Academic Calendar

2023/24

SAIT
Southern Alberta
Institute
of Technology

sait.ca

Welcome to SAIT

Congratulations on taking the first step to begin, or get back on track toward, the career you've always wanted. Choosing SAIT means you'll gain the skills and knowledge needed to succeed in today's changing world of work.

Our goal has always been to develop career-ready graduates. In 1916, our doors opened with 11 students and a mandate to retrain veterans with technical and mechanical skills required for jobs that hadn't previously existed.

That goal remains true to this day. SAIT's ongoing commitment is to ensure our graduates, whether they be starting a career or changing their career, have the next-generation skills industry needs to drive our economy.

Our tech-focused and industry-driven programs and courses in our eight schools enable us to produce work-ready graduates who have a growth mindset, entrepreneurial skills and resilience for a diversified digital economy.

SAIT continues to be a major talent engine 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.

Additionally, the prestigious CEOWORLD Magazine released its lists of Best Business Schools in the World and SAIT was ranked the second highest ranked business school in Canada and #51 in world.

The School of Hospitality and Tourism remains the only Canadian school to rank on the list of Best Hospitality and Hotel Management Schools in the World.

From classroom to career, your success is our priority — it's why we maintain those close industry partnerships to ensure we offer

relevant applied education. 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.

We look forward to seeing you and celebrating everything you accomplish #HereAtSAIT.

Dr. David G. Ross,
President and CEO

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Waiver

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Dates to Remember

2023/24 Academic Year

Fall 2023: Sept. 5 to Dec. 15, 2023 **Winter 2024:** Jan. 8 to April 26, 2024 **Spring 2024:** May 6 to Aug. 16, 2024

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

Fall 2023

August 2023

31 Apply to graduate opens for Fall 2023

September 2023

4 Labour Day – Institute closed

5 Fall classes commence

15 Tuition payment deadline for continuing students only.

15 Final day to receive recognition of prior learning for the Fall term and receive a full tuition refund

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

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

29 Recognition of National Day for Truth and Reconciliation – Institute closed

October 2023

4 Applications open for full-time programs starting Summer and Fall 2024

9 Thanksgiving Day – Institute closed

November 2023

3-4 Fall Open House

7 Fall Convocation ceremony

13 Institute closed in recognition of Remembrance Day

15 Withdrawal deadline (15–week courses) **See below

December 2023

1 Final transcript deadline for Winter term applicants

13 Tuition and fee payment deadline for accepted students(most full-time programs)

11-15 Final exam week

15 End of Fall term

31 Apply to graduate for Winter 2024 conferrall

Winter 2024

January 2024

1 New Year's Day – Institute closed

2 Institute open

2 Add/Drop period begins for most full-time programs

*The date for the Add/Drop period is based on term length

5 Winter Orientation

8 Winter classes commence

19 Tuition payment deadline for continuing students only.

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

19 Final day to receive recognition of prior learning for the Winter term and receive a full tuition refund

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

February 2024

19 Family Day – Institute closed

20-23 Reading Week — no classes with the exception of apprenticeship programs, unless otherwise stated

March 2024

9 Open House

25 Withdrawal deadline (15—week courses) **See below

27 Applications open for full-time programs starting Winter 2025

29 Good Friday— Institute Closed

31 Deadline to apply to Graduate for Spring 2024

April 2024

1 Easter Monday— Institute Closed

2 Final transcript deadline for Spring/Summer term applicants

10 Tuition and fee payment deadline for accepted students (most full-time programs)

22-26 Final exam week

26 End of Winter term

29 Add/Drop period begins for most full-time programs

*The date for the Add/Drop period is based on term length

Spring/Summer 2024

May 2024

6 Spring classes commence

17 Tuition payment deadline for continuing students only.

17 Final day to receive recognition of prior learning for the Spring/Summer term and receive a full tuition refund

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

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

20 Victoria Day — Institute closed

June 2024

3 Final transcript deadline for Summer term applicants

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

11,12,13 Spring convocation ceremonies

July 2024

1 Recognition of Canada Day — Institute closed

2 Summer classes commence

5 Calgary Stampede Parade Day — Institute closed until 1 pm

17 Withdrawal deadline (Spring 15—week courses) **See below

August 2024

1 Final transcript deadline for Fall term applicants

5 Civic Holiday — Institute closed

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

16 End of Spring/Summer term

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. For SAIT program admission requirements, refer to the appropriate sections of the SAIT Academic Calendar. SAIT academic upgrading courses are Alberta high school equivalency courses, not Alberta Education courses. They may be accepted for admission purposes by other Alberta post-secondary educational institutions. Check the current Alberta Transfer Guide published by The Alberta Council on Admissions and Transfer for a listing of all formalized transfer agreements among Alberta post-secondary institutions.

SAIT academic upgrading courses provide students with a flexible approach for their transition into post-secondary studies. Courses can be taken part-time or full-time in the day, evening or online. Students become accustomed to the SAIT environment and culture and develop successful strategies for learning.

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

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

Program Overview

Your career

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

Student success

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

Credentials and 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

- All applicants to SAIT must demonstrate English language proficiency prior to admission, including students educated in Canada. For more information, please see English Proficiency.

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**

Accounting

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

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, from instructors with professional accounting experience.

You will work independently and in teams to develop and apply your skills using spreadsheet and accounting software to reconcile accounts and record a wide variety of journal entries related to full-cycle accounting. Additionally, you will develop your soft skills and business acumen to understand how the accounting field contributes to all areas of business. You will finish the program with a capstone course that enables you to apply your abilities in a work-integrated learning project and further develop critical thinking, communication, collaboration and organizational capabilities. You'll have up to five years to complete this certificate.

This certificate could be your first step towards the Chartered Professional Accountant Professional Education Program (CPA PEP). When you complete the program, you have the opportunity to ladder into higher credentials at SAIT. Up to 27 credits from this certificate can be applied to our Business Administration diploma or Bachelor of Business Administration programs (varies by major). Both programs have additional admission requirements and your timeline to complete a diploma or degree begins when you start the first certificate course.

Program Overview

Fast facts

- Small class sizes: 40 students max.
- Courses available face-to-face and online
- Bring Your Own Device laptop-based program
- Includes five required accounting-specific courses

Your career

Graduates can pursue job opportunities as a(n):

- Accounting technician
- Accounting clerk
- Bookkeeper
- Accounts payable clerk, administrator, or coordinator
- Accounts receivable clerk, administrator, or coordinator
- Accounting assistant
- Billing clerk, specialist, agent, or coordinator

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 Accounting certificate.

Professional designations and certifications

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

The progression requirement for students taking credit courses is a Term GPA and Total Institutional GPA of 2.0, with the exception of English Language Foundations and Academic Upgrading programs.

Admission Requirements

- Completion of the following courses or equivalents:
  - At least 50% in Math 30-1 or Math 30-2, 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.
- For student funding, please refer to Financial Assistance.

Books and supplies (subject to change)

- Are in addition to the price of tuition.
- We use free Open Educational Resources where possible.
- Bring your own device program.
- 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 two elective courses have been completed.

Required Courses Order Recommendation

It is recommended that you complete the courses in the order that they are listed below.

ACCT 215 - Introductory Financial Accounting I	3 credits
BCMP 225 - Business Productivity Tools and Technology	3 credits
MNGT 200 - Introduction to Business	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
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 and Data Analytics	3 credits
STAT 270 - Quantitative Methods	3 credits
Total	**30 credits**

Program Outcomes

1. Use basic financial and accounting principles in a business setting.
2. Apply basic management accounting principles in a business setting.
3. Integrate information and communication technology to achieve efficient business practices.
4. Achieve project goals through teamwork.
5. Demonstrate critical thinking and problem-solving skills in business-related situations.
6. Model the ethical expectations of the accounting profession.

Administrative Information Management

- **Two-year diploma**
- **Fall, winter and spring 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

Fast facts

- Bring Your Own Device program. Windows operating system laptop required.
- Includes a four-week unpaid practicum placement

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 2019 Specialist
- Excel 2019 Specialist
- PowerPoint 2019 Specialist
- Outlook 2019 Specialist
- Word Expert 2019
- Excel Expert 2019
- Access Specialist 2019

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

Progression

The progression requirement for students taking credit courses is a Term GPA and Total Institutional GPA of 2.0, with the exception of English Language Foundations and Academic Upgrading programs.

Admission Requirements

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

- Math 10C or Math 20-3, AND,
- English Language Arts 30-1 or English Language Arts 30-2
- All applicants 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**

Program Outcomes

1. Demonstrate collaborative teamwork and leadership skills.
2. Demonstrate effective communication skills.
3. Demonstrate critical thinking skills.
4. Provide superior client service.
5. Demonstrate ethical and professional behavior.
6. Create, store, and retain information.
7. Execute business processes and procedures to improve productivity.
8. Produce effective business reports.
9. Integrate current and emerging software.
10. Manage a variety of daily tasks and business activities.

Advanced Care Paramedic

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.

Train in emergency care and advanced life support with a focus on critical emergency interventions. The program includes both theory and hands-on learning with high fidelity human patient simulation education in the Centre for Advanced Patient Care Simulation, supplemented with clinical and ambulance practica. Accredited by Accreditation Canada at the Advanced Care Paramedic Level. Graduates are eligible to register with the Alberta College of Paramedics as an Advanced Care Paramedic.

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
- Students are responsible for any additional expenses related to their practicum, including pre-practicum requirements as outlined by the program, and relocation costs to practicum sites outside of Calgary

Your career

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

Student success

Job expectations for success in this profession include:

- Fine motor skills
- Critical thinking
- Effective communication (speaking, reading, writing, and listening)
- Able to work independently
- Able to participate in classroom, lab, and practicum activities as scheduled by the program
- Adaptable
- Able to work well under stress
- Able to use technology
- Attention to detail
- Able to maintain professional behaviour; emotional self-regulation
- Able to wear Personal Protective Equipment for extended periods of time
- Able to work extended hours, including nights and/or weekends and shift work
- Able to tolerate the sight of human blood and tissue
- Able to assist in transporting, lifting, and positioning of patients and/or equipment
- Able to meet the physical demands of the job (e.g. spend most hours working on your feet, walking, repetitive bending, repetitive tasks)
- Able to tolerate latex and disinfection chemicals
- Comfortable with performing patient care procedures which may be sensitive or performed in close proximity

Students are strongly encouraged to refer to the ALIS website for career, learning, and employment information for Emergency Medical Personnel, the Paramedicine National Occupational 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 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)
- Perform CPR for 2 minutes

Credentials

Upon successful completion of this program, graduates will be awarded a SAIT Advanced Care Paramedic diploma.

Other certificates received include 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

The progression requirement for students taking credit courses is a Term GPA and Total Institutional GPA of 2.0, with the exception of English Language Foundations and Academic Upgrading programs.

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.
- Please see sait.ca for additional information that is relevant to this program.

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

EMRG 200 - Respiratory Emergencies	3 credits
EMRG 204 - Healthcare Specialties	1.5 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 216 - OBGYN and Pediatrics	3 credits
EMED 223 - Environmental and Aeromedical Emergencies	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

Second Year

Semester 4

PRCT 302 - Clinical Practicum 1	3 credits
PRCT 210 - Ambulance Practicum 1	6 credits
PROF 350 - Professional Preparation	1.5 credits

Semester 5

EMRG 330 - Critical Care Paramedic	1.5 credits
EMRG 350 - Preceptor Training	1.5 credits
PRCT 352 - Clinical Practicum 2	3 credits
PRCT 351 - Ambulance Practicum 2	6 credits
Total	**60 credits**

Program Outcomes

Graduates of the Advanced Care Paramedic (ACP) program will be prepared for positions in the emergency medical services field, including ambulance services, the oil and gas industry and various international opportunities. Graduates will practice the following at the level of an advanced care paramedic as defined by the Paramedic Association of Canada's National Occupational Competency Profile (NOCP).

1. Demonstrate professionalism, legal and ethical behaviour, and teamwork within the work environment.
2. Perform effective oral and written communication specific to the work environment.
3. Perform health and safe work-practices within the work environment.
4. Perform effective patient assessment and diagnostic practices relevant to patient care.
5. Provide safe and effective therapeutic interventions to patients in accordance with the Advanced Care Paramedic scope of practice.
6. Integrate assessment, diagnostic, and therapeutic practices during patient care.
7. Prepare patients for safe ground and air transport.
8. Perform safe road ambulance operation and continuous vehicle maintenance.
9. Promote health and public safety.

Aircraft Maintenance Engineers Technology

- **Two-year diploma**
- **Fall, winter and spring 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.

- Graduates of the Aircraft Maintenance Engineers Technology program have a 94% employment rate

Student success

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

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 per cent 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

The progression requirement for students taking credit courses is a Term GPA and Total Institutional GPA of 2.0, with the exception of English Language Foundations and Academic Upgrading programs.

Admission Requirements

At least 50% in the following courses or equivalents:

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

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
ASYS 245 – Aircraft Systems I 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
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

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 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

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

Spring program start

First year

Semester 1

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

Semester 2

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

Second Year

Semester 3

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

Semester 4

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
Total	**60 credits**

Aircraft Structures Technician

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

The program is two semesters in length. All classes are scheduled at the Art Smith Aero Centre for Training and Technology, located at the Calgary International Airport.

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

Program Overview

Your career

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

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

Student success

Most successful students spend approximately one hour each day doing homework and review, with additional study required to prepare for exams.

The material is presented at a fairly rapid rate so for the greatest level of success students must be present and take responsibility for their learning experience.

Students must be able to read, write and comprehend the English language at a level exceeding basic conversational English.

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

Credentials

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

Accreditation

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

To receive Transport Canada 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

The progression requirement for students taking credit courses is a Term GPA and Total Institutional GPA of 2.0, with the exception of English Language Foundations and Academic Upgrading programs.

Admission Requirements

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

- Math 20-1 or Math 20-2, AND,
- English Language Arts 30-1 or English Language Arts 30-2
- All applicants must demonstrate English Language Proficiency prior to admission, including students educated in Canada.

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 206 – Aircraft Windows and Lenses	1.5 credits
AERO 211 – Aircraft Wood and Fabric Repair	3 credits
AERO 214 – Introduction to Aircraft Structures	3 credits
AERO 215 – Introduction to Basic Aircraft Systems	3 credits
EMTL 207 – Introduction to Aircraft Metal Structures	6 credits
STDP 200 – Standard Practices Theory	1.5 credits
STDP 201 – Standard Practices Lab	1.5 credits

Semester 2

AERO 213 – Aviation Regulatory Management	1.5 credits
AREG 250 – Introduction to Canadian Aviation Regulatory Requirements	1.5 credits
EMTL 330 – Aircraft Composite Structures	6 credits
EMTL 308 – Advanced Aircraft Metal Structures	6 credits
Total	**34.5 credits**

Architectural Technologies

- **Two-year diploma**
- **Fall, Winter and Spring start**
- **Full-time classroom, online, blended and evening/weekend**

Contact us

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

Program Description

Gain the knowledge and critical thinking skills you need to work as an architectural technologist for architectural firms, residential builders and various companies involved in the construction industry.

Architectural technologists are involved in all stages of building design and construction. Through project-based learning that simulates and simplifies work practices, you'll gain experience in a supportive, learner-focused environment. You'll develop essential skills in a setting that's modeled on real-world workplaces so you can hit the ground running when you graduate.

This two-year, four-semester program is one of the most complete foundation credentials for anyone interested in a career in the architecture, engineering and construction industry and focuses on blending the science and practice of architectural technology. We see that students learn best when they construct knowledge and meaning from a collaboration between their learning experiences and their ideas. Through this type of applied experiential education, you'll develop the connection of hand and mind through innovation, relevant content, engaging instructors and peers who also want meaningful careers.

Each semester is organized around a core project. These projects will involve both individual and group-based work through collaborative learning and teaching. There is an emphasis on learning by doing so you can develop the critical thinking skills required in a safe and supportive environment. This will enable you to approach problems that you'll see in the architecture, engineering and construction industries. In the fourth semester, you'll complete a capstone project that pulls all your skills and knowledge together and helps set you up for the next leg of your journey into industry.

Program Overview

Fast facts

- Four 15-week semesters completed in succession with no break so you can complete the program faster than our daytime option.
- Evening and weekends classes with online delivery only.
- The first three semesters have four Architectural Core courses and one Complementary Core course.
- In the fourth semester, you refine your skills in a comprehensive Capstone project, comprised of five Architectural Core courses.

Your career

The global construction industry at large is projected to be $14 trillion by 2025. It employs approximately 7% of the worlds working population. The opportunities presented by this industry are vast. These opportunities will only expand as we move further into the digital age.

Graduates from this program will be well prepared for technical architectural planning and design, building science, building systems, proper use of building codes, bylaws and regulations, 3D and 4D building information modeling on many levels, project costing and scheduling, project proposal, proper documentation and management of project work, project management, virtual design and much more. This program is an excellent foundation for future of technological work in the 21st century.

Student success

The most successful students in the program are those with a good foundation in math and physics, have good interpersonal skills, have a creative mindset, are able to work in a diverse workplace and are not afraid of a challenge.

Credentials

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

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.

Progression

The progression requirement for students taking credit courses is a Term GPA and Total Institutional GPA of 2.0, with the exception of English Language Foundations and Academic Upgrading programs.

Admission Requirements

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

- Math 30-1 or Math 30-2 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)

- Please refer to the sait.ca website.
- Students may also need to buy safety clothing or equipment for the work week and other specific classes.

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**

Program Outcomes

1. Use verbal, graphic, written skills and supporting technology to effectively communicate in the Architectural industry.
2. Apply principles of mathematics, physical and natural science to solve technical problems in the Architectural industry.
3. Apply research, critical thinking and ingenuity to create solutions within Architecture industry.
4. Demonstrate professionalism through ethical behaviour, workplace responsibility, principles of safety and applicable environmental policies.
5. Apply architectural principles in assessing, designing and detailing construction projects.
6. Apply applicable codes, zoning bylaws and regulations, and project management industry practices in designing Architectural project.
7. Use current and emerging technology and practices to solve complex problems.
8. Create working drawings, specifications and estimates that incorporate building science, structural, mechanical, electrical and sustainability principles.
9. Interpret, analyze and create bid/contract documents

Automotive Service Technology

- **Two-year diploma**
- **Fall, Winter and Spring start**

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 on the job training credit towards each of the four Periods of the Automotive Service Technician apprenticeship.

Progression

The progression requirement for students taking credit courses is a Term GPA and Total Institutional GPA of 2.0, with the exception of English Language Foundations and Academic Upgrading programs.

Admission Requirements

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

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

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**

Program Outcomes

Upon completion of the program the graduate will be able to:

- Perform automotive diagnostic tests, interpret results, and solve problems.
- Perform repairs, services and maintenance of light vehicles following service information and procedures using appropriate tools.
- Demonstrate the ability to use common equipment in the automotive repair industry.
- Be eligible to challenge all four Alberta Provincial Automotive Service Technician Apprenticeship exams.

Avionics Technology

- **Two-year diploma**
- **Fall and Spring 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 Avionic Technology program covers all the aspects of aircraft avionics systems used in general aviation, corporate, charter, transport category aircraft, and helicopters.

The program is four semesters in length with a break between semesters two and three. All classes are scheduled at the Art Smith Aero Centre for Training and Technology, located at the Calgary International Airport.

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

Program Overview

Your career

Graduates find work as avionics technicians and technologists.

- Graduates of the Avionics Technology program have a 89% employment rate

Student success

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

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

Progression

The progression requirement for students taking credit courses is a Term GPA and Total Institutional GPA of 2.0, with the exception of English Language Foundations and Academic Upgrading programs.

Admission Requirements

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

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

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 307 - Electrical System Interfacing and Installation Theory	3 credits
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

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 credit**

Bachelor of Applied Business Administration

- **Applied degree with Accounting major**
- **Complete in two to seven years**
- **Fall and winter start full-time classroom**
- **Fall, winter, and spring start part-time classroom or online**
- **Two paid work terms (Directed Field Studies)**
- **Recognized for admission to the Chartered Professional Accountant (CPA) Professional Education Program**

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 pre-requisite 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 pre-requisite educational requirements needed to enter the Chartered Professional Accountant (CPA) Professional Education Program.

Progression

The progression requirement for students taking credit courses is a Term GPA and Total Institutional GPA of 2.0, with the exception of English Language Foundations and Academic Upgrading programs.

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.
- Bring your own device program.
- 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**

Bachelor of Applied Technology – Geographic Information Systems

- **Two-year applied degree**
- **Fall, winter, and spring start**
- **Full-time classroom, online, blended and evening/weekend**
- **Part-time 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 work-integrated learning (practicum) in year two. For online delivery, students can take the courses in part-time such as a couple of courses per semester.

Program Overview

Your career

Finding a work-integrated learning (practicum) placement is ultimately the student's responsibility; the BGIS program does not place students with organizations. We'll make every effort to assist in securing and facilitating a meaningful placement, but students must be prepared to actively establish industry connections and secure their own practicum placement.

Your career

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

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

Student success

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

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.

For on-campus delivery, contact time with instructors in lectures and labs is about twenty five hours per week. The average student is expected to spend about an additional twenty five hours per week on assignments, studying, and projects.

For online asynchronous delivery, online learning requires more independent learning time from the students. Students spend 10-15 hours per week per 3 credit course in the BGIS program to study materials, do the readings, homework, assignments, etc. It is highly recommended that students take 2-3 courses per semester.

BGIS 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

The progression requirement for students taking credit courses is a Term GPA and Total Institutional GPA of 2.0, with the exception of English Language Foundations and Academic Upgrading programs.

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.

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.
- This is a bring your own device program with a **workstation hardware and software requirement**. See the specific requirements on our computers and laptops page.

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**

Bachelor of Applied Technology – Petroleum Engineering

- **Two-year applied degree**
- **Fall and winter start**
- **Full-time classroom (there are also some online asynchronous courses available on a limited basis)**

Contact us

MacPhail School of Energy
Phone: 403.284.8451
Email: macphail.students@sait.ca

Program Description

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

Program Overview

Your career

This program prepares graduates for career opportunities in the petroleum industry in such areas as oil and gas exploration, drilling, reservoir and production engineering, gas process engineering, oil and gas facilities design and operation, upgrading and refining operations and economic 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 or operations team working in one of the areas outlined above.

Progression

The progression requirement for students taking credit courses is a Term GPA and Total Institutional GPA of 2.0, with the exception of English Language Foundations and Academic Upgrading programs.

Admission Requirements

- A two-year SAIT diploma in Petroleum Engineering Technology, Chemical Engineering Technology, Mechanical Engineering Technology, Instrumentation Engineering Technology, Civil Engineering Technology, Electrical Engineering Technology, or similar engineering technology, with a grade point average of 2.5 or better is the normal entrance requirement.
- University graduates holding relevant science (mathematics, physics, chemistry, geology, or geophysics) or engineering degrees are accepted. 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 Registar at the time of application. Foreign documents need to be assessed by either World Education Services (WES) or SAIT's International Document Assessement. 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 (13.5 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	1.5 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)

Additional courses (select remaining courses to reach 27 credits total).

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

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

CHEN 405 – Process Engineering	3 credits
CNTR 405 – Instrumentation and Process Control	1.5 credits
ENVS 402 – Environmental Considerations	1.5 credits
PETR 409 – Refining and Petrochemical Technology	1.5 credits
PTPR 470 – Well 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 750 hours of work experience in a paid position in the petroleum industry. Students are responsible for finding this position, but the SAIT Advisor will facilitate this as much as possible.

PRAC 400 – Practicum I for BAPT	15 credits
PRAC 410 – Practicum Project for BAPT	15 credits
Total	**57 credits**

Program Outcomes

1. Research, critically analyze, prepare, document, submit and defend a Technology Report.
2. Apply the knowledge of algebra, matrix manipulation and introductory calculus to resolve applied science/engineering technology problems.
3. Apply the knowledge of best statistical processes to resolve applied science/engineering technology problems.
4. Apply the current practices of project management to applied science and engineering technology projects consistent with the discipline requirements.
5. Apply the principles of physical and natural science, applicable to a discipline, to the solution of applied science/engineering technology problems.
6. Apply knowledge of management principles, ethics, sustainability, contract law, codes and standards.

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 (BYOD) laptop, 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. 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 an Integrated Work Experience. You will have the opportunity to apply learned knowledge and skills to real-world business situations, while further developing critical thinking, creativity, collaboration and communication capabilities.

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 projects, 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:** Learn to effectively manage supply chains using examples from real companies. You delve deeply into procurement, logistics, transportation, inventory and warehouse management, supplier relations, contracts and performance analytics. You graduate ready to excel with unique skills from the only Supply Chain Management degree major in southern Alberta.

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

Fast Facts

- 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 laptop-based program
- First year and advanced standing intake options

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 pre-requisite educational requirements needed to enter the Chartered Professional Accountant (CPA) Professional Education Program.
- **Financial Services:** you have the opportunity to complete the Investment Funds in Canada (IFIC) and Canadian Securities Course (CSC) exams in the program. You can graduate with your Personal Financial Planner (PFP) designation in hand by passing the necessary exams. The Financial Planning Standards Council recognizes the program as meeting the Core Curriculum requirements for the Certified Financial Planner (CFP) certification.
- **Human Resource Management:** This program is accredited by the Human Resources Insitute 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

The progression requirement for students taking credit courses is a Term GPA and Total Institutional GPA of 2.0, with the exception of English Language Foundations and Academic Upgrading programs.

Admission Requirements

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

1. An overall minimum average of 65% where:
   - English 30-1 has to be at least 60%,
   - Math 30-1 or
   - Math 30-2 has to be at least 70%.

The average will be calculated using English 30-1, and Math 30-1 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 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.

1. An overall minimum average of 75% where English 30-1 **and** Math 30-1. 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**,
2. 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.

Selection Criteria

- Applicants who do not qualify for early admission, or who qualify after the early admission deadline has passed, will be placed in selection and academically ranked according to the admission requirements.
- Career investigation and/or interviews may also be required as part of the selection process.
- Selection will begin on December 18 and be done on a continuous basis until the program has been filled.
- Applicants will then be offered a seat or waitlisted, based on ranking and seat availability.

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.

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

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

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

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
SOCI 2020 - Pop Culture	3 credits

Senior Complementary Elective (choose 1)

Senior Humanities Elective

COMM 3300 - Intercultural Communications	3 credits
ENGL 3370 - Comparative World Literature	3 credits
PHIL 4010 - The Philosophy of Money	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

- In order to earn an Accounting Major with a Minor in Construction Project Management you must complete an additional 12 credits from the courses listed under Contsruction Project Management.
- In order to earn an Accounting Major with a Minor in Energy, Oil and Gas you must complete an additional 12 credits from the courses listed under Energy, Oil and Gas.
- In order to earn an Accounting Major with Minors in both Construction Project Management and Energy, Oil and Gas you must complete an additional 12 credits from the courses listed under Construction Project Management and an additional 12 credits from the courses listed under Energy, Oil and Gas.

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

BLAW 3010 - Legal, Ethical and Security for Digital Organizations	3 credits
DATA 4010 - Data Literacy	3 credits
DATA 4100 - Business Context for Data Analysis	3 credits
DATA 4150 - Statistical Analysis of Data	3 credits
DATA 4450 - Business Analytics with Excel	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
MKTG 2306 - Building and Managing Brands	3 credits
MKTG 2336 - Marketing Action: From Concept to Creation	3 credits
MKTG 2340 - Digital Consumer Experience	3 credits
MKTG 3030 - Creating Your Personal Brand	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

- In order to earn a Financial Services Major with a Minor in Construction Project Management you must complete an additional 12 credits from the courses listed under Consrruction Project Management.
- In order to earn a Financial Services Major with a Minor in Energy, Oil and Gas you must complete an additional 12 credits from the courses listed under Energy, Oil and Gas.
- In order to earn a Financial Services Major with Minors in both Construction Project Management and Energy, Oil and Gas you must complete an additional 12 credits from the courses listed under Construction Project Management and an additional 12 credits from the courses listed under Energy, Oil and Gas.

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)

Senior Courses

ELAW 2350 - Employment Law	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
LDSH 3050 - Leadership	3 credits
MNGT 2321 - Project Management	3 credits
MNGT 2322 - Information Systems and Data Analytics	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
BLAW 3010 - Legal, Ethical and Security for Digital Organizations	3 credits
DATA 4010 - Data Literacy	3 credits
DATA 4100 - Business Context for Data Analysis	3 credits
DATA 4150 - Statistical Analysis of Data	3 credits
DATA 4450 - Business Analytics with Excel	3 credits
ECON 2355 - Economic Development Fundamentals	3 credits
ENTR 2350 - Entrepreneurship	3 credits
MKTG 2306 - Building and Managing Brands	3 credits
MKTG 2336 - Marketing Action: From Concept to Creation	3 credits
MKTG 2340 - Digital Consumer Experience	3 credits
MKTG 3030 - Creating Your Personal Brand	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 to sue the following course as a senior business elective.

MNGT 395 – Managing Strategically	3 credits

Human Resource Management – Minor Options

- In order to earn a Human Resources Management Major with a Minor in Construction Project Management you must complete an additional 12 credits from the courses listed under Construction Project Management.
- In order to earn a Human Resources Management Major with a Minor in Energy, Oil and Gas you must complete an additional 12 credits from the courses listed under Energy, Oil and Gas.
- In order to earn a Human Resources Management Major with Minors in both Construction Project Management and Energy, Oil and Gas you must complete an additional 12 credits from the courses listed under Construction Project Management and an additional 12 credits from the courses listed under Energy, Oil and Gas.

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
BLAW 3010 - Legal, Ethical and Security for Digital Organizations	3 credits
DATA 4010 - Data Literacy	3 credits
DATA 4100 - Business Context for Data Analysis	3 credits
DATA 4150 - Statistical Analysis of Data	3 credits
DATA 4450 - Business Analytics with Excel	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 - Building and Managing Brands	3 credits
MKTG 2336 - Marketing Action: From Concept to Creation	3 credits
MKTG 2340 - Digital Consumer Experience	3 credits
MKTG 3030 - Creating Your Personal Brand	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 1265 - Digital Marketing Foundations	3 credits

Senior Courses

MKTG 2322 - Marketing Research and Analytics	3 credits
MKTG 2380 - Strategic Marketing	3 credits
MKTG 3020 - Innovation and Design	3 credits
MKTG 4050 - Advanced Digital Marketing Analytics	3 credits
MNGT 4070 - Operations Management	3 credits

Marketing Electives (choose 8)

BLAW 3010 - Legal, Ethical and Security for Digital Organizations	3 credits
MKTG 2306 - Building and Managing Brands	3 credits
MKTG 2336 - Marketing Action: From Concept to Creation	3 credits
MKTG 2340 - Digital Consumer Experience	3 credits
MKTG 2366 - Business Development and Customer Relationship	3 credits
MKTG 2375 - Integrated Marketing Communications	3 credits
MKTG 3030 - Creating Your Personal Brand	3 credits
MKTG 3359 - International Marketing	3 credits
MKTG 4020 - Public Relations	3 credits
MKTG 4030 - Go To Market	3 credits
MKTG 4040 - Digital and Social Media Advertising	3 credits

Note: With prior written program approval:

- A maximum of three courses from the Marketing - Senior Business Elective Options list may be selected. or
- Other senior business electives or other senior electives may be selected.

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
DATA 4010 - Data Literacy	3 credits
DATA 4100 - Business Context for Data Analysis	3 credits
DATA 4150 - Statistical Analysis of Data	3 credits
DATA 4450 - Business Analytics with Excel	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

- In order to earn a Marketing Major with a Minor in Construction Project Management you must complete an additional 12 credits from the courses listed under Construction Project Management.
- In order to earn a Marketing Major with a Minor in Energy, Oil and Gas you must complete an additional 12 credits from the courses listed under Energy, Oil and Gas.
- In order to earn a Marketing Major with Minors in both Construction Project Management and Energy, Oil and Gas you must complete an additional 12 credits from the courses listed under Construction Project Management and an additional 12 credits from the courses listed under Energy, Oil and Gas.

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
BLAW 3010 - Legal, Ethical and Security for Digital Organizations	3 credits
DATA 4010 - Data Literacy	3 credits
DATA 4100 - Business Context for Data Analysis	3 credits
DATA 4150 - Statistical Analysis of Data	3 credits
DATA 4450 - Business Analytics with Excel	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 - Building and Managing Brands	3 credits
MKTG 2336 - Marketing Action: From Concept to Creation	3 credits
MKTG 2340 - Digital Consumer Experience	3 credits
MKTG 3030 - Creating Your Personal Brand	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

- In order to earn a Supply Chain Management Major with a Minor in Construction Project Management you must complete an additional 12 credits from the courses listed under Construction Project Management.
- In order to earn a Supply Chain Management Major with a Minor in Energy, Oil and Gas you must complete an additional 12 credits from the courses listed under Energy, Oil and Gas.
- In order to earn a Supply Chain Management Major with Minors in both Construction Project Management and Energy, Oil and Gas you must complete an additional 12 credits from the courses listed under Construction Project Management and an additional 12 credits from the courses listed under Energy, Oil and Gas.

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 1265 - Digital Marketing Foundations	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

Program Outcomes

1. **Depth:** Demonstrate a critical understanding of the business discipline and field of practice.
2. **Breadth:** Apply knowledge and skills from one or more areas from outside the discipline.
3. **Research:** Demonstrate the capacity to engage in independent research and practice in a supervised context.
4. **Methodologies:** Critically evaluate qualitative and quantitative information and, where appropriate, use this knowledge in scholarly and creative endeavours.
5. **Application of Knowledge:** Apply methods of inquiry to solve a problem, create a new work or comment on scholarship.
6. **Communication:** Communicate information, arguments, and analysis accurately and reliably, orally and in writing, to specialists and non-specialist audiences.
7. **Limits of Knowledge:** Demonstrate an appreciation for the limits and ambiguity of knowledge.
8. **Professional Capacity/autonomy:** Operate within the boundaries of professional bodies and/or applicable regulatory requirements.

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 new 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 world-wide.

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 much more.

At SAIT, we pride ourselves on our close connection to 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 borders.

Program Overview

Program highlights

Advance your career with SAIT's new Bachelor of Hospitality and Tourism Management program. This post-diploma degree will help you move towards managerial, executive or entrepreneurial opportunities in a flourishing and diverse sector.

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.

Progression

The progression requirement for students taking credit courses is a Term GPA and Total Institutional GPA of 2.0, with the exception of English Language Foundations and Academic Upgrading programs.

Credentials

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

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.

Admission Requirements

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+), AND,
- At least 50% in English 30-1, or at least 60% in English 30-2, AND,
- At least 50% in Math 30-1 or Math 30-2.

Note: Admission 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.

Competitive Entry: Six Step Process

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

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

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

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

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
SOCI 2020 – Pop Culture	3 credits

Senior Complementary Core

Senior Social Sciences or Humanities Electives (choose 1)

ENGL 3370 – Comparative World Literature	3 credits
PHIL 4010 – The Philosophy of Money	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

Year 3

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
Plus 1 Junior Humanities Elective	

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
Plus 1 Junior Social Science Elective	

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
Plus 1 Junior Science Elective	

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
Plus 1 Senior Social Science or Humanities Elective	
Total	**60 credits**

Program Outcomes

1. Communicate in a professional manner using critical thinking and listening skills when interacting with others, performing analysis, or managing in the Hospitality and Tourism industry.
2. Interpret financial information to develop solutions to business problems relative to the Hospitality and Tourism industry.
3. Analyze processes, operations and workflow to formulate recommendations to improve quality and productivity.
4. Synthesize data from current and emerging technology sources to formulate recommendations for quality and productivity enhancements in the Hospitality and Tourism industry.
5. Incorporate knowledge of leadership, human relations and organizational behavior to ensure the development of high performance teams.
6. Incorporate ethical and responsible behaviors and an awareness of the health and safety, environmental, social and business implications into the corporate culture of an organization.
7. Analyze recruitment, training and retention initiatives to formulate recommendations to improve the employee experience in the Hospitality and Tourism industry.
8. Incorporate cultural awareness with appropriate verbal and nonverbal communication skills to relate in a respectful manner to persons of diverse outlooks and backgrounds,
9. Incorporate a knowledge of stakeholder engagement with professional skills and behaviors when interacting with others in the Hospitality and Tourism Industry.
10. Analyze current and emerging trends to effectively manage change and remain competitive within the evolving global Hospitality and Tourism industry.
11. Integrate sales and marketing theory and techniques to develop sales and marketing plans appropriate to the Hospitality and Tourism industry products and services.
12. Assess entrepreneurial opportunities related to the Hospitality and Tourism industry.
13. Demonstrate responsible leadership within increasingly complex and dynamic environments.
14. Develop an integrative and strategic mindset to enhance business performance in a global environment.
15. Achieve project goals through teamwork, strategic planning and execution.
16. Apply the interrelated principles of policy, planning and implementation to ensure operational success.

Bachelor of Science – Construction Project Management

- **Four-year bachelor degree**
- **Fall, winter and spring start**
- **Full-time classroom, online, blended and evening/weekend**
- **First year and advanced standing intake options**

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 a graduate 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

Fast facts

- This is a bring your own device program with a power-user hardware and software requirement. See the specific requirements on our computers and laptops page at sait.ca.

Your career

Graduates may 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 baccalaureate degree.

Accreditation

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

This program has also been granted the Project Management Institute (PMI) Global accreditation for five years. The PMI Global Accreditation Center (PMI- GAC) is the world's leading specialized accrediting body for project management and related degree programs, accrediting programs at the bachelor's, postgraduate and doctorate levels offered within accredited institutions of higher education worldwide. The Bachelor of Science Construction Project Management degree program is the first in Canada to be accredited by PMI-GAC.

Progression

The progression requirement for students taking credit courses is a Term GPA and Total Institutional GPA of 2.0, with the exception of English Language Foundations and Academic Upgrading programs.

Admission Requirements

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

1. An overall minimum average of 70% in the following courses or equivalents:
    - Math 30-1, AND,
    - English Language Arts 30-1, AND,
    - Two courses from Group A, AND,
    - One course from Group A or B.

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

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 Math 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)

- Costs and supplies are approximately $500-$1000 per full-time year.

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).

Recommended Program Structure in order to facilitate completion in 4 years

First Year

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 1

Elective Options (choose 1)

ARCH 1010 – History of Architecture	3 credits
COMM 3300 – Intercultural Communications	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
PHIL 3010 – Ethics	3 credits
PHIL 4010 – The Philosophy of Money 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

Second Year

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 4 Elective Options

Choose 1

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
SOCI 2020 – Pop Culture	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

Third Year

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 5 Elective Options

Choose 2

Law Elective

Choose 1

BLAW 2030 – Business Law	3 credits
CLAW 1011 – Canadian and Environmental Law	3 credits

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

Students who have graduated from CVT or AT may be able to use CIVL 222 or ARCH 351 as their junior science elective.

ARCH 351 – Science and Systems IV	3 credits
CIVL 222 – Concrete Technology	3 credits

Semester 6

CPMT 3030 – Project 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

Note: Completed in the spring/summer semester between year three and year four of the program.

Fourth Year

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

Construction Technical Elective 1

Choose 1

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

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

Construction Technical Elective 2

Choose 1

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

Program Requirement Core Areas 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 – Project 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 (Technical 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
PHIL 4010 – The Philosophy of Money	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

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
CIVL 222 – Concrete Technology	3 credits

Student who graduated from CVT may be able to use CIVL 222 as their junior science elective.

Student who graduated from AT may be able to use ARCH 351 as their junior science elective.

ARCH 351 – Science and Systems IV	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
SOCI 2020 – Pop Culture	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

Program Outcomes

1. **Professionalism:** Integrate professional and ethical responsibilities that contribute to a safe and positive working environment.
2. **Construction Acumen:** Apply scientific knowledge and technical skills pertaining to construction techniques and methods to achieve project goals.
3. **Project Management:** Utilize leadership skills to advance the practice of project management.
4. **Research:** Apply critical thinking, research and analytical skills to solve practical issues and advance innovation in construction.
5. **Communication:** Communicate information, arguments, and analysis accurately and reliably to a variety of audiences in both written and oral forms.
6. **Construction Management:** Apply construction management practices such as contracts management, cost management, procurement management, risk management and conflict resolution to a variety of construction projects.
7. **International Project Management:** Utilize current and emerging technologies to manage construction projects in global context.
8. **Business Acumen:** Apply project management skills, business practices and processes to effectively manage construction projects.
9. **Depth of knowledge:** Demonstrate a scholarly mindset in approaching problems within, and external to, the discipline of project management.
10. **Breadth of knowledge:** Apply knowledge and skills from one or more areas from outside the discipline of construction project management
11. **Limits of knowledge:** Demonstrate an appreciation of the limits and ambiguity and uncertainty of knowledge.

