SAIT

ACADEMIC CALENDAR

2025/26

SAIT.ca

WELCOME TO SAIT

The world of work is constantly evolving. At SAIT, you'll gain the technical skills and human capabilities needed to excel in today's changing workplace, while joining a supportive community committed to your success.

Our story began in 1916 with 11 students and a mandate to retrain veterans returning from the war for jobs that hadn't previously existed — a testament to SAIT's ability to lead through change.

This dedication to innovation continues to be the foundation of our approach to applied education.

Our close collaboration with more than 1,000 private and public sector professionals on advisory boards across industry sectors ensures our curriculum stays ahead of the curve, aligned with advancements in technology and evolving employer expectations.

A SAIT education means tech-focused training in all eight of our schools, further enabling us to develop work-ready graduates with the growth mindset, entrepreneurial spirit and resilience required to succeed and lead in a diversified digital economy.

Offering more than 100 programs, from degrees, diplomas, certificates, apprenticeships, corporate training and bootcamps, SAIT is a major talent engine for industry throughout the province and internationally.

Our expertise and experience are recognized globally, with SAIT ranked as the top business school in Canada and #49 in the world by CEOWORLD Magazine. Additionally, our School of Hospitality and Tourism is ranked #14 in the world and #1 in Canada.

It's an exciting time to join our community #HereAtSAIT. We can't wait to welcome you and celebrate your impact.

All the best,

Dr. David G. Ross,
President and CEO

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Waiver

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Dates to Remember

2025/2026 Academic Year

Summer 2025: Jul. 2 to Aug. 29, 2025 **Fall 2025:** Sept. 1 to Dec. 17, 2025
Winter 2026: Jan. 6 to Apr. 23, 2026 **Spring 2026:** May 4 to Aug. 21, 2026

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

Fall 2025

Aug. 2025

1 Final transcript deadline for fall term applicants
1 Applications open for full-time programs Summer and Fall 202 International
6 Fall Tuition payment deadline – Accepted students
25 Add/Drop period begins for most full-time programs

Sept. 2025

1 Labour Day – Institute closed
1 Apply to graduate closes for Fall 2025 Convocation Ceremony
1 Fall classes commence
2 Apply to graduate opens for Winter 2026 Convocation Ceremony
12 Fall Tuition payment deadline for continuing students only
12 Final day to apply for transfer credit and/or recognition of prior learning for the Fall term and receive a full tuition refund*
12 Add/Drop period ends for most full-time programs
12 Final day to opt-out or add family to the SAITSA Health and Dental Benefits Plan.
30 Recognition of National Day for Truth and Reconciliation – Institute closed

Oct. 2025

1 Applications open for full-time programs Summer and Fall 202 Domestic at 8:30 AM
13 Thanksgiving Day – Institute closed
14 Winter 2026 Self-Registration opens
17–18 Open House Fall

Nov. 2025

10–14 Fall midterm break
11 Remembrance Day – Institute closed
13 Fall Convocation ceremony
14 Withdrawal deadline (15–week courses) **See below

Dec. 2025

1 Final transcript deadline for Winter term applicants
10 Winter Tuition and fee payment deadline for accepted students (most full-time programs)
12–17 Fall Final exams
17 End of Fall term
19 Fall 2025 grades are due
25–26 Winter break – Institute closed

Winter 2026

Jan. 2026

1 Apply to graduate closes for Winter 2026 conferral
1 New Year's Day – Institute closed
2 Apply to graduate opens for Spring 2026 conferral
2 Institute open Add/Drop period begins for most full-time programs*The date for the Add/Drop period is based on term length
2 Winter Orientation
2 Add/Drop period ends for most full-time programs
6 Winter classes commence
16 Winter Tuition payment deadline for continuing students only
16 Final day to apply for transfer credit and recognition of prior learning for the winter term and receive a full tuition refund*
16 Final day to opt-out or add family to the SAITSA Health and Dental Benefits Plan.

Feb. 2026

16 Family Day – Institute closed
16–20 Winter midterm break
23 Winter convocation ceremonies

March 2026

TDB Open House Winter
1 Applications open for full-time programs starting Winter and Spring 2026 at 8:30 AM
20 Withdrawal deadline (15-week courses) **See below
31 Apply to Graduate closes for Spring 2025

April 2026

1 Final transcript deadline for Spring term applicants
1 Apply to graduate opens for Nov. 2026 conferral
3 Good Friday— Institute Closed
6 Easter Monday— Institute Closed
4 Spring 2026 Tuition and fee payment deadline for accepted students (most full-time programs)
20–23 Winter Final exams
23 End of Winter term
28 Add/Drop period begins for most full-time programs *The date for the Add/Drop period is based on term length

Spring / Summer 2026

May 2026

4 Spring classes commence
15 Spring/Summer Tuition deadline for continuing students and Add/Drop period ends
15 Final day to apply for transfer credit and prior learning assessment and recognition (PLAR) for the Spring term and receive a full tuition refund*
15 Apprentice Registrations Opens TBA
18 Victoria Day — Institute closed

June 2026

1 Final transcript deadline for summer term applicants
3 Tuition and fee payment deadline for all students starting in July (most full-time programs)
16-19 Spring convocation ceremonies
29 Spring midterm break begins

July 2026

1 Canada Day — Institute closed
2 Summer term start date
3 Spring midterm break ends
3 Calgary Stampede Parade Day – Institute closed until 1pm
15 Withdrawal deadline (Spring 15—week courses) **See below

Aug. 2026

1 Final transcript deadline for Fall term applicants
3 Civic Holiday — Institute closed
6 Tuition and fee payment deadline for all students starting in Sept. (most full–time programs)
10 Withdrawal deadline (Summer 8-week courses)
18-21 Spring Final exams
21 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 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.

Collection Notice

The personal information you provide on the application form is collected under the authority of the P*rotection of Privacy Act of the Province of Alberta, Section* 4(c), *the Statistics Act (Canada)*, and the *Income Tax 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. For questions about the collection of personal information, contact the Privacy Officer at access.privacy@sait.ca or by phone 403.389.2707.

PROGRAMS

Academic Upgrading

- **Fall (Sept. – Dec.)**
- **Winter (Jan. – Apr.)**
- **Spring (May – Aug.)**
- **Full–time/Part–time classroom or online**

Contact us

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

Program Description

If you don't meet the requirements for our certificate, diploma, applied degree, and bachelor's degree programs, our Academic Upgrading program can help get you there.

Complete a variety of our high school equivalency courses depending on your academic goals and journey. We want you to feel comfortable here at SAIT and develop successful strategies for ongoing learning. Many adult learners use the Academic Upgrading program to upgrade high school courses.

All courses are Alberta high school equivalency courses (not Alberta Education credit courses) and are accepted by other Alberta post-secondary educational institutions for admission.

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.

Please note that you cannot use the Academic Upgrading program to earn your high school diploma.

Why upgrade at SAIT

The benefits of taking Academic Upgrading courses at SAIT include:

- flexible class times where you can choose when and where to take your classes - during the day, evening, online, or even a combination of in-person and online through our blended option
- a supportive environment with access to free student services like tutoring, workshops to improve your learning strategies, assistance with writing, and counselling services.

We recommend you have access to a personal computer for your classes. Attendance and punctuality are directly related to academic success. Attending all your classes gives you a better chance of succeeding on assignments and tests.

Expand your learning with Open Studies

Are you interested in taking both Open Studies and Academic Upgrading courses? You can enroll in both simultaneously by applying to Open Studies first. Once you've been accepted, contact us at upgrading@sait.ca for assistance with registering for Academic Upgrading courses.

Program Overview

Traits, skills and aptitudes

To succeed in the Academic Upgrading program, you need some key qualities and abilities, including:

- motivation and a strong desire to improve your academic skills and achieve your educational goals
- time management skills to balance coursework and other responsibilities
- self-discipline so you can stay focused while studying and completing assignments
- computer literacy
- being able to understand written materials in English
- study skills, including knowing how to take notes and prepare for exams
- effective communication skills, expressing your thoughts clearly verbally or in writing.

Program length

Based on course(s)

Accepts international applicants – not-PGWP eligible

This program is open to international applicants; however, program availability may be limited. This program does not meet the eligibility criteria for the Post-Graduation Work Permit program.

Not eligible for CAJG

This program is not eligible for the Canada Alberta Job Grant.

Admission Requirements

Applicants educated in Canada

Once you have applied to the program, your transcripts will be reviewed by the Academic Upgrading team to determine the appropriate level of upgrading courses.

You may be required to complete placement tests. You must complete testing in all relevant subject areas if your transcripts are unavailable.

All applicants, including those educated in Canada, must demonstrate English language proficiency.

Applicants educated outside of Canada

All applicants who were educated outside of Canada must demonstrate English language proficiency and provide proof they meet the program admission requirements outlined above with an international document assessment. Find accepted educational documents and assessment options.

SAIT may also accept courses completed at certain international post-secondary institutions.

Application process

Placement tests may be required to determine the proper placement level in academic upgrading courses for math and physics. Once you have applied to the program, your transcripts will be reviewed by the academic upgrading team to determine the appropriate level of upgrading courses.

Placement tests in other subject areas are also available if you are not meeting prerequisites through high school transcripts.

Learn more about Academic Upgrading placement testing.

Program Outline

All SAIT upgrading courses are three (3) credits and 90 hours in length. Three or more classes per semester (9+ credits) are considered full-time studies.

All prerequisites are set at 60% except for Science 10 and SAIT courses, which are 50%.

Available courses

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 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

Progression

You must pass the 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.

See our course upgrading pathways.

Review our grading and progression procedure >

Costs

Books and supplies

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

MATH 181 and MATH 182 use Open Educational Resources (OERs), so no purchase is required. Some instructors may recommend additional supportive books in the form of math workbooks.

Consider waiting to purchase COMM 181 or COMM 182 textbooks until the first class so instructors can inform you of their preferences.

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

Academic Upgrading program advising

For any questions or to set up an advising appointment, please get in touch with Academic Upgrading.

Phone: 403.210.5756
Email: upgrading@sait.ca

Accounting

- **Complete Certificate 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

This program will equip you with the essential knowledge and skills to succeed in various accounting, finance and business management roles.

Whether your interest lies in management positions or starting a career in bookkeeping or accounting, this program will help you. It also allows you to pursue advanced credentials.

Class sizes are small, with a maximum of 40 students. You can expect a workload of nine to 12 hours per week per course. You'll have up to five years to complete this certificate, allowing flexibility in your learning journey.

Our instructors with professional accounting experience will guide you to ensure you gain all the necessary practical knowledge.

In this program, you will:

- gain a solid understanding of accounting fundamentals, including income statements, balance sheets, accounts receivable, accounts payable, fixed assets, and depreciation
- get hands-on experience reconciling accounts and recording journal entries related to full-cycle accounting
- learn to leverage information and communication technology essential in today's digital age to streamline processes, improve accuracy, and enhance productivity in accounting and financial management roles
- develop soft skills, business acumen and an understanding of how the accounting field contributes to all areas of business
- learn how to model the ethical expectations of the accounting profession, which are essential for transparency and trust.

The program culminates in a capstone course where you'll apply your skills in a work-integrated learning project. This experience will enhance your critical thinking, communication, collaboration, and organizational capabilities.

As a graduate of this financial accounting program, you'll be ready to take on accounting-related business administration jobs.

Program Overview

Traits, skills and aptitudes

Those working in the accounting field tend to be methodical, innovative, and directive.

You need:

- high ethical standards
- communication skills
- critical-thinking, analytical, and problem-solving skills
- time-management skills
- the ability to work independently or as part of a team.

You should enjoy following rules, working within highly structured processes, and creative problem-solving. You should also be comfortable directing others.

Academic path

The accounting certificate provides you with the necessary foundation to advance your education.

Graduates of this program can receive credit for up to nine courses required for SAIT's Business Administration diploma or Bachelor of Business Administration degree (varies by major). Additional admission requirements apply.

Practicum, co-op and work integrated learning opportunities

Your final capstone course will have you apply your skills in a work-integrated learning project.

You'll work collaboratively with other students to develop a solution to a challenge faced by a business or community organization.

Accreditations, designations or certifications

Some courses in this program are recognized as equivalent to Chartered Professional Accountants (CPA) preparatory courses required for admission to the CPA Professional Education Program (PEP).

Credential

After successfully completing this program, you'll receive a SAIT Accounting certificate.

Program length

1 year

CAJG-eligible

This program is eligible for the Canada Alberta Job Grant.

Accepts international applicants - not-PGWP eligible

This program is open to international applicants; however, program availability may be limited. This program does not meet the eligibility criteria for the Post-Graduation Work Permit program.

Related careers

Our graduates may work in the following occupations. Some careers require additional experience and education.

Potential careers (NOC):

- Administrative officers (13100)
- Payroll administrators (13102)
- Administrative assistants (13110)
- Financial auditors and accountants (11100)
- Financial and investment analysts (11101)
- Supervisors, finance and insurance office workers (12011)
- Accounting technicians and bookkeepers (12200)
- Accounting and related clerks (14200)

Admission Requirements

Applicants educated in Canada

Applicants must demonstrate English language proficiency and completion of one 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.

SAIT accepts high school course equivalents for admission for applicants educated outside Alberta.

Applicants educated outside of Canada

All applicants who were educated outside of Canada must demonstrate English language proficiency and provide proof they meet the program admission requirements outlined above with an international document assessment. Find accepted educational documents and assessment options.

SAIT may also accept courses completed at certain international post-secondary institutions.

Program Outline

The Accounting certificate requires 30 credits (10 courses) to complete.

MNGT 257 Business Certificate Capstone should be taken only after completing all required and elective courses.

Required courses

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

Elective courses

Choose two of the following electives.

ACCT 350 - Intermediate Financial Accounting II	3 Credits
ACCT 380 - Intermediate Management Accounting	3 Credits
COMN 220 - Communication and Presentation Skills	3 Credits
MNGT 321 - Project Management	3 Credits
MNGT 322 - Information Systems	3 Credits
STAT 270 - Quantitative Methods	3 Credits

Suggested schedule of study

We recommend you complete the courses in the order 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

Two elective courses

MNGT 257 - Business Certificate Capstone	3 Credits

Progression

You must attain a PGPA and/or a CGPA of 2.0 or better each semester and pass the prerequisite courses to progress through the program.

To qualify for graduation, you must pass all courses, attain a CGPA of 2.0 or better and complete course requirements within the prescribed timelines.

Review our grading and progression procedure >

Costs

Books and supplies

Books and supplies are approximately $1,000 – $1,500 per full-time year.

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

Find your booklist on the SAIT Bookstore's website. The booklist will be available closer to the program start date. Can't find your program or course? The bookstore didn't receive a textbook list. Contact your program advisor directly to determine if they're still refining course details or if you're in luck; no textbook purchase is required this term.

Business program advising

For any questions or to set up an advising appointment, please get in touch with our School of Business.

Phone: 403.284.8485
Email: business.advising@sait.ca

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.

Graduate outcomes

A. **Safety** – awareness of safety standards relevant to the workplace.
   - Safety awareness

B. **Responsible leadership** – personal, ethical and respectful behaviour within the workplace and global community.
   - Teamwork and multi-disciplinary collaboration
   - Self-initiative
   - Ethical reasoning and action
   - Global awareness
   - Sustainability

C. **Communication** – the exchange of information professionally and effectively.
   - Language skills
   - Interpersonal skills

D. **Information literacy** – the strategies used to become informed, from recognizing an information need to accessing and evaluating information and using it effectively and ethically.
   - Problem-solving and critical thinking
   - Quantitative literacy
   - Technological literacy

E. **Technical knowledge, skills and abilities** – technical competence specific to the discipline or industry.
   - Specialized technical skill set

Administrative Information Management

- **Two-year diploma**
- **Fall and winter full-time classroom**
- **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

Are you prepared to play a vital role in how a business functions? The SAIT Administrative Information Management diploma program is your pathway to mastering the skills that make businesses run smoothly.

This two-year program is highly valued by employers seeking administrative professionals.

Upon graduation, you will have in-demand skills in business technology, problem-solving, and collaboration. You will be prepared for business administration jobs like coordinator, administrator, and executive assistant. Your skills will transfer across many industries, including finance, oil and gas, healthcare, transportation, and technology.

In this program, you'll:

- develop professionalism, teamwork, and leadership skills while working collaboratively
- learn to manage daily tasks and business activities, ensuring operations run smoothly
- become skilled in creating, securing, and organizing information using technology, including coordinating meetings and overseeing office procedures
- perform business processes and procedures to enhance productivity within organizations
- learn to produce effective business reports that provide valuable insights and stay current with the latest technology trends
- master the art of effective communication, a crucial skill in any workplace
- enhance your critical thinking abilities to solve problems and tackle real-world challenges
- learn to provide superior client service, ensuring the satisfaction of both internal and external stakeholders
- practice ethical and professional behaviour, setting high standards for yourself.

This program equips you with the skills and knowledge you need to excel in administrative roles or human resource management. If you are looking for a fulfilling career where you can make an impact, this program is for you.

Certifications and real experience

You'll have the opportunity to earn Microsoft Office certifications and applications that include SharePoint, Outlook, Excel, Word, OneNote, Project and Publisher. You will develop scheduling, word processing, databases, spreadsheets, and presentations expertise.

You will work for a simulated company to apply your skills. You will also complete a four-week practicum placement to put what you have learned into practice in an actual workplace.

Program Overview

Traits, skills and aptitudes

Those who work in administration tend to be objective, methodical, and innovative.

You need:

- a professional attitude
- discretion
- strong communication skills
- time management and organizational skills
- conflict resolution skills
- the ability to work independently and on a team
- the ability to work under pressure to meet deadlines.

You should enjoy working with people, working on computers and compiling and organizing information.

Academic path

Graduates of the SAIT Office Professional certificate are eligible to enter this program in year two and complete one additional year of study to earn their diploma.

The courses in the Office Professional certificate are the same as those in year one of the Administrative Information Management diploma.

Practicum, co-op and work integrated learning opportunities

You will participate in a four-week practicum, applying the skills and knowledge you have learned in an industry environment.

Work placements can occur across many industries, including transportation, petroleum and energy, finance, education, government, engineering, construction and non-profit.

Accreditations, designations or certifications

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

- Word 2019 and 365 Specialist
- Excel 2019 and 365 Specialist
- PowerPoint 2019 and 365 Specialist
- Outlook 2019 and 365 Specialist
- Word 2019 and 365 Expert
- Excel 2019 and 365 Expert
- Access 2019 and 365 Specialist

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

Credential

After successfully completing this program, you'll receive a SAIT Administrative Information Management diploma.

Program length

2 years

Accepts international applicants – not-PGWP eligible

This program is open to international applicants; however, program availability may be limited. This program does not meet the eligibility criteria for the Post-Graduation Work Permit program.

Not eligible for CAJG

This program is not eligible for the Canada Alberta Job Grant.

Related careers

Our graduates may work in the following occupations. Some careers require additional experience and education.

- Potential careers (NOC):
- Executive assistants (12100)
- Records management technicians (12112)
- Administrative officers (13100)
- Administrative assistants (13110)
- General office support workers (14100)
- Receptionists (14101)
- Other customer and information services representatives (64409)

Admission Requirements

Applicants educated in Canada

Applicants must demonstrate English language proficiency and completion of all the following courses or equivalents:

- at least 50% in Math 10C or Math 20-3, and
- at least 50% in English Language Arts 30-1 or English Language Arts 30-2.

SAIT accepts high school course equivalents for admission for applicants educated outside Alberta.

Applicants educated outside of Canada

All applicants who were educated outside of Canada must demonstrate English language proficiency and provide proof they meet the program admission requirements outlined above with an international document assessment. Find accepted educational documents and assessment options.

SAIT may also accept courses completed at certain international post-secondary institutions.

Program Outline

The Administrative Information Management diploma requires 61.5 credits (20 courses) to complete.

The program spans two years, with two semesters in the first year, and three semesters in the second.

Required courses

AMAT 240 - Applied Mathematics for Business	3 Credits
BCMP 215 - Collaborative Software and Technologies	3 Credits
BCMP 220 - Business Software Foundations	3 Credits
BCMP 250 - Word Processing Essentials	3 Credits
BCMP 260 - Spreadsheet Essentials	3 Credits
BCMP 270 - Presentation Software	3 Credits
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
BCMP 340 - Project Management Software	3 Credits
COMN 220 - Communication and Presentation Skills	3 Credits
COMN 280 - Communication and Presentation Skills II	3 Credits
MNGT 250 - Organizational Behaviour	3 Credits
OADM 211 - Business Studies	3 Credits
OADM 257 - Office Administration	3 Credits
OADM 355 - Meetings and Events	3 Credits
OADM 375 - Industry Readiness	3 Credits
OADM 396 - Integrated Business Applications	6 Credits
PRCT 365 - Practicum	1.5 Credits

Suggested schedule of study

We recommend you complete the courses in the order listed below.

Year 1

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

Year 2

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 Readiness	3 Credits
OADM 396 - Integrated Business Applications	6 Credits

Semester 5

PRCT 365 - Practicum	1.5 Credits

Progression

You must attain a PGPA and/or a CGPA of 2.0 or better each semester and pass the prerequisite courses to progress through the program.

To qualify for graduation, you must pass all courses, attain a CGPA of 2.0 or better and complete course requirements within the prescribed timelines.

Review our grading and progression procedure >

Costs

Books and supplies

Books and supplies are approximately $1,000 - $1,500 per full-time year.

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

Find your booklist on the SAIT Bookstore's website. The booklist will be available close to your start date. Can't find your program or course? The bookstore didn't receive a textbook list. Contact your program directly to determine if they're still refining course details or if you're in luck; no textbook purchase is required for that term.

Business program advising

For any questions or to set up an advising appointment, please get in touch with our School of Business.

Phone: 403.284.8485
Email: business.advising@sait.ca

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 behaviour.
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.

Graduate outcomes

A. **Safety** – awareness of safety standards relevant to the workplace.
   - Safety awareness

B. **Responsible leadership** – personal, ethical and respectful behaviour within the workplace and global community.
   - Teamwork and multi-disciplinary collaboration
   - Self-initiative
   - Ethical reasoning and action
   - Global awareness
   - Sustainability

C. **Communication** – the exchange of information professionally and effectively.
   - Language skills
   - Interpersonal skills

A. **Information literacy** – the strategies used to become informed, from recognizing an information need to accessing and evaluating information and using it effectively and ethically.
   - Problem-solving and critical thinking
   - Quantitative literacy
   - Technological literacy

B. **Technical knowledge, skills and abilities** – technical competence specific to the discipline or industry.
   - Specialized technical skill set

Advanced Care Paramedic

- **For information regarding upcoming program intakes, please see sait.ca.**

Contact us

School of Health and Public Safety
Phone: 403.284.8481
Email: hps.info@sait.ca

Program Description

The Advanced Care Paramedic program is designed for those who want to elevate their career in emergency medical services.

This extensive program equips you with in-depth knowledge of human anatomy, physiology, pathophysiology, advanced pharmacology, and a range of medical interventions.

The first year focuses on foundational knowledge and building a strong theoretical base in human anatomy, physiology, and pharmacology. You will:

- learn treatment protocols for various medical and traumatic emergencies
- gain proficiency in adult advanced life support and neonatal resuscitation protocols
- develop advanced patient assessment skills
- apply theoretical knowledge in a controlled environment through simulation laboratory classes.

The second year focuses on practical experience, during which you take part in practicum placements to build real-world paramedicine experience, as well as prepare for registration with the Alberta College of Paramedics.

The key features of year two include:

- specialized training in critical emergency interventions
- a combination of theoretical instruction and hands-on practice
- utilizing the Centre for Advanced Patient Care Simulation and our state-of-the-art Ambulance Simulation labs for realistic patient care scenarios.

Graduates of this program are ready to perform at the forefront of emergency medical services. With a curriculum that meets the highest accreditation standards and a strong focus on practical skills, you will be thoroughly prepared for the demands of being an Advanced Care Paramedic.

Program Overview

Traits, skills and aptitudes

Paramedics tend to be innovative, methodical and objective.

You need:

- a strong desire to help those in need
- adaptability
- excellent communication skills
- attention to details
- sound decision-making and critical-thinking skills
- fine motor skills to provide advanced pre-hospital emergency care
- emotional self-regulation and the ability to remain calm, firm, reassuring and efficient in moments of crisis
- the ability to work alone and on a team
- a willingness to work extended hours and shifts, including nights and weekends
- to be comfortable with the sight of human blood and tissue
- to meet the job's physical demands, including spending most working hours on your feet, repetitively bending, and assisting with transporting, lifting and positioning patients or equipment. Some of these requirements 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 a 95.5 kg (210 lbs) patient and ascend and descend ten 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
  - bilateral side carry of 9 kg (20 lbs) of weight in each hand
  - front carry 18 kg (40 lbs)
  - perform CPR for two minutes.

All emergency medical personnel are required to wear personal protective equipment (PPE) for extended periods. This includes exposure to latex and other disinfectant materials.

You are strongly encouraged to refer to the ALIS website for career, learning, and employment information for emergency medical personnel, the Paramedic Association of Canada occupational competency profile and Alberta Health Service's F.A.R.E. Paramedic requirements to ensure you can successfully meet the occupational requirements for the program and profession.

Practicum, co-op and work integrated learning opportunities

You'll participate in required practicums under the guidance of experienced, on-site practitioners (preceptors) and SAIT instructors, who will mentor and oversee you in clinical settings.

You will be assigned practicum placements with consideration given to your preference of location. However, due to limited availability in Calgary, you might need to travel or relocate outside of the city or province.

The healthcare field has a strong focus on health, wellness, and fitness to practice due to the demanding nature of the work and Occupational Health and Safety requirements. As such, special considerations will not be granted based on individual circumstances or preferences, except those stated as protected grounds when an accommodation has been approved.

If you cannot obtain a tight facial seal while wearing a respiratory mask due to the presence of facial hair and refuse to shave for religious reasons, you will be considered unfit to work as a paramedic by Alberta Health Services (AHS) standards and will not be allowed to participate in practicum or successfully complete the program. Respiratory mask-fit testing is a requirement to participate in your practicum.

In compliance with the practica agreements with our clinical partners, you will be required to provide specific documentation before you can participate in your practicum. Find out what requirements you need for this program.

Accreditations, designations or certifications

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

Once you graduate, you're eligible to write the Canadian Organization of Paramedic Regulators registry exam, and required to register with the Alberta College of Paramedics to work in Alberta.

You'll also receive the following certifications as a graduate:

- Advanced Cardiovascular Life Support (ACLS)
- Pediatric Advanced Life Support (PALS)
- International Trauma Life Support (ITLS)
- Neonatal Resuscitation Program (NRP)

Credential

Upon successful completion of this program, you'll be awarded a SAIT Advanced Care Paramedic diploma.

Program length

2 years

Accepts international applicants - PGWP-eligible

This program accepts international applicants and meets the eligibility criteria for the Post-Graduation Work Permit program, as long as the student is registered in on-campus classes or completes more than 50% of the courses on campus (for blended options).

Not eligible for CAJG

This program is not eligible for the Canada Alberta Job Grant.

Related careers

Our graduates may work in the following occupations. Some careers require additional experience and education.

Potential careers (NOC):

- Paramedical occupations (32102)
- Managers in healthcare (30010)
- Health policy researchers, consultants and program officers (41404)

Admission Requirements

Applicants educated in Canada

All applicants must demonstrate English language proficiency and completion of the following courses or equivalents:

- Primary Care Paramedic certificate, or
- Emergency Medical Technician certificate.

Applicants educated outside of Canada

All applicants who were educated outside of Canada must demonstrate English language proficiency and provide proof they meet the program admission requirements outlined above with an international document assessment. Find accepted educational documents and assessment options.

SAIT may also accept courses completed at certain international post-secondary institutions.

Program Outline

The Advanced Care Paramedic diploma requires 60 credits (23 courses) to complete.

The program spans two years, with three semesters in year one, and two semesters in year two.

This program's Sept. intake is primarily delivered on campus, while the Jan. intake is blended, with theory courses completed primarily online and labs on campus. Both delivery modes offer the same curriculum and require full-time study.

Required courses

ANPH 200 - Physiology and Physical Assessment	3 Credits
EMED 216 - OBGYN and Pediatrics	3 Credits
EMED 223 - Environmental and Aeromedical Emergencies	1.5 Credits
EMRG 200 - Respiratory Emergencies	3 Credits
EMRG 202 - Paramedicine Laboratory 1	3 Credits
EMRG 204 - Healthcare Specialties	1.5 Credits
EMRG 206 - Paramedicine Laboratory 3	1.5 Credits
EMRG 252 - Paramedicine Laboratory 2	3 Credits
EMRG 254 - Advanced Trauma Management	1.5 Credits
EMRG 270 - Cardiac Emergencies	3 Credits
EMRG 271 - Wellness	1.5 Credits
EMRG 305 - Neurological Emergencies	3 Credits
EMRG 310 - Special Population Groups	1.5 Credits
EMRG 320 - Gastro-Urinary Emergencies	3 Credits
EMRG 330 - Critical Care Paramedic	1.5 Credits
EMRG 350 - Preceptor Training	1.5 Credits
PHAR 207 - Pharmacology	3 Credits
PRCT 210 - Ambulance Practicum 1	6 Credits
PRCT 302 - Clinical Practicum 1	3 Credits
PRCT 351 - Ambulance Practicum 2	6 Credits
PRCT 352 - Clinical Practicum 2	3 Credits
PROF 200 - Paramedicine Practice	1.5 Credits
PROF 350 - Professional Preparation	1.5 Credits

Suggested schedule of study

Year 1

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

Year 2

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

Progression

You must attain a PGPA and/or a CGPA of 2.0 or better each semester and pass the prerequisite courses to progress through the program.

To qualify for graduation, you must pass all courses, attain a CGPA of 2.0 or better and complete course requirements within the prescribed timelines.

Review our grading and progression procedure >

Costs

Books and supplies

Books, uniforms and supplies are approximately $5,500 per full-time year.

This is a bring-your-own-device program with a standard computer hardware and software requirement. See the specific requirements on our computers and laptops page. An Apple tablet is recommended, as it is required to support certain applications used in the program, and will support all portable computing device requirements of the program.

Find your booklist on the SAIT Bookstore's website. Booklists are by semester and made available approximately two weeks before classes begin.

Required personal protective equipment (PPE) and uniform

Uniforms and PPE are to be purchased before orientation day.

Print and take the uniform order form to Trademark Workwear Inc. to order your SAIT uniforms. Refer to the form for details and ensure you order your uniform early.

CSA-approved safety glasses and black steel-toed duty boots may be purchased where available.

Ballistic vests

The SAIT paramedic programs do not require ballistic vests.

Many practitioners can be issued a ballistic vest by their employer as PPE. This is an employee's decision if they want the ballistic vest or not.

As a best practice for scene safety, police deem the situation safe before EMS crews enter, and our students are not first in any situation where this type of PPE is required.

If you wish to purchase your own ballistic vest for use on practicum, you can do so through the AHS-approved vendor Urban Tactical, Winnipeg, which has the required minimum specifications for a ballistic vest.

If you decide to purchase and wear the vest, you must ensure that your SAIT crest and student identification are clearly visible on the vest without compromising the integrity of the vest.

If you have a ballistic vest from an employer, you are not allowed to wear that employer's issue as part of the SAIT uniform.

If you choose to wear a ballistic vest during your program, you must purchase a personal ballistic vest.

Ballistic vests are personally fitted, have a limited lifespan, and are not resalable as they do not provide the appropriate protection second-hand. If you choose to wear a personal ballistic vest, you must wear it for every call during your practicum rotations.

Additional fees

A fee of $75 per semester is associated with the CompTracker application used in this program.

A fee is associated with obtaining a police information check, including a vulnerable sector check, payable to the police or the Royal Canadian Mounted Police (RCMP).

You must have your immunizations reviewed by the SAIT Health Clinic. There is a $75 charge to review vaccine history. Any vaccines you need to be administered will result in additional charges.

A fee of approximately $50 to $100 is associated with an electronic student permit checking submission, which is required for clinical practicum placements, payable to Synergy Gateway through the Verified software platform.

You are responsible for additional expenses related to your practicum, including pre-practicum requirements and relocation costs to practicum sites outside of Calgary.

There is a fee for the Alberta College of Paramedics (ACP) provincial exam and a registration fee of $475. Annual renewal fees are approximately $425.

A Class 4 Driver's license may be required for employment. We recommend you review the Alberta government information for requirements and begin the process while in the program.

Health and Public Safety program advising

For any questions or to set up an advising appointment, please contact our School of Health and Public Safety.

Phone: 403.284.8481
Email: hps.info@sait.ca

Program Outcomes

This program addresses the entry-level competencies identified by the Canadian Organization of Paramedic Regulators (COPR), and is cross-referenced to the current Canadian Paramedic Competence Framework (CPCF).

Graduates will be capable of demonstrating the following at the level of an Advanced Care Paramedic:

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

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

Program Description

Play a crucial role in the aviation sector, ensuring the safety and reliability of aircraft operations. The Aircraft Maintenance Engineers Technology program is designed to equip you with the knowledge and practical skills necessary for a successful career in aircraft maintenance.

Work towards your Aircraft Maintenance Engineer "M" (AME) license. As a licensed AME, you'll be entrusted with the maintenance, repair, and overall upkeep of various aircraft, such as general aviation planes, corporate jets, charter aircraft, transport-category aircraft, helicopters, and airliners.

Throughout this two-year diploma program, you'll be immersed in a comprehensive curriculum that covers all facets of aircraft maintenance. The program is not just theoretical. Get hands-on training that prepares you for real-world challenges. Classes are at the Art Smith Aero Centre for Training and Technology at the Calgary International Airport.

In this program, you will:

- learn the fundamentals of aerodynamics, including the principles of flight and how various forces act on an aircraft
- learn about the electronic systems used in aircraft, such as navigation, communication, and auto-flight systems
- gain knowledge of engine, electrical, environment control, flight control, hydraulic, fuel, landing gear, and other mechanical systems crucial for aircraft operation
- learn about structural materials and hardware used in aircraft manufacturing, including metals, composites, and fasteners
- train in safety protocols and procedures to maintain a safe working environment
- develop troubleshooting and diagnostics techniques for identifying and resolving aircraft mechanical and electrical issues
- learn preventive maintenance inspection techniques for regular maintenance to prevent issues and ensure aircraft longevity and safety and methods for conducting thorough inspections to ensure airworthiness
- acquire the ability to accurately read and interpret technical manuals and blueprints, including engineering drawings, maintenance manuals, and blueprints. .

If you are passionate about aviation, have a knack for problem-solving, and aspire to be part of a team that ensures millions of people travel safely, the Aircraft Maintenance Engineers Technology program could be the first step toward a fulfilling job or career in this essential industry.

Program Overview

Traits, skills and aptitudes

Aircraft maintenance engineers tend to be objective, innovative, and methodical.

You need:

- confidence
- mechanical aptitude
- good eyesight and hearing
- hand-eye and muscle coordination
- fitness and agility for reaching and climbing
- comfort with heights
- organization and time-management skills
- attention to detail
- teamwork skills
- decision-making skills, often under pressure
- spatial and form awareness.

Accreditations, designations or certifications

This program is accredited by Transport Canada, subject to periodic audits.

If you have a 95% attendance rate in classes and labs and minimum marks of 70% in each course, you will receive a Transport Canada credit of 18 months' work experience towards the "M" category AME license.

Credential

Upon successfully completing this program, you'll receive a SAIT Aircraft Maintenance Engineers Technology diploma.

Program length

2 years

Accepts international applicants - PGWP-eligible

This program accepts international applicants and meets the eligibility criteria for the Post-Graduation Work Permit program, as long as the student is registered in on-campus classes or completes more than 50% of the courses on campus (for blended options).

International students attending all classes online will NOT be eligible for a Post-Graduate Work Permit. International students are responsible for maintaining their eligibility throughout their studies.

Not eligible for CAJG

This program is not eligible for the Canada Alberta Job Grant.

Related careers

Our graduates may work in the following occupations. Some careers require additional experience and education.

Potential careers (NOC):

- Aircraft instrument, electrical and avionics mechanics, technicians and inspectors (22313)
- Contractors and supervisors, mechanic trades (72020)
- Aircraft mechanics and aircraft inspectors (72404)
- Aircraft assemblers and aircraft assembly inspectors (93200)

Admission Requirements

Applicants educated in Canada

Applicants must demonstrate English language proficiency and completion of the following courses or equivalents:

- at least 50% in Math 30-1 or 30-2, and
- at least 50% in English Language Arts 30-1 or 30-2.

SAIT accepts high school course equivalents for admission for applicants educated outside Alberta.

Applicants educated outside of Canada

All applicants who were educated outside of Canada must demonstrate English language proficiency and provide proof they meet the program admission requirements outlined above with an international document assessment. Find accepted educational documents and assessment options.

SAIT may also accept courses completed at certain international post-secondary institutions.

Program Outline

The Aircraft Maintenance Engineers Technology diploma requires 60 credits (39 courses) to complete.

The program spans two years, with two semesters each year.

Required courses

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
ASYS 340 - Aircraft Systems II	3 Credits
AVTR 315 - Aircraft Technical Records	1.5 Credits
COMM 249 - Technical Communications	1.5 Credits
ELEC 269 - Basic Electricity for Aircraft	3 Credits
ELEC 279 - Aircraft Electricity and Electronics	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
ELTR 310 - Aircraft Instrument and Communications Systems	3 Credits
ELTR 315 - Aircraft Navigation	3 Credits
HELI 280 - Helicopter Fundamentals	3 Credits
HELI 320 - Helicopter Maintenance Practices	3 Credits
INSP 310 - Small Aircraft Inspection	3 Credits
INSP 350 - Large Aircraft Inspection	3 Credits
MGMT 315 - Aircraft Maintenance Management	1.5 Credits
STDP 240 - Aircraft Standard Practices	3 Credits
STDP 310 - Employability Fundamentals for Aircraft Maintenance	3 Credits
TRBN 360 - Aircraft Turbine Engine Essentials	3 Credits

Suggested schedule of study

Fall intake

Year 1

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

Year 2

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 - Small Aircraft Inspection	3 Credits
INSP 350 - Large 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 - Aircraft 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

Group B

AVTR 315 - Aircraft Technical Records	1.5 Credits
ELTR 315 - Aircraft Navigation	3 Credits
INSP 310 - Small Aircraft Inspection	3 Credits
INSP 350 - Large Aircraft Inspection	3 Credits
MGMT 315 - Aircraft Maintenance Management	1.5 Credits
STDP 310 - Employability Fundamentals for Aircraft Maintenance	3 Credits

Winter intake

Year 1

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

Year 2

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 - Small Aircraft Inspection	3 Credits
INSP 350 - Large Aircraft Inspection	3 Credits
STDP 310 - Employability Fundamentals for Aircraft Maintenance	3 Credits
TRBN 360 - Aircraft Turbine Engine Essentials	3 Credits

Spring intake

AMAT 220 - Applied Mathematics for Aircraft Maintenance	1.5 Credits

Year 1

Semester 1

Group D

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

Group D

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

Year 2

Semester 3

Group D

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 D

AVTR 315 - Aircraft Technical Records	1.5 Credits
ELTR 315 - Aircraft Navigation	3 Credits
INSP 310 - Small Aircraft Inspection	3 Credits
INSP 350 - Large Aircraft Inspection	3 Credits
MGMT 315 - Aircraft Maintenance Management	1.5 Credits
STDP 310 - Employability Fundamentals for Aircraft Maintenance	3 Credits

Progression

You must attain a PGPA and/or a CGPA of 2.0 or better each semester and pass the prerequisite courses to progress through the program.

To qualify for graduation, you must pass all courses, attain a CGPA of 2.0 or better and complete course requirements within the prescribed timelines.

Review our grading and progression procedure >

Costs

Books and supplies

Books are approximately $600 for the first year and $450 for the second year.

Find your booklist on the SAIT Bookstore's website. The booklist will be available closer to the program start date. Can't find your program or course? The bookstore didn't receive a textbook list. Contact your program directly to determine if they're still refining course details or if you're in luck; no textbook purchase is required this term.

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

Required equipment/tools

A tool list and timeline for purchasing the items will be provided at orientation.

Any coursework packages will also be sold at orientation.

Required personal protective equipment (PPE)

You must purchase issued coveralls, safety glasses and a respirator. These will be discussed during orientation, where you can purchase these items using debit or credit.

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.

Transportation program advising

For any questions or to set up an advising appointment, please contact our School of Transportation.

Phone: 403.284.8471
Email: transportation.info@sait.ca

Aircraft Structures Technician

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

Contact us

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

Program Description

The Aircraft Structures Technician program is designed to provide you with the essential knowledge and practical skills needed to forge a successful career as an aircraft maintenance engineer (AME) "S."

You will learn the roles and responsibilities of an AME "S," including the manufacturing and repairing of both aircraft and their components and acquire proficiency in a wide range of repairs needed for general aviation, corporate, charter, and transport category aircraft and helicopters.

In this program, you will learn:

- the fundamentals of aircraft structures, ensuring a solid understanding of the basics
- about the wide range of materials used in aviation, from theory to application
- to craft and mend traditional aluminum sheet metal structures, advancing into composite material manufacturing and adopting the latest technologies in aircraft structure repair
- repair and maintenance techniques specific to aircraft structures, preparing you for hands-on work in the field.

Once you graduate, you're ready to work in the aviation industry and work towards becoming an "S" licensed AME. This program is aligned with the current demands of the aviation industry, ensuring your skills are up to date.

Situated at the Art Smith Aero Centre for Training and Technology at the Calgary International Airport, the program offers a unique learning environment. Benefit from modern computer labs equipped for web-based learning. All required equipment and resources are provided.

This program is a blend of theoretical knowledge and hands-on training within two semesters of study.

Upon completion, you will be fully equipped to take on the challenges of being an aircraft structures technician. This program is a stepping stone to a fulfilling career in aviation.

Program Overview

Traits, skills and aptitudes

Aircraft structures engineers tend to be objective, innovative and methodical.

You need:

- good writing and speaking skills
- confidence
- mechanical aptitude
- good eyesight and hearing
- hand-eye and muscle coordination
- fitness and agility for reaching and climbing
- comfort with heights
- organization and time-management skills
- attention to detail
- teamwork skills
- decision-making skills, often under pressure
- spatial and form awareness.

Practicum, co-op and work integrated learning opportunities

You'll have the opportunity to engage with potential employers in a variety of settings, allowing you to experience the aviation industry and work with experienced technicians to gain a better understanding of what your career post-graduation will look like.

During this experience, you will need to meet the safety requirements of the company you will be job shadowing and may need to purchase additional personal protective equipment (PPE) to participate.

Accreditations, designations or certifications

This program is accredited by Transport Canada, subject to periodic audits.

To receive ten months of credit towards the Aircraft Maintenance Engineer "S" license, you must attend at least 95% of your classes and labs and achieve minimum overall marks of 70%.

Credential

Upon successfully completing this program, you'll recieve a SAIT Aircraft Structures Technician certificate.

Program length

2 years

Accepts international applicants - PGWP-eligible

This program accepts international applicants and meets the eligibility criteria for the Post-Graduation Work Permit program, as long as the student is registered in on-campus classes or completes more than 50% of the courses on campus (for blended options).

International students attending all classes online will NOT be eligible for a Post-Graduate Work Permit. International students are responsible for maintaining their eligibility throughout their studies.

Not eligible for CAJG

This program is not eligible for the Canada Alberta Job Grant.

Related careers

Our graduates may work in the following occupations. Some careers require additional experience and education.

Potential careers (NOC):

- Aircraft mechanics and aircraft inspectors (72404)
- Aircraft assemblers and aircraft assembly inspectors (93200)

Admission Requirements

Applicants educated in Canada

Applicants must demonstrate English language proficiency and completion of the following courses or equivalents:

- at least 50% in Math 20-1 or 20-2, and
- at least 50% in English Language Arts 30-1 or 30-2.

SAIT accepts high school course equivalents for admission for applicants educated outside Alberta.

Applicants educated outside of Canada

All applicants who were educated outside of Canada must demonstrate English language proficiency and provide proof they meet the program admission requirements outlined above with an international document assessment. Find accepted educational documents and assessment options.

SAIT may also accept courses completed at certain international post-secondary institutions.

Program Outline

The Aircraft Structures Technician certificate requires 34.5 credits (11 courses) to complete.

The program spans one year, with two semesters per year.

Required courses

AERO 206 - Aircraft Windows and Lenses	1.5 Credits
AERO 211 - Aircraft Wood and Fabric Repair	3 Credits
AERO 213 - Aviation Regulatory Management	1.5 Credits
AERO 214 - Introduction to Aircraft Structures	3 Credits
AERO 215 - Introduction to Basic Aircraft Systems	3 Credits
AREG 250 - Introduction to Canadian Aviation Regulatory Requirements	1.5 Credits
EMTL 207 - Introduction to Aircraft Metal Structures	6 Credits
EMTL 308 - Advanced Aircraft Metal Structures	6 Credits
EMTL 330 - Aircraft Composite Structures	6 Credits
STDP 200 - Standard Practices Theory	1.5 Credits
STDP 201 - Standard Practices Lab	1.5 Credits

Suggested schedule of study

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

Progression

You must attain a PGPA and/or a CGPA of 2.0 or better each semester and pass the prerequisite courses to progress through the program.

To qualify for graduation, you must pass all courses, attain a CGPA of 2.0 or better and complete course requirements within the prescribed timelines.

Review our grading and progression procedure >

Costs

Books and supplies

Books and supplies are approximately $1,000 - $1,500 per full-time year.

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

Find your booklist on the SAIT Bookstore's website. The booklist will be available closer to the program start date.

Can't find your program or course? The bookstore didn't receive a textbook list. Contact your program directly to determine if they're still refining course details or if you're in luck; no textbook purchase is required this term.

Required equipment/tools

A tool list and timeline for purchasing the items will be provided at orientation.

Required personal protective equipment (PPE)

Students will require coveralls, safety glasses and a respirator.

The industry-approved PPE you'll need will be discussed during orientation, where you can purchase these items using debit or credit.

Transportation program advising

For any questions or to set up an advising appointment, please contact our School of Transportation.

Phone: 403.284.8471
Email: transportation.info@sait.ca

Architectural Technologies

- **Two-year diploma**
- **Fall and Winter start**
- **Full-time classroom and Evening/Weekend Blended Delivery option**

Contact us

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

Program Description

Architectural Technologies is crafted to empower you with the skills and knowledge to excel as an architectural technologist.

This program caters to the evolving demands of architectural firms, residential builders, and the broader construction industry, providing a solid foundation for a career in architectural design and construction.

This two-year program emphasizes project-based learning that mirrors real-world architectural practices, with access to state-of-the-art technology and software used in the industry. You will develop critical thinking and practical skills focusing on integrating theory with hands-on application.

You will learn:

- the science and practice of architectural technology through a mix of lectures, labs, and collaborative projects
- how to navigate and apply building codes, bylaws, and regulations effectively
- advanced skills in building science and building systems
- proficiency in 3D and 4D Building Information Modeling (BIM) for various project stages
- project management, including costing, scheduling, proposal development, and documentation.

As a graduate, you'll be prepared for roles such as architectural technologist, BIM coordinator, or project manager. You'll have had the opportunity to build a portfolio of work demonstrating competencies to potential employers.

If you're interested in the intersection of architecture, technology, and construction or are seeking a career change or advancement in the field of architectural technology, this SAIT program is for you.

Program Overview

Traits, skills and aptitudes

Architectural technologists are innovative, methodical and objective.

You need:

- high moral and ethical standards
- precision, persistence, and accuracy
- an interest in design and aesthetics
- an aptitude for math and science
- spatial awareness
- the ability to see objects in 3D
- graphic, oral, and written communication skills
- the ability to work well under pressure to meet deadlines
- proficiency in architectural drawing/rendering software
- the ability to generate 3D renderings for presentation purposes
- knowledge of applicable building codes and zoning regulations.

You should enjoy working with a team, analyzing and finding solutions to problems, taking a systematic approach to your work, and using instruments and equipment for precision tasks.

Practicum, co-op and work integrated learning opportunities

Throughout the program, you'll engage in individual and team projects each semester.

In the final semester of this program, you'll participate in a capstone project with the support of a coach or mentor, where you'll implement all the skills you've acquired to solve a real-world problem.

Credential

Upon successfully completing this program, you'll receive a SAIT Architectural Technologies diploma.

Program length

2 years

Accepts international applicants - not-PGWP eligible

This program is open to international applicants; however, program availability may be limited. This program does not meet the eligibility criteria for the Post-Graduation Work Permit program.

Not eligible for CAJG

This program is not eligible for the Canada Alberta Job Grant.

Related careers

Our graduates may work in the following occupations. Some careers require additional experience and education.

Potential careers (NOC):

- Architecture and science managers (20011)
- Architects (21200)
- Civil engineers (21300)
- Architectural technologists and technicians (22210)
- Drafting technologists and technicians (22212)
- Construction inspectors (22233)
- Civil engineering technologists and technicians (22300)
- Construction estimators (22303)
- Home building and renovation managers (70011)

Admission Requirements

Applicants educated in Canada

All applicants must demonstrate English language proficiency and meet the following requirements or equivalents:

- at least 50% in Math 30-1 or Math 30-2, and
- at least 50% in English Language Arts 30-1 or English Language Arts 30-2, and
- at least 50% in a Grade 12 Science.

SAIT accepts high school course equivalents for admission for applicants educated outside Alberta.

Applicants educated outside of Canada

All applicants who were educated outside of Canada must demonstrate English language proficiency and provide proof they meet the program admission requirements outlined above with an international document assessment. Find accepted educational documents and assessment options.

SAIT may also accept courses completed at certain international post-secondary institutions.

Program Outline

The Architectural Technologies diploma requires 60 credits (20 courses) to complete.

The program spans two years, with two semesters each year.

Required courses

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
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
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
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
COMM 238 - Technical Communications I	3 Credits
MATH 262 - Technical Mathematics I	3 Credits
PROJ 372 - Architectural Capstone Project	3 Credits
STAT 245 - Statistics for Engineering and Technology I	3 Credits

Suggested schedule of study

Year 1

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

Year 2

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

Progression

You must attain a PGPA and/or a CGPA of 2.0 or better each semester and pass the prerequisite courses to progress through the program.

To qualify for graduation, you must pass all courses, attain a CGPA of 2.0 or better and complete course requirements within the prescribed timelines.

Review our grading and progression procedure >

Costs

Books and supplies

Books and supplies are approximately $1,000 - $1,500 per full-time year.

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. It must be a Windows PC. Mac-based laptops are not supported in this program.

This program doesn't require any textbooks.

Required personal protective equipment (PPE)

The industry-approved PPE you'll need will be discussed during your first few days of classes.

Construction program advising

For any questions or to set up an advising appointment, please contact our School of Construction.

Phone: 403.284.8367
Email: construction.advising@sait.ca

Program Outcomes

1. Use verbal, graphic, and 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 the architecture industry.
4. Demonstrate professionalism through ethical behaviour, workplace responsibility, safety principles, 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 projects.
7. Use current and emerging technology and practices to solve complex problems.
8. Create working drawings, specifications and estimates incorporating building science, structural, mechanical, electrical and sustainability principles.
9. Interpret, analyze and create bid/contract documents.

Automotive Service Technology

- **Two-year diploma**
- **Fall start**

Contact us

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

Program Description

If you're passionate about cars and want to build a rewarding career in the automotive industry, this two-year diploma program will set you up for success.

With guidance from our industry-experienced instructors, you will:

- learn automotive vehicle maintenance, diagnosis and repairs
- study manufacturer specifications
- gain customer service and communication skills
- work on actual cars and gain real-world experience.

Once you graduate, you'll have various career options, including working as an apprentice or service advisor in a general or specialty automotive shop.

Many of our graduates choose to continue their training through an apprenticeship. Graduates are eligible to challenge the Alberta Apprenticeship and Industry Training (AIT) Automotive Service Technician periods one through four exams, a big step towards becoming a journeyperson certified automotive service technician.

As a journeyperson technician, you can specialize in engines, driveability, electrical systems, chassis systems, wheel alignment and automatic transmissions. You'll also have the potential to advance beyond mechanics into management positions like shop foreman or service manager.

With a high demand for automotive service technicians, you'll have a great chance of finding a job in the trade.

Program Overview

Traits, skills and aptitudes

Automotive service technicians tend to be objective, innovative and methodical.

You need:

- an Alberta driver's license
- good hearing, eyesight and manual dexterity
- mechanical aptitude and interest
- a working knowledge of electricity, electronics and computers
- customer service skills.

You should enjoy performing tasks that require precision, working with your hands and working independently.

Academic path

This program aligns with the Alberta Apprenticeship and Industry Training (AIT) curriculum for Automotive Service Technicians, periods one through four.

Graduates are eligible to challenge the technical training exams.

Upon passing, you can register as an apprentice and complete the on-the-job training hours to earn your journeyperson designation. Graduates are eligible to receive a 156-hour, on-the-job training credit towards each of the four periods of the Automotive Service Technician apprenticeship.

Practicum, co-op and work integrated learning opportunities

In the second year of this program, you'll participate in a capstone project where you'll work in teams to complete research, collect and analyze data and produce a project proposal.

Your team will then execute your proposal, develop progress reports, and a final report and present your outcomes and findings.

Credential

Upon successfully completing this program, you'll be awarded a SAIT Automotive Service Technology diploma.

Program length

2 years

Accepts international applicants – not-PGWP eligible

This program is open to international applicants; however, program availability may be limited. This program does not meet the eligibility criteria for the Post-Graduation Work Permit program.

Not eligible for CAJG

This program is not eligible for the Canada Alberta Job Grant.

Related careers

Our graduates may work in the following occupations. Some careers require additional experience and education.

Potential careers (NOC):

- Contractors and supervisors, mechanic trades (72020)
- Automotive service technicians, truck and bus mechanics and mechanical repairers (72410)
- Auto body collision, refinishing and glass technicians and damage repair estimators (72411)
- Electrical mechanics (72422)
- Motorcycle, all-terrain vehicle and other related mechanics (72423)
- Automotive and heavy truck and equipment parts installers and servicers (74203)

Admission Requirements

Applicants educated in Canada

Applicants must demonstrate English language proficiency and completion of the following courses or equivalents:

- at least 50% in Math 20-1 or 20-2 or 20-3, and
- at least 50% in English Language Arts 30-1 or 30-2, and
- at least 50% in a Grade 11 science.

SAIT accepts high school course equivalents for admission for applicants educated outside Alberta.

Applicants educated outside of Canada

All applicants who were educated outside of Canada must demonstrate English language proficiency and provide proof they meet the program admission requirements outlined above with an international document assessment. Find accepted educational documents and assessment options.

SAIT may also accept courses completed at certain international post-secondary institutions.

Program Outline

The Automotive Service Technology program requires 60 credits (20 courses) to complete.

The program spans two years, with two semesters each year.

Required courses

AMAT 203 - Mathematical Applications for Technicians	1.5 Credits
COMM 267 - Professional Communication Skills	1.5 Credits
ELTR 217 - Electrical I	1.5 Credits
ELTR 273 - Electrical II	3 Credits
ELTR 304 - Electrical III	3 Credits
ELTR 305 - Hybrid Electric Vehicle Systems	3 Credits
MATH 266 - Applied Mathematics for Technicians	1.5 Credits
MOTR 219 - Safety, Materials and Tools	1.5 Credits
MOTR 242 - Suspension and Steering	6 Credits
MOTR 243 - Brake Systems	3 Credits
MOTR 244 - Basic Maintenance and Welding	1.5 Credits
MOTR 252 - Engines	6 Credits
MOTR 253 - Manual Transmission, Transaxles and Clutches	1.5 Credits
MOTR 255 - Transfer Systems	1.5 Credits
MOTR 257 - Drive Axle Assemblies	1.5 Credits
MOTR 305 - Ignition Systems	3 Credits
MOTR 306 - Fuel Systems	3 Credits
MOTR 307 - Emission Control Systems	1.5 Credits
MOTR 308 - Electrical System Diagnosis	3 Credits
MOTR 362 - Automatic Transmissions Transaxles	6 Credits
MOTR 363 - Diesel Fuel Systems	1.5 Credits
MOTR 364 - HVAC Systems	1.5 Credits
MOTR 366 - Vehicle Systems Management, Integration and Vehicle Networks	1.5 Credits
MOTR 367 - Workplace Coaching and Red Seal Standards	1.5 Credits

Suggested schedule of study

Year 1

Semester 1

MOTR 219 - Safety, Materials and Tools	1.5 Credits
MOTR 242 - Suspension and Steering	6 Credits
MOTR 243 - Brake Systems	3 Credits
ELTR 217 - Electrical I	1.5 Credits
MOTR 244 - Basic Maintenance and Welding	1.5 Credits
MATH 266 - Applied Mathematics for Technicians	1.5 Credits

Semester 2

MOTR 252 - Engines	6 Credits
MOTR 253 - Manual Transmission, Transaxles and Clutches	1.5 Credits
MOTR 255 - Transfer Systems	1.5 Credits
MOTR 257 - Drive Axle Assemblies	1.5 Credits
ELTR 273 - Electrical II	3 Credits
COMM 267 - Professional Communication Skills	1.5 Credits

Year 2

Semester 3

ELTR 304 - Electrical III	3 Credits
MOTR 305 - Ignition Systems	3 Credits
MOTR 306 - Fuel Systems	3 Credits
MOTR 307 - Emission Control Systems	1.5 Credits
MOTR 308 - Electrical System Diagnosis	3 Credits
AMAT 203 - Mathematical Applications for Technicians	1.5 Credits

Semester 4

MOTR 362 - Automatic Transmissions Transaxles	6 Credits
MOTR 363 - Diesel Fuel Systems	1.5 Credits
MOTR 364 - HVAC Systems	1.5 Credits
ELTR 305 - Hybrid Electric Vehicle Systems	3 Credits
MOTR 366 - Vehicle Systems Management, Integration and Vehicle Networks	1.5 Credits
MOTR 367 - Workplace Coaching and Red Seal Standards	1.5 Credits

Progression

You must attain a PGPA and/or a CGPA of 2.0 or better each semester and pass the prerequisite courses to progress through the program.

To qualify for graduation, you must pass all courses, attain a CGPA of 2.0 or better and complete course requirements within the prescribed timelines.

Review our grading and progression procedure >

Costs

Books and supplies

Books and supplies are approximately $650 per full-time year.

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

Find your booklist on the SAIT Bookstore's website. The booklist will be available closer to the program start date. Can't find your program or course? The bookstore didn't receive a textbook list. Contact your program directly to determine if they're still refining course details or if you're in luck; no textbook purchase is required this term.

Required personal protective equipment (PPE)

The industry-approved PPE you'll need will be discussed during your first few days of classes.

You will need:

- CSA-approved steel-toe boots and safety glasses
- welding gloves
- earplugs (supplied)
- coveralls.

Service technician coveralls will be available for purchase at the start of the semester. Tools will be provided.

Required equipment/tools

Tools will be provided throughout your program.

A driver's license and the ability to maneuver a vehicle in tight spaces and drive a manual transmission vehicle are highly recommended to succeed in this program and industry.

Transportation program advising

For any questions or to set up an advising appointment, please contact our School of Transportation.

Phone: 403.284.8471
Email: transportation.info@sait.ca

Program Outcomes

Upon completion of the program, graduates will be able to:

1. perform automotive diagnostic tests, interpret results, and solve problems
2. perform repairs, services and maintenance of light vehicles following service information and procedures using appropriate tools
3. demonstrate the ability to use common equipment in the automotive repair industry
4. challenge all four Alberta Provincial Automotive Service Technician Apprenticeship exams.

Avionics Technology

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

Contact us

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

Program Description

Embark on a transformative journey with our Avionics Technology program, designed to equip you with the essential expertise to become a licensed aircraft maintenance engineer (AME) "E".

This program lays the foundation for a career in avionics maintenance, focusing on modern aircraft's electrical and electronic parts.

In this program, you will learn:

- the fundamentals of aircraft electrical systems, ensuring a solid understanding of the basics
- the advanced electronics used in aviation, from theory to application
- the essentials of aircraft communication systems, vital for pilot and ground interactions
- the essentials of aircraft navigation systems, crucial for safe flying
- the details of data systems within aircraft, a growing field as avionics become increasingly sophisticated
- repair and maintenance techniques specific to avionics, preparing you for hands-on work in the field.

Once you graduate, you'll be prepared to begin work in the aviation industry and work towards becoming an "E" licensed AME. As an avionics technician, you will maintain and repair aircraft avionics systems. The program is aligned with the current demands of the aviation industry, ensuring your skills are up to date.

Situated at the Art Smith Aero Centre for Training and Technology at the Calgary International Airport, the program offers a unique learning environment. Benefit from modern computer labs equipped for web-based learning. All required equipment and resources are provided.

The program spans four semesters, with a break between the second and third.

There are opportunities to connect with industry professionals through workshops and seminars.

Upon completion, you will be ready to tackle the challenges of avionics and poised for a career managing the critical electronic systems that keep aircraft safely in the sky.

Program Overview

Traits, skills and aptitudes

Avionics technicians tend to be objective, methodical and innovative.

You need:

- good writing and speaking skills
- the ability to work alone and with others
- an interest in taking more training as needed
- math skills
- patience for solving problems
- good colour vision
- manual dexterity.

You should enjoy analyzing complex data and using tools for precise tasks. You should be able to follow clear rules and enjoy being organized.

Practicum, co-op and work integrated learning opportunities

You'll have the opportunity to engage with potential employers in a variety of settings, providing experience in the aviation industry. You'll work with experienced technicians to gain a better understanding of what your career post-graduation will look like.

During this experience, you'll need to meet the safety requirements of the company you will be job shadowing and may need to purchase additional personal protective equipment (PPE.)

Accreditations, designations or certifications

If you attend 95% or more of your classes and labs and achieve minimum marks of 70% in each course, you'll receive a Transport Canada credit for 18 months' work experience towards the "E" category AME license.

This program is accredited by Transport Canada, subject to periodic audits.

Credential

Upon successful completion of this program, you will be awarded a SAIT Avionics Technology diploma.

Program length

2 years

Accepts international applicants - PGWP-eligible

This program accepts international applicants and meets the eligibility criteria for the Post-Graduation Work Permit program, as long as the student is registered in on-campus classes or completes more than 50% of the courses on campus (for blended options).

International students attending all classes online will NOT be eligible for a Post-Graduate Work Permit. International students are responsible for maintaining their eligibility throughout their studies.

Not eligible for CAJG

This program is not eligible for the Canada Alberta Job Grant.

Related careers

Our graduates may work in the following occupations. Some careers require additional experience and education.

Potential careers (NOC):

- Aircraft instrument, electrical and avionics mechanics, technicians and inspectors (22313)
- Aircraft mechanics and aircraft inspectors (72404)
- Electrical mechanics (72422)
- Aircraft assemblers and aircraft assembly inspectors (93200)

Admission Requirements

Applicants educated in Canada

Applicants must demonstrate English language proficiency and completion of the following courses or equivalents:

- at least 50% in Math 30-1 or 30-2, and
- at least 50% in English Language Arts 30-1 or 30-2.

SAIT accepts high school course equivalents for admission for applicants educated outside Alberta.

Applicants educated outside of Canada

All applicants who were educated outside of Canada must demonstrate English language proficiency and provide proof they meet the program admission requirements outlined above with an international document assessment. Find accepted educational documents and assessment options.

SAIT may also accept courses completed at certain international post-secondary institutions.

Program Outline

The Avionics Technology diploma requires 63 credits (34 courses) to complete.

The program spans two years, with two semesters each year.

Required courses

AERO 220 - Aerodynamics	1.5 Credits
AREG 250 - Introduction to Canadian Aviation Regulatory Requirements	1.5 Credits
ASYS 220 - Aircraft Systems Theory	1.5 Credits
ASYS 225 - Aircraft Systems Laboratory	1.5 Credits
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
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
COMM 249 - Technical Communications	1.5 Credits
DATA 310 - Aircraft Instruments	1.5 Credits
DFTG 250 - Aircraft Electrical Drawing I	1.5 Credits
DFTG 305 - Aircraft Electrical Drawing II	1.5 Credits
DIGI 235 - Digital I Theory	3 Credits
DIGI 236 - Digital I Lab	1.5 Credits
EFAB 340 - Avionics System Installation	1.5 Credits
ELCM 250 - Electronic Communications Theory	1.5 Credits
ELCM 348 - Communications Systems II Laboratory	3 Credits
ELCM 349 - Communications Systems II Theory	3 Credits
ELCM 355 - Avionics Systems Intro Theory	1.5 Credits
ELCM 356 - Avionics Systems Introduction Lab	1.5 Credits
ELCM 390 - Avionics Systems Laboratory	3 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
ELTR 259 - Electronics II Theory	3 Credits
ELTR 260 - Electronics II Lab	1.5 Credits
ENGN 240 - Aircraft Engines Theory	1.5 Credits
HFAC 245 - Human Factors	1.5 Credits
STDP 215 - Standard Practices I Theory	1.5 Credits
STDP 224 - Standard Practices I Lab	1.5 Credits
STDP 283 - Standard Practices II Lab	1.5 Credits

Suggested schedule of study

Year 1

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

Year 2

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

Progression

You must attain a PGPA and/or a CGPA of 2.0 or better each semester and pass the prerequisite courses to progress through the program.

To qualify for graduation, you must pass all courses, attain a CGPA of 2.0 or better and complete course requirements within the prescribed timelines.

Review our grading and progression procedure >

Costs

Books and supplies

Books and supplies are approximately $1,000 for the first year and $100 for the second.

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

Find your booklist on the SAIT Bookstore's website. The booklist will be available closer to the program start date. Can't find your program or course? The bookstore didn't receive a textbook list. Contact your program directly to determine if they're still refining course details or if you're in luck; no textbook purchase is required this term.

Required personal protective equipment (PPE)

Coveralls (supplied by SAIT) and safety glasses are required. Safety glasses can be purchased using a debit or credit card.

Wait to purchase your equipment. The industry-approved PPE you'll need will be discussed at orientation.

Required equipment/tools

A list of required tools will be provided at orientation. You'll have to purchase these during your first few weeks of classes.

The required tools and personal safety equipment will cost approximately $1,200. However, prices vary depending on the quality and brand of tools chosen.

Transportation program advising

For any questions or to set up an advising appointment, please contact our School of Transportation.

Phone: 403.284.8471
Email: transportation.info@sait.ca

Bachelor of Applied Business Administration

- **Applied degree with Accounting major**
- **Complete in two to seven years**
- **Fall start full-time or part-time classroom**
- **Two paid work terms (Directed Field Studies)**
- **Recognized as meeting education requirements for the Chartered Professional Accountant (CPA) Professional Education Program**

Contact us

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

Program Description

The Bachelor of Applied Business Administration (Accounting) program offers an opportunity to advance your career in accounting through a curriculum designed to enhance your knowledge and skills.

This post-diploma applied degree program is available full-time, providing you with the expertise you need to excel in the accounting field or some finance roles.

Practical learning from experienced faculty

Learn from faculty members with real-world accounting experience. They will guide you through courses that include taxation, advanced management and financial accounting, auditing, and leadership.

Throughout the program, you'll achieve various outcomes essential for success in the business and accounting fields. These include using financial and accounting principles and applying mathematical formulae and statistical calculations to support business functions.

Ethical and legal foundations

You'll learn to model the ethical expectations of the accounting profession and understand the principles of the Canadian legal system and fundamental laws governing business ownership and transactions.

Embracing technology

Integrating information and communication technology for efficient business practices is crucial in today's digital age. The program equips you with the skills to leverage technology effectively and make informed decisions using audit methods.

Communication, strategy and research skills

Effective communication is a key skill you'll acquire, enabling you to convey information, present sound arguments, and reliably conduct accurate analysis.

To thrive in a global business environment requires an integrative and strategic mindset. You will develop the capacity for independent research and critical evaluation of information. You'll also gain experience in teamwork within increasingly complex environments.

Professionalism

The program emphasizes operating within the boundaries of professional bodies and following regulatory requirements.

You will learn to maintain the highest standards of accounting professionalism. You'll develop personal skills and professional behaviours for effective management practices and be able to demonstrate responsible leadership within complex and dynamic environments.

A path to the Chartered Professional Accountant (CPA) program

The program consists of ten academic courses followed by two semesters of Directed Field Studies. During your field studies, you secure your own paid work placement, gaining hands-on experience in a real-world setting.

Students completing this program after graduating from SAIT's Business Administration diploma – Accounting major will have the prerequisite courses required to enter the Chartered Professional Accountant (CPA) Professional Education Program (PEP), opening doors to exciting career opportunities in the world of accounting. If you completed your diploma outside of SAIT, we recommend visiting the CPA Alberta website to learn more about PEP prerequisites including which ones you would complete in this applied degree program.

Program Overview

Traits, skills and aptitudes

Those working in the accounting field tend to be methodical, innovative, and directive.

You need:

- high ethical standards
- strong communication skills
- critical-thinking, analytical, and problem-solving skills
- time-management skills
- the ability to work independently or as part of a team.

You should enjoy following rules, working within highly structured processes, and creative problem-solving. You should also be comfortable providing direction to others.

Academic path

You must have a two-year Business Administration or Accounting diploma or equivalent from an accredited post-secondary institution, with a minimum 2.3 grade-point average (67% or C+) to enter this program.

Practicum, co-op and work integrated learning opportunities

This program has two directed accounting field studies courses where you'll find your paid work placement and gain hands-on experience in a real-world setting.

Accreditations, designations or certifications

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

Credential

After successfully completing this program, you'll receive a SAIT Bachelor of Applied Business Administration degree.

Program length

2 years

Accepts international applicants - PGWP-eligible

This program accepts international applicants and meets the eligibility criteria for the Post-Graduation Work Permit program, as long as the student is registered in on-campus classes or completes more than 50% of the courses on campus (for blended options).

International students attending all classes online will NOT be eligible for a Post-Graduate Work Permit. International students are responsible for maintaining their eligibility throughout their studies.

Not eligible for CAJG

This program is not eligible for the Canada Alberta Job Grant.

Related careers

Our graduates may work in the following occupations. Some careers require additional experience and education.

Potential careers (NOC):

- Financial managers (10010)
- Other administrative services managers (10019)
- Banking, credit and other investment managers (10021)
- Payroll administrators (3102)
- Payroll administrators (13102)
- Financial auditors and accountants (11100)
- Financial and investment analysts (11101)
- Supervisors, finance and insurance office workers (12011)
- Accounting technicians and bookkeepers (12200)
- Accounting and related clerks (14200)

Admission Requirements

Applicants educated in Canada

Applicants must demonstrate English language proficiency and meet all the following requirements or equivalents:

- 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.

Applicants educated outside of Canada

All applicants who were educated outside of Canada must demonstrate English language proficiency and provide proof they meet the program admission requirements outlined above with an international document assessment. Find accepted educational documents and assessment options.

SAIT may also accept courses completed at certain international post-secondary institutions.

Application process

If you have graduated from SAIT with a diploma in Business Administration, majoring in Accounting with a minimum GPA of 2.3, you will be offered admission on a first-qualified, first-offered basis. Once the program is full, qualified applicants will be placed on a waitlist.

Selection criteria

If you do not have a diploma in accounting from SAIT, you will be placed into selection for review. You must demonstrate successful completion of coursework containing similar content to the following SAIT courses:

- ACCT 338: Introductory Management Accounting
- ACCT 350: Intermediate Financial Accounting II
- COMN 220: Communication and Presentation Skills
- FNCE 390: Finance Management
- MKTG 260: Marketing Essentials
- MNGT 322: Information Systems

Applications and proof of the admission requirements must be submitted by Aug. 15 (fall intake) or Dec. 1 (winter intake.)

Program Outline

The Bachelor of Applied Business Administration requires 60 credits (12 courses) to complete. You must complete four courses from this program before proceeding to ACWE 500 and 501.

The program spans two years, with two semesters each year.

Required courses

ACCT 411 - Personal and Corporate Taxation	3 Credits
ACCT 415 - Accounting Theory	3 Credits
ACCT 434 - Advanced Financial Accounting	3 Credits
ACCT 491 - Advanced Management Accounting	3 Credits
ACCT 495 - External Auditing	3 Credits
ACWE 500 - Directed Field Studies - Accounting	15 Credits
ACWE 501 - Directed Field Studies -Accounting II	15 Credits
LDSH 405 - Leadership	3 Credits
MNGT 405 - Strategic Management	3 Credits

Elective courses

Choose three electives from the list below.

Not all electives are offered during the day. For certain electives, you may have to attend classes in the evening and/or part-time to complete the semester.

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

Suggested schedule of study

Year 1

Semester 1

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 2

ACCT 415 - Accounting Theory	3 Credits
MNGT 405 - Strategic Management	3 Credits

Electives (choose three)

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

Year 2

Semester 3

ACWE 500 - Directed Field Studies - Accounting I	15 Credits

Semester 4

ACWE 501 - Directed Field Studies -Accounting II	15 Credits

Progression

You must attain a PGPA and/or a CGPA of 2.0 or better each semester and pass the prerequisite courses to progress through the program.

To qualify for graduation, you must pass all courses, attain a CGPA of 2.0 or better and complete course requirements within the prescribed timelines.

Review our grading and progression procedure.

Costs

Books and supplies

Books and supplies are approximately $1,000 - $1,500 per full-time year.

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

Find your booklist on the SAIT Bookstore's website. The booklist will be available closer to your program start date. Can't find your program or course? The bookstore didn't receive a textbook list. Contact your program advisor directly to determine if they're still refining course details or, if you're in luck, no textbook purchase is required this term.

Business program advising

For any questions or to set up an advising appointment, please get in touch with our School of Business.

Phone: 403.284.8485
Email: business.advising@sait.ca

Program Outcomes

1. Use financial and accounting principles in a business setting.
2. Apply mathematical formulae and statistical calculations to support business functions.
3. Develop appropriate personal skills and professional behaviours to uphold general management practices.
4. Demonstrate responsible leadership within increasingly complex and dynamic environments.
5. Integrate management and financial accounting concepts and practices in a business setting.
6. Apply taxation knowledge to comply with government legislation and accounting standards.
7. Evaluate finance concepts and practices to make recommendations in a business setting.
8. Model the ethical expectations of the accounting profession.
9. Explain key principles of the Canadian legal system and the basic laws governing business ownership and transactions.
10. Explain operations management as an integral component of the business environment.
11. Assess financial and operational results using audit methodologies.
12. Explore Management Information Systems to achieve efficient business practices.
13. Develop an integrative and strategic mindset to enhance business performance in a global environment.
14. Achieve project goals through teamwork within increasingly complex and dynamic environments.
15. Integrate information and communication technology to achieve efficient business practices.
16. Demonstrate a critical understanding of the business discipline and field practice.
17. Demonstrate the capacity to conduct independent research and practice in a supervised context.
18. Critically evaluate qualitative and quantitative information and, where appropriate, use this knowledge in scholarly and creative endeavours.
19. Demonstrate an appreciation of the limits and ambiguity of knowledge.
20. Apply methods of inquiry to solve a problem, create a new work or comment on scholarship.
21. Communicate information, arguments and analysis accurately and reliably, orally and in writing, to specialist and non-specialist audiences.
22. Operate within the boundaries of professional bodies and applicable regulatory requirements.

Graduate outcomes

A. **Safety** - awareness of safety standards relevant to the workplace.
   - Safety awareness

B. **Responsible leadership** – personal, ethical and respectful behaviour within the workplace and global community.
   - Teamwork and multi-disciplinary collaboration
   - Self-initiative
   - Ethical reasoning and action
   - Global awareness
   - Sustainability

C. **Communication** - the exchange of information professionally and effectively.
   - Language skills
   - Interpersonal skills

D. **Information literacy** - the strategies used to become informed, from recognizing an information need to accessing and evaluating information and using it effectively and ethically.
   - Problem-solving and critical thinking
   - Quantitative literacy
   - Technological literacy

E. **Technical knowledge, skills and abilities** - technical competence specific to the discipline or industry.
   - Specialized technical skill set

Bachelor of Applied Technology - Geographic Information Systems

- **Two-year applied degree**
- **Fall and winter, and spring start**
- **Full-time classroom**
- **Part-time Online**

Contact us

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

Program Description

The dynamic and practical Bachelor of Applied Technology Geographic Information Systems degree will equip you with specialized knowledge and hands-on experience in Geographic Information Systems (GIS), a rapidly expanding area of information technology.

This program focuses on collecting, analyzing, and interpreting data related to the Earth's surface. As a student, you will delve into spatial data and learn how to use GIS tools to create detailed maps, analyze geographic patterns, and contribute to fields such as urban planning, environmental management, resource management, and emergency services.

To thrive in the program, you should have a previous post-secondary credential, be comfortable with computers, be familiar with file management, and be proficient in standard office applications like word processors and spreadsheets.

In your first year, you will engage with two 15-week semesters of foundational coursework, covering topics from GIS basics to advanced data analysis. You will gain proficiency in working with relational database management systems, cartographic principles, and various GIS software applications.

Alongside technical skills, the curriculum emphasizes critical thinking and problem-solving strategies, ensuring you can confidently approach complex spatial challenges.

The second year of this applied science program offers a distinctive opportunity to apply your classroom knowledge through a work-integrated learning experience (practicum). This hands-on component is designed to immerse you in the industry, allowing you to work on real-world projects, expand your professional network, and enhance your employment prospects post-graduation.

You'll spend approximately 25 hours per week in class and an additional 25 hours on assignments, studying and project work.

The program also offers an online delivery option for those needing flexibility, permitting part-time study. You can balance your education with personal and professional commitments by taking a few courses per semester.

The Bachelor of Applied Technology Geographic Information Systems program will provide you with a strong technical foundation and develop your capacity to make informed decisions that may impact local communities and even global environments.

Program Overview

Traits, skills and aptitudes

Those working in the geographic information systems field tend to be innovative, objective and directive.

You need:

- math skills
- the ability to think logically and critically
- the ability to study spatial problems and measurements
- problem-solving skills
- speaking and listening skills
- people skills
- self-discipline
- to continually learn to stay up to date in industry practices
- the ability to work as part of a multidisciplinary team.

You should enjoy being innovative, being precise, making decisions, supervising others, and having variety in your work.

Practicum, co-op and work integrated learning opportunities

You'll participate in a capstone project and an 800-hour work experience practicum.

During the capstone project, you will solve a typical business challenge in a cost-effective and timely manner using a GIS-based solution.

During the practicum, you will apply what you've learned in a real-world work environment at a GIS company or in a GIS-related position.

Credential

Upon successful completion of this program, you'll receive a SAIT Bachelor of Applied Technology Geographic Information Systems degree.

Program length

2 years

Accepts international applicants - PGWP-eligible

This program accepts international applicants and meets the eligibility criteria for the Post-Graduation Work Permit program, as long as the student is registered in on-campus classes or completes more than 50% of the courses on campus (for blended options).

International students attending all classes online will NOT be eligible for a Post-Graduate Work Permit. International students are responsible for maintaining their eligibility throughout their studies.

Not eligible for CAJG

This program is not eligible for the Canada Alberta Job Grant.

Related careers

Our graduates may work in the following occupations. Some careers require additional experience and education.

Potential careers (NOC):

- Land surveyors (21203)
- Land survey technologists and technicians (22213)
- Technical occupations in geomatics and meteorology (22214)

Admission Requirements

Applicants educated in Canada

Applicants must demonstrate English language proficiency and meet one of the following requirements or equivalents:

- 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.

Applicants educated outside of Canada

All applicants who were educated outside of Canada must demonstrate English language proficiency and provide proof they meet the program admission requirements outlined above with an international document assessment. Find accepted educational documents and assessment options.

SAIT may also accept courses completed at certain international post-secondary institutions.

Program Outline

The Bachelor of Applied Technology Geographic Information Systems Business Administration requires 60 credits (12 courses) to complete.

Required courses

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
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
GEOS 540 - Applied GIS Directed Field Studies	30 Credits

Suggested schedule of study

Year 1

Semester 1

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 2

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

Year 2

Semester 3

GEOS 540 - Applied GIS Directed Field Studies	30 Credits

Note: This course continues into semester 4.

Progression

You must attain a PGPA and/or a CGPA of 2.0 or better each semester and pass the prerequisite courses to progress through the program.

To qualify for graduation, you must pass all courses, attain a CGPA of 2.0 or better and complete course requirements within the prescribed timelines.

Review our grading and progression procedure >

Costs

Books and supplies

Books and supplies are approximately $500 per full-time 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.

Find your booklist on the SAIT Bookstore's website. The booklist will be available closer to the program start date.

Can't find your program or course? The bookstore didn't receive a textbook list. Contact your program directly to determine if they're still refining course details or if you're in luck; no textbook purchase is required this term.

Construction program advising

For any questions or to set up an advising appointment, please contact our School of Construction.

Phone: 403.284.8367
Email: construction.advising@sait.ca

Bachelor of Applied Technology - Petroleum Engineering

- **For information regarding upcoming program intakes, please see sait.ca.**

Contact us

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

Program Description

The Bachelor of Applied Technology in Petroleum Engineering is for individuals with an existing technical degree or diploma who want to rise to the next level in the petroleum industry.

This program is an essential stepping stone to a fulfilling career within the upstream petroleum sector, including gas process engineering and facilities design.

You will explore the core segments of the petroleum industry and gain a thorough grounding in:

- oil and gas exploration, including the techniques and challenges involved in discovering new petroleum reservoirs
- drilling engineering, acquiring skills in drilling mechanics and operations, understanding the complexities of building wells
- the behaviour of oil and gas reservoirs and how to maximize resource extraction
- the phases of production, from wellbore to surface operations, ensuring efficiency and sustainability
- oil and gas facilities design and operation, engaging in the design, build and operation of facilities with an emphasis on safety and environmental considerations
- upgrading and refining operations, including the processes involved in converting crude oil into usable products, enhancing product value
- the tools for cost estimation, risk assessment and financial forecasting essential in the petroleum industry.

Customized learning pathways

Acknowledging that each student's interests and career goals are unique, our Bachelor of Applied Technology in Petroleum Engineering offers the flexibility to tailor your educational journey. You can select from various courses that align with your career goals.

As a graduate, you will be well-equipped to leverage your degree and prior technical background to tackle the challenges of the petroleum industry in Alberta and elsewhere.

You will be prepared for roles that demand strong technical and analytical skills. Whether you're aiming for technical leadership or innovation in engineering practices, this program is your launchpad into the diverse and dynamic field of petroleum engineering.

Program Overview

Traits, skills and aptitudes

Those in the petroleum engineering field tend to be objective, innovative, and directive.

You need:

- an aptitude for math, chemistry and physics
- organizational, interpersonal and communication skills
- the ability to work alone and with a team.

You should be comfortable analyzing data, creative problem-solving, working with tools and instruments to perform your work with precision, and be at ease taking charge.

Practicum, co-op and work integrated learning opportunities

You'll participate two practicums and present a final report on your work.

During your practicums, you'll gain at least 750 hours of work experience in a paid or unpaid positions in the petroleum industry. Your final report will be a major technical report based on the experience and data gathered on the job.

You will be responsible for finding your work position, but SAIT advisors assist you as much as possible.

Please note that for each practicum there are minimum number of work hours that must be completed and the maximum time frame to complete those hours is 15 weeks:

- PRAC400 – minimum 400 hours over a maximum period of 15 weeks
- PRAC410 - minimum 350 hours over a maximum period of 15 weeks

Accreditations, designations or certifications

Graduates of this program may be considered for accreditation with the Association of Professional Engineers and Geoscientists of Alberta (APEGA), provided you meet the established criteria and are successful in the assessment process.

Credential

After successfully completing this program, you'll receive a SAIT Bachelor of Applied Technology Petroleum Engineering degree.

Program length

2 years

Accepts international applicants - PGWP-eligible

This program accepts international applicants and meets the eligibility criteria for the Post-Graduation Work Permit program, as long as the student is registered in on-campus classes or completes more than 50% of the courses on campus (for blended options).

International students attending all classes online will NOT be eligible for a Post-Graduate Work Permit. International students are responsible for maintaining their eligibility throughout their studies.

Not eligible for CAJG

This program is not eligible for the Canada Alberta Job Grant.

Related careers

Our graduates may work in the following occupations. Some careers require additional experience and education.

Potential careers (NOC):

- Engineering managers (20010)
- Petroleum engineers (21332)
- Geological and mineral technologists and technicians (22101)
- Drillers and blasters - surface mining, quarrying and construction (73402)
- Supervisors, mining and quarrying (82020)

Admission Requirements

Applicants educated in Canada

Applicants must demonstrate English language proficiency and meet one of the following requirements or equivalents:

- a two-year SAIT diploma with a grade point average of 2.5 or better in:
- Petroleum Engineering Technology
- Chemical Engineering Technology
- Mechanical Engineering Technology
- Instrumentation Engineering Technology
- Civil Engineering Technology
- Electrical Engineering Technology
- or similar engineering technology program, or
- a relevant science (mathematics, physics, chemistry, geology, or geophysics) or engineering degree. Additional courses may be required before starting the program.

Applicants with other qualifications may be considered upon submission of certified background information.

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.

Applicants educated outside of Canada

All applicants who were educated outside of Canada must demonstrate English language proficiency and provide proof they meet the program admission requirements outlined above with an international document assessment. Find accepted educational documents and assessment options.

SAIT may also accept courses completed at certain international post-secondary institutions.

Program Outline

The Bachelor of Applied Petroleum Engineering Technology requires 57 credits for completion.

The program consists of:

Petroleum engineering core courses - 13.5 credits

Elective courses - 27 credits

Work experience - 30 credits

Required courses

You must take all of the following courses to complete this program.

Required courses - Petroleum engineering core

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
THRM 405 - Fundamentals of Engineering	1.5 Credits

Required courses - Work experience

PRAC 400 - Practicum I for BAPT	15 Credits
PRAC 410 - Practicum Project for BAPT	15 Credits

Elective courses

You will choose courses from the following lists to earn 27 credits.

Elective courses - Core elective (choose two to four)

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

Elective courses - Complementary elective (choose 10 to 12)

CHEN 405 - Process Engineering	3 Credits
CHEN 465 - Process Design Using Computers	3 Credits
CNTR 405 - Instrumentation and Process Control	1.5 Credits
DRLG 451 - Drilling Technology - Advanced	3 Credits
ENVS 402 - Environmental Considerations	1.5 Credits
ENVS 470 - Advanced Environmental Considerations	1.5 Credits
EVAL 402 - Well Logging	1.5 Credits
PETR 409 - Refining and Petrochemical Technology	1.5 Credits
PTPR 465 - Advanced Production Engineering	1.5 Credits
PTPR 470 - Well Completions, Stimulations, and Workovers	3 Credits
RESR 464 - Heavy Oil Recovery	1.5 Credits
RESR 473 - Oilsands Mining and Processing	1.5 Credits

Progression

You must attain a PGPA and/or a CGPA of 2.0 or better each semester and pass the prerequisite courses to progress through the program.

To qualify for graduation, you must pass all courses, attain a CGPA of 2.0 or better and complete course requirements within the prescribed timelines.

Review our grading and progression procedure >

Costs

Books and supplies

Books and supplies are approximately $1,000 - $1,500 per full-time year.

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

The industry-approved PPE you'll need will be discussed during your first few days of classes.

Find your booklist on the SAIT Bookstore's website. The booklist will be available closer to the program start date.

Can't find your program or course? The bookstore didn't receive a textbook list. Contact your program directly to determine if they're still refining course details or if you're in luck; no textbook purchase is required this term.

Energy program advising

For any questions or to set up an advising appointment, please contact our MacPhail School of Energy.

Phone: 403.284.8451
Email: macphail.students@sait.ca

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 - Accounting

- **Fall term**
- **Advanced standing also available**
- **Full-time classroom**

Contact us

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

Program Description

In the Bachelor of Business Administration Accounting major, you'll learn about measuring financial performance, advanced accounting topics and quantitative skills.

It includes the courses you need to enter the Chartered Professional Accountant (CPA) Professional Education Program. If you're interested in finance, ethics, and problem-solving and want diverse career options, this major is for you.

Understanding how financial information affects business decisions is crucial in a changing global environment. Our program blends both management and financial accounting concepts. It provides valuable insights in various business settings.

You'll assess financial and operational results to improve performance and ensure accurate financial reporting.

You'll also learn about tax regulations to help clients follow government rules and accounting standards.

Our program will enable you to analyze and evaluate finance concepts and make informed recommendations.

Information systems are vital for efficient business practices in today's digital world. You'll study management information systems and learn how technology can optimize operations and decision-making.

Ethical behaviour is essential for accountants. Our program emphasizes integrity, transparency, and ethical decision-making.

The Accounting major will prepare you to excel in accounting and become a well-rounded business professional with the skills and integrity needed in financial accounting in today's business world.

Minors

Opportunities for additional specialization are available through the following optional minors.

- **Construction Project Management:** A pathway to business roles in Canada's booming construction sector, focusing on managing significant capital projects, addressing design, risk, and conflict management.
- **Energy, Oil and Gas:** A curriculum designed to prepare you for Alberta's energetic and changing energy landscape, with courses on technical, regulatory, and economic aspects from the renowned MacPhail School of Energy.

Program Overview

Traits, skills and aptitudes

Accountants tend to be methodical, innovative, and directive.

You need:

- high ethical standards
- strong communication skills
- critical-thinking, analytical, and problem-solving skills
- time-management skills
- the ability to work independently or as part of a team.

You should enjoy following rules, working within highly structured processes, directing others, and creative problem-solving.

Academic path

Those who have previously completed the SAIT Accounting, Business and Entrepreneurship, Community Economic Development, Management and Leadership, or Marketing certificates can receive course credit for classes. The number of applicable credits will vary by certificate.

Those who have a SAIT Business Administration diploma with a major in Accounting may be eligible to enter this program in year three and earn their degree with a further two years of study.

Graduates of this program are eligible to enroll in the Chartered Professional Accountant (CPA) Professional Education Program.

Practicum, co-op and work integrated learning opportunities

During your final year (with at least 90 credits complete), you'll participate in a practicum or capstone project.

If you choose a practicum, you'll reflect, research, analyze, evaluate and recommend solutions to real-world business problems with an existing business, showcasing your skills to prospective employers. You'll be responsible for finding employment for this practicum, which the Academic Chair must approve.

If you choose a capstone project, you'll work individually or as part of a project team on a series of activities and simulations drawn from multiple disciplines to create a strategic and operating business start-up plan.

Accreditations, designations or certifications

This program and major are accredited by the Chartered Professional Accountant (CPA) program. SAIT ensures the core courses offered are aligned with the CPA competency map.

In addition, when you graduate, you'll have completed all pre-requisite courses required to enter the CPA prep program.

Alternatively, you can pursue the Master of Professional Accounting (MPACC) program, a comprehensive graduate-level accounting program that is an alternate route for those seeking the CPA designation in Canada.

Credential

Upon successful completion of this program, you'll receive a SAIT Bachelor of Business Administration degree with a major in Accounting.

Program length

4 years

Not eligible for CAJG

This program is not eligible for the Canada Alberta Job Grant.

Accepts international applicants – PGWP-eligible

This program accepts international applicants and meets the eligibility criteria for the Post-Graduation Work Permit program, as long as the student is registered in on-campus classes or completes more than 50% of the courses on campus (for blended options).

International students attending all classes online will NOT be eligible for a Post-Graduate Work Permit. International students are responsible for maintaining their eligibility throughout their studies.

Related careers

Our graduates may work in the following occupations. Some careers require additional experience and education.

Potential careers (NOC):

- Financial managers (10010)
- Other administrative services managers (10019)
- Banking, credit and other investment managers (10021)
- Administrative officers (13100)
- Payroll administrators (13102)
- Administrative assistants (13110)
- Financial auditors and accountants (11100)
- Financial and investment analysts (11101)
- Supervisors, finance and insurance office workers (12011)
- Accounting technicians and bookkeepers (12200)
- Accounting and related clerks (14200)

Admission Requirements

Applicants educated in Canada

Applicants must demonstrate English language proficiency and meet one of the following requirement options or equivalent.

Admission is determined based on an applicant's academic history, including high school and post-secondary courses. Post-secondary level courses with similar learning outcomes may be considered to meet admission requirements.

