3 credits
DENT 237 – Oral Anatomy and 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 – Prosthodontics 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	**40.5 credits**

Transfer options

The opportunity to advance your education through transfer in, within, or on from SAIT is available with:

- Canadian Armed Forces

To learn more, visit Transfer Options on sait.ca

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.

Diagnostic Medical Sonography

- **2.5-year diploma**
- **Fall start**
- **Full-Time Blended**

Contact us

School of Health and Public Safety
Phone: 403.284.8500
Email: hps.info@sait.ca

Program description

As a two and a half 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, medical research, quality control, and the performance of diagnostic scanning procedures. The Diagnostic Medical Sonography program consists of theory and lab courses 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.

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 part-time, which may impact their financial loan status.

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.

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.

Credentials

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

Graduates are eligible to write Sonography Canada registry exams in Core (Physics), Abdomen and Superficial Structures, Obstetrics and Gynecology, Vascular, and Adult Echocardiography. In addition, graduates are eligible to write the American Registry of Diagnostic Medical Sonography exams.

Accreditation

The Diagnostic Medical Sonography program delivered by SAIT is accredited by Accreditation Canada. 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.

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

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.

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 at a later date. 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 entrance requirements, 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 001 BLS Provider [Level C] CPR).
- Updated Immunization Records: Most practicum sites require students to demonstrate updated immunization status prior to attending practicum. The receiving practicum site has the right to refuse students who cannot prove they have met all the required immunizations.
- 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 facepiece 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.

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

Costs

Tuition (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)

- CPRS 001 BLS Provider (Level C) CPR course. Annual update required (CPRS 002 BLS Renewal [Level C] CPR). Call SAIT Life Support Training at 403.210.4009 for further information.
- Sonography Canada certification exam fees are approximately $1,300.
- Sonography Canada association dues are $175 per year with the option to purchase professional liability insurance.

- Students are responsible for any additional expenses related to their practica including relocation costs to practicum sites outside Calgary.
- There is a fee associated with obtaining a criminal record check (including vulnerable sector check) and is payable to the Police or the Royal Canadian Mounted Police.
- Books, supplies and uniform are approximately $2,700 for the first year, $600 for the second year and $500 for the third year.
- Students require a tablet (Apple or Android) to support the CompTracker system. The tablet only needs wi-fi ability and the size of the tablet is at the discretion of the student. Keyboards are advisable but not mandatory. Smartphones are not acceptable devices for CompTracker.
- There is a required user license fee billed on a per semester basis. Each program will have a different student fee depending on how the system is used within the program. More information will be shared at orientation.
- Students are required to have access to a personal computer, printer and internet for the duration of the program.
- Students must have their immunizations reviewed by the SAIT Health Clinic. There is a $75 charge to review vaccine history. Any vaccines to be administered will result in additional charges.

Program outline

First Year

Semester 1

ANPH 205 – Sectional Anatomy	3 credits
ANPH 209 – Anatomy and Physiology	3 credits
DMST 202 – Ultrasound Scanning Fundamentals	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 – Physics 2	1.5 credits

Semester 3

DMST 283 – Adult Echocardiography 2	1.5 credits
DMST 285 – Obstetrics and Gynecology Sonography 2	1.5 credits
DMST 293 – Vascular Sonography 2	1.5 credits
DMST 295 – Abdomen and Superficial Structures 2	1.5 credits
MRAD 374 – Professional Practice 2	1.5 credits

Second Year

Semester 4

PHYS 314 – Physics 3	3 credits
DMST 276 – Professional Practice 2	1.5 credits
DMST 315 – Obstetrics and Gynecology Sonography 3	3 credits
DMST 326 – Abdomen and Superficial Structures 3	3 credits
DMST 333 – Adult Echocardiography 3	3 credits
DMST 343 – Vascular Sonography 3	3 credits

Semester 5

PRCT 300 – Clinical Practicum 1	7.5 credits

Semester 6

PRCT 310 – Clinical Practicum 2	7.5 credits

Third Year

Semester 7

DMST 375 – Clinical Integration	3 credits
PRCT 380 – Clinical Practicum 3	7.5 credits
Total	**79.5 credits**

Transfer options

The opportunity to advance your education through transfer in, within, or on from SAIT is available with:

- Athabasca University
- Memorial University of Newfoundland (The Marine Institute)
- Saskatchewan

To learn more, visit Transfer Options on sait.ca

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

Diesel Equipment Technician

- **One-year certificate**
- **Fall start date**
- **Full-time classroom**

Contact us

School of Transportation
Phone: 403.284.8471
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.

Student success

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

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

Credentials

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

Accreditation

Students achieving a PGPA and/or a 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.

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

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.

Costs

Tuition (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 protective equipment) is approximately $1,000 for the year.
- The required tools will cost approximately $1,500-$5,000 depending on the quality and brand of tools chosen.

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 and Electronics Theory	1.5 credits
HDMC 208 – Electrical and Electronics Lab	1.5 credits
HDMC 231 – Suspension, Wheels and Systems Lab	1.5 credits
HDMC 232 – Suspension, Wheels and Systems Theory	1.5 credits
HDMC 268 – Hydraulics Theory	1.5 credits
HDMC 269 – Hydraulics Laboratory	1.5 credits
WEPR 207 – Oxygen–Acetylene Equipment Lab	1.5 credits

Semester 2

COMM 209 – Business Communications	1.5 credits
HDMC 240 – Electrical Charging and Cranking Theory	3 credits
HDMC 241 – Electrical Charging and Cranking Lab	1.5 credits
HDMC 255 – Diesel Engine Theory	1.5 credits
HDMC 257 – Diesel Engine Laboratory	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	**37.5 credits**

Transfer options

The opportunity to advance your education through transfer in, within, or on from SAIT is available with:

- Alberta Apprenticeship and Industry Training
- NAIT

To learn more, visit Transfer Options on sait.ca

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.

Electrical Engineering Technology

- **Two-year diploma**
- **Fall and winter start**
- **Full-time classroom, online, blended evening and weekend delivery**

Contact us

MacPhail School of Energy
Phone: 403.284.8451
Email: energy.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

Journeyperson 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 and Recognition (PLAR).

Credentials

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

Accreditation

The program is nationally accredited by the Technology Accreditation Canada (TAC) at the technologist level.

Graduates are eligible for membership in the following professional association: Association of Science and Engineering Technology Professionals of Alberta (ASET).

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

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.

Direct entry

There are no additional selection requirements. Admission will be extended on a first-qualified, first-offered basis until the program is full.

Costs

Tuition (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 (subject to change) are approximately $1,000 for the first year and $700 for the second year.

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
ELTR 232 – Digital and Electronic Circuits	3 credits
ENVS 247 – Safety and Environment	1.5 credits
MATH 237 – Mathematics for Technologists	3 credits

Semester 2

COMM 288 – Technical Communications II	3 credits
ELEC 266 – Electrical Practices	3 credits
ELEC 291 – Electrical Analysis	3 credits
ELTR 262 – Power Electronics	3 credits
ENGD 238 – Electrical Diagrams and AutoCAD	1.5 credits
MATH 280 – Calculus for Technologists	3 credits

Second Year
Semester 3

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

Semester 4

CNTR 358 – PLC – Contrologix Applications	3 credits
DSGN 396 – Industrial Electrical Design	3 credits
ELCM 374 – Industrial Networks and Communications	1.5 credits
ELEC 361 – Power System Analysis	3 credits
ELEC 364 – Protection and Control	3 credits
PROJ 373 – Capstone Project Course	3 credits
Total	**67.5 credits**

Blended Stream Summer Start

First Year: Online and In-Class Labs
Semester 1

ELCT 205 – Electrical Principles	3 credits
ENVS 247 – Safety and Environment	1.5 credits

Semester 2

COMM 238 – Technical Communications I	3 credits
ELTR 232 – Digital and Electronic Circuits	3 credits
MATH 237 – Mathematics for Technologists	3 credits

Semester 3

ELEC 291 – Electrical Analysis	3 credits
COMP 213 – Computing for Engineering Technology	3 credits
MATH 280 – Calculus for Technologists	3 credits

Semester 4

COMM 288 – Technical Communications II	3 credits
ELTR 262 – Power Electronics	3 credits
ELEC 266 – Electrical Practices	3 credits
ENGD 238 – Electrical Diagrams and AutoCAD	1.5 credits

Second Year Evenings/Weekends
Semester 5

CNTR 309 – PLC – Premium Unity Pro Applications	3 credits
DSGN 301 – Electrical Design Principles	3 credits
ELEC 302 – Generation and Grid Operations	1.5 credits
ELCM 374 – Industrial Networks and Communications	1.5 credits

Semester 6

CNTR 358 – PLC – Contrologix Applications	3 credits
DSGN 396 – Industrial Electrical Design	3 credits
PROJ 333 – Technical Project Management	1.5 credits

Third Year Evenings/Weekends
Semester 7

ELEC 306 – Machine Applications	3 credits
ELEC 352 – Rotating Machines	3 credits
ELEC 353 – Transformer Applications	3 credits

Semester 8

ELEC 361 – Power System Analysis	3 credits
ELEC 364 – Protection and Control	3 credits
PROJ 373 – Capstone Project Course	3 credits
Total	**67.5 credits**

Transfer options

The opportunity to advance your education through transfer in, within, or on from SAIT is available with:

- Athabasca University
- Camosun College
- Lakehead University
- Memorial University of Newfoundland (The Marine Institute)
- University of Victoria

To learn more, visit Transfer Options on sait.ca

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

Electronics Engineering Technology

- **Two-year diploma**
- **Fall start**
- **Full-time classroom**

Contact us

MacPhail School of Energy
Phone: 403.284.8451
Email: energy.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.

Credentials

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

Accreditation

Technology Accreditation Canada (TAC) 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).

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

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 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.

Costs

Tuition (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 (subject to change) 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 Communications 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 – Mathematics 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 and Circuits I	3 credits
HREL 250 – Business Dynamics	3 credits
MATH 280 – Calculus for Technologists	3 credits

Second Year

Semester 3

ELEC 305 – Applied Analysis	3 credits
ELCM 322 – Wireless Communication Systems	3 credits
ELTR 300 – Electronic Devices and Circuits II	3 credits
MCRO 310 – Microprocessor Fundamentals	3 credits
PROJ 306 – Planning and Tools for Electronics Projects	3 credits

Semester 4

CNTR 362 – Electronic Control Systems	3 credits
ELCM 382 – Wireless Applications and Networks	3 credits
INST 302 – Automated Test and Measurement	3 credits
MCRO 350 – Micro Design and Application	3 credits
PROJ 354 – Capstone Project	3 credits
Total	**60 credits**

Transfer options

The opportunity to advance your education through transfer in, within, or on from SAIT is available with:

- Athabasca University
- Camosun College
- Lakehead University
- NAIT
- University of Victoria

To learn more, visit Transfer Options on sait.ca

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

- **Two-year diploma**
- **Fall start**
- **Full-time classroom or online**

Contact us

MacPhail School of Energy
Phone: 403.284.8451
Email: energy.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.

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

Credentials

After successfully completing this program, graduates will receive a SAIT diploma in Energy Asset Management.

Accreditation

There are no formal accreditation arrangements at this time. Please contact the MacPhail School of Energy for more information.

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

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.

Direct entry

There are no additional selection requirements. Admission will be extended on a first-qualified, first-offered basis until the program is full.

Online program delivery

If you're interested in taking Energy Asset Management through online delivery, you'll need to apply online and meet the Admission requirements. When you're filling out your application, select the Part-Time Application type and choose Energy Asset Management Diploma-Online Education.

Costs

Tuition (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 (subject to change) are approximately $500 per year.

Program outline

First Year

Semester 1

ACCT 352 – Energy Accounting	3 credits
BLAW 205 – Business Law	3 credits
COMM 256 – Professional Communications and Presentation Skills	3 credits
EAMG 210 – Overview of Energy Asset Management and Energy Industry	3 credits
EAMG 250 – Pre–Acquisition and Acquisition	3 credits

Semester 2

COMM 266 – Professional Communication Skills II	3 credits
DATA 240 – Software Applications	3 credits
EAMG 220 – Energy Agreements	3 credits
EAMG 230 – Operations Accounting	3 credits
EAMG 255 – Drilling and Completion	3 credits

Second Year

Semester 3

EAMG 300 – Maintenance	3 credits
EAMG 306 – Production Facilities	3 credits
EAMG 350 – Production	3 credits
ECON 302 – Economics	3 credits
PROJ 399 – Project Management	3 credits

Semester 4

EAMG 301 – Capstone Project	3 credits
EAMG 355 – Abandonment and Relinquishment	3 credits
FNCE 360 – Financial Decision Making	3 credits
MKTG 301 – Oil and Gas Marketing	3 credits
MNGT 250 – Organizational Behaviour	3 credits
Total	**60 credits**

Transfer options

The opportunity to advance your education through transfer in, within, or on from SAIT is available with:

- Athabasca University
- Camosun College
- Mount Royal University
- University of Lethbridge
- University of Wyoming

To learn more, visit Transfer Options on sait.ca

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

Engineering Design and Drafting Technology

- **Two-year diploma**
- **Fall and winter start**
- **Full-time classroom**

Contact us

School of Construction-Engineering Design
and Drafting Technology
Phone: 403.284.8367
Email: construction.eddt@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. 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 mechanical, electrical, civil, structural and process piping.

Student success

The most successful students in the program are those who work well in teams, have strong communication skills and a solid foundation in high school Math and Physics.

Credentials

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

Accreditation

This program is nationally accredited, at the technologist level, by the Canadian Council of Technicians and Technologists (CCTT) and Technology Accreditation Canada (TAC). Graduates are eligible for membership in the Association of Science and Engineering Technology Professionals in Alberta (ASET).

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

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.

Direct entry

There are no additional selection requirements. Admission will be extended on a first-qualified, first-offered basis until the program is full.

Costs

Tuition (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 $1,500 per year.
- A $400 security deposit to use a SAIT issued laptop.

Program outline

First Year

Semester 1

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

Semester 2

ARCH 253 – Building Structures	1.5 credits
COMM 238 – Technical Communications I	3 credits
ENGD 220 – Advanced Engineering Drafting	3 credits
ENGD 221 – Topographical Drafting	1.5 credits
SMTL 246 – Strength of Materials	3 credits
MATH 288 – Mathematics for Engineering and Technology II	3 credits

Second Year

Semester 3

CADD 324 – Electrical and HVAC Design and Modelling	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

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 380 – Environmental Engineering Drafting	1.5 credits
PROJ 357 –Applied Engineering Design and Drafting Technology Capstone Project	3 credits
Total	**60 credits**

Transfer options

The opportunity to advance your education through transfer in, within, or on from SAIT is available with:

- Athabasca University
- Bow Valley College

To learn more, visit Transfer Options on sait.ca

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

- **Eight-week fast-track**
- **Six start dates per year**
- **Classroom**

Contact us

English Language Foundations
Phone: 403.210.4045
Email: english.language@sait.ca

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 (CLBA) or International English Language System (IELTS) examination. 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.

Credentials

No Credential Awarded

Progression

Level 1 (communications and speech) leads to level 2, which in turn leads to level 3, 4 and 5. However, students entering the program with a CLBA may begin at any point between levels 1-4 depending on their score. Students entering with IELTS, depending on their band score, may begin at any point between levels 1-5.

Course requirements

To register for the English Language Foundations program, you must complete either a Canadian Language Benchmark Assessment (CLBA) and obtain a minimum score of 4 in all categories, or complete an International English Language Testing System (IELTS) and obtain a minimum band score of 3.5 in all categories. CLBA or IELTS tests must be completed at least one week before the course start date.

Testing information

You can complete a Canadian Language Benchmark Assessment (CLBA) test at SAIT or an International English Language Testing System (IELTS) test. For more information please go to: sait.ca.

Please note: CLBA and IELTS test results older than one year will not be accepted.

Teacher-assessed CLBA scores from Language Instruction for Newcomers to Canada (LINC) schools are not accepted except when students are coming from a LINC program with a certificate of completion for Canadian Language Benchmark 4-Listening, Speaking, Reading and Writing.

Course equivalents: CLBA

The benchmark score on your CLBA will determine the English Languages Foundations (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 – ELF level 5
- Benchmark 8 and completion of ELF level 5-Meets English language requirements to enter SAIT career programs.* Students with a CLBA score of 3 in each category can take ENGL 102-English Language Readiness.

* The SAIT Respiratory Therapy program requires Enhanced Language Training Placement Assessment (ELTPA) with a score of 9 in all sections.

Course equivalents: IELTS

The band score on your IELTS test will determine the ELF level you will start:

- IELTS band 3.5 – ELF level 1
- IELTS band 4.0 – ELF level 2
- IELTS band 4.5 – ELF level 3
- IELTS band 5.0 – ELF level 4
- IELTS band 5.5 – ELF level 5

A band score of 6.0 in all categories and completion of ELF level 5 meets English language requirements to enter SAIT career programs. Students with a band score of 3 in each category can take ENGL 102.

Bridging pathways

Students who have successfully completed some level at either of one of the SAIT pathway program partners or other post-secondary academic English as a second language (ESL) programs may also be accepted. For more information, please go to: sait.ca.

Direct entry

There are no additional selection requirements. Admission will be extended on a first-qualified, first-offered basis until the program is full.

Please note: The cost of one CLBA is included in your application fee. We recommend you arrive in Calgary at least one week before classes start so you can complete the CLBA and receive your scores to register for courses.

Costs

Tuition (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)

- Supplies are approximately $10-20 per term. Students are not required to purchase books for the program.

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	**30 credits**

Transfer options

The opportunity to advance your education through transfer in, within, or on from SAIT is available with:

- Bow Valley College
- Centre for English Studies
- Chinook Learning Services
- English Language Foundations
- GEOS Languages Plus
- Global Village English Language Centres
- ILSC Education Group
- InLingua Vancouver
- International Language Academy of Canada
- Quest Language Studies
- Solomon College
- Stafford House International
- St. George International College
- Tamwood International College

To learn more, visit Transfer Options on sait.ca

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.

Environmental Technology

- **Two-year diploma**
- **Fall start**
- **Full-time classroom**

Contact us

MacPhail School of Energy
Phone: 403.284.8451
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.

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.

Credentials

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

Accreditation

This program is accredited by ECO Canada. 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) through certification exam
- ECO Canada as a Professional in-training
- Chemical Institute of Canada (CIC)

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

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.

Direct entry

There are no additional selection requirements. Admission will be extended on a first-qualified, first-offered basis until the program is full.

Costs

Tuition (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 (subject to change) are approximately $1,800 per year.

Program outline

First Year

Semester 1

BIOL 201 – Biology and Field Ecology	1.5 credits
CHEM 213 – Chemistry and the Environment	3 credits
CHEM 276 – Analytical Laboratory Skills	1.5 credits
COMM 238 – Technical Communications I	3 credits
COMP 261 – Applied Digital Technologies	1.5 credits
ENVS 222 – Introduction to Environmental Organic Chemistry	1.5 credits
MATH 237 – Mathematics for Technologists	3 credits

Semester 2

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

Second Year

Semester 3

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

Semester 4

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

Transfer options

The opportunity to advance your education through transfer in, within, or on from SAIT is available with:

- Athabasca University
- Griffith University
- Lakeland College
- Mount Royal University
- NAIT
- Royal Roads University
- SAIT

To learn more, visit Transfer Options on sait.ca

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.

Film and Video Production

- **Two-year diploma**
- **Fall start**
- **Full-time classroom**

Contact us

School for Advanced Digital Technology
Phone: 403.284.8543
Email: sadt.advising@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 an 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. 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.

Student success

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

Credentials and accreditations

Upon successfully completing this program, graduates will receive a SAIT diploma in Film and Video Production.

There are no formal accreditation arrangements at this time. Please contact the School of Information and Communications Technologies (ICT) for more information.

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.

Costs

Tuition (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 $1,500 per year.
- Bring your own device program.

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.

Program outline

First Year

Semester 1

FVDO 200 – Film Production I	3 credits
FVDO 202 – Film Post–Production I	3 credits
FVDO 203 – Film Directing and Producing	3 credits
FVDO 204 – Story Writing for Film I	3 credits
FVDO 208 – Introduction to Film	1.5 credits
LDSH 243 – Leadership	1.5 credits

Semester 2

FVDO 250 – Film Production II	3 credits
FVDO 252 – Film Post–Production II	3 credits
FVDO 254 – Story Writing for Film II	3 credits
FVDO 256 – Film and Video Directing I	3 credits
FVDO 258 – Business of Film I	3 credits

Second Year

Semester 3

FVDO 300 – Film Production III	3 credits
FVDO 302 – Film Post–Production III	3 credits
FVDO 303 – Film and Video Directing II	3 credits
FVDO 304 – Story Writing for Film III	3 credits
FVDO 308 – Business of Film II	3 credits

Semester 4

FVDO 350 – Film Production IV	3 credits
FVDO 353 – Film and Video Directing III	3 credits
FVDO 357 – Business of Film III	3 credits
PROJ 309 – Capstone Project	3 credits
SCPT 351 – Script Writing for Film	3 credits
Total	**60 credits**

Transfer options

The opportunity to advance your education through transfer in, within, or on from SAIT is available with:

- Athabasca University
- Royal Roads University
- University of Calgary
- University of South Wales

To learn more, visit Transfer Options on sait.ca

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

Graphic Communications and Print Technology

- **Two-year diploma**
- **Fall start**
- **Full-time classroom**
- **This is a Bring Your Own Device Program**

Contact us

School for Advanced Digital Technology
Phone: 403.284.8543
Email: sadt.advising@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.

Student success

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

Credentials

After successfully completing this program, graduates will receive a SAIT diploma in Graphic Communications and Print Technology.

Accreditation

There are no formal accreditation arrangements currently. Please contact the School of Information and Communications Technologies (ICT) for more information.

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

- 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.

Direct entry

There are no additional selection requirements. Admission will be extended on a first-qualified, first-offered basis until the program is full.

Costs

Tuition (subject to change)

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

Books and Supplies (subject to change)

- Books and supplies are approximately $665 per year.

Program outline

First Year

Semester 1

COMM 238 – Technical Communications I	3 credits
COMP 267 – Intro to Digital Productivity Applications and Web Design	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	**61.5 credits**

Transfer options

The opportunity to advance your education through transfer in, within, or on from SAIT is available with:

- Royal Roads University
- University of Alberta
- University of Calgary

To learn more, visit Transfer Options on sait.ca

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

Health Information Management

- **Two-year diploma**
- **Fall start**
- **Full-time classroom**

Contact us

School of Health and Public Safety
Phone: 403.284.8500
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 health care 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 health care 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 through continuing education-COMP 264, HILA 200, PATH 242, MEDT 261, PATH 252 and 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% of a full course load per semester. Depending on the number of courses completed through continuing education, students may be considered a part-time student, which may impact their financial loan status.

Program overview

Your career

Graduates find work as health information management professionals and are primarily employed in hospitals.

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.

Credentials

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

Graduates of the Health Information Management program will be eligible to write the national certification exam with the Canadian College of Health Information Management (CCHIM). After successful completion of the national exam, individuals will become certified Health Information Management Professionals (CHIM) recognized by the Canadian Health Information Management Association (CHIMA).

Accreditation

This program is accredited by the Canadian Health Information Management Association (CHIMA), and meets the Learning Outcomes for Health Information Management (LOHIM).

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

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 must demonstrate English Language Proficiency prior to admission, including students educated in Canada.

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. The receiving practicum site has the right to refuse students who cannot prove they have met all the required immunizations.
- **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 Services as soon as possible upon acceptance into the program. Please review the attached document for guidance on entering an allied health program with a medical condition or disability.

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

Costs

Tuition (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, software, and supplies are approximately $1,600 each year.
- Students are required to have access to a personal computer, printer and Internet. Computers must meet the specifications listed in Fees and Expenses.
- Students are responsible for any additional expenses related to their practica including relocation costs to practicum sites outside Calgary.
- Canadian College of Health Information Management national exam fees are approximately $400.
- Canadian Health Information Management Association annual dues are approximately $30.
- There is a fee associated with obtaining a police information check including Vulnerable Sector Check, payable to the Police or the Royal Canadian Mounted Police (RCMP).
- Students must have their immunizations reviewed by the SAIT Health Clinic. There is a $75 charge to review vaccine history. Any vaccines to be administered will result in additional charges.

Program outline

First year
Semester 1

ANPH 220 – Anatomy and Applied Terminology	3 credits
CDAB 210 – Data Classification 1	3 credits
COMP 264 – Introduction to Digital Productivity Applications	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 and Presentation	1.5 credits
CDAB 310 – Data Classification 3	3 credits
HCPP 300 – Healthcare Database Design	3 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 and Research Design	1.5 credits

Semester 6

PRAC 394 – Practicum 2	6 credits
Total	**61.5 credits**

Transfer options

The opportunity to advance your education through transfer in, within, or on from SAIT available with:

- University of Lethbridge

To learn more, visit Transfer Options on sait.ca

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.

Healthcare Leadership

- **Eight months, post-diploma certificate**
- **Fall start**
- **Part-time or full-time, online or blended**
- **Can be applied to the two plus two degree**

Contact us

School of Health and Public Safety
Phone: 403.284.8500
Email: hps.info@sait.ca

Program description

The Healthcare Leadership program focuses on the critical areas of leadership and management development specific to healthcare. Learners will develop core skills and competencies in leadership and management, conflict management and resolution, people management, effective communications, finances and economics, service and patient focus, healthcare governance, performance measurement, and other elements of leadership in a healthcare environment. To correspond with current trends in healthcare leadership, the program will offer unique skills in the areas of resilience and emergency planning and preparedness.

This program is comprised of inter-disciplinary study, culminating in a capstone project that enables students to apply their knowledge towards addressing leadership challenges in their own organizations. The Healthcare Leadership program is led by experienced healthcare and business instructors, blending health topics with strategic leadership studies that prepare students to navigate the rapidly changing field of healthcare.

Program overview

Fast Facts

The Healthcare Leadership program:

- Is geared towards practicing health professionals who are acting in, or seeking to move towards, leadership roles in healthcare environments
- Is delivered online with flexible scheduling to accommodate working professionals with busy schedules
- Has intakes during the Fall semester
- Is two semesters (30 weeks) in length
- Includes both self-paced and synchronous components

Your Career

Graduates of this program may find or advance their employment in a variety of capacities within healthcare settings.

Potential roles include but are not limited to:

- Director of Care (long-term care)
- Team Coordinator
- Clinic Administrative Manager
- Client Care Manager or Assistant Manager
- Head or Assistant Head Nurse
- Clinical Care or Technical Supervisor (nursing, long-term care, diagnostic services)
- Client Services Manager (nursing)
- Hospital Manager
- Dental Office Manager
- Health Unit Manager or Supervisor
- Ward Supervisor

Credentials

Upon successful completion of this program, graduates will be awarded a SAIT Healthcare Leadership post-diploma certificate.

Accreditation

There are currently no regulatory or accrediting bodies governing this type of program. However, a wide range of industry representatives from the following health-related regulatory bodies were consulted during the design of this program: College of Licensed Practical Nurses of Alberta (CLPNA), College of Registered Psychiatric Nurses of Alberta (CRPNA), and the College and Association of Registered Nurses of Alberta (CARNA). Such consultation provided valuable insight into the current needs of industry and highly sought after skills.

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

- Post-secondary diploma or degree in a healthcare discipline from a recognized university, institute, or college, or,
- Post-secondary certificate in combination with relevant work experience may be considered and approved at the discretion of the Academic Chair
- All applicants must demonstrate English Language Proficiency prior to admission, including students educated in Canada.
- Please note that completion of this program's capstone course requires a letter of acknowledgement from a health-related employer or organization indicating approval for the implementation of a capstone project at their organization.

Program outline

Semester 1

HCAR 401 – Health Economics	3 credits
HCAR 403 – Healthcare Systems and Governance	3 credits
LDSH 405 – Leadership	3 credits
MNGT 408 – Project and People Management	3 credits

Semester 2

HCAR 400 – Emergency Preparedness and Planning	3 credits
HCAR 402 – Healthcare Leadership Capstone	6 credits
HCAR 404 – Quality and Performance in Healthcare Services	3 credits
LDSH 401 – Applied Leadership I	3 credits
Total	**27 credits**

Program Outcomes

1. Healthcare Systems and Governance: Assess how governance and regulatory landscape affect decision making and responsible leadership in healthcare systems.
2. Leadership and Culture: Demonstrate ethical and responsible leadership skills to motivate, train, and build effective teams, and, foster a culture that is socially, environmentally, and financially sustainable.
3. Project Management: Evaluate project planning, scheduling, controlling, and other project management techniques.
4. People Management: Apply coaching, collaboration, and conflict resolution methods to team building and to influence performance.
5. Quality and Performance of Healthcare Services: Promote a mindset of enhanced patient experience with a focus on continuous improvement and operational efficiency, and, apply quality assurance data and trends analysis in decision-making.
6. Resilient Leadership: Adopt effective strategies to drive self, team, and patient resilience and well-being, to support psychological safety.
7. Health Economics: Demonstrate business acumen, using financial data to promote strategic decision making, organizational growth, and financial sustainability.
8. Emergency and Disaster Preparedness: Analyze the medical, psychological, economic, environmental, and ethical perspectives of managing an emergency or disaster.
9. Professional Communication: Communicate professionally and effectively in all business partnerships, practicing ethical behaviours to develop relationships with partners, patients and their families, staff, and peers.

Transfer options

The opportunity to advance your education through transfer in, within, or on from SAIT may be available.

To learn more, visit Transfer Options on sait.ca

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 and Tourism Management

Hospitality and Tourism Management

- **Two- year diploma**
- **Fall, winter, spring start***
- **Bring your own device program**
- **Choice of specialization: Hotel and Accommodations, Restaurant and Service Operations, Beverage Management, Travel and Tourism, Event Management, Entrepreneurship and Innovation.**

Contact us

School of Hospitality and Tourism
403.284.8612
hospitality.info@sait.ca

Program description

Developed with input from industry experts, the Hospitality and Tourism Management program will give you practical hands-on education, ensuring you have the real-world knowledge and skills to achieve success in the workforce.

During this program, you will develop a strong understanding of the hospitality and tourism industries. You will gain knowledge in guest experiences delivery, sales and marketing, service and applied leadership, all complemented by a strong financial management foundation. You will expand your knowledge by choosing a specialization in travel and tourism, entrepreneurship and innovation, hotel and accommodation management, restaurant and service operations, event management, beverage management and more.

Develop qualities that are in high demand for all hospitality and tourism jobs such as communication, problem-solving and interpersonal skills. The industry is fast-paced and requires you to be adaptable, enthusiastic and resilient. If you enjoy keeping busy and working within a team to achieve common goals, then this career is perfect for you.

The Hospitality and Tourism Management diploma offers every student in every major exposure to common core topics including:

- People, leadership, teams and culture
- Guest experience, sales and marketing
- Financial management

Common cores also include law and ethics, safety and certifications and an introduction to hospitality and tourism.

The program allows you to choose an area of specialization in the following:

Hotels and Accommodation: Gain strong hotel industry knowledge on the interconnectivity of all departments that bring a guest experience to life through two practicum placements with leading hotel partners. You will also gain practical experience in front office management, hotel event planning, hotel revenue management and facilities design.

Restaurant and Service Operations: Learn service operations management skills through practical, hands-on training in the renowned Highwood restaurant, and through executing special events on and off campus with our key industry partners. Your training will cover beverage and service operations, facility management and design, as well as people leadership and inventory management.

Beverage Management: Obtain in-depth beverage product knowledge in non-alcoholic beverages as well as wine, beer and spirits. Training will cover beverage sales and retail operations, inventory control and basic culinary understanding to build your skills in creating sustainable beverage programs.

Event Management: This specialization exposes you to all aspects of the event and meeting planning industry, from conventions to live events and festivals. You will gain applied knowledge in contract and stakeholder negotiations, event strategy planning and execution as you bring several events to life on campus and with industry partners, from small- scale VIP events to large events.

Travel and Tourism: Gain travel product knowledge to prepare for a career in destination and travel planning. Your training will cover product and reservation systems, itinerary planning and design, special interest and sustainable tourism. You will have the opportunity to connect with industry partners in solving industry problems, and selling and marketing products at our Travel Center on Campus.

Entrepreneurship and Innovation: Whether your passion is starting your own hospitality business or to create innovative products within a larger company, this specialization introduces you to the entrepreneurial mindset, design thinking and new venture planning. You will have the opportunity to study current industry trends and identify gaps to help provide creative solutions and drive new product development. This specialization offers elective opportunities from any other specialization.

Multi-Disciplinary: Choose a multi-disciplinary approach and select electives from various specializations to build a customized hospitality and tourism path. You will apply that learning through practical, hands-on operations in the specialization of choice, and through executing special events on and off campus with leading industry partners.

Program overview

Your career

Graduates can pursue job opportunities in hotels, restaurants, resorts, private clubs and attractions locally and worldwide. Related careers include:

Hotels and Accommodations: concierge, sales/marketing coordinator, guest services, room service, business centre associate.

Restaurant and Service Operations: junior manager/floor manager, server, bartender, closing supervisor.

Beverage Management: bartender, jr. sommelier, wine captain, beer technician, tasting room associate, sales representative, mixologist.

Event Management: events operations coordinator, resource development coordinator, special event manager, facilities/venue rental manager.

Travel and Tourism: junior travel counsellor, destination marketing and sales coordinator, customer service representative, airline guide, tourism coordinator/specialist.

Entrepreneurship and Innovation: small business owner, property management/lease, marketing and sales.

Student success

In addition to attending class, 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

Credentials

After successfully completing this program, graduates will receive a SAIT Hospitality and Tourism Management diploma. As a Hospitality and Tourism Management graduate, you will have the opportunity to continue into the Bachelor of Hospitality and Tourism Management degree to further your education in the field.

Accreditation

Travel and Tourism: The Travel and Tourism specialization is also well aligned with the Association of Canadian Travel Agencies' (ACTA) endorsement standards to allow students who choose to continue with the Certified Travel Counsellor (CTC) accreditation

There are no formal accreditation arrangements at this time for the other of the specializations.

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

- At least 50% in Math 30-1 or Math 30-2 or at least 60% in Pure Math 20 or Applied Math 30 and,
- At least 50% 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.

SAIT accepts high school course equivalents for admission. If you don't meet the requirements, consider Academic Upgrading.

SAIT evaluates international documents for admissions. After you've applied, consider our international document assessment service if your education is from outside of Canada.

Costs

Tuition (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.

Program outline

Students take a common core of 16 courses over the length of their program, and select 6 additional courses from one of the specialties: Hotels and Accommodation, Restaurant and Service Operations, Beverage Management, Event Management, Travel and Tourism, or Multi-Disciplinary in order to complete the program as part of their specialization and applied learning.