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
- Did you know graduates of the Baking and Pastry Arts program have a 96% employment rate?

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

The progression requirement for students taking credit courses is a Term GPA and Total Institutional GPA of 2.0, with the exception of English Language Foundations and Academic Upgrading programs.

Admission Requirements

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

- English Language Arts 10-1 or 10-2, AND,
- Math 10C or Math 10-3.

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 – Introduction to Basic Bread Making	3 credits
BAKE 227 – Introduction to Cooking	3 credits
BAKE 228 – Bakery Fundamentals	3 credits
BAKE 252 – Introduction to Cakes and Decorating Techniques	3 credits
BAKE 256 – Introduction to Pastry Making	3 credits
KMGT 202 – Culinary Management 1	3 credits

Semester 2

BAKE 221 – Artisan Bread Making	3 credits
BAKE 251 – Laminated Dough and Viennoiseries	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 Special Dietary Needs	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 365 – Advanced Yeast Products	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 310 – Classic Desserts	3 credits
BAKE 360 – Restaurant Plating	3 credits
BAKE 380 – Sugar Art and Design	3 credits
BAKE 450 – Wedding Cakes	3 credits
KMGT 325 – Culinary Management 5	3 credits
Total	**73.5 credits**

Program Outcomes

1. **Technical Skills** - Demonstrate technical competency in a variety of production-based environments in baking and pastry.
2. **Baking Techniques** - Create high-quality yeast goods and pastry products using skills, techniques and artistry.
3. **Recipe Creation** - Create recipes to meet client preferences and dietary restrictions.
4. **Food and Beverage Foundation** - Apply foundational food and beverage knowledge.
5. **Equipment Safety** - Operate and maintain equipment efficiently and safely.
6. **Health and Safety Regulation** - Adhere to current health and safety regulations for the baking and pastry industry.
7. **Culinary Management** - Demonstrate competency in culinary management.
8. **Financial Foundation** - Apply financial tools and principles to product costing and viable day-to-day culinary operations.
9. **Brand Development** - Demonstrate social media competency to build personal and professional brand.
10. **Culinary Operation Foundation** - Apply foundational knowledge in sustainability as it relates to culinary operations.
11. **Professional Communication** - Adapt professional behaviour and respectfully communicate with people of diverse backgrounds and points of view.
12. **Customer Service** - Demonstrate a hospitality mindset with a focus on guest experience and problem solving with the guest needs in mind.
13. **Client Experience** - Support a healthy lifestyle by adopting effective strategies to balance demanding industry needs with personal values and priorities.

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 part-time classroom or online**

Contact us

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

Program Description

Develop essential business skills and explore key areas of how businesses operate with practical industry-relevant coursework.

You'll gain a solid foundation to start your career in business by learning from faculty with real business experience and engaging in small classes with active, collaborative coursework. You'll work in teams to develop and deliver projects, present strategies, and solve business challenges and find opportunities to meet business goals.

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

Early in the program, you'll engage in a small business simulation. Then you'll 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.

Upon graduation, you'll have the in-demand skills to start your career in business, with the option to transfer into a business degree.

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

Fast Facts

- Laptop-based program
- Small class sizes: 40 students max.
- Choice of majors: Accounting, Financial Services, Human Resource Management, Management, Marketing, or Supply Chain Management

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

The progression requirement for students taking credit courses is a Term GPA and Total Institutional GPA of 2.0, with the exception of English Language Foundations and Academic Upgrading programs.

Admission Requirements

Completion of the following courses or equivalents:

- At least 50% in Math 30-1 or Math 30-2, 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 265 – Digital Marketing Foundations	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
ECON 305 – Macroeconomics	3 credits
MNGT 322 – Information Systems and Data Analytics	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

Accounting Elective (choose 1)

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

Integrative Experience Elective (choose 1)

ACWE 300 – Business Diploma Integrative Experience Capstone	3 credits
MNGT 395 – Managing Strategically	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

Integrative Experience Elective (choose 1)

ACWE 300 – Business Diploma Integrative Experience Capstone	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 and Data Analytics	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

Integrative Experience Elective (choose 1)

ACWE 300 – Business Diploma Integrative Experience Capstone	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

Integrative Experience Elective (choose 1)

ACWE 300 – Business Diploma Integrative Experience Capstone	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

Semester 4

MKTG 380 – Strategic Marketing	3 credits

Integrative Experience Elective (choose 1)

ACWE 300 – Business Diploma Integrative Experience Capstone	3 credits
MNGT 395 – Managing Strategically	3 credits

Marketing Elective A (Choose 2) Marketing Elective B (Choose 1)

Marketing Elective A Course List

BLAW 301 – Legal, Ethical and Security for Digital Organizations	3 credits
MKTG 261 – Digital and Social Media Advertising	3 credits
MKTG 303 – Creating Your Personal Brand	3 credits
MKTG 306 – Building and Managing Brands	3 credits
MKTG 322 – Marketing Research and Analytics	3 credits
MKTG 336 – Marketing Action: From Concept to Creation	3 credits
MKTG 340 – Digital Consumer Experience	3 credits
MKTG 366 – Business Development and Customer Relationship Management	3 credits
MKTG 375 – Integrated Marketing Communications	3 credits

Marketing Elective B Course List

DATA 410 – Business Context for Data Analysis	3 credits
ENTR 350 – Entrepreneurship	3 credits
MNGT 321 – Project Management	3 credits
MNGT 370 – Principles of Supply Chain Management	3 credits

Note: With prior written program approval, another Information and Communications Technologies; Business; or Marketing related elective may be selected.

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

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

Integrative Experience Elective (choose 1)

ACWE 300 – Business Diploma Integrative Experience Capstone	3 credits
MNGT 395 – Managing Strategically	3 credits
Total	**60 credits**

Program Outcomes

Core

1. **Strategy** - Incorporate strategy into business knowledge and practice.
2. **Team** - Achieve project goals through team work.
3. **Economic Theory** - Apply economic theory in the business environment.
4. **Professional Behaviours** - Develop appropriate personal skills and professional behaviours to uphold general management practices.
5. **Financial Principles** - Use basic financial and accounting principles in a business setting.
6. **Mathematics** - Apply mathematical formulae and statistical calculations to support basic business functions.
7. **Legal** - Explain key legal principles of the Canadian legal system and the basic laws governing business ownership and transactions.
8. **ICT** - Integrate information and communication technology to achieve efficient business practices.
9. **Marketing** - Apply marketing theory and processes in a business environment.
10. **Organizational Behaviour** - Comprehend organizational behavior and theory as applied in the business setting.

Accounting Major

1. **Accounting** - Apply financial and management accounting principles in a business setting.
2. **Tax** - Apply tax calculation formulae to solve a variety of business-related problems.
3. **Finance** - Apply finance concepts and practices in a business setting.
4. **Management Information Systems** - Adopt Management Information Systems practices to achieve efficient business practices.
5. **Ethics** - Model the ethical expectations of the accounting profession.

Financial Services Major

1. **Financial Principles and Theories** - Interpret and use financial concepts, theories and tools and effectively present findings.
2. **Financial Planning** - Apply personal financial planning concepts.
3. **Analyze/Understand Client Needs**
   - Assess client's financial needs and the mechanisms to fulfill those needs.
   - Apply effective selling principles
4. **Knowledge of Financial Services Sector** - Investigate the Canadian financial system.

Human Resource Management Major

1. **HR Functions** - Apply HR management theory and practice in support of HR functions.
2. **HR Professional Skills** - Demonstrate leadership capabilities and HR professional skills to evolve and grow in dynamic business environments.
3. **Employment Law** - Explain employment law, regulations and standards applicable in the HR setting.
4. **Technical/Analysis** - In support of organizational effectiveness, use technical knowledge and skills to compile and retrieve data, as well as create reports relating to further Human Resource Management.

Marketing Major

1. **Brand Management**
   - Develop products to satisfy organization objectives.
   - Develop pricing strategies to fit the organizational objectives.
   - Determine optimal distribution channels to support planning objectives.
   - Develop promotion strategies to optimize planning objectives.
2. **Strategy and Planning**
   - Conduct an environmental scan.
   - Identify relevant market segments.
   - Develop products to satisfy organization objectives.
   - Develop pricing strategies to fit the organizational objectives.
   - Determine optimal distribution channels to support planning objectives.
   - Develop promotion strategies to optimize planning objectives.
3. **Research Insights and Analytics**
   - Conduct an environmental scan.
   - Identify relevant market segments.
   - Develop products to satisfy organization objectives.
   - Develop pricing strategies to fit the organizational objectives.
   - Determine optimal distribution channels to support planning objectives.
   - Develop promotion strategies to optimize planning objectives.
4. **Product**
   - Conduct an environmental scan.
   - Identify relevant market segments.
   - Develop products to satisfy organization objectives.
   - Develop pricing strategies to fit the organizational objectives.
   - Determine optimal distribution channels to support planning objectives.
   - Develop promotion strategies to optimize planning objectives.
5. **Business Development, Consumer Behaviour, Applied Psychology**
   - Determine optimal distribution channels to support planning objectives.
   - Develop promotion strategies to optimize planning objectives.

Supply Chain Management Major

1. **Supply Chain Functions**
   - Apply SCM theory and practice, including the support of critical supply chain functions, in the workplace to enable organizational strategy.
   - Utilize appropriate regulatory guidelines, ethical practices, industry and corporate standards to support supply chain activities.
2. **Data Analysis**
   - Summarize data used to inform decision-making for supply chain functions.
   - Differentiate between various supply chain technology management systems and processes to support business performance.
3. **Professional and Leadership**
   - Demonstrate professional accountability, responsibility, change management and leadership skills within supply chain management.

Management Major

1. **Human Resources**
   - Apply human resources management theory in the workplace.
2. **Entrepreneurship and small business**
   - Apply entrepreneurship and small business theory.
3. **Marketing**
   - Apply marketing theory and marketing processes.
4. **Operations Management**
   - Explain the theories and practices of operations and supply chain management.
5. **Project Management**
   - Apply project management theories and tools.
6. **International Business**
   - Explain the principles of international business.

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.

Credentials

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

Progression

The progression requirement for students taking credit courses is a Term GPA and Total Institutional GPA of 2.0, with the exception of English Language Foundations and Academic Upgrading programs

Admission Requirements

Completion of the following courses or equivalents:

- At least 50% in Math 30-1 or Math 30-2, 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 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**

Business and Entrepreneurship

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

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 can choose four electives from an extensive list, including technology and communications courses, to tailor the program to your specific needs and interests. Depending on your electives, you'll gain business and financial acumen encompassing end-to-end and peripheral business processes, including project management, accounting, human resources, marketing, digital literacy, supply chain and more. 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. You'll have up to five years to complete this certificate.

When you finish this program, you have the opportunity to ladder into higher credentials at SAIT. Up to 27 credits from this certificate can be applied to our Business Administration diploma or Bachelor of Business Administration programs (varies by major). Both programs have additional admission requirements and your timeline to complete a diploma or degree begins when you start the first certificate course.

Fast facts

- Small class sizes: 40 students max.
- Bring Your Own Device laptop-based 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

The progression requirement for students taking credit courses is a Term GPA and Total Institutional GPA of 2.0, with the exception of English Language Foundations and Academic Upgrading programs.

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.
- Bring your own device program.
- 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

Required Courses Order Recommendation

It is recommended that you complete the courses in the order that they are listed below.

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

Program Outcomes

1. Use basic financial and accounting principles in a business setting.
2. Apply marketing theory and processes in a business environment.
3. Develop appropriate personal skills and professional behaviours to uphold general management practices.
4. Achieve project goals through teamwork.
5. Integrate information and communication technology to achieve efficient business practices.
6. Apply entrepreneurship and small business theory.
7. Demonstrate critical thinking, personal and professional leadership in business-related situations.

Business Intelligence – Data Analysis and Reporting

- **24-week certificate**
- **Fall, winter, spring start**
- **Full-time blended, but must be able to attend classes on main campus**
- **Bring your own device program**

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

The progression requirement for students taking credit courses is a Term GPA and Total Institutional GPA of 2.0, with the exception of English Language Foundations and Academic Upgrading programs.

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.
- Bring your own device program.

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**

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

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

Accreditation

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

Progression

The progression requirement for students taking credit courses is a Term GPA and Total Institutional GPA of 2.0, with the exception of English Language Foundations and Academic Upgrading programs.

Admission Requirements

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

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

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**

Chemical Engineering Technology

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

Contact us

MacPhail School of Energy
Phone: 403.284.8451
Email: macphail.students@sait.ca

Program Description

Get hands-on chemical engineering training in world-class labs that replicate common industrial processes and practice working with industrial grade equipment and process units.

In this program, you'll gain an in-depth knowledge of unit operation, process control and equipment design while you learn to operate, troubleshoot, maintain, and design safe processing units and plants. In addition, our industry-trained instructors will teach you design calculations, process simulation and control, industry safety and environmental engineering. You will also learn to work with engineering software that will give you an edge to jump-start your career.

Through the capstone project, you'll advance your skills further to prepare you for a career in process engineering, water treatment and other chemical industries. Chemical engineering technology is a broad discipline and the skills learned provide the potential to have a career in various industries. You can choose to start your career right away as a chemical technologist, an environmental technician, a process engineering technologist or a process designer. Or you can to continue your studies through transfer options to universities.

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

This program is 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

The progression requirement for students taking credit courses is a Term GPA and Total Institutional GPA of 2.0, with the exception of English Language Foundations and Academic Upgrading programs.

Admission Requirements

Completion of the following courses or equivalents:

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

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**

Program Outcomes

1. Research, critically analyze, prepare, document, submit and defend a Technology Report.
2. Apply the knowledge of algebra, matrix manipulation and introductory calculus to resolve applied science/engineering technology problems.
3. Apply the knowledge of best statistical processes to resolve applied science/engineering technology problems.
4. Apply the current practices of project management to applied science and engineering technology projects consistent with the discipline requirements.
5. Apply the principles of physical and natural science, applicable to a discipline, to the solution of applied science/engineering technology problems.
6. Apply knowledge of management principles, ethics, sustainability, contract law, codes and standards.

Chemical Laboratory Technology

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

Contact us

MacPhail School of Energy
Phone: 403.284.8451
Email: macphail.students@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 of chemistry and get hands-on experience using analytical instrumentation to analyze laboratory samples. Eligible students may also 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 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 Technology Accreditation Canada (TAC). Graduates can also register with the Alberta Society of Engineering Technologists and Chemical Institute of Canada.

Progression

The progression requirement for students taking credit courses is a Term GPA and Total Institutional GPA of 2.0, with the exception of English Language Foundations and Academic Upgrading programs.

Admission Requirements

Completion of the following courses or equivalents:

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

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**

Program Outcomes

1. Research, critically analyze, prepare, document, submit and defend a Technology Report
2. Apply the knowledge of algebra, matrix manipulation and introductory calculus to resolve applied science/engineering technology problems
3. Apply the knowledge of best statistical processes to resolve applied science/engineering technology problems
4. Apply the current practices of project management to applied science and engineering technology projects consistent with the discipline requirements.
5. Apply the principles of physical and natural science, applicable to a discipline, to the solution of applied science/engineering technology problems.
6. Apply knowledge of management principles, ethics, sustainability, contract law, codes.

Civil Engineering Technology

- **Two-year diploma**
- **Fall, winter and spring start**
- **Full-time classroom, Online, Blended and Evening/Weekend.**

Contact us

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

Program Description

Gain the skills to design, draft, cost and manage the construction of buildings, roads, bridges, and other infrastructure projects.

Become a civil engineering design and construction professional through our hands-on learning approach that combines theoretical training, advanced technology and applied learning. You'll gain knowledge on building science and the building process; this entails engineering, drafting both 2D and 3D, construction management, virtual and augmented technology, structural design, geotechnical engineering, construction management principles, including estimating and project scheduling.

You'll also develop your knowledge on material science by exploring the strength of building materials, building science and sustainability, mixing concrete, testing materials and asphalt samples, and discovering the importance of soil mechanics to building projects. In addition, you'll learn about urban services, water resources, transportation infrastructure and technical communications.

This two-year diploma program consists of four 15-week semesters. The first two semesters are common to all students in the program to prepare you for your second-year options. In your third and fourth semester, you will specialize in Construction Management (CM), Virtual Design and Construction (VDC) or Municipal Engineering (MD). The construction management specialization is buildings construction design, estimating and construction execution for both residential and commercial construction. The virtual design and construction (VDC) option focuses on advanced construction communication technology, digital drafting, and design delivery in the virtual world from 2D to HoloLens. The municipal specialization focuses on infrastructure services and road design. If a specialization option is oversubscribed, selection will be based on the first-year cumulative grade point average.

This program has fall, winter and spring intakes. If you start in the fall, you'll study for two semesters per year with a summer break in between. If you start in the winter or spring, you will study for four consecutive semesters and have one- or two-week breaks between semesters.

Fast facts

- This program has fall, winter and spring intakes.
- If you start in the fall, you'll study for two semesters per year with a summer break in between.
- If you start in the winter or spring, you will study for four consecutive semesters and have one- or two-week breaks between semesters.
- You also have the option to take the program in the evening and weekends online only.

Your career

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

- Graduates of the Civil Engineering Technology program have a 94% employment rate

Student success

- Proficiency in the following skills will help Student success: mathematical skills, science skills (Physics), communication skills (oral and written), problem-solving skills, and ability to work in a team environment or on your own.
- If you are an applicant with Applied Math 30 you should consider upgrading as the path to enter SAIT. If you are confident of your algebra and trigonometry skills, you may wish to complete an assessment exam to evaluate your math skills. Achieving a score of at least 65% 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

The progression requirement for students taking credit courses is a Term GPA and Total Institutional GPA of 2.0, with the exception of English Language Foundations and Academic Upgrading programs.

Admission Requirements

Completion of the following courses or equivalents:

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

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

Virtual Design and Construction

Semester 3

CIVL 301 – Structural for Technologists	3 credits
CIVL 302 – Virtual and Augmented Reality	1.5 credits
CIVL 303 – Advanced Drafting	3 credits
CIVL 304 – Building Systems	1.5 credits
CIVL 305 – Construction Modeling	3 credits
CIVL 306 – Civil Drafting and Modeling	3 credits

Semester 4

CIVL 307 – Pipe Drafting and Modeling	3 credits
CIVL 308 – Virtual Construction Management	3 credits
CIVL 309 – Advanced Virtual and Augmented Reality	1.5 credits
CIVL 311 – Building Systems Modeling	1.5 credits
ESTM 302 – Virtual Estimating	3 credits
PROJ 374 – Capstone Project	3 credits
Total	**61.5 credits**

Program Outcomes

1. Use research, critical thinking skills and innovation to create solutions in a civil engineering environment.
2. Evaluate existing civil infrastructure elements and prepare reports including recommendations in a civil engineering environment.
3. Apply all levels of regulatory guidelines to design civil infrastructure elements and prepare construction documentation in a civil engineering environment.
4. Prepare, evaluate and complete cost estimates using appropriate resources to support project viability in a civil engineering environment.
5. Apply current management techniques to control construction projects in a civil engineering environment.
6. Collaborate effectively with diverse individuals and organizations to achieve goals in a civil engineering environment.
7. Apply industry standards and ethical requirements with personal and professional accountability and responsibility in a civil engineering environment.
8. Incorporate health and safety standards in design and construction activities in the civil engineering environment.
9. Apply knowledge of materials to solve engineering problems and support civil engineering projects.
10. Apply oral, written, non-verbal and graphic communication skills to clearly, concisely and accurately covey information to internal and external stakeholders, commensurate with the task, ranging from simple notes to complex reports and presentations.
11. Use industry based current and emerging technologies, computer hardware and software, techniques, materials, survey and data collection methods to support civil engineering projects.
12. Assess the environmental implications of a civil engineering project.

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

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

Program Description

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

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

Program Overview

Your career

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

Student success

The ability to work and learn independently is critical in 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

The progression requirement for students taking credit courses is a Term GPA and Total Institutional GPA of 2.0, with the exception of English Language Foundations and Academic Upgrading programs.

Admission Requirements

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

Costs

Tuition (subject to change)

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

Books and supplies (subject to change)

- Are in addition to the price of tuition
- Bring your own device program.
- 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**

Program Outcomes

1. Analyze and interpret financial statements.
2. Develop project proposals that support economic development.
3. Manage project documentation, execution and reporting.
4. Prepare strategic and operational plans.
5. Manage marketing activities.
6. Demonstrate fundamentals of entrepreneurship.
7. Write and critique business plans.
8. Recommend solutions for business concerns.
9. Integrate political and community factors to make effective decisions and recommendations.
10. Manage staff and office operations.
11. Identify and cultivate economic opportunities.
12. Facilitate collaboration and partnership development.

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 one of the best in Canada, the Culinary Arts program at SAIT is delivered by world-renowned chefs that will give you expert, hands-on culinary training. In just two short years you'll have the opportunity to train and interact with 20 leading culinary professionals - a remarkable experience for anyone passionate about the culinary arts.

During this full-time two year program, you will train in all aspects of the culinary trade including foundational cooking techniques, garde manger, introduction to global cuisines, patisserie and culinary management which includes courses such as hospitality mindset, teams and cultures, beverage arts, culinary diplomacy and more. You will gain valuable, real-life experience in this high demand industry and will be well prepared for a diverse range of options in the dynamic world of culinary arts.

Our students' success is a top priority and we deliver on this promise through small class sizes, a personalized approach and state-of-the-art facilities. Our classrooms and labs recently received $7 million in upgrades including the new Michelle O'Reilly Charcuterie Lab, SAIT's gourmet Market Place and our downtown Culinary Campus. Operating in live classroom environments such as the renowned Highwood restaurant, downtown Campus and 4 Nines Dining Centre will provide you with real world experience that prepares you for success in the culinary industry.

You will learn essential cooking skills and current trends through repetitive production style cooking for the public under the watchful eyes and guidance of our professional chefs - just like you would in a real workplace kitchen. Working in teams, you will hone your professionalism, critical thinking skills while you develop effective communication skills.

At the year-end capstone courses you will have the opportunity to showcase and demonstrate the skills learned throughout your learning journey.

Professional paid internship and study tours

During your third semester, you will apply your skills in the industry through a professional paid internship. During your internship. you'll experience learning in a real-world environment while you develop valuable industry connections and get networking opportunities with future employers.

You can also broaden your horizons and take advantage of exciting international study tours. Previous tour locations include Australia, France, Spain, Italy, Chile and Thailand.

Global recognition through chef competitions

Our 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, as well as in Canadian Chef Association competitions. Our students also competed in Hong Kong, Shanghai, Singapore and Toronto over the last several years and were placed in the top three rankings.

Program Overview

Fast Facts

- Paid Internship of 240 industry work hours
- Opportunities for Culinary Competitions
- International study tours

Your career

You will be prepared for a diverse range of career options in restaurants, hotels and convention centres after graduation. You may find work locally or abroad as a(n):

- Executive Chef
- Sous-chef
- Chef de Partie
- Banquet Chef
- Garde Manger
- Chef de Cuisine
- Kitchen Manager
- Food Stylist
- Educator
- Graduates of the Professional Cooking program have a 100% employment rate.

Student success

- Most successful students spend approximately 20 hours per week doing homework and review, with additional study required to prepare for exams.
- Keep in mind hospitality industry hours can range from early morning to late in the evening and often include holidays. For example, our cold food prep classes start at 7 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.

Professional Designations and Certifications

After successful completion of the program and the sectional government exams, our students have the opportunity to write the Red Seal examination. A Red Seal Endorsement (RSE) is recognized globally.

Progression

The progression requirement for students taking credit courses is a Term GPA and Total Institutional GPA of 2.0, with the exception of English Language Foundations and Academic Upgrading programs.

Admission Requirements

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

- English Language Arts 10-1 or English Language Arts 10-2 or Humanities 10, AND,
- Math 10C or Math 10-3.
- 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 credits

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

Culinary Management Elective (choose 1)

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
Total	**73.5 credits**

Cyber Security Analyst

- **Fast track post-diploma certificate**
- **Online delivery**
- **Full-time delivery**
- **Fall and spring start**
- **Bring your own device program**

Contact us

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

Program Description

Enhance your current IT skills with training in cyber security while you develop a broad knowledge of cyber security risk and compliance, incident response and security operations to drive business value.

You will become a cyber security professional and play a critical role in today's tech-driven economy, helping support critical data and infrastructure from cyber threats and attacks. Taught by experienced instructors using an industry-supported curriculum, you will gain a broad exposure to cyber security domains, best practices and technologies. By enhancing your skills, you'll be set for a career in cyber security.

Demand for cyber security professionals will continue as the growth of the IT sector creates more opportunities. Position yourself for a rewarding career supporting critical business operations in the dynamic and ever-evolving tech sector and have a vital role in any organization.

To apply for this program, you must:

- Be employed and sponsored by your employer.
- Submit your application through Apply Alberta.

Fast Facts

- This program should be completed full-time
- The field placement is ongoing throughout the duration of the program, and students should also expect to simultaneously complete 2-3 courses per semester
- This program is geared towards working professionals currently employed in the IT sector who are seeking to upskill in the area of cyber security

Your Career

Graduates of this program may find or advance employment in a variety of industry types, and fill roles including but not limited to:

- Security Consultant
- Security Analyst (junior or intermediate)
- Design and Architecture Analyst
- Cyber Operations Analyst
- Risk Analyst

After 3-5 years working in such a capacity, graduates may fill more advanced roles including:

- Intermediate Cyber Architect
- Security Advisor
- Information Security Analyst
- Cyber and Information Security Audit Manager
- Information Security Administrator

Credentials

Upon successful completion of this program, graduates will be awarded a SAIT Cyber Security Analyst Post-Diploma Certificate.

Progression

The progression requirement for students taking credit courses is a Term GPA and Total Institutional GPA of 2.0, with the exception of English Language Foundations and Academic Upgrading programs.

Admission Requirements

- 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.

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.
- Bring your own device program.

Program Outline

ITSC 410 – Cyber Security Essentials	3 credits
ITSC 411 – Cyber Operations	3 credits
ITSC 412 – Governance, Standards, and Compliance Frameworks	3 credits
ITSC 413 – Cyber Security Risk Management	3 credits
ITSC 414 – Incident Response	3 credits
ITSC 415 – IT Infrastructure Security	3 credits
ITSC 416 – Globalization in Information Security	3 credits
ITSC 417 – Emerging Trends in Cyber Security	3 credits
ITSC 418 – Cyber Security Career Exploration	3 credits
ACWE 410 – Cyber Security Analyst Field Placement	3 credits
Total	**30 credits**

Program Outcomes

- **Analysis and Assessment:** Perform an analysis and assessment of security risks.
- **Threat Intelligence:** Demonstrate the professional skills required to support organizations' IT requirements.
- **Technical Skills:** Demonstrate the technical skills to identify, interpret, and respond to cyber incidents.
- **Infrastructure Protection:** Mitigate threats to corporate IT systems, networks, and endpoints (phones, laptops, tablets).
- **Secure Web Applications:** Secure organizational applications (cloud, web) through analysis and threat monitoring.
- **Governance and Compliance:** Explain industry cyber security standards, governance, and compliance frameworks to ensure an organization's effective cyber security practices
- **Global Strategy:** Interpret business security needs within a global environment.
- **Professional Communication:** Demonstrate effective verbal, non-verbal, and written technical communications, and use critical thinking and ethical decision making to support effective cyber security operations.

Cyber Security for Control Systems

- **Fast track post-diploma certificate**
- **Online delivery**
- **Full-time delivery**
- **Fall and spring start**
- **Bring your own device program**

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

Fast facts

- Classroom delivery
- Applied learning environment
- Both Part-time and Full-time delivery
- Bring Your Own Device (BYOD)

The Cyber Security for Control Systems program was developed to meet the needs of working professionals who want to specialize in this exciting field. As the program is being offered via part-time delivery, it is expected that students will provide their own laptop. Classes will be scheduled into e-learning labs with power outlets or networking labs as required. Wifi access is available to connect to the network and internet. Laptop specs should meet the following minimum requirements: i5 or i7 processor, 16 GB RAM, 500 GB storage. It may be necessary to subscribe to some specialized software for certain courses.

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.

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 cyber security 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

(part-time students only)

The courses in the Cyber Security for Control Systems 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 to be sure that 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 complete all pre-requisite courses, or apply for prior learning assessment if you wish to get credit for a required course based on previous education or experience.

Credentials

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

Progression

The progression requirement for students taking credit courses is a Term GPA and Total Institutional GPA of 2.0, with the exception of English Language Foundations and Academic Upgrading programs.

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.

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.
- Bring your own device program.

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**

Program Outcomes

1. Assess cyber security risk management programs to ensure adequate protection of an organization's critical information and assets.
2. Apply Cyber Security Industrial Control Systems (ICS) standards, frameworks, guidelines and policies.
3. Detect attack methodologies, intrusions, or other suspicious attempts to gain unauthorized access to a system and its resources.
4. Impart contingency operations that include administrative planning process for incident response, disaster recover, and business continuity planning for cyber security.
5. Communicate short- and long-term organizational cybersecurity strategies and policies to a wide range of stakeholders.
6. Cite and comply with relevant industry and organizational codes of conduct and ethical practice.
7. Incorporate standards of service from business environment strategies into the industrial control system (ICS) environment.
8. Design and implement risk analysis policies and procedures.

Data Analytics

- **Post-diploma certificate**
- **Full-time and part-time**
- **Fall, winter, and spring starts**
- **Bring your own device program**

Contact us

School for Advanced Digital Technology
Phone: 403.284.8543
Email: School for Advanced Digital Technology

Program Description

Graduates of the Data Analytics post-diploma certificate will possess the knowledge, skills, and aptitude to apply fundamental principles of data analytics. They will learn to align data into the business decision-making process, creating accurate and meaningful storytelling with actionable insights. They will accomplish this using a foundation of data management and ethics.

Program Overview

Fast Facts

- Online (Part-Time) OR Classroom (Fast Track)
- Applied learning environment
- Part-time delivery OR Fast Track delivery
- Bring Your Own Device (BYOD)

The Information Security Analyst program was developed to meet the needs of working professionals who want to specialize in this exciting field. As the program is being offered via part-time and distance delivery, it is expected that students will provide their own laptop. Classes will be scheduled into e-learning labs with power outlets. Wifi access is available to connect to the network and internet. Laptop specs should meet the following minimum requirements: i5 or i7 processor, 16 GB RAM, 500 GB storage. It may be necessary to subscribe to some specialized software for certain courses.

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.

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.

Credentials and Accreditation

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

Progression

The progression requirement for students taking credit courses is a Term GPA and Total Institutional GPA of 2.0, with the exception of English Language Foundations and Academic Upgrading programs.

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 included in the tuition.
- Bring your own device program.

Program Outline

DATA 401 – Data Literacy	3 credits
DATA 410 – Business Context for Data Analysis	3 credits
DATA 415 – Statistical Analysis of Data	3 credits
DATA 420 – Predictive Analytics	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**

Program Outcomes

- Manipulate data using data science, modeling, ethics, 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.

Database Administrator

- **40-week certificate**
- **Full-time**
- **Fall start**
- **Full-time blended, but must be able to attend classes on main campus**

Contact us

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

Program Description

Establish a career as a database administrator to tackle the challenging and exciting opportunities in this field. Industry relies on database technology to store, retrieve, and present information in a customized and user-friendly format. Building on your existing skills of reliability, logical thinking, and attention to detail, this program develops your knowledge of relational database design and architecture, system performance, backup, and recovery, database security, as well as the technical and business aspects of data modeling.

You will master the technical aspects of database administration using Oracle and Microsoft 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.

Program Overview

Fast facts

- This program includes a practicum placement during which students are provided the opportunity to apply their skills in a professional setting
- Due to the tight integration of the courses in this program, credit for prior learning is not available

Your career

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

Student success

- This program is designed for learners with existing IT literacy. Students possessing prior experience with relational databases (e.g. Microsoft Access) and operating systems (e.g. Linux/ Unix, Windows) tend to be more successful.
- 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

Upon successful completion of this program, graduates will be awarded a SAIT Database Administrator certificate.

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

The progression requirement for students taking credit courses is a Term GPA and Total Institutional GPA of 2.0, with the exception of English Language Foundations and Academic Upgrading programs.

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.

Ideal aplicant

The ideal candidate for the Database Administrator program at SAIT is a technically inclined individual with a strong analytical mindset and problem-solving skills. They possess excellent organizational abilities, a commitment to continuous learning, and effective collaboration and communication skills. With a focus on data security and adaptability, this candidate is well-prepared to excel in managing databases, staying updated with industry trends, and supporting the technological needs of organizations.

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 fees include all required textbooks.
- Bring your own device program.

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

PRAC 249 – Career Advancement Practicum	3 credits
Total	**39 credits**

Dental Assisting

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.

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 an unpaid practicum at a dental office.

Program Overview

Fast facts

- This program should be completed full-time
- Program Length: Full-Time (3 Semesters)
- This program is delivered in a classroom or blended format
- Full-Time Intakes: Fall and Spring
- Practicum placements may occur outside of the Calgary region
- Students are responsible for any additional expenses related to their practicum, including pre-practicum requirements as outlined by the program, and relocation costs to practicum sites outside of Calgary
- Students require access to a personal computer and the Internet in order to complete the required courses

Your career

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

Student success

Job expectations for success in this profession include:

- Fine motor skills
- Critical thinking
- Communication (speaking, reading, writing, and listening)
- Able to participate in classroom, lab, and practicum activities as scheduled by the program
- Able to work well under stress
- Able to use technology
- Attention to detail
- Able to maintain professional behaviour; emotional self-regulation
- Able to wear Personal Protective Equipment for extended periods of time
- Able to work extended hours, including nights and/or weekends and shift work
- Able to tolerate the sight of human blood and tissue
- Able to meet the physical demands of the job (e.g. spend most hours working on your feet, walking, repetitive bending, repetitive tasks)
- Able to tolerate latex and disinfection chemicals
- Able to sit for long periods of time (3-4 hours)
- Comfortable wit performing patient care procedures which may be sensitive or performed in close proximity

Prospective students are strongly encouraged to refer to the ALIS website for career, learning, and employment information for Dental Assistants, as well as the governing body's competency profile for the profession, 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

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

The progression requirement for students taking credit courses is a Term GPA and Total Institutional GPA of 2.0, with the exception of English Language Foundations and Academic Upgrading programs.

Admission Requirements

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

- Math 30-1 or Math 30-2 AND,
- English Language Arts 30-1 or English Language Arts 30-2, AND,
- Biology 30, AND,
- Chemistry 30.
- All applicants 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.

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**

Program Outcomes

1. Communicate effectively with the public and other dental health care professionals.
2. Provide patient care following the scope of practice outlined by the College of Alberta Dental Assistants.
3. Adhere to legal and ethical requirements with personal and professional accountability and responsibility to ensure the protection and safety of practitioners, patients, and the public.
4. Collaborate effectively within the inter-disciplinary team to achieve a high standard of patient-centered care in all aspects of oral health care.
5. Use critical thinking skills and an evidence-based approach in all aspects of dental assisting practice to optimize patient care.
6. Recognize the importance of participation in life-long learning and continuing education in order to excel in personal practice as a dental assistant.
7. Educate patients, families, and other caregivers to promote good oral health.
8. Demonstrate proficient use of technology to promote best practice in dental assisting.

Please see sait.ca for additional information that is relevant to this program.

Diagnostic Medical Sonography

Contact us

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

Program Description

Diagnostic Medical Sonography, also known as ultrasound, is a technology involving the application of high-frequency sound waves toward patients to help physicians in medical diagnoses. Diagnostic medical sonographers work as members of patient care teams, assessing patients and providing information to physicians for diagnoses and monitoring patients' health status. This is a specialized vocation requiring a high degree of technical skills and exceptional interpersonal skills.

This program teaches key aspects of ultrasound technology including obstetrics and gynecology, the cardiac and vascular systems and abdomen and superficial structures. Studies also include patient care, physics, anatomy and physiology, equipment instrumentation, medical research, quality control, and the performance of diagnostic scanning procedures.

Program Overview

Fast facts

- This program consists of theory courses, lab practice, and practicum rotations at approved healthcare facilities
- Students will complete a practicum pathway within the program, in which their practicum rotations specialize in either Adult Echocardiography or Vascular Sonography
- 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
- Students are responsible for any additional expenses related to their practicum, including pre-practicum requirements as outlined by the program, and relocation costs to practicum sites outside of Calgary
- All courses must be completed within the program completion timeframe. Please be advised that for the purpose of student loans, full-time student status requires that learners are enrolled in a minimum of 60% of a full course load per semester.

Your career

Graduates find work as diagnostic medical sonographers in hospitals, doctors' offices, and community clinics.

Student success

Job expectations for success in this profession include:

- Fine motor skills
- Critical thinking
- Communication (speaking, reading, writing, and listening)
- Able to work independently
- Able to participate in classroom, lab, and practicum activities as scheduled by the program
- Adaptable
- Able to work well under stress
- Able to use technology
- Attention to detail
- Able to maintain professional behaviour; emotional self-regulation
- Able to wear Personal Protective Equipment for extended periods of time
- Able to work extended hours, including nights and/or weekends and shift work
- Able to tolerate the sight of human blood and tissue
- Able to assist in transporting, lifting, and positioning of patients and/or equipment
- Able to meet the physical demands of the job including
  - Ability to use hand, wrist, and arm for prolonged periods of time
  - Upper body and shoulder strength to perform repetitive tasks with arms
- Able to visualize in three dimensions
- Able to tolerate latex and disinfection chemicals
- Comfortable with performing patient care procedures which may be sensitive or performed in close proximity

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 exposure and injury.

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.

Prospective students are strongly encouraged to refer to the ALIS website for career, learning, and employment information for Diagnostic Medical Sonography, as well as the governing body's competency profile for the profession, 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

Upon successful completion of this program, graduates will be awarded a SAIT Diagnostic Medical Sonography diploma.

Graduates are eligible to write Sonography Canada registry exams in Core (Physics), Generalist, and either Adult Echocardiography or Vascular, depending on the practicum pathway completed within the program. 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

The progression requirement for students taking credit courses is a Term GPA and Total Institutional GPA of 2.0, with the exception of English Language Foundations and Academic Upgrading programs.

Admission Requirements

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

- Math 30-1 or Math 30-2, AND,
- English Language Arts 30-1, AND,
- Biology 30, AND,
- Physics 30
- Successful applicants must meet or exceed a score of 50% in the School of Health and Public Safety's Entrance Testing Process.
- 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.

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**

Program Outcomes

1. **Patient Care:** Provide patient care that ensures comfort, safety, and dignity.
2. **Teamwork and Interdependency:** Collaborate effectively within the inter-professional environment to achieve a high standard of patient service. Engage in the healthcare system with a comprehensive understanding and accountability towards your impact.
3. **Sonographic Imaging and Intervention Procedures:** Evaluate and document optimal diagnostic images. Produce and capture optimal real-time images for evaluation in an ultrasound imaging department using non-ionizing energy in a clinic or hospital. Provide assistance as required by physicians performing intervention procedures.
4. **Precepting Skills:** Evaluate and guide the technical and professional development of students using educational institute guidelines.
5. **Communication:** Use verbal, non-verbal, and written skills to communicate appropriately with patients, members of the healthcare team, and the public.
6. **Professionalism:** Model professionalism by adhering to the professional code of ethics, legal and workplace standards, and by embracing a commitment to lifelong learning.
7. **Work Safety:** Ensure the physical and psychological safety of patients, co-workers, and the self.
8. **Technical Skills:** Competently operate and maintain equipment to perform clinical procedures.
9. **Critical Thinking:** Apply critical thinking and creativity to adapt to challenging situations in the workplace.

Please see sait.ca for additional information that is relevant to this program.

Electrical Engineering Technology

- **Two-year diploma**
- **Fall, winter, spring and summer start**
- **Full-time classroom with some online**

Contact us

MacPhail School of Energy
Phone: 403.284.8451
Email: macphail.students@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

The progression requirement for students taking credit courses is a Term GPA and Total Institutional GPA of 2.0, with the exception of English Language Foundations and Academic Upgrading programs.

Admission Requirements

Completion of the following courses or equivalents:

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

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

ELEC 266 – Electrical Practices	3 credits
ELTR 262 – Power Electronics	3 credits
COMM 288 – Technical Communications II	3 credits
ENGD 238 – Electrical Diagrams and AutoCAD	1.5 credits
MATH 280 – Calculus for Technologists	3 credits
ELEC 291 – Electrical Analysis	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 306 – Machine Applications	3 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**

Program Overview - Blended stream

Electrical Engineering Technology - Blended Stream is a three year online, evening/weekend offering for students to have the option to work while studying. The program provides a combination of practical and theoretical education that employers are seeking in the industry. After successfully completing this program, graduates will receive a SAIT diploma in Electrical Engineering Technology. The program is nationally accredited by the Canadian Technology Accreditation Board and Technology Accreditation Canada.