SAIT accepts high school course equivalents for admission for applicants educated outside Alberta.

Option one

An overall minimum average of 65%, calculated using your final grades in:

- English 30-1 (must have achieved at least 60%), and
- Math 30-1 (must have achieved at least 60%) or Math 30-2 (must have achieved at least 70%), and
- two courses from Group A, and
- one course from either Group A or B.

Group A (academics)

Academic courses may include Grade 12, 30-level or equivalent*:

- Accounting
- Biology
- Business
- Chemistry
- Economics
- Finance
- Geography
- History
- Indigenous Studies
- Information Technology
- Languages
- Management
- Marketing
- Mathematics 31
- Philosophy
- Physics
- Political Sciences
- Psychology
- Science
- Social Studies 30-1
- Sociology

*Other courses may be considered.

Group B (other)

One of the following:

- Art 30 or 31
- Drama 30
- Music 30 (choral, instrumental, general)
- Physical Education 30
- Religion 35
- Social Studies 30-2

OR

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 high school dual-credit courses may be used for admission purposes.

Option two

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

Option three

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.

Applicants educated outside of Canada

All applicants who were educated outside of Canada must demonstrate English language proficiency and provide proof they meet the program admission requirements outlined above with an international document assessment. Find accepted educational documents and assessment options.

SAIT may also accept courses completed at certain international post-secondary institutions.

Application process

Early admission criteria

Early admission will be offered to qualified applicants based on one of the following criteria:

1. An overall minimum average of 75%, where English 30-1 and Math 30-1 have to be at least 60%. The average will be calculated using English 30-1, Math 30-1, two courses from Group A, and one course from either Group A or B.
2. Applicants have achieved, or will achieve, a minimum GPA of 2.7 in the SAIT Business Administration diploma or equivalent.
3. Applicants who have achieved, or will achieve, a minimum GPA of 2.7 in the post-secondary admission requirement.
4. Early admission will be offered until Dec. 15 each year or until the program is full. Applicants will be ranked, and seats will be 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.

Selection criteria

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

- Applicants who do not qualify for early admission or who qualify after the early admission deadline will be placed in selection and academically ranked according to the admission requirements.
- Career investigation and/or interviews may also be required during the selection process.
- Selection will begin on Dec. 18 and be done continuously until the program has been filled.
- Applicants will then be offered a seat or waitlisted based on ranking and availability.
- When applying in the application portal, select Bachelor of Business Administration. You will declare your major before your second year of the program.

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 three credits except for the six-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)

The first semester is common for all majors. Students declare a major in their second semester, subject to a competitive screening process, and move into open registration.

Required courses

You must take all of the following courses to complete this program.

Required courses - Junior business core	
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

Required courses - Senior business core	
BLAW 2030 - Business Law	3 Credits
MNGT 2250 - Organizational Behaviour	3 Credits
MNGT 2360 - International Business	3 Credits
MNGT 4050 - Strategic Management	3 Credits

Required courses - Junior complementary core	
COMM 1070 - Communication and Presentation Skills	3 Credits
PHIL 1011 - Critical Thinking	3 Credits
STAT 2040 - Quantitative Methods	3 Credits

Required courses - Senior complementary core	
COMM 3310 - Presentations	3 Credits
PHIL 3010 - Ethics	3 Credits
STAT 4010 - Research Methodologies	3 Credits

Required courses - Accounting	
ACCT 2020 - Introductory Management Accounting	3 Credits
ACCT 2110 - Introductory Financial Accounting II	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
FNCE 3060 - Finance Management	3 Credits
MNGT 2322 - Information Systems	3 Credits
MNGT 4070 - Operations Management	3 Credits

Elective courses

You will choose courses from the following lists.

Elective courses - Business core integrative experience (choose one)	
ACWE 4990 - Business Practicum	6 Credits
MNGT 4990 - Business Capstone	6 Credits

Elective courses - Junior science elective (choose one)	
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

Elective courses - Junior humanities elective (choose one)	
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

Elective courses - Junior social sciences elective (choose one)	
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

Elective courses - Senior complementary elective (choose one)	
COMM 3300 - Intercultural Communications	3 Credits
ENGL 3010 - Storytelling Through Creative Non-Fiction	3 Credits
ENGL 3370 - Comparative World Literature	3 Credits
HUMN 3010 - Mobilizing Creativity and Innovation	3 Credits
MATH 3010 - Mathematics of Cryptography, Privacy, and Security	3 Credits
PHIL 3020 - Systems Thinking	3 Credits
PHIL 4010 - The Philosophy of Money	3 Credits
PSYC 3010 - Happiness Toolkit	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

Elective courses - Accounting elective (choose two)	
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

Elective courses - Human resource management/leadership elective (choose one)	
HRMT 2320 - Human Resource Management	3 Credits
LDSH 3050 - Leadership	3 Credits

Optional courses

To earn a Minor in Construction Project Management, you must complete an additional 12 credits from the courses listed below.

To earn a Minor in Energy, Oil and Gas, you must complete an additional 12 credits from the courses listed below.

To earn Minors in both Construction Project Management and Energy, Oil and Gas, you must complete 12 credits from the courses listed under Construction Project Management and an additional 12 credits from the courses listed under Energy, Oil and Gas.

Optional courses - Junior construction project management minor courses	
CPMT 2030 - Construction Management Overview	3 Credits

Optional courses - Senior construction project management minor courses	
CPMT 3060 - Project Risk and Conflict Management	3 Credits
CPMT 4060 - Scope and Design Management	3 Credits

Optional courses - Construction project management minor elective (choose one)	
CPMT 3020 - Project Delivery Systems and Contracts	3 Credits
SCMT 2320 - Quality: A Supply Chain Perspective	3 Credits
SCMT 2370 - Procurement I	3 Credits

Optional courses - Junior energy, oil and gas minor courses	
PTPR 1255 - Overview of the Canadian Oil and Gas Industry	3 Credits

Optional courses - Senior energy, oil and gas minor 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
SCMT 2320 - Quality: A Supply Chain Perspective	3 Credits

Suggested schedule of study

We recommend you follow the below schedule during your first year of study.

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
ECON 1010 - Microeconomics	3 Credits
MNGT 1200 - Introduction to Business	3 Credits

Semester 2

COMM 1070 - Communication and Presentation Skills	3 Credits
ECON 1110 - Macroeconomics	3 Credits
MKTG 1060 - Marketing Essentials	3 Credits
STAT 2040 - Quantitative Methods	3 Credits

Elective (choose one)	
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
SCMT 1255 - Introduction to Supply Chain Management	3 Credits

Select your elective based on your major.

Progression

You must attain a PGPA and/or a CGPA of 2.0 or better each semester and pass the prerequisite courses to progress through the program.

To qualify for graduation, you must pass all courses, attain a CGPA of 2.0 or better and complete course requirements within the prescribed timelines.

Review our grading and progression procedure >

Costs

Books and supplies

Books and supplies are approximately $1,000 - $1,500 per full-time year.

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

Find your booklist on the SAIT Bookstore's website. The booklist will be available close to your start date. Can't find your program or course? The bookstore didn't receive a textbook list. Contact your program directly to determine if they're still refining course details or if you're in luck; no textbook purchase is required for that term.

Business program advising

For any questions or to set up an advising appointment, please get in touch with our School of Business.

Phone: 403.284.8485
Email: business.advising@sait.ca

Program Outcomes

Core program outcomes

Strategy

- Develop an integrative and strategic mindset to enhance business performance in a global environment.

Team

- Achieve project goals through teamwork within increasingly complex and dynamic environments.

Economic theory

- Apply economic theory in the business environment.

Professional behaviours

- Develop appropriate personal skills and professional behaviours to uphold general management practices.

Financial behaviours

- Use financial and accounting principles in a business setting.

Mathematics

- Apply mathematical formulas and statistical calculations to support business functions.

Legal:

- Explain key legal principles of the Canadian legal system and the basic laws governing business ownership and transactions.

Information and communication technology

- Integrate information and communication technology to achieve efficient business practices.

Marketing

- Apply digital marketing theory and processes in a business environment.

Organizational behaviour

- Utilize organizational behaviour/human resource management knowledge and skills to support business performance.

Operations management

- Explain operations management as an integral component of the business environment.

Leadership

- Demonstrate responsible leadership within increasingly complex and dynamic environments.

Accounting major program outcomes

Accounting

- Integrate management and financial accounting concepts and practices in a business setting.

Tax

- Apply taxation knowledge to comply with government legislation and accounting standards.

Audit

- Assess financial and operational results using audit methodologies.

Finance

- Evaluate finance concepts and practices to make recommendations in a business setting.

Management information systems

- Explore Management Information Systems to achieve efficient business practices.

Ethics

- Model the ethical expectations of the accounting profession.

Degree outcomes

Depth

- Demonstrate a critical understanding of the business discipline and field of practice.

Breadth

- Apply knowledge and skills from one or more areas from outside the discipline.

Research

- Demonstrate the capacity to engage in independent research and practice in a supervised context.

Methodologies

- Critically evaluate qualitative and quantitative information and, where appropriate, use this knowledge in scholarly and creative endeavours.

Application of knowledge

- Apply methods of inquiry to solve a problem, create a new work or comment on scholarship.

Communication

- Communicate information, arguments, and analysis accurately and reliably, orally and in writing, to specialists and non-specialist audiences.

Limits of knowledge

- Demonstrate an appreciation for the limits and ambiguity of knowledge.

Professional capacity/autonomy

- Operate within the boundaries of professional bodies and applicable regulatory requirements.

Graduate outcomes

A. **Safety** – awareness of safety standards relevant to the workplace.
   - Safety awareness

B. **Responsible leadership** – personal, ethical and respectful behaviour within the workplace and global community.
   - Teamwork and multi-disciplinary collaboration
   - Self-initiative
   - Ethical reasoning and action
   - Global awareness
   - Sustainability

C. **Communication** – the exchange of information professionally and effectively.
   - Language skills
   - Interpersonal skills

D. **Information literacy** – the strategies used to become informed, from recognizing an information need to accessing and evaluating information and using it effectively and ethically.
   - Problem-solving and critical thinking
   - Quantitative literacy
   - Technological literacy

E. **Technical knowledge, skills and abilities** – technical competence specific to the discipline or industry.
   - Specialized technical skill set

Bachelor of Business Administration - Financial Services

- **Fall term**
- **Advanced standing also available**
- **Full-time classroom**

Contact us

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

Program Description

Do you aspire to excel in financial advising, banking, investing, or insurance for personal or corporate clients? The Financial Services major is your gateway to a career in the financial industry.

This major will give you the essential skills and help you achieve industry certifications like Investment Funds in Canada (IFIC) and Canadian Securities Course (CSC). These industry certifications are highly sought after by employers.

You'll gain the ability to choose appropriate financial tools to meet the specific needs of your clients and apply financial knowledge effectively in real-world scenarios.

This program will also equip you to:

- integrate personal financial planning concepts into your practice
- help individuals and businesses make informed financial decisions that align with their goals and unique requirements
- analyze and understand client needs, assess their financial situations, and provide tailored solutions
- master the art of effective relationship selling by building trust and establishing lasting client relationships
- stay ahead by incorporating your knowledge of the Canadian and global financial systems into your daily practice and understand the latest industry trends and changes
- uphold the highest ethical and regulatory standards expected in the financial services industry by demonstrating integrity, transparency, and compliance in all your professional interactions
- develop strong communication skills to convey complex financial information clearly and effectively to clients
- educate and empower your clients to make informed financial decisions.

The Financial Services major in our Bachelor of Business Administration degree program will prepare you for a fulfilling career in the financial industry. Whether you aim to provide personal financial advice or cater to corporate clients, our program equips you with the knowledge, skills, and industry certifications needed to thrive in this dynamic field.

Minors

Opportunities for additional specialization are available through the following optional minors.

- **Construction Project Management:** A pathway to business roles in Canada's booming construction sector, focusing on managing significant capital projects, addressing design, risk, and conflict management.
- **Energy, Oil and Gas:** A curriculum designed to prepare you for Alberta's energetic and changing energy landscape, with courses on technical, regulatory, and economic aspects from the renowned MacPhail School of Energy.

Program Overview

Traits, skills and aptitudes

Those working in the financial sector tend to be methodical, social, innovative and directive.

You need:

- an aptitude for numbers
- respect for confidentiality
- strong listening and communication skills
- the ability to understand complex financial documents, such as insurance policies, pension plans, financial statements and tax regulations
- coping skills to deal with rapid changes
- quick decision-making skills
- an interest and willingness to keep your knowledge up to date.

You should enjoy gathering and analyzing information, finding innovative solutions to problems and working with people.

Academic path

Those who have previously completed the SAIT Accounting, Business and Entrepreneurship, Community Economic Development, Management and Leadership, or Marketing certificates can receive course credit for classes. The number of applicable credits will vary by certificate.

Graduates of the SAIT Business Administration diploma – Financial Services major may be eligible to enter this program in year three and earn their degree with a further two years of study.

Practicum, co-op and work integrated learning opportunities

During your final year (with at least 90 credits complete), you'll participate in a practicum or capstone project.

If you choose a practicum, you'll reflect, research, analyze, evaluate and recommend solutions to real-world business problems with an existing business, showcasing your skills to prospective employers. You'll be responsible for finding employment for this practicum, which the Academic Chair must approve.

If you choose a capstone project, you'll work individually or as part of a project team on a series of activities and simulations drawn from multiple disciplines to create a strategic and operating business start-up plan.

Accreditations, designations or certifications

You can complete the Investment Funds in Canada (IFIC) and Canadian Securities Course (CSC) exams in this program.

You can also graduate with your Personal Financial Planner (PFP) designation by passing the necessary exams.

The Financial Planning Standards Council recognizes this program as meeting the core curriculum requirements for the Certified Financial Planner (CFP) certification.

Credential

Upon successful completion of this program, you'll receive a SAIT Bachelor of Business Administration degree with a major in Financial Services.

Program length

4 years

Not eligible for CAJG

This program is not eligible for the Canada Alberta Job Grant.

Accepts international applicants - PGWP-eligible

This program accepts international applicants and meets the eligibility criteria for the Post-Graduation Work Permit program, as long as the student is registered in on-campus classes or completes more than 50% of the courses on campus (for blended options).

International students attending all classes online will NOT be eligible for a Post-Graduate Work Permit. International students are responsible for maintaining their eligibility throughout their studies.

Related careers

Our graduates may work in the following occupations. Some careers require additional experience and education.

Potential careers (NOC):

- Financial managers (10010)
- Insurance, real estate and financial brokerage managers (10020)
- Banking, credit and other investment managers (10021)
- Financial auditors and accountants (11100)
- Financial and investment analysts (11101)
- Financial advisors (11102)
- Securities agents, investment dealers and brokers (11103)
- Other financial officers (11109)
- Supervisors, finance and insurance office workers (12011)
- Accounting technicians and bookkeepers (12200)
- Banking, insurance and other financial clerks (14201)
- Customer services representatives - financial institutions (64400)

Admission Requirements

Applicants educated in Canada

Applicants must demonstrate English language proficiency and meet one of the following requirement options or equivalent.

Admission is determined based on an applicant's academic history, including high school and post-secondary courses. Post-secondary level courses with similar learning outcomes may be considered to meet admission requirements.

SAIT accepts high school course equivalents for admission for applicants educated outside Alberta.

Option one

An overall minimum average of 65%, calculated using your final grades in:

- English 30-1 (must have achieved at least 60%), and
- Math 30-1 (must have achieved at least 60%) or Math 30-2 (must have achieved at least 70%), and
- two courses from Group A, and
- one course from either Group A or B.

Group A (academics)

Academic courses may include Grade 12, 30-level or equivalent*:

- Accounting
- Biology
- Business
- Chemistry
- Economics
- Finance
- Geography
- History
- Indigenous Studies
- Information Technology
- Languages
- Management
- Marketing
- Mathematics 31
- Philosophy
- Physics
- Political Sciences
- Psychology
- Science
- Social Studies 30-1
- Sociology

*Other courses may be considered.

Group B (other)

One of the following:

- Art 30 or 31
- Drama 30
- Music 30 (choral, instrumental, general)
- Physical Education 30
- Religion 35
- Social Studies 30-2

OR

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 high school dual-credit courses may be used for admission purposes.

Option two

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

Option three

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.

Applicants educated outside of Canada

All applicants who were educated outside of Canada must demonstrate English language proficiency and provide proof they meet the program admission requirements outlined above with an international document assessment. Find accepted educational documents and assessment options.

SAIT may also accept courses completed at certain international post-secondary institutions.

Application process

Early admission criteria

Early admission will be offered to qualified applicants based on one of the following criteria:

An overall minimum average of 75%, where English 30-1 and Math 30-1 have to be at least 60%. The average will be calculated using English 30-1, Math 30-1, two courses from Group A, and one course from either Group A or B.

Applicants 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 Dec. 15 each year or until the program is full. Applicants will be ranked, and seats will be 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.

Selection criteria

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

Applicants who do not qualify for early admission or who qualify after the early admission deadline will be placed in selection and academically ranked according to the admission requirements.

Career investigation and/or interviews may also be required during the selection process.

Selection will begin on Dec. 18 and be done continuously until the program has been filled.

Applicants will then be offered a seat or waitlisted based on ranking and availability.

When applying in the application portal, select Bachelor of Business Administration. You will declare your major before your second year of the program.

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 three credits, except for the six-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)

The first semester is common for all majors. Students declare a major in their second semester, subject to a competitive screening process, and move into open registration.

Required courses

You must take all of the following courses to complete this program.

Required courses - Junior business core	
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

Required courses - Senior business core	
BLAW 2030 - Business Law	3 Credits
MNGT 2250 - Organizational Behaviour	3 Credits
MNGT 2360 - International Business	3 Credits
MNGT 4050 - Strategic Management	3 Credits

Required courses - Junior complementary core	
COMM 1070 - Communication and Presentation Skills	3 Credits
PHIL 1011 - Critical Thinking	3 Credits
STAT 2040 - Quantitative Methods	3 Credits

Required courses - Senior complementary core	
COMM 3310 - Presentations	3 Credits
PHIL 3010 - Ethics	3 Credits
STAT 4010 - Research Methodologies	3 Credits

Required courses - Financial Services	
ACCT 2010 - Accounting for Managers	3 Credits
ACCT 2375 - Introduction to Taxation	3 Credits
BFIN 1255 - Personal Financial Planning	3 Credits
BFIN 2301 - Finance for Managers	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

Elective courses

You will choose courses from the following lists.

SAIT BA graduates from some majors may be eligible to use ACWE 300 - Business Diploma Integrative Experience Capstone or MNGT 395 - Managing Strategically as a financial services elective.

Elective courses - Business core integrative experience (choose one)	
ACWE 4990 - Business Practicum	6 Credits
MNGT 4990 - Business Capstone	6 Credits

Elective courses - Junior science elective (choose one)	
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

Elective courses - Junior humanities elective (choose one)	
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

Elective courses - Junior social sciences elective (choose one)	
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

Elective courses - Senior complementary elective (choose one)	
COMM 3300 - Intercultural Communications	3 Credits
ENGL 3010 - Storytelling Through Creative Non-Fiction	3 Credits
ENGL 3370 - Comparative World Literature	3 Credits
HUMN 3010 - Mobilizing Creativity and Innovation	3 Credits
MATH 3010 - Mathematics of Cryptography, Privacy, and Security	3 Credits
PHIL 3020 - Systems Thinking	3 Credits
PHIL 4010 - The Philosophy of Money	3 Credits
PSYC 3010 - Happiness Toolkit	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

Elective courses - Financial services elective (choose one)	
BFIN 2356 - Mutual Funds and Securities	3 Credits
BFIN 4040 - Applied Client Planning	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	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
HRMT 4015 - Strategic Human Resources Management	3 Credits
INTL 467 - International Business Study Tour	3 Credits
LDSH 3050 - Leadership	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
ACWE 300 - Business Diploma Integrative Experience Capstone	3 Credits
MNGT 395 - Managing Strategically	3 Credits

Elective courses - Human resource management/leadership (choose one)

HRMT 2320 - Human Resource Management	3 Credits
LDSH 3050 - Leadership	3 Credits

Optional courses

To earn a Minor in Construction Project Management, you must complete an additional 12 credits from the courses listed below.

To earn a Minor in Energy, Oil and Gas, you must complete an additional 12 credits from the courses listed below.

To earn Minors in both Construction Project Management and Energy, Oil and Gas, you must complete 12 credits from the courses listed under Construction Project Management and an additional 12 credits from the courses listed under Energy, Oil and Gas.

Optional courses - Junior construction project management minor courses

CPMT 2030 - Construction Management Overview	3 Credits

Optional courses - Senior construction project management minor courses

CPMT 3060 - Project Risk and Conflict Management	3 Credits
CPMT 4060 - Scope and Design Management	3 Credits

Optional courses - Construction project management minor elective (choose one)

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

Optional courses - Junior energy, oil and gas minor courses

PTPR 1255 - Overview of the Canadian Oil and Gas Industry	3 Credits

Optional courses - Senior energy, oil and gas minor 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
SCMT 2320 - Quality: A Supply Chain Perspective	3 Credits

Suggested schedule of study

We recommend you follow the below schedule during your first year of study.

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
ECON 1010 - Microeconomics	3 Credits
MNGT 1200 - Introduction to Business	3 Credits

Semester 2

ACCT 2010 - Accounting for Managers	3 Credits
COMM 1070 - Communication and Presentation Skills	3 Credits
ECON 1110 - Macroeconomics	3 Credits
STAT 2040 - Quantitative Methods	3 Credits

Elective (choose one)

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
SCMT 1255 - Introduction to Supply Chain Management	3 Credits

Select your elective based on your major.

Progression

You must attain a PGPA and/or a CGPA of 2.0 or better each semester and pass the prerequisite courses to progress through the program.

To qualify for graduation, you must pass all courses, attain a CGPA of 2.0 or better and complete course requirements within the prescribed timelines.

Review our grading and progression procedure >

Costs

Books and supplies

Books and supplies are approximately $1,000 - $1,500 per full-time year.

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

Find your booklist on the SAIT Bookstore's website. The booklist will be available close to your start date. Can't find your program or course? The bookstore didn't receive a textbook list. Contact your program directly to determine if they're still refining course details or if you're in luck; no textbook purchase is required for that term.

Business program advising

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Phone: 403.284.8485
Email: business.advising@sait.ca

Program Outcomes

Core program outcomes

Strategy

- Develop an integrative and strategic mindset to enhance business performance in a global environment.

Team

- Achieve project goals through teamwork within increasingly complex and dynamic environments.

Economic theory

- Apply economic theory in the business environment.

Professional behaviours

- Develop appropriate personal skills and professional behaviours to uphold general management practices.

Financial behaviours

- Use financial and accounting principles in a business setting.

Mathematics

- Apply mathematical formulas and statistical calculations to support business functions.

Legal

- Explain key legal principles of the Canadian legal system and the basic laws governing business ownership and transactions.

Information and communication technology

- Integrate information and communication technology to achieve efficient business practices.

Marketing

- Apply digital marketing theory and processes in a business environment.

Organizational behaviour

- Utilize organizational behaviour/human resource management knowledge and skills to support business performance.

Operations management

- Explain operations management as an integral component of the business environment.

Leadership

- Demonstrate responsible leadership within increasingly complex and dynamic environments.

Financial Services major program outcomes

Financial principles and theories

- Select appropriate financial theories and tools to meet clients' needs.

Financial planning

- Integrate personal financial planning concepts.
- Analyze/understand client needs
- Validate client financial needs.
- Integrate effective relationship selling principles.
- Knowledge of financial services sector
- Incorporate knowledge of Canadian and global financial systems into day-to-day practice.

Ethical/regulatory

- Model the ethical and regulatory expectations of the financial services industry.

Degree outcomes

Depth

- Demonstrate a critical understanding of the business discipline and field of practice.

Breadth

- Apply knowledge and skills from one or more areas from outside the discipline.

Research

- Demonstrate the capacity to engage in independent research and practice in a supervised context.

Methodologies

- Critically evaluate qualitative and quantitative information and, where appropriate, use this knowledge in scholarly and creative endeavours.

Application of knowledge

- Apply methods of inquiry to solve a problem, create a new work or comment on scholarship.

Communication

- Communicate information, arguments, and analysis accurately and reliably, orally and in writing, to specialists and non-specialist audiences.

Limits of knowledge

- Demonstrate an appreciation for the limits and ambiguity of knowledge.

Professional capacity/autonomy

- Operate within the boundaries of professional bodies and applicable regulatory requirements.

Graduate outcomes

A. **Safety** – awareness of safety standards relevant to the workplace.
   - Safety awareness

B. **Responsible leadership** – personal, ethical and respectful behaviour within the workplace and global community.
   - Teamwork and multi-disciplinary collaboration
   - Self-initiative
   - Ethical reasoning and action
   - Global awareness
   - Sustainability

C. **Communication** – the exchange of information professionally and effectively.
   - Language skills
   - Interpersonal skills

D. **Information literacy** – the strategies used to become informed, from recognizing an information need to accessing and evaluating information and using it effectively and ethically.
   - Problem-solving and critical thinking
   - Quantitative literacy
   - Technological literacy

E. **Technical knowledge, skills and abilities** – technical competence specific to the discipline or industry.
   - Specialized technical skill set

Bachelor of Business Administration - Financial Technology and Innovation

- **Fall term**
- **Advanced standing also available**
- **Full-time classroom**

Contact us

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

Program Description

Embrace the role of change-maker in the financial technology (fintech) sphere. The Bachelor of Business Administration with a major in Financial Technology and Innovation blends the robust foundation of a business administration degree with a cutting-edge financial technology curriculum.

You'll gain solid business acumen while learning how to leverage fintech to spur business growth and adapt to the rapidly shifting technological world. The curriculum is designed to enhance your adaptability and instill a growth mindset.

In this program, you will learn:

- data analytics, including how to examine, clean, transform, and model data to discover useful information and support decision-making using systems and software to gather insights from patterns and correlations in large datasets
- to use design thinking, a human-centred approach to problem-solving that involves prototyping and testing to develop innovative solutions
- about solution architecture and how to create digital financial products and solutions that meet market needs and regulatory requirements
- current trends in fintech, how the finance world is leveraging technology from blockchain to AI, and how fintech is expanding into everyday consumer experiences.

This program features small classroom settings that foster cooperative learning, guided by faculty members who bring real-life experiences to your courses. We use a collaborative project-based approach, allowing you to hone key professional skills such as leadership, teamwork, critical analysis, strategic decision-making, problem-solving, and effective communication.

You will begin the program with a common first year with Bachelor of Business Administration students from all majors to build a comprehensive business knowledge foundation before branching into your fintech major in year two.

Minors

Opportunities for additional specialization are available through the following optional minors.

- **Construction Project Management:** A pathway to business roles in Canada's booming construction sector, focusing on managing significant capital projects, addressing design, risk, and conflict management.
- **Energy, Oil and Gas:** A curriculum designed to prepare you for Alberta's energetic and changing energy landscape, with courses on technical, regulatory, and economic aspects from the renowned MacPhail School of Energy.

Connected to industry

Our close ties with industry leaders ensure your educational journey is practical and relevant. Our connection to the business community enriches your academic experience with a pragmatic perspective, preparing you for the realities of the industry.

Your program culminates in an integrated work experience where you'll sharpen your critical thinking, creativity, and collaborative skills in a real-world business setting.

Upon graduation, you will have comprehensive business acumen and a specialized financial technology and innovation skill set. This major positions you at the forefront of a rapidly evolving job market, where expertise in cutting-edge financial technology is increasingly critical for businesses to innovate, remain competitive, and meet the digital demands of modern finance.

Program Overview

Traits, skills and aptitudes

Those working in fintech tend to be innovative, methodical, and directive.

You need:

- to be highly logical to analyze complex problems and create solutions
- patience and persistence
- attention to details
- knowledge of user experience
- numeracy skills
- the ability to explain complex ideas in plain language
- to be organized
- the ability to work under pressure and manage your time.

You should enjoy learning new computer languages and programming styles, creative problem-solving, and working with others.

Academic path

Those who have previously completed the SAIT Accounting, Business and Entrepreneurship, Community Economic Development, Management and Leadership, or Marketing certificates can receive course credit for classes. The number of applicable credits will vary by certificate.

Graduates of the SAIT Business Administration diploma may be eligible to enter this program with advanced standing and earn their bachelor's degree with a further three years of study.

Practicum, co-op and work integrated learning opportunities

During your fourth year (with at least 90 credits complete), you'll participate in a practicum or capstone project as part of the program.

If you choose a practicum, you'll work with a business or organization to reflect, research, analyze, evaluate and recommend solutions to real-world problems, showcasing your skills to prospective employers. You'll be responsible for finding employment for this practicum, which must be approved.

If you choose a capstone project, you'll work individually or as part of a project team on a series of activities and simulations drawn from multiple disciplines to create a strategic and operating business start-up plan.

Credential

Upon successful completion of this program, you'll receive a SAIT Bachelor of Business Administration degree with a major in Financial Technology and Innovation.

Program length

4 years

Accepts international applicants – PGWP-eligible

This program accepts international applicants and meets the eligibility criteria for the Post-Graduation Work Permit program, as long as the student is registered in on-campus classes or completes more than 50% of the courses on campus (for blended options).

International students attending all classes online will NOT be eligible for a Post-Graduate Work Permit. International students are responsible for maintaining their eligibility throughout their studies.

Not eligible for CAJG

This program is not eligible for the Canada Alberta Job Grant.

Related careers

Our graduates may work in the following occupations. Some careers require additional experience and education.

Potential careers (NOC):

- Financial managers (10010)
- Insurance, real estate and financial brokerage managers (10020)
- Banking, credit and other investment managers (10021)
- Financial and investment analysts (11101)
- Engineering managers (20010)
- Computer and information systems managers (20012)

Admission Requirements

Applicants educated in Canada

Applicants must demonstrate English language proficiency and meet one of the following requirement options or equivalent.

Admission is determined based on an applicant's academic history, including high school and post-secondary courses. Post-secondary level courses with similar learning outcomes may be considered to meet admission requirements.

SAIT accepts high school course equivalents for admission for applicants educated outside Alberta.

Option one

An overall minimum average of 65%, calculated using your final grades in:

- English 30-1 (must have achieved at least 60%), and
- Math 30-1 (must have achieved at least 60%) or Math 30-2 (must have achieved at least 70%), and
- two courses from Group A, and
- one course from either Group A or B.

Group A (academics)

Academic courses may include Grade 12, 30-level or equivalent*:

- Accounting
- Biology
- Business
- Chemistry
- Economics
- Finance
- Geography
- History
- Indigenous Studies
- Information Technology
- Languages
- Management
- Marketing
- Mathematics 31
- Philosophy
- Physics
- Political Sciences
- Psychology
- Science
- Social Studies 30-1
- Sociology

*Other courses may be considered.

Group B (other)

One of the following:

- Art 30 or 31
- Drama 30
- Music 30 (choral, instrumental, general)
- Physical Education 30
- Religion 35
- Social Studies 30-2

OR

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 high school dual-credit courses may be used for admission purposes.

Option two

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

Option three

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.

Applicants educated outside of Canada

All applicants who were educated outside of Canada must demonstrate English language proficiency and provide proof they meet the program admission requirements outlined above with an international document assessment. Find accepted educational documents and assessment options.

SAIT may also accept courses completed at certain international post-secondary institutions.

Application process

Early admission criteria

Early admission will be offered to qualified applicants based on one of the following criteria:

An overall minimum average of 75%, where English 30-1 and Math 30-1 have to be at least 60%. The average will be calculated using English 30-1, Math 30-1, two courses from Group A, and one course from either Group A or B.

Applicants 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 Dec. 15 each year or until the program is full. Applicants will be ranked, and seats will be 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.

Selection criteria

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

Applicants who do not qualify for early admission or who qualify after the early admission deadline will be placed in selection and academically ranked according to the admission requirements.

Career investigation and/or interviews may also be required during the selection process.

Selection will begin on Dec. 18 and be done continuously until the program has been filled.

Applicants will then be offered a seat or waitlisted based on ranking and availability.

When applying in the application portal, select Bachelor of Business Administration. You will declare your major before your second year of the program.

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 three credits except for the six-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)

The first semester is common for all majors. Students declare a major in their second semester, subject to a competitive screening process, and move into open registration

Required courses

You must take all of the following courses to complete this program.

Required courses - Junior business core	
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

Required courses - Senior business core	
BLAW 2030 - Business Law	3 Credits
MNGT 2250 - Organizational Behaviour	3 Credits
MNGT 2360 - International Business	3 Credits
MNGT 4050 - Strategic Management	3 Credits

Required courses – Junior complementary core

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

Required courses – Senior complementary core

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

Required courses – Financial technology and innovation

ACCT 2010 – Accounting for Managers	3 Credits
BFIN 2301 – Finance for Managers	3 Credits
CPRG 2160 – Introduction to Programming	3 Credits
DATA 4010 – Data Literacy	3 Credits
DATA 4100 – Business Context for Data Analysis	3 Credits
ENTI 2300 – Design Thinking and Innovation	3 Credits
FTEC 1010 – Introduction to FinTech Financial Technology and Innovation	3 Credits
FTEC 3010 – Finance and Technology Regulations and Standards	3 Credits
FTEC 3020 – Solution Architecture	3 Credits
FTEC 3030 – Artificial Intelligence in Business	3 Credits
FTEC 4020 – Emerging Trends in FinTech	3 Credits
LDSH 3050 – Leadership	3 Credits
MNGT 3030 – Product Management	3 Credits
MNGT 4070 – Operations Management	3 Credits

Elective courses

You will choose courses from the following lists.

SAIT Business Administration graduates from some majors may be eligible to use ACWE 300 – Business Diploma Integrative Experience Capstone or MNGT 395 – Managing Strategically as a financial technology and innovation senior business elective.

Elective courses – Business core integrative experience (choose one)

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

Elective courses – Junior science elective (choose one)

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

Elective courses – Junior humanities elective (choose one)

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

Elective courses – Junior social sciences elective (choose one)

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

Elective courses – Senior complementary elective (choose one)

COMM 3300 – Intercultural Communications	3 Credits
ENGL 3010 – Storytelling Through Creative Non-Fiction	3 Credits
ENGL 3370 – Comparative World Literature	3 Credits
HUMN 3010 – Mobilizing Creativity and Innovation	3 Credits
MATH 3010 – Mathematics of Cryptography, Privacy, and Security	3 Credits
PHIL 3020 – Systems Thinking	3 Credits
PHIL 4010 – The Philosophy of Money	3 Credits
PSYC 3010 – Happiness Toolkit	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

Elective courses – Financial technology and innovation (choose two)

BFIN 2333 – Money and Banking	3 Credits
ENTI 4000 – Innovation Management	3 Credits
FTEC 3040 – Open and Emerging Technologies in Business	3 Credits
FTEC 4010 – Advanced Solution Architecture	3 Credits
ITSC 4100 – Cyber Security Essentials	3 Credits

Elective courses – Financial technology and innovation senior business electives (choose one)

ACCT 2375 – Introduction to Taxation	3 Credits
ACWE 300 – Business Diploma Integrative Experience Capstone	3 Credits
BLAW 3010 – Legal, Ethical and Security for Digital Organizations	3 Credits
DATA 4150 – Statistical Analysis of Data	3 Credits
DATA 4450 – Business Analytics	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
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SCMT 2320 - Quality: A Supply Chain Perspective	3 Credits
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SCMT 2370 - Procurement I	3 Credits
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Optional courses

To earn a Minor in Construction Project Management, you must complete an additional 12 credits from the courses listed below.

To earn a Minor in Energy, Oil and Gas, you must complete an additional 12 credits from the courses listed below.

To earn Minors in both Construction Project Management and Energy, Oil and Gas, you must complete 12 credits from the courses listed under Construction Project Management and an additional 12 credits from the courses listed under Energy, Oil and Gas.

Optional courses - Junior construction project management minor courses	
CPMT 2030 - Construction Management Overview	3 Credits

Optional courses - Senior construction project management minor courses	
CPMT 3060 - Project Risk and Conflict Management	3 Credits
CPMT 4060 - Scope and Design Management	3 Credits

Optional courses - Construction project management minor elective (choose one)	
CPMT 3020 - Project Delivery Systems and Contracts	3 Credits
SCMT 2320 - Quality: A Supply Chain Perspective	3 Credits
SCMT 2370 - Procurement I	3 Credits

Optional courses - Junior energy, oil and gas minor courses	
PTPR 1255 - Overview of the Canadian Oil and Gas Industry	3 Credits

Optional courses - Senior energy, oil and gas minor 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
SCMT 2320 - Quality: A Supply Chain Perspective	3 Credits

Suggested schedule of study

We recommend you follow the below schedule during your first year of study.

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
ECON 1010 - Microeconomics	3 Credits
MNGT 1200 - Introduction to Business	3 Credits

Semester 2

ACCT 2010 - Accounting for Managers	3 Credits
COMM 1070 - Communication and Presentation Skills	3 Credits
ECON 1110 - Macroeconomics	3 Credits
STAT 2040 - Quantitative Methods	3 Credits

Elective (choose one)	
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
SCMT 1255 - Introduction to Supply Chain Management	3 Credits

Select your elective based on your major.

Progression

You must attain a PGPA and/or a CGPA of 2.0 or better each semester and pass the prerequisite courses to progress through the program.

To qualify for graduation, you must pass all courses, attain a CGPA of 2.0 or better and complete course requirements within the prescribed timelines.

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Program Outcomes

Core program outcomes

Strategy:

- Develop an integrative and strategic mindset to enhance business performance in a global environment.

Team:

- Achieve project goals through teamwork within increasingly complex and dynamic environments.

Economic theory:

- Apply economic theory in the business environment.

Professional behaviours:

- Develop appropriate personal skills and professional behaviours to uphold general management practices.

Financial behaviours:

- Use financial and accounting principles in a business setting.

Mathematics:

- Apply mathematical formulas and statistical calculations to support business functions.

Legal:

- Explain key legal principles of the Canadian legal system and the basic laws governing business ownership and transactions.

Information and communication technology:

- Integrate information and communication technology to achieve efficient business practices.

Marketing:

- Apply digital marketing theory and processes in a business environment.

Organizational behaviour:

- Utilize organizational behaviour/human resource management knowledge and skills to support business performance.

Operations management:

- Explain operations management as an integral component of the business environment.

Leadership:

- Demonstrate responsible leadership within increasingly complex and dynamic environments.

Financial Services major program outcomes

Financial principles and theories

- Select appropriate financial theories and tools to meet clients' needs.

Financial planning

- Integrate personal financial planning concepts.
- Analyze/understand client needs
- Validate client financial needs.
- Integrate effective relationship selling principles.
- Knowledge of financial services sector
- Incorporate knowledge of Canadian and global financial systems into day-to-day practice.

Ethical/regulatory

- Model the ethical and regulatory expectations of the financial services industry.

Degree outcomes

Depth:

- Demonstrate a critical understanding of the business discipline and field of practice.

Breadth:

- Apply knowledge and skills from one or more areas from outside the discipline.

Research:

- Demonstrate the capacity to engage in independent research and practice in a supervised context.

Methodologies:

- Critically evaluate qualitative and quantitative information and, where appropriate, use this knowledge in scholarly and creative endeavours.

Application of knowledge:

- Apply methods of inquiry to solve a problem, create a new work or comment on scholarship.

Communication:

- Communicate information, arguments, and analysis accurately and reliably, orally and in writing, to specialists and non-specialist audiences.

Limits of knowledge:

- Demonstrate an appreciation for the limits and ambiguity of knowledge.

Professional capacity/autonomy:

- Operate within the boundaries of professional bodies and applicable regulatory requirements.

Graduate outcomes

A. **Safety** – awareness of safety standards relevant to the workplace.
   - Safety awareness

B. **Responsible leadership** – personal, ethical and respectful behaviour within the workplace and global community.
   - Teamwork and multi-disciplinary collaboration
   - Self-initiative
   - Ethical reasoning and action
   - Global awareness
   - Sustainability

C. **Communication** – the exchange of information professionally and effectively.
   - Language skills
   - Interpersonal skills

D. **Information literacy** – the strategies used to become informed, from recognizing an information need to accessing and evaluating information and using it effectively and ethically.
   - Problem-solving and critical thinking
   - Quantitative literacy
   - Technological literacy

E. **Technical knowledge, skills and abilities** – technical competence specific to the discipline or industry.
   - Specialized technical skill set

Bachelor of Business Administration - Human Resource Management

- **Fall term**
- **Advanced standing also available**
- **Full-time classroom**

Contact us

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

Program Description

Our Bachelor of Business Administration Human Resources (HR) major, accredited by the Human Resources Institute of Alberta (HRIA), readies you for success in the dynamic field of human resources management.

If you're interested in people, business, and promoting inclusivity at work, HR might be the right fit for you. Less traditional roles include worker health and safety, compensation, and skills development.

Through our human resources courses, you'll:

- be well-prepared to use HR theory and practice effectively
- develop strong leadership and professional skills tailored to HR in a changing business world
- learn about employment laws in HR settings, becoming knowledgeable about HR's legal aspects
- master using technical skills to gather, analyze, and report HR data for better organizational performance
- explore the impact of HR metrics on strategic decisions and goals
- evaluate and enhance health, safety, and wellness programs to improve employee well-being and organizational success
- understand employment relationships, including issues, laws, and unions' roles in workplaces.

Plus, when you finish the program, you'll graduate with your Certified Professional in Human Resources (CPHR) designation.

Our Human Resources major opens doors to a fulfilling HR career, allowing you to impact organizations and communities positively in roles like human resources assistant or manager.

Minors

Opportunities for additional specialization are available through the following optional minors.

- **Construction Project Management:** A pathway to business roles in Canada's booming construction sector, focusing on managing significant capital projects, addressing design, risk, and conflict management.
- **Energy, Oil and Gas:** A curriculum designed to prepare you for Alberta's energetic and changing energy landscape, with courses on technical, regulatory, and economic aspects from the renowned MacPhail School of Energy.

Program Overview

Traits, skills and aptitudes

Those working in human resources tend to be innovative, methodical, social, and directive.

You need:

- integrity and good judgment
- flexibility, especially in adapting to changing priorities
- tact and diplomacy
- analytical decision-making and problem-solving skills
- data literacy skills
- conflict management skills
- interpersonal and communication skills
- organizational and time-management skills
- customer service skills
- leadership skills, especially during times of change
- innovative thinking and openness to new ideas
- open-mindedness and objectivity when faced with different viewpoints
- respect for privacy and confidentiality
- the discretion to not promise what they can't deliver and always deliver what they promised.

You should enjoy coaching and counselling others, taking a systematic approach to your work, and taking responsibility for projects.

Academic path

Those who have previously completed the SAIT Accounting, Business and Entrepreneurship, Community Economic Development, Management and Leadership, or Marketing certificates can receive course credit for classes. The number of applicable credits will vary by certificate.

Graduates of the SAIT Business Administration diploma – Human Resource Management major may be eligible to enter this program in year three and earn their degree with a further two years of study.

Practicum, co-op and work integrated learning opportunities

During your fourth year (or after completing 90 credits), you'll participate in a practicum or capstone project as part of the program.

If you choose a practicum, you'll work with an existing business to reflect, research, analyze, evaluate and recommend solutions to real-world problems, showcasing your skills to prospective employers. You'll be responsible for finding employment for this practicum, which must be approved by the Academic Chair.

If you choose a capstone project, you'll work individually or as part of a project team on a series of activities and simulations drawn from multiple disciplines to create a strategic and operating business start-up plan.

Accreditations, designations or certifications

This program is accredited by the Human Resources Institute of Alberta, exempting you from writing the national knowledge exam for your Certified Professional in Human Resources (CPHR) designation.

You can also pursue your Registered Professional Recruiter (RPR) and Certified Training and Development Professional (CTDP) designations.

Credential

Upon successful completion of this program, you'll receive a SAIT Bachelor of Business Administration degree with a major in Human Resource Management.

Program length

4 years

Accepts international applicants - PGWP-eligible

This program accepts international applicants and meets the eligibility criteria for the Post-Graduation Work Permit program, as long as the student is registered in on-campus classes or completes more than 50% of the courses on campus (for blended options).

International students attending all classes online will NOT be eligible for a Post-Graduate Work Permit. International students are responsible for maintaining their eligibility throughout their studies.

Not eligible for CAJG

This program is not eligible for the Canada Alberta Job Grant.

Related careers

Our graduates may work in the following occupations. Some careers require additional experience and education.

Potential careers (NOC):

- Human resources managers (10011)
- Human resources professionals (11200)
- Supervisors, general office and administrative support workers (12010)
- Human resources and recruitment officers (12101)
- Administrative assistants (13110)
- Personnel clerks (14102)
- Occupational health and safety specialists (22232)

Admission Requirements

Applicants educated in Canada

Applicants must demonstrate English language proficiency and meet one of the following requirement options or equivalent.

Admission is determined based on an applicant's academic history, including high school and post-secondary courses. Post-secondary level courses with similar learning outcomes may be considered to meet admission requirements.

SAIT accepts high school course equivalents for admission for applicants educated outside Alberta.

Option one

An overall minimum average of 65%, calculated using your final grades in:

- English 30-1 (must have achieved at least 60%), and
- Math 30-1 (must have achieved at least 60%) or Math 30-2 (must have achieved at least 70%), and
- two courses from Group A, and
- one course from either Group A or B.

Group A (academics)

Academic courses may include Grade 12, 30-level or equivalent*:

- Accounting
- Biology
- Business
- Chemistry
- Economics
- Finance
- Geography
- History
- Indigenous Studies
- Information Technology
- Languages
- Management
- Marketing
- Mathematics 31
- Philosophy
- Physics
- Political Sciences
- Psychology
- Science
- Social Studies 30-1
- Sociology

*Other courses may be considered.

Group B (other)

One of the following:

- Art 30 or 31
- Drama 30
- Music 30 (choral, instrumental, general)
- Physical Education 30
- Religion 35
- Social Studies 30-2

OR

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 high school dual-credit courses may be used for admission purposes.

Option two

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

Option three

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.

Applicants educated outside of Canada

All applicants who were educated outside of Canada must demonstrate English language proficiency and provide proof they meet the program admission requirements outlined above with an international document assessment. Find accepted educational documents and assessment options.

SAIT may also accept courses completed at certain international post-secondary institutions.

Application process

Early admission criteria

Early admission will be offered to qualified applicants based on one of the following criteria:

An overall minimum average of 75%, where English 30-1 and Math 30-1 have to be at least 60%. The average will be calculated using English 30-1, Math 30-1, two courses from Group A, and one course from either Group A or B.

Applicants 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 Dec. 15 each year or until the program is full. Applicants will be ranked, and seats will be 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.

Selection criteria

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

Applicants who do not qualify for early admission or who qualify after the early admission deadline will be placed in selection and academically ranked according to the admission requirements.

Career investigation and/or interviews may also be required during the selection process.

Selection will begin on Dec. 18 and be done continuously until the program has been filled.

Applicants will then be offered a seat or waitlisted based on ranking and availability.

When applying in the application portal, select Bachelor of Business Administration. You will declare your major before your second year of the program.

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 three credits, except for the six-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)

The first semester is common for all majors. Students declare a major in their second semester, subject to a competitive screening process, and move into open registration.

Required courses

You must take all of the following courses to complete this program.

Required courses - Junior business core

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

Required courses - Senior business core

BLAW 2030 - Business Law	3 Credits
MNGT 2250 - Organizational Behaviour	3 Credits
MNGT 2360 - International Business	3 Credits
MNGT 4050 - Strategic Management	3 Credits

Required courses – Junior complementary core

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

Required courses – Senior complementary core

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

Required courses – Human resource management

ACCT 2010 – Accounting for Managers	3 Credits
BFIN 2301 – Finance for Managers	3 Credits
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
HRMT 4015 – Strategic Human Resources Management	3 Credits
MNGT 2321 – Project Management	3 Credits
MNGT 2322 – Information Systems	3 Credits
MNGT 3020 – Conflict Management and Negotiation Skills	3 Credits
MNGT 4010 – Change Management	3 Credits
MNGT 4070 – Operations Management	3 Credits

Elective courses

You will choose courses from the following lists.

SAIT Business Administration graduates from some majors may be eligible to use ACWE 300 – Business Diploma Integrative Experience Capstone or MNGT 395 – Managing Strategically as a human resource management senior business elective.

Elective courses – Business core integrative experience (choose one)

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

Elective courses – Junior science elective (choose one)

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

Elective courses – Junior humanities elective (choose one)

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

Elective courses – Junior social sciences elective (choose one)

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

Elective courses – Senior complementary elective (choose one)

COMM 3300 – Intercultural Communications	3 Credits
ENGL 3010 – Storytelling Through Creative Non-Fiction	3 Credits
ENGL 3370 – Comparative World Literature	3 Credits
HUMN 3010 – Mobilizing Creativity and Innovation	3 Credits
MATH 3010 – Mathematics of Cryptography, Privacy, and Security	3 Credits
PHIL 3020 – Systems Thinking	3 Credits
PHIL 4010 – The Philosophy of Money	3 Credits
PSYC 3010 – Happiness Toolkit	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

Elective courses – Human resource management senior business elective (choose one)

ACCT 2375 – Introduction to Taxation	3 Credits
ACWE 300 – Business Diploma Integrative Experience Capstone	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	3 Credits
ECON 2355 – Economic Development Fundamentals	3 Credits
ENTR 2350 – Entrepreneurship	3 Credits
INTL 467 – International Business Study Tour	3 Credits
LDSH 3050 – Leadership	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 395 – Managing Strategically	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

Optional courses

To earn a Minor in Construction Project Management, you must complete an additional 12 credits from the courses listed below.

To earn a Minor in Energy, Oil and Gas, you must complete an additional 12 credits from the courses listed below.

To earn Minors in both Construction Project Management and Energy, Oil and Gas, you must complete 12 credits from the courses listed under Construction Project Management and an additional 12 credits from the courses listed under Energy, Oil and Gas.

Optional courses - Junior construction project management minor courses	
CPMT 2030 - Construction Management Overview	3 Credits

Optional courses - Senior construction project management minor courses	
CPMT 3060 - Project Risk and Conflict Management	3 Credits
CPMT 4060 - Scope and Design Management	3 Credits

Optional courses - Construction project management minor elective (choose one)	
CPMT 3020 - Project Delivery Systems and Contracts	3 Credits
SCMT 2320 - Quality: A Supply Chain Perspective	3 Credits
SCMT 2370 - Procurement I	3 Credits

Optional courses - Junior energy, oil and gas minor courses	
PTPR 1255 - Overview of the Canadian Oil and Gas Industry	3 Credits

Optional courses - Senior energy, oil and gas minor 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
SCMT 2320 - Quality: A Supply Chain Perspective	3 Credits

Suggested schedule of study

We recommend you follow the below schedule during your first year of study.

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
ECON 1010 - Microeconomics	3 Credits
MNGT 1200 - Introduction to Business	3 Credits

Semester 2

COMM 1070 - Communication and Presentation Skills	3 Credits
ECON 1110 - Macroeconomics	3 Credits
MKTG 1060 - Marketing Essentials	3 Credits
STAT 2040 - Quantitative Methods	3 Credits

Elective (choose one)	
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
SCMT 1255 - Introduction to Supply Chain Management	3 Credits

Select your elective based on your major.

Progression

You must attain a PGPA and/or a CGPA of 2.0 or better each semester and pass the prerequisite courses to progress through the program.

To qualify for graduation, you must pass all courses, attain a CGPA of 2.0 or better and complete course requirements within the prescribed timelines.

Review our grading and progression procedure >

Costs

Books and supplies

Books and supplies are approximately $1,000 - $1,500 per full-time year.

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

Find your booklist on the SAIT Bookstore's website. The booklist will be available close to your start date.

Can't find your program or course? The bookstore didn't receive a textbook list. Contact your program directly to determine if they're still refining course details or if you're in luck; no textbook purchase is required for that term.

Business program advising

For any questions or to set up an advising appointment, please get in touch with our School of Business.

Phone: 403.284.8485
Email: business.advising@sait.ca

Program Outcomes

Core program outcomes

Strategy:

- Develop an integrative and strategic mindset to enhance business performance in a global environment.

Team:

- Achieve project goals through teamwork within increasingly complex and dynamic environments.

Economic theory:

- Apply economic theory in the business environment.

Professional behaviours:

- Develop appropriate personal skills and professional behaviours to uphold general management practices.

Financial behaviours:

- Use financial and accounting principles in a business setting.

Mathematics:

- Apply mathematical formulas and statistical calculations to support business functions.

Legal:

- Explain key legal principles of the Canadian legal system and the basic laws governing business ownership and transactions.

Information and communication technology:

- Integrate information and communication technology to achieve efficient business practices.

Marketing:

- Apply digital marketing theory and processes in a business environment.

Organizational behaviour:

- Utilize organizational behaviour/human resource management knowledge and skills to support business performance.

Operations management:

- Explain operations management as an integral component of the business environment.

Leadership:

- Demonstrate responsible leadership within increasingly complex and dynamic environments.

Human Resources major program outcomes

HR functions

- Apply HR management theory and practice in support of the HR functions.

HR professional skills

- Demonstrate leadership capabilities and HR professional skills with the intent to evolve and grow in a dynamic business environment.

Employment law

- Explain employment law, regulations and standards applicable in the HR setting.

Technical/analysis

- In support of organizational effectiveness, use technical knowledge and skills to compile and retrieve data and create reports relating to human resource management.
- Summarize the implications of HR metrics to support organizational strategy and decision-making.

Health, safety and wellness

- Assess health, safety and wellness programs in support of the organization.

Labour relations

- Explain issues and legislation affecting the employment relationship and the role that unions play in the workplace.

Degree outcomes

Depth:

- Demonstrate a critical understanding of the business discipline and field of practice.

Breadth:

- Apply knowledge and skills from one or more areas from outside the discipline.

Research:

- Demonstrate the capacity to engage in independent research and practice in a supervised context.

Methodologies:

- Critically evaluate qualitative and quantitative information and, where appropriate, use this knowledge in scholarly and creative endeavours.

Application of knowledge:

- Apply methods of inquiry to solve a problem, create a new work or comment on scholarship.

Communication:

- Communicate information, arguments, and analysis accurately and reliably, orally and in writing, to specialists and non-specialist audiences.

Limits of knowledge:

- Demonstrate an appreciation for the limits and ambiguity of knowledge.

Professional capacity/autonomy:

- Operate within the boundaries of professional bodies and applicable regulatory requirements.

Graduate outcomes

A. **Safety** – awareness of safety standards relevant to the workplace.
   - Safety awareness

B. **Responsible leadership** – personal, ethical and respectful behaviour within the workplace and global community.
   - Teamwork and multi-disciplinary collaboration
   - Self-initiative
   - Ethical reasoning and action
   - Global awareness
   - Sustainability

C. **Communication** – the exchange of information professionally and effectively.
   - Language skills
   - Interpersonal skills

D. **Information literacy** – the strategies used to become informed, from recognizing an information need to accessing and evaluating information and using it effectively and ethically.
   - Problem-solving and critical thinking
   - Quantitative literacy
   - Technological literacy

E. **Technical knowledge, skills and abilities** – technical competence specific to the discipline or industry.
   - Specialized technical skill set

Bachelor of Business Administration - Management

- **Fall term**
- **Advanced standing also available**
- **Full-time classroom**

Contact us

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

Program Description

With the Bachelor of Business Administration Management major, you'll learn key business and entrepreneurial concepts and develop skills for success in today's business environment.

In this program, you'll:

- learn to achieve project goals effectively in diverse and dynamic team environments and develop fundamental project management skills and knowledge
- develop personal skills and professional behaviours vital for effective management practices and understand and apply financial and accounting principles in real-world business situations
- use mathematical formulas and statistical calculations to support various business functions and apply economic theories to make informed decisions in a business and finance context
- learn the key principles of the Canadian legal system and understand the basic laws that govern business ownership and transactions
- harness the power of information and communication technology to streamline business practices and apply marketing theory and processes to promote and grow businesses
- use knowledge in organizational behaviour and human resource management to improve business performance and develop the skills needed to be a responsible leader in complex and dynamic business settings
- understand the role of operations management in the business environment to make businesses more cost-effective
- master the essential skills and knowledge required in business and develop a strategic mindset that will help you improve business performance on a global scale.

Completing the Management major will prepare you to excel in business management. You will grasp essential business concepts and can thrive in diverse business environments.

Minors

Opportunities for additional specialization are available through the following optional minors.

Construction Project Management: A pathway to business roles in Canada's booming construction sector, focusing on managing significant capital projects, addressing design, risk, and conflict management.

Energy, Oil and Gas: A curriculum designed to prepare you for Alberta's energetic and changing energy landscape, with courses on technical, regulatory, and economic aspects from the renowned MacPhail School of Energy.

Program Overview

Traits, skills and aptitudes

Those in the management field tend to be innovative, directive, and social.

You need:

- intellectual and emotional maturity
- control over your emotions and behaviour
- independence and objectivity
- energy, confidence, and creativity
- tact
- good listening and communication skills
- problem-solving skills
- project-management skills
- the ability to learn quickly and easily, then share knowledge, teach, and train people
- the ability to observe, gather, select, and evaluate facts
- the ability to work effectively as part of a team
- perceptiveness, to recognize an organization's dynamics and politics
- persuasiveness and the ability to motivate others
- integrity.

You should enjoy conducting research, taking charge, and providing constructive advice to others.

Academic path

Those who have previously completed the SAIT Accounting, Business and Entrepreneurship, Community Economic Development, Management and Leadership, or Marketing certificates can receive course credit for classes. The number of applicable credits will vary by certificate.

Graduates of the SAIT Business Administration diploma - Management major may be eligible to enter this program in year three and earn their degree with a further two years of study.

Practicum, co-op and work integrated learning opportunities

During your fourth year (with at least 90 credits complete), you'll participate in a practicum or capstone project as part of the program.

If you choose a practicum, you'll reflect, research, analyze, evaluate and recommend solutions to real-world business problems with an existing business, showcasing your skills to prospective employers. You'll be responsible for finding employment for this practicum, which must be approved the Academic Chair.

If you choose a capstone project, you'll work individually or as part of a project team on a series of activities and simulations drawn from multiple disciplines to create a strategic and operating business start-up plan.

Accreditations, designations or certifications

With the Management major, you can pursue the Certified in Management (CIM) designation.

You will also be better prepared to pursue your Project Management Professional (PMP) certification following graduation.

Credential

Upon successful completion of this program, you'll receive a SAIT Bachelor of Business Administration degree with a major in Management.

Program length

4 years

Accepts international applicants - PGWP-eligible

This program accepts international applicants and meets the eligibility criteria for the Post-Graduation Work Permit program, as long as the student is registered in on-campus classes or completes more than 50% of the courses on campus (for blended options).

International students attending all classes online will NOT be eligible for a Post-Graduate Work Permit. International students are responsible for maintaining their eligibility throughout their studies.

Not eligible for CAJG

This program is not eligible for the Canada Alberta Job Grant.

Related careers

Our graduates may work in the following occupations. Some careers require additional experience and education.

Potential careers (NOC):

Other administrative services managers (10019)

- Other business services managers (10029)
- Administrative officers (13100)
- Administrative assistants (13110)
- Other customer and information services representatives (64409)

Admission Requirements

Applicants educated in Canada

Applicants must demonstrate English language proficiency and meet one of the following requirement options or equivalent.

Admission is determined based on an applicant's academic history, including high school and post-secondary courses. Post-secondary level courses with similar learning outcomes may be considered to meet admission requirements.

SAIT accepts high school course equivalents for admission for applicants educated outside Alberta.

Option one

An overall minimum average of 65%, calculated using your final grades in:

- English 30-1 (must have achieved at least 60%), and
- Math 30-1 (must have achieved at least 60%) or Math 30-2 (must have achieved at least 70%), and
- two courses from Group A, and
- one course from either Group A or B.

Group A (academics)

Academic courses may include Grade 12, 30-level or equivalent*:

- Accounting
- Biology
- Business
- Chemistry
- Economics
- Finance
- Geography
- History
- Indigenous Studies
- Information Technology
- Languages
- Management
- Marketing
- Mathematics 31
- Philosophy
- Physics
- Political Sciences
- Psychology
- Science
- Social Studies 30-1
- Sociology

*Other courses may be considered.

Group B (other)

One of the following:

- Art 30 or 31
- Drama 30
- Music 30 (choral, instrumental, general)
- Physical Education 30
- Religion 35
- Social Studies 30-2

OR

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 high school dual-credit courses may be used for admission purposes.

Option two

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

Option three

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.

Applicants educated outside of Canada

All applicants who were educated outside of Canada must demonstrate English language proficiency and provide proof they meet the program admission requirements outlined above with an international document assessment. Find accepted educational documents and assessment options.

SAIT may also accept courses completed at certain international post-secondary institutions.

Application process

Early admission criteria

Early admission will be offered to qualified applicants based on one of the following criteria:

An overall minimum average of 75%, where English 30-1 and Math 30-1 have to be at least 60%. The average will be calculated using English 30-1, Math 30-1, two courses from Group A, and one course from either Group A or B.

Applicants 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 Dec. 15 each year or until the program is full. Applicants will be ranked, and seats will be 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.

Selection criteria

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

Applicants who do not qualify for early admission or who qualify after the early admission deadline will be placed in selection and academically ranked according to the admission requirements.

Career investigation and/or interviews may also be required during the selection process.

Selection will begin on Dec. 18 and be done continuously until the program has been filled.

Applicants will then be offered a seat or waitlisted based on ranking and availability.

When applying in the application portal, select Bachelor of Business Administration. You will declare your major before your second year of the program.

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 three credits, except for the six-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)

The first semester is common for all majors. Students declare a major in their second semester, subject to a competitive screening process, and move into open registration.

Required courses

You must take all of the following courses to complete this program.

Required courses - Junior business core

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

Required courses – Senior business core

BLAW 2030 – Business Law	3 Credits
MNGT 2250 – Organizational Behaviour	3 Credits
MNGT 2360 – International Business	3 Credits
MNGT 4050 – Strategic Management	3 Credits

Required courses – Junior complementary core

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

Required courses – Senior complementary core

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

Required courses – Management

ACCT 2010 – Accounting for Managers	3 Credits
BFIN 2301 – Finance for Managers	3 Credits
HRMT 2320 – Human Resource Management	3 Credits
MNGT 1255 – Introduction to 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

Elective courses

You will choose courses from the following lists.

SAIT Business Administration graduates from some majors may be eligible to use ACWE 300 – Business Diploma Integrative Experience Capstone or MNGT 395 – Managing Strategically as a management senior business elective.

Management and management senior business electives

If you are completing a minor, you must choose four courses from your selected minor and

four courses from the list of Management electives.

If you are not completing a minor, you must choose one of the following:

all seven courses from the list of Management electives and one course from the list of Management senior business electives, or

a minimum of four courses from the list of Management electives, and

a combination of four additional remaining courses from either the list of Management senior business electives or the list of Management electives.

Elective courses – Business core integrative experience (choose one)

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

Elective courses – Junior science elective (choose one)

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

Elective courses – Junior humanities elective (choose one)

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

Elective courses – Junior social sciences elective (choose one)

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

Elective courses – Senior complementary elective (choose one)

COMM 3300 – Intercultural Communications	3 Credits
ENGL 3010 – Storytelling Through Creative Non-Fiction	3 Credits
ENGL 3370 – Comparative World Literature	3 Credits
HUMN 3010 – Mobilizing Creativity and Innovation	3 Credits
MATH 3010 – Mathematics of Cryptography, Privacy, and Security	3 Credits
PHIL 3020 – Systems Thinking	3 Credits
PHIL 4010 – The Philosophy of Money	3 Credits
PSYC 3010 – Happiness Toolkit	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

Elective courses – Management elective

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

Elective courses – Management senior business elective

ACCT 2375 – Introduction to Taxation	3 Credits
ACWE 300 – Business Diploma Integrative Experience Capstone	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	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
HRMT 4015 - Strategic Human Resources Management	3 Credits
INTL 467 - International Business Study Tour	3 Credits
LDSH 3050 - Leadership	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 395 - Managing Strategically	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

Optional courses

To earn a Minor in Construction Project Management, you must complete an additional 12 credits from the courses listed below.

To earn a Minor in Energy, Oil and Gas, you must complete an additional 12 credits from the courses listed below.

To earn Minors in both Construction Project Management and Energy, Oil and Gas, you must complete 12 credits from the courses listed under Construction Project Management and an additional 12 credits from the courses listed under Energy, Oil and Gas.

Optional courses - Junior construction project management minor courses	
CPMT 2030 - Construction Management Overview	3 Credits

Optional courses - Senior construction project management minor courses	
CPMT 3060 - Project Risk and Conflict Management	3 Credits
CPMT 4060 - Scope and Design Management	3 Credits

Optional courses - Construction project management minor elective (choose one)	
CPMT 3020 - Project Delivery Systems and Contracts	3 Credits
SCMT 2320 - Quality: A Supply Chain Perspective	3 Credits
SCMT 2370 - Procurement I	3 Credits

Optional courses - Junior energy, oil and gas minor courses	
PTPR 1255 - Overview of the Canadian Oil and Gas Industry	3 Credits

Optional courses - Senior energy, oil and gas minor 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
SCMT 2320 - Quality: A Supply Chain Perspective	3 Credits

Suggested schedule of study

We recommend you follow the below schedule during your first year of study.

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
ECON 1010 - Microeconomics	3 Credits
MNGT 1200 - Introduction to Business	3 Credits

Semester 2

COMM 1070 - Communication and Presentation Skills	3 Credits
ECON 1110 - Macroeconomics	3 Credits
MKTG 1060 - Marketing Essentials	3 Credits
STAT 2040 - Quantitative Methods	3 Credits

Elective (choose one)

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
SCMT 1255 - Introduction to Supply Chain Management	3 Credits

Select your elective based on your major.

Progression

You must attain a PGPA and/or a CGPA of 2.0 or better each semester and pass the prerequisite courses to progress through the program.

To qualify for graduation, you must pass all courses, attain a CGPA of 2.0 or better and complete course requirements within the prescribed timelines.

Review our grading and progression procedure >

Costs

Books and supplies

Books and supplies are approximately $1,000 - $1,500 per full-time year.

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

Find your booklist on the SAIT Bookstore's website. The booklist will be available close to your start date. Can't find your program or course? The bookstore didn't receive a textbook list. Contact your program directly to determine if they're still refining course details or if you're in luck; no textbook purchase is required for that term.

Business program advising

For any questions or to set up an advising appointment, please get in touch with our School of Business.

Phone: 403.284.8485
Email: business.advising@sait.ca

Program Outcomes

Core program outcomes

Strategy:

- Develop an integrative and strategic mindset to enhance business performance in a global environment.

Team:

- Achieve project goals through teamwork within increasingly complex and dynamic environments.

Economic theory:

- Apply economic theory in the business environment.

Professional behaviours:

- Develop appropriate personal skills and professional behaviours to uphold general management practices.

Financial behaviours:

- Use financial and accounting principles in a business setting.

Mathematics:

- Apply mathematical formulas and statistical calculations to support business functions.

Legal:

- Explain key legal principles of the Canadian legal system and the basic laws governing business ownership and transactions.

Information and communication technology:

- Integrate information and communication technology to achieve efficient business practices.

Marketing:

- Apply digital marketing theory and processes in a business environment.

Organizational behaviour:

- Utilize organizational behaviour/human resource management knowledge and skills to support business performance.

Operations management:

- Explain operations management as an integral component of the business environment.

Leadership:

- Demonstrate responsible leadership within increasingly complex and dynamic environments.

Accounting major program outcomes

Accounting:

- Integrate management and financial accounting concepts and practices in a business setting.

Tax:

- Apply taxation knowledge to comply with government legislation and accounting standards.

Audit:

- Assess financial and operational results using audit methodologies.

Finance:

- Evaluate finance concepts and practices to make recommendations in a business setting.

Management information systems:

- Explore Management Information Systems to achieve efficient business practices.

Ethics:

- Model the ethical expectations of the accounting profession.

Management major program outcomes

Students in the Management major will demonstrate in-depth competence with the business degree outcomes. This will be accompanied by breadth and depth of knowledge in the minor study area.

Degree outcomes

Depth:

- Demonstrate a critical understanding of the business discipline and field of practice.

Breadth:

- Apply knowledge and skills from one or more areas from outside the discipline.

Research:

- Demonstrate the capacity to engage in independent research and practice in a supervised context.

Methodologies:

- Critically evaluate qualitative and quantitative information and, where appropriate, use this knowledge in scholarly and creative endeavours.

Application of knowledge:

- Apply methods of inquiry to solve a problem, create a new work or comment on scholarship.

Communication:

- Communicate information, arguments, and analysis accurately and reliably, orally and in writing, to specialists and non-specialist audiences.

Limits of knowledge:

- Demonstrate an appreciation for the limits and ambiguity of knowledge.

Professional capacity/autonomy:

- Operate within the boundaries of professional bodies and applicable regulatory requirements.

Graduate outcomes

A. **Safety** – awareness of safety standards relevant to the workplace.
   - Safety awareness

B. **Responsible leadership** – personal, ethical and respectful behaviour within the workplace and global community.
   - Teamwork and multi-disciplinary collaboration
   - Self-initiative
   - Ethical reasoning and action
   - Global awareness
   - Sustainability

C. **Communication** – the exchange of information professionally and effectively.
   - Language skills
   - Interpersonal skills

D. **Information literacy** – the strategies used to become informed, from recognizing an information need to accessing and evaluating information and using it effectively and ethically.
   - Problem-solving and critical thinking
   - Quantitative literacy
   - Technological literacy

E. **Technical knowledge, skills and abilities** – technical competence specific to the discipline or industry.
   - Specialized technical skill set

Bachelor of Business Administration - Marketing

- **Fall term**
- **Advanced standing also available**
- **Full-time classroom**

Contact us

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

Program Description

Do you enjoy solving problems for people, discovering patterns of opportunity, creating persuasive communications, influencing buyers, and strengthening brands?

Our marketing major in the Bachelor of Business Administration degree program is for those who want to become a marketing pro. You'll develop the essential skills it takes to succeed in a marketing career.

By pursuing the marketing major, you'll learn to:

- create, strengthen, and manage brands effectively and ensure they resonate with your target audience
- develop comprehensive strategies to enhance brand equity
- master the art of strategic marketing planning and recommend strategies grounded in thorough environmental scans and research
- identify market opportunities and create data-driven plans to capitalize on them
- dive deep into marketing research techniques, perform qualitative and quantitative marketing research to uncover valuable insights and analyze data to make informed marketing decisions
- embrace the latest digital marketing technologies to optimize marketing opportunities and integrate current and emerging tech tools for maximum impact
- create sustainable value through effective product management, development, pricing, and distribution to meet consumer needs and drive growth
- validate your marketing strategies and tactics by delving into consumer behaviour insights
- explore the psychology behind consumer choices and tailor your campaigns accordingly
- execute and oversee product launches in local and international markets, whether they involve goods, ideas, or services
- navigate the challenges and opportunities of global marketing.

Choosing the marketing major means you'll be ready for success in the changing marketing field. Whether you want to influence buyers, launch new products, or build strong brands, our program gives you the skills and knowledge to excel.

You'll also have valuable skills for marketing roles in organizations, media or marketing agencies.

Minors

Opportunities for additional specialization are available through the following optional minors.

Construction Project Management: A pathway to business roles in Canada's booming construction sector, focusing on managing significant capital projects, addressing design, risk, and conflict management.

Energy, Oil and Gas: A curriculum designed to prepare you for Alberta's energetic and changing energy landscape, with courses on technical, regulatory, and economic aspects from the renowned MacPhail School of Energy.

Program Overview

Traits, skills and aptitudes

Those working in the marketing field tend to be directive, social and innovative.

You need:

- drive and flexibility
- problem-solving and decision-making skills
- the ability to be persuasive
- effective stress management techniques
- strong project management, analytic, and motivational skills
- the ability to understand data to create short- and long-term plans
- a creative, outgoing, upbeat nature
- technical software skills.

You should enjoy organizing information, directing others, negotiating, and finding creative solutions.

Academic path

Those who have previously completed the SAIT Accounting, Business and Entrepreneurship, Community Economic Development, Management and Leadership, or Marketing certificates can receive course credit for classes. The number of applicable credits will vary by certificate.

Graduates of the SAIT Business Administration diploma - Marketing major may be eligible to enter this program in year three and earn their degree with a further two years of study.

Practicum, co-op and work integrated learning opportunities

During your fourth year (with at least 90 credits complete), you'll participate in a practicum or capstone project as part of the program.

If you choose a practicum, you'll work with an existing business to reflect, research, analyze, evaluate and recommend solutions to real-world problems, showcasing your skills to prospective employers. You'll be responsible for finding employment for this practicum, which must be approved by the Academic Chair.

If you choose a capstone project, you'll work individually or as part of a project team on a series of activities and simulations drawn from multiple disciplines to create a strategic and operating business start-up plan.

Accreditations, designations or certifications

As a graduate of this program, you can pursue the Certified Sales Professional (CSP) designation.

Credential

Upon successful completion of this program, you'll receive a SAIT Bachelor of Business Administration degree with a major in Marketing.

Program length

4 years

Accepts international applicants - PGWP-eligible

This program accepts international applicants and meets the eligibility criteria for the Post-Graduation Work Permit program, as long as the student is registered in on-campus classes or completes more than 50% of the courses on campus (for blended options).

International students attending all classes online will NOT be eligible for a Post-Graduate Work Permit. International students are responsible for maintaining their eligibility throughout their studies.

Not eligible for CAJG

This program is not eligible for the Canada Alberta Job Grant.

Related careers

Our graduates may work in the following occupations. Some careers require additional experience and education.

Potential careers (NOC):

- Advertising, marketing and public relations managers (10022)
- Professional occupations in advertising, marketing and public relations (11202)
- Conference and event planners (12103)
- Business development officers and market researchers and analysts (41402)
- Corporate sales managers (60010)
- Retail sales supervisors (62010)
- Retail salespersons and visual merchandisers (64100)
- Other customer and information services representatives (64409)

Admission Requirements

Applicants educated in Canada

Applicants must demonstrate English language proficiency and meet one of the following requirement options or equivalent.

Admission is determined based on an applicant's academic history, including high school and post-secondary courses. Post-secondary level courses with similar learning outcomes may be considered to meet admission requirements.

SAIT accepts high school course equivalents for admission for applicants educated outside Alberta.

Option one

An overall minimum average of 65%, calculated using your final grades in:

- English 30-1 (must have achieved at least 60%), and
- Math 30-1 (must have achieved at least 60%) or Math 30-2 (must have achieved at least 70%), and
- two courses from Group A, and
- one course from either Group A or B.

Group A (academics)

Academic courses may include Grade 12, 30-level or equivalent*:

- Accounting
- Biology
- Business
- Chemistry
- Economics
- Finance
- Geography
- History
- Indigenous Studies
- Information Technology
- Languages
- Management
- Marketing
- Mathematics 31
- Philosophy
- Physics
- Political Sciences
- Psychology
- Science
- Social Studies 30-1
- Sociology

*Other courses may be considered.

Group B (other)

One of the following:

- Art 30 or 31
- Drama 30
- Music 30 (choral, instrumental, general)
- Physical Education 30
- Religion 35
- Social Studies 30-2

OR

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 high school dual-credit courses may be used for admission purposes.

Option two

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

Option three

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.

Applicants educated outside of Canada

All applicants who were educated outside of Canada must demonstrate English language proficiency and provide proof they meet the program admission requirements outlined above with an international document assessment. Find accepted educational documents and assessment options.

SAIT may also accept courses completed at certain international post-secondary institutions.

Application process

Early admission criteria

Early admission will be offered to qualified applicants based on one of the following criteria:

An overall minimum average of 75%, where English 30-1 and Math 30-1 have to be at least 60%. The average will be calculated using English 30-1, Math 30-1, two courses from Group A, and one course from either Group A or B.

Applicants 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 Dec. 15 each year or until the program is full. Applicants will be ranked, and seats will be 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.

Selection criteria

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

Applicants who do not qualify for early admission or who qualify after the early admission deadline will be placed in selection and academically ranked according to the admission requirements.

Career investigation and/or interviews may also be required during the selection process.

Selection will begin on Dec. 18 and be done continuously until the program has been filled.

Applicants will then be offered a seat or waitlisted based on ranking and availability.

When applying in the application portal, select Bachelor of Business Administration. You will declare your major before your second year of the program.

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 three credits except for the six-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)

The first semester is common for all majors. Students declare a major in their second semester, subject to a competitive screening process, and move into open registration.

Required courses

You must take all of the following courses to complete this program.

Required courses - Junior business core

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

Required courses - Senior business core

BLAW 2030 - Business Law	3 Credits
MNGT 2250 - Organizational Behaviour	3 Credits
MNGT 2360 - International Business	3 Credits
MNGT 4050 - Strategic Management	3 Credits

Required courses - Junior complementary core

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

Required courses - Senior complementary core

COMM 3310 - Presentations	3 Credits
PHIL 3010 - Ethics	3 Credits
STAT 4010 - Research Methodologies	3 Credits

Required courses - Marketing

ACCT 2010 - Accounting for Managers	3 Credits
BFIN 2301 - Finance for Managers	3 Credits
MKTG 1265 - Digital Marketing Foundations	3 Credits
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	3 Credits
MNGT 4070 - Operations Management	3 Credits

Elective courses

You will choose courses from the following lists.

For your marketing electives, you may substitute up to three of your required eight courses with optional marketing senior business courses.

Elective courses - Business core integrative experience (choose one)

ACWE 4990 - Business Practicum	6 Credits
MNGT 4990 - Business Capstone	6 Credits

Elective courses - Junior science elective (choose one)

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

Elective courses - Junior humanities elective (choose one)

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

Elective courses - Junior social sciences elective (choose one)

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

Elective courses - Senior complementary elective (choose one)

COMM 3300 - Intercultural Communications	3 Credits
ENGL 3010 - Storytelling Through Creative Non-Fiction	3 Credits
ENGL 3370 - Comparative World Literature	3 Credits
HUMN 3010 - Mobilizing Creativity and Innovation	3 Credits
MATH 3010 - Mathematics of Cryptography, Privacy, and Security	3 Credits
PHIL 3020 - Systems Thinking	3 Credits
PHIL 4010 - The Philosophy of Money	3 Credits
PSYC 3010 - Happiness Toolkit	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

Elective courses - Marketing (choose between five and eight)

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 - Professional Selling, Ethics and Customer Relationship Management	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

Elective courses - Human resource management/leadership (choose one)

HRMT 2320 - Human Resource Management	3 Credits
LDSH 3050 - Leadership	3 Credits

Optional courses

You may choose up to a maximum of three marketing senior business courses to use toward your marketing electives. For example, you could choose to take two senior business courses and six marketing electives to meet the required eight courses.

SAIT BA graduates from some majors may be eligible to use ACWE 300 - Business Diploma Integrative Experience Capstone or MNGT 395 - Managing Strategically as a marketing senior business course.

Minors

To earn a Minor in Construction Project Management, you must complete an additional 12 credits from the courses listed below.

To earn a Minor in Energy, Oil and Gas, you must complete an additional 12 credits from the courses listed below.

To earn Minors in both Construction Project Management and Energy, Oil and Gas, you must complete 12 credits from the courses listed under Construction Project Management and an additional 12 credits from the courses listed under Energy, Oil and Gas.

Optional courses - Junior construction project management minor courses

CPMT 2030 - Construction Management Overview	3 Credits

Optional courses - Senior construction project management minor courses

CPMT 3060 - Project Risk and Conflict Management	3 Credits
CPMT 4060 - Scope and Design Management	3 Credits

Optional courses - Construction project management minor elective (choose one)

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

Optional courses - Junior energy, oil and gas minor courses

PTPR 1255 - Overview of the Canadian Oil and Gas Industry	3 Credits

Optional courses - Senior energy, oil and gas minor 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
SCMT 2320 - Quality: A Supply Chain Perspective	3 Credits

Optional courses - Marketing senior business courses (choose up to three)

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	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
HRMT 4015 - Strategic Human Resources Management	3 Credits
INTL 467 - International Business Study Tour	3 Credits
LDSH 3050 - Leadership	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
ACWE 300 - Business Diploma Integrative Experience Capstone	3 Credits
MNGT 395 - Managing Strategically	3 Credits

Suggested schedule of study

We recommend you follow the below schedule during your first year of study.

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
ECON 1010 - Microeconomics	3 Credits
MNGT 1200 - Introduction to Business	3 Credits

Semester 2

COMM 1070 - Communication and Presentation Skills	3 Credits
ECON 1110 - Macroeconomics	3 Credits
MKTG 1060 - Marketing Essentials	3 Credits
STAT 2040 - Quantitative Methods	3 Credits

Elective (choose one)

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
SCMT 1255 - Introduction to Supply Chain Management	3 Credits

Select your elective based on your major.

Progression

You must attain a PGPA and/or a CGPA of 2.0 or better each semester and pass the prerequisite courses to progress through the program.

To qualify for graduation, you must pass all courses, attain a CGPA of 2.0 or better and complete course requirements within the prescribed timelines.

Review our grading and progression procedure >

Costs

Books and supplies

Books and supplies are approximately $1,000 - $1,500 per full-time year.

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

Find your booklist on the SAIT Bookstore's website. The booklist will be available close to your start date. Can't find your program or course? The bookstore didn't receive a textbook list. Contact your program directly to determine if they're still refining course details or if you're in luck; no textbook purchase is required for that term.

Business program advising

For any questions or to set up an advising appointment, please get in touch with our School of Business.

Phone: 403.284.8485
Email: business.advising@sait.ca

Program Outcomes

Core program outcomes

Strategy:

- Develop an integrative and strategic mindset to enhance business performance in a global environment.

Team:

- Achieve project goals through teamwork within increasingly complex and dynamic environments.

Economic theory:

- Apply economic theory in the business environment.

Professional behaviours:

- Develop appropriate personal skills and professional behaviours to uphold general management practices.

Financial behaviours:

- Use financial and accounting principles in a business setting.

Mathematics:

- Apply mathematical formulas and statistical calculations to support business functions.

Legal:

- Explain key legal principles of the Canadian legal system and the basic laws governing business ownership and transactions.

Information and communication technology:

- Integrate information and communication technology to achieve efficient business practices.

Marketing:

- Apply digital marketing theory and processes in a business environment.

Organizational behaviour:

- Utilize organizational behaviour/human resource management knowledge and skills to support business performance.

Operations management:

- Explain operations management as an integral component of the business environment.

Leadership:

- Demonstrate responsible leadership within increasingly complex and dynamic environments.

Marketing major program outcomes

Brand management:

- Develop strategies to build brand equity.

Strategy and planning:

- Recommend marketing strategies based on environmental scan and research.

Research insights and analytics:

- Perform qualitative and quantitative marketing research and analysis to gain marketing insights.

Marketing technologies:

- Integrate relevant current and emerging technologies and design insight to optimize marketing opportunities.

Product:

- Create sustainable value through product management.

Business development, consumer behaviour, applied psychology:

- Validate marketing strategies and tactics based on consumer behaviour insights.

Product launch:

- Execute and monitor a product (goods, ideas and services) launch to local and international markets.

Global:

- Apply marketing strategies to meet the needs of global markets.

Degree outcomes

Depth:

- Demonstrate a critical understanding of the business discipline and field of practice.

Breadth:

- Apply knowledge and skills from one or more areas from outside the discipline.

Research:

- Demonstrate the capacity to engage in independent research and practice in a supervised context.

Methodologies:

- Critically evaluate qualitative and quantitative information and, where appropriate, use this knowledge in scholarly and creative endeavours.

Application of knowledge:

- Apply methods of inquiry to solve a problem, create a new work or comment on scholarship.

Communication:

- Communicate information, arguments, and analysis accurately and reliably, orally and in writing, to specialists and non-specialist audiences.

Limits of knowledge:

- Demonstrate an appreciation for the limits and ambiguity of knowledge.

Professional capacity/autonomy:

- Operate within the boundaries of professional bodies and applicable regulatory requirements.

Graduate outcomes

A. **Safety** – awareness of safety standards relevant to the workplace.
   - Safety awareness

B. **Responsible leadership** – personal, ethical and respectful behaviour within the workplace and global community.
   - Teamwork and multi-disciplinary collaboration
   - Self-initiative
   - Ethical reasoning and action
   - Global awareness
   - Sustainability

C. **Communication** – the exchange of information professionally and effectively.
   - Language skills
   - Interpersonal skills

D. **Information literacy** – the strategies used to become informed, from recognizing an information need to accessing and evaluating information and using it effectively and ethically.
   - Problem-solving and critical thinking
   - Quantitative literacy
   - Technological literacy

E. **Technical knowledge, skills and abilities** – technical competence specific to the discipline or industry.
   - Specialized technical skill set

Bachelor of Business Administration - Supply Chain Management

- **Fall term**
- **Advanced standing also available**
- **Full-time classroom**

Contact us

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

Program Description

Are you interested in becoming a supply chain professional? Supply chain management offers a dynamic and challenging environment where you can have a global impact, work on diverse tasks, and continually adapt to new technologies and trends.

Our Supply Chain Management major, part of the Bachelor of Administration program, will teach you the skills you need to succeed in this field. You'll learn from real-world examples that give industry insights. If you're into procurement, logistics and inventory management, this major might be a great choice.

You'll learn how to:

- blend supply chain theory and practice to support essential functions and drive organizational strategy
- follow ethical practices, industry standards, and regulations to enhance supply chain activities
- analyze data to create the intelligence needed for crucial decision-making in supply chain operations
- differentiate between various technology systems and processes to improve business performance and address costs across the supply chain
- demonstrate professional accountability, leadership skills, and adaptability in the world of supply chain management
- apply project management theories and tools to support supply chain management projects.

Completing the supply chain management courses in this program will prepare you to tackle supply chain management challenges, making you an asset in the business world and to government and non-governmental organizations.

Minors

Opportunities for additional specialization are available through the following optional minors.

- **Construction Project Management:** A pathway to business roles in Canada's booming construction sector, focusing on managing significant capital projects, addressing design, risk, and conflict management.
- **Energy, Oil and Gas:** A curriculum designed to prepare you for Alberta's energetic and changing energy landscape, with courses on technical, regulatory, and economic aspects from the renowned MacPhail School of Energy.

Program Overview

Traits, skills and aptitudes

Those working in supply chain management tend to be methodical, directive and innovative.

You need:

- an aptitude for numbers and data analysis
- strong decision-making skills
- strong communication skills
- adaptability
- attention to detail
- quick decision-making skills.

You should enjoy managing complex projects and budgets and navigating ever-changing environments.

Academic path

Those who have previously completed the SAIT Accounting, Business and Entrepreneurship, Community Economic Development, Management and Leadership, or Marketing certificates can receive course credit for classes. The number of applicable credits will vary by certificate.

Graduates of the SAIT Business Administration diploma - Supply Chain Management major may be eligible to enter this program in year three and earn their degree with a further two years of study.

Practicum, co-op and work integrated learning opportunities

During your fourth year (with at least 90 credits complete), you'll participate in a practicum or capstone project as part of the program.

If you choose a practicum, you'll work with an existing business to reflect, research, analyze, evaluate and recommend solutions to real-world problems, showcasing your skills to prospective employers. You'll be responsible for finding employment for this practicum, which must be approved by the Academic Chair.

If you choose a capstone project, you'll work individually or as part of a project team on a series of activities and simulations drawn from multiple disciplines to create a strategic and operating business start-up plan.

Accreditations, designations or certifications

With this major, you can pursue several designations, including:

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

Credential

Upon successful completion of this program, you'll receive a SAIT Bachelor of Business Administration degree with a major in Supply Chain Management.

Program length

4 years

Accepts international applicants - PGWP-eligible

This program accepts international applicants and meets the eligibility criteria for the Post-Graduation Work Permit program, as long as the student is registered in on-campus classes or completes more than 50% of the courses on campus (for blended options).

International students attending all classes online will NOT be eligible for a Post-Graduate Work Permit. International students are responsible for maintaining their eligibility throughout their studies.

Not eligible for CAJG

This program is not eligible for the Canada Alberta Job Grant.

Related careers

Our graduates may work in the following occupations. Some careers require additional experience and education.

Potential careers (NOC):

- Purchasing managers (10012)
- Supervisors, supply chain, tracking and scheduling coordination occupations (12013)
- Procurement and purchasing agents and officers (12102)
- Customs, ship and other brokers (13200)
- Production and transportation logistics coordinators (13201)
- Purchasing and inventory control workers (14403)
- Corporate sales managers (60010)
- Retail and wholesale trade managers (60020)
- Retail sales supervisors (62010)
- Technical sales specialists - wholesale trade (62100)
- Retail and wholesale buyers (62101)
- Sales and account representatives, wholesale trade (non-technical) (64101)
- Facility operation and maintenance managers (70012)

Admission Requirements

Applicants educated in Canada

Applicants must demonstrate English language proficiency and meet one of the following requirement options or equivalent.

Admission is determined based on an applicant's academic history, including high school and post-secondary courses. Post-secondary level courses with similar learning outcomes may be considered to meet admission requirements.

SAIT accepts high school course equivalents for admission for applicants educated outside Alberta.

Option one

An overall minimum average of 65%, calculated using your final grades in:

- English 30-1 (must have achieved at least 60%), and
- Math 30-1 (must have achieved at least 60%) or Math 30-2 (must have achieved at least 70%), and
- two courses from Group A, and
- one course from either Group A or B.

Group A (academics)

Academic courses may include Grade 12, 30-level or equivalent*:

- Accounting
- Biology
- Business
- Chemistry
- Economics
- Finance
- Geography
- History
- Indigenous Studies
- Information Technology
- Languages
- Management
- Marketing
- Mathematics 31
- Philosophy
- Physics
- Political Sciences
- Psychology
- Science
- Social Studies 30-1
- Sociology

*Other courses may be considered.

Group B (other)

One of the following:

- Art 30 or 31
- Drama 30
- Music 30 (choral, instrumental, general)
- Physical Education 30
- Religion 35
- Social Studies 30-2

OR

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 high school dual-credit courses may be used for admission purposes.

Option two

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

Option three

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.

Applicants educated outside of Canada

All applicants who were educated outside of Canada must demonstrate English language proficiency and provide proof they meet the program admission requirements outlined above with an international document assessment. Find accepted educational documents and assessment options.

SAIT may also accept courses completed at certain international post-secondary institutions.

Application process

Early admission criteria

Early admission will be offered to qualified applicants based on one of the following criteria:

An overall minimum average of 75%, where English 30-1 and Math 30-1 have to be at least 60%. The average will be calculated using English 30-1, Math 30-1, two courses from Group A, and one course from either Group A or B.

Applicants 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 Dec. 15 each year or until the program is full. Applicants will be ranked, and seats will be 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.

Selection criteria

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

Applicants who do not qualify for early admission or who qualify after the early admission deadline will be placed in selection and academically ranked according to the admission requirements.

Career investigation and/or interviews may also be required during the selection process.

Selection will begin on Dec. 18 and be done continuously until the program has been filled.

Applicants will then be offered a seat or waitlisted based on ranking and availability.

When applying in the application portal, select Bachelor of Business Administration. You will declare your major before your second year of the program.

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 three credits except for the six-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)

The first semester is common for all majors. Students declare a major in their second semester, subject to a competitive screening process, and move into open registration.

Required courses

You must take all of the following courses to complete this program.

Required courses - Junior business core	
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

Required courses - Senior business core	
BLAW 2030 - Business Law	3 Credits
MNGT 2250 - Organizational Behaviour	3 Credits
MNGT 2360 - International Business	3 Credits
MNGT 4050 - Strategic Management	3 Credits

Required courses - Junior complementary core

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

Required courses - Senior complementary core

COMM 3310 - Presentations	3 Credits
PHIL 3010 - Ethics	3 Credits
STAT 4010 - Research Methodologies	3 Credits

Required courses - Supply Chain Management

ACCT 2010 - Accounting for Managers	3 Credits
BFIN 2301 - Finance for Managers	3 Credits
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 1255 - Introduction to Supply Chain 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

Elective courses

You will choose courses from the following lists.