First year

Semester 1

BMAT 201 – Digital Technology for Business Math Applications	3 credits
COMM 265 – Communication Fundamentals and Technology	3 credits
HOSP 200 – Introduction to Hospitality and Tourism	3 credits
HOSP 210 – Safety and Certifications	1.5 credits
LDSH 202 – Self Awareness and Team Dynamics	3 credits
MKTG 200 – Brand and Guest Experience	3 credits

Semester 2

ACCT 260 – Financial Accounting	3 credits
PINT 200 – Professional Internship	1.5 credits
HRMT 320 – Human Resource Management	3 credits
MKTG 250 – Service Marketing and Sales	3 credits
Plus two courses specific to specialization	

Second Year

Semester 3

ECON 250 – Microeconomics	3 credits
HOSP 300 – Law and Ethics in Hospitality and Tourism	3 credits
LDSH 310 – Leading High-Performance Teams	3 credits
Plus two courses specific to specialization	

Semester 4

FNCE 350 – Financial Management in Hospitality	3 credits
LDSH 370 – Leadership and Organizational Culture	3 credits
MKTG 390 – Marketing Strategy Capstone	3 credits
Plus two courses specific to specialization	

Hotel and Accommodation

Semester 2

HOTL 250 – Hotel Operations and Practicum I	3 credits
LODG 255 – Front Office Management	3 credits

Semester 3

HOTL 300 – Hotel Operations and Practicum II	3 credits
HOTL 310 – Hotel Event Management	3 credits

Semester 4

HOTL 350 – Hotel Revenue and Financial Management	3 credits
PHYF 310 – Facilities Management and Design	3 credits

Restaurant and Service Operations

Semester 2

BEVM 210 – Beverage Exploration I	3 credits
REST 250 – Restaurant Operations and Service	3 credits

Semester 3

REST 300 – Event Operations and Service	3 credits
REST 310 – Culinary Art and Management	3 credits

Semester 4

PHYF 310 – Facilities Management and Design	3 credits
REST 350 – Management of Service Operations	3 credits

Beverage Management

Semester 2

BEVM 210 – Beverage Exploration I	3 credits
BEVM 250 – Beverage Sales and Retail	3 credits

Semester 3

BEVM 300 – Beverage Exploration II	3 credits
REST 310 – Culinary Arts and Management	3 credits

Semester 4

BEVM 350 – Beverage Exploration III	3 credits
PHYF 310 – Beverage Programs Design and Management	3 credits

Event Management

Semester 2

EVNT 250 – Event Project Management	3 credits
EVNT 260 – Live Events I	3 credits

Semester 3

EVNT 300 – Event Strategy and Planning	3 credits
EVNT 310 – Live Events II	3 credits

Semester 4

EVNT 350 – Event Contracts and Financials	3 credits
EVNT 360 – Live Events III	3 credits

Travel and Tourism

Semester 2

TOUR 260 – Travel and Destination Exploration I	3 credits
TPRD 260 – Product and Reservation Fundamentals	3 credits

Semester 3

TOUR 300 – Travel and Destinations Exploration II	3 credits
TPRD 310 – Tour and Travel Planning	3 credits

Semester 4

TOUR 360 – Special Interest Tourism and Sustainability	3 credits
TPRD 310 – Tour Product Design	3 credits

Entrepreneurship and Innovation

Semester 2

ENTI 250 – Entrepreneurial Mindset and Journey	3 credits

Junior Specialization Elective (choose one)

BEVM 210 – Beverage Exploration I	3 credits
BEVM 250 – Beverage Sales and Retail	3 credits
EVNT 250 – Events Project Management	3 credits
EVNT 260 – Live Events I	3 credits
EVNT 350 – Event Contracts and Financials	3 credits
HOTL 250 – Hotel Operations and Practicum I	3 credits
HOTL 310 – Hotel Event Management	3 credits
LODG 255 – Front Office Management	3 credits
REST 250 – Restaurant Operations and Service	3 credits
REST 310 – Culinary Arts and Management	3 credits
TOUR 260 – Travel and Destination Exploration I	3 credits
TOUR 360 – Travel and Destination Exploration II	3 credits
TPRD 260 – Product and Reservation Fundamentals	3 credits

Semester 3

ENTI 300 – Design Thinking and Innovation	3 credits
ENTI 310 – New Venture Planning	3 credits

Semester 4

ENTI 350 – Entrepreneurship and Innovation Capstone	3 credits

Senior Specialization Elective (choose one)

BEVM 300 – Beverage Exploration II	3 credits
BEVM 350 – Beverage Exploration III	3 credits
BEVM 360 – Beverage Program Design and Management	3 credits
EVNT 310 – Live Events II	3 credits
EVNT 360 – Live Events III	3 credits
HOTL 300 – Hotel Operations and Practicum II	3 credits
HOTL 350 – Hotel Revenue and Financial Management	3 credits
PHYF 310 – Facilities Management and Design	3 credits
REST 350 – Management of Service Operations	3 credits
TOUR 360 – Special Interest Tourism and Sustainability	3 credits
TPRD 300 – Tour and Travel Planning	3 credits
TPRD 350 – Tour Product Design	3 credits

Multi-Disciplinary

Semester 2

REST 250 – Restaurant Operations and Services	3 credits

Junior Specialization Elective (choose one)

BEVM 210 – Beverage Exploration I	3 credits
BEVM 250 – Beverage Sales and Retail	3 credits
EVNT 250 – Events Project Management	3 credits
EVNT 260 – Live Events I	3 credits
EVNT 350 – Event Contracts and Financials	3 credits
HOTL 250 – Hotel Operations and Practicum I	3 credits
HOTL 310 – Hotel Event Management	3 credits
LODG 255 – Front Office Management	3 credits
REST 310 – Culinary Arts and Management	3 credits
TOUR 260 – Travel and Destination Exploration I	3 credits
TOUR 300 – Travel and Destination Exploration II	3 credits
TPRD 260 – Product and Reservation Fundamentals	3 credits

Semester 3

REST 300 – Event Operations and Service	3 credits

Junior Specialization Elective (choose one)

BEVM 210 – Beverage Exploration I	3 credits
BEVM 250 – Beverage Sales and Retail	3 credits
EVNT 250 – Events Project Management	3 credits
EVNT 260 – Live Events I	3 credits
EVNT 350 – Event Contracts and Financials	3 credits
HOTL 250 – Hotel Operations and Practicum I	3 credits
HOTL 310 – Hotel Event Management	3 credits
LODG 255 – Front Office Management	3 credits
REST 310 – Culinary Arts and Management	3 credits
TOUR 260 – Travel and Destination Exploration I	3 credits
TOUR 300 – Travel and Destination Exploration II	3 credits
TPRD 260 – Product and Reservation Fundamentals	3 credits

Semester 4

Senior Specialization Elective (choose two)

BEVM 300 – Beverage Exploration II	3 credits
BEVM 350 – Beverage Exploration III	3 credits
HOTL 300 – Hotel Operations and Practicum II	3 credits
HOTL 350 – Hotel Revenue and Financial Management	3 credits
PHYF 310 – Facilities Management and Design	3 credits
REST 300 – Event Operations and Service	3 credits
REST 350 – Management of Service Operations	3 credits

Transfer options

The opportunity to advance your education through transfer in, within, or on from SAIT is available with:

- Athabasca University
- Griffith University
- Hong Kong Polytechnic University
- Mount Royal University
- Royal Roads University
- University of Lethbridge
- Royal Roads University
- University of Victoria

To learn more, visit Transfer Options on sait.ca

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 and Records Management

- **Certificate**
- **Ongoing**
- **Part-time online**

Contact us

School of Business
Phone: 403.284.8485
Email: business.advising@sait.ca

Program description

Completely revised and updated for 2017/18 with the help of subject matter experts who are currently working in the field, this program will enable you to learn the current industry standards and the best practices of information and records management from industry professionals. Managing records and information is a pivotal piece in running any organization efficiently and with topics ranging from the fundamentals to advanced topics in strategic management of information, SAIT's Information and Records Management certificate will help you succeed.

These courses are intended for industry professionals upgrading their skills or for individuals looking to change or enhance their careers.

Note: All courses below are offered on an ongoing basis as online education courses.

Important Note: Students who wish to receive the certificate must apply for the program officially. You may apply at any time before or during your studies. Students who do not meet the requirements but would like to take the courses may do so, but no certificate will be granted upon completion. These courses are not recommended for students who do not meet the English Language Proficiency requirements.

Program overview

Your career

- Records Management Team Leader
- Document Management Specialist Manager
- Document Control

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.

Costs

Tuition (subject to change)

- Courses are individually priced, for current pricing please see the program page on sait.ca
- For student funding, please refer to Financial Assistance.

Program outline

CCOMM 256 – Professional Communications and Presentation Skills	3 credits
MGMT 213 – Tools and Techniques	3 credits
MGMT 215 – Advanced Information and Records Management	3 credits
MGMT 244 – Fundamentals of Information and Records Management	3 credits
MGMT 282 – Strategic Records and Information Management	3 credits
MMGT 201 – Enterprise Content Management	3 credits
MMGT 225 – Management of Vital Records	3 credits
MMGT 228 – Managing Records Classification and Vocabulary Design	3 credits
MMGT 284 – Business Imaging Technology	3 credits
MMGT 350 – Information Management Administration	3 credits
Total	**30 credits**

Transfer options

The opportunity to advance your education through transfer in, within, or on from SAIT may be available.

To learn more, visit Transfer Options on sait.ca

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 Security Analyst

- **Post-diploma certificate**
- **Fall start**
- **Fast track and part-time classroom or online**
- **Bring your own device program**

Contact us

School for Advanced Digital Technology
Phone: 403.284.8543
Email: sadt.advising@sait.ca

Program description

Graduates of the Information Security program will develop skills to identify and interpret information security threats and risks in a business context. They can adapt industry standard frameworks to propose practical solutions to mitigate risks.

Graduates will learn to investigate cybersecurity events or crimes related to IT systems, networks and digital assets. They will learn to review, analyze and evaluate incoming cybersecurity threats that impact strategy and operations.

Program overview

Your career

There is a global shortage in the supply of qualified cybersecurity workers that is expected to continue over the next several years. Half of all cybersecurity job openings remain unfilled for three months or more, most commonly due to a lack of qualified applicants. In Canada, job seeker interest in cybersecurity roles meets only two-thirds of employer demand. There are not enough applicants for the posted jobs.

There are growing opportunities in Alberta for IT professionals to find jobs in:

- Public Administration
- Health Care
- Business
- Finance
- Oil and Gas
- Manufacturing
- Supply Chain
- Transportation

In North America, 68% of professionals reported a shortage of information security workers in their departments in 2017, and the majority believe it is due to a lack of qualified workers.

Globally, the cyber workforce is expanding across both the goods-producing and service sectors. The strongest sectors for expansion in cybersecurity workers (reported as a % increase in cyber workforce) are:

- Health Care
- Retail
- Manufacturing
- Education
- Energy

All of these industries will require information security resources to protect their digital property. SAIT graduates of the Information Security Analyst post-diploma certificate will be given the opportunity to specialize in information security and enhance their current skills.

Student success

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

We find there is a direct correlation between the time and energy invested to the amount of success achieved. Learners with strong time-management and discipline have a greater propensity to succeed.

Remaining focused and diligent with coursework is important for success in completing the program.

Credentials and accreditations

Upon successful completion of this program, graduates will receive a SAIT Information Security Analyst post-diploma certificate.

Admission requirements

Applicants must meet the following or equivalent:

- Completion of a post-secondary degree or diploma from a recognized university, institute, or college.
- A combination of education and experience may be considered and is subject to approval by the Academic Chair.
- All applicants must demonstrate English language proficiency prior to admission, including students educated in Canada.

Ideal candidate

The ideal candidate for the Information Security Analyst post-diploma certificate has a previous post-secondary diploma or degree, ideally in a technical or information technology discipline.

You have education or work experience in software development and/or computer networking or related fields. You understand the critical nature of cybersecurity and are intrigued by the ever-changing ways that both corporate and personal information continue to be compromised. You have a strong ethical standard and a curious mind.

Program outline

ITSC 400 –Standard and Compliance Frameworks	3 credits
ITSC 404 – Security Risk Identification	3 credits
CPNT 400 – Advanced Networking	3 credits
ITSC 405 – Data and Networking Security Intelligence	3 credits
ITSC 406 – Security Tools	3 credits
ITSC 407 – Web and Application Security	3 credits
ITSC 408 – Global Information Security Acumen	3 credits
ITSC 409 – Security Risk Management	3 credits
PROJ 402 – Information Security Analyst Capstone Project	3 credits
Total	**27 credits**

Transfer options

The opportunity to advance your education through transfer within SAIT is available.

To learn more, visit Transfer Options on sait.ca

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 Systems Security

- **Two-year diploma**
- **Fall and winter start**
- **Full-time classroom or blended**

Contact us

School for Advanced Digital Technology
Phone: 403.284.8543
Email: sadt.advising@sait.ca

Program description

Computer and systems security are an integral part of our everyday lives. When the systems work it is transparent but when they fail it can be catastrophic. Not only are businesses focused on the security of their data, nation states are focused on the security of their people. Terrorism, rogue states, organized crime and low-level cyber-warfare are all part of today's threat landscapes.

The Information Systems Security program prepares you for entering the security profession with confidence and solid fundamental knowledge. You will use a wide variety of defensive and offensive tools while learning the fundamentals of: networking, malware analysis, reverse engineering, tool construction, operating systems internals, forensics, legal/ethical issues, social engineering and military strategy.

Information Systems Security will have some of its courses delivered in a unique lab environment designed to contain and control the possible spread of the malware being analyzed. The First year of the program rests on a strong base of fundamental skills: programming, operating systems, networking and strategy. The Second year moves into the more practical applications of defense and offensive technologies accumulating with a capstone project in which students will apply knowledge learned from previous courses. The program is two years in length with each academic year divided into two 15-week semesters.

All Information Systems Security students participate in e-learning based curriculum. Students lease PC laptop computers from SAIT, which are equipped with various virtual environments and software applications.

A criminal records check may be required by potential employers. Basic level of computer networking and "C" language programming will greatly enhance your success as a student in this program.

Program overview

Your career

Upon graduation, you may find employment in a wide variety of areas: penetration testing, log analysis, threat analysis, risk management, network security, Internet of Things hardening, physical security, quality assurance, malware analysis and security audits. The security industry is experiencing a large deficit in well trained, entry level security professionals who can be instantly productive in a large variety of jobs. The opportunities are exciting, but the career is intellectually challenging, requiring lifelong learners with unusual dedication and focus.

Student success

Applicants with strong curiosity, good problem-solving skills and excellent work habits are usually more successful in programs such as Information Systems Security.

Credentials and accreditations

Upon successfully completing this program, graduates will receive a SAIT diploma in Information Systems Security.

There are no formal accreditation arrangements currently. Please contact the School of Information and Communications Technologies (ICT) for more information.

Progression

Students must attain a PGPA and/or a CGPA of 2.0 or better in each semester and pass the 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

Completion of the following courses or equivalents:

- At least 65% in Math 30-1 or at least 70% in Math 30-2 or Applied Math 30, AND,
- At least 60% in English Language Arts 30-1, or at least 65% in English Language Arts 30-2.
- All applicants must demonstrate English Language Proficiency prior to admission, including students educated in Canada.
- All qualified students will enter selection.

Costs

Tuition (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 $3,000.
- A $400 security deposit to use a SAIT issued laptop.

Program outline

First year

Semester 1

COMM 256 – Professional Communications and Presentation Skill	3 credits
ITSC 200 – Network Protocols and Security	3 credits
ITSC 201 – Military and Strategic Studies	3 credits
ITSC 202 – Secure Programming Essentials	3 credits
STAT 245 – Statistics for Engineering and Technology I	3 credits

Semester 2

ITSC 203 – Offensive and Defensive Tool Construction	3 credits
ITSC 204 – Computer Architecture – Exploitation and Security	3 credits
ITSC 205 – Operating Systems Internals	3 credits
ITSC 206 –Advanced Networking for Offensive and Defensive Environments	3 credits
LAWG 200 – Security Practice and the Canadian Legal System	3 credits

Second year

Semester 3

ITSC 301 – Wireless Security	3 credits
ITSC 302 – Web Application Security	3 credits
ITSC 303 – Malware Analysis	3 credits
ITSC 304 – Operating System Exploitation	3 credits
ITSC 305 – Reverse Engineering of IoT Systems	3 credits

Semester 4

ITSC 306 – Computer Forensics	3 credits
ITSC 307 – Payment Card Industry Compliance and Encryption	3 credits
ITSC 308 – Security Policies and Operations	3 credits
ITSC 309 – Social Engineering	3 credits
ITSC 310 – System Security Capstone	3 credits
Total	**60 credits**

Transfer options

The opportunity to advance your education through transfer in, within, or on from SAIT is available with:

- Griffith University
- NAIT

To learn more, visit Transfer Options on sait.ca

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

- **Two-year diploma**
- **Fall and winter start**
- **Full-time classroom**
- **Bring your own device program**

Contact us

School for Advanced Digital Technology
Phone: 403.284.8543
Email: sadt.advising@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 Telecommunications. The first semester is common to all four majors. It is a full-time, two-year diploma program. This program utilizes an e-learning (SAIT issued laptop computer) instructional delivery method.

Majors

ITCS: What is the IT Computer Systems major?

A two-year program that prepares ITCS graduates for the IT functions that work with the people and processes that help keep the computers, communications and information systems installed, connected, maintained and supported. Students receive in-depth training on computer hardware and peripheral systems, server and system administration, operating systems, data center management and virtualization, networking, and IT security. In addition, students develop skills in interpersonal communications and teamwork, customer service protocols, business applications and problem-solving techniques.

ITNS: What is the IT Network Systems major?

A two-year program of study that prepares ITNS graduates for the analysis, planning, design, installation and optimization of computer networks and network systems. Students receive in-depth training on network infrastructure that includes router, switch and server configurations, plus IP telephony, security and emerging technologies. The training provided in this major prepares graduates for the highly recognized Cisco CCNA.

ITSD: What is the IT Software Development major?

A two-year program that prepares ITSD graduates for work in a variety of IT activities including the design, development, implementation, testing and maintenance of software systems. Students receive in-depth training in programming techniques as well as 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, SQL) and different supporting technologies (e.g. Communications Networks, Databases, Operating Systems).

ITTS: What is the IT Telecommunications major?

A two-year program of study that prepares ITTS graduates to be proficient in Telecommunications technologies that facilitate the Global Transmission of voice, video, data, text, and audio using smart phones, tablets and computing devices via media such as wireless, satellite and copper/fiber optic cabling technologies. Students receive in-depth training on designing, installing, configuring, commissioning, integrating, maintaining and administering voice, data and video networks.

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 in storage architecture, server administration, virtualization; or IT security areas. Graduates will have a well-rounded and strong foundation to begin their careers in the growing field of IT technical systems and support, with the opportunity to advance into senior technical analyst, systems administration and IT management roles.

Network Systems Major: Graduates of the Network Systems major will have strong technical skills in designing, installing, configuring, maintaining and administering enterprise local area networks and associated servers, security and storage devices. This major focuses on the network infrastructure of an organization, which involves the storage, retrieval, transmission and protection of information, and the hardware and software involved in these processes. In addition to comprehensive technical skills, graduates will acquire and demonstrate the professional communications, general business, problem solving, and project management skills required for success in industry. Students receive in–depth training on router, switch and server configuration for support of network infrastructure, data transmission media, wireless, Voice over IP and new and emerging technologies. Students also receive the training required for industry recognized certifications.

Software Development Major: Software Development encompasses a variety of activities including the design, implementation, testing and maintenance of software systems. Software Developers are required to have a broad set of technical skills covering all aspects of IT system analysis, design, development and testing. Such skills often include knowledge of the use of computer hardware, communications networks and databases, in addition to computer programming. Skills in all of these areas are an integral part of the software development process. Graduates will possess a broad, practical knowledge of both software development and the Information Technology profession. They may work on the development of software systems, often collaboratively in teams with other programmers. Typical tasks include the analysis, design, implementation and testing of new programs on multiple hardware and software platforms (e.g., Windows, Web and Linux) using a variety of programming languages (e.g., Java, C, PHP, XML, PL/SQL) and different supporting technologies (e.g. Communications Networks, Databases, Operating Systems).

Telecommunications Major: Graduates of the Telecommunications 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.

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.

Credentials and accreditations

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.

Progression

Students must attain a PGPA and/or a CGPA of 2.0 or better in each semester and pass the 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

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.

Costs

Tuition (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.
- Bring your own device program

Program outline

First year

Semester 1

CMPH 211 – Computer Hardware and Operating System Essentials	3 credits
CMPP 269 – Computer Programming Essentials	3 credits
CMPS 237 – Information Technology Foundations	3 credits
COMM 256 – Professional Communications and Presentation Skills	3 credits
CPNT 220 – Introduction to Networking	3 credits

Majors

Computer Systems

First year

Semester 2

CMPH 252 – Systems Hardware I	3 credits
CMPS 254 – Computer Operating Systems	3 credits
CPRG 260 – Scripting for System Administrators	3 credits
HREL 250 – Business Dynamics	3 credits
CMPS 275 – Client–Server Administration	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 – Information Technology 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 – Information Technology Security II	3 credits
PROJ 354 – Capstone Project	3 credits

Network Systems

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

Software Development

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 307 – Database Programming and Testing	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

Telecom Systems
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 303 – Wireless Telecommunications	3 credits
PROJ 304 – Project Preparation	3 credits

Semester 4

ELCM 306 – PBX Switching Principles	3 credits
ELCM 308 – Service Provider Access Technologies	3 credits
ELCM 363 – Wide Area Networking Transport Technologies	3 credits
CPNT 351 – Multi – Protocol Label Switching and IP Qos	3 credits
PROJ 354 – Capstone Project	3 credits
Total	**60 credits**

Transfer options

The opportunity to advance your education through transfer in, within, or on from SAIT is available with:

- Athabasca University
- Griffith University
- NAIT

To learn more, visit Transfer Options on sait.ca

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

Instrumentation Engineering Technology

- **Two-year diploma**
- **Fall start**
- **Full-time classroom**

Contact us

MacPhail School of Energy
Phone: 403.284.8451
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. 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.

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, and 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.

Credentials and accreditations

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

Accreditation

Technology Accreditation Canada (TAC) nationally accredits the Instrumentation Engineering Technology program. Students are eligible for membership in the Association of Science and Engineering Technology Professionals in Alberta (ASET) and International Society of Automation (ISA).

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

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.

Direct entry

There are no additional selection requirements. Admission will be extended on a first-qualified, first-offered basis until the program is full.

Costs

Tuition (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 (subject to change) 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 – Applied Digital Technologies	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 and 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 – Mathematics for Engineering and Technology II	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 and Technology I	3 credits
CNTR 322 – Process Control Systems I	3 credits
CMPN 337 – Distributed Control Systems I	3 credits
APSC 202 – 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	**60 credits**

Transfer options

The opportunity to advance your education through transfer in, within, or on from SAIT is available with:

- Athabasca University
- Camosun College
- University of Victoria

To learn more, visit Transfer Options on sait.ca

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.

Integrated Water Management

- **Two-year diploma**
- **Fall start**
- **Full-time classroom**

Contact us

MacPhail School of Energy
Phone: 403.284.8451
Email: energy.info@sait.ca

Program description

Gain technical skills in water management to work on solutions for global water issues. Graduates will acquire specialized knowledge and market-sought skills in both industrial and environmental applications. Students conduct applied research projects over three semesters, with a unique opportunity to work with industry partners and mentors.

Program overview

Your career

Graduates of this program find work in industries such as water quality, water restoration and damage, environmental health and safety, natural resource management and waste management. Possible career opportunities include:

- junior water analyst
- water systems designer
- junior planner/policy analyst or strategist
- industrial water technologist
- field inspector
- junior watershed planner
- environmental water analyst
- environmental scientist

Student success

Students with higher grades usually experience more success in SAIT programs. An interest in science and mathematics would be an asset. Specific interest in physics and chemistry are desirable.

Credentials and accreditations

After successfully completing this program, graduates will receive a SAIT Integrated Water Management diploma. Graduates are eligible for membership in the following professional associations:

- Association of Science and Engineering Technology Professionals of Alberta (ASET) through certification exam
- ECO Canada as a Professional in-training

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

Completion of the following courses or equivalents:

- At least 60% in English Language Arts 30-1, OR 60% in English Language Arts 30-2, AND,
- At least 60% in Math 30-1, OR Pure Math 30, AND,
- At least 50% in Chemistry 20, AND,
- At least 50% in Physics 20, AND
- At least 50% in Biology 20.

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

Direct entry

There are no additional selection requirements. Admission will be extended on a first-qualified, first-offered basis until the program is full.

Costs

Tuition (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)

- See sait.ca for details

Program outline

First Year

Semester 1

COMM 256 – Professional Communications and Presentation Skills	3 credits
MNGT 204 – Water, Health, and Society	3 credits
MNGT 206 – People and Project Management	3 credits
WATR 203 – Water Fundamentals	3 credits
WATR 206 – Water Management	3 credits

Semester 2

DATA 200 – Water Data Management and Analytics	3 credits
PROJ 210 – Applied Water Project Development	3 credits
TECH 200 – Water Data Collection and Technology	3 credits
WATR 204 – Water and the Environment	3 credits
WATR 205 – Water, Governance, and Law	3 credits

Second Year

Semester 3

INRY 301 – Field School and Water Management Applications	3 credits
PROJ 301 – Applied Water Project Management	3 credits
RSMG 300 – Risk Management	3 credits
WATR 300 – Climate, Geopolitical and Economic Drivers of Water	3 credits
WATR 302 – Innovation and Disruption in Water Systems	3 credits

Semester 4

PROJ 307 – Capstone Project	6 credits
WATR 301 – Water Management Economics	3 credits

Elective (choose 1)

ENVS 306 – Advanced Environmental Water Applications	6 credits
INRY 300 – Advanced Industrial Water Applications	6 credits
Total	**60 credits**

Transfer options

The opportunity to advance your education through transfer in, within, or on from SAIT may be available.

To learn more, visit Transfer Options on sait.ca

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

Journalism

- **Two-year diploma**
- **Fall and winter start**
- **Full-time classroom**

Contact us

School of Business
Phone: 403.284.8485
Email: business.advising@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.

Majors

Photojournalism - Students study advanced lighting, feature, sports, advertising, lifestyle, portraiture, studio, location and staff photography techniques, in addition to portfolio strategies as they apply to digital photography systems and applications required by print media publications.

Students secure their own placements, which are approved by the program, to complete a 4-week work experience internship.

Print and Online Journalism - Students study professional techniques of writing, editing, designing, and laying out newspapers and magazines using desktop publishing techniques. They also practice special photo techniques.

During the last two semesters, students complete practicums, usually at newspapers and magazines.

Program overview

Your career

Graduates from this program in the Print and Online Journalism option may find employment with newspapers and magazines, public affairs, advertising agencies, and other information and entertainment media, as a reporter or technical writer.

Graduates from the Photojournalism option may find employment with newspapers and magazines, wire services agencies, public relations and advertising agencies, and other information and entertainment media, as an independent photojournalist, photographer, photographic editor or page designer.

Student success

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

Credentials

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) for more information.

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

At least 60% in the following:

- 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.

Direct entry

There are no additional selection requirements. Admission will be extended on a first-qualified, first-offered basis until the program is full.

Costs

Tuition (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)

- First-year books and supplies cost approximately $500.
- This is a bring your own device program. An Apple Mac computer is required.
- 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 $8,500 for digital photography equipment, supplies and books.
- Second year Print and Online Journalism option, books and supplies cost approximately $400.

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 and Design	3 credits

Second year

Majors

Photo Journalism

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

Print and Online

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	3 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	3 credits
Total	**60 credits**

Transfer options

The opportunity to advance your education through transfer in, within, or on from SAIT is available with:

- Athabasca University
- Griffith University
- Mount Royal University
- Royal Roads University
- University of Calgary

To learn more, visit Transfer Options on sait.ca

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.

Land Analyst

- **Certificate**
- **Part-time online**

Contact us

MacPhail School of Energy
Phone: 403.284.8451
Email: energy.info@sait.ca

Program description

The Land Analyst certificate is an online ten course credit program that prepares graduates to contribute to the management of Oil and Gas Industry by providing hands-on skills in surface land administration. Land Analysts co-ordinate and act as a liaison between corporations, land owners, regulators, and government departments. Some of the potential roles for graduates are land and records administrator, surface land coordinator, project analyst, community relations representative, lease records analyst, renewable energy administrator, and surface land administrator in the energy, utilities, environmental and transportation sectors.

Admission requirements

- 50% or better in English Language Arts 30-1 or 30-2
- 50% or better in Math 20-1 or Math 20-2 (Pure or Applied Math 20)

Costs

Tuition (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 refer to the Tuition and Fee Table.

Program outline

Semester 1

COMM 256 – Professional Communications and Presentation Skills	3 credits
DATA 240 – Software Applications	3 credits
LAND 201 – Land Documentation	3 credits
LAND 202 – Surface Rights and Land Applications	3 credits
LAND 203 – Petroleum Industry Fundamentals	3 credits

Semester 2

LAND 206 – Advanced Land Documentation	3 credits
LAND 207 – Advanced Regulations	3 credits
LAND 208 – Stakeholder Engagement	3 credits
LAND 209 – Managing Alberta's Lands	3 credits
PRAC 286 – Practicum	3 credits
OR	
PROJ 399 – Project Management	3 credits
Total	**30 credits**

Transfer options

The opportunity to advance your education through transfer in, within, or on from SAIT may be available.

To learn more, visit Transfer Options on sait.ca

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

- **Two-year diploma**
- **Fall start**
- **Full-time classroom**
- **Bring your own device program**

Contact us

School of Business
Phone: 403.284.8485
Email: business.advising@sait.ca

Program description

Prepare for a career in the legal profession with SAIT's Legal Assistant diploma. Discover how to be an integral part of a legal practice with highly specialized legal administrative skills. In this practical two-year diploma, your instructors are lawyers and former legal assistants who show you how to assist your lawyer with important tasks on various files. Using industry software on your SAIT-issued laptop, you develop accurate keyboarding and transcription skills-and adapt your strong command of English spelling and grammar to effectively prepare various legal documents.

In your substantive courses, you master relevant terminology for corporate law, real estate law, family law, criminal law and more. You practice legal assistant tasks such as preparing a separation agreement, a criminal law file and a corporate minute book. In your capstone course, you simulate a real law office to integrate all your legal assistant knowledge. At the end of the program, you demonstrate your professionalism and expertise to potential employers in your one-month practicum placement. You graduate as a skilled legal assistant and highly employable in law firms and the court system.

Program overview

Fast facts

- Laptop-based program using SAIT-issued laptops
- Includes a four-week unpaid practicum placement
- Limited number of courses available through Continuing Education

Your career

You can become a legal assistant, junior paralegal, judicial clerk or another legal support role. You can find work in law firms, the court system, registries, and with businesses such as oil and gas corporations.

Student success

To be successful in this program, you 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, which are necessary 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

If you are engaged in campus life and take advantage of SAIT support services, you may have a greater chance of success in SAIT's programs.

Credentials and accreditations

Upon successful completion of the program, graduates will receive a SAIT Legal Assistant diploma.

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

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.

Costs

Tuition (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 per year.
- Bring your own device program

Program outline

First year

Semester 1

ENGL 205 – Grammar and Proofreading	3 credits
LEGA 205 – Keyboard Skill Building	3 credits
LEGA 215 – Legal Computer Applications I	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	**61.5 credits**

Transfer options

The opportunity to advance your education through transfer in, within, or on from SAIT is available with:

- Athabasca University
- Royal Roads University
- University of Lethbridge

To learn more, visit Transfer Options on sait.ca

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

- **Two-year diploma**
- **Fall start**
- **Full-time classroom**

Contact us

School of Business
Phone: 403.284.8485
Email: business.advising@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 part-time studies 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.

Student success

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

Credentials

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

Accreditation

There are no formal accreditation arrangements at this time. Please contact the School of Information and Communications Technologies (ICT) for more information.

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

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

Direct entry

There are no additional selection requirements. Admission will be extended on a first-qualified, first-offered basis until the program is full.

Costs

Tuition (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 $2,000.
- LIT Open Studies 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	3 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 215 – 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 and 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	**61.5 credits**

Transfer options

The opportunity to advance your education through transfer in, within, or on from SAIT is available with:

- Athabasca University
- Royal Roads University

To learn more, visit Transfer Options on sait.ca

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

- **One-year certificate**
- **Fall start date**
- **Full-time classroom**

Contact us

School of Manufacturing and Automation
Phone: 403.284.8641
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 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.

Student success

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

Credentials and accreditations

After successfully completing this program, graduates will receive a SAIT certificate as a Machinist Technician.

Graduates are eligible to write the first and second-year Provincial Apprenticeship Board exams for the machinist trade provided they attain a minimum of 65% in all their courses. Apprenticeship exam fees will be required.

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

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.

Direct entry

There are no additional selection requirements. Admission will be extended on a first-qualified, first-offered basis until the program is full.

Costs

Tuition (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
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
WELD 218 – Welding	1.5 credits

Semester 2

EMTL 203 – Metallurgy	1.5 credits
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
Total	**28.5 credits**

Transfer options

The opportunity to advance your education through transfer in, within, or on from SAIT is available with:

- NAIT

To learn more, visit Transfer Options on sait.ca

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.

Management and Leadership

- **Complete in one year or up to five years part-time**
- **Fall, winter, and spring start**
- **Available part-time classroom**

Contact us

School of Business
Phone: 403.284.8485
Email: business.advising@sait.ca

Description

Develop your management and leadership skills to be an effective leader and advance your career. Taught by industry-experienced instructors, you'll gain a foundation for success as a manager, team lead or supervisor by working independently and in teams to better understand how to manage projects and lead people in today's rapidly changing business world. Prepare yourself to lead a team through disruptive change while maintaining momentum through continuous improvements by evolving your leadership, interpersonal, accounting and project management skills and applying that knowledge to various situations. You will finish the program with a capstone course that gives you the opportunity to apply your abilities in a work-integrated learning project, further developing critical thinking, communication, collaboration and organizational capabilities.

Program overview

Fast Facts

- Available part-time
- One-year certificate
- Small class sizes: 40 students max.
- Courses available face-to-face and online
- Bring your own device program

Your Career

Graduates can pursue job opportunities as a:

- Manager
- Coordinator
- Project coordinator
- Supervisor
- Team lead
- Product owner
- Training specialist
- Coach
- Facilitator
- Consultant
- Business analyst

Student Success

To achieve success in this program, you should:

- Be proactive, independent, and resourceful
- Have strong written and oral communication skills
- Be prepared to work in teams
- Be proficient in the use of a Windows-based computer and Microsoft Office software
- Spend 9-12 hours per week on each course, including in-class hours
- Actively participate in all classes and activities
- Become familiar and adhere to SAIT's policies and procedures
- Be ready for a challenge and committed to keeping yourself on schedule
- If you are engaged in campus life and take advantage of SAIT services and resources, you may be more likely to experience success in SAIT's programs.

Credentials

After successfully completing this program, graduates will receive a SAIT Management and Leadership certificate.

Admission requirements

Completion of the following courses or equivalents:

- At least 50% in English Language Arts 30-1, or
- At least 60% in English Language Arts 30-2 or
- At least 50% in SAIT COMN 220 Communication and Presentation Skills
- All applicants must demonstrate English language proficiency prior to admission, including students educated in Canada.
- A combination of education and experience will be considered upon approval from the Academic Chair.
- A minimum of three years' work experience is strongly recommended.

Costs

Tuition (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)

- See sait.ca for details

Program outline

This program consists of 30 credits (10 courses). MNGT 257 Business Certificate Capstone should be taken only after all other required courses and two elective courses have been completed.

Required Courses

ACCT 215 – Introductory Financial Accounting I	3 credits
COMM 300 – Intercultural Communications	3 credits
HRMT 320 – Human Resource Management	3 credits
LDSH 360 – Business Leadership	3 credits
MNGT 250 – Organizational Behaviour	3 credits
MNGT 255 – Introduction to Management	3 credits
MNGT 257 – Business Certificate Capstone	3 credits
MNGT 321 – Project Management	3 credits

Elective Courses (choose two of seven)

ACCT 225 – Accounting for Managers	3 credits
BMAT 230 – Business Mathematics	3 credits
MNGT 213 – Continuous Improvement	3 credits
MNGT 251 – Conflict Management and Negotiation Skills	3 credits
MNGT 252 – Change Management	3 credits
PHIL 241 – Critical Thinking	3 credits
STAT 270 – Quantitative Methods	3 credits
Total	**30 credits**

Transfer options

The opportunity to advance your education through transfer in, within, or on from SAIT may be available.

To learn more, visit Transfer Options on sait.ca

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.

Marketing

- **Complete in one year or up to five years part-time**
- **Fall, winter, and spring start**
- **Available part-time classroom**

Contact us

School of Business
Phone: 403.284.8485
Email: business.advising@sait.ca

Description

Discover how business and creativity collide as you develop fundamental skills in communications, marketing, business development, project management and more. Blending theory with real-world scenarios and projects, led by industry-experienced instructors, you'll learn to apply savvy marketing techniques and tactics to entice new customers and drive brand loyalty. You'll also learn about the complete customer journey and how it's supported across traditional and digital marketing tools and technology. You will finish the program with a capstone course that enables you to apply your abilities in a work-integrated learning project, further developing critical thinking, communication, collaboration and organizational capabilities.

Program overview

Fast Facts

- Available part-time
- One-year certificate
- Small class sizes: 40 students max.
- Courses available face-to-face and online
- Bring your own device program

Your Career

Graduates can pursue job opportunities as a(n):

- Marketing assistant, associate, lead or coordinator
- Proposal coordinator
- Digital marketing assistant
- Sales coordinator
- Web marketing manager
- Administrative assistant
- Product specialist

Student Success

To achieve success in this program, you should:

- Be proactive, independent, and resourceful
- Have strong written and oral communication skills
- Be prepared to work in teams
- Be proficient in the use of a Windows-based computer and Microsoft Office software
- Spend 9-12 hours per week on each course, including in-class hours
- Actively participate in all classes and activities
- Become familiar and adhere to SAIT's policies and procedures
- Be ready for a challenge and committed to keeping yourself on schedule
- If you are engaged in campus life and take advantage of SAIT services and resources, you may be more likely to experience success in SAIT's programs.

Credentials

After successfully completing this program, graduates will receive a SAIT Marketing certificate.

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. There are no additional entrance requirements for this program.

Costs

Tuition (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)

- See sait.ca for details

Program outline

This program consists of 30 credits (10 courses). MNGT 257 Business Certificate Capstone should be taken only after all other required courses and two elective courses have been completed.

Required Courses

COMN 220 – Communication and Presentation Skills	3 credits
MKTG 260 – Marketing Essentials	3 credits
MKTG 265 – Digital Marketing Foundations	3 credits
MKTG 306 – Brand Management	3 credits
MKTG 366 – Business Development and Customer Relationship Management 3 credits	
MKTG 375 – Integrated Marketing Communications	3 credits
MNGT 200 – Introduction to Business	3 credits
MNGT 257 – Business Certificate Capstone	3 credits
MNGT 321 – Project Management	3 credits

Elective Courses (choose one of four)

BCMP 225 – Business Productivity Tools and Technology	3 credits
DATA 410 – Business Context for Data Analysis	3 credits
MKTG 261 – Advertising	3 credits
MKTG 336 – Marketing Action	3 credits
Total	**30 credits**

Transfer options

The opportunity to advance your education through transfer in, within, or on from SAIT may be available.