Program Length

- Three-year program
- Summer start (Journeyperson electricians may be eligible for course credit resulting in a Fall start)
- Fewer courses each semester scheduled evenings and weekends (online for theory, on campus for lab)

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**

Program Outcomes

1. Research, analyze, prepare, document, submit and present a Technology Report (Capstone Project) relating to a significant technology-related issue.
2. Demonstrate capability (in one or more of the following areas described below) consistent with the discipline requirements and program objectives:
   - Apply the basic knowledge of algebra, matrix manipulation, trigonometry and introductory calculus to resolve applied science and engineering technology problems; and/or
   - Apply the knowledge of statistical processes; and/or
   - Apply the knowledge of advanced algebra, integral and differential calculus methodologies; and/or
   - Apply the knowledge of discrete/finite mathematics and logic systems
3. Apply the current practices of project management to applied science and engineering technology projects consistent with the discipline requirements
4. Apply the principles of physical and natural science.
5. Apply the knowledge of business/management principles, ethics, sustainability, contract law, codes and standards.
6. Obtain and analyze data, and prepare and document data.
7. Utilize computer software, hardware and other technological tools appropriate and necessary to performance of tasks.
8. Apply knowledge of health and safety practices to minimize exposure to unsafe conditions and ensure a safe working environment for oneself and co-workers.

Electronics Engineering Technology

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

Contact us

MacPhail School of Energy
Phone: 403.284.8451
Email: macphail.students@sait.ca

Program Description

Learn how to design, analyze and troubleshoot electronic circuits and systems for a career as an electronics engineering technologist, working in areas such as GPS-based systems, surveillance and wireless communication systems.

Prepare for an electrical engineering career with professional, technical and practical skills, such as problem-solving, research, design, prototyping, implementation, installation and testing of electronics-based systems. You'll learn about digital and analog applications, electronic controls, computer-based circuit design and simulation, microprocessor systems, RF communications, and computer-enhanced test and measurement systems.

When you complete the program you'll have the relevant technical, applied and professional skills that employers seek in this dynamic industry sector. Your employment opportunities include electronic engineering technologist assisting in research, design, development of prototyping of electronic-based circuits and systems. As a graduate of the program, you'll also have the opportunity to continue your studies toward an Engineering degree. Transfer options are available to various universities across Canada.

Working with electrical engineers who provide the conceptual design, as an electronics engineering technologist, you will assist with the practical aspects of circuit design and analyze circuit performance. Electronics engineering technologists design and/or evaluate the performance of the circuit using a variety of analysis methods. Technologists also work closely with technicians who fabricate, troubleshoot, measure and calibrate the systems. This program incorporates instructor-led instruction and discussions enhanced with computer-based presentations and simulation software. Your classes integrate time in the lab, allowing you to apply your knowledge in a real, practical environment. You'll 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

The progression requirement for students taking credit courses is a Term GPA and Total Institutional GPA of 2.0, with the exception of English Language Foundations and Academic Upgrading programs.

Admission Requirements

Completion of the following courses or equivalents:

- At least 60% in Math 30-1, 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**

Program Outcomes

1. Apply knowledge of the basic electronic components and circuits.
2. Identify electronic devices that use diodes, transistors and amplifiers such as various kinds op-amps, power supplies, and regulators.
3. Diagnose specify, select, design construct, and characterize digital circuits, DC and AC analog circuits.
4. Design, implement and troubleshoot digital logic circuits and systems.
5. Apply an understanding of logic circuit configurations such as counters, decoders, state machines, CPLDs and VHDL, analog to digital converters and other logic devices and applications.
6. Diagnose design, specify, construct and characterize communications systems.
7. Apply knowledge of analog communication techniques and devices such as analog modulation, transmitters and receivers, antennas, transmission lines, signal propagation mechanisms and cellular technology concepts.
8. Describe digital communications and data networks as well as some of the well-known data communication systems such as wifi, LTE, and IoT.
9. Diagnose specify, select, and design computer programs using appropriate coding and debugging environments.
10. Demonstrate how to effectively design automated testing systems.
11. Demonstrate knowledge in C Programming and Electronic Devices and Circuits.
12. Diagnose, specify, select, design, and construct, micro-processor or micro-controller based systems.
13. Apply basic programming skills related to Micro Controllers using ARM Cortex M4 processor.
14. Program various peripheral devices such as timer counters, DAC, ADC, PWM and embedded operating systems.
15. Participate in a team project to demonstrate acquired technical and project management skills.

Energy Asset Management

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

Contact us

MacPhail School of Energy
Phone: 403.284.8451
Email: macphail.students@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

The progression requirement for students taking credit courses is a Term GPA and Total Institutional GPA of 2.0, with the exception of English Language Foundations and Academic Upgrading programs.

Admission Requirements

Completion of the following courses or equivalents:

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

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**

Program Outcomes

1. Investigate, interpret, and communicate ideas from an interdisciplinary Energy Asset Management perspective.
2. Integrate knowledge of oil and gas "field" operations with Energy Asset Management processes.
3. Apply attention to detail to produce accurate communications.
4. Prepare accurate and timely financial and operations information.
5. Apply database and records management practices to ensure record accuracy, timeliness and consistency.
6. Work within the ethical, legal, compliance, and regulatory parameters for the Energy Asset Management discipline.
7. Participate in the design, implementation, and continuous assessment of business procedures.
8. Exhibit personal and work behaviours that contribute to teams.
9. Apply principles from the project management cycle and develop habits and skills that lead to the accomplishment of goals.
10. Examine oil and gas activities, economic policy, and world events, in the context of Energy Asset Management.
11. Use technology to enhance business and communication processes.
12. Seek out and engage in lifelong learning opportunities that broaden perspective, deepen understanding, and increase personal fulfillment.
13. Apply knowledge of management principles, ethics, sustainability, contract law, codes and standards.

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.

Admission 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: https://www.sait.ca/admissions/admission-and-selection/english-proficiency/ielts-centre

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: https://www.sait.ca/programs-and-courses/full-time-studies/english-language-foundations

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**

Environmental Technology

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

Contact us

MacPhail School of Energy
Phone: 403.284.8451
Email: macphail.students@sait.ca

Program Description

Get a career in maintaining the Earth's resources and make a difference in environmental management. Get theory and hands-on training to get 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 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

The progression requirement for students taking credit courses is a Term GPA and Total Institutional GPA of 2.0, with the exception of English Language Foundations and Academic Upgrading programs.

Admission Requirements

Completion of the following courses or equivalents:

- At least 60% in Math 30-1, AND,
- At least 50% in English Language Arts 30-1, or at least 60% in English Language Arts 30-2, AND,
- At least 60% in Chemistry 30.
- All applicants must demonstrate English Language Proficiency prior to admission, including students educated in Canada.

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**

Program Outcomes

1. Research, critically analyze, prepare, document, submit and defend a Technology Report.
2. Apply the knowledge of algebra, matrix manipulation and introductory calculus to resolve applied science/engineering technology problems.
3. Apply the knowledge of best statistical processes to resolve applied science/engineering technology problems.
4. Apply the current practices of project management to applied science and engineering technology projects consistent with the discipline requirements.
5. Apply the principles of physical and natural science, applicable to a discipline, to the solution of applied science/engineering technology problems.
6. Apply knowledge of management principles, ethics, sustainability, contract law, codes and standards.

Film and Video Production

- **Two-year diploma**
- **Fall, spring, 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

The film and video industry entertains, challenges, and 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 by developing the skills to create compelling stories and visual experiences that resonate with audiences.

Get career ready and prepare to work in one of Canada's evolving media industries. This program is delivered in a unique environment that combines traditional teaching methods with hands-on production and project models. You'll learn the fundamentals of scriptwriting, producing, directing, cinematography, sound recording, and editing, as well as the business aspects of the film and video industries.

Program Overview

Fast facts

- This program includes an optional work term between year one and year two. The work placement includes full-time paid employment with a member of industry
- Bring Your Own Device program.
- Internet access, training, and technical support are provided throughout the program

Your career

Graduates may find employment working on productions that include but are not limited to: movies of the week, feature films, commercials, music videos, documentaries, specialty channel programming, television series', and public service or corporate productions.

This industry is always seeking innovative new talent. Opportunities exist with public, private, and community based organizations and businesses, and some entrepreneurial graduates start their own businesses and employ others. Most entry-level work is available on a freelance or contract basis, and graduates tend to primarily work on term specific projects, as well as with smaller 'boutique' type production companies.

Student success

Students who experience success in this program and profession:

- Have higher secondary and/or post-secondary grades
- Embody creativity and a genuine interest in the film and entertainment industry
- Are dedicated to the lifelong learning that is critical to professional success

Credentials

Upon successful completion of this program, graduates will be awarded a SAIT Film and Video Production diploma.

Progression

The progression requirement for students taking credit courses is a Term GPA and Total Institutional GPA of 2.0, with the exception of English Language Foundations and Academic Upgrading programs.

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

Co-op Work Term (Optional)

CPWK 255 – Cooperative Work Term	0 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**

Program Outcomes

- Demonstrate communication and interpersonal skills
- Demonstrate proficient employability skills
- Demonstrate entrepreneurial and management skills
- Demonstrate proficient computer skills
- Use story development techniques, concepts, and tools effectively
- Apply elements of graphic design effectively
- Apply principles of art direction
- Apply principles of cinematography
- Apply production management principles
- Perform producing tasks
- Perform post-production tasks
- Perform film and video sound tasks
- Critique process and product
- Demonstrate film appreciation and theory
- Work safely

Fitness and Wellness Management

Contact us

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

Program Description

Empower people to embrace their health and wellbeing as a personal trainer, fitness entrepreneur, or wellness program facilitator.

You can make a difference in people's lives with a career in fitness and well-being. Do you like to motivate others to live a healthier lifestyle? Do you care about supporting people in their health and wellness journey? A career in health and well-being is rewarding when you see the impact you can have on people's lives.

In this program, you'll learn about the physical and mental aspects of healthy living, and develop strategies to support people's well-being. You'll be taught the basics of sport and fitness psychology and how to apply basic scientific exercise principles (anatomy, exercise physiology, biomechanics) to develop your own fitness training programs.

You'll gain the knowledge to create safe and effective fitness assessments and training programs customized to the needs, goals and developmental paths of each unique client. To round out your knowledge, you'll also explore fitness activities local to Alberta's distinct geography and climate and learn about nutrition theory to best support your clients on their lifelong paths to health and wellness.

To ensure your success in the industry, you'll develop the business acumen and essential skills to manage and grow programs and membership. You'll learn how to meet the demands of your target audience by learning about marketing, sales, and digital facilitation skills. Finally, you'll also develop the human skills needed to understand, motivate and support your clients on their wellness journeys.

Program Overview

Fast Facts

- Based on the availability of practicum sites, students may have to re-locate outside of the Calgary region in order to complete their practica
- Students are responsible for any additional expenses related to their practicum, including pre-practicum requirements as outlined by the program, and relocation costs to practicum sites outside of Calgary
- All courses must be completed within the program completion timeframe. Please be advised that for the purpose of student loans, full-time student status requires that learners are enrolled in a minimum of 60% of a full course load per semester. Students require a personal computer with internet access in order to complete the required courses.

Your Career

Graduates of this program may find employment in a variety of industries and role types, including but not limited to:

- Group exercise instructor
- Personal trainer
- Fitness or wellness program designer
- Wellness coach
- Youth programming facilitator
- Fitness manager
- Development coach

Student Success

Job expectations for success in this profession include:

- Communication (speaking, reading, writing, and listening)
- Able to work independently
- Able to work with others
- Able to use technology
- Able to maintain professional behaviour; emotional self-regulation
- Able to work extended hours, including nights and/or weekends, and shift work
- Comfortable with performing patient care procedures which may be sensitive or performed in close proximity

Prospective students are strongly encouraged to refer to the ALIS website for career, learning, and employment information for Personal Trainers and Group Exercise Leaders as well as the governing body's competency profile for the profession, 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

Upon successful completion of this program, graduates will be awarded a SAIT Fitness and Wellness Management Diploma.

Progression

The progression requirement for students taking credit courses is a Term GPA and Total Institutional GPA of 2.0, with the exception of English Language Foundations and Academic Upgrading programs.

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.

Admission Requirements

A minimum grade of 65% in each of the following courses:

- Biology 30 or Science 30
- Math 20-1 or 20-2
- English Language Arts 30-1 or 30-2
- All applicants must demonstrate English Language Proficiency prior to admission, including students educated in Canada.

Program Outline

First Year

Semester 1

ANPH 209 – Anatomy and Physiology	3 credits
COMP 261 – Applied Digital Technologies	1.5 credits
FTNS 205 – Foundations in Strength and Conditioning	3 credits
HLTH 200 – Introduction to Wellness	3 credits
NUTR 201 – Human Nutrition Fundamentals	3 credits
PROF 240 – Healthcare Professionalism	1.5 credits

Semester 2

FTNS 203 – Exercise Physiology and Biomechanics	3 credits
FTNS 204 – Exercise Psychology	3 credits
FTNS 206 – Strength and Resistance Exercise Training	3 credits
NUTR 207 – Sports Nutrition	3 credits
ACCT 215 – Introductory Financial Accounting I	3 credits

Semester 3

HLTH 202 - Outdoor Leadership	1.5 credits
PRCT 206 - Practicum 1	3 credits

Second Year

Semester 4

FTNS 300 – Mobility and Functional Movement	3 credits
HLTH 300 – Athletic Injury Prevention and Care	3 credits
HLTH 301 – Health Promotion and Coaching	3 credits
HLTH 302 – Physical Fitness Assessment and Program Design	3 credits
MKTG 265 – Digital Marketing Foundations	3 credits

Semester 5

ENTR 350 – Entrepreneurship	3 credits
FTNS 302 – Practical Application of Fitness Assessment	3 credits
HLTH 303 – Practical Application of Mindfulness	3 credits
HLTH 304 – Wellness Adaptations for Diverse Populations	3 credits
MKTG 366 – Business Development and Customer Relationship Management	3 credits

Semester 6

PRCT 303 – Practicum 2	3 credits
Total	**67.5 credits**

Program Outcomes

1. **Business:** Apply entrepreneurial thinking and core business skills of sales and marketing to fitness and wellness.
2. **Leadership and Influence:** Demonstrate compassion and influence skills in all relevant interactions for facilitating improvements in all dimensions of health and wellness for clients.
3. **Digital Literacy:** Use technology appropriately in the various aspects of delivering and managing fitness and wellness to improve client outcomes and experience.
4. **Communication:** Use effective written, verbal and non-verbal communication skills in all fitness and wellness settings to improve health outcomes for clients.
5. **Safe and Ethical Practice:** Facilitate fitness and wellness exercises safely and competently within the scope of practice.
6. **Professionalism:** Demonstrate professional conduct and commitment to life-long learning and continuing education opportunities that support personal practice.
7. **Fitness and Exercise Management:** Design effective fitness and wellness programs based on principles of anatomy, physiology, and nutrition.
8. **Equity, Diversity, and Inclusion:** Apply best practices for working with diverse populations to assist clients to achieve their unique health and fitness goals.

Please see sait.ca for additional information that is relevant to this program.

Geomatics Engineering Technology

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

Contact us

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

Program Description

The Geomatics Engineering Technology program will provide you with extensive practical skills combined with a broad theoretical background to acquire tools and techniques used in: land surveying, remote sensing, cartography, geographic information systems (GIS), global navigation satellite systems (GPS), photogrammetry, geography and digital mapping.

To succeed in the program, you will need to be comfortable with mathematics and enjoy working with computers and instrumentation. In addition you must be a good team player, have good communication skills, and enjoy working outdoors.

This diploma program is two years in length, consisting of four 15-week semesters.

The program accepts students into first semester in September.

Program Overview

Your career

Graduates of this program find work as surveying or mapping technologists in a broad range of industry sectors including; land surveying, mapping, energy exploration and production, civil engineering and construction, GIS, mining and natural resources and federal/provincial/municipal governments.

Student success

Students who enjoy mathematics, are comfortable using computers and instrumentation will experience more success in this program. Additionally, the ideal candidates are methodical and pay attention to detail, have good work ethics and communication skills. Successful students can think visually about geometric forms and can appreciate details in drawings and objects.

Contact time with instructors in lectures and labs is about 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 Geomatics Engineering Technology typically includes both office and field work. Depending on a student's particular career path the proportion of office and field exposure can vary significantly. In the GNT program, students are exposed to field work that simulates field activities.Additionally, the ideal candidates are methodical and pay attention to detail, have good work ethic and communication skills. GNT graduates will often work in teams of various sizes. In the GNT program, many courses require working in teams for projects or lab assignments. This requires good communication and interpersonal skills.

Credentials

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

Accreditation

This program is nationally accredited, at the technologist level, by Technology Accreditation Canada. Graduates are eligible for certification by the Alberta Society of Surveying and Mapping Technologies (ASSMT) and the Association of Science and Engineering Technology Professionals in Alberta (ASET).

Progression

The progression requirement for students taking credit courses is a Term GPA and Total Institutional GPA of 2.0, with the exception of English Language Foundations and Academic Upgrading programs.

Admission Requirements

Completion of the following courses or equivalents:

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

Program Outline

First Year

Semester 1

COMP 220 – Computer Fundamentals	3 credits
ENGD 213 – Geomatics Drafting	3 credits
MAPS 204 – Mapping Fundamentals	3 credits
MATH 238 – Math for Engineering and Tech I	3 credits
SURV 214 – Surveying I	3 credits

Semester 2

COMM 238 – Technical Communications I	3 credits
SURV 230 – Satellite Positioning	3 credits
SURV 248 – Surveying II	3 credits
SURV 263 – Measurement Analysis and Adjustment	3 credits
MATH 288 – Mathematics for Engineering and Technology II	3 credits

Second Year

Semester 3

CADD 308 – Geomatics CADD Applications	3 credits
MAPS 310 – Geodesy and Map Projections	3 credits
MAPS 315 – Geographic Information Systems	3 credits
SURV 330 – Surveying III	3 credits
SURV 342 - Remote Sensing	3 credits

Semester 4

MAPS 362 – 3D Modeling	3 credits
MAPS 365 – Photogrammetry	3 credits
PROJ 385 – Geomatics Engineering Technology Capstone Project	3 credits
SURV 343 – Applications in Geomatics Engineering	3 credits
SURV 345 – Cadastral Surveying	3 credits
Total	**60 credits**

Program Outcomes

1. Demonstrate competence in working with resources, equipment, and people; both individually and as part of a team.
2. Collect, calculate, manipulate, analyze, validate, store and manage geomatics data while complying with appropriate acts, regulations and industry standards.
3. Present geomatics deliverables while complying with appropriate acts, regulations and industry standards.
4. Adapt and apply current and emerging technologies by remaining up-to-date through life long learning and professional development.
5. Communicate effectively and accurately with all stakeholders within the geomatics work environment.
6. Model professional responsibility and accountability by adhering to ethical practice in the geomatics work environment.
7. Demonstrate critical thinking and problem solving skills in the geomatics work environment.
8. Demonstrate safe work practices in the geomatics work environment.

Health Information Management

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 healthcare fundamentals, critical medical information is translated from patient health records into data following national data standards. The health information management professional then interprets the data to provide comprehensive quality information for patient care, resource allocation, statistics, research, planning and education.

The Health Information Management program provides classroom instruction, laboratory practice with industry-specific software, and clinical practicum placements at established healthcare facilities. With these resources and support, you will be trained to become a competent health information management professional.

Program Overview

Fast facts

- Based on the availability of the practicum sites, students may have to re-locate to anywhere in Alberta (and in some circumstances outside of Alberta) in order to complete their practica
- Students are responsible for any additional expenses related to their practicum, including pre-practicum requirements as outlined by the program, and relocation costs to practicum sites outside of Calgary
- Students require a personal computer with Internet access in order to complete the required courses
- All courses must be completed within the program completion timeframe. Please be advised that for the purpose of student loans, full-time student status requires that learners are enrolled in a minimum of 60% of a full course load per semester.

Your career

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

Student success

Job expectations for success in this profession include:

- Critical thinking
- Communication (speaking, reading, writing, and listening)
- Able to work independently
- Able to work with others
- Able to participate in classroom, lab, and practicum activities as scheduled by the program
- Able to use technology
- Attention to detail
- Able to maintain professional behaviour; emotional self-regulation
- Able to sit for long periods of time (3-4 hours)
- Ability to type at 30wpm with high accuracy

Prospective students are strongly encouraged to refer to the ALIS website for career, learning, and employment information for Health Information Management Professionals as well as the governing body's competency profile for the profession, 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

Upon successful completion of this program, graduates will be awarded 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

The progression requirement for students taking credit courses is a Term GPA and Total Institutional GPA of 2.0, with the exception of English Language Foundations and Academic Upgrading programs.

Admission Requirements

Completion of the following courses or equivalents:

- At least 60% in Math 30-1 or Math 30-2, AND,
- At least 60% in English Language Arts 30-1 or English Language Arts 30-2, AND,
- At least 60% in Biology 30
- All applicants 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.

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**

Program Outcomes

1. Use effective written, verbal, and non-verbal communications skills in all health information management practice settings.
2. Demonstrate compassion and respect in all aspects of health information management practice.
3. Adhere to legal and ethical requirements with personal and professional accountability and responsibility to ensure the protection and safety of practitioners, patients, and the public.
4. Collaborate effectively within the interdisciplinary team to achieve a high standard of patient-centered care in all aspects of health information management practice.
5. Use critical thinking skills and an evidence-based approach in all aspects of health information management practice to optimize patient care.
6. Plan for participation in lifelong learning and continuing education in order to excel in personal and professional practice as a health information management professional.
7. Create a community of knowledge sharing and professional pride through education and preceptorship of students, peers, and inter-professional team members.
8. Demonstrate proficient use of technology to promote best practice in health information management.

Please see sait.ca for additional information that is relevant to this program.

Healthcare Leadership

Contact us

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

Program Description

Advance your career in healthcare with leadership and management training.

You'll learn from experienced healthcare and business instructors, blending health topics with strategic leadership studies to prepare you to navigate the rapidly changing field of healthcare.

Designed for those working in healthcare, you will develop core skills and competencies in leadership and management, conflict management and resolution, people management, effective communications, finances and economics.

You'll also study topics such as healthcare governance, service and patient focus, performance measurement, and other elements of leadership in a healthcare environment. To correspond with current trends in healthcare leadership, you'll gain unique skills in the areas of resilience and emergency planning and preparedness.

This program is comprised of interdisciplinary study, culminating in a capstone project that will give you the opportunity to apply your knowledge toward addressing leadership challenges in your own organization.

Program Overview

Fast facts

- This program is geared towards practicing health professionals who are acting in, or seeking to move towards, leadership roles in healthcare environments
- This program includes self-paced and synchronous components
- Please note that completion of this program's capstone course requires a letter of acknowledgment from a health-related employer or organization indicating approval for the implementation of a capstone project at their organization

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

Student Success

Job expectations for success in this profession include:

- Critical thinking
- Communication (speaking, reading, writing, and listening)
- Able to work with others
- Able to use technology
- Able to maintain professional behaviour; emotional self-regulation

Credentials

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

Accreditation

The 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

The progression requirement for students taking credit courses is a Term GPA and Total Institutional GPA of 2.0, with the exception of English Language Foundations and Academic Upgrading programs.

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.

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.

Please see sait.ca for additional information that is relevant to this program.

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
Phone: 403.284.8612
Email: hospitality.info@sait.ca

Program Description

Developed with input from industry experts, the Hospitality and Tourism Management (HTM) program will give you hands-on, practical 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 industry. You will gain knowledge in guest experiences delivery, sales and marketing, and applied leadership, all complemented by a strong financial management foundation. Develop qualities that are in high demand for all hospitality 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 program allows you to choose an area of specialization in Hotel and Accommodations, Restaurant and Service Operations, Beverage Management, Travel and Tourism, Event Management, or Entrepreneurship and Innovation. A career in hospitality provides many travel opportunities with jobs available all over the globe. When you graduate, your career options will be diverse. Consider an exciting career as a travel agent, event planner, food and beverage manager, hotelier, or start your very own business - the sky's the limit!

As a Hospitality and Tourism Management graduate, you will have the opportunity to continue into the Bachelor of Hospitality and Tourism Management (BHTM) degree to further your education in the field.

Specializations

Hospitality and Tourism Management diploma students can choose between the following specializations:

- **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

Fast facts

- Co-op work term of 400 industry work hours
- Bring-your-own-device (BYOD) program where students provide their own laptops
- Choice of specialties: Hotels and Accommodation, Restaurant and Service Operations, Beverage Management, Event Management, Travel and Tourism, Entrepreneurship and Innovation, Multi-Disciplinary Specialization

Your career

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

- **Hotels and Accommodation:** Concierge, Sales/Marketing Coordinator, Management Trainee/Intern, Housekeeper/ Housekeeper Supervisor/Lead Housekeeper, Night Audit, Agent: Reservations, Guest Service, Business Center, Room Service
- **Restaurant and Service Operations:** Salary Position, AGM/ Support Role (Server, Bartender, etc.), Junior Manager/Floor Manager, Server, Bartender, Closing Supervisor
- **Beverage Management:** Bartender, Floor Manager, Jr. Sommelier, Wine Captain, Beer Technician, Tasting Room Associate, Freelance Event Work/Events, Wine Administrator/ Sales Admin., Sales Rep/Sales Merchandiser, Server/Catering, Marketing PR/Social Media Manager, Mixologist
- **Event Management:** Events/Banquets Operations Coordinator/Manager (after 2 years), Resource Development Coordinator, Food and Beverage Coordinator, Special Event Manager (Arts/Non-Profit/Entrepreneur), Event coordinator/ Convention Service Coordinator, Wedding Coordinator (Onsite Lead, Set-up/Tear-down), Facilities/Venue Rental Manager (Glenbow, NMC, Inglewood Festival Hall), Volunteer Coordinator (Sports Association), Golf Tournament Coordinators, Event support: Porters, Setup/Takedown Crew, Registration Support
- **Travel and Tourism:** Junior Travel Counsellor - General - Specialist, Junior Destination Marketing/Sales, Customer Service/Front Line Roles (i.e. Visitor Information Centre, Airport, Ticketing, etc.), Airline - Sales, Reservation Agent, Guide/iRep - Interpreter and Step-on Guide, Online Travel Agent (OTI), Reception/Office Services, Administrator, Tourism Sales or Marketing Coordinator/Specialist, Junior Supervisor (Team Lead)
- **Entrepreneurship and Innovation:** Business Owners - recognize business opportunities, Municipal Bylaw, Property Management/Lease, Marketing and Sales, Seeker of Opportunity, Idea Generator - contributor, Authority - requirements and management, Finance Development (profit/ loss/costs), Ability to Assess - viability, current status, scalability, succession or exit, Understanding Self to Outsourcing - to help path to be exponential business
- **Multi-Disciplinary Specialization:** Based on a multi-disciplinary approach and a selection of electives from the various specializations a customized hospitality and tourism path allows you to pursue a variety of entry-level careers as listed in the above specializations.

Student success

To succeed in this program, you should:

- Attend and actively participate in all classes
- 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 Hospitality and Tourism Management diploma.

Accreditation

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 Counselor (CTC) accreditation.

Professional Designations and Certifications

The program has ensured key certifications in Food Safety and Hospitality and Tourism awareness are incorporated and complete within the program.

Progression

The progression requirement for students taking credit courses is a Term GPA and Total Institutional GPA of 2.0, with the exception of English Language Foundations and Academic Upgrading programs.

Admission Requirements

Completion of the following courses or equivalents:

- At least 50% in Math 30-1 or Math 30-2 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 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 206 – Financial Accounting for the Hospitality Industry	3 credits
HRMT 320 – Human Resource Management	3 credits
MKTG 250 – Service Marketing and Sales	3 credits
PINT 200 – Professional Internship	1.5 credits

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

Semester 4

FNCE 350 – Financial Management in Hospitality	3 credits
LDSH 370 – Leadership and Organizational Culture	3 credits
MKTG 390 – Marketing Strategy	3 credits

Specializations

Hotel and Accommodation

Semester 2

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

Semester 3

HOTL 310 – Hotel Event Management	3 credits
HOTL 350 – Hotel Revenue and Financial Management	3 credits

Semester 4

HOTL 300 – Hotel Operations and Practicum II	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
BEVM 360 – Beverage Program Design and Management Capstone	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 Destination Exploration II	3 credits
TPRD 300 – Tour and Travel Planning	3 credits

Semester 4

TOUR 360 – Special Interest Tourism and Sustainability	3 credits
TPRD 350 – Tour Product Design Capstone	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 – Event 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
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 300 – 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
ENTI 250 – Entrepreneurial Mindset and Journey	3 credits
ENTI 310 – New Venture Planning	3 credits
EVNT 250 – Event 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	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
ENTI 250 – Entrepreneurial Mindset and Journey	3 credits
ENTI 310 – New Venture Planning	3 credits
EVNT 250 – Event 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	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 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
BEVM 360 – Beverage Program Design and Management Capstone	3 credits
ENTI 300 – Design Thinking and Innovation	3 credits
ENTI 350 – Entrepreneurship and Innovation Capstone	3 credits
EVNT 310 – Live Events II	3 credits
EVNT 360 – Event Management Capstone	3 credits
HOTL 300 – Hotel Operations Capstone	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 Capstone	3 credits
TOUR 360 – Special Interest Tourism and Sustainability	3 credits
TPRD 300 – Tour and Travel Planning	3 credits
TPRD 350 – Tour Product Design Capstone	3 credits
Total	**63 credits**

Program Outcomes

Core Program Outcomes

1. **Financial Applications** - Apply financial and accounting principles to develop solutions to business problems relative to the hospitality and tourism industry, with an emphasis on day to day operational financial acumen.
2. **Guest Experience** - Exemplify a hospitality mindset with a focus on guest satisfaction and the ability to problem solve with the customer needs in mind.
3. **Sales and Marketing** - Apply sales and marketing theory and techniques in the hospitality and tourism industry.
4. **Professional Capacity/Autonomy** - Demonstrate self-awareness, social intelligence and emotional intelligence in establishing relationships. Observe and interpret social environments, adapting professional behaviour to the scenario and respectfully communicating with people of diverse backgrounds and points of view.
5. **Leadership and Culture** - Display ethical and responsible leadership skills to motivate, train and build effective teams, assuming a variety of roles to achieve common goals and foster a corporate culture that is socially, environmentally and financially sustainable.

6. **Professional Communication** - Communicate professionally and effectively in all business relationships, practicing ethical behaviours to develop relationships with partners, customers and peers.
7. **Business Analysis** - Apply economic principles, resource planning and data analysis to the hospitality and tourism industry, using appropriate, current and emerging technologies to improve productivity.
8. **Strategy** - Demonstrate strategic thinking when formulating business solutions.
9. **Operations** - Apply the interrelated principles of policy, planning and implementation to ensure operational success.
10. **Health and Well-Being** - Adopt effective strategies to balance demanding industry needs with personal values and priorities to support a healthy lifestyle.
11. **Trends and Technology** - Demonstrate knowledge of the current state and emerging trends and technology.

Hotels and Accommodation Specialization

1. **Hotel Operations** - Demonstrate the ability to manage the interconnection and function of all departments.
2. **Financial Application** - Manage budget for business operations in a Hotel setting.
3. **Space Management and Physical Design** - Apply best practices in managing hotel spaces and facilities design.

Restaurant and Service Operations Specialization

1. **Restaurant Operations** - Demonstrate the ability to manage both front-of-house and back-of-house operations.
2. **Space Management and Physical Design** - Apply best practices in managing restaurant spaces and facilities design.
3. **Inventory and Costing** - Demonstrate the ability to track and manage inventory and menu costing.

Beverage Management Specialization

1. **Beverage Program Operations** - Design beverage program from concept to execution.
2. **Inventory and Costing** - Demonstrate the ability to track and manage beverage inventory and costing.

Event Management Specialization

1. **Event Operations** - Produce events that meet client deliverables and performance measures.
2. **Project Planning and Costing** - Prepare and define project plan outlining scope, budget, communication and risk management.

Travel and Tourism Specialization Program Outcomes

1. **Travel and Tourism Operations** - Demonstrate the ability to navigate the interconnected Travel and Tourism ecosystem in order to create and deliver travel and tourism experiences.
2. **Inventory and Costing** - Demonstrate working knowledge of industry-specific systems to manage and cost inventory.

Entrepreneurship and Innovation Specialization

1. **Design Thinking and Innovation** - Design and implement a viable client experience.
2. **Analysis and Evaluation** - Analyze plans for a client experience and evaluate success for implementation.

Multi-Disciplinary Specialization

1. **Financial Application** - Manage operational budgets for day to day operations.
2. **Operational** - Apply best practices in guest experience delivery through operational application.

Information and Records Management

- **Complete in one to five years**
- **Fall, winter, and spring start 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

Progression

The progression requirement for students taking credit courses is a Term GPA and Total Institutional GPA of 2.0, with the exception of English Language Foundations and Academic Upgrading programs.

Admission Requirements

At least 60% in each of the following courses or their equivalents:

- English Language Arts 30-1 or English Language Arts 30-2
- Two of the following Grade 12 subjects: Math (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)

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

Books and Supplies (subject to change)

- Are included with the price of tuition.
- Bring your own device program.
- Please see sait.ca for details.

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**

Information Security Analyst

- **Post-diploma certificate**
- **Fall and spring start**
- **Fast track and part-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

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

Fast facts

- Blended delivery (classroom or online)
- Applied learning environment
- Part-time delivery
- Bring Your Own Device (BYOD)

The Information Security Analyst program was developed to meet the needs of working professionals who want to specialize in this exciting field. As the program is being offered via part-time and distance delivery, it is expected that students will provide their own laptop. Classes will be scheduled into e-learning labs with power outlets. Wifi access is available to connect to the network and internet. It may be necessary to subscribe to some specialized software for certain courses.

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 3 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 Goods-Producing and Service sectors. The strongest sectors for expansion in cybersecurity workers (reported as a % increase in cyber workforce) are:

- Healthcare
- 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 Accreditation

Upon successful completion of this program, graduates will receive a SAIT Information Security Analyst Post-Diploma Certificate.

Professional Designations and Certifications

SAIT is a registered participant in the IBM Skills Academy program, and IBM Skills Academy credentials are widely valued and recognized by the global IT industry. To earn IBM Skills Academy Badges, students must belong to an institution or organization that has partnered with IBM. Students of the Information Security Analyst program at SAIT are thus eligible to enroll in and attain IBM Skills Academy Badges through IBM.

Additionally, upon completion of the Data and Network Security Intelligence (ITSC 405) and Web and Application Security (ITSC 407) courses within the Information Security Analyst program, students may challenge the exams for IBM's Security Intelligence Engineer and Application Security Engineer Badges respectively. This applies to badges at both the Explorer and Mastery level.

Students who obtain IBM Skills Academy Badges may use such designations to bolster their resumes and online professional presence. As such, students of the Information Security Analyst program at SAIT will benefit from the opportunity to increase their competitiveness in the global IT industry.

Progression

The progression requirement for students taking credit courses is a Term GPA and Total Institutional GPA of 2.0, with the exception of English Language Foundations and Academic Upgrading programs.

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.

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 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**

Program Outcomes

1. Analyze and assess key security risks.
2. Interpret and communicate security threat impacts on business.
3. Achieve the technical skills to identify and interpret cyber incidents/events.
4. Identify, analyze and mitigate threats to internal IT systems and networks.
5. Secure organizational web presence through analysis and threat monitoring.
6. Work within industry standard governance and compliance frameworks.
7. Interpret business security needs within a global environment.

Information Systems Security

- **Two-year diploma**
- **Fall, winter and spring start**
- **Full-time classroom or blended**
- **Bring your own device program**

Contact us

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

Program Description

Train to become a computer systems security professional and gain a solid understanding of programming, operating systems, networking and strategy - using practical applications of defensive and offensive technologies.

With technology being a ubiquitous aspect of our everyday lives, computer and system security plays a critical role in protecting users and organizations from cyber attacks. When the systems work our data is protected and secure, but when they fail it can be catastrophic. Businesses know they need systems in place to ensure the security of their data, and nation states are focused on the security of their people.

This program will prepare you to enter the computer system security field with confidence and solid fundamental knowledge. Through a combination of theory and labs, you will use a wide variety of defensive and offensive tools while learning the fundamentals of networking, tool construction, and operating systems. In the first year of Information Systems Security, you will develop a strong base of fundamental skills in programming, operating systems, and networking. In the second year, you will focus more on the practical applications of defensive and offensive strategies. This will lead you to complete your studies with a capstone project in which you can apply the knowledge you gained in the program.

Program Overview

Fast facts

- Students participate in e-learning based curriculum, leasing a SAIT laptop computer that comes equipped with a variety of required software applications
- Internet access (on-site), training, and technical support are provided throughout the program

Your career

Graduates may find employment in a wide variety of functions, including penetration testing, log analysis, threat analysis, risk management, network security, Internet of Things hardening, physical security, quality assurance, malware analysis, and security audits.

The information security industry is currently experiencing a large deficit in well-trained, entry-level security professionals who can be instantly productive in a variety of capacities. As such, while the career type is intellectually challenging, the opportunities are abundant, exciting, and rewarding.

Please note that a criminal records check may be required of potential employers.

Student success

Students who experience success in this program and profession:

- Embody curiosity and strong problem-solving skills
- Make their education a priority by demonstrating excellent working habits and focus
- Have higher secondary and/or post-secondary grades
- Are dedicated to the life-long learning that is critical to professional success
- Possess basic literacies in computer networking and 'C' language programming

Credentials

Upon successful completion of this program, graduates will be awarded a SAIT Information Systems Security diploma.

Accreditation

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

Progression

The progression requirement for students taking credit courses is a Term GPA and Total Institutional GPA of 2.0, with the exception of English Language Foundations and Academic Upgrading programs.

Admission Requirements

Completion of the following courses or their equivalents, including meeting the minimum grade requirements for each as indicated:

- 65% in Math 30-1, or, 70% in Math 30-2 AND,
- 60% in English Language Arts 30-1, or, 65% 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)

- Books and supplies are approximately $3,000.
- Bring your own device program.

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 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
ITSC 302 – Web Application Security	3 credits
LAWG 200 – Security Practice and the Canadian Legal System	3 credits

Co-op Work Term (Optional)

CPWK 255 – Cooperative Work Term	0 credits

Second year

Semester 3

ITSC 203 – Scripting for Tool Construction	3 credits
ITSC 301 – Wireless Security	3 credits
ITSC 304 – Operating System Exploitation	3 credits
ITSC 307 – Compliance and Encryption	3 credits
ITSC 309 – Social Engineering	3 credits

Semester 4

ITSC 303 – Malware Analysis	3 credits
ITSC 305 – Internet of Things Systems	3 credits
ITSC 306 – Computer Forensics	3 credits
ITSC 308 – Security Policies and Operations	3 credits
PROJ 309 – Capstone Project	3 credits
Total	**60 credits**

Program Outcomes

1. Analyze existing systems for vulnerabilities.
2. Design exploits to expose vulnerabilities in systems.
3. Analyze data for exceptions to normal operations.
4. Deploy a vulnerability response system.
5. Implement data security systems.
6. Exercise appropriate legal practices and ethical codes of conduct.
7. Analyze risks, costs and benefits associated with the security of business processes.
8. Expose security deficiencies through the use of social engineering.
9. Demonstrate effective oral, written and presentation skills.

Information Technology Services

- **Two-year diploma**
- **Fall, winter and spring start**
- **Full-time blended**
- **Bring your own device program**

Contact us

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

Program Description

Get hands-on, action-based training in information technology systems, support and management while you develop broad knowledge of IT, cloud services, information security and emerging technologies to drive business value.

Become an Information Technology professional and play a critical role in today's tech-driven economy, helping end users work effectively with complex hardware, software and networks using various tools and applications. Taught by experienced instructors using an industry-supported curriculum and leveraging the most recent technology, you will develop the knowledge, skills and aptitude to support an organization's IT infrastructure as well as strong business, service, and consulting skills.

Demand for a range of IT professionals will continue as the growth of the IT sector creates more opportunities. Position yourself for a rewarding career supporting critical business operations in the dynamic and ever-evolving tech-sector, and have a vital role in any organization.

Program Overview

Fast facts

- This program includes an optional work term between year one and year two. The work placement includes full-time paid employment with a member of industry
- This program is geared towards hands-on learners with competence in critical thinking and problem solving. Though prior experience is not required, a passion for the IT sector is critical to academic and professional success

All courses must be completed within the program completion timeframe. Please be advised that for the purpose of student loans, full-time student status requires that learners are enrolled in a minimum of 60% of a full course load per semester.