SAIT BA graduates from some majors may be eligible to use ACWE 300 - Business Diploma Integrative Experience Capstone or MNGT 395 - Managing Strategically as a supply chain management senior business elective.

Elective courses - Business core integrative experience (choose one)

ACWE 4990 - Business Practicum	6 Credits
MNGT 4990 - Business Capstone	6 Credits

Elective courses - Junior science elective (choose one)

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

Elective courses - Junior humanities elective (choose one)

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

Elective courses - Junior social sciences elective (choose one)

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

Elective courses - Senior complementary elective (choose one)

COMM 3300 - Intercultural Communications	3 Credits
ENGL 3010 - Storytelling Through Creative Non-Fiction	3 Credits
ENGL 3370 - Comparative World Literature	3 Credits
HUMN 3010 - Mobilizing Creativity and Innovation	3 Credits
MATH 3010 - Mathematics of Cryptography, Privacy, and Security	3 Credits
PHIL 3020 - Systems Thinking	3 Credits
PHIL 4010 - The Philosophy of Money	3 Credits
PSYC 3010 - Happiness Toolkit	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

Elective courses - Supply chain management senior business elective (choose one)

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	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
HRMT 4015 - Strategic Human Resources Management	3 Credits
INTL 467 - International Business Study Tour	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
ACWE 300 - Business Diploma Integrative Experience Capstone	3 Credits
MNGT 395 - Managing Strategically	3 Credits

Optional courses

To earn a Minor in Construction Project Management, you must complete an additional 12 credits from the courses listed below.

To earn a Minor in Energy, Oil and Gas, you must complete an additional 12 credits from the courses listed below.

To earn Minors in both Construction Project Management and Energy, Oil and Gas, you must complete 12 credits from the courses listed under Construction Project Management and an additional 12 credits from the courses listed under Energy, Oil and Gas.

Optional courses - Junior construction project management minor courses	
CPMT 2030 - Construction Management Overview	3 Credits

Optional courses - Senior construction project management minor courses	
CPMT 3020 - Project Delivery Systems and Contracts	3 Credits
CPMT 3060 - Project Risk and Conflict Management	3 Credits
CPMT 4060 - Scope and Design Management	3 Credits

Optional courses - Junior energy, oil and gas minor courses	
PTPR 1255 - Overview of the Canadian Oil and Gas Industry	3 Credits

Optional courses - Senior energy, oil and gas minor 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

Suggested schedule of study

We recommend you follow the below schedule during your first year of study.

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
ECON 1010 - Microeconomics	3 Credits
MNGT 1200 - Introduction to Business	3 Credits

Semester 2

COMM 1070 - Communication and Presentation Skills	3 Credits
ECON 1110 - Macroeconomics	3 Credits
MKTG 1060 - Marketing Essentials	3 Credits
STAT 2040 - Quantitative Methods	3 Credits

Elective (choose one)	
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
SCMT 1255 - Introduction to Supply Chain Management	3 Credits

Select your elective based on your major.

Progression

You must attain a PGPA and/or a CGPA of 2.0 or better each semester and pass the prerequisite courses to progress through the program.

To qualify for graduation, you must pass all courses, attain a CGPA of 2.0 or better and complete course requirements within the prescribed timelines.

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Books and supplies are approximately $1,000 - $1,500 per full-time year.

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

Find your booklist on the SAIT Bookstore's website. The booklist will be available close to your start date. Can't find your program or course? The bookstore didn't receive a textbook list. Contact your program directly to determine if they're still refining course details or if you're in luck; no textbook purchase is required for that term.

Business program advising

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Email: business.advising@sait.ca

Program Outcomes

Core program outcomes

Strategy:

- Develop an integrative and strategic mindset to enhance business performance in a global environment.

Team:

- Achieve project goals through teamwork within increasingly complex and dynamic environments.

Economic theory:

- Apply economic theory in the business environment.

Professional behaviours:

- Develop appropriate personal skills and professional behaviours to uphold general management practices.

Financial behaviours:

- Use financial and accounting principles in a business setting.

Mathematics:

- Apply mathematical formulas and statistical calculations to support business functions.

Legal:

- Explain key legal principles of the Canadian legal system and the basic laws governing business ownership and transactions.

Information and communication technology:

- Integrate information and communication technology to achieve efficient business practices.

Marketing:

- Apply digital marketing theory and processes in a business environment.

Organizational behaviour:

- Utilize organizational behaviour/human resource management knowledge and skills to support business performance.

Operations management:

- Explain operations management as an integral component of the business environment.

Leadership:

- Demonstrate responsible leadership within increasingly complex and dynamic environments.

Supply Chain Management major program outcomes

Supply chain functions:

- Integrate SCM theory and practice, including the support of critical supply chain functions, in the workplace to enable organizational strategy.
- Incorporate appropriate regulatory guidelines, ethical practices, and industry and corporate standards to support supply chain activities.

Data analysis:

- Interpret data used to inform decision-making for supply chain functions.
- Differentiate various supply chain technology management systems and processes to support and enhance business performance.

Professional and leadership:

- Demonstrate professional accountability, responsibility, change management and leadership skills within supply chain management.

Project management:

- Apply project management theories and tools to support SCM projects.

Degree outcomes

Depth:

- Demonstrate a critical understanding of the business discipline and field of practice.

Breadth:

- Apply knowledge and skills from one or more areas from outside the discipline.

Research:

- Demonstrate the capacity to engage in independent research and practice in a supervised context.

Methodologies:

- Critically evaluate qualitative and quantitative information and, where appropriate, use this knowledge in scholarly and creative endeavours.

Application of knowledge:

- Apply methods of inquiry to solve a problem, create a new work or comment on scholarship.

Communication:

- Communicate information, arguments, and analysis accurately and reliably, orally and in writing, to specialists and non-specialist audiences.

Limits of knowledge:

- Demonstrate an appreciation for the limits and ambiguity of knowledge.

Professional capacity/autonomy:

- Operate within the boundaries of professional bodies and applicable regulatory requirements.

Graduate outcomes

A. **Safety** – awareness of safety standards relevant to the workplace.
   - Safety awareness

B. **Responsible leadership** – personal, ethical and respectful behaviour within the workplace and global community.
   - Teamwork and multi-disciplinary collaboration
   - Self-initiative
   - Ethical reasoning and action
   - Global awareness
   - Sustainability

C. **Communication** – the exchange of information professionally and effectively.
   - Language skills
   - Interpersonal skills

D. **Information literacy** – the strategies used to become informed, from recognizing an information need to accessing and evaluating information and using it effectively and ethically.
   - Problem-solving and critical thinking
   - Quantitative literacy
   - Technological literacy

E. **Technical knowledge, skills and abilities** – technical competence specific to the discipline or industry.
   - Specialized technical skill set

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: 403.210.4343
Email: hospitality.info@sait.ca

Program Description

Are you keen to upskill in the exciting world of hospitality and tourism? SAIT's Bachelor of Hospitality and Tourism Management program can pave the way to a rewarding career in this dynamic industry.

With a bachelor's degree in hospitality and tourism, you can pursue diverse, exciting opportunities in tourism, restaurants, event planning, and hotel management. It can also give you the foundation to start your own business.

Industry expertise

Our program was designed with input from industry professionals, ensuring you receive the most relevant and up-to-date education. You'll learn from experts with real-world experience in the hospitality and tourism sector.

Global perspective

In today's interconnected world, having a global perspective is essential. Our hospitality management studies and business courses equip you with skills that make you an asset in a global job market.

Personalized learning

Enjoy a personalized approach to learning with small class sizes and opportunities for professional mentorship. You'll gain knowledge in various areas, including leadership, communications, global tourism, and sales and marketing.

You will develop a strong foundation in process improvement and productivity enhancement alongside technology integration for quality and productivity. You'll gain an understanding of strategic thinking and project management, as well as practical policy planning and implementation. This knowledge will empower you to develop and lead high-performance teams while emphasizing ethics, health, safety, and sustainability.

You'll also hone your skills in stakeholder engagement, professionalism, and change management. Additionally, our program equips you with expertise in sales, marketing, and entrepreneurial opportunities exploration.

Real-world challenges

Put your skills to the test in your capstone course, where you'll work closely with industry partners to solve real-world challenges and develop comprehensive business plans. This hands-on experience will prepare you for the demands of the industry.

Top-ranked school

SAIT's School of Hospitality and Tourism is recognized globally, ranking among the Top 50 Hospitality and Hotel Management Schools worldwide by CEOWORLD Magazine.

SAIT's Bachelor of Hospitality and Tourism Management program is your pathway to a fulfilling career in this ever-evolving industry. Join us in shaping the future of hospitality and tourism.

Program Overview

Traits, skills and aptitudes

Those in the hospitality and tourism management industry tend to be directive, methodical, and social.

You need:

- excellent communication skills
- organizational skills
- good general health, stamina and mental alertness to cope with the long, irregular hours of work
- the ability to get along with all kinds of people
- leadership and decision-making skills
- the ability to adapt to changing customer needs and unexpected situations
- the ability to remain calm while under pressure.

To do well in this field, you should enjoy being in charge, taking a methodical approach to your work, and negotiating with people.

Academic path

Graduates of the SAIT Hospitality and Tourism Management diploma with a minimum 2.3 cumulative GPA (67% or C+) meet the admission requirements to enter this program.

Practicum, co-op and work integrated learning opportunities

In your final year, you will participate in a capstone project where you will work with real industry partners to complete a comprehensive business plan and apply the skills you've learned in your classes while building relationships with potential employers.

Credential

Upon successful completion of this program, you'll receive a SAIT Bachelor of Hospitality and Tourism Management degree.

Program length

2 years

Accepts international applicants – not-PGWP eligible

This program is open to international applicants; however, program availability may be limited. This program does not meet the eligibility criteria for the Post-Graduation Work Permit program.

Not eligible for CAJG

This program is not eligible for the Canada Alberta Job Grant.

Related careers

Our graduates may work in the following occupations. Some careers require additional experience and education.

Potential careers (NOC):

- Conference and event planners (12103)
- Restaurant and food service managers (60030)
- Accommodation service managers (60031)
- Food service supervisors (62020)
- Accommodation, travel, tourism and related services supervisors (62022)
- Maîtres d'hôtel and hosts/hostesses (64300)
- Hotel front desk clerks (64314)
- Support occupations in accommodation, travel and facilities set-up services (65210)

Admission Requirements

Applicants educated in Canada

Applicants must demonstrate English language proficiency and completion of the following courses or equivalents:

- a SAIT Hospitality and Tourism 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.
- COMM 240 or COMN 220 may be used as an alternative to the high school English requirement.

SAIT accepts high school course equivalents for admission for applicants educated outside Alberta.

Applicants educated outside of Canada

All applicants who were educated outside of Canada must demonstrate English language proficiency and provide proof they meet the program admission requirements outlined above with an international document assessment. Find accepted educational documents and assessment options.

SAIT may also accept courses completed at certain international post-secondary institutions.

Application process

Applicants to this program will be assessed on the following criteria, and seats will be offered accordingly:

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

Applications and proof of the admission requirements (transcripts and supporting documents) must be submitted by Aug. 15 to be included in the selection.

Program Outline

The Bachelor of Hospitality and Tourism Management degree requires 60 credits (20 courses) to complete.

The program spans two years, with two semesters each year.

Required courses

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: From Concept to Creation	3 Credits
MNGT 2321 - Project Management	3 Credits
OPMT 4110 - Operational Data and Analytics	3 Credits
PHIL 1011 - Critical Thinking	3 Credits
PHIL 3010 - Ethics	3 Credits
STAT 2040 - Quantitative Methods	3 Credits
STAT 4010 - Research Methodologies	3 Credits
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

Elective courses

You will choose courses from the following lists.

Elective courses - 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

Elective courses - 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

Elective courses - 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

Elective courses - Senior Social Sciences or Humanities elective (choose 1)	
ENGL 3010 - Storytelling Through Creative Non-Fiction	3 Credits
ENGL 3370 - Comparative World Literature	3 Credits
HUMN 3010 - Mobilizing Creativity and Innovation	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 schedule of study

Year 1

Semester 1

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 2

COMM 3300 - Intercultural Communications	3 Credits
HLTH 3110 - Health and Safety in Hospitality and Tourism	3 Credits
MKTG 2336 - Marketing Action: From Concept to Creation	3 Credits
STAT 4010 - Research Methodologies	3 Credits
Plus 1 Junior Social Science Elective	

Year 2

Semester 3

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 4

MGMT 4210 - Hospitality Design and Development	3 Credits
OPMT 4110 - Operational Data and Analytics	3 Credits
TOUR 4120 - Sustainability in Hospitality and Tourism	3 Credits
TOUR 4410 - Hospitality and Tourism Capstone	3 Credits
Plus 1 Senior Social Science or Humanities Elective	

Progression

You must attain a PGPA and/or a CGPA of 2.0 or better each semester and pass the prerequisite courses to progress through the program.

To qualify for graduation, you must pass all courses, attain a CGPA of 2.0 or better and complete course requirements within the prescribed timelines.

Review our grading and progression procedure >

Costs

Books and supplies

Books and supplies are approximately $1,000 - $1,500 per full-time year.

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

Find your booklist on the SAIT Bookstore's website. The booklist will be available closer to the program start date.

Can't find your program or course? The bookstore didn't receive a textbook list. Contact your program directly to determine if they're still refining course details or if you're in luck; no textbook purchase is required this term.

You must also dress in proper business attire for class presentations and industry visits.

Hospitality and Tourism program advising

For any questions or to set up an advising appointment, please contact our School of Hospitality and Tourism.

Phone: 403.210.4343
Email: hospitality.info@sait.ca

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.

Graduate outcomes

A. **Safety** – awareness of safety standards relevant to the workplace.
   - Safety awareness

B. **Responsible leadership** – personal, ethical and respectful behaviour within the workplace and global community.
   - Teamwork and multi-disciplinary collaboration
   - Self-initiative
   - Ethical reasoning and action
   - Global awareness
   - Sustainability

C. **Communication** – the exchange of information professionally and effectively.
   - Language skills
   - Interpersonal skills

D. **Information literacy** – the strategies used to become informed, from recognizing an information need to accessing and evaluating information and using it effectively and ethically.
   - Problem-solving and critical thinking
   - Quantitative literacy
   - Technological literacy

E. **Technical knowledge, skills and abilities** – technical competence specific to the discipline or industry.
   - Specialized technical skill set

Degree outcomes

Depth:

- Demonstrate a critical understanding of the business discipline and field of practice.

Breadth:

- Apply knowledge and skills from one or more areas from outside the discipline.

Research:

- Demonstrate the capacity to engage in independent research and practice in a supervised context.

Methodologies:

- Critically evaluate qualitative and quantitative information and, where appropriate, use this knowledge in scholarly and creative endeavours.

Application of knowledge:

- Apply methods of inquiry to solve a problem, create a new work or comment on scholarship.

Communication:

- Communicate information, arguments, and analysis accurately and reliably, orally and in writing, to specialists and non-specialist audiences.

Limits of knowledge:

- Demonstrate an appreciation for the limits and ambiguity of knowledge.

Professional capacity/autonomy:

- Operate within the boundaries of professional bodies and applicable regulatory requirements.

Bachelor of Science - Construction Project Management

- **Four-year bachelor degree**
- **Fall and winter start**
- **Full-time classroom**
- **First year and advanced standing intake options**

Contact us

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

Program Description

The Bachelor of Science (BSc.) in Construction Project Management is the only four-year undergraduate science degree program in the field of construction management in Canada.

It includes a blend of practical skill sets, including foundational and advanced concepts in construction technology and project management best practices.

The program was developed and designed for the construction industry and is uniquely positioned to respond to the demand for skilled management professionals and project managers capable of leading across construction, engineering, and energy sectors.

Over the four-year program, you will acquire project management foundations and receive a well-rounded education in construction and business skills.

The program's curriculum aligns directly with residential, commercial, industrial, and infrastructure industry needs. You will be taught by seasoned academics with multi-disciplinary experience using the latest technologies and tools in well-equipped labs and real-world simulation environments.

In this program, you will:

- learn how to manage construction projects from inception to completion
- develop the mathematical and physical science skills needed to address complex construction challenges
- gain a thorough understanding of the materials and methodologies that underpin the construction industry
- master the art of meticulous project planning and effective scheduling
- acquire the ability to forecast project costs and manage budgets accurately
- explore the science behind soil behaviour and foundation design, including mechanical and electrical systems
- learn how to comply with relevant construction codes, standards and regulations with managerial expertise
- gain insights into advanced management practices specific to construction projects
- build a solid foundation in the scientific principles and technical aspects of construction
- develop critical thinking, problem-solving, and effective communication abilities.

You will also complete an internship to apply your learning in a real-life setting and network with industry leaders through workshops and seminars.

As a graduate, you will be prepared to step into leadership roles from site to upper management and possess the skills to excel in project management and executive positions. You can also pursue graduate education in master's programs in construction, project management, engineering or business administration.

For anyone looking to learn construction management or become a project manager, supervisor, or future leader in construction project management, this program offers the knowledge, skills, and professional edge needed to succeed.

Program Overview

Traits, skills and aptitudes

Those in construction project management tend to be directive, methodical, and social.

You need:

- leadership skills
- initiative
- customer service skills
- interpersonal and communication skills
- the capacity to work and interact with diverse groups of people
- the ability to resolve conflicts or disputes tactfully
- logic and critical thinking skills
- problem-solving and decision-making skills
- the ability to handle stressful situations and the pressure of frequent deadlines
- a willingness to take responsibility
- an understanding of how to manage a budget.

You should enjoy supervising and managing other people and be able to work effectively and productively with individuals at all levels of an organization, from frontline staff to executives.

Practicum, co-op and work integrated learning opportunities

You'll participate in a 15-week internship and complete a capstone project.

The internship will provide you with experience in managing construction-related activities and issues. You will be required to prepare daily logs, monthly reports and a final report signed by your industry supervisor.

Working with an industry partner, the capstone project will require you to solve a management-related issue concerning the construction sector.

Accreditations, designations or certifications

The Bachelor of Science Construction Project Management program has received full accreditation from the Canadian Institute of Quantity Surveyors (CIQS).

This self-regulatory professional body 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.

Credential

Upon successful completion of this program, you'll receive a SAIT Bachelor of Science Construction Project Management baccalaureate degree.

Program length

4 years

Accepts international applicants - PGWP-eligible

This program accepts international applicants and meets the eligibility criteria for the Post-Graduation Work Permit program, as long as the student is registered in on-campus classes or completes more than 50% of the courses on campus (for blended options).

International students attending all classes online will NOT be eligible for a Post-Graduate Work Permit. International students are responsible for maintaining their eligibility throughout their studies.

Not eligible for CAJG

This program is not eligible for the Canada Alberta Job Grant.

Related careers

Our graduates may work in the following occupations. Some careers require additional experience and education.

Potential careers (NOC):

- Construction estimators (22303)
- Construction managers (70010)
- Contractors and supervisors, heavy equipment operator crews (72021)
- Contractors and supervisors, pipefitting trades (72012)
- Contractors and supervisors, machining, metal forming, shaping and erecting trades and related occupations (72010)
- Contractors and supervisors, electrical trades and telecommunications occupations (72011)
- Contractors and supervisors, carpentry trades (72013)
- Contractors and supervisors, mechanic trades (72020)
- Contractors and supervisors, oil and gas drilling and services (82021)
- Contractors and supervisors, other construction trades, installers, repairers and servicers (72014)
- Contractors and supervisors, landscaping, grounds maintenance and horticulture services (82031)

Admission Requirements

Applicants educated in Canada

Applicants must demonstrate English language proficiency and meet one of the following options.

SAIT accepts high school course equivalents for admission for applicants educated outside Alberta.

Option one

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)

- Mathematics 31
- Biology 30
- Chemistry 30
- Physics 30
- Science 30

Group B (other: 5 credits)

- Art 30 or 31
- Drama 30
- Music 30 (choral, instrumental, general)
- Physical Education 30
- Religion 35
- Social Studies 30-1
- Social Studies 30-2
- One language 30
- Another five-credit Grade 12 subject or a combination of two three-credit grade 12 subjects
- Five credits of advanced career and technology courses

Option two

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.

Applicants educated outside of Canada

All applicants who were educated outside of Canada must demonstrate English language proficiency and provide proof they meet the program admission requirements outlined above with an international document assessment. Find accepted educational documents and assessment options.

SAIT may also accept courses completed at certain international post-secondary institutions.

Program Outline

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

All courses are three credits each.

Core courses

Construction core courses: 78 credits (26 courses, including seven junior and 19 senior courses)

Complementary core courses: 27 credits (nine courses, including six junior and three senior courses)

Elective courses

Construction core elective courses: six credits (two senior courses)

Complementary elective courses: 12 credits (four courses, including one science elective, one humanities elective, one social sciences elective, and one law elective).

Required courses

You must take all of the following courses to complete this program.

Required courses – 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

Required courses – 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

Required courses – 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

Required courses - Senior complementary core

CLAW 3011 - Construction Law	3 Credits
PHYS 1110 - Physics II	3 Credits
STAT 4010 - Research Methodologies	3 Credits

Elective courses

You will choose courses from the following lists.

Elective courses - Construction technical elective (choose two)

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

Elective courses - Humanities elective (choose one)

ARCH 1010 - History of Architecture	3 Credits
COMM 3300 - Intercultural Communications	3 Credits
ENGL 1010 - Critical Reading and Writing	3 Credits
ENGL 3010 - Storytelling Through Creative Non-Fiction	3 Credits
HUMN 2010 - Introduction to Humanities	3 Credits
HUMN 3010 - Mobilizing Creativity and Innovation	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 3020 - Systems Thinking	3 Credits
PHIL 4010 - The Philosophy of Money	3 Credits

Elective courses - Law elective (choose one)

BLAW 2030 - Business Law	3 Credits
CLAW 1011 - Canadian and Environmental Law	3 Credits

Elective courses - Science elective (choose one)

ARCH 351 - Science and Systems IV	3 Credits
BIOL 2220 - Organisms and their Relationships	3 Credits
CIVL 222 - Concrete Technology	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

Elective courses - Social science elective (choose one)

ANTH 2230 - Indigenous Studies	3 Credits
ECON 1010 - Microeconomics	3 Credits
ECON 1110 - Macroeconomics	3 Credits
PSYC 1010 - Introduction to Psychology	3 Credits
PSYC 3010 - Happiness Toolkit	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

Suggested schedule of study

The following recommended program structure should be followed in order to facilitate completion in 4 years.

Year 1

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

Humanities elective (choose one)

ARCH 1010 - History of Architecture	3 Credits
COMM 3300 - Intercultural Communications	3 Credits
ENGL 1010 - Critical Reading and Writing	3 Credits
ENGL 3010 - Storytelling Through Creative Non-Fiction	3 Credits
HUMN 2010 - Introduction to Humanities	3 Credits
HUMN 3010 - Mobilizing Creativity and Innovation	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 3020 - Systems Thinking	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

Year 2

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

Social science elective (choose one)

ANTH 2230 - Indigenous Studies	3 Credits
ECON 1010 - Microeconomics	3 Credits
ECON 1110 - Macroeconomics	3 Credits
PSYC 1010 - Introduction to Psychology	3 Credits
PSYC 3010 - Happiness Toolkit	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

Year 3

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

Law elective (choose one)

BLAW 2030 - Business Law	3 Credits
CLAW 1011 - Canadian and Environmental Law	3 Credits

Science elective (choose one)

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.

Year 4

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 one (choose one)

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 two (choose one)

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

Progression

You must attain a PGPA and/or a CGPA of 2.0 or better each semester and pass the prerequisite courses to progress through the program.

To qualify for graduation, you must pass all courses, attain a CGPA of 2.0 or better and complete course requirements within the prescribed timelines.

Review our grading and progression procedure >

Costs

Books and supplies

Books and supplies are approximately $1,000 per full-time year or $500 per semester.

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.

Find your booklist on the SAIT Bookstore's website. The booklist will be available closer to the program start date.

Can't find your program or course? The bookstore didn't receive a textbook list. Contact your program directly to determine if they're still refining course details or if you're in luck; no textbook purchase is required this term.

Construction program advising

For any questions or to set up an advising appointment, please contact our School of Construction.

Phone: 403.284.8367
Email: construction.advising@sait.ca

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 various 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 a global context.
8. **Business acumen** – apply project management skills, business practices and processes to manage construction projects effectively.
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, ambiguity, and uncertainty of knowledge.

Bachelor of Technology - Cyber Security

- **Terms (Fall, Winter)**
- **Full–time/Part–time classroom or online**

Contact us

School
Phone: 403.284.8543
Email: sadt.advising@sait.ca

Program Description

Boost your tech career with practical education in cybersecurity. In an increasingly digital world, there has never been a better time to enhance your skills and become a cybersecurity professional.

With our Bachelor of Technology - Cyber Security degree program, you'll learn how to anticipate, detect and mitigate cyber threats. Our experienced instructors will guide you through an industry-driven curriculum that covers a range of cybersecurity domains, best practices and cutting-edge technologies.

You'll gain a solid grounding in:

- Cybersecurity princlples
- Networking security
- Operations systems
- Cryptography basics.

Throughout the program, you'll build the expertise you need to protect computer systems and data successfully.

With practical applications in defensive and offensive technologies, you'll assess system vulnerabilities, manage incident reports and evaluate risks associated with emerging threats.

This program emphasizes critical thinking, strategic communication and a service-oriented mindset. With cybercrime on the rise, you'll play a crucial role in helping organizations implement robust security practices and manage complex cybersecurity challenges in an evolving digital landscape.

Program Overview

Traits, skills and aptitudes

Those in information technology tend to be innovative, methodical and directive.

You need:

- an analytical mindset
- excellent attention to detail
- strong decision-making and problem-solving skills
- an aptitude for math, science and programming
- patience and persistence
- effective teamwork and communication skills, both verbal and written
- to be comfortable adapting to ongoing change

to consistently learn and upgrade your knowledge and skillset to keep up with evolving trends and technology

- a strong sense of ethics
- to be highly organized and manage your time well
- to work effectively under pressure.

You should enjoy being creative, working with others, always being precise in your work, creating structure for information and processes, and continuously learning.

Academic path

Graduates of one of the following SAIT diploma programs with a minimum cumulative 2.3 GPA (67% or C+) meet the admission requirements to enter this program:

- Information Systems Security
- Information Technology Services
- Information Technology - Network Systems major
- Information Technology - Computer Systems major
- Information Technology - Telecommunications major

Practicum, co-op and work integrated learning opportunities

You can complete an optional 10 - 12-week full-time co-op or work-integrated learning experience between your first and second year of this degree.

You will be expected to find your work placement with support from program administrators who will provide you with resources for finding opportunities. There may be additional costs associated with work placement assistance.

You may be required to temporarily relocate or travel, depending on the employer you secure your work placement with.

Accreditations, designations or certifications

Graduates of this program may pursue the following certifications:

- Certified Information Systems Security Professional (CISSP)
- Certified Ethical Hacker (CEH)
- CompTIA Security+

Credential

Upon successful completion of this program, you will be awarded a Bachelor of Technology degree with a major in Cyber Security

Program length

2 years

Accepts international applicants - PGWP-eligible

This program accepts international applicants and meets the eligibility criteria for the Post-Graduation Work Permit program, as long as the student is registered in on-campus classes or completes more than 50% of the courses on campus (for blended options).

International students attending all classes online will NOT be eligible for a Post-Graduate Work Permit. International students are responsible for maintaining their eligibility throughout their studies.

Not eligible for CAJG

This program is not eligible for the Canada Alberta Job Grant.

Related careers

Our graduates may work in the following occupations. Some careers require additional experience and education.

Potential careers (NOC):

- Business Systems Specialists (21221)
- Computer and Information Systems Managers (20012)
- Computer Network and Web Technicians (22220)
- Cybersecurity Specialists (21220)
- Data Scientists (21211)
- Information Systems Specialists (21222)
- Information Systems Testing Technicians (22222)

Admission Requirements

Applicants educated in Canada

Applicants must demonstrate English language proficiency and completion of the following courses or equivalents:

a SAIT information technology diploma or equivalent from an accredited post-secondary institution, with a minimum 2.3 cumulative GPA (67% or C+), including graduates from the following SAIT diplomas:

- Information Systems Security
- Information Technology Services
- Information Technology - (Network Systems major, Computer Systems major, Telecommunications major)

Applicants educated outside of Canada

All applicants who were educated outside of Canada must demonstrate English language proficiency and provide proof they meet the program admission requirements outlined above with an international document assessment. Find accepted educational documents and assessment options.

SAIT may also accept courses completed at certain international post-secondary institutions.

Application process

When applying in the application portal, select Bachelor of Technology. You will be able to select Cyber Security as your major during the application process.

Program Outline

The Bachelor of Technology in Cyber Security requires 60 credits (20 courses) to complete.

The program consists of:

Cyber security core - 30 credits (10 courses)

Complementary core - 18 credits (6 courses)

Junior electives - 9 credits (3 courses)

Senior electives - 3 credits (1 course)

An optional co-op work placement (0 credits)

The program spans two years, with two semesters each year.

Required courses

You must take all the following courses to complete this program.

Required courses - Cyber security senior core	
CMPS 3000 - Computational Thinking and Problem Solving	3 Credits
CPSY 3000 - Computer Architecture	3 Credits
CMPN 3010 - Network Security	3 Credits
CMPN 3000 - Data Communications	3 Credits
CMPP 3030 - Ethical Hacking	3 Credits
DATA 3000 - Data Structures	3 Credits
ITSC 4010 - Cryptography	3 Credits
ITSC 4020 - Cyber Security Auditing	3 Credits
ITSC 4030 - Cyber Security Policy and Management	3 Credits
ITSC 4000 - Research Applications in Cyber Security	3 Credits

Required courses – Complementary junior core

STAT 2040 – Quantitative Methods	3 Credits

Required courses – Complementary senior core

COMM 3300 – Intercultural Communications	3 Credits
MATH 3000 – Discrete Mathematics for Computer Science	3 Credits
PHIL 3010 – Ethics	3 Credits
PHIL 3020 – Systems Thinking	3 Credits
STAT 4010 – Research Methodologies	3 Credits

Elective courses

You will choose courses from the following lists.

Elective courses – Junior science elective (Choose one)

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

Elective courses – Junior humanities elective (Choose one)

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

Elective courses – Junior social science elective (Choose one)

ANTH 2230 – Indigenous Studies	3 Credits
COMM 1070 – Communication and Presentation Skills	3 Credits
PSYC 1010 – Introduction to Psychology	3 Credits
SOCI 2010 – Introduction to Sociology	3 Credits
SOCI 2020 – Pop Culture	3 Credits

Elective courses – Senior elective (Choose one)

ENGL 3010 – Storytelling Through Creative Non-Fiction	3 Credits
ENGL 3370 – Comparative World Literature	3 Credits
HUMN 3010 – Mobilizing Creativity and Innovation	3 Credits
PHIL 4010 – The Philosophy of Money	3 Credits
COMM 3310 – Presentations	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

Optional courses

CPWK 3000 – Cooperative Work Term	0 Credits

Suggested schedule of study

Year 1

Semester 1

PHIL 3020 – Systems Thinking	3 Credits
CMPN 3000 – Data Communications	3 Credits
STAT 2040 – Quantitative Methods	3 Credits
COMM 3300 – Intercultural Communications	3 Credits
CMPS 3000 – Computational Thinking and Problem Solving	3 Credits

Semester 2

CMPN 3010 – Network Security	3 Credits
DATA 3000 – Data Structures	3 Credits
MATH 3000 – Discrete Mathematics for Computer Science	3 Credits
STAT 4010 – Research Methodologies	3 Credits

Junior social science elective (Choose one)

ANTH 2230 – Indigenous Studies	3 Credits
COMM 1070 – Communication and Presentation Skills	3 Credits
PSYC 1010 – Introduction to Psychology	3 Credits
SOCI 2010 – Introduction to Sociology	3 Credits
SOCI 2020 – Pop Culture	3 Credits

Co-op work term (optional)

CPWK 3000 – Cooperative Work Term	0 Credits

Year 2

Semester 3

CPSY 3000 – Computer Architecture	3 Credits
PHIL 3010 – Ethics	3 Credits
ITSC 4010 – Cryptography	3 Credits
ITSC 4020 – Cyber Security Auditing	3 Credits

Junior humanities elective (Choose one)

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

Semester 4

CMPP 3030 – Ethical Hacking	3 Credits
ITSC 4000 – Research Applications in Cyber Security	3 Credits
ITSC 4030 – Cyber Security Policy and Management	3 Credits

Junior science elective (Choose one)

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

Senior elective (Choose one)

COMM 3310 - Presentations	3 Credits
ENGL 3010 - Storytelling Through Creative Non-Fiction	3 Credits
ENGL 3370 - Comparative World Literature	3 Credits
HUMN 3010 - Mobilizing Creativity and Innovation	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

Progression

You must attain a PGPA and/or a CGPA of 2.0 or better each semester and pass the prerequisite courses to progress through the program.

To qualify for graduation, you must pass all courses, attain a CGPA of 2.0 or better and complete course requirements within the prescribed timelines.

Review our grading and progression procedure >

Costs

Books and supplies

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

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.

Find your booklist on the SAIT Bookstore's website. The booklist will be available closer to the program start date.

Can't find your program or course? The bookstore didn't receive a textbook list. Contact your program directly to determine if they're still refining course details or if you're in luck; no textbook purchase is required this term.

Advanced Digital Technology program advising

For any questions or to set up an advising appointment, please contact our School for Advanced Digital Technology.

Phone: 403.284.8543
Email: sadt.advising@sait.ca

Program Outcomes

BTech General program outcomes

1. **Reflective Practice:** Incorporate a growth mindset by fostering continuous learning and adaptation, while developing comprehensive solutions for complex problems.
2. **Advanced Decision-Making:** Incorporate established analytical, critical-thinking, and problem-solving methodologies into decision-making, demonstrating proficiency in applying a variety of analytical techniques by selecting appropriate methodologies and integrate diverse problem-solving approaches within the field of study.
3. **Scholarly Engagement and Information Literacy** Engaging with authoritative literature and primary sources to inform analyses and arguments, individuals will demonstrate an understanding of foundational concepts and theories within their field. They will showcase the ability to incorporate scholarly reviews and critically evaluate information to support academic endeavors.
4. **Security:** Critique secure technical solutions deployed for business operations.
5. **Client Experience:** Exemplify a service mindset with a focus on client satisfaction and the ability to problem solve with customer needs in mind.

Cyber security major outcomes

1. **Ethics:** critique security best practices of a business in the context of the individual and their potential harm towards society.
2. **Vulnerability:** evaluate systems vulnerabilities to current and emerging cyber security threats.
3. **Risk assessment:** assess the risks to an organization associated with the adoption of technology tools.
4. **Systems security:** anticipate systems integration conflicts caused by the implementation of security practices.

Graduate outcomes

Degree-level outcomes

Depth and breadth of knowledge:

- Demonstrates critical understanding of disciplines and fields of practice.
- Applies knowledge from ar eas outside the core discipline.

Knowledge of methodologies and research:

- Capacity to engage in independent research and critical evaluation of information.
- Uses methodologies to address scholarly and creative challenges.

Application of knowledge:

- Applies inquiry methods to solve problems, create new works, or comment on scholarship.

Communication skills:

- Communicates effectively to specialists and non-specialists, both orally and in writing.

Awareness of limits of knowledge:

- Appreciates the limits and ambiguities of knowledge.

Professional capacity and autonomy:

- Operates within professional boundaries and regulatory requirements

Program specific outcomes

- **Business communication:** develops strategies to address technical solutions effectively using critical thinking and consultation.
- **Professional acumen:** integrates professional skills to navigate complex business scenarios.
- **Client experience:** focuses on problem-solving with customer satisfaction in mind.
- **Security:** critiques technical security solutions in business operations.
- **Solution design:** designs technical computing solutions aligned with industry best practices.
- **Systems analysis:** applies systems analysis methodologies for business problem-solving.

Bachelor of Technology - Software Development

- **Terms (Fall, Winter)**
- **Full–time/Part–time classroom or online**

Contact us

School
Phone: 403.284.8543
Email: sadt.advising@sait.ca

Program Description

Gain the hands-on skills you need to accelerate your career in full-stack development.

As a student in our Bachelor of Technology - Software Development degree program, you'll design, develop and deploy software solutions that meet the needs of users and businesses.

Guided by our experienced instructors, you'll use the most recent technologies to apply advanced design patterns, algorithms and data structures. You'll learn to create digital platforms that improve user experience and organizational processes.

This major will hone your skills in:

- programming
- web development
- database design
- software testing
- security and more.

You'll get practical experience building software solutions across various industries. You'll grow your critical problem-solving and communication skills through immersive learning opportunities. Finally, you'll develop a growth mindset to stay current with evolving industry standards and innovations.

Upon completing this program, you'll have the knowledge and tools to play a critical role in today's tech-driven economy, helping to improve business processes and shaping how users interact with products, interfaces and applications.

Program Overview

Traits, skills and aptitudes

Those in information technology tend to be innovative, methodical and directive.

You need:

- an analytical mindset
- excellent attention to detail
- strong decision-making and problem-solving skills
- an aptitude for math, science and programming
- patience and persistence
- effective teamwork and communication skills, both verbal and written
- to be comfortable adapting to ongoing change
- to consistently learn and upgrade your knowledge and skillset to keep up with evolving trends and technology
- a strong sense of ethics
- to be highly organized and manage your time well
- to work effectively under pressure.

You should enjoy being creative, working with others, always being precise in your work, creating structure for information and processes, and continuously learning.

Academic path

Graduates of one of the following SAIT diploma programs with a minimum cumulative 2.3 GPA (67% or C+) meet the admission requirements to enter this program:

- Software Development
- Information Technology - Software Development major

Practicum, co-op and work integrated learning opportunities

You can complete an optional 10 - 12-week full-time co-op or work-integrated learning experience between your first and second year of this degree.

You will be expected to find your work placement with support from program administrators, who will provide you with resources for finding opportunities. There may be additional costs associated with work placement assistance.

Depending on the employer with whom you secure your work placement, you may be required to relocate temporarily or travel.

Accreditations, designations or certifications

Graduates of this program may pursue certifications in platforms like Microsoft Azure or AWS.

Credential

Upon successful completion of this program, you will be awarded a Bachelor of Technology degree with a major in Software Development.

Program length

2 years

Accepts international applicants – not-PGWP eligible

This program is open to international applicants; however, program availability may be limited. This program does not meet the eligibility criteria for the Post-Graduation Work Permit program.

Not eligible for CAJG

This program is not eligible for the Canada Alberta Job Grant.

Related careers

Our graduates may work in the following occupations. Some careers require additional experience and education.

Potential careers (NOC):

- Business Systems Specialists (21221)
- Computer and Information Systems Managers (20012)
- Computer Systems Developers and Programmers (21230)
- Information Systems Specialists (21222)
- Software Developers and Programmers (21232)
- Web Designers (21233)
- Web Developers and Programmers (21234)

Admission Requirements

Applicants educated in Canada

Applicants must demonstrate English language proficiency and completion of the following courses or equivalents:

- a SAIT information technology diploma or equivalent from an accredited post-secondary institution, with a minimum 2.3 cumulative GPA (67% or C+), including graduates from the following SAIT diplomas:
  - Software Development
  - Information Technology – Software Development major

Applicants educated outside of Canada

All applicants who were educated outside of Canada must demonstrate English language proficiency and provide proof they meet the program admission requirements outlined above with an international document assessment. Find accepted educational documents and assessment options.

SAIT may also accept courses completed at certain international post-secondary institutions.

Application process

When applying in the application portal, select Bachelor of Technology. You will be able to select Software Development as your major during the application process.

Program Outline

The Bachelor of Technology in Software Development requires 60 credits (20 courses) to complete.

The program consists of:

Software development core – 24 credits (8 courses)

Complementary core – 21 credits (7 courses)

Junior electives – 9 credits (3 courses)

Senior software development elective – 3 Credits (1 course)

Senior elective – 3 credits (1 course)

Optional co-op work placement (0 credits)

The program spans two years, with two semesters each year.

Required courses

You must take all the following courses to complete this program.

Required courses – Software development senior core	
CMPP 3020 – Advanced Programming Language Concepts	3 Credits
CMPP 4010 – Research Applications in Software Development	3 Credits
CMPS 3000 – Computational Thinking and Problem Solving	3 Credits
CMPS 4000 – Computational Intelligence	3 Credits
CPSY 3000 – Computer Architecture	3 Credits
CPSY 4000 – Algorithms	3 Credits
DATA 3000 – Data Structures	3 Credits
DSGN 4000 – Advanced User Interface	3 Credits

Required courses – Complementary junior core	
MATH 2000 – Linear Algebra	3 Credits
STAT 2040 – Quantitative Methods	3 Credits

Required courses – Complimentary senior core	
COMM 3300 – Intercultural Communications	3 Credits
MATH 3000 – Discrete Mathematics for Computer Science	3 Credits
PHIL 3010 – Ethics	3 Credits
PHIL 3020 – Systems Thinking	3 Credits
STAT 4010 – Research Methodologies	3 Credits

Elective courses

You will choose courses from the following lists.

Elective courses – Junior science elective (Choose one)	
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

Elective courses – Junior humanities elective (Choose one)	
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

Elective courses - Junior social science elective (Choose one)

ANTH 2230 - Indigenous Studies	3 Credits
COMM 1070 - Communication and Presentation Skills	3 Credits
PSYC 1010 - Introduction to Psychology	3 Credits
SOCI 2010 - Introduction to Sociology	3 Credits
SOCI 2020 - Pop Culture	3 Credits

Elective courses - Senior software development elective (Choose one)

ITSC 4010 - Cryptography	3 Credits
CMPP 4000 - Advanced Web	3 Credits
DBAD 4000 - Advanced Database	3 Credits

Elective courses - Senior elective (Choose one)

COMM 3310 - Presentations	3 Credits
ENGL 3010 - Storytelling Through Creative Non-Fiction	3 Credits
ENGL 3370 - Comparative World Literature	3 Credits
HUMN 3010 - Mobilizing Creativity and Innovation	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

Optional courses

CPWK 3000 - Cooperative Work Term	0 Credits

Suggested schedule of study

Year 1

Semester 1

MATH 2000 - Linear Algebra	3 Credits
CMPS 3000 - Computational Thinking and Problem Solving	3 Credits
STAT 2040 - Quantitative Methods	3 Credits
CMPP 3020 - Advanced Programming Language Concepts	3 Credits
PHIL 3020 - Systems Thinking	3 Credits

Semester 2

CMPP 4010 - Research Applications in Software Development	3 Credits
DATA 3000 - Data Structures	3 Credits
MATH 3000 - Discrete Mathematics for Computer Science	3 Credits
STAT 4010 - Research Methodologies	3 Credits

Junior social science elective (Choose one)

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
COMM 1070 - Communication and Presentation Skills	3 Credits

Optional co-op work term

CPWK 3000 - Cooperative Work Term	0 Credits

Year 2

Semester 3

COMM 3300 - Intercultural Communications	3 Credits
PHIL 3010 - Ethics	3 Credits
DSGN 4000 - Advanced User Interface	3 Credits

Software development senior elective (Choose one)

CMPP 4000 - Advanced Web	3 Credits
DBAD 4000 - Advanced Database	3 Credits
ITSC 4010 - Cryptography	3 Credits

Junior humanities electives (Choose one)

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

Semester 4

CPSY 3000 - Computer Architecture	3 Credits
CMPS 4000 - Computational Intelligence	3 Credits
CPSY 4000 - Algorithms	3 Credits

Junior science elective (Choose one)

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

Senior elective (Choose one)

COMM 3310 - Presentations	3 Credits
ENGL 3010 - Storytelling Through Creative Non-Fiction	3 Credits
ENGL 3370 - Comparative World Literature	3 Credits
HUMN 3010 - Mobilizing Creativity and Innovation	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

Progression

You must attain a PGPA and/or a CGPA of 2.0 or better each semester and pass the prerequisite courses to progress through the program.

To qualify for graduation, you must pass all courses, attain a CGPA of 2.0 or better and complete course requirements within the prescribed timelines.

Review our grading and progression procedure >

Costs

Books and supplies

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

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.

Find your booklist on the SAIT Bookstore's website. The booklist will be available closer to the program start date.

Can't find your program or course? The bookstore didn't receive a textbook list. Contact your program directly to determine if they're still refining course details or if you're in luck; no textbook purchase is required this term.

Advanced Digital Technology program advising

For any questions or to set up an advising appointment, please contact our School for Advanced Digital Technology.

Phone: 403.284.8543
Email: sadt.advising@sait.ca

Program Outcomes

BTech General program outcomes

1. **Reflective Practice:** Incorporate a growth mindset by fostering continuous learning and adaptation, while developing comprehensive solutions for complex problems.
2. **Advanced Decision-Making:** Incorporate established analytical, critical-thinking, and problem-solving methodologies into decision-making, demonstrating proficiency in applying a variety of analytical techniques by selecting appropriate methodologies and integrate diverse problem-solving approaches within the field of study.
3. **Scholarly Engagement and Information Literacy:** Engaging with authoritative literature and primary sources to inform analyses and arguments, individuals will demonstrate an understanding of foundational concepts and theories within their field. They will showcase the ability to incorporate scholarly reviews and critically evaluate information to support academic endeavors.
4. **Security:** Critique secure technical solutions deployed for business operations.
5. **Client Experience:** Exemplify a service mindset with a focus on client satisfaction and the ability to problem solve with customer needs in mind.

Software Development Major Outcome

1. **Design patterns:** apply design patterns to create effective software solutions.
2. **Algorithms:** apply algorithms and data structures in the design of efficient software solutions.
3. **Human-computer interface:** apply design skills to improve user experience and address the user needs.
4. **Computational intelligence:** analyze cognitive automation for different industries.
5. **Solution design and system analysis:** design technical computing solutions and apply systems analysis methodologies to solve business problems.

Graduate outcomes

Degree-level outcomes

Depth and breadth of knowledge:

- Demonstrates critical understanding of disciplines and fields of practice.
- Applies knowledge from areas outside the core discipline.

Knowledge of methodologies and research:

- Capacity to engage in independent research and critical evaluation of information.
- Uses methodologies to address scholarly and creative challenges.

Application of knowledge:

- Applies inquiry methods to solve problems, create new works, or comment on scholarship.

Communication skills:

- Communicates effectively to specialists and non-specialists, both orally and in writing.

Awareness of limits of knowledge:

- Appreciates the limits and ambiguities of knowledge.

Professional capacity and autonomy:

- Operates within professional boundaries and regulatory requirements

Program specific

- **Business communication:** develops strategies to address technical solutions effectively using critical thinking and consultation.
- **Professional acumen:** integrates professional skills to navigate complex business scenarios.
- **Client experience:** focuses on problem-solving with customer satisfaction in mind.
- **Security:** critiques technical security solutions in business operations.
- **Solution design:** designs technical computing solutions aligned with industry best practices.
- **Systems analysis:** applies systems analysis methodologies for business problem-solving.

Baking and Pastry Arts

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

Contact us

School of Hospitality and Tourism
Phone: 403.210.4343
Email: hospitality.info@sait.ca

Program Description

Transform your passion for baking and pastry into a rewarding career. Our exceptional instructors come from both traditional and contemporary baking backgrounds worldwide. Combined with state-of-the-art facilities and an innovative curriculum, we have the top Baking and Pastry Arts program in Canada.

If you've always loved baking, have an artistic touch, and dream of creating exquisite baked goods, we can elevate your skills. A career in baking and pastry arts combines the arts and science - precision, chemistry, creativity, and imagination.

Our graduates have diverse career prospects in an industry with high demand. You'll be well-prepared for the field with experience in the craft of pastry, the art of baking, sugar artistry, and artisanal chocolate production.

We prioritize your success through personalized attention, small class sizes, abundant hands-on training, and exciting facility upgrades, including specialized labs like the chocolate lab at our downtown Culinary Campus.

In this two-year diploma program, you'll master baking fundamentals, advanced techniques, and an array of specialties and recipes. You'll master yeast goods and artisan bread and develop sugar artistry skills and wedding cakes.

Additionally, you'll gain vital management and industry skills, covering topics such as food regulations, customer service, pricing, and entrepreneurship. You'll also learn how to leverage a brand on social media.

Hands-on production environment

Our primary focus is preparing you for the real world through hands-on experience. During your two-year journey, you'll spend about 1,400 hours in bakery labs learning practical skills and about 20 hours a week on homework and review.

You'll also showcase your creations in our gourmet retail food outlets, including the esteemed Highwood restaurant, the Marketplace, and the downtown Culinary Campus.

Learn from top international instructors

Learn from world-class instructors with diverse backgrounds, including executive pastry chefs from prestigious New York, Hawaii, and Bermuda hotels and local entrepreneurial bakers.

Professional paid internship and study tours

Between your first and second year, you'll participate in a professional paid internship to apply your skills in a real-world setting while building valuable connections.

You also have the option to explore the world through international study tours to countries like France, Australia, Thailand, Germany, Spain, and Portugal.

Work towards journeyman baker certification

Upon completing the program, you can opt to write the journeyman baker exam, taking you a step closer to becoming a certified journeyman baker after completing the required working hours.

The SAIT diploma in Baking and Pastry Arts prepares you for junior roles such as pastry chef, specialty cake decorator, retail or bakery manager, and chocolatier. Or you could start your own business in this dynamic industry.

Program Overview

Traits, skills and aptitudes

Those in the baking and pastry arts industry tend to be methodical, objective, and directive.

You need:

- good health and physical stamina to work early morning hours and be on your feet for long periods
- manual dexterity
- a responsible attitude
- respect for public health standards.

You should enjoy creating things with your hands, stability and predictability, and security in your work.

Academic path

This program aligns with the Alberta Apprenticeship and Industry Training (AIT) curriculum for all three technical training periods for Bakers.

You can challenge the first-year provincial exam after completing your first year in this program. You can challenge the second and third-year exams once you graduate.

Upon passing the exams, you can register as an apprentice and complete the 4,680 on-the-job training hours to earn your journeyperson designation.

Practicum, co-op and work integrated learning opportunities

Between your first and second year, you'll apply your skills in a professional paid internship for a minimum of 240 hours.

The choice of worksite is flexible and can include hotels, restaurants, catering operations and other approved food service establishments.

In addition to gaining experience in a real-world environment, internships provide valuable connections and opportunities to network with future employers.

You can also take advantage of exciting international study tours. Previous tour locations have included France, Australia, Thailand, Germany, Spain and Portugal. Study tours are optional and include additional costs.

Credential

After successfully completing this program, you'll receive a SAIT Baking and Pastry Arts diploma.

Program length

2 years

Accepts international applicants - not-PGWP eligible

This program is open to international applicants; however, program availability may be limited. This program does not meet the eligibility criteria for the Post-Graduation Work Permit program.

Not eligible for CAJG

This program is not eligible for the Canada Alberta Job Grant.

Related careers

Our graduates may work in the following occupations. Some careers require additional experience and education.

Potential careers (NOC):

- Restaurant and food service managers (60030)
- Food service supervisors (62020)
- Chefs (62200)
- Bakers (63202)
- Food counter attendants, kitchen helpers and related support occupations (65201)

Admission Requirements

Applicants educated in Canada

Applicants must demonstrate English language proficiency and completion of all the following courses or equivalents:

- at least 50% in English Language Arts 10-1 or 10-2, and
- at least 50% in Math 10C or Math 10-3.

SAIT accepts high school course equivalents for admission for applicants educated outside Alberta.

Applicants educated outside of Canada

All applicants who were educated outside of Canada must demonstrate English language proficiency and provide proof they meet the program admission requirements outlined above with an international document assessment. Find accepted educational documents and assessment options.

SAIT may also accept courses completed at certain international post-secondary institutions.

Program Outline

The Baking and Pastry arts program requires 73.5 credits (26 courses) to complete.

The program spans two years, with two semesters each year.

Required courses

BAKE 219 - Introduction to Basic Bread Making	3 Credits
BAKE 221 - Artisan Bread Making	3 Credits
BAKE 227 - Introduction to Cooking	3 Credits
BAKE 228 - Bakery Fundamentals	3 Credits
BAKE 251 - Laminated Dough and Viennoiseries	3 Credits
BAKE 252 - Introduction to Cakes and Decorating Techniques	3 Credits
BAKE 253 - Capstone Year 1	3 Credits
BAKE 256 - Introduction to Pastry Making	3 Credits
BAKE 266 - Contemporary Pastries, Tarts and Pies	3 Credits
BAKE 300 - Art of Chocolate	3 Credits
BAKE 301 - Capstone Year 2	3 Credits
BAKE 310 - Modernized Classic Desserts	3 Credits
BAKE 320 - Fine Pastries	3 Credits
BAKE 360 - Restaurant Plating	3 Credits
BAKE 365 - Advanced Yeast Products	3 Credits
BAKE 380 - Sugar Art and Design	3 Credits
BAKE 450 - Wedding Cakes	3 Credits
KMGT 202 - Culinary Management 1	3 Credits
KMGT 250 - Culinary Management 2	3 Credits
KMGT 312 - Culinary Management 3	3 Credits
KMGT 320 - Culinary Management 4	3 Credits
KMGT 325 - Culinary Management 5	3 Credits
NUTR 256 - Nutrition and Special Dietary Needs	3 Credits
PINT 201 - Professional Internship	1.5 Credits
PROJ 323 - Special Projects	3 Credits

Suggested schedule of study

Year 1

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

Year 2

Semester 3

BAKE 300 - Art of Chocolate	3 Credits
BAKE 320 - Fine Pastries	3 Credits
BAKE 365 - Advanced Yeast Products	3 Credits
KMGT 312 - Culinary Management 3	3 Credits
KMGT 320 - Culinary Management 4	3 Credits
PROJ 323 - Special Projects	3 Credits

Semester 4

BAKE 301 - Capstone Year 2	3 Credits
BAKE 310 - Modernized 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

Progression

You must attain a PGPA and/or a CGPA of 2.0 or better each semester and pass the prerequisite courses to progress through the program.

To qualify for graduation, you must pass all courses, attain a CGPA of 2.0 or better and complete course requirements within the prescribed timelines.

Review our grading and progression procedure >

Costs

Books and supplies

Books and supplies are approximately $1,000 - $1,500 per full-time year.

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

Find your booklist on the SAIT Bookstore's website. The booklist will be available close to your start date. Can't find your program or course? The bookstore didn't receive a textbook list. Contact your program directly to determine if they're still refining course details or if you're in luck; no textbook purchase is required for that term.

Required uniform

One of your first steps to becoming a Baking and Pastry Arts student is to be sure you have the required attire on your first day of class and dress appropriately throughout the program.

Your uniform includes a:

- hairnet (all hair must be tucked into your hairnet)
- chef's hat
- necktie
- chef's whites
- name tag
- waist apron
- chef's pants
- chef's clogs or non-slip shoes.

Jewelry, including rings, bracelets and dangling earrings, are not to be worn in class. Wedding bands, stud earrings and watches are acceptable.

Tuition (subject to change)

Your Chef's jacket, waist apron and pants are required with an annual laundry fee of $250 (included in your tuition).

Your Chef's hat, necktie, hairnets and gloves (included in the tool kit) are available from The Market Place.

SAIT will have a vendor on site on the Orientation day selling professional non-slip kitchen shoes, but shoes can also be purchased at any professional shoe vendor. We suggest buying a clog-style shoe.

Wearing your uniform to class is mandatory.

Required equipment/tools

You'll require the following:

- a calculator
- 16-inch ruler
- memory stick
- digital scale - 5 kg capacity, 1 g increments
- knife bag or toolbox
- a professional baking kit. The cost is $745 and must be purchased through a dedicated website. You will receive an email within one month ahead of your start date to purchase the kit by credit card.

Hospitality and Tourism program advising

For any questions or to set up an advising appointment, please contact our School of Hospitality and Tourism.

Phone: 403.210.4343
Email: hospitality.info@sait.ca

Program Outcomes

1. **Technical skills** - Demonstrate technical competency in various 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 brands.
10. **Culinary operation foundation** - Apply foundational knowledge in sustainability related 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 focusing on guest experience and problem-solving with the guest's needs in mind.
13. **Client experience** - Support a healthy lifestyle by adopting effective strategies to balance demanding industry needs with personal values and priorities.

Graduate outcomes

A. **Safety** - awareness of safety standards relevant to the workplace.
   - Safety awareness

B. **Responsible leadership** - personal, ethical and respectful behaviour within the workplace and global community.
   - Teamwork and multi-disciplinary collaboration
   - Self-initiative
   - Ethical reasoning and action
   - Global awareness
   - Sustainability

C. **Communication** - the exchange of information professionally and effectively.
   - Language skills
   - Interpersonal skills

D. **Information literacy** - the strategies used to become informed, from recognizing an information need to accessing and evaluating information and using it effectively and ethically.
   - Problem-solving and critical thinking
   - Quantitative literacy
   - Technological literacy

E. **Technical knowledge, skills and abilities** - technical competence specific to the discipline or industry.
   - Specialized technical skill set

Business Administration - Accounting

- **Fall, Winter, and Spring terms**
- **Full-time/part-time classroom or online**

Contact us

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

Program Description

Our Business Administration - Accounting major will help you build practical and fundamental accounting skills and understand how to analyze a company's financial performance. If you're interested in finance and math, problem-solving, and ethics and want diverse career options, this major is for you.

You'll learn how to use accounting principles in real businesses. You'll be able to make and understand financial statements, which is essential in the business world.

We'll teach you how to calculate taxes for different business situations. Understanding tax laws is crucial for making smart financial decisions.

You'll explore financial concepts and how they apply to businesses to help you manage money, evaluate investments, and help clients make wise financial choices.

Discover how technology and management information systems can make businesses run more efficiently. You'll learn to use data and technology to make better decisions.

We'll talk about the right way to behave in the accounting profession. Ethics are essential for trust and respect in the accounting world.

Preparation for Certified Public Accountant Advanced Certificate

Our program gets you ready for advanced accounting studies. You'll be well-prepared to become a certified accounting professional.

This program gives you fundamental and practical accounting skills. You'll know how to analyze finances and understand different parts of business administration. You'll to take on accounting-related business administration jobs.

Program Overview

Traits, skills and aptitudes

Those working in the accounting field tend to be methodical, innovative, and directive.

You need:

- high ethical standards
- strong communication skills
- critical-thinking, analytical, and problem-solving skills
- time-management skills
- the ability to work independently or as part of a team.

You should enjoy following rules, solving problems creatively and be comfortable giving directions to others.

Academic path

Graduates of this program with a minimum 2.3 cumulative GPA (67% or C+) may be eligible to enter the Bachelor of Business Administration and earn their degree with an additional two years of study.

A degree can open more career options and provide a direct path toward the Certified Public Accountant (CPA) designation and the world of financial accounting.

Practicum, co-op and work integrated learning opportunities

You'll have the option to participate in an integrative experience capstone project in your final semester.

If you choose a capstone project, you'll work collaboratively with students from other majors to address a challenge faced by a local business or organization. You'll work together as a team to investigate and analyze the challenge or problem before presenting a solution to company representatives.

Accreditations, designations and certifications

You can pursue the Chartered Professional Accountant (CPA) and Professional Education Program upon completing a degree.

Additional exams, education, or work requirements may apply for earning a designation or certification.

Credential

Upon successful completion of this program, you'll receive a SAIT Business Administration diploma with a major in Accounting.

Program length

2 years

Accepts international applicants – not-PGWP eligible

This program is open to international applicants; however, program availability may be limited. This program does not meet the eligibility criteria for the Post-Graduation Work Permit program.

Not eligible for CAJG

This program is not eligible for the Canada Alberta Job Grant.

Related careers

Our graduates may work in the following occupations. Some careers require additional experience and education.

Potential careers (NOC):

- Financial managers (10010)
- Other administrative services managers (10019)
- Banking, credit and other investment managers (10021)
- Administrative officers (13100)
- Payroll administrators (13102)
- Administrative assistants (13110)
- Financial auditors and accountants (11100)
- Financial and investment analysts (11101)
- Supervisors, finance and insurance office workers (12011)
- Accounting technicians and bookkeepers (12200)
- Accounting and related clerks (14200)

Admission Requirements

Applicants educated in Canada

Applicants must demonstrate English language proficiency and meet all of the following requirements or equivalent:

- at least 50% in Math 30-1 or Math 30-2, and
- at least 50% in English Language Arts 30-1 or 60% in English Language Arts 30-2.

SAIT accepts high school course equivalents for admission for applicants educated outside Alberta.

Applicants educated outside of Canada

All applicants who were educated outside of Canada must demonstrate English language proficiency and provide proof they meet the program admission requirements outlined above with an international document assessment. Find accepted educational documents and assessment options.

SAIT may also accept courses completed at certain international post-secondary institutions.

Application process

When applying in the application portal, select Business Administration. You will declare your major before your second year of the program.

Program Outline

The Business Administration - Accounting diploma requires 60 credits (20 courses) to complete.

The program spans two years, with two semesters each year.

Required courses

You must take all of the following courses to complete this program.

Required courses - Business core

ACCT 215 - Introductory Financial Accounting I	3 Credits
BCMP 225 - Business Productivity Tools and Technology	3 Credits
BLAW 300 - Business Law	3 Credits
BMAT 230 - Business Mathematics	3 Credits
COMN 220 - Communication and Presentation Skills	3 Credits
ECON 250 - Microeconomics	3 Credits
ECON 305 - Macroeconomics	3 Credits
MKTG 260 - Marketing Essentials	3 Credits
MNGT 200 - Introduction to Business	3 Credits
MNGT 250 - Organizational Behaviour	3 Credits
STAT 270 - Quantitative Methods	3 Credits

Required courses - Accounting major

ACCT 315 - Intermediate Financial Accounting I	3 Credits
ACCT 338 - Introductory Management Accounting	3 Credits
ACCT 350 - Intermediate Financial Accounting II	3 Credits
ACCT 380 - Intermediate Management Accounting	3 Credits
FNCE 390 - Finance Management	3 Credits
MNGT 322 - Information Systems	3 Credits

Elective courses

You will choose courses from the following lists.

Elective courses - Business core (choose one)

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

Elective courses - Business core integrative experience (choose one)

ACWE 300 - Business Diploma Integrative Experience Capstone	3 Credits
MNGT 395 - Managing Strategically	3 Credits

Elective courses - Accounting major (choose one)

ACCT 375 - Introduction to Taxation	3 Credits
ACCT 395 - Computer Accounting Software	3 Credits
PHIL 241 - Critical Thinking	3 Credits

Suggested schedule of study

We recommend you complete the courses in the order listed below.

Year 1

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 one)

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

Year 2

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	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 one)

ACCT 375 - Introduction to Taxation	3 Credits
ACCT 395 - Computer Accounting Software	3 Credits
PHIL 241 - Critical Thinking	3 Credits

Integrative experience elective (choose one)

ACWE 300 - Business Diploma Integrative Experience Capstone	3 Credits
MNGT 395 - Managing Strategically	3 Credits

Progression

You must attain a PGPA and/or a CGPA of 2.0 or better each semester and pass the prerequisite courses to progress through the program.

To qualify for graduation, you must pass all courses, attain a CGPA of 2.0 or better and complete course requirements within the prescribed timelines.

Review our grading and progression procedure >

Costs

Books and supplies

Books and supplies are approximately $1,000 - $1,500 per full-time year.

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

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Business program advising

For any questions or to set up an advising appointment, please get in touch with our School of Business.

Phone: 403.284.8485
Email: business.advising@sait.ca

Program Outcomes

Core program outcomes

1. **Strategy** - Incorporate strategy into business knowledge and practice.
2. **Team** - Achieve project goals through teamwork.
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 behaviour and theory as applied in the business setting.

Accounting major program outcomes

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 program outcomes

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 and understand client needs:** Assess the client's financial needs and the mechanisms to fulfill those needs.
4. **Apply effective selling principles.** Knowledge of the financial services sector - Investigate the Canadian financial system.

Human Resource Management major program outcomes

1. **HR functions** - Apply HR management theory and practice to support 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 and create reports relating to further Human Resource Management.

Management major program outcomes

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.

Marketing major program outcomes

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 objective
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 program outcomes

Supply chain functions

- Apply SCM theory and practice in the workplace, including the support of critical supply chain functions, to enable organizational strategy.
- Utilize appropriate regulatory guidelines, ethical practices, and industry and corporate standards to support supply chain activities.

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.

Professional and leadership

- Demonstrate professional accountability, responsibility, change management and leadership skills within supply chain management.

Graduate outcomes

A. **Safety** – awareness of safety standards relevant to the workplace.
    - Safety awareness

B. **Responsible leadership** – personal, ethical and respectful behaviour within the workplace and global community.
    - Teamwork and multi-disciplinary collaboration
    - Self-initiative
    - Ethical reasoning and action
    - Global awareness
    - Sustainability

C. **Communication** – the exchange of information professionally and effectively.
    - Language skills
    - Interpersonal skills

D. **Information literacy** – the strategies used to become informed, from recognizing an information need to accessing and evaluating information and using it effectively and ethically.
    - Problem-solving and critical thinking
    - Quantitative literacy
    - Technological literacy

E. **Technical knowledge, skills and abilities** – technical competence specific to the discipline or industry.
    - Specialized technical skill set

Business Administration - Automotive Management

- **Fall, Winter, and Spring terms**
- **Full-time classroom**
- **2 year diploma program**

Contact us

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

Program Description

The Business Administration Automotive Management program is your gateway to a successful business career in the automotive industry.

Designed in collaboration with industry representatives, this two-year diploma program is unique in Western Canada. You'll acquire expertise in communication, marketing, management and essential automotive knowledge.

In this program, you'll gain:

- a comprehensive understanding of the industry and how different parts of the business work together
- effective communication abilities to communicate with team members, customers, suppliers and other stakeholders
- marketing expertise, including how to promote new vehicle models, services offered by car dealerships or aftermarket products
- an understanding of marketing strategies and consumer behaviour
- management and strategy skills to lead teams, allocate resources, set goals and ensure efficient business operations and profitability.

Our program offers a blended learning environment. You'll engage in traditional classroom instruction, collaborative coursework with your peers and online learning.

In addition to classroom instruction, our program includes a valuable paid summer work practicum. This real-world experience will give you a head start in your automotive management career.

Upon graduation, you can pursue careers in various areas of the car industry, including leadership or management positions within dealerships, roles in parts, sales, service and finance departments or positions with related organizations, like aftermarket companies, insurance or credit companies.

Program Overview

Traits, skills and aptitudes

To work in automotive business administration, you need:

- self-confidence and self-motivation
- listening and presentation skills
- perseverance and resilience
- flexibility and adaptability
- an even temperament
- stress-management skills
- time-management, communication and problem-solving skills
- the ability to work independently and as part of a team
- the ability to serve both company and client needs
- computer literacy.

You should enjoy meeting new people and selling goods or services. For certain positions, you should be comfortable identifying and approaching potential customers, building new relationships, or overseeing the preparation of sales contracts.

Practicum, co-op and work integrated learning opportunities

Between your first and second year, you will participate in a paid work term where you'll gain experience in the automotive industry.

Credential

After successfully completing this program, you'll be awarded a SAIT Business Administration - Automotive Management diploma.

Program length

2 years

Accepts international applicants - not-PGWP eligible

This program is open to international applicants; however, program availability may be limited. This program does not meet the eligibility criteria for the Post-Graduation Work Permit program.

Not eligible for CAJG

This program is not eligible for the Canada Alberta Job Grant.

Related careers

Our graduates may work in the following occupations. Some careers require additional experience and education.

Potential careers (NOC):

- Corporate sales managers (60010)
- Retail and wholesale trade managers (60020)
- Retail salespersons and visual merchandisers (64100)
- Other customer and information services representatives (64409)

Admission Requirements

Applicants educated in Canada

Applicants must demonstrate English language proficiency and 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.

SAIT accepts high school course equivalents for admission for applicants educated outside Alberta.

Applicants educated outside of Canada

All applicants who were educated outside of Canada must demonstrate English language proficiency and provide proof they meet the program admission requirements outlined above with an international document assessment. Find accepted educational documents and assessment options.

SAIT may also accept courses completed at certain international post-secondary institutions.

Program Outline

The Business Administration Automotive Management diploma requires 63 credits (24 courses) to complete.

The program spans two years, with three semesters in year one and two semesters in year two.

Required courses

ACCT 215 - Introductory Financial Accounting I	3 Credits
BFIN 301 - Finance for Managers	3 Credits
BLAW 300 - Business Law	3 Credits
BMAT 230 - Business Mathematics	3 Credits
COMM 256 - Professional Communications and Presentation Skills	3 Credits
COMP 220 - Computer Fundamentals	3 Credits
ECON 250 - Microeconomics	3 Credits
ECON 305 - Macroeconomics	3 Credits
FNCE 205 - Introduction to Fixed Operations	1.5 Credits
FNCE 207 - Leasing, Finance and Insurance	1.5 Credits
HRMT 320 - Human Resource Management	3 Credits
INRY 206 - Introduction to Automotive Technology	1.5 Credits
MKTG 206 - Concepts of the Automotive Industry	1.5 Credits
MKTG 216 - Canadian Auto Aftermarket	1.5 Credits
MKTG 260 - Marketing Essentials	3 Credits
MKTG 306 - Building and Managing Brands	3 Credits
MKTG 336 - Marketing Action: From Concept to Creation	3 Credits
MKTG 375 - Integrated Marketing Communications	3 Credits
MNGT 250 - Organizational Behaviour	3 Credits
PRAC 284 - Automotive Industry Work Term	3 Credits
PROJ 365 - Automotive Management Capstone	3 Credits
PRTS 302 - DMS - Parts and Service	1.5 Credits
SELL 315 - Automotive Business and Sales Management	3 Credits
STAT 270 - Quantitative Methods	3 Credits

Suggested schedule of study

Year 1

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 - Building and Managing Brands	3 Credits
MNGT 250 - Organizational Behaviour	3 Credits

Semester 3

PRAC 284 - Automotive Industry Work Term	3 Credits

Year 2

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: From Concept to Creation	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

Progression

You must attain a PGPA and/or a CGPA of 2.0 or better each semester and pass the prerequisite courses to progress through the program.

To qualify for graduation, you must pass all courses, attain a CGPA of 2.0 or better and complete course requirements within the prescribed timelines.

Review our grading and progression procedure >

Costs

Books and supplies

Books and supplies are approximately $1,500 per full-time year.

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

Find your booklist on the SAIT Bookstore's website. The booklist will be available closer to the program start date. Can't find your program or course? The bookstore didn't receive a textbook list. Contact your program directly to determine if they're still refining course details or if you're in luck; no textbook purchase is required this term.

Transportation program advising

For any questions or to set up an advising appointment, please contact our School of Transportation.

Phone: 403.284.8471
Email: transportation.info@sait.ca

Business Administration - Financial Services

- **Fall, Winter, and Spring terms**
- **Full-time/part-time classroom or online**
- **2 year diploma program**

Contact us

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

Program Description

Our two-year Business Administration diploma with a Financial Services major is designed to prepare you for a successful career in the dynamic financial services industry. It equips you with the skills and knowledge required to excel in financial planning, investment advising, insurance, trust management or compliance.

This program positions you to provide helpful financial guidance and services to individuals and organizations.

When you've completed this program, you'll be able to:

- understand the Canadian financial system with a deep understanding of its components, regulations, and operations
- grasp the latest developments and trends in the financial services industry
- apply effective relationship-selling principles to build trust and provide tailored financial solutions
- assess clients' financial needs and identify appropriate mechanisms to fulfill those needs
- interpret and use financial concepts, theories, and tools. Use your strong presentation skills to communicate your financial findings
- apply personal financial planning concepts to help individuals and businesses make informed financial decisions
- create comprehensive financial plans that align with your client's goals and objectives.

As part of this program, you can prepare for the Investment Funds in Canada (IFIC) exam.

Program Overview

Traits, skills and aptitudes

Those working in the financial sector tend to be methodical, social, innovative and directive.

You need:

- an aptitude for numbers
- respect for confidentiality
- strong listening and communication skills
- the ability to understand complex financial documents, such as insurance policies, pension plans, financial statements and tax regulations
- coping skills to deal with rapid changes
- quick decision-making skills
- an interest and willingness to keep their knowledge up to date.
- You should enjoy gathering and analyzing information, finding innovative solutions to problems and working with people.

Academic path

Graduates of this program with a minimum 2.3 cumulative GPA (67% or C+) may be eligible to enter the Bachelor of Business Administration and earn their degree with an additional two years of study.

Our degree includes more advanced finance courses that provide an opportunity to complete the Canadian Securities Course (CSC) and the Canadian Securities Courses that lead toward the Personal Financial Planning (PFP) designation.

Practicum, co-op and work integrated learning opportunities

You'll have the option to participate in an integrative experience capstone project in your final semester.

If you choose a capstone project, you'll work collaboratively with students from other majors to address a challenge faced by a local business or organization. You'll work together as a team to investigate and analyze the challenge or problem before presenting a solution to company representatives.

Accreditations, designations or certifications

You'll have the opportunity to complete the Investment Funds in Canada (IFIC) mutual funds licensing exam through the Canadian Securities Institute. If you pass the exam, you'll be qualified to apply for registration with the provincial securities regulator to sell mutual funds.

The Financial Planning Standards Council recognizes this program as meeting the core and advanced curriculum requirements for the Certified Financial Planner (CFP) certification (QAFP) and Canadian Institute of Financial Planners Registered Retirement Consultant (RRC) designation.

Credential

Upon successful completion of this program, you'll receive a SAIT Business Administration diploma with a major in Financial Services.

Program length

2 years

Accepts international applicants – not-PGWP eligible

This program is open to international applicants; however, program availability may be limited. This program does not meet the eligibility criteria for the Post-Graduation Work Permit program.

Not eligible for CAJG

This program is not eligible for the Canada Alberta Job Grant.

Related careers

Our graduates may work in the following occupations. Some careers require additional experience and education.

Potential careers (NOC):

- Financial managers (10010)
- Insurance, real estate and financial brokerage managers (10020)
- Banking, credit and other investment managers (10021)
- Financial auditors and accountants (11100)
- Financial and investment analysts (11101)
- Financial advisors (11102)
- Securities agents, investment dealers and brokers (11103)
- Other financial officers (11109)
- Supervisors, finance and insurance office workers (12011)
- Accounting technicians and bookkeepers (12200)
- Banking, insurance and other financial clerks (14201)
- Customer services representatives – financial institutions (64400)

Admission Requirements

Applicants educated in Canada

Applicants must demonstrate English language proficiency and meet all of the following requirements or equivalent:

- at least 50% in Math 30-1 or Math 30-2, and
- at least 50% in English Language Arts 30-1 or 60% in English Language Arts 30-2.

SAIT accepts high school course equivalents for admission for applicants educated outside Alberta.

Applicants educated outside of Canada

All applicants who were educated outside of Canada must demonstrate English language proficiency and provide proof they meet the program admission requirements outlined above with an international document assessment. Find accepted educational documents and assessment options.

SAIT may also accept courses completed at certain international post-secondary institutions.

Application process

When applying in the application portal, select Business Administration. You will declare your major before your second year of the program.

Program Outline

The Business Administration – Financial Services diploma requires 60 credits (20 courses) to complete.

The program spans two years, with two semesters each year.

Required courses

You must take all of the following courses to complete this program.

Required courses – Business core

ACCT 215 – Introductory Financial Accounting I	3 Credits
BCMP 225 – Business Productivity Tools and Technology	3 Credits
BLAW 300 – Business Law	3 Credits
BMAT 230 – Business Mathematics	3 Credits
COMN 220 – Communication and Presentation Skills	3 Credits
ECON 250 – Microeconomics	3 Credits
ECON 305 – Macroeconomics	3 Credits
MKTG 260 – Marketing Essentials	3 Credits
MNGT 200 – Introduction to Business	3 Credits
MNGT 250 – Organizational Behaviour	3 Credits
STAT 270 – Quantitative Methods	3 Credits

Required courses – Financial services major

ACCT 375 – Introduction to Taxation	3 Credits
BFIN 333 – Money and Banking	3 Credits
BFIN 341 – Risk Management and Retirement Planning	3 Credits
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

Elective courses

You will choose courses from the following lists.

Elective courses – Business core (choose one)

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

Elective courses - Business core integrative experience (choose one)

ACWE 300 - Business Diploma Integrative Experience Capstone	3 Credits
MNGT 395 - Managing Strategically	3 Credits

Suggested schedule of study

We recommend you complete the courses in the order listed below.

Year 1

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 one)

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

Year 2

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 one)

ACWE 300 - Business Diploma Integrative Experience Capstone	3 Credits
MNGT 395 - Managing Strategically	3 Credits

Progression

You must attain a PGPA and/or a CGPA of 2.0 or better each semester and pass the prerequisite courses to progress through the program.

To qualify for graduation, you must pass all courses, attain a CGPA of 2.0 or better and complete course requirements within the prescribed timelines.

Review our grading and progression procedure >

Costs

Books and supplies

Books and supplies are approximately $1,000 - $1,500 per full-time year.

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

Find your booklist on the SAIT Bookstore's website. The booklist will be available close to your start date. Can't find your program or course? The bookstore didn't receive a textbook list. Contact your program directly to determine if they're still refining course details or if you're in luck; no textbook purchase is required for that term.

Business program advising

For any questions or to set up an advising appointment, please get in touch with our School of Business.

Phone: 403.284.8485
Email: business.advising@sait.ca

Program Outcomes

Core program outcomes

1. **Strategy** - Incorporate strategy into business knowledge and practice.
2. **Team** - Achieve project goals through teamwork.
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 behaviour and theory as applied in the business setting.

Accounting major program outcomes

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 program outcomes

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 and understand client needs:** Assess the client's financial needs and the mechanisms to fulfill those needs.
4. **Apply effective selling principles.** Knowledge of the financial services sector - Investigate the Canadian financial system.

Human Resource Management major program outcomes

1. **HR functions** - Apply HR management theory and practice to support 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 and create reports relating to further Human Resource Management.

Management major program outcomes

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.

Marketing major program outcomes

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 objective

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.

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.

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.

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 program outcomes

Supply chain functions

- Apply SCM theory and practice in the workplace, including the support of critical supply chain functions, to enable organizational strategy.
- Utilize appropriate regulatory guidelines, ethical practices, and industry and corporate standards to support supply chain activities.

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.

Professional and leadership

- Demonstrate professional accountability, responsibility, change management and leadership skills within supply chain management.

Graduate outcomes

A. **Safety** – awareness of safety standards relevant to the workplace.
   - Safety awareness

B. **Responsible leadership** – personal, ethical and respectful behaviour within the workplace and global community.
   - Teamwork and multi-disciplinary collaboration
   - Self-initiative
   - Ethical reasoning and action
   - Global awareness
   - Sustainability

C. **Communication** – the exchange of information professionally and effectively.
   - Language skills
   - Interpersonal skills

D. **Information literacy** – the strategies used to become informed, from recognizing an information need to accessing and evaluating information and using it effectively and ethically.
   - Problem-solving and critical thinking
   - Quantitative literacy
   - Technological literacy

E. **Technical knowledge, skills and abilities** – technical competence specific to the discipline or industry.
   - Specialized technical skill set

Business Administration - Human Resource Management

- **Fall, Winter, and Spring terms**
- **Full-time/part-time classroom or online**
- **2 year diploma program**

Contact us

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

Program Description

If you're interested in people, business, and promoting inclusivity at work, the human resources (HR) field might be the right fit for you.

Our program readies you for success in the dynamic HR field. Whether your interest lies in recruitment, training, payroll, or other HR roles, such as human resources assistant or manager, this program will provide you with the necessary skills and knowledge.

You will apply HR management practices to support various HR functions. You'll learn how to handle essential HR tasks in a real-world business.

In today's fast-paced business world, leadership and professional skills are crucial. You will develop the ability to lead and excel in dynamic business environments, ensuring you're ready to adapt to any situation.

Understanding the rules and regulations that apply to HR is essential. You'll learn about employment law, including the laws, regulations and HR standards that employers and employees must follow.

You'll need to use technical knowledge and skills to make informed decisions in HR. You'll learn how to collect and analyze data, as well as create reports that are related to Human Resource Management. These skills are important for ensuring that HR contributes to the overall effectiveness of an organization.

Throughout your two-year program, you'll be exposed to real-world scenarios and practical exercises that will help you develop the necessary skills and knowledge. You'll be ready to explore a dynamic HR career in human resources management, with essential skills for recruitment, training, and more.

Program Overview

Traits, skills and aptitudes

Those working in the human resources sector tend to be innovative, methodical, social and directive.

You need:

- integrity and good judgment
- flexibility, especially in adapting to changing priorities
- tact and diplomacy
- sensitivity
- analytical decision-making and problem-solving skills
- data literacy skills
- conflict management skills
- interpersonal and communication skills
- organizational and time-management skills
- customer service skills
- leadership skills, especially during times of change
- innovative thinking and openness to new ideas
- open-mindedness and objectivity when faced with different viewpoints
- respect for privacy and confidentiality
- the discretion to not promise what you can't deliver and always deliver what you promise.

You should enjoy coaching and counselling others, taking an organized approach to your work, and taking responsibility for projects.

Academic path

Graduates of this program with a minimum 2.3 cumulative GPA (67% or C+) may be eligible to enter the Bachelor of Business Administration and earn their degree with an additional two years of study.

Practicum, co-op and work integrated learning opportunities

You'll have the option to participate in an integrative experience capstone project in your final semester.

If you choose a capstone project, you'll work collaboratively with students from other majors to address a challenge faced by a real local business or organization. You'll work together as a team to investigate and analyze the challenge or problem before presenting a solution to company representatives.

Accreditations, designations or certifications

You can pursue a number of designations once you graduate including:

- Certified Human Resource Professional (CHRP)
- Registered Professional Recruiter (RPR), and
- Certified Training and Development Professional (CTDP).

A degree is required in some cases.

Credential

Upon successful completion of this program, you'll receive a SAIT Business Administration diploma with a major in Human Resource Management.

Program length

2 years

Accepts international applicants – not-PGWP eligible

This program is open to international applicants; however, program availability may be limited. This program does not meet the eligibility criteria for the Post-Graduation Work Permit program.

Not eligible for CAJG

This program is not eligible for the Canada Alberta Job Grant.

Related careers

Our graduates may work in the following occupations. Some careers require additional experience and education.

Potential careers (NOC):

- Human resources managers (10011)
- Human resources professionals (11200)
- Supervisors, general office and administrative support workers (12010)
- Human resources and recruitment officers (12101)
- Administrative assistants (13110)
- Personnel clerks (14102)
- Occupational health and safety specialists (22232)

Admission Requirements

Applicants educated in Canada

Applicants must demonstrate English language proficiency and meet all of the following requirements or equivalent:

- at least 50% in Math 30-1 or Math 30-2, and
- at least 50% in English Language Arts 30-1 or 60% in English Language Arts 30-2.

SAIT accepts high school course equivalents for admission for applicants educated outside Alberta.

Applicants educated outside of Canada

All applicants who were educated outside of Canada must demonstrate English language proficiency and provide proof they meet the program admission requirements outlined above with an international document assessment. Find accepted educational documents and assessment options.

SAIT may also accept courses completed at certain international post-secondary institutions.

Application process

When applying in the application portal, select Business Administration. You will declare your major before your second year of the program.

Program Outline

The Business Administration - Human Resource Management diploma requires 60 credits (20 courses) to complete.

The program spans two years, with two semesters each year.

Required courses

You must take all of the following courses to complete this program.

Required courses - Business core

ACCT 215 - Introductory Financial Accounting I	3 Credits
BCMP 225 - Business Productivity Tools and Technology	3 Credits
BLAW 300 - Business Law	3 Credits
BMAT 230 - Business Mathematics	3 Credits
COMN 220 - Communication and Presentation Skills	3 Credits
ECON 250 - Microeconomics	3 Credits
ECON 305 - Macroeconomics	3 Credits
MKTG 260 - Marketing Essentials	3 Credits
MNGT 200 - Introduction to Business	3 Credits
MNGT 250 - Organizational Behaviour	3 Credits
STAT 270 - Quantitative Methods	3 Credits

Required courses - Human resource management core

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
LDSH 360 - Leadership	3 Credits
MNGT 321 - Project Management	3 Credits
MNGT 322 - Information Systems	3 Credits

Elective courses

You will choose courses from the following lists.

Elective courses - Business core (choose one)	
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

Elective courses - Business core integrative experience (choose one)	
ACWE 300 - Business Diploma Integrative Experience Capstone	3 Credits
MNGT 395 - Managing Strategically	3 Credits

Suggested schedule of study

Year 1

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 one)	
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

Year 2

Semester 3

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

Semester 4

ELAW 350 - Employment Law	3 Credits
HRMT 300 - Talent Management I: Recruitment and Selection	3 Credits
HRMT 350 - Human Resource Information Management	3 Credits
HRMT 360 - Talent Management II: Training and Development	3 Credits

Integrative experience elective (choose one)	
ACWE 300 - Business Diploma Integrative Experience Capstone	3 Credits
MNGT 395 - Managing Strategically	3 Credits

Progression

You must attain a PGPA and/or a CGPA of 2.0 or better each semester and pass the prerequisite courses to progress through the program.

To qualify for graduation, you must pass all courses, attain a CGPA of 2.0 or better and complete course requirements within the prescribed timelines.

Review our grading and progression procedure >

Costs

Books and supplies

Books and supplies are approximately $1,000 - $1,500 per full-time year.

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

Find your booklist on the SAIT Bookstore's website. The booklist will be available close to your start date. Can't find your program or course? The bookstore didn't receive a textbook list. Contact your program directly to determine if they're still refining course details or if you're in luck; no textbook purchase is required for that term.

Business program advising

For any questions or to set up an advising appointment, please get in touch with our School of Business.

Phone: 403.284.8485
Email: business.advising@sait.ca

Program Outcomes

Core program outcomes

1. **Strategy** - Incorporate strategy into business knowledge and practice.
2. **Team** - Achieve project goals through teamwork.
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 behaviour and theory as applied in the business setting.

Accounting major program outcomes

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 program outcomes

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 and understand client needs:** Assess the client's financial needs and the mechanisms to fulfill those needs.
4. **Apply effective selling principles.** Knowledge of the financial services sector - Investigate the Canadian financial system.

Human Resource Management major program outcomes

1. **HR functions** - Apply HR management theory and practice to support 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 and create reports relating to further Human Resource Management.

Management major program outcomes

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.

Marketing major program outcomes

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 objective

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.

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.
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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.

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 program outcomes

Supply chain functions

- Apply SCM theory and practice in the workplace, including the support of critical supply chain functions, to enable organizational strategy.
- Utilize appropriate regulatory guidelines, ethical practices, and industry and corporate standards to support supply chain activities.

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.

Professional and leadership

- Demonstrate professional accountability, responsibility, change management and leadership skills within supply chain management.

Graduate outcomes

A. **Safety** – awareness of safety standards relevant to the workplace.
   - Safety awareness

B. **Responsible leadership** – personal, ethical and respectful behaviour within the workplace and global community.
   - Teamwork and multi-disciplinary collaboration
   - Self-initiative
   - Ethical reasoning and action
   - Global awareness
   - Sustainability

C. **Communication** – the exchange of information professionally and effectively.
   - Language skills
   - Interpersonal skills

D. **Information literacy** – the strategies used to become informed, from recognizing an information need to accessing and evaluating information and using it effectively and ethically.
   - Problem-solving and critical thinking
   - Quantitative literacy
   - Technological literacy

E. **Technical knowledge, skills and abilities** – technical competence specific to the discipline or industry.
   - Specialized technical skill set

Business Administration - Management

- **Fall, Winter, and Spring terms**
- **Full-time/part-time classroom or online**
- **2 year diploma program**

Contact us

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

Program Description

Have you ever thought about running your own business or helping one to succeed?

Are you fascinated by business, leadership, finance, making organizations work better, and planning strategies for companies?

We crafted the Business Administration - Management program to give you a solid understanding of essential business ideas and the skills you need to succeed in today's competitive business world.

You'll learn:

- the basics of entrepreneurship and strategies to make it happen
- how to promote products and services effectively, including how to create robust marketing strategies
- how to run businesses efficiently by understanding operations, supply chain and business management theories and practices
- how to plan, execute, and oversee projects of all sizes using project management theories and tools
- how to use human resources practices in real workplace situations.

Plus, you'll pick up the skills to manage and support a workforce effectively, preparing you for human resource management.

Get ready to tackle the global market by understanding the principles of international business.

After completing this program, you'll be set for various business management opportunities in human resources, administration, operations, and project management.

With this major, you will qualify for corporate management trainee programs. You can even pursue a Certified in Management (CIM) designation to boost your management skills.

Program Overview

Traits, skills and aptitudes

Those working in management tend to be innovative, directive, and social.

You need:

- intellectual and emotional maturity
- control over their emotions and behaviour
- independence and objectivity
- energy, confidence, and creativity
- tact
- good listening and communication skills
- problem-solving skills
- project-management skills
- the ability to learn quickly and easily and share knowledge, teach, and train people
- the ability to work effectively as part of a team
- perceptiveness, to recognize an organization's dynamics and politics
- persuasiveness, and the ability to motivate others.

You should enjoy conducting research, taking charge, and providing constructive advice to others.

Academic path

Graduates of this program with a minimum 2.3 cumulative GPA (67% or C+) may be eligible to enter the Bachelor of Business Administration and earn their degree with an additional two years of study.

Practicum, co-op and work integrated learning opportunities

You'll have the option to participate in an integrative experience capstone project in your final semester.

If you choose a capstone project, you'll work collaboratively with students from other majors to address a challenge faced by a local business or organization. You'll work together as a team to investigate and analyze the challenge or problem before presenting a solution to company representatives.

Accreditations, designations or certifications

Once you've graduated, you'll be prepared to complete the following certifications:

- Certified Associate in Project Management certification (CAPM)
- Canadian Institute of Management designation (CIM)

Credential

Upon successful completion of this program, you'll receive a SAIT Business Administration diploma with a major in Management.

Program length

2 years

Accepts international applicants – not-PGWP eligible

This program is open to international applicants; however, program availability may be limited. This program does not meet the eligibility criteria for the Post-Graduation Work Permit program.

Not eligible for CAJG

This program is not eligible for the Canada Alberta Job Grant.

Related careers

Our graduates may work in the following occupations. Some careers require additional experience and education.

Potential careers (NOC):

- Other administrative services managers (10019)
- Other business services managers (10029)
- Administrative officers (13100)
- Administrative assistants (13110)
- Other customer and information services representatives (64409)

Admission Requirements

Applicants educated in Canada

Applicants must demonstrate English language proficiency and meet all of the following requirements or equivalent:

- at least 50% in Math 30-1 or Math 30-2, and
- at least 50% in English Language Arts 30-1 or 60% in English Language Arts 30-2.

SAIT accepts high school course equivalents for admission for applicants educated outside Alberta.

Applicants educated outside of Canada

All applicants who were educated outside of Canada must demonstrate English language proficiency and provide proof they meet the program admission requirements outlined above with an international document assessment. Find accepted educational documents and assessment options.

SAIT may also accept courses completed at certain international post-secondary institutions.

Application process

When applying in the application portal, select Business Administration. You will declare your major before your second year of the program.

Program Outline

The Business Administration - Management diploma requires 60 credits (20 courses) to complete.

The program spans two years, with two semesters each year.

Required courses

You must take all of the following courses to complete this program.

Required courses - Business core

ACCT 215 - Introductory Financial Accounting I	3 Credits
BCMP 225 - Business Productivity Tools and Technology	3 Credits
BLAW 300 - Business Law	3 Credits
BMAT 230 - Business Mathematics	3 Credits
COMN 220 - Communication and Presentation Skills	3 Credits
ECON 250 - Microeconomics	3 Credits
ECON 305 - Macroeconomics	3 Credits
MKTG 260 - Marketing Essentials	3 Credits
MNGT 200 - Introduction to Business	3 Credits
MNGT 250 - Organizational Behaviour	3 Credits
STAT 270 - Quantitative Methods	3 Credits

Required courses - Management major

BFIN 301 - Finance for Managers	3 Credits
HRMT 320 - Human Resource Management	3 Credits
LDSH 360 - Leadership	3 Credits
MNGT 321 - Project Management	3 Credits
MNGT 360 - International Business	3 Credits

Elective courses

You will choose courses from the following lists.