To learn more, visit Transfer Options on sait.ca

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.

Mechanical Engineering Technology

- **Two-year and three-year (evening and weekend) diploma**
- **Fall and winter start**
- **Full-time classroom and evening/weekend classroom**

Program description

The Mechanical Engineering Technology program is a practical, hands-on, full-time, 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. The MET Major selection process will occur in the end of March – beginning of April.

Although SAIT 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

Majors

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.

Student success

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

Credentials

After successfully completing this program, graduates will receive a SAIT diploma in either:

- Mechanical Engineering Technology-Design and Analysis
- Mechanical Engineering Technology-Design and Development
- Mechanical Engineering Technology-Design and Automation

Accreditation

All three majors are nationally accredited by the Technology Accreditation Canada (TAC). 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).

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

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.

Costs

Tuition (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 are approximately $1,500 per year

Program outline

First year

Semester 1

COMP 213 – Computing for Engineering Technology	3 credits
MATH 238 – Math for Engineering and Tech I	3 credits
MECH 200 – Mechanical Engineering Technology Concepts	3 credits
MECH 205 – Electro–Mechanical Systems	3 credits
STCS 255 – Engineering Statics	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 – Mathematics for Engineering and Technology II	3 credits
MECH 202 – Technology and Society	1.5 credits
MNFG 290 – Manufacturing Processes	3 credits

Second year

Majors

Design and Analysis

Semester 3

COMM 256 – Professional Communications 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 303 – Mechanical Systems Design	3 credits
DSGN 380 – Machine 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 and Technology I	3 credits

Design and Automation

Semester 3

CNTR 300 – Control Systems	3 credits
COMM 256 – Professional Communications and Presentation Skills	3 credits
EMSI 310 – Computer 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 Programmable Logic Controllers	3 credits
FLDS 320 – Fluid Power	1.5 credits
PROJ 375 – Capstone Project	3 credits
STAT 245 – Statistics for Engineering and Technology I	3 credits

Design and Development

Semester 3

COMM 256 – Professional Communications 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 and Technology I	3 credits
Total	**60 credits**

Evening/Weekends

Semester 1

MATH 238 – Math for Engineering and Technology I	3 credits
MECH 200 Mechanical Engineering Technology Concepts	3 credits
*MECH 202 – Technology and Society	1.5 credits
COMP 213 – Computing for Engineering Technology	3 credits
*MECH 202 - every second Saturday, six hours each.	

Semester 2

MATH 288 – Math for Engineering and Technology II	3 credits
*STCS 255 – Engineering Statics	1.5 credits
THRM 200 – Introduction to Thermodynamics	1.5 credits
MECH 205 – Electro-Mechanical Systems	3 credits
*STCS 255 Labs - three Saturdays per semester, four hours each	

Semester 3

*DYNA 265 – Dynamics	1.5 credits
STAT 245 – Statistics for Engineering and Technology I	3 credits
*EMTL 250 – Engineering Materials	3 credits
ENGD 250 – Technical Modeling	3 credits
*DYNA 265 (4 hrs.) and EMTL-250 Labs (2 hrs.) - four Saturdays per semester, six hours each.	

Semester 4

THRM 320 – Thermodynamics and Heat Transfer	3 credits
EMTL 300 – Mechanics of Materials	3 credits
*MNFG 290 – Manufacturing Process	3 credits
FLDS 350 – Fluid Mechanics	1.5 credits

*Semester 5

FLDS 320 – Fluid Power	1.5 credits
DSGN 303 – Mechanical Systems Design	3 credits
COMM 256 – Professional Communications and Presentation Skills	3 credits
ECON 209 – Engineering Economics	1.5 credits
FLDS 320 Fluids Lab – every second Saturday, four hours each	

Semester 6

MACH 380 – Machine Dynamics	1.5 credits
*PROJ 375 – Capstone Project	3 credits
DSGN 380 – Machine Design	3 credits
MNFG 310 – Advanced Manufacturing	3 credits

Transfer options

The opportunity to advance your education through transfer in, within, or on from SAIT is available with:

- Athabasca University
- Camosun College
- Montana Tech
- University of British Columbia
- University of Victoria
- University of Wyoming

To learn more, visit Transfer Options on sait.ca

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 Device Reprocessing Technician

- **Five-month certificate**
- **Fall and winter start**
- **Full-time classroom or Online**
- **Part-Time Online (open enrollment)**

Contact us

School of Health and Public Safety
Phone: 403.284.8500
Email: hps.info@sait.ca

Program description

The Medical Device Reprocessing Technician program provides entry-level training for the critical role of cleaning, packaging, sterilizing, storing, and handling of sterile supplies and surgical instruments, with a focus on infection prevention and control, and aseptic techniques. Students learn through classroom instruction, as well as significant time dedicated to real-world application and refinement of their skills during integrated practical experiences, and a SAIT-arranged practicum rotation in an approved professional clinical setting.

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.

Student success

Students who experience success in this program and profession:

- Possess basic computer literacy, including with word processing and communications platforms
- Medical Device Reprocessing Technicians work with digital information management systems in hospital settings, and applicants must ensure they possess these skills prior to admission into the program
- Have higher secondary and/or post-secondary grades
- Are effective at communication in English
- Embody a high attentiveness to detail
- Enjoy working in team environments
- Are in good health and physically fit, including:
  - Good motor coordination and manual dexterity
  - The ability to both lift 40 lbs and push or pull 250 lbs on a frequent basis
  - Being able to stand or walk for long periods of time, including repeated bending at the knees and waist
- Are able to perform repetitive tasks in noisy and stressful environments
- Are not averse to shift-work or flexible, rotating schedules
- Have no sensitivities to latex, disinfection and sterilization chemicals, or the sight of blood and human tissue

Credentials

After successfully completing this program, graduates will receive a SAIT Medical Device Reprocessing Technician certificate.

The program arranges for graduates to challenge the International Association of Healthcare Central Service Materiel Management (IAHCSMM) certification exam for international recognition of their competencies as a Central Service Technician (CRCST). This allows international portability.

SAIT's Medical Device Reprocessing Technician program is also recognized by the Canadian Standards Association (CSA) and graduates are eligible to challenge the CSA Canadian certification exam to become a certified Medical Device Reprocessing Technician (CMDRT).

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.

Accreditation

There are no formal accreditation requirements or arrangements at this time, however, the program is recognized nationally and internationally, which allows for writing certification exams and working in the profession globally.

Note: This program is eligible for the Canada-Alberta Job Grant.

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

- 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.

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 (for example, 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 in 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 practica such as entrance requirements, 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. The receiving practicum site has the right to refuse students who cannot prove they have met all the required immunizations.
- **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 Services as soon as possible upon acceptance into the program. Please review the attached document for guidance on entering an allied health program with a medical condition or disability.

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

Costs

Tuition (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)

- Students are responsible for any additional expenses related to their practicum including relocation costs to a practicum site outside of Calgary.
- Students may be required to hold either the International Association of Healthcare Central Service Material Management (IAHCSMM) or the Canadian Standards Association (CSA) certification for the purpose of gaining employment. The IAHCSMM certification exam fee is approximately $125 and the CSA certification exam fee is approximately $263. Students are responsible for paying these exam fees.
- 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 are approximately $400.
- 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.
- Students must have their immunizations reviewed by the SAIT Health Clinic. There is a $75 charge to review vaccine history. Any vaccines to be administered will result in additional charges.

Program outline

IINFC 206 – Infection Control and Decontamination	1.5 credits
INST 263 – Instrumentation	1.5 credits
SPRO 227 – Packaging Materials and Techniques	1.5 credits
SPRO 235 – Sterilization Methodology	1.5 credits
SPRO 255 – Professional Practice	1.5 credits
STDP 246 – Supply Distribution and Standards	1.5 credits
PRAC 296 – Practicum	7.5 credits
Total	**16.5 credits**

Transfer options

The opportunity to advance your education through transfer in, within, or on from SAIT may be available.

To learn more, visit Transfer Options on sait.ca

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 Assistant

- **Five-month certificate**
- **Fall and winter start for full-time blended or online**
- **Spring start for rural health zones stream**

Contact us

School of Health and Public Safety
Phone: 403.284.8500
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 and technological advances. A medical laboratory assistant must be accurate, self-motivated, and dependable with a skilled eye for detail and strong client service skills.

The Medical Laboratory Assistant (MLA) 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.

The first semester of the MLA program consists of classroom instruction and clinical integration which prepares students for the clinical practicum and professional job duties. The second semester involves theory on professional practice and a six-week clinical practicum arranged by SAIT which is spent in a laboratory and patient service center. The practicum provides students with opportunities to refine and apply competencies acquired at SAIT.

The program has many clinical partners located within Alberta and across Canada. Clinical placements in Calgary are limited and students must be prepared to relocate outside of Calgary for the six-week practicum. Successful candidates will be informed of the allocation of their 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 regard to assigning practicum placements. Students will be responsible for fees associated with their practicum such as relocation and travel costs.

Certain courses may be available through continuing education. All 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% 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

Fast facts

This program is a 21-week certificate offered over the Fall/Winter semesters or the Winter/Spring semesters. There is also a spring intake for the rural health zones stream that is seven months in length.

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.

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.

Students who experience success in this program have the following characteristics:

- The ability to type and perform data entry at 30 words per minute (WPM) or greater. This is required in order to secure employment post graduation
- 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.

Credentials

After successfully completing this program, graduates will receive a SAIT Medical Laboratory Assistant certificate. Graduates are eligible for registration and membership with the Canadian Society for Medical Laboratory Science.

Accreditation

The Medical Laboratory Assistant program delivered by SAIT is accredited by Accreditation Canada, and is designed so that graduates achieve clinical competence as defined by the Canadian Society for Medical Laboratory Science (CSMLS). As an accredited institute, graduates of the Medical Laboratory Assistant program at SAIT are eligible to challenge the CSMLS certification exam.

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

Completion of the following courses or equivalents:

- At least 60% in Math 20-2 or Pure Math 10 or Math 10C,
- At least 60% in English Language Arts 30-1 or English Language Arts 30-2,
- At least 60% in Chemistry 20,
- At least 60% in Biology 20.
- All applicants must demonstrate English Language Proficiency prior to admission, including students educated in Canada.

Practicum requirements

The School of Health and Public Safety has many practica partners located in 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 practica such as entrance requirements, 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. The receiving practicum site has the right to refuse students who cannot prove they have met all the required immunizations.
- **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 respirator 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 practicum. Occupational Health and Safety Bulletin, Respiratory Protective Equipment: An Employer's Guide states the effectiveness of the respiratory protective equipment depends on an effective facepiece 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, a growth of facial hair, dental surgery, or facial scarring).
- **Health and wellness status:** Due to the demanding nature of the work in the health care field and Occupational Health and Safety requirements, the health care field has a strong focus on health and wellness. Students with a medical condition or disability that may impact them in a practicum setting are strongly advised to discuss concerns with the program academic chair and/or SAIT Accessibility Services as soon as possible upon acceptance into the program. Please review the attached document for guidance on entering an allied health program with a medical condition or disability.

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

Costs

Tuition (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)

- 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.
- CSMLS national association dues for students are approximately $85.
- 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 are approximately $700.
- 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.
- Students must have their immunizations reviewed by the SAIT Health Clinic. There is a $75 charge to review vaccine history. Any vaccines to be administered will result in additional charges.

Program outline

Semester 1

INFC 215 – Infection Prevention and Control	1.5 credits
MEDL 200 – Clinical Laboratory Foundations	3 credits
MEDL 201 – Patient Services	3 credits
MEDL 202 – Clinical Integration	1.5 credits
MEDL 203 – Clinical Laboratory Testing	3 credits
PROF 201 – Professional Practice 1	3 credits

Semester 2

PROF 202 – Professional Practice 2	1.5 credits
PRAC 271 – Clinical Placement	3 credits
Total	**19.5 credits**

Spring Intake - Rural Health Zones Stream

Semester 1: April – May

INFC 215 – Infection Prevention and Control	1.5 credits
PROF 201 – Professional Practice 1	3 credits

Semester 2: May – August

MEDL 200 – Clinical Laboratory Foundations	3 credits
MEDL 201 – Patient Services	3 credits
MEDL 203 – Clinical Laboratory Testing	3 credits

Semester 3: August

MEDL 202 – Clinical Integration	1.5 credits

Semester 4: August – October

PRAC 271 – Clinical Placement	3 credits
PROF 202 – Professional Practice 2	1.5 credits
Total	**19.5 credits**

Transfer options

The opportunity to advance your education through transfer in, within, or on from SAIT may be available.

To learn more, visit Transfer Options on sait.ca

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

Medical Laboratory Technology

- **Two-year diploma**
- **Fall start**
- **Full-time blended**

Contact us

School of Health and Public Safety
Phone: 403.284.8500
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.

Six courses are available by distance education or continuing education - ANPH 209, HSCI 300, INFC 215, MEDL 300, MEDL 354, and PROF 201. These 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 required 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 shift work. 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.

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.

Credentials

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

This program is designed so that graduates achieve clinical competence as defined by the Canadian Society for Medical Laboratory Science (CSMLS) and meet compliance requirements of Accreditation Canada. Graduates are eligible to challenge the CSMLS exams to obtain national certification as a medical laboratory technologist, which will allow national portability.

Accreditation

The Medical Laboratory Technology program delivered by SAIT is accredited by Accreditation Canada.

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

Completion of the following courses or equivalents AND a combined average of 75%:

- At least 70% in Math 30-1 or Pure Math 30, or at least 75% in Math 30-2,
- At least 70% in English Language Arts 30-1,
- At least 70% in Chemistry 30,
- At least 70% in Biology 30.
- All applicants must demonstrate English Language Proficiency prior to admission, including students educated in Canada.

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 entrance requirements, 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. The receiving practicum site has the right to refuse students who cannot prove they have met all the required immunizations.
- **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.

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

Costs

Tuition (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)

- 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 $1,500 for members or $2,000 for non-members who are Canadian residents.
- 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 $285 for recent grads plus $150 for an initial application fee.
- There is a fee associated with obtaining a criminal record check (including vulnerable sector check) and is payable to the Police or the RCMP.
- CompTracker fee $165.
- Books, supplies and uniform are approximately $1,600 for the entire program.

- 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.
- Students must have their immunizations reviewed by the SAIT Health Clinic. There is a $75 charge to review vaccine history. Any vaccines to be administered will result in additional charges.

Program outline

First year

Semester 1

ANPH 209 – Anatomy and Physiology	3 credits
COMP 241 – Digital Applications and Laboratory Information System	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 330 – Specimen Collection and Handling	3 credits
PROF 201 – Professional Practice 1	3 credits
HSCI 300 – Immunology	1.5 credits

Semester 2

CHEM 252 – Medical Laboratory Technology Clinical Chemistry 1	6 credits
HEMA 337 – Hematology 2	3 credits
MBIO 360 – Clinical Microbiology 2	3 credits
MEDL 310 – Histotechnology 1	1.5 credits
MEDL 354 – Medical Laboratory Technology Quality Management	1.5 credits
MEDL 204 – Transfusion Medicine	6 credits

Semester 3

CHEM 336 – Medical Laboratory Technology Clinical Chemistry 2	1.5 credits
MBIO 383 – Clinical Microbiology 3	1.5 credits
MEDL 205 – Professional Practice 2	1.5 credits
MEDL 385 – Histotechnology 2	3 credits
MEDL 251 – Molecular Medicine Fundamentals	3 credits

Second year

Semester 4

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 – Specimen Collection and 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 5

MEDL 300 – Professional Skills	3 credits

Semester 6

MEDL 352 – Applied Investigation	3 credits
Total	**88.5 credits**

Transfer options

The opportunity to advance your education through transfer in, within, or on from SAIT is available with:

- Athabasca University
- Canadian Armed Forces
- Memorial University of Newfoundland (The Marine Institute)

To learn more, visit Transfer Options on sait.ca

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

Medical Office Assistant and Unit Clerk

- **Five-month certificate**
- **Fall and winter start**
- **Full-time or part-time, classroom or blended**
- **Includes a four-week practicum in a health care or medical office setting**

Contact us

School of Health and Public Safety
Phone: 403.284.8500
Email: hps.info@sait.ca

Program description

The Medical Office Assistant and Unit Clerk program is innovative in providing the necessary hands-on and theoretical expertise 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 - COMP 264, HILA 200, MEDT 211, and PROF 252. 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 require a personal computer with internet access.

Program overview

Fast facts

- This 19-week certificate is offered over the fall and winter semesters or the winter and spring semesters.
- The part-time intake runs January through September.
- This is a bring your own device (BYOD) program.

Your career

Graduates are employed as medical office assistants and unit clerks in health care facilities, physician offices, regional health, chiropractic and rehabilitation centres.

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.

Credentials

After successfully completing this program, graduates will receive a SAIT Medical Office Assistant and Unit Clerk certificate.

Accreditation

There are no formal accreditation arrangements at this time. Please contact the School of Health and Public Safety for more information.

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

- 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.

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. The receiving practicum site has the right to refuse students who cannot prove they have met all the required immunizations.

- **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 Services as soon as possible upon acceptance into the program. Please review the attached document for guidance on entering an allied health program with a medical condition or disability.

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

Costs

Tuition (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)

- 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, payable to the Police or the Royal Canadian Mounted Police (RCMP).
- Books and supplies are approximately $650.
- 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
- Students must have their immunizations reviewed by the SAIT Health Clinic. There is a $75 charge to review vaccine history. Any vaccines to be administered will result in additional charges.

Program outline

Semester 1

COMP 264 – Introduction to Digital Productivity Applications	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
MEDT 211 – Medical Terminology 1	1.5 credits
MDOF 240 – Medical Office Procedures	1.5 credits
PROF 252 – Professional Practice	1.5 credits

Semester 2

PRAC 279 – Practicum	1.5 credits
Total	**18 credits**

Extended Part-Time Offering

Semester 1: January April

COMP 264 – Introduction to Digital Productivity Applications	1.5 credits
HILA 200 – Health Information Law 1	1.5 credits
HRSC 220 – Unit Clerk Fundamentals	1.5 credits
HRSC 231 – Electronic Medical Record	1.5 credits
MDOF 240 – Medical Office Procedures	1.5 credits
MEDT 211 – Medical Terminology 1	1.5 credits

Semester 2: May August

HCPP 220 – Healthcare Systems Fundamental	1.5 credits
HRSC 206 – Patient Record Fundamentals	1.5 credits
MDOF 203 – Medical Billing Bookkeeping	3 credits
PROF 252 – Professional Practice	1.5 credits

Semester 3: September

PRAC 279 – Practicum	1.5 credits
Total	**18 credits**

Transfer options

The opportunity to advance your education through transfer within SAIT is available.

To learn more, visit Transfer Options on sait.ca

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

- **Two-year diploma**
- **Fall start**
- **Full-time blended**

Contact us

School of Health and Public Safety
Phone: 403.284.8500
Email: hps.info@sait.ca

Program description

Medical Radiologic Technology (MRT) is the art and science of correctly positioning the patient and X-ray equipment to produce and record images for visualizing the extent of disease or injury. The Medical Radiologic Technology program is a two-year, full-time program where students are trained as medical radiologic technologist, responsible for the safe and competent operation of a wide range of X-ray generating machines, the production of digital images and use of accessory medical equipment.

In the first year of the Medical Radiologic Technology program, students will attend SAIT and complete courses in anatomy and pathology, apparatus and image management, computed tomography, radiation protection, general and specialized radiographic techniques, professional practice and patient care.

The second year of the MRT program involves online courses focusing on specialized imaging, clinical integration, quality assurance and control and professional practice. Students will also concurrently complete three clinical practica where they rotate through general and specialized medical radiologic technology departments, applying what they have learned in these clinical settings.

Note: Two courses-INFC 215 Infection Prevention and Control and MEDT 211 Medical Terminology-are also available to be taken through continuing education. Regardless of which method of delivery a course is taken, it 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% 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.

Program overview

Your career

Graduates find work as medical radiologic technologists in hospitals, clinics, doctors' offices and public health agencies. Future specialization opportunities are also available for experienced medical radiologic technologists with technical excellence in areas such as 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.

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.

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, use critical thinking in practice, demonstrate compassion, 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
- Are capable of lifting heavy patients
- The ability to move heavy equipment (pulling/pushing/lifting)
- The ability to climb several flights of stairs quickly
- The 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.

Credentials

After successfully completing this program, graduates will receive a SAIT Medical Radiologic Technology diploma. Graduates from this program are eligible to challenge the Canadian Association of Medical Radiation Technologists (CAMRT) certification exam which is a requirement for registration and employment for medical radiologic technologists in Canada.

Accreditation

The Medical Radiologic Technology program delivered by SAIT is accredited by Accreditation Canada. 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

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

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.

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 at a later date. 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 entrance requirements, 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 001 BLS Provider [Level C] CPR).
- **Updated Immunization Records:** Most practicum sites require students to demonstrate updated immunization status prior to attending practicum. The receiving practicum site has the right to refuse students who cannot prove they have met all the required immunizations.
- **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 facepiece 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.

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

Costs

Tuition (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)

- CPRS 001 BLS Provider (Level C) CPR. Annual update required. All CPR courses must be from the Heart and 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 $840 with an additional $125 exam registration fee.
- Annual dues to the Alberta College of Medical Diagnostic and Therapeutic Technologists are approximately $100.
- 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, payable to the Police or the Royal Canadian Mounted Police (RCMP).
- Books and supplies are approximately $2,500 in the First year and $700 in the Second year.
- 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.
- 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 CompTracker user fee per semester.
- Students must have their immunizations reviewed by the SAIT Health Clinic. There is a $75 charge to review vaccine history. Any vaccines to be administered will result in additional charges.

Program outline

First year

Semester 1

ANPH 202 – Anatomy and Pathology 1	3 credits
APPH 226 – Apparatus and Image Management	3 credits
MEDT 211 – Medical Terminology 1	1.5 credits
MRAD 204 – Radiographic Technique 1	3 credits
MRAD 223 – Patient Care 1	1.5 credits
RADP 215 – Radiation Protection	3 credits

Semester 2

ANPH 252 – Anatomy and Pathology 2	3 credits
MRAD 240 – Specialized Imaging 1	1.5 credits
MRAD 251 – Computed Tomography Theory 1	3 credits
MRAD 254 – Fluoroscopic Imaging	1.5 credits
MRAD 256 – Radiographic Technique 2	3 credits
MRAD 202 – Patient Care 2	1.5 credits

Semester 3

INFC 215 – Infection Prevention and Control	1.5 credits
MRAD 209 – Professional Practice 1	1.5 credits
MRAD 281 – Computed Tomography Theory 2	1.5 credits
MRAD 285 – Radiographic Applied Skills	1.5 credits

Second year

Semester 4

MRAD 302 – Specialized Imaging 2	3 credits
PRCT 353 – Clinical Practicum 1	6 credits

Semester 5

MRAD 358 – Clinical Integration 1	1.5 credits
PRCT 356 – Clinical Practicum 2	6 credits
QUAL 370 – Quality Assurance and Control	3 credits

Semester 6

MRAD 360 – Clinical Integration 2	1.5 credits
MRAD 374 – Professional Practice 2	1.5 credits
PRCT 358 – Clinical Practicum 3	6 credits
Total	**63 credits**

Transfer options

The opportunity to advance your education through transfer in, within, or on from SAIT is available with:

- Athabasca University
- Canadian Armed Forces
- Memorial University of Newfoundland (The Marine Institute)

To learn more, visit Transfer Options on sait.ca

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 Systems Specialist

- **32-week certificate**
- **Fall and spring start**
- **Full-time classroom**

Contact us

School for Advanced Digital Technology
Phone: 403.284.8543
Email: sadt.advising@sait.ca

Program description

In our interconnected world, strong, resilient and scalable computer networks are critical to industry success. Through classroom training and practical application, this program will help you develop skills and competencies in computer network design, maintenance and support, to get you career-ready as a network systems specialist.

During this intensive 32-week certificate, you will develop skills in leading-edge technologies including cloud and server administration, virtualized infrastructure, and Linux administration. You'll also become a member of the Cisco Networking Academy to specialize in computer networking, troubleshooting, and security.

As a result of the practical focus of this program, you will gain valuable experience solving technical problems and providing solutions that are on-time and within scope. This experience is further bolstered by a mandatory 8-week practicum that completes the program, preparing you for a successful career in the information technology (IT) field.

Program overview

Fast facts

32-week Fast-track certificate offered over multiple semesters.

Your career

A graduate from this program may find employment as a Network Systems Specialist, network analyst, help desk analyst, system support specialist or an IT consultant.

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.

Credentials

After successfully completing this program, graduates will receive a SAIT certificate as a Network Systems Specialist.

Accreditation

By the end of the program, graduates will have the knowledge to challenge the Cisco Certified Network Administrator (CCNA) exams.

Ideal applicant

The ideal candidate for the Network Systems Specialist 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 a good working knowledge of operating systems and computer hardware. You are probably the person your friends and family go to when they have computer problems.

Admission requirements

- 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 Systems Specialist (NT) program, credit for Prior Learning is not available.

Costs

Tuition (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.
- Students are expected to provide their own computers and related equipment.

Program outline

Fall program start

Semester 1

CMPH 239 – IT Essentials	3 credits
CMPN 276 – Internetworks Level I	3 credits
CPLN 240 – Career Planning and Management	1.5 credits
NETT 270 – Linux Installation and Administration	1.5 credits

Semester 2

CMPN 277 – Internetworks Level II	3 credits
CMPN 287 – Internetworks Level III	3 credits
CPNT 209 – Network Resilience and Scalability	3 credits
CPNT 216 – Virtualized Infrastructure	3 credits
CPNT 223 – Network Security	3 credits
NETT 262 – Network Design and Implementation Project	3 credits
NETT 275 – Cloud and Server Administration	3 credits

Semester 3

NETT 350 – Network Systems Specialist Practicum	3 credits

Spring program start

Semester 1

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
CPLN 240 – Career Planning and Management	1.5 credits
CPNT 216 – Virtualized Infrastructure	3 credits
NETT 270 – Linux Installation and Administration	1.5 credits
NETT 275 – Cloud and Server Administration	3 credits

Semester 2

CPNT 209 – Network Resilience and Scalability	3 credits
CPNT 223 – Network Security	3 credits
NETT 262 – Network Design and Implementation Project	3 credits
NETT 350 – Network Systems Specialist Practicum	3 credits
Total	**33 credits**

Transfer options

The opportunity to advance your education through transfer in, within, or on from SAIT is available with:

- Rocky Mountain
- SAIT

To learn more, visit Transfer Options on sait.ca

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 and Design

- **Two-year diploma**
- **Fall start**
- **Full-time classroom**
- **This Program is Bring your Own Device**

Contact us

School for Advanced Digital Technology
Phone: 403.284.8543
Email: sadt.advising@sait.ca

Program description

New Media Production and Design is a technology centred program that promotes critical thinking to develop engaging content for web-based user experiences, and provides comprehensive training in the tools and techniques used for web design and development. The program emphasizes project-based and hands-on training, with students working in teams 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.

Student success

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

Credentials and accreditations

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.

Progression

Students must attain a PGPA and/or a CGPA of 2.0 or better in each semester and pass the 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

- 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.

Costs

Tuition (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 $500 per year.

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 225 – Web Communications II	3 credits
MMDA 237 – Rich Media Communications II	3 credits
MMDA 243 – Visual Communications II	3 credits
MMDA 244 – Business of New Media II	3 credits
MMDA 247 – Production Company I	3 credits

Second year

Semester 3

MMDA 300 – Production Company II	3 credits
MMDA 303 – Storytelling for Digital Designers	3 credits
MMDA 323 – Visual Communications III	3 credits
MMDA 324 – Web Communications III	3 credits
MMDA 326 – Rich Media Communications III	3 credits

Semester 4

MMDA 340 – Production Company III	3 credits
MMDA 344 – Digital Independent Study	6 credits
MMDA 385 – Portfolio Development	1.5 credits
PRAC 395 – New Media Practicum	1.5 credits
PROJ 309 – Capstone Project	3 credits
Total	**60 credits**

Transfer options

The opportunity to advance your education through transfer in, within, or on from SAIT is available with:

- Athabasca University
- Royal Roads University

To learn more, visit Transfer Options on sait.ca

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

Non-Destructive Testing Foundations

- **15-week certificate**
- **Fall, winter and spring start dates**
- **Full-time and part-time classroom**

Contact us

School of Manufacturing and Automation
Phone: 403.284.8641
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.

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 helps you to accomplish step 1 of this process-training, which prepares you to complete step 2 and step 3 after successful program completion.

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.

Student success

Strong skills in Math and English (written and verbal) preferred.

Credentials and accreditations

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.

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

- 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.

Direct entry

There are no additional selection requirements. Admission will be extended on a first-qualified, first-offered basis until the program is full.

Costs

Tuition (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 are approximately $500

Program outline

CCODE 270 – Materials and Processes for NDT	1.5 credits
COMM 249 – Technical Communications	1.5 credits
INSP 200 – Visual Inspection Level 2	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 263 – Magnetic Particle Levels I and II	1.5 credits
INSP 264 – Liquid Penetrant Levels I and II	1.5 credits
Total	**16.5 credits**

Evenings/Weekends

Semester 1

CODE 270 – Materials and Processes for NDT	1.5 credits
COMM 249 – Technical Communications	1.5 credits
INSP 200 – Visual Inspection Level 2	1.5 credits
INSP 220 – Certified Exposure Device Operator	3 credits
INSP 263 – Magnetic Particle Levels I and II	1.5 credits

Semester 2

INSP 207 – Eddy Current Level I	1.5 credits
INSP 210 – Radiography Level I	1.5 credits
INSP 236 – Ultrasonics Level I	3 credits
INSP 264 – Liquid Penetrant Levels I and II"	1.5 credits
Total	**16.5 credits**

Transfer options

The opportunity to advance your education through transfer in, within, or on from SAIT may be available.

To learn more, visit Transfer Options on sait.ca

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.

Nuclear Medicine Technology

- **Two-year diploma**
- **Fall start**
- **Full-time blended**

Contact us

School of Health and Public Safety
Phone: 403.284.8500
Email: hps.info@sait.ca

Program description

Nuclear medicine technology uses radiopharmaceuticals (radioactive drugs) and specialized equipment to help diagnose and treat diseases. The Nuclear Medicine Technology (NMT) program is a two-year, full-time program where students are trained as nuclear medicine technologists, ready to work with patients and medical staff in clinical nuclear medicine settings.

In the first year of the Nuclear Medicine Technology program, students will complete studies in patient communication and management, professional practice, radiation physics, computed tomography, anatomy and physiology, radionuclide instrumentation, nuclear medicine procedures, radiopharmacy, quality control, clinical integration, phlebotomy and intravenous injections, and radiation safety.

The second year of the NMT program involves online courses focusing on instrumentation, dosimetry, pathology, advanced computers, research and clinical integration. Students will also concurrently complete three clinical practica where they rotate through all areas of nuclear medicine, applying what they have learned while in these clinical settings.

Note: INFC 215 Infection Prevention and Control is available to be taken through continuing education. Regardless of which method of delivery a course is taken, it 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% of a full course load per semester. Depending on the number of courses completed through continuing education, students may be considered a part-time student, which may impact their financial loan status.

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, use critical thinking practice, are eager, persevere and enjoy working in a team environment.

Students who experience success in this program have the following characteristics:

- The ability to handle unpleasant situations
- Are capable of lifting heavy objects and patients
- The ability to stand for extended periods of time
- The ability to work in difficult physical positions
- Good hand and finger dexterity and stamina; and
- 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.

Credentials

After successfully completing this program, graduates will receive a SAIT Nuclear Medicine Technology diploma.

Graduates are eligible to challenge the Canadian Association of Medical Radiation Technologists (CAMRT) certification exam which is a requirement for registration and employment for registered nuclear medicine technologists in Canada. Graduates are eligible to challenge the American Nuclear Medicine Technology Certification Board exam.

Accreditation

The Nuclear Medicine Technology program delivered by SAIT is accredited by Accreditation Canada. 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.

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

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.

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 at a later date. 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 entrance requirements, 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 001 BLS Provider (Level C) CPR). Please note that only the 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. The receiving practicum site has the right to refuse students who cannot prove they have met all the required immunizations.
- **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.

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

Costs

Tuition (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)

- CPRS 001 BLS Provider (Level C) CPR course. Annual update required (CPRS 002 BLS Renewal [Level C] CPR). Call SAIT Life Support Training at 403.210.4009 for further information.
- Student registration fee to the Alberta College of Medical Diagnostic and Therapeutic Technologists is approximately $125.

- Canadian Association of Medical Radiation Technologist (CAMRT) certification exam fees are approximately $840 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, payable to the Police or the Royal Canadian Mounted Police (RCMP).
- Books and supplies are approximately $2,600 in the First year and $1,200 in the Second year.
- 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.
- 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 CompTracker user fee per semester.
- Students must have their immunizations reviewed by the SAIT Health Clinic. There is a $75 charge to review vaccine history. Any vaccines to be administered will result in additional charges.

Program outline

First year

Semester 1

ANPH 215 – Anatomy and Physiology	3 credits
NMED 210 – Professional Practice	3 credits
NMED 220 – Quality Control 1	1.5 credits
PHAR 230 – Radiopharmacy 1	1.5 credits
PHYS 209 – Radiation Physics	3 credits
RADP 210 – Radiation Protection	3 credits

Semester 2

INFC 215 – Infection Prevention and Control	1.5 credits
MRAD 251 – Computed Tomography Theory 1	3 credits
NMED 251 – Clinical Procedures 1	3 credits
NMED 260 – Instrumentation 1	1.5 credits
NMED 270 – Quality Control 2	3 credits
PHAR 262 – Radiopharmacy 2	3 credits

Semester 3

MRAD 281 – Computed Tomography Theory 2	1.5 credits
NMED 256 – Patient Care	1.5 credits
NMED 275 – Clinical Integration 1	1.5 credits
NMED 291 – Clinical Procedures 2	3 credits
PHLB 236 – Phlebotomy and Intravenous Injections	1.5 credits

Second year

Semester 4

NMED 310 – Instrumentation 2	1.5 credits
NMED 320 – Dosimetry	1.5 credits
NMED 331 – Applied Clinical Procedures 1	3 credits
PRAC 309 – Practicum 1	6 credits

Semester 5

NMED 350 – Advanced Computers	1.5 credits
NMED 381 – Applied Clinical Procedures 2	3 credits
PRAC 322 – Practicum 2	6 credits

Semester 6

NMED 360 – Research for Allied Health	1.5 credits
NMED 390 – Clinical Integration 2	1.5 credits
PRAC 343 – Practicum 3	6 credits
Total	**70.5 credits**

Transfer options

The opportunity to advance your education through transfer in, within, or on from SAIT is available with:

- Athabasca University
- Manitoba
- Memorial University of Newfoundland (The Marine Institute)
- Saskatchewan

To learn more, visit Transfer Options on sait.ca

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

- **Eight-month certificate**
- **Fall start**
- **Full-time classroom**

Contact us

School of Health and Public Safety
Phone: 403.284.8500
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 Dietitians.

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.

Credentials

After successfully completing this program, graduates will receive a SAIT Nutrition for Healthy Lifestyles certificate.

Graduates will also have the opportunity to write the Government of Alberta Food Safety and Sanitation exam to receive certification in food safety and sanitation.

Accreditation

Graduates carry out unique roles in health promotion, for which there is not currently an accreditation body.

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

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 must demonstrate English Language Proficiency prior to admission, including students educated in Canada.

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

Tuition (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 $750.
- 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.

Program outline

Semester 1

COMM 208 – Communication and Presentation Skills	1.5 credits
FSAN 255 – Food Safety and Sanitation	1.5 credits
NUTR 201 – Human Nutrition Fundamentals	3 credits
NUTR 216 – Nutrition Trends and Controversies	1.5 credits
NUTR 225 – Lifecycle Nutrition	1.5 credits
PROF 242 – Workplace Professionalism	1.5 credits

Semester 2

ADED 250 – Adult Education Principles and 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	**22.5 credits**

Transfer options

The opportunity to advance your education through transfer in, within, or on from SAIT may be available.

To learn more, visit Transfer Options on sait.ca

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

- **32-week certificate**
- **Fall and spring start**
- **Full-time classroom**

Contact us

School for Advanced Digital Technology
Phone: 403.284.8543
Email: sadt.advising@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 Development 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

Fast facts

32-week Fast-track certificate offered over multiple semesters.

Your career

Graduates may find employment as a software developer, programmer, analyst, systems analyst, web developer or IT consultant.

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.

Credentials

After successfully completing this program, graduates will receive a SAIT certificate in Object Oriented Software Development.

Progression

Students must attain a PGPA and/or a CGPA of 2.0 or better in each semester and pass the 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

- 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 Development (OOSD) program, credit for Prior Learning is not available.