Your career

As IT operations play a significant role in almost all industry types, graduates may find employment in many professional sectors. Potential roles include but are not limited to:

- Help desk/service desk technician
- Deskside analyst
- Junior network analyst
- Monitoring operations centre analyst
- Data entry specialist
- Junior application support analyst
- Inventory controls specialist
- Security operations centre analyst
- Network operations centre analyst
- Installation technician
- Audio/visual technician
- Deployment technician
- Junior database analyst
- Junior cloud operations analyst
- Junior systems administrator

Upon accumulating additional experience and certifications within professional settings, graduates may progress into more advanced roles within their organizations.

Student success

Students who experience success in this program and profession:

- Have higher secondary and/or post-secondary grades
- Possess effective interpersonal and communication skills, including in technical writing
- Are committed to the significant self-study required alongside the classroom learning
- Are detail oriented and employ critical thinking in practice
- Possess basic computer literacies, including the ability to use word processing and communication software (a working knowledge of Microsoft Office Suite is an asset)
- Are team players with a service mindset, and able to remain calm in the face of pressure
- Are self-motivated, embrace lifelong learning, and genuinely passionate about the IT sector

Credentials

Upon successful completion of this program, graduates will be awarded a SAIT Information Technology Services diploma.

Progression

The progression requirement for students taking credit courses is a Term GPA and Total Institutional GPA of 2.0, with the exception of English Language Foundations and Academic Upgrading programs.

Admission Requirements

Completion of the following courses or their equivalents, including meeting the minimum grade requirements for each as indicated:

- 50% in Math 30-1 or 60% in Math 30-2
- 55% in English Language Arts 30-1, or, 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)

- Students will require their own cloud computing services subscription which is approximately $800 - $1,200 per year.
- The required textbooks will be discussed within the first few weeks of classes.
- Bring your own device program

Program Outline

First year

Semester 1

CMPH 209 – Introduction to Hardware	3 credits
COMM 238 – Technical Communications I	3 credits
CPNT 219 – Introduction to Networks	3 credits
CPRG 216 – Object-Oriented Programming 1	3 credits
MATH 237 – Mathematics for Technologists	3 credits

Semester 2

CPNT 224 – Switching and Routing Essentials	3 credits
CPRG 217 – Scripting	3 credits
CPSY 204 – Server Fundamentals	3 credits
CPSY 206 – Virtualization Fundamentals	3 credits
PHIL 241 – Critical Thinking	3 credits

Co-op Work Term (Optional)

CPWK 255 – Cooperative Work Term	0 credits

Second year

Semester 3

CPNT 300 – Enterprise Networking, Security, and Automation	3 credits
CPSY 302 – Advanced Servers	3 credits
CPSY 350 – Intermediate Virtualization	3 credits
INTP 301 – Emerging Technologies	3 credits
ITSC 300 – IT Security Fundamentals	3 credits

Semester 4

CPNT 302 – Wireless Networking Fundamentals	3 credits
CPSY 304 – Cloud Computing	3 credits
CPSY 352 – IT Service Management	3 credits
ITSC 350 – Intermediate IT Security	3 credits
PROJ 309 – Capstone Project	3 credits
Total	**60 credits**

Program Outcomes

1. **Business Communication:** Demonstrate the professional written, verbal and technical communication skills required to support an organization's IT requirements
2. **Professional Acumen and Work Ethic:** Demonstrate the professional skills required to support organization's IT requirements
3. **Business Foundations:** Explain business management processes and IT's role in supporting an organization's goals
4. **Client Experience:** Exemplify a service mindset with a focus on client satisfaction and the ability to problem solve with customer needs in mind
5. **Network Technology:** Demonstrate network administration, maintenance and troubleshooting skills required to support an organization
6. **Cloud Services:** Identify cloud technologies and cloud solutions to meet business requirements
7. **Scripting:** Create scripts to develop, integrate and automate business applications
8. **Operating Systems and Virtualization:** Demonstrate the operating system basics necessary to construct and administer virtual and physical IT systems
9. **Security:** Explain IT system security using a combination of hardware and software tools

Instrumentation Engineering Technology

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

Contact us

MacPhail School of Energy
Phone: 403.284.8451
Email: macphail.students@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.

- Graduates of the Instrumentation Engineering Technology program have a 94% employment rate.

Student success

The Instrumentation Engineering Technology program (IIET) requires an interest and aptitude for math, science and computers. The foundation that you have developed in these areas through previous education and experience will be further enhanced through courses that include lecture and laboratory components.
Contact time with instructors in lectures and labs is thirty hours per week. The average student is expected to spend about an additional twenty-five hours per week on assignments, studying and projects.

A career in Instrumentation Engineering Technology typically includes both office and field work. Depending on someone's particular career path the proportion of office and field exposure can vary significantly. In the IIET program students are exposed to lab work that simulates field activities. This includes using machinery and hand tools to assemble, calibrate and troubleshoot industrial instrumentation components, following safety requirements including the use of personal protective equipment like safety glasses and footwear.

Some of the subject areas that are a focus of the program include:

- Industrial Process Analysis
- Process Instruments
- Analytical Instruments
- Control and Safety Systems

In the industry, instrumentation practitioners will often work in teams of various sizes. In the IIET program many courses require working in teams for projects or lab assignments.

We invite you to reflect on the following questions:

- Do I enjoy working in a team environment?
- Am I a good communicator? Verbal (good English language skills); Written (clear, concise)
- Am I a self-starter who likes to think critically through problems and challenges?
- Am I adaptable?

The IIET program is designed to provide teaching, 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

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

The progression requirement for students taking credit courses is a Term GPA and Total Institutional GPA of 2.0, with the exception of English Language Foundations and Academic Upgrading programs.

Admission Requirements

Completion of the following courses or their equivalents:

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

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**

Program Outcomes

1. Demonstrate safety best practices in the instrumentation workplace.
2. Act in an ethical and professional manner.
3. Communicate and collaborate effectively within a multi-disciplinary work environment.
4. Apply instrumentation related math, science, computer and electrical skills.
5. Apply instrumentation-related standards, codes and procedures.
6. Apply instrumentation skills to gather, interpret, and manage application information to design instrumentation and process control systems.
7. Evaluate (specify/select), size, and operate instruments.
8. Develop and implement a scalable control system utilizing various hardware, media and protocols.
9. Demonstrate instrumentation calibration/configuration, maintenance and installation competencies.
10. Incorporate problem solving skills to identify, resolve and document instrumentation related problems.
11. Participate in a team project to demonstrate acquired technical and project management skills.
12. Analyze process characteristics to design automated basic and advanced control strategies.

Integrated Water Management

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

Contact us

MacPhail School of Energy
Phone: 403.284.8451
Email: macphail.students@sait.ca

Program Description

Create solutions for global and local water issues with a career in water management. This program will prepare you for various roles such as water management specialist, water quality technician, watershed planner, flood planning technologist or junior hydrologist.

Get the training to become a water management expert and develop a strong understanding of the complex solutions and decisions required to balance the preservation of water-related ecosystems. Learn water management best practices to manage hazards, safeguard human health and well-being, and support economic activities. You'll gain applied knowledge and market-sought skills developed through a final capstone project working directly with industry, as you specialize in either Water Environmental Technologies or Advanced Industry Applications. Your expertise will develop through a combination of classroom and hands-on learning including field school and virtual reality labs.

Some of the knowledge, skills and capabilities you'll gain in this program include:

- development of a water monitoring program
- conducting key field measurements in hydrology, hydrogeology, soils, and vegetation using commonly used and emerging equipment and technology
- water data acquisition, management, and analysis to inform design and decision-making
- performing hydrological and hydrogeological calculations to inform design such as surface flow, stormwater control or restoration measures
- fundamental applications of GIS, Excel, HEC-RAS, and historical imagery
- stakeholder engagement and conflict resolution
- project planning and management
- selecting appropriate water management strategies and applications using multi-criteria analysis and systems thinking
- supporting water-related permitting applications and reporting, such as wetland assessments and Water Act approvals
- comprehensive understanding of the social, cultural, health, safety, and environmental aspects of water management, including Indigenous water stewardship
- developing emergency response and recovery plans incorporating increasing risks of extreme events and climate change
- conducting an emergency response adhering to incident command structure protocols
- applying tools, approaches, and resources for both climate adaptation and mitigation to water management.

What is integrated water management?

Integrated water management is the coordinated management of water in an integrative, cross-sectoral, participatory and adaptive manner. This is a widely adopted management approach endorsed by the United Nations and utilized globally. SAIT, in combination with a multi-stakeholder advisory group and Imperial, has created the Integrated Water Management diploma program to give students the tools and expertise they need to work on solutions for both local and global water issues.

This is the first integrated water program diploma in Canada. Once you graduate, you'll have transferable skills to work in a multitude of industries such as energy, government, non-profit, consulting, health, agriculture, education, food and beverage, manufacturing, transportation, engineering and construction.

Program Overview

Your career

Graduates of this program find work in industries such as water quantity and quality monitoring, environmental health and safety, and natural resource management and planning. Possible career opportunities include:

- water management specialist
- water quality technician
- watershed planner
- junior hydrologist
- engineering technical assistant
- junior planner/policy analyst
- field inspector
- environmental scientist
- flood planning technologist

Student success

Students with an aptitude and interest in science and mathematics tend to excel in this program. This program promotes interdisciplinary perspectives and includes work across various energy sectors; diversity and different perspectives are encouraged. Students should be prepared to spend as many hours studying and completing course work as they do in class.

Credentials

After successfully completing this program, graduates will receive a SAIT diploma in Integrated Water Management.

Accreditation

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

The progression requirement for students taking credit courses is a Term GPA and Total Institutional GPA of 2.0, with the exception of English Language Foundations and Academic Upgrading programs.

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, AND,
- At least 50% in Chemistry 20, OR,
- At least 50% in Physics 20, OR,
- At least 50% in Biology 20.
- All applicants must demonstrate English Language Proficiency prior to admission, including students educated in Canada.
- Applicants holding relevant science (mathematics, physics, chemistry, geology, or geophysics) or engineering degrees or courses from a post-secondary school would also be accepted with approval from the program Academic Chair. A combination of education and experience will be considered.

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)

- This program primarily uses open-source books and most required supplies are provided. Thus, books and supplies are approximately $200 per year.

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 – Management of Water Risks	3 credits
WATR 300 – Water and Climate Change	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**

Program Outcome

1. **Water Fundamentals:** Describe fundamental concepts of integrated water management.
2. **Policies and Regulations:** Demonstrate how policies, frameworks, and regulatory processes influence decision making in water management.
3. **Water Cycle Monitoring:** Explain water quality, quantity, availability, and how they inform decision-making across sectors.
4. **Plan Development:** Support the development of an integrated water management plan.
5. **Water Management Influences:** Identify influences on water management including economic, environmental, health, human interaction, climate change, extreme events, policy, and others.
6. **Processes and Forecasting:** Incorporate interdisciplinary science in determining and forecasting how water moves through a watershed and a water management system.
7. **Watershed Risks:** Predict risks to watershed resiliency (economic, social, climate).
8. **Data:** Manage data acquisition, organization, formatting, and reporting
9. **Infrastructure:** Plan, install, operate, and maintain field equipment for hydrometric monitoring and related environmental variables.
10. **Global Drivers:** Differentiate global climate, geopolitical, and economic drivers of water management.

Interactive Design

- **Two-year diploma**
- **Fall, Winter and Spring Start**
- **Full-time blended**
- **Bring your own device**

Contact us

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

Program Description

Turn your creativity into a tech-focused career as a digital designer. You'll learn about design fundamentals, digital design tools and best practices when developing concepts into products that meet business needs or solve complex business problems.

You'll enhance your skills in design thinking and push your creative boundaries while you learn to evaluate and create data-driven designs and apply workflow techniques to media projects and production pipelines. Working collaboratively with your peers to create project plans, you'll develop effective problem-solving skills with an emphasis on human-centered design. To demonstrate your knowledge, you'll create a portfolio of your work that will indicate applied design concepts that meet specific client requirements and can be presented to clients for critique.

In your second year, you will develop specialized skills by choosing one of three majors: Graphic Design, User Experience (UX), or Web Design and Development.

Graphic Design major:

In the Graphic Design major, you'll deepen your content creation skills and expand into areas of print and graphic design. You'll develop skills in design-thinking, graphic communications, typography, content hierarchies, colour theory and design theory. You'll learn to enhance products and leverage these design principles to appeal to specific audiences. You'll also learn to produce a packaging project for a specific user while gaining an understanding of the basic functions of a digital press and bindery equipment.

User Experience (UX) major:

In the UX major, you'll add to your knowledge of software development and interactive design. You'll develop tools and strategies that focus on the experience of the person interacting with your design. This includes creating prototype designs for usability testing that stem from user interviews, insights into opportunities and a research process. You'll also develop plans for multiple outcomes and solutions that factor in business uncertainty. Your creations will be tested and prototyped to meet client requirements.

Web Design and Development major:

In the Web Design and Development major, you will learn to design and create web experiences that respond and interact with your user. You'll focus on the front and back end of web development and explore human-centric interactions for the next generation of web content.

Fast Facts

This program should be completed full-time or part-time

- Program Length:
  - Full-Time (4 Semesters)
  - Part-Time (Variable)

This program is delivered in a blended format

- Full-Time Intakes:
  - Fall, Winter, Spring
- Part-Time Intakes:
  - Fall, Winter, Spring
- This program includes an optional work term between year one and year two. The work placement includes full-time paid employment with a member of industry

Certain courses may be offered through Open Studies during the daytime, evenings, and/or weekends, as well as in a classroom, blended, or online format. All courses must be completed within the program completion timeframe. Please be advised that for the purpose of student loans, full-time student status requires that learners are enrolled in a minimum of 60% of a full course load per semester.

Your Career

Graduates of this program may find employment in a variety of industries and role types, including but not limited to:

Upon graduation

Graphic Design major

- Junior Designer
- Media Development Specialist
- Interaction Designer
- Content Creator
- Social Media Specialist

User Experience (UX) major

- UX Developer
- UX/UI Designer
- Front-end developer
- Digital Product Designer
- Production Designer
- Web Strategist

Web Design and Development major

- Junior Developer
- Web Developer
- Back-end Developer
- Full Stack Developer
- Web Designer

After 3-5 Years

- Intermediate Designer
- Production Lead
- Front-end development lead
- Creative lead
- UX Research Analyst
- Marketing Scientist
- Analytics Expert

Student Success

Students who experience success in this program and profession:

- Are proactive, independent, and resourceful
- Have strong written and oral communication skills
- Are prepared to work in teams
- Spend 9-12 hours per week on each course, including in-class hours

Credentials

Upon successful completion of this program, graduates will be awarded a SAIT Interactive Design diploma.

Progression

The progression requirement for students taking credit courses is a Term GPA and Total Institutional GPA of 2.0, with the exception of English Language Foundations and Academic Upgrading programs.

Admission Requirements

- At least 50% in Math 30-1 or at least 60% in Math 30-2, and,
- At least 55% in English Language Arts 30-1 or at least 60% in English Language Arts 30-2
- All applicants must demonstrate English Language Proficiency prior to admission, including students educated in Canada.

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)

- Bring your own device program.
- This program primarily uses open-source books and most required supplies are provided. Thus, books and supplies are approximately $350 per year.

Program Outline

First Year (All majors)

Semester 1

COMM 238 — Technical Communications I	3 credits
CPRG 219 — Introduction to Web Communications	3 credits
DSGN 228 — Introduction to Visual Communications	3 credits
MMDA 202 — Digital Media Foundations	3 credits
PHIL 241 — Critical Thinking	3 credits

Semester 2

CPRG 218 — Intermediate Web Communications	3 credits
DSGN 221 — Intermediate Visual Communications	3 credits
DSGN 227 — Introduction to User Interface and Experience Design	3 credits
MMDA 203 — Intermediate Digital Media Production	3 credits
PMGT 200 — Product Management	3 credits

Co-op Work Term (Optional)

CPWK 255 – Cooperative Work Term	0 credits

Second Year (Graphic Design major)

Semester 3

DIGI 300 — Digital Imaging	3 credits
DSGN 304 — Advanced Visual Communications	3 credits
DSGN 306 — Design Studio 1	3 credits
DSGN 313 — Typography	3 credits
PRNT 300 — Print Production	3 credits

Semester 4

DIGI 301 — Digital Marketing	3 credits
DSGN 308 — Design Studio 2	6 credits
DSGN 309 — Future of Design	3 credits
PROJ 309 — Capstone Project	3 credits

Second Year (User Experience major)

Semester 3

DSGN 304 — Advanced Visual Communications	3 credits
DSGN 306 — Design Studio 1	3 credits
DSGN 311 — Interaction Design	3 credits
DSGN 312 — Intermediate User Interface and Experience Design	3 credits
DSGN 314 — User Research	3 credits

Semester 4

DIGI 301 — Digital Marketing	3 credits
DSGN 308 — Design Studio 2	6 credits
DSGN 309 — Future of Design	3 credits
PROJ 309 — Capstone Project	3 credits

Second Year (Web Design and Development major)

Semester 3

CPRG 308 — Database Programming and Testing	3 credits
CPRG 309 — Programming Languages	3 credits
CPRG 310 — Web Application Development	3 credits
DSGN 306 — Design Studio 1	3 credits
DSGN 312 — Intermediate User Interface and Experience Design	3 credits

Semester 4

CPRG 312 — Web Security Fundamentals	3 credits
DSGN 308 — Design Studio 2	6 credits
DSGN 309 — Future of Design	3 credits
PROJ 309 — Capstone Project	3 credits
Total	**60 credits**

Program Outcomes

All majors:

1. Contribute individual skills within a team environment to produce a collaborative project based on client requirements
2. Design and create integrated digital content to meet industry best practices
3. Demonstrate industry specific employability skills and work behaviorus to meet industry expectations
4. Create data driven, insight-based designs that are logical and defensible
5. Apply workflow techniques to media projects and production pipelines
6. Create a portfolio of work demonstrating applied design concepts that meet specific client requirements and can be presented to clients for critique
7. Demonstrate highly effective problem solving, collaborative planning, and human-centered design

Graphic Design major:

1. Produce a packaging project for a specific user
2. Demonstrate the basic functions of a digital press and bindery equipment
3. Apply design frameworks in the production process
4. Create graphic designs using a range of techniques

User Experience (UX) major):

1. Create prototype designs for usability testing
2. Apply design systems, brand standards and accessibility to projects
3. Create UX/UI solutions using a variety of methodologies
4. Solve design problems through iteration and prototyping experiences

Web Design and Development major:

1. Develop data-driven design solutions to meet specific client requirements
2. Integrate technical frameworks in web development solutions
3. Apply web security best practices in design solutions
4. Create responsive web solutions and applications to be deployed across multiple types of devices and screen sizes

International Business Management

- **One-year post-diploma certificate**
- **Fall and Winter start full-time classroom**

Contact us

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

Program Description

Navigate the complex world of international business and position yourself for a career in multinational corporations and international companies.

Build on your existing experience and further develop your strategic, integrative, sustainable and growth mindset to enhance business performance in a global environment. You'll learn from supportive faculty with international industry experience. They're invested in your success and will further develop your business knowledge through work-integrated learning. This learning approach mimics international business challenges and opportunities to prepare you for success in the global workplace.

You'll further develop your business skills in our small-sized classes where you will actively participate in collaborative coursework in key areas. These include intercultural communications, business development, business management, regulatory and legal frameworks, marketing and strategy. You can also advance your complex interpersonal skills in negotiations, change and conflict management through our elective courses.

In your third semester, you will take an integrated experience elective and choose between:

- a capstone course that enables you to apply your abilities in a work-integrated learning project with a service focus, OR
- an experiential study tour course that allows you to travel internationally and work with an industry partner to apply your abilities in a real-world setting.

This program's work-integrated learning approach will position you for roles in international management consulting, government relations, start-ups, and companies with international operations or sales when you graduate.

Fast Facts

- One-year post-diploma certificate
- Fall start
- Evenings and weekend schedules allow you to study while you work
- Small class sizes: 40 students max

Your Career

Upon graduation

- Business development coordinator
- International project coordinator
- Product manager
- Market analyst
- Sales coordinator
- Account specialist
- Management consultant
- Entrepreneur

After 3-5 years

- Business development manager
- International project manager
- Strategic planner
- Marketing plan 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 nine to 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 International Business Management post-diploma certificate.

Progression

The progression requirement for students taking credit courses is a Term GPA and Total Institutional GPA of 2.0, with the exception of English Language Foundations and Academic Upgrading programs.

Admission Requirements

- Applicants must have completed a two-year Business Administration 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.
- 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.
- For student funding, please refer to Financial Assistance.

Books and supplies (subject to change)

- Are in addition to the price of tuition.
- We use free Open Educational Resources where possible.
- Bring your own device program.
- Please see sait.ca for details.

Program Outline

This program consists of 30 credits (10 courses).

Semester 1

COMM 300 – Intercultural Communications	3 credits
MKTG 366 – Business Development and Customer Relationship Management	3 credits
MNGT 360 – International Business	3 credits
MNGT 407 – Operations Management	3 credits

Elective 1 – Choose from the below list.

Semester 2

BLAW 400 – Legal Aspects of International Trade	3 credits
MKTG 459 – International Marketing	3 credits
MNGT 465 – International Management	3 credits

Elective 2 – Choose from the below list.

Semester 3

Integrated Experience Elective (choose 1)

INTL 467 – International Business Study Tour	3 credits
MNGT 467 – International Business Capstone	3 credits

Elective Courses (choose 2)

MNGT 252 – Change Management	3 credits
MNGT 321 – Project Management	3 credits
MKTG 461 – International Sales and Negotiation	3 credits
Total	**30 credits**

Program Outcomes

1. **International Business Mindset:** Develop a strategic, integrative, sustainable and growth mindset to enhance business performance in a global environment.
2. **Intercultural Communication:** Demonstrate respect and appreciation for diverse opinions, values, belief systems, intercultural communication and contributions of others.
3. **Leadership:** Achieve business goals through responsible leadership in complex and dynamic environments.
4. **International Business Analysis:** Evaluate the impact of domestic and international challenges and opportunities on an organization's international business objectives.
5. **Global Supply Chain:** Evaluate the movement of products and services in an organization's global supply chain.
6. **Statutory and Regulatory Compliance:** Assess the impact of statutory and regulatory compliance on an organization's international business opportunities.
7. **Multicultural Negotiation Strategies:** Formulate strategies to negotiate effectively within various cultural environments.
8. **Market Research:** Evaluate market research to support an organization's international business decision-making.
9. **Business Development:** Formulate business development strategies to leverage an organization's international business opportunities.

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

Contemporary journalism is an exciting field that offers many opportunities for those seeking to build a career. This program's primary focus is news writing and photojournalism, and includes other specialties such as advertising and public relations, publication design, and online journalism. At the mid-point of the program, learners will branch into either the print and online, or, photojournalism major.

Majors

Photojournalism: Students study advanced lighting, feature, sports, advertising, lifestyle, portraiture, studio, location, and staff photography techniques. Students will also explore portfolio strategies as they apply to digital photography systems and applications required by print media publications. This major also includes a work experience internship that is secured by the student and approved by the program.

Print and Online Journalism: Students study professional techniques for writing, editing, designing, and laying out newspapers and magazines using desktop publishing techniques. Students will also practice special photo techniques. This major includes practicum experience that is typically completed with a newspaper or magazine publishing organization.

Program Overview

Your career

Print and Online Journalism graduates may find employment as reporters or technical writers with newspapers and magazines, public affairs, advertising agencies, and other information and entertainment media.

Photojournalism graduates may find employment with newspapers and magazines, wire services agencies, public relations and advertising agencies, and other information and entertainment media, as independent photojournalists, photographers, photographic editors, or page designers.

Student success

Students who experience success in this program and profession:

- Have higher secondary and/or post-secondary grades
- Make their education a priority by demonstrating excellent working habits and focus
- Possess a genuine interest towards exploring and documenting our world through various mediums

Credentials

Upon successful completion of this program, graduates will be awarded a SAIT Journalism diploma, with their selected major designation.

Accreditation

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

Progression

The progression requirement for students taking credit courses is a Term GPA and Total Institutional GPA of 2.0, with the exception of English Language Foundations and Academic Upgrading programs.

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)

- 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

Co-op Work Term (Optional)

CPWK 255 – Cooperative Work Term	0 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	6 credits

Semester 4

JOUR 357 – News and Opinion Writing	3 credits
PRCT 375 – Journalism Practicum	3 credits
PREL 364 – Public Relations Writing and Design	3 credits
PROJ 368 – Journalism Projects II	6 credits
Total	**60 credits**

Program Outcomes

1. Contribute individual skills within a team environment to produce a collaborative project.
2. Use common sense safety practices in a journalistic environment.
3. Demonstrate respect for diverse cultures and political views in the journalism environment.
4. Create video and print content to meet the journalistic requirements in publication (print and online).
5. Use the news gathering process to assess, validate, and create content.
6. Employ hands-on technical skills to produce quality communications-media content.
7. Use sales and marketing strategies to produce advertising revenue.
8. Apply business skills within a freelance and entrepreneurial environment.
9. Demonstrate media-specific employability skills and work behaviours to meet industry expectations.
10. Practice ethical behaviours and comply with legal standards in print and online journalism.

Land Analyst

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

Contact us

MacPhail School of Energy
Phone: 403.284.8451
Email: macphail.students@sait.ca

Program Description

The new Land Analyst Certificate is an online ten course credit program that prepares the graduates to contribute to the management of the 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.

Credentials

After successfully completing this program, graduates will receive a SAIT certificate in Land Analyst.

Progression

The progression requirement for students taking credit courses is a Term GPA and Total Institutional GPA of 2.0, with the exception of English Language Foundations and Academic Upgrading programs.

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
- 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 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**

Program Outcomes

1. Communicate in a clear and concise manner with the energy and land environments.
2. Generate and interrelate surface land documentation.
3. Apply land, energy and agricultural terminology to daily surface land operations.
4. Recognize and apply the specific surface land requirements on Government lands in Alberta.
5. Manage projects relating to surface land operations.
6. Investigate and apply current regulatory requirements.
7. Analyze results of land research to maintain records within the land department.
8. Analyze First Nations issues relating to surface rights.
9. Apply current technological skills in the management of land documents.
10. Explain the documentation supporting the life cycle of an energy development in Alberta.

Legal Assistant

- **Two-year diploma**
- **Fall and winter 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 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

- Windows operating system laptop required
- Includes a four-week unpaid practicum placement

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 Accreditation

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
- 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**

Program Outcomes

1. Apply communication skills effectively and appropriately within the legal industry.
2. Demonstrate professional behaviour that reflects the expectations of the legal industry.
3. Interact professionally within the legal work environment.
4. Manage information and administrative activities which support a legal organization.
5. Execute administrative office procedures within the legal industry.
6. Incorporate basic legal terminology and concepts in the preparation of documents and correspondence in various legal practice areas.
7. Demonstrate ethical behaviour in the legal environment.
8. Support the lawyer / client relationship within the legal industry.
9. Demonstrate competency in keyboarding, transcription and current computer software applications when providing legal services.
10. Conduct industry standard searches, and access court services, in the legal industry.

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

Organize, manage and access information as a library technician, information specialist or records management technician through this extensive program covering cataloguing, classification, public relations, web design and more.

Information resourcing is a people-oriented high-tech adventure and a sought-after skill. Public, academic and special libraries, including government and law libraries, as well as school learning commons all need employees with technical and people skills to ensure the expanding volume of information in today's world remains accessible and useful.

This comprehensive program will make you proficient in every area of library operations. It covers information services, including database searching, library network technology, cataloguing and classification. You'll use this knowledge to develop the skills required to ensure you can assist and educate customers on how to get the information they need when they need it. You'll also learn about records management, storytelling, marketing and public relations, web design and more.

Program Overview

Fast Facts

- Small class sizes: 40 students max.

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.

To succeed in this program, you should:

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

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 diploma in Library Information Technology.

Accreditation

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

Progression

The progression requirement for students taking credit courses is a Term GPA and Total Institutional GPA of 2.0, with the exception of English Language Foundations and Academic Upgrading programs.

Admission Requirements

At least 60% in the following courses or equivalents:

- English Language Arts 30-1 or English Language Arts 30-2 or equivalents, AND,
- Two of the following Grade 12 subjects: Math, Science, Social Science, Accounting, Law or a second language.
- LIBR-200 (Introduction to Libraries) may be substituted for one of the two Grade 12 subjects. This course is available through distance education.
- All applicants must demonstrate English Language Proficiency prior to admission, including students educated in Canada.

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.
- LIT Open Studies courses are priced from approximately $399 to $601, plus textbooks and handling charges.
- Bring your own device program.

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 315 – Services Children and Young Adults	1.5 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
LIBR 330 – Storytelling	1.5 credits
LIBR 399 – Library and Information Technology Project	1.5 credits
MGMT 215 – Advanced Information and Records Management	3 credits
MMGT 350 – Information Management Administration	3 credits
PRAC 392 – Library Practicum	3 credits
Total	**61.5 credits**

Program Outcomes

1. Uses current business communication practices.
2. Uses information literacy skills.
3. Provides information services to clients.
4. Uses current industry standards to organize materials and records.
5. Complies with regulatory and legislative information.
6. Creates services and programs oriented to the community served.
7. Commits to continual learning and professional development.
8. Adapts to diverse working environments.
9. Uses current library technology.
10. Explores emerging technology and issues.

Machining Technology

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

Contact us

School of Manufacturing and Automation
Phone: 403.284.8641
Email: ma.info@sait.ca

Program Description

Start your career as a machinist - a rewarding and challenging trade with precision and craftsmanship as core attributes. Get hands-on machining training by setting up and operating precision and CNC equipment to produce components used in various industries.

As a machinist, you'll make or modify mainly metal components to very fine tolerances based on intended designs. Modern machine tools are computer-driven, making machinists responsible for programming and operating high-tech equipment such as CNC mills, lathes, electrical discharge machines (EDM) and coordinate measuring machines (CMM). Metal cutting and shaping operations also use various other tools, including conventional mills, drills, lathes and grinders.

Some of the skills you'll learn in this program include machining as a broad range of technologies and techniques. In addition, you'll get hands-on training on machine set-up, manual and computer numerically controlled (CNC) operations, blueprint reading and CAD/CAM, process planning, design validation, precision measurement, metallurgy and machine shop communication fundamentals.

With 60 weeks (1530 hours) of training, this two-year program offers nearly double the content of the Machinist apprenticeship stream for equivalent periods. When you successfully complete each of the first three 15-week semesters, you will be eligible to write the Alberta Machinist Apprenticeship Period exams. At the end of 60 weeks, you will be eligible to write the Journeyman Machinist apprenticeship exam.

Program Overview

Fast Facts

- This program is two years in length, with each academic year divided into two 15-week semesters, with an optional Work Co-op after the second semester.
- When you successfully complete each of the first three 15-week semesters, you will be eligible to write the Alberta Machinist Apprenticeship Period exams.
- At the end of 60 weeks, you will be eligible to write the Journeyman Machinist Journeypersons exam.

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 Machining Technology 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

Upon successful completion of this program, graduates will be awarded a SAIT Machining Technology diploma.

Progression

The progression requirement for students taking credit courses is a Term GPA and Total Institutional GPA of 2.0, with the exception of English Language Foundations and Academic Upgrading programs.

Admission Requirements

- At least 50% in Math 20-1 or Math 20-2 or Math 20-3 AND,
- At least 50% in English Language Arts 20-1 or English Language Arts 20-2 AND,
- At least 50% in Science 10
- All applicants must demonstrate English Language Proficiency prior to admission, including students educated in Canada.

OR

- Completion of the SAIT Machinist Technician program 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)

- Books and supplies for a single year are approximately $325 (there is some fluctuation with module pricing).
- Optional text Machinery's Handbook is approximately $160.
- CSA approved safety footwear and CSA approved safety glasses.

Program Outline

First year

Semester 1

BLPR 229 – Blueprint Reading 1	1.5 credits
MACH 201 – Machine Shop 1	3 credits
MACH 203 – Machinist Theory 1	3 credits
MATH 266 – Applied Mathematics for Machinists – 1	1.5 credits
MNFG 201 – CNC Shop 1	3 credits
MNFG 202 – CNC Theory 1	1.5 credits

Semester 2

BLPR 235 – Blueprint Reading (CAD) 2	1.5 credits
EMTL 204 – Metallurgy	1.5 credits
MACH 211 – Machine Shop 2	3 credits
MACH 252 – Machinist Theory 2	3 credits
MATH 267 – Applied Mathematics for Machinists – 2	1.5 credits
MNFG 212 – CNC Shop 2	1.5 credits
MNFG 256 – CNC Theory 2	3 credits

Co–op Work Term (Optional)

CPWK 252 – Cooperative Work Term	0 credits

Second year

Semester 3

BLPR 301 – Blueprint Reading (CAD/CAM) 3	1.5 credits
COMM 267 – Professional Communication Skills	1.5 credits
MACH 301 – Machine Shop 3	3 credits
MACH 305 – Machinist Theory 3	3 credits
MATH 302 – Applied Mathematics for Machinists – 3	1.5 credits
MNFG 301 – CNC Theory 3	3 credits
MNFG 303 – CNC Shop 3	3 credits

Semester 4

BLPR 350 – Blueprint Reading (CAD/CAM) 4	1.5 credits
EMTL 307 – Metrology (CMM)	1.5 credits
MACH 352 – Machine Shop 4	3 credits
MACH 354 – Machinist Theory 4	3 credits
MNFG 351 – CNC Theory 4	3 credits
MNFG 352 – CNC Shop 4	3 credits
Total	**60 credits**

Program Outcomes

1. Demonstrate leadership in workplace safety.
2. Demonstrate effective written and verbal communication skills and familiarity with trade terminology when interacting with internal and external stakeholders.
3. Apply mathematical principles to solve mechanical and manufacturing problems.
4. Exercise professional judgment when planning jobs, selecting tools and sequencing operations for a project.
5. Demonstrate a working knowledge of CNC programming codes.
6. Operate, troubleshoot machining operations and maintain precision and CNC machines.
7. Use CAD/CAM technologies to read and interpret mechanical drawings and develop projects according to specifications.
8. Operate different models of machines and cutting tools to safely manufacture, assemble and repair mechanical and manufacturing components according to specifications.
9. Use current and emerging technologies, computer hardware and software, techniques, and materials to support mechanical and manufacturing projects.

Management and Leadership

- **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 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 can choose two electives to tailor the program to your specific needs and interests. 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. You'll have up to five years to complete this certificate.

When you complete the program, you have the opportunity to ladder into higher credentials at SAIT. Up to 24 credits from this certificate can be applied to our Business Administration diploma or Bachelor of Business Administration programs (varies by major). Both programs have additional admission requirements and your timeline to complete a diploma or degree begins when you start the first certificate course

Program Overview

Fast facts

- Small class sizes: 40 students max.
- Bring Your Own Device laptop-based 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.

Progression

The progression requirement for students taking credit courses is a Term GPA and Total Institutional GPA of 2.0, with the exception of English Language Foundations and Academic Upgrading programs.

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.
- We use free Open Educational Resources where possible.
- Bring your own device program.
- 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 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

Required Courses Order Recommendation

It is recommended that you complete the courses in the order that they are listed below.

MNGT 250 – Organizational Behaviour	3 credits
MNGT 255 – Introduction to Management	3 credits
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 321 – Project Management	3 credits
MNGT 257 – Business Certificate Capstone	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**

Program Outcomes

1. Use basic financial and accounting principles in a business setting.
2. Comprehend organizational behaviour and theory as applied in a business setting.
3. Apply human resources management theory in the workplace.
4. Develop appropriate personal skills and professional behaviours to uphold general management practices.
5. Achieve project goals through teamwork.
6. Apply project management theories and tools.
7. Integrate information and communication technology to achieve efficient business practices.
8. Demonstrate responsible leadership within increasingly complex and dynamic environments.

Marketing

- **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

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 strategies 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. When you graduate, you will be ready to enter the field as a marketing or communications assistant, marketing coordinator, social media specialist, or event coordinator. You'll have up to five years to complete this certificate.

When you complete this program, you have the opportunity to ladder into higher credentials at SAIT. Up to 24 credits from this certificate can be applied to our Business Administration diploma or Bachelor of Business Administration programs (varies by major). Both programs have additional admission requirements and your timeline to complete a diploma or degree begins when you start the first certificate course.

Program Overview

Fast facts

- Small class sizes: 40 students max.
- Bring Your Own Device laptop-based 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

The progression requirement for students taking credit courses is a Term GPA and Total Institutional GPA of 2.0, with the exception of English Language Foundations and Academic Upgrading programs.

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.
- For student funding, please refer to Financial Assistance.

Books and supplies (subject to change)

- Are in addition to the price of tuition.
- We use free Open Educational Resources where possible.
- Bring your own device program.
- 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 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

Required Courses Order Recommendation

It is recommended that you complete the courses in the order that they are listed below.

MNGT 200 – Introduction to Business	3 credits
MKTG 260 – Marketing Essentials	3 credits
COMN 220 – Communication and Presentation Skills	3 credits
MKTG 265 – Digital Marketing Foundations	3 credits
MKTG 306 – Building and Managing Brands	3 credits
MNGT 321 – Project Management	3 credits
MKTG 366 – Business Development and Customer Relationship Management	3 credits
MKTG 375 – Integrated Marketing Communications	3 credits
MNGT 257 – Business Certificate Capstone	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**

Program Outcomes

1. Integrate information and communication technology to achieve efficient business practices.
2. Apply marketing theory and processes in a business environment.
3. Develop product, pricing and promotion strategies to fit organizational objectives
4. Identify relevant market segments.
5. Achieve project goals through teamwork.
6. Apply project management theories and tools.
7. Use digital marketing tools to establish marketing channels and promote products.
8. Demonstrate effective critical thinking and problem-solving skills in business-related situations.

Mechanical 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 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.

Did you know graduates of the Mechanical Engineering Technology program have a 92% employment rate?

Student success

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

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 Canadian Council of Technicians and Technologists (CCTT). Graduates may apply for their Certified Engineering Technologist (CET) designation after two years of appropriate work experience.

While attending SAIT, Mechanical Engineering Technology students can become members of the following societies:

- Association of Science and Engineering Technology Professionals (ASET).
- Society of Automotive Engineers (SAE).
- American Society for Quality (ASQ).

Progression

The progression requirement for students taking credit courses is a Term GPA and Total Institutional GPA of 2.0, with the exception of English Language Foundations and Academic Upgrading programs.

Admission Requirements

Completion of the following courses or equivalents:

- At least 60% in Math 30-1, 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 300 – Modern Automation Integration	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

Evenings/Weekends

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 202 – Technology and Society	1.5 credits

Semester 2

MATH 288 – Mathematics for Engineering and Technology II	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 3

DYNA 265 – Dynamics	1.5 credits
EMTL 250 – Engineering Materials	3 credits
ENGD 250 – Technical Modeling	3 credits
STAT 245 – Statistics for Engineering and Technology I	3 credits

Semester 4

EMTL 300 – Mechanics of Materials	3 credits
FLDS 350 – Fluid Mechanics	1.5 credits
MNFG 290 – Manufacturing Processes	3 credits
THRM 200 – Introduction to Thermodynamics	1.5 credits

Semester 5

COMM 256 – Professional Communications and Presentation Skills	3 credits
DSGN 303 – Mechanical Systems Design	3 credits
ECON 209 – Engineering Economics	1.5 credits
FLDS 320 – Fluid Power	1.5 credits

Semester 6

DSGN 380 – Machine Design	3 credits
MACH 380 – Machine Dynamics	1.5 credits
MNFG 310 – Advanced Manufacturing	3 credits
PROJ 375 – Capstone Project	3 credits
Total	**60 credits**

Program Outcomes

1. Research, analyze, prepare, document, submit and present a Technology Report (Capstone Project) relating to a significant technology-related issue.
2. Demonstrate capability in mathematics consistent with the discipline requirements and program objectives.
3. Apply the current practices of project management to applied science and engineering technology projects consistent with the discipline requirements.
4. Apply the principles of physical and natural science.
5. Apply the knowledge of business/management principles, ethics, sustainability, contracts, codes and standards.
6. Obtain and analyze data, and prepare and document data.
7. Utilize computer software, hardware and other technological tools appropriate and necessary to performance of tasks.
8. Apply knowledge of health and safety practices to minimize exposure to unsafe conditions and ensure a safe working environment for oneself and co-workers.
9. Mechanical Machine Design: Analyse, design and specify machine elements and mechanical parts.
10. CAD Drawings: Prepare CAD drawings, specifications, estimates and other technical documentation.
11. Fabrication Processes: Apply knowledge of material and engineering principles to manufacturing operations and processes.
12. Applied Thermodynamics: Apply concepts of conduction, convection, radiation and heat transfer in the analysis of properties and heat transfer problems.
13. Process Instrumentation and HVAC Controls: Design and specify automated manufacturing operations.
14. Fluid Mechanics: Demonstrate an understanding of the properties of fluid mechanics.
15. Equipment Commissioning: Assist in the commissioning of mechanical building systems.
16. Project Management: Apply the principles of project management in mechanical engineering work.
17. Computer Aided Engineering: Use appropriate integrated asset management software.