Elective courses - Business core (choose one)

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

Elective courses - Business core integrative experience (choose one)

ACWE 300 - Business Diploma Integrative Experience Capstone	3 Credits
MNGT 395 - Managing Strategically	3 Credits

Elective courses - Management major (choose two)

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

Suggested schedule of study

We recommend you complete the courses in the order listed below.

Year 1

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 one)

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

Year 2

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 - Leadership	3 Credits
MNGT 360 - International Business	3 Credits

Integrative experience elective (choose one)

ACWE 300 - Business Diploma Integrative Experience Capstone	3 Credits
MNGT 395 - Managing Strategically	3 Credits

Management electives (choose two)

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

Progression

You must attain a PGPA and/or a CGPA of 2.0 or better each semester and pass the prerequisite courses to progress through the program.

To qualify for graduation, you must pass all courses, attain a CGPA of 2.0 or better and complete course requirements within the prescribed timelines.

Review our grading and progression procedure >

Costs

Books and supplies

Books and supplies are approximately $1,000 - $1,500 per full-time year.

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

Find your booklist on the SAIT Bookstore's website. The booklist will be available close to your start date. Can't find your program or course? The bookstore didn't receive a textbook list. Contact your program directly to determine if they're still refining course details or if you're in luck; no textbook purchase is required for that term.

Business program advising

For any questions or to set up an advising appointment, please get in touch with our School of Business.

Phone: 403.284.8485
Email: business.advising@sait.ca

Program Outcomes

Core program outcomes

1. **Strategy** - Incorporate strategy into business knowledge and practice.
2. **Team** - Achieve project goals through teamwork.
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 behaviour and theory as applied in the business setting.

Accounting major program outcomes

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 program outcomes

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 and understand client needs:** Assess the client's financial needs and the mechanisms to fulfill those needs.
4. **Apply effective selling principles.** Knowledge of the financial services sector - Investigate the Canadian financial system.

Human Resource Management major program outcomes

1. **HR functions** - Apply HR management theory and practice to support 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 and create reports relating to further Human Resource Management.

Management major program outcomes

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.

Marketing major program outcomes

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 objective

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.

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.

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.

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 program outcomes

Supply chain functions

- Apply SCM theory and practice in the workplace, including the support of critical supply chain functions, to enable organizational strategy.
- Utilize appropriate regulatory guidelines, ethical practices, and industry and corporate standards to support supply chain activities.

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.

Professional and leadership

- Demonstrate professional accountability, responsibility, change management and leadership skills within supply chain management.

Graduate outcomes

A. **Safety** – awareness of safety standards relevant to the workplace.
   - Safety awareness

B. **Responsible leadership** – personal, ethical and respectful behaviour within the workplace and global community.
   - Teamwork and multi-disciplinary collaboration
   - Self-initiative
   - Ethical reasoning and action
   - Global awareness
   - Sustainability

C. **Communication** – the exchange of information professionally and effectively.
   - Language skills
   - Interpersonal skills

D. **Information literacy** – the strategies used to become informed, from recognizing an information need to accessing and evaluating information and using it effectively and ethically.
   - Problem-solving and critical thinking
   - Quantitative literacy
   - Technological literacy

E. **Technical knowledge, skills and abilities** – technical competence specific to the discipline or industry.
   - Specialized technical skill set

Business Administration - Marketing

- **Fall, Winter, and Spring terms**
- **Full-time/part-time classroom or online**
- **2 year diploma program**

Contact us

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

Program Description

Do you enjoy solving problems for people, discovering patterns of opportunity, creating persuasive communications, influencing buyers, and strengthening brands?

This program provides a strong foundation in business and marketing principles and the latest trends. You'll be well-prepared for diverse career opportunities in content creation, digital analytics, media, sales, promotions, and events.

In this program, you will learn how to:

- conduct comprehensive environmental scans to assess market conditions, identify and target market segments
- determine the most effective distribution channels to support planning objectives and craft integrated digital communication strategies
- identify and target gaps in relevant market segments to meet customer needs
- create products that align with organizational objectives, and develop pricing strategies
- create communication strategies to maximize planning outcomes
- create consumer journey maps and identify buyer needs
- succeed in both business-to-business (B2B) and business-to-consumer (B2C) markets.

Upon graduation, you'll be ready for various career opportunities in marketing, public relations, media, advertising, sales, promotions, and events.

Program Overview

Traits, skills and aptitudes

Those in marketing tend to be directive, social and innovative.

You need:

- drive and flexibility to succeed in a competitive field
- problem-solving and decision-making skills
- the ability to be persuasive
- effective stress management techniques
- strong project management, analytic, and motivational skills
- the ability to understand data to create short- and long-term plans
- a creative, outgoing, upbeat nature
- an aptitude for computers and various software.

You should enjoy organizing information, directing others, negotiating, and finding creative solutions.

Academic path

As a graduate of this program, you can apply for SAIT's Bachelor of Business Administration - Marketing major and earn your degree with a further two years of study.

Practicum, co-op and work integrated learning opportunities

You'll have the option to participate in an integrative experience capstone project in your final semester.

If you choose a capstone project, you'll work collaboratively with students from other majors to address a challenge faced by a local business or organization. You'll work together as a team to investigate and analyze the challenge or problem before presenting a solution to company representatives.

Accreditations, designations or certifications

Upon graduation, you'll be prepared to pursue a Canadian Professional Sales Association (CPSA) designation.

Credential

Upon successful completion of this program, you'll receive a SAIT Business Administration diploma with a major in Marketing.

Program length

2 years

Accepts international applicants – not-PGWP eligible

This program is open to international applicants; however, program availability may be limited. This program does not meet the eligibility criteria for the Post-Graduation Work Permit program.

Not eligible for CAJG

This program is not eligible for the Canada Alberta Job Grant.

Related careers

Our graduates may work in the following occupations. Some careers require additional experience and education.

Potential careers (NOC):

- Advertising, marketing and public relations managers (10022)
- Professional occupations in advertising, marketing and public relations (11202)
- Conference and event planners (12103)
- Business development officers and market researchers and analysts (41402)
- Corporate sales managers (60010)
- Retail sales supervisors (62010)
- Retail salespersons and visual merchandisers (64100)
- Other customer and information services representatives (64409)

Admission Requirements

Applicants educated in Canada

Applicants must demonstrate English language proficiency and meet all of the following requirements or equivalent:

- at least 50% in Math 30-1 or Math 30-2, and
- at least 50% in English Language Arts 30-1 or 60% in English Language Arts 30-2.

SAIT accepts high school course equivalents for admission for applicants educated outside Alberta.

Applicants educated outside of Canada

All applicants who were educated outside of Canada must demonstrate English language proficiency and provide proof they meet the program admission requirements outlined above with an international document assessment. Find accepted educational documents and assessment options.

SAIT may also accept courses completed at certain international post-secondary institutions.

Application process

When applying in the application portal, select Business Administration. You will declare your major before your second year of the program.

Program Outline

The Business Administration – Marketing diploma requires 60 credits (20 courses) to complete.

The program spans two years, with two semesters each year.

Required courses

You must take all of the following courses to complete this program.

Required courses – Business core	
ACCT 215 – Introductory Financial Accounting I	3 Credits
BCMP 225 – Business Productivity Tools and Technology	3 Credits
BLAW 300 – Business Law	3 Credits
BMAT 230 – Business Mathematics	3 Credits
COMN 220 – Communication and Presentation Skills	3 Credits
ECON 250 – Microeconomics	3 Credits
ECON 305 – Macroeconomics	3 Credits
MKTG 260 – Marketing Essentials	3 Credits
MNGT 200 – Introduction to Business	3 Credits
MNGT 250 – Organizational Behaviour	3 Credits
STAT 270 – Quantitative Methods	3 Credits

Required courses – Marketing major	
MKTG 380 – Strategic Marketing	3 Credits

Elective courses

You will choose courses from the following lists.

Elective courses – Business core (choose one)	
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

Elective courses – Business core integrative experience (choose one)	
ACWE 300 – Business Diploma Integrative Experience Capstone	3 Credits
MNGT 395 – Managing Strategically	3 Credits

Elective courses – Marketing major group A (choose five)	
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 – Professional Selling, Ethics and Customer Relationship Management	3 Credits
MKTG 375 – Integrated Marketing Communications	3 Credits

Elective courses - Marketing major group B (choose one)

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

Suggested schedule of study

We recommend you complete the courses in the order listed below.

Year 1

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 one)

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

Year 2

Semester 3

BLAW 300 - Business Law	3 Credits
ECON 305 - Macroeconomics	3 Credits

Marketing Elective A (Choose 3)

Semester 4

MKTG 380 - Strategic Marketing	3 Credits

Integrative experience elective (choose one)

ACWE 300 - Business Diploma Integrative Experience Capstone	3 Credits
MNGT 395 - Managing Strategically	3 Credits

Marketing elective A (choose two)

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 - Professional Selling, Ethics and Customer Relationship Management	3 Credits
MKTG 375 - Integrated Marketing Communications	3 Credits

Marketing elective B (choose one)

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

With prior written program approval, another Business or Marketing-related elective may be selected.

Progression

You must attain a PGPA and/or a CGPA of 2.0 or better each semester and pass the prerequisite courses to progress through the program.

To qualify for graduation, you must pass all courses, attain a CGPA of 2.0 or better and complete course requirements within the prescribed timelines.

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Costs

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Books and supplies are approximately $1,000 - $1,500 per full-time year.

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Business program advising

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Program Outcomes

Core program outcomes

1. **Strategy** - Incorporate strategy into business knowledge and practice.
2. **Team** - Achieve project goals through teamwork.
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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 behaviour and theory as applied in the business setting.

Accounting major program outcomes

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 program outcomes

1. **Financial principles and theories** - Interpret and use financial concepts, theories and tools and effectively present findings.
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3. **Analyze and understand client needs:** Assess the client's financial needs and the mechanisms to fulfill those needs.
4. **Apply effective selling principles.** Knowledge of the financial services sector - Investigate the Canadian financial system.

Human Resource Management major program outcomes

1. **HR functions** - Apply HR management theory and practice to support 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 and create reports relating to further Human Resource Management.

Management major program outcomes

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.

Marketing major program outcomes

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 objective

Strategy and planning

- Conduct an environmental scan.
- Identify relevant market segments.
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- Determine optimal distribution channels to support planning objectives.
- Develop promotion strategies to optimize planning objectives.

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.

Product

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- Identify relevant market segments.
- Develop products to satisfy organization objectives.
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- Determine optimal distribution channels to support planning objectives.
- Develop promotion strategies to optimize planning objectives.

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 program outcomes

Supply chain functions

- Apply SCM theory and practice in the workplace, including the support of critical supply chain functions, to enable organizational strategy.
- Utilize appropriate regulatory guidelines, ethical practices, and industry and corporate standards to support supply chain activities.

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.

Professional and leadership

- Demonstrate professional accountability, responsibility, change management and leadership skills within supply chain management.

Graduate outcomes

A. **Safety** – awareness of safety standards relevant to the workplace.
   - Safety awareness

B. **Responsible leadership** – personal, ethical and respectful behaviour within the workplace and global community.
   - Teamwork and multi-disciplinary collaboration
   - Self-initiative
   - Ethical reasoning and action
   - Global awareness
   - Sustainability

C. **Communication** – the exchange of information professionally and effectively.
   - Language skills
   - Interpersonal skills

D. **Information literacy** – the strategies used to become informed, from recognizing an information need to accessing and evaluating information and using it effectively and ethically.
   - Problem-solving and critical thinking
   - Quantitative literacy
   - Technological literacy

E. **Technical knowledge, skills and abilities** – technical competence specific to the discipline or industry.
   - Specialized technical skill set

Business Administration - Supply Chain Management

- **Fall, Winter, and Spring terms**
- **Full-time/part-time classroom or online**
- **2 year diploma program**

Contact us

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

Program Description

Supply chain management offers a dynamic and challenging environment. In this field, you can have a global impact, work on diverse tasks, and adapt to new technologies and trends.

In the Business Administration - Supply Chain Management diploma program, you'll learn how supply chain management is a key component of many industries, such as transportation, manufacturing, and oil and gas.

By the time you graduate, you'll have the skills and knowledge to maintain and support efficient supply chain processes in any business.

You'll learn how to:

- support critical supply chain functions in the workplace
- help organizations align their supply chain strategies with their vision and strategic priorities
- follow regulatory guidelines, uphold ethical practices, and meet industry and corporate standards to support organizations in building sustainable operations.

In today's data-driven world, analyzing data is a valuable skill. You'll gain expertise in summarizing data used to make informed decisions in supply chain functions and operations management. You'll also learn supply chain technology management systems and processes that enable business performance.

You'll develop related professional accountability, responsibility, change management, and leadership skills.

Upon completing this program, you'll be well-equipped to pursue a rewarding career in supply chain management. Understanding operations, procurement, logistics, and analytics will be your ticket to success in many business administration jobs.

Program Overview

Traits, skills and aptitudes

Those working in supply chain management tend to be methodical, directive and innovative.

You need:

- attention to detail
- an aptitude for numbers and data analysis
- strong communication skills
- adaptability
- quick decision-making skills.

You should enjoy managing complex projects and navigating rapidly changing environments.

Academic path

As a graduate of this program, you can apply for SAIT's Bachelor of Business Administration and earn your degree with a further two years of study.

Practicum, co-op and work integrated learning opportunities

You'll have the option to participate in an integrative experience capstone project in your final semester.

If you choose a capstone project, you'll work collaboratively with students from other majors to address a challenge faced by a local business or organization. You'll work together as a team to investigate and analyze the challenge or problem before presenting a solution to company representatives.

Accreditations, designations or certifications

With further education, you may pursue designations and certifications as a:

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

Specialized intakes

International bundle program

International applicants may apply to this program as part of a program bundle - two programs delivered consecutively.

You will complete English Language Foundations first. Then, you will complete the Business Administration - Supply Chain Management major. This bundle is not available for other Business Administration majors at this time.

Applicants must meet the admission requirements of both programs in the bundle. A combination of education and experience will be considered.

Upon completing both programs in a bundle, you may qualify for a post-graduate work permit.

Learn more about international bundle programs >

Credential

Upon successful completion of this program, you'll receive a SAIT Business Administration diploma with a major in Supply Chain Management.

Program length

2 years

Accepts international applicants - PGWP-eligible

This program accepts international applicants and meets the eligibility criteria for the Post-Graduation Work Permit program, as long as the student is registered in on-campus classes or completes more than 50% of the courses on campus (for blended options).

International students attending all classes online will NOT be eligible for a Post-Graduate Work Permit. International students are responsible for maintaining their eligibility throughout their studies.

Not eligible for CAJG

This program is not eligible for the Canada Alberta Job Grant.

Related careers

Our graduates may work in the following occupations. Some careers require additional experience and education.

Potential careers (NOC):

- Purchasing managers (10012)
- Supervisors, supply chain, tracking and scheduling coordination occupations (12013)
- Procurement and purchasing agents and officers (12102)
- Customs, ship and other brokers (13200)
- Production and transportation logistics coordinators (13201)
- Purchasing and inventory control workers (14403)
- Corporate sales managers (60010)
- Retail and wholesale trade managers (60020)
- Retail sales supervisors (62010)
- Technical sales specialists - wholesale trade (62100)
- Retail and wholesale buyers (62101)
- Sales and account representatives, wholesale trades (non-technical) (64101)
- Facility operation and maintenance managers (70012)

Admission Requirements

Applicants educated in Canada

Applicants must demonstrate English language proficiency and meet all of the following requirements or equivalent:

- at least 50% in Math 30-1 or Math 30-2, and
- at least 50% in English Language Arts 30-1 or 60% in English Language Arts 30-2.

SAIT accepts high school course equivalents for admission for applicants educated outside Alberta.

Applicants educated outside of Canada

All applicants who were educated outside of Canada must demonstrate English language proficiency and provide proof they meet the program admission requirements outlined above with an international document assessment. Find accepted educational documents and assessment options.

SAIT may also accept courses completed at certain international post-secondary institutions.

Application process

When applying in the application portal, select Business Administration. You will declare your major before your second year of the program.

Program Outline

The Business Administration - Supply Chain Management diploma requires 60 credits (20 courses) to complete.

The program spans two years, with two semesters each year.

Required courses

You must take all of the following courses to complete this program.

Required courses - Business core	
ACCT 215 - Introductory Financial Accounting I	3 Credits
BCMP 225 - Business Productivity Tools and Technology	3 Credits
BLAW 300 - Business Law	3 Credits
BMAT 230 - Business Mathematics	3 Credits
COMN 220 - Communication and Presentation Skills	3 Credits
ECON 250 - Microeconomics	3 Credits
ECON 305 - Macroeconomics	3 Credits
MKTG 260 - Marketing Essentials	3 Credits
MNGT 200 - Introduction to Business	3 Credits
MNGT 250 - Organizational Behaviour	3 Credits
STAT 270 - Quantitative Methods	3 Credits

Required courses - Supply Chain Management	
SCMT 300 - Operations Planning and Scheduling	3 Credits
SCMT 310 - Logistics I	3 Credits
SCMT 320 - Quality: A Supply Chain Perspective	3 Credits
SCMT 350 - Operational Performance Analytics	3 Credits
SCMT 360 - Professional Practice in Supply Chain Management	3 Credits
SCMT 370 - Procurement I	3 Credits
SCMT 380 - Materials Management	3 Credits

Elective courses

You will choose courses from the following lists.

Elective courses - Business core (choose one)

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

Elective courses - Business core integrative experience (choose one)

ACWE 300 - Business Diploma Integrative Experience Capstone	3 Credits
MNGT 395 - Managing Strategically	3 Credits

Suggested schedule of study

We recommend you complete the courses in the order listed below.

Year 1

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 one)

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

Year 2

Semester three

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 one)

ACWE 300 - Business Diploma Integrative Experience Capstone	3 Credits
MNGT 395 - Managing Strategically	3 Credits

Progression

You must attain a PGPA and/or a CGPA of 2.0 or better each semester and pass the prerequisite courses to progress through the program.

To qualify for graduation, you must pass all courses, attain a CGPA of 2.0 or better and complete course requirements within the prescribed timelines.

Review our grading and progression procedure >

Costs

Books and supplies

Books and supplies are approximately $1,000 - $1,500 per full-time year.

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

Find your booklist on the SAIT Bookstore's website. The booklist will be available close to your start date. Can't find your program or course? The bookstore didn't receive a textbook list. Contact your program directly to determine if they're still refining course details or if you're in luck; no textbook purchase is required for that term.

Business program advising

For any questions or to set up an advising appointment, please get in touch with our School of Business.

Phone: 403.284.8485
Email: business.advising@sait.ca

Program Outcomes

Core program outcomes

1. **Strategy** - Incorporate strategy into business knowledge and practice.
2. **Team** - Achieve project goals through teamwork.
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 behaviour and theory as applied in the business setting.

Accounting major program outcomes

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 program outcomes

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 and understand client needs:** Assess the client's financial needs and the mechanisms to fulfill those needs.
4. **Apply effective selling principles.** Knowledge of the financial services sector - Investigate the Canadian financial system.

Human Resource Management major program outcomes

1. **HR functions** - Apply HR management theory and practice to support 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 and create reports relating to further Human Resource Management.

Management major program outcomes

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.

Marketing major program outcomes

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 objective

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.

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.

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.

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 program outcomes

Supply chain functions

- Apply SCM theory and practice in the workplace, including the support of critical supply chain functions, to enable organizational strategy.
- Utilize appropriate regulatory guidelines, ethical practices, and industry and corporate standards to support supply chain activities.

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.

Professional and leadership

Demonstrate professional accountability, responsibility, change management and leadership skills within supply chain management.

Graduate outcomes

A. **Safety** – awareness of safety standards relevant to the workplace.
   - Safety awareness

B. **Responsible leadership** – personal, ethical and respectful behaviour within the workplace and global community.
   - Teamwork and multi-disciplinary collaboration
   - Self-initiative
   - Ethical reasoning and action
   - Global awareness
   - Sustainability

C. **Communication** – the exchange of information professionally and effectively.
   - Language skills
   - Interpersonal skills

D. **Information literacy** – the strategies used to become informed, from recognizing an information need to accessing and evaluating information and using it effectively and ethically.
   - Problem-solving and critical thinking
   - Quantitative literacy
   - Technological literacy

E. **Technical knowledge, skills and abilities** – technical competence specific to the discipline or industry.
   - Specialized technical skill set

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

This program will give you the skills and knowledge you need to become a successful entrepreneur, business owner, franchisee or improve existing businesses as a manager, consultant, or innovator.

You will boost your problem-solving abilities, leadership skills, and creativity. You'll also learn how business functions and how to apply that knowledge to different areas. Our instructors have real business experience, and they'll guide you every step of the way.

By the end of the program, you will be able to:

- use basic financial and accounting principles in a business setting
- apply marketing theory and processes in a business environment
- develop personal skills and professional behaviours for effective management and teamwork
- leverage information and communication technology for efficient business practices
- understand entrepreneurship and small business theory, and show critical thinking and innovation in business-related situations.

You can choose four elective courses from options, including technology, communications and several others. These options allow you to tailor the program to your interests and needs.

The program includes a capstone course where you'll apply what you've learned in a real-world project. This experience will help you develop critical thinking, communication, collaboration, and organizational skills, which are vital in business.

This program is your gateway to a world of possibilities in business and entrepreneurship.

Program Overview

Traits, skills and aptitudes

Those in the management consultant, business and entrepreneurial fields tend to be innovative, directive, and social.

You need:

- intellectual and emotional maturity
- control over your emotions and behaviour
- independence and objectivity
- energy, confidence, and creativity
- tact
- good listening and communication skills
- problem-solving skills
- project-management skills
- the ability to learn quickly and easily, then share knowledge, teach, and train people
- the ability to observe, gather, select, and evaluate facts
- the ability to work effectively as part of a team
- perceptiveness, to recognize an organization's dynamics and politics
- persuasiveness and the ability to motivate others
- integrity.

You should enjoy conducting research, presenting, taking charge, and providing constructive advice.

Academic path

The business and entrepreneurship certificate provides you with options for advanced education.

Graduates of this program can receive credit for up to nine courses required for the Business Administration diploma or Bachelor of Business Administration degree (varies by major). Additional admission requirements apply.

Practicum, co-op and work integrated learning opportunities

In your capstone course, you'll work collaboratively with other students to create a solution to a challenge faced by a business or community organization.

Accreditations, designations or certifications

If you choose Business Productivity Tools and Technology as your technical elective, you may have opportunity to complete one or more Microsoft Office Specialist certifications.

Credential

After successfully completing this program, you'll receive a SAIT Business and Entrepreneurship certificate.

Program length

1 year

Accepts international applicants – not-PGWP eligible

This program is open to international applicants; however, program availability may be limited. This program does not meet the eligibility criteria for the Post-Graduation Work Permit program.

Not eligible for CAJG

This program is not eligible for the Canada Alberta Job Grant.

Related careers

Our graduates may work in the following occupations. Some careers require additional experience and education.

Potential careers (NOC):

- Financial managers (10010)
- Financial and investment analysts (11101)
- Professional occupations in advertising, marketing and public relations (11202)
- Administrative officers (13100)
- Business development officers and market researchers and analysts (41402)

Admission Requirements

Applicants educated in Canada

Applicants must demonstrate English language proficiency.

There are no further requirements to enter this program.

Applicants educated outside of Canada

All applicants who were educated outside of Canada must demonstrate English language proficiency and provide proof they meet the program admission requirements outlined above with an international document assessment. Find accepted educational documents and assessment options.

SAIT may also accept courses completed at certain international post-secondary institutions.

Program Outline

The Business and Industry certificate requires 30 credits (10 courses) to complete.

MNGT 257 Business Certificate Capstone should be taken only after completing all other required courses and four elective courses.

The program spans one to five years.

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

Elective courses

You will choose four courses from the following lists.

Elective courses - Communications (choose one)

COMM 300 - Intercultural Communications	3 Credits
COMN 220 - Communication and Presentation Skills	3 Credits

Elective courses - Technical (choose one)

BCMP 225 - Business Productivity Tools and Technology	3 Credits
MNGT 321 - Project Management	3 Credits
MNGT 322 - Information Systems	3 Credits

Elective courses - Business (choose two)

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 - Leadership	3 Credits
MKTG 336 - Marketing Action: From Concept to Creation	3 Credits
MNGT 250 - Organizational Behaviour	3 Credits
SCMT 255 - Introduction to Supply Chain Management	3 Credits

Suggested schedule of study

It's recommended you complete the courses in this order.

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

Four elective courses

MNGT 257 - Business Certificate Capstone	3 Credits

Progression

You must attain a PGPA and/or a CGPA of 2.0 or better each semester and pass the prerequisite courses to progress through the program.

To qualify for graduation, you must pass all courses, attain a CGPA of 2.0 or better and complete course requirements within the prescribed timelines.

Review our grading and progression procedure >

Costs

Books and supplies

Books and supplies are approximately $1,000 - $1,500 per full-time year.

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

Find your booklist on the SAIT Bookstore's website. The booklist will be available closer to the program start date. Can't find your program or course? The bookstore didn't receive a textbook list. Contact your program directly to determine if they're still refining course details or if you're in luck; no textbook purchase is required this term.

Business program advising

For any questions or to set up an advising appointment, please get in touch with our School of Business.

Phone: 403.284.8485
Email: business.advising@sait.ca

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 and personal and professional leadership in business-related situations.

Graduate outcomes

A. **Safety** - awareness of safety standards relevant to the workplace.
   - Safety awareness

B. **Responsible leadership** - personal, ethical and respectful behaviour within the workplace and global community.
   - Teamwork and multi-disciplinary collaboration
   - Self-initiative
   - Ethical reasoning and action
   - Global awareness
   - Sustainability

C. **Communicatio**n - the exchange of information professionally and effectively.
   - Language skills
   - Interpersonal skills

D. **Information literacy** - the strategies used to become informed, from recognizing an information need to accessing and evaluating information and using it effectively and ethically.
   - Problem-solving and critical thinking
   - Quantitative literacy
   - Technological literacy

E. **Technical knowledge, skills and abilities** - technical competence specific to the discipline or industry.
   - Specialized technical skill set

Business Intelligence: Data Analysis and Reporting

- **23 weeks (two semesters)**
- **Fall, winter, spring start**
- **Full-time, daytime delivery. Students 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

Understanding how to access and utilize corporate information is crucial in today's data-driven business environment.

This program will provide practical, hands-on experience using Microsoft SQL Server, one of the industry's leading relational database management systems. You'll become adept in writing SQL queries, managing databases, and understanding data structures. You'll have the knowledge and skills to make data-driven decisions that can contribute to business success.

You'll learn:

- to query, administer and maintain databases through tasks such as database backup and recovery, security management and optimization for performance
- data analysis proficiency and how to extract valuable insights from data, perform data cleansing and transformation, and apply statistical and analytical techniques
- industry-standard data management best practices and techniques
- how to design and maintain databases and business intelligence software that align with industry standards, ensuring data accuracy, security and reliability
- the essential skills and experience to complete the relevant Microsoft certifications related to business intelligence, like Microsoft Power BI, making you even more competitive in the job market
- to bridge the gap between theory and practice by applying your skills in real-world business scenarios.

As a graduate, you can pursue various career opportunities, including database administrator, business analyst or data analyst roles or business intelligence consultant. The skills you acquire will be valuable in multiple industries and organizations.

Due to the tight integration of the courses in the Business Intelligence Data Analysis and Reporting program, credit for prior learning is not available.

Program Overview

Traits, skills and aptitudes

Those working in the business intelligence and data analysis field tend to be innovative, methodical and directive.

You need:

- to learn quickly, think logically and study information
- to build abstract structures that represent complex relationships
- to focus on details without losing sight of the whole
- an awareness of legal, policy and privacy restrictions
- speaking, listening and writing skills
- to work well in a team
- an active interest in keeping up with changes in technology.

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 (for example, Linux/Unix, Windows).

To do well in this field, you should enjoy working with a variety of people in a team setting and solving problems.

Practicum, co-op and work integrated learning opportunities

In your second semester, you'll participate in a practicum course with an employer where you'll apply the skills and knowledge you've learned in an industry environment.

Accreditations, designations or certifications

This 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 exam preparation, you'll be prepared to challenge and complete appropriate Microsoft Certifications.

Credential

Upon successful completion of this program, you'll receive a SAIT Business Intelligence: Data Analysis and Reporting certificate.

Program length

23 weeks (two semesters)

Accepts international applicants – not-PGWP eligible

This program is open to international applicants; however, program availability may be limited. This program does not meet the eligibility criteria for the Post-Graduation Work Permit program.

Not eligible for CAJG

This program is not eligible for the Canada Alberta Job Grant.

Related careers

Our graduates may work in the following occupations. Some careers require additional experience and education.

Potential careers (NOC):

- Database analysts and data administrators (21223)
- Business systems specialists (21221)
- Professional occupations in business management consulting (11201)
- Data scientists (21211)
- Business development officers and market researchers and analysts (41402)

Admission Requirements

Applicants educated in Canada

Applicants must demonstrate English language proficiency and completion of the following courses or equivalents:

- at least 60% in English Language Arts 30-1 or 30-2, or
- at least two years of post-secondary education from a recognized university, institute or college.

SAIT accepts high school course equivalents for admission for applicants educated outside Alberta.

Applicants educated outside of Canada

All applicants who were educated outside of Canada must demonstrate English language proficiency and provide proof they meet the program admission requirements outlined above with an international document assessment. Find accepted educational documents and assessment options.

SAIT may also accept courses completed at certain international post-secondary institutions.

Program Outline

The Business Intelligence Data Analysis and Reporting requires 19.5 credits (nine courses) to complete.

The program spans 23 weeks, with one semester of full-time study and a second semester of eight-week practicum placement.

Required courses

CPSY 201 - Introduction to Data Management	3 Credits
CPSY 203 - Architecture and Design	1.5 Credits
CPSY 205 - Data Discovery and Ingestion	1.5 Credits
CPSY 207 - Reporting and Analytics	1.5 Credits
CPSY 209 - Data Preparation and Presentation	1.5 Credits
MMGT 205 - Business Analysis for Business Intelligence Applications	1.5 Credits
MMGT 206 - Performance Management Applications	3 Credits
PRAC 249 - Career Advancement Practicum	3 Credits
PROJ 212 - Applied Business Intelligence Project	3 Credits

Suggested schedule of study

Semester 1

CPSY 201 - Introduction to Data Management	3 Credits
CPSY 203 - Architecture and Design	1.5 Credits
CPSY 205 - Data Discovery and Ingestion	1.5 Credits
CPSY 207 - Reporting and Analytics	1.5 Credits
CPSY 209 - Data Preparation and Presentation	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 - Career Advancement Practicum	3 Credits

Progression

You must attain a PGPA and/or a CGPA of 2.0 or better each semester and pass the prerequisite courses to progress through the program.

To qualify for graduation, you must pass all courses, attain a CGPA of 2.0 or better and complete course requirements within the prescribed timelines.

Review our grading and progression procedure >

Costs

Books and supplies

Textbooks and virtual lab access will be provided at no additional cost.

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.

Advanced Digital Technology program advising

For any questions or to set up an advising appointment, please contact our School for Advanced Digital Technology.

Phone: 403.284.8543
Email: sadt.advising@sait.ca

Butchery and Charcuterie Management

- **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 Hospitality and Tourism
Phone: 403.210.4343
Email: hospitality.info@sait.ca

Program Description

Slice into a world of opportunity with our Butchery and Charcuterie Management program. Learn specialized meat cutting and charcuterie skills, customer service, and business management.

This one-year certificate program in butchery skills will prepare you for a career as a butcher, meat inspector or industry consultant. Learning at a rapid pace, you'll spend around 25 hours per week our labs.

Our certificate offers a unique educational opportunity beyond that of the typical cooking school. It provides you with both theoretical and practical knowledge in meat science, processing, and management. This combination of skills is essential for entering this rapidly growing field.

You'll work in modern facilities and gain practical skills in value-added butchery, identifying and breaking down carcasses, maintaining sanitation, and more. You'll learn to cure and make salamis, sausages, prosciutto, and other cured and smoked items in charcuterie. You'll also work with different proteins. We emphasize sustainability, teaching you the product's origin and processing and how to maximize its value.

As part of your training, you'll prepare proteins for SAIT's dynamic Marketplace and our new student-operated butcher shop. This hands-on experience will also teach you how to cut and present proteins while honing your customer service and meat management skills.

Program Overview

Traits, skills and aptitudes

Those in butchery and charcuterie management are methodical, objective, and directive.

You need:

- good physical health (you may require a physical exam for work)
- physical strength and stamina to stand for long periods and lift and move heavy pieces of meat
- good hand-eye coordination, depth perception, and colour vision
- the ability to follow instructions
- the ability to work independently or within a team
- respect for public health standards - rooming and dressing accordingly
- strong communication skills
- an interest in providing good customer service.

You should enjoy following rules, being organized, using tools and equipment, and taking ownership of projects to ensure high-quality outcomes.

Credential

After successfully completing this program, you'll receive a SAIT Butchery and Charcuterie Management certificate.

Program length

1 year

Accepts international applicants – PGWP-eligible

This program accepts international applicants and meets the eligibility criteria for the Post-Graduation Work Permit program, as long as the student is registered in on-campus classes or completes more than 50% of the courses on campus (for blended options).

International students attending all classes online will NOT be eligible for a Post-Graduate Work Permit. International students are responsible for maintaining their eligibility throughout their studies.

Not eligible for CAJG

This program is not eligible for the Canada Alberta Job Grant.

Related careers

Our graduates may work in the following occupations. Some careers require additional experience and education.

- Potential careers (NOC):
- Food service supervisors (62020)
- Butchers - retail and wholesale (63201)
- Meat cutters and fishmongers - retail and wholesale (65202)
- Industrial butchers and meat cutters, poultry preparers and related workers (94141)

Admission Requirements

Applicants educated in Canada

Applicants must demonstrate English language proficiency and completion of all the following courses or equivalents:

at least 50% in Math 10C or Math 10-3, and

at least 50% in English Language Arts 10-1, English Language Arts 10-2 or Humanities 10.

SAIT accepts high school course equivalents for admission for applicants educated outside Alberta.

Applicants educated outside of Canada

All applicants who were educated outside of Canada must demonstrate English language proficiency and provide proof they meet the program admission requirements outlined above with an international document assessment. Find accepted educational documents and assessment options.

SAIT may also accept courses completed at certain international post-secondary institutions.

Program Outline

The Butchery and Charcuterie Management certificate requires 30 credits (nine courses) to complete.

The program spans one year, with two semesters.

Required courses

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
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

Suggested schedule of study

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

Progression

You must attain a PGPA and/or a CGPA of 2.0 or better each semester and pass the prerequisite courses to progress through the program.

To qualify for graduation, you must pass all courses, attain a CGPA of 2.0 or better and complete course requirements within the prescribed timelines.

Review our grading and progression procedure >

Costs

Books and supplies

Books and supplies are approximately $1,000 - $1,500 per full-time year.

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

Find your booklist on the SAIT Bookstore's website. The booklist will be available close to your start date. Can't find your program or course? The bookstore didn't receive a textbook list. Contact your program directly to determine if they're still refining course details or if you're in luck; no textbook purchase is required for that term.

Required equipment and tools

You'll require a professional knife kit. The cost is $200 and must be purchased through a dedicated website. You will receive an e-mail within one month of the program start date to purchase the kit by credit card.

Required uniform

One of your first steps to becoming a student in the Butchery and Charcuterie Management program is to be sure you have the required attire on your first day of class and dress appropriately throughout the program.

Your uniform includes:

- A hair net. All hair must be tucked into the hair net.
- A hat. This can be purchased from the Market Place in the John Ware building for $20.
- Your name tag.
- A white lab coat, full apron and black pants are provided with an annual laundry fee of $210 and issued twice weekly from the laundry facilities in the John Ware building.
- Professional non-slip kitchen shoes: SAIT will have a vendor on site on the Orientation day, but shoes can also be purchased at any professional shoe vendor. We suggest purchasing a clog-style shoe.

Jewelry, including rings, bracelets and dangling earrings, are not to be worn in class. Wedding bands, stud earrings and watches are acceptable.

The dress code is mandatory.

Hospitality and Tourism program advising

For any questions or to set up an advising appointment, please contact our School of Hospitality and Tourism.

Phone: 403.210.4343
Email: hospitality.info@sait.ca

Chemical Engineering Technology

- **For information regarding upcoming program intakes, please see sait.ca.**

Contact us

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

Program Description

We bring all the elements together for a dynamic career with our Chemical Engineering Technology program.

Designed for those who seek a blend of theoretical knowledge and practical skills, this diploma program offers a hands-on learning experience. Our labs are crafted to mirror common equipment and process units, giving you a real-world feel of the industry.

This program offers:

- in-depth theoretical and practical knowledge, delving into the intricacies of unit operations, process simulation and equipment design
- training in the essentials of operating, troubleshooting, maintaining, and designing safe and efficient processing units and plants
- industry-trained instructors with a wealth of knowledge and experience who will guide you through design calculations, process simulation and control, along with crucial aspects of industry safety and environmental engineering
- advanced engineering software training, giving you the tools and skills to excel in the modern chemical engineering landscape
- a capstone project where you'll apply and enhance your skills in a practical setting in sectors such as chemical process engineering, water treatment and others.

Benefit from our strong ties with industry leaders and professionals, with networking opportunities and insights into current industry practices.

This program encourages ongoing learning, ensuring you remain current with the latest trends and technologies in chemical engineering-related fields such as renewable energy development, environmental engineering, biotechnology, pharmaceutical industries, oil and gas processing and beyond.

The versatility of the skills you acquire opens doors to numerous industries. Start your career as a chemical technologist, environmental technician, process engineering technologist or process designer. Opportunities also exist in engineering design, process simulation, technical sales, field operations and environmental sectors.

Alternatively, leverage your education for further studies with transfer options to universities or colleges.

Whether your goal is to jump-start your career or to pave the way for further academic pursuits, our Chemical Engineering Technology program is a great launchpad for your ambitions.

Program Overview

Traits, skills and aptitudes

Those in the chemical engineering field tend to be objective, innovative and methodical.

You need:

- attention to detail
- persistence
- accuracy
- problem-solving skills
- the ability to speak and listen well
- leadership and people skills
- the ability to work on a team
- the ability to supervise others.

You should enjoy working with people, analyzing data, math, taking a methodical approach to your work and being innovative.

Practicum, co-op and work integrated learning opportunities

In your second year, you'll participate in a capstone project where you'll apply what you've learned in your classes to resolve an issue and present your work to an industry partner.

Accreditations, designations or certifications

This program is accredited by Technology Accreditation Canada (TAC).

Graduates are eligible to register in the Alberta Society of Engineering Technologists. Periodical registration agreements exist with U.S. and British societies.

Credential

After successfully completing this program, you'll receive a SAIT Chemical Engineering Technology diploma.

Program length

2 years

Accepts international applicants – not-PGWP eligible

This program is open to international applicants; however, program availability may be limited. This program does not meet the eligibility criteria for the Post-Graduation Work Permit program.

Not eligible for CAJG

This program is not eligible for the Canada Alberta Job Grant.

Related careers

Our graduates may work in the following occupations. Some careers require additional experience and education.

Potential careers (NOC):

- Chemical technologists and technicians (22100)
- Civil engineering technologists and technicians (22300)
- Chemists (21101)
- Industrial instrument technicians and mechanics (22312)
- Drafting technologists and technicians (22212)
- Biological technologists and technicians (22110)

Admission Requirements

Applicants educated in Canada

All applicants must demonstrate English language proficiency and meet all of the following requirements 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, and
- at least 60% in Physics 20.

SAIT accepts high school course equivalents for admission for applicants educated outside Alberta.

Applicants educated outside of Canada

All applicants who were educated outside of Canada must demonstrate English language proficiency and provide proof they meet the program admission requirements outlined above with an international document assessment. Find accepted educational documents and assessment options.

SAIT may also accept courses completed at certain international post-secondary institutions.

Program Outline

The Chemical Engineering Technology diploma requires 61.5 Credits (24 courses) to complete.

The program spans two years, with two semesters each year.

Required courses

CHEM 224 - Engineering Chemistry I	1.5 Credits
CHEM 264 - Engineering Chemistry II	3 Credits
CHEN 308 - Chemical Engineering Calculations	3 Credits
CHEN 309 - Process Computer Simulation Lab	1.5 Credits
CHEN 312 - Unit Operations Laboratory	1.5 Credits
CHEN 313 - Heat Transfer	3 Credits
CHEN 314 - Mass Transfer	3 Credits
CHEN 350 - Analytical Instrumentation	3 Credits
COMM 256 - Professional Communications and Presentation Skills	3 Credits
COMP 220 - Computer Fundamentals	3 Credits
EMTL 350 - Materials	1.5 Credits
ENGD 275 - Flow Diagram Development and AutoCAD	1.5 Credits
ENVS 365 - Environmental Engineering and Management	3 Credits
FLDS 255 - Industrial Fluid Systems	3 Credits
INRY 200 - Introduction to Chemical Engineering	1.5 Credits
INST 256 - Instrumentation and Process Control	3 Credits
MATH 288 - Mathematics for Engineering and Technology II	3 Credits
MATH 238 - Math for Engineering and Tech I	3 Credits
OCHS 350 - Occupational Health and Safety	3 Credits
PETR 310 - Petroleum Production	1.5 Credits
PROJ 396 - Energy Capstone Project	3 Credits
PROJ 327 - Technical Project Management	3 Credits
STAT 245 - Statistics for Engineering and Technology I	3 Credits
THRM 235 - Thermodynamics	3 Credits

Suggested schedule of study

Year 1

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

Year 2

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

Progression

You must attain a PGPA and/or a CGPA of 2.0 or better each semester and pass the prerequisite courses to progress through the program.

To qualify for graduation, you must pass all courses, attain a CGPA of 2.0 or better and complete course requirements within the prescribed timelines.

Review our grading and progression procedure >

Costs

Books and supplies

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

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

Find your booklist on the SAIT Bookstore's website. The booklist will be available closer to the program start date. Can't find your program or course? The bookstore didn't receive a textbook list. Contact your program directly to determine if they're still refining course details or if you're in luck; no textbook purchase is required this term.

Required personal protective equipment (PPE)

The industry-approved PPE you'll need will be discussed during your first few days of classes.

PPE is required in various labs. You'll need a lab coat and CSA-approved safety glasses (with UVEX and side shields) by the first day of class to enter the chemistry labs.

Energy program advising

For any questions or to set up an advising appointment, please contact our MacPhail School of Energy.

Phone: 403.284.8451
Email: macphail.students@sait.ca

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

- **For information regarding upcoming program intakes, please see sait.ca.**

Contact us

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

Program Description

Our Chemical Laboratory Technology program will get a positive reaction from those drawn to the chemical sciences and seeking a role that combines experimentation with practical application.

You will master the fundamentals of chemical laboratory techniques and develop hands-on expertise with sophisticated analytical instrumentation to analyze laboratory samples.

Engage in extensive hands-on laboratory training with the cutting-edge analytical instruments used in modern laboratory practices.

In this program, you will:

- gain comprehensive knowledge of chemical substances and their properties, reactions and safety protocols
- become proficient in the use of advanced analytical techniques and equipment for sample analysis
- develop a versatile skill set applicable to a wide range of scientific settings, from research and development to quality control.

Take advantage of the opportunity to participate in an optional 12-month paid work placement, giving you real-world experience, a taste of your future career and networking opportunities.

This program will prepare you to work as a chemical laboratory technologist or chemical laboratory technician across various sectors, such as industrial corporations, service laboratories, government agencies or educational institutions.

If you are an aspiring laboratory scientist or technician, technologist, or someone interested in research and development in chemical sciences, pharmaceuticals, or chemical technology, this program is for you.

Program Overview

Traits, skills and aptitudes

Those who work in laboratory technology tend to be methodical, innovative, and objective.

You need:

- integrity and a professional attitude
- a liking for science (especially human biology) and a keen interest in scientific work
- the ability to do detailed work accurately
- good colour and form perception (to study blood cells, etc.)
- the ability to listen and speak well
- the ability to get along with different people
- the ability to adapt to change quickly and easily.

You should enjoy taking a step-by-step approach to your work, studying results and developing procedures, and using computers and instruments for accurate and precise testing.

Practicum, co-op and work integrated learning opportunities

You'll have the option to participate in a 12-month work term after your second semester.

During this work term, you'll perform a chemical laboratory technology technical project in an industrial, service, government or university laboratory under the supervision of a lab supervisor.

This work term is not required to graduate from the program.

Accreditations, designations or certifications

This 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.

Credential

After successfully completing this program, you'll receive a SAIT Chemical Laboratory Technology diploma.

Program length

2 to 3 years

Accepts international applicants – not-PGWP eligible

This program is open to international applicants; however, program availability may be limited. This program does not meet the eligibility criteria for the Post-Graduation Work Permit program.

Not eligible for CAJG

This program is not eligible for the Canada Alberta Job Grant.

Related careers

Our graduates may work in the following occupations. Some careers require additional experience and education.

Potential careers (NOC):

- Chemical technologists and technicians (22100)
- Supervisors, petroleum, gas and chemical processing and utilities (92011)
- Central control and process operators, petroleum, gas and chemical processing (93101)

Admission Requirements

Applicants educated in Canada

All applicants must demonstrate English language proficiency and meet all of the following requirements 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.

SAIT accepts high school course equivalents for admission for applicants educated outside Alberta.

Applicants educated outside of Canada

All applicants who were educated outside of Canada must demonstrate English language proficiency and provide proof they meet the program admission requirements outlined above with an international document assessment. Find accepted educational documents and assessment options.

SAIT may also accept courses completed at certain international post-secondary institutions.

Program Outline

The Chemical Laboratory Technology diploma requires 61.5 Credits (21 courses) to complete.

The program spans two years, with two semesters each year. If you choose to complete the optional one-year co-op work term, the program spans three years.

Required courses

CHEM 240 - General Chemistry	3 Credits
CHEM 245 - Inorganic Chemistry	3 Credits
CHEM 253 - Organic Chemistry	6 Credits
CHEM 270 - Basic Laboratory Techniques	6 Credits
CHEM 275 - Analytical Chemistry	1.5 Credits
CHEM 303 - Chemometric Applications	1.5 Credits
CHEM 325 - Technical Project Week	1.5 Credits
CHEM 345 - Unit Chemical Process Operations	1.5 Credits
CHEM 351 - Oil Field Chemistry and Fluids Introduction	1.5 Credits
COMM 238 - Technical Communications I	3 Credits
COMP 261 - Applied Digital Technologies	1.5 Credits
ENVS 301 - Water Treatment	1.5 Credits
ENVS 320 - Environmental Science and Ecology	3 Credits
INST 296 - Chemical Instrumentation Theory	1.5 Credits
INST 297 - Chemical Instrumentation Laboratory	3 Credits
INST 300 - Applied Analytical Instrumentation I	6 Credits
INST 396 - Applied Analytical Instrumentation II	6 Credits
MATH 237 - Mathematics for Technologists	3 Credits
QUAL 352 - Quality Assurance and Quality Control	3 Credits
SFTY 201 - Chemical Safety	1.5 Credits
THRM 318 - Thermodynamics	3 Credits
CPWK 251 - Cooperative Work Term	0 Credits

Suggested schedule of study

Year 1

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
SFTY 201 - Chemical Safety	1.5 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

Co-op work term (optional)

CPWK 251 - Cooperative Work Term	0 Credits

Year 2

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
THRM 318 - Thermodynamics	3 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 Credits

Progression

You must attain a PGPA and/or a CGPA of 2.0 or better each semester and pass the prerequisite courses to progress through the program.

To qualify for graduation, you must pass all courses, attain a CGPA of 2.0 or better and complete course requirements within the prescribed timelines.

Review our grading and progression procedure >

Costs

Books and supplies

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

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

Find your booklist on the SAIT Bookstore's website. The booklist will be available closer to the program start date. Can't find your program or course? The bookstore didn't receive a textbook list. Contact your program directly to determine if they're still refining course details or if you're in luck; no textbook purchase is required this term.

Required personal protective equipment (PPE)

The industry-approved PPE you'll need will be discussed during your first few days of classes.

PPE is required in various labs. You'll need a lab coat and CSA-approved safety glasses (with UVEX and side shields) by the first day of class to enter the chemistry labs.

Energy program advising

For any questions or to set up an advising appointment, please contact our MacPhail School of Energy.

Phone: 403.284.8451
Email: macphail.students@sait.ca

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 project management practices 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 solve applied science/engineering technology problems.
6. Apply knowledge of management principles, ethics, sustainability, contract law, and codes.

Civil Engineering Technology - Construction Management

- **Complete in one to seven years**
- **Fall and winter start full-time classroom**

Contact us

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

Program Description

Our Civil Engineering Technology program forges professionals equipped to design, draft, cost, and manage the construction of various infrastructure projects, including buildings, roads, bridges, and more.

This two-year, intensive program offers hands-on learning combined with theoretical knowledge and the use of advanced technology. Embark on a journey encompassing all facets of civil engineering design and construction management, from foundational building science to 2D and 3D drafting, supported by the latest virtual and augmented technology.

Apply your learning in real-world construction engineering scenarios, mastering structural and geotechnical engineering principles, construction estimating, and project scheduling.

The program offers several intakes each year to accommodate your schedule. The program structure adjusts depending on your start date, allowing for semester breaks or continuous study with short breaks.

Ahead of your second year, you'll select one of three specialized majors - construction management, municipal, or virtual design and construction. While we'll do our best to accommodate your preference, selection for each major is determined by the cumulative grade point average (GPA) from your first year, should a specific specialization be in high demand.

Construction Management major

Construction Management majors learn how to:

- create detailed building designs
- accurately estimate project costs
- effectively manage the execution of construction projects from start to finish.

You'll be prepared for a variety of civil engineering jobs and roles in residential and commercial construction, from site management to project leadership positions. The curriculum is built with industry input, ensuring your acquired skills are relevant and sought after.

This diploma program is not just about gaining a credential. It's about building a career.

If you aspire to be at the forefront of the construction industry, innovating and leading in civil engineering design and construction management, this program is your gateway.

Program Overview

Traits, skills and aptitudes

Those in civil engineering technology tend to be innovative, methodical, and directive.

You need:

- math and science skills, specifically an aptitude for physics
- organizational abilities
- an analytical mind
- problem-solving skills
- the ability to work alone
- the flexibility and commitment to work overtime when required to meet deadlines
- the ability to communicate effectively with project managers and contractors.

You should enjoy taking a systematic approach to your work, finding innovative solutions to problems, and providing direction to others.

Academic path

Graduates of this program with a minimum 2.3 cumulative GPA (67% or C+) may apply for SAIT's Bachelor of Science Construction Project Management program.

Practicum, co-op and work integrated learning opportunities

You'll participate in a capstone project where you'll develop a proposal through research, data collection and analysis and present your findings to faculty and industry guests.

Accreditations, designations or certifications

This program is nationally accredited, at the technologist level, by Technology Accreditation Canada.

Graduates are eligible to join The Association of Science and Engineering Technology Professionals in Alberta (ASET).

The Canadian Institute of Quantity Surveyors recognizes the program as training for qualified estimators and quantity surveyors.

Credential

After successfully completing this program, you'll receive a SAIT Civil Engineering Technology diploma with a major in Construction Management.

Program length

2 years

Accepts international applicants - PGWP-eligible

This program accepts international applicants and meets the eligibility criteria for the Post-Graduation Work Permit program, as long as the student is registered in on-campus classes or completes more than 50% of the courses on campus (for blended options). International students attending all classes online will NOT be eligible for a Post-Graduate Work Permit. International students are responsible for maintaining their eligibility throughout their studies.

Not eligible for CAJG

This program is not eligible for the Canada Alberta Job Grant.

Related careers

Our graduates may work in the following occupations. Some careers require additional experience and education.

Potential careers (NOC):

- Civil engineering technologists and technicians (22300)
- Construction estimators (22303)
- Construction managers (70010)
- Urban and land use planners (21202)
- Industrial designers (22211)
- Drafting technologists and technicians (22212)

Admission Requirements

Applicants educated in Canada

All applicants must demonstrate English language proficiency and meet the following requirements 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.

SAIT accepts high school course equivalents for admission for applicants educated outside Alberta.

Applicants educated outside of Canada

All applicants who were educated outside of Canada must demonstrate English language proficiency and provide proof they meet the program admission requirements outlined above with an international document assessment. Find accepted educational documents and assessment options.

SAIT may also accept courses completed at certain international post-secondary institutions.

Application process

When applying in the application portal, select Civil Engineering Technology. You will declare your major before your second year of the program.

Program Outline

The Civil Engineering Technology diploma requires 61.5 Credits (24 courses) to complete.

This program has fall, and winter intakes each year.

If you start in the fall, you'll study for two semesters per year with a summer break.

If you start in the winter you will study for four consecutive semesters and have one- or two-week breaks between semesters.

Required courses - Civil Engineering core

CIVL 201 - Introduction to Civil Drafting	1.5 Credits
CIVL 222 - Concrete Technology	3 Credits
CIVL 226 - Soil Mechanics	3 Credits
CIVL 252 - Construction Practices Theory	3 Credits
COMM 238 - Technical Communications I	3 Credits
COMP 261 - Applied Digital Technologies	1.5 Credits
ESTM 262 - Estimating I	3 Credits
SMTL 246 - Strength of Materials	3 Credits
STAT 245 - Statistics for Engineering and Technology I	3 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

Required courses - Construction Management core

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

Suggested schedule of study

Year 1

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	3 Credits
SMTL 246 - Strength of Materials	3 Credits
STAT 245 - Statistics for Engineering and Technology I	3 Credits

Year 2

Semester 3

CIVL 312 - Contracts and Regulations	1.5 Credits
CIVL 315 - Project Planning and Control	3 Credits
CIVL 326 - Geotechnical Design	3 Credits
CIVL 340 - Building Science and Systems	3 Credits
CIVL 351 - Structural Steel Design	3 Credits
SURV 325 - Surveys and Geographic Information Systems	1.5 Credits

Semester 4

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
ESTM 360 - Estimating II	3 Credits
PROJ 386 - CVT Capstone Project	3 Credits

Progression

You must attain a PGPA and/or a CGPA of 2.0 or better each semester and pass the prerequisite courses to progress through the program.

To qualify for graduation, you must pass all courses, attain a CGPA of 2.0 or better and complete course requirements within the prescribed timelines.

Review our grading and progression procedure >

Costs

Books and supplies

Books and supplies are approximately $1,000 - $1,500 per full-time year.

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

Textbooks and reading materials will be discussed with your instructors during the first week of classes.

Required personal protective equipment (PPE)

The industry-approved PPE you'll need will be discussed during your first few days of classes.

You'll need CSA-approved, above-ankle steel-toe boots, a hard hat, and safety classes for labs and site visits.

Construction program advising

For any questions or to set up an advising appointment, please contact our School of Construction.

Phone: 403.284.8367
Email: construction.advising@sait.ca

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 convey 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, surveys and data collection methods to support civil engineering projects.
12. Assess the environmental implications of a civil engineering project.

Civil Engineering Technology - Municipal

- **Complete in one to seven years**
- **Fall and winter start full-time classroom**

Contact us

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

Program Description

Our Civil Engineering Technology program is designed to forge professionals equipped to design, draft, cost, and manage the construction of various infrastructure projects, including buildings, roads, bridges, and more.

This two-year, intensive program offers hands-on learning combined with theoretical knowledge and the use of advanced technology. Embark on a journey encompassing all facets of civil engineering design and construction management, from foundational building science to 2D and 3D drafting, supported by the latest virtual and augmented technology.

Apply your learning in real-world construction engineering scenarios, mastering structural and geotechnical engineering principles, construction estimating, and project scheduling.

The program offers several intakes each year to accommodate your schedule. The program structure adjusts depending on your start date, allowing for semester breaks or continuous study with short breaks.

Ahead of your second year, you'll select one of three specialized majors - construction management, municipal, or virtual design and construction. While we'll do our best to accommodate your preference, selection for each major is determined by the cumulative grade point average (GPA) from your first year, should a specific specialization be in high demand.

Municipal Engineering major

Municipal Engineering majors focus on infrastructure and road design.

You will delve into the design, planning, and management of essential infrastructure services, like water distribution, sewage systems, and public utilities.

In road design, the focus is on the geometrics, pavement structure, and the integration of safety features to develop roadways.

You'll be prepared for a variety of civil engineering jobs and roles in commercial construction, from site management to project leadership positions. The curriculum is built with industry input, ensuring your acquired skills are relevant and sought after.

This diploma program is not just about gaining a credential; it's about building a career. If you aspire to be at the forefront of the construction industry, innovating and leading in civil engineering design and construction management, this program is your gateway.

Program Overview

Traits, skills and aptitudes

Those in civil engineering technology tend to be innovative, methodical, and directive.

You need:

- math and science skills, specifically an aptitude for physics
- organizational abilities
- an analytical mind
- problem-solving skills
- the ability to work alone
- the flexibility and commitment to work overtime when required to meet deadlines
- the ability to communicate effectively with project managers and contractors.

You should enjoy taking a systematic approach to your work, finding innovative solutions to problems, and providing direction to others.

Academic path

Graduates of this program with a minimum 2.3 cumulative GPA (67% or C+) may apply for SAIT's Bachelor of Science Construction Project Management program.

Practicum, co-op and work integrated learning opportunities

You'll participate in a capstone project where you'll develop a proposal through research, data collection and analysis and present your findings to faculty and industry guests.

Accreditations, designations or certifications

This program is nationally accredited, at the technologist level, by Technology Accreditation Canada.

Graduates are eligible to join The Association of Science and Engineering Technology Professionals in Alberta (ASET).

The Canadian Institute of Quantity Surveyors recognizes the program as training for qualified estimators and quantity surveyors.

Credential

After successfully completing this program, you'll receive a SAIT Civil Engineering Technology diploma with a major in Municipal Engineering.

Program length

2 years

Accepts international applicants – PGWP-eligible

This program accepts international applicants and meets the eligibility criteria for the Post-Graduation Work Permit program, as long as the student is registered in on-campus classes or completes more than 50% of the courses on campus (for blended options). International students attending all classes online will NOT be eligible for a Post-Graduate Work Permit. International students are responsible for maintaining their eligibility throughout their studies.

Not eligible for CAJG

This program is not eligible for the Canada Alberta Job Grant.

Related careers

Our graduates may work in the following occupations. Some careers require additional experience and education.

Potential careers (NOC):

- Civil engineering technologists and technicians (22300)
- Construction estimators (22303)
- Construction managers (70010)
- Urban and land use planners (21202)
- Industrial designers (22211)
- Drafting technologists and technicians (22212)

Admission Requirements

Applicants educated in Canada

All applicants must demonstrate English language proficiency and meet the following requirements 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.

SAIT accepts high school course equivalents for admission for applicants educated outside Alberta.

Applicants educated outside of Canada

All applicants who were educated outside of Canada must demonstrate English language proficiency and provide proof they meet the program admission requirements outlined above with an international document assessment. Find accepted educational documents and assessment options.

SAIT may also accept courses completed at certain international post-secondary institutions.

Application process

When applying in the application portal, select Civil Engineering Technology. You will declare your major before your second year of the program.

Program Outline

The Civil Engineering Technology diploma requires 61.5 Credits (24 courses) to complete.

This program has fall and winter 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, you will study for four consecutive semesters and have one or two-week breaks between semesters.

Required courses – Civil Engineering core

CIVL 201 – Introduction to Civil Drafting	1.5 Credits
CIVL 222 – Concrete Technology	3 Credits
CIVL 226 – Soil Mechanics	3 Credits
CIVL 252 – Construction Practices Theory	3 Credits
COMM 238 – Technical Communications I	3 Credits
COMP 261 – Applied Digital Technologies	1.5 Credits
ESTM 262 – Estimating I	3 Credits
SMTL 246 – Strength of Materials	3 Credits
STAT 245 – Statistics for Engineering and Technology I	3 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

Required courses – Municipal core

CIVL 310 – Urban Services	3 Credits
CIVL 312 – Contracts and Regulations	1.5 Credits
CIVL 315 – Project Planning and Control	3 Credits
CIVL 318 – Water Resources	3 Credits
CIVL 326 – Geotechnical Design	3 Credits
CIVL 328 – Asphalt Technology	1.5 Credits
CIVL 351 – Structural Steel Design	3 Credits
CIVL 353 – Transportation Engineering	3 Credits
CIVL 355 – Reinforced Concrete Design	3 Credits
ENVS 302 – Environmental Engineering	1.5 Credits
PROJ 386 – CVT Capstone Project	3 Credits
SURV 325 – Surveys and Geographic Information Systems	1.5 Credits

Suggested schedule of study

Year 1

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	3 Credits
SMTL 246 – Strength of Materials	3 Credits
STAT 245 – Statistics for Engineering and Technology I	3 Credits

Year 2

Semester 3

CIVL 318 - Water Resources	3 Credits
CIVL 326 - Geotechnical Design	3 Credits
CIVL 328 - Asphalt Technology	1.5 Credits
CIVL 353 - Transportation Engineering	3 Credits
CIVL 355 - Reinforced Concrete Design	3 Credits
ENVS 302 - Environmental Engineering	1.5 Credits

Semester 4

CIVL 310 - Urban Services	3 Credits
CIVL 312 - Contracts and Regulations	1.5 Credits
CIVL 315 - Project Planning and Control	3 Credits
CIVL 351 - Structural Steel Design	3 Credits
PROJ 386 - CVT Capstone Project	3 Credits
SURV 325 - Surveys and Geographic Information Systems	1.5 Credits

Progression

You must attain a PGPA and/or a CGPA of 2.0 or better each semester and pass the prerequisite courses to progress through the program.

To qualify for graduation, you must pass all courses, attain a CGPA of 2.0 or better and complete course requirements within the prescribed timelines.

Review our grading and progression procedure >

Costs

Books and supplies

Books and supplies are approximately $1,000 - $1,500 per full-time year.

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

Textbooks and reading materials will be discussed with your instructors during the first week of classes.

Required personal protective equipment (PPE)

The industry-approved PPE you'll need will be discussed during your first few days of classes.

You'll need CSA-approved, above-ankle steel-toe boots, a hard hat, and safety classes for labs and site visits.

Construction program advising

For any questions or to set up an advising appointment, please contact our School of Construction.

Phone: 403.284.8367
Email: construction.advising@sait.ca

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 convey 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, surveys and data collection methods to support civil engineering projects.
12. Assess the environmental implications of a civil engineering project.

Civil Engineering Technology - Virtual Design and Construction

- **Complete in one to seven years**
- **Fall and Winter start full-time classroom**

Contact us

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

Program Description

Our Civil Engineering Technology program is designed to forge professionals equipped to design, draft, cost, and manage the construction of various infrastructure projects, including buildings, roads, bridges, and more.

This two-year, intensive program offers hands-on learning combined with theoretical knowledge and the use of advanced technology. Embark on a journey encompassing all facets of civil engineering design and construction management, from foundational building science to 2D and 3D drafting, supported by the latest virtual and augmented technology.

Apply your learning in real-world construction engineering scenarios, mastering structural and geotechnical engineering principles, construction estimating, and project scheduling.

The program offers several intakes each year to accommodate your schedule. The program structure adjusts depending on your start date, allowing for semester breaks or continuous study with short breaks.

Ahead of your second year, you'll select one of three specialized majors - construction management, municipal, or virtual design and construction. While we'll do our best to accommodate your preference, selection for each major is determined by the cumulative grade point average (GPA) from your first year, should a specific specialization be in high demand.

Virtual Design and Construction major

Virtual Design and Construction majors focus on:

- advanced construction communication technology
- digital drafting
- design delivery in the virtual world from 2D to 3D in augmented reality (AR) or virtual reality (VR).

You will be prepared for a variety of civil engineering jobs and roles in commercial construction, from site management to project leadership positions. The curriculum is built with industry input, ensuring your acquired skills are relevant and sought after.

This diploma program is not just about gaining a credential; it's about building a career. If you aspire to be at the forefront of the construction industry, innovating and leading in civil engineering design and construction management, this program is your gateway.

Program Overview

Traits, skills and aptitudes

Those in civil engineering technology tend to be innovative, methodical, and directive.

You need:

- math and science skills, specifically an aptitude for physics
- organizational abilities
- an analytical mind
- problem-solving skills
- the ability to work alone
- the flexibility and commitment to work overtime when required to meet deadlines
- the ability to communicate effectively with project managers and contractors.

You should enjoy taking a systematic approach to your work, finding innovative solutions to problems, and providing direction to others.

Academic path

Graduates of this program with a minimum 2.3 cumulative GPA (67% or C+) may apply for SAIT's Bachelor of Science Construction Project Management program.

Practicum, co-op and work integrated learning opportunities

You'll participate in a capstone project where you'll develop a proposal through research, data collection and analysis and present your findings to faculty and industry guests.

Accreditations, designations or certifications

This program is nationally accredited, at the technologist level, by Technology Accreditation Canada.

Graduates are eligible to join The Association of Science and Engineering Technology Professionals in Alberta (ASET).

The Canadian Institute of Quantity Surveyors recognizes the program as training for qualified estimators and quantity surveyors.

Credential

Upon successful completion of this program, you'll receive a SAIT Civil Engineering Technology diploma with a major in Virtual Design and Development.

Program length

2 years

Accepts international applicants - PGWP-eligible

This program accepts international applicants and meets the eligibility criteria for the Post-Graduation Work Permit program, as long as the student is registered in on-campus classes or completes more than 50% of the courses on campus (for blended options). International students attending all classes online will NOT be eligible for a Post-Graduate Work Permit. International students are responsible for maintaining their eligibility throughout their studies.

Not eligible for CAJG

This program is not eligible for the Canada Alberta Job Grant.

Related careers

Our graduates may work in the following occupations. Some careers require additional experience and education.

Potential careers (NOC):

- Civil engineering technologists and technicians (22300)
- Construction estimators (22303)
- Construction managers (70010)
- Urban and land use planners (21202)
- Industrial designers (22211)
- Drafting technologists and technicians (22212)

Admission Requirements

Applicants educated in Canada

All applicants must demonstrate English language proficiency and meet the following requirements 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.

SAIT accepts high school course equivalents for admission for applicants educated outside Alberta.

Applicants educated outside of Canada

All applicants who were educated outside of Canada must demonstrate English language proficiency and provide proof they meet the program admission requirements outlined above with an international document assessment. Find accepted educational documents and assessment options.

SAIT may also accept courses completed at certain international post-secondary institutions.

Application process

When applying in the application portal, select Civil Engineering Technology. You will declare your major before your second year of the program.

Program Outline

The Civil Engineering Technology diploma program requires 61.5 (24 courses) to complete.

This program has fall and winter intakes.

If you start in the fall, you'll study for two semesters per year with a summer break.

If you start in the winter, you will study for four consecutive semesters and have one or two-week breaks between semesters.

Required courses - Civil Engineering core

CIVL 201 - Introduction to Civil Drafting	1.5 Credits
CIVL 222 - Concrete Technology	3 Credits
CIVL 226 - Soil Mechanics	3 Credits
CIVL 252 - Construction Practices Theory	3 Credits
COMM 238 - Technical Communications I	3 Credits
COMP 261 - Applied Digital Technologies	1.5 Credits
ESTM 262 - Estimating I	3 Credits
SMTL 246 - Strength of Materials	3 Credits
STAT 245 - Statistics for Engineering and Technology I	3 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

Required courses - Virtual Design and Construction core

CIVL 301 - Structural Design 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 Modelling	3 Credits
CIVL 306 - Civil Drafting and Modelling	3 Credits
CIVL 307 - Pipe Drafting and Modelling	3 Credits
CIVL 308 - Virtual Construction Management	3 Credits
CIVL 309 - Advanced Virtual and Augmented Reality	1.5 Credits
CIVL 311 - Building Systems Modelling	1.5 Credits
ESTM 302 - Virtual Estimating	3 Credits

Suggested schedule of study

Year 1

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	3 Credits
SMTL 246 - Strength of Materials	3 Credits
STAT 245 - Statistics for Engineering and Technology I	3 Credits

Year 2

Semester 3

CIVL 301 - Structural Design 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 Modelling	3 Credits
CIVL 306 - Civil Drafting and Modelling	3 Credits

Semester 4

CIVL 307 - Pipe Drafting and Modelling	3 Credits
CIVL 308 - Virtual Construction Management	3 Credits
CIVL 309 - Advanced Virtual and Augmented Reality	1.5 Credits
CIVL 311 - Building Systems Modelling	1.5 Credits
ESTM 302 - Virtual Estimating	3 Credits

One of:

PROJ 386 - CVT Capstone Project	3 Credits

Progression

You must attain a PGPA and/or a CGPA of 2.0 or better each semester and pass the prerequisite courses to progress through the program.

To qualify for graduation, you must pass all courses, attain a CGPA of 2.0 or better and complete course requirements within the prescribed timelines.

Review our grading and progression procedure >

Costs

Books and supplies

Books and supplies are approximately $1,000 - $1,500 per full-time year.

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

Textbooks and reading materials will be discussed with your instructors during the first week of classes.

Required personal protective equipment (PPE)

The industry-approved PPE you'll need will be discussed during your first few days of classes.

You'll need CSA-approved, above-ankle steel-toe boots, a hard hat, and safety classes for labs and site visits.

Construction program advising

For any questions or to set up an advising appointment, please contact our School of Construction.

Phone: 403.284.8367
Email: construction.advising@sait.ca

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 convey 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, surveys and data collection methods to support civil engineering projects.
12. Assess the environmental implications of a civil engineering project.

Community Economic Development

- **12 weeks full time program**
- **Fall, winter, and spring start part-time classroom or online**

Contact us

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

Program Description

We designed this program for those interested in making a positive impact in their communities. This field involves helping small businesses grow and working with the government.

Jobs in community economic development include roles like economic development specialists or coordinators, community liaisons, and non-profit managers.
Our practical courses will give you the skills you need to make a difference in both urban and rural communities.

In this program, you'll:

- discover how to create partnerships between businesses and government to support community growth
- improve your communication skills, which are essential for working with others
- learn how to plan, execute, and report on projects that benefit your community and acquire the skills needed to lead and manage teams
- learn how to understand, read and interpret financial statements, a crucial skill for managing money in community projects
- develop the ability to research and write business plans and project proposals that support diversification and economic growth
- acquire the fundamentals of starting and growing businesses and the skills to recommend resources and solutions for business challenges
- discover how to find and create economic opportunities and capital for your community
- learn how to bring people and organizations together to work toward a common goal and understand how politics and community factors can influence decisions and solutions.

You can take this program entirely online and study from anywhere.

This program is for you if you want to make a positive change in your community or help small businesses grow.

Program Overview

Traits, skills and aptitudes

Those who work in community economic development tend to be directive, innovative, and social.

You need:

- an energetic and engaging personality
- strong interest in the business community
- critical thinking and problem-solving skills
- advanced research skills
- a strategic mindset
- the ability to analyze and condense information in a logical way
- confidence in presenting concepts
- communication skills
- the ability to give clear, concise advice and recommendations
- relationship-building skills
- the ability to manage complex projects
- the ability to work under pressure and juggle different agendas
- leadership skills.

You should enjoy working with people, finding new ways to handle problems, and conducting research.

Academic path

This certificate provides you with options to advance your education.

Graduates can receive credit for up to 10 courses required for the Business Administration diploma or Bachelor of Business Administration degree (varies by major). Additional admission requirements apply.

Credential

Upon successfully completing this program, you'll earn a SAIT Community Economic Development certificate.

Program length

30 weeks

Not open to international applicants

- This program is not available to international applicants at this time.

CAJG-eligible

This program is eligible for the Canada Alberta Job Grant.

Related careers

Our graduates may work in the following occupations. Some careers require additional experience and education.

Potential careers (NOC):

- Government managers - economic analysis, policy development and program administration (40011)
- Business development officers and market researchers and analysts (41402)
- Urban and land use planners (21202)
- Social policy researchers, consultants and program officers (41403)
- Social and community service workers (42201)

Admission Requirements

Applicants educated in Canada

Applicants must demonstrate English language proficiency.

There are no further requirements to enter this program.

Applicants educated outside of Canada

All applicants who were educated outside of Canada must demonstrate English language proficiency and provide proof they meet the program admission requirements outlined above with an international document assessment. Find accepted educational documents and assessment options.

SAIT may also accept courses completed at certain international post-secondary institutions.

Program Outline

The Community Economic Development certificate requires 30 credits (10 courses) to complete.

The program spans 30 weeks, with two semesters.

Required courses

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 - 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

Progression

You must attain a PGPA and/or a CGPA of 2.0 or better each semester and pass the prerequisite courses to progress through the program.

To qualify for graduation, you must pass all courses, attain a CGPA of 2.0 or better and complete course requirements within the prescribed timelines.

Review our grading and progression procedure >

Costs

Books and supplies

Books and supplies are approximately $1,000 - $1,500 per full-time year.

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

Find your booklist on the SAIT Bookstore's website. The booklist will be available closer to the program start date. Can't find your program or course? The bookstore didn't receive a textbook list. Contact your program directly to determine if they're still refining course details or if you're in luck; no textbook purchase is required this term.

Business program advising

For any questions or to set up an advising appointment, please get in touch with our School of Business.

Phone: 403.284.8485
Email: business.advising@sait.ca

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.

Graduate outcomes

A. **Safety** – awareness of safety standards relevant to the workplace.
   - Safety awareness

B. **Responsible leadership** – personal, ethical and respectful behaviour within the workplace and global community.
   - Teamwork and multi-disciplinary collaboration
   - Self-initiative
   - Ethical reasoning and action
   - Global awareness
   - Sustainability

C. **Communication** – the exchange of information professionally and effectively.
   - Language skills
   - Interpersonal skills

D. **Information literacy** – the strategies used to become informed, from recognizing an information need to accessing and evaluating information and using it effectively and ethically.
   - Problem-solving and critical thinking
   - Quantitative literacy
   - Technological literacy

E. **Technical knowledge, skills and abilities** – technical competence specific to the discipline or industry.
   - Specialized technical skill set

Culinary Arts

- **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 Hospitality and Tourism
Phone: 403.210.4343
Email: hospitality.info@sait.ca

Program Description

Led by renowned chefs, our two-year Culinary Arts program offers expert, hands-on instruction at one of the best culinary schools in Canada. Train alongside culinary pros, gaining expertise in foundational cooking, garde manger, global cuisines, patisserie, culinary management and other culinary techniques.

Whether you want to be an executive chef, sous-chef, food stylist or pursue hotel and convention centre culinary opportunities, this program will prepare you.

Our focus is your success with small class sizes, personalized support, and upgraded facilities, including the Charcuterie Lab and SAIT's gourmet Marketplace. Real-world experiences at the Highwood restaurant, downtown Campus, and 4 Nines Dining Centre prepare you for the culinary industry.

Under professional chefs' guidance, develop essential cooking skills and stay updated with current trends through hands-on public cooking experiences, teamwork, and honing your professionalism and communication. You'll attain skills beyond those taught at the average cooking school.

You'll be able to showcase your skills during your year-end capstone courses. After graduating, you can go on to take additional exams to become a Red Seal chef.

Professional paid internship and study tours

Participate in a paid internship in your third semester, gaining industry exposure and connections.

Explore international destinations like Australia, France, Spain, Italy, Chile, and Thailand by participating in one of our optional study tours.

Global recognition through chef competitions

Compete locally and globally in culinary competitions, opening doors to a global career path.

Our students have secured gold and silver in Provincial and National Skills, Canadian Chef Association competitions, and top-three rankings in competitions worldwide, including France, Shanghai, Singapore, and Toronto over the last several years.

SAIT graduates have even competed in the prestigious Top Chef Canada competition. Whatever your culinary dreams and goals, this program will prepare you to bring the heat.

Program Overview

Traits, skills and aptitudes

Those who work in culinary arts tend to be directive, methodical and innovative.

You need:

- a genuine love of food and cuisine
- artistic and creative talent
- good health and stamina
- a keen sense of taste and smell
- excellent hand-eye coordination
- strong math skills
- a memory for details
- communication skills, interpersonal skills and team-building skills
- the ability to remain calm in hectic circumstances
- the ability to stand for long periods
- willingness to work evenings and weekends or irregular hours
- organizational skills
- respect for food safety standards.

You should enjoy planning and organizing menus, supervising the work of others, and using tools and equipment to perform tasks.

Academic path

This program aligns with the Alberta Apprenticeship and Industry Training (AIT) curriculum for all three technical training periods for Cooks.

You can challenge the first-year provincial exam after completing your first year, the second-year exam after completing your third and fourth semesters (provided you passed the first-year government exam), and the third-year exam after graduation (provided you passed the first and second-year government exams.)

Upon passing the exams, you can register as an apprentice and complete the 4,680 on-the-job training hours to earn your journeyperson designation.

Practicum, co-op and work integrated learning opportunities

During your third semester, you'll participate in a professional paid internship for a minimum of 240 hours.

During your internship, you'll learn in a real-world environment while you develop valuable industry connections and network 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. Study tours are optional and have additional costs.

Finally, you'll participate in a year-end capstone project, where you'll showcase and demonstrate your skills.

Credential

After successfully completing this program, you'll receive a SAIT Culinary Arts diploma.

Program length

2 years

Accepts international applicants - PGWP-eligible

This program accepts international applicants and meets the eligibility criteria for the Post-Graduation Work Permit program, as long as the student is registered in on-campus classes or completes more than 50% of the courses on campus (for blended options).

International students attending all classes online will NOT be eligible for a Post-Graduate Work Permit. International students are responsible for maintaining their eligibility throughout their studies.

Not eligible for CAJG

This program is not eligible for the Canada Alberta Job Grant.

Related careers

Our graduates may work in the following occupations. Some careers require additional experience and education.

Potential careers (NOC):

- Restaurant and food service managers (60030)
- Food service supervisors (62020)
- Chefs (62200)
- Cooks (63200)
- Food counter attendants, kitchen helpers and related support occupations (65201)

Admission Requirements

Applicants educated in Canada

All applicants must demonstrate English language proficiency and meet all the following requirements or equivalents:

- at least 50% in English Language Arts 10-1, English Language Arts 10-2 or Humanities 10, and
- at least 50% in Math 10C or Math 10-3.

SAIT accepts high school course equivalents for admission for applicants educated outside Alberta.

Applicants educated outside of Canada

All applicants who were educated outside of Canada must demonstrate English language proficiency and provide proof they meet the program admission requirements outlined above with an international document assessment. Find accepted educational documents and assessment options.

SAIT may also accept courses completed at certain international post-secondary institutions.

Program Outline

The Culinary Arts diploma requires 73.5 credits (25 courses) to complete.

The program spans two years, with two semesters each year.

Required courses

COOK 203 - Capstone Year 1	3 Credits
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
COOK 233 - Classic and Contemporary Hot Foods	3 Credits
COOK 253 - Butchery for Chefs	3 Credits
COOK 263 - Quick Service Cooking	3 Credits
COOK 267 - Baking and Yeast Goods	3 Credits
COOK 302 - Capstone Year 2	3 Credits
COOK 303 - Contemporary Restaurant Cuisine - Lunch	3 Credits
COOK 304 - Exploration of Canadian Cuisine	3 Credits
COOK 307 - Patisserie	3 Credits
COOK 317 - Contemporary Restaurant Cuisine - Dinner	3 Credits
COOK 333 - Garde Manger	3 Credits
COOK 350 - Exploration of Global Cuisines	3 Credits
FDPM 300 - Community Events and Guest Service	3 Credits
KMGT 202 - Culinary Management 1	3 Credits
KMGT 250 - Culinary Management 2	3 Credits
KMGT 312 - Culinary Management 3	3 Credits
KMGT 320 - Culinary Management 4	3 Credits
KMGT 325 - Culinary Management 5	3 Credits
NUTR 313 - Nutrition and Special Dietary Needs	3 Credits
PINT 201 - Professional Internship	1.5 Credits

Suggested schedule of study

Year 1

Semester 1

COOK 204 - Culinary Fundamentals	3 Credits
KMGT 202 - Culinary Management 1	3 Credits
The following courses are offered in either semester one or two.	
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

Semester 2

COOK 203 - Capstone Year 1	3 Credits
KMGT 250 - Culinary Management 2	3 Credits
PINT 201 - Professional Internship	1.5 Credits
The following courses are offered in either semester one or two.	
COOK 233 - Classic and Contemporary Hot Foods	3 Credits
COOK 253 - Butchery for Chefs	3 Credits
COOK 263 - Quick Service Cooking	3 Credits
COOK 267 - Baking and Yeast Goods	3 Credits

Year 2

Semester 3

KMGT 312 - Culinary Management 3	3 Credits
KMGT 320 - Culinary Management 4	3 Credits
The following courses are offered in either semester three or four.	
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

Semester 4

COOK 302 - Capstone Year 2	3 Credits
KMGT 325 - Culinary Management 5	3 Credits
The following courses are offered in either semester three or four.	
COOK 304 - Exploration of Canadian Cuisine	3 Credits
COOK 350 - Exploration of Global Cuisines	3 Credits
FDPM 300 - Community Events and Guest Service	3 Credits
NUTR 313 - Nutrition and Special Dietary Needs	3 Credits

Progression

You must attain a PGPA and/or a CGPA of 2.0 or better each semester and pass the prerequisite courses to progress through the program.

To qualify for graduation, you must pass all courses, attain a CGPA of 2.0 or better and complete course requirements within the prescribed timelines.

Review our grading and progression procedure >

Costs

Books and supplies

Books and supplies are approximately $900. You will need to purchase these in your first week.

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

Find your booklist on the SAIT Bookstore's website. The booklist will be available close to your start date. Can't find your program or course? The bookstore didn't receive a textbook list. Contact your program directly to determine if they're still refining course details or if you're in luck; no textbook purchase is required for that term.

Required equipment/tools

You must purchase a professional knife kit.

The cost is $200 and must be purchased through a dedicated website.

You will receive an email one month before your start date to purchase the kit by credit card.

Required uniform

One of your first steps to becoming a Culinary Arts student is to make sure you have the required attire on your first day of class and dress appropriately throughout the program.

Your uniform includes:

- Hairnet (all hair must be tucked into your hairnet)
- Chef's hat
- Necktie
- Chef's whites
- Name tag
- Waist apron
- Chef's pants
- Chef's clogs or non-slip shoes

Jewelry, including rings, bracelets and dangling earrings, are not to be worn in class. Wedding bands, stud earrings and watches are acceptable.

Other fees

Your Chef's jacket, waist apron and pants are required with an annual laundry fee of $250 (included in your tuition).

Your Chef's hat, necktie, hairnets and gloves (included in the tool kit) are available from The Market Place.

SAIT will have a vendor on site on the Orientation day selling professional non-slip kitchen shoes, but shoes can also be purchased at any professional shoe vendor. We suggest buying a clog-style shoe.

Wearing your uniform to class is mandatory.

Internship fees

Internship course fees are due in May of your first year (approximately $553 for domestic students.)

This is included in the overall tuition listed in the fee table. However, it often comes as a surprise since most of your tuition is due in Aug. and Jan..

Optional study tour

There is an optional international study tour between the first and second years. If interested, you should budget approximately $3,500.

Hospitality and Tourism program advising

For any questions or to set up an advising appointment, please contact our School of Hospitality and Tourism.

Phone: 403.210.4343
Email: hospitality.info@sait.ca

Program Outcomes

1. **Technical skills** - demonstrate technical competency in a variety of production-based environments in professional cooking.
2. **Menu creation** - create high-quality menu items using professional cooking 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. **Meat portion cut/meat processing** - prepare cuts and portions for meat production.
6. **Emerging technologies** - demonstrate knowledge of current and emerging culinary trends and technology.
7. **Equipment safety** - operate and maintain equipment efficiently and safely.
8. **Health and safety regulation** - adhere to the professional cooking industry's current health and safety regulations.
9. **Culinary management** - demonstrate competency in culinary management.
10. **Financial foundation** - apply financial tools and principles to product costing and viable day-to-day culinary operations.
11. **Brand development** - demonstrate social media competency to build personal and professional brand.
12. **Culinary operation foundation** - apply foundational knowledge in sustainability related to culinary operations.
13. **Professional communication** - adapt professional behaviour and respectfully communicate with people of diverse backgrounds and points of view.
13. **Customer service** - demonstrate a hospitality mindset focusing on guest experience and problem-solving with the guest's needs in mind.
14. **Client experience** - support a healthy lifestyle by adopting effective strategies to balance demanding industry needs with personal values and priorities

Graduate outcomes

A. **Safety** - awareness of safety standards relevant to the workplace.
   - Safety awareness

B. **Responsible leadership** - personal, ethical and respectful behaviour within the workplace and global community.
   - Teamwork and multi-disciplinary collaboration
   - Self-initiative
   - Ethical reasoning and action
   - Global awareness
   - Sustainability

C. **Communication** - the exchange of information professionally and effectively.
   - Language skills
   - Interpersonal skills

D. **Information literacy** - the strategies used to become informed, from recognizing an information need to accessing and evaluating information and using it effectively and ethically.
   - Problem-solving and critical thinking
   - Quantitative literacy
   - Technological literacy

E. **Technical knowledge, skills and abilities** - technical competence specific to the discipline or industry.
   - Specialized technical skill set

Cyber Security Analyst

- **52 week certificate program**
- **Must be sponsored by your current employer**
- **Fall online intake**

Contact us

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

Program Description

Are you ready to take your IT career to the next level and become a cybersecurity expert? With cybercrime on the rise and ever-increasing digitalization, there has never been a better time to enhance your skills and join the ranks of cybersecurity professionals.

Our program will equip you with the knowledge and expertise to secure critical data and infrastructure from cyber threats and attacks. Whether you're an IT enthusiast looking to pivot your career, a seasoned professional or a software engineer seeking to stay ahead of the curve, this computer security program is your ticket to success.

This program is for employers interested in developing competencies within their in-house security team. As 51% of training is done in the workplace, your employer must sponsor you for this program.

As a student, you will:

- gain a solid grounding in cyber security risk and compliance
- learn how to respond to and mitigate cyber incidents swiftly
- understand how to safeguard critical data and infrastructure from relentless cyber threats
- acquire the ability to enhance security operations and drive business value.

Taught by industry-seasoned instructors, using an industry-supported curriculum, our program delivers a hands-on and immersive learning experience that covers a range of cybersecurity domains, best practices and cutting-edge technologies. You'll delve into the fascinating world of cyber threats, ethical hacking, vulnerability assessment and more.

As a cyber security professional, you'll be at the forefront of safeguarding digital assets and ensuring your business or organization's resiliency and peace of mind. This field is in high demand and offers competitive salaries and the opportunity to safeguard business operations. Our program can help you get there.

Program Overview

Traits, skills and aptitudes

Those working in the cyber security analysis field tend to be innovative, objective and directive.

You need:

- analytical skills
- speaking and writing skills
- an inquiring and inventive mind
- an eye for details
- patience and an organized approach to troubleshooting
- decision-making and problem-solving skills
- math and science skills
- teaching skills
- time-management skills.

To do well in this field, you should enjoy being innovative, working with others or on your own and being precise in your work.

Practicum, co-op and work integrated learning opportunities

More than half the training in this program will occur in your workplace, providing you with the opportunity to immediately apply what you're learning and gain valuable industry experience.

Accreditations, designations or certifications

Once you graduate, you'll be prepared with the knowledge to challenge exams for the CompTIA Security+, PenTest+, and Network Vulnerability Assessment Professional certification.

Credential

Upon successful completion of this program, you will be awarded a SAIT Cyber Security Analyst post-diploma certificate.

Program length

1 year

Not open to international applicants

This program is not available to international applicants at this time.

CAJG-eligible

This program is eligible for the Canada Alberta Job Grant.

Related careers

Our graduates may work in the following occupations. Some careers require additional experience and education.

Potential careers (NOC):

- Cybersecurity specialists (21220)
- Information system specialists (21222)

Admission Requirements

Applicants educated in Canada

Applicants must demonstrate English language proficiency and meet the following requirements or equivalents:

- a post-secondary degree or diploma from a recognized university, institute or college, and
- sponsorship from your current employer.

A combination of education and experience may be considered in place of the above, subject to approval by the Academic Chair.

Applicants educated outside of Canada

All applicants who were educated outside of Canada must demonstrate English language proficiency and provide proof they meet the program admission requirements outlined above with an international document assessment. Find accepted educational documents and assessment options.

SAIT may also accept courses completed at certain international post-secondary institutions.

Program Outline

The Cyber Security Analyst certificate requires 30 credits (10 courses) to complete.

The program spans 52 weeks delivered part-time online.

Required courses

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 418 - Cyber Security Career Exploration	3 Credits
ITSC 417 - Penetration Testing	3 Credits Credits / Units: 3
ACWE 410 - Cyber Security Analyst Field Placement	3 Credits

Suggested schedule of study

Field placement (occurs throughout all semesters)

ACWE 410 - Cyber Security Analyst Field Placement	3 Credits

Semester 1

ITSC 410 - Cyber Security Essentials	3 Credits
ITSC 411 - Cyber Operations	3 Credits
ITSC 412 - Governance, Standards, and Compliance Frameworks	3 Credits

Semester 2

ITSC 413 - Cyber Security Risk Management	3 Credits
ITSC 414 - Incident Response	3 Credits
ITSC 415 - IT Infrastructure Security	3 Credits

Semester 3

ITSC 416 - Globalization in Information Security	3 Credits
ITSC 417 - Penetration Testing	3 Credits
ITSC 418 - Cyber Security Career Exploration	3 Credits

Progression

You must attain a PGPA and/or a CGPA of 2.0 or better each semester and pass the prerequisite courses to progress through the program.

To qualify for graduation, you must pass all courses, attain a CGPA of 2.0 or better and complete course requirements within the prescribed timelines.

Review our grading and progression procedure >

Costs

Books and supplies

Books and supplies are approximately $2,300 per full-time year.

This is a bring-your-own-device program with a power-user hardware and software requirement. The recommended hardware and software requirements are:

- Processor: i7
- RAM: 32 GB RAM or greater
- Storage: 512 GB SSD or greater
- Video card: On-board integrated
- Screen size: 15" or greater
- Screen resolution: 1920 x 1080 or greater
- OS version: Windows 10 or newer, Pro 64-bit with antivirus/malware protection (MacOS is not supported)

Approximate price (CAD): $1,800

Required textbooks will be discussed in class. You will not need to purchase them ahead of time.

Advanced Digital Technology program advising

For any questions or to set up an advising appointment, please contact our School for Advanced Digital Technology.

Phone: 403.284.8543
Email: sadt.advising@sait.ca

Program Outcomes

1. **Analysis and assessment** - perform an analysis and assessment of security risks.
2. **Threat intelligence** - demonstrate the professional skills required to support organizations' IT requirements.
3. **Technical skills** - demonstrate the technical skills to identify, interpret, and respond to cyber incidents.
4. **Infrastructure protection** - mitigate threats to corporate IT systems, networks, and endpoints (phones, laptops, tablets).
5. **Secure web applications** - secure organizational applications (cloud, web) through analysis and threat monitoring.
6. **Governance and compliance** - explain industry cyber security standards, governance, and compliance frameworks to ensure an organization's effective cyber security practices
7. **Global strategy** - interpret business security needs within a global environment.
8. **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

- **Complete in one to two years**
- **Fall part-time intake online**
- **Fall and Spring full-time/fast track intakes in person or online**

Contact us

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

Program Description

Are you ready to take your knowledge and experience in cyber security to the next level? The Cyber Security for Control Systems program is designed for individuals who have completed related post-secondary studies or gained work-related experience in the field.

Whether you are an IT professional or technician, an industrial control systems (ICS) specialist, or someone focused on cyber-physical systems (CPS) and IT, this program equips you with the skills to safeguard critical control systems in diverse industrial environments.