Ideal applicant

The ideal candidate for the Object-Oriented Software Development (OOSD) program can think logically and concentrate for long periods of time. You enjoy developing innovative solutions to problems using computer programming. You are detail-oriented and can remain patient and persistent when debugging code. You are capable of learning independently and enjoy self-directed study. Most importantly, you possess previous work experience or education in computer programming.

Costs

Tuition (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.
- Students must supply their own computer for this program.

Program outline

Fall Program start

Semester 1

CPRG 200 – Rapid Application Development for OOSD	3 credits
CPRG 210 – Web Application Development	3 credits
CPRG 212 – Database Development	3 credits
CPRG 214 – .NET Web Applications	1.5 credits
CPLN 240 – Career Planning and Management	1.5 credits
PROJ 207 – Threaded Project for OOSD	3 credits
PROJ 216 – Software Project Concepts	1.5 credits

Semester 2

CMPP 264 – Java Programming for OOSD	3 credits
CMPS 207 – Operating Systems and Networks	3 credits
CPRG 208 – Security for Developers	1.5 credits
CPRG 220 – Open Source Web Applications	1.5 credits

Semester 3

OBOR 350 – Object Oriented Practicum	3 credits

Spring Program start

Semester 1

CMPS 207 – Operating Systems and Networks	3 credits
CPRG 200 – Rapid Application Development for OOSD	3 credits
CPRG 210 – Web Application Development	3 credits
CPRG 212 – Database Development	3 credits
CPRG 214 – .NET Web Applications	1.5 credits
CPLN 240 – Career Planning and Management	1.5 credits
PROJ 207 – Threaded Project for OOSD	3 credits
PROJ 216 – Software Project Concepts	1.5 credits

Semester 2

CMPP 264 – Java Programming for OOSD	3 credits
CPRG 208 – Security for Developers	1.5 credits
CPRG 220 – Open Source Web Applications	1.5 credits
OBOR 350 – Object Oriented Practicum	3 credits
Total	**28.5 credits**

Transfer options

The opportunity to advance your education through transfer in, within, or on from SAIT is available with:

- Rocky Mountain College
- SAIT

To learn more, visit Transfer Options on sait.ca

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.

Office Professional

- **One-year certificate**
- **Fall start**
- **Full-time classroom**

Contact us

School of Business
Phone: 403.284.8485
Email: business.advising@sait.ca

Program description

Open the door to a fast-paced office career with the one-year Office Professional certificate. Learn to communicate in an office setting, understand common office procedures and use technology to organize business information. You practice collaboration and teamwork to complete a variety of business tasks.

You can graduate with several Microsoft Office certifications, demonstrating your essential skills in word processing, spreadsheet, email and presentation software. When you graduate, you can launch your office professional career or apply to the second year of SAIT's Administrative Information Management diploma.

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

Credentials and accreditations

After successfully completing this program, graduates will receive a 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 Specialist
- Excel Specialist
- PowerPoint Specialist
- Outlook Specialist

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

Progression

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

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 must demonstrate English Language Proficiency prior to admission, including students educated in Canada.

Direct entry

There are no additional selection requirements. Admission will be extended on a first-qualified, first-offered basis until the program is full.

Costs

Tuition (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 (subject to change)
- Books and supplies are approximately $1,400.
- Bring your own device program.

Program outline

First Year

Semester 1

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

Semester 2

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
OADM 257 – Office Administration	3 credits
Total	**30 credits**

Transfer options

The opportunity to advance your education through transfer in, within, or on from SAIT may be available.

To learn more, visit Transfer Options on sait.ca

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.

Open Studies

- **Spring, summer, fall and winter start**
- **Classroom or online**

Contact us

Phone: 403.284.8923
open.studies@sait.ca

Program description

In the Open Studies program, students choose from a wide range of credit courses to explore their interests and aptitudes, enabling better-informed program and career choices as they develop strong study skills and earn post-secondary credits. It offers students the flexibility to design their studies around multidisciplinary interests or to focus their studies in one discipline area that interests them the most. This program builds a well-rounded foundation for further education at SAIT with readily transferable courses.

The lesser of 50% of the credits within the credential being sought or a maximum of 30 credits can be applied from the Open Studies program to a future credential at SAIT.

Program overview

Career

Complete OS courses in order to sample a wide variety of courses and better determine your interest, reduce your course load while waiting for your program to begin, retake a course or take a course in an alternative delivery method, particularly online or evening.

Student Success

- Check out the Tech requirements on Sait.ca.
- Whether your course is on campus or online, you will need good time management skills.
- Ensure you log in regularly if the course is online or show up to your regularly scheduled class time.
- Ensure you are communicating with your Instructor regularly.
- Invest your energy into your coursework and attend all your classes in a timely fashion. Students who attend all of their classes do better on assignments and tests.
- Access free SAIT student services such as tutoring, learning strategy workshops, appointments with a learning strategist, and student counselling services.
- Review course listings and be prepared for courses you are taking.

Credentials and accreditations

No credential is awarded in Open Studies, credits obtained in this program may be applied towards credentials programs at SAIT.

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. Students must have the necessary pre-requisites or co-requisites to register for a course. Admission to the Programs at SAIT can be highly competitive. Grades higher than a pass improve opportunities for admission to programs. For information about pre-requisites or co-requisites, please contact open.studies@sait.ca

Admission requirements

Admission requirements for Open Studies is English Language Proficiency. Students apply through Apply Alberta.
Free application

Costs

Tuition (subject to change)

- Tuition in the Open Studies program is based on a tiered rate.
  - Tier 1 $210 per credit
  - Tier 2 $250 per credit
  - Tier 3 $300 per credit
- International Students, please refer to the International Student Fees.
- For student funding, please refer to Financial Assistance.
- To see which courses fall under which tier please see sait.ca/open studies

Books and supplies (subject to change)

- Are in addition to the price of tuition.
- Please see sait.ca for details.

Program outline

ANPH 209 – Anatomy and Physiology	3 credits
ANPH 220 – Anatomy and Applied Terminology	3 credits
BIOL 2220 – Organisms and their Relationships	3 credits
BMAT 230 – Business Mathematics	3 credits
COMM 209 – Business Communications	1.5 credits
COMM 238 – Technical Communications I	3 credits
COMM 256 – Professional Communications and Presentation Skills	3 credits
COMM 288 – Technical Communications II	3 credits
COMM 3310 – Presentations	3 credits
COMM 352 – Communicating in the Workplace	1.5 credits
COMM 405 – Industrial Communications	3 credits
COMM 415 – Professional Communications	1.5 credits
COMN 220 – Communication and Presentation Skills	3 credits
COMN 280 – Communication and Presentation Skills II	3 credits
COMP 213 – Computing for Engineering Technology	3 credits
COMP 220 – Computer Fundamentals	3 credits
COMP 261 – Applied Digital Technologies	1.5 credits
COMP 264 – Introduction to Digital Productivity Applications	1.5 credits
COMP 267 – Intro to Digital Productivity Applications and Web Design	1.5 credits
DYNA 265 – Dynamics	1.5 credits
ENGL 205 – Grammar and Proofreading	3 credits
ENGL 3370 – Comparative World Literature	3 credits
ENVS 2010 – Environmental Science for Sustainability	3 credits
HILA 200 – Health Information Law 1	1.5 credits
HSCI 221 – Introduction to Ophthalmic Practice	3 credits
HSCI 223 – Ophthalmic and Optometric Skills	3 credits
INFC 215 – Infection Prevention and Control	1.5 credits
LIBR 200 – Introduction to Libraries	1.5 credits
MATH 1011 – Technical Mathematics I	3 credits
MATH 206 – Mathematics for Printers I	1.5 credits
MATH 237 – Mathematics for Technologists	3 credits
MATH 238 – Math for Engineering and Tech I	3 credits
MATH 262 – Technical Mathematics I	3 credits
MATH 280 – Calculus for Technologists	3 credits
MATH 288 – Mathematics for Engineering and Technology II	3 credits
MEDL 354 – Medical Laboratory Technology Quality Management	1.5 credits
MEDT 211 – Medical Terminology 1	1.5 credits
MEDT 250 – Medical Terminology 2	1.5 credits
MGMT 244 – Fundamentals of Information and Records Management	3 credits
MKTG 360 – Library Marketing	1.5 credits
MMGT 350 – Information Management Administration	3 credits
PATH 242 – Pathophysiology 1	3 credits
PATH 252 – Pathophysiology 2	3 credits
PHIL 241 – Critical Thinking	3 credits
PHIL 1011 – Critical Thinking	3 credits
PHIL 3010 – Ethics	3 credits
PHYS 235 – Engineering Physics	1.5 credits
PREP 200 – Academic Preparation and Career Exploration	3 credits
PROF 201 – Professional Practice 1	3 credits
PROF 240 – Healthcare Professionalism	1.5 credits
SCIE 2230 – Science of Health and Wellness	3 credits
SCIE 2240 – Science Past Present Future	3 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
STAT 245 – Statistics for Engineering and Technology I	3 credits
STAT 270 – Quantitative Methods	3 credits
STAT 3110 – Statistics for Science and Engineering	3 credits
STAT 4010 – Research Methodologies	3 credits
STCS 255 – Engineering Statics	1.5 credits
Total	**30 credits**

Ophthalmic and Optometric Assisting

- **One-year certificate**
- **Fall and spring start dates**
- **Full-time classroom or blended**

Contact us

School of Health and Public Safety
403.284.8500
hps.info@sait.ca

Program description

The Ophthalmic and Optometric Assisting certificate program is one year long (including a four-week practicum) and prepares students to operate as medical office professionals with specialized knowledge in ophthalmic (eye health) and optometric (vision care) terminology and clinical procedures.

Throughout the program, students will learn the scientific principles imperative to ensuring optimal eye care as part of a multi-disciplinary team that includes ophthalmologists, optometrists, opticians, and medical technologists. This program is unique in that it includes a combination of ophthalmic and optometric competencies, providing graduates with skillsets for two professions in one program.

Program overview

Your Career

Graduates of this program may find work as ophthalmic and/or optometric Assistants for ophthalmologists and optometrists in a variety of medical settings.

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.
- Basic computer skills are essential for success in this program.

Credentials

Upon successful completion of this program, graduates will be awarded a SAIT Ophthalmic and Optometric Assisting certificate.

Accreditations

The Ophthalmic and Optometric Assisting program delivered by SAIT is aligned with the competencies outlined by the Joint Commission on Allied Health Personnel in Ophthalmology (JCAHPO) guidelines.

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

A minimum grade of 60% in each of the following courses or their equivalents:

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

Costs

Tuition (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)

- Are in addition to the price of tuition.
- Please see sait.ca for details.

Program outline

First year

Semester 1

ANPH 220 – Anatomy and Applied Terminology	3 credits
HSCI 219 – Ocular Anatomy and Physiology	3 credits
HSCI 221 – Introduction to Ophthalmic Practice	3 credits
HSCI 223 – Ophthalmic and Optometric Skills	3 credits
HSCI 309 – Systemic and Ocular Pathology and Pharmacology	3 credits

Semester 2

HSCI 218 – Applied Ophthalmic and Optometric Assisting	3 credits
HSCI 222 – Ophthalmic Instruments and Testing	3 credits
HSCI 251 – Assisting Surgical Procedures	3 credits
PRCT 205 – Clinical Practicum	3 credits
Total	**27 credits**

Transfer Options

The opportunity to advance your education through transfer in, within, or on from SAIT may be available.

To learn more, visit Transfer Options on sait.ca

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.

Optician

- **Two-year diploma**
- **Fall or winter start**
- **Full-time classroom or blended**

Contact us

School of Health and Public Safety
403.284.8500
hps.info@sait.ca

Program description

The Optician program is two years in length and trains students to be in the forefront of eye care practice, working as part of a multi-disciplinary vision care team. Students will study ocular pathology, refracting and pharmacology, as well as business and retail aspects of the profession. Application of the theory will be demonstrated through clinical competencies focusing on refraction, filling eyeglass and contact lens prescriptions, ensuring a proper fit, and determining clients' eyewear needs. These skills, along with business and retail skills, will be practiced and demonstrated in a dynamic, patient-centered environment.

Program overview

Your career

Graduates of this program may find work as Opticians in optical retail stores, or a variety of other related medical settings.

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.
- Interest in science, health, and technology is essential for success in this program.

Credentials

Upon successful completion of this program, graduates will be awarded a SAIT Optician diploma.

Additionally, graduates will be prepared to challenge the National Alliance of Canadian Optician Regulators (NACOR) exam, and obtain a dual license as both a dispensing optician and a contact lens fitter.

Accreditations

The Optician program delivered by SAIT is aligned with the competencies outlined by the National Alliance of Canadian Optician Regulators (NACOR) guidelines and will seek accreditation with Accreditation Canada starting in 2020/21.

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

A minimum grade of 65% in each of the following courses or their equivalents:

- English Language Arts 30-1 or English Language Arts 30-2
- Math 30-1 or Math 30-2 or Pure Math 30
- Physics 20* or Biology 30 or Science 30
- Or,
- Completion of the SAIT Ophthalmic and Optometric Assisting program or equivalent
- All applicants must demonstrate English Language Proficiency prior to admission, including students educated in Canada.

*Physics 30 is considered an asset

Costs

Tuition (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)

- Are in addition to the price of tuition.
- Please see sait.ca for details.

Program outline

First Year

Semester 1

ANPH 220 – Anatomy and Applied Terminology	3 credits
HSCI 219 – Ocular Anatomy and Physiology	3 credits
HSCI 221 – Introduction to Ophthalmic Practice	3 credits
HSCI 223 – Ophthalmic and Optometric Skills	3 credits
HSCI 309 – Systemic and Ocular Pathology and Pharmacology	3 credits

Semester 2

COMP 264 – Introduction to Digital Productivity Applications	1.5 credits
HSCI 207 – Contact Lenses and Dispensing 1	3 credits
HSCI 214 – Optical Dispensing 1	3 credits
HSCI 217 – Contact Lenses 1	3 credits
MKTG 366 – Business Development	3 credits
PROF 240 – Healthcare Professionalism	1.5 credits

Semester 3

PRCT 252 – Clinical Practicum 1	3 credits

Second Year

Semester 4

HSCI 250 – Contact Lenses 2	3 credits
HSCI 252 – Contact Lenses and Dispensing 2	3 credits
HSCI 253 – Optical Dispensing2	3 credits
HSCI 301 – Refracting Skills 1	3 credits
HSCI 350 – Applied Refracting Skills 1	3 credits

Semester 5

HSCI 308 – Refracting Skills 2	3 credits
HSCI 311 – Optical Dispensing 3	3 credits
HSCI 351 – Contact Lenses 3	3 credits
HSCI 352 – Contact Lenses and Dispensing 3	3 credits
HSCI 371 – Applied Refracting Skills 2	3 credits

Semester 6

PRCT 372 – Clinical Practicum 2	3 credits
Total	**66 credits**

Transfer options

The opportunity to advance your education through transfer in, within, or on from SAIT may be available.

To learn more, visit Transfer Options on sait.ca

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 Engineering Technology

- **Two-year diploma**
- **Fall start**
- **Full-time classroom**

Contact us

MacPhail School of Energy
Phone: 403.284.8451
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.

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.

Credentials

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

Accreditation

The program is nationally accredited by Technology Accreditation Canada (TAC) 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).

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

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.

Direct entry

There are no additional selection requirements. Admission will be extended on a first-qualified, first-offered basis until the program is full.

Costs

Tuition (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 $1,800 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
COMM 256 – Professional Communications and Presentation Skills	3 credits
COMP 254 – Petroleum Computer Applications	1.5 credits
GEOL 246 – Physical Geology	3 credits
MATH 238 – Math for Engineering and Tech I	3 credits
PTPR 207 – Fundamentals of Petroleum Operations	3 credits

Semester 2

DRLG 266 – Fundamentals of Drilling	3 credits
GEOL 256 – Petroleum Geology	1.5 credits
MATH 288 – Mathematics for Engineering and Technology II	3 credits
PETR 215 – Applied Petroleum Fluid Mechanics	3 credits
PTPR 250 – Surface Production Operations	1.5 credits
RESR 252 – Fundamentals of Reservoir Engineering Technology	1.5 credits

Second Year

Semester 3

DRLG 304 – Advanced Well Design	3 credits
PETR 315 – Petroleum Engineering Mechanics	1.5 credits
PROJ 336 – Petroleum Management	1.5 credits
PTPR 322 – Sub–Surface Production Operations	3 credits
RESR 335 – Intermediate Reservoir Engineering Technology	3 credits
STAT 245 – Statistics for Engineering and Technology I	3 credits

Semester 4

DRLG 356 – Well Programming and Operations Monitoring	3 credits
ENVS 363 – HS and E for Petroleum Operations	3 credits
GEOL 366 – Advanced Petroleum Geology	1.5 credits
PROJ 310 – Petroleum Industry Project	1.5 credits
PTPR 360 – Well Completions and Stimulations	3 credits
RESR 350 – Advanced Reservoir Engineering Technology	3 credits
Total	**60 credits**

Transfer options

The opportunity to advance your education through transfer in, within, or on from SAIT is available with:

- Montana Tech
- University of North Dakota
- University of Wyoming

To learn more, visit Transfer Options on sait.ca

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

- **Four-month certificate**
- **Fall and winter start**
- **Online**

Contact us

MacPhail School of Energy
Phone: 403.284.8451
Email: energy.info@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.

Student success

Please contact the department for information.

Credentials

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.

Note: This program is eligible for the Canada-Alberta Job Grant.

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.

Direct entry

There are no additional selection requirements. Admission will be extended on a first-qualified, first-offered basis until the program is full.

Costs

Tuition (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 Keeping	3 credits
LAND 240 – Surface Land Practices	3 credits
PETR 211 – Petroleum Industry – Introduction	1.5 credits
Total	**15 credits**

Transfer options

The opportunity to advance your education through transfer in, within, or on from SAIT may be available.

To learn more, visit Transfer Options on sait.ca

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

Pharmacy Assistant

- **Five-month certificate**
- **Fall, winter, and spring starts**
- **Full-time classroom or online**
- **Includes a retail pharmacy practicum**

Contact us

School of Health and Public Safety
Phone: 403.284.8500
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. In this program, learners will train to assist pharmacy personnel in addressing and ensuring the health needs of a diverse population. As future professionals working under Pharmacists and Pharmacy Technicians, students of this program will learn to prepare pharmaceuticals, manage inventory, and as the potential first point of contact, assist customers in a variety of related ways.

Through a combination of theory-based study and hands-on laboratory practice, this program covers pharmacy concepts, pharmaceutical calculations, body systems, pharmaceutical implications, order processing, clerical functions, and professional and communications standards. Following this, students spend the second semester increasing their competency through integrating theoretical knowledge with real dispensing practice and customer service, during a 160-hour practicum based in a community pharmacy.

Program overview

Fast facts

Students require a personal computer with Internet access in order to complete the required courses.

The Pharmacy Assistant software used in this program is not compatible with Apple products.

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 who experience success in this program and profession:

- Have higher secondary or post-secondary grades
- Possess effective communication skills in both written and spoken English
- Have at minimum basic computer literacy
- Can type at a speed of 35 words per minute (WPM)
- Are disciplined for learning in classroom, online, and professional settings, as well as through self-study required of all courses
- Have experience working in fast-paced retail environments with a diverse clientele
- Are able to efficiently process large volumes of information coming from a variety of sources simultaneously
- Demonstrate prowess in active listening
- Are self-directed, highly motivated, detail oriented, and well organized
- Enjoy working in a team environment

Credentials

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.

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

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.

Practicum requirements

The School of Health and Public Safety has many practica partners located within Alberta and across Canada. Practicum placements in Calgary are limited and students may be required to relocate outside of Calgary for practicum. Successful candidates will be informed of the allocation of their practicum placement by the program. There is no guarantee that students will be placed at their desired practicum location. Special considerations of personal circumstances will not be given in regards to assigning practicum placements. Students will be responsible for fees associated with practicum such as relocation and travel costs. In compliance with the practica agreements with our clinical partners, successful candidates will be requested to provide proof of the following requirements:

- **Security Clearance:** According to the Protection for Persons in Care Act, our practica sites require that students obtain a 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 Services as soon as possible upon acceptance into the program. Please review the attached document for guidance on entering an allied health program with a medical condition or disability. More details on the practica requirements per program are outlined on a pre-orientation website for successful candidates.

Costs

Tuition (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)

- 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 Police or the Royal Canadian Mounted Police (RCMP).
- Books and supplies are approximately $500.
- 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.

Program outline

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 and Pharmaceutical Implications 1	1.5 credits
PHAR 223 – Order Processing 2	1.5 credits
PHAR 227 – Body Systems and 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 and Pharmaceutical Implications 3	1.5 credits
PHAR 247 – Compounding and Inventory Management	1.5 credits
PHAR 248 – Body Systems and Pharmaceutical Implications 4	1.5 credits
PROF 240 – Healthcare Professionalism	1.5 credits

Semester 2

PRAC 213 – Practicum	3 credits
Total	**22.5 credits**

Spring intake stream

The Pharmacy Assistant program also offers a Spring semester intake stream that is targeted towards students outside of Calgary and the surrounding area. In this stream, students will attend their lectures online, laboratories on-campus, and subsequently complete a practicum placement.

In order to accommodate students with significant distance to travel, on-campus lab days will be scheduled in groups of four to five consecutive days, and occur approximately once per month.

Practicums will be arranged outside of the Calgary area, in collaboration with SAIT's partner pharmacies. Though location is not guaranteed, students are encouraged to consider an ideal practicum location, and should consider that there is a high demand for pharmacy assistants in Edmonton and the surrounding area.

Transfer options

The opportunity to advance your education through transfer in, within, or on from SAIT may be available.

To learn more, visit Transfer Options on sait.ca

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.

Power and Process Operations

- **Eight-month certificate**
- **Fall start**
- **Full-time classroom**

Contact us

MacPhail School of Energy
Phone: 403.284.8451
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.

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.

Credentials

After successfully completing this program, graduates will receive a SAIT certificate in Power and Process Operations.

Accreditation

This program is integrated with the Alberta Boilers Safety Association (ABSA) Certification System. Graduates are eligible to write the 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)

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

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.

Direct entry

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 and obtained a minimum of 70% in each of the following Career and Technology Studies courses:

1. PRS 1010 – Overview of Alberta Geology
2. PRS 1020 – Non-renewable Resources
3. PRS 1060 – Consumer Products and Services
4. PRS 2030 – Non-Conventional Hydrocarbon Exploration
5. PRS 2060 – Refining Hydrocarbons

Costs

Tuition (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)

- 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 $250.00 are required for courses such as H2S Alive and CPR, as well as living and traveling expenses associated with industrial training.
- Books and supplies are approximately $1000.00

Program outline

Semester 1

COMM 201 – Industrial Communications	1.5 credits
COMP 261 – Applied Digital Technologies	1.5 credits
ENVS 221 – Safety and Environment Protection	1.5 credits
PROP 262 – Process Operations I	3 credits
PWEN 285 – Basic Plant Operations I	6 credits
THRM 224 – Thermodynamics	1.5 credits

Semester 2

CHEM 233 – Chemistry and Corrosion	1.5 credits
COMM 352 – Communicating in the Workplace	1.5 credits
MACH 236 – Workshop Practices	1.5 credits
PROP 266 – Process Operations II	3 credits
PROP 270 – Unit Operations	1.5 credits
PWEN 284 – Basic Plant Operations II	6 credits
Total	**30 credits**

Transfer options

The opportunity to advance your education through transfer in, within, or on from SAIT may be available.

To learn more, visit Transfer Options on sait.ca

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.

Power Engineering Technology

- **Two-year diploma**
- **Fall start**
- **Full-time classroom**

Contact us

MacPhail School of Energy
Phone: 403.284.8451
Email: energy.info@sait.ca

Program description

Courses in power theory, thermodynamics and extensive lab training will prepare you for an empowering career. Learn how to operate, maintain and manage industrial equipment with theoretical and hands-on training that will lead you to your power engineer certification.

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. SAIT also offers flexible continuing education training for fifth to first class to prepare you for your ABSA exams, or you can pursue a bachelor's degree with our transfer options.

In Canada, power engineering certification progresses from fifth to first class (most advanced) and the ABSA is the pressure equipment safety authority for Alberta.

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.

Student success

Manual dexterity and mechanical ability is helpful. Students should be aware that colour blind testing may be required by some employers. To successfully complete the program, 80% attendance is required. Successful students will have the ability to gather technical information and use it to troubleshoot large electromechanical systems.

Credentials and accreditations

This program has national accreditation through Technology Accreditation Canada.

This program is integrated with the Alberta Boilers Safety Association (ABSA) Certification System. Graduates are eligible to write the Alberta Boilers Branch Fourth-Class certification exams as well as the Alberta Boilers Branch Third-Class exams. Following successful completion, graduates will have full 4th class certification through ABSA and will require additional experience in industry to receive their third class certification.

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)
- Alberta Society of Engineering Technologists (ASET)

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

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.

Direct entry

There are no additional selection requirements. Admission will be extended on a first-qualified, first-offered basis until the program is full.

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. PRS 1010 – Overview of Alberta Geology
2. PRS 1020 – Non-renewable Resources
3. PRS 1060 – Consumer Products and Services
4. PRS 2030 – Non-Conventional Hydrocarbon Exploration
5. PRS 2060 – Refining Hydrocarbons

Costs

Tuition (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 $1,800 for the first year and $1,200 for the second year.

Program outline

First Year

Semester 1

COMP 261 – Applied Digital Technologies	1.5 credits
ELCT 254 – Electrical and Controls I	1.5 credits
PENG 201 – Power Theory I	3 credits
PENG 203 – Power Lab I	3 credits
SFTY 215 – Safety and Environment	1.5 credits
THRM 208 – Thermodynamics I Theory	3 credits

Semester 2

COMM 238 – Technical Communications I	3 credits
MATH 238 – Math for Engineering and Tech I	3 credits
PENG 251 – Power Theory II	3 credits
PENG 253 – Power Lab II	3 credits
PWEN 282 – Unit Operations	1.5 credits
THRM 258 – Thermodynamics II Theory	3 credits

Second Year

Semester 3

AMEC 306 – Applied Mechanics I	3 credits
ELCT 304 – Electrical and Controls II	3 credits
MATH 288 – Mathematics for Engineering and Technology II	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 and Controls III	1.5 credits
PENG 351 – Power Theory IV	3 credits
PROJ 351 – Power Engineering Technology Capstone Project	3 credits
THRM 357 – Thermodynamics IV Theory	3 credits
THRM 359 – Thermodynamics II Lab	1.5 credits
Total	**61.5 credits**

Transfer options

The opportunity to advance your education through transfer in, within, or on from SAIT is available with:

- Athabasca University
- SAIT

To learn more, visit Transfer Options on sait.ca

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 Auto Body

- **12-week certificate**
- **Winter start**
- **Classroom or blended**

Contact us

School of Transportation
403.284.8471
transportation.info@sait.ca

Program description

This 12-week program provides an alternative entry into the auto body industry. Students will acquire the skills to prepare a vehicle for auto body repair by removing paint finish, taping, sanding and masking.

You will learn safe auto body prep and detail practices and procedures. Hands-on practice includes substrate preparation, application of fillers and undercoats, sanding, taping and masking, installation and detail, component removal, safety and tools.

With your hands-on experience, you will be ready to work in an entry-level position in the auto body repair industry. After you become an indentured apprentice, you will complete the 1800 work hours required for your Alberta journeyperson certification as an Auto Body Prepper. Complete the remaining technical training and work hours for Auto Body Refinisher or Repairer; or combine all three areas for certification as an Auto Body Technician.

Program overview

Credentials and accreditations

Upon successful completion of the program, students will receive a SAIT certificate and may be eligible to challenge the written and practical exams for first-year apprenticeship.

Admission requirements

At least 50% in the following courses or equivalents:

- English Language Arts 10-2
- Math 10-3
- One Grade 10 Science.

SAIT accepts high school course equivalents for admission. If you don't meet the requirements, consider Academic Upgrading.

Direct entry

Step 1: Read the program information to see the qualities needed for student success.

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

Step 3: Apply to Pre-Employment Auto Body and submit your transcripts and/or anticipated final grades.

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

Step 4: Find out how to monitor your application status after you apply.

Costs

Tuition (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)

- Are in addition to the price of tuition.
- Please see sait.ca for details.

Program outline

ABDY 213 – Workplace Safety	3 credits
ABDY 214 – Substrate Preparation	3 credits
ABDY 215 – Advanced Hand Skills	1.5 credits
ABDY 216 – Components and Detailing	3 credits
PRAC 282 – Work Integrated Learning	1.5 credits
Total	**12 credits**

Transfer options

The opportunity to advance your education through transfer in, within, or on from SAIT is available with:

- Alberta Apprentices and Industry Training*

*Upon finding an employer who will indenture you as an apprentice.

To learn more, visit Transfer Options on sait.ca

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 Automotive Service Technician

- **12-week certificate**
- **Winter, summer start**
- **Full-time classroom**

Contact us

School of Transportation
Phone: 403.284.8471
Email: transportation.info@sait.ca

Program description

This 12-week program provides an alternative entry into the automotive repair industry. Acquire the skills to perform preventative maintenance, basic diagnosis, and repairs on cars and light-duty trucks. You will learn about the systems in today's vehicles utilizing state-of-the-art tools and equipment.

Hands-on practice includes: safety and tools; alignments; suspension and steering; brake service; electrical; and basic maintenance.

Industry work experience

You will have the opportunity to work in industry and gain valuable experience in an operational shop.

Program overview

Your career

With your hands-on experience, you will be ready to work in an entry-level position in the automotive industry. After you become an indentured apprentice, you will complete the remaining technical training and work hours required to become an Automotive Service Technician Alberta journeyperson. Potential career progression includes advancement to shop foreman, service manager and other management positions in the automotive industry.

Student success

Students with higher secondary or post-secondary marks usually experience greater success in SAIT programs. Students who have taken automotive mechanics in high school may experience greater success in the Pre-Employment Automotive Service Technician program.

Credentials and accreditations

After successfully completing this program, graduates will receive a SAIT certificate and have completed the first period Automotive Service Technician apprenticeship technical training. Graduates may be eligible to write the first period Alberta Trades Qualification exam.

Progression

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

Admission requirements

The entrance requirements will be at least 50% in the following courses or equivalents:

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

Direct entry

There are no additional selection requirements. Admission will be extended on a first-qualified, first-offered basis until the program is full.

Costs

Tuition (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)

- Membership to the SAIT wellness centre - including an ice arena, swimming/diving pool, gymnasium, squash and racquetball courts and weight room is available at a discounted rate.
- Books are approximately $150.
- Required personal protection equipment (steel-toed boots, coveralls and safety glasses) will cost approximately $300.

Program outline

ELTR 200 – Automotive Electrical	1.5 credits
MOTR 202 – Automotive Related Subjects	1.5 credits
MOTR 220 – Automotive Shop I	6 credits
MOTR 221 – Automotive Theory IA	3 credits
Total	**12 credits**

Transfer options

The opportunity to advance your education through transfer in, within, or on from SAIT is available with:

- Alberta Apprentices and Industry Training*

*Upon finding an employer who will indenture you as an apprentice.

To learn more, visit Transfer Options on sait.ca

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

- **12-week certificate**
- **Fall and winter start**
- **Full-time classroom**

Contact us

School of Construction
Phone: 403.284.8367
Email: construction.preemp@sait.ca

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 can pursue entry-level positions in the construction industry and are prepared to become indentured Cabinetmaker apprentices. Potential career progression includes cabinetmaker journeyperson and supervisory positions. Related careers include carpenter and upholster.

Credentials and accreditations

Upon successful completion of the program, students will receive a SAIT certificate and may be eligible to challenge the written and practical exams for first-year apprenticeship.

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.

Direct entry

There are no additional selection requirements. Admission will be extended on a first-qualified, first-offered basis until the program is full.

Costs

Tuition (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 are approximately $350 in addition to tuition fees.
- Membership to the SAIT wellness centre - including an ice arena, swimming/diving pool, gymnasium, squash and racquetball courts and weight room is available at a discounted rate.

Program outline

BLPR 239 – Cabinetmaking Blueprint Reading	1.5 credits
CBMK 220 – Cabinet Making Shop I	6 credits
CBMK 221 – Cabinet Making Theory I	3 credits
MATH 236 – Mathematics for Cabinetmaking	1.5 credits
Total	**12 credits**

Transfer options

The opportunity to advance your education through transfer in, within, or on from SAIT is available with:

- Alberta Apprentices and Industry Training*
- Rocky Mountain College

*Upon finding an employer who will indenture you as an apprentice.

To learn more, visit Transfer Options on sait.ca

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 Carpenter

- **12-week certificate**
- **Fall and winter start**
- **Full-time classroom**

Contact us

School of Construction
Phone: 403.284.8367
Email: construction.preemp@sait.ca

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 can pursue entry-level positions in the construction industry and are prepared to become indentured Cabinetmaker apprentices. Potential career progression includes cabinetmaker journeyperson and supervisory positions. Related careers include carpenter and upholster.

Credentials and accreditations

Upon successful completion of the program, students will receive a SAIT certificate and may be eligible to challenge the written and practical exams for first-year apprenticeship.

Note: This program is eligible for the Canada-Alberta Job Grant.

Admission requirements

Successful completion of the following courses or equivalents:

- English Language Arts 10-1 or English Language Arts 10-2, AND,
- Math 10C, Math 10-3, Pure Math 10, or Applied Math 10, AND,
- 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.

Direct entry

There are no additional selection requirements. Admission will be extended on a first-qualified, first-offered basis until the program is full.

Costs

Tuition (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 are approximately $350 in addition to tuition fees.
- Membership to the SAIT wellness centre - including an ice arena, swimming/diving pool, gymnasium, squash and racquetball courts and weight room is available at a discounted rate.

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	**12 credits**

Transfer options

The opportunity to advance your education through transfer in, within, or on from SAIT is available with:

- Alberta Apprentices and Industry Training*
- Rocky Mountain College

*Upon finding an employer who will indenture you as an apprentice.

To learn more, visit Transfer Options on sait.ca

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 Electrician

- **12-week certificate**
- **Spring, fall and winter start**
- **Full-time classroom**

Contact us

MacPhail School of Energy
Phone: 403.284.8451
Email: energy.info@sait.ca

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 fiber optic systems;
- install, replace, maintain, and repair renewable power sources and related equipment.

Student success

SAIT will recognize students who successfully complete this program. The students will have the opportunity to write the provincial level 1 Apprenticeship Trade Examination.

Credentials and accreditations

Upon successful completion of the program, students will receive a SAIT certificate and may be eligible to challenge the written and practical exams for first-year apprenticeship.

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

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.

Direct entry

There are no additional selection requirements. Admission will be extended on a first-qualified, first-offered basis until the program is full.

Costs

Tuition (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 are approximately $500 in addition to tuition fees.
- The Apprenticeship exam fee is approximately $150 and will be coordinated within the first three weeks of the program.
- Membership to the SAIT wellness centre - including an ice arena, swimming/diving pool, gymnasium, squash and racquetball courts and weight room is available at a discounted rate.

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 – Electrician Practical Applications I	3 credits
Total	**15 credits**

Transfer options

The opportunity to advance your education through transfer in, within, or on from SAIT is available with:

- Alberta Apprentices and Industry Training*
- Rocky Mountain College

*Upon finding an employer who will indenture you as an apprentice.

To learn more, visit Transfer Options on sait.ca

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 Industrial Mechanic (Millwright)

- **12-week certificate**
- **Fall and winter start**
- **Full-time classroom**

Contact us

School of Manufacturing and Automation
Phone: 403.284.8641
Email: ma.info@sait.ca

Program description

This 12-week program is designed to offer an alternative route to those looking to enter the Industrial Mechanic (Millwright) trade. This program covers all course materials received by a first-year Industrial Mechanic (Millwright) apprentice.

Students in this program will be provided the opportunity to install, troubleshoot, repair and maintain industrial equipment. Students will gain knowledge such as machining, machine assembly, blueprint reading, rigging and hoisting, bearings, power transmissions, machine alignment, drive systems, welding techniques and use of precision measurement tools and testing equipment.

The program prepares students to enter into an apprenticeship with hands-on skills. Upon successful completion of the program, students will qualify to challenge the first-year Industrial Mechanic (Millwright) apprenticeship exam.

Program overview

Career opportunities

Industrial Mechanics (Millwright) 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. Industrial Mechanics (Millwright) may find work in a wide variety of industries including: oil and gas, construction, manufacturing, materials handling, and ski lift maintenance.

If you choose a career as an Industrial Mechanic (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
- The ability to troubleshoot mechanical systems
- Analytical and ability to work to precise measurements
- Enjoy working with your hands

Areas of Study

- Machine Shop
- Trades math
- Power transmission
- Compressors
- Welding
- Rigging and hoisting
- Machine alignment
- Blueprint reading
- Lubrication

Student success

Upon successful completion of the program, you may be eligible to register as an apprentice in the Industrial Mechanic (Millwright) program, once you find employment.