Medical Device Reprocessing Technician

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

Fast facts

- Students are responsible for any additional expenses related to their practicum, including pre-practicum requirements as outlined by the program, and relocation costs to practicum sites outside of Calgary
- There are no practicum placements in Calgary or the surrounding area for part-time students
- Students require access to a personal computer and Internet in order to complete the required courses

Your career

Graduates may find employment as medical device reprocessing technicians, sterile processors, service aides, and in related capacities within a variety of healthcare settings. These include but are not limited to medical device reprocessing departments, operating rooms, doctors' 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, though these typically progress into full-time positions within one year of hire. In order to find employment, many graduates must relocate to meet demand, which can be anywhere throughout Alberta or Canada.

Student success

Job expectations for success in this profession include:

- Fine motor skills
- Critical thinking
- Communication (speaking, reading, writing, and listening)
- Able to work independently
- Able to participate in classroom, lab, and practicum activities as scheduled by the program
- Adaptable
- Able to work well under stress
- Able to use technology
- Attention to detail
- Able to maintain professional behaviour; emotional self-regulation
- Able to wear Personal Protective Equipment for extended periods of time
- Able to work extended hours, including nights and/or weekends and shift work
- Able to tolerate the sight of human blood and tissue
- Able to assist in transporting, lifting, and positioning of patients and/or equipment
- Able to meet the physical demands of the job (e.g. able to use hand, wrist, and arm for prolonged periods of time)
- Able to tolerate latex and disinfection chemicals
- Able to both lift 40lbs (20kg) and push or pull 250lbs (110kg) on a frequent basis

Prospective students are strongly encouraged to refer to the ALIS website for career, learning, and employment information for Surgical Processors, as well as the governing body's competency profile for the profession, 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

Upon successful completion of this program, graduates will be awarded a SAIT Medical Device Reprocessing Technician certificate.

Professional Designations and Certifications

This program is recognized by the Healthcare Sterile Processing Association (HSPA) international certification exam and the Canadian Standards Association (CSA) certification exam. Graduates are eligible to challenge the HSPA and CSA certification exams upon completion of the program, and the program will provide graduates with assistance in this process. As the certification requirements for employment opportunities vary across provincial and national jurisdictions, graduates are encouraged to challenge both the HSPA and CSA exams, in order to maximize their employability.

Accreditation

There are no formal accreditation arrangements at this time.

Note: This program is eligible for the Canada-Alberta Job Grant.

Progression

The progression requirement for students taking credit courses is a Term GPA and Total Institutional GPA of 2.0, with the exception of English Language Foundations and Academic Upgrading programs.

Admission Requirements

- At least 60% in English Language Arts 30-1, or, at least 70% in English Language Arts 30-2, and,
- At least 60% in Science 20 or Biology 20 or Chemistry 20, or, at least 70% in Science 24
- 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.

Program Outline

COMP 264 – Introduction to Digital Productivity Applications	1.5 credits
INFC 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
STDP 246 – Supply Distribution and Standards	1.5 credits
SPRO 255 – Professional Practice	1.5 credits
PRAC 296 – Practicum	7.5 credits
Total	**18 credits**

Program Outcomes

1. Practice within established protocols, safety guidelines, and existing legislation
2. Apply principles of basic microbiology and infection prevention and control to decrease risk to patients and staff during routine reprocessing procedures
3. Handle and transport contaminated medical devices
4. Decontaminate re-usable medical devices
5. Prepare and package medical devices
6. Inspect instruments and devices for cleanliness, function, and damage
7. Disinfect and sterilize medical devices
8. Monitor and document device quality
9. Store and distribute medical devices
10. Troubleshoot common problems within the medical device reprocessing department
11. Use effective written, verbal, and non-verbal communications skills in all medical device reprocessing practice settings, including in digital communications
12. Collaborate effectively within the inter-disciplinary team to achieve a high standard of patient-centered care in all aspects of medical device reprocessing practice
13. Demonstrate the ability to prioritize and follow through with assigned tasks
14. Demonstrate the ability to retrieve, analyze, and report data and information specific to MDRT industry standards

Please see sait.ca for additional information that is relevant to this program.

Medical Laboratory Assistant

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.

The Medical Laboratory Assistant (MLA) fast-track program will train you to collect, process, and prepare patient specimens, enter data, perform clerical and reception services, perform electrocardiograms and urinalyses, and carry out basic laboratory procedures. This program provides classroom and laboratory instruction, clinical integration training, and a SAIT-arranged practicum experience in a medical laboratory and patient service center. This will provide you with the opportunity to refine and apply your competencies before entering the field as a professional.

Program Overview

Fast facts

- 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
  - Special consideration of personal circumstances will not be provided when assigning practicum placements
  - Students are responsible for any additional expenses related to their practicum, including pre-practicum requirements as outlined by the program, and relocation costs to practicum sites outside of Calgary
- Students require access to a personal computer with Internet in order to complete the required courses
- All courses must be completed within the program completion timeframe. Please be advised that for the purpose of student loans, full-time student status requires that learners are enrolled in a minimum of 60% of a full course load per semester.Students require a personal computer with internet access in order to complete the required courses.

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. 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

Job expectations for success in this profession include:

- Fine motor skills
- Critical thinking
- Communication (speaking, reading, writing, and listening)
- Able to work independently
- Able to participate in classroom, lab, and practicum activities as scheduled by the program
- Adaptable
- Able to work well under stress
- Able to use technology
- Attention to detail
- Able to maintain professional behaviour; emotional self-regulation
- Able to wear Personal Protective Equipment for extended periods of time
- Able to work extended hours, including nights and/or weekends and shift work
- Able to tolerate the sight of human blood and tissue
- Able to assist in transporting, lifting, and positioning of patients and/or equipment
- Able to meet the physical demands of the job (e.g. use hand, wrist, and arm for prolonged periods of time)
- Possess normal colour vision
- Able to tolerate latex and disinfection chemicals
- Able to sit for long periods of time (3-4 hours)
- Comfortable with performing patient care procedures which may be sensitive or performed in close proximity
- Ability to type at 30 wpm with high accuracy

Prospective students are strongly encouraged to refer to the ALIS website for career, learning, and employment information for Medical Laboratory Assistant, as well as the governing body's competency profile for the profession, 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

After successfully completing this program, graduates will receive a SAIT Medical Laboratory Assistant certificate.

All graduates are eligible for registration and membership with the Canadian Society for Medical Laboratory Science (CSMLS).

Obtaining national certification as a medical laboratory assistant will allow for opportunities to work across Canada.

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 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.
- Successful applicants must meet or exceed a score of 50% in the School of Health and Public Safety's Entrance Testing Process.
- 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.

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**

Rural Health Zones (RHZ) Stream

The MLA program also offers a Rural Health Zones (RHZ) stream. This stream is cohort based and encompasses a blended delivery model. Learners will acquire their theoretical foundations through online education, and be provided hands-on simulated laboratory experience on-campus at SAIT, followed by a practicum rotation in a clinical setting. Practicum sites include fully operational laboratories and patient service centres located in rural areas of the province.

This stream of the MLA program addresses an existent need of Alberta Precision Laboratories' services in rural areas of Alberta. As such, all practicum placements will occur within rural Alberta, and only applicants with a home address (living) in the region will be eligible for admission to the program. Students will be responsible for all fees related to their practicum placements, including the cost of travel, relocation, and dwelling.

Please be advised that all courses must be completed within the timeframe as displayed in the Program Outline, and that for the purposes of applying for student loans, all students in this stream are considered part-time.

Semester 1: May - August

MEDL 200 – Clinical Laboratory Foundations	3 credits
MEDL 201 – Patient Services	3 credits
MEDL 203 – Clinical Laboratory Testing	3 credits
INFC 215 – Infection Prevention and Control	1.5 credits
PROF 202 – Professional Practice 2	1.5 credits
MEDL 202 – Clinical Integration	1.5 credits

Semester 2: September and October

PRAC 271 – Clinical Placement	3 credits
PROF 202 – Professional Practice 2	1.5 credits

Program Outcomes

Program Outcomes are based on the Canadian Society for Medical Laboratory Science (CSMLS) Competency Profile.

1. Practice within their scope of professional competence and according to established protocols, safety guidelines and ethical and legal requirements. (P. 1. 1. 2)
2. Verify relevant data and ensure that appropriate specimens are collected and handled according to established protocols.
3. Perform pre-analytical procedures on specimens from a variety of sources according to established protocols.
4. Prepare reagents, media and supplies using approved methods and according to laboratory standards and established procedures. (P. 1. 1. 2)
5. Interact with colleagues, patients, clients and other health professionals in a competent and professional manner. (1. 1. 1)
6. Practice and promote the principles of quality management.
7. Meet the legal and ethical requirements of practice and protect the patient's right to a reasonable standard of care.
8. Apply critical thinking skills to constructively investigate, evaluate and problem solve.
9. Perform electrocardiograms and urinalysis to established protocols.

Please see sait.ca for additional information that is relevant to this program.

Medical Laboratory Technology

Contact us

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

Program Description

As part of Canada's fourth largest group of healthcare professionals, medical laboratory technologists play an integral role in our healthcare system. Medical laboratory technologists are trained to perform a broad spectrum of laboratory testing and procedures, and they play a vital role in the diagnosis, treatment and prevention of disease.

Based in large part on the national competency profile issued by the Canadian Society for Medical Laboratory Science (CSMLS), this two-year, full-time and fast-paced Medical Laboratory Technology (MLT) program will train you to become skilled in applying the scientific, technical, and medical principles needed to perform and evaluate laboratory testing in a healthcare setting.

The first year of the MLT program consists of classroom instruction and laboratory training. The second year consists of theory instruction and an extensive clinical practicum at affiliated sites. This practicum provides a range of clinical experiences where you'll have opportunities to develop and integrate the necessary knowledge, skills and attitudes in practical or simulation settings. In the last term, you will write practice competency-based exams in preparation for challenging the national CSMLS certification exam.

Program Overview

Fast facts

- 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
- Students are responsible for any additional expenses related to their practicum, including pre-practicum requirements as outlined by the program, and relocation costs to practicum sites outside of Calgary
- Students require access to a personal computer and Internet in order to complete the required courses

All courses must be completed within the program completion timeframe. Please be advised that for the purpose of student loans, full-time student status requires that learners are enrolled in a minimum of 60% of a full course load per semester.

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.

Student success

Job expectations for success in this profession include:

- Fine motor skills
- Critical thinking
- Communication (speaking, reading, writing, and listening)
- Able to work independently
- Able to participate in classroom, lab, and practicum activities as scheduled by the program
- Adaptable
- Able to work well under stress
- Able to use technology
- Attention to detail
- Able to maintain professional behaviour; emotional self-regulation
- Able to wear Personal Protective Equipment for extended periods of time
- Able to work extended hours, including nights and/or weekends and shift work
- Able to tolerate the sight of human blood and tissue
- Able to assist in transporting, lifting, and positioning of patients and/or equipment
- Able to meet the physical demands of the job (e.g. spend most hours working on your feet, walking, repetitive bending, repetitive tasks)
- Able to visualize in three dimensions
- Possess normal colour vision
- Able to tolerate latex and disinfection chemicals

Prospective students are strongly encouraged to refer to the ALIS website for career, learning, and employment information for Medical Laboratory Technology, as well as the governing body's competency profile for the profession, 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

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

The progression requirement for students taking credit courses is a Term GPA and Total Institutional GPA of 2.0, with the exception of English Language Foundations and Academic Upgrading programs.

Admission Requirements

Completion of the following courses or equivalents AND a combined average of 75%:

- At least 70% in Math 30-1, 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.
- Successful applicants must meet or exceed a score of 50% in the School of Health and Public Safety's Entrance Testing Process.
- 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.

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 – MLT 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 – MLT 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

Note: The following courses continue through to the end of your program.

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**

Program Outcomes

1. Conduct professional practice according to established protocols, safety guidelines, and existing legislation.
2. Verify relevant data to ensure that appropriate specimens are collected and handled according to established protocols.
3. Perform analytical techniques and assess results on a variety of specimens while understanding the underlying principles.
4. Interpret, document, and report laboratory results, according to established protocols using scientific knowledge and skills.
5. Practice and promote principles of quality management.
6. Apply critical thinking skills when constructively investigating, evaluating, and problem solving.
7. Interact using effective communication, teamwork skills, and inter-professional collaboration with patients, clients, and other healthcare professionals.
8. Meet the legal and ethical requirements of practice while protecting a patient's right to a reasonable standard of care.
9. Demonstrate scope of practice, professionalism, and ownership of personal growth and learning.

Please see sait.ca for additional information that is relevant to this program.

Medical Office Assistant and Unit Clerk

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. This program includes on-campus and online activities, as well as an unpaid practicum in a healthcare facility or medical office setting.

Program Overview

Fast facts

- Students require access to a personal computer and Internet in order to complete the required courses
- This program includes an unpaid practicum in a healthcare facility or medical office setting
- Based on the availability of the practicum sites, students may have to travel or re-locate outside of Calgary in order to complete their practica
- Students are responsible for any additional expenses related to their practicum, including pre-practicum requirements as outlined by the program, and relocation costs to practicum sites outside of Calgary

All courses must be completed within the program completion timeframe. Please be advised that for the purpose of student loans, full-time student status requires that learners are enrolled in a minimum of 60% of a full course load per semester.

Your career

Graduates are employed as medical office assistants, secretaries, and unit or admitting clerks in health care facilities, physician offices, regional health, chiropractic and rehabilitation centres.

Student success

Job expectations for success in this profession include:

- Critical thinking
- Communication (speaking, reading, writing, and listening)
- Able to work independently
- Able to work with others
- Able to participate in classroom, lab, and practicum activities as scheduled by the program
- Adaptable
- Able to work well under stress
- Able to use technology
- Attention to detail
- Able to maintain professional behaviour; emotional self-regulation
- Able to work extended hours, including nights and/or weekends, and shift work
- Able to tolerate latex, disinfection chemicals
- Able to sit for long periods of time (3-4 hours)
- Comfortable performing patient care procedures which may be sensitive or performed in close proximity
- Ability to type at 30wpm with high accuracy

Prospective students are strongly encouraged to refer to the ALIS website for career, learning, and employment information for Medical Office Assistants and Unit Clerks for more information on this profession.

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

The progression requirement for students taking credit courses is a Term GPA and Total Institutional GPA of 2.0, with the exception of English Language Foundations and Academic Upgrading programs.

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.

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**

Part-Time Stream

The part-time stream is completed through a combination of online, evening, and weekend study. This stream is ideal for students who wish to work full-time while completing the program.

Semester 1: January April

COMP 264 – Introduction to Digital Productivity Applications	1.5 credits
HILA 200 – Health Information Law 1	1.5 credits
HRSC 206 – Patient Record 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 220 – Unit Clerk 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**

Program Outcomes

1. Use effective written, verbal, and non-verbal communication skills in all health information office assistant practice settings.
2. Demonstrate compassion and respect in all aspects of health information office assistant practice.
3. Adhere to legal and ethical requirements with personal and professional accountability and responsibility, to ensure the protection and safety of practitioners, patients, and the public.
4. Collaborate effectively within the interdisciplinary team to achieve a high standard of patient-centered care in all aspects of health information office assistant practice.
5. Use critical thinking and an evidence-based approach in all aspects of health information office assistant practice, to optimize patient care.
6. Plan for participation in lifelong learning and continuing education in order to excel in personal practice as a health information office assistant.
7. Create a community of knowledge sharing and professional pride though education and preceptorship of students, peers, and inter-professional team members.
8. Demonstrate proficient use of technology to promote best practice in health information office assistant duties.

Please see sait.ca for additional information that is relevant to this program.

Medical Radiologic Technology

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 trains students as medical radiologic technologists, 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.

Students will complete courses in anatomy and pathology, apparatus and image management, computed tomography, radiation protection, general and specialized radiographic techniques, professional practice and patient care. They will also focus on specialized imaging, clinical integration, quality assurance and control, and professional practice. Additionally, students will complete three clinical practica where they rotate through general and specialized medical radiologic technology departments, applying what they have learned in these clinical settings.

Program Overview

Fast facts

- 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
- Students are responsible for any additional expenses related to their practicum, including pre-practicum requirements as outlined by the program, and relocation costs to practicum sites outside of Calgary
- During the clinical portion of the program, students are expected to participate in normal MRT shiftwork that can include evenings, weekends, and statutory holidays
- Students require access to a personal computer with Internet in order to complete the required courses

All courses must be completed within the program completion timeframe. Please be advised that for the purpose of student loans, full-time student status requires that learners are enrolled in a minimum of 60% of a full course load per semester.

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.

Student success

Job expectations for success in this profession include:

- Fine motor skills
- Critical thinking
- Communication (speaking, reading, writing, and listening)
- Able to work independently
- Able to participate in classroom, lab, and practicum activities as scheduled by the program
- Adaptable
- Able to work well under stress
- Able to use technology
- Attention to detail
- Able to maintain professional behaviour; emotional self-regulation
- Able to wear Personal Protective Equipment for extended periods of time
- Able to work extended hours, including nights and/or weekends and shift work
- Able to tolerate the sight of human blood and tissue
- Able to assist in transporting, lifting, and positioning of patients and/or equipment
- Able to meet the physical demands of the job (e.g. spend most hours working on your feet, walking, repetitive bending, repetitive tasks)
    - Please note that 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
- Able to reach, handle, and move equipment at a minimum height of 180cm (to move overhead equipment)
- Able to tolerate latex and disinfection chemicals
- Comfortable with performing patient care procedures which may be sensitive or performed in close proximity

Prospective students are strongly encouraged to refer to the ALIS website for career, learning, and employment information for Medical Radiologic Technology, as well as the governing body's competency profile for the profession, 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

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

The progression requirement for students taking credit courses is a Term GPA and Total Institutional GPA of 2.0, with the exception of English Language Foundations and Academic Upgrading programs.

Admission Requirements

At least 75% in the following courses or equivalents:

- Math 30-1, or, Math 30-2, AND,
- English Language Arts 30-1, AND,
- Physics 30, AND,
- One of either Biology 30, or Chemistry 30, or Science 30.
- Successful applicants must meet or exceed a score of 50% in the School of Health and Public Safety's Entrance Testing Process.
- 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.

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**

Program Outcomes

1. Provide patient care to ensure comfort, safety, and dignity.
2. Collaborate effectively within the inter-professional environment to achieve a high standard of patient service.
3. Engage in the healthcare system with a comprehensive understanding of, and accountability towards, your impact.
4. Produce, evaluate, process, and critique diagnostic digital images in MRT clinical settings.
5. Perform, evaluate, process, and critique non-imaging procedures in a MRT clinical setting.
6. Evaluate and guide the technical and professional development of students using educational institute guidelines.
7. Use verbal, non-verbal, and written skills to communicate appropriately with patients, members of the healthcare team, and the public.
8. Model professionalism by adhering to the professional code of ethics, legal and workplace standards, and by embracing a commitment to lifelong learning.
9. Ensure the physical and psychological safety of patients, co-workers, and self while maintaining radiation safety standards.
10. Competently operate and evaluate equipment performance to ensure accuracy of clinical procedures.
11. Apply critical thinking and creativity to adapt to challenging situations in the workplace.

Please see sait.ca for additional information that is relevant to this program.

Network Systems Specialist

- **32-week certificate**
- **Fall and spring start**
- **Full-time blended, but must be able to attend classes on main campus**

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

- This program includes a practicum placement during which students are provided the opportunity to apply their skills in a professional setting
- Due to the tight integration of the courses in this program, credit for prior learning is not available

Your career

Graduates of this program may find employment as network systems specialists, network support analysts, IT consultants, network support specialists, or in a variety of related careers in the IT field. Employment opportunities exist in public, private, and community-based organizations and businesses.

Student success

This is an intensive program requiring a significant commitment of time and energy. Students who are succesful in this program typically:

- Have higher secondary and/or post-secondary grades
- Make their education a priority (including engaging in consistent self-study throughout the program)
- Have experience with computer hardware and/or operating and networking systems (an asset, but not required)

Credentials

Upon successful completion of this program, graduates will be awarded a SAIT Network Systems Specialist certificate.

Professional Designations and Certifications

Graduates of this program will be well equipped to challenge the Cisco Certified Network Administrator (CCNA) exams.

With additional work experience and exam preparation, graduates may also become prepared to challenge other relevant industry exams, including the CompTIA A+ and VMWare certifications.

Progression

The progression requirement for students taking credit courses is a Term GPA and Total Institutional GPA of 2.0, with the exception of English Language Foundations and Academic Upgrading programs.

Admission Requirements

- A minimum grade of 60% in English Language Arts 30-1 or 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, including students educated in Canada.

Ideal applicant

The ideal candidate for the Network Systems Specialist program at SAIT is a highly motivated individual with a passion for technology, particularly networking. They possess a solid understanding of IT concepts and demonstrate strong analytical and problem-solving skills. With a commitment to staying updated with industry trends, the ideal candidate is adaptable, fast learner, and has excellent collaboration and communication abilities. Their meticulous attention to detail and focus on network security make them well-suited to excel in managing and optimizing network systems for organizations.

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 required textbooks.
- Bring your own device program

Program Outline

Fall Intake

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

PRAC 249 – Career Advancement Practicum	3 credits

Spring Intake

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
PRAC 249 – Career Advancement Practicum	3 credits
Total	**33 credits**

Program Outcomes

1. Communicate effectively with clients and end users about technical design, constraints, and implementation
2. Analyze business needs to provide an appropriate network design
3. Demonstrate technical competency in designing and building network solutions
4. Configure and manage virtualized server and storage systems
5. Employ appropriate tools and equipment to manage a network environment
6. Secure networks through the correct selection of hardware and software configurations
7. Display effective configuration skills in client, server, and network technologies
8. Conduct effective presentations linking technical solutions to business needs
9. Demonstrate professionalism, teamwork, and effective communications skills to meet industry expectations.
10. Apply job search and employment skills for career development
11. Demonstrate problem solving and troubleshooting skills in all aspects of network management
12. Develop appropriate documentation as required for network projects

Non-Destructive Testing Foundations

- **15-week certificate**
- **Fall, winter and spring start dates**
- **Full-time classroom**

Contact us

School of Manufacturing and Automation
Phone: 403.284.8641
Email: ma.info@sait.ca

Program Description

Play a vital role in the inspection industry by studying non-destructive testing - an important component of many industries. You can make a difference by identifying potential mechanical and structural failures that can save time, money and lives.

Develop the skills to enter the growing non-destructive testing (NDT) field by gaining basic overall knowledge of the inspection industry so you can progress through all levels of inspection methods. This program is a combination of online theory courses and on-campus practical labs, giving you flexibility to balance your other obligations while still furthering your education.

In Canada, NDT certification is regulated by the Canadian General Standards Board (CGSB) and there are three steps required to obtain the certification: training, work experience and CGSB exams. These three steps are required for each level of certification in each method. This program will help you to accomplish the training step that will prepare you for a job in the field.

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

After successfully completing this program, graduates will receive a SAIT certificate in Non-Destructive Testing.

Accreditation

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

Progression

The progression requirement for students taking credit courses is a Term GPA and Total Institutional GPA of 2.0, with the exception of English Language Foundations and Academic Upgrading programs.

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.

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

Evenings/Weekends

This flexible offering is available evenings and weekends for approximately 8 months.

Semester One

CODE 270 – Materials and Processes for NDT	3 credits
COMM 249 – Technical Communications	1.5 credits
INSP 200 – Visual Inspection Level 2	1.5 credits
INSP 220 – Certified Exposure Device Operator	1.5 credits
INSP 263 – Magnetic Particle Levels I and II	1.5 credits

Semester Two

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**

Program Outcomes

1. Work, behave and interact with others in a professional and respectful manner.

2a. Communicate technical and inspection information by written, visual and oral means using supporting technologies, where applicable.

2b. Build communication networks and relationships among co-workers, clients and management in order to achieve common goals.

3. Perform applicable inspection techniques to detect and identify defects, in order to ensure safety and quality.

4. Accurately interpret and use codes, drawings and other pertinent documentation to perform inspections and comply with requirements.

5. Follow applicable codes, standards and specifications to perform quality, comprehensive and repeatable inspections for consistent results.

6. Demonstrate proficiency in using and maintaining all applicable equipment required in the field.

7. Follow site specific safe working practices including Occupational Health and Safety and Safety requirements.

8. Act in an honest, responsible and ethical manner with due regard for the social and business implications and standards.

9. Demonstrate basic critical thinking and problem solving skills.

10. Plan on-going training and personal development for personal and professional growth to achieve excellence in their career field.

Nuclear Medicine Technology

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 trains students as nuclear medicine technologists, ready to work with patients and medical staff in clinical nuclear medicine settings.

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. They will also learn about instrumentation, dosimetry, pathology, advanced computers, research and clinical integration. Additionally, students will complete three clinical practica where they rotate through all areas of nuclear medicine, applying what they have learned while in these clinical settings.

Program Overview

Fast facts

- 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
- Students are responsible for any additional expenses related to their practicum, including pre-practicum requirements as outlined by the program, and relocation costs to practicum sites outside of Calgary
- Students require access to a personal computer with Internet in order to complete the required courses

All courses must be completed within the program completion timeframe. Please be advised that for the purpose of student loans, full-time student status requires that learners are enrolled in a minimum of 60% of a full course load per semester.

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

Job expectations for success in this profession include:

- Fine motor skills
- Critical thinking
- Effective communication (speaking, reading, writing, and listening)
- Able to work independently
- Able to participate in classroom, lab, and practicum activities as scheduled by the program
- Adaptable
- Able to work well under stress
- Able to use technology
- Attention to detail
- Able to maintain professional behaviour; emotional self-regulation
- Able to wear Personal Protective Equipment for extended periods of time
- Able to work extended hours, including nights and/or weekends and shift work
- Able to tolerate the sight of human blood and tissue
- Able to assist in transporting, lifting, and positioning of patients and/or equipment
- Able to meet the physical demands of the job (e.g. spend most hours working on your feet, walking, repetitive bending, repetitive tasks)
- Able to tolerate latex and disinfection chemicals
- Comfortable with performing patient care procedures which may be sensitive or performed in close proximity

Prospective students are strongly encouraged to refer to the ALIS website for career, learning, and employment information for Nuclear Medicine Technology, as well as the governing body's competency profile for the profession, 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

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

The progression requirement for students taking credit courses is a Term GPA and Total Institutional GPA of 2.0, with the exception of English Language Foundations and Academic Upgrading programs.

Admission Requirements

Completion of the following courses or equivalents:

- At least 60% in Math 30-1, or at least 70% in Math 30-2, AND,
- At least 60% in English Language Arts 30-1, AND,
- At least 60% in Chemistry 30, AND,
- At least 60% in either Biology 30 or Physics 30 or Math 31.
- Successful applicants must meet or exceed a score of 50% in the School of Health and Public Safety's Entrance Testing Process.
- 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.

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**

Program Outcomes

1. Provide patient care to ensure comfort, safety, and dignity.
2. Collaborate effectively within the inter-professional environment to achieve a high standard of patient service.
3. Engage in the healthcare system with a comprehensive understanding of, and accountability towards, your impact.
4. Produce, evaluate, process, and critique diagnostic digital images in NMT clinical settings.
5. Perform, evaluate, process, and critique non-imaging procedures in a NMT clinical setting.
6. Evaluate and guide the technical and professional development of students using educational institute guidelines.
7. Use verbal, non-verbal, and written skills to communicate appropriately with patients, members of the healthcare team, and the public.
8. Model professionalism by adhering to the professional code of ethics, legal and workplace standards, and by embracing a commitment to lifelong learning.
9. Ensure the physical and psychological safety of patients, co-workers, and self while maintaining radiation safety standards.
10. Competently operate and evaluate equipment performance to ensure accuracy of clinical procedures.
11. Apply critical thinking and creativity to adapt to challenging situations in the workplace.

Please see sait.ca for additional information that is relevant to this program.

Object Oriented Software Development

- **32-week certificate**
- **Fall and spring start**
- **Full-time blended, but must be able to attend classes on main campus**
- **Bring your own device program**

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. This program is designed to provide you with the knowledge and practice you need to acquire solid software development skills in minimal time.

Build a career in full-stack software development with training in object-oriented programming, web-based application development, and relational databases. Covering introductory concepts through advanced techniques, you will gain experience in several object oriented programming languages, web and mobile application development, and relational databases, while using a vast array of development tools.

Program Overview

Fast facts

- This program includes a practicum placement during which students are provided the opportunity to apply their skills in a professional setting
- Due to the tight integration of the courses in this program, credit for prior learning is not available

Your career

Graduates may find employment as a software developer, programmer, analyst, systems analyst, web developer or IT consultant.

Student success

This is an intensive program requiring a commitment of both time and energy. Students who experience success in this program and profession typically:

- Have higher secondary and/or post-secondary grades
- Make their education a priority (including engaging in consistent self-study throughout the program)
- Have previous work or educational experience in computer programming
- Think logically and can concentrate for long periods of time
- Enjoy developing innovative solutions to problems using computer programming
- Are detail oriented, and can remain patient and persistent while debugging code
- Are capable of learning independently and enjoy self-directed study

Credentials

After successfully completing this program, graduates will receive a SAIT certificate in Object Oriented Software Development.

Progression

The progression requirement for students taking credit courses is a Term GPA and Total Institutional GPA of 2.0, with the exception of English Language Foundations and Academic Upgrading programs.

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.

Ideal applicant

The ideal candidate for the Object-Oriented Software Development program at SAIT is a motivated individual with a passion for software development. They possess a strong foundation in programming and a keen interest in object-oriented design. With strong problem-solving skills and an adaptable mindset, they excel in creating efficient software solutions. With excellent collaboration and communication abilities, they are well-prepared to contribute to innovative software projects and become proficient software developers.

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 required textbooks.
- Bring your own device program.

Program Outline

Fall Intake

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

PRAC 249 – Career Advancement Practicum	3 credits

Spring Intake

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
PRAC 249 – Career Advancement Practicum	3 credits
Total	**28.5 credits**

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

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 2019 Specialist
- Excel 2019 Specialist
- PowerPoint 2019 Specialist
- Outlook 2019 Specialist

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

Progression

The progression requirement for students taking credit courses is a Term GPA and Total Institutional GPA of 2.0, with the exception of English Language Foundations and Academic Upgrading programs.

Admission Requirements

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

- Math 10C or Math 20-3, AND,
- English Language Arts 30-1 or English Language Arts 30-2
- All applicants 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 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 requiring a Windows operating system laptop.

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**

Program Outcomes

1. Demonstrate collaborative teamwork.
2. Demonstrate basic communication skills.
3. Provide basic client service.
4. Demonstrate ethical and professional behavior.
5. Input, store, and retain information.
6. Format business reports.
7. Use emerging technology.
8. Execute a variety of daily tasks and business activities.

Open Studies

- **Spring, summer, fall and winter start**
- **Classroom or online**

Contact us

Phone: 403.284.8923
Email: 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

Your Career

Complete Open Studies courses in order to get a head start on your education, to reduce course load once in a credential program, or to determine which career path best suits you. You may also take courses for general interest or for personal or professional development.

Student success

To be successful in this program, you should:

- 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

The progression requirement for students taking credit courses is a Term GPA and Total Institutional GPA of 2.0, with the exception of English Language Foundations and Academic Upgrading programs.

Admission Requirements

There are no Admission requirements for the Open Studies program.

Costs

Tuition (subject to change)

- Tuition in the Open Studies program is based on a tiered rate.
  - Tier 1 $228 per credit
  - Tier 2 $270 per credit
  - Tier 3 $328 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

ACCT 215 – Introductory Financial Accounting I	3 credits
ANPH 209 – Anatomy and Physiology	3 credits
BCMP 225 – Business Productivity Tools and Technology	3 credits
BFIN 255 – Personal Financial Planning	3 credits
BIOL 2220 – Organisms and their Relationships	3 credits
BLAW 300 – Business Law	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 352 – Communicating in the Workplace	1.5 credits
COMM 3310 – Presentations	3 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 – Introduction to Digital Productivity Applications and Web Design	1.5 credits
DYNA 265 – Dynamics	1.5 credits
ECON 250 – Microeconomics	3 credits

ECON 305 – Macroeconomics	3 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
HOSP 200 – Introduction to Hospitality and Tourism	3 credits
INFC 215 – Infection Prevention and Control	1.5 credits
LEGA 205 – Keyboard Skill Building	3 credits
LEGL 200 – Introduction to Law	3 credits
LEGL 210 – Corporate Law	3 credits
LEGL 260 – Litigation Law I	3 credits
LEGL 270 – Real Estate Law I	3 credits
LIBR 235 – Library Information Services I	3 credits
LIBR 251 – Integrated Library Technology	3 credits
LIBR 297 – Library Operations	3 credits
LIBR 315 – Services Children and Young Adults	1.5 credits
LIBR 330 – Storytelling	1.5 credits
LIBR 335 – Library Information Services II	3 credits
LIBR 349 – Library and Information Technology Project I	1.5 credits
LIBR 399 – Library and Information Technology Project	1.5 credits
MATH 1011 – Technical Mathematics I	3 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
MKTG 260 – Marketing Essentials	3 credits
MKTG 275 – Creating Your Personal Brand	3 credits
MKTG 360 – Library Marketing	1.5 credits
MNGT 200 – Introduction to Business	3 credits
MNGT 250 – Organizational Behaviour	3 credits
MNGT 255 – Introduction to Management	3 credits
PATH 252 – Pathophysiology 2	3 credits
PATH 242 – Pathophysiology 1	3 credits
PHIL 1011 - Critical Thinking *(equivalent to PHIL 241)*	3 credits
PHIL 241 – 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 4010 – Research Methodologies	3 credits
STCS 255 – Engineering Statics	1.5 credits

Program Outcomes

1. **Academic Readiness:** Apply strategies to learn effectively, balance personal life, work, and academics, and manage stress/anxiety, while navigating a large organization/system.
2. **Self–Exploration:** Identify personal interests, strengths, skills, and abilities to inform career choice.
3. **Career Exploration and Planning:** Explore various career options through a career planning process.
4. **Foundational Skills:** Develop foundational skills, such as math, communications, and technological literacy, required for a wide variety of careers.
5. **Technical Knowledge, Skills, and Abilities:** Develop specialized, technical skills specific to a discipline or industry.

Ophthalmic and Optometric Assisting

Contact us

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

Program Description

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.

Prepare to work as a medical office professional with specialized knowledge in ophthalmic (eye health) and optometric (vision care) terminology and clinical procedures. Through a combination of classroom theory, laboratory practice, and a clinical practicum, you 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

Fast facts

- Students require access to a personal computer with Internet in order to complete the required courses
- Students are responsible for any additional expenses related to their practicum, including pre-practicum requirements as outlined by the program, and relocation costs to practicum sites outside of Calgary

All courses must be completed within the program completion timeframe. Please be advised that for the purpose of student loans, full-time student status requires that learners are enrolled in a minimum of 60% of a full course load per semester.

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

Job expectations for success in this profession include:

- Critical thinking
- Effective communication (speaking, reading, writing, and listening)
- Able to work independently
- Able to work with others
- Able to participate in classroom, lab and practicum activities as scheduled by the program
- Able to work well under stress
- Able to use technology
- Able to maintain professional behaviour; emotional self-regulation
- Able to work extended hours, including nights and/or weekends, and shift work
- Able to meet the physical demands of the job (e.g. spending most hours working on your feet, walking, repetitive bending, repetitive tasks)
- Able to tolerate latex, disinfection chemicals
- Comfortable with performing patient care procedures which may be sensitive or performed in close proximity

Prospective students are strongly encouraged to refer to the ALIS website for career, learning, and employment information for Ophthalmic Medical Personnel to learn more about this profession.

Credentials

Upon successful completion of this program, graduates will be awarded a SAIT Ophthalmic and Optometric Assisting Certificate.

Accreditation

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

The progression requirement for students taking credit courses is a Term GPA and Total Institutional GPA of 2.0, with the exception of English Language Foundations and Academic Upgrading programs.

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
- 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.

Program Outline

First year

Semester 1

ANPH 204 – Human Anatomy and Physiology	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**

Program Outcomes

1. **Medical Knowledge:** Demonstrate ophthalmic and systemic disease and cognate sciences knowledge that applies to patient care in a vision care practice.
2. **Clinical Skills and Patient Care:** Demonstrate the ability to treat ophthalmic health problems.
3. **Communication:** Communicate with patients, families, and other health professionals in a responsive, and responsible manner that supports a team approach.
4. **Professionalism and Lifelong Learning:** Plan professional lifelong learning and continuing education opportunities that support personal practice as an Ophthalmic and Optometric Assistant.
5. **Community and Health Services:** Demonstrate an awareness and responsiveness to the larger context of health care.
6. **Regulations and Ethics:** Practice the protection and safety of practitioners, patients, and the public.
7. **Technical Skills:** Demonstrate proficient technical skills to promote best practice in the Ophthalmic and Optometric Assistant role.

Please see sait.ca for additional information that is relevant to this program.

Optician

Contact us

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

Program Description

Be at the forefront of eye care practice, working as part of a multi-disciplinary vision care team. You will study ocular pathology, refracting and pharmacology, as well as business and retail aspects of the profession.

Through our hands-on learning approach, you'll gain skills that will demonstrate your application of the theory through clinical competencies focusing on refraction, filling eyeglass and contact lens prescriptions, ensuring a proper fit, and determining clients' eyewear needs.

You'll have a chance to practice and demonstrate these skills, along with business and retail skills, in dynamic, patient-centered environments in the form of classroom lectures, laboratory practice and clinical practicum placements so you get exposure to simulated real-work experience before you graduate.

Program Overview

Fast facts

- Students are responsible for any additional expenses related to their practicum, including pre-practicum requirements as outlined by the program, and relocation costs to practicum sites outside of Calgary
- Students require access to a personal computer and Internet in order to complete the required courses

All courses must be completed within the program completion timeframe. Please be advised that for the purpose of student loans, full-time student status requires that learners are enrolled in a minimum of 60% of a full course load per semester.

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

Job expectations for success in this profession include:

- Fine motor skills
- Critical thinking
- Effective communication (speaking, reading, writing, and listening)
- Able to work independently
- Able to work with others
- Able to participate in classroom, lab and practicum activities as scheduled by the program
- Able to work well under stress
- Able to use technology
- Able to maintain professional behaviour; emotional self-regulation
- Able to work extended hours, including nights and/or weekends, and shift work
- Able to meet the physical demands of the job (e.g. spending most hours working on your feet, walking, repetitive bending, repetitive tasks)
- Able to tolerate latex, disinfection chemicals
- Comfortable with performing patient care procedures which may be sensitive or performed in close proximity

Prospective students are strongly encouraged to refer to the ALIS website for career, learning, and employment information for Opticians as well as the governing body's competency profile for the profession, 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

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.

Accreditation

This program is aligned with the competencies outlined by the National Alliance of Canadian Optician Regulators (NACOR), and has been accredited with condition by Accreditation Canada effective May 4, 2022.

Progression

The progression requirement for students taking credit courses is a Term GPA and Total Institutional GPA of 2.0, with the exception of English Language Foundations and Academic Upgrading programs.

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
- 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.

Program Outline

First Year

Semester 1

ANPH 204 – Human Anatomy and Physiology	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 and Customer Relationship Management	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**

Program Outcomes

1. **Measuring, Fitting, and Dispensing:** Demonstrate competency in measuring vision disturbances, fitting and dispensing contact lenses, eyewear, and low-vision aides, as well as educating patients about optimal ocular care.
2. **Clinical Judgement:** Make clinical judgements when providing patient care.
3. **Communication:** Communicate with patients, families, and other health professionals in a responsive and responsible manner that supports a patient-centered approach.
4. **Collaboration:** Apply inter-professional collaboration and team approach when providing patient care.
5. **Professionalism:** Plan professional life-long learning and continuing education opportunitities that support personal practice as an optician.
6. **Business and Retail:** Apply retail best practices in optician business.
7. **Regulations and Ethics:** Practice the protection and safety of practitioners, patients, and the public.
8. **Technology:** Demonstrate proficient technical skills to promote best practice in the Optician role.