In this post-diploma certificate, you will:

- explore the unique challenges of securing digital control systems in drilling and wellsites, power plants, power grids, water plants, manufacturing facilities, production lines, telecommunications networks and hospitals.
- learn how to defend systems that have transitioned from analog to digital, making them more susceptible to cyber threats and cybercrime
- gain insights into risk management principles with universal application, essential to every industry, by enhancing control systems' safety, reliability, security and resilience
- learn from experienced instructors with real-world knowledge and practical insights to address the evolving landscape of cyber threats in industrial settings.

Our program is designed to accommodate professionals at different stages of their careers. Our curriculum can meet your needs whether you're looking to upskill or pivot your career to computer security.

Master the challenges of cyber security in the industrial domain.

Program Overview

Traits, skills and aptitudes

You should have education and/or work experience in industrial systems (SCADA, PLCs, Instrumentation, etc.) and/or computer networking or related fields.

You understand the importance of cybersecurity and are intrigued by how critical infrastructure and operations technologies can be compromised and want to protect these assets.

People in the cyber security field tend to be innovative, objective, and directive.

You need:

- analytical skills
- speaking and writing skills
- an inquiring and inventive mind
- an eye for details
- patience and an organized approach to troubleshooting
- decision-making and problem-solving skills
- math and science skills
- teaching skills
- time-management skills
- high ethical standards.

To do well in this field, you should enjoy being innovative, working with others or independently, and doing your work with precision.

Practicum, co-op and work integrated learning opportunities

You'll participate in a capstone project to use all the techniques gained throughout the program to expose vulnerabilities in large systems specific to industrial control systems.

Accreditations, designations or certifications

Once you graduate, you'll be prepared with the knowledge to challenge the CompTIA Security+ exam and earn your certification.

Specialized intakes

This program is available to international applicants as a stand-alone program or as part of a program bundle - two programs delivered consecutively.

If you choose the program bundle, you'll complete the programs in the order they are listed, completing the first program in your first year of study, and the second program in your second year.

Available bundles including this program are:

- Cyber Security for Control Systems + Integrated Artificial Intelligence
- Network Systems Specialist + Cyber Security for Control Systems

After completing both programs, you'll receive two credentials, including a Cyber Security for Control Systems post-diploma certificate.

You may then qualify for a post-graduate work permit of up to three years. If you only complete one of the programs, you may be eligible for a one-year post-graduate work permit.

Applicants must meet the admission requirements for both programs.

Bundle program details

Credential

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

Program length

1 to 1.5 years

Accepts international applicants - PGWP-eligible

This program accepts international applicants and meets the eligibility criteria for the Post-Graduation Work Permit program, as long as the student is registered in on-campus classes or completes more than 50% of the courses on campus (for blended options).

International students attending all classes online will NOT be eligible for a Post-Graduate Work Permit. International students are responsible for maintaining their eligibility throughout their studies.

Not eligible for CAJG

This program is not eligible for the Canada Alberta Job Grant.

Related careers

Our graduates may work in the following occupations. Some careers require additional experience and education.

Potential careers (NOC):

- Computer and information systems managers (20012)
- Data scientists (21211)
- Computer network and web technicians (22220)
- Cybersecurity specialists (21220)
- Business systems specialists (21221)
- Information systems specialists (21222)

Admission Requirements

Applicants educated in Canada

Applicants must demonstrate English language proficiency and completion of one of the following courses or equivalents:

- a two-year diploma or undergraduate degree in information technology, instrumentation or related technical discipline.

Three to five years of experience in information technology, instrumentation or a related technical discipline may also be accepted with approval from the program Academic Chair. A combination of education and experience will be considered.

Applicants educated outside of Canada

All applicants who were educated outside of Canada must demonstrate English language proficiency and provide proof they meet the program admission requirements outlined above with an international document assessment. Find accepted educational documents and assessment options.

SAIT may also accept courses completed at certain international post-secondary institutions.

Application process

International bundle program applicants

If you are an international applicant who wishes to take this program as part of a bundle, first review the admission requirements for both programs to ensure you meet them.

When selecting your programs in the application portal, your first choice should be the program delivered in year one. The second choice program will be the program delivered in year two.

The bundle is unavailable to domestic applicants, who may apply to the stand-alone program.

Program Outline

The Cyber Security for Control Systems certificate requires 27 credits (10 courses) to complete.

The program can be completed full-time in two 15-week semesters or part-time in the evenings across five 15-week semesters.

Required 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

Elective courses

Choose one of the following courses.

Many of your required courses require this elective course as a prerequisite. We recommend you complete your elective course first.

CPSY 401 - Operating Systems and Shell Programming	3 Credits
CPRG 407 - Programming Industrial Control Systems	3 Credits

Suggested schedule of study

Full-time daytime stream

Semester 1

Choose either CPSY 401 or CPRG 407

CPSY 401 - Operating Systems and Shell Programming	3 Credits
CPRG 407 - Programming Industrial Control Systems	3 Credits
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

Semester 2

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

Part-time evening stream

Semester 1

Choose either CPSY 401 or CPRG 407

CPSY 401 - Operating Systems and Shell Programming	3 Credits
CPRG 407 - Programming Industrial Control Systems	3 Credits
ITSC 401 - Strategic Fundamentals of Cyber Warfare	1.5 Credits

Semester 2

CMPN 403 - Networking Protocols and Security	3 Credits
CMPC 401 - Security Standards and Compliance	3 Credits

Semester 3

CMPC 402 - Industrial Control System Security	3 Credits
CMPC 403 - Industrial Control System Security Risk Assessment	3 Credits

Semester 4

ITSC 402 - Vulnerability, Threats and Attacks	3 Credits
ITSC 403 - Defense and Incident Response	3 Credits

Semester 5

MMGT 400 - Business Operations and Change Management for ICS Security	1.5 Credits
PROJ 405 - ICS Cyber Security Capstone Project	3 Credits

Accelerated stream

Semester 1

Choose eithr CPSY 401 or CPRG 407

CPSY 401 - Operating Systems and Shell Programming	3 Credits
CPRG 407 - Programming Industrial Control Systems	3 Credits
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

Semester 2

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

Progression

You must attain a PGPA and/or a CGPA of 2.0 or better each semester and pass the prerequisite courses to progress through the program.

To qualify for graduation, you must pass all courses, attain a CGPA of 2.0 or better and complete course requirements within the prescribed timelines.

Review our grading and progression procedure >

Costs

Books and supplies

Books and supplies are approximately $2,000 - $2,500 per full-time year.

This is a bring-your-own-device program with a power-user hardware and software requirement. Laptops should meet the following minimum requirements (also found on our computers and laptops page):

- Processor: i7
- RAM: 32 GB RAM or greater
- Storage: 512 GB SSD or greater
- Video card: On-board integrated
- Screen size: 15" or greater
- Screen resolution: 1920 x 1080 or greater
- OS version: Windows 10 or newer, Pro 64-bit with antivirus/malware protection (MacOS is not supported)

Required textbooks will be discussed in class. You will not need to purchase them ahead of time.

Advanced Digital Technology program advising

For any questions or to set up an advising appointment, please contact our School for Advanced Digital Technology.

Phone: 403.284.8543
Email: sadt.advising@sait.ca

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 processes for incident response, disaster recovery, 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 service standards from business environment strategies into the industrial control system (ICS) environment.
8. Design and implement risk analysis policies and procedures.

Graduate outcomes

A. **Safety** - awareness of safety standards relevant to the workplace.
   - Safety awareness

B. **Responsible leadership** - personal, ethical and respectful behaviour within the workplace and global community.
   - Teamwork and multi-disciplinary collaboration
   - Self-initiative
   - Ethical reasoning and action
   - Global awareness
   - Sustainability

C. **Communication** - the exchange of information professionally and effectively.
   - Language skills
   - Interpersonal skills

D. **Information literacy** - the strategies used to become informed, from recognizing an information need to accessing and evaluating information and using it effectively and ethically.
   - Problem-solving and critical thinking
   - Quantitative literacy
   - Technological literacy

E. **Technical knowledge, skills and abilities** - technical competence specific to the discipline or industry.
   - Specialized technical skill set

Data Analytics

- **15 weeks to 1 year program**
- **Full-time classroom or part-time online**
- **Full-time students 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 today's data-driven landscape, the ability to harness the power of data analysis is an invaluable skill.

Data is playing an increasingly pivotal role in shaping business strategies. This post-diploma certificate program in Data Analytics will equip you with the knowledge, skills, and aptitude to unlock the world of data science.

You'll gain a deep understanding of fundamental principles in data analytics, setting the stage for a successful career in this exciting field.

In this program, you will learn:

- how to seamlessly integrate data into the decision-making process
- to transform raw data into actionable insights that drive business success
- data visualization techniques to convey complex information clearly and concisely
- data mining and predictive analytics to unearth hidden patterns and foresee future trends
- advanced concepts in data analytics
- to be proficient in cutting-edge data analytics tools and technologies
- problem-solving skills that are highly sought after in data-intensive industries
- to use data to tell a compelling and meaningful story
- to effectively integrate data into reports and other materials
- the importance of ethical data management in the age of data privacy concerns through best practices for handling data responsibly and securely.

As a graduate, you'll be well-prepared for a range of exciting roles in applied science, including data analyst, business analyst, market research analyst, financial analyst or healthcare analyst.

Our Data Analytics program opens doors to a world where data isn't just information - it's the key to innovation and success.

Program Overview

Traits, skills and aptitudes

Those working in the data analysis field are innovative, methodical and directive.

You need:

- an aptitude for and interest in statistics, artificial intelligence and databases
- an interest in applying scientific principles to solve practical problems
- the ability to analyze information and understand abstract relationships
- the ability to think logically, organize projects and carry them out
- the ability to work alone as well as with others
- the ability to communicate with individuals from different technical and cultural backgrounds
- attention to detail.

The ideal Data Analytics post-diploma certificate candidate has:

- a previous post-secondary diploma or degree in business, economics or finance
- a strong math background and foundational education in statistics
- worked with data and are intrigued by the power of data and how it can be analyzed to support sound business decision-making.

Previous experience working with databases is an asset.

To do well in this field, you should enjoy synthesizing data, applying statistical theories and methods and working with others to understand and solve problems.

Practicum, co-op and work integrated learning opportunities

During your capstone project, you'll prepare a business case for an organization, complete a data analysis proposal, create a solution and present the results to the industry partner.

Specialized intakes

This program is available to international applicants as a stand-alone program or as part of a program bundle - two programs delivered consecutively.

If you choose the program bundle, you'll complete the programs in the order they are listed, completing the first program in your first year of study, and the second program in your second year.

Available bundles including this program are:

- Data Analytics + Integrated Artificial Intelligence
- Object-Oriented Software Development + Data Analytics

After completing both programs, you'll receive two credentials, including a Data Analytics post-diploma certificate.

You may then qualify for a post-graduate work permit of up to three years. If you only complete one of the programs, you may be eligible for a one-year post-graduate work permit.

Applicants must meet the admission requirements for both programs.

Bundle program details

Credential

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

Program length

15 weeks to 1 year

Accepts international applicants - PGWP-eligible

This program accepts international applicants and meets the eligibility criteria for the Post-Graduation Work Permit program, as long as the student is registered in on-campus classes or completes more than 50% of the courses on campus (for blended options).

International students attending all classes online will NOT be eligible for a Post-Graduate Work Permit. International students are responsible for maintaining their eligibility throughout their studies.

Not eligible for CAJG

This program is not eligible for the Canada Alberta Job Grant.

Related careers

Our graduates may work in the following occupations. Some careers require additional experience and education.

Potential careers (NOC):

- Professional occupations in business management consulting (11201)
- Mathematicians, statisticians and actuaries (21210)
- Data scientists (21211)
- Business systems specialists (21221)
- Database analysts and data administrators (21223)
- Business development officers and market researchers and analysts (41402)
- Information systems specialists (21222)

Admission Requirements

Applicants educated in Canada

Applicants must demonstrate English language proficiency and completion of the following courses or equivalents:

- a post-secondary degree or diploma from a recognized university, institute, or college.

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

Applicants educated outside of Canada

All applicants who were educated outside of Canada must demonstrate English language proficiency and provide proof they meet the program admission requirements outlined above with an international document assessment. Find accepted educational documents and assessment options.

SAIT may also accept courses completed at certain international post-secondary institutions.

Application process

International bundle program applicants

If you are an international applicant who wishes to take this program as part of a bundle, first review the admission requirements for both programs to ensure you meet them.

When selecting your programs in the application portal, your first choice should be the program delivered in year one. The second choice program will be the program delivered in year two.

The bundle is unavailable to domestic applicants, who may apply to the stand-alone program.

Program Outline

The Data Analytics certificate requires 24 credits (eight courses) to complete.

The program can be completed full-time in two 15-week semesters, fast-tracked in one 15-week semester or part-time in the evenings across three 15-week semesters.

Required courses

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	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

Suggested schedule of study

Blended stream

Semester 1

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

Semester 2

DATA 445 - Business Analytics	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

Accelerated stream

Semester 1

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	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

Part-time evening or online stream

Semester 1

DATA 401 - Data Literacy	3 Credits
DATA 410 - Business Context for Data Analysis	3 Credits
DATA 415 - Statistical Analysis of Data	3 Credits

Semester 2

DATA 420 - Predictive Analytics	3 Credits
DATA 445 - Business Analytics	3 Credits
DATA 460 - Business Intelligence Reporting	3 Credits

Semester 3

DATA 475 - Advanced Concepts in Data Analytics	3 Credits
PROJ 406 - Data Analytics Capstone Project	3 Credits

Progression

You must attain a PGPA and/or a CGPA of 2.0 or better each semester and pass the prerequisite courses to progress through the program.

To qualify for graduation, you must pass all courses, attain a CGPA of 2.0 or better and complete course requirements within the prescribed timelines.

Review our grading and progression procedure >

Costs

Books and supplies

Books and supplies are approximately $1,000 - $1,500 per full-time year.

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.

Find your booklist on the SAIT Bookstore's website. The booklist will be available closer to the program start date.

Can't find your program or course? The bookstore didn't receive a textbook list. Contact your program directly to determine if they're still refining course details or if you're in luck; no textbook purchase is required this term.

Advanced Digital Technology program advising

For any questions or to set up an advising appointment, please contact our School for Advanced Digital Technology.

Phone: 403.284.8543
Email: sadt.advising@sait.ca

Program Outcomes

1. Manipulate data using data science, modelling, ethics, and ETL in a business context relevant to decision-making.
2. Contextualize data in a format that maps to business processes, and objectives and aligns data analysis to strategic outcomes.
3. Build presentations that communicate data analysis effectively and accurately for a business audience using visualizations (dashboards) and storytelling.
4. Perform statistical and algorithmic analyses on cloud-based and on-premise data sets using various tools and techniques.
5. Explain the use of machine learning and artificial intelligence in data analysis.
6. Use industry-recognized programs and tools to extract meaning from data.
7. Demonstrate core strategic, tactical and operational business processes driven by data for evidence-based decision-making.
8. Apply fundamental data analytics principles, aligning data and business processes to create accurate, actionable insights.

Database Administrator

- **One year certificate program**
- **Fall intake.**
- **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

A database administrator plays a crucial role in managing and maintaining databases within an organization. You ensure the availability, security, integrity and performance of the databases that store critical data.

This program may be for you if you have existing relational database knowledge and an interest in computers and information technology.

In this program, you will learn:

- how to use database administration tools from industry leaders like Oracle and Microsoft and gain proficiency in managing databases on Windows and Linux platforms, commonly used in enterprise environments
- how data is organized, structured and related within these databases
- to design efficient and scalable database systems, master data modelling, and normalization techniques while creating database schemas that meet business requirements
- how to create, design and optimize database systems for speed, responsiveness and scalability
- to be proficient at ongoing database maintenance tasks
- to implement robust backup and recovery plans to safeguard data integrity
- to implement security measures to safeguard data from unauthorized access and security threats, a top priority for organizations to protect sensitive information.

Apply your knowledge and skills as a database system administrator to real-world computer science scenarios. Hands-on experience in a practicum placement will prepare you to tackle the challenges and complexities of database administration in actual work settings.

Database technology is continuously evolving. As a graduate, you will be well-prepared for a career in a dynamic field as an asset to organizations relying on data-driven decision-making.

Potential roles include Oracle database administrator, database developer, data analyst or database architect.

Due to the tight integration of the courses in the Database Administrator program, credit for prior learning is unavailable.

Program Overview

Traits, skills and aptitudes

Those working in the database administration field tend to be innovative, methodical and directive.

You need:

- to learn quickly, think logically and study information
- to build abstract structures that represent complex relationships
- to focus on details without losing sight of the whole
- an awareness of legal, policy and privacy restrictions
- speaking, listening and writing skills
- to work on a team
- an active interest in keeping up with changes in technology.

This program is designed for learners with existing IT literacy. We strongly recommend you have prior experience with relational databases (like Microsoft Access) and operating systems (like Linux/Unix, Windows.)

To do well in this field, you should enjoy working with a variety of people in a team setting and solving problems.

Practicum, co-op and work integrated learning opportunities

During your final semester, you'll participate in a practicum at a participating company, providing you with a realistic taste of the technology industry and the opportunity to network with a potential employer. .

Credential

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

Program length

1 year

Accepts international applicants - PGWP-eligible

This program accepts international applicants and meets the eligibility criteria for the Post-Graduation Work Permit program, as long as the student is registered in on-campus classes or completes more than 50% of the courses on campus (for blended options).

International students attending all classes online will NOT be eligible for a Post-Graduate Work Permit. International students are responsible for maintaining their eligibility throughout their studies.

Not eligible for CAJG

This program is not eligible for the Canada Alberta Job Grant.

Related careers

Our graduates may work in the following occupations. Some careers require additional experience and education.

Potential careers (NOC):

- Data scientists (21211)
- Database analysts and data administrators (21223)

Admission Requirements

Applicants educated in Canada

Applicants must demonstrate English language proficiency and completion of one of the following courses or equivalents:

- at least 60% in English Language Arts 30-1 or 30-2 or equivalent, or
- a minimum of two years of post-secondary education from a recognized university, institute or college.

SAIT accepts high school course equivalents for admission for applicants educated outside Alberta.

Applicants educated outside of Canada

All applicants who were educated outside of Canada must demonstrate English language proficiency and provide proof they meet the program admission requirements outlined above with an international document assessment. Find accepted educational documents and assessment options.

SAIT may also accept courses completed at certain international post-secondary institutions.

Program Outline

The Database Administrator certificate requires 39 credits (18 courses) to complete.

The program spans 38 weeks across three semesters, with two semesters of full-time study followed by an eight-week practicum in the third semester.

Required courses

CMPN 274 - Oracle Architecture and Administration	3 Credits
CMPN 295 - Oracle: Network Administration	1.5 Credits
CMPP 238 - Scripting for Databases	1.5 Credits
CMPP 252 - Oracle Fundamentals: SQL and PL/SQL	3 Credits
CMPP 267 - Database Operating Systems Network Fundamentals	3 Credits
CMPP 273 - Data Modelling and RDB Design	1.5 Credits
CMPP 276 - Data Warehousing and Mining	1.5 Credits
CMPP 277 - Oracle: Backup and Recovery	3 Credits
CMPP 278 - Database Administration Project	6 Credits
CMPP 279 - Oracle Performance and Tuning	1.5 Credits
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
CPLN 240 - Career Skills for Tech Professionals	1.5 Credits
DBAD 205 - Database Security Fundamentals	1.5 Credits
PRAC 249 - Career Advancement Practicum	3 Credits
PROJ 237 - Project Management for DBA	1.5 Credits

Suggested schedule of study

Year 1

Semester 1

CMPP 267 - Database Operating Systems Network Fundamentals	3 Credits
CMPP 252 - Oracle Fundamentals: SQL and PL/SQL	3 Credits
PROJ 237 - Project Management for DBA	1.5 Credits
CMPP 273 - Data Modelling and RDB Design	1.5 Credits
CPLN 240 - Career Skills for Tech Professionals	1.5 Credits
CMPN 274 - Oracle Architecture and Administration	3 Credits

Semester 2

CMPN 295 - Oracle: Network Administration	1.5 Credits
CPRG 203 - Microsoft SQL Server Database	1.5 Credits
CPRG 206 - Database Web Integration	1.5 Credits
CMPP 276 - Data Warehousing and Mining	1.5 Credits
CMPP 277 - Oracle: Backup and Recovery	3 Credits
CPRG 205 - Linux Fundamentals	1.5 Credits
CPRG 209 - Database Skills in Unix/Linux	1.5 Credits
DBAD 205 - Database Security Fundamentals	1.5 Credits
CMPP 279 - Oracle Performance and Tuning	1.5 Credits
CMPP 238 - Scripting for Databases	1.5 Credits
CMPP 278 - Database Administration Project	6 Credits

Semester 3

PRAC 249 - Career Advancement Practicum	3 Credits

Progression

You must attain a PGPA and/or a CGPA of 2.0 or better each semester and pass the prerequisite courses to progress through the program.

To qualify for graduation, you must pass all courses, attain a CGPA of 2.0 or better and complete course requirements within the prescribed timelines.

Review our grading and progression procedure >

Costs

Books and supplies

Books and supplies are approximately $1,000 - $1,500 per full-time year.

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.

Find your booklist on the SAIT Bookstore's website. The booklist will be available closer to the program start date.

Can't find your program or course? The bookstore didn't receive a textbook list. Contact your program directly to determine if they're still refining course details or if you're in luck; no textbook purchase is required this term.

Advanced Digital Technology program advising

For any questions or to set up an advising appointment, please contact our School for Advanced Digital Technology.

Phone: 403.284.8543
Email: sadt.advising@sait.ca

Dental Assisting

- **For information regarding upcoming program intakes, please see sait.ca.**

Contact us

School of Health and Public Safety
Phone: 403.284.8481
Email: hps.info@sait.ca

Program Description

Dental assistants are key players in the dental health team.

Our Dental Assisting program emphasizes patient-centered practices to enhance oral health and well-being and is tailored to ensure you're ready to work in various settings, including private practices, specialist offices, and community health centers.

In this program, you will:

- learn the principles of providing compassionate care that respects the individual needs of patients
- learn how to perform intra and extra-oral imaging
- perform laboratory procedures
- learn about infection prevention as well as control and safety protocols
- practice management skills.

You will combine classroom theory with hands-on learning in a dental clinic setting at SAIT campus, as well as complete a practicum to apply your dentistry assistant skills in a real-world dental office environment.

At graduation, you will emerge as a skilled dental assistant, ready to positively impact patient health and confidently step into your professional role to meet the demands of the dental industry.

Program Overview

Traits, skills and aptitudes

Dental assistants tend to be methodical, social and objective.

You need:

- attention to detail
- fine motor skills
- the ability to put patients at ease
- good communication and people skills
- the ability to remain calm under pressure
- critical thinking skills
- the ability to be organized and manage time well
- to be comfortable sitting for long periods
- the ability to work as part of a team
- professionalism and the ability to regulate your emotions
- to be comfortable around human blood and tissue
- knowledge of disease transmission and infection control.

Dental assistants must wear personal protective equipment (PPE) for long periods. This includes tolerating latex and other disinfection chemicals.

Some dental assistants work extended hours and shifts, including nights and weekends.

You are strongly encouraged to refer to the ALIS website for career, learning, and employment information for dental assistants to ensure you can successfully meet the occupational requirements for the program and profession.

Practicum, co-op and work integrated learning opportunities

In this program, you will complete a required practicum in a dental office, where you will apply the skills you have learned in class in a real-world setting.

You will be assigned practicum placements with consideration given to your preference of location. However, due to limited availability in Calgary, it might be necessary for you to travel or relocate outside the city.

The healthcare field has a strong focus on health, wellness, and fitness to practice due to the demanding nature of the work and Occupational Health and Safety requirements. As such, special considerations will not be granted based on individual circumstances or preferences, except those stated as protected grounds when an accommodation has been approved.

In compliance with the practica agreements with our clinical partners, you will be required to provide specific documentation before you can participate in your practicum. Find out what requirements you need for this program.

Your pre-practicum requirements and dental health examinations are required by the first day of class.

Accreditations, designations or certifications

This program is accredited by the Commission on Dental Accreditation of Canada.

You must write the National Dental Assisting Examining Board (NDAEB) exam to be registered in Alberta. Graduates are eligible to obtain a provisional licence upon completion of the program.

Credential

Upon successful completion of this program, you'll be awarded a SAIT Dental Assisting certificate.

Program length

1 year

Accepts international applicants – not-PGWP eligible

This program is open to international applicants; however, program availability may be limited. This program does not meet the eligibility criteria for the Post-Graduation Work Permit program.

CAJG-eligible

This program is eligible for the Canada Alberta Job Grant.

Related careers

Our graduates may work in the following occupations. Some careers require additional experience and education.

Potential careers (NOC):

- Dental assistants and dental laboratory assistants (33100)
- Dental hygienists and dental therapists (32111)

Admission Requirements

Applicants educated in Canada

All applicants must demonstrate English language proficiency and have passed the following course requirements 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.

SAIT accepts high school course equivalents for admission for applicants educated outside Alberta.

Applicants educated outside of Canada

All applicants who were educated outside of Canada must demonstrate English language proficiency and provide proof they meet the program admission requirements outlined above with an international document assessment. Find accepted educational documents and assessment options.

SAIT may also accept courses completed at certain international post-secondary institutions.

Program Outline

The Dental Assisting certificate requires 40.5 credits (18 courses) to complete.

The program spans one year, with three semesters.

Required courses

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 227 - Dental Specialties 1	1.5 Credits
DENT 237 - Oral Anatomy and Histology	3 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
DENT 278 - Prosthodontics 2	1.5 Credits
DENT 294 - Dental Specialties 2	1.5 Credits
DENT 297 - Preventive Procedures 3	3 Credits
INFC 215 - Infection Prevention and Control	1.5 Credits
NUTR 230 - Nutrition	1.5 Credits
PRAC 278 - DA Practicum	3 Credits
XRAY 200 - Dental Radiography 1	3 Credits
XRAY 250 - Dental Radiography 2	1.5 Credits

Suggested schedule of study

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 1	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	3 Credits
PRAC 278 - DA Practicum	3 Credits

Progression

You must attain a PGPA and/or a CGPA of 2.0 or better each semester and pass the prerequisite courses to progress through the program.

To qualify for graduation, you must pass all courses, attain a CGPA of 2.0 or better and complete course requirements within the prescribed timelines.

Review our grading and progression procedure >

Costs

Books and supplies

Books and supplies are approximately $1,000 - $1,500 per full-time year.

This is a bring-your-own-device program with a standard computer hardware and software requirement. See the specific requirements on our computers and laptops page. An Apple or Windows laptop is required, and tablets or phones are not suitable alternatives.

Find your booklist on the SAIT Bookstore's website. Booklists are created by semester and available approximately two weeks before classes begin.

Required personal protective equipment (PPE) and uniform

The industry-approved PPE and uniform you'll need will be discussed during your orientation. Depending on your requirements, these will cost $100 or more.

Dental assistants must wear safety glasses or face shields during dental procedures. Safety glasses must have solid side shields and cannot be regular prescription glasses. Prescription lenses can be placed in safety glass frames, or you can wear safety glasses which fit over prescription glasses or a face shield over safety glasses.

Additional fees

A fee is associated with obtaining a police information check, including a vulnerable sector check, payable to the police or the Royal Canadian Mounted Police (RCMP).

You must have your immunizations reviewed by the SAIT Health Clinic. There is a $75 charge to review vaccine history. Any vaccines you need to be administered will result in additional charges.

A fee of approximately $50 to $100 is associated with an electronic student permit checking submission required for clinical practicum placements, payable to Synergy Gateway through the Verified software platform.

Basic Life Support (BLS) Provider (Level C) CPR annual updates are required.

You are responsible for additional expenses related to your practicum, including pre-practicum requirements and relocation costs to practicum sites outside of Calgary.

The National Dental Assisting Examining Board exam fee is approximately $730. The annual dues of the College of Alberta Dental Assistants are approximately $300.

Health and Public Safety program advising

For any questions or to set up an advising appointment, please contact our School of Health and Public Safety.

Phone: 403.284.8481
Email: hps.info@sait.ca

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 interdisciplinary team to achieve a high standard of patient-centred 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 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.

Diagnostic Medical Sonography

- **For information regarding upcoming program intakes, please see sait.ca.**

Contact us

School of Health and Public Safety
Phone: 403.284.8481
Email: hps.info@sait.ca

Program Description

The Diagnostic Medical Sonography program provides comprehensive knowledge and practice in ultrasound technology, a critical component of modern healthcare diagnostics.

It will equip you with the technical expertise and interpersonal skills necessary to assess and evaluate body organs and structures, which will assist physicians in the medical diagnosis and ongoing health management of patients.

In this program, you will:

- learn the science behind high-frequency sound waves and their application in sonography and the instrumentation that produces ultrasound images
- assess and image fetal and gynecologic structures, the intricacies of the heart and the body's circulatory system (arteries and veins), the abdominal cavity, focusing on organs such as the liver, kidneys and pancreas, and superficial tissues, including the thyroid gland and breast tissue
- develop skills to provide quality patient care, from bedside manner to handling sensitive situations
- get an in-depth understanding of the human body's structure and function to enhance imaging
- learn to participate in medical research and maintain high standards of quality control in imaging
- master the performance of various ultrasound scanning procedures with precision and care

You will get hands-on training and practical learning experiences in labs and workplace settings, covering sonography theory and techniques within clinical practice in patient care teams and enhancing the collaborative skills vital in healthcare.

Upon graduation, you will be prepared for a fulfilling career in diagnostic medical sonography in hospitals and community clinics.

If you seek a career combining technology with direct patient care, are detail-oriented, enjoy working with advanced technology, and have strong communication skills, this program will prepare you to enter the workforce as a diagnostic medical sonographer, making a difference in the lives of patients every day.

Program Overview

Traits, skills and aptitudes

Those in diagnostic medical sonography tend to be objective, methodical and innovative.

You need:

- good health and upper body and shoulder strength
- physical dexterity to be able to use your hand, wrist, and arm for prolonged periods
- strong hand-eye coordination
- communication and observation skills
- the ability to visualize in three dimensions
- extensive knowledge of anatomy and physiology
- to be comfortable with human blood and tissue
- attention to detail
- critical thinking skills
- perseverance
- the ability to handle unpleasant situations and work under pressure
- teamwork skills
- to adhere to a high standard of medical ethics at all times

You should enjoy working with all types of people, using technical equipment and compiling information.

As a diagnostic medical sonographer, you may work in environments where a considerable amount of time is spent standing or sitting while performing tasks that may be repetitive. You should 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 or as a sonographer.

All medical personnel should be comfortable assessing injuries, performing patient care procedures which may be sensitive, and wearing personal protective equipment (PPE) for extended periods. This includes exposure to latex and other disinfectant materials.

You are strongly encouraged to refer to the ALIS website for career, learning, and employment information for diagnostic medical sonographers to ensure you can successfully meet the occupational requirements for the program and profession.

Practicum, co-op and work integrated learning opportunities

You will complete required clinical practicums and rotate through different settings to achieve specific clinical objectives.

By completing all practicum rotations, you will specialize in Generalist Sonography. In addition, you will complete a practicum pathway, in which you'll specialize in either Adult Echocardiography or Vascular Sonography. You will be assigned your pathway selection before your first practicum.

You will practice all competencies associated with the practicum pathway you are assigned, though these competencies may not fully align with those detailed in your course outlines. Additionally, each competency associated with your practicum pathway will not necessarily be practiced consistently in all of your practicum rotations.

You will be assigned practicum placements with consideration given to your preference of location. However, due to limited availability in Calgary, it might be necessary for you to travel or relocate outside the city.

The healthcare field has a strong focus on health, wellness, and fitness to practice due to the demanding nature of the work and Occupational Health and Safety requirements. As such, special considerations will not be granted based on individual circumstances or preferences, except those stated as protected grounds when an accommodation has been approved.

In compliance with the practica agreements with our clinical partners, you will be required to provide specific documentation before you can participate in your practicum. Find out what requirements you need for this program.

Accreditations, designations or certifications

This program is accredited by Accreditation Canada, and works closely with our Diagnostic Imaging Advisory Committee to ensure our curriculum continues to meet or exceed provincial and national accreditation standards.

Graduates of this program are eligible to write the Sonography Canada registry exams in:

- Core (Physics), and
- Generalist, and
- Adult Echocardiography or Vascular, depending on the practicum pathway graduates completed within the program.

In addition, graduates are eligible to write the American Registry of Diagnostic Medical Sonography exams.

Specialized intakes

Some seats in each intake of this program are reserved for applicants currently residing in Saskatchewan via our interprovincial health training agreements.

Credential

Upon successful completion of this program, you'll be awarded a SAIT Diagnostic Medical Sonography diploma.

Program length

2.5 years

Not open to international applicants

This program is not available to international applicants at this time.

Not eligible for CAJG

This program is not eligible for the Canada Alberta Job Grant.

Related careers

Our graduates may work in the following occupations. Some careers require additional experience and education.

Potential careers (NOC):

- Medical sonographers (32122)

Admission Requirements

Applicants educated in Canada

Applicants must demonstrate English language proficiency and meet the following requirements or equivalents:

- at least 75% in Math 30-1 or Math 30-2, and
- at least 75% in English Language Arts 30-1, and
- at least 75% in Biology 30, and
- at least 75% in Physics 30.

You also must achieve a mark of at least 50% in the School of Health and Public Safety's Entrance testing process.

SAIT accepts high school course equivalents for admission for applicants educated outside Alberta.

Applicants educated outside of Canada

All applicants who were educated outside of Canada must demonstrate English language proficiency and provide proof they meet the program admission requirements outlined above with an international document assessment. Find accepted educational documents and assessment options.

SAIT may also accept courses completed at certain international post-secondary institutions.

Application process

Before applying to this program, you must complete the necessary entrance tests.

Refer to Health and Public Safety entrance testing to find the required tests and deadlines and instructions on how to book your exams.

Program Outline

The Diagnostic Medical Sonography diploma requires 79.5 credits (27 courses) to complete.

The program spans 2.5 years, with seven semesters.

Required courses

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
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
DMST 276 - Professional Practice 2	1.5 Credits
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
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
DMST 375 - Clinical Integration	3 Credits
INFC 215 - Infection Prevention and Control	1.5 Credits
MEDT 211 - Medical Terminology 1	1.5 Credits
MRAD 374 - Research in Allied Health	1.5 Credits
PHYS 216 - Physics 1	3 Credits
PHYS 254 - Physics 2	1.5 Credits
PHYS 314 - Physics 3	3 Credits
PRCT 300 - Clinical Practicum 1	7.5 Credits
PRCT 310 - Clinical Practicum 2	7.5 Credits
PRCT 380 - Clinical Practicum 3	7.5 Credits

Suggested schedule of study

Year 1

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 - Research in Allied Health	1.5 Credits

Year 2

Semester 4

DMST 276 - Professional Practice 2	1.5 Credits
PHYS 314 - Physics 3	3 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

Year 3

Semester 7

DMST 375 - Clinical Integration	3 Credits
PRCT 380 - Clinical Practicum 3	7.5 Credits

Progression

You must attain a PGPA and/or a CGPA of 2.0 or better each semester and pass the prerequisite courses to progress through the program.

To qualify for graduation, you must pass all courses, attain a CGPA of 2.0 or better and complete course requirements within the prescribed timelines.

Review our grading and progression procedure >

Costs

Books and supplies

Books, supplies, and uniforms are approximately $2,700 for the first year, $600 for the second year, and $500 for the final semester.

This is a bring-your-own-device program with a standard computer hardware and software requirement. See the specific requirements on our computers and laptops page. A laptop (non-Android) or Apple tablet is required, and a phone is not a suitable alternative.

Find your booklist on the SAIT Bookstore's website. Booklists are created by semester, and made available approximately two weeks prior to the commencement of each semester.

Required uniforms and personal protective equipment (PPE)

The industry-approved PPE you'll need will be discussed during your first few days of classes.

Additional fees

A fee is associated with obtaining a police information check, including a vulnerable sector check, payable to the police or the Royal Canadian Mounted Police (RCMP).

You must have your immunizations reviewed by the SAIT Health Clinic. There is a $75 charge to review vaccine history. Any vaccines you need to be administered will result in additional charges.

A fee of approximately $50 to $100 is associated with an electronic student permit checking submission required for clinical practicum placements, payable to Synergy Gateway through the Verified software platform.

A fee is associated with the CompTracker application that is used in this program.

You are responsible for additional expenses related to your practicum, including pre-practicum requirements and relocation costs to practicum sites outside of Calgary.

Sonography Canada certification exam fees are approxima tely $1,525. Sonography Canada association dues are $175 per year, with the option to purchase professional liability insurance.

Health and Public Safety program advising

For any questions or to set up an advising appointment, please contact our School of Health and Public Safety.

Phone: 403.284.8481
Email: hps.info@sait.ca

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 students' technical and professional development 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.

Early Childhood Education Certificate

- **For information regarding upcoming program intakes, please see sait.ca.**

Contact us

School of Health and Public Safety
Phone: 403.284.8481
Email: hps.info@sait.ca

Program Description

Designed for those passionate about shaping young minds, our comprehensive Early Childhood Education certificate program equips you with the necessary skills, knowledge, and practical experience to work in various early childhood education settings.

You will gain a thorough understanding of early childhood education, focusing on care for children from newborn to age 12, ensuring a well-rounded perspective on child development.

You will benefit from a unique mix of classroom instruction and hands-on experience. In community settings, engage directly with children, families, and other professionals in early childhood education (ECE).

In this program, you will:

- learn to establish and maintain safe, respectful, and inclusive play environments by nurturing young children, supporting their families and engaging with communities to foster ongoing learning and growth
- cultivate a foundational understanding of child development, including effective strategies, best practices, and the design of responsive, relationship-based learning environments
- become proficient in essential skills like communication, observation, documentation, digital literacy, behaviour management, problem-solving, and collaboration, all crucial for supporting the holistic development and well-being of children under your care
- gain frameworks and perspectives, including Flight (Alberta's early learning and care framework) and broaden your perspective on key concepts such as wellness, development, equity, diversity, inclusion, reconciliation, ethics, and child-centred learning within the ECE environment.

As a graduate, you'll be a well-equipped Early Childhood Education professional, ready to take on challenging roles and make a positive difference in the lives of children and their families. Your comprehensive training will position you at the forefront of early childhood education, ready to contribute to the field with innovative ideas and practices.

This program is ideal for those looking to start or advance their careers in early childhood education, who are passionate about child development, and who seek to make a meaningful impact in the early years of a child's life.

Embark on this rewarding journey and shape the future by nurturing the minds and hearts of the youngest learners.

Program Overview

Traits, skills and aptitudes

Early childhood educators are social, methodical and directive.

You need:

- to be playful, sensitive, and caring toward children
- initiative and enthusiasm
- resilience, persistence, and the ability to regulate your emotions
- critical-thinking skills
- to model respectful behaviour and language
- a healthy lifestyle and physical fitness
- to prioritize ethical decision-making and practice
- consistent, positive strategies to guide children's behaviour
- to plan for, observe, engage with, and support children's play and learning
- to communicate and work respectfully with children, parents, caregivers and other professionals
- to document interactions with children, parents, caregivers and other professionals clearly
- to take time to learn about each child and create a curriculum based on that learning.

You should enjoy taking a creative and open-minded approach to your work and building relationships with people, especially children. You should be at ease taking responsibility and supervising others.

You are strongly encouraged to refer to the ALIS website for career, learning, and employment information for early childhood educators to ensure you can successfully meet the occupational requirements for the program and profession.

Academic path

Graduates of this program meet the admission requirements to enter SAIT's Early Childhood Education diploma program.

Practicum, co-op and work integrated learning opportunities

In this program, you'll participate in two practicum work placements that will combine professional observation, practical experience and integrated theory classes.

You will be assigned practicum placements with consideration given to your preference of location. However, due to limited availability in Calgary, it might be necessary for you to travel or relocate outside the city.

The healthcare field has a strong focus on health, wellness, and fitness to practice due to the demanding nature of the work and Occupational Health and Safety requirements. As such, special considerations will not be granted based on individual circumstances or preferences, except those stated as protected grounds when an accommodation has been approved.

In compliance with the practica agreements with our clinical partners, you will be required to provide specific documentation before you can participate in your practicum. Find out what requirements you need for this program.

Accreditations, designations or certifications

Graduates are eligible to apply for the Level 2 Early Childhood Educator certification from the Government of Alberta, which is required by the Early Learning and Child Care Act to work as a frontline caregiver in the province.

Credential

Upon successful completion of this program, you'll recieve a SAIT Early Childhood Education certificate.

Program length

1 year

Accepts international applicants - PGWP-eligible

This program accepts international applicants and meets the eligibility criteria for the Post-Graduation Work Permit program, as long as the student is registered in on-campus classes or completes more than 50% of the courses on campus (for blended options).

International students attending all classes online will NOT be eligible for a Post-Graduate Work Permit. International students are responsible for maintaining their eligibility throughout their studies.

Not eligible for CAJG

This program is not eligible for the Canada Alberta Job Grant.

Related careers

Our graduates may work in the following occupations. Some careers require additional experience and education.

Potential careers (NOC):

- Early childhood educators and assistants (42202)
- Education policy researchers, consultants and program officers (41405)
- Health policy researchers, consultants and program officers (41404)

Admission Requirements

Applicants educated in Canada

All applicants must demonstrate English language proficiency and meet the following requirements or equivalents:

- at least 65% in English Language Arts 30-1 or 30-2.

SAIT accepts high school course equivalents for admission for applicants educated outside Alberta.

Applicants educated outside of Canada

All applicants who were educated outside of Canada must demonstrate English language proficiency and provide proof they meet the program admission requirements outlined above with an international document assessment. Find accepted educational documents and assessment options.

SAIT may also accept courses completed at certain international post-secondary institutions.

Program Outline

The Early Childhood Education certificate requires 30 credits (11 courses) to complete.

The program spans one year, with two semesters.

Required courses

COMN 200 - Communications in Early Childhood Education	1.5 Credits
DIGI 200 - Digital Literacy in Early Childhood Education	1.5 Credits
ECED 200 - Programming 1: Introduction to Early Childhood Education	3 Credits
ECED 201 - Childhood Development 1: Growth and Development	3 Credits
ECED 250 - Programming 2: Play and Provocation	3 Credits
ECED 251 - Childhood Development 2: Behaviour and Social-Emotional Development	3 Credits
ECED 252 - Early Learning Literacy and Numeracy	3 Credits
INDG 200 - Indigenous Perspectives in Early Childhood Education	3 Credits
PRCT 204 - Professional Practicum 1	3 Credits
PRCT 208 - Professional Practicum 2	3 Credits
WLNS 202 - Childhood Wellness	3 Credits

Suggested schedule of study

Semester 1

COMN 200 - Communications in Early Childhood Education	1.5 Credits
DIGI 200 - Digital Literacy in Early Childhood Education	1.5 Credits
ECED 200 - Programming 1: Introduction to Early Childhood Education	3 Credits
ECED 201 - Childhood Development 1: Growth and Development	3 Credits
PRCT 204 - Professional Practicum 1	3 Credits
WLNS 202 - Childhood Wellness	3 Credits

Semester 2

ECED 250 - Programming 2: Play and Provocation	3 Credits
ECED 251 - Childhood Development 2: Behaviour and Social-Emotional Development	3 Credits
ECED 252 - Early Learning Literacy and Numeracy	3 Credits
INDG 200 - Indigenous Perspectives in Early Childhood Education	3 Credits
PRCT 208 - Professional Practicum 2	3 Credits

Progression

You must attain a PGPA and/or a CGPA of 2.0 or better each semester and pass the prerequisite courses to progress through the program.

To qualify for graduation, you must pass all courses, attain a CGPA of 2.0 or better and complete course requirements within the prescribed timelines.

Review our grading and progression procedure >

Costs

Books and supplies

Books and supplies are approximately $1,000 - $1,500 per full-time year.

This is a bring-your-own-device program with a standard computer hardware and software requirement. See the specific requirements on our computers and laptops page. Your device must be portable. An Apple or Android laptop or tablet is preferred over other devices. Phones are not suitable.

Find your booklist on the SAIT Bookstore's website. Booklists are created by semester and available approximately two weeks before classes begin.

Additional fees

A fee is associated with obtaining a police information check, including a vulnerable sector check, payable to the police or the Royal Canadian Mounted Police (RCMP).

A fee of approximately $50 to $100 is associated with an electronic student permit checking submission required for clinical practicum placements, payable to Synergy Gateway through the Verified software platform.

Basic Life Support (BLS) Provider (Level C) CPR annual updates are required. All CPR courses must be from the Heart and Stroke Foundation.

You are responsible for additional expenses related to your practicum, including pre-practicum requirements and relocation costs to practicum sites outside of Calgary.

Health and Public Safety program advising

For any questions or to set up an advising appointment, please contact our School of Health and Public Safety.

Phone: 403.284.8481
Email: hps.info@sait.ca

Program Outcomes

1. **Health and safety management** - implement and manage health and safety practices in the learning environment.
2. **Professionalism** - demonstrate professionalism within the area of early childhood education practice.
3. **Equity, diversity, inclusion, and reconciliation** - demonstrate equity, intercultural competence, and reconciliation.
4. **Responsive relationship-based practice** - demonstrate respect and social responsibility when interacting with the children, families and peers and co-workers within the ECE community.
5. **Communication** - communicate professionally and effectively in all business partnerships, practicing ethical behaviours to develop relationships with partners, patients and families, staff, and peers.
6. **Legislation, regulations, children's rights, and Indigenous perspectives** - explain and apply the provincial, national and international legal frameworks around children's rights and Indigenous frameworks.
7. **Risk management** - apply and assess risk management principles in childcare environments and activities.
8. **Pedagogy and reflective practice** - create and evaluate high-quality programs and environments through reflective practice, play, observation and documentation.
9. **Child development** - explain and assess developmental, socio-cultural and post-foundational perspectives of learning.

Early Childhood Education Diploma

- **For information regarding upcoming program intakes, please see sait.ca.**

Contact us

School of Health and Public Safety
Phone: 403.284.8481
Email: hps.info@sait.ca

Program Description

Our Early Childhood Education (ECE) diploma program is designed for those with a passion for positively impacting the lives of young children during their formative years.

This program will equip you with the necessary skills and knowledge to become a frontline leader in ECE settings.

In this program, you will:

develop a robust understanding of early childhood development from birth to age 12

- learn through a blend of theoretical, classroom-based instruction, project-based courses and integrated practicum experiences
- learn curriculum design and development techniques for creating responsive and relationship-based programs
- gain insights into Flight, Alberta's early learning and care framework
- enhance your fundamental communication skills and develop the digital literacy necessary for the modern ECE environments
- develop observation, assessment, documentation and reporting techniques
- acquire skills in behaviour management, problem-solving, and collaboration
- learn strategies to support the holistic development and well-being of children, staff, and volunteers
- gain an understanding of the importance of ethics, professionalism, and advocacy in ECE
- develop leadership skills specific to the ECE setting.

You'll support ongoing learning and growth by fostering a broad perspective on wellness, equity, diversity, inclusion, reconciliation, and child-centred learning and create safe and inclusive play environments through engagement and direct work with children, families, and ECE professionals.

By the end of this program, you will have the expertise to coordinate and manage day-to-day operations in ECE settings, ensuring a nurturing and stimulating environment for young learners. With ongoing professional experience, you'll be ready to step into a leadership role and make a meaningful difference in the lives of children and their communities.

Program Overview

Traits, skills and aptitudes

Early childhood educators are social, methodical and directive.

You need:

- to be playful, sensitive, and caring toward children
- initiative and enthusiasm
- resilience, persistence, and the ability to regulate your emotions
- critical-thinking skills
- to model respectful behaviour and language
- a healthy lifestyle and physical fitness
- to prioritize ethical decision-making and practice
- consistent, positive strategies to guide children's behaviour
- to plan for, observe, engage with, and support children's play and learning
- to communicate and work respectfully with children, parents, caregivers and other professionals
- to document interactions with children, parents, caregivers and other professionals clearly
- to take time to learn about each child and create a curriculum based on that learning.

You should enjoy taking a creative and open-minded approach to your work and building relationships with people, especially children. You should be at ease taking responsibility and supervising others.

You are strongly encouraged to refer to the ALIS website for career, learning, and employment information for early childhood educators to ensure you can successfully meet the occupational requirements for the program and profession.

Academic path

If you have previously completed SAIT's Early Childhood Education certificate program, you will meet the admission requirements to enter this diploma program.

The certificate program curriculum aligns with the first two semesters of this program, so you can earn your diploma with one additional year of study.

Practicum, co-op and work integrated learning opportunities

In this program, you will complete four practicum work placements, where you will develop critical thinking and decision-making skills by observing and participating in the role of the early childcare education professional.

You will be assigned practicum placements with consideration given to your preference of location. However, due to limited availability in Calgary, it might be necessary for you to travel or relocate outside the city.

The healthcare field has a strong focus on health, wellness, and fitness to practice due to the demanding nature of the work and Occupational Health and Safety requirements. As such, special considerations will not be granted based on individual circumstances or preferences, except those stated as protected grounds when an accommodation has been approved.

In compliance with the practica agreements with our clinical partners, you will be required to provide specific documentation before you can participate in your practicum. Find out what requirements you need for this program.

Accreditations, designations or certifications

Graduates are eligible to apply for the Level 3 Early Childhood Educator certification from the Government of Alberta, which is required by the Early Learning and Child Care Act to work as a frontline caregiver in the province.

Credential

Upon successful completion of this program, you'll receive a SAIT Early Childhood Education diploma.

Program length

2 years

Accepts international applicants - PGWP-eligible

This program accepts international applicants and meets the eligibility criteria for the Post-Graduation Work Permit program, as long as the student is registered in on-campus classes or completes more than 50% of the courses on campus (for blended options).

International students attending all classes online will NOT be eligible for a Post-Graduate Work Permit. International students are responsible for maintaining their eligibility throughout their studies.

Not eligible for CAJG

This program is not eligible for the Canada Alberta Job Grant.

Related careers

Our graduates may work in the following occupations. Some careers require additional experience and education.

Potential careers (NOC):

- Early childhood educators and assistants (42202)
- Education policy researchers, consultants and program officers (41405)
- Health policy researchers, consultants and program officers (41404)

Admission Requirements

Applicants educated in Canada

All applicants must demonstrate English language proficiency and meet one of the following requirements or equivalents:

- at least 65% in English Language Arts 30-1 or 30-2

Or,

- completion of SAIT's Early Childhood Education certificate program or an equivalent.

SAIT accepts high school course equivalents for admission for applicants educated outside Alberta.

Applicants educated outside of Canada

All applicants who were educated outside of Canada must demonstrate English language proficiency and provide proof they meet the program admission requirements outlined above with an international document assessment. Find accepted educational documents and assessment options.

SAIT may also accept courses completed at certain international post-secondary institutions.

Program Outline

The Early Childhood Education diploma requires 60 credits (21 courses) to complete.

The program spans two years, with two semesters each year.

Required courses

COMN 200 - Communications in Early Childhood Education	1.5 Credits
DIGI 200 - Digital Literacy in Early Childhood Education	1.5 Credits
ECED 200 - Programming 1: Introduction to Early Childhood Education	3 Credits
ECED 201 - Childhood Development 1: Growth and Development	3 Credits
ECED 250 - Programming 2: Play and Provocation	3 Credits
ECED 251 - Childhood Development 2: Behaviour and Social-Emotional Development	3 Credits
ECED 252 - Early Learning Literacy and Numeracy	3 Credits
ECED 300 - Programming 3: Creative Play	3 Credits
ECED 301 - Programming 4: Outdoor Learning	3 Credits
ECED 302 - Atypical Development and Inclusive Care	3 Credits
ECED 351 - Programming 5: Emergent Curriculum	3 Credits
ECED 352 - Contemporary Topics in Early Childhood Education	3 Credits
ECED 353 - Family and Community Relationships	3 Credits
ECED 354 - Community Programming in Early Childhood Education	3 Credits
INDG 200 - Indigenous Perspectives in Early Childhood Education	3 Credits
LDSH 301 - Leadership Practices in Early Childhood Education	3 Credits
PRCT 204 - Professional Practicum 1	3 Credits
PRCT 208 - Professional Practicum 2	3 Credits
PRCT 301 - Professional Practicum 3	3 Credits
PRCT 354 - Professional Practicum 4	3 Credits
WLNS 202 - Childhood Wellness	3 Credits

Suggested schedule of study

Year 1

Semester 1

COMN 200 - Communications in Early Childhood Education	1.5 Credits
DIGI 200 - Digital Literacy in Early Childhood Education	1.5 Credits
ECED 200 - Programming 1: Introduction to Early Childhood Education	3 Credits
ECED 201 - Childhood Development 1: Growth and Development	3 Credits
PRCT 204 - Professional Practicum 1	3 Credits
WLNS 202 - Childhood Wellness	3 Credits

Semester 2

ECED 250 - Programming 2: Play and Provocation	3 Credits
ECED 251 - Childhood Development 2: Behaviour and Social-Emotional Development	3 Credits
ECED 252 - Early Learning Literacy and Numeracy	3 Credits
INDG 200 - Indigenous Perspectives in Early Childhood Education	3 Credits
PRCT 208 - Professional Practicum 2	3 Credits

Year 2

Semester 3

ECED 300 - Programming 3: Creative Play	3 Credits
ECED 301 - Programming 4: Outdoor Learning	3 Credits
ECED 302 - Atypical Development and Inclusive Care	3 Credits
LDSH 301 - Leadership Practices in Early Childhood Education	3 Credits
PRCT 301 - Professional Practicum 3	3 Credits

Semester 4

ECED 351 - Programming 5: Emergent Curriculum	3 Credits
ECED 352 - Contemporary Topics in Early Childhood Education	3 Credits
ECED 353 - Family and Community Relationships	3 Credits
ECED 354 - Community Programming in Early Childhood Education	3 Credits
PRCT 354 - Professional Practicum 4	3 Credits

Progression

You must attain a PGPA and/or a CGPA of 2.0 or better each semester and pass the prerequisite courses to progress through the program.

To qualify for graduation, you must pass all courses, attain a CGPA of 2.0 or better and complete course requirements within the prescribed timelines.

Review our grading and progression procedure >

Costs

Books and supplies

Books and supplies are approximately $1,000 - $1,500 per full-time year.

This is a bring-your-own-device program with a standard computer hardware and software requirement. See the specific requirements on our computers and laptops page. Your device must be portable. An Apple or Android laptop or tablet is preferable to other device types. Mobile phones are unsuitable.

Find your booklist on the SAIT Bookstore's website. The booklist will be available closer to the program start date. Booklists are created by semester and available approximately two weeks before classes begin.

Additional fees

A fee is associated with obtaining a police information check, including a vulnerable sector check, payable to the police or the Royal Canadian Mounted Police (RCMP).

A fee of approximately $50 to $100 is associated with an electronic student permit checking submission required for clinical practicum placements, payable to Synergy Gateway through the Verified software platform.

Basic Life Support (BLS) Provider (Level C) CPR annual updates are required. All CPR courses must be from the Heart and Stroke Foundation.

You are responsible for additional expenses related to your practicum, including pre-practicum requirements and relocation costs to practicum sites outside of Calgary.

Health and Public Safety program advising

For any questions or to set up an advising appointment, please contact our School of Health and Public Safety.

Phone: 403.284.8481
Email: hps.info@sait.ca

Program Outcomes

1. **Health and safety management** - implement and manage health and safety practices in the learning environment.
2. **Professionalism** - demonstrate professionalism within the area of early childhood education practice.
3. **Equity, diversity, inclusion and reconciliation** - demonstrate equity, intercultural competence, and reconciliation.
4. **Responsive relationship-based practice** - demonstrate respect and social responsibility when interacting with the children, families, peers and co-workers within the ECE community.
5. **Communication** - communicate professionally and effectively in all business partnerships, practicing ethical behaviours to develop relationships with partners, patients and families, staff, and peers.
6. **Legislation, regulations, children's rights, and Indigenous perspectives** - explain and apply the provincial, national and international legal frameworks around children's rights and Indigenous frameworks.
7. **Risk management** - apply and assess risk management principles in childcare environments and activities.
8. **Pedagogy and reflective practice** - create and evaluate high-quality programs and environments through reflective practice, play, observation and documentation.
9. **Child development** - explain and assess developmental, socio-cultural and post-foundational perspectives of learning.

Electrical Engineering Technology

- **For information regarding upcoming program intakes, please see sait.ca.**

Contact us

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

Program Description

The Electrical Engineering Technology program will equip you with a diverse skill set in the dynamic field of electrical engineering.

This robust program is your conduit to a future in both renewable and conventional energy. It lays a foundation for lifelong learning, allowing you to keep pace with rapidly evolving electrical engineering technologies.

You will:

- gain a deep understanding of electricity and power generation, transmission and distribution systems, including the integration of renewable energy sources
- learn the principles of electrical circuit design and apply them to create efficient, safe and reliable electrical systems
- master the technologies and electronics that automate processes and control systems, which are essential for modern industrial operations
- get hands-on experience in labs that simulate real-world electrical engineering challenges
- develop project management skills specific to electrical engineering projects, including planning, execution and quality control
- become well-versed in industry standards and codes, including national and international electrical codes and standards, to ensure compliance in all aspects of your work.

Prepare for the workforce with professional skills training, including communication, teamwork and problem-solving. Connect with industry professionals through internships, co-op placements and industry-sponsored projects.

Explore electrical engineering career opportunities across various sectors, such as utility companies, electrical equipment manufacturers and industrial automation firms.

This program is designed for those who envision a career where they can contribute to the efficient use of energy, support the development of smart grids, and innovate within electrical design and automation sectors.

As a graduate, you will be prepared to step into construction, operation and infrastructure maintenance roles. With additional education and experience, you can move into manager, inspector or power system electrician roles.

Flexible learning options

This program may be taken in a blended delivery format in the evenings and on weekends.

This option is available beginning in September (fall semester) each year and spans over 32 months.

Journeyperson electricians may be eligible for course credit.

Program Overview

Traits, skills and aptitudes

Those who work in electrical engineering tend to be objective, innovative and methodical.

You need:

- the ability to adapt to change and adopt new ideas
- an aptitude in math and science, particularly physics
- the ability to study and interpret plans and diagrams, solve problems with circuits, and test materials and products
- leadership skills and the ability to work well with others as part of a team
- speaking and writing skills.

In some positions, good colour vision is important.

You should enjoy working with tools, computers, instruments and machinery, being precise and methodical in your work, and finding creative solutions to problems.

Academic path

Journeyperson electricians and those with related work experience or post-secondary education may be eligible to receive some advance credit for courses in this program.

Practicum, co-op and work integrated learning opportunities

As part of your final capstone project, you'll work in groups to apply what you've learned to address an industry-related technical problem.

Your team's work will be supervised by an instructor and industry mentor. Each team will showcase their work at an event open to faculty, other students and invited industry professionals.

Accreditations, designations or certifications

This program is nationally accredited by Technology Accreditation Canada (TAC) and the Canadian Council of Technicians and Technologists at the technologist level.

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

Credential

After successfully completing this program, you'll receive a SAIT Electrical Engineering Technology diploma.

Program length

2 to 3 years

Accepts international applicants - PGWP-eligible

This program accepts international applicants and meets the eligibility criteria for the Post-Graduation Work Permit program, as long as the student is registered in on-campus classes or completes more than 50% of the courses on campus (for blended options).

International students attending all classes online will NOT be eligible for a Post-Graduate Work Permit. International students are responsible for maintaining their eligibility throughout their studies.

Not eligible for CAJG

This program is not eligible for the Canada Alberta Job Grant.

Related careers

Our graduates may work in the following occupations. Some careers require additional experience and education.

Potential careers (NOC)

- Electrical and electronics engineering technologists and technicians (22310)
- Electrical and electronics engineers (21310)
- Engineering managers (20010)
- Power system electricians (72202)
- Power engineers and power systems operators (92100)
- Contractors and supervisors, electrical trades and telecommunications occupations (72011)

Admission Requirements

Applicants educated in Canada

All applicants must demonstrate English language proficiency and meet all of the following requirements 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 Physics 20.

SAIT accepts high school course equivalents for admission for applicants educated outside Alberta.

Applicants educated outside of Canada

All applicants who were educated outside of Canada must demonstrate English language proficiency and provide proof they meet the program admission requirements outlined above with an international document assessment. Find accepted educational documents and assessment options.

SAIT may also accept courses completed at certain international post-secondary institutions.

Program Outline

The Electrical Engineering Technology diploma requires 67.5 credits (25 courses) to complete.

You can study full-time during the day and complete the program over two years, with two semesters each year.

Or, you can study evenings and weekends as part of a blended stream and complete the program over three years, with seven semesters. Fewer courses are scheduled each semester. Some take place online, while others occur on campus.

Required courses

CNTR 309 - PLC - Premium Unity Pro Applications	3 Credits
CNTR 358 - PLC - Contrologix Applications	3 Credits
COMM 238 - Technical Communications I	3 Credits
COMM 288 - Technical Communications II	3 Credits
COMP 213 - Computing for Engineering Technology	3 Credits
DSGN 396 - Industrial Electrical Design	3 Credits
DSGN 301 - Electrical Design Principles	3 Credits
ELCM 374 - Industrial Networks and Communications	1.5 Credits
ELEC 302 - Generation and Grid Operations	1.5 Credits
ELTR 232 - Digital and Electronic Circuits	3 Credits
ELTR 262 - Power Electronics	3 Credits
ELEC 266 - Electrical Practices	3 Credits
ELEC 306 - Machine Applications	3 Credits
ELEC 352 - Rotating Machines	3 Credits
ELEC 353 - Transformer Applications	3 Credits
ELEC 361 - Power System Analysis	3 Credits
ELEC 364 - Protection and Control	3 Credits
ENGD 238 - Electrical Diagrams and AutoCAD	1.5 Credits
ENVS 247 - Safety and Environment	1.5 Credits
MATH 237 - Mathematics for Technologists	3 Credits
MATH 280 - Calculus for Technologists	3 Credits
PROJ 333 - Technical Project Management	1.5 Credits
PROJ 373 - Capstone Project Course	3 Credits

Suggested schedule of study

Daytime - two-year program

Year 1

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

Year 2

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

Evening/weekend (blended) - three-year program

Year 1

Semester 1

ELCT 205 - Electrical Principles	3 Credits
MATH 237 - Mathematics for Technologists	3 Credits
COMM 238 - Technical Communications I	3 Credits
ENVS 247 - Safety and Environment	1.5 Credits

Semester 2

ELTR 232 - Digital and Electronic Circuits	3 Credits
COMP 213 - Computing for Engineering Technology	3 Credits
MATH 280 - Calculus for Technologists	3 Credits
ENGD 238 - Electrical Diagrams and AutoCAD	1.5 Credits

Semester 3

ELEC 291 - Electrical Analysis	3 Credits
ELEC 266 - Electrical Practices	3 Credits
ELTR 262 - Power Electronics	3 Credits

Year 2

Semester 4

COMM 288 - Technical Communications II	3 Credits
CNTR 309 - PLC - Premium Unity Pro Applications	3 Credits
DSGN 301 - Electrical Design Principles	3 Credits
ELCM 374 - Industrial Networks and Communications	1.5 Credits

Semester 5

ELEC 302 - Generation and Grid Operations	1.5 Credits
CNTR 358 - PLC - Contrologix Applications	3 Credits
DSGN 396 - Industrial Electrical Design	3 Credits
PROJ 333 - Technical Project Management	1.5 Credits

Year 3

Semester 6

ELEC 306 - Machine Applications	3 Credits
ELEC 352 - Rotating Machines	3 Credits
ELEC 353 - Transformer Applications	3 Credits

Semester 7

ELEC 361 - Power System Analysis	3 Credits
ELEC 364 - Protection and Control	3 Credits
PROJ 373 - Capstone Project Course	3 Credits

Progression

You must attain a PGPA and/or a CGPA of 2.0 or better each semester and pass the prerequisite courses to progress through the program.

To qualify for graduation, you must pass all courses, attain a CGPA of 2.0 or better and complete course requirements within the prescribed timelines.

Review our grading and progression procedure >

Costs

Books and supplies

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

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

Find your booklist on the SAIT Bookstore's website. The booklist will be available closer to the program start date. Can't find your program or course? The bookstore didn't receive a textbook list. Contact your program directly to determine if they're still refining course details or if you're in luck; no textbook purchase is required this term.

Required personal protective equipment (PPE)

PPE is required in various labs. You'll need CSA-approved (green triangle) protective footwear and CSA Z94.3 (class 1) safety glasses with side shields.

The industry-approved PPE you'll need will be discussed during your first few days of classes.

Energy program advising

For any questions or to set up an advising appointment, please contact our MacPhail School of Energy.

Phone: 403.284.8451
Email: macphail.students@sait.ca

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.
3. Apply the basic knowledge of algebra, matrix manipulation, trigonometry and introductory calculus to resolve applied science and engineering technology problems, and/or
4. Apply the knowledge of statistical processes, and/or
5. Apply the knowledge of advanced algebra, integral and differential calculus methodologies, and/or
6. Apply the knowledge of discrete/finite mathematics and logic systems.
7. Apply the current project management practices to applied science and engineering technology projects consistent with the discipline requirements.
8. Apply the principles of physical and natural science.
9. Apply the knowledge of business/management principles, ethics, sustainability, contract law, codes and standards.
10. Obtain and analyze data, and prepare and document data.
11. Utilize computer software, hardware and other technological tools appropriate and necessary to the performance of tasks.
12. Apply health and safety practices knowledge to minimize exposure to unsafe conditions and ensure a safe working environment for oneself and co-workers.

Electrical Trade and Technology

- **Fall and winter intakes**
- **Full–time classroom**

Contact us

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

Program Description

Get hands-on in our two-year electrical trades technology diploma and take advantage of this unique pathway into an apprenticeship.

You'll be taught by industry-trained instructors who combine theory and hands-on learning opportunities so you develop the in-demand knowledge, skills and practical experience needed to excel as a professional electrician in Canada's dynamic construction industry.

In this program, you will:

- gain comprehensive knowledge and understanding of electrical theory and its application to lighting, power and control equipment
- layout various electrical circuits in residential, commercial, industrial and institutional complexes and buildings.
- implement the instructions given in plans and specifications pertaining to electrical installations
- become familiar with the safety requirements for electrical installations
- learn to troubleshoot and maintain electrical systems and equipment
- use the test instruments and tools necessary to perform tasks
- become familiar with the work of other tradespeople in the construction industry and the different types of building construction.

This program will prepare you to work as an electrician, fire alarm technician, electrical contractor, foreman, project manager or estimator, parts person, sales and account representative or renewable energy installer.

If you are after an in-demand career with high wages, enjoy working with your hands and find excitement in a constantly evolving industry, this program is for you.

After completing this program, you will have the opportunity to complete the on-the-job training component of an apprenticeship to receive a journeyperson's certificate and pursue your Red-Seal certification.

Program Overview

Traits, skills and aptitudes

Those working in electrical trades and technology tend to be objective, innovative and methodical.

You need:

- a willingness to experiment, improvise, innovate, and imagine
- an aptitude for math
- to analyze, evaluate, synthesize, and reconstruct information to inform and make logical and reasoned decisions and judgements
- physical strength and stamina
- to understand and facilitate the connection between people, society and the planet for the sustainability of systems, both cultural and environmental
- to seek out information and experiences and strive to understand
- to work and communicate effectively with others.

Those who find employment working in homes or businesses should be prepared to maintain a neat appearance and be comfortable dealing with customers.

Academic path

This program aligns with the Alberta Apprenticeship and Industry Training (AIT) curriculum for electricians. If you are in good standing at the end of each semester, you can challenge the AIT exam relevant to that semester.

Graduates of the program are eligible to write both the Construction Electrician Red-Seal exam and the Industrial Electrician Red-Seal exam. Upon passing, you can register as an apprentice and complete the on-the-job training hours to earn your journeyperson designation.

Practicum, co-op and work integrated learning opportunities

After completing the second semester of this program, you will have the option to participate in a work-integrated learning co-op and gain work experience hours that can be used towards your apprenticeship.

Accreditations, designations or certifications

Electrical contractors and fire safety organizations require highly trained individuals to install, maintain, and inspect fire alarm systems.

Graduates of this program will have completed the technical training requirements for Canadian Fire Alarm (CFAA) technicians and be eligible to challenge the final written and practical exams to earn their certification.

Credential

After successfully completing this program, you'll receive a SAIT Electrical Trade and Technology diploma.

Program length

2 years

Accepts international applicants - PGWP-eligible

This program accepts international applicants and meets the eligibility criteria for the Post-Graduation Work Permit program, as long as the student is registered in on-campus classes or completes more than 50% of the courses on campus (for blended options).

International students attending all classes online will NOT be eligible for a Post-Graduate Work Permit. International students are responsible for maintaining their eligibility throughout their studies.

Not eligible for CAJG

This program is not eligible for the Canada Alberta Job Grant.

Related careers

Our graduates may work in the following occupations. Some careers require additional experience and education.

Potential careers (NOC):

- Electricians (except industrial and power system) (72200)
- Industrial electricians (72201)
- Contractors and supervisors, electrical trades and telecommunications occupations (72011)
- Construction managers (70010)

Admission Requirements

Applicants educated in Canada

All applicants must demonstrate English language proficiency and meet the following requirements or equivalents:

- at least 50% in English Language Arts 20-1 or English Language Arts 20-2, and
- at least 50% in Math 20-1, Math 20-2, or Math 20-3, and
- at least 50% in Science 10.

SAIT accepts high school course equivalents for admission for applicants educated outside Alberta.

Applicants educated outside of Canada

All applicants who were educated outside of Canada must demonstrate English language proficiency and provide proof they meet the program admission requirements outlined above with an international document assessment. Find accepted educational documents and assessment options.

SAIT may also accept courses completed at certain international post-secondary institutions.

Program Outline

The Electrical Trade and Technology Diploma requires 66 credits (21 courses) to complete.

The program spans two years, with two to three semesters in the first year (depending on if you choose to complete the optional work term) and two semesters in the second year.

Required courses

You must take all of the following courses to complete this program.

CNTR 228 - Fire Alarm Fundamentals	1.5 Credits
CNTR 363 - Fire Alarm Advanced Applications	1.5 Credits
COMM 238 - Technical Communications I	3 Credits
COMP 213 - Computing for Engineering Technology	3 Credits
ELEC 204 - Electrician Theory I	6 Credits
ELEC 318 - Motors and Machines Theory	3 Credits
ELEC 319 - Motors and Machines Lab	3 Credits
ELEC 321 - Transformers	1.5 Credits
ELEC 354 - Electronics for Electricians	3 Credits
ELTR 218 - Lab Fundamentals	3 Credits
ELTR 219 - CE Code I and Safety	3 Credits
ELTR 272 - Electrician Theory II	6 Credits
ELTR 275 - Heating and Cooling Systems	1.5 Credits
ELTR 276 - Magnetic Controls/RLC Lab	1.5 Credits
ELTR 279 - CE Code II	3 Credits
ELTR 306 - Electrician Theory III	6 Credits
ELTR 308 - CE Code III	1.5 Credits
ELTR 352 - Industrial Controls	6 Credits
ELTR 353 - CE Code IV and Arc Flash	6 Credits
ENGD 238 - Electrical Diagrams and AutoCAD	1.5 Credits
MATH 266 - Applied Mathematics for Technicians	1.5 Credits

Optional courses

The zero-credit cooperative work term is not required to graduate. If you choose to complete the work term, you will do so between semesters two and three.

CPWK 253 - Cooperative Work Term	0 Credits

Suggested schedule of study

Year 1

Semester 1

COMP 213 - Computing for Engineering Technology	3 Credits
MATH 266 - Applied Mathematics for Technicians	1.5 Credits
ELEC 204 - Electrician Theory I	6 Credits
ELTR 218 - Lab Fundamentals	3 Credits
ELTR 219 - CE Code I and Safety	3 Credits

Semester 2

COMM 238 - Technical Communications I	3 Credits
ELTR 272 - Electrician Theory II	6 Credits
ELTR 275 - Heating and Cooling Systems	1.5 Credits
ELTR 276 - Magnetic Controls/RLC Lab	1.5 Credits
ELTR 279 - CE Code II	3 Credits
CNTR 228 - Fire Alarm Fundamentals	1.5 Credits

Co-op work term (optional)

CPWK 253 - Cooperative Work Term	0 Credits

Year 2

Semester 3

ELTR 306 - Electrician Theory III	6 Credits
ELEC 318 - Motors and Machines Theory	3 Credits
ELEC 319 - Motors and Machines Lab	3 Credits
ELEC 321 - Transformers	1.5 Credits
ELTR 308 - CE Code III	1.5 Credits
ENGD 238 - Electrical Diagrams and AutoCAD	1.5 Credits

Semester 4

ELEC 354 - Electronics for Electricians	3 Credits
ELTR 352 - Industrial Controls	6 Credits
ELTR 353 - CE Code IV and Arc Flash	6 Credits
CNTR 363 - Fire Alarm Advanced Applications	1.5 Credits

Progression

You must attain a PGPA and/or a CGPA of 2.0 or better each semester and pass the prerequisite courses to progress through the program.

To qualify for graduation, you must pass all courses, attain a CGPA of 2.0 or better and complete course requirements within the prescribed timelines.

Review our grading and progression procedure >

Costs

Books and supplies

Books and supplies are approximately $4,300 per full-time year.

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

Find your booklist on the SAIT Bookstore's website. Booklists are released by semester and made available approximately two weeks before your classes begin.

Personal protective equipment (PPE)

You'll need CSA-approved safety glasses for your labs. No other PPE is required.

Energy program advising

For any questions or to set up an advising appointment, please contact our MacPhail School of Energy.

Phone: 403.284.8451
Email: macphail.students@sait.ca

Program Outcomes

1. **Electrical theory** - apply electrical theory to lighting, power and control equipment.
2. **Codes and standards** - apply the relevant codes and standards for electrical installations.
3. **Systems** - analyze the control systems for heating, cooling and alarm systems.
4. **Industrial controls** - analyze the control systems for Programmable Logic Controller (PLCs), pneumatic and hydraulic systems.
5. **Motors and machines** - differentiate between types of motors and machines in electrical installations.
6. **Design and blueprints** - interpret blueprints and various digital design formats for electrical installations.
7. **Safety** - identify safety requirements for electrical installations.
8. **Troubleshooting** - analyze electrical systems and equipment for the purpose of troubleshooting and maintenance.
9. **Collaboration** - collaborate with other tradespeople in the construction industry and recognize the integration of all trades in building construction.
10. **Quality** - perform assigned tasks in accordance with quality and production standards required by industry using the appropriate test instruments and tools.

Electronics Engineering Technology

- **For information regarding upcoming program intakes, please see sait.ca.**

Contact us

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

Program Description

Embark on a transformative journey towards becoming an electronics engineering technologist.

This program will equip you with the skills to design, analyze and troubleshoot electronic circuits and systems. Specialize in cutting-edge fields, including GPS-based systems, surveillance and wireless communication.

In this program, you will learn:

- about real-world electronic issues and innovative solutions
- to research and design
- prototyping and implementation, bringing your electronic designs to life and seeing them in action
- to master the complexities of digital and analog applications
- to command the operations of various electronic control systems
- circuit design and simulation by utilizing computer-aided tools
- to understand microprocessor systems and apply the "brains" of electronic devices, the integrated circuits that execute the functions of a central processing unit
- radiofrequency (RF) communication technologies
- computer-enhanced testing and measurement using advanced software
- to collaborate with electrical engineers on conceptual and practical circuit design tasks
- to employ a variety of analysis methods to evaluate circuit performance
- fabrication and troubleshooting with hands-on experience working alongside skilled technicians in creating and maintaining electronic systems.

Benefit from the expertise of seasoned instructors. Embrace computers and information technology with presentations and simulations that enhance understanding.

Apply theoretical knowledge in practical lab environments for a comprehensive learning experience.

After completing the program, you will be armed with the skills to make you an asset in this dynamic sector.

You could start your career as an electronic engineering technologist or technician, contributing to research and development in the industry. The program paves the way for you to continue your education and earn an electrical engineering degree with transfer options across various Canadian universities.

Program Overview

Traits, skills and aptitudes

Electronics engineering technologists tend to be objective, innovative and methodical.

You need:

- strong communication skills
- and aptitude for math and science
- patience and persistence
- time-management and critical thinking skills
- technical problem-solving skills
- fine motor skills and hand-eye coordination
- the ability to work on a team
- the ability to meet deadlines under pressure
- an interest in continued learning.

In some positions, good colour vision is also important.

You should enjoy working with tools, equipment, instruments and machinery, finding creative solutions to problems, taking a step-by-step approach to your work and overseeing others.

Practicum, co-op and work integrated learning opportunities

In your final semester, you'll participate in a capstone project where you'll explore a problem and perform applied research to develop a proposed solution.

Accreditations, designations or certifications

This program is accredited by Technology Accreditation Canada (TAC) at the Engineering Technologist level.

After two years of suitable industry experience, graduates are eligible for membership in The Association of Science and Engineering Technology Professionals of Alberta (ASET) as a Certified Engineering Technologist (CET).

Credential

After successfully completing this program, you'll receive a SAIT Electronics Engineering Technology diploma.

Program length

2 years

Accepts international applicants - PGWP-eligible

This program accepts international applicants and meets the eligibility criteria for the Post-Graduation Work Permit program, as long as the student is registered in on-campus classes or completes more than 50% of the courses on campus (for blended options).

International students attending all classes online will NOT be eligible for a Post-Graduate Work Permit. International students are responsible for maintaining their eligibility throughout their studies.

Not eligible for CAJG

This program is not eligible for the Canada Alberta Job Grant.

Related careers

Our graduates may work in the following occupations. Some careers require additional experience and education.

Potential careers (NOC):

- Electrical and electronics engineering technologists and technicians (22310)
- Electrical and electronics engineers (21310)
- Electronic service technicians (household and business equipment) (22311)
- Contractors and supervisors, electrical trades and telecommunications occupations (72011)

Admission Requirements

Applicants educated in Canada

All applicants must demonstrate English language proficiency and meet all of the following requirements 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.

SAIT accepts high school course equivalents for admission for applicants educated outside Alberta.

Applicants educated outside of Canada

All applicants who were educated outside of Canada must demonstrate English language proficiency and provide proof they meet the program admission requirements outlined above with an international document assessment. Find accepted educational documents and assessment options.

SAIT may also accept courses completed at certain international post-secondary institutions.

Program Outline

The Electronics Engineering Technology diploma requires 60 credits (20 courses) to complete.

The program spans two years, with two semesters each year.

Required courses

COMM 256 - Professional Communications and Presentation Skills	3 Credits
CNTR 362 - Electronic Control Systems	3 Credits
CPRG 252 - C Programming for Technologists	3 Credits
DIGI 210 - Digital Fundamentals	3 Credits
DIGI 260 - Digital Devices and Applications	3 Credits
EFAB 202 - Electronic Fabrication	3 Credits
ELCM 382 - Wireless Applications and Networks	3 Credits
ELCM 322 - Wireless Communication Systems	3 Credits
ELEC 305 - Applied Analysis	3 Credits
ELTR 270 - Electronic Devices and Circuits I	3 Credits
ELTR 300 - Electronic Devices and Circuits II	3 Credits
ELTR 238 - Electronic Fundamentals	3 Credits
HREL 250 - Business Dynamics	3 Credits
INST 302 - Automated Test and Measurement	3 Credits
MATH 280 - Calculus for Technologists	3 Credits
MATH 237 - Mathematics for Technologists	3 Credits
MCRO 310 - Microprocessor Fundamentals	3 Credits
MCRO 350 - Micro Design and Application	3 Credits
PROJ 306 - Planning and Tools for Electronics Projects	3 Credits
PROJ 354 - Capstone Project	3 Credits

Suggested schedule of study

Year 1

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

Year 2

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

Progression

You must attain a PGPA and/or a CGPA of 2.0 or better each semester and pass the prerequisite courses to progress through the program.

To qualify for graduation, you must pass all courses, attain a CGPA of 2.0 or better and complete course requirements within the prescribed timelines.

Review our grading and progression procedure >

Costs

Books and supplies

Books and supplies are approximately $1,000 - $1,500 per full-time year.

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

Find your booklist on the SAIT Bookstore's website. The booklist will be available closer to the program start date. Can't find your program or course? The bookstore didn't receive a textbook list. Contact your program directly to determine if they're still refining course details or if you're in luck; no textbook purchase is required this term.

Required personal protective equipment (PPE)

The industry-approved PPE you'll need will be discussed during your first few days of classes.

Required tools and equipment

A small electronics parts kit will be required in your fourth semester. These will be available for purchase through the SAIT Bookstore.

Energy program advising

For any questions or to set up an advising appointment, please contact our MacPhail School of Energy.

Phone: 403.284.8451
Email: macphail.students@sait.ca

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

- **For information regarding upcoming program intakes, please see sait.ca.**

Contact us

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

Program Description

Are you aspiring to be a mover and shaker in the oil and gas sector? Our Energy Asset Management diploma is a comprehensive program designed to equip you with specialized knowledge and practical skills essential for a successful career in the energy industry.

Dive deep into the complexities of the energy sector, mastering related contracts, leases, regulatory compliance and accounting responsibilities. Our program provides you with the foundational knowledge and skills necessary to manage and navigate the landscape of energy assets.

In this program, you will learn to:

- apply business principles specific to energy asset management
- navigate legal and regulatory frameworks governing the energy sector
- conduct sophisticated management of financial and accounting tasks
- develop strategies for effective management of land assets and contracts
- operate within joint ventures and collaborative business arrangements
- engage in critical decision-making processes affecting well and facility assets.

Our program emphasizes real-world application. Engage in case studies, simulations and projects reflecting current industry challenges and practices. You'll gain practical experience that enhances your learning and prepares you for the demands of the industry.

Our industry-experienced instructors bring their depth of knowledge and practical insights to the classroom.

Upon graduation, you will be well-prepared for diverse roles in the petroleum industry, including positions in mineral land management, land contracts, surface land management, joint ventures, and various accounting and asset management roles.

The skills you gain will also open doors to opportunities within energy service companies, government entities, energy management and field operations. You may also apply your skills in the growing renewable energy field.

This program is your stepping stone to becoming a valued and influential player in the energy industry.

Program Overview

Traits, skills and aptitudes

As an energy asset management professional, you need:

- integrity and high ethical standards
- math skills
- strong communication skills
- interpersonal, negotiation and public relations skills
- analytical, time-management and problem-solving skills
- organizational skills and attention to detail
- patience
- ability to work with little supervision
- computer skills
- leadership skills to interact with all functions and levels of management
- ability to make decisions according to multiple, changing priorities under tight deadlines.

You should enjoy having clear rules and organized methods to guide activities, dealing with legal matters and working with people from all walks of life.

Credential

After successfully completing this program, you'll receive a SAIT Energy Asset Management diploma.

Program length

2 years

Accepts international applicants – not-PGWP eligible

This program is open to international applicants; however, program availability may be limited. This program does not meet the eligibility criteria for the Post-Graduation Work Permit program.

Not eligible for CAJG

This program is not eligible for the Canada Alberta Job Grant.

Related careers

Our graduates may work in the following occupations. Some careers require additional experience and education.

Potential careers (NOC):

- Utilities managers (00011)
- Other business services managers (10029)
- Procurement and purchasing agents and officers (12102)
- Supervisors, petroleum, gas and chemical processing and utilities (92011)

Admission Requirements

Applicants educated in Canada

All applicants must demonstrate English language proficiency and meet all the following requirements 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.

SAIT accepts high school course equivalents for admission for applicants educated outside Alberta.

Applicants educated outside of Canada

All applicants who were educated outside of Canada must demonstrate English language proficiency and provide proof they meet the program admission requirements outlined above with an international document assessment. Find accepted educational documents and assessment options.

SAIT may also accept courses completed at certain international post-secondary institutions.

Program Outline

The Energy Asset Management diploma requires 60 credits (20 courses) to complete.

The program spans two years, with two semesters each year.

Required courses

ACCT 352 - Energy Accounting	3 Credits
BLAW 205 - Business Law	3 Credits
COMM 256 - Professional Communications and Presentation Skills	3 Credits
COMM 266 - Professional Communication Skills II	3 Credits
DATA 240 - Software Applications	3 Credits
EAMG 210 - Overview of Energy Asset Management and Energy Industry	3 Credits
EAMG 220 - Energy Agreements	3 Credits
EAMG 230 - Operations Accounting	3 Credits
EAMG 250 - Pre-Acquisition and Acquisition	3 Credits
EAMG 255 - Drilling and Completion	3 Credits
EAMG 300 - Maintenance	3 Credits
EAMG 301 - Capstone Project	3 Credits
EAMG 306 - Production Facilities	3 Credits
EAMG 350 - Production	3 Credits
EAMG 355 - Abandonment and Relinquishment	3 Credits
ECON 302 - Economics	3 Credits
FNCE 360 - Financial Decision Making	3 Credits
MKTG 301 - Oil and Gas Marketing	3 Credits
MNGT 250 - Organizational Behaviour	3 Credits
PROJ 399 - Project Management	3 Credits

Suggested schedule of study

Year 1

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

Year 2

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

Progression

You must attain a PGPA and/or a CGPA of 2.0 or better each semester and pass the prerequisite courses to progress through the program.

To qualify for graduation, you must pass all courses, attain a CGPA of 2.0 or better and complete course requirements within the prescribed timelines.

Review our grading and progression procedure >

Costs

Books and supplies

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

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

Find your booklist on the SAIT Bookstore's website. The booklist will be available closer to the program start date. Can't find your program or course? The bookstore didn't receive a textbook list. Contact your program directly to determine if they're still refining course details or if you're in luck; no textbook purchase is required this term.

Required personal protective equipment (PPE)

The industry-approved PPE you'll need will be discussed during your first few days of classes.

Energy program advising

For any questions or to set up an advising appointment, please contact our MacPhail School of Energy.

Phone: 403.284.8451
Email: macphail.students@sait.ca

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 to accomplish 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 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

- **Complete in one to five terms**
- **Fall, Winter and Spring start part-time or full-time classroom**

Contact us

Academic Services
Phone: 403.210.4045
Email: english.language@sait.ca

Program Description

We designed the English Language Foundations (ELF) program for learners whose first language isn't English. Our aim? To help you improve your English skills. Many students choose ELF as a way into SAIT career programs.

Admission

We'll place you in the program based on your current English skills. We use tests like the Canadian Language Benchmarks Assessment (CLBA), Canadian Language Benchmark Placement Assessment (CLBPA) or the International English Language Testing System (IELTS) to assess your abilities.

Language foundations curriculum

We're here to give you a strong language foundation. We work on speaking, listening, reading, and writing skills. There are seven levels, each with two courses - one for reading and writing, the other for listening and speaking.

Flexible class times

Five start dates a year, eight-week terms, full-time or part-time options.

Skill development

Your learning experience will be customized to your abilities, so you'll progress based on your skills. We'll assess you through classroom assignments, participation, and exams. If you get at least a 50% (D) in all subjects, you can move up to the next level.

Completing ELF Level 5 courses meets the English proficiency pre-requisite for admission into most SAIT academic programs, saving you time and effort.

Remember, SAIT career programs require strong English skills in reading, writing, listening, and speaking. ELF is a fast-paced program, so be ready to study and use English outside of class.

Program Overview

Traits, skills and aptitudes

To succeed in the English Language Foundations program, you need some key qualities and abilities, including:

- motivation and a strong desire to improve your academic skills and achieve your educational goals
- time management skills to balance coursework and other responsibilities
- self-discipline so you can stay focused while studying and completing assignments
- computer literacy
- study skills, how to take notes and prepare for exams.

Accreditations, designations or certifications

The ELF program is accredited through Languages Canada.

Program length

Program length:

- CLB levels 2 through 3 specialization: 16 weeks
- CLB levels 4 through 8 specialization: 40 weeks

Accepts international applicants - not-PGWP eligible

This program is open to international applicants; however, program availability may be limited. This program does not meet the eligibility criteria for the Post-Graduation Work Permit program.

Not eligible for CAJG

This program is not eligible for the Canada Alberta Job Grant.

Admission Requirements

To register for the English Language Foundations program, you must complete one of the following:

A Canadian Language Benchmark Assessment (CLBA), Canadian Language Benchmarks Placement Test (CLBPT), Canadian Language Benchmark Placement Assessment (CLBPA) or an ELF Proficiency Placement Test (PPT) and obtain a minimum score as indicated below, for the level to which you are applying.

An International English Language Testing System (IELTS) assessment and obtain a minimum band score, as indicated below, for the level to which you are applying.

CLBA, CLBPT, CLBPA, or IELTS tests must be completed at least four weeks before the course starts.

International English Language Testing System (IELTS)

The IELTS Test Centre at SAIT provides proficiency testing.

We accept IELTS band scores from any approved centres. However, you must submit an official copy of your IELTS test report form (TRF).

A band score of 6.0 in all categories or completion of ELF level 5 meets the English language requirements to enter SAIT programs.

Canadian Language Benchmark Assessments

An entrance ELF Proficiency Placement Test (ELF PPT) for international students is available. If eligible, domestic students can get a CLBA, CLBPT, or CLBPA at CLARC (Calgary Language Assessment and Referral Centre).

English Language Foundations proficiency placement tests

Your ELF placement will be based on your CLBA, CLBPT, CLBPA, ELF PPT or academic IELTS score.

ELF Communication Foundations

- Canadian Language Benchmark Assessment (CLBA) score of 2
- Canadian Language Benchmarks Placement Test (CLBPT) score of 2
- Canadian Language Benchmark Placement Assessment (CLBPA) score of 2
- English Language Foundations proficiency placement (ELF PPT) test score of 2
- International English Language Testing System (IELTS) score of 2

ELF Communication Fundamentals

- Canadian Language Benchmark Assessment (CLBA) score of 3
- Canadian Language Benchmarks Placement Test (CLBPT) score of 3
- Canadian Language Benchmark Placement Assessment (CLBPA) score of 3
- English Language Foundations proficiency placement (ELF PPT) test score of 3
- International English Language Testing System (IELTS) score of 3

ELF Speech Foundations

- Canadian Language Benchmark Assessment (CLBA) score of 2
- Canadian Language Benchmarks Placement Test (CLBPT) score of 2
- Canadian Language Benchmark Placement Assessment (CLBPA) score of 2
- English Language Foundations proficiency placement (ELF PPT) test score of 2
- International English Language Testing System (IELTS) score of 2

ELF Speech Fundamentals

- Canadian Language Benchmark Assessment (CLBA) score of 3
- Canadian Language Benchmarks Placement Test (CLBPT) score of 3
- Canadian Language Benchmark Placement Assessment (CLBPA) score of 3
- English Language Foundations proficiency placement (ELF PPT) test score of 3
- International English Language Testing System (IELTS) score of 3

ELF level 1:

- Canadian Language Benchmark Assessment (CLBA) score of 4
- Canadian Language Benchmarks Placement Test (CLBPT) score of 4
- Canadian Language Benchmark Placement Assessment (CLBPA) score of 4
- English Language Foundations proficiency placement (ELF PPT) test score of 4
- International English Language Testing System (IELTS) score of 3.5

ELF level 2:

- Canadian Language Benchmark Assessment (CLBA) score of 5
- Canadian Language Benchmarks Placement Test (CLBPT) score of 5
- Canadian Language Benchmark Placement Assessment (CLBPA) score of 5
- English Language Foundations proficiency placement (ELF PPT) test score of 5
- International English Language Testing System (IELTS) score of 4.0

ELF level 3:

- Canadian Language Benchmark Assessment (CLBA) score of 6
- Canadian Language Benchmarks Placement Test (CLBPT) score of 6
- Canadian Language Benchmark Placement Assessment (CLBPA) score of 6
- English Language Foundations proficiency placement (ELF PPT) test score of 6
- International English Language Testing System (IELTS) score of 4.5

ELF level 4:

- Canadian Language Benchmark Assessment (CLBA) score of 7
- Canadian Language Benchmarks Placement Test (CLBPT) score of 7
- Canadian Language Benchmark Placement Assessment (CLBPA) score of 7
- English Language Foundations proficiency placement (ELF PPT) test score of 7
- International English Language Testing System (IELTS) score of 5.0

ELF level 5:

- Canadian Language Benchmarks Placement Test (CLBPT) score of 8
- English Language Foundations proficiency placement (ELF PPT) test score of 8
- Canadian Language Benchmark Placement Assessment (CLBPA) score of 8
- International English Language Testing System (IELTS) score of 5.5

Language Instruction for Newcomers to Canada (LINC)

The ELF program works with many Language Instruction for Newcomers to Canada (LINC) programs. These programs are offered by many organizations and institutions.