Credentials and accreditations

Upon successful completion of the program, students will receive a SAIT certificate and may be eligible to challenge the written and practical exams for first-year apprenticeship.

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.

Direct entry

There are no additional selection requirements. Admission will be extended on a first-qualified, first-offered basis until the program is full.

Costs

Tuition (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)

- Modules are provided to the students on the first day of the class and the modules are included in the cost of the tuition.
- Safety glasses and CSA approved safety footwear are required.
- Membership to the SAIT wellness centre - including an ice arena, swimming/diving pool, gymnasium, squash and racquetball courts and weight room is available at a discounted rate.

Program outline

MWRT 203 – Millwright Theory I	3 credits
MWRT 213 – Millwright Machine Shop	3 credits
MWRT 223 – Millwright Shop I	3 credits
MWRT 243 – Millwright Machine Theory	3 credits
Total	**12 credits**

Transfer options

The opportunity to advance your education through transfer in, within, or on from SAIT is available with:

- Alberta Apprentices and Industry Training*
- Rocky Mountain College

*Upon finding an employer who will indenture you as an apprentice.

To learn more, visit Transfer Options on sait.ca

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 Ironworker

- **Nine-week certificate**
- **Full-time classroom**

Contact us

School of Manufacturing and Automation
Phone: 403.284.8641
Email: ma.info@sait.ca

Program description

This 9-week program is designed to offer an alternative route to those looking to enter the Ironworker trade. This program covers all course materials received by a first-year Ironworker apprentice, as well as additional value-added programming focused on safety and field operations.

Students in this program will be provided with the opportunity to learn about fabrication, scaffolding, structural steel buildings, building bridges, ornamental ironwork and pre-casting structures.

The program prepares students to enter into an apprenticeship with hands-on skills. Upon successful completion of the program, students will qualify to challenge the first-year Ironworker apprenticeship exam.

Program overview

Your career

Most ironworkers are employed by construction contractors, but some are employed in industries such as metal fabricating, oil and gas production, iron and steel production, electric utilities and rail transport. Very few ironworkers are self-employed. In the construction industry, ironworkers work on a project-to-project basis and frequently travel long distances from job to job. Union members work out of union hiring halls where work is allocated on a rotating basis. Employment can be seasonal, and employment prospects change with the economic climate, particularly with the volume of commercial and industrial construction projects.

If you chose a career as an Ironworker, you'll need the following characteristics:

- the ability to interpret blueprints
- an understanding of safe work and tool practices.
- to be able to work at heights
- the strength, stamina, and ability to use proper lifting techniques to lift items weighing in excess of 25 kilograms
- very good muscular coordination, agility and balance
- a willingness to travel to various work sites
- an inclination to work cooperatively with others
- ability to act quickly and decisively in emergencies.

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.

Direct entry

There are no additional selection requirements. Admission will be extended on a first-qualified, first-offered basis until the program is full.

Costs

Tuition (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.
- Membership to the SAIT wellness centre - including an ice arena, swimming/diving pool, gymnasium, squash and racquetball courts and weight room is available at a discounted rate.

Program outline

AMAT 200 – Applied Math	1.5 credits
AMEC 200 – Rigging Theory	1.5 credits
AMEC 203 – Rigging Shop	1.5 credits
BLPR 226 – Drawing Interpretation	1.5 credits
SAFE 255 – General Safety Theory	1.5 credits
SAFE 268 – General Safety Shop	1.5 credits
WELD 251 – Welding Theory	1.5 credits
WELD 253 – Welding Shop	1.5 credits
Total	**12 credits**

Transfer options

The opportunity to advance your education through transfer in, within, or on from SAIT is available with:

- Alberta Apprentices and Industry Training*
- Rocky Mountain College

*Upon finding an employer who will indenture you as an apprentice.

To learn more, visit Transfer Options on sait.ca

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 Mobile Crane

- **Nine-week certificate**
- **Winter start**
- **Full-time classroom**

Contact us

Crane and Ironworker Facility — Point Trotter Industrial Park
Phone: 403.210.4020
Email: transportation.info@sait.ca

Program description

This 9-week program is designed to offer an alternative route to those looking to enter the Crane and Hoist Equipment Operator trade. This program covers all course materials received by a first-year Crane and Hoist Equipment Operator — Mobile Crane Apprentice, as well as additional value add programming focused on safety and field operations.

Students in this program will be provided with the opportunity to operate cranes in a simulated and field environment. They will operate various types of mobile cranes: all-terrain, rough-terrain, lattice-boom crawler (simulated), and swing-cab boom truck.

The program prepares students to enter into an apprenticeship with hands-on skills. Upon successful completion of the program, students will qualify to challenge the first year Crane and Hoisting Equipment Operator-Mobile Crane apprenticeship exam.

Program overview

Career opportunities

Mobile Crane operators are employed by general contractors and subcontractors in the forestry, mining, construction and oil industries, and by crane rental companies. Employment prospects change with seasonal and economic climates.

If you chose a career as a Mobile Truck Crane Operator, you'll need the following characteristics:

- Good vision
- Depth perception
- Manual dexterity
- The ability to work at heights
- The strength, stamina and ability to use proper lifting techniques to lift items weighing in excess of 25 kilograms
- The ability to work as part of a team and communicate to ground crews, usually using hand signals and voice communication

Admission requirements

Successful completion of the following courses or equivalents:

- Math 10-3, AND,
- 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 pass marks in all five Canadian General Educational Development (GED) tests is accepted in lieu of the above requirements.

Direct entry

There are no additional selection requirements. Admission will be extended on a first-qualified, first-offered basis until the program is full.

Costs

Tuition (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 are included in the tuition fees.
- There will be additional fees for personal protection equipment. Proper outdoor clothing will be expected, as students are expected to work in all outside working conditions.
- The Apprenticeship exam fee is approximately $150 and will be collected within the first three weeks of the program.
- Membership to the SAIT wellness centre - including an ice arena, swimming/diving pool, gymnasium, squash and racquetball courts and weight room is available at a discounted rate.

Program outline

AMAT 202 – Workplace Safety	1.5 credits
AMEC 206 – Boom Trucks and Cranes	1.5 credits
AMEC 207 – Rigging Equipment and Procedures	1.5 credits
OPER 205 – Load Charts Reading and Interpretation	3 credits
RREG 205 – Equipment Operation	3 credits
SIMU 202 – Specialty Lifts and Workplace Coaching	1.5 credits
Total	**12 credits**

Transfer options

The opportunity to advance your education through transfer in, within, or on from SAIT is available with:

- Alberta Apprentices and Industry Training*
- Rocky Mountain College

*Upon finding an employer who will indenture you as an apprentice.

To learn more, visit Transfer Options on sait.ca

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 Refrigeration and Air Conditioning

- **12-week certificate**
- **Fall and winter start**
- **Full-time classroom**

Contact us

School of Construction
Phone: 403.284.8367
Email: construction.preemp@sait.ca

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 can pursue entry-level positions in air-conditioning and refrigeration system companies and are prepared to become indentured refrigeration and air conditioning mechanic apprentices.

Potential career progression includes refrigeration and air conditioning mechanic journeyperson, supervisory positions. Related careers include appliance service technician, gasfitter.

Credentials and accreditations

Upon successful completion of the program, students will receive a SAIT certificate and may be eligible to challenge the written and practical exams for first-year apprenticeship.

Note: This program is eligible for the Canada-Alberta Job Grant.

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.

Direct entry

There are no additional selection requirements. Admission will be extended on a first-qualified, first-offered basis until the program is full.

Costs

Tuition (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 are approximately $600 in addition to tuition fees.
- Membership to the SAIT wellness centre - including an ice arena, swimming/diving pool, gymnasium, squash and racquetball courts and weight room is available at a discounted rate.

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 – Canada's Ozone Layer Protection Awareness	1.5 credits
RFRG 211 – Refrigeration Theory I	3 credits
RFRG 220 – Refrigeration Shop I	6 credits
Total	**16.5 credits**

Transfer options

The opportunity to advance your education through transfer in, within, or on from SAIT is available with:

- Alberta Apprentices and Industry Training*
- Rocky Mountain College

*Upon finding an employer who will indenture you as an apprentice.

To learn more, visit Transfer Options on sait.ca

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 Sheet Metal

- **15-week certificate**
- **Winter start date**
- **Full-time classroom**

Contact us

School of Construction
Phone: 403.284.8367
Email: construction.preemp@sait.ca

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

Credentials and accreditations

Upon successful completion of the program, students will receive a SAIT certificate and may be eligible to challenge the written and practical exams for first-year apprenticeship.

Note: This program is eligible for the Canada-Alberta Job Grant.

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.

Direct entry

There are no additional selection requirements. Admission will be extended on a first-qualified, first-offered basis until the program is full.

Costs

Tuition (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 are approximately $500 in addition to tuition fees.
- Membership to the SAIT wellness centre - including an ice arena, swimming/diving pool, gymnasium, squash and racquetball courts and weight room is available at a discounted rate.

Program outline

HVAC 207 – Indoor Air Quality	1.5 credits
HVAC 208 – Residential Heating, Ventilating and Air Conditioning Drawings	3 credits
HVAC 209 – Residential Heating, Ventilating and Air Conditioning Fabrication	3 credits
HVAC 211 – Residential Heating, Ventilating and Air Conditioning Installations	3 credits
PMKG 203 – Simple Layout Development	1.5 credits
SHMT 209 – Sheet Metal Workplace Skills	3 credits
Total	**15 credits**

Transfer options

The opportunity to advance your education through transfer in, within, or on from SAIT is available with:

- Alberta Apprentices and Industry Training*
- Rocky Mountain College

*Upon finding an employer who will indenture you as an apprentice.

To learn more, visit Transfer Options on sait.ca

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 Welding

- **12-week full-time certificate and 5-month part-time certificate**
- **Fall, winter and spring start**
- **Full-time classroom or part-time blended**

Contact us

School of Manufacturing and Automation
Phone: 403.284.8641
Email: ma.info@sait.ca

Program description

The Pre-Employment Welding program provides an alternative route to the welding apprenticeship program. 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.

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.

Credentials and accreditations

Upon successful completion of the program, students will receive a SAIT certificate and may be eligible to challenge the written and practical exams for first-year apprenticeship.

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.

Direct entry

There are no additional selection requirements. Admission will be extended on a first-qualified, first-offered basis until the program is full.

Costs

Tuition (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 fees include all course materials and access to appropriate technology.
- The Apprenticeship exam fee is approximately $295 and will be coordinated within the first three weeks of the program.
- Membership to the SAIT wellness centre - including an ice arena, swimming/diving pool, gymnasium, squash and racquetball courts and weight room - is available at a discounted rate.

Program outline

WELD 250 – Off Campus Tours – Welding	1.5 credits
WELD 254 – Gas Metal Arc Welding Level 1 Theory	3 credits
WELD 255 – Gas Metal Arc Welding Level 1 Lab	3 credits
WELD 256 – Gas Metal Arc Welding Level 2 Theory	3 credits
WELD 257 – Gas Metal Arc Welding Level 2 Lab	3 credits
WELD 259 – Oxyacetylene Welding	1.5 credits
Total	**15 credits**

Transfer options

The opportunity to advance your education through transfer in, within, or on from SAIT is available with:

- Alberta Apprentices and Industry Training*
- Rocky Mountain College

*Upon finding an employer who will indenture you as an apprentice.

To learn more, visit Transfer Options on sait.ca

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.

Primary Care Paramedic

- **10-month certificate**
- **Fall start**
- **Full-time classroom**

Contact us

School of Health and Public Safety
Phone: 403.284.8500
Email: hps.info@sait.ca

Program description

The Primary Care Paramedic (PCP) program provides education and training for pre-hospital care professionals, preparing graduates to work within a multi-disciplinary healthcare team. This program is taught by experienced practitioners and covers all aspects of pre-hospital emergency care.

Areas of study include patient assessment, diagnostics, critical interventions, and treatment, including Basic Life Support (BLS), Advanced Life Support (ALS), and International Trauma Life Support (ITLS) assistance.

This program is competency based and provides applied theory as well as hands-on learning through high fidelity human patient simulation education in the Centre for Advanced Patient Care Simulation as well as during practicum rotations. Working under the direct supervision of a preceptor, practicums occur in both hospital or urgent care and ambulance settings.

Program overview

Fast Facts

- This program includes face-to-face and online learning components
- Attendance at the program orientation session is mandatory
- This program includes mandatory classroom days for theory and psychomotor skill acquisition and practice
- Based on the availability of the practicum sites, students may have to travel or re-locate to anywhere in Alberta (and in some circumstances outside of Alberta) in order to complete their practica

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.
- Completion of a Primary Care Paramedic or Emergency Medical Technician certificate program is one of the Admission requirements for the Advanced Care Paramedic (ACP) program at SAIT.

Student Success

This program is fast-paced, and requires a significant contribution of time and energy.

Students who experience success in this program and profession:

- Have higher secondary or post-secondary grades
- Possess effective communication skills in both written and spoken English
- Are self-directed, detail-oriented, highly motivated, and well organized
- Are disciplined for learning in classroom, online, and professional settings, as well as through self-study required of all courses
- Enjoy working in a team environment
- Anticipate the emotional toll that the role can take on the paramedic professional, and actively pursue strategies to bolster personal resilience and preserve mental health

Students are strongly encouraged to refer to the Paramedicine National Competency Profile and Alberta Health Service's F.A.R.E.- Paramedic requirements to ensure that they are able to successfully demonstrate the functional ability skills required to achieve all the competency-based objectives and bona fide occupational requirements for the program and profession. Some examples include:

- Lift a stretcher with a 95.5 kg (210 lbs) patient with a partner from a lower level to the load position and back down
- Lift and carry a long spine board with 95.5 kg (210 lbs) and ascend and descend 10 stairs with a partner
- Push a stair chair 10 m with 95.5 kg (210 lbs) and ascend and descend 20 stairs with a partner
- Lift a bilateral side carry of 9 kg (20 lbs) of weight in each hand
- Front carry 18 kg (40 lbs)
- Repetitively kneel, crouch, bend, reach, carry, push and pull
- Perform CPR for 2 min.

Credentials

After successfully completing this program, graduates will receive a SAIT Primary Care Paramedic certificate. All graduates are eligible and required to register with the Alberta College of Paramedics to work in Alberta as a Primary Care Paramedic.

Accreditation

The Primary Care Paramedic program delivered by SAIT is accredited by Accreditation Canada at the Primary Care Paramedic level and meets the Alberta College of Paramedics core competency 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.

Admission requirements

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 PCP program).
- Proof of completion of an Emergency Medical Responder (EMR) certificate or a medical sciences-related diploma or degree or equivalent

Costs

Tuition (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)

- Heart and Stroke BLS Provider course.
- There is a fee for the Alberta College of Paramedics (ACP) provincial exam and an annual registration fee. Please contact ACP for more 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 Police or the Royal Canadian Mounted Police.
- 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 a tablet (Apple or Android) to support the CompTracker system. The tablet needs to have a wi-fi capability. The size of the tablet is at the discretion of the student. Keyboards are advisable but not mandatory. Smartphones are not acceptable devices for CompTracker.
- There is a $75 CompTracker user fee per semester.
- Students must have their immunizations reviewed by the SAIT Health Clinic. There is a $75 charge to review vaccine history. Any vaccines to be administered will result in additional charges.

Program outline

Semester 1

ANPH 201 – Physiology and 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 – Primary Care Paramedic Laboratory 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	3 credits
EMRG 251 – Special Populations	3 credits
EMRG 266 – Primary Care Paramedic Laboratory 2	3 credits
FTNS 202 – Fitness and Wellness	1.5 credits
PRAC 242 – Clinical Practicum	1.5 credits

Semester 3

PRAC 252 - Ambulance Practicum	3 credits
EMRG 265 – Professional Practice 2	1.5 credits
Total	**34.5 credits**

Transfer Options

The opportunity to advance your education through transfer in, within, or on from SAIT is available with:

- Queensland University of Technology

To learn more, visit Transfer Options on sait.ca

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.

Professional Remotely Piloted Aircraft Systems

- **15-week Certificate**
- **Summer start**
- **Full-time classroom**

Contact us

Art Smith Aero Centre
403.284.7018
aerocentre@sait.ca

Program description

Gain specialized professional skills to become a drone pilot in this emerging field with application to various industries. Our Professional Remotely Piloted Aircraft Systems (RPAS) program will teach you all aspects of operating drones for commercial use. From agricultural, environmental and industrial monitoring and inspection to emergency response to 3-D mapping and beyond, the use of drones for a variety of applications in numerous industries is rapidly evolving.

You'll learn about the construction and maintenance of drone technology and be trained and licensed according to Transport Canada guidelines for Remotely Piloted Aircraft Systems. You'll also add value to clients and employers by gaining practical experience with inspections, mapping and the processing of geomatics data performed by Remotely Piloted Aircraft Systems and emerging Beyond Visual Line of Sight (BVLOS) operations. Understanding these systems will allow you to contribute to business operations by addressing how RPAS and BVLOS can help meet business needs and client demands.

Program overview

Fast Facts

In accordance with Transport Canada's overall requirements, the pilot operating the RPAS must:

- Not suffer from any condition which would render them unfit to perform their duties.
- Have visual acuity 20/20 or 20/20 corrected (i.e. use of corrective lenses).
- Have sufficient English language ability so to be understood by local Air Traffic Control when using VHF radio.
- Evidence of good health.

Credential

After successfully completing this program, graduates will receive their Professional Remotely Piloted Aircraft Systems certificate.

Career opportunities

Graduates can pursue job opportunities as a(n):

- RPAS pilot performing visual inspections
- beyond visual line of sight RPAS operations
- mission planner
- maintainer
- pilot performing survey and mapping flights

Related careers include:

- geographic information systems technologist
- non-destructive inspection technician

Admission requirements

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

- English Language Arts 30-1 or English Language Arts 30-2
- Math 30-1 or Math 30-2 or Pure Math 30 or Applied Math 30,
- One grade 12 science course

All applicants must demonstrate English language proficiency prior to admission, including students educated in Canada.

SAIT accepts high school course equivalents for admission. If you don't meet the requirements, consider Academic Upgrading.

SAIT evaluates international documents for admissions. After you've applied, consider our international document assessment service if your education is from outside of Canada.

Direct Entry

There are no additional selection requirements. Admission will be extended on a first-qualified, first-offered basis until the program is full.

Costs

Tuition (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 $1,800 for the first year and $1,200 for the second year.

Program outline

AERO-200 – Advanced Mapping for RPAS	1.5 credits
AERO-201 – Basic Mapping for RPAS	1.5 credits
AERO-202 – Beyond Visual Line of Sight Operations (BVLOS)	3 credits
AERO-208 – Remotely Piloted Aircraft Systems – Professional Flight School	3 credits
AREG-209 – RPAS System Servicing	3 credits
AERO-212 – RPAS- Professional Operations and Planning	3 credits
INSP-200 – Visual Inspection Level II	1.5 credits
PROJ-222 – RPAS Capstone	1.5 credits
Total	**18.0 credits**

Radio, Television and Broadcast News

- **Two-year diploma**
- **Fall start**
- **Full-time classroom**

Contact us

School for Advanced Digital Technology
Phone: 403.284.8543
Email: sadt.advising@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.

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 available in the fourth semester.

All Radio, Television, and Broadcast News students participate in laptop e-learning curriculum. Students lease a PC laptop throughout the program.

Majors

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.

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.

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.

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.

Student success

Students with previous academic success are frequently more successful in SAIT programs.

Credentials

Upon successfully completing this program, graduates will receive a SAIT diploma in Radio, Television and Broadcast News.

Accreditation

There are no formal accreditation arrangements currently. Please contact the School of Information and Communications Technologies (ICT) for more information.

Progression

Students must attain a PGPA and/or a CGPA of 2.0 or better in each semester and pass the 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

- 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.

Costs

Tuition (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

- Books and supplies are approximately $720 for the first year and $500 for the second year depending on the option taken.
- Bring your own device program.

Program outline

Broadcast News

First Year

Semester 1

COMP 267 – Intro to Digital Productivity Applications and Web Design	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 200 – Technical Operations for Broadcast News I	3 credits
JOUR 253 – Broadcast News for Digital I	3 credits
JOUR 267 – Broadcast News for Radio I	3 credits
JOUR 270 – Broadcast News for Television I	3 credits
JOUR 273 – Field Reporting I	3 credits

Second Year

Semester 3

AUDI 300 – Technical Operations for Broadcast News II	3 credits
JOUR 303 – Broadcast News for Digital II	3 credits
JOUR 317 – Broadcast News for Radio II	3 credits
JOUR 320 – Broadcast News for Television II	3 credits
JOUR 323 – Field Reporting II	3 credits

Semester 4

AUDI 350 – Technical Operations for Broadcast News III	3 credits
JOUR 353 – Broadcast News for Digital III	3 credits
JOUR 367 – Broadcast News for Radio III	3 credits
JOUR 370 – Broadcast News for Television III	3 credits
PROJ 371 – Broadcast News Capstone	3 credits
Total	**60 credits**

Radio

First Year

Semester 1

AUDI 203 – Introduction to Radio	3 credits
COMP 267 – Intro to Digital Productivity Applications and Web Design	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	**61.5 credits**

Television

First Year

Semester 1

COMP 267 – Intro to Digital Productivity Applications and Web Design	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 – Electronic News Gathering/Electronic Field Production Camera and 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	**60 credits**

Transfer options

Once completed, this SAIT credential may be eligible for transfer credit at another post-secondary institution. Visit Transfer Options to learn more about the transfer agreements currently available to SAIT graduates and incoming students. Have questions? Write to us at transfer.options@sait.ca.

Railway Conductor

- **15-week certificate**
- **Fall, winter and spring start**
- **Full-time classroom**

Contact us

Centre for Rail Training and Technology
Phone: 403.210.4020
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.

Rail Training Centre, N.R. Buck Crump Building
Mayland Heights Campus of SAIT
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.

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.

Credentials

After successfully completing this program, graduates will receive a SAIT certificate as a Railway Conductor.

Note: This program is eligible for the Canada-Alberta Job Grant.

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

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.

Direct entry

There are no additional selection requirements. Admission will be extended on a first-qualified, first-offered basis until the program is full.

Costs

Tuition (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)

- Students must bring and wear approved safety footwear.
- Some additional PPE will be purchased during attendance of the course.

Program outline

COMP 264 – Introduction to Digital Productivity Applications	1.5 credits
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 Organization of Railways	1.5 credits
RREG 210 – Career Readiness	1.5 credits
RREG 212 – Rules and Regulations for Conductors	6 credits
SAFE 227 – Railway Safety	1.5 credits
SGNL 204 – Air Brake Systems and Tests	1.5 credits
Total	**27 credits**

Transfer options

The opportunity to advance your education through transfer in, within, or on from SAIT is available with:

- Athabasca University
- Royal Roads University

To learn more, visit Transfer Options on sait.ca

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.

Rehabilitation Therapy Assistant

- **Two-year diploma**
- **Fall start**
- **Full-time classroom**

Contact us

School of Health and Public Safety
Phone: 403.284.8500
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-day life, can maximize their physical, mental, and social abilities through rehabilitation. Under the supervision of an occupational therapist or physiotherapist, the therapist assistant works with clients across the lifespan with the goal of facilitating their active participation in our 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, and the curriculum meets or exceeds the essential competencies required for support personnel in both professions.

The Rehabilitation Therapy Assistant program is two years in length and 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 learners 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.

In the third semester of the program, advanced therapeutic skills and complex health conditions are taught. Professionalism and communication skills are also emphasized and practiced during a four-week practicum. In the fourth and final semester of the program, professional practices are integrated throughout a 12-week practicum. Students spend the final three weeks of the semester at SAIT, engaging in comprehensive practical examinations and consolidating their experiences.

Program overview

Fast Facts

- Practica experiences are unpaid, and at least one placement will occur outside of the Calgary region.
- Students require a personal computer with Internet access in order to complete the required courses
- While a desktop computer will facilitate participation in some activities, a laptop or tablet is required to support the CompTracker software that is used throughout this program

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 who experience success in this program and profession:

- Have at minimum basic computer literacy
- Possess effective communication skills in both written and spoken English
- Are physically fit and able to lift a minimum weight of 50 pounds
- Have higher secondary or post-secondary grades
- Are self-directed, highly motivated, detail oriented, and well-organized
- Are disciplined for learning in classroom, online, and clinical settings, as well as through self-study required of all courses
- Are professional and flexible
- Enjoy working in a team environment across diverse settings
- Above all, enjoy relating to others

Previous experience working or volunteering in a health or wellness related field is an asset.

Credentials

After successfully completing this program, graduates will receive a SAIT Rehabilitation Therapy Assistant diploma with both the occupational therapist assistant (OTA) and the physical therapist assistant (PTA) discipline designations.

Accreditation

This program is accredited by the Occupational Therapist Assistant and Physiotherapist Assistant Education Accreditation Program (OTA and PTA EAP) in collaboration with Physiotherapy Education Accreditation Canada (PEAC) and the Canadian Association of Occupational Therapists (CAOT).

For more information please contact the Occupational Therapist Assistant and Physiotherapist Assistant Education Accreditation Program at www.otapta.ca.

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

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.

Costs

Tuition (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)

- 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 Police or the Royal Canadian Mounted Police (RCMP.)
- Textbooks and other learning materials cost about $1,500.
- 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.
- Students must have their immunizations reviewed by the SAIT Health Clinic. There is a $75 charge to review vaccine history. Any vaccines to be administered will result in additional charges.

Program outline

First Year

Semester 1

ANPH 209 – Anatomy and Physiology	3 credits
ORNT 208 – Orientation to Rehabilitation	3 credits
PROF 210 – Introduction to Healthcare 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	3 credits
RHAB 203 – Applied Client Care	1.5 credits
RHAB 240 – Practice Skills – Modalities	3 credits
RHAB 242 – Practice Skills – Occupational Therapy Assistant Foundations	3 credits
RHAB 244 – Practice Skills – Exercise	3 credits
RHAB 246 – Health Conditions 1	3 credits

Second Year

Semester 3

PRCT 200 – Practicum 1	3 credits
RHAB 260 – Practice Skills – Mental Health Concepts	3 credits
RHAB 262 – Occupational Therapy Assistant Advanced Practice Skills	3 credits
RHAB 264 – Physical Therapy Assistant Advanced Practice Skills	3 credits
RHAB 266 – Communication Disorders	1.5 credits
RHAB 268 – Health Conditions 2	3 credits

Semester 4

PRCT 234 – Practicum 2	6 credits
PROF 260 – Professional Practice	3 credits
RHAB 270 – Practicum Consolidation	1.5 credits
Total	**60 credits**

Transfer options

The opportunity to advance your education through transfer in, within, or on from SAIT is available with:

- Athabasca University
- NAIT
- University of Calgary

To learn more, visit Transfer Options on sait.ca

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

Respiratory Therapy

- **Three-year diploma**
- **Fall start**
- **Full-time classroom**

Contact us

School of Health and Public Safety
Phone: 403.284.8500
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 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, home care, pulmonary function and blood gas labs. The first and second year each consist of eight months of study at SAIT and include some clinical practica. The third year starts in May and involves 11 months of clinical practicum at affiliated health care facilities and will include weekday, weekend, and night shifts. Students may be required to relocate for practicum. Students return to SAIT for 1 to 2 weeks per semester during third year for on-campus learning activities. The program will strive to give students their site rotation preference for practica, however, as each health care facility 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.

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. Learn more about the Respiratory Therapy profession at careercruising.com. The login is: SAIT and the password is: Polytechnic.

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.
- Students are strongly encouraged to refer to the National Competency Framework for the Profession of Respiratory Therapy to ensure that they are able to successfully demonstrate the skills required to achieve all the competency-based objectives for the program and profession.

Credentials and accreditations

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, if English is an additional language, provide proof of ELTPA of nine in all categories.

Graduates wishing to work outside of Alberta need to be registered with that province's provincial regulatory body for respiratory therapy. All graduates may become members of the Canadian Society of Respiratory Therapists (CSRT) by paying the $185 membership fee, and this is a requirement in an unregulated province.

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 Accreditation Canada. The program also works closely with our Advisory Committee to ensure that our curriculum continues to exceed provincial and national accreditation standards.

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

Completion of the following courses or equivalents:

- At least 70% in Math 30-1 or Pure Math 30, or at least 75% in Math 30-2,
- At least 70% in English Language Arts 30-1,
- At least 70% in Chemistry 30,
- At least 70% in Biology 30.
- All applicants must demonstrate English Language Proficiency prior to admission, including students educated in Canada.

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 (RT) program. Please email the administrative assistant with this required 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 ELTPA.

Costs

Tuition (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)

- 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 Police or the 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, supplies and uniform are approximately $2,500.
- 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.
- Students require an Apple personal digital assistant (iPad or iPad Mini) to support the Comp Tracker system.
- Students must have their immunizations reviewed by the SAIT Health Clinic. There is a $75 charge to review vaccine history. Any vaccines to be administered will result in additional charges.

Program outline

First Year

Semester 1

HLTH 201 – Respiratory Therapy Healthcare Core	3 credits
RESP 212 – RT Anatomy and Physiology	3 credits
RESP 214 – Patient Assessment 1	3 credits
RESP 216 – Respiratory Therapy 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

PATH 311 – Pathophysiology 2	3 credits
RESP 315 – Patient Assessment 3	3 credits
RESP 317 – RT Clinical Practice 3	3 credits
RESP 319 – Interventions 2	6 credits

Semester 4

PATH 312 – Pathophysiology 3	1.5 credits
RESP 314 – Anesthesia	1.5 credits
RESP 327 – PFT and 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	**96 credits**

Transfer options

The opportunity to advance your education through transfer in, within, or on from SAIT is available with:

- Athabasca University
- Memorial University of Newfoundland (The Marine Institute)
- Saskatchewan

To learn more, visit Transfer Options on sait.ca

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 Analyst

- **40-week post-diploma certificate**
- **Fall start**
- **Full-time classroom**

Contact us

School for Advanced Digital Technology
Phone: 403.284.8543
Email: sadt.advising@sait.ca

Program description

"According to analysts more than 70% 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 Analyst 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.

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.

Credentials

After successfully completing this program, graduates will receive a SAIT post-diploma certificate as a Technology Infrastructure Analyst.

Admission requirements

- Undergraduate degree or two-year diploma from a recognized university, institute or college.
- All applicants must demonstrate English Language Proficiency prior to admission, including students educated in Canada.
- Due to the tight integration of courses in the Technology Infrastructure Analyst program, credit for Prior Learning is not available.

Costs

Tuition (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

- Tuition includes all required textbooks. Students should be prepared to subscribe to Office 365 Business Premium at their own expense.
- Students are expected to provide their own computers and related equipment.

Program outline

Semester 1

CMPH 409 – IT Foundations	1.5 credits
CMPN 401 – Network Infrastructure and Design	3 credits
CMPN 402 – Server Administration	1.5 credits
CMPN 491 – CCNA Routing and Switching 1 and 2	3 credits
CMPS 436 – Desktop and Device Management	1.5 credits
CPNT 401 – Mobility and Cloud Solutions	1.5 credits
MGMT 403 – Business and Professional Skills	1.5 credits
PROJ 403 – IT Project Management and Business Analysis	3 credits
PROJ 404 – Threaded Projects	3 credits

Semester 2

CMPN 492 – CCNA Routing and Switching 3 and 4	3 credits
CMPP 402 – Data Management	1.5 credits
CPLN 400 – Career Planning and Management	1.5 credits
CPNT 402 – Storage and Virtualization Solutions	3 credits
CPRG 402 – Messaging and Collaboration Infrastructure	3 credits
NETT 410 – Linux Installation and Administration	1.5 credits

Semester 3

PRAC 406 – Industry Practicum	3 credits
Total	**36 credits**

Transfer options

The opportunity to advance your education through transfer within SAIT is available.

To learn more, visit Transfer Options on sait.ca

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.

Water and Wastewater Treatment Operations

- **One-year certificate**
- **Fall start**
- **Full-time classroom**

Contact us

MacPhail School of Energy
Phone: 403.284.8451
Email: energy.info@sait.ca

Program description

This program gives graduates the opportunity for expanded growth through their career by combining both water and wastewater treatment operations with power engineering. The Water and Wastewater Treatment Operations is a one-year certificate program.

Graduates will gain skills and knowledge related to treatment technologies, unit operations, process controls and laboratory analytics. Through in-class learning and lab experience, they will be able to write the 4th class power engineering certification exam through the Alberta Boilers Safety Association (ABSA). Upon graduation, they will have completed a four-month practicum that could count towards the one-year work experience requirement by the Province of Alberta to acquire a Water and Wastewater Operator Certification.

Program overview

Your career

Graduates of this program can work in a wide range of sectors including municipal, decentralized systems in rural areas, pulp and paper, petrochemical, oil production, beverage, breweries and emerging industries.

Graduates can find work as:

- junior water and wastewater systems operator
- sales-water treatment and processing companies
- 4th class power engineer-municipal, industrial, and equipment manufacturing
- entry level position as a water quality specialist in the consulting industry
- entry level position at any steam generation facility
- entry level position at water recycling companies
- facilities operator
- water treatment technologies

Credentials

After successfully completing this program, graduates will receive a SAIT Integrated Water Management diploma.

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

Completion of the following courses or equivalents:

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

Direct entry

There are no additional selection requirements. Admission will be extended on a first-qualified, first-offered basis until the program is full.

Costs

Tuition (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

- Visit sait.ca for details

Program outline

Semester 1

COMM 249 – Technical Communications	1.5 credits
COMP 261 – Applied Digital Technologies	1.5 credits
PWEN 251 – Power Qualification Theory I	3 credits
PWEN 262 – Power Qualifications Lab I	3 credits
RREG 202 – Regulatory, Health, Safety and Environment	3 credits
WATR 220 – Industrial Water and Wastewater Process and Operations	3 credits

Semester 2

PWEN 273 – Power Qualifications Lab II	3 credits
PWEN 274 – Power Qualifications Theory II	3 credits
WATR 200 – Bio–Chemical Processes for Water and Wastewater	3 credits
WATR 201 – Wastewater Treatment and Collection Fundamentals	3 credits
WATR 202 – Water Treatment and Distribution Fundamentals	3 credits

Semester 3

PRCT 202 – Practicum	3 credits
Total	**33 credits**

Web Developer

- **23-week certificate**
- **Fall and winter start**
- **Full-time classroom**

Contact us

School for Advanced Digital Technology
Phone: 403.284.8543
Email: sadt.advising@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 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.

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.

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.

Ideal applicant

The ideal candidate for the Web Developer 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.

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.

Costs

Tuition (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*

- Tuition includes all course materials, student fees and access to appropriate technology.
- Students are expected to supply their own computer and related equipment.

Program outline

Semester 1

CPNT 200 – Content Management Systems	1.5 credits
CPNT 201 – Web Design Tools and Techniques	3 credits
CPNT 262 – Web Client and Server Programming	1.5 credits
CPNT 260 – Web Page Construction Fundamentals	1.5 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

Semester 2

PRAC 276 – Web Developer Practicum	3 credits
Total	**15 credits**

Welding Engineering Technology

- **Two-year diploma**
- **Fall and winter start**
- **Full-time classroom**

Contact us

School of Manufacturing and Automation
Phone: 403.284.8641
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.

Student success

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

Credentials and accreditations

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

This program is nationally accredited by Technology Accreditation Canada. Graduates may apply to the Association of Science and Engineering Technology Professionals of Alberta (aset.ab.ca/) 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 (cwa-arcs.org/), American Society for Materials (asminternational.org), National Association of Corrosion Engineers (nace.org/) and the Association of Science and Engineering Technology (aset.ab.ca/).

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

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.

Direct entry

There are no additional selection requirements. Admission will be extended on a first-qualified, first-offered basis until the program is full.

Costs

Tuition (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 are approximately $1,600 for the first year and $1,000 for the second year.

Program outline

First Year

Semester 1

BLPR 282 – Blueprint Reading for Welding Engineering Technology	1.5 credits
COMP 220 – Computer Fundamentals	3 credits
EMTL 250 – Engineering Materials	3 credits
MATH 238 – Math for Engineering and Tech I	3 credits
PHYS 235 – Engineering Physics	1.5 credits
WDSG 235 – Weld and Inspection Practices I	3 credits

Semester 2

COMM 256 – Professional Communications and Presentation Skills	3 credits
EMTL 201 – Materials Identification and Inspection	1.5 credits
MATH 288 – Mathematics for Engineering and Technology II	3 credits
MNGT 321 – Project Management	3 credits
STCS 255 – Engineering Statics	1.5 credits
WDSG 275 – Weld and Inspection Practices II	3 credits

Second Year

Semester 3

CODE 315 – Codes and Regulations	3 credits
EMTL 280 – Welding Metallurgy	3 credits
INSP 341 – Non–Destructive Inspection	3 credits
STAT 245 – Statistics for Engineering and Technology I	3 credits
WDSG 325 – Weld and Design Practices I	3 credits

Semester 4

EMTL 300 – Mechanics of Materials	3 credits
EMTL 353 – Failure Mitigation	1.5 credits
PROJ 377 – Research and Design Solutions	3 credits
ROBT 395 – Automated Manufacturing and Robotic Arc Welding Processes	3 credits
WDSG 375 – Weld and Design Practices II	3 credits
CADD 211 – Drafting for Manufacturing	1.5 credits
Total	**60 credits**

Transfer options

The opportunity to advance your education through transfer in, within, or on from SAIT is available with:

- Athabasca University
- NAIT

To learn more, visit Transfer Options on sait.ca

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.