Please see sait.ca for additional information that is relevant to this program.

Petroleum Engineering Technology

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

Contact us

MacPhail School of Energy
Phone: 403.284.8451
Email: macphail.students@sait.ca

Program Description

Want a career you can really dig? In the Petroleum Engineering Technology program you'll be trained in all areas of the upstream petroleum industry, including exploration, field operations, drilling, economic analysis, and reserves determination. From the office to the field, graduates will ultimately be responsible for many of the technical activities involved in the production of oil and gas.

Program Overview

Your career

Graduates find work as petroleum engineering technologists in the upstream oil and gas industry in areas such as exploration and development, field operations, drilling, computer applications, economic analysis and reserves determination.

- Graduates of the Petroleum Engineering Technology program have a 90% employment rate.

Student success

Students who achieve success in this program generally have higher high school grades or recent upgrading courses. Math 31 (Calculus) is an asset for students interested in this program.

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

The progression requirement for students taking credit courses is a Term GPA and Total Institutional GPA of 2.0, with the exception of English Language Foundations and Academic Upgrading programs.

Admission Requirements

Completion of the following courses or equivalents:

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

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	3 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**

Program Outcomes

1. Apply an understanding of oil and gas operation principles to subsurface and surface production.
2. Apply geological concepts to analyze and interpret geological data.
3. Collect, organize and analyze reservoir data in order to evaluate and predict reservoir performance.
4. Apply basic formation evaluation theory and techniques to analyze and interpret well logs.
5. Design drilling, completion and well intervention programs using current industry standards.
6. Evaluate and compare the economic viability and risk of petroleum projects in order to recommend places of action.
7. Interpret surveys, maps, land divisions, and acquisition procedures.
8. Use recognized project management practices for petroleum projects.
9. Use software to analyze and solve problems in the petroleum industry.
10. Develop and evaluate petroleum engineering projects adhering to regulatory, environmental, legal, ethical, and safety requirements.
11. Communicate technical information in written and verbal formats targeted to specific audiences in the petroleum industry.
12. Demonstrate professional attitudes, behaviors and skills according to the legal and ethical requirements of ASET (or equivalent) in individual and/or team environments.
13. Apply critical thinking skills to analyze and solve problems.

Petroleum Land Administration

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

Contact us

MacPhail School of Energy
Phone: 403.284.8451
Email: macphail.students@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

The progression requirement for students taking credit courses is a Term GPA and Total Institutional GPA of 2.0, with the exception of English Language Foundations and Academic Upgrading programs.

Admission Requirements

- 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)

- 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**

Program Outcomes

1. Assess and interpret land contracts and agreements, including leases, transfers, joint venture agreements and other land-related correspondence.
2. Apply basic understanding of key concepts in land administration including: Federal and Provincial land history and ownership; the role of land administration; land survey systems, Table of Formations; Crown Mineral Tenure (AB, SK and BC); Freehold Mineral Tenure; and Surface rights in Alberta.
3. Apply basic understanding of documentation associated with freehold leases, Alberta, British Columbia and Saskatchewan Crown leases including special topics such as unitization, rentals, caveats, transfers, assignments and continuations.
4. Demonstrate an understanding of Joint Operating Agreements, Farmin/Farmout Agreements, Option Agreements, Pooling Agreements, Royalty Agreements, Notice of Assignment as well as various industry procedures such as CAPL Operating Procedure, Farmout and Royalty Procedure and Assignment Procedure.
5. Demonstrate an understanding of various land administration methods to update records for continuation, various obligations, and changes in working interests, royalties, producing lands, and unitization.

Pharmacy Assistant

Contact us

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

Program Description

Learn to prepare prescriptions, manage inventory and be the first point of contact in assisting customers at pharmacies. As our communities grow and the population ages, there is a vital need for trained assistants to support pharmacies.

In this program, you'll train to support pharmacy operations and staff in addressing the health needs of diverse populations. Through theory-based and hands-on laboratory learning, you'll gain professional skills to prepare you to work under the supervision of pharmacists and pharmacy technicians.

In your first semester, you will practice pharmaceutical calculations, pharmacotherapy, order processing and clerical functions. You'll also learn about compounding and inventory management. In your second semester, you'll gain real-world experience. You'll have the opportunity to apply your professional communication skills and practice your theoretical knowledge during a community pharmacy practicum.

Program Overview

Fast facts

- Students are responsible for any additional expenses related to their practicum, including pre-practicum requirements as outlined by the program, and relocation costs to practicum sites outside of Calgary
- 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

All courses must be completed within the program completion timeframe. Please be advised that for the purpose of student loans, full-time student status requires that learners are enrolled in a minimum of 60% of a full course load per semester.

Your career

Graduates of this program may find employment as Pharmacy Assistants in public, private, and community-based organizations and businesses. These may include but are not limited to community-based pharmacies, hospital pharmacies, and long-term care facilities.

Student success

Job expectations for success in this profession include:

- Fine motor skills
- Effeective communication (speaking, reading, writing, and listening)
- Able to work independently
- Able to work with others
- Adaptable
- Able to work well under stress
- Able to use technology
- Attention to detail
- Able to maintain professional behaviour; emotional self-regulation
- Able to work extended hours, including nights and/or weekends, and shift work
- Able to assist in transporting, lifting, and positioning of patients and/or equipment
- Able to meet the physical demands of the job
    - Spend most hours working on your feet, walking, repetitive bending, repetitive tasks
    - Able to use hand, wrist, and arm for prolonged periods of time
- Able to type at 35 wpm in the English language, with high accuracy

Prospective students are strongly encouraged to refer to the ALIS website for career, learning, and employment information for Pharmacy Assistants for more information on this profession.

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, 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.

Program Outline

Semester 1

COMP 261 – Applied Digital Technologies	1.5 credits
PHAR 204 – Pharmaceutical Calculations	3 credits
PHAR 270 – Pharmacy Services	3 credits
PHAR 271 – Pharmacy Concepts and Devices	1.5 credits
PHAR 272 – Prescription Processing 1	3 credits
PHAR 273 – Pharmacotherapy 1	3 credits

Semester 2

PHAR 274 – Prescription Processing 2	1.5 credits
PHAR 275 – Pharmacotherapy 2	1.5 credits
PRAC 213 – Practicum	3 credits
PROF 276 – Professional Practice	3 credits
Total	**24 credits**

Spring intake

The Spring semester intake of this program is targeted towards students outside of Calgary and the surrounding area. In this intake, 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.

Program Outcomes

1. **Safety:** Maintain patient safety at all times.
2. **Professional and Personal Development:** Demonstrate professional conduct in all interactions as a pharmacy assistant.
3. **Professional Communication:** Demonstrate professional written, verbal, and nonverbal communication.
4. **Collaboration:** Use effective and respectful interpersonal skills in all settings.
5. **Critical Thinking:** Use critical thinking, problem solving and decision-making skills appropriate to the role
6. **Regulations and Ethics:** Apply the legal and ethical requirements of a pharmacy assistant.
7. **Technical Skills:** Demonstrate best-practice technical skills for a pharmacy assistant.
8. **Professional Development:** Commit to lifelong learning.

Please see sait.ca for additional information that is relevant to this program.

Power and Process Operations

- **Eight-month certificate**
- **Winter start**
- **Full-time classroom**

Contact us

MacPhail School of Energy
Phone: 403.284.8451
Email: macphail.students@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

The progression requirement for students taking credit courses is a Term GPA and Total Institutional GPA of 2.0, with the exception of English Language Foundations and Academic Upgrading programs.

Admission Requirements

Completion of the following courses or equivalents:

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

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**

Program Outcomes

1. Prepare equipment for maintenance and inspections following recognized standards in a variety of operating environments.
2. Monitor and troubleshoot equipment during normal and abnormal situations in a variety of operating environments.
3. Operate equipment in compliance with safety, technical, environmental and regulatory requirements within variety of operating environments.
4. Utilize appropriate computer hardware and software necessary to perform tasks within a variety of operating environments.
5. Apply specific skills related to the safe operation of equipment while maintaining environmental responsibilities in a variety of operating environments.
6. Adhere to personal, environmental and workplace safety regulations and practices within a variety of operating environments.
7. Act as a trainer and trainee within the work environment.
8. Apply verbal and written communications skills in a variety of operating environments to clearly transfer information and follow directions.
9. Demonstrate reading competence for technical and professional documents and materials in an operating environment.
10. Exhibit ethical and professional behaviors within a variety of operating environments.
11. Interact effectively and ethically with diverse groups using oral, written and inter-personal skills within the operating team environment.
12. Assess further learning opportunities that will maximize opportunities for employment, increased responsibility and career success, within a variety of operating environments.

Power Engineering Technology

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

Contact us

MacPhail School of Energy
Phone: 403.284.8451
Email: macphail.students@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

The program is currently under review by Technology Accreditation Canada (TAC).

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

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)

Progression

The progression requirement for students taking credit courses is a Term GPA and Total Institutional GPA of 2.0, with the exception of English Language Foundations and Academic Upgrading programs.

Admission Requirements

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

1. The following courses or equivalents:
   - At least 60% in Math 30-1, or at least 75% in Math 30-2.
   - At least 60% in English Language Arts 30-1 or 75% in English Language Arts 30-2.
   - At least 60% in Physics 30.
2. Completion of the SAIT Power and Process Operations certificate program and at least 60% in Physics 30.

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**

Program Outcomes

1. Explain the theories and concepts used to optimize cycle conditions to improve overall performance.
2. Perform start up, shutdown, and continued operation of process equipment according to safe operating practices and design parameters.
3. Manage the impact of water chemistry on equipment efficiency and reliability.
4. Communicate with co-workers via verbal, non-verbal, and written instructions to ensure safe and efficient operation.
5. Identify abnormal conditions and take corrective action.
6. Troubleshoot abnormal conditions and take corrective action.
7. Optimize performance in a process environment to ensure maximum efficiency.
8. Locate and outline the intent of relevant government, safety and environmental regulations.
9. Develop and maintain procedures.
10. Apply data analysis with the degree of accuracy required to solve problems and make decisions.
11. Interpret technical documents.

Pre-Employment Auto Body

- **12-week certificate**
- **Winter start**
- **Classroom or blended**

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 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.

Industry Work Experience

You will have the opportunity to work in industry and gain valuable experience in an operational auto body shop.

Program Overview

Your career

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.

Student success

Students with higher secondary or post-secondary marks usually experience greater success in SAIT's programs. You must be able to read, write and understand English at a level exceeding basic conversational English to be successful in this program.

Credentials

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

The progression requirement for students taking credit courses is a Term GPA and Total Institutional GPA of 2.0, with the exception of English Language Foundations and Academic Upgrading programs.

Admission Requirements

The entrance requirements will be at least 50% in the following courses or equivalents:

- English Language Arts 10-2
- Math 10-3
- One Grade 10 Science

Note: General Educational Development (GED) tests are not accepted in lieu of the admission requirements.

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**

Program Outcomes

Upon completion of the Auto Body Pre-Employment program students should be able to:

- Demonstrate proficiency in all phases of auto body prepping
- Use hand tools and powered equipment competently as per manufacturer's specifications
- Communicate verbally, read and understand work orders, and relate to the work of other tradespeople in the automotive industry
- Apply primers, primer surfacers, and corrosion proofing materials

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.

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

The progression requirement for students taking credit courses is a Term GPA and Total Institutional GPA of 2.0, with the exception of English Language Foundations and Academic Upgrading programs.

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, 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)

- 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.
- Bring your own device program

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**

Pre-Employment Cabinetmaker

- **12-week certificate**
- **Fall and winter start**
- **Full-time classroom**

Contact us

School of Construction
Phone: 403.284.8367
Email: construction.info@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 of the Pre-Employment Cabinetmaker program have a 100% employment rate.

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

The progression requirement for students taking credit courses is a Term GPA and Total Institutional GPA of 2.0, with the exception of English Language Foundations and Academic Upgrading programs.

Admission Requirements

Successful completion of the following courses or equivalents:

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

Note: General Educational Development (GED) tests are not accepted in lieu of the 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)

- Books are approximately $1000 in addition to tuition fees.
- For an estimate of the costs associated with purchasing a computer that meets the program's hardware and software requirements, see our computers and laptops page.
- Learn more about tuition and financial aid.

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**

Pre-Employment Carpenter

- **12-week certificate**
- **Fall and winter start**
- **Full-time classroom**

Contact us

School of Construction
Phone: 403.284.8367
Email: construction.info@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 of the Pre-Employment Carpenter program have a 95% employment rate.

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.

Progression

The progression requirement for students taking credit courses is a Term GPA and Total Institutional GPA of 2.0, with the exception of English Language Foundations and Academic Upgrading programs.

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, AND,
- 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 $1000 in addition to tuition fees.
- For an estimate of the costs associated with purchasing a computer that meets the program's hardware and software requirements, see our computers and laptops page.
- Learn more about tuition and financial aid.

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**

Pre-Employment Electrician

- **12-week certificate**
- **Fall, winter and spring start**
- **Full-time classroom**

Contact us

MacPhail School of Energy
Phone: 403.284.8451
Email: macphail.students@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.

Graduates of the Pre-Employment Electrician program have a high employment rate.

Student success

AIT will recognize students who successfully complete this program. The students will have the opportunity to write the provincial level 1 Apprenticeship Trade Examination.

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

The progression requirement for students taking credit courses is a Term GPA and Total Institutional GPA of 2.0, with the exception of English Language Foundations and Academic Upgrading programs.

Admission Requirements

Successful completion of the following courses or equivalents:

- Math 20-1, Math 20-2, Math 20-3, AND,
- English Language Arts 20-1 or English Language Arts 20-2, AND,
- Science 10
- All applicants must demonstrate English Language Proficiency prior to admission, including students educated in Canada.

Note: General Educational Development (GED) tests are not accepted in lieu of the 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)

- 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**

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 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

Your career

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
- Hand Tools
- Power Tools
- Fasteners
- Rigging and hoisting
- Machine alignment
- Blueprint reading
- Measurement Tools
- Technical Drawings
- Layout

Student success

Upon successful completion of the program, you may be eligible to register as an apprentice Machinist, 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.

Progression

The progression requirement for students taking credit courses is a Term GPA and Total Institutional GPA of 2.0, with the exception of English Language Foundations and Academic Upgrading programs.

Admission Requirements

Successful completion of the following courses or equivalents:

- Math 20-1, Math 20-2, Math 20-3, AND,
- English Language Arts 20-1 or English Language Arts 20-2, AND,
- Science 10
- All applicants must demonstrate English Language Proficiency prior to admission, including students educated in Canada.

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**

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

The Pre-Employment Mobile Crane program is designed to offer an alternative route to those who wish to enter the Crane and Hoist Equipment Operator trade. This program covers all course materials taught in apprenticeship - level first-year technical training for the Crane and Hoist Equipment Operator - Mobile Crane, and Crane and Hoist Equipment Operator - Boom Truck Apprenticeships as well as additional value-add programming which focuses on safety and field operations.

Students in this program will be provided with the opportunity to operate cranes in both 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 - Boom Truck Crane and Hoist Equipment Operator - Mobile Crane apprenticeship exam.

Upon successful completion of this program, you will be eligible to write the first period apprenticeship exam, and will earn a SAIT Pre-Employment Mobile Crane Certificate. Students will then be able to seek employment within the industry, which may lead to enrollment in an apprenticeship.

Program Overview

Your career

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

Credentials

Upon successful completion of this program, you will be eligible to write the first period apprenticeship exam, and will earn a SAIT Pre-Employment Mobile Crane Certificate. Students will then be able to seek employment within the industry, which may lead to enrollment in an apprenticeship.

Progression

The progression requirement for students taking credit courses is a Term GPA and Total Institutional GPA of 2.0, with the exception of English Language Foundations and Academic Upgrading programs.

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.

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)

- Pre-Employment Mobile Crane books are approximately $1,000 (not included in tuition).
- 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 is included in the student tuition fees.

Program Outline

AMAT 202 – Workplace Safety	1.5 credits
AMEC 206 – Boom Trucks and Cranes	3 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	**13.5 credits**

Program Outcomes

1. **Safety:** Perform tasks in accordance with industry quality and standards.
2. **Communication:** Use verbal and non-verbal skills to effectively communicate in the Mobile Crane Industry.
3. **Codes and Documentation:** Perform basic maintenance and documentation for Boom Trucks and Cranes.
4. **Load charts:** Interpret and apply load charts, manufacturers manual and other related documentation.
5. **Equipment Operation:** Operate the boom truck/mobile crane to lift and set the load.

Pre-Employment Pipetrades

- **12-week certificate**
- **Fall and winter start**
- **Full-time classroom**

Contact us

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

Program Description

The Pre-Employment Pipetrades program is designed to offer an alternate route to those looking to enter into the pipe trades. Over the course of this 12-week program, you are taught the skills and theory of the first period of technical training for the common year of Gasfitter, Plumber and Steamfitter-Pipefitter Apprenticeship programs along with additional safety and tools training necessary for the industry.

As a Pre-Employment Pipetrades student, you will learn 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. You will learn the skills needed to become a Gasfitter, Plumber or a Steamfitter-Pipefitter.

For plumbing, you will learn how to plan, install and service plumbing systems, fixtures, piping equipment and controls. These piping systems may be used to transport water, waste, gases or hot liquids. Steamfitter-pipefitter is a pipe trade that deals with the installation, maintenance and repair of piping systems, but differs from other pipe trades in relation to where the work is performed, the types of piping that are involved and the training that is required. You will learn to install a typical piping system in a commercial building or industrial plant, study blueprints, drawings and specifications to determine the type of pipe and tools to use, and lay out the sequence of tasks. For Gasfitting, you will learn set up propane equipment ranging from residential furnaces to industrial boilers. Gasfitters employed by utility companies repair and extend gas mains and in-stall, repair and service pipes and fittings between mains and buildings.

Upon successful completion of this 12-week program, you may be eligible to write the first period pipe trades exam from Apprenticeship and Industry Training (AIT) at an additional cost.

Program Overview

Credentials

Upon successful completion of the program, students will receive a SAIT Certificate and may be eligible to challenge the written and practical exams for the first-year Apprenticeship.

Following graduation, you will have a lot of different options for employment. You may decide to work as a gasfitter, plumber or steamfitter-pipefitter. It will be your responsibility to find an employer who will indenture you as an apprentice.

Note: This program is eligible for the Canada-Alberta Job Grant.

Progression

The progression requirement for students taking credit courses is a Term GPA and Total Institutional GPA of 2.0, with the exception of English Language Foundations and Academic Upgrading programs.

Admission Requirements

Successful completion of the following courses or equivalents:

- Math 20-1, Math 20-2, Math 20-3, AND,
- English Language Arts 20-1 or English Language Arts 20-2, AND,
- Science 10
- All applicants must demonstrate English Language Proficiency prior to admission, including students educated in Canada.

Note: General Educational Development (GED) tests are not accepted in lieu of the 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)

- Books are approximately $1000 in addition to tuition fees.
- For an estimate of the costs associated with purchasing a computer that meets the program's hardware and software requirements, see our computers and laptops page.
- Learn more about tuition and financial aid.

Program Outline

APPH 202 – Calculations and Science	1.5 credits
BLPR 232 – Drawings and Specifications	1.5 credits
EMTL 214 – Equipment and Materials	3 credits
PIPE 215 – Pipe Shop	3 credits
SFTY 202 – Safety and Rigging	1.5 credits
WFAB 201 – Metal Fabrication	1.5 credits
Total	**12 credits**

Pre-Employment Recreation Vehicle Service Technician

- **12-week certificate**
- **Fall and winter start**
- **Full-time**

Contact us

Point Trotter Campus,
10490 72 St SE, Calgary, Alberta T2C 5P6
Phone: 403.210.4020
Email: transportation.info@sait.ca

Program Description

Learn to install, repair and maintain interior and exterior components on motorhomes, travel trailers, fifth-wheel trailers, truck campers, tent trailers and van conversions.
Do you like a variety of hands-on work, have an aptitude for mechanical and electronic work as well as problem solving? The Recreational Vehicle (RV) Service Technician trade offers training that develops one of the most diverse applied skill sets in North America. You'll gain a wide array of skills making you a "jack of all trades" as the program integrates portions of 27 other certified trades in Alberta. It's also the only RV program in Alberta that aligns with the apprenticeship model.

As an RV Service Technician you will:

- Perform pre-delivery inspections.
- Examine, troubleshoot and diagnose units with computerized and electronic testing devices to locate faults and perform repairs.
- Install, repair, replace and maintain all components of recreational vehicles, including roofs, siding, windows, doors, vents, awnings, floor coverings, cabinets, counters, plumbing systems, electrical systems, propane gas systems, batteries and charging systems.
- Dismantle facility assemblies, repair or replace work and damaged parts including fiberglass, body and structural components.
- Communicate with supervisors, manufacturers and customers to ensure timely, efficient and economical repairs including writing repair estimates as well as reading and writing repair orders.
- While you will not repair engines or drive train components of motorized vehicles, you may install trailer and fifth-wheel hitches, wire tow vehicles and perform maintenance and repairs on trailer frames, undercarriage and suspension.

Our Pre-employment RV Service Technician program is equivalent to the first year of the apprenticeship program with 360 hours of training that includes both theory and hands-on lab-based components. Training includes four weeks of Work Integrated Learning (WIL) workplace experience. This program will also prepare you to challenge the first period Trade Qualification (TQ) Apprenticeship Exam. This is a compulsory trade - to work in this trade in Alberta, you need to hold a recognized Journeyperson Trade Certificate or be a Registered Apprentice.

Program Overview

Credentials and accreditations

Certificate

Progression

The progression requirement for students taking credit courses is a Term GPA and Total Institutional GPA of 2.0, with the exception of English Language Foundations and Academic Upgrading programs.

Admission Requirements

- English 10-2, Minimum 50%
- Math 10-3, Minimum 50%
- One Grade 10 science course, minimum 50%
- English Language Proficiency (ELP) Required

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 $1000 in addition to tuition fees.
- For an estimate of the costs associated with purchasing a computer that meets the program's hardware and software requirements, see our computers and laptops page.
- SAIT WELLNESS centre: membership is included in the student tuition fees.
- Learn more about tuition and financial aid.

Program Outline

FUEL 204 - Propane Systems	1.5 credits
PRAC 294 – Work Integrated Learning	3 credits
RVMC 202 – DC Electricity	1.5 credits
RVMC 203 – Plumbing and Appliances	1.5 credits
RVMC 204 – RV Systems Lab	6 credits
RVMC 205 – Mechanical Systems	1.5 credits
SAFE 218 – Safety, Equipment and Digital Learning	1.5 Credits
Total	**16.5 credits**

Program Outcomes

1. Communicate in a clear and professional manner with customers and other tradespeople in the recreation vehicle industry.
2. Use technology to communicate.
3. Adhere to health and safety standards and regulations specific to recreation vehicles.
4. Demonstrate how to service, maintain, diagnose and repair basic systems and components of recreation vehicles.
5. Demonstrate how to identify and safely use the correct hand and power tools as per manufacturer specifications.

Pre-Employment Refrigeration

- **12-week certificate**
- **Fall and winter start**
- **Full-time classroom**

Contact us

School of Construction
Phone: 403.284.8367
Email: construction.info@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 of the Pre-Employment Refrigeration program have a 100% employment rate.

Credentials

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.

Progression

The progression requirement for students taking credit courses is a Term GPA and Total Institutional GPA of 2.0, with the exception of English Language Foundations and Academic Upgrading programs.

Admission Requirements

Successful completion of the following courses or equivalents:

- Math 30-1, Math 30-2, Math 30-3, AND,
- English Language Arts 30-1 or English Language Arts 30-2, AND,
- Physics 20 or Chemistry 20
- All applicants must demonstrate English Language Proficiency prior to admission, including students educated in Canada.

Note: General Educational Development (GED) tests are not accepted in lieu of the 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)

- Books are approximately $1000 in addition to tuition fees.
- For an estimate of the costs associated with purchasing a computer that meets the program's hardware and software requirements, see our computers and laptops page.
- Learn more about tuition and financial aid.

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**

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

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.

Progression

The progression requirement for students taking credit courses is a Term GPA and Total Institutional GPA of 2.0, with the exception of English Language Foundations and Academic Upgrading programs.

Admission Requirements

Successful completion of the following courses or equivalents:

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

Note: General Educational Development (GED) tests are not accepted in lieu of the admission.

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**

Pre-Employment Welding

- **12 week full time 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

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 oilfiled-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.

Progression

The progression requirement for students taking credit courses is a Term GPA and Total Institutional GPA of 2.0, with the exception of English Language Foundations and Academic Upgrading programs.

Admission Requirements

Successful completion of the following courses or equivalents:

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

Note: General Educational Development (GED) tests are not accepted in lieu of the 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)

- Pre-employment Welding ILM package approximately $300
- First period welder AIT exam fees: Theory $150 and Practical $145

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**

Primary Care Paramedic

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
- Students are responsible for any additional expenses related to their practicum, including pre-practicum requirements as outlined by the program, and relocation costs to practicum sites outside of Calgary
- Students require a personal computer with Internet access in order to complete the required courses. This must include a tablet (Apple or Android) with wi-fi capability to support the CompTracker system. Keyboards are advisable but not mandatory. Smartphones are not compatible with CompTracker

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

Job expectations for success in this profession include:

- Fine motor skills
- Critical thinking
- Communication (speaking, reading, writing, and listening)
- Able to work independently
- Able to participate in classroom, lab, and practicum activities as scheduled by the program
- Adaptable
- Able to work well under stress
- Able to use technology
- Attention to detail
- Able to maintain professional behaviour; emotional self-regulation
- Able to wear Personal Protective Equipment for extended periods of time
- Able to work extended hours, including nights and/or weekends and shift work
- Able to tolerate the sight of human blood and tissue
- Able to assist in transporting, lifting, and positioning of patients and/or equipment
- Able to meet the physical demands of the job (e.g. spend most hours working on your feet, walking, repetitive bending, repetitive tasks)
- Able to tolerate latex and disinfection chemicals
- Comfortable with performing patient care procedures which may be sensitive or performed in close proximity

Students are strongly encouraged to refer to the ALIS website for career, learning, and employment information for Emergency Medical Personnel, the Paramedicine National Occupational 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 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)
- Perform CPR for 2 minutes

Credentials

After successfully completing this program, graduates will receive a SAIT Primary Care Paramedic (PCP) 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

The progression requirement for students taking credit courses is a Term GPA and Total Institutional GPA of 2.0, with the exception of English Language Foundations and Academic Upgrading programs.

Admission Requirements

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

- Math 20-1 or Math 20-2,
- English Language Arts 30-1 or English Language Arts 30-2,
- Biology 30 or Science 30*

Proof of completion of an Emergency Medical Responder (EMR) certificate or a medical sciences-related diploma or degree or equivalent.

Students must be 18 years old by January 1 (second semester of the PCP program).

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

*ANPH 209 (Anatomy and Physiology) can be used in place of the Biology 30 or Science 30 requirement. This course is available through Open Studies.

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

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**

Program Outcomes

1. Demonstrate professionalism, legal/ethical behaviour, and teamwork within the work environment.
2. Perform effective oral and written communication specific to the work environment.
3. Perform health and safe work practices within the work environment.
4. Perform effective patient assessment and diagnostic practices relevant to patient care.
5. Provide safe and effective therapeutic interventions to patients in accordance with the Primary Care Paramedic scope of practice.
6. Integrate assessment, diagnostic, and therapeutic practices during patient care.
7. Prepare patients for safe ground and air transport.
8. Perform safe road ambulance operation and continuous vehicle maintenance.
9. Promote health and public safety.

Please see sait.ca for additional information that is relevant to this program.

Professional Remotely Piloted Aircraft Systems

- **15-week Certificate**
- **Spring and fall start**
- **Full-time classroom**

Contact us

Art Smith Aero Centre
Phone: 403.284.7018
Email: 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.

Opportunities in this emerging field are wide-ranging, some of the tasks you'll be trained to perform include:

- Creating basic GIS-ready data outputs from RPAS projects.
- Coordinating RPAS flight operations with various RPAS pilots and projects.
- Leading RPAS teams in high risk, complex operations.
- Carrying out complex image analysis and create high level geospatial outputs for RPAS projects.
- Developing policy for RPAS operation at the company or federal level.
- Ensuring company compliance and site audits.
- Contributing to your company's business plan and design.

Program Overview

Student success

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.

Credentials

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

Progression

The progression requirement for students taking credit courses is a Term GPA and Total Institutional GPA of 2.0, with the exception of English Language Foundations and Academic Upgrading programs.

Admission Requirements

- English Language Arts 30-1 or English Language Arts 30-2, Minimum 50%
- Math 30-1 or Math 30-2, Minimum 50%
- Other High School Requirements
- One grade 12 science course, minimum 50%
- English Language Proficiency (ELP)
- ELP: 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 $1500 for the program.

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 credits**

Radio, Television and Broadcast News

- **Two-year diploma**
- **Fall 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

Radio Major:

So you want to become a radio announcer or DJ? What about learning how to produce content for the next most-talked-about podcast? Or how to become a voice actor for animation and videos? The Radio, Television, and Broadcast News program's Radio major is your ticket!

Gain valuable, hands-on experience by performing on SAIT's Campus Radio Station, www.saitradio.com. Each student will go on-the-air as a radio personality, learn advanced multi-track digital audio production, and gain extensive, industry-level training in creative writing and promotional planning and execution. Graduates of the Radio program at SAIT are on the air in Calgary and all over Canada as DJs, producers, writers and voice-over talent. Even Howard Stern hired a SAIT Radio grad to be the Imaging Director and Head Sound Designer for his two stations on Sirius XM!

This 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 completed in the fourth semester.

Television Major:

If you are always watching YouTube and creating content for social media, then the Radio, Television, and Broadcast News program's Television major is for you! Storytelling and content creation are the main objectives of the Television major. A strong emphasis is placed on hands-on learning and innovation in both single-camera and multi-camera environments.

Students learn the fundamentals of producing, directing, editing and shooting through a variety of live production and field production projects, including a drama, music video and documentary. Students will also work in teams to produce sports, Esports, news and talk programs. Students will become familiar with the technical aspects of film and television media by working with broadcast quality equipment such as HD cameras, stabilizers (Steadicam, Dolly, Jib Arm), switchers, digital audio consoles, graphics, servers and computer-based editing systems.

This 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 completed in the fourth semester.

Broadcast News Major:

Want to be the next news or sports anchor? How about a sideline host for Hockey Night in Canada? Are you looking to develop your own YouTube channel, podcast or website? The Radio, Television, and Broadcast News program's Broadcast News major is the place for you!

Broadcast News (BN) students receive extensive, hands-on training to work effectively in television, digital and radio environments. BN students learn the importance of meeting deadlines while maintaining respect for journalistic integrity. Students take on many roles in our real-life simulation, including reporter, producer, web editor, news and sports anchor, live reporter, and weather presenter. BN is challenging, creative and a solid preparation in content creation for a career in many media-related fields.

This 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 completed in the fourth semester.

Program Overview

Fast facts

- Students in this program participate in laptop e-learning curriculum. Internet access, training, and technical support are provided throughout the program.

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 at this time. Please contact the School for Advanced Digital Technology (ADT) for more information.

Progression

The progression requirement for students taking credit courses is a Term GPA and Total Institutional GPA of 2.0, with the exception of English Language Foundations and Academic Upgrading programs.

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**

Program Outcomes

Broadcast News major:

1. Apply communication skills effectively and appropriately within the Radio, Television and Digital on-line world.
2. Demonstrate professional behaviours that reflect the expectations of the industries.
3. Interact professionally within the work environment.
4. Manage technical and administrative activities which support the organization.
5. Plan, design, or work through projects or tasks from start to finish using well-defined objectives and outcomes.
6. Demonstrate an ability to use computer software and hardware related to the creation of television, radio and on-line productions.
7. Continuously assess personal strengths and areas for development to set personal learning goals.
8. Use appropriate leadership skills to move quickly toward conflict resolution, and compromise to allow the team to move forward.
9. Demonstrate the ability to critique process and product.

Radio major:

1. Apply communication skills effectively and appropriately within the Radio industry.
2. Demonstrate professional behaviours that reflect the expectations of the Radio industry.
3. Interact professionally within the work environment.
4. Manage technical and administrative activities which support the organization.
5. Plan, design, or work through projects or tasks from start to finish using well-defined objectives and outcomes.
6. Demonstrate an ability to use computer software and hardware related to the creation of Radio productions.
7. Demonstrate the ability to create effective scripts; including client interaction, creative meetings, research and editing skills.
8. Demonstrate technical ability to voice, edit, mix and produce effective commercials and features.
9. Continuously assess personal strengths and areas for development to set personal learning goals.

Television major:

1. Apply communication skills effectively and appropriately within the Television industry.
2. Demonstrate professional behaviours that reflect the expectations of the Television industry.
3. Interact professionally within the work environment.
4. Manage technical and administrative activities which support the organization.
5. Plan, design, or work through projects or tasks from start to finish using well-defined objectives and outcomes.
6. Demonstrate an ability to use computer software and hardware related to the creation of television/video productions.
7. Demonstrate the ability to move a script into production including production meetings, location scouting, budgets, facilities, equipment and personal.
8. Continuously assess personal strengths and areas for development to set personal learning goals.
9. Use appropriate leadership skills to move quickly toward conflict resolution, and compromise to allow the team to move forward.
10. Demonstrate the ability to critique process and product.

Railway Conductor

- **12-week certificate**
- **Fall, winter and spring start**
- **Full-time classroom**

Contact us

Point Trotter Campus,
10490 72 St SE, Calgary, Alberta T2C 5P6
Phone: 403.210.4020
Email: transportation.info@sait.ca

Program Description

Train to be a railway conductor and launch your career in the growing railway operations industry. In just 12 weeks you will learn the specific responsibilities of a conductor, including moving, marshalling and switching rail cars. This program involves a combination of online and on-campus learning opportunities with visits to nearby industrial sites, and hands-on training in a private mini rail yard, complete with tracks and rail cars.

Throughout the program, you will gain a solid understanding of the Canadian Railway Operating Rules (CROR) and related safety systems, specific responsibilities of a conductor, and operating procedures related to train marshalling and switching. You will also become well-versed in the mechanical components of rail cars, air brake systems and communication systems.

Due to increased demand for transportation for the distribution of commodities and manufactured products, the railway industry is experiencing significant growth that will increase employment opportunities in the years to come. The demand for job-ready graduates will also increase as the industry expects high retirement rates due to an aging demographic, creating opportunities for career advancement in various positions.

Program Overview

As a railway conductor you will be accountable for the safe operation of rail cars and related equipment. You will be held responsible for the switching and marshalling of cars, assembling trains within the yard, and moving cars between yards, sidings or tracks. You will need to be able to follow instructions which have been issued from the management office and dispatch. Graduates of this program may find work as railway conductors, other related occupations within Canada's two national railways, or with one of many short line or regional carrier rail operations. With further training, rail conductors often have the opportunity to advance to locomotive engineer or into management positions.

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, 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

For students to succeed in this career, railway conductor graduates must possess strong situational awareness and the ability to work safely. Excellent English proficiency is required in both verbal and written formats, and good planning and decision-making skills are needed for success.

Railways operate 24 hours a day, 365 days a year, so shift work and working during weekends and holidays is very likely. Rail Conductors often work outside in the weather and are expected to lift heavy objects up to 38.5 kgs (85lbs), as well as be in good physical condition. Applicants to railway companies will be expected to pass government-mandated medical examinations including testing for color-blindness, hearing acuity and drug screening. Applicants may also be given security screening by the hiring company.

Anyone with concerns, should consult with the employment office of the respective railway he or she wishes to apply to. 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

The progression requirement for students taking credit courses is a Term GPA and Total Institutional GPA of 2.0, with the exception of English Language Foundations and Academic Upgrading programs.

Admission Requirements

At least 50% in the following courses or equivalents:

- Math 20-1 or Math 20-2, AND,
- A Grade 12 English.
- 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.
- SAIT WELLNESS centre: membership is included in the student tuition 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

RSFE 201 – Railway Safety and Regulations	3 credits
RSFE 202 – Railway Rules and Instructions	3 credits
RLOP 209 – Railway Practical Applications	3 credits
RLOP 210 – Railway Operations	1.5 credits
RCDR 201 – Railway Industry Fundamentals	3 credits
Total	**13.5 credits**

Rehabilitation Therapy Assistant

Contact us

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

Program Description

Due to medical advances, a growing number of children and adults with disabilities can lead fulfilling lives. People who experienced an injury or a health condition that 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 (OT) or physiotherapist, therapist assistants work with clients with the goal of facilitating their active participation in our society. Therapist assistants also support facility administration by managing therapeutic supplies and maintaining equipment.

You can train to be a rehabilitation therapy assistant at SAIT and gain knowledge in occupational and physical therapy to become a skilled assistant, with a curriculum that meets and exceeds the essential competencies required for support personnel for both OT and physiotherapist professions.

This program addresses key concepts of rehabilitation and healthcare delivery. You'll have the opportunity to go on observational visits to clinical settings to help you integrate your knowledge of normal physical and psychological function with basic therapeutic skills, and study advanced rehabilitation concepts, common health conditions, and therapeutic skills used in occupational therapy and physical therapy. You'll also develop advanced therapeutic skills and learn about complex health conditions. This program includes two practicum rotations during which you'll apply and further refine your classroom and laboratory learning.

Program Overview

Fast facts

- Practica experiences are unpaid, and at least one placement will occur outside of the Calgary region
- Students are responsible for any additional expenses related to their practicum, including pre-practicum requirements as outlined by the program, and relocation costs to practicum sites outside of Calgary
- 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

All courses must be completed within the program completion timeframe. Please be advised that for the purpose of student loans, full-time student status requires that learners are enrolled in a minimum of 60% of a full course load per semester.

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

Job expectations for success in this profession include:

- Fine motor skills
- Effective communication (speaking, reading, writing, and listening)
- Able to work independently
- Able to work with others
- Adaptable
- Able to work well under stress
- Able to use technology
- Able to maintain professional behaviour; emotional self-regulation
- Able to wear Personal Protective Equipment for extended periods of time
- Able to work extended hours, including nights and/or weekends, and shift work
- Able to tolerate the sight of human blood and tissue
- Able to assist in transporting, lifting, and positioning of patients and/or equipment
- Able to meet the physical demands of the job
    - Spend most hours working on your feet, walking, repetitive bending, repetitive tasks
    - Able to use hand, wrist, and arm for prolonged periods of time
- Able to tolerate latex, disinfection chemicals
- Comfortable performing patient care procedures which may be sensitive or performed in close proximity

Prospective students are strongly encouraged to refer to the ALIS website for career, learning, and employment information for Occupational Therapy Assistants as well as the governing body's competency profile for the profession, 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

Upon successful completion of this program, graduates will be awarded a SAIT Rehabilitation Therapy Assistant diploma, including both the occupational therapist assistant (OTA) and 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

The progression requirement for students taking credit courses is a Term GPA and Total Institutional GPA of 2.0, with the exception of English Language Foundations and Academic Upgrading programs.

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.

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
RHAB 230 – Anatomy of Movement	3 credits
RHAB 232 – Fundamentals of Client Care	3 credits

Semester 2

PSYC 210 – Lifespan Development	3 credits
RHAB 203 – Applied Client Care	1.5 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

Semester 3

COMM 263 – Practice Skills - Communication	3 credits
RHAB 208 – Health Conditions 2	1.5 credits
RHAB 240 – Practice Skills - Modalities	3 credits
RHAB 266 – Communication Disorders	1.5 credits

Second Year

Semester 4

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 300 – Health Conditions 3	1.5 credits

Semester 5

PRCT 234 – Practicum 2	6 credits
PROF 260 – Professional Practice	3 credits
RHAB 270 – Practicum Consolidation	1.5 credits
Total	**60 credits**

Program Outcomes

1. Communicate effectively using a variety of written, verbal, and nonverbal methods with clients, colleagues, and others
2. Demonstrate the ability to prioritize and follow through with assigned tasks
3. Use technology appropriately in order to support best practice in the rehabilitation field
4. Work respectfully and effectively with clients, their supports, and other team members to enable clients to reach their goals
5. Practice under the supervision of a licensed Physiotherapist and/or Occupational Therapist in an independent manner
6. Practice in a professional, legal, and ethical manner in accordance with provincial and employer standards, policies, and procedures
7. Implement, safely and competently, assigned therapeutic interventions within the scope of therapist assistant practice
8. Use critical thinking skills and an evidence-based approach in all aspects of rehabilitation therapy in order to optimize client centered care
9. Assume responsibility for lifelong learning to support rehabilitation practice
10. Act as an effective team member within a collaborative therapeutic setting

Please see sait.ca for additional information that is relevant to this program.