If you are coming from the LINC program with a certificate of completion stating CLB Levels 2 to 7, you can be accepted into the ELF program as follows:

- CLB 2: Communication Foundations and Speech Foundations
- CLB 3: Communication Fundamentals and Speech Fundamentals
- CLB 4: Communications and Speech Levels 1
- CLB 5: Communications and Speech Levels 2
- CLB 6: Communications and Speech Levels 3
- CLB 7: Communications and Speech Levels 4

Teacher-assessed CLBA scores from LINC schools are not accepted.

Bridging pathways

You may also be accepted if you have completed some coursework with either one of the SAIT pathway program partners or other post-secondary academic English as an Additional Language (EAL) program.

Application process

After we confirm we have received your application, international applicants must schedule their English Language Foundations Proficiency Placement Test (PPT) by calling 403.210.4045 or emailing english.language@sait.ca.

Program Outline

Course delivery

Full-time program:

Two courses per level for eight weeks.

20 hours per week in class, Monday through Friday, plus 15 to 20 hours of homework.

Courses are available in the morning or the afternoon.

Part-time program:

One course per level for eight weeks.

10 hours per week in class, plus seven to ten hours of homework.

Courses are available in the morning or the afternoon.

Required courses

Required courses - Specialization CLB Levels 2 - 3

COMN 122 - Communication Foundations	3 Credits
COMN 123 - Communication Fundamentals	3 Credits
SPCH 122 - Speech Foundations	3 Credits
SPCH 123 - Speech Fundamentals	3 Credits

Required courses - Specialization CLB Levels 4 - 8

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

Progression

Communication Foundations and Speech Foundations lead to Communication Fundamentals and Speech Fundamentals. Completion of Communication Fundamentals and Speech Fundamentals lead to Communications 1 and Speech 1 and the subsequent ELF levels 2, 3, 4 and 5.

- **CLB 2:** Communication Foundations and Speech Foundations
- **CLB 3:** Communication Fundamentals and Speech Fundamentals
- **CLB 4:** Communications 1 and Speech 1
- **CLB 5:** Communications 2 and Speech 2
- **CLB 6:** Communications 3 and Speech 3
- **CLB 7:** Communications 4 and Speech 4
- **CLB 8:** Communications 5 and Speech 5

Depending on your score, when entering the program with a CLBA, CLBPT, CLBPA or ELF PPT, you may begin at any level in the program.

Depending on your band score on the IELTS academic test, you may begin at any point between Communication Foundations and Speech Foundations up to Communications 5 and Speech 5.

Learn more by reading AC.3.1.1 Grading and Progression - Credit Courses Procedure.

Costs

Books and supplies

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

No textbooks are required for this program.

English Language Foundations program advising

For any questions or to set up an advising appointment, please get in touch with our advising team.

Phone: 403.210.4045
Email: english.language@sait.ca

Environmental Technology

- **For information regarding upcoming program intakes, please see sait.ca.**

Contact us

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

Program Description

Embark on a transformative career with the Environmental Technology program, which blends theory with practical, hands-on training. Designed for those who want to move towards a sustainable future, this program equips you for a professional role in environmental management.

Our program maintains links with industry leaders and associations, ensuring the knowledge and skills you acquire are relevant and valued. This network also opens doors for internships, cooperative work experiences and future employment opportunities.

In this program, you will:

- learn about a range of environmental processes and practices
- learn how to collect air, water, soil and biological samples for analysis, an environmental science practice that is essential for detecting contaminants, assessing ecological health and ensuring compliance with environmental regulations
- perform site reclamation, the process of restoring disturbed or contaminated land to its natural state or to a safe and usable condition, which may involve soil remediation, removal of pollutants, revegetation and long-term monitoring
- learn about the collection, transport, processing, recycling and disposal of waste materials in a way that minimizes the adverse effects of waste on the environment and human health.

Benefit from experiential learning that prepares you for real-world scenarios, encompassing lab and fieldwork.

This program will prepare you for a career where you can make a tangible impact, with opportunities spanning government, transportation, water treatment, mining and chemical manufacturing. The program also addresses the expanding need for environmental policy, non-profit, planning and environmental resource management.

Graduates can further their education by pursuing a bachelor's degree at partner institutions such as Royal Roads University.

If you want a career in sustainability and helping manage and protect the natural environment, this program is for you.

Program Overview

Traits, skills and aptitudes

Those working in the environmental technology field tend to be objective, innovative, and methodical.

You need:

- patience and perseverance to gather and test field samples
- innovation and creativity
- observation and analytical skills
- communication skills
- tactful persistence to ensure compliance with environmental laws
- the ability to work alone or with a team.

You should enjoy working with tools and instruments to perform tasks precisely, analyzing data to find solutions to problems, taking a methodical approach to your work and supervising others.

Practicum, co-op and work integrated learning opportunities

You'll participate in a week-long environmental work practicum where you'll apply the skills you've learned in the program to real-world situations with a local employer.

You'll also participate in an environmental field school where you'll travel to various sites in Kananaskis, west of Calgary, to collect and analyze soil and water samples.

Accreditations, designations or certifications

This program has been accredited by the Environmental Careers Organization of Canada (ECO Canada) based on conformance with the national accreditation standard for post-secondary environmental programs.

This accreditation has been granted through the Canadian Environmental Accreditation Commission (CEAC), an independent body that oversees ECO Canada's post-secondary accreditation program.

Graduates are eligible for membership in the following professional associations:

- Association of Science and Engineering Technology Professionals of Alberta (ASET) (by passing the certification exam)
- ECO Canada as an Environmental Professional in training
- Chemical Institute of Canada (CIC.)

Credential

After successfully completing this program, you'll receive a SAIT Environmental Technology diploma.

Program length

2 years

Accepts international applicants - PGWP-eligible

This program accepts international applicants and meets the eligibility criteria for the Post-Graduation Work Permit program, as long as the student is registered in on-campus classes or completes more than 50% of the courses on campus (for blended options).

International students attending all classes online will NOT be eligible for a Post-Graduate Work Permit. International students are responsible for maintaining their eligibility throughout their studies.

Not eligible for CAJG

This program is not eligible for the Canada Alberta Job Grant.

Related careers

Our graduates may work in the following occupations. Some careers require additional experience and education.

Potential careers (NOC):

- Public and environmental health and safety professionals (21120)
- Occupational health and safety specialists (22232)
- Utility maintenance workers (74204)
- Utilities managers (90011)
- Supervisors, petroleum, gas and chemical processing and utilities (92011)
- Water and waste treatment plant operators (92101)

Admission Requirements

Applicants educated in Canada

All applicants must demonstrate English language proficiency and meet all the following requirements or equivalents:

- at least 60% in Math 30-1, and
- at least 50% in English Language Arts 30-1 or 60% in English Language Arts 30-2, and
- at least 60% in Chemistry 30.

SAIT accepts high school course equivalents for admission for applicants educated outside Alberta.

Applicants educated outside of Canada

All applicants who were educated outside of Canada must demonstrate English language proficiency and provide proof they meet the program admission requirements outlined above with an international document assessment. Find accepted educational documents and assessment options.

SAIT may also accept courses completed at certain international post-secondary institutions.

Program Outline

The Environmental Technology diploma requires 60 credits (33 courses) to complete.

The program spans two years, with two semesters each year.

Required courses

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
COMM 270 - Environmental Risk Communication	1.5 Credits
COMP 261 - Applied Digital Technologies	1.5 Credits
ENVS 260 - Environmental Chemistry I	1.5 Credits
ENVS 219 - Industrial Process/Environmental Control	1.5 Credits
ENVS 222 - Introduction to Environmental Organic Chemistry	1.5 Credits
ENVS 250 - Field Safety	1.5 Credits
ENVS 251 - Air Sampling and Monitoring	1.5 Credits
ENVS 252 - Environmental Health and Risk Assessment	1.5 Credits
ENVS 254 - Remote Sensing - Introduction	1.5 Credits
ENVS 344 - Geographical Communications	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 360 - Environmental Chemistry II	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
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 343 - Water and Wastewater Treatment Laboratory	3 Credits
GEOL 230 - Geology	1.5 Credits
GEOL 350 - Hydrology and Hydrogeology	1.5 Credits
MATH 237 - Mathematics for Technologists	3 Credits
PROJ 367 - Environment Project Week	1.5 Credits

Suggested schedule of study

Year 1

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

Year 2

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 Project Week	1.5 Credits

Progression

You must attain a PGPA and/or a CGPA of 2.0 or better each semester and pass the prerequisite courses to progress through the program.

To qualify for graduation, you must pass all courses, attain a CGPA of 2.0 or better and complete course requirements within the prescribed timelines.

Review our grading and progression procedure >

Costs

Books and supplies

Books and supplies are approximately $1,800 per full-time year.

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

Find your booklist on the SAIT Bookstore's website. The booklist will be available closer to the program start date. Can't find your program or course? The bookstore didn't receive a textbook list. Contact your program directly to determine if they're still refining course details or if you're in luck; no textbook purchase is required this term.

Required personal protective equipment (PPE)

The industry-approved PPE you'll need for labs, including a lab coat and CSA-approved safety glasses (with UVEX and side shields), will be discussed during your first few days of classes.

Energy program advising

For any questions or to set up an advising appointment, please contact our MacPhail School of Energy.

Phone: 403.284.8451
Email: macphail.students@sait.ca

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 project management practices 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 solve applied science/engineering technology problems.
6. Apply knowledge of management principles, ethics, sustainability, contract law, codes and standards.

Film and Video Production

- **Only In-Person**
- **Full time only**

Contact us

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

Program Description

Are you passionate about the power of film and video to entertain, inform and inspire? Do you want to be part of an industry that shapes our understanding of the world and captivates audiences? If so, our Film and Video Production program is your gateway to a career in the world of media.

In this program, you will learn:

- understand how to convey compelling narratives and visual experiences through creative storytelling
- to explore the creative process of scriptwriting, developing stories that resonate with viewers on both emotional and intellectual levels
- gain hands-on experience in all aspects of production, from producing and directing to cinematography and sound recording.
- how to bring your creative vision to life through practical training and real-world projects
- the skills necessary for editing and post-production work.
- the art of editing, sound design and visual effects to elevate your storytelling and filmmaking;
- to understand the business aspects of the film and video industry, from, navigating the industry landscape, securing funding, getting tax credits, marketing your work and turning your passion into a sustainable career.

Our program is designed to prepare you for a career in Canada's evolving media industries. Stay current with the latest industry trends and technologies taught in film school.

Immerse yourself in a unique learning environment that combines traditional teaching methods with hands-on production and project models. Experience the thrill of creating your own films and videos from start to finish.

Whether you aspire to be a filmmaker, cinematographer, editor or television producer, our program will equip you with the knowledge and experience to thrive in this dynamic field.

Program Overview

Traits, skills and aptitudes

People in film and video production tend to be innovative, directive and social.

You need:

- creativity
- adaptability and perseverance
- good judgement for hiring key people
- passion for their work
- an entrepreneurial spirit
- a comprehensive network of industry talent
- critical thinking skills
- financial and time management skills
- leadership and communication skills
- the ability to work with a wide variety of people
- the ability to give and take constructive criticism
- the ability to identify what makes a great story and know how to tell it effectively
- the ability to deal with stress
- a willingness to attend festivals, awards shows and industry workshops to network and form partnerships
- a willingness to be held accountable for all decisions made.

To do well in this field, you should enjoy having variety in your work, finding innovative solutions to problems, coordinating productions and negotiating with people.

Practicum, co-op and work integrated learning opportunities

This program includes an optional work term between the first and second year.

The work placement includes full-time paid employment.

Credential

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

Program length

2 years

Accepts international applicants – not-PGWP eligible

This program is open to international applicants; however, program availability may be limited. This program does not meet the eligibility criteria for the Post-Graduation Work Permit program.

Not eligible for CAJG

This program is not eligible for the Canada Alberta Job Grant.

Related careers

Our graduates may work in the following occupations. Some careers require additional experience and education.

Potential careers (NOC):

- Producers, directors, choreographers and related occupations (51120)
- Film and video camera operators (52110)
- Audio and video recording technicians (52113)
- Other technical and coordinating occupations in motion pictures, broadcasting and the performing arts (52119)
- Motion pictures, broadcasting, photography and performing arts assistants and operators (53111)
- Managers - publishing, motion pictures, broadcasting and performing arts (50011)

Admission Requirements

Applicants educated in Canada

Applicants must demonstrate English language proficiency and completion of the following courses or equivalents:

- at least 60% in English Language Arts 30-1 or English Language Arts 30-2.

SAIT accepts high school course equivalents for admission for applicants educated outside Alberta.

Applicants educated outside of Canada

All applicants who were educated outside of Canada must demonstrate English language proficiency and provide proof they meet the program admission requirements outlined above with an international document assessment. Find accepted educational documents and assessment options.

SAIT may also accept courses completed at certain international post-secondary institutions.

Program Outline

The Film and Video Production course diploma 60 credits (21 courses) to complete.

The program spans two years, with two semesters each year.

Required courses

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
FVDO 350 - Film Production IV	3 Credits
FVDO 353 - Film and Video Directing III	3 Credits
FVDO 357 - Business of Film III	3 Credits
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
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
LDSH 243 - Leadership	1.5 Credits
PROJ 309 - Capstone Project	3 Credits
SCPT 351 - Script Writing for Film	3 Credits

Optional courses

CPWK 255 - Cooperative Work Term	0 Credits

Suggested schedule of study

Year 1

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

Year 2

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

Progression

You must attain a PGPA and/or a CGPA of 2.0 or better each semester and pass the prerequisite courses to progress through the program.

To qualify for graduation, you must pass all courses, attain a CGPA of 2.0 or better and complete course requirements within the prescribed timelines.

Review our grading and progression procedure >

Costs

Books and supplies

There are no required textbooks in this program.

This is a bring-your-own-device program with a custom computer hardware and software requirement. Your computer can be a Windows or Mac machine, but it must meet the following minimum specifications.

Windows computer

- Processor: Intel 7th Gen or newer CPU with Quick Sync - or AMD Ryzen™ 3000 Series/Threadripper2000 series or newer CPU
- Operating system: Microsoft Windows 10 (64-bit) version V20H2 or later
- Memory: Dual channel memory: 16 GB of RAM or HD media
- GPU: 4GB of GPU memory for HD and some 4K media. For a list of supported graphic cards and drivers, see Adobe specs.
- Storage: Fast internal SSD for app installation and cache 512GB or greater. Additional high-speed external drive for media - 1TB minimum
- Display: 1920 x 1080 or greater
- Sound card: ASIO compatible or Microsoft Windows Driver Model

Mac computer

- Processor: Intel® 7thGen or newer CPU or Apple silicon M1 or newer
- Operating system: macOS 11.0 (Big Sur) or later
- Memory: Apple silicon 16 GB of unified memory or Intel 16 GB of RAM
- GPU: Apple silicon 16 GB of unified memory or Intel 4 GB of GPU Memory for HD and some 4K workflows
- Storage: Fast internal SSD for app installation and cache 512GB or greater. Additional high-speed external drive for media - 1TB minimum
- Display: 1920 x 1080 or greater
- Sound card: Default Mac OS Apple sound drivers

You must also purchase the following software:

- Adobe Creative Cloud subscription
- Microsoft Office Suite

Advanced Digital Technology program advising

For any questions or to set up an advising appointment, please contact our School for Advanced Digital Technology.

Phone: 403.284.8543
Email: sadt.advising@sait.ca

Program Outcomes

1. Demonstrate communication and interpersonal skills.
2. Demonstrate proficient employability skills.
3. Demonstrate entrepreneurial and management skills.
4. Demonstrate proficient computer skills.
5. Use story development techniques, concepts, and tools effectively.
6. Apply elements of graphic design effectively.
7. Apply principles of art direction.
8. Apply principles of cinematography.
9. Apply production management principles.
10. Perform producing tasks.
11. Perform post-production tasks.
12. Perform film and video sound tasks.
13. Critique process and product.
14. Demonstrate film appreciation and theory.
15. Work safely.

Fitness and Wellness Management

- **For information regarding upcoming program intakes, please see sait.ca.**

Contact us

School of Health and Public Safety
Phone: 403.284.8481
Email: hps.info@sait.ca

Program Description

Do you like to motivate others to live a healthier lifestyle? Do you care about supporting people in their health and wellness journey?

Our Fitness and Wellness Management program is designed for those passionate about health and well-being.

In this program, you will:

- learn about the physical and mental aspects of healthy living
- study nutrition to support clients' health and wellness goals
- master the art of conducting safe and effective fitness assessments
- apply knowledge of anatomy, exercise physiology, and biomechanics
- create tailored fitness programs for diverse client needs
- understand the psychological factors affecting physical fitness and sports
- enhance your ability to motivate, understand, and support clients
- acquire digital skills for online fitness coaching and program delivery
- learn strategies to attract and retain program members
- develop business acumen for managing and growing fitness programs

If you want to make a tangible impact on community health, fitness, and wellness and are keen on pursuing a career that offers both personal fulfillment and professional growth, this program is for you.

Program Overview

Traits, skills and aptitudes

Those in fitness and wellness management tend to be social, methodical, and innovative.

You need:

- emotional maturity and a healthy lifestyle
- self-confidence
- honesty, patience and empathy
- to be highly organized
- the ability to motivate and encourage people
- the ability to think quickly and adapt to unexpected changes.

Some roles in this field require shift work and extended hours, including nights and weekends.

You should enjoy living a healthy lifestyle, developing new ways to promote good health, and helping others achieve personal health goals.

You are strongly encouraged to refer to the ALIS website for career, learning, and employment information for personal trainers and group exercise leaders to ensure you can successfully meet the occupational requirements for the program and profession.

Practicum, co-op and work integrated learning opportunities

You will participate in two required practicum placements, with consideration given to your preference of location. However, due to limited availability in Calgary, it might be necessary for you to travel or relocate outside the city.

The healthcare field has a strong focus on health, wellness, and fitness to practice due to the demanding nature of the work and Occupational Health and Safety requirements. As such, special considerations will not be granted based on individual circumstances or preferences, except those stated as protected grounds when an accommodation has been approved.

In compliance with the practica agreements with our clinical partners, you will be required to provide specific documentation before you can participate in your practicum. Find out what requirements you need for this program.

International students must also complete their Immigration Medical Exam (IME) and obtain a co-op work permit to attend practicum. For more information, please contact the International Centre.

Accreditations, designations or certifications

This program is recognized as one of the Canadian Society for Exercise Physiology recommended course maps and will prepare you to pursue Certified Personal Trainer (CPT) certification.

In addition, you'll also be eligible to apply for the Health and Fitness Federation of Canada Certified Personal Trainer (HFFC- CPT) certification.

Credential

Upon successful completion of this program, you'll be awarded a SAIT Fitness and Wellness Management diploma.

Program length

2 years

Accepts international applicants - PGWP-eligible

This program accepts international applicants and meets the eligibility criteria for the Post-Graduation Work Permit program, as long as the student is registered in on-campus classes or completes more than 50% of the courses on campus (for blended options).

International students attending all classes online will NOT be eligible for a Post-Graduate Work Permit. International students are responsible for maintaining their eligibility throughout their studies.

Not eligible for CAJG

This program is not eligible for the Canada Alberta Job Grant.

Related careers

Our graduates may work in the following occupations. Some careers require additional experience and education.

Potential careers (NOC):

- Program leaders and instructors in recreation, sports and fitness (54100)
- Health policy researchers, consultants and program officers (41404)
- Recreation, sports and fitness program and service directors (50012)
- Recreation, sports and fitness policy researchers, consultants and program officers (41406)

Admission Requirements

Applicants educated in Canada

All applicants must demonstrate English language proficiency and meet the following requirements or equivalents:

- at least 65% in Biology 30 or Science 30, and
- at least 65% in Math 20-1 or Math 20-2, and
- at least 65% in English Language Arts 30-1 or English Language Arts 30-2.

SAIT accepts high school course equivalents for admission for applicants educated outside Alberta.

Applicants educated outside of Canada

All applicants who were educated outside of Canada must demonstrate English language proficiency and provide proof they meet the program admission requirements outlined above with an international document assessment. Find accepted educational documents and assessment options.

SAIT may also accept courses completed at certain international post-secondary institutions.

Program Outline

The Fitness and Wellness Management diploma requires 67.5 credits (24 courses) to complete.

The program spans two years, with three semesters each year.

Required courses

ACCT 215 - Introductory Financial Accounting I	3 Credits
ANPH 209 - Anatomy and Physiology	3 Credits
COMP 261 - Applied Digital Technologies	1.5 Credits
ENTR 350 - Entrepreneurship	3 Credits
FTNS 203 - Biomechanics and Exercise Physiology	3 Credits
FTNS 204 - Psychology of Sport and Exercise	3 Credits
FTNS 205 - Foundations in Strength and Conditioning	3 Credits
FTNS 206 - Strength and Resistance Exercise Training	3 Credits
FTNS 300 - Functional Movement and Mobility	3 Credits
FTNS 302 - Practical Application of Fitness Assessment	3 Credits
HLTH 200 - Introduction to Wellness	3 Credits
HLTH 202 - Outdoor Leadership	1.5 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
HLTH 303 - Practical Application of Mindfulness	3 Credits
HLTH 304 - Adapted Fitness and Wellness	3 Credits
MKTG 265 - Digital Marketing Foundations	3 Credits
MKTG 366 - Professional Selling, Ethics and Customer Relationship Management	3 Credits
NUTR 201 - Human Nutrition Fundamentals	3 Credits
NUTR 207 - Sports Nutrition	3 Credits
PRCT 206 - Practicum 1	3 Credits
PRCT 303 - Practicum 2	3 Credits
PROF 240 - Healthcare Professionalism	1.5 Credits

Suggested schedule of study

Year 1

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 - Biomechanics and Exercise Physiology	3 Credits
FTNS 204 - Psychology of Sport and Exercise	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

Year 2

Semester 4

FTNS 300 - Functional Movement and Mobility	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 - Adapted Fitness and Wellness	3 Credits
MKTG 366 - Professional Selling, Ethics and Customer Relationship Management	3 Credits

Semester 6

PRCT 303 - Practicum 2	3 Credits

Progression

You must attain a PGPA and/or a CGPA of 2.0 or better each semester and pass the prerequisite courses to progress through the program.

To qualify for graduation, you must pass all courses, attain a CGPA of 2.0 or better and complete course requirements within the prescribed timelines.

Review our grading and progression procedure >

Costs

Books and supplies

Books and supplies are approximately $1,000 to $1,500 per full-time year.

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

An Apple or Windows-based laptop or tablet is preferred to other device types. Phones are not suitable.

Find your booklist on the SAIT Bookstore's website. Booklists are created by semester and available approximately two weeks before classes begin.

Additional fees

You are responsible for additional expenses related to your practicum, including pre-practicum requirements and relocation costs to practicum sites outside of Calgary.

Health and Public Safety program advising

For any questions or to set up an advising appointment, please contact our School of Health and Public Safety.

Phone: 403.284.8481
Email: hps.info@sait.ca

Program Outcomes

1. **Business** – apply entrepreneurial thinking and core sales and marketing skills 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 delivering and managing fitness and wellness to improve client outcomes and experience.
4. **Communication** – use effective written, verbal and non-verbal communication skills to improve client health outcomes in all fitness and wellness settings.
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 anatomy, physiology, and nutrition principles.
8. **Equity, diversity, and inclusion** – apply best practices for working with diverse populations to assist clients in achieving their unique health and fitness goals.

Geomatics Engineering Technology

- **Complete in one to seven years**
- **Fall start full-time classroom**

Contact us

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

Program Description

The Geomatics Engineering Technology program offers practical skills and a comprehensive theoretical foundation in geomatics, enabling you to master the collection, analysis, and application of spatial data.

Through hands-on learning with graphic information systems (GIS), global positioning systems (GPS), and remote sensing, you'll learn to map and interpret the environment, supporting fields like urban planning and environmental monitoring.

In this program, you will learn:

- land surveying methods to precisely determine point locations and measure distances/angles on earth
- remote sensing techniques for information gathering using satellite and aerial sensors
- cartography, which is the practice of mapmaking and illustrating spatial links between features
- how to use GIS for the management and presentation of geographic data
- how to use global navigation satellite systems (GNSS) and GPS technologies for global geo-spatial positioning
- how to use photogrammetry for precise measurements of areas
- geography by analyzing spatial patterns and human-environment interactions
- how to create a digital map and use it for interactive analysis.

Possible career paths available once you graduate include surveying, mapping technology, energy, civil engineering, GIS, government roles, and engineering technologist jobs. This two-year diploma consists of four 15-week semesters, with intakes every Sept..

If you are skilled in math, comfortable with technology, collaborative, communicative, and an outdoor enthusiast, this SAIT program is for you.

Program Overview

Traits, skills and aptitudes

Those in the geomatics engineering technology field are objective, innovative and directive.

You need:

- math skills
- the ability to think logically and critically
- the ability to study spatial problems and measurements
- problem-solving skills
- speaking and listening skills
- the ability to work as part of a multidisciplinary team.

You should enjoy working outdoors, analyzing information to find innovative solutions to problems, and taking a step-by-step approach to your work.

Practicum, co-op and work integrated learning opportunities

During your final semester, you'll complete a capstone project where you'll perform research, analysis, drafting and editing to create a formal report. You'll then present your report to instructors, other students and industry guests.

Accreditations, designations or certifications

This program is nationally accredited by Technology Accreditation Canada at the technologist level.

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).

Credential

After successfully completing this program, you'll be awarded a SAIT Geomatics Engineering Technology diploma.

Program length

2 years

Accepts international applicants – not-PGWP eligible

This program is open to international applicants; however, program availability may be limited. This program does not meet the eligibility criteria for the Post-Graduation Work Permit program.

Not eligible for CAJG

This program is not eligible for the Canada Alberta Job Grant.

Related careers

Our graduates may work in the following occupations. Some careers require additional experience and education.

Potential careers (NOC):

- Land survey technologists and technicians (22213)
- Urban and land use planners (21202)
- Land surveyors (21203)
- Technical occupations in geomatics and meteorology (22214)

Admission Requirements

Applicants educated in Canada

All applicants must demonstrate English language proficiency and meet the following requirements 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.

SAIT accepts high school course equivalents for admission for applicants educated outside Alberta.

Applicants educated outside of Canada

All applicants who were educated outside of Canada must demonstrate English language proficiency and provide proof they meet the program admission requirements outlined above with an international document assessment. Find accepted educational documents and assessment options.

SAIT may also accept courses completed at certain international post-secondary institutions.

Program Outline

The Geomatics Engineering Technology diploma requires 60 credits (20 courses) to complete.

The program spans two years, with two semesters each year.

Required courses

COMP 220 - Computer Fundamentals	3 Credits
CADD 308 - Geomatics CADD Applications	3 Credits
COMM 238 - Technical Communications I	3 Credits
ENGD 213 - Geomatics Drafting	3 Credits
MAPS 204 - Mapping Fundamentals	3 Credits
MAPS 310 - Geodesy and Map Projections	3 Credits
MAPS 315 - Geographic Information Systems	3 Credits
MAPS 362 - 3D Modeling	3 Credits
MAPS 365 - Photogrammetry	3 Credits
MATH 238 - Math for Engineering and Tech I	3 Credits
MATH 288 - Mathematics for Engineering and Technology II	3 Credits
SURV 214 - Surveying I	3 Credits
SURV 230 - Satellite Positioning	3 Credits
SURV 248 - Surveying II	3 Credits
SURV 263 - Measurement Analysis and Adjustment	3 Credits
SURV 330 - Surveying III	3 Credits
SURV 342 - Remote Sensing	3 Credits
SURV 343 - Applications in Geomatics Engineering	3 Credits
SURV 345 - Cadastral Surveying	3 Credits
PROJ 385 - Geomatics Engineering Technology Capstone Project	3 Credits

Suggested schedule of study

Year 1

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

Year 2

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

Progression

You must attain a PGPA and/or a CGPA of 2.0 or better each semester and pass the prerequisite courses to progress through the program.

To qualify for graduation, you must pass all courses, attain a CGPA of 2.0 or better and complete course requirements within the prescribed timelines.

Review our grading and progression procedure >

Costs

Books and supplies

Books and supplies are approximately $1,000 - $1,500 per full-time year.

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

Find your booklist on the SAIT Bookstore's website. The booklist will be available closer to the program start date.

Can't find your program or course? The bookstore didn't receive a textbook list. Contact your program directly to determine if they're still refining course details or if you're in luck; no textbook purchase is required this term.

Construction program advising

For any questions or to set up an advising appointment, please contact our School of Construction.

Phone: 403.284.8367
Email: construction.advising@sait.ca

Program Outcomes

1. Demonstrate competence in working with resources, equipment, and people, 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 lifelong 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.

Global Hospitality and Tourism Management

- **Terms (Fall, Winter, Spring)**
- **Full–time/Part–time classroom or online**

Contact us

School
Phone: 403.210.4343
Email: hospitality.info@sait.ca

Program Description

Are you passionate about the world and connecting to the people in it? Gain a global perspective in the Canadian hospitality, travel and tourism industry with practical, hands-on experience that will prepare you for an exciting career.

SAIT's Global Hospitality and Tourism Management post-diploma program is your ticket to a vibrant future.

In this program, you will:

- learn how the industry is impacted by global factors such as finance, operations, leadership, stewardship and guest experience
- gain fundamental skills in hospitality and tourism, including applied hospitality service and organizational culture
- learn about sales and marketing as well as financial and operational management
- experience hospitality in Banff, one of Canada's leading tourism destinations

Learn the fundamentals of the global hospitality and tourism industry during your first semester in Calgary, ranked as one of the most liveable cities in the world. In your second semester, you will move to SAIT's Banff campus, where you will learn about leading high-performing teams, global hospitality and tourism, industry sustainability, entrepreneurship, innovation, industry operations and more.

For your third semester, get a true taste of the hospitality industry with a work-integrated learning opportunity in the Banff region. Apply the skills you have learned and work in a real hospitality setting with guests and employees from around the world.

Program Overview

Traits, skills and aptitudes

Those in the hospitality and tourism management industry tend to be directive, methodical and social.

You need:

- excellent communication skills
- organizational skills
- good general health, stamina and mental alertness to cope with the long, irregular hours of work
- the ability to get along with all kinds of people
- leadership and decision-making skills
- the ability to adapt to changing customer needs and unexpected situations
- the ability to remain calm while under pressure.

To do well in this field, you should enjoy being in charge, taking a methodical approach to your work, and negotiating with people.

Practicum, co-op and work integrated learning opportunities

In your second semester, you will participate in a practicum with an industry partner, providing you with valuable experience in industry operations.

In your third semester, you will participate in a four-month paid internship in the Bow Valley region (Banff, Canmore, or Lake Louise). Before you begin your final semester, accommodation arrangements will be agreed upon between yourself and your employer.

Credential

After successfully completing this program, you will be awarded a SAIT Global Hospitality and Tourism Management post-diploma certificate.

Program length

1 year

Accepts international applicants - PGWP-eligible

This program accepts international applicants and meets the eligibility criteria for the Post-Graduation Work Permit program, as long as the student is registered in on-campus classes or completes more than 50% of the courses on campus (for blended options).

International students attending all classes online will NOT be eligible for a Post-Graduate Work Permit. International students are responsible for maintaining their eligibility throughout their studies.

Not eligible for CAJG

This program is not eligible for the Canada Alberta Job Grant.

Related careers

Our graduates may work in the followng occupations. Some careers require additional experience and education.

Potential careers (NOC):

- Accommodation, travel and tourism and related services supervisors (62022)
- Hotel front desk clerks (64314)
- Restaurant and food service managers (60030)
- Conference and event planners (12103)
- Accommodation Service managers (60031)

Admission Requirements

Applicants educated in Canada

Applicants must demonstrate English language proficiency and completion of the following courses or equivalents:

a post-secondary hospitality, tourism or business degree or diploma from a recognized university, institute, or college with a minimum 2.3 grade-point average (67% or C+), including a minimum of 20 courses or 60 credits.

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

Applicants educated outside of Canada

All applicants who were educated outside of Canada must demonstrate English language proficiency and provide proof they meet the program admission requirements outlined above with an international document assessment. Find accepted educational documents and assessment options.

SAIT may also accept courses completed at certain international post-secondary institutions.

Application process

Applicants to this program will be assessed on the following criteria and seats will be offered accordingly:

Applicants who have graduated from SAIT with a Hospitality and Tourism Management diploma (previously 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 with a diploma in hospitality management from another accredited post-secondary institution will be placed into selection for review to determine equivalency. Completion of additional courses may be required.

Applications and proof of the admission requirements (transcripts and supporting documents) must be submitted to be included in the selection process.

Program Outline

The Global Hospitality and Tourism Management certificate requires 30 credits (11 courses) to complete.

The program spans three semesters.

Required courses

You must take all of the following courses to complete this program.

ENTI 400 - Entrepreneurial Mindset and Innovation	3 Credits
FNCE 402 - Financial and Operational Management in Hospitality and Tourism	3 Credits
HOSP 400 - Applied Hospitality Service	3 Credits
HOSP 401 - Hospitality and Tourism Fundamentals	1.5 Credits
HOSP 402 - Hospitality Operations Practicum	3 Credits
LDSH 404 - Self-Awareness and Organizational Culture	3 Credits
LDSH 406 - Leading High Performing Dynamic Teams	3 Credits
MKTG 405 - Hospitality Sales and Guest Experience	3 Credits
PINT 403 - Professional Internship	1.5 Credits
TOUR 410 - Global Tourism	3 Credits
TOUR 420 - Sustainability in Hospitality and Tourism	3 Credits

Suggested schedule of study

We recommend you complete the courses in the order listed below.

Semester 1

FNCE 402 - Financial and Operational Management in Hospitality and Tourism	3 Credits
HOSP 400 - Applied Hospitality Service	3 Credits
HOSP 401 - Hospitality and Tourism Fundamentals	1.5 Credits
LDSH 404 - Self-Awareness and Organizational Culture	3 Credits
MKTG 405 - Hospitality Sales and Guest Experience	3 Credits

Semester 2

ENTI 400 - Entrepreneurial Mindset and Innovation	3 Credits
HOSP 402 - Hospitality Operations Practicum	3 Credits
LDSH 406 - Leading High Performing Dynamic Teams	3 Credits
TOUR 410 - Global Tourism	3 Credits
TOUR 420 - Sustainability in Hospitality and Tourism	3 Credits

Semester 3

PINT 403 - Professional Internship	1.5 Credits

Progression

You must attain a PGPA and/or a CGPA of 2.0 or better each semester and pass the prerequisite courses to progress through the program.

To qualify for graduation, you must pass all courses, attain a CGPA of 2.0 or better and complete course requirements within the prescribed timelines.

Review our grading and progression procedure >

Costs

Books and supplies

Books and supplies are approximately $500 per full-time year for uniforms, shoes and textbooks.

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

Find your booklist on the SAIT Bookstore's website. The booklist will be available closer to the program start date.

Can't find your program or course? The bookstore didn't receive a textbook list. Contact your program directly to determine if they're still refining course details or if you're in luck; no textbook purchase is required this term.

Required residence costs

Since some classes will occur outside of Calgary, you will need to relocate for some or all of the program.

For accommodations on SAIT's main campus during your first semester, visit SAIT Residence rooms and rates.

Living in SAIT's Banff Residence during your second semester will cost approximately $4,600. Accommodations in the Bow Valley Corridor (dependent on your employer) will cost approximately $2,500.

Hospitality and Tourism program advising

For any questions or to set up an advising appointment, please contact our School of Hospitality and Tourism.

Phone: 403.210.4343
Email: hospitality.info@sait.ca

Program Outcomes

1. **Business acumen** - develop a strategic and sustainable hospitality mindset to enhance business performance in a global environment.
2. **Finance** - evaluate financial strategies and techniques to analyze business performance and decision-making in the hospitality industry.
3. **Operations** - formulate recommendations for processes, operations and workflow to improve quality and productivity.
4. **Leadership** - demonstrate ethical and responsible leadership that celebrates connection, curiosity and creativity.
5. **Stewardship** - contribute to an organizational culture that is socially, environmentally, and financially sustainable.
6. **Guest** - analyze customer needs to design exceptional guest experiences.
7. Capability clusters
8. **Creativity** - transforming ideas into reality.
9. Willingness to experiment, improvise, innovate, and imagine.
10. **Critical thinking** - using data and logic to figure it out.
11. Analyzing, evaluating, synthesizing, and reconstructing information to inform and make logical and reasoned decisions and judgments.
12. **Citizenship** - for people, society and the planet.
13. Understanding and facilitating the connection between people, society, and the planet is necessary for the sustainability of systems, both cultural and environmental.
14. **Curiosity** - always asking, testing, exploring and engaging.
15. Seeking out information and experiences and striving for understanding.
16. **Connection** - builds effective relationships.
17. Working and communicating effectively with others across differences.

Graduate outcomes

A. **Safety** – awareness of safety standards relevant to the workplace.
   - Safety awareness

B. **Responsible leadership** – personal, ethical and respectful behaviour within the workplace and global community.
   - Teamwork and multi-disciplinary collaboration
   - Self-initiative
   - Ethical reasoning and action
   - Global awareness
   - Sustainability

C. **Communication** – the exchange of information professionally and effectively.
   - Language skills
   - Interpersonal skills

D. **Information literacy** – the strategies used to become informed, from recognizing an information need to accessing and evaluating information and using it effectively and ethically.
   - Problem-solving and critical thinking
   - Quantitative literacy
   - Technological literacy

E. **Technical knowledge, skills and abilities** – technical competence specific to the discipline or industry.
   - Specialized technical skill set

Health Information Management

- **For information regarding upcoming program intakes, please see sait.ca.**

Contact us

School of Health and Public Safety
Phone: 403.284.8481
Email: hps.info@sait.ca

Program Description

Our Health Information Management program trains you to handle personal health information responsibly and effectively.

It combines computer technology, healthcare knowledge and critical analysis skills to equip you with the skills to manage and interpret health data, ensuring that the highest quality of information informs health services.

As a student, you will:

- learn to collect, record, review and transmit health information
- develop the ability to manage and interpret the information contained within health records
- become proficient in industry-specific software for health information management
- understand and apply national data standards in translating patient and medical records into usable data
- provide quality information for patient care, resource allocation, quality improvement, statistics and planning
- receive classroom instruction and laboratory practice to become a proficient health information management professional
- participate in practicum placements within established healthcare facilities.

Instruction is tailored to meet the current demands of the healthcare industry.

Upon graduation, you will be prepared to enter the workforce as a health information management professional, with employment opportunities in hospitals and other healthcare-focused organizations where your expertise in managing critical health data is essential.

Program Overview

Traits, skills and aptitudes

Health information management professionals tend to be methodical, innovative and directive.

You need:

- self-motivation
- critical thinking
- attention to detail
- the ability to multitask and prioritize
- an eye for detail to ensure accuracy
- the ability to sit for long periods
- computer literacy, including accurately typing 30 words per minute (wpm).

You should enjoy taking a step-by-step approach to compiling and sorting information, taking part in data quality controls, using information retrieval systems and responding to requests for information.

You are strongly encouraged to refer to the ALIS website for career, learning, and employment information for health information management professionals to ensure you can successfully meet the occupational requirements for the program and profession.

Practicum, co-op and work integrated learning opportunities

In this program, you will participate in two required practicum placements.

You will be assigned practicum placements with consideration given to your preference of location. However, due to limited availability in Calgary, it may be necessary for you to travel or relocate outside the city.

The healthcare field has a strong focus on health, wellness, and fitness to practice due to the demanding nature of the work and Occupational Health and Safety requirements. As such, special considerations will not be granted based on individual circumstances or preferences, except those stated as protected grounds when an accommodation has been approved.

In compliance with the practica agreements with our clinical partners, you will be required to provide specific documentation before you can participate in your practicum. Find out what requirements you need for this program.

Accreditations, designations or certifications

This program is accredited by the Canadian College of Health Information Management (CCHIM) and meets their curricular standards.

Graduates are eligible to write the CCHIM national exam and obtain their Certified in Health Information Management (CHIM) designation.

Credential

Upon successful completion of this program, you'll be awarded a SAIT Health Information Management diploma.

Program length

2 years

Accepts international applicants – not-PGWP eligible

This program is open to international applicants; however, program availability may be limited. This program does not meet the eligibility criteria for the Post-Graduation Work Permit program.

Not eligible for CAJG

This program is not eligible for the Canada Alberta Job Grant.

Related careers

Our graduates may work in the following occupations. Some careers require additional experience and education.

Potential careers (NOC):

- Health information management occupations (12111)
- Records management technicians (12112)

Admission Requirements

Applicants educated in Canada

All applicants must demonstrate English language proficiency and meet the following requirements 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.

SAIT accepts high school course equivalents for admission for applicants educated outside Alberta.

Applicants educated outside of Canada

All applicants who were educated outside of Canada must demonstrate English language proficiency and provide proof they meet the program admission requirements outlined above with an international document assessment. Find accepted educational documents and assessment options.

SAIT may also accept courses completed at certain international post-secondary institutions.

Program Outline

The Health Information Management diploma requires 61.5 Credits (25 courses) to complete.

The program spans two years, with three semesters each year.

Required courses

ANPH 220 - Anatomy and Applied Terminology	3 Credits
ANPR 300 - Analysis and Presentation	1.5 Credits
CDAB 210 - Data Classification 1	3 Credits
CDAB 260 - Data Classification 2	3 Credits
CDAB 310 - Data Classification 3	3 Credits
CDAB 360 - Data Classification 4	3 Credits
COMP 264 - Introduction to Digital Productivity Applications	1.5 Credits
HCPP 260 - Healthcare Information Technology	3 Credits
HCPP 300 - Healthcare Database Design	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
HILA 200 - Health Information Law 1	1.5 Credits
HILA 250 - Health Information Law 2	1.5 Credits
HRSC 210 - Health Information Management 1	3 Credits
HRSC 320 - Health Information Management 2	3 Credits
MEDT 250 - Medical Terminology 2	1.5 Credits
PATH 242 - Pathophysiology 1	3 Credits
PATH 252 - Pathophysiology 2	3 Credits
PRAC 264 - Practicum 1	3 Credits
PRAC 394 - Practicum 2	6 Credits
PROF 240 - Healthcare Professionalism	1.5 Credits
QUAL 350 - Quality Management	1.5 Credits
RSCH 355 - Epidemiology and Research Design	1.5 Credits
STAT 220 - Statistics	3 Credits

Suggested schedule of study

Year 1

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

Year 2

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

Progression

You must attain a PGPA and/or a CGPA of 2.0 or better each semester and pass the prerequisite courses to progress through the program.

To qualify for graduation, you must pass all courses, attain a CGPA of 2.0 or better and complete course requirements within the prescribed timelines.

Review our grading and progression procedure >

Costs

Books and supplies

Books and supplies are approximately $1,000 - $1,500 per full-time year.

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

An Apple or Windows-based laptop is preferred over other device types. Tablets and phones are not suitable.

Find your booklist on the SAIT Bookstore's website. Booklists are created by semester and available approximately two weeks before classes begin.

Other requirements

A fee is associated with obtaining a police information check, including a vulnerable sector check, payable to the police or the Royal Canadian Mounted Police (RCMP).

You must have your immunizations reviewed by the SAIT Health Clinic. There is a $75 charge to review vaccine history. Any vaccines you need to be administered will result in additional charges.

A fee of approximately $50 to $100 is associated with an electronic student permit checking submission required for clinical practicum placements, payable to Synergy Gateway through the Verified software platform.

You are responsible for additional expenses related to your practicum, including pre-practicum requirements and relocation costs to practicum sites outside of Calgary.

Health and Public Safety program advising

For any questions or to set up an advising appointment, please contact our School of Health and Public Safety.

Phone: 403.284.8481
Email: hps.info@sait.ca

Program Outcomes

1. Use effective written, verbal, and non-verbal communicationskills 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 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 practices in health information management.

Healthcare Leadership

- **For information regarding upcoming program intakes, please see sait.ca.**

Contact us

School of Health and Public Safety
Phone: 403.284.8481
Email: hps.info@sait.ca

Program Description

The Healthcare Leadership program is tailored for aspiring leaders with existing healthcare experience, focusing on essential skills for navigating the complex healthcare landscape.

You will receive instruction and guidance from seasoned professionals in healthcare and business to:

- learn the fundamental principles to lead and manage healthcare teams
- learn strategies to manage and resolve workplace conflicts
- learn effective ways to interact and communicate within healthcare environments
- gain an understanding of healthcare finances and economics
- gain insight into the structure and policies governing healthcare institutions
- learn about service quality and patient care
- get the tools for measuring and improving healthcare services
- learn how to prepare for and manage emergencies
- develop resilience and the ability to lead confidently through emergencies and unpredictable situations.

This interdisciplinary program culminates in a capstone project that will give you the opportunity to apply your knowledge towards addressing leadership or management challenges in healthcare settings, and demonstrate your ability to innovate and lead effectively.

As a graduate, you will be prepared to pursue various health administration and leadership roles, such as administrative manager, client care manager, client services manager, team lead, and even director of care.

If you seek to positively impact patient outcomes and the efficiency of the healthcare system by mastering the skills needed to lead and innovate in a rapidly evolving industry, this program is for you.

Program Overview

Traits, skills and aptitudes

Those in healthcare leadership roles need:

- people skills, including the ability to work well with a variety of different people
- critical thinking
- strong communication skills
- the ability to work well under pressure, maintain professional behaviour and regulate their emotions
- the ability to build consensus
- excellent negotiation skills.

You should enjoy team-building activities and developing, implementing and evaluating plans.

You are strongly encouraged to refer to the ALIS website for career, learning, and employment information for health service administrators.

Credential

Upon successful completion of this program, you'll be awarded a SAIT Healthcare Leadership post-diploma certificate.

Program length

1 year

Accepts international applicants – not-PGWP eligible

This program is open to international applicants; however, program availability may be limited. This program does not meet the eligibility criteria for the Post-Graduation Work Permit program.

CAJG-eligible

This program is eligible for the Canada Alberta Job Grant.

Related careers

Our graduates may work in the following occupations. Some careers require additional experience and education.

Potential careers (NOC):

- Managers in health care (30010)
- Health policy researchers, consultants and program officers (41404)
- Government managers - health and social policy development and program administration (40010)
- Nursing coordinators and supervisors (31300)

Admission Requirements

Applicants educated in Canada

Applicants must demonstrate English language proficiency and meet the following requirements or equivalents:

- a post-secondary diploma or degree in a healthcare discipline from a recognized university, institute, or college.

Alternatively, a post-secondary certificate in combination with relevant work experience may be considered and approved at the discretion of the Academic Chair.

Applicants educated outside of Canada

All applicants who were educated outside of Canada must demonstrate English language proficiency and provide proof they meet the program admission requirements outlined above with an international document assessment. Find accepted educational documents and assessment options.

SAIT may also accept courses completed at certain international post-secondary institutions.

Program Outline

The Healthcare Leadership certificate requires 27 credits (eight courses) to complete.

The program spans one year, with two semesters.

Required courses

HCAR 400 - Emergency Preparedness and Planning	3 Credits
HCAR 401 - Health Economics	3 Credits
HCAR 402 - Healthcare Leadership Capstone	6 Credits
HCAR 403 - Healthcare Systems and Governance	3 Credits
HCAR 404 - Quality and Performance in Healthcare Services	3 Credits
LDSH 401 - Applied Leadership I	3 Credits
LDSH 405 - Leadership	3 Credits
MNGT 408 - Project and People Management	3 Credits

Suggested schedule of study

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

Progression

You must attain a PGPA and/or a CGPA of 2.0 or better each semester and pass the prerequisite courses to progress through the program.

To qualify for graduation, you must pass all courses, attain a CGPA of 2.0 or better and complete course requirements within the prescribed timelines.

Review our grading and progression procedure >

Costs

Books and supplies

Books and supplies are approximately $2,500.

This is a bring-your-own-device program with a standard computer hardware and software requirement. See the specific requirements on our computers and laptops page. An Apple or Windows-based laptop or tablet is required. Mobile phones are not a suitable alternative.

Find your booklist on the SAIT Bookstore's website. Booklists are created by semester and available approximately two weeks before classes begin.

Health and Public Safety program advising

For any questions or to set up an advising appointment, please contact our School of Health and Public Safety.

Phone: 403.284.8481
Email: hps.info@sait.ca

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 socially, environmentally, and financially sustainable culture.
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 focusing 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.

Hospitality and Tourism Management - Beverage Management

- **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

Do you enjoy whipping up creative cocktails for your friends and family? Our specialized Hospitality and Tourism Management - Beverage Management program is designed for you.

Developed with guidance from industry professionals, this program offers hands-on, practical education that equips you with real-world knowledge and skills for a successful career.

You'll dive deep into the world of beverages, gaining in-depth knowledge in non-alcoholic drinks, wine, beer, and spirits. You'll also receive comprehensive training in beverage sales and retail operations, inventory control, and basic culinary and food understanding. This blend of skills prepares you to create sustainable and successful beverage programs.

While mastering the art of beverage management, you'll also develop a strong foundation in the broader hospitality industry. You'll explore guest experience delivery, sales and marketing, and applied leadership, complemented by a solid financial management foundation. These skills are highly sought after in the world of hospitality.

Our small class sizes ensure personalized attention and a supportive learning environment. Throughout the program, you won't just learn theory in the classroom. You'll apply your knowledge through practical, hands-on experiences. You'll even get to organize and execute special events on and off campus, working closely with industry partners.

When you graduate, the sky's the limit for your career options. You could become a bartender, barista, floor manager, beer technician, or even a marketing or social media manager in the beverage industry.

Your specialized knowledge will open doors to various exciting roles. As you gain experience, you can aim for positions like sommelier, cocktail bar, beverage or operations manager, or even a producer and supplier.

Are you enthusiastic about beverages and ready to embark on an exciting journey in hospitality and tourism? Your adventure begins here.

Program Overview

Traits, skills and aptitudes

Those in the beverage management industry tend to be directive, methodical, and social.

You need:

- strength and stamina to stand for long periods and lift heavy objects
- strong hand-eye coordination
- good judgement and responsible attitude
- a memory for details
- organization and multi-tasking skills
- the ability to stay calm under pressure
- the ability to get along well with other people
- patience
- good communication skills.

You should enjoy being organized, working with a variety of different people, and taking responsibility when needed.

Academic path

Graduates of this program may continue their education in the SAIT Bachelor of Hospitality and Tourism Management program and earn their degree with a further two years of study.

Practicum, co-op and work integrated learning opportunities

Between your first and second year, you'll complete an internship where you'll complete 400 hours of industry work.

The choice of worksite is flexible and can include hotels, restaurants, tour operators, car rental agencies, resorts, and other approved hospitality and tourism operations.

You'll also participate in a capstone project that examines the various costs of a beverage program and how to use inventory management and program design to generate revenue.

Accreditations, designations or certifications

You'll acquire key industry certifications in Workplace Hazardous Materials Information System (WHMIS), food safety, ProServe, and hospitality and tourism awareness.

All these certifications must be completed in your first semester.

Credential

After successfully completing this program, you'll receive a SAIT Hospitality and Tourism Management diploma with a specialization in Beverage Management.

Program length

2 years

Accepts international applicants – not-PGWP eligible

This program is open to international applicants; however, program availability may be limited. This program does not meet the eligibility criteria for the Post-Graduation Work Permit program.

Not eligible for CAJG

This program is not eligible for the Canada Alberta Job Grant.

Related careers

Our graduates may work in the following occupations. Some careers require additional experience and education.

Potential careers (NOC):

- Restaurant and food service managers (60030)
- Food service supervisors (62020)
- Maîtres d'hôtel and hosts/hostesses (64300)
- Bartenders (64301)
- Food and beverage servers (65200)

Admission Requirements

Applicants educated in Canada

Applicants must demonstrate English language proficiency and completion of the following courses or equivalents:

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

SAIT accepts high school course equivalents for admission for applicants educated outside Alberta.

Applicants educated outside of Canada

All applicants who were educated outside of Canada must demonstrate English language proficiency and provide proof they meet the program admission requirements outlined above with an international document assessment. Find accepted educational documents and assessment options.

SAIT may also accept courses completed at certain international post-secondary institutions.

Application process

When applying in the application portal, select Hospitality and Tourism Management. You will be able to select Beverage Management as your major during the application process.

Program Outline

The Hospitality and Tourism Management - Beverage Management diploma requires 63 credits (22 courses) to complete.

The program spans two years, with two semesters in year one and two semesters in year two.

Required courses

You must take all of the following courses to complete this program.

Required courses - Hospitality core

ACCT 206 - Financial Accounting for the Hospitality Industry	3 Credits
BMAT 201 - Digital Technology for Business Math Applications	3 Credits
COMM 265 - Communication Fundamentals and Technology	3 Credits
ECON 250 - Microeconomics	3 Credits
FNCE 350 - Financial Management in Hospitality	3 Credits
HOSP 200 - Introduction to Hospitality and Tourism	3 Credits
HOSP 210 - Safety and Certifications	1.5 Credits
HOSP 300 - Law and Ethics in Hospitality and Tourism	3 Credits
HRMT 320 - Human Resource Management	3 Credits
LDSH 202 - Self Awareness and Team Dynamics	3 Credits
LDSH 310 - Leading High-Performance Teams	3 Credits
LDSH 370 - Leadership and Organizational Culture	3 Credits
MKTG 200 - Brand and Guest Experience	3 Credits
MKTG 250 - Service Marketing and Sales	3 Credits
MKTG 390 - Marketing Strategy	3 Credits
PINT 200 - Professional Internship	1.5 Credits

Required courses - Beverage Management core

BEVM 210 - Beverage Exploration I	3 Credits
BEVM 250 - Beverage Sales and Retail	3 Credits
BEVM 300 - Beverage Exploration II	3 Credits
BEVM 350 - Beverage Exploration III	3 Credits
BEVM 360 - Beverage Program Design and Management Capstone	3 Credits
REST 310 - Culinary Arts and Management	3 Credits

Suggested schedule of study

Year 1

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
BEVM 210 - Beverage Exploration I	3 Credits
BEVM 250 - Beverage Sales and Retail	3 Credits
HRMT 320 - Human Resource Management	3 Credits
MKTG 250 - Service Marketing and Sales	3 Credits
PINT 200 - Professional Internship	1.5 Credits

Year 2

Semester 3

BEVM 300 - Beverage Exploration II	3 Credits
BEVM 350 - Beverage Exploration III	3 Credits
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

BEVM 360 - Beverage Program Design and Management Capstone	3 Credits
FNCE 350 - Financial Management in Hospitality	3 Credits
MKTG 390 - Marketing Strategy	3 Credits
LDSH 370 - Leadership and Organizational Culture	3 Credits
REST 310 - Culinary Arts and Management	3 Credits

Progression

You must attain a PGPA and/or a CGPA of 2.0 or better each semester and pass the prerequisite courses to progress through the program.

To qualify for graduation, you must pass all courses, attain a CGPA of 2.0 or better and complete course requirements within the prescribed timelines.

Review our grading and progression procedure >

Costs

Books and supplies

Books and supplies are approximately $1,000 - $1,500 per full-time year.

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

Find your booklist on the SAIT Bookstore's website. The booklist will be available closer to the program start date.

Can't find your program or course? The bookstore didn't receive a textbook list. Contact your program directly to determine if they're still refining course details or if you're in luck; no textbook purchase is required this term.

Required equipment/tools

You will require a beverage kit for classes in semesters two through four. Details on where to purchase this kit will be shared with you at orientation.

Hospitality and Tourism program advising

For any questions or to set up an advising appointment, please contact our School of Hospitality and Tourism.

Phone: 403.210.4343
Email: hospitality.info@sait.ca

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, emphasizing day-to-day operational and financial acumen.
2. **Guest experience** - exemplify a hospitality mindset focusing on guest satisfaction and the ability to problem solve with the customer's 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 and emerging trends and technology.

Beverage Management specialization program outcomes

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.

Entrepreneurship and Innovation specialization program outcomes

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.

Event Management specialization program outcomes

1. **Event operations** - produce events that meet client deliverables and performance measures.
2. **Project planning and costing** - prepare and define a project plan outlining scope, budget, communication and risk management.

Hotels and Accommodation specialization program outcomes

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.

Multi-Disciplinary specialization program outcomes

1. **Financial application** - manage operational budgets for day-to-day operations.
2. **Operational** - apply best practices in guest experience delivery through the operational application.

Restaurant and Service Operations specialization program outcomes

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 tracking and managing inventory and menu costing.

Travel and Tourism specialization program outcomes

1. **Travel and tourism operations** - demonstrate the ability to navigate the interconnected travel and tourism ecosystem to create and deliver travel and tourism experiences.
2. **Inventory and costing** - demonstrate a working knowledge of industry-specific systems to manage and cost inventory.

Graduate outcomes

A. **Safety** - awareness of safety standards relevant to the workplace.
   - Safety awareness

B. **Responsible leadership** - personal, ethical and respectful behaviour within the workplace and global community.
   - Teamwork and multi-disciplinary collaboration
   - Self-initiative
   - Ethical reasoning and action
   - Global awareness
   - Sustainability

C. **Communication** - the exchange of information professionally and effectively.
   - Language skills
   - Interpersonal skills

D. **Information literacy** - the strategies used to become informed, from recognizing an information need to accessing and evaluating information and using it effectively and ethically.
   - Problem-solving and critical thinking
   - Quantitative literacy
   - Technological literacy

E. **Technical knowledge, skills and abilities** - technical competence specific to the discipline or industry.
   - Specialized technical skill set

Hospitality and Tourism Management - Entrepreneurship and Innovation

- **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

The Hospitality and Tourism Management Entrepreneurship and Innovation program is designed for those enthusiastic about starting their hospitality businesses or innovating within an established company.

If you are a dynamic individual who enjoys working in team settings to achieve common goals, this program is a good fit for you. It's especially suited for those with a goal to run their own small business, contribute innovative ideas, and be involved in the vibrant and ever-evolving hospitality and tourism industry.

Our small class sizes ensure you get a personalized learning experience. Engage in practical education developed with insights from industry experts. Learn communication and interpersonal skills, team building, leadership skills, problem-solving, sales and marketing and customer service.

In this program, you will:

- develop an entrepreneurial mindset with the attitude and approach you need to identify and seize new opportunities in the hospitality sector
- learn to design and implement outstanding client experiences through planning
- learn to stay ahead of the curve by studying current trends, spotting gaps, and devising creative solutions to address opportunities
- acquire the skills needed to drive the development of new products and services within the industry
- gain proficiency in managing profits, losses, and costs
- develop an understanding of municipal bylaws, property management, leasing, and authority requirements
- build skills in marketing and sales, opportunity identification and idea generation.

The hospitality industry offers extensive travel and global employment opportunities. With a solid foundation in entrepreneurship and innovation in hospitality, an array of career options will be at your fingertips.

Whether you see yourself as a future entrepreneur, innovator, or leader in hospitality and tourism, this program is the first step toward realizing your goals. With a specialization in Entrepreneurship and Innovation, you'll be well-prepared to navigate and excel in this dynamic industry.

Program Overview

Traits, skills and aptitudes

Those who own or run businesses in the hospitality and tourism management industry tend to be directive, methodical, and social.

You need:

- excellent communication skills
- organizational skills
- stamina and self-discipline
- the ability to get along with all kinds of people
- attention to detail
- leadership and decision-making skills
- the ability to adapt to changing customer needs and unexpected situations
- the ability to remain calm while under pressure.

You should enjoy being in charge and organized, taking a methodical approach to your work, and working with a variety of different people.

Academic path

Graduates of this program may continue their education in the SAIT Bachelor of Hospitality and Tourism Management program and earn their degree with a further two years of study.

Practicum, co-op and work integrated learning opportunities

Between your first and second year, you'll complete an internship where you'll complete 400 hours of industry work.

The choice of worksite is flexible and can include hotels, restaurants, tour operators, car rental agencies, resorts, and other approved hospitality and tourism operations.

You'll also complete a capstone project where you will deliver a pitch for a new or innovative idea that applies concepts learned in the program.

Accreditations, designations or certifications

You'll acquire key industry certifications in Workplace Hazardous Materials Information System (WHMIS), food safety, ProServe, and hospitality and tourism awareness.

All these certifications must be completed in your first semester.

Credential

After successfully completing this program, you'll receive a SAIT Hospitality and Tourism Management diploma with a specialization in Entrepreneurship and Innovation.

Program length

2 years

Accepts international applicants – not-PGWP eligible

This program is open to international applicants; however, program availability may be limited. This program does not meet the eligibility criteria for the Post-Graduation Work Permit program.

Not eligible for CAJG

This program is not eligible for the Canada Alberta Job Grant.

Related careers

Our graduates may work in the following occupations. Some careers require additional experience and education.

Potential careers (NOC):

- Restaurant and food service managers (60030)
- Accommodation service managers (60031)
- Food service supervisors (62020)
- Accommodation, travel, tourism and related services supervisors (62022)
- Hotel front desk clerks (64314)
- Support occupations in accommodation, travel and facilities set-up services (65210)

Admission Requirements

Applicants educated in Canada

Applicants must demonstrate English language proficiency and completion of the following courses or equivalents:

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

SAIT accepts high school course equivalents for admission for applicants educated outside Alberta.

Applicants educated outside of Canada

All applicants who were educated outside of Canada must demonstrate English language proficiency and provide proof they meet the program admission requirements outlined above with an international document assessment. Find accepted educational documents and assessment options.

SAIT may also accept courses completed at certain international post-secondary institutions.

Application process

When applying in the application portal, select Hospitality and Tourism Management. You will be able to select Entrepreneurship and Innovation as your major during the application process.

Program Outline

The Hospitality and Tourism Management - Entrepreneurship and Innovation diploma requires 63 credits (22 courses) to complete.

The program spans two years, with two semesters in year one and two semesters in year two.

Required courses

You must take all of the following courses to complete this program.

Required courses - Hospitality core

ACCT 206 - Financial Accounting for the Hospitality Industry	3 Credits
BMAT 201 - Digital Technology for Business Math Applications	3 Credits
COMM 265 - Communication Fundamentals and Technology	3 Credits
ECON 250 - Microeconomics	3 Credits
FNCE 350 - Financial Management in Hospitality	3 Credits
HOSP 200 - Introduction to Hospitality and Tourism	3 Credits
HOSP 210 - Safety and Certifications	1.5 Credits
HOSP 300 - Law and Ethics in Hospitality and Tourism	3 Credits
HRMT 320 - Human Resource Management	3 Credits
LDSH 202 - Self Awareness and Team Dynamics	3 Credits
LDSH 310 - Leading High-Performance Teams	3 Credits
LDSH 370 - Leadership and Organizational Culture	3 Credits
MKTG 200 - Brand and Guest Experience	3 Credits
MKTG 250 - Service Marketing and Sales	3 Credits
MKTG 390 - Marketing Strategy	3 Credits
PINT 200 - Professional Internship	1.5 Credits

Required courses – Entrepreneurship and Innovation core

ENTI 250 – Entrepreneurial Mindset and Journey	3 Credits
ENTI 300 – Design Thinking and Innovation	3 Credits
ENTI 310 – New Venture Planning	3 Credits
ENTI 350 – Entrepreneurship and Innovation Capstone	3 Credits

Elective courses

You will choose courses from the following lists.

Elective courses – 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	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

Elective courses – 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 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 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

Suggested schedule of study

Year 1

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
ENTI 250 – Entrepreneurial Mindset and Journey	3 Credits
HRMT 320 – Human Resource Management	3 Credits
MKTG 250 – Service Marketing and Sales	3 Credits
PINT 200 – Professional Internship	1.5 Credits

Plus one junior specialization elective

Year 2

Semester 3

ECON 250 – Microeconomics	3 Credits
ENTI 300 – Design Thinking and Innovation	3 Credits
ENTI 310 – New Venture Planning	3 Credits
HOSP 300 – Law and Ethics in Hospitality and Tourism	3 Credits
LDSH 310 – Leading High-Performance Teams	3 Credits

Semester 4

ENTI 350 – Entrepreneurship and Innovation Capstone	3 Credits
FNCE 350 – Financial Management in Hospitality	3 Credits
MKTG 390 – Marketing Strategy	3 Credits
LDSH 370 – Leadership and Organizational Culture	3 Credits

Plus one senior specialization elective

Progression

You must attain a PGPA and/or a CGPA of 2.0 or better each semester and pass the prerequisite courses to progress through the program.

To qualify for graduation, you must pass all courses, attain a CGPA of 2.0 or better and complete course requirements within the prescribed timelines.

Review our grading and progression procedure >

Costs

Books and supplies

Books and supplies are approximately $1,000 – $1,500 per full-time year.

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

Find your booklist on the SAIT Bookstore's website. The booklist will be available closer to the program start date.

Can't find your program or course? The bookstore didn't receive a textbook list. Contact your program directly to determine if they're still refining course details or if you're in luck; no textbook purchase is required this term.

Hospitality and Tourism program advising

For any questions or to set up an advising appointment, please contact our School of Hospitality and Tourism.

Phone: 403.210.4343
Email: hospitality.info@sait.ca

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, emphasizing day-to-day operational and financial acumen.
2. **Guest experience** - exemplify a hospitality mindset focusing on guest satisfaction and the ability to problem solve with the customer's 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 and emerging trends and technology.

Beverage Management specialization program outcomes

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.

Entrepreneurship and Innovation specialization program outcomes

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.

Event Management specialization program outcomes

1. **Event operations** - produce events that meet client deliverables and performance measures.
2. **Project planning and costing** - prepare and define a project plan outlining scope, budget, communication and risk management.

Hotels and Accommodation specialization program outcomes

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.

Multi-Disciplinary specialization program outcomes

1. **Financial application** - manage operational budgets for day-to-day operations.
2. **Operational** - apply best practices in guest experience delivery through the operational application.

Restaurant and Service Operations specialization program outcomes

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 tracking and managing inventory and menu costing.

Travel and Tourism specialization program outcomes

1. **Travel and tourism operations** - demonstrate the ability to navigate the interconnected travel and tourism ecosystem to create and deliver travel and tourism experiences.
2. **Inventory and costing** - demonstrate a working knowledge of industry-specific systems to manage and cost inventory.

Graduate outcomes

A. **Safety** – awareness of safety standards relevant to the workplace.
   - Safety awareness

B. **Responsible leadership** – personal, ethical and respectful behaviour within the workplace and global community.
   - Teamwork and multi-disciplinary collaboration
   - Self-initiative
   - Ethical reasoning and action
   - Global awareness
   - Sustainability

C. **Communication** – the exchange of information professionally and effectively.
   - Language skills
   - Interpersonal skills

D. **Information literacy** – the strategies used to become informed, from recognizing an information need to accessing and evaluating information and using it effectively and ethically.
   - Problem-solving and critical thinking
   - Quantitative literacy
   - Technological literacy

E. **Technical knowledge, skills and abilities** – technical competence specific to the discipline or industry.
   - Specialized technical skill set

Hospitality and Tourism Management - Event Management

- **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 Hospitality and Tourism
Phone: 403.210.4343
Email: hospitality.info@sait.ca

Program Description

Do you enjoy creating unforgettable experiences and bringing plans to life? Whether it's a lively music festival or a crucial business convention, the Hospitality and Tourism Management program specializing in Event Management can help you manage it all with finesse and professionalism.

This program prepares you for a fast-paced industry that values enthusiasm and adaptability. Gain a thorough understanding of the hospitality sector, paving the way for event job opportunities. Learn both theoretical knowledge and practical skills from experienced industry experts.

You'll develop your communication, problem-solving, and interpersonal skills while gaining expertise in guest experience, sales and marketing strategies, and leadership.

Dive into the world of event and meeting planning, learning about various event types, from large-scale conventions to intimate VIP events. You'll partner with industry leaders and bring events to life on and off campus, both large and small.

Other skills you'll gain include contracts expertise and event operations, project planning and costing. You'll learn how to negotiate with stakeholders and produce events that exceed client expectations. You'll become skilled at project management, drafting detailed plans to ensure events stay within scope and budget.

If you enjoy working in a team and collaborating to achieve common goals, this dynamic industry awaits you. You will be able to explore diverse job roles available worldwide. Roles include event or banquet operations roles, special events manager, wedding or event coordinator, and facilities or venue manager.

Eventually, you'll be ready for operations management, business development, and marketing roles. You could even start your own events or venue management business. The Hospitality and Tourism Management program specializing in Event Management will help pave your path to success in this exhilarating industry.

Program Overview

Traits, skills and aptitudes

Those in event planning tend to be directive, social and innovative.

You need:

- excellent communication and presentation skills
- excellent organizational and time management skills
- problem-solving skills
- the stamina and energy required to work long hours
- the ability to negotiate and mediate
- the ability to work well with lots of different people
- attention to detail
- the ability to work well under pressure and make decisions quickly.

You should enjoy working with a variety of different people and organizing and coordinating activities.

Academic path

Graduates of this program may continue their education in the SAIT Bachelor of Hospitality and Tourism Management program and earn their degree with a further two years of study.

Practicum, co-op and work integrated learning opportunities

Between your first and second year, you'll complete an internship where you'll complete 400 hours of industry work.

The choice of worksite is flexible and can include hotels, restaurants, tour operators, car rental agencies, resorts, and other approved hospitality and tourism operations.

You'll also apply your knowledge and skills to plan a large-scale event from start to finish with your classmates as part of a capstone project. Working with this group, you'll determine the role that best suits your skillset and create all the documentation needed to effectively run the event.

Accreditations, designations or certifications

You'll acquire key industry certifications in Workplace Hazardous Materials Information System (WHMIS), food safety, ProServe, and hospitality and tourism awareness.

All these certifications must be completed in your first semester.

Credential

After successfully completing this program, you'll receive a SAIT Hospitality and Tourism Management diploma with a specialization in Event Management.

Program length

2 years

Accepts international applicants – not-PGWP eligible

This program is open to international applicants; however, program availability may be limited. This program does not meet the eligibility criteria for the Post-Graduation Work Permit program.

Not eligible for CAJG

This program is not eligible for the Canada Alberta Job Grant.

Related careers

Our graduates may work in the following occupations. Some careers require additional experience and education.

Potential careers (NOC):

- Conference and event planners (12103)
- Restaurant and food service managers (60030)
- Accommodation service managers (60031)
- Food service supervisors (62020)
- Accommodation, travel, tourism and related services supervisors (62022)
- Hotel front desk clerks (64314)
- Support occupations in accommodation, travel and facilities set-up services (65210)

Admission Requirements

Applicants educated in Canada

Applicants must demonstrate English language proficiency and completion of the following courses or equivalents:

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

SAIT accepts high school course equivalents for admission for applicants educated outside Alberta.

Applicants educated outside of Canada

All applicants who were educated outside of Canada must demonstrate English language proficiency and provide proof they meet the program admission requirements outlined above with an international document assessment. Find accepted educational documents and assessment options.

SAIT may also accept courses completed at certain international post-secondary institutions.

Application process

When applying in the application portal, select Hospitality and Tourism Management. You will be able to select Event Management as your major during the application process.

Program Outline

The Hospitality and Tourism Management - Event Management diploma requires 63 credits (22 courses) to complete.

The program spans two years, with two semesters in year one and two semesters in year two.

Required courses

You must take all of the following courses to complete this program.

Required courses – Hospitality core

ACCT 206 - Financial Accounting for the Hospitality Industry	3 Credits
BMAT 201 - Digital Technology for Business Math Applications	3 Credits
COMM 265 - Communication Fundamentals and Technology	3 Credits
ECON 250 - Microeconomics	3 Credits
FNCE 350 - Financial Management in Hospitality	3 Credits
HOSP 200 - Introduction to Hospitality and Tourism	3 Credits
HOSP 210 - Safety and Certifications	1.5 Credits
HOSP 300 - Law and Ethics in Hospitality and Tourism	3 Credits
HRMT 320 - Human Resource Management	3 Credits
LDSH 202 - Self Awareness and Team Dynamics	3 Credits
LDSH 310 - Leading High-Performance Teams	3 Credits
LDSH 370 - Leadership and Organizational Culture	3 Credits
MKTG 200 - Brand and Guest Experience	3 Credits
MKTG 250 - Service Marketing and Sales	3 Credits
MKTG 390 - Marketing Strategy	3 Credits
PINT 200 - Professional Internship	1.5 Credits

Required courses – Event Management core

EVNT 250 - Event Project Management	3 Credits
EVNT 260 - Live Events I	3 Credits
EVNT 300 - Event Strategy and Planning	3 Credits
EVNT 310 - Live Events II	3 Credits
EVNT 350 - Event Contracts and Financials	3 Credits
EVNT 360 - Event Management Capstone	3 Credits

Suggested schedule of study

Year 1

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
EVNT 250 - Event Project Management	3 Credits
EVNT 260 - Live Events I	3 Credits
HRMT 320 - Human Resource Management	3 Credits
MKTG 250 - Service Marketing and Sales	3 Credits
PINT 200 - Professional Internship	1.5 Credits

Year 2

Semester 3

ECON 250 - Microeconomics	3 Credits
EVNT 300 - Event Strategy and Planning	3 Credits
EVNT 310 - Live Events II	3 Credits
HOSP 300 - Law and Ethics in Hospitality and Tourism	3 Credits
LDSH 310 - Leading High-Performance Teams	3 Credits

Semester 4

EVNT 350 - Event Contracts and Financials	3 Credits
EVNT 360 - Event Management Capstone	3 Credits
FNCE 350 - Financial Management in Hospitality	3 Credits
LDSH 370 - Leadership and Organizational Culture	3 Credits
MKTG 390 - Marketing Strategy	3 Credits

Progression

You must attain a PGPA and/or a CGPA of 2.0 or better each semester and pass the prerequisite courses to progress through the program.

To qualify for graduation, you must pass all courses, attain a CGPA of 2.0 or better and complete course requirements within the prescribed timelines.

Review our grading and progression procedure >

Costs

Books and supplies

Books and supplies are approximately $1,000 - $1,500 per full-time year.

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

Find your booklist on the SAIT Bookstore's website. The booklist will be available closer to the program start date.

Can't find your program or course? The bookstore didn't receive a textbook list. Contact your program directly to determine if they're still refining course details or if you're in luck; no textbook purchase is required this term.

Hospitality and Tourism program advising

For any questions or to set up an advising appointment, please contact our School of Hospitality and Tourism.

Phone: 403.210.4343
Email: hospitality.info@sait.ca

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, emphasizing day-to-day operational and financial acumen.
2. **Guest experience** - exemplify a hospitality mindset focusing on guest satisfaction and the ability to problem solve with the customer's 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 and emerging trends and technology.

Beverage Management specialization program outcomes

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.

Entrepreneurship and Innovation specialization program outcomes

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.

Event Management specialization program outcomes

1. **Event operations** – produce events that meet client deliverables and performance measures.
2. **Project planning and costing** – prepare and define a project plan outlining scope, budget, communication and risk management.

Hotels and Accommodation specialization program outcomes

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.

Multi-Disciplinary specialization program outcomes

1. **Financial application** – manage operational budgets for day-to-day operations.
2. **Operational** – apply best practices in guest experience delivery through the operational application.

Restaurant and Service Operations specialization program outcomes

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 tracking and managing inventory and menu costing.

Travel and Tourism specialization program outcomes

1. **Travel and tourism operations** – demonstrate the ability to navigate the interconnected travel and tourism ecosystem to create and deliver travel and tourism experiences.
2. **Inventory and costing** – demonstrate a working knowledge of industry-specific systems to manage and cost inventory.

.Graduate outcomes

A. **Safety** – awareness of safety standards relevant to the workplace.
   - Safety awareness

B. **Responsible leadership** – personal, ethical and respectful behaviour within the workplace and global community.
   - Teamwork and multi-disciplinary collaboration
   - Self-initiative
   - Ethical reasoning and action
   - Global awareness
   - Sustainability

C. **Communication** – the exchange of information professionally and effectively.
   - Language skills
   - Interpersonal skills

D. **Information literacy** – the strategies used to become informed, from recognizing an information need to accessing and evaluating information and using it effectively and ethically.
   - Problem-solving and critical thinking
   - Quantitative literacy
   - Technological literacy

E. **Technical knowledge, skills and abilities** – technical competence specific to the discipline or industry.
   - Specialized technical skill set

Hospitality and Tourism Management - Hotels and Accommodation

- **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 Hospitality and Tourism
Phone: 403.210.4343
Email: hospitality.info@sait.ca

Program Description

Do you love finding exceptional "homes away from home" and guest experiences around the world? You may want to "check-in" to our Hospitality and Tourism Management - Hotels and Accommodation program.

Developed with input from industry experts, this program offers a hands-on, practical education that equips you with real-world knowledge and skills.

The hospitality and lodging industry thrives on communication, problem-solving, and interpersonal skills. You'll learn to adapt to the industry's dynamic nature with enthusiasm and resilience. If you enjoy engaging and collaborating, this career path is perfect.

This program will give you a comprehensive understanding of the hotel industry. You'll learn how hotel departments are interconnected. You'll delve into creating unforgettable guest experiences.

You'll implement your knowledge with two practicum placements alongside renowned hotel partners. These placements will provide you with invaluable practical experience and insights.

You'll also gain expertise in crucial aspects of hotel management, including front office operations, hotel event planning, revenue management, facilities design, and space management. You'll learn the current trends in hotel technology.

Beyond hotels and accommodations, you'll get a strong foundation in the broader hospitality sector. Our small class sizes ensure you get personalized learning. You'll explore guest experience enhancement, sales and marketing strategies, and applied leadership skills. This well-rounded education prepares you for many roles within the industry.

Upon graduation, you can pursue concierge or sales/marketing coordinator roles. Other opportunities include housekeeping manager, reservations agent, supervisor of guest services or room service operations.

With a solid grasp of hotel operations, guest services, revenue management, event and conference planning, and customer relationship management, you'll be primed to excel in a dynamic and customer-focused field.

Program Overview

Traits, skills and aptitudes

Those working in the hotels and accommodation industry tend to be objective, directive, methodical and social.

You need:

- a pleasant, energetic and outgoing personality
- excellent communication skills
- organizational skills
- good general health, stamina and mental alertness to cope with the long, irregular hours of work
- the ability to get along with all kinds of people
- leadership and decision-making skills
- the ability to adapt to changing customer needs and unexpected situations
- the ability to remain calm while under pressure.

You should enjoy being in charge, working within clear guidelines, and negotiating with people.

Academic path

Graduates of this program may continue their education in the SAIT Bachelor of Hospitality and Tourism Management program and earn their degree with a further two years of study.

Practicum, co-op and work integrated learning opportunities

During your first year, you'll participate in a 120-hour practicum placement with a hotel and accommodation partner.

Between your first and second year, you'll also participate an internship where you'll complete 400 hours of industry work.

The choice of worksite is flexible and can include hotels, restaurants, tour operators, car rental agencies, resorts, and other approved hospitality and tourism operations.

Accreditations, designations or certifications

You'll acquire key industry certifications in Workplace Hazardous Materials Information System (WHMIS), food safety, ProServe, and hospitality and tourism awareness.

All these certifications must be completed in your first semester.

Credential

After successfully completing this program, you'll receive a SAIT Hospitality and Tourism Management diploma with a specialization in Hotels and Accommodation.

Program length

2 years

Accepts international applicants – not-PGWP eligible

This program is open to international applicants; however, program availability may be limited. This program does not meet the eligibility criteria for the Post-Graduation Work Permit program.

Not eligible for CAJG

This program is not eligible for the Canada Alberta Job Grant.

Related careers

Our graduates may work in the following occupations. Some careers require additional experience and education.

Potential careers (NOC):

- Conference and event planners (12103)
- Restaurant and food service managers (60030)
- Accommodation service managers (60031)
- Accommodation, travel, tourism and related services supervisors (62022)
- Maîtres d'hôtel and hosts/hostesses (64300)
- Hotel front desk clerks (64314)
- Support occupations in accommodation, travel and facilities set-up services (65210)

Admission Requirements

Applicants educated in Canada

Applicants must demonstrate English language proficiency and completion of the following courses or equivalents:

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

SAIT accepts high school course equivalents for admission for applicants educated outside Alberta.

Applicants educated outside of Canada

All applicants who were educated outside of Canada must demonstrate English language proficiency and provide proof they meet the program admission requirements outlined above with an international document assessment. Find accepted educational documents and assessment options.

SAIT may also accept courses completed at certain international post-secondary institutions.

Application process

When applying in the application portal, select Hospitality and Tourism Management. You will be able to select Hotels and Accommodation as your major during the application process.

Program Outline

The Hospitality and Tourism Management - Hotels and Accommodation diploma requires 63 credits (22 courses) to complete.

The program spans two years, with two semesters in year one and two semesters in year two.

Required courses

You must take all of the following courses to complete this program.

Required courses - Hospitality core

ACCT 206 - Financial Accounting for the Hospitality Industry	3 Credits
BMAT 201 - Digital Technology for Business Math Applications	3 Credits
COMM 265 - Communication Fundamentals and Technology	3 Credits
ECON 250 - Microeconomics	3 Credits
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HOSP 200 - Introduction to Hospitality and Tourism	3 Credits
HOSP 210 - Safety and Certifications	1.5 Credits
HOSP 300 - Law and Ethics in Hospitality and Tourism	3 Credits
HRMT 320 - Human Resource Management	3 Credits
LDSH 202 - Self Awareness and Team Dynamics	3 Credits
LDSH 310 - Leading High-Performance Teams	3 Credits
LDSH 370 - Leadership and Organizational Culture	3 Credits
MKTG 200 - Brand and Guest Experience	3 Credits
MKTG 250 - Service Marketing and Sales	3 Credits
MKTG 390 - Marketing Strategy	3 Credits
PINT 200 - Professional Internship	1.5 Credits

Required courses - Hotels and Accommodation core

HOTL 250 - Hotel Operations and Practicum	3 Credits
HOTL 300 - Hotel Operations Capstone	3 Credits
HOTL 310 - Hotel Event Management	3 Credits
HOTL 350 - Hotel Revenue and Financial Management	3 Credits
LODG 255 - Front Office Management	3 Credits
PHYF 310 - Facilities Management and Design	3 Credits

Suggested schedule of study

Year 1

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
HOTL 250 - Hotel Operations and Practicum	3 Credits
HRMT 320 - Human Resource Management	3 Credits
LODG 255 - Front Office Management	3 Credits
MKTG 250 - Service Marketing and Sales	3 Credits
PINT 200 - Professional Internship	1.5 Credits

Year 2

Semester 3

ECON 250 - Microeconomics	3 Credits
HOSP 300 - Law and Ethics in Hospitality and Tourism	3 Credits
HOTL 310 - Hotel Event Management	3 Credits
HOTL 350 - Hotel Revenue and Financial Management	3 Credits
LDSH 310 - Leading High-Performance Teams	3 Credits

Semester 4

FNCE 350 - Financial Management in Hospitality	3 Credits
HOTL 300 - Hotel Operations Capstone	3 Credits
LDSH 370 - Leadership and Organizational Culture	3 Credits
MKTG 390 - Marketing Strategy	3 Credits
PHYF 310 - Facilities Management and Design	3 Credits

Progression

You must attain a PGPA and/or a CGPA of 2.0 or better each semester and pass the prerequisite courses to progress through the program.

To qualify for graduation, you must pass all courses, attain a CGPA of 2.0 or better and complete course requirements within the prescribed timelines.

Review our grading and progression procedure >

Costs

Books and supplies

Books and supplies are approximately $1,000 - $1,500 per full-time year.

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

Find your booklist on the SAIT Bookstore's website. The booklist will be available closer to the program start date.

Can't find your program or course? The bookstore didn't receive a textbook list. Contact your program directly to determine if they're still refining course details or if you're in luck; no textbook purchase is required this term.

Hospitality and Tourism program advising

For any questions or to set up an advising appointment, please contact our School of Hospitality and Tourism.

Phone: 403.210.4343
Email: hospitality.info@sait.ca

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, emphasizing day-to-day operational and financial acumen.
2. **Guest experience** - exemplify a hospitality mindset focusing on guest satisfaction and the ability to problem solve with the customer's 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 and emerging trends and technology.

Beverage Management specialization program outcomes

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.

Entrepreneurship and Innovation specialization program outcomes

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.

Event Management specialization program outcomes

1. **Event operations** – produce events that meet client deliverables and performance measures.
2. **Project planning and costing** – prepare and define a project plan outlining scope, budget, communication and risk management.

Hotels and Accommodation specialization program outcomes

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.

Multi-Disciplinary specialization program outcomes

1. **Financial application** – manage operational budgets for day-to-day operations.
2. **Operational** – apply best practices in guest experience delivery through the operational application.

Restaurant and Service Operations specialization program outcomes

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 tracking and managing inventory and menu costing.

Travel and Tourism specialization program outcomes

1. **Travel and tourism operations** – demonstrate the ability to navigate the interconnected travel and tourism ecosystem to create and deliver travel and tourism experiences.
2. **Inventory and costing** – demonstrate a working knowledge of industry-specific systems to manage and cost inventory.

Graduate outcomes

A. **Safety** – awareness of safety standards relevant to the workplace.
   - Safety awareness

B. **Responsible leadership** – personal, ethical and respectful behaviour within the workplace and global community.
   - Teamwork and multi-disciplinary collaboration
   - Self-initiative
   - Ethical reasoning and action
   - Global awareness
   - Sustainability

C. **Communication** – the exchange of information professionally and effectively.
   - Language skills
   - Interpersonal skills

D. **Information literacy** – the strategies used to become informed, from recognizing an information need to accessing and evaluating information and using it effectively and ethically.
   - Problem-solving and critical thinking
   - Quantitative literacy
   - Technological literacy

E. T**echnical knowledge, skills and abilities** – technical competence specific to the discipline or industry.
   - Specialized technical skill set

Hospitality and Tourism Management - Multi-Disciplinary

- **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 Hospitality and Tourism
Phone: 403.210.4343
Email: hospitality.info@sait.ca

Program Description

Are you intrigued by the world of hospitality and tourism? Our two-year Hospitality and Tourism Management multi-disciplinary program is designed for you.

This diploma was developed with guidance from industry experts and provides hands-on, practical education. It will equip you with the skills and knowledge needed for success in the tourism and hospitality workforce.

During your time in this program, you'll build a solid foundation of skills required in the hospitality industry. You'll delve into guest experience delivery, sales and marketing, and applied leadership. Plus, you'll develop essential qualities sought after in the field. These include strong communication, problem-solving, and interpersonal skills.

In the fast-paced world of hospitality, being adaptable, enthusiastic, and resilient is vital. This career path is perfect for you if you thrive on teamwork and achieving common goals.

And here's the exciting part - you get to choose a journey to match your unique business interests and career goals.

Small class sizes mean you get individual attention. But, throughout the program, you won't just be learning in the classroom. You'll apply your knowledge in real-world situations, gaining practical, and hands-on experience.

Once you graduate, you'll be ready for travel, hotel and hospitality job opportunities.

If you're passionate about hospitality and tourism, join us in this exciting multi-disciplinary major. Your pathway to a diverse and fulfilling career in this dynamic industry begins here!

Program Overview

Traits, skills and aptitudes

Those in the hospitality and tourism management industry tend to be directive, methodical, and social.

You need:

- excellent skills
- organizational skills
- good general health, stamina and mental alertness to cope with the long, irregular hours of work
- the ability to get along with all kinds of people
- leadership and decision-making skills
- the ability to adapt to changing customer needs and unexpected situations
- the ability to remain calm while under pressure.

You should enjoy being in charge, taking a methodical approach to your work, and negotiating with people.

Academic path

Graduates of this program may continue their education in the SAIT Bachelor of Hospitality and Tourism Management program and earn their degree with a further two years of study.

Practicum, co-op and work integrated learning opportunities

Between your first and second year, you'll complete an internship where you'll complete 400 hours of industry work.

The choice of worksite is flexible and can include hotels, restaurants, tour operators, car rental agencies, resorts, and other approved hospitality and tourism operations.

Accreditations, designations or certifications

You'll acquire key industry certifications in Workplace Hazardous Materials Information System (WHMIS), food safety, ProServe, and hospitality and tourism awareness.

All these certifications must be completed in your first semester.

Credential

After successfully completing this program, you'll receive a SAIT Hospitality and Tourism Management diploma with a Multi-Disciplinary specialization.

Program length

2 years

Accepts international applicants – not-PGWP eligible

This program is open to international applicants; however, program availability may be limited. This program does not meet the eligibility criteria for the Post-Graduation Work Permit program.

Not eligible for CAJG

This program is not eligible for the Canada Alberta Job Grant.

Related careers

Our graduates may work in the following occupations. Some careers require additional experience and education.

Potential careers (NOC):

- Conference and event planners (12103)
- Restaurant and food service managers (60030)
- Accommodation service managers (60031)
- Food service supervisors (62020)
- Accommodation, travel, tourism and related services supervisors (62022)
- Maîtres d'hôtel and hosts/hostesses (64300)
- Hotel front desk clerks (64314)
- Casino workers (64321)
- Support occupations in accommodation, travel and facilities set-up services (65210)

Admission Requirements

Applicants educated in Canada

Applicants must demonstrate English language proficiency and completion of the following courses or equivalents:

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

SAIT accepts high school course equivalents for admission for applicants educated outside Alberta.

Applicants educated outside of Canada

All applicants who were educated outside of Canada must demonstrate English language proficiency and provide proof they meet the program admission requirements outlined above with an international document assessment. Find accepted educational documents and assessment options.

SAIT may also accept courses completed at certain international post-secondary institutions.

Application process

When applying in the application portal, select Hospitality and Tourism Management. You will be able to select Multi-disciplinary as your major during the application process.

Program Outline

The Hospitality and Tourism Management - Multi-Disciplinary diploma requires 63 credits (22 courses) to complete.

The program spans two years, with two semesters in year one and two semesters in year two.

Required courses

You must take all of the following courses to complete this program.

Required courses - Hospitality core

ACCT 206 - Financial Accounting for the Hospitality Industry	3 Credits
BMAT 201 - Digital Technology for Business Math Applications	3 Credits
COMM 265 - Communication Fundamentals and Technology	3 Credits
ECON 250 - Microeconomics	3 Credits
FNCE 350 - Financial Management in Hospitality	3 Credits
HOSP 200 - Introduction to Hospitality and Tourism	3 Credits
HOSP 210 - Safety and Certifications	1.5 Credits
HOSP 300 - Law and Ethics in Hospitality and Tourism	3 Credits
HRMT 320 - Human Resource Management	3 Credits
LDSH 202 - Self Awareness and Team Dynamics	3 Credits
LDSH 310 - Leading High-Performance Teams	3 Credits
LDSH 370 - Leadership and Organizational Culture	3 Credits
MKTG 200 - Brand and Guest Experience	3 Credits
MKTG 250 - Service Marketing and Sales	3 Credits
MKTG 390 - Marketing Strategy	3 Credits
PINT 200 - Professional Internship	1.5 Credits

Required courses - Multi-Disciplinary core

REST 250 - Restaurant Operations and Service	3 Credits
REST 300 - Event Operations and Service	3 Credits

Elective courses

You will choose courses from the following lists.

Elective courses - Junior specialization elective (choose two)

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

Elective courses - 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 310 - New Venture Planning	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

Suggested schedule of study

Year 1

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

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

Year 2

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

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

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

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

Progression

You must attain a PGPA and/or a CGPA of 2.0 or better each semester and pass the prerequisite courses to progress through the program.

To qualify for graduation, you must pass all courses, attain a CGPA of 2.0 or better and complete course requirements within the prescribed timelines.

Review our grading and progression procedure >

Costs

Books and supplies

Books and supplies are approximately $1,000 - $1,500 per full-time year.

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

Find your booklist on the SAIT Bookstore's website. The booklist will be available closer to the program start date.

Can't find your program or course? The bookstore didn't receive a textbook list. Contact your program directly to determine if they're still refining course details or if you're in luck; no textbook purchase is required this term.