Welding Technician

- **30-week certificate**
- **Fall, winter and spring start**
- **Full-time classroom**

Contact us

School of Manufacturing and Automation
Phone: 403.284.8641
Email: ma.info@sait.ca

Program description

Over the course of this 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 weeks 1 through 12, you will be eligible to write the first period AIT exam. In week 13, you will prepare to challenge the CWB- FCAW 1,2,3,4 GF welds. If successful, you will receive their CWB Certification. Upon successful completion of weeks 14 through 25, you will receive the technical training for the second-year welding apprenticeship and may be eligible to challenge the second period AIT exam. In week 26, you will prepare to challenge the CWB-SMAW 1,2,3,4 GF welds. If successful, you will receive their CWB Certification. In weeks 27 through 30, you will work on a welding project.

Upon successful completion of the entire program you will earn a SAIT Welding Technician certificate.

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.

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. Student will also receive CWB certified training.

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.

Credentials and accreditations

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.

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

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.

Direct entry

There are no additional selection requirements. Admission will be extended on a first-qualified, first-offered basis until the program is full.

Costs

Tuition (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 shop materials, student fees and access to appropriate technology

Program outline

Semester 1

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 216 – CWB Gas Metal Arc Welding	1.5 credits
WLDG 256 – Pattern Development	1.5 credits

Semester 2

COMM 209 – Business Communications	1.5 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 259 – CWB Shielded Metal Arc Welding	1.5 credits
WLDG 275 – Welding Project	3 credits
Total	**30 credits**

Transfer options

The opportunity to advance your education through transfer in, within, or on from SAIT is available with:

- Alberta Apprentices and Industry Training*

*Upon finding an employer who will indenture you as an apprentice.

To learn more, visit Transfer Options on sait.ca

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.

Apprenticeship Training

The Apprenticeship System of Training

How does apprenticeship work?

An 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 journeyperson. The formal instruction, also known as technical training, is arranged by the Alberta Learning Apprenticeship Branch and provided by various post-secondary institutions and training establishments, including SAIT. An apprenticeship training program is mandatory when gaining a trade credential. About 80% of the apprentice's training takes place on the job. The other 20% of the training is formal instruction at post-secondary institutions or training establishments.

What is a trade?

A wide variety of vocations can be classified as trades. The list of trades differs in each province. In Alberta, a trade is designated under the Apprenticeship and Industry Training Act. For a full list of trades in Alberta, please visit tradesecrets.alberta.ca.

What is an apprentice?

An apprentice works on the job while they learn a trade. An apprentice has an apprenticeship contract with an employer that is registered with the Alberta government. An apprentice attends formal instruction at a post-secondary institution. There are about currently about 46,000 registered apprentices in Alberta.

What is a journeyperson?

A journeyperson, has learned the skills of the trade. Most journeypersons hold a certificate in their trade. The Alberta Journeyperson certificate indicates that the holder has met certain standards and learned the skills of the trade. About 13% 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 four to 12 weeks per period.

How much does an apprentice earn?

Apprentices earn a percentage of the journeyperson wage in their trade at the company in which they are employed. The apprentice's wage varies from 40% to 90% of the journeyperson'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?

The Registered Apprenticeship Program (RAP) 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 their 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)
- 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
- 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 journeyperson 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 journeyperson
- paying the apprentice's wages
- providing time away from work so that the apprentice can complete the required formal instruction
- 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 they become 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
- registration for classes at the institution of his/her choice.

Where does apprenticeship formal instruction take place?

Formal instruction is delivered at a variety of post-secondary institutions and training establishments dependent on the trade:

- technical institutes
- colleges
- vocational colleges
- private trade schools
- industry training centres.

How much does an apprenticeship training program cost?

Apprentices pay tuition, a lab and material fee, SAIT Student's Association (SAITSA) fees, and SAIT fees. Additional fees apply for parking, textbooks and Independent Learning Modules (ILM).

Tuition and fees

Class length	Tuition	Lab and Material Fees	Technology Fees	Student Support Fees	Campus Recreation Fee	SAIT fees	SAITSA fees	Total
4 weeks	$449	$77.00	$37.50	$37.50	$45.80	$197.80	$35.96	$682.76
6 weeks	$674	$77.00	$37.50	$37.50	$45.80	$197.80	$53.94	$925.74
7 weeks	$786	$77.00	$37.50	$37.50	$45.80	$197.80	$62.93	$1,046.73
8 weeks	$899	$77.00	$37.50	$37.50	$45.80	$197.80	$71.92	$1,168.72
10 weeks	$1,124	$77.00	$37.50	$37.50	$45.80	$197.80	$89.90	$1,411.70
12 weeks	$1,348	$77.00	$37.50	$37.50	$45.80	$197.80	$107.88	$1,653.68

Cook and Baker apprentices will have an additional laundry fee of $75.

How does an apprentice obtain an Alberta Journeyperson certificate?

An Alberta Journeyperson certificate is granted to an apprentice who:

- completes the required hours of on-the-job training and receives a satisfactory report from the supervisor
- successfully completes the formal instruction
- passes all required examinations
- has forwarded his or her record book to the Career Development Centre, Alberta Learning, for completion.

When an apprentice receives an Alberta Journeyperson certificate, they 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. Upon completion, they should be paid at a Journeyperson rate of pay.

Where can the journeyperson work?

The Alberta Journeyperson certificate is valid in the province of Alberta, and may be recognized in other provinces. If the journeyperson holds a certificate in one of the Interprovincial Standards (Red Seal) trades and is interested in working in another province, the journeyperson can write an Interprovincial Standards Program (Red Seal) exam. Journeypersons 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 to increase your chances of an apprenticeship. 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.

Apprentices must find suitable employment with an employer who is a journeyperson or employs a journeyperson in order to register as an apprentice in Alberta. 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, an apprenticeship form must be signed by both yourself and your employer. Application forms are available online at tradesecrets.alberta.ca. 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. You will have an identification card, course outline booklet and an apprentice record book issued. At this point your apprenticeship training begins.

Registering for apprenticeship training at SAIT

The most convenient way to register for technical training is online through your MyTradesecrets (tradesecrets.alberta.ca) account. Check your class eligibility, register, pay or add or remove yourself from a waitlist.

Register online

Go to tradesecrets.alberta.ca
Login to your MyTradesecrets account
Choose your preferred class
Have your credit card ready-Visa and MasterCard are accepted

Register by phone, fax, in-person or by mail

Call us at 403.284.7248 or toll-free at 1.877.284.7248
Fax your enrolment form to 403.284.7112
Visit the Office of the Registrar in AA211,
second floor of Heritage Hall

Mail your enrolment form to:

SAIT, Office of the Registrar
1301 16 Ave. NW
Calgary, AB T2M 0L4

If you're registering by mail or fax, complete the apprentice enrolment form and include your first and second choice of class. Registration is processed on a first-come, first-served basis.

Registration for the blended learning delivery of Electrician and Welder closes two weeks after the class start date.

Payment options

Tuition is due at the time of registration. Pay using Visa, MasterCard, cheque, money order or purchase order. Cash and debit card payments are accepted in-person only. If you're being sponsored and the company doesn't pay the tuition fee, you are responsible for the payment.

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. Some programs operate from other locations including the Buck Crump Building in Mayland Heights at 1940 Centre Avenue NE and the Crane and Ironworker Facility in the Point Trotter Industrial Park at 10490 – 72 Street SW. For a list of trades by location, see our Apprenticeship Handbook on sait.ca.

Apprentice success services

SAIT is committed to your success. We offer resources designed to prepare you for your training at SAIT and make your learning experience an achievement. Visit sait.ca to learn more about the success services for apprentices.

Apprenticeship training programs in Alberta

The Apprenticeship Program that leads to Journeyperson status in 50 trades in Alberta operates under the direction of the Apprenticeship and Industry Training Board, and Alberta 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 tradesecrets.alberta.ca for the Apprenticeship Training Schedule and to view intake dates.

SAIT's pre-apprenticeship training programs

SAIT offers pre-apprenticeship training courses in apprenticeship related areas. 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 periods of technical training. SAIT offers pre-employment programs which offer one year towards your technical training, technician programs which offer up to two years towards your technical training and diploma programs which offer up to three or four years of your technical training.

Auto Body Preparation	403.284.8471
Baking and Pastry Arts Diploma	403.284.8612
Machinist Technician	403.284.8461
Pre-Employment Automotive Service Technician	403.284.8471
Pre-Employment Cabinetmaker	403.284.8367
Pre-Employment Carpenter	403.284.8367
Pre-Employment Electrician	403.284.8451
Pre-Employment Industrial Mechanic (Millwright)	403.284.8641
Pre-Employment Mobile Crane	403.284.8641
Pre-Employment Pipe Trades	403.284.8367
Pre-Employment Refrigeration and Air Conditioning	403.284.8367
Pre-Employment Sheet Metal	403.284.8367
Pre-Employment Welding	403.284.8641
Professional Cooking Diploma	403.284.8612
Welding Technician	403.284.8461

Other courses may be available. Call the Office of the Registrar at 403.284.7248 to determine the pre-apprenticeship programs best suited to you.

When you successfully complete a pre-employment program accredited by the Provincial Apprenticeship Committee at an Alberta educational institution, you may apply to attempt a prior learning assessment examination for advanced standing in an apprenticeship program.

If you have completed your training program, you will be required to submit a clear picture of scanned copy of your certificate or diploma with your application.

Pay the required prior learning assessment non-refundable fee. If you are currently attending a pre-employment program accredited by the Provincial Apprenticeship Committee at an Alberta educational institution, you may apply to attempt a prior learning assessment examination for advanced standing in an apprenticeship program.

Applicants who are currently attending a pre-employment program must inquire with their instructor whether they can apply for this program while attending class.

Pay the required prior learning assessment non-refundable fee.

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 200, Willow Park Centre
10325 Bonaventure Drive, SE
T2J 7E4

Career Services
Phone: 403.297.6347
Fax: 403.297.5183

Apprenticeship
Phone: 1.800.248.4823

Edmonton
7th Floor, Capital Health Centre
South Tower
10030-107 Street
T5J 4X7

Apprenticeship
Phone: 1.800.248.4823
Fax: 780.422.3734

Bonnyville
Phone: 1.800.248.4823
Fax: 780.826.1904

Fort McMurray
Phone: 1.800.248.4823
Fax: 780.743.7492

Grande Prairie
Phone: 1.800.248.4823
Fax: 780.538.5237

Hinton
Phone: 1.800.248.4823
Fax: 780.865.8269

Lethbridge
Phone: 1.800.248.4823
Fax: 403.381.5795

Medicine Hat
Phone: 1.800.248.4823
Fax: 403.529.3564

Peace River
Phone: 1.800.248.4823
Fax: 780.624.6476

Red Deer
Phone: 1.800.248.4823
Fax: 403.340.5153

Slave Lake
Phone: 1.800.248.4823
Fax: 780.849.7121

Vermilion
Phone: 1.800.248.4823
Fax: 780.853.8203

Blended Apprenticeship Learning Option

SAIT offers a blended learning option (online apprenticeship courses combined with on-campus labs) for the following trades:

- **Electrician**
- **Welder**

What is blended learning?

SAIT'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 technical 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 and it allows employers to keep skilled workers on site.

Blended learning apprentices receive the same instruction as those in a traditional in-class program, but will have a greater amount of time to complete the theoretical portion of their training; programs 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.
- 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 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 the Office of the Registrar at:

Phone: 403.284.7248
Toll free: 1.877.284.7248
Fax: 403.284.7112

To register in person, visit:

Office of the Registrar
SAIT Main Campus, Heritage Hall, 2nd floor
1301-16 Ave NW
Calgary, AB
T2M 0L4

Apprenticeship Programs

Agricultural Equipment Technician

- **Limited period offering available at SAIT**
- **Transportation.info@sait.ca**
- **403.284.8471**

This program will train you to repair, overhaul and maintain agricultural equipment including; tractors, tillage equipment, seeding equipment and harvesting equipment. Technicians can specialize in service and repair of fuel injections pumps and injectors, engine overhaul, hydraulic systems, power shift transmissions or specific types of equipment.

SAIT offers the Agricultural Equipment Technician during periods that align with the Heavy Equipment Technician program. To learn more about eligibility visit sait.ca.

Entrance requirements

Successful completion of the following courses or equivalents:

- English Language Arts 20-2
- Math 20-3
- Science 10

A pass on the AIT entrance exam is accepted in lieu of the above requirements. Entrance requirements are set and monitored by Alberta Apprenticeship and Industry Training. Visit tradesecrets.alberta.ca for more information.

Appliance Service Technician Apprentice

- **energy.info@sait.ca**
- **403.284.8651**

This program will train you to install, service, and repair commercial and household appliances, including ranges, freezers, refrigerators, washers, waste disposers and compactors. Working with the customer, you will determine why an appliance is not working and determine the most likely causes as well as provide service. 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.

Entrance requirements

Successful completion of the following courses or equivalents:

- English Language Arts 20-2
- Math 20-3
- Science 10

A pass on the AIT entrance exam is accepted in lieu of the above requirements. Entrance requirements are set and monitored by Alberta Apprenticeship and Industry Training. Visit tradesecrets.alberta.ca for more information.

Auto Body Technician Apprentice

- **transportation.info@sait.ca**
- **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 can specialize in prepping, refinishing, sheet metal and plastics repair, or frame straightening. Journeyperson certification is available as a Prepper, Refinisher, or Repairer; or by combining these three areas you can become a fully certified Auto Body Technician.

Entrance requirements

Successful completion of the following courses or equivalents:

- English Language Arts 10-2
- Math 10-3
- Science 10

A pass mark in all five Canadian General Education Development (GED) tests or a pass on the AIT entrance exam is accepted in lieu of the above requirements.

Entrance requirements are set and monitored by Alberta Apprenticeship and Industry Training. Visit tradesecrets.alberta.ca for more information.

Automotive Service Technician Apprentice

- **transportation.info@sait.ca**
- **403.284.8471**

This program will train you to perform preventative maintenance, diagnose and repair 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 offers two manufacturer apprenticeship programs: General Motors Automotive Service Educational Program (ASEP) and Ford Automotive Student Service Educational Training (ASSET).

Entrance requirements

Successful completion of the following courses or equivalents:

- English Language Arts 20-2
- Math 20-3
- Science 10

A pass on the AIT entrance exam is accepted in lieu of the above requirements.

Entrance requirements are set and monitored by Alberta Apprenticeship and Industry Training. Visit tradesecrets.alberta.ca for more information.

Baker Apprentice

- **hospitality.info@sait.ca**
- **403.284.8612**

This program will train you to 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.

Entrance requirements

Successful completion of the following courses or equivalents:

- English Language Arts 10-2
- Math 10-3

A pass mark in all five Canadian General Education Development (GED) tests or a pass on the AIT entrance exam is accepted in lieu of the above requirements.

Entrance requirements are set and monitored by Alberta Apprenticeship and Industry Training. Visit tradesecrets.alberta.ca for more information.

Bricklayer Apprentice

- **construction.info@sait.ca**
- **403.284.8367**

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.

Entrance requirements

Successful completion of the following courses or equivalents:

- English Language Arts 10-2
- Math 10-3

A pass mark in all five Canadian General Education Development (GED) tests or a pass on the AIT entrance exam is accepted in lieu of the above requirements.

Entrance requirements are set and monitored by Alberta Apprenticeship and Industry Training. Visit tradesecrets.alberta.ca for more information

Cabinetmaker Apprentice

- **construction.info@sait.ca**
- **403.284.8367**

This program will train you to build and repair custom or production type fixtures and furniture made of wood or wood substitutes. 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.

Entrance requirements

Successful completion of the following courses or equivalents:

- English Language Arts 10-2
- Math 10-3

A pass mark in all five Canadian General Education Development (GED) tests or a pass on the AIT entrance exam is accepted in lieu of the above requirements.

Entrance requirements are set and monitored by Alberta Apprenticeship and Industry Training. Visit tradesecrets.alberta.ca for more information.

Carpenter Apprentice

- **construction.info@sait.ca**
- **403.284.8367**

This 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.

Entrance requirements

Successful completion of the following courses or equivalents:

- English Language Arts 10-2
- Math 10-3

A pass mark in all five Canadian General Education Development (GED) tests or a pass on the AIT entrance exam is accepted in lieu of the above requirements.

Entrance requirements are set and monitored by Alberta Apprenticeship and Industry Training. Visit tradesecrets.alberta.ca for more information.

Concrete Finisher Apprentice

- **construction.info@sait.ca**
- **403.210.4101**

This program will train you to apply 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.

Entrance requirements

Successful completion of the following courses or equivalents:

- English Language Arts 10-2
- Math 10-3

A pass mark in all five Canadian General Education Development (GED) tests or a pass on the AIT entrance exam is accepted in lieu of the above requirements.

Entrance requirements are set and monitored by Alberta Apprenticeship and Industry Training. Visit tradesecrets.alberta.ca for more information.

Cook Apprentice

- **hospitality.info@sait.ca**
- **403.284.8612**

This program will train you in foundational cooking techniques, culinary perspectives and nutrition and food safety, in addition to, purchasing, receiving and cost control. You will prepare for an exciting and dynamic career in a kitchen brigade including Executive Chef, Sous Chef, Food Stylist and more. Learn essential cooking skills and trends as you train alongside our award-winning chefs who are committed to your success.

Entrance requirements

Successful completion of the following courses or equivalents:

- English Language Arts 10-2
- Math 10-3

A pass mark in all five Canadian General Education Development (GED) tests or a pass on the AIT entrance exam is accepted in lieu of the above requirements.

Entrance requirements are set and monitored by Alberta Apprenticeship and Industry Training. Visit tradesecrets.alberta.ca for more information.

Crane and Hoisting Equipment Operator – Boom Truck Apprentice

- **ma.info@sait.ca**
- **403.284.8641**

This program will train you to service and operate the crane's 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

Successful completion of the following courses or equivalents:

- English Language Arts 10-2
- Math 10-3

A pass mark in all five Canadian General Education Development (GED) tests or a pass on the AIT entrance exam is accepted in lieu of the above requirements.

Entrance requirements are set and monitored by Alberta Apprenticeship and Industry Training. Visit tradesecrets.alberta.ca for more information.

Crane and Hoisting Equipment Operator – Mobile Crane Apprentice

- **ma.info@sait.ca**
- **403.284.8641**

This program will train you to 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. Mobile crane operators are able to 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.

Entrance requirements

Successful completion of the following courses or equivalents:

- English Language Arts 10-2
- Math 10-3

A pass mark in all five Canadian General Education Development (GED) tests or a pass on the AIT entrance exam is accepted in lieu of the above requirements.

Entrance requirements are set and monitored by Alberta Apprenticeship and Industry Training. Visit tradesecrets.alberta.ca for more information.

Electric Motor Systems Technician Apprentice

- **energy.info@sait.ca**
- **403.284.8651**

This program will train you 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.

Entrance requirements

Successful completion of the following courses or equivalents:

- English Language Arts 20-2
- Math 20-3
- Science 10

A pass on the AIT entrance exam is accepted in lieu of the above requirements.

Entrance requirements are set and monitored by Alberta Apprenticeship and Industry Training. Visit tradesecrets.alberta.ca for more information.

Electrician Apprentice

- **energy.info@sait.ca**
- **403.284.8651**

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.

Entrance requirements

Successful completion of the following courses or equivalents:

- English Language Arts 20-2
- Math 20-3
- Science 10

A pass on the AIT entrance exam is accepted in lieu of the above requirements.

Entrance requirements are set and monitored by Alberta Apprenticeship and Industry Training. Visit tradesecrets.alberta.ca for more information.

Online apprenticeship learning

SAIT'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**
- **403.284.8367**

This program will train you to 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.

Entrance requirements

Successful completion of the following courses or equivalents:

- English Language Arts 20-2
- Math 20-3
- Science 10

A pass on the AIT entrance exam is accepted in lieu of the above requirements.

Entrance requirements are set and monitored by Alberta Apprenticeship and Industry Training. Visit tradesecrets.alberta.ca for more information.

Glazier Apprentice

- **construction.info@sait.ca**
- **403.284.8367**

This program will train you 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.

Entrance requirements

Successful completion of the following courses or equivalents:

- English Language Arts 10-2
- Math 10-3

A pass mark in all five Canadian General Education Development (GED) tests or a pass on the AIT entrance exam is accepted in lieu of the above requirements.

Entrance requirements are set and monitored by Alberta Apprenticeship and Industry Training. Visit tradesecrets.alberta.ca for more information.

Heavy Equipment Technician Apprentice

- **transportation.info@sait.ca**
- **403.284.8471**

This program will train you to 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. A Heavy Equipment Technician is an interprovincial Red Seal trade.

Entrance requirements

Successful completion of the following courses or equivalents:

- English Language Arts 20-2
- Math 20-3
- Science 10

A pass on the AIT entrance exam is accepted in lieu of the above requirements.

Entrance requirements are set and monitored by Alberta Apprenticeship and Industry Training. Visit tradesecrets.alberta.ca for more information.

Industrial Mechanic (Millwright) Apprentice

- **ma.info@sait.ca**
- **Phone: 403.284.8641**

This program will train you to install, maintain and repair industrial equipment, such as compressors, pumps and turbines. While on the job, you may perform some of the following duties: reading diagrams, schematic drawings, and service manuals to determine work procedures; operate rigging equipment; install, test and adjust equipment; perform maintenance, and repair or replace defective parts when necessary; service and repair hydraulic, pneumatic, and mechanical systems; and perform metal fabrication. As a Millwright, you can work in the oil and gas industry, the manufacturing sector, or anywhere industrial equipment is being used. Experienced Millwrights may advance to positions such as supervisors or project managers, while some start their own businesses.

Entrance requirements

Successful completion of the following courses or equivalents:

- English Language Arts 20-2
- Math 20-3
- Science 10

A pass on the AIT entrance exam is accepted in lieu of the above requirements.

Entrance requirements are set and monitored by Alberta Apprenticeship and Industry Training. Visit tradesecrets.alberta.ca for more information.

Instrument Technician Apprentice

- **energy.info@sait.ca**
- **403.284.8651**

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.

Entrance requirements

The Successful completion of the following courses or equivalents:

- English Language Arts 20-2
- Math 30-3
- Physics 30
- Chemistry 30

A pass on the AIT entrance exam is accepted in lieu of the above requirements.

Entrance requirements are set and monitored by Alberta Apprenticeship and Industry Training. Visit tradesecrets.alberta.ca for more information.

Insulator Apprentice

- **construction.info@sait.ca**
- **Phone: 403.284.8367**

This program will train you to 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 in 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.

Entrance requirements

Successful completion of the following courses or equivalents:

- English Language Arts 10-2
- Math 10-3

A pass mark in all five Canadian General Education Development (GED) tests or a pass on the AIT entrance exam is accepted in lieu of the above requirements.

Entrance requirements are set and monitored by Alberta Apprenticeship and Industry Training. Visit tradesecrets.alberta.ca for more information.

Ironworker Apprentice

- **ma.info@sait.ca**
- **403.284.8641**

This program will train you to fabricate, construct and join metal scaffolding, structural steel buildings, bridges, ornamental ironwork and precast 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.

Entrance requirements

Successful completion of the following courses or equivalents:

- English Language Arts 10-2
- Math 10-3

A pass mark in all five Canadian General Education Development (GED) tests or a pass on the AIT entrance exam is accepted in lieu of the above requirements.

Entrance requirements are set and monitored by Alberta Apprenticeship and Industry Training. Visit tradesecrets.alberta.ca for more information.

Machinist Apprentice

- **ma.info@sait.ca**
- **403.284.8641**

This program will train you to 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

Successful completion of the following courses or equivalents:

- English Language Arts 10-2
- Math 10-3
- Science 10

A pass mark in all five Canadian General Education Development (GED) tests or a pass on the AIT entrance exam is accepted in lieu of the above requirements.

Entrance requirements are set and monitored by Alberta Apprenticeship and Industry Training. Visit tradesecrets.alberta.ca for more information.

Materials Technician Apprentice

- **transportation.info@sait.ca**
- **403.284.8471**

Materials Technician apprenticeship training is a branch of the Parts Technician apprenticeship program.

First and third period training are 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 (currently offered at NAIT).

This program will train you to be involved in the movement of materials in a wide variety of industries including agricultural, forestry, health, manufacturing, mining, oil and gas, transportation and wholesale/retail industries. The duties and responsibilities of a Materials Technician can vary considerably. In general, a Materials Technician prepares, generates and picks orders, receives shipments, controls inventory, manages stocking and storage and coordinates the transportation of materials.

Entrance requirements

Entrance requirements are set and monitored by Alberta Apprenticeship and Industry Training. Visit tradesecrets.alberta.ca for more information.

Motorcycle Mechanic Apprentice

- **transportation.info@sait.ca**
- **403.284.8471**

Motorcycle mechanics are employed by motorcycle dealerships or repair shops or are self-employed.

After becoming a journeyperson, you may advance to supervisory positions or take on new apprentices. Some journeypersons go on to run their own businesses – we can help you build your business with our Blue Seal business certificate.

Entrance requirements

Minimum requirements

Successful completion of the following courses:

- English 30-2
- Math 30-3
- Science 10

OR

A pass mark in all five Canadian General Educational Development (GED) tests

OR

Alberta Apprenticeship and Industry Training Entrance Exam

Recommended Path

Apprentices with an Alberta High School Diploma that includes the following courses:

- English 30-2
- Math 30-3
- Physics 20 and Chemistry 20 OR Science 20
- Related career and technology studies (CTS) courses

Entrance requirements are set and monitored by Alberta

Apprenticeship and Industry Training. Visit tradesecrets.alberta.ca for more information.

Parts Technician Apprentice

- **transportation.info@sait.ca**
- **403.284.8471**

This program will train you to manage and disperse parts inventories, which may include automotive, heavy duty, agricultural, industrial, recreational vehicle, after-market, plumbing and electrical. 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.

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 (currently offered at NAIT).

Entrance requirements

Successful completion of the following courses or equivalents:

- English Language Arts 10-2
- Math 10-3

A pass mark in all five Canadian General Education Development (GED) tests or a pass on the AIT entrance exam is accepted in lieu of the above requirements.

Entrance requirements are set and monitored by Alberta Apprenticeship and Industry Training. Visit tradesecrets.alberta.ca for more information.

Plumber Apprentice

- **construction.info@sait.ca**
- **403.284.8367**

This program will train you 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, and 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.

Entrance requirements

Successful completion of the following courses or equivalents:

- English 20-2
- Math 20-3
- Science 10

A pass on the AIT entrance exam is accepted in lieu of the above requirements.

Entrance requirements are set and monitored by Alberta Apprenticeship and Industry Training. Visit tradesecrets.alberta.ca for more information.

Recreation Vehicle Service Technician Apprentice

- **transportation.info@sait.ca**
- **403.284.8471**

This program will train you 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.

Entrance requirements

Successful completion of the following courses or equivalents:

- English Language Arts 10-2
- Math 10-3
- Science 10

A pass mark in all five Canadian General Education Development (GED) tests or a pass on the AIT entrance exam is accepted in lieu of the above requirements.

Entrance requirements are set and monitored by Alberta Apprenticeship and Industry Training. Visit tradesecrets.alberta.ca for more information.

Refrigeration and Air Conditioning Mechanic Apprentice

- **construction.info@sait.ca**
- **403.284.8367**

This program will train you to install, maintain, repair and overhaul industrial, commercial and residential refrigeration and air conditioning systems and their component parts. Refrigeration and Air Conditioning Mechanics work from blueprints or instructions to mount or place system components, troubleshoot heating/cooling units and calibrated related controls.

Entrance requirements

Successful completion of the following courses or equivalents:

- English Language Arts 30-2
- Math 30-3, Physics 20 or Chemistry 20

A pass on the AIT entrance exam is accepted in lieu of the above requirements.

Entrance requirements are set and monitored by Alberta Apprenticeship and Industry Training. Visit tradesecrets.alberta.ca for more information.

Roofer Apprentice

- **construction.info@sait.ca**
- **403.284.8367**

This program will teach you to prepare and apply protective coverings to flat and sloped roof surfaces in accordance with construction plans and specifications While on the job, you will put a layer of vapour/air barrier and/or a layer of installation on the roof deck; install roofing membranes, spread adhesives over and under layers of roofing membranes; nail shingles in overlapping rows, cement or nail finishing over the joints around vent pipes or chimneys; inspect problem roofs to determine the best procedures for repairing them, estimate required materials and quote costs; and waterproof roofs, basements, foundations, plaza decks or parkades.

Entrance requirements

There are no specific entrance requirements outlined by Alberta Apprenticeship and Industry Training.

Entrance requirements are set and monitored by Alberta Apprenticeship and Industry Training. Visit tradesecrets.alberta.ca for more information.

Sheet Metal Worker Apprentice

- **construction.info@sait.ca**
- **403.284.8367**

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. Sheet Metal Workers may work in a variety of industries including the residential, commercial and industrial construction and service sectors. 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.

Entrance requirements

Successful completion of the following courses or equivalents:

- English Language Arts 10-2
- Math 10-3

A pass mark in all five Canadian General Education Development (GED) tests or a pass on the AIT entrance exam is accepted in lieu of the above requirements.

Entrance requirements are set and monitored by Alberta Apprenticeship and Industry Training. Visit tradesecrets.alberta.ca for more information.

Steamfitter-Pipefitter Apprentice

- **construction.info@sait.ca**
- **403.284.8367**

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. 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.

Entrance requirements

Successful completion of the following courses or equivalents:

- English Language Arts 20-2
- Math 20-3
- Science 10

A pass on the AIT entrance exam is accepted in lieu of the above requirements.

Entrance requirements are set and monitored by Alberta Apprenticeship and Industry Training. Visit tradesecrets.alberta.ca for more information.

Transport Refrigeration Technician Apprentice

- **transportation.info@sait.ca**
- **403.284.8471**

This program will train you to install, repair and maintain equipment that supplies and contains conditioned air in mobile units, used to transport perishable goods such as food and medical supplies. You may also be involved in assembling and installing refrigeration components, servicing and repairing diesel engines, piping, repairing and replacing parts and components, and performing routine maintenance checks.

Entrance requirements

Successful completion of the following courses or equivalents:

- English Language Arts 20-2
- Math 20-3
- Science 10

A pass on the AIT entrance exam is accepted in lieu of the above requirements.

Entrance requirements are set and monitored by Alberta Apprenticeship and Industry Training. Visit tradesecrets.alberta.ca for more information.

Welder Apprentice

- **ma.info@sait.ca**
- **403.284.8641**

This program will train you to use welding technology to join, shape and cut metal parts. Welders 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.

Entrance requirements

- Successful completion of the following courses or equivalents:
- English Language Arts 10-2
- Math 10-3

A pass mark in all five Canadian General Education Development (GED) tests or a pass on the AIT entrance exam is accepted in lieu of the above requirements.

Entrance requirements are set and monitored by Alberta Apprenticeship and Industry Training. Visit tradesecrets.alberta.ca for more information.

Online apprenticeship learning

SAIT'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.

Welder — Wire Process Operator Apprentice

- **ma.info@sait.ca**
- **403.284.8641**

This program will train you to use different welding processes and filler metals depending upon the type of metal, its size and shape and requirements for finished mechanical properties. Welder-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.

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.

Entrance requirements

Successful completion of the following courses or equivalents:

- English Language Arts 10-2
- Math 10-3

A pass mark in all five Canadian General Education Development (GED) tests or a pass on the AIT entrance exam is accepted in lieu of the above requirements.

Entrance requirements are set and monitored by Alberta Apprenticeship and Industry Training. Visit tradesecrets.alberta.ca for more information.