Respiratory Therapy

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.

This comprehensive program features classroom study, lab and clinical simulation, and practicum rotations in acute and community care facilities. Students will complete practicum rotations in areas such as adult, pediatric and neonatal intensive care units, the emergency department, anesthesia, wards, home care, pulmonary function and blood gas labs.

As trained Respiratory Therapists, our instructors are well equipped to offer the latest insights into new technology and best practices in the field, including through SAIT's Centre for Advanced Patient Care Simulation - a simulation education facility that uses high fidelity human patient simulators that physiologically respond to medical treatment.

Program Overview

Fast facts

- Practicums will include shifts during weekdays, weekends, and evening or overnight hours
- 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
- The program will strive to assign practicum rotations according to students' regional preferences, however, placement at preferred sites is not guaranteed
- Students are responsible for any additional expenses related to their practicum, including pre-practicum requirements as outlined by the program, and relocation costs to practicum sites outside of Calgary
- During the program's third year practicum rotations, students will be required to return to SAIT for 1-2 weeks per semester for on-campus learning activities
- Students 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 the Respiratory Therapist, however, students have the option to opt out of role-playing as the patient. Students may still be required to perform these skills on their classmates
- Students require a personal computer with Internet in order to complete the required courses

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

Job expectations for success in this profession include:

- Fine motor skills
- Critical thinking
- Communication (speaking, reading, writing, and listening)
- Able to work independently
- Able to participate in classroom, lab, and practicum activities as scheduled by the program
- Adaptable
- Able to work well under stress
- Able to use technology
- Attention to detail
- Able to maintain professional behaviour; emotional self-regulation
- Able to wear Personal Protective Equipment for extended periods of time
- Able to work extended hours, including nights and/or weekends and shift work
- Able to tolerate the sight of human blood and tissue

- Able to assist in transporting, lifting, and positioning of patients and/or equipment
- Able to meet the physical demands of the job (e.g. spend most hours working on your feet, walking, repetitive bending, repetitive tasks)
- Able to tolerate latex and disinfection chemicals
- Comfortable with performing patient care procedures which may be sensitive or performed in close proximity

Prospective students are strongly encouraged to refer to the ALIS website for career, learning, and employment information for Respiratory Therapy, as well as the National Competency Framework for the profession, 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

Upon successful completion of this program, graduates will be awarded 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 the College and Association of Respiratory Therapists of Alberta (CARTA) and pay the membership fee. If English is an additional language, they must also provide proof of meeting a benchmark score of nine in all of the Enhanced Language Training Placement Assessment's 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 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 national examination fee, which will then allow them to challenge the national exam.

Accreditations

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 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.
- Successful applicants must meet or exceed a score of 50% in the School of health and Public Safety's Entrance Testing Process.
- All applicants must demonstrate English Language Proficiency prior to admission, including students educated in Canada. This can be demonstrated by meeting the requirements listed on the English Language Proficiency webpage, or by achieving level 9 in all categories of the Enhanced Language Training Placement Assessment (ELTPA).
- Applicants who intend to work in Alberta after graduation, and whose first language is not English, will need to meet the English language requirements of CARTA. Please visit the CARTA website www.carta.ca to find out those details, and contact the CARTA registrar with any questions related to their 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.

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**

Program Outcomes

1. Use effective written, verbal, and non-verbal communication skills in all respiratory care practice settings
2. Demonstrate compassion and respect in all aspects of respiratory care practice
3. Provide patient care using assessments, diagnostics and skills as outlined by the National Competency Framework for the Profession of Respiratory Therapy
4. Adhere to legal and ethical requirements with personal and professional accountability and responsibility to ensure the protection and safety of practitioners, patients and the public
5. Collaborate effectively within the interdisciplinary team to achieve a high standard of patient-centered care in all aspects of respiratory care practice
6. Use critical thinking skills and an evidence-based approach in all aspects of respiratory care practice to optimize patient care
7. Plan for participation in life-long learning and continuing education in order to excel in personal practice as a respiratory therapist
8. Educate patients, families and other caregivers to encourage self-management and improved quality of life for respiratory care patients
9. Create a community of knowledge sharing and professional pride through education and preceptorship of students, peers and interprofessional team members
10. Demonstrate proficient use of technology to promote best practice in respiratory therapy

Please see sait.ca for additional information that is relevant to this program.

Software Development

- **Two-year diploma**
- **Fall, winter and spring start**
- **Full-time blended**
- **Bring your own device program**

Contact us

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

Program Description

Start your career in computer programming with hands-on, applied education in full-stack software development. Computer software engineering and development is an in-demand and growing field where you will play a vital role.

Learn from experienced instructors about leading-edge technology and processes to develop computer software, databases and applications in various computer languages. You'll gain skills and knowledge in software analysis and design, object-oriented programming, web development, database design and programming, software testing, security and deployment, so you drive business value. You will also learn how to support an organization's applications, websites and data platforms.

Demand for a range of IT professionals will continue as the growth of the IT sector creates more opportunities. Position yourself for a rewarding career supporting critical business operations in the dynamic and ever-evolving tech sector.

Program Overview

Fast facts

- This program includes an optional work term between year one and year two. The work placement includes full-time paid employment with a member of industry
- This program is geared towards hands-on learners with competence in critical thinking and problem solving. Though prior experience is not required, a passion for the IT sector is critical to academic and professional success

All courses must be completed within the program completion timeframe. Please be advised that for the purpose of student loans, full-time student status requires that learners are enrolled in a minimum of 60% of a full course load per semester.

Your career

As computer software applications are integral to almost all industry types, graduates may find employment in many professional sectors. Potential roles include but are not limited to:

- Software developer
- Software quality assurance analyst
- Junior developer
- Full-stack developer
- Junior programmer
- Junior software developer
- Software tester
- Technical writer
- Front-end web developer
- Full-stack web developer

Upon accumulating additional experience and certifications within professional settings, graduates may progress into more advanced roles within their organizations.

Student success

Students who experience success in this program and profession:

- Have higher secondary and/or post-secondary grades
- Possess effective interpersonal and communication skills, including in technical writing
- Are committed to the significant self-study required alongside the classroom learning
- Are detail oriented and employ critical thinking in practice
- Possess basic computer literacies, including the ability to use word processing and communication software (a working knowledge of Microsoft Office Suite is an asset)
- Are team players with a service mindset, and able to remain calm in the face of pressure
- Are self-motivated, embrace lifelong learning, and genuinely passionate about the IT sector

Credentials

Upon successful completion of this program, graduates will be awarded a SAIT Software Development diploma.

Progression

The progression requirement for students taking credit courses is a Term GPA and Total Institutional GPA of 2.0, with the exception of English Language Foundations and Academic Upgrading programs.

Admission Requirements

Completion of the following courses or their equivalents, including meeting the minimum grade requirements for each as indicated:

- 50% in Math 30-1 or, 60% in Math 30-2
- 55% in English Language Arts 30-1, or, 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)

- Students will require their own cloud computing services subscription which is approximately $800 - $1,200 per year.
- Bring your own device program.
- The required textbooks will be discussed within the first few weeks of classes.

Program Outline

First Year

Semester 1

COMM 238 – Technical Communications I	3 credits
CPNT 217 – Introduction to Network Systems	3 credits
CPRG 213 – Web Development 1	3 credits
CPRG 216 – Object-Oriented Programming 1	3 credits
MATH 237 – Mathematics for Technologists	3 credits

Semester 2

CPRG 211 – Object-Oriented Programming 2	3 credits
CPRG 250 – Database Design and Programming	3 credits
CPSY 200 – Software Analysis and Design	3 credits
CPSY 202 – User Experience and Design	3 credits
PHIL 241 – Critical Thinking	3 credits

Co-op Work Term (Optional)

CPWK 255 – Cooperative Work Term	0 credits

Second Year

Semester 3

CPRG 303 – Mobile Application Development	3 credits
CPRG 304 – Object-Oriented Programming 3	3 credits
CPRG 306 – Web Development 2	3 credits
CPRG 307 – Database Programming and Testing	3 credits
CPSY 301 – Software Projects: Analysis, Design, and Management	3 credits

Semester 4

CPRG 305 – Software Testing and Deployment	3 credits
CPSY 300 – Operating Systems	3 credits
INTP 302 – Emerging Trends in Software Development	3 credits
ITSC 320 - Software Security	3 credits
PROJ 309 – Capstone Project	3 credits
Total	**60 credits**

Program Outcomes

1. **Business Communication:** Demonstrate the professional written, verbal, and technical communication skills required to succeed within a development lifecycle
2. **Professional Acumen and Work Ethic:** Demonstrate professionalism, social and ethical awareness
3. **Project Management:** Apply recognized project management frameworks and best practices as a member of a project team
4. **Business Foundations:** Explain the integral role of the software developer in managing business processes
5. **Client Experience:** Exemplify a service mindset with a focus on client satisfaction and the ability to problem solve with the customer needs in mind
6. **Solution Design:** Demonstrate knowledge of the software development lifecycle in designing, modelling, testing and implementing software solutions
7. **Solution Development:** Develop secure, user-centric software solutions by incorporating user requirements
8. **Software Architecture:** Recognize software architectures, design patterns and frameworks, and emerging technologies when developing software solutions
9. **IT Infrastructure:** Understand the basics of software development platforms, operating systems and cloud-based infrastructure

Technology Infrastructure Analyst

- **40-week post-diploma certificate**
- **Fall start**
- **Full-time online**
- **Bring your own device program**

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.

Accreditation

Students may also choose to pursue further designations, including A+, Microsoft Certified Solutions Expert (MCSE), and Certified Cisco Network Associate (CCNA). Additional training or testing may be required at the students' own expense.

Progression

The progression requirement for students taking credit courses is a Term GPA and Total Institutional GPA of 2.0, with the exception of English Language Foundations and Academic Upgrading programs.

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.
- Bring your own device program.

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**

Transport and Heavy Equipment Technology

- **Two year diploma**
- **Fall and winter start**
- **Blended delivery**

Contact us

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

Program Description

Prepare for a career in the field of transport and heavy equipment maintenance and repair with technical training in diagnosing, installing, maintaining, and repairing transport vehicles and off-road heavy equipment. This program will give you hands-on learning opportunities with training in the classroom, online and in a shop environment. You will have the opportunity to learn about a variety of modern equipment and diagnostic tools used to work on transport trucks and trailers, backhoes, excavators, dozers, farm equipment and other types of off-road equipment.

You will learn about mechanical, electrical and hydraulics systems, and more, through theory and lab training that aligns with the Alberta Apprenticeship and Industry Training course outline for Heavy Equipment Technician. You will also learn about communication and business to prepare you for entry into the workforce as an apprentice and to advance your career into positions such as shop foreperson or service manager. You also have the option to complete a voluntary, work-integrated learning (WIL) component between your second and third semesters where you will have the opportunity to work in industry and become registered as an apprentice.

If you meet the Alberta Apprenticeship and Industry Training (AIT) grade requirements, you will be eligible to challenge the AIT Heavy Equipment Technician (HET) technical training exams. These exams are part of the AIT requirements for completing a HET apprenticeship. If you would like to complete your HET apprenticeship, you will need to become registered as an apprentice and complete the AIT on-the-job training requirements.

Program Overview

Fast Facts

- This program is two years in length, with each academic year divided into two 15-week semesters, with an optional Cooperative Work Term after the second semester.
- Successful students will be eligible to challenge the Alberta Apprenticeship Industry Training (AIT) Period technical training exams for the Heavy Equipment Technician apprenticeship.

Your Career

Graduates can pursue job opportunities in light and heavy construction, oil field support, forestry, mining, marine, transportation, public utilities, agriculture or any industry that relies on heavy equipment. Potential positions include:

- heavy equipment technician apprentice
- shop foreperson
- manufacturer district service representative
- factory quality control inspector
- service manager
- regional service manager
- fleet maintenance manager

Related careers include:

- technical training instructor

Student Success

Students with higher secondary or post-secondary marks and strong communication skills in English usually experience greater success in SAIT programs.

Students who have taken automotive mechanics in high school as well as achieved higher grades in their previous schooling experience greater success in the Transport and Heavy Equipment Technology program.

Students who experience success in this program and the profession:

- Are self-directed, detail-oriented, and well organized
- Possess strong communication skills in both written and spoken English
- Are customer-oriented
- Are able to work with diverse groups of people
- Have the ability to lift heavy objects
- Have good manual dexterity and stamina
- Are able to stand for long periods of time
- Have strong vision and hearing

Credentials

Upon successful completion of this program, graduates will be awarded a SAIT Transport and Heavy Equipment Technology diploma.
Most graduates continue their training and complete an apprenticeship that includes an Alberta Journeyman Certificate as a Heavy Equipment Technician and an Inter-provincial Standards Red Seal for this trade.

Progression

The progression requirement for students taking credit courses is a Term GPA and Total Institutional GPA of 2.0, with the exception of English Language Foundations and Academic Upgrading programs.

Admission Requirements

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

- Math 20-1 or Math 20-2 OR 60% in Math 20-3
- English Language Arts 30-1 or English Language Arts 30-2
- One Grade 11 Science

  OR
- Students who have graduated from SAIT's Diesel Equipment Technician (DET) certificate within the last five years may be given advanced standing into year two of the program, depending on seat availability.
- 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.

Books and supplies

- Books and supplies are approximately $2,000 per full-time year
- Students should be prepared to subscribe to Office 365 Business Premium at their own expense.
- Bring your own device program.

Program Outline

First Year

Semester 1

HDMC 223 – Basic Hydraulics	3 credits
HDMC 224 – Braking Systems	3 credits
HDMC 227 – Electrical and Electronics	3 credits
HDMC 228 – Mechanical Skills	3 credits
HDMC 229 – Suspension, Wheels and Systems	3 credits

Semester 2

COMM 267 – Professional Communication Skills	1.5 credits
HDMC 250 – Cranking and Charging	1.5 credits
HDMC 251 – Diesel Injection Systems	1.5 credits
HDMC 252 – Electronic Fuel Management	3 credits
HDMC 254 – Engine Fundamentals	6 credits
HDMC 262 – Engine Systems	1.5 credits

Cooperative Work Term (Optional)

Spring/Summer

CPWK 252 – Cooperative Work Term	0 credits

Second Year

Semester 3

HDMC 300 – Advanced Hydraulics	6 credits
HDMC 301 – Off–Road Powertrain	6 credits
HDMC 302 – Steering and Suspension Systems	3 credits

Semester 4

HDMC 350 – Air Conditioning	3 credits
HDMC 351 – Auxiliary Systems and Emerging Technologies	1.5 credits
HDMC 352 – On–road Powertrain	6 credits
HDMC 353 – Steering and Antilock Brake Systems	3 credits
HDMC 354 – Trailer Systems	1.5 credits
Total	**60 credits**

Program Outcomes

1. Demonstrate leadership in adhering to industry workplace safety standards.
2. Demonstrate effective written and verbal communication skills and familiarity with trade terminology when interacting with internal and external stakeholders.
3. Exercise professional judgment when completing workorders, selecting tools and using troubleshooting techniques.
4. Use current and emerging technologies, techniques, and materials to diagnose, install, and repair systems and components used in the transport and heavy equipment industry.
5. Operate shop equipment and power tools to safely diagnose, install, and repair transport and heavy equipment according to specifications.
6. Exhibit an understanding of the fundamentals of operating a small business.
7. Perform assigned tasks in accordance with quality and production standards required by SAIT and industry.

Water and Wastewater Treatment Operations

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

Contact us

MacPhail School of Energy
Phone: 403.284.8451
Email: macphail.students@sait.ca

Program Description

The Water and Wastewater Treatment Operations program will position graduates for a career in municipal and industrial water/wastewater systems. They will gain a working knowledge of and skills related to treatment technologies and water/wastewater systems operations including related laboratory analytics. Through in-class learning and recognized work experience they will be prepared to write industry required certifications exams including the 4th class power engineering and water/wastewater treatment.

Program Overview

Your career

Graduates may find employment as Junior Water/Wastewater Operator, Sales positions at water treatment and processing companies, 4th Class Power Engineer position at municipal, industrial, equipment manufacturing, Entry level positions at any steam generation facility, power generation facilities, water recycling companies, environmental consulting companies or at emerging water technology systems companies

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 chemistry and biology are desirable.

Credentials

After successfully completing this program, graduates will receive a SAIT Water and Wastewater Treatment Operations certificate..

Progression

The progression requirement for students taking credit courses is a Term GPA and Total Institutional GPA of 2.0, with the exception of English Language Foundations and Academic Upgrading programs.

Admission Requirements

Completion of the following courses or equivalents:

- At least 50% in English Language Arts 30-1, OR 50% in English Language Arts 30-2, AND,
- At least 50% in Math 30-1, OR 60% in Math 30-2, AND,
- At least 50% in Chemistry 30, AND,
- At least 50% in Biology 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

- 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**

Program Outcomes

1. **Water Analysis:** Perform water analysis tasks to support plant water quality targets.
2. **Data Analysis:** Analyze current and past data to support plant performance decisions.
3. **Water and Wastewater System Processes:** Apply knowledge of water/wastewater system processes including pressure vessels and power generating equipment to achieve performance requirements.
4. **Preventative Maintenance:** Perform basic preventative maintenance tasks.
5. **Chemistry and Biology:** Apply a fundamental knowledge of chemistry and biology to maintain process performance.
6. **Regulations:** Operate according to all applicable regulatory guidelines.
7. **Process and Performance:** Collaborate with stakeholders to achieve optimum process performance.
8. **Collection and Distribution:** Control water/wastewater collection and distribution systems.
9. **Boiler and Steam Systems:** Run high-pressure boiler and steam systems.

Web Developer

- **23-week certificate**
- **Fall and winter start**
- **Full-time blended, but must be able to attend classes on main campus**
- **Bring your own device program**

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?

This 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 engage with e-commerce integration, web analytics, design tools and techniques, and consulting services.

Program Overview

Fast Facts

- This program includes a practicum placement during which students are provided the opportunity to apply their skills in a professional setting
- Due to the tight integration of the courses in this program, credit for prior learning is not available

Your career

Graduates may find employment as a web developer, web designer, webmaster, Intranet developer, or web analyst.

Student success

This is an intensive program requiring a significant commitment of time and energy. Students who are successful in this program and profession typically:

- Have higher secondary and/or post-secondary grades
- Make their education a priority (including engaging in consistent self-study throughout the program)

Credentials

Upon successful completion of this program, graduates will be awarded a SAIT Web Developer certificate.

Progression

The progression requirement for students taking credit courses is a Term GPA and Total Institutional GPA of 2.0, with the exception of English Language Foundations and Academic Upgrading programs.

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

Ideal applicant

The ideal candidate for the Web Developer program at SAIT is a highly motivated individual with a passion for web development. They possess a strong foundation in programming languages and a creative mindset. With attention to detail and a focus on staying updated with industry trends, they excel in designing visually appealing and user-friendly websites. The ideal candidate is adaptable, possesses excellent problem-solving skills, and communicates effectively with clients and team members. They are dedicated to delivering high-quality websites and are well-prepared to become skilled web developers.

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
- Bring your own device program

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 249 – Career Advancement	3 credits
Total	**15 credits**

Program Outcomes

1. Communicate effectively with a variety of stakeholders to gather requirements for websites and web pages
2. Develop solutions using industry standards and best practice protocols
3. Develop web applications using industry standard web software and frameworks
4. Use industry tools to manage version control of web content
5. Create websites using best practices in user experience and user interface
6. Develop essential skills in career management and business consulting
7. Demonstrate effective presentation skills
8. Explore industry relevant information and build professional networks
9. Gain knowledge of the business of web development and the use of social media to promote a website

Welding and Fabrication Technology

- **2 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

Prepare for a career as a welder through courses that combine theory and hands-on instruction and cover how to work with metals using industry processes and tools.

Develop into a well-rounded tradesperson with in-demand knowledge, skills and experience in the welding and fabrication industry. In this diploma program, you'll gain welding and fabrication knowledge to allow you to interpret drawings, standards and specifications as well as an overview of welding codes. You'll learn about welding fabrication procedures while using current and emerging technologies.

In addition, you'll develop your business and entrepreneurship skills such as decision-making skills so you can exercise professional judgment when planning jobs, selecting tools, materials and sequencing operations. You'll also gain math and communications skills to interact with internal and external stakeholders for estimating materials and resources for projects.

This program will help you launch a successful career in the welding industry, providing an alternative pathway into apprenticeship. Although it contains all of the content for the 3 periods of the welder apprenticeship trade in Alberta, you will still need to be registered as an apprentice by an employer to collect the required hours of on-the-job training to be eligible to write the journeyperson certification.

Program Overview

Credentials

Diploma

Progression

The progression requirement for students taking credit courses is a Term GPA and Total Institutional GPA of 2.0, with the exception of English Language Foundations and Academic Upgrading programs.

Admission Requirements

- English Arts 20-1 OR English Arts 20-2, Minimum 50%
- Math 20-1 OR Math 20-2 OR Math 20-3, Minimum 50%
- Science 10: Minimum 50%
- English Language Proficiency (ELP) Required
- SAIT Admissions Exam: Level 2 or Equivalent

Students who have graduated from SAIT's Welding Technician certificate program within the last five years may be given advanced standing into year two of the program, depending on seat availability.

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)

- Aproximately $2,500 per full time year which could include PPE, your technical requirements (computer – bring your own device program), Apprenticeship and Industry Training period exam fees (theory and practical), and ILMs.

Program Outline

First Year

Semester 1

MATH 252 – Mathematics	3 credits
WLDG 217 – Wire Feed Lab 1	3 credits
WLDG 218 – Wire Feed Theory 1	3 credits
WLDG 219 – Wire Feed Theory 2	3 credits
WLDG 225 – Wire Feed Lab 2	3 credits

Semester 2

WLDG 220 – Shielded Metal Arc Welding Lab	3 credits
WLDG 227 – Gas Tungsten Arc Welding Theory	1.5 credits
WLDG 228 – Gas Tungsten Arc Welding Lab	3 credits
WLDG 229 – Shielded Metal Arc Welding Theory	3 credits
WLDG 232 – Industrial Pattern Development	3 credits
WLDG 266 – CWB Certification Lab 1	1.5 credits

Co–op Work Term (Optional)

CPWK 252 – Cooperative Work Term	0 credits

Second Year

Semester 3

BLPR 307 – Industrial Blueprint Reading	3 credits
COMM 267 – Professional Communication Skills	1.5 credits
EMTL 305 – Trade Science	1.5 credits
WLDG 303 – Advanced Welding Lab	6 credits
WLDG 304 – Advanced Welding Theory	3 credits

Semester 4

FNCE 351 – Entrepreneurship, Digital and Financial Literacy	1.5 credits
WLDG 305 – CWB Certification Lab 2	3 credits
WLDG 306 – Industrial Fabrication Techniques	6 credits
WLDG 307 – Welding Mechanization and Automation	1.5 credits
WLDG 308 – Workplace Readiness	3 credits
Total	**60 credits**

Program Outcomes

1. Demonstrate leadership in workplace safety.
2. Demonstrate effective written and verbal communication skills and familiarity with trade terminology when interacting with internal and external stakeholders.
3. Exercise professional judgment when planning jobs, selecting tools, materials and sequencing operations to match a project.
4. Demonstrate knowledge of trade mathematics, pattern development, and estimating materials and resources for projects.
5. Demonstrate skills in equipment setup, maintenance and troubleshooting, as well as in various welding and fabrication processes.
6. Demonstrate thorough knowledge of welding tools and trade science, as well as reading and interpreting drawings, standards and specifications, and identifying welding codes.
7. Demonstrate working knowledge of welding and fabrication procedures to perform welding, identifying the weld faults, their causes and methods of prevention.
8. Use current and emerging technologies, computer hardware and software, techniques, and materials to support welding projects.

Welding Engineering Technology

- **Two-year diploma**
- **Fall 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 (https://www.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 (http://www.cwa-arcs.org/), American Society for Materials (http://www.asminternational.org/portal/site/www/), National Association of Corrosion Engineers (https://www.nace.org/) and the Association of Science and Engineering Technology (http://www.aset.ab.ca/).

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

The progression requirement for students taking credit courses is a Term GPA and Total Institutional GPA of 2.0, with the exception of English Language Foundations and Academic Upgrading programs.

Admission Requirements

Successful completion of the following courses or equivalents:

- Math 10C, Math 10-3, AND,
- English Language Arts 10-1 or English Language Arts 10-2
- All applicants must demonstrate English Language Proficiency prior to admission, including students educated in Canada.
- A pass mark in the SAIT 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.

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 Apprenticeship exam fee is approximately $295 and will be coordinated within the first three weeks of the program.
- 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**

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	Total SAIT fees	SAITSA fees	Total
4 weeks	$528	$90	$52.75	$52.75	$51.50	$247	$36	$811
6 weeks	$792	$90	$52.75	$52.75	$51.50	$247	$54	$1,093
7 weeks	$924	$90	$52.75	$52.75	$51.50	$247	$63	$1,234
8 weeks	$1,056	$90	$52.75	$52.75	$51.50	$247	$72	$1,375
10 weeks	$1,320	$90	$52.75	$52.75	$51.50	$247	$90	$1,657
12 weeks	$1,584	$90	$52.75	$52.75	$51.50	$247	$108	$1,939

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

macphail.students@sait.ca

403.284.8451

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.

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.

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

macphail.students@sait.ca

403.284.8451

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

macphail.students@sait.ca

403.284.8451

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.

Instrumentation and Control Technician Apprentice

macphail.students@sait.ca

403.284.8451

Work with a wide variety of pneumatic, electronic and microcomputer instruments used to measure and control variables such as pressure, flow, temperature, level, and chemical composition. In this program, you will learn to install, maintain and repair the measuring and control instruments used in industrial and commercial processing and manufacturing. Working conditions in this field can change dramatically from one job to another, and you should be prepared to lift heavy objects.

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.

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 Point Totter campus in South East Calgary.

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.

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, 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

Welding in this branch of the welder trade is restricted to Gas Metal Arc Welding (GMAW), Flux Cored Arc Welding (FCAW), Submerged Arc Welding (SAW) and other semiautomatic wire feed welding processes. 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 4, 2023	June 28, 2024
Academic Upgrading		Y1	1	Sept. 5, 2023	Aug. 16, 2024
Academic Upgrading		Y1	1	Jan. 8, 2024	Dec. 13, 2024
Academic Upgrading		Y1	1	May 6, 2024	April 25, 2025
Accounting		Y1	1	Jan. 8, 2024	Dec. 13, 2024
Accounting		Y1	1	May 6, 2024	April 25, 2025
Accounting		Y1	1	Sept. 5, 2023	April 26, 2024
Accounting		Y1	1	Sept. 5, 2023	Aug. 16, 2024
Administrative Info Management		Y1	1	Sept. 5, 2023	April 26, 2024
Administrative Info Management		Y1	1	Jan. 8, 2024	Aug. 16, 2024
Administrative Info Management		Y2	3	Sept. 5, 2023	May 31, 2024
Administrative Info Management		Y2	3	Jan. 8, 2024	Sept. 20, 2024
Advanced Care Paramedic		Y1	1	Sept. 5, 2023	June 28, 2024
Advanced Care Paramedic		Y2	4	Aug. 28, 2023	April 26, 2024
Aircraft Maint Engineers Technology		Y1	1	Sept. 5, 2023	April 26, 2024
Aircraft Maint Engineers Technology		Y1	1	Jan. 8, 2024	Aug. 16, 2024
Aircraft Maint Engineers Technology		Y2	3	Sept. 5, 2023	April 26, 2024
Aircraft Maint Engineers Technology		Y2	3	Jan. 9, 2024	Aug. 16, 2024
Aircraft Maint Engineers Technology		Y1	1	May 6, 2024	Dec. 13, 2024
Aircraft Maint Engineers Technology		Y2	3	May 6, 2024	Aug. 16, 2024
Aircraft Structures Technician		Y1	2	Sept. 5, 2023	Dec. 15, 2023
Aircraft Structures Technician		Y1	1	Sept. 5, 2023	April 26, 2024
Aircraft Structures Technician		Y1	1	Jan. 8, 2024	Aug. 16, 2024
Architectural Technologies		Y2	4	Sept. 5, 2023	Dec. 15, 2023
Architectural Technologies		Y1	1	Sept. 5, 2023	April 26, 2024
Architectural Technologies		Y2	3	Sept. 5, 2023	April 26, 2024
Architectural Technologies		Y1	1	Jan. 8, 2024	Aug. 16, 2024
Architectural Technologies		Y2	3	Jan. 8, 2024	Aug. 16, 2024
Architectural Technologies		Y1	2	May 6, 2024	Dec. 13, 2024
Architectural Technologies		Y2	3	May 6, 2024	Dec. 13, 2024
Automotive Service Technology		Y1	2	Sept. 5, 2023	Dec. 15, 2023
Automotive Service Technology		Y1	1	Sept. 5, 2023	April 26, 2024
Automotive Service Technology		Y1	1	Jan. 8, 2024	Aug. 16, 2024
Automotive Service Technology		Y1	1	May 6, 2024	Dec. 13, 2024
Automotive Service Technology		Y2	3	Sept. 5, 2023	Dec. 15, 2023
Automotive Service Technology		Y2	3	Sept. 5, 2023	April 26, 2024
Automotive Service Technology		Y2	3	Jan. 8, 2024	Aug. 16, 2024
Automotive Service Technology		Y2	3	Jan. 9, 2023	Aug. 18, 2023
Automotive Service Technology		Y2	3	May 6, 2024	Aug. 16, 2024
Avionics Technology		Y1	1	Sept. 5, 2023	April 26, 2024
Avionics Technology		Y1	1	May 6, 2024	Dec. 13, 2024
Avionics Technology		Y2	3	Sept. 5, 2023	April 26, 2024
Avionics Technology		Y2	3	May 6, 2024	Aug. 18, 2024
Bachelor Applied Business Administration	Accounting	Y3	5	Sept. 5, 2023	April 26, 2024
Bachelor Applied Business Administration	Accounting	Y3	5	Jan. 8, 2024	Aug. 16, 2024
Bachelor Applied Business Administration	Accounting	Y3	5	May 6, 2024	Dec. 13, 2024
Bachelor Applied Business Administration	Accounting	Y4	7	Sept. 5, 2023	April 26, 2024
Bachelor Applied Business Administration	Accounting	Y4	7	Jan. 8, 2024	Aug. 16, 2024

Program Name	Major	Year	Semester	Start Date	End Date
Bachelor Hospitality Tourism Management		Y3	5	Sept. 5, 2023	April 26, 2024
Bachelor Hospitality Tourism Management		Y4	7	Sept. 5, 2023	April 26, 2024
Bachelor of Applied Technology Geographic Information Systems		Y3	5	Sept. 5, 2023	April 26, 2024
Bachelor of Applied Technology Geographic Information Systems		Y3	5	Jan. 8, 2024	Aug. 16, 2024
Bachelor of Applied Technology Geographic Information Systems		Y3	5	May 6, 2024	Dec. 13, 2024
Bachelor of Applied Technology Geographic Information Systems		Y4	7	Sept. 5, 2023	April 26, 2024
Bachelor of Applied Technology Geographic Information Systems		Y4	7	Jan. 8, 2024	Aug. 16, 2024
Bachelor of Applied Technology Geographic Information Systems		Y4	7	May 6, 2024	Dec. 13, 2024
Bachelor of Applied Technology Petroleum Engineering		Y3	6	Sept. 5, 2023	Dec. 15, 2023
Bachelor of Applied Technology Petroleum Engineering		Y3	5	Sept. 5, 2023	April 26, 2024
Bachelor of Applied Technology Petroleum Engineering		Y3	5	Jan. 8, 2024	April 26, 2024
Bachelor of Applied Technology Petroleum Engineering		Y4	7	Sept. 5, 2023	Dec. 15, 2023
Bachelor of Applied Technology Petroleum Engineering		Y4	7	Sept. 5, 2023	April 26, 2024
Bachelor of Applied Technology Petroleum Engineering		Y4	7	Jan. 8, 2024	April 26, 2024
Bachelor of Applied Technology Petroleum Engineering		Y4	7	Jan. 9, 2023	Dec. 13, 2024
Bachelor Science / Construction Project. Management		Y2	3	Sept. 5, 2023	April 26, 2024
Bachelor.Science / Construction Project. Management		Y1	1	Sept. 5, 2023	April 26, 2024
Bachelor.Science / Construction Project. Management		Y1	1	Jan. 8, 2024	Aug. 16, 2024
Bachelor Science / Construction Project. Management		Y3	5	Sept. 5, 2023	April 26, 2024
Bachelor Science / Construction Project. Management		Y3	5	Jan. 8, 2024	Aug. 16, 2024
Bachelor.Science / Construction Project. Management		Y4	7	Sept. 5, 2023	April 26, 2024
Bachelor Science / Construction Project. Management		Y4	7	Jan. 8, 2024	Aug. 16, 2024
Bachelor of Business Administration	Accounting	Y2	3	Sept. 5, 2023	April 26, 2024
Bachelor of Business Administration	Accounting	Y3	5	Sept. 5, 2023	April 26, 2024
Bachelor of Business Administration	Accounting	Y4	7	Sept. 5, 2023	April 26, 2024
Bachelor of Business Administration	Financial Services	Y2	3	Sept. 5, 2023	April 26, 2024
Bachelor of Business Administration	Financial Services	Y3	5	Sept. 5, 2023	April 26, 2024
Bachelor of Business Administration	Financial Services	Y4	7	Sept. 5, 2023	April 26, 2024
Bachelor of Business Administration	General	Y1	1	Sept. 5, 2023	April 26, 2024
Bachelor of Business Administration	General	Y3	5	Sept. 5, 2023	April 26, 2024
Bachelor of Business Administration	Human Resource Management	Y2	3	Sept. 5, 2023	April 26, 2024
Bachelor of Business Administration	Human Resource Management	Y3	5	Sept. 5, 2023	April 26, 2024
Bachelor of Business Administration	Human Resource Management	Y4	7	Sept. 5, 2023	April 26, 2024
Bachelor of Business Administration	Management	Y2	3	Sept. 5, 2023	April 26, 2024
Bachelor of Business Administration	Management	Y3	5	Sept. 5, 2023	April 26, 2024
Bachelor of Business Administration	Management	Y4	7	Sept. 5, 2023	April 26, 2024
Bachelor of Business Administration	Marketing	Y2	3	Sept. 5, 2023	April 26, 2024
Bachelor of Business Administration	Marketing	Y3	5	Sept. 5, 2023	April 26, 2024
Bachelor of Business Administration	Marketing	Y4	7	Sept. 5, 2023	April 26, 2024
Bachelor of Business Administration	Supply Chain Management	Y2	3	Sept. 5, 2023	April 26, 2024
Bachelor of Business Administration	Supply Chain Management	Y3	5	Sept. 5, 2023	April 26, 2024
Bachelor of Business Administration	Supply Chain Management	Y4	7	Sept. 5, 2023	April 26, 2024
Baking and Pastry Arts		Y1	1	Sept. 5, 2023	April 26, 2024
Baking and Pastry Arts		Y1	1	March 18, 2024	Oct. 18, 2024
Baking and Pastry Arts		Y2	3	Sept. 5, 2023	April 26, 2024
Baking and Pastry Arts		Y2	3	March 18, 2024	Oct. 18, 2024
Bus Adm Automotive Management		Y1	1	Sept. 5, 2023	April 26, 2024
Bus Adm Automotive Management		Y2	3	Sept. 5, 2023	April 26, 2024

Program Name	Major	Year	Semester	Start Date	End Date
Bus.Int.: Data Analysis and Report		Y1	1	Jan. 8, 2024	June 28, 2024
Bus.Int.: Data Analysis and Report		Y1	1	May 6, 2024	Oct. 18, 2024
Bus.Int.: Data Analysis and Report		Y1	1	Sept. 5, 2023	Feb. 28, 2024
Business and Entrepreneurship		Y1	1	Sept. 5, 2023	April 26, 2024
Business and Entrepreneurship		Y1	1	Jan. 8, 2024	Aug. 16, 2024
Business and Entrepreneurship		Y1	1	May 6, 2024	Dec. 13, 2024
Business Administration	Accounting	Y2	3	Sept. 5, 2023	Dec. 15, 2023
Business Administration	Accounting	Y2	3	Sept. 5, 2023	April 26, 2024
Business Administration	Accounting	Y2	3	Jan. 8, 2024	Aug. 16, 2024
Business Administration	Accounting	Y2	3	May 6, 2024	Dec. 13, 2024
Business Administration	Financial Services	Y2	3	Sept. 5, 2023	Dec. 15, 2023
Business Administration	Financial Services	Y2	3	Sept. 5, 2023	April 26, 2024
Business Administration	Financial Services	Y2	3	Jan. 8, 2024	Aug. 16, 2024
Business Administration	Financial Services	Y2	3	May 6, 2024	Dec. 13, 2024
Business Administration	General	Y1	2	Sept. 5, 2023	Dec. 15, 2023
Business Administration	General	Y1	1	Sept. 5, 2023	April 26, 2024
Business Administration	General	Y1	1	Jan. 8, 2024	Aug. 16, 2024
Business Administration	General	Y1	1	May 6, 2024	Dec. 13, 2024
Business Administration	Human Resource Management	Y2	3	Sept. 5, 2023	Dec. 15, 2023
Business Administration	Human Resource Management	Y2	3	Sept. 5, 2023	April 26, 2024
Business Administration	Human Resource Management	Y2	3	Jan. 8, 2024	Aug. 16, 2024
Business Administration	Human Resource Management	Y2	3	May 6, 2024	Dec. 13, 2024
Business Administration	Management	Y2	3	Sept. 5, 2023	Dec. 15, 2023
Business Administration	Management	Y2	3	Sept. 5, 2023	April 26, 2024
Business Administration	Management	Y2	3	Jan. 8, 2024	Aug. 16, 2024
Business Administration	Management	Y2	3	May 6, 2024	Dec. 13, 2024
Business Administration	Marketing	Y2	3	Sept. 5, 2023	Dec. 15, 2023
Business Administration	Marketing	Y2	3	Sept. 5, 2023	April 26, 2024
Business Administration	Marketing	Y2	3	Jan. 8, 2024	Aug. 16, 2024
Business Administration	Marketing	Y2	3	May 6, 2024	Dec. 13, 2024
Business Administration	Supply Chain Management	Y2	3	Sept. 5, 2023	Dec. 15, 2023
Business Administration	Supply Chain Management	Y2	3	Sept. 5, 2023	April 26, 2024
Business Administration	Supply Chain Management	Y2	3	Jan. 8, 2024	Aug. 16, 2024
Business Administration	Supply Chain Management	Y2	3	May 6, 2024	Dec. 13, 2024
Butchery and Charcuterie Mngt.		Y1	1	Sept. 5, 2023	April 26, 2024
Butchery and Charcuterie Mngt.		Y1	1	Jan. 8, 2024	Aug. 16, 2024
Chemical Engineering Tech		Y1	1	Sept. 5, 2023	April 26, 2024
Chemical Engineering Tech		Y2	3	Sept. 5, 2023	April 26, 2024
Chemical Laboratory Technology		Y1	1	Sept. 5, 2023	April 26, 2024
Chemical Laboratory Technology		Y2	3	Sept. 5, 2023	April 26, 2024
Chemical Laboratory Technology		Y2	3	Jan. 8, 2024	April 26, 2024
Chemical Laboratory Technology		Y2	3	Jan. 8, 2024	Dec. 13, 2024
Civil Engineering Technology	Construction Management	Y2	3	Sept. 5, 2023	Dec. 15, 2023
Civil Engineering Technology	Construction Management	Y2	3	Sept. 5, 2023	April 26, 2024
Civil Engineering Technology	Construction Management	Y2	3	Jan. 8, 2024	Aug. 16, 2024
Civil Engineering Technology	Construction Management	Y2	3	May 6, 2024	Dec. 13, 2024
Civil Engineering Technology	General	Y1	2	Sept. 5, 2023	Dec. 15, 2023