Required equipment/tools

You may need a uniform depending on the electives you choose.

Hospitality and Tourism program advising

For any questions or to set up an advising appointment, please contact our School of Hospitality and Tourism.

Phone: 403.210.4343
Email: hospitality.info@sait.ca

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, emphasizing day-to-day operational and financial acumen.
2. **Guest experience** - exemplify a hospitality mindset focusing on guest satisfaction and the ability to problem solve with the customer's 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 and emerging trends and technology.

Beverage Management specialization program outcomes

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.

Entrepreneurship and Innovation specialization program outcomes

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.

Event Management specialization program outcomes

1. **Event operations** - produce events that meet client deliverables and performance measures.
2. **Project planning and costing** - prepare and define a project plan outlining scope, budget, communication and risk management.

Hotels and Accommodation specialization program outcomes

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.

Multi-Disciplinary specialization program outcomes

1. **Financial application** - manage operational budgets for day-to-day operations.
2. **Operational** - apply best practices in guest experience delivery through the operational application.

Restaurant and Service Operations specialization program outcomes

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 tracking and managing inventory and menu costing.

Travel and Tourism specialization program outcomes

1. **Travel and tourism operations** - demonstrate the ability to navigate the interconnected travel and tourism ecosystem to create and deliver travel and tourism experiences.
2. **Inventory and costing** - demonstrate a working knowledge of industry-specific systems to manage and cost inventory.

Graduate outcomes

A. **Safety** - awareness of safety standards relevant to the workplace.
   - Safety awareness

B. **Responsible leadership** - personal, ethical and respectful behaviour within the workplace and global community.
   - Teamwork and multi-disciplinary collaboration
   - Self-initiative
   - Ethical reasoning and action
   - Global awareness
   - Sustainability

C. **Communication** - the exchange of information professionally and effectively.
   - Language skills
   - Interpersonal skills

D. **Information literacy** - the strategies used to become informed, from recognizing an information need to accessing and evaluating information and using it effectively and ethically.
   - Problem-solving and critical thinking
   - Quantitative literacy
   - Technological literacy

E. **Technical knowledge, skills and abilities** - technical competence specific to the discipline or industry.
   - Specialized technical skill set

Hospitality and Tourism Management - Restaurant and Service Operations

- **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 Hospitality and Tourism
Phone: 403.210.4343
Email: hospitality.info@sait.ca

Program Description

Do you have a passion for food and drinks, an eye for details and good social skills? Then reserve your spot in our Hospitality and Tourism Management program with a specialization in Restaurant and Service Operations.

This diploma program immerses you in the workings of restaurant management. You'll gain valuable experience at the celebrated Highwood restaurant and real-world event management situations.

Our class sizes are small, ensuring you receive a personalized education. This program will leave you prepared to succeed in many restaurant jobs.

In this program, you'll:

- engage in all-around training in both the front-of-house and back-of-house operations
- study the art and science of seamless restaurant management
- learn inventory management and refine menu costing techniques for optimal profit margins
- learn the essentials of space management and the art of restaurant design, focusing on creating welcoming atmospheres that resonate with guests
- understand the relationship between detailed planning and successful execution
- apply financial and accounting methods tailored to the needs of the restaurant and hospitality sector and use data for business analysis and strategy formulation, ensuring consistency in delivering superior services
- use your skills to prioritize a guest-centric approach to address guest preferences and resolve challenges quickly
- equip yourself with industry-relevant sales and marketing techniques, ensuring optimal business growth and guest outreach
- keep up with industry innovations and technology tools to stay ahead.

You'll also sharpen your interpersonal skills, develop self-awareness, and work for team success. Learn to navigate the demands of this dynamic sector while maintaining a harmonious work-life balance.

Upon graduation, you'll be well-equipped to venture into various roles within the hospitality industry. Whether you aspire to be a restaurant manager, oversee a chain of cafes, or even launch your own culinary business, this program lays the groundwork for success in restaurant and service operations.

Program Overview

Traits, skills and aptitudes

Those in the hospitality and tourism management industry tend to be directive, methodical, and social.

You need:

- strong interpersonal skills
- excellent communication skills
- organizational skills
- stamina and self-discipline
- the ability to remain calm under pressure
- the ability to solve unexpected problems quickly
- the ability to draw people in with new ideas.

You should enjoy coordinating activities, being organized and working with a variety of different people.

Academic path

Graduates of this program may continue their education in the SAIT Bachelor of Hospitality and Tourism Management program and earn their degree with a further two years of study.

Practicum, co-op and work integrated learning opportunities

Between your first and second year, you'll complete an internship where you'll complete 400 hours of industry work.

The choice of worksite is flexible and can include hotels, restaurants, tour operators, car rental agencies, resorts, and other approved hospitality and tourism operations.

You'll also work varying shifts in The Highwood restaurant at SAIT throughout the program.

Accreditations, designations or certifications

You'll acquire key industry certifications in Workplace Hazardous Materials Information System (WHMIS), food safety, ProServe, and hospitality and tourism awareness.

All these certifications must be completed in your first semester.

Credential

After successfully completing this program, you'll receive a SAIT Hospitality and Tourism Management diploma with a specialization in Restaurant and Service Operations.

Program length

2 years

Accepts international applicants – not-PGWP eligible

This program is open to international applicants; however, program availability may be limited. This program does not meet the eligibility criteria for the Post-Graduation Work Permit program.

Not eligible for CAJG

This program is not eligible for the Canada Alberta Job Grant.

Related careers

Our graduates may work in the following occupations. Some careers require additional experience and education.

Potential careers (NOC):

- Restaurant and food service managers (60030)
- Food service supervisors (62020)
- Maîtres d'hôtel and hosts/hostesses (64300)
- Food and beverage servers (65200)
- Food counter attendants, kitchen helpers and related support occupations (65201)

Admission Requirements

Applicants educated in Canada

Applicants must demonstrate English language proficiency and completion of the following courses or equivalents:

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

SAIT accepts high school course equivalents for admission for applicants educated outside Alberta.

Applicants educated outside of Canada

All applicants who were educated outside of Canada must demonstrate English language proficiency and provide proof they meet the program admission requirements outlined above with an international document assessment. Find accepted educational documents and assessment options.

SAIT may also accept courses completed at certain international post-secondary institutions.

Application process

When applying in the application portal, select Hospitality and Tourism Management. You will be able to select Restaurant and Service Operations as your major during the application process.

Program Outline

The Hospitality and Tourism Management – Restaurant and Service Operations diploma requires 63 credits (22 courses) to complete.

The program spans two years, with two semesters in year one and two semesters in year two.

Required courses

You must take all of the following courses to complete this program.

Required courses – Hospitality core

ACCT 206 – Financial Accounting for the Hospitality Industry	3 Credits
BMAT 201 – Digital Technology for Business Math Applications	3 Credits
COMM 265 – Communication Fundamentals and Technology	3 Credits
ECON 250 – Microeconomics	3 Credits
FNCE 350 – Financial Management in Hospitality	3 Credits
HOSP 200 – Introduction to Hospitality and Tourism	3 Credits
HOSP 210 – Safety and Certifications	1.5 Credits
HOSP 300 – Law and Ethics in Hospitality and Tourism	3 Credits
HRMT 320 – Human Resource Management	3 Credits
LDSH 202 – Self Awareness and Team Dynamics	3 Credits
LDSH 310 – Leading High-Performance Teams	3 Credits
LDSH 370 – Leadership and Organizational Culture	3 Credits
MKTG 200 – Brand and Guest Experience	3 Credits
MKTG 250 – Service Marketing and Sales	3 Credits
MKTG 390 – Marketing Strategy	3 Credits
PINT 200 – Professional Internship	1.5 Credits

Required courses – Restaurant and Service Operations core

BEVM 210 – Beverage Exploration I	3 Credits
PHYF 310 – Facilities Management and Design	3 Credits
REST 250 – Restaurant Operations and Service	3 Credits
REST 300 – Event Operations and Service	3 Credits
REST 310 – Culinary Arts and Management	3 Credits
REST 350 – Management of Service Operations Capstone	3 Credits

Suggested schedule of study

Year 1

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
BEVM 210 - Beverage Exploration I	3 Credits
HRMT 320 - Human Resource Management	3 Credits
MKTG 250 - Service Marketing and Sales	3 Credits
PINT 200 - Professional Internship	1.5 Credits
REST 250 - Restaurant Operations and Service	3 Credits

Year 2

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
REST 300 - Event Operations and Service	3 Credits
REST 310 - Culinary Arts and Management	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
PHYF 310 - Facilities Management and Design	3 Credits
REST 350 - Management of Service Operations Capstone	3 Credits

Progression

You must attain a PGPA and/or a CGPA of 2.0 or better each semester and pass the prerequisite courses to progress through the program.

To qualify for graduation, you must pass all courses, attain a CGPA of 2.0 or better and complete course requirements within the prescribed timelines.

Review our grading and progression procedure >

Costs

Books and supplies

Books and supplies are approximately $1,000 - $1,500 per full-time year.

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

Find your booklist on the SAIT Bookstore's website. The booklist will be available closer to the program start date. Can't find your program or course? The bookstore didn't receive a textbook list. Contact your program directly to determine if they're still refining course details or if you're in luck; no textbook purchase is required this term.

Required equipment/tools

A uniform is required and provided to you with a $150 laundry fee in your first year (included in your additional fees.)

Hospitality and Tourism program advising

For any questions or to set up an advising appointment, please contact our School of Hospitality and Tourism.

Phone: 403.210.4343
Email: hospitality.info@sait.ca

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, emphasizing day-to-day operational and financial acumen.
2. **Guest experience** - exemplify a hospitality mindset focusing on guest satisfaction and the ability to problem solve with the customer's 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 and emerging trends and technology.

Beverage Management specialization program outcomes

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.

Entrepreneurship and Innovation specialization program outcomes

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.

Event Management specialization program outcomes

1. **Event operations** - produce events that meet client deliverables and performance measures.
2. **Project planning and costing** - prepare and define a project plan outlining scope, budget, communication and risk management.

Hotels and Accommodation specialization program outcomes

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.

Multi-Disciplinary specialization program outcomes

1. **Financial application** - manage operational budgets for day-to-day operations.
2. **Operational** - apply best practices in guest experience delivery through the operational application.

Restaurant and Service Operations specialization program outcomes

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 tracking and managing inventory and menu costing.

Travel and Tourism specialization program outcomes

1. **Travel and tourism operations** - demonstrate the ability to navigate the interconnected travel and tourism ecosystem to create and deliver travel and tourism experiences.
2. **Inventory and costing** - demonstrate a working knowledge of industry-specific systems to manage and cost inventory.

Graduate outcomes

A. **Safety** - awareness of safety standards relevant to the workplace.
   - Safety awareness

B. **Responsible leadership** - personal, ethical and respectful behaviour within the workplace and global community.
   - Teamwork and multi-disciplinary collaboration
   - Self-initiative
   - Ethical reasoning and action
   - Global awareness
   - Sustainability

C. **Communication** - the exchange of information professionally and effectively.
   - Language skills
   - Interpersonal skills

D. **Information literacy** - the strategies used to become informed, from recognizing an information need to accessing and evaluating information and using it effectively and ethically.
   - Problem-solving and critical thinking
   - Quantitative literacy
   - Technological literacy

E. **Technical knowledge, skills and abilities** - technical competence specific to the discipline or industry.
   - Specialized technical skill set

Hospitality and Tourism Management - Travel and Tourism

- **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 Hospitality and Tourism
Phone: 403.210.4343
Email: hospitality.info@sait.ca

Program Description

Are you looking to embark on a career in the vibrant world of travel and tourism? Our Hospitality and Tourism Management program, specializing in Travel and Tourism, is tailored to provide you with the necessary skills and knowledge to thrive in this exciting industry.

This program will give you insights into travel products and help you understand the travel and tourism ecosystem. It equips you to design memorable travel experiences and prepares you for travel jobs, destination planning, and travel consultancy.

Our program offers small classes covering various aspects of the global travel environment. Throughout the program, you'll:

- learn how to manage travel inventories proficiently and estimate costs
- delve into the financial intricacies of the travel industry and apply accounting concepts to real-world business challenges
- master guest experience by prioritizing guest satisfaction, understanding needs, and providing solutions
- learn impactful sales strategies and marketing techniques tailored for the travel sector
- develop effective and respectful communication skills for diverse groups
- learn to embrace leadership roles and instill a sustainable, ethically driven corporate culture
- implement economic theories and data-driven insights
- leverage technology to heighten productivity
- gain an understanding of how policy, planning, and execution can achieve operational success.

Our program ensures you stay updated with industry trends and technologies, ensuring relevance in an evolving market.

It also includes hands-on experience through collaborations with our on-campus Travel Centre industry partners.

As a graduate, you'll emerge as a well-rounded professional in the hospitality sector, with potential roles such as travel agent or counsellor, tourism jobs such as sales and marketing coordinator, working with a destination marketing organization, airline sales and reservations, and many other customer-service roles.

The Hospitality and Tourism Management Travel and Tourism specialization sets the foundation for your success in the dynamic world of travel and tourism. Whether you see yourself as a travel consultant, event planner, or an entrepreneur in the world of hospitality, it will prepare you for a rewarding career in this industry.

Program Overview

Traits, skills and aptitudes

Those in the travel and tourism industry tend to be social, methodical and innovative.

You need:

- a good memory
- patience and a pleasant manner to deal with all types of people
- attention to detail
- well-developed sales skills
- typing and computer skills
- organization skills
- a working knowledge of global geography
- the ability to serve customers quickly and efficiently
- the ability to handle stressful situations calmly and effectively.

You should enjoy working with people, performing detailed work, and working on a computer. You should also have a love of travel and promoting travel experiences.

Academic path

Graduates of this program may continue their education in the SAIT Bachelor of Hospitality and Tourism Management program and earn their degree with a further two years of study.

Practicum, co-op and work integrated learning opportunities

Between your first and second year, you'll complete an internship where you'll complete 400 hours of industry work.

The choice of worksite is flexible and can include hotels, restaurants, tour operators, car rental agencies, resorts, and other approved hospitality and tourism operations.

You'll also work in Destinations, SAIT's student-run travel agency throughout the program.

Accreditations, designations or certifications

The Travel and Tourism specialization is well aligned with the Association of Canadian Travel Agencies (ACTA) endorsement standards to allow you to pursue the Certified Travel Counselor (CTC) accreditation once you graduate.

You'll also acquire key industry certifications in Workplace Hazardous Materials Information System (WHMIS), food safety, ProServe, and hospitality and tourism awareness. All these certifications must be completed in your first semester.

Credential

After successfully completing this program, you'll receive a SAIT Hospitality and Tourism Management diploma with a specialization in Travel and Tourism.

Program length

2 years

Accepts international applicants - not-PGWP eligible

This program is open to international applicants; however, program availability may be limited. This program does not meet the eligibility criteria for the Post-Graduation Work Permit program.

Not eligible for CAJG

This program is not eligible for the Canada Alberta Job Grant.

Related careers

Our graduates may work in the following occupations. Some careers require additional experience and education.

Potential careers (NOC):

- Restaurant and food service managers (60030)
- Accommodation service managers (60031)
- Accommodation, travel, tourism and related services supervisors (62022)
- Travel counsellors (64310)
- Hotel front desk clerks (64314)
- Tour and travel guides (64320)
- Support occupations in accommodation, travel and facilities set-up services (65210)

Admission Requirements

Applicants educated in Canada

Applicants must demonstrate English language proficiency and completion of the following courses or equivalents:

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

SAIT accepts high school course equivalents for admission for applicants educated outside Alberta.

Applicants educated outside of Canada

All applicants who were educated outside of Canada must demonstrate English language proficiency and provide proof they meet the program admission requirements outlined above with an international document assessment. Find accepted educational documents and assessment options.

SAIT may also accept courses completed at certain international post-secondary institutions.

Application process

When applying in the application portal, select Hospitality and Tourism Management. You will be able to select Travel and Tourism as your major during the application process.

Program Outline

The Hospitality and Tourism Management - Travel and Tourism diploma requires 63 credits (22 courses) to complete.

The program spans two years, with two semesters in year one and two semesters in year two.

Required courses

You must take all of the following courses to complete this program.

Required courses - Hospitality core

ACCT 206 - Financial Accounting for the Hospitality Industry	3 Credits
BMAT 201 - Digital Technology for Business Math Applications	3 Credits
COMM 265 - Communication Fundamentals and Technology	3 Credits
ECON 250 - Microeconomics	3 Credits
FNCE 350 - Financial Management in Hospitality	3 Credits
HOSP 200 - Introduction to Hospitality and Tourism	3 Credits
HOSP 210 - Safety and Certifications	1.5 Credits
HOSP 300 - Law and Ethics in Hospitality and Tourism	3 Credits
HRMT 320 - Human Resource Management	3 Credits
LDSH 202 - Self Awareness and Team Dynamics	3 Credits
LDSH 310 - Leading High-Performance Teams	3 Credits
LDSH 370 - Leadership and Organizational Culture	3 Credits
MKTG 200 - Brand and Guest Experience	3 Credits
MKTG 250 - Service Marketing and Sales	3 Credits
MKTG 390 - Marketing Strategy	3 Credits
PINT 200 - Professional Internship	1.5 Credits

Required courses - Travel and Tourism core

TOUR 260 - Travel and Destination Exploration I	3 Credits
TOUR 300 - Travel and Destination Exploration II	3 Credits
TOUR 360 - Special Interest Tourism and Sustainability	3 Credits
TPRD 260 - Product and Reservation Fundamentals	3 Credits
TPRD 300 - Tour and Travel Planning	3 Credits
TPRD 350 - Tour Product Design Capstone	3 Credits

Suggested schedule of study

Year 1

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
TOUR 260 - Travel and Destination Exploration I	3 Credits
TPRD 260 - Product and Reservation Fundamentals	3 Credits

Year 2

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
TOUR 300 - Travel and Destination Exploration II	3 Credits
TPRD 300 - Tour and Travel Planning	3 Credits

Semester 4

FNCE 350 - Financial Management in Hospitality	3 Credits
MKTG 390 - Marketing Strategy	3 Credits
LDSH 370 - Leadership and Organizational Culture	3 Credits
TOUR 360 - Special Interest Tourism and Sustainability	3 Credits
TPRD 350 - Tour Product Design Capstone	3 Credits

Progression

You must attain a PGPA and/or a CGPA of 2.0 or better each semester and pass the prerequisite courses to progress through the program.

To qualify for graduation, you must pass all courses, attain a CGPA of 2.0 or better and complete course requirements within the prescribed timelines.

Review our grading and progression procedure >

Costs

Books and supplies

Books and supplies are approximately $1,000 - $1,500 per full-time year.

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

Find your booklist on the SAIT Bookstore's website. The booklist will be available closer to the program start date.

Can't find your program or course? The bookstore didn't receive a textbook list. Contact your program directly to determine if they're still refining course details or if you're in luck; no textbook purchase is required this term.

Hospitality and Tourism program advising

For any questions or to set up an advising appointment, please contact our School of Hospitality and Tourism.

Phone: 403.210.4343
Email: hospitality.info@sait.ca

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, emphasizing day-to-day operational and financial acumen.
2. **Guest experience** - exemplify a hospitality mindset focusing on guest satisfaction and the ability to problem solve with the customer's 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.

9. **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.
10. **Strategy** - demonstrate strategic thinking when formulating business solutions.
11. **Operations** - apply the interrelated principles of policy, planning and implementation to ensure operational success.
12. **Health and well-being** - adopt effective strategies to balance demanding industry needs with personal values and priorities to support a healthy lifestyle.
13. **Trends and technology** - demonstrate knowledge of the current and emerging trends and technology.

Beverage Management specialization program outcomes

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.

Entrepreneurship and Innovation specialization program outcomes

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.

Event Management specialization program outcomes

1. **Event operations** - produce events that meet client deliverables and performance measures.
2. **Project planning and costing** - prepare and define a project plan outlining scope, budget, communication and risk management.

Hotels and Accommodation specialization program outcomes

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.

Multi-Disciplinary specialization program outcomes

1. **Financial application** - manage operational budgets for day-to-day operations.
2. **Operational -** apply best practices in guest experience delivery through the operational application.

Restaurant and Service Operations specialization program outcomes

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 tracking and managing inventory and menu costing.

Travel and Tourism specialization program outcomes

1. **Travel and tourism operations** - demonstrate the ability to navigate the interconnected travel and tourism ecosystem to create and deliver travel and tourism experiences.
2. **Inventory and costing** - demonstrate a working knowledge of industry-specific systems to manage and cost inventory.

Graduate outcomes

A. **Safety** - awareness of safety standards relevant to the workplace.
   - Safety awareness

B. **Responsible leadership** - personal, ethical and respectful behaviour within the workplace and global community.
   - Teamwork and multi-disciplinary collaboration
   - Self-initiative
   - Ethical reasoning and action
   - Global awareness
   - Sustainability

C. **Communication** - the exchange of information professionally and effectively.
   - Language skills
   - Interpersonal skills

D. **Information literacy** - the strategies used to become informed, from recognizing an information need to accessing and evaluating information and using it effectively and ethically.
   - Problem-solving and critical thinking
   - Quantitative literacy
   - Technological literacy

E. **Technical knowledge, skills and abilities** - technical competence specific to the discipline or industry.
   - Specialized technical skill set

Information and Records Management

This program is closed for application. Library Information Technology is available and includes related skills.

Contact us

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

Program Description

Discover the skills and knowledge required to excel in this dynamic field with our online Information and Records Management certificate program.

This program covers industry standards and best practices learned directly from professionals actively engaged in the field.

Efficiently managing records and associated information systems is critical to running any organization. Whether you're a seasoned industry professional seeking to enhance your skills or looking to switch careers, this program will equip you with what you need to succeed.

Our curriculum covers various topics, from the fundamentals to advanced strategies. You'll gain insights into the latest industry trends, policies and practices, such as privacy legislation, de facto standards, document imaging technology, and data and document control.

Upon completing the Information and Records Management certificate, you'll be well-prepared for various roles, like document management specialist, records technician, records coordinator or library assistant.

All courses are available as online asynchronous courses, allowing you to study on your schedule and at your own pace.

Program Overview

Traits, skills and aptitudes

People who work in information management tend to be methodical, innovative, and directive.

You need:

- discretion
- knowledge of filing systems, digital or manual, using numerical and alphabetical coding
- strong organizational skills
- analytical thinking, accuracy, and attention to detail
- commitment to customer service
- the ability to work independently and on a team
- the ability to work under pressure to meet deadlines.
- You should enjoy compiling information, using operating systems for retrieving information and are at ease when responding to requests.

Academic path

Graduates of this program can receive credit for three courses required in the SAIT Library Information Technology diploma.

Credential

Upon successful completion of this program, you'll recieve a SAIT Information and Records Management certificate.

Program length

30 weeks

Not open to international applicants

This program is not available to international applicants at this time.

CAJG-eligible

This program is eligible for the Canada Alberta Job Grant.

Related careers

Our graduates may work in the following occupations. Some careers require additional experience and education.

Potential careers (NOC):

- Health information management occupations (12111)
- Records management technicians (12112)

Admission Requirements

Applicants educated in Canada

Applicants must demonstrate English language proficiency and meet all of the following requirements or equivalents:

- at least 60% in English Language Arts 30-1 or English Language Arts 30-2, and
- at least 60% in two of the following Grade 12 subjects:
- Math (Math 30-1, Math 30-2 or Math 30-3)
- Science
- Social Science
- Accounting
- Law
- 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 Open Studies.

SAIT accepts high school course equivalents for admission for applicants educated outside Alberta.

Applicants educated outside of Canada

All applicants who were educated outside of Canada must demonstrate English language proficiency and provide proof they meet the program admission requirements outlined above with an international document assessment. Find accepted educational documents and assessment options.

SAIT may also accept courses completed at certain international post-secondary institutions.

Program Outline

The Information and Records Management certificate requires 30 credits (10 courses) to complete.

The program spans 30 weeks, with two semesters.

All courses are offered online on an ongoing basis.

Required courses

COMM 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

Progression

You must attain a PGPA and/or a CGPA of 2.0 or better each semester and pass the prerequisite courses to progress through the program.

To qualify for graduation, you must pass all courses, attain a CGPA of 2.0 or better and complete course requirements within the prescribed timelines.

Review our grading and progression procedure >

Costs

Books and supplies

Books and supplies are approximately $1,000 - $1,500 per full-time year.

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

Find your booklist on the SAIT Bookstore's website. The booklist will be available closer to the program start date. Can't find your program or course? The bookstore didn't receive a textbook list. Contact your program directly to determine if they're still refining course details or if you're in luck; no textbook purchase is required this term.

Business program advising

For any questions or to set up an advising appointment, please get in touch with our School of Business.

Phone: 403.284.8485
Email: business.advising@sait.ca

Graduate outcomes

A. **Safety** - awareness of safety standards relevant to the workplace.
   - Safety awareness

B. **Responsible leadership** - personal, ethical and respectful behaviour within the workplace and global community.
   - Teamwork and multi-disciplinary collaboration
   - Self-initiative
   - Ethical reasoning and action
   - Global awareness
   - Sustainability

C. **Communication** - the exchange of information professionally and effectively.
   - Language skills
   - Interpersonal skills

D. **Information literacy** - the strategies used to become informed, from recognizing an information need to accessing and evaluating information and using it effectively and ethically.
   - Problem-solving and critical thinking
   - Quantitative literacy
   - Technological literacy

E. **Technical knowledge, skills and abilities** - technical competence specific to the discipline or industry.
   - Specialized technical skill set

Information Security Analyst

- **Fall and Spring fast track intakes in person or online**

Contact us

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

Program Description

Are you ready to become a frontline defender of digital assets in the cybersecurity world? Our Information Security Analyst program is your gateway to this growing field.

Whether you've completed related post-secondary studies or have valuable work-related technology experience, we'll equip you with the skills to identify, investigate and mitigate cyber threats.

In this program, you will learn to:

- thwart cyber threats by learning to detect and assess threats that loom over modern businesses
- conduct real-world analysis by applying your analytical skills to examine and understand the who, what, and why behind these incidents
- become an asset to organizations by helping them strengthen their security posture by proposing practical solutions that mitigate risks based on your knowledge of industry-standard frameworks
- review, analyze and evaluate incoming threats, providing actionable insights that influence critical decisions.

As an information security analyst, you will safeguard sensitive data, ensure business continuity and protect the reputation of organizations.

Cybersecurity threats impact not only an organization's technology, but their overall strategy and operations. The demand for skilled professionals in the computer security field is soaring, making it a career path with promising prospects. Other roles include cybersecurity consultant, chief information security officer, risk management specialist or compliance officer.

Become the shield that safeguards IT systems, networks, and digital assets from potential disasters. Complete this program, and you will be on your way to making a tangible impact on the safety and success of businesses and organizations.

Program Overview

Traits, skills and aptitudes

People in the cyber security field tend to be innovative, objective, and directive.

You need:

- analytical skills
- communication skills
- an inquiring and inventive mind
- an eye for details
- patience and an organized approach to troubleshooting
- decision-making and problem-solving skills
- math and science skills
- teaching skills
- time-management skills
- high ethical standards.

You should enjoy being innovative, working with others or on your own and doing your work with precision.

To do well in this program, you should understand the importance of cybersecurity, and be intrigued by how critical infrastructure and operations technologies can be compromised and want to protect these assets.

Practicum, co-op and work integrated learning opportunities

You'll participate in a capstone project incorporating all the skills you've learned to solve complex, security-related issues.

Accreditations, designations or certifications

Once you graduate, you'll be prepared with the knowledge to challenge the CompTIA Security+ exam and earn your certification.

Credential

Upon successful completion of this program, you'll receive a SAIT Information Security Analyst post-diploma certificate.

Program length

21 weeks

Accepts international applicants - not-PGWP eligible

This program is open to international applicants; however, program availability may be limited. This program does not meet the eligibility criteria for the Post-Graduation Work Permit program.

CAJG-eligible

This program is eligible for the Canada Alberta Job Grant.

Related careers

Our graduates may work in the following occupations. Some careers require additional experience and education.

Potential careers (NOC):

- Computer and information systems managers (20012)
- Data scientists (21211)
- Cybersecurity specialists (21220)
- Business systems specialists (21221)
- Information systems specialists (21222)
- Web designers (21233)

Admission Requirements

Applicants educated in Canada

Applicants must demonstrate English language proficiency and completion of the following courses or equivalents:

- a post-secondary degree or diploma from a recognized university, institute, or college.

A combination of education and experience may be considered subject to approval by the Academic Chair.

Applicants educated outside of Canada

All applicants who were educated outside of Canada must demonstrate English language proficiency and provide proof they meet the program admission requirements outlined above with an international document assessment. Find accepted educational documents and assessment options.

SAIT may also accept courses completed at certain international post-secondary institutions.

Program Outline

The Information Security Analyst certificate requires 27 credits (nine courses) to complete.

The program spans 21 weeks over two semesters.

Required courses

CPNT 400 - Advanced Networking Security	3 Credits
ITSC 400 - Standards and Compliance Frameworks	3 Credits
ITSC 404 - Security Risk Identification	3 Credits
ITSC 405 - Data and Network 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

Suggested schedule of study

Year 1

Semester 1

ITSC 400 - Standards and Compliance Frameworks	3 Credits
ITSC 404 - Security Risk Identification	3 Credits
CPNT 400 - Advanced Networking Security	3 Credits
ITSC 406 - Security Tools	3 Credits
ITSC 405 - Data and Network Security Intelligence	3 Credits
ITSC 407 - Web and Application Security	3 Credits

Semester 2

ITSC 408 - Global Information Security Acumen	3 Credits
ITSC 409 - Security Risk Management	3 Credits
PROJ 402 - Information Security Analyst Capstone Project	3 Credits

Progression

You must attain a PGPA and/or a CGPA of 2.0 or better each semester and pass the prerequisite courses to progress through the program.

To qualify for graduation, you must pass all courses, attain a CGPA of 2.0 or better and complete course requirements within the prescribed timelines.

Review our grading and progression procedure >

Costs

Books and supplies

Books and supplies are approximately $2,000 per full-time year. This is a bring-your-own-device program with a power-user hardware and software requirement. The recommended hardware and software requirements are:

- Processor: i7
- RAM: 32 GB RAM or greater
- Storage: 512 GB SSD or greater
- Video card: On-board integrated
- Screen size: 15" or greater
- Screen resolution: 1920 x 1080 or greater
- OS version: Windows 10 or newer, Pro 64-bit withantivirus/malware protection (MacOS is not supported)

Required textbooks will be discussed in class. You will not need to purchase them ahead of time.

Advanced Digital Technology program advising

For any questions or to set up an advising appointment, please contact our School for Advanced Digital Technology.

Phone: 403.284.8543
Email: sadt.advising@sait.ca

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

- **Fall, winter, spring intakes that can be in person or online, or blended**
- **Full time program**

Contact us

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

Program Description

Equip yourself with the skills and knowledge needed to become a proficient computer systems security professional.

In today's digitally connected world, computer and system security is paramount. Cyber threats lurk around every corner, posing risks to individuals, businesses and nations. It's crucial to have experts who can safeguard data and systems from potential cyberattacks.

Our Information Systems Security program is designed to empower you with the practical skills and understanding you need to thrive in this evolving computer and information technology field. Over two years, you will dive into a comprehensive curriculum that covers programming, operating systems, networking and strategic thinking.

In this program, you will gain:

- hands-on learning experience through real-world applications of defensive and offensive security technologies
- a strong foundation in networking, tool construction, and operating systems, setting the stage for your success in the field
- industry-relevant skills and expertise needed to protect data and systems in an increasingly interconnected world
- an understanding of the pivotal role computer security plays in safeguarding data and organizations.

Prepare for a rewarding career in computer systems security, where your expertise will be in high demand.

Whether you are interested in a role as a cybersecurity consultant, network security, systems analyst or information security manager, our Information Systems Security program will provide you with the fundamental tools and knowledge to excel. Your future in this critical field starts here.

Program Overview

Traits, skills and aptitudes

People working in the cyber security analysis field tend to be innovative, objective and directive.

You need:

- analytical skills
- speaking and writing skills
- an inquiring and inventive mind
- an eye for details
- patience and an organized approach to troubleshooting
- decision-making and problem-solving skills
- math and science skills
- teaching skills
- time-management skills.

You should enjoy being innovative, working with others or independently and doing your work with precision.

Practicum, co-op and work integrated learning opportunities

You can participate in an optional co-op work term between your first and second year, where you can apply what you've learned in a work environment and build relationships with a potential employer.

In your second year, you'll also participate in a capstone project where you'll investigate issues across several different areas and propose a solution.

Accreditations, designations or certifications

Once you graduate, you'll be prepared with the knowledge to challenge the CompTIA Security+ exam and earn your certification.

Credential

Upon successful completion of this program, you'll be awarded a SAIT Information Systems Security diploma.

Program length

2 years

Accepts international applicants - PGWP-eligible

This program accepts international applicants and meets the eligibility criteria for the Post-Graduation Work Permit program, as long as the student is registered in on-campus classes or completes more than 50% of the courses on campus (for blended options).

International students attending all classes online will NOT be eligible for a Post-Graduate Work Permit. International students are responsible for maintaining their eligibility throughout their studies.

Not eligible for CAJG

This program is not eligible for the Canada Alberta Job Grant.

Related careers

Our graduates may work in the following occupations. Some careers require additional experience and education.

Potential careers (NOC):

- Computer and information systems managers (20012)
- Data scientists (21211)
- Cybersecurity specialists (21220)
- Business systems specialists (21221)
- Information systems specialists (21222)
- Web designers (21233)
- Computer network and web technicians (22220)
- User support technicians (22221)
- Information systems testing technicians (22222)

Admission Requirements

Applicants educated in Canada

Applicants must demonstrate English language proficiency and completion of the following courses or equivalents:

- at least 65% in Math 30-1 or 70% in Math 30-2, and
- at least 60% in English Language Arts 30-1 or 65% in English Language Arts 30-2.

SAIT accepts high school course equivalents for admission for applicants educated outside Alberta.

Applicants educated outside of Canada

All applicants who were educated outside of Canada must demonstrate English language proficiency and provide proof they meet the program admission requirements outlined above with an international document assessment. Find accepted educational documents and assessment options.

SAIT may also accept courses completed at certain international post-secondary institutions.

Program Outline

The Information Systems Security diploma requires 60 credits (20 courses) to complete.

The program spans two years, with two semesters each year.

Required courses

COMM 256 - Professional Communications and Presentation Skills	3 Credits
ITSC 200 - Secure Networking Fundamentals	3 Credits
ITSC 201 - Military and Strategic Studies	3 Credits
ITSC 202 - Programming Essentials	3 Credits
ITSC 203 - Scripting for Tool Construction	3 Credits
ITSC 204 - Computer Architecture	3 Credits
ITSC 205 - Operating Systems Internals	3 Credits
ITSC 206 - Offensive and Defensive Networking	3 Credits
ITSC 301 - Wireless Security	3 Credits
ITSC 302 - Web Application Security	3 Credits
ITSC 303 - Malware Analysis	3 Credits
ITSC 304 - Computer System Exploitation	3 Credits
ITSC 305 - Internet of Things Systems	3 Credits
ITSC 306 - Computer Forensics	3 Credits
ITSC 307 - Compliance and Encryption	3 Credits
ITSC 308 - Security Policies and Operations	3 Credits
ITSC 309 - Social Engineering	3 Credits
LAWG 200 - Security Practice and the Canadian Legal System	3 Credits
PROJ 309 - Capstone Project	3 Credits
STAT 245 - Statistics for Engineering and Technology I	3 Credits

Optional courses

CPWK 255 - Cooperative Work Term	0 Credits

Suggested schedule of study

Year 1

Semester 1

COMM 256 - Professional Communications and Presentation Skills	3 Credits
ITSC 200 - Secure Networking Fundamentals	3 Credits
ITSC 201 - Military and Strategic Studies	3 Credits
ITSC 202 - Programming Essentials	3 Credits
STAT 245 - Statistics for Engineering and Technology I	3 Credits

Semester 2

ITSC 204 - Computer Architecture	3 Credits
ITSC 205 - Operating Systems Internals	3 Credits
ITSC 206 - Offensive and Defensive Networking	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

Year 2

Semester 3

ITSC 203 - Scripting for Tool Construction	3 Credits
ITSC 301 - Wireless Security	3 Credits
ITSC 304 - Computer 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

Progression

You must attain a PGPA and/or a CGPA of 2.0 or better each semester and pass the prerequisite courses to progress through the program.

To qualify for graduation, you must pass all courses, attain a CGPA of 2.0 or better and complete course requirements within the prescribed timelines.

Review our grading and progression procedure >

Costs

Books and supplies

Books and supplies are approximately $2,000 per full-time year. This is a bring-your-own-device program with a power-user hardware and software requirement.
The recommended hardware and software requirements are:

- Processor: i7
- RAM: 32 GB RAM or greater
- Storage: 512 GB SSD or greater
- Video card: On-board integrated
- Screen size: 15" or greater
- Screen resolution: 1920 x 1080 or greater
- OS version: Windows 10 or newer, Pro 64-bit withantivirus/ malware protection (MacOS is not supported)

Required textbooks will be discussed in class. You will not need to purchase them ahead of time.

Required equipment/tools

You'll require an:

- Electronic kit
- Wireless access point
- Sensor kit
- Computer network port or network dongle
- Cloud computing services subscription (approximately $800 - $1,200 per year.)

Please wait for your instructors to provide further direction before purchasing equipment.

Advanced Digital Technology program advising

For any questions or to set up an advising appointment, please contact our School for Advanced Digital Technology.

Phone: 403.284.8543
Email: sadt.advising@sait.ca

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

- **Three full-time semesters**
- **Full-time or part-time**

Contact us

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

Program Description

Are you ready to embark on a journey into the heart of the tech-driven economy, where information technology plays a pivotal role in shaping the world?

Our Information Technology Services program offers you a comprehensive and action-based education that equips you with the skills, knowledge and expertise needed to excel in the dynamic field of IT services and support.

Our program provides you with hands-on training and a broad understanding of computers and information technology systems, support and management, ensuring you are well-prepared to meet the ever-growing demands of the tech sector. Our industry-supported curriculum is designed in collaboration with industry experts, ensuring you learn the most relevant and up-to-date skills.

In this program, you will:

- develop comprehensive IT knowledge based on your understanding of IT fundamentals, cloud services, information security, and emerging technologies
- develop the expertise to drive business value through your IT solutions
- roll up your sleeves and apply your knowledge in real-world scenarios working with hardware, software and networks using various tools and applications under the guidance of experienced instructors
- master network administration, maintenance and troubleshooting skills, enabling you to support an organization's IT infrastructure effectively
- learn to identify cloud technologies and solutions to meet diverse business requirements
- explore automation and scripting skills by creating scripts to develop, integrate and automate business applications, streamline processes and enhance efficiency
- gain experience with operating systems by learning the basics necessary for constructing and administering both virtual and physical IT systems
- evaluate IT system security using hardware and software tools, ensuring the protection of critical data and systems
- develop business acumen by learning about business management processes and the crucial role IT plays in supporting an organization's goals
- acquire a client-centric approach and a service mindset focused on client satisfaction
- gain the ability to effectively problem-solve with customer needs in mind, a skill highly valued in the computing and IT service industry.

You'll be positioned for a rewarding career in the ever-evolving tech sector. Junior career opportunities include service desk technician, junior network analyst, security operations, and database analyst.

After some experience, you may progress to network or server administration, reporting analyst, technical lead or business or cybersecurity analyst.

Program Overview

Traits, skills and aptitudes

Those working in information technology services are innovative, methodical, and directive.

You need:

- logical thinking to analyze complex problems and create and verify solutions
- patience and persistence when developing applications
- attention to detail to avoid errors that cost time and money
- the ability to interpret user needs
- speaking, listening, and writing skills
- interpersonal and teamwork skills.

To do well in this field, you should enjoy learning new computer languages and programming styles, solving problems creatively, and working with precision and structure.

Practicum, co-op and work integrated learning opportunities

After completing your first year, you can gain practical experience through an optional work term, further enhancing your readiness for the workforce.

In your second year, you'll participate in a capstone project course to apply all your learning from the program to solve real-world IT challenges.

Credential

Upon successful completion of this program, you'll recieve a SAIT Information Technology Services diploma.

Program length

2 years

Accepts international applicants - PGWP-eligible

This program accepts international applicants and meets the eligibility criteria for the Post-Graduation Work Permit program, as long as the student is registered in on-campus classes or completes more than 50% of the courses on campus (for blended options).

International students attending all classes online will NOT be eligible for a Post-Graduate Work Permit. International students are responsible for maintaining their eligibility throughout their studies.

Not eligible for CAJG

This program is not eligible for the Canada Alberta Job Grant.

Related careers

Our graduates may work in the following occupations. Some careers require additional experience and education.

Potential careers (NOC):

- Computer and information systems managers (20012)
- Data scientists (21211)
- Cybersecurity specialists (21220)
- Business systems specialists (21221)
- Information systems specialists (21222)
- Web designers (21233)
- Computer network and web technicians (22220)
- User support technicians (22221)
- Information systems testing technicians (22222)
- Database analysts and data administrators (21223)

Admission Requirements

Applicants educated in Canada

Applicants must demonstrate English language proficiency and completion of the following courses or equivalents:

- at least 50% in Math 30-1, or 60% in Math 30-2 and,
- at least 55% in English Language Arts 30-1, or 60% in English Language Arts 30-2

SAIT accepts high school course equivalents for admission for applicants educated outside Alberta.

Applicants educated outside of Canada

All applicants who were educated outside of Canada must demonstrate English language proficiency and provide proof they meet the program admission requirements outlined above with an international document assessment. Find accepted educational documents and assessment options.

SAIT may also accept courses completed at certain international post-secondary institutions.

Program Outline

The Information Technology Services diploma requires 60 credits (20 courses) to complete.

The program spans two years, with two semesters each year. All courses must be completed within this timeframe.

Required courses

CMPH 209 - Introduction to Hardware	3 Credits
COMM 238 - Technical Communications I	3 Credits
CPNT 219 - Introduction to Networks	3 Credits
CPNT 224 - Switching and Routing Essentials	3 Credits
CPNT 300 - Enterprise Networking, Security, and Automation	3 Credits
CPNT 302 - Wireless Networking Fundamentals	3 Credits
CPRG 216 - Object-Oriented Programming 1	3 Credits
CPRG 217 - Scripting	3 Credits
CPSY 204 - Server Fundamentals	3 Credits
CPSY 206 - Virtualization Fundamentals	3 Credits
CPSY 302 - Advanced Servers	3 Credits
CPSY 304 - Cloud Computing	3 Credits
CPSY 350 - Intermediate Virtualization	3 Credits
CPSY 352 - IT Service Management	3 Credits
INTP 301 - Emerging Technologies	3 Credits
ITSC 300 - IT Security Fundamentals	3 Credits
ITSC 350 - Intermediate IT Security	3 Credits
MATH 237 - Mathematics for Technologists	3 Credits
PHIL 241 - Critical Thinking	3 Credits
PROJ 309 - Capstone Project	3 Credits

Optional courses

CPWK 255 - Cooperative Work Term	0 Credits

Suggested schedule of study

Year 1

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

Year 2

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

Progression

You must attain a PGPA and/or a CGPA of 2.0 or better each semester and pass the prerequisite courses to progress through the program.

To qualify for graduation, you must pass all courses, attain a CGPA of 2.0 or better and complete course requirements within the prescribed timelines.

Review our grading and progression procedure >

Costs

Books and supplies

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

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.

The required textbooks will be discussed within the first few weeks of classes.

Advanced Digital Technology program advising

For any questions or to set up an advising appointment, please contact our School for Advanced Digital Technology.

Phone: 403.284.8543
Email: sadt.advising@sait.ca

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 the 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

- **For information regarding upcoming program intakes, please see sait.ca.**

Contact us

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

Program Description

The Instrumentation Engineering Technology program is designed to give you comprehensive theoretical and hands-on training in the operation and maintenance of automated process control and measurement systems.

Instrumentation and control engineering systems are essential in producing a range of commodities, offering various career opportunities.

In this program, you will:

- gain proficiency in managing automated process control systems that are pivotal in modern manufacturing and production
- acquire skills to install, troubleshoot, calibrate and repair electrical/electronic measurement and control instruments
- delve into pneumatic devices, control valves, electronic instruments, digital logic devices and computer-based process controls
- learn to design robust control systems, including Fieldbus™ SCADA, PLC and distributed control systems
- master interfacing industrial microcomputer control systems with actual processes for seamless operation
- carry out pilot-scale or trial-run processes within modern laboratory facilities, including a fully equipped control room
- become an adept technician in personal computer applications relevant to instrumentation and process control systems.

As a graduate, you can pursue a career in control engineering, engineering design, instrumentation sales and industrial process plants across sectors such as power production, oil and gas, fertilizer production, petrochemicals, food processing and more.

With an impressive employment rate for graduates, the program opens doors to a prosperous career in instrumentation and control engineering technology.

This program spans over two years, with each academic year comprising two 15-week semesters. It's offered exclusively full-time. We recommend attending an information session to learn more about the curriculum, meet instructors and understand the career pathways available after graduation.

Embrace the opportunity to become a skilled professional in a field integral to the efficiency and success of the industrial sector.

Program Overview

Traits, skills and aptitudes

Those working in instrumentation engineering tend to be objective, innovative and methodical.

You need:

- aptitude in math, chemistry and physics
- the ability to visualize 3D objects from 2D drawings
- persistence
- speaking and listening skills
- people skills to work in teams
- hands-on mechanical skills to troubleshoot equipment in the field.

You should enjoy doing precise work, analyzing test results, finding innovative solutions and taking a methodical approach to your work.

Practicum, co-op and work integrated learning opportunities

You'll complete a capstone project to prepare you to work with all project elements, from managing and planning, to work breakdown structures and scheduling.

Accreditations, designations or certifications

This program is nationally accredited by Technology Accreditation Canada (TAC) at the Engineering Technologist level.

Students and graduates are eligible to join the Association of Science and Engineering Technology Professionals in Alberta (ASET) and the International Society of Automation (ISA).

Credential

After successfully completing this program, you'll receive a SAIT Instrumentation Engineering Technology diploma.

Program length

2 years

Accepts international applicants – not-PGWP eligible

This program is open to international applicants; however, program availability may be limited. This program does not meet the eligibility criteria for the Post-Graduation Work Permit program.

Not eligible for CAJG

This program is not eligible for the Canada Alberta Job Grant.

Related careers

Our graduates may work in the following occupations. Some careers require additional experience and education.

Potential careers (NOC):

- Mechanical engineering technologists and technicians (22301)
- Industrial instrument technicians and mechanics (22312)

Admission Requirements

Applicants educated in Canada

All applicants must demonstrate English language proficiency and meet the following requirements 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 Physics 20, and
- at least 60% in Chemistry 20.

SAIT accepts high school course equivalents for admission for applicants educated outside Alberta.

Applicants educated outside of Canada

All applicants who were educated outside of Canada must demonstrate English language proficiency and provide proof they meet the program admission requirements outlined above with an international document assessment. Find accepted educational documents and assessment options.

SAIT may also accept courses completed at certain international post-secondary institutions.

Program Outline

The Instrumentation Engineering Technology diploma requires 60 credits (23 courses) to complete.

The program spans two years, with two semesters each year.

Required courses

ANLS 330 - Process Analyzers	3 Credits
APSC 202 - Applied Chemistry for Instrumentation	1.5 Credits
APSC 215 - Applied Physics for Instrumentation	1.5 Credits
CMPN 317 - Remote Automation Systems	3 Credits
CMPN 330 - Distributed Control Systems II	3 Credits
CMPN 337 - Distributed Control Systems I	3 Credits
CNTR 322 - Process Control Systems I	3 Credits
CNTR 359 - Process Control Systems II	3 Credits
COMM 238 - Technical Communications I	3 Credits
COMP 261 - Applied Digital Technologies	1.5 Credits
ELEC 256 - Electrical Fundamentals	3 Credits
ELEC 258 - Electrical Applications	3 Credits
INST 202 - Process Instruments I	3 Credits
INST 257 - World of Instrumentation	3 Credits
INST 262 - Process Instruments II	3 Credits
INST 265 - Programming for Instrumentation	1.5 Credits
INST 335 - Instrumentation Software	1.5 Credits
INST 345 - Advanced Technologies	3 Credits
MATH 238 - Math for Engineering and Tech I	3 Credits
MATH 288 - Mathematics for Engineering and Technology II	3 Credits
MNTN 231 - Instrument Installation and Maintenance	1.5 Credits
PROJ 370 - Instrumentation Project	3 Credits
STAT 245 - Statistics for Engineering and Technology I	3 Credits

Suggested schedule of study

Year 1

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

Year 2

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

Progression

You must attain a PGPA and/or a CGPA of 2.0 or better each semester and pass the prerequisite courses to progress through the program.

To qualify for graduation, you must pass all courses, attain a CGPA of 2.0 or better and complete course requirements within the prescribed timelines.

Review our grading and progression procedure >

Costs

Books and supplies

Books and supplies are approximately $1,000 - $1,500 per full-time year.

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

Find your booklist on the SAIT Bookstore's website. The booklist will be available closer to the program start date.

Can't find your program or course? The bookstore didn't receive a textbook list. Contact your program directly to determine if they're still refining course details or if you're in luck; no textbook purchase is required this term.

Required equipment/tools

You'll require a scientific calculator capable of performing linear regression.

Required personal protective equipment (PPE)

The industry-approved PPE you'll need will be discussed during your first few days of classes.

PPE is required in various labs. You'll need CSA-approved (green triangle) protective footwear and CSA Z94.3 (class 1) safety glasses with side shields.

Energy program advising

For any questions or to set up an advising appointment, please contact our MacPhail School of Energy.

Phone: 403.284.8451
Email: macphail.students@sait.ca

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 Artificial Intelligence

- **Fall, Winter, and Spring starts.**
- **Students 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

Are you ready to unlock the potential of Artificial Intelligence (AI) and become an expert in AI systems integration and operation?

Our one-year Integrated Artificial Intelligence program will equip you with the knowledge and skills needed to excel in this innovative realm.

This program may be for you if you have previously completed post-secondary studies or have related work experience.

In this program, you will:

- acquire knowledge of ethical AI system design based on a deep understanding of ethical considerations, prioritizing fairness, transparency and accountability
- evaluate real-world case studies and tackle hands-on projects to develop and deploy AI solutions across diverse industries such as healthcare, finance, energy and more
- develop proficiency in implementing AI solutions that address real industry challenges with data science
- learn to communicate effectively with stakeholders, team members and non-technical audiences and bridge the gap between technical expertise and business objectives
- explore the crucial aspects of managing and analyzing data with a people-first approach and understand the significance of clean, reliable data in AI projects
- develop the ability to identify AI opportunities, assess risks and make data-driven decisions
- build technical and human skills that emphasize the fusion of technical expertise with human-centric skills
- learn how to lead AI projects with empathy, teamwork and understanding of human behaviour and needs.

By enrolling in this computer science program, you'll take the first step toward a career in the AI industry.

Potential roles include an AI systems architect, a data scientist or a project manager.

Our Integrated Artificial Intelligence program will empower you to thrive in this rapidly growing field. Your future in the world of AI awaits.

Program Overview

Traits, skills and aptitudes

Those working in the artificial intelligence field tend to be innovative, objective and directive.

You need:

- analytical skills
- technical aptitude
- effective communication
- ethical awareness
- speaking and writing skills
- an inquiring and inventive mind
- an eye for details
- patience and an organized approach to troubleshooting
- decision-making and problem-solving skills
- business acumen
- an aptitude for math and science
- teaching skills
- time-management skills.

To do well in this field, you should enjoy being innovative, working with others or independently, and being precise in your work.

Practicum, co-op and work integrated learning opportunities

You'll complete a capstone project where you'll address a real-world AI challenge in a safe-to-fail environment.

You can also complete an optional work term after semester two. This work placement includes full-time paid employment.

Specialized intakes

This program is available to international applicants as a stand-alone program or as part of a program bundle - two programs delivered consecutively.

If you choose the program bundle, you'll complete one of the following post-diploma certificates in your first year of study:

- Data Analytics, or
- Cyber Security for Control Systems

In the second year of study, you'll complete the Integrated Artificial Intelligence program.

After completing both programs, you'll receive two credentials, including an Integrated Artificial Intelligence post-diploma certificate.

You may then qualify for a post-graduate work permit of up to three years. If you only complete one of the programs, you may be eligible for a one-year post-graduate work permit.

Credential

Upon successful completion of this program, you'll receive a SAIT Integrated Artificial Intelligence post-diploma certificate.

Program length

1 year

Accepts international applicants - PGWP-eligible

This program accepts international applicants and meets the eligibility criteria for the Post-Graduation Work Permit program, as long as the student is registered in on-campus classes or completes more than 50% of the courses on campus (for blended options).

International students attending all classes online will NOT be eligible for a Post-Graduate Work Permit. International students are responsible for maintaining their eligibility throughout their studies.

CAJG-eligible

This program is eligible for the Canada Alberta Job Grant.

Related careers

Our graduates may work in the following occupations. Some careers require additional experience and education.

Potential careers (NOC):

- Data scientists (21211)
- Cybersecurity specialists (21220)
- Information systems specialists (21222)
- Business systems specialists (21221)
- Software developers and programmers (21232)
- Software engineers and designers (21231)
- Computer engineers (except software engineers and designers) (21311)

Admission Requirements

Applicants educated in Canada

Applicants must demonstrate English language proficiency and completion of the following courses or equivalents:

- a diploma or degree from an accredited post-secondary institution in one of the following subject matter areas with a minimum cumulative GPA of 2.3 (67% or C+)
- Information Technology
- Computer Science
- Data Analytics
- Software Development

A combination of education and professional experience may be considered in place of the above at the discretion of the Academic Chair.

Applicants educated outside of Canada

All applicants who were educated outside of Canada must demonstrate English language proficiency and provide proof they meet the program admission requirements outlined above with an international document assessment. Find accepted educational documents and assessment options.

SAIT may also accept courses completed at certain international post-secondary institutions.

International bundle program applicants

If you are an international applicant who wishes to take this program as part of a bundle, first review the admission requirements for both programs to ensure you meet them.

When selecting your programs in the application portal, your first choice should be the program delivered in year one. The second choice program will be the program delivered in year two.

The bundle is unavailable to domestic applicants, who may apply to the stand-alone program.

Program Outline

The Integrated Artificial Intelligence post-diploma certificate requires 30 credits (10 courses) to complete, plus an optional cooperative work term.

The program spans two 15-week semesters, followed by the optional cooperative work term. International students must participate in the work term to be eligible for the PGWP.

Required courses

ARTI 404 - Web Development and Cloud Computing	3 Credits
ARTI 406 - Human-Centred AI	3 Credits
ARTI 407 - Introduction to Natural Language Processing	3 Credits
ARTI 408 - Introduction to Computer Vision	3 Credits
ARTI 409 - AI Management and Maintenance	3 Credits
DATA 440 - Predictive Analytics and Modeling Fundamentals	3 Credits
DATA 480 - Predictive Analytics and Modeling	3 Credits
ETHI 401 - AI Governance and Ethics	3 Credits
PROJ 407 - Capstone: Applied Projects	3 Credits
STAT 400 - Applied Statistics	3 Credits

Optional courses

CPWK 255 - Cooperative Work Term	0 Credits

Suggested schedule of study

Year 1

Semester 1

ETHI 401 - AI Governance and Ethics	3 Credits
ARTI 404 - Web Development and Cloud Computing	3 Credits
STAT 400 - Applied Statistics	3 Credits
ARTI 406 - Human-Centred AI	3 Credits
DATA 440 - Predictive Analytics and Modeling Fundamentals	3 Credits

Semester 2

DATA 480 - Predictive Analytics and Modeling	3 Credits
ARTI 407 - Introduction to Natural Language Processing	3 Credits
ARTI 408 - Introduction to Computer Vision	3 Credits
ARTI 409 - AI Management and Maintenance	3 Credits
PROJ 407 - Capstone: Applied Projects	3 Credits

Co-op work term (Optional)

CPWK 255 - Cooperative Work Term	0 Credits

Progression

You must attain a PGPA and/or a CGPA of 2.0 or better each semester and pass the prerequisite courses to progress through the program.

To qualify for graduation, you must pass all courses, attain a CGPA of 2.0 or better and complete course requirements within the prescribed timelines.

Review our grading and progression procedure >

Costs

Books and supplies

Books and supplies are approximately $1,500 per full-time year. The required textbooks will be discussed in class.

This is a bring-your-own-device program with custom computer hardware and software requirements. You can choose to use a PC or Mac computer.

PC minimum requirements

- i7 processor
- 32 GB RAM
- 512 GB SSD storage
- Nvidia Quadro T1000 video card
- 15" screen size
- 1920x1080 screen resolution
- Windows 10 Pro 64-bit operating system
- Suggested model: Lenovo ThinkPad P1 Gen 3
- Approximate cost: $3,000

Mac minimum requirements

- i7 processor
- 16 GB RAM
- 512 GB SSD storage
- AMD Radeon Pro video card
- 15" screen size
- 1920x1080 screen resolution
- Mac OS Catalina or newer operating system
- Suggested model: Macbook Pro
- Approximate cost: $2,750

Required equipment/tools

You'll require a cloud computing service subscription to CloudMyLab, approximately $800 - $1,200 per year.

Advanced Digital Technology program advising

For any questions or to set up an advising appointment, please contact our School for Advanced Digital Technology.

Phone: 403.284.8543
Email: sadt.advising@sait.ca

Program Outcomes

1. **Governance** - explain the ethical considerations and their application in AI systems deployment, management, and integration within organizations.
2. **Data management** - apply knowledge of cloud computing and data management for AI.
3. **Emerging trends** - examine emerging trends and developments in AI operations and integration.
4. **Analytics** - apply advanced data science and data analytics concepts to existing data sets to create a model.
5. **Solutions** - recommend appropriate AI technology solutions for various organizational contexts.
6. **Processes** - interpret how AI systems impact business processes and decision-making.
7. **Communication** - implement data visualization and communication strategies to communicate AI systems' impact effectively.
8. **Design** - design AI infrastructure solutions.

Integrated Water Management

- **For information regarding upcoming program intakes, please see sait.ca.**

Contact us

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

Program Description

Dive into a career that shapes the future of water conservation with our Integrated Water Management diploma program.

Designed for those aspiring to work in roles like water management specialist, watershed planner or hydrologist, this program provides a comprehensive education in water ecosystem preservation, hazard management and supporting economic activities through water stewardship.

You'll develop a deep understanding of practical and theoretical water management through coursework and a hands-on capstone project in collaboration with industry professionals.

You will also have an opportunity to participate in an optional four-month paid or unpaid work placement program, giving you real-world experience, a taste of your future career and networking opportunities.

You can specialize in water environmental technologies or advanced industry applications and enhance your expertise with field schools and virtual reality simulations.

In this program, you will:

- learn to craft water monitoring initiatives and conduct field measurements using advanced technology
- manage water data to inform strategic decision-making and environmental designs
- utilize tools such as GIS and HEC-RAS for analysis and planning
- engage stakeholders and resolve conflicts in water-related projects
- design adaptive strategies for water management that consider social, cultural and environmental impacts, including Indigenous perspectives on water resources and stewardship
- prepare for and manage water-related emergencies in the context of climate change.

The program adopts an integrated approach, promoting cross-sectoral and participatory water management - endorsed by the United Nations - and prepares you to address water challenges locally and globally.

As Canada's first diploma program of this kind, you'll graduate with versatile skills applicable across various industries, ready to take on critical water resource management roles worldwide.

Program Overview

Traits, skills and aptitudes

Those working in water management tend to be innovative, objective and directive.

You need:

- imagination and creativity
- analytical ability and critical thinking skills
- problem-solving skills
- oral communication skills
- an ability to write clear and informative engineering reports
- an ability to work alone and as a team.

You should enjoy preparing, reviewing and analyzing data, developing innovative approaches to problems, using instruments and equipment to perform tasks precisely, consulting with people and working outdoors.

Practicum, co-op and work integrated learning opportunities

This program has a mandatory capstone course and an optional co-op work placement.

For the capstone course, which takes place in your final semester, you'll work on a four-month water-related project with an industry partner.

For the co-op work term, which you can participate in after your second semester, you'll have the option to participate in a four-, eight-, or 12-month work placement. During this placement, you'll perform the regular duties of a water professional in a workplace environment such as consulting, industry, government, university or non-profit. This work term is not required to graduate from the program.

Accreditations, designations or certifications

This program has been accredited by the Environmental Careers Organization of Canada (ECO Canada) based on conformance with the national accreditation standard for post-secondary environmental programs.

This accreditation has been granted through the Canadian Environmental Accreditation Commission (CEAC), an independent body that oversees ECO Canada's post-secondary accreditation program.

Graduates are also eligible for membership in the following professional associations:

- Association of Science and Engineering Technology Professionals of Alberta (ASET) (by passing the certification exam)
- ECO Canada as an Environmental Professional in Training
- Chemical Institute of Canada (CIC)

Credential

After successfully completing this program, you'll receive a SAIT Integrated Water Management diploma.

Program length

2 years

Accepts international applicants - PGWP-eligible

This program accepts international applicants and meets the eligibility criteria for the Post-Graduation Work Permit program, as long as the student is registered in on-campus classes or completes more than 50% of the courses on campus (for blended options).

International students attending all classes online will NOT be eligible for a Post-Graduate Work Permit. International students are responsible for maintaining their eligibility throughout their studies.

Not eligible for CAJG

This program is not eligible for the Canada Alberta Job Grant.

Related careers

Our graduates may work in the following occupations. Some careers require additional experience and education.

Potential careers (NOC):

- Public and environmental health and safety professionals (21120)
- Occupational health and safety specialists (22232)
- Civil engineers (21300)
- Geoscientists and oceanographers (21102)
- Water and waste treatment plant operators (92101)

Admission Requirements

Applicants educated in Canada

Applicants must demonstrate English language proficiency and completion of the following courses or equivalents:

- at least 60% in English Language Arts 30-1 or English Language Arts 30-2, and
- at least 60% in Math 30-1, and
- at least 50% in Chemistry 20, Physics 20, or Biology 20.

Applicants holding relevant science (mathematics, physics, chemistry, geology, or geophysics) or engineering degrees or courses from an accredited post-secondary will also be considered with approval from the Academic Chair. Other related combinations of education and experience will be considered.

SAIT accepts high school course equivalents for admission for applicants educated outside Alberta.

Applicants educated outside of Canada

All applicants who were educated outside of Canada must demonstrate English language proficiency and provide proof they meet the program admission requirements outlined above with an international document assessment. Find accepted educational documents and assessment options.

SAIT may also accept courses completed at certain international post-secondary institutions.

Program Outline

The Integrated Water Management diploma requires 60 credits (18 courses) to complete.

The program spans two years, with two semesters each year.

Required courses

COMM 256 - Professional Communications and Presentation Skills	3 Credits
DATA 200 - Water Data Management and Analytics	3 Credits
INRY 301 - Field School and Water Management Applications	3 Credits
MNGT 204 - Water, Health, and Society	3 Credits
MNGT 206 - People and Project Management	3 Credits
PROJ 210 - Applied Water Project Development	3 Credits
PROJ 301 - Applied Water Project Management	3 Credits
PROJ 307 - Capstone Project	6 Credits
RSMG 300 - Management of Water Risks	3 Credits
TECH 200 - Water Data Collection and Technology	3 Credits
WATR 203 - Water Fundamentals	3 Credits
WATR 204 - Water and the Environment	3 Credits
WATR 205 - Water, Governance, and Law	3 Credits
WATR 206 - Water Management	3 Credits
WATR 300 - Water and Climate Change	3 Credits
WATR 301 - Water Management Economics	3 Credits
WATR 302 - Innovation and Disruption in Water Systems	3 Credits

Elective courses

Choose one of the following courses.

CPWK 251 - Cooperative Work Term	0 Credits
ENVS 306 - Advanced Environmental Water Applications	6 Credits
INRY 300 - Advanced Industrial Water Applications	6 Credits

Optional courses

CPWK 251 - Cooperative Work Term	0 Credits

Suggested schedule of study

Year 1

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

Co-op work term (optional)

CPWK 251 - Cooperative Work Term	0 Credits

Year 2

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 one)

ENVS 306 - Advanced Environmental Water Applications	6 Credits
INRY 300 - Advanced Industrial Water Applications	6 Credits

Progression

You must attain a PGPA and/or a CGPA of 2.0 or better each semester and pass the prerequisite courses to progress through the program.

To qualify for graduation, you must pass all courses, attain a CGPA of 2.0 or better and complete course requirements within the prescribed timelines.

Review our grading and progression procedure >

Costs

Books and supplies

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

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

Required personal protective equipment (PPE)

The industry-approved PPE you'll need will be discussed during your first few days of classes.

PPE is required in various labs. You'll need a lab coat and CSA-approved safety glasses (with UVEX and side shields) to enter the chemistry labs.

Energy program advising

For any questions or to set up an advising appointment, please contact our MacPhail School of Energy.

Phone: 403.284.8451
Email: macphail.students@sait.ca

Program Outcomes

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** - rredict 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 - Graphic Design

- **Complete in four semesters, up to five years**
- **Fall, Winter, Spring**
- **Blended method of study**

Contact us

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

Program Description

The Interactive Design program with a Graphic Design major is your gateway to a tech-focused career in design. This comprehensive program equips you with the skills needed to bring your creative ideas to life while meeting business needs and solving complex challenges.

In this program, you will:

- develop expertise in graphic design, illustration, and visual storytelling using master foundational design principles and tools
- cultivate creativity and critical thinking to tackle design challenges
- harness data to inform your designs while staying current with industry, media trends and user preferences
- become proficient in project management and how to optimize your workflow for efficient design execution
- learn to collaborate effectively, emphasizing user-centric design for impactful products
- tailor designs to specific audiences, driven by user experience and behaviour, interactivity and preferences
- develop a portfolio that showcases your skills with client-ready projects that demonstrate applied design concepts
- create print and graphic design master layouts, with composition and visual hierarchy for diverse print media
- create captivating designs with effective use of typography, colour theory, and visual elements that will help you develop your unique design philosophy
- carry out hands-on packaging projects and learn digital press and bindery equipment skills.

Our program will help you to realize your goals as a graphic designer in an innovative and tech-driven field. Prepare for success in this ever-evolving design industry as you bring your career vision to life.

Program Overview

Traits, skills and aptitudes

Graphic designers tend to be innovative, methodical and social.

You need:

- discretion in dealing with client information and industry secrets
- creativity
- self-discipline
- drawing ability and visual sense
- attention to detail
- analytical thinking
- communication skills
- time-management and organizational skills
- marketing skills
- resilience
- to be very comfortable using computers.

You should enjoy synthesizing information and finding innovative ways to present ideas, taking a methodical approach to your work, consulting with people, learning from constructive criticism and navigating multiple deadlines.

Practicum, co-op and work integrated learning opportunities

You can participate in an optional work term after your first year.

You'll also complete a capstone project in your second year, where you'll investigate issues across many different subject areas or domains of knowledge, connect with community issues or problems, and create a solution.

Credential

Upon successful completion of this program, you'll be awarded a SAIT Interactive Design diploma with a major in Graphic Design.

Program length

2 years

Accepts international applicants - PGWP-eligible

This program accepts international applicants and meets the eligibility criteria for the Post-Graduation Work Permit program, as long as the student is registered in on-campus classes or completes more than 50% of the courses on campus (for blended options).

International students attending all classes online will NOT be eligible for a Post-Graduate Work Permit. International students are responsible for maintaining their eligibility throughout their studies.

Not eligible for CAJG

This program is not eligible for the Canada Alberta Job Grant.

Related careers

Our graduates may work in the following occupations. Some careers require additional experience and education.

Potential careers (NOC):

- Graphic designers and illustrators (52120)
- Graphic arts technicians (52111)
- Advertising, marketing and public relations managers (10022)
- Professional occupations in advertising, marketing and public relations (11202)
- Web designers (21233)

Admission Requirements

Applicants educated in Canada

Applicants must demonstrate English language proficiency and completion of the following courses or equivalents:

- 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.

SAIT accepts high school course equivalents for admission for applicants educated outside of Alberta.

Applicants educated outside of Canada

All applicants who were educated outside of Canada must demonstrate English language proficiency and provide proof they meet the program admission requirements outlined above with an international document assessment. Find accepted educational documents and assessment options.

SAIT may also accept courses completed at certain international post-secondary institutions.

Application process

When applying in the application portal, select Interactive Design. You will be able to select Graphic Design as your major during the application process.

Program Outline

The Interactive Design - Graphic Design diploma requires 60 credits (19 courses) to complete.

The program spans two years, with two semesters each year.

Required courses

You must take all of the following courses to complete this program.

Required courses - Interactive design core

COMM 238 - Technical Communications I	3 Credits
CPRG 218 - Intermediate Web Communications	3 Credits
CPRG 219 - Introduction to Web Communications	3 Credits
DSGN 221 - Intermediate Visual Design	3 Credits
DSGN 227 - Introduction to User Experience (UX)	3 Credits
DSGN 228 - Introduction to Visual Design	3 Credits
DSGN 306 - Design Studio 1	3 Credits
DSGN 308 - Design Studio 2	6 Credits
DSGN 309 - Future of Design	3 Credits
MMDA 202 - Digital Media Foundations	3 Credits
MMDA 203 - Intermediate Digital Media Production	3 Credits
PHIL 241 - Critical Thinking	3 Credits
PMGT 200 - Product Management	3 Credits
PROJ 309 - Capstone Project	3 Credits

Required courses - Graphic design core

DIGI 300 - Digital Imaging	3 Credits
DIGI 301 - Digital Strategy	3 Credits
DSGN 304 - Advanced Visual Design	3 Credits
DSGN 313 - Typography	3 Credits
PRNT 300 - Print Production	3 Credits

Optional courses

CPWK 255 - Cooperative Work Term	0 Credits

Suggested schedule of study

Year 1

Semester 1

COMM 238 - Technical Communications I	3 Credits
CPRG 219 - Introduction to Web Communications	3 Credits
DSGN 228 - Introduction to Visual Design	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 Design	3 Credits
DSGN 227 - Introduction to User Experience (UX)	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

Year 2

Semester 3

DIGI 300 - Digital Imaging	3 Credits
DSGN 304 - Advanced Visual Design	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 Strategy	3 Credits
DSGN 308 - Design Studio 2	6 Credits
DSGN 309 - Future of Design	3 Credits
PROJ 309 - Capstone Project	3 Credits

Progression

You must attain a PGPA and/or a CGPA of 2.0 or better each semester and pass the prerequisite courses to progress through the program.

To qualify for graduation, you must pass all courses, attain a CGPA of 2.0 or better and complete course requirements within the prescribed timelines.

Review our grading and progression procedure >

Costs

Books and supplies

Books and supplies are approximately $2,000 per full-time year.

Find your booklist on the SAIT Bookstore's website. The booklist will be available closer to the program start date. Can't find your program or course? The bookstore didn't receive a textbook list. Contact your program directly to determine if they're still refining course details or if you're in luck; no textbook purchase is required this term.

This is a bring-your-own-device program with a custom computer hardware and software requirement.

You require a laptop with an integrated webcam, a smartphone with the ability to record audio and video and headphones with an integrated microphone.

All laptops must meet the following minimum specifications:

- MacBook Air with M2 chip
- 8-Core CPU, 10-core GPU
- 8GB Unified Memory
- 512GB SSD Storage

The recommended laptop is the 14"Apple MacBook Pro with M2 Pro chip.

Should you wish to use a PC laptop, it must meet minimum power user hardware and software requirements. Some UX designers use software that is only for Mac.

Required software

- Adobe CC Student Subscription
- Figma (free for education)
- FileZilla Client
- Chrome
- Visual Studio Code
- MS Office (included in your program)

Advanced Digital Technology program advising

For any questions or to set up an advising appointment, please contact our School for Advanced Digital Technology.

Phone: 403.284.8543
Email: sadt.advising@sait.ca

Program Outcomes

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 behaviour 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-centred 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.

Interactive Design - User Experience

- **Complete in four semesters, up to five years**
- **Three intakes per year**
- **Blended program delivery**

Contact us

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

Program Description

Are you passionate about turning your creative ideas into innovative design solutions? If so, our Interactive Design program with a User Experience major is right for you.

This program will help you become a designer who also excels in creating user-centric experiences using cutting-edge design tools and techniques.

This integrated program combines design fundamentals, design tools and design thinking with a focus on interactivity, usability testing, research and adaptability to deliver a holistic education in modern design practices.

In this program, you'll:

- develop a solid foundation in design principles and techniques while gaining a deep understanding of design thinking methodologies
- master the latest graphic design software and technologies
- learn to evaluate and create data-driven designs
- collaborate with peers to develop effective problem-solving skills with an emphasis on human-centred design principles
- create a portfolio of your work demonstrating applied design concepts tailored to specific client requirements
- expand beyond traditional design into software development and interactive design
- draft prototype designs for usability testing based on user insights
- dive deep into user research and analysis to inform design decisions while putting the user at the center of your design process.

You will plan for multiple outcomes and solutions and rigorously test and prototype your projects to meet client requirements and align with their goals.

Gain the skills and knowledge needed to excel in a tech-focused career as a designer in this unique program. Merge design with technology and shape the future of interactive design.

Program Overview

Traits, skills and aptitudes

Those in the interactive design field tend to be innovative, methodical and social.

You need:

- discretion in dealing with client information and industry secrets
- creativity
- self-discipline
- drawing ability and visual sense
- attention to detail
- analytical thinking
- communication skills
- time-management and organizational skills
- marketing skills
- resilience
- to be very comfortable using computers.

You should enjoy synthesizing information and finding innovative ways to present ideas, taking a methodical approach to tasks, consulting with people, learning from constructive criticism and dealing with deadlines.

Practicum, co-op and work integrated learning opportunities

You can participate in an optional work term after your first year.

You'll also participate in a capstone project in your second year, where you'll investigate issues across many different subject areas or domains of knowledge, connect with community issues or problems, and create a solution.

Credential

Upon successful completion of this program, you'll be awarded a SAIT Interactive Design diploma with a major in User Experience.

Program length

2 years

Not eligible for CAJG

This program is not eligible for the Canada Alberta Job Grant.

Accepts international applicants - PGWP-eligible

This program accepts international applicants and meets the eligibility criteria for the Post-Graduation Work Permit program, as long as the student is registered in on-campus classes or completes more than 50% of the courses on campus (for blended options).

International students attending all classes online will NOT be eligible for a Post-Graduate Work Permit. International students are responsible for maintaining their eligibility throughout their studies.

Related careers

Our graduates may work in the following occupations. Some careers require additional experience and education.

Potential careers (NOC):

- Web designers (21233)
- Web developers and programmers (21234)
- Graphic designers and illustrators (52120)
- Software developers and programmers (21232)

Admission Requirements

Applicants educated in Canada

Applicants must demonstrate English language proficiency and completion of the following courses or equivalents:

- 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.

SAIT accepts high school course equivalents for admission for applicants educated outside of Alberta.

Applicants educated outside of Canada

All applicants who were educated outside of Canada must demonstrate English language proficiency and provide proof they meet the program admission requirements outlined above with an international document assessment. Find accepted educational documents and assessment options.

SAIT may also accept courses completed at certain international post-secondary institutions.

Application process

When applying in the application portal, select Interactive Design. You will be able to select User Experience as your major during the application process.

Program Outline

The Interactive Design - User Experience diploma requires 60 credits (19 courses) to complete.

The program spans two years, with two semesters each year.

Required courses

You must take all of the following courses to complete this program.

Required courses - Interactive design core

COMM 238 - Technical Communications I	3 Credits
CPRG 218 - Intermediate Web Communications	3 Credits
CPRG 219 - Introduction to Web Communications	3 Credits
DSGN 221 - Intermediate Visual Design	3 Credits
DSGN 227 - Introduction to User Experience (UX)	3 Credits
DSGN 228 - Introduction to Visual Design	3 Credits
DSGN 306 - Design Studio 1	3 Credits
DSGN 308 - Design Studio 2	6 Credits
DSGN 309 - Future of Design	3 Credits
MMDA 202 - Digital Media Foundations	3 Credits
MMDA 203 - Intermediate Digital Media Production	3 Credits
PHIL 241 - Critical Thinking	3 Credits
PMGT 200 - Product Management	3 Credits
PROJ 309 - Capstone Project	3 Credits

Required courses - User experience core

DIGI 301 - Digital Strategy	3 Credits
DSGN 304 - Advanced Visual Design	3 Credits
DSGN 311 - Interaction Design	3 Credits
DSGN 312 - Intermediate User Experience (UX)	3 Credits
DSGN 314 - User Research	3 Credits

Optional courses

CPWK 255 - Cooperative Work Term	0 Credits

Suggested schedule of study

Year 1

Semester 1

COMM 238 - Technical Communications I	3 Credits
CPRG 219 - Introduction to Web Communications	3 Credits
DSGN 228 - Introduction to Visual Design	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 Design	3 Credits
DSGN 227 - Introduction to User Experience (UX)	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

Year 2

Semester 3

DSGN 304 - Advanced Visual Design	3 Credits
DSGN 306 - Design Studio 1	3 Credits
DSGN 311 - Interaction Design	3 Credits
DSGN 312 - Intermediate User Experience (UX)	3 Credits
DSGN 314 - User Research	3 Credits

Semester 4

DIGI 301 - Digital Strategy	3 Credits
DSGN 308 - Design Studio 2	6 Credits
DSGN 309 - Future of Design	3 Credits
PROJ 309 - Capstone Project	3 Credits

Progression

You must attain a PGPA and/or a CGPA of 2.0 or better each semester and pass the prerequisite courses to progress through the program.

To qualify for graduation, you must pass all courses, attain a CGPA of 2.0 or better and complete course requirements within the prescribed timelines.

Review our grading and progression procedure >

Costs

Books and supplies

Books and supplies are approximately $2,000 per full-time year.

Find your booklist on the SAIT Bookstore's website. The booklist will be available closer to the program start date. Can't find your program or course? The bookstore didn't receive a textbook list. Contact your program directly to determine if they're still refining course details or if you're in luck; no textbook purchase is required this term.

This is a bring-your-own-device program with a custom computer hardware and software requirement.

You require a laptop with an integrated webcam, a smartphone with the ability to record audio and video and headphones with an integrated microphone.

All laptops must meet the following minimum specifications:

MacBook Air with M2 chip

- 8-Core CPU, 10-core GPU
- 8GB Unified Memory
- 512GB SSD Storage
- The recommended laptop is the 14"Apple MacBook Pro with M2 Pro chip.

Should you wish to use a PC laptop, it must meet minimum power user hardware and software requirements. Some UX designers use software that is only for Mac.

Required software

- Adobe CC Student Subscription
- Figma (free for education)
- FileZilla Client
- Chrome
- Visual Studio Code
- MS Office (included in your program)

Advanced Digital Technology program advising

For any questions or to set up an advising appointment, please contact our School for Advanced Digital Technology.

Phone: 403.284.8543
Email: sadt.advising@sait.ca

Program Outcomes

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 behaviour 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-centred 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.

Create responsive web solutions and applications to be deployed across multiple types of devices and screen sizes.

Interactive Design - Web Design and Development

- **Complete in four semesters, up to five years**
- **Three intakes per year**
- **Blended program delivery**

Contact us

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

Program Description

Are you passionate about blending creativity and design with technology to craft compelling digital experiences? The Interactive Design program with a Web Design and Development major is your gateway to a career as a web designer.

Our program empowers you with the knowledge, skills and tools necessary to thrive, whether you're focused on creative design or solving business challenges with technology.

In this program, you'll:

- master the core principles of design, gaining an understanding of design aesthetics, layout, typography and colour theory, laying the foundation for your creative endeavours
- develop programming and web development fundamentals, including design languages like HTML, CSS and JavaScript,
- explore principles of responsive design to ensure websites function on different devices
- dive into the world of digital design tools and techniques and learn how to use industry-standard software and best practices to transform your creative ideas into polished products that not only meet business needs but also solve complex challenges
- learn problem-solving approaches that emphasize innovation and user-centric solutions
- delve into data-driven design strategies and learn how to create designs that are not just visually appealing but also informed by data, ensuring your work has a meaningful impact
- collaborate with your peers to develop project plans, tackle complex design challenges, and enhance your teamwork and communication skills to prepare you for the collaborative nature of the industry
- focus on human-centric interactions, interactivity and user experience design and explore the art of crafting web experiences that engage and delight users
- gain hands-on experience in client interaction and presentation skills, learn how to effectively communicate your design concepts, gather feedback and iterate on your work to meet client expectations.

Throughout your journey, you'll build a comprehensive portfolio of your work. This portfolio will showcase your applied design concepts, highlight your ability to meet specific client requirements and illustrate your growth as a web designer.

When you graduate, you'll be proficient in front-end and back-end web development and be skilled at engaging with intuitive interfaces. Your expertise will open doors to diverse career opportunities, including web designer, front-end developer, web developer and more.

Push the boundaries of your creativity and tackle real-world challenges head-on. Our Web Design and Development major is your gateway to a fulfilling and innovative career in the interactive design field.

Program Overview

Traits, skills and aptitudes

Web designers and developers are innovative, methodical and directive.

You need:

- logical/critical thinking and problem-solving skills
- the ability to focus on details for long periods
- the ability to organize information effectively
- attention to detail
- patience and persistence
- speaking and writing skills
- interpersonal skills
- numeracy skills
- the ability to work well on a team
- the ability to explain complex ideas in plain language
- the ability to convert abstract or high-level concepts into meaningful results
- confidence in your work.

You should enjoy organizing information, performing tasks with extreme precision and collaborating with others. You should also be committed to life-long learning.

Practicum, co-op and work integrated learning opportunities

You'll have the option to participate in a work term after your first year. This isn't a requirement.

You'll also participate in a capstone project in your second year, where you'll investigate issues across many different subject areas or domains of knowledge, connect them with community issues or problems, and create a solution.

Credential

Upon successful completion of this program, you'll be awarded a SAIT Interactive Design diploma with a major in Web Design and Development.

Program length

2 years

Accepts international applicants - PGWP-eligible

This program accepts international applicants and meets the eligibility criteria for the Post-Graduation Work Permit program, as long as the student is registered in on-campus classes or completes more than 50% of the courses on campus (for blended options).

International students attending all classes online will NOT be eligible for a Post-Graduate Work Permit. International students are responsible for maintaining their eligibility throughout their studies.

Not eligible for CAJG

This program is not eligible for the Canada Alberta Job Grant.

Related careers

Our graduates may work in the following occupations. Some careers require additional experience and education.

Potential careers (NOC):

- Web designers (21233)
- Web developers and programmers (21234)
- Graphic designers and illustrators (52120)
- Software developers and programmers (21232)

Admission Requirements

Applicants educated in Canada

Applicants must demonstrate English language proficiency and completion of the following courses or equivalents:

- 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.

SAIT accepts high school course equivalents for admission for applicants educated outside of Alberta.

Applicants educated outside of Canada

All applicants who were educated outside of Canada must demonstrate English language proficiency and provide proof they meet the program admission requirements outlined above with an international document assessment. Find accepted educational documents and assessment options.

SAIT may also accept courses completed at certain international post-secondary institutions.

Application process

When applying in the application portal, select Interactive Design. You will be able to select Web Design and Development as your major during the application process.

Program Outline

The Interactive Design - Web Design and Development diploma requires 60 credits (19 courses) to complete.

The program spans two years, with two semesters each year.

Required courses

You must take all of the following courses to complete this program.

Required courses - Interactive design core

COMM 238 - Technical Communications I	3 Credits
CPRG 218 - Intermediate Web Communications	3 Credits
CPRG 219 - Introduction to Web Communications	3 Credits
DSGN 221 - Intermediate Visual Design	3 Credits
DSGN 227 - Introduction to User Experience (UX)	3 Credits
DSGN 228 - Introduction to Visual Design	3 Credits
DSGN 306 - Design Studio 1	3 Credits
DSGN 308 - Design Studio 2	6 Credits
DSGN 309 - Future of Design	3 Credits
MMDA 202 - Digital Media Foundations	3 Credits
MMDA 203 - Intermediate Digital Media Production	3 Credits
PHIL 241 - Critical Thinking	3 Credits
PMGT 200 - Product Management	3 Credits
PROJ 309 - Capstone Project	3 Credits

Required courses - Web design and development core

CPRG 308 - Database Programming and Testing	3 Credits
CPRG 309 - Programming Languages	3 Credits
CPRG 310 - Web Application Development	3 Credits
CPRG 312 - Web Security Fundamentals	3 Credits
DSGN 306 - Design Studio 1	3 Credits
DSGN 308 - Design Studio 2	6 Credits
DSGN 309 - Future of Design	3 Credits
DSGN 312 - Intermediate User Experience (UX)	3 Credits
PROJ 309 - Capstone Project	3 Credits

Optional courses

CPWK 255 - Cooperative Work Term	0 Credits

Suggested schedule of study

Year 1

Semester 1

COMM 238 - Technical Communications I	3 Credits
CPRG 219 - Introduction to Web Communications	3 Credits
DSGN 228 - Introduction to Visual Design	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 Design	3 Credits
DSGN 227 - Introduction to User Experience (UX)	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

Year 2

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 Experience (UX)	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

Progression

You must attain a PGPA and/or a CGPA of 2.0 or better each semester and pass the prerequisite courses to progress through the program.

To qualify for graduation, you must pass all courses, attain a CGPA of 2.0 or better and complete course requirements within the prescribed timelines.

Review our grading and progression procedure >

Costs

Books and supplies

Books and supplies are approximately $2,000 per full-time year.

Find your booklist on the SAIT Bookstore's website. The booklist will be available closer to the program start date. Can't find your program or course? The bookstore didn't receive a textbook list. Contact your program directly to determine if they're still refining course details or if you're in luck; no textbook purchase is required this term.

This is a bring-your-own-device program with a custom computer hardware and software requirement.

You require a laptop with an integrated webcam, a smartphone with the ability to record audio and video and headphones with an integrated microphone.

All laptops must meet the following minimum specifications:

- MacBook Air with M2 chip
- 8-Core CPU, 10-core GPU
- 8GB Unified Memory
- 512GB SSD Storage
- The recommended laptop is the 14"Apple MacBook Pro with M2 Pro chip.

Should you wish to use a PC laptop, it must meet minimum power user hardware and software requirements. Some UX designers use software that is only for Mac.

Required software

- Adobe CC Student Subscription
- Figma (free for education)
- FileZilla Client
- Chrome
- Visual Studio Code
- MS Office (included in your program)

Advanced Digital Technology program advising

For any questions or to set up an advising appointment, please contact our School for Advanced Digital Technology.

Phone: 403.284.8543
Email: sadt.advising@sait.ca

Program Outcomes

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 behaviour 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-centred 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.

Create responsive web solutions and applications to be deployed across multiple types of devices and screen sizes.

International Business Management

Program is currently under review, see SAIT.ca for updates.

Contact us

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

Program Description

The International Business Management program will give you the skills and knowledge needed to thrive in multinational corporations.

In today's interconnected world, businesses operate on a global scale. International trade and cooperation are essential for growth and success. Our program will equip you with the tools to navigate this complex landscape.

You'll be positioned for exciting roles in international management consulting, government relations, start-ups, and companies with global operations or sales.

Our program goes beyond traditional business administration education. You'll develop the strategic, integrative, sustainable mindset necessary for global business.

Learn from experienced faculty members who have worked in international industries. Our approach includes work-integrated learning, where you'll face real-world international business challenges and opportunities.

Enjoy a personalized learning experience in our small-sized classes. Take part in collaborative coursework.

Our program focuses on more than business theory. You'll refine complex interpersonal skills and:

- develop your ability to understand and respect different opinions, values, and beliefs, and learn to communicate and appreciate what others contribute
- develop effective negotiation strategies when dealing with people from different cultures
- learn how to lead responsibly in complex and ever-changing global situations and work towards achieving business goals
- study how both local and global challenges and opportunities affect international business goals and understand how products and services move within a company's global supply chain
- study how laws and regulations can impact business administration and international business opportunities
- learn how to study markets to make effective decisions.

In your third semester, you'll complete a work-integrated learning project with a service focus or travel internationally and collaborate with an industry partner, gaining hands-on experience globally.

Global business is key to success today. Our program prepares you for this exciting challenge.

Program Overview

Traits, skills and aptitudes

Those in the management field tend to be innovative, directive, and social.

You need:

- intellectual and emotional maturity
- the ability to control your emotions and actions
- independence and objectivity
- energy, confidence, and creativity
- tact
- good listening and communication skills
- problem-solving skills
- project-management skills
- the ability to learn quickly and easily, then share knowledge, teach and train people
- the ability to observe, gather, select, and evaluate facts
- inductive and deductive reasoning skills
- the ability to synthesize and generalize
- the ability to work effectively as part of a team
- perceptiveness, to recognize an organization's dynamics and politics
- persuasiveness and the ability to motivate others
- integrity.

You should enjoy trying new things, conducting research, presenting, taking charge, and providing constructive advice to others.

Academic path

You must have a two-year Business Administration diploma or equivalent from an accredited post-secondary institution, with a minimum 2.3 grade-point average (67% or C+) to enter this program.

This post-diploma certificate provides you with options for advanced education. Graduates of the program will have completed up to eight courses required for the SAIT Bachelor of Business Administration degree (varies by major). Additional admission requirements apply.

Practicum, co-op and work integrated learning opportunities

In your third semester, you'll choose from these two exciting elective options:

- a capstone course where you'll apply your skills to a work-integrated learning project with a service focus, contributing to a real-world project
- an experiential study tour where you'll travel internationally and collaborate with an industry partner, gaining hands-on experience globally.

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.

Credential

After successfully completing this program, you'll receive a SAIT International Business Management post-diploma certificate.

Program length

1 year

Accepts international applicants - not-PGWP eligible

This program is open to international applicants; however, program availability may be limited. This program does not meet the eligibility criteria for the Post-Graduation Work Permit program.

Not eligible for CAJG

This program is not eligible for the Canada Alberta Job Grant.

Related careers

Our graduates may work in the following occupations. Some careers require additional experience and education.

Potential careers (NOC):

- Business development officers and market researchers and analysts (41402)
- Professional occupations in advertising, marketing and public relations (11202)
- Customs, ship and other brokers (13200)

Admission Requirements

Applicants educated in Canada

Applicants must demonstrate English language proficiency and meet the following requirements or equivalent:

- a two-year Business Administration diploma from an accredited post-secondary institution, with a minimum 2.3 grade-point average (67% or C+), including a minimum of 20 courses or 60 credits.

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

Applicants educated outside of Canada

All applicants who were educated outside of Canada must demonstrate English language proficiency and provide proof they meet the program admission requirements outlined above with an international document assessment. Find accepted educational documents and assessment options.

SAIT may also accept courses completed at certain international post-secondary institutions.

Program Outline

The International Business Management post-diploma certificate requires 30 credits (10 courses) to complete.

The program spans one year, with three semesters.

Required courses

BLAW 400 - Legal Aspects of International Trade	3 Credits
COMM 300 - Intercultural Communications	3 Credits
MKTG 366 - Professional Selling, Ethics and Customer Relationship Management	3 Credits
MKTG 459 - International Marketing	3 Credits
MNGT 360 - International Business	3 Credits
MNGT 407 - Operations Management	3 Credits
MNGT 465 - International Management	3 Credits

Elective courses

You will choose courses from the following lists.

Elective courses - International business (choose two)

MKTG 461 - International Sales and Negotiation	3 Credits
MNGT 252 - Change Management	3 Credits
MNGT 321 - Project Management	3 Credits

Elective courses - Integrated experience elective (choose one)

INTL 467 - International Business Study Tour	3 Credits
MNGT 467 - International Business Capstone	3 Credits

Suggested schedule of study

We recommend you complete the courses in the order listed below.