Start and End Dates

Start and End Dates

Program Name	Major	Year	Semester	Start Date	End Date
Academic Upgrading		Y1	1	July 5, 2021	June 24, 2022
Academic Upgrading		Y1	1	Sept. 7, 2021	Aug. 28, 2022
Academic Upgrading		Y1	1	Jan. 10, 2022	Aug. 28, 2022
Academic Upgrading		Y1	1	May 9, 2022	Aug. 28, 2022
Administrative Information Management		Y1	1	Sept. 7, 2021	April 29, 2022
Administrative Information Management		Y2	3	Sept. 7, 2021	June 3, 2022
Administrative Information Management		Y1	1	Jan. 10, 2022	Aug. 19, 2022
Advanced Care Paramedic		Y1	1	Sept. 7, 2021	June 30, 2022
Advanced Care Paramedic		Y2	4	Sept. 7, 2021	April 29, 2022
Aircraft Maintenance Engineers Technology		Y1	1	Sept. 7, 2021	April 29, 2022
Aircraft Maintenance Engineers Technology		Y1	1	Jan. 10, 2022	Aug. 19, 2022
Aircraft Maintenance Engineers Technology		Y2	3	Jan. 10, 2022	Aug. 19, 2022
Aircraft Structures Technician		Y1	1	Sept. 7, 2021	April 29, 2022
Aircraft Structures Technician		Y1	1	May 9, 2022	Dec. 16, 2022
Architectural Technologies		Y1	1	Sept. 7, 2021	April 29, 2022
Architectural Technologies		Y1	1	Jan. 10, 2022	Aug. 19, 2022
Architectural Technologies		Y1	1	May 9, 2022	Dec. 16, 2022
Architectural Technologies		Y1	2	Sept. 7, 2021	Aug. 19, 2022
Architectural Technologies		Y2	3	Sept. 7, 2021	April 29, 2022
Automotive Service Technology		Y1	1	Sept. 7, 2021	April 29, 2022
Automotive Service Technology		Y1	2	Sept. 7, 2021	Dec. 17, 2021
Automotive Service Technology		Y2	3	Sept. 7, 2021	April 29, 2022
Automotive Service Technology		Y1	1	Jan. 10, 2022	Aug. 19, 2022
Automotive Service Technology		Y1	1	May 9, 2022	Dec. 16, 2022
Automotive Service Technology		Y2	3	May 9, 2022	Dec. 16, 2022
Avionics Technology		Y1	1	Jan. 10, 2022	Aug. 19, 2022
Avionics Technology		Y2	3	Sept. 7, 2021	April 29, 2022
Bachelor of Applied Business Administration Accounting	Accounting	Y3	5	Sept. 7, 2021	April 29, 2022
Bachelor of Applied Business Administration Accounting	Accounting	Y3	5	Jan. 10, 2022	Aug. 19, 2022
Bachelor of Applied Business Administration Accounting	Accounting	Y4	7	Sept. 7, 2021	Aug. 19, 2022
Bachelor of Applied Technology Geographic Information Systems		Y3	5	Sept. 7, 2021	April 29, 2022
Bachelor of Applied Technology Geographic Information Systems		Y4	7	Sept. 7, 2021	Aug. 19, 2022
Bachelor of Applied Technology Geographic Information Systems		Y3	5	Jan. 10, 2022	Aug. 19, 2022
Bachelor of Applied Technology Geographic Information Systems		Y3	5	May 9, 2022	Aug. 19, 2022
Bachelor of Applied Technology Geographic Information Systems		Y4	7	May 9, 2022	Aug. 19, 2022
Bachelor of Applied Technology Petroleum Engineering		Y3	5	Sept. 7, 2021	April 29, 2022
Bachelor of Applied Technology Petroleum Engineering		Y3	5	Jan. 10, 2022	Aug. 19, 2022
Bachelor of Applied Technology Petroleum Engineering		Y4	7	Sept. 7, 2021	Aug. 19, 2022
Bachelor of Business Administration	Accounting	Y2	3	Sept. 7, 2021	April 29, 2022
Bachelor of Business Administration	Accounting	Y3	5	Sept. 7, 2021	April 29, 2022
Bachelor of Business Administration	Accounting	Y4	7	Sept. 7, 2021	April 29, 2022
Bachelor of Business Administration	Financial Services	Y2	3	Sept. 7, 2021	April 29, 2022
Bachelor of Business Administration	Financial Services	Y3	5	Sept. 7, 2021	April 29, 2022
Bachelor of Business Administration	Financial Services	Y4	7	Sept. 7, 2021	April 29, 2022
Bachelor of Business Administration	General	Y1	1	Sept. 7, 2021	April 29, 2022
Bachelor of Business Administration	Human Resource Management	Y2	3	Sept. 7, 2021	April 29, 2022
Bachelor of Business Administration	Human Resource Management	Y3	5	Sept. 7, 2021	April 29, 2022
Bachelor of Business Administration	Human Resource Management	Y4	7	Sept. 7, 2021	April 29, 2022

Program Name	Major	Year	Semester	Start Date	End Date
Bachelor of Business Administration	Management	Y2	3	Sept. 7, 2021	April 29, 2022
Bachelor of Business Administration	Management	Y3	5	Sept. 7, 2021	April 29, 2022
Bachelor of Business Administration	Management	Y4	7	Sept. 7, 2021	April 29, 2022
Bachelor of Business Administration	Marketing	Y2	3	Sept. 7, 2021	April 29, 2022
Bachelor of Business Administration	Marketing	Y3	5	Sept. 7, 2021	April 29, 2022
Bachelor of Business Administration	Marketing	Y4	7	Sept. 7, 2021	April 29, 2022
Bachelor of Business Administration	Supply Chain Management	Y3	5	Sept. 7, 2021	April 29, 2022
Bachelor of Business Administration	Supply Chain Management	Y4	7	Sept. 7, 2021	April 29, 2022
Bachelor of Business Administration	Supply Chain Management	Y2	3	Sept. 7, 2021	April 29, 2022
Bachelor of Hospitality and Tourism Management		Y3	5	Sept. 7, 2021	April 29, 2022
Bachelor of Hospitality and Tourism Management		Y4	7	Sept. 7, 2021	April 29, 2022
Bachelor of Science Construction Project Management		Y1	1	Sept. 7, 2021	April 29, 2022
Bachelor of Science Construction Project Management		Y1	1	Jan. 10, 2022	Aug. 19, 2022
Bachelor of Science Construction Project Management		Y2	3	Sept. 7, 2021	April 29, 2022
Bachelor of Science Construction Project Management		Y2	3	May 9, 2022	Dec. 16, 2022
Bachelor of Science Construction Project Management		Y3	5	Jan. 10, 2022	Aug. 19, 2022
Bachelor of Science Construction Project Management		Y4	8	Jan. 10, 2022	Aug. 19, 2022
Baking and Pastry Arts		Y1	1	Sept. 7, 2021	April 29, 2022
Baking and Pastry Arts		Y1	1	March 21, 2022	Oct. 21, 2022
Baking and Pastry Arts		Y2	4	Jan. 10, 2022	Aug. 19, 2022
Business Administration	Accounting	Y2	3	Sept. 7, 2021	April 29, 2022
Business Administration	Accounting	Y2	3	Jan. 10, 2022	April 29, 2022
Business Administration	Accounting	Y2	4	Sept. 7, 2021	Dec. 17, 2021
Business Administration	Financial Services	Y2	3	Sept. 7, 2021	April 29, 2022
Business Administration	Financial Services	Y2	3	Jan. 10, 2022	April 29, 2022
Business Administration	Financial Services	Y2	4	Sept. 7, 2021	Dec. 17, 2021
Business Administration	General	Y1	1	Sept. 7, 2021	April 29, 2022
Business Administration	General	Y1	1	Jan. 10, 2022	April 29, 2022
Business Administration	General	Y1	2	Sept. 7, 2021	Dec. 17, 2021
Business Administration	General	Y1	1	May 9, 2022	Dec. 16, 2022
Business Administration	Human Resource Management	Y2	3	Sept. 7, 2021	April 29, 2022
Business Administration	Human Resource Management	Y2	3	Jan. 10, 2022	April 29, 2022
Business Administration	Human Resource Management	Y2	4	Sept. 7, 2021	Dec. 17, 2021
Business Administration	Management	Y2	3	Jan. 10, 2022	April 29, 2022
Business Administration	Management	Y2	3	Sept. 7, 2021	April 29, 2022
Business Administration	Management	Y2	4	Sept. 7, 2021	Dec. 17, 2021
Business Administration	Marketing	Y2	3	Sept. 7, 2021	April 29, 2022
Business Administration	Marketing	Y2	3	Jan. 10, 2022	April 29, 2022
Business Administration	Marketing	Y2	4	Sept. 7, 2021	Dec. 17, 2021
Business Administration	Supply Chain Management	Y2	3	Sept. 7, 2021	April 29, 2022
Business Administration	Supply Chain Management	Y2	4	Sept. 7, 2021	Dec. 17, 2021
Business Administration	Supply Chain Management	Y2	3	Jan. 10, 2022	April 29, 2022
Business Administration - Automotive Management		Y1	1	Sept. 7, 2021	Aug. 19, 2022
Business Administration - Automotive Management		Y2	4	Sept. 7, 2021	April 29, 2022
Business Intelligence - Data Analysis and Reporting		Y1	1	Jan. 10, 2022	June 24, 2022
Business Intelligence - Data Analysis and Reporting		Y1	1	May 9, 2022	Oct. 28, 2022
Butchery and Charcuterie Management		Y1	1	Sept. 7, 2021	April 29, 2022
Butchery and Charcuterie Management		Y1	1	Jan. 10, 2022	Aug. 19, 2022

Program Name	Major	Year	Semester	Start Date	End Date
Chemical Engineering Technology		Y1	1	Sept. 7, 2021	April 29, 2022
Chemical Engineering Technology		Y2	3	Sept. 7, 2021	April 29, 2022
Chemical Laboratory Technology		Y1	1	Sept. 7, 2021	April 29, 2022
Chemical Laboratory Technology		Y2	3	Sept. 7, 2021	April 29, 2022
Chemical Laboratory Technology		Y2	4	Jan. 10, 2022	April 29, 2022
Civil Engineering Technology	Construction Management	Y2	3	Sept. 7, 2021	April 29, 2022
Civil Engineering Technology	Construction Management	Y2	3	Jan. 10, 2022	Aug. 19, 2022
Civil Engineering Technology	General	Y1	1	Sept. 7, 2021	April 29, 2022
Civil Engineering Technology	General	Y1	1	Jan. 10, 2022	Aug. 19, 2022
Civil Engineering Technology	General	Y1	1	May 9, 2022	Dec. 16, 2022
Civil Engineering Technology	Municipal	Y2	3	Sept. 7, 2021	April 29, 2022
Civil Engineering Technology	Municipal	Y2	3	Jan. 10, 2022	Aug. 19, 2022
Culinary Arts		Y1	1	Sept. 7, 2021	April 29, 2022
Culinary Arts		Y1	1	March 21, 2022	Oct. 21, 2022
Cyber Security for Control Systems		Y1	1	Oct. 4, 2021	Feb. 26, 2022
Cyber Security for Control Systems		Y1	1	May 9, 2022	Sept. 16, 2022
Data Analytics		Y1	1	Oct. 4, 2021	Feb. 26, 2022
Data Analytics		Y1	1	May 9, 2022	Aug. 26, 2022
Database Administrator		Y1	1	Sept. 7, 2021	June 30, 2022
Dental Assisting		Y1	1	Sept. 7, 2021	June 24, 2022
Dental Assisting		Y1	1	May 9, 2022	Feb. 23, 2023
Diagnostic Medical Sonography		Y1	1	Sept. 7, 2021	June 24, 2022
Diagnostic Medical Sonography		Y2	4	Sept. 7, 2021	Aug. 19, 2022
Diagnostic Medical Sonography		Y3	7	Sept. 7, 2021	Dec. 17, 2021
Diesel Equipment Technician		Y1	1	Sept. 7, 2021	April 29, 2022
Diesel Equipment Technician		Y1	1	Jan. 10, 2022	Aug. 19, 2022
Electrical Engineering Technology		Y1	1	Sept. 7, 2021	April 29, 2022
Electrical Engineering Technology		Y1	1	Jan. 10, 2022	Aug. 19, 2022
Electrical Engineering Technology		Y2	3	Sept. 7, 2021	April 29, 2022
Electrical Engineering Technology		Y2	3	Jan. 10, 2022	Aug. 19, 2022
Electrical Engineering Technology - Evening		Y1	1	July 5, 2021	April 29, 2022
Electrical Engineering Technology - Evening		Y2	3	Sept. 7, 2021	April 29, 2022
Electronics Engineering Technology		Y1	1	Sept. 7, 2021	April 29, 2022
Electronics Engineering Technology		Y2	3	Sept. 7, 2021	April 29, 2022
Energy Asset Management		Y1	1	Sept. 7, 2021	April 29, 2022
Energy Asset Management		Y2	3	Sept. 7, 2021	April 29, 2022
Engineering Design and Drafting Technology		Y1	1	May 9, 2022	Dec. 16, 2022
Engineering Design and Drafting Technology		Y1	1	Sept. 7, 2021	April 29, 2022
Engineering Design and Drafting Technology		Y1	1	Jan. 10, 2022	Aug. 19, 2022
Engineering Design and Drafting Technology		Y2	3	Sept. 7, 2021	April 29, 2022
Environmental Technology		Y1	1	Sept. 7, 2021	April 29, 2022
Environmental Technology		Y2	3	Sept. 7, 2021	April 29, 2022
Film and Video Production		Y1	1	Sept. 7, 2021	April 29, 2022
Film and Video Production		Y1	1	May 9, 2022	Dec. 16, 2022
Film and Video Production		Y2	3	Sept. 7, 2021	April 29, 2022
Film and Video Production		Y2	3	Jan. 10, 2022	Aug. 19, 2022
Geomatics Engineering Technology		Y1	1	Sept. 7, 2021	April 29, 2022

Program Name	Major	Year	Semester	Start Date	End Date
Geomatics Engineering Technology		Y2	3	Sept. 7, 2021	April 29, 2022
Graphic Communications and Print Technology		Y1	1	Sept. 7, 2021	April 29, 2022
Graphic Communications and Print Technology		Y2	3	Sept. 7, 2021	April 29, 2022
Health Information Management		Y1	1	Sept. 7, 2021	June 24, 2022
Health Information Management		Y2	4	Sept. 7, 2021	June 24, 2022
Hospitality and Tourism Management	Beverage Management	Y1	1	Sept. 7, 2021	April 29, 2022
Hospitality and Tourism Management	Beverage Management	Y1	1	Jan. 10, 2022	Aug. 19, 2022
Hospitality and Tourism Management	Entrepreneurship and Innov.	Y1	1	Sept. 7, 2021	April 29, 2022
Hospitality and Tourism Management	Event Management	Y1	1	Sept. 7, 2021	April 29, 2022
Hospitality and Tourism Management	Event Management	Y1	1	Jan. 10, 2022	Aug. 19, 2022
Hospitality and Tourism Management	Hotel and Accommodation	Y1	1	Sept. 7, 2021	April 29, 2022
Hospitality and Tourism Management	Hotel and Accommodation	Y1	1	Jan. 10, 2022	Aug. 19, 2022
Hospitality and Tourism Management	Hotel and Accommodation	Y1	1	May 9, 2022	Dec. 16, 2022
Hospitality and Tourism Management	Multi-Disciplinary	Y1	1	Sept. 7, 2021	April 29, 2022
Hospitality and Tourism Management	Restaurant and Serv. Op.	Y1	1	Sept. 7, 2021	April 29, 2022
Hospitality and Tourism Management	Restaurant and Serv. Op.	Y1	1	Jan. 10, 2022	Aug. 19, 2022
Hospitality and Tourism Management	Restaurant and Serv. Op.	Y1	1	May 9, 2022	Dec. 16, 2022
Hospitality and Tourism Management	Travel and Tourism	Y1	1	Sept. 7, 2021	April 29, 2022
Hospitality and Tourism Management	Travel and Tourism	Y1	1	Jan. 10, 2022	Aug. 19, 2022
Hospitality Management		Y2	4	Sept. 7, 2021	April 29, 2022
Information Security Analyst		Y1	1	Oct. 4, 2021	Feb. 26, 2022
Information Security Analyst		Y1	1	May 9, 2022	Dec. 16, 2022
Information Systems Security		Y1	1	Sept. 7, 2021	April 29, 2022
Information Systems Security		Y1	1	Jan. 10, 2022	Aug. 19, 2022
Information Systems Security		Y1	1	May 9, 2022	Dec. 16, 2022
Information Systems Security		Y2	3	Sept. 7, 2021	April 29, 2022
Information Systems Security		Y2	3	Jan. 10, 2022	Aug. 19, 2022
Information Technology	Computer Systems	Y1	1	Sept. 7, 2021	April 29, 2022
Information Technology	Computer Systems	Y1	1	Jan. 10, 2022	Aug. 19, 2022
Information Technology	Computer Systems	Y1	1	May 9, 2022	Dec. 16, 2022
Information Technology	Computer Systems	Y2	3	Sept. 7, 2021	April 29, 2022
Information Technology	Computer Systems	Y2	3	May 9, 2022	Dec. 16, 2022
Information Technology	Computer Systems	Y2	3	Jan. 10, 2022	Aug. 19, 2022
Information Technology	Network Systems	Y1	1	Jan. 10, 2022	Aug. 19, 2022
Information Technology	Network Systems	Y1	1	Sept. 7, 2021	April 29, 2022
Information Technology	Network Systems	Y2	3	Sept. 7, 2021	April 29, 2022
Information Technology	Network Systems	Y2	3	Jan. 10, 2022	Aug. 19, 2022
Information Technology	Software Development	Y1	1	May 9, 2022	Dec. 16, 2022
Information Technology	Software Development	Y1	1	Sept. 7, 2021	April 29, 2022
Information Technology	Software Development	Y1	1	Jan. 10, 2022	Aug. 19, 2022
Information Technology	Software Development	Y2	3	Sept. 7, 2021	April 29, 2022
Information Technology	Software Development	Y2	3	Jan. 10, 2022	Aug. 19, 2022
Information Technology	Software Development	Y2	3	May 9, 2022	Dec. 16, 2022
Information Technology	Telecommunications	Y1	1	Sept. 7, 2021	April 28, 2022
Information Technology	Telecommunications	Y1	1	Jan. 10, 2022	Aug. 19, 2022
Information Technology	Telecommunications	Y2	3	Sept. 7, 2021	April 28, 2022
Information Technology	Telecommunications	Y2	3	Jan. 10, 2022	Aug. 19, 2022

Program Name	Major	Year	Semester	Start Date	End Date
Instrumentation Engineering Technology		Y1	1	Sept. 7, 2021	April 29, 2022
Instrumentation Engineering Technology		Y2	3	Sept. 7, 2021	April 29, 2022
Integrated Water Management		Y1	1	Sept. 7, 2021	April 29, 2022
Integrated Water Management		Y2	3	Sept. 7, 2021	April 29, 2022
Journalism	General	Y1	1	Sept. 7, 2021	April 29, 2022
Journalism	General	Y1	1	Jan. 10, 2022	Aug. 19, 2022
Journalism	General	Y1	1	May 9, 2022	Dec. 16, 2022
Journalism	Photojournalism	Y2	3	Sept. 7, 2021	April 29, 2022
Journalism	Photojournalism	Y2	3	Jan. 10, 2022	Aug. 19, 2022
Journalism	Print and Online	Y2	3	Sept. 7, 2021	April 29, 2022
Journalism	Print and Online	Y2	3	Jan. 10, 2022	Aug. 19, 2022
Legal Assistant		Y1	1	Sept. 7, 2021	April 29, 2022
Legal Assistant		Y2	3	Sept. 7, 2021	June 2, 2022
Library Information Technology		Y1	1	Sept. 7, 2021	April 29, 2022
Library Information Technology		Y2	3	Sept. 7, 2021	April 29, 2022
Machinist Technician		Y1	1	Sept. 7, 2021	April 29, 2022
Mechanical Engineering Technology	Design and Automation	Y2	3	Sept. 7, 2021	April 29, 2022
Mechanical Engineering Technology	Design and Analysis	Y2	3	Sept. 7, 2021	April 29, 2022
Mechanical Engineering Technology	Design and Development	Y2	3	Sept. 7, 2021	April 29, 2022
Mechanical Engineering Technology	General	Y1	1	Sept. 7, 2021	April 29, 2022
Mechanical Engineering Technology	General	Y1	1	Jan. 10, 2022	Aug. 19, 2022
Mechanical Engineering Technology	General	Y1	1	May 9, 2022	Dec. 16, 2022
Medical Device Reprocessing Technician		Y1	1	Sept. 7, 2021	Feb. 11, 2022
Medical Device Reprocessing Technician		Y1	1	Jan. 10, 2022	June 30, 2022
Medical Laboratory Assistant		Y1	1	Sept. 7, 2021	Feb. 11, 2022
Medical Laboratory Assistant		Y1	1	Jan. 10, 2022	June 30, 2022
Medical Laboratory Technology		Y1	1	Sept. 7, 2021	June 30, 2022
Medical Laboratory Technology		Y2	4	July 2, 2021	June 30, 2022
Medical Office Assistant and Unit Clerk		Y1	1	Sept. 7, 2021	Feb. 4, 2022
Medical Office Assistant and Unit Clerk		Y1	1	Jan. 10, 2022	June 3, 2022
Medical Radiologic Technology		Y1	1	Sept. 7, 2021	June 24, 2022
Medical Radiologic Technology		Y2	4	Sept. 7, 2021	Aug. 19, 2022
Network Systems Specialist		Y1	1	Nov. 1, 2021	June 30, 2022
Network Systems Specialist		Y1	1	May 9, 2022	Dec. 16, 2022
New Media Production and Design		Y1	1	Sept. 7, 2021	April 29, 2022
New Media Production and Design		Y2	3	Sept. 7, 2021	April 29, 2022
New Media Production and Design		Y1	1	May 9, 2022	Dec. 16, 2022
Non-Destructive Testing Foundations - Evening		Y1	1	Sept. 7, 2021	April 29, 2022
Non-Destructive Testing Foundations		Y1	1	Sept. 7, 2021	Dec. 17, 2021
Non-Destructive Testing Foundations		Y1	1	Jan. 10, 2022	April 29, 2022
Non-Destructive Testing Foundations		Y1	1	May 9, 2022	Aug. 19, 2022
Nuclear Medicine Technology		Y1	1	Sept. 7, 2021	June 24, 2022
Nuclear Medicine Technology		Y2	4	Sept. 7, 2021	Aug. 19, 2022
Nutrition For Healthy Lifestyles		Y1	1	Sept. 7, 2021	April 29, 2022
Object Oriented Software Development		Y1	1	Nov. 1, 2021	June 30, 2022
Object Oriented Software Development		Y1	1	May 9, 2022	Dec. 16, 2022
Office Professional		Y1	1	Sept. 7, 2021	April 29, 2022
Open Studies		Y1	1	July 2, 2021	June 30, 2022

Program Name	Major	Year	Semester	Start Date	End Date
Ophthalmic and Optometric Assisting		Y1	1	Sept. 7, 2021	April 29, 2022
Ophthalmic and Optometric Assisting		Y1	1	May 9, 2022	Dec. 16, 2022
Optician		Y1	1	Sept. 7, 2021	Aug. 19, 2022
Optician		Y1	1	Jan. 10, 2022	Dec. 16, 2022
Petroleum Engineering Technology		Y1	1	Sept. 7, 2021	April 29, 2022
Petroleum Engineering Technology		Y1	1	Jan. 10, 2022	Aug. 19, 2022
Petroleum Engineering Technology		Y2	3	Sept. 7, 2021	April 29, 2022
Pharmacy Assistant		Y1	1	Sept. 7, 2021	Feb. 14, 2022
Pharmacy Assistant		Y1	1	Jan. 10, 2022	June 30, 2022
Pharmacy Assistant		Y1	1	April 4, 2022	Oct. 30, 2022
Power and Process Operations		Y1	1	Jan. 10, 2022	Aug. 19, 2022
Power Engineering Technology		Y1	1	Sept. 7, 2021	April 29, 2022
Power Engineering Technology		Y2	2	Sept. 7, 2021	April 29, 2022
Power Engineering Technology		Y1	1	Jan. 10, 2022	Aug. 19, 2022
Power Engineering Technology		Y2	2	Jan. 10, 2022	Aug. 19, 2022
Pre-Employment Auto Body		Y1	1	Feb. 22, 2022	May 13, 2022
Pre-Employment Automotive Service Technician		Y1	1	July 5, 2021	Sept. 24, 2022
Pre-Employment Automotive Service Technician		Y1	1	April 4, 2022	June 24, 2022
Pre-Employment Cabinetmaker		Y1	1	Sept. 7, 2021	Nov. 26, 2021
Pre-Employment Cabinetmaker		Y1	1	Jan. 10, 2022	April 1, 2022
Pre-Employment Cabinetmaker		Y1	1	April 4, 2022	June 24, 2022
Pre-Employment Carpenter		Y1	1	Sept. 7, 2021	Nov. 26, 2021
Pre-Employment Carpenter		Y1	1	Jan. 10, 2022	April 1, 2022
Pre-Employment Carpenter		Y1	1	April 4, 2022	June 24, 2022
Pre-Employment Electrician		Y1	1	Aug. 30, 2021	Nov. 19, 2021
Pre-Employment Electrician		Y1	1	Nov. 22, 2021	Feb. 25, 2022
Pre-Employment Electrician		Y1	1	Feb. 28, 2022	May 20, 2022
Pre-Employment Electrician		Y1	1	May 24, 2022	Aug. 12, 2022
Pre-Employment Industrial Mechanic (Millwright)		Y1	1	Sept. 7, 2021	Nov. 26, 2021
Pre-Employment Industrial Mechanic (Millwright)		Y1	1	March 28, 2022	June 17, 2022
Pre-employment Mobile Crane		Y1	1	Jan. 10, 2022	March 11, 2022
Pre-Employment Pipetrades		Y1	1	Sept. 7, 2021	Nov. 26, 2021
Pre-Employment Pipetrades		Y1	1	Jan. 10, 2022	April 1, 2022
Pre-Employment Pipetrades		Y1	1	April 4, 2022	June 24, 2022
Pre-Employment Refrigeration and Air Conditioning		Y1	1	Sept. 7, 2021	Nov. 26, 2021
Pre-Employment Refrigeration and Air Conditioning		Y1	1	Jan. 10, 2022	April 1, 2022
Pre-Employment Refrigeration and Air Conditioning		Y1	1	April 4, 2022	June 24, 2022
Pre-Employment Welding		Y1	1	Jan. 10, 2022	June 10, 2022
Pre-Employment Sheet Metal		Y1	1	May 9, 2022	Aug. 19, 2022
Primary Care Paramedic		Y1	1	Sept. 7, 2021	Aug. 19, 2022
Professional Cooking		Y2	4	Jan. 10, 2022	Aug. 19, 2022
Pro Remotely Piloted AC System		Y1	1	Aug. 16, 2021	Nov. 26, 2021
Radio, Television and Broadcast News	Radio	Y1	1	Sept. 7, 2021	April 29, 2022
Radio, Television and Broadcast News	Broadcast	Y1	1	Sept. 7, 2021	April 29, 2022
Radio, Television and Broadcast News	Television	Y1	1	Sept. 7, 2021	April 29, 2022
Radio, Television and Broadcast News	Broadcast	Y2	3	Sept. 7, 2021	April 29, 2022
Radio, Television and Broadcast News	Radio	Y2	3	Sept. 7, 2021	April 29, 2022
Radio, Television and Broadcast News	Television	Y2	3	Sept. 7, 2021	April 29, 2022

Program Name	Major	Year	Semester	Start Date	End Date
Railway Conductor		Y1	1	Sept. 7, 2021	Dec. 17, 2021
Railway Conductor		Y1	1	Jan. 10, 2022	April 29, 2022
Railway Conductor		Y1	1	May 9, 2022	Aug. 19, 2022
Rehabilitation Therapy Assistant	Occupational/Physical Therapy	Y2	3	Sept. 7, 2021	April 29, 2022
Rehabilitation Therapy Assistant	Occupational/Physical Therapy	Y1	1	Sept. 7, 2021	April 29, 2022
Respiratory Therapy		Y1	1	Sept. 7, 2021	April 29, 2022
Respiratory Therapy		Y2	3	Sept. 7, 2021	April 29, 2022
Respiratory Therapy		Y3	6	Sept. 7, 2021	April 29, 2022
Technology Infrastructure Analyst		Y1	1	Sept. 7, 2021	June 30, 2022
Water and Wastewater Treat Ops		Y1	1	Sept. 7, 2021	April 29, 2022
Web Developer		Y1	1	Sept. 7, 2021	March 4, 2022
Web Developer		Y1	1	Jan. 10, 2022	June 24, 2022
Welding Engineering Technology		Y1	1	Sept. 7, 2021	April 29, 2022
Welding Engineering Technology		Y1	1	Jan. 10, 2022	Aug. 19, 2022
Welding Engineering Technology		Y2	3	Jan. 10, 2022	Aug. 19, 2022
Welding Technician		Y1	1	Sept. 7, 2021	April 29, 2022
Welding Technician		Y1	1	Jan 10, 2022	Aug. 19, 2022
Welding Technician		Y1	1	May 9, 2022	Dec.16, 2022

Regulations

- **Academic Regulations**
- **Institute Regulations**

Academic Regulations

The descriptions below are a synopsis of the referenced SAIT policies and procedures which are available through sait.ca. Please refer to the full policy and procedure when dealing with specific situations. There may be other policies/procedures that are applicable to students in addition to the ones listed here, all of which are available through sait.ca.

- Student Rights and Responsibilities
- Academic Conduct
- Transcript of Marks
- Non-Academic Conduct
- Grade Appeal
- Accommodations for Students with Disabilities
- Remedy a Course Deficiency
- Attendance
- Upgrading Marks
- Student Achievement
- Program Transfer
- Grading System
- Transfer of Major
- GPA
- Drop and Add Courses
- Final Grades
- Withdrawals
- Progression
- Graduation Ceremony
- Academic Probation/Academic Withdrawal
- Prior Learner Assessment and Recognition
- Graduation Requirement
- Honours Designation
- University Transfer

Student Rights and Responsibilities

- **AC.3.4.2 Student Rights and Responsibilities procedure**

Students have both rights and responsibilities. SAIT acknowledges that students have the right to study, learn and socialize in a safe, supportive and healthy working and learning environment. Members of the SAIT community, including students, are responsible for creating a working and learning environment free from discrimination, harassment, violence, sexual assault or sexual violence, where all members of the SAIT community are treated with fairness, dignity, civility and mutual respect.

Students are required to make responsible decisions concerning, and take responsibility for, their conduct. Students are also responsible for managing their own educational experience at SAIT. This includes being familiar with their course and program requirements, being familiar with SAIT's policies and procedures (available through sait.ca), understanding and using SAIT's resources for student success, and responding to SAIT's communications in a timely and respectful manner.

Academic Conduct

- **AC.3.4.3 Student Academic Conduct procedure**

SAIT is committed to academic integrity, which is grounded in SAIT's fundamental values of fairness, integrity, respect, safety and transparency. Academic conduct also involves honesty, responsibility and trust. SAIT requires its employees and students to honour these values at all times.

SAIT takes reasonable measures to make students aware of its standards of academic integrity. All members of the SAIT community share the responsibility and authority to create a working and learning environment where student academic misconduct is discouraged, reported and addressed.

Academic misconduct is any action or attempted action that may create an unfair academic advantage for a SAIT student. This includes, but is not limited to, plagiarism and cheating.

Plagiarism occurs when students submit work in which they have taken ideas, words etc. from another source and present them as if they are the students' own work, without appropriately acknowledging the original source. It can happen even if the student did not intend to commit academic misconduct.

Cheating is academic misconduct usually taking place during examinations, quizzes, assignments, or other evaluative processes. It can take many different forms, such as, for example, where a student does something to compromise the integrity of the evaluation process, uses unauthorized materials or another student's work in an examination, falsifies data or documents etc.

There are many other types of academic misconduct in addition to plagiarism and cheating. For specific examples of what SAIT considers to be academic misconduct, see Schedule A of AC.3.4.3 Student Academic Conduct procedure.

It is important to know that a student who helps or encourages another student to commit academic misconduct or to try to commit academic misconduct is considered to have committed academic misconduct. It is also important to know that an attempt to commit academic misconduct is treated as if the academic misconduct had occurred.

Consequences of academic misconduct depend on whether the misconduct is a first, second, or third offence. For a first offence, the student will ordinarily receive a zero (0) grade for the assignment/exam, although other sanctions may be possible in particular situations. For a second offence, the student will ordinarily receive a Fail grade for the course and a one-year suspension from the Institute. For a third offence, the student will ordinarily receive a Fail grade for the course and a permanent expulsion from the Institute. Offences remain on the student's record for seven years. Suspensions or expulsions are also noted on the student's transcript for seven years (for a suspension) or permanently (for an expulsion).

Non-Academic Conduct

- **AC.3.4.4 Student Non-Academic Conduct procedure**

Non-academic conduct that is subject to disciplinary action includes violations of civil and criminal laws, violations of SAIT's policies/procedures, conduct that threatens the safety or well-being of members of the SAIT community, or any behaviour that adversely affects SAIT or its educational mission.

This can include disruptive conduct, harmful or offensive conduct, discrimination, harassment or bullying, sexual assault or sexual violence, misconduct involving property or information, smoking on campus, alcohol or drug use on campus, conduct relating to the use of dangerous objects and substances, failure to comply with legislation or with SAIT's procedures or requirements, and not complying with SAIT's health and safety procedures and processes.

For specific examples of what SAIT considers to be non-academic misconduct, see Schedule A of AC.3.4.4 Student Non–Academic Conduct procedure.

Consequences for non-academic misconduct depend on the nature and severity of the conduct. They can include formal warnings with conditions, community service to SAIT, restitution, restriction of privileges, suspension or expulsion, among other consequences. For further information, see Schedule E of procedure AC.3.4.4 Student Non-Academic Conduct.

Factors that SAIT may consider when choosing an appropriate consequence include, for example, whether there has been a previous finding of academic or non-academic misconduct with respect to the student, the severity of the misconduct and its impact on others, multiple allegations of misconduct, and the student's personal circumstances.

It is important to know that a student who helps or encourages another student commit non-academic misconduct or to try to commit non-academic misconduct is considered to have committed non-academic misconduct. It is also important to know that an attempt to commit non-academic misconduct is treated as if the non-academic misconduct had occurred.

Accommodations for Students with Disabilities

- **AC.3.16.1: Accommodations for Students with Disabilities procedure**

SAIT 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 their 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 disability and to request a reasonable accommodation for such disability.

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 disability. 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 Procedure**

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 work-integrated 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 is denoted by a letter grade as follows. Please note that a student's grade in an English Language Foundations or Academic Upgrading course is denoted by a percentage grade.

Letter grade	Percentage grade	Grade points	Description
A+	90–100	4.0	
A	85-89	4.0	
A-	80-84	3.7	
B+	77-79	3.3	
B	73-76	3 credits	
B-	70-72	2.7	
C+	67-69	2.3	
C	63-66	2.0	
C-	60-62	1.7	
D+	55-59	1.3	
D	50-54	1.0	Minimal pass
F	0-49	0.0	

Progression and graduation

The Term GPA and Total Institutional Grade Point Average (GPA) required for progression and graduation is 2.0. Other grades not used in calculating the 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.

AF Administrative Failure

Assigned to a student who has been given an "I" (or Incomplete) grade and where the student has not cleared the "I" grade within the deadline to do so or where the instructor has not entered a grade for the student.

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/coordinator must approve a student's registration in the course.

CR Credit Rating

Assigned to a student who has received recognition of prior learning based on transfer credit or based on work experience, in accordance with policy AC.3.18 Recognition of Prior Learning and its 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 eight weeks from the end of the course or it reverts to "F". If the course is a prerequisite course, the academic chair/coordinator must approve the student's registration in the subsequent course(s).

NW Administrative Withdrawal

Assigned to a student who has registered in a course but who has not attended any of the classes or, in the case of an online course, who has never logged into that course.

P Pass / NP No Pass

Student performance indicated by either "P" pass or "NP" no pass.

RW Required Withdrawal

Assigned to a student who SAIT withdraws as a result of academic misconduct or non-academic misconduct, or as a result of breaching a program's specific attendance requirements.

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% of that course.

To be assigned a "W" grade in a program, a student must withdraw from that program prior to completing 70% of the program semester.

Grade Point Average (GPA)

- **AC.3.1.1: Grading and Progression procedure**

The GPA is the measure of a student's SAIT academic achievement in credit courses. It can be calculated in three ways.

1. Degree Awarded GPA is the weighted grade point average for all the courses the student has completed and that are used in awarding the credential for the program that the student has completed.
2. Term GPA is the weighted grade point average for all the credit courses that a student has completed in a particular term, regardless of whether or not those courses are part of the program in which the student is registered.
3. Total Institutional GPA is the weighted grade point average for all credit courses that the student has completed at SAIT, regardless of whether or not those courses are part of the program in which the student is registered.

Each course carries a course credit determined by the dean or designate of the school offering the program and which is published in the calendar.

The grade point averages are calculated as follows:

- multiplying the grade point achieved by the credit value for that course, excluding AF, RW, NW, P, NP, I, W, CR, AUD, ATT, FA, and AEG grades described above
- totaling the grade points from the bullet above
- dividing the total above by the total of the course credit values.

A fail grade "F" will appear on the student's transcript and is used in the calculation of the GPA. In the case of subsequent repeat attempts of a course, the grades will be calculated into the student's Term GPA and Total Institutional GPA. but only the higher grade will be calculated into the student's Degree Awarded GPA. However, when a deficiency is remedied, the new grade will replace the original "F" grade and shall be calculated into the GPA for the term 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	3.0	1.50	4.50
COMM-238	C	2.00	3.0	6.00
COMP-220	F	0.00	3.0	0.00
MATH-235	A	3.67	3.0	11.01
MCMT-230	D	1.00	3.0	3.0
Totals	N/A	N/A	13.50	24.51

$$\text{GPA} = \frac{\text{Total grade points}}{\text{Total credit}} = \frac{24.51}{13.50} = \mathbf{1.81}$$

Final Grades

- **AC.3.1.1: Grading and Progression procedure**

Instructors shall submit final grades to the Office of the Registrar 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 Term GPA and a Total Institutional GPA of 2.0 or better in each term and pass the necessary prerequisite courses to progress through the program (with the exception of the English Language Foundations and Academic Upgrading programs). To qualify for graduation, students must pass all courses, attain a Degree Awarded GPA of 2.0 or better and complete course requirements within the prescribed timelines.

Academic Probation/Academic Withdrawal

- **AC.3.1.1: Grading and Progression procedure**

The initial calculation of academic standing is made after the student has first attempted a minimum of nine credits. A student who fails to achieve a Term GPA or a Total Institutional GPA of at least 2.0 in the term after attempting a minimum of nine credits will be placed on academic probation (AP) for that term.

The student's academic standing will be recalculated at the end of each term. If the student has achieved a Term GPA and a Total Institutional GPA of at least 2.0 in the term, the student will be in good academic standing. If the student has achieved a Term GPA or a Total Institutional GPA of less than 2.0 in the term, the student will be placed on academic probation for that term.

If the student is already on academic probation and has achieved a Term GPA and a Total Institutional GPA of less than 2.0 in the term, the student will be academically withdrawn from SAIT.

The consequences of Academic Withdrawal include the student being dropped from any subsequent courses in which the student 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 may take only non-credit courses or non-credit programs at SAIT. An academically withdrawn student who wishes to return to the program should meet with the academic chair/coordinator to determine if space is available in the program to accommodate the student's return, and to determine changes to graduation requirements. An academically withdrawn student who wants to return to SAIT into a different program from which the student was withdrawn must apply to and be accepted into the program.

A student who returns to SAIT in any credit program after having been academically withdrawn will return on academic probation. If the student achieves a Term GPA and a Total Institutional GPA of at least 2.0 in that term, the student will be returned to good academic standing. If the student achieves a Term GPA and a Total Institutional GPA of less than 2.0 in that term, the student will be permanently withdrawn from SAIT. Academic probation and academic withdrawals are permanently noted on the student's official transcript.

A student is allowed a maximum of two attempts to successfully complete a course. A withdrawal from a course is considered an attempt, but is not calculated into a student's GPA. 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, or for any major or specialization in that program, in which that course is a requirement unless the timelines have passed for completion of that credential, as set out in paragraph

- **D.2 of AC.3.1.1 Grading and Progression.**

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 Degree Awarded GPA 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 through mySAIT.ca. Simply login, click on the myStudent tab, then select Student Records.

Students who attended classes at SAIT before 1995 must complete a Transcript Request Form and forward it to Office of the Registrar.

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 first be made to the instructor concerned. If a student is not satisfied with the outcome of that discussion, the student may continue the informal appeal to the academic chair/coordinator, 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, the student 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 Office of the Registrar 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

Forms are available on line at mySAIT.ca. 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 work-integrated 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 made within ten business days of the Office of the Registrar notifying the dean and academic chair of the appeal. The decision may be: 1) no change to the grade; 2) a higher grade; or 3) a lower grade. The dean's decision is final and binding.

Students who accept the method to remedy a course deficiency pursuant to AC.3.2.1 Course Deficiencies procedure are not eligible to appeal the original grade.

Remedy a Course Deficiency

- **AC.3.2.1: Course Deficiencies procedure**

Students are eligible to remedy a course deficiency where:

- the deficient grade is within 5% of the passing grade,
- the failure is not due to academic misconduct, and
- the course is one for which a course deficiency remedy is available, as determined by the school/department delivering that course.

Students must apply to their academic school/department using the Remedy (Clearance) of Deficiency form.