Program Name	Major	Year	Semester	Start Date	End Date
Civil Engineering Technology	General	Y1	1	Sept. 5, 2023	April 26, 2024
Civil Engineering Technology	General	Y1	1	Jan. 8, 2024	Aug. 16, 2024
Civil Engineering Technology	General	Y1	1	May 6, 2024	Dec. 13, 2024
Civil Engineering Technology	Municipal	Y2	3	Sept. 5, 2023	Dec. 15, 2023
Civil Engineering Technology	Municipal	Y2	3	Sept. 5, 2023	April 26, 2024
Civil Engineering Technology	Municipal	Y2	3	Jan. 8, 2024	Aug. 16, 2024
Civil Engineering Technology	Municipal	Y2	3	May 6, 2024	Dec. 13, 2024
Community Economic Development		Y1	1	Sept. 5, 2023	April 26, 2024
Community Economic Development		Y1	1	Jan. 8, 2024	Aug. 16, 2024
Community Economic Development		Y1	1	May 6, 2024	Dec. 13, 2024
Culinary Arts		Y1	1	Sept. 5, 2023	April 26, 2024
Culinary Arts		Y1	1	March 18, 2024	Oct. 18, 2024
Culinary Arts		Y2	3	Sept. 5, 2023	April 26, 2024
Culinary Arts		Y2	3	March 18, 2024	Oct. 18, 2024
Cyber Security Control Systems		Y1	1	Sept. 5, 2023	Dec. 15, 2023
Cyber Security Control Systems		Y1	1	May 6, 2024	Aug. 16, 2024
Data Analytics		Y1	1	Sept. 5, 2023	Dec. 15, 2023
Data Analytics		Y1	1	Sept. 5, 2023	April 26, 2024
Data Analytics		Y1	1	May 6, 2024	Aug. 16, 2024
Data Analytics		Y1	1	May 6, 2024	Dec. 13, 2023
Database Administrator		Y1	1	Sept. 5, 2023	June 28, 2024
Dental Assisting		Y1	2	Sept. 5, 2023	Feb. 23, 2024
Dental Assisting		Y1	1	Sept. 5, 2023	June 28, 2024
Dental Assisting		Y1	1	May 6, 2024	Feb. 21, 2025
Diagnostic Medical Sonography		Y1	1	Sept. 5, 2023	June 28, 2024
Diagnostic Medical Sonography		Y2	4	Sept. 5, 2023	Aug. 16, 2024
Diagnostic Medical Sonography		Y3	7	Sept. 5, 2023	Dec. 15, 2023
Electrical Engineering Tech		Y1	1	July 4, 2023	April 26, 2024
Electrical Engineering Tech		Y1	1	Sept. 5, 2023	April 26, 2024
Electrical Engineering Tech		Y1	1	Jan. 8, 2024	Aug. 16, 2024
Electrical Engineering Tech		Y1	1	May 6, 2024	Dec. 13, 2024
Electrical Engineering Tech		Y2	3	Sept. 5, 2023	April 26, 2024
Electrical Engineering Tech		Y2	3	Jan. 8, 2024	Aug. 16, 2024
Electronics Engineering Tech		Y1	1	Sept. 5, 2023	April 26, 2024
Electronics Engineering Tech		Y2	3	Sept. 5, 2023	April 26, 2024
Energy Asset Management		Y1	1	Sept. 5, 2023	April 26, 2024
Energy Asset Management		Y2	3	Sept. 5, 2023	April 26, 2024
English Language Foundations		Y1	1	July 4, 2023	June 28, 2024
English Language Foundations		Y1	1	Aug. 28, 2023	Aug. 23, 2024
English Language Foundations		Y1	1	Oct. 23, 2023	Oct. 25, 2024
English Language Foundations		Y1	1	Jan. 8, 2024	Dec. 13, 2024
English Language Foundations		Y1	1	March 4, 2024	Feb. 28, 2025
English Language Foundations		Y1	1	May 6, 2024	April 25, 2025
Environmental Technology		Y1	1	Sept. 5, 2023	April 26, 2024
Environmental Technology		Y2	3	Sept. 5, 2023	April 26, 2024
Film and Video Production		Y1	1	Sept. 5, 2023	Dec. 15, 2023
Film and Video Production		Y1	1	Sept. 5, 2023	April 26, 2024

Program Name	Major	Year	Semester	Start Date	End Date
Film and Video Production		Y1	1	Jan. 8, 2024	Aug. 16, 2024
Film and Video Production		Y1	1	May 6, 2024	Dec. 13, 2024
Film and Video Production		Y2	3	May 8, 2023	Aug. 16, 2024
Film and Video Production		Y2	3	Sept. 5, 2023	Dec. 15, 2023
Film and Video Production		Y2	3	Sept. 5, 2023	April 26, 2024
Fitness and Wellness Management		Y1	1	Sept. 5, 2023	June 28, 2024
Geomatics Eng Technology		Y1	1	Sept. 5, 2023	April 26, 2024
Geomatics Eng Technology		Y2	3	Sept. 5, 2023	April 26, 2024
Graphic Comm and Print Tech		Y2	3	Sept. 5, 2023	April 26, 2024
Health Information Management		Y1	1	Sept. 5, 2023	June 28, 2024
Health Information Management		Y2	4	Sept. 5, 2023	June 28, 2024
Healthcare Leadership		Y1	1	Sept. 5, 2023	April 26, 2024
Healthcare Leadership		Y1	1	May 6, 2024	Dec. 13, 2024
Healthcare Leadership		Y1	1	Jan. 8, 2024	Aug. 16, 2024
Hospitality and Tourism Management	Beverage Management	Y1	1	Sept. 5, 2023	April 26, 2024
Hospitality and Tourism Management	Beverage Management	Y2	3	Sept. 5, 2023	April 26, 2024
Hospitality and Tourism Management	Entrepreneurship and Innov.	Y1	1	Sept. 5, 2023	April 26, 2024
Hospitality and Tourism Management	Entrepreneurship and Innov.	Y2	3	Sept. 5, 2023	April 26, 2024
Hospitality and Tourism Management	Event Management	Y1	1	Sept. 5, 2023	April 26, 2024
Hospitality and Tourism Management	Event Management	Y2	3	Sept. 5, 2023	April 26, 2024
Hospitality and Tourism Management	Hotel and Accommodation	Y1	1	Sept. 5, 2023	April 26, 2024
Hospitality and Tourism Management	Hotel and Accommodation	Y1	1	Jan. 8, 2024	Aug. 16, 2024
Hospitality and Tourism Management	Hotel and Accommodation	Y1	1	May 6, 2024	Dec. 13, 2024
Hospitality and Tourism Management	Hotel and Accommodation	Y2	3	Sept. 5, 2023	April 26, 2024
Hospitality and Tourism Management	Hotel and Accommodation	Y2	3	Jan. 8, 2024	Aug. 16, 2024
Hospitality and Tourism Management	Hotel and Accommodation	Y2	4	Sept. 5, 2023	Dec. 15, 2023
Hospitality and Tourism Management	Hotel and Accommodation	Y2	3	May 6, 2024	Dec. 13, 2024
Hospitality and Tourism Management	Multi-Disciplinary	Y1	1	Sept. 5, 2023	April 26, 2024
Hospitality and Tourism Management	Multi-Disciplinary	Y1	1	Jan. 8, 2024	Aug. 16, 2024
Hospitality and Tourism Management	Multi-Disciplinary	Y1	1	May 6, 2024	Dec. 13, 2024
Hospitality and Tourism Management	Multi-Disciplinary	Y2	3	Sept. 5, 2023	April 26, 2024
Hospitality and Tourism Management	Multi-Disciplinary	Y2	3	Jan. 8, 2024	Aug. 16, 2024
Hospitality and Tourism Management	Multi-Disciplinary	Y2	3	May 6, 2024	Dec. 13, 2024
Hospitality and Tourism Management	Restaurant and Serv. Op.	Y1	1	Sept. 5, 2023	April 26, 2024
Hospitality and Tourism Management	Restaurant and Serv. Op.	Y1	1	Jan. 8, 2024	Aug. 16, 2024
Hospitality and Tourism Management	Restaurant and Serv. Op.	Y1	1	May 6, 2024	Dec. 13, 2024
Hospitality and Tourism Management	Multi-Disciplinary	Y2	4	Sept. 5, 2023	Dec. 15, 2023
Hospitality and Tourism Management	Restaurant and Serv. Op.	Y2	3	Sept. 5, 2023	April 26, 2024
Hospitality and Tourism Management	Restaurant and Serv. Op.	Y2	3	Jan. 8, 2024	Aug. 16, 2024
Hospitality and Tourism Management	Travel and Tourism	Y1	1	Sept. 5, 2023	April 26, 2024
Hospitality and Tourism Management	Travel and Tourism	Y1	1	Jan. 8, 2024	Aug. 16, 2024
Hospitality and Tourism Management	Travel and Tourism	Y1	1	May 6, 2024	Dec. 13, 2024
Hospitality and Tourism Management	Restaurant and Serv. Op.	Y2	3	May 6, 2024	Dec. 13, 2024
Hospitality and Tourism Management	Restaurant and Serv. Op.	Y2	4	Sept. 5, 2023	Dec. 15, 2023
Hospitality and Tourism Management	Travel and Tourism	Y2	3	Sept. 5, 2023	April 26, 2024
Hospitality and Tourism Management	Travel and Tourism	Y2	3	Jan. 8, 2024	Aug. 16, 2024
Hospitality and Tourism Management	Travel and Tourism	Y2	3	May 6, 2024	Dec. 13, 2024
Information and Records Mgmt		Y1	1	Sept. 5, 2023	April 26, 2024

Program Name	Major	Year	Semester	Start Date	End Date
Information and Records Mgmt		Y1	1	Jan. 8, 2024	Aug. 16, 2024
Information and Records Mgmt		Y1	1	May 6, 2024	Dec. 13, 2024
Information Security Analyst		Y1	1	Sept. 5, 2023	April 26, 2024
Information Security Analyst		Y1	1	May 6, 2024	Aug. 16, 2024
Information Security Analyst		Y1	1	May 6, 2024	Dec. 13, 2024
Information Systems Security		Y1	1	Sept. 5, 2023	Dec. 15, 2023
Information Systems Security		Y1	1	Sept. 5, 2023	April 26, 2024
Information Systems Security		Y1	1	Jan. 8, 2024	Aug. 16, 2024
Information Systems Security		Y1	2	May 6, 2024	Dec. 13, 2024
Information Systems Security		Y2	3	Sept. 5, 2023	Dec. 15, 2023
Information Systems Security		Y2	3	Sept. 5, 2023	April 26, 2024
Information Systems Security		Y2	3	Jan. 8, 2024	Aug. 16, 2024
Information Systems Security		Y2	3	May 6, 2024	Dec. 13, 2024
Information Systems Security		Y2	3	May 8, 2023	Aug. 16, 2024
Information Tech. Services		Y1	1	Sept. 5, 2023	April 26, 2024
Information Tech. Services		Y1	1	Jan. 8, 2024	Aug. 16, 2024
Information Tech. Services		Y1	1	May 6, 2024	Dec. 13, 2024
Information Tech. Services		Y2	3	Sept. 5, 2023	April 26, 2024
Information Tech. Services		Y2	3	Jan. 8, 2024	Aug. 16, 2024
Information Tech. Services		Y2	3	May 6, 2024	Aug. 16, 2024
Information Technology	Computer Systems	Y2	3	Sept. 5, 2023	Dec. 15, 2023
Information Technology	Software Development	Y2	3	Sept. 5, 2023	Dec. 15, 2023
Instrument Engineering Tech		Y1	1	Sept. 5, 2023	April 26, 2024
Instrument Engineering Tech		Y2	3	Sept. 5, 2023	April 26, 2024
Integrated Water Management		Y1	1	Sept. 5, 2023	April 26, 2024
Integrated Water Management		Y2	3	Sept. 5, 2023	April 26, 2024
Interactive Design	Graphic Design	Y1	1	Sept. 5, 2023	April 26, 2024
Interactive Design	Graphic Design	Y1	1	Jan. 8, 2024	Aug. 16, 2024
Interactive Design	Graphic Design	Y1	1	May 6, 2024	Dec. 13, 2024
Interactive Design	User Experience	Y1	1	Sept. 5, 2023	April 26, 2024
Interactive Design	User Experience	Y1	1	Jan. 8, 2024	Aug. 16, 2024
Interactive Design	User Experience	Y1	1	May 6, 2024	Dec. 13, 2024
Interactive Design	Web Design and Development	Y1	1	Sept. 5, 2023	April 26, 2024
Interactive Design	Web Design and Development	Y1	1	Jan. 8, 2024	Aug. 16, 2024
Interactive Design	Web Design and Development	Y1	1	May 6, 2024	Dec. 13, 2024
International Business Management		Y1	1	Sept. 5, 2023	June 28, 2024
Journalism	General	Y1	1	Sept. 5, 2023	April 26, 2024
Journalism	General	Y1	1	Jan. 8, 2024	Aug. 16, 2024
Journalism	Photojournalism	Y2	3	Sept. 5, 2023	Dec. 15, 2023
Journalism	Photojournalism	Y2	3	Sept. 5, 2023	April 26, 2024
Journalism	Photojournalism	Y2	3	Jan. 8, 2024	Aug. 16, 2024
Journalism	Print and Online	Y2	3	Sept. 5, 2023	Dec. 15, 2023
Journalism	Print and Online	Y2	3	Sept. 5, 2023	April 26, 2024
Journalism	Print and Online	Y2	3	Jan. 8, 2024	Aug. 16, 2024
Land Analyst		Y1	1	Sept. 5, 2023	April 26, 2024
Legal Assistant		Y1	1	Sept. 5, 2023	April 26, 2024
Legal Assistant		Y2	3	Sept. 5, 2023	May 31, 2024
Legal Assistant		Y1	1	Jan. 8, 2024	Aug. 16, 2024

Program Name	Major	Year	Semester	Start Date	End Date
Library Information Technology		Y1	1	Sept. 5, 2023	April 26, 2024
Library Information Technology		Y1	1	Jan. 8, 2024	Aug. 16, 2024
Library Information Technology		Y1	1	May 6, 2024	Dec. 13, 2024
Library Information Technology		Y2	3	Sept. 5, 2023	April 26, 2024
Machinist Technician		Y1	1	Sept. 5, 2023	April 26, 2024
Management and Leadership		Y1	1	Sept. 5, 2023	April 26, 2024
Management and Leadership		Y1	1	Jan. 8, 2024	Aug. 16, 2024
Management and Leadership		Y1	1	May 6, 2024	Dec. 13, 2024
Marketing		Y1	1	Sept. 5, 2023	April 26, 2024
Marketing		Y1	1	Jan. 8, 2024	Aug. 16, 2024
Marketing		Y1	1	May 6, 2024	Dec. 13, 2024
Mechanical Engineering Tech	Design and Analysis	Y2	3	Sept. 5, 2023	April 26, 2024
Mechanical Engineering Tech	Design and Analysis	Y2	3	Jan. 8, 2024	Aug. 16, 2024
Mechanical Engineering Tech	Design and Automation	Y2	3	Sept. 5, 2023	April 26, 2024
Mechanical Engineering Tech	Design and Automation	Y2	3	Jan. 8, 2024	Aug. 16, 2024
Mechanical Engineering Tech	Design and Development	Y2	3	Sept. 5, 2023	April 26, 2024
Mechanical Engineering Tech	General	Y1	2	Sept. 5, 2023	Dec. 15, 2023
Mechanical Engineering Tech	General	Y1	1	Sept. 5, 2023	April 26, 2024
Mechanical Engineering Tech	General	Y1	1	Jan. 8, 2024	Aug. 16, 2024
Med Device Reprocessing Tech		Y1	1	July 4, 2023	Dec. 15, 2023
Med Device Reprocessing Tech		Y1	1	Sept. 5, 2023	Feb. 16, 2024
Med Device Reprocessing Tech		Y1	1	Sept. 5, 2023	April 26, 2024
Med Device Reprocessing Tech		Y1	1	Jan. 8, 2024	June 28, 2024
Med Device Reprocessing Tech		Y1	1	Jan. 8, 2024	Aug. 16, 2024
Med Device Reprocessing Tech		Y1	1	May 6, 2024	Dec. 13, 2024
Med Office Asst and Unit Clerk		Y1	1	Sept. 5, 2023	Feb. 2, 2024
Med Office Asst and Unit Clerk		Y1	1	Jan. 8, 2024	May 31, 2024
Med Office Asst and Unit Clerk		Y1	1	Jan. 8, 2024	Sept. 28, 2024
Medical Laboratory Assistant		Y1	1	Sept. 5, 2023	Feb. 16, 2024
Medical Laboratory Assistant		Y1	1	Jan. 8, 2024	June 28, 2024
Medical Laboratory Assistant		Y1	1	May 6, 2024	Nov. 30, 2024
Medical Laboratory Technology		Y1	1	Sept. 5, 2023	June 28, 2024
Medical Laboratory Technology		Y2	4	July 4, 2023	June 28, 2024
Medical Radiologic Technology		Y1	1	Sept. 5, 2023	June 28, 2024
Medical Radiologic Technology		Y2	4	Sept. 5, 2023	Aug. 16, 2024
Network Systems Specialist		Y1	1	Oct. 30, 2023	June 28, 2024
Network Systems Specialist		Y1	1	May 6, 2024	Feb. 28, 2025
New Media Production and Design		Y1	2	Sept. 5, 2023	Dec. 15, 2023
New Media Production and Design		Y2	3	May 6, 2024	Dec. 13, 2024
Non-Destructive Testing Fndns.		Y1	1	Sept. 5, 2023	Dec. 15, 2023
Non-Destructive Testing Fndns.		Y1	1	Jan. 8, 2024	April 26, 2024
Nuclear Medicine Technology		Y1	1	Sept. 5, 2023	June 28, 2024
Nuclear Medicine Technology		Y2	4	Sept. 5, 2023	Aug. 16, 2024
Object Oriented Software Dev.		Y1	1	Sept. 5, 2023	June 28, 2024
Object Oriented Software Dev.		Y1	1	May 6, 2024	Feb. 28, 2025
Office Professional		Y1	1	Sept. 5, 2023	April 26, 2024
Open Studies		Y1	1	July 3, 2023	June 28, 2024
Open Studies		Y1	1	Sept. 5, 2023	Dec. 15, 2023

Program Name	Major	Year	Semester	Start Date	End Date
Open Studies		Y1	1	Sept. 5, 2023	Aug. 16, 2024
Open Studies		Y1	1	Jan. 8, 2024	Dec. 13, 2024
Open Studies		Y1	1	May 6, 2024	April 25, 2025
Ophthalmic and Optometric Assisting	Ophthalmic and Optometric Assist	Y1	1	Sept. 5, 2023	April 26, 2024
Ophthalmic and Optometric Assisting	Ophthalmic and Optometric Assist	Y1	1	May 6, 2024	Dec. 13, 2024
Optician		Y1	1	Sept. 5, 2023	Aug. 16, 2024
Optician		Y1	1	Jan. 8, 2024	Dec. 13, 2024
Optician		Y2	4	Sept. 5, 2023	Aug. 16, 2024
Optician		Y2	4	Jan. 8, 2024	Dec. 13, 2024
Petroleum Engineering Tech		Y1	1	Sept. 5, 2023	April 26, 2024
Petroleum Engineering Tech		Y1	1	Jan. 8, 2024	Aug. 16, 2024
Petroleum Engineering Tech		Y2	3	Sept. 5, 2023	April 26, 2024
Petroleum Engineering Tech		Y2	3	Jan. 8, 2024	Aug. 16, 2024
Petroleum Land Administration		Y1	1	July 4, 2023	Dec. 15, 2023
Pharmacy Assistant		Y1	1	Sept. 5, 2023	March 29, 2024
Pharmacy Assistant- Dual Credit		Y1	1	Sept. 11, 2023	July 31, 2024
Pharmacy Assistant		Y1	1	Jan. 8, 2024	July 26, 2024
Pharmacy Assistant		Y1	1	May 6, 2024	Nov. 22, 2024
Power and Process Operations		Y1	1	Jan. 8, 2024	Aug. 16, 2024
Power Engineering Technology		Y1	1	Sept. 5, 2023	April 26, 2024
Power Engineering Technology		Y2	3	Sept. 5, 2023	April 26, 2024
Power Engineering Technology		Y2	3	Jan. 8, 2024	Aug. 16, 2024
Pre-Empl Auto Service Tech		Y1	1	July 4, 2023	Sept. 22, 2023
Pre-Empl Auto Service Tech		Y1	1	April 2, 2024	June 21, 2024
Pre-Empl. Industrial Mechanic		Y1	1	Sept. 5, 2023	Nov. 24, 2023
Pre-Empl. Industrial Mechanic		Y1	1	March 25, 2024	June 14, 2024
Pre-Employment Auto Body		Y1	1	Feb. 20, 2024	May 10, 2024
Pre-Employment Auto Body		Y1	1	Sept. 11, 2023	June 6, 2024
Pre-employment Cabinetmaker		Y1	1	Sept. 5, 2023	Nov. 24, 2023
Pre-employment Cabinetmaker		Y1	1	Jan. 8, 2024	March 29, 2024
Pre-employment Carpenter		Y1	1	Sept. 5, 2023	Nov. 24, 2023
Pre-employment Carpenter		Y1	1	Jan. 8, 2024	March 29, 2024
Pre-employment Carpenter		Y1	1	April 2, 2024	June 21, 2024
Pre-employment Carpenter		Y1	1	Sept. 11, 2023	June 6, 2024
Pre-Employment Electrician		Y1	1	Aug. 28, 2023	Nov. 17, 2023
Pre-Employment Electrician		Y1	1	Nov. 20, 2023	Feb. 23, 2024
Pre-Employment Electrician		Y1	1	Feb. 26, 2024	May 17, 2024
Pre-Employment Electrician		Y1	1	May 21, 2024	Aug. 9, 2024
Pre-employment Mobile Crane		Y1	1	Jan. 8, 2024	March 8, 2024
Pre-Employment Pipetrades		Y1	1	Sept. 5, 2023	Nov. 24, 2023
Pre-Employment Pipetrades		Y1	1	Sept. 11, 2023	May 31, 2024
Pre-Employment Pipetrades		Y1	1	Jan. 8, 2024	March 29, 2024
Pre-Employment Pipetrades		Y1	1	April 1, 2024	June 21, 2024
Pre-Employment Refrigeration		Y1	1	Sept. 5, 2023	Nov. 24, 2023
Pre-Employment Refrigeration		Y1	1	April 2, 2024	June 21, 2024
Pre-Employment Refrigeration		Y1	1	Jan. 8, 2024	March 29, 2024
Pre-Employment RV Service Tech		Y1	1	Jan. 8, 2024	March 28, 2024
Pre-Employment RV Service Tech		Y1	1	Sept. 5, 2023	Nov. 24, 2023
Pre-Employment RV Service Tech		Y1	1	Sept. 11, 2023	June 6, 2024

Program Name	Major	Year	Semester	Start Date	End Date
Pre-Employment Welding		Y1	1	Sept. 11, 2023	May 31, 2024
Pre-Employment Welding		Y1	1	Jan. 8, 2024	June 7, 2024
Primary Care Paramedic		Y1	1	Sept. 5, 2023	Aug. 16, 2024
Pro Remotely Piloted AC System		Y1	1	Sept. 5, 2023	Dec. 15, 2023
Pro Remotely Piloted AC System		Y1	1	May 6, 2024	Aug. 16, 2024
Radio Television Broadcast New	Broadcast News	Y1	1	Sept. 5, 2023	April 26, 2024
Radio Television Broadcast New	Broadcast News	Y2	3	Sept. 5, 2023	April 26, 2024
Radio Television Broadcast New	Radio	Y1	1	Sept. 5, 2023	April 26, 2024
Radio Television Broadcast New	Radio	Y2	3	Sept. 5, 2023	April 26, 2024
Radio Television Broadcast New	Television Production	Y1	1	Sept. 5, 2023	April 26, 2024
Radio Television Broadcast New	Television Production	Y2	3	Sept. 5, 2023	April 26, 2024
Railway Conductor		Y1	1	Sept. 5, 2023	Nov. 24, 2023
Railway Conductor		Y1	1	Jan. 8, 2024	April 5, 2024
Railway Conductor		Y1	1	May 6, 2024	July 26, 2024
Rehabilitation Therapy Asst	Occupational/Physical Therapy	Y1	1	Sept. 5, 2023	June 28, 2024
Rehabilitation Therapy Asst	Occupational/Physical Therapy	Y2	3	Sept. 5, 2023	June 28, 2024
Respiratory Therapy		Y1	1	Sept. 5, 2023	April 26, 2024
Respiratory Therapy		Y2	3	Sept. 5, 2023	April 26, 2024
Respiratory Therapy		Y3	5	Sept. 5, 2023	Aug. 16, 2024
Software Development		Y1	1	Sept. 5, 2023	April 26, 2024
Software Development		Y1	1	Jan. 8, 2024	Aug. 16, 2024
Software Development		Y1	1	May 6, 2024	Dec. 13, 2024
Software Development		Y2	2	Sept. 5, 2023	April 26, 2024
Software Development		Y2	2	Jan. 8, 2024	Aug. 16, 2024
Software Development		Y2	2	May 6, 2024	Aug. 16, 2024
Transportation Heavy Equipment Technician		Y1	1	Sept. 5, 2023	April 26, 2024
Transportation Heavy Equipment Technician		Y1	1	Jan. 8, 2024	Aug. 16, 2024
Water and Wastewater Treat Ops		Y1	1	Sept. 5, 2023	Aug. 16, 2024
Web Developer		Y1	1	Sept. 5, 2023	March 1, 2024
Web Developer		Y1	1	Jan. 8, 2024	Aug. 16, 2024
Welding and Fabrication Technology		Y1	1	Sept. 5, 2023	April 26, 2024
Welding and Fabrication Technology		Y1	1	Jan. 8, 2024	Aug. 16, 2024
Welding Engineering Technology		Y1	2	Sept. 5, 2023	Dec. 15, 2023
Welding Engineering Technology		Y1	1	Sept. 5, 2023	April 26, 2024
Welding Engineering Technology		Y2	3	Sept. 5, 2023	April 26, 2024
Welding Engineering Technology		Y2	3	Jan. 8, 2024	Aug. 16, 2024
Welding Engineering Technology		Y2	3	May 6, 2024	Dec. 13, 2024

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
- Recognition of Prior Learning - Credit Courses
- Graduation Requirement
- Honours Designation
- University Transfer
- Articulation

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 internal SAIT 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 Requirements

AC.3.8.2 Attendance Requirements – Apprenticeship

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 - Credit Courses 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 prior learning assessment recognition (PLAR), 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 - Credit Courses 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

$$\text{GPA} = \frac{\text{Total grade points}}{\text{Total credit}} = \frac{24.51}{13.50} = \mathbf{1.81}$$

Academic Forgiveness

- **AC.3.1.1: Grading and Progression – Credit Courses procedure**

A student may apply for academic forgiveness of their total institutional GPA in situations where the student has taken at least a one-year break from SAIT and has changed programs or where the student has been away from SAIT for at least three years, provided that certain conditions are met, as set out in the procedure. The effect of academic forgiveness means that the total institutional GPA is removed from individual courses and a transcript notation added indicating that academic forgiveness has been applied to those courses. A student may receive academic forgiveness once.

Final Grades

- **AC.3.1.1: Grading and Progression - Credit Courses 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 - Credit Courses 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 – Non-Credit Courses**

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 and 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 or a Total Institutional GPA of less than 2.0 in that term, the student will remain 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 the procedure.

- **D.2 of AC.3.1.1 Grading and Progression - Credit Courses procedure**

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 - Credit Courses 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 - Credit Courses 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 - Credit Courses 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 10 business 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 - Credit Courses 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 - Credit Courses 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

Honours Designation

- **AC.3.1.1: Grading and Progression - Credit Courses procedure**

For a student to be awarded an Honours designation on a SAIT parchment, the following conditions must be met:

- the student has a cumulative program grade point average of 3.8,
- the student passed all courses on the first attempt, excluding withdrawals from a course and courses to which academic forgiveness has been applied,
- 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 Options

Procedures AC.3.18.1 Recognition of Prior Learning and AC.3.18.3 Articulation provide guidelines for students to obtain credit based on previous learning, successful completion of a challenge examination, or prior non-formal and informal learning. The guidelines include compliance with the residency requirement, content matching with the SAIT course outline, a minimum grade, and completion of credit courses time limit. Please see the above policies and procedures posted on SAIT's website for the most current information.

Transfer Credit

SAIT will consider course work completed at a recognized/accredited post-secondary institution (or equivalent) for credit toward a SAIT credential to the extent that the course work is applicable to the SAIT program in which the student is enrolled.

Transfer credit is assessed by subject matter experts and awarded by the Office of the Registrar in accordance with the transfer decisions outlined in the Alberta Council on Admissions and Transfer (ACAT), and transfer agreements with other institutions. Upon submission of official transcripts and a transfer credit application form, transfer credit evaluations are completed for students who have been admitted to a program. For students who are transferring from another institution to SAIT where a transfer agreement exists, SAIT will honor the transfer credits as specified in the agreement.

Transfer agreements provide opportunities for students 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). Transfer agreements are developed between two institutions (a To and From institution) that specify how the from institution's course or program will be accepted for (transfer or advanced) credit at the to institution. SAIT transfer agreements are posted on the Transfer Options page on sait.ca and are updated regularly. Students must meet the admission requirements of the to institution as well as the program requirements.

Challenge Examinations

Each school/department within SAIT determines if the credit course for which the student is seeking transfer credit has a challenge examination and the fee associated with the exam.

Prior Non-Formal and Informal Learning

Students may be awarded credit towards a credit course if their non-formal and informal learning are sufficient in content and meet the course requirements. Credit is granted for current knowledge, skills and abilities demonstrated to have arisen from non-formal and informal learning that the student has summarized in a portfolio submission.

Contact Us

For additional information, contact SAIT Transfer Options, Office of the Registrar

Phone: 1-877-284-7248
Email: transfer.options@sait.ca
Website: sait.ca/admissions/transfer-options

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
- 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.1.2.1 Sexual Assault and Sexual Violence**

SAIT supports survivors of sexual assault and will hold members of the SAIT community who commit acts of sexual assault and sexual gender-based violence 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 gender-based violence must inform SAIT by reporting the incident to Campus Security or by calling 911. HS.1.2.1 Sexual Assault and Sexual Violence 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 gender-based 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

2023/24 Domestic Credit Programs

Program Name	Year 1 Credits	Year 2 Credits	Year 3 Credits	Year 4 Credits	Total Program Credits	23/24 Tuition per Credit	23/24 Program Fees
Academic Upgrading	18.0	-	-	-	18.0	$187.00	
Accounting Certificate	30.0	-	-	-	30.0	$197.00	
Administrative Information Management	30.0	31.5	-	-	61.5	$175.00	
Advanced Care Paramedic	37.0	27.0	-	-	64.0	$244.00	
Aircraft Maintenance Engineers Technology	30.0	30.0	-	-	60.0	$214.00	
Aircraft Structures Technician	34.5	-	-	-	34.5	$280.80	
Architectural Technologies	30.0	30.0	-	-	60.0	$195.00	
Automotive Service Technology	30.0	30.0	-	-	60.0	$222.00	
Avionics Technology	33.0	30.0	-	-	63.0	$238.00	
Bachelor of Applied Technology Geographic Information Systems	-	-	30.0	30.0	60.0	$220.00	
Bachelor of Applied Technology Petroleum Engineering	-	-	27.0	30.0	57.0	$265.00	
Bachelor of Applied Business Administration	-	-	30.0	30.0	60.0	$242.00	
Bachelor of Business Administration	30.0	30.0	30.0	30.0	120.0	$242.00	
Bachelor of Hospitality and Tourism Management	-	-	30.0	30.0	60.0	$242.00	
Bachelor of Science in Construction Project Management	30.0	30.0	33.0	30.0	123.0	$237.00	
Baking and Pastry Arts	37.5	36.0	-	-	73.5	$209.00	$300.00
Business Administration	30.0	30.0	-	-	60.0	$197.00	
Business Administration Automotive Management	33.0	30.0	-	-	63.0	$185.00	
Business and Entrepreneurship	30.0	-	-	-	30.0	$197.00	
Business Intelligence: Data Analysis and Reporting	19.5	-	-	-	19.5	$559.00	
Butchery and Charcuterie Management	30.0	-	-	-	30.0	$233.00	$300.00
Chemical Engineering Technology	31.5	30.0	-	-	61.5	$188.00	
Chemical Laboratory Technology	31.5	30.0	-	-	61.5	$217.00	
Civil Engineering Technology	31.5	30.0	-	-	61.5	$195.00	
Community Economic Development Certificate	30.0	-	-	-	30.0	$197.00	
Culinary Arts	37.5	36.0	-	-	73.5	$221.00	$300.00
Cyber Security Analyst	30.0				30.0	$400.00	
Cyber Security for Control Systems	27.0	-	-	-	27.0	$515.00	
Data Analytics	24.0	-	-	-	24.0	$556.00	
Database Administrator	39.0	-	-	-	39.0	$457.00	
Dental Assisting	40.5	-	-	-	40.5	$209.00	
Diagnostic Medical Sonography	37.5	31.5	10.5	-	79.5	$206.00	
Electrical Engineering Technology	33.0	34.5	-	-	67.5	$193.00	
Electronics Engineering Technology	30.0	30.0	-	-	60.0	$237.00	
Energy Asset Management	30.0	30.0	-	-	60.0	$322.00	
English Language Foundations	30.0	-	-	-	30.0	$233.00	
Environmental Technology	30.0	30.0	-	-	60.0	$188.00	
Film and Video Production	30.0	30.0	-	-	60.0	$179.00	
Fitness and Wellness Management	34.5	33.0	-	-	67.5	$200.00	
Geomatics Engineering Technology	30.0	30.0	-	-	60.0	$189.00	
Graphic Communications and Print Technology	31.5	30.0	-	-	61.5	$152.00	
H&TM – Beverage Management	33.0	30.0	-	-	63.0	$197.00	$175.00
H&TM – Entrepreneurship and Innovation	33.0	30.0	-	-	63.0	$197.00	
H&TM – Event Management	33.0	30.0	-	-	63.0	$197.00	

Program Name	Year 1 Credits	Year 2 Credits	Year 3 Credits	Year 4 Credits	Total Program Credits	23/24 Tuition per Credit	23/24 Program Fees
H&TM – Hotels and Accommodation	33.0	30.0	-	-	63.0	$197.00	
H&TM – Multi-Disciplinary	33.0	30.0	-	-	63.0	$197.00	
H&TM – Restaurant and Service Operations	33.0	30.0	-	-	63.0	$197.00	$150.00
H&TM – Travel and Tourism	33.0	30.0	-	-	63.0	$197.00	
Health Information Management	31.5	30.0	-	-	61.5	$174.00	
Healthcare Leadership	27.0	-	-	-	27.0	$296.00	
Information and Records Management	30.0	-	-	-	30.0	$233.00	
Information Security Analyst	27.0	-	-	-	27.0	$536.00	
Information Systems Security	30.0	30.0	-	-	60.0	$467.00	
Information Technology Services	30.0	30.0	-	-	60.0	$315.00	
Instrumentation Engineering Technology	30.0	30.0	-	-	60.0	$190.00	
Integrated Water Management	30.0	30.0	-	-	60.0	$317.00	
Interactive Design	30.0	30.0	-	-	60.0	$315.00	
International Business Management	30.0	-	-	-	30.0	$242.00	
Journalism	30.0	30.0	-	-	60.0	$205.00	
Land Analyst	30.0	-	-	-	30.0	$191.00	
Legal Assistant	30.0	31.5	-	-	61.5	$176.00	
Library Information Technology	31.5	30.0	-	-	61.5	$162.00	
Machining Technology	30.0	30.0	-	-	60.0	$317.00	
Management and Leadership	30.0	-	-	-	30.0	$197.00	
Marketing	30.0	-	-	-	30.0	$197.00	
Mechanical Engineering Technology	30.0	30.0	-	-	60.0	$209.00	
Medical Device Reprocessing Technician	18.0	-	-	-	18.0	$414.00	
Medical Laboratory Assistant	19.5	-	-	-	19.5	$237.00	
Medical Laboratory Technology	52.5	36.0	-	-	88.5	$160.00	
Medical Office Assistant and Unit Clerk	18.0	-	-	-	18.0	$364.00	
Medical Radiologic Technology	34.5	28.5	-	-	63.0	$276.00	
Network Systems Specialist	33.0	-	-	-	33.0	$429.00	
New Media Production and Design	30.0	30.0	-	-	60.0	$170.00	
Non-Destructive Testing Foundations	16.5	-	-	-	16.5	$620.00	
Nuclear Medicine Technology	39.0	31.5	-	-	70.5	$220.00	
Object-Oriented Software Development	28.5	-	-	-	28.5	$497.00	
Office Professional	30.0	-	-	-	30.0	$175.00	
Open Studies	30.0	-	-	-	30.0	$328.00	
Ophthalmic and Optometric Assisting	27.0	-	-	-	27.0	$291.00	
Optician	33.0	33.0	-	-	66.0	$331.00	
Petroleum Engineering Technology	30.0	30.0	-	-	60.0	$186.00	
Petroleum Land Administration	15.0	-	-	-	15.0	$433.00	
Pharmacy Assistant	24.0	-	-	-	24.0	$309.00	
Power and Process Operations	30.0	-	-	-	30.0	$180.00	
Power Engineering Technology	30.0	31.5	-	-	61.5	$204.00	
Pre-Employment – Auto Body	12.0	-	-	-	12.0	$564.00	
Pre-Employment – Automotive Service Technician	12.0	-	-	-	12.0	$547.00	
Pre-Employment – Cabinetmaker	12.0	-	-	-	12.0	$433.00	

Program Name	Year 1 Credits	Year 2 Credits	Year 3 Credits	Year 4 Credits	Total Program Credits	23/24 Tuition per Credit	23/24 Program Fees
Pre-Employment – Carpenter	12.0	-	-	-	12.0	$448.00	
Pre-Employment – Electrician	15.0	-	-	-	15.0	$422.00	
Pre-Employment – Industrial Mechanic (Millwright)	12.0	-	-	-	12.0	$613.00	
Pre-Employment – Ironworker	12.0	-	-	-	12.0	$586.00	
Pre-Employment – Mobile Crane Operator	12.0	-	-	-	12.0	$714.00	
Pre-Employment – Pipe Trades	12.0	-	-	-	12.0	$483.00	
Pre-Employment – Recreation Vehicle Service Technician	16.5	-	-	-	16.5	$400.00	
Pre-Employment – Refrigeration	16.5	-	-	-	16.5	$341.00	
Pre-Employment – Welding	15.0	-	-	-	15.0	$439.00	
Primary Care Paramedic	34.5	-	-	-	34.5	$142.00	
Professional Remotely Piloted Aircraft Systems	18.0	-	-	-	18.0	$566.00	
Radio Television and Broadcast News – Broadcast News	30.0	30.0	-	-	60.0	$180.00	
Radio Television and Broadcast News – Radio	33.0	28.5	-	-	61.5	$180.00	
Radio Television and Broadcast News – Television	30.0	30.0	-	-	60.0	$180.00	
Railway Conductor	13.5	-	-	-	13.5	$810.00	
Rehabilitation Therapy Assistant	36.0	24.0	-	-	60.0	$116.00	
Respiratory Therapy	30.0	30.0	36.0	-	96.0	$151.00	
Software Development	30.0	30.0	-	-	60.0	$315.00	
Technology Infrastructure Analyst	36.0	-	-	-	36.0	$516.00	
Transportation and Heavy Equipment Technology	30.0	30.0	-	-	60.0	$317.00	
Water and Wastewater Treatment Operations	33.0	-	-	-	33.0	$572.00	
Web Developer	15.0	-	-	-	15.0	$591.00	
Welding and Fabrication Technology	30.0	30.0	-	-	60.0	$350.00	
Welding Engineering Technology	30.0	30.0	-	-	60.0	$246.00	

Note 1

Actual tuition fees are calculated based on the number of courses in which the student is registered.

Fees charged to students will be dependant on their status as full time or part time in each semester and the number of semesters students take courses in.

Laptop deposit fees, books, materials, or other optional fees are not included.

Note 2

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)

SAIT Fees 2022/23	Per semester	
	< 9 credits	> 9 credits
Campus athletic and recreation fee	$51.50	$103.00
Student support fee	$52.75	$105.50
Student technology fee	$52.75	$105.50
Upass	N/A	$160.00
Total:	**$157.00**	**$474.00**

Students' Association Fees 2023/24	Per semester	
	< 9 credits	> 9 credits
Student Association fee*	$16.23/credit	$146.00
Health plan	N/A	$86.00
Dental plan	N/A	$79.00
Total:		**$476.00**

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, professional certificate, certificate of achievement, certificate 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.

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, through the issuance of a digital badge, the 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.

Professional Certificate – A SAIT-approved credential that recognizes completion of a program which includes the formal evaluation of student performance and which is a minimum of one year in length, with program-specific admission requirements.

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 – An official keeper of records designated by SAIT.

Registration – The process of selecting and/or undertaking specific courses at SAIT.

Required withdrawal – The status assigned to a student who SAIT withdraws as a result of their academic misconduct or non-academic misconduct, or as a result of breaching a program's specific attendance requirements.

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.

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.

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.

SAIT
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