The academic chair/coordinator 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 the academic chair/coordinator within 30 calendar days of the end of the course. The remedy must be completed within ten business days of the academic chair/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 GPA 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 meets the new program's academic and non-academic admission requirements
- there is a seat available in the new program; and,
- the student is in good standing.

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 new program into which the student has transferred, the student must complete at least the final term of that new 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 Office of the Registrar's processes. Transfer of a major is subject to the student meeting course prerequisites and a seat being available in the new major.

Add and Drop

(the drop and add dates for a program are based on the term length)

Term length	Add/Drop period
13 or more weeks	Two (2) weeks from program term start date
8-12 weeks	One (1) week from program term start date
2-7 weeks	Two (2) days from program term start date
Less than 2 weeks	There is no Add/Drop period

Visit Start and End Dates - 2021-2022 for program-specific dates.

Withdrawals

- **AC.3.1.1: Grading and Progression procedure**

Deadline

The withdrawal deadline for a course or program is prior to 70% 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 by and reported to the Office of the Registrar 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 the Office of the Registrar 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 the Office of the Registrar 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 Office of the Registrar 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 the Office of the Registrar 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 bachelor's degree, 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, the student 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

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 informal or non-formal learning towards that SAIT credential.

Graduation Prior Learning Assessment and Recognition

AC.3.18 Recognition of Prior Learning policy and its accompanying procedures provide 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% content match with the SAIT course outline, a minimum grade of 65%, and completion of credit courses within the last five years.

Honours Designation

- **AC.3.1.1: Grading and Progression procedure (under revision)**

For a student to be awarded an Honours designation on a SAIT parchment, the following conditions must be met:

- the student has a cumulative program grade point average of 3.8,
- the student passed all courses on the first attempt,
- the student has completed the graduation requirements of the program within the specified time restriction (five years for a certificate, seven years for a diploma or applied degree, ten years for a bachelor's degree),
- the student has met the residency requirement and used a maximum of 50% transfer credit towards a SAIT credential (and transfer credit does not include any SAIT course previously used to obtain another SAIT credential) and,
- the program in which the student is enrolled is approved by the Alberta government.

Transfer to Other Post-Secondary Institutions

A transfer option is the opportunity to use a credential earned at one institution for credit towards the completion of an advanced credential at another institution (e.g., a certificate towards a diploma, a diploma towards a degree, an applied degree towards an additional undergraduate or graduate degree, or a bachelor's degree towards a master's degree).

Depending on the receiving institution, 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.

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 Transfer Options page on sait.ca and is updated regularly.

Please note that students 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.

Phone: 1-877-284-7248
Email: transfer.options@sait.ca
Website: sait.ca/transferoptions

Institute Regulations

The descriptions below are a synopsis of the referenced SAIT policies and procedures which are available throughsait.ca. Refer to the full policy and procedure when dealing with specific situations. There may be other policies/procedures that are applicable to students in addition to the ones listed here, all of which are available through sait.ca.

- Discrimination, harassment and bullying
- Sexual assault and sexual violence
- Liquor, tobacco and drugs
- Responsibilities
- Acceptable use of SAIT's computer system

Discrimination, Harassment and Bullying

- **HR.4.10.1 Respectful Workplace and Learning Environment procedure (under revision)**

SAIT is a respectful, inclusive and diverse workplace and learning environment, where all members of the SAIT community are valued and treated with dignity and respect. SAIT expects all members of its community to create and uphold this environment by respecting the personal dignity of others and by being aware of and taking responsibility for the influence they may have over the well-being of other members of the SAIT community.

SAIT does not tolerate discrimination, harassment or bullying. Discrimination includes any act or omission that results in unjust or prejudicial treatment on a prohibited ground. Prohibited grounds of discrimination include race, religious beliefs, colour, gender, gender identity, gender expression, physical disability, mental disability, age, ancestry, place of origin, marital status, source of income, family status, or sexual orientation, and any other ground covered in Alberta's human rights legislation.

Harassment and bullying include any inappropriate conduct, comment, display, action or gesture by a person that constitutes a threat to an individual's health or safety and that is based on a prohibited ground of discrimination under Alberta's human rights legislation, or that adversely affects an individual's psychological or physical wellbeing.

Discrimination, harassment or bullying can be reported to the SAIT Discrimination and Harassment Hotline at 403.210.4406, to the Office of Community Conduct, to Employee Services, to supervisors or to members of management.

Sexual Assault and Sexual Violence

- **HS.1.2.2 Sexual Assault and Sexual Violence procedure**

SAIT supports survivors of sexual assault and will hold members of the SAIT community who commit acts of sexual assault and sexual violence accountable in order to protect the health and well–being of the SAIT community. A member of the SAIT community who witnesses an incident of sexual assault or sexual violence must inform SAIT by reporting the incident to Campus Security or by calling 911. HS.1.2.2 Sexual Assault and Sexual Violence procedure sets out processes by which SAIT will respond effectively and in a timely and fair manner to disclosures and reports of sexual assault and sexual violence.

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 where students violate SAIT's procedures on the consumption and service of alcohol on the SAIT campus, smoke on the SAIT campus, and/or use or distribute illegal drugs on the SAIT campus. SAIT prohibits cannabis use on its campus.

Acceptable Use of SAIT's Computer System

- **AD.2.15.1 Acceptable Use of Computing and Information and Technology Resources procedure**

All members of the SAIT community are required to use SAIT's computing, information and technology resources only for the purposes for which they are intended, and will be held accountable for the misuse of these resources.

The descriptions above are a synopsis of the referenced SAIT policies and procedures which are available through sait.ca. Please refer to the full policy and procedure when dealing with specific situations.

Financial Information

Program	2021/22 Total Domestic Tuition Fee	Campus Athletic/ Rec Fee (3)	Universal Transit Pass (3) (4)	Tech Fee (3) (8)	Student Support Fee (3) (8)	Total SAIT Fees	Health Plan	Dental Plan	Student Assoc. (3)	Total Student Assoc. Fees	2021/22 Domestic Total
Apprentice Programs	$112.33/ week	$45.80/ term	-	$37.50/ term	$37.50/ term	-	-	-	$8.99/ week	-	
Academic Upgrading Yr 1	3,056	183	310	150	150	793	122	130	288	540	4,389
Accounting Certificate Yr 1	5,251	183	310	150	150	793	122	130	288	540	6,584
Accounting Oil and Gas Production Yr 1	14,910	183	310	150	150	793	122	130	288	540	16,243
Administrative Information Management Yr 1	4,718	183	310	150	150	793	122	130	288	540	6,051
Administrative Information Management Yr 2	4,954	183	310	150	150	793	122	130	288	540	6,287
Advanced Care Paramedic Yr 1	8,427	183	310	150	150	793	122	130	288	540	9,760
Advanced Care Paramedic Yr 2	5,834	183	310	150	150	793	122	130	288	540	7,167
Aircraft Maintenance Engineers Technology Yr 1	5,329	183	310	150	150	793	122	130	288	540	6,662
Aircraft Maintenance Engineers Technology Yr 2	5,329	183	310	150	150	793	122	130	288	540	6,662
Aircraft Structures Technician Yr 1	7,014	183	310	150	150	793	122	130	288	540	8,347
Architectural Technologies - General Yr 1	4,971	183	310	150	150	793	122	130	288	540	6,304
Architectural Technologies - General Yr 2	4,971	183	310	150	150	793	122	130	288	540	6,304
Automotive Service Technology Yr 1	5,528	183	310	150	150	793	122	130	288	540	6,861
Automotive Service Technology Yr 2	5,528	183	310	150	150	793	122	130	288	540	6,861
Avionics Technology Yr 1	6,517	183	310	150	150	793	122	130	288	540	7,849
Avionics Technology Yr 2	5,924	183	310	150	150	793	122	130	288	540	7,257
Bach. of Applied Tech. Geographic Info Sys Yr 3	5,647	183	310	150	150	793	122	130	288	540	6,980
Bach. of Applied Tech. Geographic Info Sys Yr 4	1,079	183	-	150	150	483	-	-	288	288	1,850
Bach. of Applied Tech. Petroleum Eng. Yr 3	6,342	183	310	150	150	793	122	130	288	540	7,675
Bach. of Applied Tech. Petroleum Eng. Yr 4	1,690	183	-	150	150	483	-	-	288	288	2,461
Bachelor of Applied Business Administration - Accounting Yr 3	6,997	183	310	150	150	793	122	130	288	540	8,330
Bachelor of Applied Business Administration - Accounting Yr 4	2,589	183	-	150	150	483	-	-	288	288	3,360
Bachelor of Business Administration - Accounting Yr 2	6,565	183	310	150	150	793	122	130	288	540	7,898
Bachelor of Business Administration - Accounting Yr 3	6,565	183	310	150	150	793	122	130	288	540	7,898
Bachelor of Business Administration - Accounting Yr 4	6,565	183	310	150	150	793	122	130	288	540	7,898
Bachelor of Business Administration - Financial Services Yr 2	6,565	183	310	150	150	793	122	130	288	540	7,898
Bachelor of Business Administration - Financial Services Yr 3	6,565	183	310	150	150	793	122	130	288	540	7,898
Bachelor of Business Administration - Financial Services Yr 4	6,565	183	310	150	150	793	122	130	288	540	7,898
Bachelor of Business Administration - General Yr 1	6,565	183	310	150	150	793	122	130	288	540	7,898

Program	2021/22 Total Domestic Tuition Fee	Campus Athletic/ Rec Fee (3)	Universal Transit Pass (3) (4)	Tech Fee (3) (8)	Student Support Fee (3) (8)	Total SAIT Fees	Health Plan	Dental Plan	Student Assoc. (3)	Total Student Assoc. Fees	2021/22 Domestic Total
Bachelor of Business Administration - Human Resource Management Yr 2	6,565	183	310	150	150	793	122	130	288	540	7,898
Bachelor of Business Administration - Human Resource Management Yr 3	6,565	183	310	150	150	793	122	130	288	540	7,898
Bachelor of Business Administration - Human Resource Management Yr 4	6,565	183	310	150	150	793	122	130	288	540	7,898
Bachelor of Business Administration - Management Yr 2	6,565	183	310	150	150	793	122	130	288	540	7,898
Bachelor of Business Administration - Management Yr 3	6,565	183	310	150	150	793	122	130	288	540	7,898
Bachelor of Business Administration - Management Yr 4	6,565	183	310	150	150	793	122	130	288	540	7,898
Bachelor of Business Administration - Marketing Yr 2	6,565	183	310	150	150	793	122	130	288	540	7,898
Bachelor of Business Administration - Marketing Yr 3	6,565	183	310	150	150	793	122	130	288	540	7,898
Bachelor of Business Administration - Marketing Yr 4	6,565	183	310	150	150	793	122	130	288	540	7,898
Bachelor of Business Administration - Supply Chain Management Yr 2	6,565	183	310	150	150	793	122	130	288	540	7,898
Bachelor of Business Administration - Supply Chain Management Yr 3	6,565	183	310	150	150	793	122	130	288	540	7,898
Bachelor of Business Administration - Supply Chain Management Yr 4	6,565	183	310	150	150	793	122	130	288	540	7,898
Bachelor of Hospitality and Tourism Management Yr 1	6,565	183	310	150	150	793	122	130	288	540	7,898
Bachelor of Hospitality and Tourism Management Yr 2	6,565	183	310	150	150	793	122	130	288	540	7,898
Bachelor of Hospitality and Tourism Management Yr 3	6,565	183	310	150	150	793	122	130	288	540	7,898
Bachelor of Hospitality and Tourism Management Yr 4	6,565	183	310	150	150	793	122	130	288	540	7,898
Bachelor of Science in Construction Project Management Yr 1	5,905	183	310	150	150	793	122	130	288	540	7,238
Bachelor of Science in Construction Project Management Yr 2	5,905	183	310	150	150	793	122	130	288	540	7,238
Bachelor of Science in Construction Project Management Yr 3	6,496	183	310	150	150	793	122	130	288	540	7,829
Bachelor of Science in Construction Project Management Yr 4	5,905	183	310	150	150	793	122	130	288	540	7,238
Baking and Pastry Arts Yr 1	7,201	183	310	150	150	793	122	130	288	540	8,534
Baking and Pastry Arts Yr 2	5,811	183	310	150	150	793	122	130	288	540	7,144
Broadcast Systems Technology Yr 1	4,993	183	310	150	150	793	122	130	288	540	6,326
Broadcast Systems Technology Yr 2	4,993	183	310	150	150	793	122	130	288	540	6,326
Business Administration - Accounting Yr 2	5,251	183	310	150	150	793	122	130	288	540	6,584
Business Administration - Financial Services Yr 2	5,251	183	310	150	150	793	122	130	288	540	6,584
Business Administration - General Yr 1	5,251	183	310	150	150	793	122	130	288	540	6,584
Business Administration - Human Resources Yr 2	5,251	183	310	150	150	793	122	130	288	540	6,584

Program	2021/22 Total Domestic Tuition Fee	Campus Athletic/ Rec Fee (3)	Universal Transit Pass (3) (4)	Tech Fee (3) (8)	Student Support Fee (3) (8)	Total SAIT Fees	Health Plan	Dental Plan	Student Assoc. (3)	Total Student Assoc. Fees	2021/22 Domestic Total
Business Administration - Management Yr 2	5,251	183	310	150	150	793	122	130	288	540	6,584
Business Administration - Marketing Yr 2	5,251	183	310	150	150	793	122	130	288	540	6,584
Business Administration - Supply Chain Management Yr 2	5,251	183	310	150	150	793	122	130	288	540	6,584
Business Administration Automotive Management Yr 1	5,077	183	310	150	150	793	122	130	288	540	6,410
Business Administration Automotive Management Yr 2	4,615	183	310	150	150	793	122	130	288	540	5,948
Business and Entrepreneurship Yr 1	5,251	183	310	150	150	793	122	130	288	540	6,584
Business Intelligence: Data Analysis and Reporting Yr 1	10,676	183	310	150	150	793	122	130	288	540	12,009
Butchery and Charcuterie Management Yr 1	6,258	183	310	150	150	793	122	130	288	540	7,591
Chemical Engineering Technology Yr 1	5,101	183	310	150	150	793	122	130	288	540	6,434
Chemical Engineering Technology Yr 2	4,858	183	310	150	150	793	122	130	288	540	6,191
Chemical Laboratory Technology Yr 1	6,071	183	310	150	150	793	122	130	288	540	7,404
Chemical Laboratory Technology Yr 2	5,782	183	310	150	150	793	122	130	288	540	7,115
Civil Engineering Technology - Const. Mgmt Yr 2	4,898	183	310	150	150	793	122	130	288	540	6,230
Civil Engineering Technology - General Yr 1	5,142	183	310	150	150	793	122	130	288	540	6,475
Civil Engineering Technology - Municipal Yr 2	4,898	183	310	150	150	793	122	130	288	540	6,230
Community Economic Development Yr 1	5,251	-	-	-	-	-	-	-	-	-	5,251
Culinary Arts Yr 1	7,590	183	310	150	150	793	122	130	288	540	8,923
Culinary Entrepreneurship Yr 1	9,200	183	310	150	150	793	122	130	288	540	10,533
Cyber Security for Control Systems Yr 1	13,905	183	310	150	150	793	122	130	288	540	15,238
Data Analytics Yr 1	13,354	183	310	150	150	793	122	130	288	540	14,687
Database Administrator Yr 1	17,478	183	310	150	150	793	122	130	288	540	18,811
Dental Assisting Yr 1	7,322	183	310	150	150	793	122	130	288	540	8,655
Diagnostic Medical Sonography Yr 1	6,420	183	310	150	150	793	122	130	288	540	7,753
Diagnostic Medical Sonography Yr 2	5,393	183	310	150	150	793	122	130	288	540	6,726
Diagnostic Medical Sonography Yr 3	1,798	183	-	150	150	483	-	-	288	288	2,569
Diesel Equipment Technician Yr 1	5,992	183	310	150	150	793	122	130	288	540	7,325
Electrical Engineering Technology Yr 1	5,429	183	310	150	150	793	122	130	288	540	6,761
Electrical Engineering Technology Yr 2	5,675	183	310	150	150	793	122	130	288	540	7,008
Electronics Engineering Technology Yr 1	6,285	183	310	150	150	793	122	130	288	540	7,618
Electronics Engineering Technology Yr 2	6,285	183	310	150	150	793	122	130	288	540	7,618
Energy Asset Management Yr 1	9,033	183	310	150	150	793	122	130	288	540	10,366

Program	2021/22 Total Domestic Tuition Fee	Campus Athletic/ Rec Fee (3)	Universal Transit Pass (3) (4)	Tech Fee (3) (8)	Student Support Fee (3) (8)	Total SAIT Fees	Health Plan	Dental Plan	Student Assoc. (3)	Total Student Assoc. Fees	2021/22 Domestic Total
Energy Asset Management Yr 2	9,033	183	310	150	150	793	122	130	288	540	10,366
Eng. Design and Drafting Technology - General Yr 1	5,286	183	310	150	150	793	122	130	288	540	6,619
Eng. Design and Drafting Technology - General Yr 2	5,286	183	310	150	150	793	122	130	288	540	6,619
English Language Foundations Yr 1	6,635	183	310	150	150	793	-	-	288	288	7,716
Environmental Technology Yr 1	5,007	183	310	150	150	793	122	130	288	540	6,340
Environmental Technology Yr 2	5,007	183	310	150	150	793	122	130	288	540	6,340
Film and Video Production Yr 1	4,758	183	310	150	150	793	122	130	288	540	6,091
Film and Video Production Yr 2	4,758	183	310	150	150	793	122	130	288	540	6,091
Geomatics Engineering Technology - General Yr 1	4,814	183	310	150	150	793	122	130	288	540	6,147
Geomatics Engineering Technology - General Yr 2	4,814	183	310	150	150	793	122	130	288	540	6,147
Graphic Communications and Print Technology Yr 1	4,482	183	310	150	150	793	122	130	288	540	5,815
Graphic Communications and Print Technology Yr 2	4,269	183	310	150	150	793	122	130	288	540	5,602
Hospitality and Tourism Management - Beverage Management Yr 1	6,097	183	310	150	150	793	122	130	288	540	7,430
Hospitality and Tourism Management - Beverage Management Yr 2	300	183	310	150	150	793	122	130	288	540	1,633
Hospitality and Tourism Management- Entrepreneurship and Innovation Yr 1	5,797	183	310	150	150	793	122	130	288	540	7,130
Hospitality and Tourism Management - Entrepreneurship and Innovation Yr 2	-	183	310	150	150	793	122	130	288	540	1,333
Hospitality and Tourism Management - Event Management Yr 1	5,797	183	310	150	150	793	122	130	288	540	7,130
Hospitality and Tourism Management - Event Management Yr 2	-	183	310	150	150	793	122	130	288	540	1,333
Hospitality and Tourism Management - Hotels and Accommodation Yr 1	5,797	183	310	150	150	793	122	130	288	540	7,130
Hospitality and Tourism Management - Hotels and Accommodation Yr 2	-	183	310	150	150	793	122	130	288	540	1,333
Hospitality and Tourism Management - Multi-Disciplinary Yr 1	5,797	183	310	150	150	793	122	130	288	540	7,130
Hospitality and Tourism Management - Multi-Disciplinary Yr 2	-	183	310	150	150	793	122	130	288	540	1,333
Hospitality and Tourism Management - Restaurant and Service Operations Yr 1	5,922	183	310	150	150	793	122	130	288	540	7,255
Hospitality and Tourism Management - Restaurant and Service Operations Yr 2	125	183	310	150	150	793	122	130	288	540	1,458
Hospitality and Tourism Management - Travel and Tourism Yr 1	5,797	183	310	150	150	793	122	130	288	540	7,130

Program	2021/22 Total Domestic Tuition Fee	Campus Athletic/ Rec Fee (3)	Universal Transit Pass (3) (4)	Tech Fee (3) (8)	Student Support Fee (3) (8)	Total SAIT Fees	Health Plan	Dental Plan	Student Assoc. (3)	Total Student Assoc. Fees	2021/22 Domestic Total
Hospitality and Tourism Management - Travel and Tourism Yr 2	-	183	310	150	150	793	122	130	288	540	1,333
Healthcare Leadership	8,000	183	310	150	150	793	122	130	288	540	9,333
Health Information Management Yr 1	4,848	183	310	150	150	793	122	130	288	540	6,181
Health Information Management Yr 2	4,617	183	310	150	150	793	122	130	288	540	5,950
Hospitality Management Yr 2	4,730	183	310	150	150	793	122	130	288	540	6,063
Information and Records Management Yr 1	6,430	-	-	-	-	-	-	-	-	-	6,430
Information Security Analyst Yr 1	14,461	183	310	150	150	793	122	130	288	540	15,794
Information Systems Security Yr 1	13,353	183	310	150	150	793	122	130	288	540	14,686
Information Systems Security Yr 2	13,353	183	310	150	150	793	122	130	288	540	14,686
Information Technology - Computer Systems Yr 1	6,720	183	310	150	150	793	122	130	288	540	8,053
Information Technology - Computer Systems Yr 2	6,720	183	310	150	150	793	122	130	288	540	8,053
Information Technology - Network Systems Yr 1	6,720	183	310	150	150	793	122	130	288	540	8,053
Information Technology - Network Systems Yr 2	6,720	183	310	150	150	793	122	130	288	540	8,053
Information Technology - SW Development Yr 1	6,720	183	310	150	150	793	122	130	288	540	8,053
Information Technology - SW Development Yr 2	6,720	183	310	150	150	793	122	130	288	540	8,053
Information Technology - Telecommunications Yr 1	6,720	183	310	150	150	793	122	130	288	540	8,053
Information Technology - Telecommunications Yr 2	6,720	183	310	150	150	793	122	130	288	540	8,053
Instrumentation Engineering Technology Yr 1	4,968	183	310	150	150	793	122	130	288	540	6,301
Instrumentation Engineering Technology Yr 2	4,968	183	310	150	150	793	122	130	288	540	6,301
Integrated Water Management Yr 1	9,500	183	310	150	150	793	122	130	288	540	10,833
Integrated Water Management Yr 2	9,500	183	310	150	150	793	122	130	288	540	10,833
Journalism - General Yr 1	5,750	183	310	150	150	793	122	130	288	540	7,083
Journalism - Photojournalism Yr 2	5,750	183	310	150	150	793	122	130	288	540	7,083
Journalism - Print and Online Journalism Yr 2	5,750	183	310	150	150	793	122	130	288	540	7,083
Land Analyst Yr 1	5,060	183	310	150	150	793	122	130	288	540	6,393
Legal Assistant Yr 1	4,368	183	310	150	150	793	122	130	288	540	5,701
Legal Assistant Yr 2	4,586	183	310	150	150	793	122	130	288	540	5,919
Library Information Technology Yr 1	4,533	183	310	150	150	793	122	130	288	540	5,866
Library Information Technology Yr 2	4,317	183	310	150	150	793	122	130	288	540	5,650
Machinist Technician Yr 1	5,318	183	310	150	150	793	122	130	288	540	6,651
Management and Leadership Yr 1	5,251	183	310	150	150	793	122	130	288	540	6,584
Marketing Yr 1	5,251	183	310	150	150	793	122	130	288	540	6,584
Mechanical Engineering Technology General Yr 1	5,183	183	310	150	150	793	122	130	288	540	6,516

Program	2021/22 Total Domestic Tuition Fee	Campus Athletic/ Rec Fee (3)	Universal Transit Pass (3) (4)	Tech Fee (3) (8)	Student Support Fee (3) (8)	Total SAIT Fees	Health Plan	Dental Plan	Student Assoc. (3)	Total Student Assoc. Fees	2021/22 Domestic Total
Mechanical Engineering Technology-Design and Analysis Yr 2	5,183	183	310	150	150	793	122	130	288	540	6,516
Mechanical Engineering Technology-Design and Automation Yr 2	5,183	183	310	150	150	793	122	130	288	540	6,516
Mechanical Engineering Technology-Design and Development Yr 2	5,183	183	310	150	150	793	122	130	288	540	6,516
Medical Device Reprocessing Technician Yr 1	6,156	183	310	150	150	793	122	130	288	540	7,489
Medical Laboratory Assistant Yr 1	3,831	183	310	150	150	793	122	130	288	540	5,164
Medical Laboratory Technology Yr 1	6,979	183	310	150	150	793	122	130	288	540	8,312
Medical Laboratory Technology Yr 2	4,786	183	310	150	150	793	122	130	288	540	6,119
Medical Office Assistant and Unit Clerk Yr 1	6,056	183	310	150	150	793	122	130	288	540	7,389
Medical Radiologic Technology Yr 1	7,879	183	310	150	150	793	122	130	288	540	9,212
Medical Radiologic Technology Yr 2	6,509	183	310	150	150	793	122	130	288	540	7,842
Mobile Application Developer Yr 1	10,500	183	310	150	150	793	122	130	288	540	11,833
Network Systems Specialist Yr 1	13,486	183	310	150	150	793	122	130	288	540	14,819
New Media Production and Design Yr 1	4,826	183	310	150	150	793	122	130	288	540	6,159
New Media Production and Design Yr 2	4,826	183	310	150	150	793	122	130	288	540	6,159
Non-Destructive Testing Foundations Yr 1	9,066	183	310	150	150	793	122	130	288	540	10,399
Nuclear Medicine Technology Yr 1	7,101	183	310	150	150	793	122	130	288	540	8,434
Nuclear Medicine Technology Yr 2	5,735	183	310	150	150	793	122	130	288	540	7,068
Nutrition for Healthy Lifestyles Yr 1	7,533	183	310	150	150	793	122	130	288	540	8,866
Object-Oriented Software Development Yr 1	13,486	183	310	150	150	793	122	130	288	540	14,819
Office Professional Yr 1	4,718	183	310	150	150	793	122	130	288	540	6,051
Open Studies Yr 1	9,179	183	-	150	150	483	-	-	288	288	9,950
Ophthalmic and Optometric Assistant Yr 1	7,140	183	310	150	150	793	122	130	288	540	8,473
Optician Yr 1	9,690	183	310	150	150	793	122	130	288	540	11,023
Optician Yr 2	9,690	183	310	150	150	793	122	130	288	540	11,023
Petroleum Engineering Technology Yr 1	4,811	183	310	150	150	793	122	130	288	540	6,144
Petroleum Engineering Technology Yr 2	4,811	183	310	150	150	793	122	130	288	540	6,144
Petroleum Land Administration Yr 1	5,749	183	310	150	150	793	122	130	288	540	7,082
Pharmacy Assistant Yr 1	6,488	183	310	150	150	793	122	130	288	540	7,821
Power and Process Operations Yr 1	4,802	183	310	150	150	793	122	130	288	540	6,135
Power Engineering Technology Yr 1	5,350	183	310	150	150	793	122	130	288	540	6,683
Power Engineering Technology Yr 2	5,618	183	310	150	150	793	122	130	288	540	6,951
Pre-Employment - Auto Body Yr 1	6,000	46	-	38	38	121	-	-	-	-	6,121
Pre-Employment - Automotive Service Technician Yr 1	5,733	46	-	38	38	121	-	-	-	-	5,854
Pre-Employment - Cabinetmaker Yr 1	4,601	46	-	38	38	121	-	-	-	-	4,722
Pre-Employment - Carpenter Yr 1	4,761	46	-	38	38	121	-	-	-	-	4,882

Program	2021/22 Total Domestic Tuition Fee	Campus Athletic/ Rec Fee (3)	Universal Transit Pass (3) (4)	Tech Fee (3) (8)	Student Support Fee (3) (8)	Total SAIT Fees	Health Plan	Dental Plan	Student Assoc. (3)	Total Student Assoc. Fees	2021/22 Domestic Total
Pre-Employment - Electrician Yr 1	5,602	46	-	38	38	121	-	-	-	-	5,722
Pre-Employment - Heavy Equipment Mechanic Yr 1	7,100	46	-	38	38	121	-	-	-	-	7,3221
Pre-Employment - Industrial Mechanic (Millwright) Yr 1	6,514	46	-	38	38	121	-	-	-	-	6,634
Pre-Employment - Ironworker Yr 1	6,227	46	-	38	38	121	-	-	-	-	6,348
Pre-Employment - Mobile Crane Operator Yr 1	7,597	46	-	38	38	121	-	-	-	-	7,718
Pre-Employment - Pipe Trades Yr 1	5,136	46	-	38	38	121	-	-	-	-	5,257
Pre-Employment - Refrigeration Yr 1	4,975	46	-	38	38	121	-	-	-	-	5,096
Pre-employment - Sheet Metal Yr 1	6,206	46	-	38	38	121	-	-	-	-	6,327
Pre-Employment - Welding Yr 1	5,727	46	-	38	38	121	-	-	-	-	5,847
Primary Care Paramedic Yr 1	4,412	275	465	225	225	1,190	122	130	432	684	6,285
Process Piping Drafting Yr 1	12,996	183	310	150	150	793	122	130	288	540	14,329
Professional Cooking Yr 2	6,122	183	310	150	150	793	122	130	288	540	7,455
Professional Remotely Piloted Aircraft Systems	8,900	183	310	150	150	793	122	130	288	540	10,233
Radio Television and Broadcast News - Broadcast News Yr 1	5,040	183	310	150	150	793	122	130	288	540	6,373
Radio Television and Broadcast News - Broadcast News Yr 2	5,040	183	310	150	150	793	122	130	288	540	6,373
Radio Television and Broadcast News - Radio Yr 1	5,544	183	310	150	150	793	122	130	288	540	6,877
Radio Television and Broadcast News - Radio Yr 2	4,788	183	310	150	150	793	122	130	288	540	6,121
Radio Television and Broadcast News - Television Yr 1	5,040	183	310	150	150	793	122	130	288	540	6,373
Radio Television and Broadcast News - Television Yr 2	5,040	183	310	150	150	793	122	130	288	540	6,373
Railway Conductor Yr 1	10,563	183	310	150	150	793	122	130	288	540	11,896
Rehabilitation Therapy Assistant Yr 1	3,200	183	310	150	150	793	122	130	288	540	4,533
Rehabilitation Therapy Assistant Yr 2	2,618	183	310	150	150	793	122	130	288	540	3,951
Respiratory Therapy Yr 1	3,767	183	310	150	150	793	122	130	288	540	5,100
Respiratory Therapy Yr 2	3,767	183	310	150	150	793	122	130	288	540	5,100
Respiratory Therapy Yr 3	4,521	183	-	150	150	483	-	-	288	288	5,291
Technology Infrastructure Analyst Yr 1	18,570	183	310	150	150	793	122	130	288	540	19,903
Travel and Tourism Yr 2	4,546	183	310	150	150	793	122	130	288	540	5,879
Water and Wastewater Treatment Operations Yr 1	18,862	183	310	150	150	793	122	130	288	540	20,195
Web Developer Yr 1	8,429	183	310	150	150	793	122	130	288	540	9,762
Welding Engineering Technology Yr 1	6,120	183	310	150	150	793	122	130	288	540	7,453
Welding Engineering Technology Yr 2	6,120	183	310	150	150	793	122	130	288	540	7,453
Welding Technician Yr 1	15,054	183	310	150	150	793	122	130	288	540	16,387

Note 1
"Fees are estimated for full time students registered in Fall and Winter semesters.
Fees will be adjusted for programs with intakes outside of this timeframe.
Actual tuition fees are calculated based on the number of courses in which the student is registered."

Note 2
Fees are subject to change without notice.

Note 3
Additional SAIT and SAITSA fees may be levied for programs with Spring and Summer Terms.

Note 4
To be eligible for a UPass you must be;

- Taking at least nine hours of class time per week, and,
- Attending 15 consecutive weeks of classes all within one semester

Fall (Sept 1 to Dec 31)

Winter (Jan 1 to April 30)

Spring (May 1 to Aug 31)

* Attending classes on campus (distance education and students on practicum are not eligible)

Note 5
Optional courses are not included in this tuition fee calculation. Additional courses will result in higher tuition fees.

Note 6
Laptop Learning programs require a $400 security deposit.

Note 7
Additional external fees may be applicable to the program.

Note 8
Part-time learners pay $37.50/term for technology fee and student support fee

Applicable to all SAIT full-time programs:

Fees are subject to change without notice.

Fees are estimated for full-time students. Actual tuition fees are calculated based on the number of courses in which the student is registered.

Optional courses are not included in this tuition fee calculation. Additional courses will result in higher tuition fees.

SAIT Fees 2021/22

Campus Rec./Athletic:	183.20
Universal Transit Pass:	310.00
Technology Fee	150.00
Student Support Fee	150.00
Total:	**$793.20**

Students' Association Fees 2021/22

Students' Association Fees:	287.77
Health Plan:	122.00
Dental Plan:	130.00
Total:	**$539.77**

Glossary

Glossary

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 is unique to each student studying in Alberta.

Academic Misconduct – Any action or attempted action that may create an unfair academic advantage for a SAIT student, such as, for instance, acts of cheating or plagiarism. Acts that amount to academic misconduct are described in more detail in procedure AC.3.4.3 Student Academic Conduct.

Academic Probation – The status assigned to a student who did not meet the progression requirements for a program, or who was academically withdrawn from a program and who has now returned to that same program or to another program at SAIT.

Academic Withdrawal – The status assigned to a student whose previous academic standing had been Academic Probation (AP) and who has failed to achieve both a Term GPA of 2.0 and a Total Institutional GPA of 2.0

Academic Admission Requirements – Admission requirements that are documented on a transcript, such as specific subjects and grades or standardized test results.

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 procedures.

Applicant – A person who has submitted an application for admission to a SAIT program.

Applied Degree – A SAIT credential formally approved by the Alberta government. It is generally a two-year program with the admission requirement being a diploma or degree or equivalent.

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.

Bachelor's 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 one year or less in length.

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.

Cheating – Academic misconduct that usually arises during the course of assignments, quizzes, examinations or other evaluations and assessments.

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 ceremonies, 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 bachelor's degree, applied degree, diploma, certificate, post-bachelor's certificate, post-diploma certificate, certificate of achievement, certificate of completion, statement of completion, certificate of accomplishment or a micro-credential, awarded upon successful completion of a program or, in some cases, a course.

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 registration 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% 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 student's degree of understanding of the course materials.

Micro-credential – A SAIT-approved credential that recognizes completion of a non-credit course that includes formal evaluation of student performance to assess and verify demonstrated competencies.

mySAIT.ca – A secure website where students login to check their application status, tuition balance, class schedule and final grades. Users can also order official SAIT transcripts, print the Student Tax Receipt (T2202 form), check their SAIT email, and more.

Non-academic admission requirements: Admission requirements that use alternative measures to assess a student's preparedness for a SAIT program, such as holistic assessments.

Non-academic Misconduct – Non-academic misconduct behavior 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 that amount to non-academic misconduct are described in more detail in procedure AC.3.4.4 Student Non-Academic Conduct.

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% of the program credits.

Plagiarism – Academic misconduct that occurs when a student submits work in which the student has taken ideas, images, sounds, words, etc. from another source and presents them as if they are the student's own work, without appropriately acknowledging the original source.

Post-Bachelor's certificate – A SAIT credential formally approved by the Alberta government. It is a two-semester or three-semester program, with the admission requirement being an undergraduate degree or equivalent.

Post-Diploma certificate – A SAIT credential formally approved by the Alberta government. It is one year or less in length, with the admission requirement being a diploma or equivalent.

Prerequisite – Many higher-level courses require knowledge of material covered in lower-level or other courses. Prerequisites are used to ensure that a student has the required background to successfully complete the course. All prerequisites are expressed in terms of specific SAIT courses.

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.

Recognition of Prior Learning – Assessment of previous post-secondary education and work experience for possible transfer credit towards a SAIT 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% transfer credit towards a SAIT credential.

Returning Student Status – This applies to any student who is returning to a SAIT program or non-credit certificate and has not been active for one or more terms of study.

Schedule – The individual student's list of classes, rooms and times of courses.

Statement of Completion – A SAIT-approved credential that recognizes completion of a non-credit course.

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 enrol in a SAIT program.

Unclassified Student Status – A student who has been granted permission to register for 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 unlimited access to Calgary transit 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.

Addendum

Addendum to the Southern Alberta Institute of Technology Academic Calendar 2020/21

This addendum shall become effective as of January 3, 2022.

Effective January 3, 2022, the SAIT School of Information and Communications Technologies will cease operations.

The following academic programs previously administered under the School of Information and Communications Technologies will be amalgamated under SAIT's School for Advanced Digital Technology:

- Business Intelligence – Data Analysis and Reporting
- Cyber Security for Control Systems
- Data Analytics
- Database Administrator
- Film and Video Production
- Graphic Communications and Print Technology
- Information Security Analyst
- Information Systems Security
- Information Technology
- Network Systems Specialist
- New Media Production and Design
- Object-Oriented Software Development
- Radio, Television and Broadcast News
- Technology Infrastructure Analyst
- Web Developer

The following academic programs previously administered under the School of Information and Communications Technologies will be amalgamated under SAIT's School of Business:

- Information and Records Management
- Journalism
- Library Information Technology

Academic programs details — including but not limited to the program description, program overview, progression, admission requirements, costs, and program outline — remain unchanged at this time.

Contact us

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