Semester 1

COMM 300 - Intercultural Communications	3 Credits
MKTG 366 - Professional Selling, Ethics and Customer Relationship Management	3 Credits
MNGT 360 - International Business	3 Credits
MNGT 407 - Operations Management	3 Credits
International business elective one	3 Credits

Semester 2

BLAW 400 - Legal Aspects of International Trade	3 Credits
MKTG 459 - International Marketing	3 Credits
MNGT 465 - International Management	3 Credits
International business elective two	3 Credits

Semester 3

Integrated Experience Elective (choose 1)	
INTL 467 - International Business Study Tour	3 Credits
MNGT 467 - International Business Capstone	3 Credits

Progression

You must attain a PGPA and/or a CGPA of 2.0 or better each semester and pass the prerequisite courses to progress through the program.

To qualify for graduation, you must pass all courses, attain a CGPA of 2.0 or better and complete course requirements within the prescribed timelines.

Review our grading and progression procedure >

Costs

Books and supplies

Books and supplies are approximately $500 - $1,000 per full-time year.

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

Find your booklist on the SAIT Bookstore's website. The booklist will be available close to your start date. Can't find your program or course? The bookstore didn't receive a textbook list. Contact your program directly to determine if they're still refining course details or if you're in luck; no textbook purchase is required for that term.

Business program advising

For any questions or to set up an advising appointment, please get in touch with our School of Business.

Phone: 403.284.8485
Email: business.advising@sait.ca

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.

Graduate outcomes

A. **Safety** – awareness of safety standards relevant to the workplace.
   - Safety awareness

B. **Responsible leadership** – personal, ethical and respectful behaviour within the workplace and global community.
   - Teamwork and multi-disciplinary collaboration
   - Self-initiative
   - Ethical reasoning and action
   - Global awareness
   - Sustainability

C. **Communication** – the exchange of information professionally and effectively.
   - Language skills
   - Interpersonal skills

D. **Information literacy** – the strategies used to become informed, from recognizing an information need to accessing and evaluating information and using it effectively and ethically.
   - Problem-solving and critical thinking
   - Quantitative literacy
   - Technological literacy

E. **Technical knowledge, skills and abilities** – technical competence specific to the discipline or industry.
   - Specialized technical skill set

Journalism - Photojournalism

This major is closed for application, Journalism – Print and Online major is available and includes photojournalism skills

Contact us

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

Program Description

Our Journalism program is your gateway to an exciting career in the world of multimedia. If you have a passion for photography, our Photojournalism major is perfect for you.

You'll learn the basics of journalism, including the ethical reporting of news, and then branch out in various areas, including marketing, public relations, and social media or digital content creation.

In the first year, you'll dive into news writing, basic photography, marketing, advertising, public relations, publication design, and online journalism. You'll build a solid foundation in journalism skills, preparing you for various career opportunities in digital media, public relations, communications, traditional journalism and more.

In the second year, you'll master advanced photography techniques, including lighting, portraiture, and image editing. You'll also learn about website development, videography, and long-form visual storytelling. This major equips you to work as a photographer, combining images with text, audio, and video to tell compelling stories.

This field offers the flexibility to blaze your path, whether as a freelance writer or photographer or working for a company or a news organization.

Our class sizes are small, with 32 students on average, and photography class sizes are capped at 16.

Whether you're passionate about writing, photography, or digital media, our Journalism program is your first step toward a rewarding career in storytelling, communication and the creative industries.

Program Overview

Traits, skills and aptitudes

Those in journalism or creative industries tend to be innovative, methodical, and directive.

You need:

- flexibility
- eloquence and precise language skills
- an understanding of your medium and knowledge of your area of interest
- the ability to be objective and self-critical about your work and to accept objective criticism from others
- research and organizational skills
- time-management skills
- negotiation and marketing skills
- interviewing skills
- self-discipline.

You should enjoy gathering and clarifying information, writing, and presenting to people. You should also be prepared to work irregular hours and travel for work.

Practicum, co-op and work integrated learning opportunities

In your final semester, you'll participate in a four-week practicum at a digital or print-based journalism, editorial, corporate or non-profit organization.

You are responsible for securing your placement, which needs to be approved. Before your practicum, you'll complete assignments and get assistance creating a resume, setting up your LinkedIn profile, practicing interviews, and learning how to approach potential employers about a practicum placement.

You'll also have the option to complete a cooperative work term between your first and second year of study. This work term isn't required to graduate.

Credential

After successfully completing this program, you'll receive a SAIT Journalism diploma with a major in Photojournalism.

Program length

2 years

Accepts international applicants – not-PGWP eligible

This program is open to international applicants; however, program availability may be limited. This program does not meet the eligibility criteria for the Post-Graduation Work Permit program.

Not eligible for CAJG

This program is not eligible for the Canada Alberta Job Grant.

Related careers

Our graduates may work in the following occupations. Some careers require additional experience and education.

Potential careers (NOC):

- Journalists (51113)
- Editors (51110)
- Technical writers (51112)
- Authors and writers (51111)
- Photographers (53110)

Admission Requirements

Applicants educated in Canada

Applicants must demonstrate English language proficiency and completion of the following courses or equivalents:

- at least 60% in English Language Arts 30-1 or English Language Arts 30-2.
- SAIT accepts high school course equivalents for admission for applicants educated outside Alberta.

Applicants educated outside of Canada

All applicants who were educated outside of Canada must demonstrate English language proficiency and provide proof they meet the program admission requirements outlined above with an international document assessment. Find accepted educational documents and assessment options.

SAIT may also accept courses completed at certain international post-secondary institutions.

Application process

When applying in the application portal, select Journalism. You will declare your major before your second year of the program.

Program Outline

The Journalism - Photojournalism diploma requires 60 credits (20 courses) to complete.

The program spans two years, with two semesters each year.

Required courses

You must take all of the following courses to complete this program.

Required courses - Journalism core

JOUR 212 - Social Media Management	3 Credits
JOUR 251 - News Writing I	3 Credits
JOUR 254 - Online Journalism I	3 Credits
JOUR 258 - Journalism Ethics	3 Credits
MKTG 260 - Marketing Essentials	3 Credits
PHOT 216 - Visual Journalism I	3 Credits
PHOT 256 - Visual Journalism II	3 Credits
PUBL 261 - Publication Planning and Design	3 Credits
RSCH 203 - News Research for Journalists	3 Credits
WRIT 230 - Writing for Journalism	3 Credits

Required courses - Photojournalism major

JOUR 302 - News Writing II	3 Credits
PHOT 320 - Lighting and Illustration for Photojournalists I	3 Credits
PHOT 325 - Photojournalism I	3 Credits
PHOT 334 - Advanced Workflow for Photojournalists	3 Credits
PHOT 350 - Lighting and Illustration for Photojournalists II	3 Credits
PHOT 355 - Photojournalism for Print Media II	3 Credits
PHOT 336 - Visual Journalism III	3 Credits
PHOT 366 - Visual Journalism IV	3 Credits
PHOT 385 - Photojournalism Work Experience	3 Credits

Elective courses

Choose one course from the following list.

BLAW 300 - Business Law	3 Credits
MKTG 261 - Digital and Social Media Advertising	3 Credits
MKTG 265 - Digital Marketing Foundations	3 Credits
MKTG 306 - Building and Managing Brands	3 Credits
MKTG 366 - Professional Selling, Ethics and Customer Relationship Management	3 Credits
MKTG 375 - Integrated Marketing Communications	3 Credits
PHIL 241 - Critical Thinking	3 Credits
PHOT 353 - Freelancing and Portfolio Production	3 Credits

Optional courses

CPWK 255 - Cooperative Work Term	0 Credits

Suggested schedule of study

We recommend you complete the courses in the order listed below.

Year 1

Semester 1

JOUR 258 - Journalism Ethics	3 Credits
MKTG 260 - Marketing Essentials	3 Credits
PHOT 216 - Visual Journalism I	3 Credits
RSCH 203 - News Research for Journalists	3 Credits
WRIT 230 - Writing for Journalism	3 Credits

Semester 2

JOUR 212 - Social Media Management	3 Credits
JOUR 251 - News Writing I	3 Credits
JOUR 254 - Online Journalism I	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

Year 2

Semester 3

JOUR 302 - News Writing II	3 Credits
PHOT 320 - Lighting and Illustration for Photojournalists I	3 Credits
PHOT 325 - Photojournalism 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 355 - Photojournalism for Print Media II	3 Credits
PHOT 366 - Visual Journalism IV	3 Credits
PHOT 385 - Photojournalism Work Experience	3 Credits

Elective courses - Photojournalism (choose one)

BLAW 300 - Business Law	3 Credits
MKTG 261 - Digital and Social Media Advertising	3 Credits
MKTG 265 - Digital Marketing Foundations	3 Credits
MKTG 306 - Building and Managing Brands	3 Credits
MKTG 366 - Professional Selling, Ethics and Customer Relationship Management	3 Credits
MKTG 375 - Integrated Marketing Communications	3 Credits
PHIL 241 - Critical Thinking	3 Credits
PHOT 353 - Freelancing and Portfolio Production	3 Credits

Progression

You must attain a PGPA and/or a CGPA of 2.0 or better each semester and pass the prerequisite courses to progress through the program.

To qualify for graduation, you must pass all courses, attain a CGPA of 2.0 or better and complete course requirements within the prescribed timelines.

Review our grading and progression procedure >

Costs

Books and supplies

Books are approximately $400 for the whole program.

Find your booklist on the SAIT Bookstore's website. The booklist will be available closer to the program start date. Can't find your program or course? The bookstore didn't receive a textbook list. Contact your program directly to determine if they're still refining course details or if you're in luck; no textbook purchase is required this term.

Camera and related equipment

Camera equipment costs range between $600 and $2,000 and must be purchased as you enter your first year. Review the first-year gear list for an in-depth summary of equipment requirements.

Additional equipment (lighting, video and workflow accessories) costs around $2,000 and must be purchased as you enter your second year. For the best learning experience, upgraded camera equipment can optionally be purchased for about $7,000. Equipment requirements and recommendations can be found in the photojournalism major gear list.

Computer

This is a bring-your-own-device program with custom hardware and software requirements.

You'll need a Mac computer that meets the minimum requirements and is approximately $1,200 (including a multi-port adapter and card reader).

Software subscriptions to Adobe Creative Cloud and Camera Bits Photo Mechanic are also required. Mac requirements and subscription purchase details can be found in the first-year gear list.

Smartphone

A smartphone with an active cellular data plan is required. Recommendations can be found in the first-year gear list.

Business program advising

For any questions or to set up an advising appointment, please get in touch with our School of Business.

Phone: 403.284.8485
Email: business.advising@sait.ca

Program Outcomes

1. Use critical thinking skills and fact-checking as a journalistic verification process.
2. Apply ethical principles, codes and standards that align with journalistic values.
3. Demonstrate adaptability and agility in a dynamic industry.
4. Ensure accurate and respectful reporting on diverse communities and issues.
5. Collaborate effectively in teams where diverse perspectives are represented.
6. Create visually compelling content that engages a broad audience.
7. Demonstrate digital literacy and proficiency.
8. Apply relevant marketing strategies.
9. Apply an entrepreneurial mindset.
10. Demonstrate awareness of physical, mental, and digital challenges that affect safety in a journalistic environment.

Graduate outcomes

A. **Safety** - awareness of safety standards relevant to the workplace.
   - Safety awareness

B. **Responsible leadership** - personal, ethical and respectful behaviour within the workplace and global community.
   - Teamwork and multi-disciplinary collaboration
   - Self-initiative
   - Ethical reasoning and action
   - Global awareness
   - Sustainability

C. **Communication** - the exchange of information professionally and effectively.
   - Language skills
   - Interpersonal skills

D. **Information literacy** - the strategies used to become informed, from recognizing an information need to accessing and evaluating information and using it effectively and ethically.
   - Problem-solving and critical thinking
   - Quantitative literacy
   - Technological literacy

E. **Technical knowledge, skills and abilities** - technical competence specific to the discipline or industry.
   - Specialized technical skill set

Journalism - Print and Online

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

Contact us

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

Program Description

Are you interested in journalism and the art of storytelling? If writing and digital media are your style, the Print and Online Journalism major is a great choice.

You'll learn the basics of journalism, including ethical news reporting, and then branch out in various areas, including marketing, public relations, and social media or digital content creation.

In the first year, you'll dive into news writing, basic photography, marketing, advertising, public relations, publication design, and online journalism. You'll build a solid foundation in journalism skills, preparing you for various career opportunities in digital media, public relations, communications, traditional journalism and more.

In your second year, you'll refine your writing, editing, layout design, and digital publishing skills. You'll work on various writing formats, from news features to blogs, and gain experience in editing, business writing, copywriting, and public relations. The program culminates in a simulated "newsroom" experience where you'll create content for SAIT's online newspaper.

This field offers the flexibility to blaze your path, whether as a freelance writer or photographer or working for a company or a news organization.

Our class sizes are small, with 32 students on average, and photography class sizes are capped at 16.

Whether you're passionate about writing, photography, or digital media, our Journalism program is your first step toward a rewarding career in storytelling, communication and the creative industries.

Program Overview

Traits, skills and aptitudes

Those in journalism or creative industries tend to be innovative, methodical, and directive.

You need:

- flexibility
- eloquence and precise language skills
- an understanding of your medium and knowledge of your area of interest
- the ability to be objective and self-critical about your work and to accept objective criticism from others
- research and organizational skills
- time-management skills
- negotiation and marketing skills
- interviewing skills
- self-discipline.

You should enjoy gathering and clarifying information, writing, and presenting to people. You should also be prepared to work irregular hours and travel for work.

Practicum, co-op and work integrated learning opportunities

In your final semester, you'll participate in a four-week practicum at a digital or print-based journalism, editorial, corporate or non-profit organization.

You are responsible for securing your placement, which needs to be approved. Before your practicum, you'll complete assignments and get assistance creating a resume, setting up your LinkedIn profile, practicing interviews, and learning how to approach potential employers about a practicum placement.

You'll also have the option to complete a cooperative work term between your first and second year of study. This work term isn't required to graduate.

Credential

After successfully completing this program, you'll receive a SAIT Journalism diploma with a major in Print and Online Journalism.

Program length

2 years

Accepts international applicants - not-PGWP eligible

This program is open to international applicants; however, program availability may be limited. This program does not meet the eligibility criteria for the Post-Graduation Work Permit program.

Not eligible for CAJG

This program is not eligible for the Canada Alberta Job Grant.

Related careers

Our graduates may work in the following occupations. Some careers require additional experience and education.

Potential careers (NOC):

- Journalists (51113)
- Editors (5110)
- Technical writers (51112)
- Authors and writers (51111)
- Photographers (53110)

Admission Requirements

Applicants educated in Canada

Applicants must demonstrate English language proficiency and completion of the following courses or equivalents:

- at least 60% in English Language Arts 30-1 or English Language Arts 30-2.

SAIT accepts high school course equivalents for admission for applicants educated outside Alberta.

Applicants educated outside of Canada

All applicants who were educated outside of Canada must demonstrate English language proficiency and provide proof they meet the program admission requirements outlined above with an international document assessment. Find accepted educational documents and assessment options.

SAIT may also accept courses completed at certain international post-secondary institutions.

Application process

When applying in the application portal, select Journalism. You will declare your major before your second year of the program.

Program Outline

The Journalism - Print and Online Journalism diploma requires 60 credits (18 courses) to complete.

The program spans two years, with two semesters each year.

Required courses

You must take all of the following courses to complete this program.

Required courses - Journalism core

JOUR 212 - Social Media Management	3 Credits
JOUR 251 - News Writing I	3 Credits
JOUR 254 - Online Journalism I	3 Credits
JOUR 258 - Journalism Ethics	3 Credits
MKTG 260 - Marketing Essentials	3 Credits
PHOT 216 - Visual Journalism I	3 Credits
PHOT 256 - Visual Journalism II	3 Credits
PUBL 261 - Publication Planning and Design	3 Credits
RSCH 203 - News Research for Journalists	3 Credits
WRIT 230 - Writing for Journalism	3 Credits

Required courses - Print and Online major

JOUR 301 - Online Journalism II	3 Credits
JOUR 302 - News Writing II	3 Credits
JOUR 316 - Daily News Reporting and Production	3 Credits
JOUR 357 - News Writing III	3 Credits
PHOT 336 - Visual Journalism III	3 Credits
PRCT 375 - Journalism Practicum	3 Credits
PREL 364 - Public Relations Writing and Design	3 Credits
PROJ 378 - Journalism Projects	3 Credits

Elective courses

Choose two courses from the following list.

BLAW 300 - Business Law	3 Credits
MKTG 261 - Digital and Social Media Advertising	3 Credits
MKTG 265 - Digital Marketing Foundations	3 Credits
MKTG 306 - Building and Managing Brands	3 Credits
MKTG 366 - Professional Selling, Ethics and Customer Relationship Management	3 Credits
MKTG 375 - Integrated Marketing Communications	3 Credits
PHIL 241 - Critical Thinking	3 Credits
PHOT 353 - Freelancing and Portfolio Production	3 Credits

Optional courses

CPWK 255 - Cooperative Work Term	0 Credits

Suggested schedule of study

We recommend you complete the courses in the order listed below.

Year 1

Semester 1

JOUR 258 - Journalism Ethics	3 Credits
MKTG 260 - Marketing Essentials	3 Credits
PHOT 216 - Visual Journalism I	3 Credits
RSCH 203 - News Research for Journalists	3 Credits
WRIT 230 - Writing for Journalism	3 Credits

Semester 2

JOUR 212 - Social Media Management	3 Credits
JOUR 251 - News Writing I	3 Credits
JOUR 254 - Online Journalism I	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

Year 2

Semester 3

JOUR 301 - Online Journalism II	3 Credits
JOUR 302 - News Writing II	3 Credits
JOUR 316 - Daily News Reporting and Production	3 Credits
PHOT 336 - Visual Journalism III	3 Credits
PREL 364 - Public Relations Writing and Design	3 Credits

Semester 4

JOUR 357 - News Writing III	3 Credits
PRCT 375 - Journalism Practicum	3 Credits
PROJ 378 - Journalism Projects	3 Credits

Elective courses - Print and online (choose two)

BLAW 300 - Business Law	3 Credits
MKTG 261 - Digital and Social Media Advertising	3 Credits
MKTG 265 - Digital Marketing Foundations	3 Credits
MKTG 306 - Building and Managing Brands	3 Credits
MKTG 366 - Professional Selling, Ethics and Customer Relationship Management	3 Credits
MKTG 375 - Integrated Marketing Communications	3 Credits
PHIL 241 - Critical Thinking	3 Credits
PHOT 353 - Freelancing and Portfolio Production	3 Credits

Progression

You must attain a PGPA and/or a CGPA of 2.0 or better each semester and pass the prerequisite courses to progress through the program.

To qualify for graduation, you must pass all courses, attain a CGPA of 2.0 or better and complete course requirements within the prescribed timelines.

Review our grading and progression procedure >

Costs

Books and supplies

Books are approximately $400 for the whole program.

Find your booklist on the SAIT Bookstore's website. The booklist will be available closer to the program start date. Can't find your program or course? The bookstore didn't receive a textbook list. Contact your program directly to determine if they're still refining course details or if you're in luck; no textbook purchase is required this term.

Camera and related equipment

Camera equipment costs range between $600 and $2,000 and must be purchased as you enter your first year. Refer to the first-year gear list for an in-depth summary of equipment requirements.

Additional equipment (audio and video accessories) costs around $400 and must be purchased as you enter your second year. Equipment requirements and recommendations can be found in the online and print major gear list.

Computer

This is a bring-your-own-device program with custom hardware and software requirements.

You'll need a Mac computer that meets the minimum requirements and is approximately $1,200 (including a multi-port adapter and card reader).

Software subscriptions to Adobe Creative Cloud and Camera Bits Photo Mechanic are also required. Mac requirements and subscription purchase details can be found in the first-year gear list.

Smartphone

A smartphone with an active cellular data plan is required. Recommendations can be found in the first-year gear list.

Business program advising

For any questions or to set up an advising appointment, please get in touch with our School of Business.

Phone: 403.284.8485
Email: business.advising@sait.ca

Program Outcomes

1. Use critical thinking skills and fact-checking as a journalistic verification process.
2. Apply ethical principles, codes and standards that align with journalistic values.
3. Demonstrate adaptability and agility in a dynamic industry.
4. Ensure accurate and respectful reporting on diverse communities and issues.
5. Collaborate effectively in teams where diverse perspectives are represented.
6. Create visually compelling content that engages a broad audience.
7. Demonstrate digital literacy and proficiency.
8. Apply relevant marketing strategies.
9. Apply an entrepreneurial mindset.
10. Demonstrate awareness of physical, mental, and digital challenges that affect safety in a journalistic environment.

Graduate outcomes

A. **Safety** - awareness of safety standards relevant to the workplace.
   - Safety awareness

B. **Responsible leadership** - personal, ethical and respectful behaviour within the workplace and global community.
   - Teamwork and multi-disciplinary collaboration
   - Self-initiative
   - Ethical reasoning and action
   - Global awareness
   - Sustainability

C. **Communication** - the exchange of information professionally and effectively.
   - Language skills
   - Interpersonal skills

D. **Information literacy** - the strategies used to become informed, from recognizing an information need to accessing and evaluating information and using it effectively and ethically.
   - Problem-solving and critical thinking
   - Quantitative literacy
   - Technological literacy

E. **Technical knowledge, skills and abilities** - technical competence specific to the discipline or industry.
   - Specialized technical skill set

Land Analyst

- **For information regarding upcoming program intakes, please see sait.ca.**

Contact us

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

Program Description

Forge your path in the oil and gas sector with the Land Analyst certificate, an online program designed to provide you with the essential skills and knowledge needed to manage and coordinate land administration tasks effectively.

This ten-course credit program is tailored for those looking to make an impact by bridging the gap between corporations, landowners, regulatory bodies and government entities.

Your learning journey covers all aspects of surface land administration. The curriculum is crafted to give you direct knowledge and experience, enabling you to apply learned concepts directly to real-world scenarios.

In this program, you will:

- master land administration concepts and practices
- gain proficiency in liaising between various stakeholders in the oil and gas industry
- learn how to manage and maintain accurate land and lease records
- gain expertise in coordinating data and projects and ensuring regulatory and environmental compliance
- develop competence in managing relationships within communities affected by energy projects
- grasp the evolving landscape of renewable energy and its impact on land administration.

Coordination and liaison roles are essential for the smooth operation of land management activities. Develop the competencies to manage land records, negotiate leases and ensure regulatory compliance.

Open the door to many career opportunities across various sectors, including energy, utilities, environmental and transportation. Prepare for roles such as land and records administrator, surface land coordinator, project analyst, community relations representative, lease records analyst, renewable energy land administrator and more.

Study at your own pace and build your career without putting your life on hold. Our online program offers the flexibility to balance your studies with personal and professional commitments.

Connect with peers and professionals through online forums, group projects and collaborative learning opportunities.

If you are a professional seeking to enter or advance in the land management sector of the oil and gas industry or looking for a comprehensive, flexible online program that fits your schedule, this program is for you.

Program Overview

Traits, skills and aptitudes

As a land analyst, you need:

- integrity and high ethical standards
- written and verbal communication skills
- interpersonal, negotiation and public relations skills
- analytical, time-management and problem-solving skills
- organizational skills and attention to detail
- patience
- ability to work with little supervision
- computer skills
- leadership skills to interact with all functions and levels of management
- the ability to make decisions according to multiple, changing priorities under tight deadlines.

You should enjoy having clear rules and organized methods to guide your activities, dealing with legal matters and working with people from all walks of life.

Practicum, co-op and work integrated learning opportunities

During your second semester, you'll have the option to:

- complete an eight-week practicum with an employer, or
- complete a group project to refine your project management skills, including the planning and management of project scope, time, cost, quality, human resources, communication, risk and procurement.

Credential

After successfully completing this program, you'll receive a SAIT Land Analyst certificate.

Program length

1 year

Not open to international applicants

This program is not available to international applicants at this time.

Not eligible for CAJG

This program is not eligible for the Canada Alberta Job Grant.

Related careers

Our graduates may work in the following occupations. Some careers require additional experience and education.

Potential careers (NOC):

- Urban and land use planners (21202)
- Land surveyors (21203)
- Procurement and purchasing agents and officers (12102)

Admission Requirements

Applicants educated in Canada

Applicants must demonstrate English language proficiency and completion of the following courses or equivalents:

- 50% or better in English Language Arts 30-1 or 30-2, and
- 50% or better in Math 20-1 or Math 20-2.

SAIT accepts high school course equivalents for admission for applicants educated outside Alberta.

Applicants educated outside of Canada

All applicants who were educated outside of Canada must demonstrate English language proficiency and provide proof they meet the program admission requirements outlined above with an international document assessment. Find accepted educational documents and assessment options.

SAIT may also accept courses completed at certain international post-secondary institutions.

Program Outline

The Land Analyst certificate requires 30 credits (10 courses) to complete.

The program spans one year, with two semesters.

Required courses

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
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

Elective courses

Choose one of the following courses.

PRAC 286 - Practicum	3 Credits
PROJ 399 - Project Management	3 Credits

Suggested schedule of study

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

Elective (choose one)

PRAC 286 - Practicum	3 Credits
PROJ 399 - Project Management	3 Credits

Progression

You must attain a PGPA and/or a CGPA of 2.0 or better each semester and pass the prerequisite courses to progress through the program.

To qualify for graduation, you must pass all courses, attain a CGPA of 2.0 or better and complete course requirements within the prescribed timelines.

Review our grading and progression procedure >

Costs

Books and supplies

Supplies are approximately $1,000 - $1,500 per full-time year.

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

Find your booklist on the SAIT Bookstore's website. The booklist will be available closer to the program start date. Can't find your program or course? The bookstore didn't receive a textbook list. Contact your program directly to determine if they're still refining course details or if you're in luck; no textbook purchase is required this term.

Energy program advising

For any questions or to set up an advising appointment, please contact our MacPhail School of Energy.

Phone: 403.284.8451
Email: macphail.students@sait.ca

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**
- **Includes a four-week unpaid practicum placement**

Contact us

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

Program Description

In our practical two-year Legal Assistant program, you'll gain valuable legal administrative skills that are in high demand.

Your instructors will be lawyers and former legal assistants. They'll help you understand the ins and outs of the legal office.

As a student, you will:

- master precise keyboarding and transcription using industry-standard software
- learn the relevant legal terminology to equip you with the skills to prepare legal documents accurately.
- The Legal Assistant program covers all administrative aspects of working in a law office or courthouse. You'll receive training in computer applications, legal writing, transcription, and office procedures.

You'll also learn the basics of various areas of law, like civil litigation, real estate, corporate law, criminal law, wills and estates, and family law. You'll be prepared to create administrative documents to support the lawyers in your office.

You will wrap up your studies with a one-month unpaid practicum placement to show potential employers and legal counsel your skills and professionalism.

Many of our graduates find jobs in law firms or within the court system. You'll be ready for jobs as a legal assistant, court clerk, or other court worker. With experience, you may become a paralegal.

Flexible study options

Choose between full-time or part-time study to match your schedule.

A full-time course load includes five courses per semester, with around twenty classroom hours per week and an additional six hours of homework per course outside of the classroom.

If you need a lower course load, you have seven years from the day you start to complete all required courses.

Program Overview

Traits, skills and aptitudes

Those who work as legal assistants tend to be methodical, objective, and directive.

You need:

- strong communication, organization, and time-management skills
- accuracy and attention to detail
- the ability to work with clients who are under stress
- the ability to work independently or as part of a team
- the ability to solve problems under tight deadlines
- integrity and respect for confidentiality
- the ability to think quickly and switch between tasks when emergencies arise
- good reading comprehension
- critical thinking skills.

You should be comfortable dealing with a variety of different people and enjoy working in an office environment and organizing information.

Practicum, co-op and work integrated learning opportunities

Practicum for the Legal Assistant Program occurs after you successfully complete all course work.

Credential

Upon successful completion of the program, you'll receive a SAIT Legal Assistant diploma.

Program length

2 years

Accepts international applicants - not-PGWP eligible

This program is open to international applicants; however, program availability may be limited. This program does not meet the eligibility criteria for the Post-Graduation Work Permit program.

Not eligible for CAJG

This program is not eligible for the Canada Alberta Job Grant.

Related careers

Our graduates may work in the following occupations. Some careers require additional experience and education.

Potential careers (NOC):

- Legal administrative assistants (13111)
- Court clerks and related court services occupations (14103)
- Paralegals and related occupations (42200)
- Applicants educated in Canada
- Applicants must demonstrate English language proficiency and completion of all the following courses or equivalents:
- at least 50% in English Language Arts 30-1 or English Language Arts 30-2, and
- at least 50% in Math 10C or Math 20-3.

SAIT accepts high school course equivalents for admission for applicants educated outside Alberta.

Applicants educated outside of Canada

All applicants who were educated outside of Canada must demonstrate English language proficiency and provide proof they meet the program admission requirements outlined above with an international document assessment. Find accepted educational documents and assessment options.

SAIT may also accept courses completed at certain international post-secondary institutions.

Program Outline

The Legal Assistant diploma requires 61.5 credits (21 courses) to complete.

The program spans two years, with two semesters in the first year and three in the second. Your final semester is your practicum placement.

Required courses

ENGL 205 - Grammar and Proofreading	3 Credits
LEGA 205 - Keyboard Skill Building	3 Credits
LEGA 215 - Legal Computer Applications I	3 Credits
LEGA 255 - Law Office Procedures	3 Credits
LEGA 265 - Legal Computer Applications II	3 Credits
LEGA 305 - Legal Transcription	3 Credits
LEGA 355 - Law Office Simulation	3 Credits
LEGA 365 - Legal Computer Applications III	3 Credits
LEGL 200 - Introduction to Law	3 Credits
LEGL 210 - Corporate Law	3 Credits
LEGL 250 - Legal Writing I	3 Credits
LEGL 260 - Litigation Law I	3 Credits
LEGL 270 - Real Estate Law I	3 Credits
LEGL 300 - Legal Writing II	3 Credits
LEGL 310 - Litigation Law II	3 Credits
LEGL 320 - Real Estate Law II	3 Credits
LEGL 350 - Criminal Law	3 Credits
LEGL 360 - Family Law	3 Credits
LEGL 380 - Wills and Estate Law	3 Credits
MNGT 250 - Organizational Behaviour	3 Credits
PRCT 385 - Law Office Practicum	1.5 Credits

Suggested schedule of study

We recommend you complete the courses in the order listed below.

Year 1

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

Year 2

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

Progression

You must attain a PGPA and/or a CGPA of 2.0 or better each semester and pass the prerequisite courses to progress through the program.

To qualify for graduation, you must pass all courses, attain a CGPA of 2.0 or better and complete course requirements within the prescribed timelines.

Review our grading and progression procedure >

Costs

Books and supplies

Books and supplies are approximately $1,000 - $1,500 per full-time year.

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

Find your booklist on the SAIT Bookstore's website. The booklist will be available closer to your program start date. Can't find your program or course? The bookstore didn't receive a textbook list. Contact your program advisor directly to determine if they're still refining course details or, if you're in luck, no textbook purchase is required this term.

Business program advising

For any questions or to set up an advising appointment, please get in touch with our School of Business.

Phone: 403.284.8485
Email: business.advising@sait.ca

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 preparing 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.

Graduate outcomes

A. **Safety** - awareness of safety standards relevant to the workplace.
   - Safety awareness

B. **Responsible leadership** - personal, ethical and respectful behaviour within the workplace and global community.
   - Teamwork and multi-disciplinary collaboration
   - Self-initiative
   - Ethical reasoning and action
   - Global awareness
   - Sustainability

C. **Communication** - the exchange of information professionally and effectively.
   - Language skills
   - Interpersonal skills

D. **Information literacy** - the strategies used to become informed, from recognizing an information need to accessing and evaluating information and using it effectively and ethically.
   - Problem-solving and critical thinking
   - Quantitative literacy
   - Technological literacy

E. **Technical knowledge, skills and abilities** - technical competence specific to the discipline or industry.
   - Specialized technical skill set

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

Our Library Information Technology diploma program is your ticket to becoming a skilled library technician, information specialist, or records management technician.

You'll learn to manage the ever-expanding realm of information in today's digital age, making it accessible and useful to people. Our program emphasizes continual learning and professional development.

This program opens doors to a variety of exciting careers, including opportunities in public, academic, specialized, government, and law libraries. Roles are also available in school learning commons. These organizations need individuals with technical and people skills to manage and provide access to information.

Versatile skill set

Our program covers every facet of library operations. You'll delve into information services, including database searching and library network technology.

Gain expertise in cataloguing and classification, ensuring that resources are organized for easy retrieval.

Harness the power of current library technology to enhance your work. Explore emerging technology trends and issues.

Learn how to assist and educate library patrons on efficiently accessing the information they seek. You'll become a valuable resource for those in need of information.

Beyond the core library skills, you'll explore records management, storytelling, marketing, public relations, web design, and more.

These skills are essential in today's library landscape.

Stay up to date with industry standards for organizing materials and records. You'll also learn to comply with regulatory and legislative information, ensuring ethical and legal practices in your work.

Create services and programs that cater to the needs of your community. Your role will connect people with information and foster a sense of belonging.

Program Overview

Traits, skills and aptitudes

Those working in library information technology tend to be social, methodical and innovative.

You need:

- strong customer service skills
- self-motivation, versatility and adaptability
- a flexible attitude
- the ability to follow detailed directions
- organizational and time management skills
- technical skills related to using online resources, including MS Office
- technical troubleshooting skills
- to be able to work alone and as part of a team
- research, technical assistance and information fluency skills
- public speaking and instructional skills.

You should enjoy helping others, being creative, and paying attention to details.

Practicum, co-op and work integrated learning opportunities

You'll participate in two practicum placements in your last semester.

These three-week placements will occur in libraries, records or related information management organizations.

A practicum coordinator will work with you to find these placements.

Credential

After successfully completing this program, you'll recieve a SAIT Library Information Technology diploma.

Program length

2 years

Accepts international applicants – not-PGWP eligible

This program is open to international applicants; however, program availability may be limited. This program does not meet the eligibility criteria for the Post-Graduation Work Permit program.

Not eligible for CAJG

This program is not eligible for the Canada Alberta Job Grant.

Related careers

Our graduates may work in the following occupations. Some careers require additional experience and education.

Potential careers (NOC):

- Library assistants and clerks (14300)
- Library and public archive technicians (52100)

Admission Requirements

Applicants educated in Canada

Applicants must demonstrate English language proficiency and meet all the following requirements or equivalent:

- at least 60% in English Language Arts 30-1 or English Language Arts 30-2, and
- the completion of two of the following Grade 12 subjects
- Math
- Science
- Social Science
- Accounting
- Law
- a second language.

LIBR 200 (Introduction to Libraries) may be substituted for one of the two Grade 12 subjects.

SAIT accepts high school course equivalents for admission for applicants educated outside Alberta.

Applicants educated outside of Canada

All applicants who were educated outside of Canada must demonstrate English language proficiency and provide proof they meet the program admission requirements outlined above with an international document assessment. Find accepted educational documents and assessment options.

SAIT may also accept courses completed at certain international post-secondary institutions.

Program Outline

The Library Information Technology requires 61.5 credits (24 courses) to complete.

The program spans two years, with two semesters each year.

Required courses

COMM 352 - Communicating in the Workplace	1.5 Credits
COMN 220 - Communication and Presentation Skills	3 Credits
COMP 220 - Computer Fundamentals	3 Credits
DATA 375 - Online Database Searching	3 Credits
LIBR 200 - Introduction to Libraries	1.5 Credits
LIBR 202 - Bibliographic Description and Access I	3 Credits
LIBR 235 - Library Information Services I	3 Credits
LIBR 251 - Integrated Library Technology	3 Credits
LIBR 252 - Bibliographic Description and Access II	3 Credits
LIBR 297 - Library Operations	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
LIBR 323 - Managing Digital Content	3 Credits
LIBR 330 - Storytelling	1.5 Credits
LIBR 335 - Library Information Services II	3 Credits
LIBR 399 - Library and Information Technology Project	1.5 Credits
MGMT 215 - Advanced Information and Records Management	3 Credits
MGMT 244 - Fundamentals of Information and Records Management	3 Credits
MKTG 360 - Library Marketing	1.5 Credits
MMGT 350 - Information Management Administration	3 Credits
PRAC 320 - Practicum Preparation	1.5 Credits
PRAC 392 - Library Practicum	3 Credits

Suggested schedule of study

We recommend you complete the courses in the order listed below.

Year 1

Semester 1

COMN 220 - Communication and Presentation Skills	3 Credits
COMP 220 - Computer Fundamentals	3 Credits
LIBR 200 - Introduction to Libraries	1.5 Credits
LIBR 202 - Bibliographic Description and Access I	3 Credits
LIBR 235 - Library Information Services I	3 Credits
LIBR 297 - Library Operations	3 Credits

Semester 2

COMM 352 - Communicating in the Workplace	1.5 Credits
LIBR 251 - Integrated Library Technology	3 Credits
LIBR 252 - Bibliographic Description and Access II	3 Credits
LIBR 335 - Library Information Services II	3 Credits
MGMT 244 - Fundamentals of Information and Records Management	3 Credits
MKTG 360 - Library Marketing	1.5 Credits

Year 2

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

Progression

You must attain a PGPA and/or a CGPA of 2.0 or better each semester and pass the prerequisite courses to progress through the program.

To qualify for graduation, you must pass all courses, attain a CGPA of 2.0 or better and complete course requirements within the prescribed timelines.

Review our grading and progression procedure >

Costs

Books and supplies

Books and supplies are approximately $1,000 - $1,500 per full-time year.

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

Find your booklist on the SAIT Bookstore's website. The booklist will be available close to your start date. Can't find your program or course? The bookstore didn't receive a textbook list. Contact your program directly to determine if they're still refining course details or if you're in luck; no textbook purchase is required for that term.

Business program advising

For any questions or to set up an advising appointment, please get in touch with our School of Business.

Phone: 403.284.8485
Email: business.advising@sait.ca

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.

Graduate outcomes

A. **Safety** - awareness of safety standards relevant to the workplace.
   - Safety awareness

B. **Responsible leadership** - personal, ethical and respectful behaviour within the workplace and global community.
   - Teamwork and multi-disciplinary collaboration
   - Self-initiative
   - Ethical reasoning and action
   - Global awareness
   - Sustainability

C. **Communication** - the exchange of information professionally and effectively.
   - Language skills
   - Interpersonal skills

D. **Information literacy** - the strategies used to become informed, from recognizing an information need to accessing and evaluating information and using it effectively and ethically.
   - Problem-solving and critical thinking
   - Quantitative literacy
   - Technological literacy

E. **Technical knowledge, skills and abilities** - technical competence specific to the discipline or industry.
   - Specialized technical skill set

Machining Technology

- **Complete in one to five years**
- **Fall start full-time classroom**

Contact us

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

Program Description

Begin a career in machining, a trade that blends precision, craftsmanship and technical expertise.

Our Machining Technology diploma program offers an extensive, hands-on learning experience, equipping you with the skills to operate precision and Computer Numerical Control (CNC) machinery. These skills are crucial for producing intricate components used across various industries.

You'll build a tech-driven toolkit, gaining proficiency in programming and operating advanced equipment such as CNC mills, lathes, and coordinate measuring machines (CMM).

Additionally, you'll learn to work with conventional mills, drills, lathes and grinders for metal cutting and shaping operations.

In this program, you will:

- learn a broad range of machining technologies and techniques
- learn to set up and operate both manual and CNC machines
- master the art of interpreting blueprints
- be introduced to computer-aided design (CAD) and use computer-aided manufacturing (CAM) software to develop tool paths
- learn how to plan manufacturing processes and validate design accuracy
- gain knowledge in precise measurement techniques and the properties of different metals
- learn the fundamentals of effective communication within a machine shop environment.

This program provides a thorough grounding in foundational and advanced machining technology for those aspiring to become skilled machinists.

Prepare to join an industry where precision, skill and technological expertise come together to create the components that keep our world running.

Program Overview

Traits, skills and aptitudes

Those in machining tend to be objective, innovative and methodical.

You need:

- mechanical aptitude
- critical thinking and problem-solving skills
- the ability to use your hands skillfully and quickly
- the ability to estimate and measure sizes and distances accurately
- the ability to work alone on tasks that require concentration and physical effort.

You should enjoy doing creative work with machinery that requires a high degree of skill and precision.

Academic path

This program aligns with the Alberta Apprenticeship and Industry Training (AIT) curriculum for all four technical training periods for Machinists.

After successfully completing each of the first three semesters, you'll be eligible to challenge the exams for periods one through three. At the end of 60 weeks, you'll be eligible to challenge the period four exam.

Upon passing the exams, you can register as an apprentice and complete the on-the-job training hours to earn your journeyperson designation.

Practicum, co-op and work integrated learning opportunities

You can complete an optional cooperative work term between your first and second year.

This opportunity allows you to apply your classroom learning in the workplace and gain valuable industry experience while networking with a potential employer.

Credential

Upon successful completion of this program, you'll receive a SAIT Machining Technology diploma.

Program length

2 years

Accepts international applicants - PGWP-eligible

This program accepts international applicants and meets the eligibility criteria for the Post-Graduation Work Permit program, as long as the student is registered in on-campus classes or completes more than 50% of the courses on campus (for blended options).

International students are responsible for maintaining their eligibility throughout their studies.

Not eligible for CAJG

This program is not eligible for the Canada Alberta Job Grant.

Related careers

Our graduates may work in the following occupations. Some careers require additional experience and education.

Potential careers (NOC):

- Industrial engineering and manufacturing technologists and technicians (22302)
- Contractors and supervisors, machining, metal forming, shaping and erecting trades and related occupations (72010)
- Machinists and machining and tooling inspectors (72100)
- Machine fitters (72405)
- Supervisors, other mechanical and metal products manufacturing (92023)
- Metalworking and forging machine operators (24105)
- Machining tool operators (94106)
- Technical Sales Specialist (62100)

Admission Requirements

Applicants educated in Canada

Applicants must demonstrate English language proficiency and completion of the following courses or equivalents:

- at least 50% in Math 20-1, 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.

Applicants who have previously completed the SAIT Machinist Technician certificate program or equivalent may also be accepted in place of the above requirements.

SAIT accepts high school course equivalents for admission for applicants educated outside of Alberta.

Applicants educated outside of Canada

All applicants who were educated outside of Canada must demonstrate English language proficiency and provide proof they meet the program admission requirements outlined above with an international document assessment. Find accepted educational documents and assessment options.

SAIT may also accept courses completed at certain international post-secondary institutions.

Program Outline

The Machining Technology diploma requires 60 credits (26 courses) to complete.

The program spans two years, with two semesters each year.

Required courses

BLPR 229 - Blueprint Reading 1	1.5 Credits
BLPR 235 - Blueprint Reading (CAD) 2	1.5 Credits
BLPR 301 - Blueprint Reading (CAD/CAM) 3	1.5 Credits
BLPR 350 - Blueprint Reading (CAD/CAM) 4	1.5 Credits
COMM 267 - Professional Communication Skills	1.5 Credits
EMTL 204 - Metallurgy	1.5 Credits
EMTL 307 - Metrology (CMM)	1.5 Credits
MACH 201 - Machine Shop 1	3 Credits
MACH 203 - Machinist Theory 1	3 Credits
MACH 211 - Machine Shop 2	3 Credits
MACH 252 - Machinist Theory 2	3 Credits
MACH 301 - Machine Shop 3	3 Credits
MACH 305 - Machinist Theory 3	3 Credits
MACH 352 - Machine Shop 4	3 Credits
MACH 354 - Machinist Theory 4	3 Credits
MATH 266 - Applied Mathematics for Technicians	1.5 Credits
MATH 267 - Applied Mathematics for Machinists - 2	1.5 Credits
MATH 302 - Applied Mathematics for Machinists - 3	1.5 Credits
MNFG 201 - CNC Shop 1	3 Credits
MNFG 202 - CNC Theory 1	1.5 Credits
MNFG 212 - CNC Shop 2	1.5 Credits
MNFG 256 - CNC Theory 2	3 Credits
MNFG 301 - CNC Theory 3	3 Credits
MNFG 303 - CNC Shop 3	3 Credits
MNFG 351 - CNC Theory 4	3 Credits
MNFG 352 - CNC Shop 4	3 Credits

Optional courses

CPWK 252 - Cooperative Work Term	0 Credits

Suggested schedule of study

Year 1

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 Technicians	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

Year 2

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

Progression

You must attain a PGPA and/or a CGPA of 2.0 or better each semester and pass the prerequisite courses to progress through the program.

To qualify for graduation, you must pass all courses, attain a CGPA of 2.0 or better and complete course requirements within the prescribed timelines.

Review our grading and progression procedure >

Costs

Books and supplies

Books and supplies are approximately $2,000 per full-time year.

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

Find your booklist on the SAIT Bookstore's website. The booklist will be available closer to the program start date. Can't find your program or course? The bookstore didn't receive a textbook list. Contact your program directly to determine if they're still refining course details or if you're in luck; no textbook purchase is required this term.

Manufacturing and Automation program advising

For any questions or to set up an advising appointment, please contact our School of Manufacturing and Automation.

Phone: 403.284.8641
Email: ma.info@sait.ca

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 and 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 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

The Management and Leadership certificate is your gateway to becoming an effective leader.

Guided by experienced industry instructors, you'll build a strong foundation for success as a manager, team lead, or supervisor.

In this program, you'll gain hands-on experience managing projects and leading teams. Prepare yourself to guide a team through change while ensuring continuous improvement. Develop leadership, interpersonal, accounting, and project management skills to apply in various situations.

Customize your learning experience by choosing two electives aligned with your needs and interests.

In this program, you will:

- learn to apply basic financial and accounting principles in a business setting
- understand organizational behaviour
- learn to demonstrate responsible leadership in complex and dynamic environments
- gain insights into human resources management theory and how it applies in the workplace
- develop personal skills and professional behaviours essential for upholding general management practices
- apply project management theories and tools to complete projects and achieve goals through effective teamwork
- use information and communication technology to enhance business efficiency.

Put your abilities to the test in a work-integrated learning project. This final course will enhance your critical thinking, communication, collaboration, and organizational capabilities.

The leadership training and development you will gain from this program will prepare you for management jobs in any industry or organization, from health care to human resource management.

Program Overview

Traits, skills and aptitudes

Those in management tend to be innovative, directive, and social.

You need:

- intellectual and emotional maturity
- the ability to control your emotions and behaviour
- independence and objectivity
- energy, confidence, and creativity
- tact
- good listening and communication skills
- problem-solving skills
- project-management skills
- the ability to learn quickly and easily, then share knowledge, teach and train people
- the ability to observe, gather, select, and evaluate facts
- the ability to work effectively as part of a team
- perceptiveness, to recognize an organization's dynamics and politics
- persuasiveness and the ability to motivate others
- integrity.

You should enjoy trying new things, conducting research, taking charge, presenting, and providing constructive feedback to others.

Academic path

The Management and Leadership certificate provides you with options for advanced education.

Graduates of this program have completed up to nine courses required for the SAIT Business Administration diploma or Bachelor of Business Administration degree (varies by major). Additional admission requirements apply.

Practicum, co-op and work integrated learning opportunities

In the capstone course, you'll work with other students from different disciplines to create a solution to a challenge faced by a business or community organization.

Credential

After successfully completing all courses in this program, you'll receive a SAIT Management and Leadership certificate.

Program length

1 year

Accepts international applicants – not-PGWP eligible

This program is open to international applicants; however, program availability may be limited. This program does not meet the eligibility criteria for the Post-Graduation Work Permit program.

CAJG-eligible

This program is eligible for the Canada Alberta Job Grant.

Related careers

Our graduates may work in the following occupations. Some careers require additional experience and education.

Potential careers (NOC):

- Other administrative services managers (10019)
- Other business services managers (10029)
- Administrative officers (13100)
- Administrative assistants (13110)
- Other customer and information services representatives (64409)

Admission Requirements

Applicants educated in Canada

Applicants must demonstrate English language proficiency and completion of one 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.

A minimum of three years' work experience is strongly recommended. A combination of education and experience will be considered upon approval from the Academic Chair.

SAIT accepts high school course equivalents for admission for applicants educated outside of Alberta.

Applicants educated outside of Canada

All applicants who were educated outside of Canada must demonstrate English language proficiency and provide proof they meet the program admission requirements outlined above with an international document assessment. Find accepted educational documents and assessment options.

SAIT may also accept courses completed at certain international post-secondary institutions.

Program Outline

This Management and Leadership certificate requires 30 credits (10 courses) to complete.

MNGT 257 Business Certificate Capstone should be taken only after completing all other required courses and two elective courses.

The program spans one to five years.

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 - Leadership	3 Credits
MNGT 250 - Organizational Behaviour	3 Credits
MNGT 255 - Introduction to Management	3 Credits
MNGT 257 - Business Certificate Capstone	3 Credits
MNGT 321 - Project Management	3 Credits

Elective courses

Choose two of the following electives.

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

Suggested schedule of study

We recommend you complete the courses in the order 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 - Leadership	3 Credits
MNGT 321 - Project Management	3 Credits
Two elective courses	
MNGT 257 - Business Certificate Capstone	3 Credits

Progression

You must attain a PGPA and/or a CGPA of 2.0 or better each semester and pass the prerequisite courses to progress through the program.

To qualify for graduation, you must pass all courses, attain a CGPA of 2.0 or better and complete course requirements within the prescribed timelines.

Review our grading and progression procedure >

Costs

Books and supplies

Books and supplies are approximately $1,000 - $1,500 per full-time year.

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

Find your booklist on the SAIT Bookstore's website. The booklist will be available closer to the program start date. Can't find your program or course? The bookstore didn't receive a textbook list. Contact your program advisor directly to determine if they're still refining course details or if you're in luck; no textbook purchase is required this term.

Business program advising

For any questions or to set up an advising appointment, please get in touch with our School of Business.

Phone: 403.284.8485
Email: business.advising@sait.ca

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.

Graduate outcomes

A. **Safety** - awareness of safety standards relevant to the workplace.
   - Safety awareness

B. **Responsible leadership** - personal, ethical and respectful behaviour within the workplace and global community.
   - Teamwork and multi-disciplinary collaboration
   - Self-initiative
   - Ethical reasoning and action
   - Global awareness
   - Sustainability

C. **Communication** - the exchange of information professionally and effectively.
   - Language skills
   - Interpersonal skills

D. **Information literacy** - the strategies used to become informed, from recognizing an information need to accessing and evaluating information and using it effectively and ethically.
   - Problem-solving and critical thinking
   - Quantitative literacy
   - Technological literacy

E. **Technical knowledge, skills and abilities** - technical competence specific to the discipline or industry.
   - Specialized technical skill set

Marketing

- **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

Our Marketing certificate program brings the worlds of business and creativity together to help you gain important skills in communication, marketing, business development, and project management.

Our experienced instructors will guide you through practical projects, helping you understand how to use smart marketing strategies to attract new customers and build brand loyalty.

Discover how businesses connect with their customers from start to finish. You'll explore both traditional and digital marketing tools and technology.

In this program, you will:

- use technology to make businesses more efficient and use digital marketing tools to create marketing channels and promote products online
- apply marketing theories and processes in a real business setting
- create product, pricing, and promotion strategies that align with a company's goals and learn how to identify the most relevant market segments
- apply project management theories and tools, show effective critical thinking and problem-solving skills in various business situations, and achieve project goals by collaborating effectively in teams.

At the end of the program, you'll put your skills to the test with a capstone project. This project will help you develop critical thinking, communication, collaboration, and organizational abilities.

Once you graduate, you'll be prepared for exciting roles as marketing or communications assistants, marketing managers, social media specialists or event coordinators.

Program Overview

Traits, skills and aptitudes

Those in marketing tend to be directive, social and innovative.

You need:

- a creative, outgoing, upbeat nature
- drive and flexibility to succeed in a competitive field
- effective stress management techniques
- strong project management and motivational skills
- the ability to understand data to create short- and long-term plans
- problem-solving and decision-making skills
- technical software skills
- the ability to be persuasive.

You should enjoy organizing information, directing others, negotiating, and finding creative solutions to problems.

Academic path

The Marketing certificate provides you with options for advanced education.

Graduates of this program have completed up to nine courses required for the SAIT Business Administration diploma or Bachelor of Business Administration degree (varies by major). Additional admission requirements apply.

Practicum, co-op and work integrated learning opportunities

In your capstone course, you will work collaboratively with students from other disciplines to create a solution to a challenge faced by a business or community organization.

Credential

After successfully completing this program, you'll receive a SAIT Marketing certificate.

Program length

1 year

Accepts international applicants - not-PGWP eligible

This program is open to international applicants; however, program availability may be limited. This program does not meet the eligibility criteria for the Post-Graduation Work Permit program.

CAJG-eligible

This program is eligible for the Canada Alberta Job Grant.

Related careers

Our graduates may work in the following occupations. Some careers require additional experience and education.

Potential careers (NOC):

- Advertising, marketing and public relations managers (10022)
- Professional occupations in advertising, marketing and public relations (11202)
- Conference and event planners (12103)
- Business development officers and market researchers and analysts (41402)
- Corporate sales managers (60010)
- Retail sales supervisors (62010)
- Retail salespersons and visual merchandisers (64100)
- Other customer and information services representatives (64409)

Admission Requirements

Applicants educated in Canada

Applicants must demonstrate English language proficiency.

There are no further requirements to enter this program.

Applicants educated outside of Canada

All applicants who were educated outside of Canada must demonstrate English language proficiency and provide proof they meet the program admission requirements outlined above with an international document assessment. Find accepted educational documents and assessment options.

SAIT may also accept courses completed at certain international post-secondary institutions.

Program Outline

The Marketing certificate requires 30 credits (10 courses) to complete.

MNGT 257 Business Certificate Capstone should be taken only after completing all other required courses and two elective courses.

The program spans one to five years.

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 - Building and Managing Brands	3 Credits
MKTG 366 - Professional Selling, Ethics and Customer Relationship Management	3 Credits
MKTG 375 - Integrated Marketing Communications	3 Credits
MNGT 200 - Introduction to Business	3 Credits
MNGT 257 - Business Certificate Capstone	3 Credits
MNGT 321 - Project Management	3 Credits

Elective courses

Choose one of the following electives.

BCMP 225 - Business Productivity Tools and Technology	3 Credits
DATA 410 - Business Context for Data Analysis	3 Credits
MKTG 261 - Digital and Social Media Advertising	3 Credits
MKTG 336 - Marketing Action: From Concept to Creation	3 Credits

Suggested schedule of study

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 - Professional Selling, Ethics and Customer Relationship Management	3 Credits
MKTG 375 - Integrated Marketing Communications	3 Credits
One elective course	
MNGT 257 - Business Certificate Capstone	3 Credits

Progression

You must attain a PGPA and/or a CGPA of 2.0 or better each semester and pass the prerequisite courses to progress through the program.

To qualify for graduation, you must pass all courses, attain a CGPA of 2.0 or better and complete course requirements within the prescribed timelines.

Review our grading and progression procedure >

Costs

Books and supplies

Books and supplies are approximately $1,000 - $1,500 per full-time year.

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

Find your booklist on the SAIT Bookstore's website. The booklist will be available closer to the program start date. Can't find your program or course? The bookstore didn't receive a textbook list. Contact your program advisor directly to determine if they're still refining course details or if you're in luck; no textbook purchase is required this term.

Business program advising

For any questions or to set up an advising appointment, please get in touch with our School of Business.

Phone: 403.284.8485
Email: business.advising@sait.ca

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.

Graduate outcomes

A. **Safety** - awareness of safety standards relevant to the workplace.
   - Safety awareness

B. **Responsible leadership** - personal, ethical and respectful behaviour within the workplace and global community.
   - Teamwork and multi-disciplinary collaboration
   - Self-initiative
   - Ethical reasoning and action
   - Global awareness
   - Sustainability

C. **Communication** - the exchange of information professionally and effectively.
   - Language skills
   - Interpersonal skills

D. **Information literacy** - the strategies used to become informed, from recognizing an information need to accessing and evaluating information and using it effectively and ethically.
   - Problem-solving and critical thinking
   - Quantitative literacy
   - Technological literacy

E. **Technical knowledge, skills and abilities** - technical competence specific to the discipline or industry.
   - Specialized technical skill set

Mechanical Engineering Technology

- **Complete in 1.5 to 5 years**
- **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

Mechanical Engineering Technology is a rigorous, hands-on, two-year diploma program designed to equip you with the technical, analytical and problem-solving skills required for a variety of dynamic careers in mechanical engineering.

This program offers a foundation in the core principles of engineering, combined with practical application and design.

The first year serves as a comprehensive introduction to the field, covering essential subjects such as:

- fundamental mathematics and science for engineering applications
- computer-aided design (CAD) to bring designs to life using industry-standard software
- specialized courses that provide a deeper understanding of mechanical engineering principles.

After successfully completing your first year, you'll choose from one of three specializations - Design and Analysis, Design and Development, or Design and Automation.

While we try to accommodate everyone's specialization preference, selection is based on academic performance in relevant courses, particularly in cases where demand for a specific major exceeds available spots.

Design and Analysis

If you are interested in designing sophisticated mechanical systems, design and analysis is for you. You will:

- learn to create complex mechanical systems and components
- study the effects of vibrations on machinery and how to mitigate them
- explore energy systems and thermodynamics, the principles governing heat, work, temperature and energy
- understand the behaviour of fluids in motion and at rest and their interaction with solids.

Design and Automation

This is for those interested in automated processes in numerous industries. In design and automation, you will:

- delve into designing complex automated systems for manufacturing and other applications
- study programmable logic controllers, IEC61131-3 languages and their applications in automation
- understand the design and operation, and apply various robotics integrations for industrial and manufacturing settings.

Design and Development

This is for you if you want to make prototypes for products and systems. In design and development, you will:

- acquire skills in creating scale models for testing design concepts
- learn rapid prototyping techniques to bring ideas to tangible forms quickly
- focus on designing products and systems for optimal human use and comfort.

Regardless of your specialization, this program prepares you for immediate employment and provides a strong foundation for further studies.

Program Overview

Traits, skills and aptitudes

Those in the mechanical engineering technology field tend to be objective, innovative and methodical.

You need:

- the ability to perceive objects in 3D by looking at 2D drawings
- sketching or drawing skills
- an aptitude for math
- the ability to solve problems and think outside the box
- writing and speaking skills
- the ability to work as part of a team with minimal supervision.

You should enjoy doing precise work, obtaining and analyzing test results, finding creative solutions to problems, and taking a methodical approach to your work.

Practicum, co-op and work integrated learning opportunities

You'll participate in a capstone project where you'll work in teams to address a real-world challenge. In some cases, this project will include an industry partner.

Accreditations, designations or certifications

This program is nationally accredited by Technology Accreditation Canada (TAC).

Graduates may apply for their Certified Engineering Technologist (CET) designation after two years of appropriate work experience.

While attending SAIT, you 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)

Credential

After successfully completing this program, you'll receive a SAIT Mechanical Engineering Technology diploma.

Program length

2 years

Accepts international applicants - PGWP-eligible

This program accepts international applicants and meets the eligibility criteria for the Post-Graduation Work Permit program, as long as the student is registered in on-campus classes or completes more than 50% of the courses on campus (for blended options).

International students attending all classes online will NOT be eligible for a Post-Graduate Work Permit. International students are responsible for maintaining their eligibility throughout their studies.

Not eligible for CAJG

This program is not eligible for the Canada Alberta Job Grant.

Related careers

Our graduates may work in the following occupations. Some careers require additional experience and education.

Potential careers (NOC):

- Mechanical engineering technologists and technicians (22301)
- Industrial engineering and manufacturing technologists and technicians (22302)
- Drafting technologists and technicians (22212)
- Manufacturing managers (90010)

Admission Requirements

Applicants educated in Canada

Applicants must demonstrate English language proficiency and 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.

SAIT accepts high school course equivalents for admission for applicants educated outside of Alberta.

Applicants educated outside of Canada

All applicants who were educated outside of Canada must demonstrate English language proficiency and provide proof they meet the program admission requirements outlined above with an international document assessment. Find accepted educational documents and assessment options.

SAIT may also accept courses completed at certain international post-secondary institutions.

Application process

When applying in the application portal, select Mechanical Engineering Technology. You will declare your major before your second year of the program.

Program Outline

The Mechanical Engineering Technology diploma requires 60 credits (24 courses) to complete.

The program spans two years, with two semesters each year.

Required courses

COMM 256 - Professional Communications and Presentation Skills	3 Credits
COMP 213 - Computing for Engineering Technology	3 Credits
DSGN 380 - Machine Design	3 Credits
DYNA 265 - Dynamics	1.5 Credits
ECON 209 - Engineering Economics	1.5 Credits
EMTL 250 - Engineering Materials	3 Credits
EMTL 300 - Mechanics of Materials	3 Credits
ENGD 250 - Technical Modeling	3 Credits
FLDS 320 - Fluid Power	1.5 Credits
MATH 238 - Math for Engineering and Tech I	3 Credits
MATH 288 - Mathematics for Engineering and Technology II	3 Credits
MECH 200 - Mechanical Engineering Technology Concepts	3 Credits
MECH 202 - Technology and Society	1.5 Credits
MECH 205 - Electro-Mechanical Systems	3 Credits
MNFG 290 - Manufacturing Processes	3 Credits
MNFG 310 - Advanced Manufacturing	3 Credits
PROJ 375 - Capstone Project	3 Credits
STAT 245 - Statistics for Engineering and Technology I	3 Credits
STCS 255 - Engineering Statics	1.5 Credits
THRM 200 - Introduction to Thermodynamics	1.5 Credits

Elective courses

You will complete one of the following course groups depending on your specialization.

Elective courses - Design and analysis

DSGN 303 - Mechanical Systems Design	3 Credits
FLDS 350 - Fluid Mechanics	1.5 Credits
MACH 380 - Machine Dynamics	1.5 Credits
THRM 320 - Thermodynamics and Heat Transfer	3 Credits

Elective courses - Design and automation

CNTR 300 - Control Systems	3 Credits
EMSI 300 - Modern Automation Integration	1.5 Credits
EMSI 320 - Robots and Robotics	1.5 Credits
EMSI 360 - Advanced Programmable Logic Controllers	3 Credits

Elective courses - Design and development

PRDT 300 - Product Development	3 Credits
PRDT 305 - Model Making and Prototyping	1.5 Credits
PRDT 310 - Applied Product Development	1.5 Credits
PRDT 320 - Product Analysis	3 Credits

Suggested schedule of study

Year 1 - Common

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

Year 2 - 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

Year 2 - 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

Year 2 - 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

Progression

You must attain a PGPA and/or a CGPA of 2.0 or better each semester and pass the prerequisite courses to progress through the program.

To qualify for graduation, you must pass all courses, attain a CGPA of 2.0 or better and complete course requirements within the prescribed timelines.

Review our grading and progression procedure >

Costs

Books and supplies

Books and supplies are approximately $1,500 per full-time year.

Find your booklist on the SAIT Bookstore's website. The booklist will be available closer to the program start date. Can't find your program or course? The bookstore didn't receive a textbook list. Contact your program directly to determine if they're still refining course details or if you're in luck; no textbook purchase is required this term.

This is a bring-your-own-device program with a custom computer hardware and software requirement. Not mandatory.

The preferred hardware requirements for this program are as follows:

- Intel i7 (gen 7 or newer or AMD Ryzen 7)
- 16 GB RAM or greater
- 1 TB HD or greater
- Nvidia Quadro or AMD Radeon Pro video card
- Windows 10 PC (build 1906 or higher)

There is also required software, including SolidWorks.

During the program, you will use industry-standard software. Although the minimum specification will work, we recommend the best computer you can afford.

Required equipment/tools

The required tools will be provided.

Required personal protective equipment (PPE)

Safety glasses are required on the first day of class.

Manufacturing and Automation program advising

For any questions or to set up an advising appointment, please contact our School of Manufacturing and Automation.

Phone: 403.284.8641
Email: ma.info@sait.ca

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 project management practices 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 that are appropriate and necessary to perform tasks.
8. Apply 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 - analyze, design, and specify machine elements and mechanical parts.
10. 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 analyzing properties and heat transfer problems.
13. Process instrumentation and HVAC controls - design and specify automated manufacturing operations.
14. Demonstrate an understanding of the properties of fluid mechanics.
15. Assist in the commissioning of mechanical building systems.
16. Apply the principles of project management in mechanical engineering work.
17. Computer-aided engineering - use appropriate integrated asset management software.

Medical Device Reprocessing Technician

- **For information regarding upcoming program intakes, please see sait.ca.**

Contact us

School of Health and Public Safety
Phone: 403.284.8481
Email: hps.info@sait.ca

Program Description

Play a critical supporting role in medicine and healthcare with our Medical Device Reprocessing Technician certificate program.

This fast-paced program provides entry-level training in decontamination, inspection, packaging, sterilizing, storing and handling sterile supplies and surgical instruments, focusing on infection prevention and control and aSept.ic techniques.

With an emphasis on hands-on learning, you'll spend time in simulated laboratory and real-world clinical environments, developing your professional competencies to ensure you can enter the workforce with confidence and advanced practical knowledge while working safely and professionally.

As a student, you will:

- learn the specifics of cleaning processes for various medical-surgical instruments and equipment
- gain expertise in handling surgical equipment and assembling sterilized surgical packages for use or storage
- master the use of autoclaves and other sterilization equipment
- understand the principles of sterile storage to maintain instrument integrity
- develop the skills to handle surgical equipment and instruments to perform function testing while preventing contamination
- focus on preventing infection through meticulous adherence to safety and infection control protocols
- practice the critical techniques necessary to maintain a sterile environment
- develop professional responsibility, including scope of practice, ethics, communication, critical thinking, accountability and professional collaboration.

Our graduates often work within public, private, and community-based organizations and businesses, including hospitals, surgical centres, laboratories, specialty clinics, dental clinics, and outpatient care facilities.

Based on demand, you may need to relocate outside of Calgary to secure employment.

Program Overview

Traits, skills and aptitudes

Those in sterile processing need:

- fine motor skills
- critical thinking and adaptability
- effective communication skills
- the ability to work independently
- to work well under stress, maintain professional behaviour and emotionally self-regulate
- to be able to use technology
- attention to detail
- to tolerate the sight of human blood and tissue
- the ability to assist in transporting, lifting and positioning patients and equipment and meet the physical demands of the job (for example, using your hand, wrist and arm for prolonged periods)
- the ability to lift 40 pounds (20 kilograms) and push or pull 250 pounds (110 kilograms) frequently.

Medical device reprocessing technicians and related professionals must wear personal protective equipment (PPE) for extended periods. This includes exposure to latex and disinfection materials.

You may also be required to work extended hours and shift work, including nights and weekends.

You are strongly encouraged to refer to the ALIS website for career, learning, and employment information for surgical processors to ensure you can successfully meet the program's and profession's occupational requirements.

Practicum, co-op and work integrated learning opportunities

This program includes a required practicum. Practicums are not necessarily consecutive and may not be continuous with the end of the theory portion of the program. For example, there may be a gap between finishing your theory classes and starting your practicum.

You will be assigned practicum placements with consideration given to your preference of location. However, due to limited availability in Calgary, you might need to travel or relocate outside the city.

The healthcare field has a strong focus on health, wellness, and fitness to practice due to the demanding nature of the work and Occupational Health and Safety requirements. As such, special considerations will not be granted based on individual circumstances or preferences, except those stated as protected grounds when an accommodation has been approved.

In compliance with the practica agreements with our clinical partners, you will be required to provide specific documentation before you can participate in your practicum. Find out what requirements you need for this program.

Accreditations, designations or certifications

This program is recognized by the Healthcare Sterile Processing Association (HSPA) and the Canadian Standards Association (CSA).

Graduates are eligible to challenge the HSPA and CSA certification exams. Program administrators will assist you in this process.

As the certification requirements for employment vary across provincial and national jurisdictions, you are encouraged to challenge both the HSPA and CSA exams in order to maximize your employability.

Credential

Upon successful completion of this program, you'll be awarded a SAIT Medical Device Reprocessing Technician certificate.

Program length

21 weeks

Not open to international applicants

This program is not available to international applicants at this time.

CAJG-eligible

This program is eligible for the Canada Alberta Job Grant.

Related careers

Our graduates may work in the following occupations. Some careers require additional experience and education.

Potential careers (NOC):

- Other medical technologists and technicians (32129)
- Other assisting occupations in support of health services (33109)

Admission Requirements

Applicants educated in Canada

Applicants must demonstrate English language proficiency and completion of the following courses or equivalents:

- 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.

SAIT accepts high school course equivalents for admission for applicants educated outside Alberta.

Applicants educated outside of Canada

All applicants who were educated outside of Canada must demonstrate English language proficiency and provide proof they meet the program admission requirements outlined above with an international document assessment. Find accepted educational documents and assessment options.

SAIT may also accept courses completed at certain international post-secondary institutions.

Program Outline

The Medical Device Reprocessing Technician certificate requires 18 credits (six courses) to complete.

Required courses

COMP 264 - Introduction to Digital Productivity Applications	1.5 Credits
SPRO 207 - Clinical Practicum Integration	3 Credits
SPRO 208 - Medical Device Reprocessing Assembly	3 Credits
SPRO 209 - Medical Device Reprocessing Departments	3 Credits
SPRO 235 - Sterilization Methodology	1.5 Credits
PRAC 297 - Practicum	6 Credits

Suggested schedule of study

Semester 1

Please note that PRAC 297 will continue beyond the first semester.

COMP 264 - Introduction to Digital Productivity Applications	1.5 Credits
SPRO 207 - Clinical Practicum Integration	3 Credits
SPRO 208 - Medical Device Reprocessing Assembly	3 Credits
SPRO 209 - Medical Device Reprocessing Departments	3 Credits
SPRO 235 - Sterilization Methodology	1.5 Credits
PRAC 297 - Practicum	6 Credits

Progression

You must attain a PGPA and/or a CGPA of 2.0 or better each semester and pass the prerequisite courses to progress through the program.

To qualify for graduation, you must pass all courses, attain a CGPA of 2.0 or better and complete course requirements within the prescribed timelines.

Review our grading and progression procedure >

Costs

Books and supplies

Books and supplies are approximately $400.

This is a bring-your-own-device program with a standard computer hardware and software requirement. See the specific requirements on our computers and laptops page. A laptop is preferable to other device types.

Find your booklist on the SAIT Bookstore's website. Booklists are created by semester and available approximately two weeks before classes begin.

Required uniforms and personal protective equipment (PPE)

The industry-approved PPE you'll need will be discussed during your first few days of classes.

Your required uniform can be purchased before orientation from anywhere that sells medical uniforms. Your uniform should consist of:

- a scrub top and bottom
- safety glasses
- comfortable, closed-toe and closed-heel, water-impervious, slip-resistant shoes.

Additional fees

A fee is associated with obtaining a police information check, including a vulnerable sector check, payable to the police or the Royal Canadian Mounted Police (RCMP).

You must have your immunizations reviewed by the SAIT Health Clinic. There is a $75 charge to review vaccine history. Any vaccines you need to be administered will result in additional charges.

A fee of approximately $50 to $100 is associated with an electronic student permit checking submission required for clinical practicum placements, payable to Synergy Gateway through the Verified software platform.

A fee is associated with the CompKeepr application used in this program.

You are responsible for additional expenses related to your practicum, including pre-practicum requirements and relocation costs to practicum sites outside of Calgary.

You may be required to hold the Healthcare Sterile Processing Association (HSPA) or the Canadian Standards Association (CSA) certification to gain employment. The HSPA certification exam fee is approximately $140, and the CSA certification exam fee is approximately $263.

Health and Public Safety program advising

For any questions or to set up an advising appointment, please contact our School of Health and Public Safety.

Phone: 403.284.8481
Email: hps.info@sait.ca

Program Outcomes

1. **Personal and professional development** – assume responsibility for personal and professional growth to maintain professional skills.
2. **Professional communication** – interact with colleagues, clients, and other interprofessional team members using professional verbal and non-verbal communication.
3. **Collaboration, connection, community, and citizenship** – demonstrate inclusivity, respect, cultural sensitivity, collaboration, and professional pride when working and interacting with diverse groups of people.
4. **Resilience** – demonstrate skills and behaviours of resilience.
5. **Ethics, regulation, and safety** – practice personal accountability while also ensuring the protection and safety of self, clients, and other professionals, in alignment with professional, legal, and ethical guidelines, policies, and procedures.
6. **Critical thinking** – apply critical thinking and creativity skills to constructively investigate, evaluate, and problem-solve challenging situations and optimize positive patient outcomes.
7. **Technical skills** – demonstrate proficient technical skills and quality management to support best practices in a medical device reprocessing facility.

Medical Laboratory Assistant

- **For information regarding upcoming program intakes, please see sait.ca.**

Contact us

School of Health and Public Safety
Phone: 403.284.8481
Email: hps.info@sait.ca

Program Description

The fast-track Medical Laboratory Assistant program will equip you with the skills, applied knowledge and professional behaviour required to become a proficient lab assistant.

You'll be prepared to work in various medical laboratories which are evolving rapidly to accommodate growing advancements in medical technology and healthcare.

In this program, you will:

- learn to accurately collect, label and process blood, tissue and other specimens in a biosafety laboratory for analysis
- develop the technical skills to enter patient data into laboratory information systems
- gain experience in handling front-desk operations and office administration, including patient interaction and administrative tasks
- train to perform procedures such as electrocardiograms (ECGs) and urinalyses or point-of-care tests as part of a laboratory team of professionals
- gain professional responsibility, including scope of practice, ethics, communication, critical thinking, accountability and how to collaborate professionally.

Engage in real-world scenarios to integrate clinical knowledge with practical skills. You'll participate in a SAIT-arranged practicum in a medical laboratory and patient service center to refine and apply your skills in a real-world setting.

As a graduate, you can pursue employment opportunities in various settings, including community health centres, hospitals, medical laboratories, mobile clinics, insurance companies, or private home care.

Program Overview

Traits, skills and aptitudes

Those in the medical laboratory assistant field need:

- fine motor skills
- critical thinking and adaptability
- effective communication skills
- the ability to work independently
- the ability to work well under stress, maintain professional behaviour and emotionally self-regulate
- the ability to use technology
- attention to detail
- to tolerate the sight of human blood and tissue samples
- the ability to assist in transporting, lifting and positioning patients and equipment and meet the physical demands of the job (for example, using your hand, wrist and arm for prolonged periods)
- normal colour vision
- the ability to sit for long periods (three to four hours)
- the ability to type at 30 wpm with high accuracy.

Medical laboratory assistants need to wear personal protective equipment (PPE) for extended periods, which includes exposure to latex and disinfection chemicals. You must also be comfortable performing patient care procedures that may be sensitive or conducted in very close proximity to the patient.

You may also work extended hours and shift work, including evenings and weekends.

You are strongly encouraged to refer to the ALIS website for career, learning, and employment information for medical laboratory assistants to ensure you can successfully meet the occupational requirements for the program and profession.

Practicum, co-op and work integrated learning opportunities

You will participate in a practicum at a medical laboratory and patient service centre as part of this program.

You will be assigned practicum placements with consideration given to your preference of location. However, due to limited availability in Calgary, it might be necessary for you to travel or relocate outside the city.

The healthcare field has a strong focus on health, wellness, and fitness to practice due to the demanding nature of the work and Occupational Health and Safety requirements. As such, special considerations will not be granted based on individual circumstances or preferences, except those stated as protected grounds when an accommodation has been approved.

If you are beginning this program as part of the Rural Health Zone (RHZ) intake, all practicum placements will occur in rural Alberta, and will not include sites in Calgary or Edmonton.

In compliance with the practica agreements with our clinical partners, you will be required to provide specific documentation before you can participate in your practicum. Find out what requirements you need for this program.

Accreditations, designations or certifications

This program is accredited by Accreditation Canada. It is designed to ensure graduates achieve clinical competence as defined by the Canadian Society for Medical Laboratory Science (CSMLS).

As an accredited institute, SAIT Medical Laboratory Assistant graduates are eligible to challenge the CSMLS certification exam. Obtaining national certification as a medical laboratory assistant will allow you to work across Canada. Visit CSMLS to learn more about their licensing requirements, mandatory registration, and declaration of conduct.

Specialized intakes

This program offers a Rural Health Zone (RHZ) intake in the Spring semester. Only applicants with a home address (living) in the region will be eligible for admission to the program through this intake.

Credential

Upon successful completion of this program, you'll receive a SAIT Medical Laboratory Assistant certificate.

Program length

21 weeks

Not open to international applicants

This program is not available to international applicants at this time.

CAJG-eligible

This program is eligible for the Canada Alberta Job Grant.

Related careers

Our graduates may work in the following occupations. Some careers require additional experience and education.

Potential careers (NOC):

- Medical laboratory assistants and related technical occupations (33101)

Admission Requirements

Applicants educated in Canada

Applicants must demonstrate English language proficiency and meet the following requirements or equivalents:

- at least 60% in Math 20-2 or Math 10C, and
- at least 60% in English Language Arts 30-1 or English Language Arts 30-2, and
- at least 60% in Chemistry 20, and
- at least 60% in Biology 20

You must also achieve a mark of at least 50% in the School of Health and Public Safety's entrance testing process.

SAIT accepts high school course equivalents for admission for applicants educated outside Alberta.

Applicants educated outside of Canada

All applicants who were educated outside of Canada must demonstrate English language proficiency and provide proof they meet the program admission requirements outlined above with an international document assessment. Find accepted educational documents and assessment options.

SAIT may also accept courses completed at certain international post-secondary institutions.

Application process

Before applying to this program, you must complete the necessary entrance tests.

Refer to Health and Public Safety entrance testing to find the required tests and deadlines and instructions on how to book your exams.

Program Outline

The Medical Laboratory Assistant certificate requires 19.5 credits (eight courses) to complete.

The program spans 21 weeks over two semesters.

Required courses

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
PRAC 271 - Clinical Placement	3 Credits
PROF 201 - Professional Practice 1	3 Credits
PROF 202 - Professional Practice 2	1.5 Credits

Suggested schedule of study

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

Progression

You must attain a PGPA and/or a CGPA of 2.0 or better each semester and pass the prerequisite courses to progress through the program.

To qualify for graduation, you must pass all courses, attain a CGPA of 2.0 or better and complete course requirements within the prescribed timelines.

Review our grading and progression procedure >

Costs

Books and supplies

Books and supplies are approximately $700.

This is a bring-your-own-device program with a standard computer hardware and software requirement. See the specific requirements on our computers and laptops page. A laptop is preferred over other device types.

Find your booklist on the SAIT Bookstore's website. Booklists are created by semester and available approximately two weeks before classes begin.

Required personal protective equipment (PPE)

The industry-approved PPE you'll need will be discussed during your first few days of classes.

Your required uniform can be purchased before orientation from any place that sells medical uniforms. Your uniform should consist of:

- a scrub top and bottom
- comfortable closed-toe and heel shoes. They should also be water-impervious and slip-resistant

Additional fees

A fee is associated with obtaining a police information check, including a vulnerable sector check, payable to the police or the Royal Canadian Mounted Police (RCMP).

You must have your immunizations reviewed by the SAIT Health Clinic. There is a $75 charge to review your vaccine and medical history. Any vaccines you need to be administered will result in additional charges.

A fee of approximately $50 to $100 is associated with an electronic student permit checking submission required for clinical practicum placements, payable to Synergy Gateway through the Verified software platform.

A fee of $55 is associated with the CompTracker application used in this program.

You are responsible for additional expenses related to your practicum, including pre-practicum requirements and relocation costs to practicum sites outside of Calgary.

The Canadian Society for Medical Laboratory Science (CSMLS) national exam fee is approximately $250. CSMLS National Association dues for students are approximately $85. Refer to CSMLS.org for more details.

Health and Public Safety program advising

For any questions or to set up an advising appointment, please contact our School of Health and Public Safety.

Phone: 403.284.8481
Email: hps.info@sait.ca

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.
2. Verify relevant data and ensure 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.
5. Interact with colleagues, patients, clients and other health professionals competently and professionally.
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 establish protocols.

Medical Laboratory Technology

- **For information regarding upcoming program intakes, please see sait.ca.**

Contact us

School of Health and Public Safety
Phone: 403.284.8481
Email: hps.info@sait.ca

Program Description

Join Canada's fourth largest group of healthcare professionals by enrolling in our fast-paced, two-year, full-time Medical Laboratory Technology program.

This program is structured to provide comprehensive training in medical laboratory science, preparing you to contribute effectively to patient care through diagnostics, treatment and prevention of disease.

In this program, you will:

- learn to apply scientific, technical and medical principles in conducting and assessing laboratory tests within healthcare environments
- learn about the area of clinical pathology concerned with analyzing bodily fluids
- learn about the detection of pathogenic microorganisms such as bacteria, fungi, parasites and viruses
- study hematology, the diagnosis, treatment and prevention of diseases related to the blood
- study histology, which involves preparing clinical specimens and applying specialized staining and techniques for diagnostic microscopic examination
- perform serological testing to determine the ABO and Rh antigens and prepare and provide blood and blood components to ensure a safe transfusion to patients
- gain professional responsibility, including scope of practice, ethics, communication, critical thinking, accountability and how to collaborate professionally.

In the first year, you will focus on building a strong foundation through classroom instruction and applied simulated laboratory training.

In the second year, you will engage in an in-depth clinical practicum at our partner sites, which provide practical experience across various medical laboratory disciplines. You will be able to integrate knowledge, skills and professional attitudes through real-world clinical experiences and simulation activities.

You will complete the program by writing competency-based practice exams to prepare you for the Canadian Society for Medical Laboratory Science (CSMLS) certification exam.

Once qualified, you will be eligible to work as a medical laboratory technologist in hospital laboratories, medical diagnostic laboratories and specialized research laboratories.

As a graduate, you will be well-equipped to enter the health technology field, a rewarding career critical to the healthcare system, with growing opportunities due to medical advancements and an increasing need for diagnostic services.

Program Overview

Traits, skills and aptitudes

Those in the medical laboratory technology field need:

- fine motor skills
- critical thinking
- communication skills
- the ability to work independently
- to be adaptable
- the ability to work well under stress, maintain professional behaviour and regulate their emotions
- the ability to use technology
- attention to detail
- to tolerate the sight of human blood and tissue
- the ability to assist in transporting, lifting and positioning of patients and equipment
- the ability to meet the physical demands of the job (including spending most hours working on your feet, walking, repetitive bending, and repetitive tasks)
- the ability to visualize in three dimensions
- normal colour vision.

Medical laboratory technologists wear personal protective equipment (PPE) for extended periods, which includes exposure to latex and disinfection chemicals.

You may also work extended hours and shiftwork, including evenings and weekends.

You are strongly encouraged to refer to the ALIS website for career, learning, and employment information for medical laboratory technologists to ensure you can successfully meet the occupational requirements for the program and profession.

Practicum, co-op and work integrated learning opportunities

Your practicum provides a range of clinical experiences where you'll develop the necessary knowledge, skills and attitudes required to be a medical laboratory technologist. These clinical experiences will focus on five key areas - microbiology, chemistry, hematology, transfusion medicine and histotechnology.

You will be assigned practicum placements with consideration given to your preference of location. However, due to limited availability in Calgary, it might be necessary for you to travel or relocate outside the city.

The healthcare field has a strong focus on health, wellness, and fitness to practice due to the demanding nature of the work and Occupational Health and Safety requirements. As such, special considerations will not be granted based on individual circumstances or preferences, except those stated as protected grounds when an accommodation has been approved.

In compliance with the practica agreements with our clinical partners, you will be required to provide specific documentation before you can participate in your practicum. Find out what requirements you need for this program.

Accreditations, designations or certifications

This program is accredited by Accreditation Canada. It is designed to ensure graduates achieve clinical competence as defined by the Canadian Society for Medical Laboratory Science (CSMLS).

As an accredited institute, SAIT Medical Laboratory Technology graduates are eligible to challenge the CSMLS certification exam. For more information about the certification exam, visit the CSMLS website.

Credential

Upon successful completion of this program, you'll be awarded a SAIT Medical Laboratory Technology diploma.

Program length

2 years

Accepts international applicants - PGWP-eligible

This program accepts international applicants and meets the eligibility criteria for the Post-Graduation Work Permit program, as long as the student is registered in on-campus classes or completes more than 50% of the courses on campus (for blended options).

International students attending all classes online will NOT be eligible for a Post-Graduate Work Permit. International students are responsible for maintaining their eligibility throughout their studies.

Not eligible for CAJG

This program is not eligible for the Canada Alberta Job Grant.

Related careers

Our graduates may work in the following occupations. Some careers require additional experience and education.

Potential careers (NOC):

- Medical laboratory technologists (32120)

Admission Requirements

Applicants educated in Canada

All applicants must demonstrate English language proficiency and meet the following requirements or equivalents, with a combined average of 75%:

- at least 70% in Math 30-1 or at least 75% in Math 30-2, and
- at least 70% in English Language Arts 30-1, and
- at least 70% in Chemistry 30, and
- at least 70% in Biology 30.

You must also achieve a mark of at least 50% in the School of Health and Public Safety's entrance testing process.

SAIT accepts high school course equivalents for admission for applicants educated outside Alberta.

Applicants educated outside of Canada

All applicants who were educated outside of Canada must demonstrate English language proficiency and provide proof they meet the program admission requirements outlined above with an international document assessment. Find accepted educational documents and assessment options.

SAIT may also accept courses completed at certain international post-secondary institutions.

Application process

Before applying to this program, you must complete the necessary entrance tests.

Refer to Health and Public Safety entrance testing to find the required tests and deadlines and instructions on how to book your exams.

Program Outline

The Medical Laboratory Technology diploma requires 88.5 credits (31 courses) to complete.

The program spans two years, with three semesters each year.

Required courses

ANPH 209 - Anatomy and Physiology	3 Credits
CHEM 252 - MLT Clinical Chemistry 1	6 Credits
CHEM 336 - MLT Clinical Chemistry 2	1.5 Credits
CHEM 376 - MLT Clinical Chemistry 3	1.5 Credits
COMP 241 - Digital Applications and Laboratory Information System	1.5 Credits
HEMA 256 - Hematology 1	3 Credits
HEMA 337 - Hematology 2	3 Credits
HEMA 377 - Hematology 3	1.5 Credits
HSCI 300 - Immunology	1.5 Credits
INFC 215 - Infection Prevention and Control	1.5 Credits
MBIO 345 - Clinical Microbiology 1	1.5 Credits
MBIO 360 - Clinical Microbiology 2	3 Credits
MBIO 383 - Clinical Microbiology 3	1.5 Credits
MBIO 390 - Clinical Microbiology 4	1.5 Credits
MEDL 204 - Transfusion Medicine	6 Credits
MEDL 205 - Professional Practice 2	1.5 Credits
MEDL 210 - Analytical Techniques	3 Credits
MEDL 251 - Molecular Medicine Fundamentals	3 Credits
MEDL 300 - Professional Skills	3 Credits
MEDL 310 - Histotechnology 1	1.5 Credits
MEDL 330 - Specimen Collection and Handling	3 Credits
MEDL 352 - Applied Investigation	3 Credits
MEDL 354 - MLT Quality Management	1.5 Credits
MEDL 385 - Histotechnology 2	3 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
PROF 201 - Professional Practice 1	3 Credits

Suggested schedule of study

Year 1

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 - MLT 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

Year 2

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

Progression

You must attain a PGPA and/or a CGPA of 2.0 or better each semester and pass the prerequisite courses to progress through the program.

To qualify for graduation, you must pass all courses, attain a CGPA of 2.0 or better and complete course requirements within the prescribed timelines.

Review our grading and progression procedure >

Costs

Books and supplies

Books, supplies, and uniforms are approximately $1,600 for the entire program.

This is a bring-your-own-device program with a standard computer hardware and software requirement. See the specific requirements on our computers and laptops page. A laptop is preferred over other devices.

Find your booklist on the SAIT Bookstore's website. Booklists are created by semester and available approximately two weeks before classes begin.

Required personal protective equipment (PPE)

The industry-approved PPE you'll need will be discussed during your first few days of classes.

Your required uniform can be purchased before orientation from any place that sells medical uniforms. Your uniform should consist of:

- a scrub top and bottom
- comfortable closed-toe and heel shoes. They should also be water-impervious and slip-resistant.

Additional fees

A fee is associated with obtaining a police information check, including a vulnerable sector check, payable to the police or Royal Canadian Mounted Police (RCMP).

You must have your immunizations reviewed by the SAIT Health Clinic. There is a $75 charge to review vaccine history. Any vaccines you need to be administered will result in additional charges.

A fee of approximately $50 to $100 is associated with an electronic student permit checking submission, which is required for clinical practicum placements, payable to Synergy Gateway through the Verified software platform.

A fee of $165 is associated with the CompTracker application used in this program.

You are responsible for additional expenses related to your practicum, including pre-practicum requirements and relocation costs to practicum sites outside of Calgary.

The Canadian Society for Medical Laboratory Science (CSMLS) national exam fee is approximately $1,500 - $2,000.

Health and Public Safety program advising

For any questions or to set up an advising appointment, please contact our School of Health and Public Safety.

Phone: 403.284.8481
Email: hps.info@sait.ca

Program Outcomes

1. Conduct professional practice according to established protocols, safety guidelines, and existing legislation.
2. Verify relevant data to ensure appropriate specimens are collected and handled according to established protocols.
3. Perform analytical techniques and assess results on various 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.

Medical Office Assistant and Unit Clerk

- **For information regarding upcoming program intakes, please see sait.ca.**

Contact us

School of Health and Public Safety
Phone: 403.284.8481
Email: hps.info@sait.ca

Program Description

Our Medical Office Assistant and Unit Clerk program offers an integrated approach to healthcare administration, blending practical skills with foundational knowledge.

This comprehensive program is designed for those aiming to excel in unit clerk and medical office assistant roles.

In this program, you will:

- learn the basic concepts of medical terminology, including suffixes, prefixes, root words and combining forms
- learn the day-to-day operations of a medical office, including appointment scheduling, health and safety techniques, public relations and clinical skills
- understand how to organize the workplace efficiently, manage time effectively and maintain professional workflow systems
- master the skills required to manage patient records accurately, ensuring confidentiality and compliance with regulations
- gain expertise in standard office software as well as specialized healthcare management applications
- get acquainted with emerging technologies that facilitate patient care and enhance service delivery
- acquire the ability to handle billing processes, insurance claims and understand the financial aspects of medicine and healthcare services
- learn the legal aspects of handling health information, focusing on record security, confidentiality and authorized disclosure of patient information
- create a cover letter and resume, and practice effective communication and conflict management skills.

When you graduate, you'll be ready for roles such as medical office assistant, secretary, and in-patient and out-patient unit clerk in various healthcare settings, including hospitals, doctor's offices, radiology clinics, and rehabilitation centers.

If you are detail-oriented, have excellent communication skills and a passion for healthcare administration, this program is your key to entering the workforce as a professional in the healthcare administration field.

Program Overview

Traits, skills and aptitudes

Those in the medical office assistance field tend to be social, objective and directive.

You need:

- discretion
- critical thinking
- communication, organizational and time-management skills
- attention to detail
- adaptability
- interpersonal skills to establish a professional rapport with and instil confidence in patients
- conflict-resolution skills to deal effectively with the sometimes-difficult behaviours of people in distress
- the ability to maintain accuracy while multitasking or working under pressure
- a mature attitude toward the human body, wellness and disease processes
- the ability to work independently or as part of a team
- the ability to type 30 words per minute (wpm)
- to be comfortable sitting for long periods.

You should enjoy dealing with people, be comfortable using different types of computers and tech, and like compiling and organizing information.

You may be exposed to latex and disinfection materials or assist in performing some patient care procedures, which may be sensitive or performed in close proximity to the patient.

You are strongly encouraged to refer to the ALIS website for career, learning, and employment information for medical office assistants and unit clerks to ensure you can successfully meet the occupational requirements for the program and profession.

Practicum, co-op and work integrated learning opportunities

You will complete a required practicum at a healthcare facility or medical office.

You will be assigned practicum placements with consideration given to your preference of location. However, due to limited availability in Calgary, it might be necessary for you to travel or relocate outside the city.

The healthcare field has a strong focus on health, wellness, and fitness to practice due to the demanding nature of the work and Occupational Health and Safety requirements. As such, special considerations will not be granted based on individual circumstances or preferences, except those stated as protected grounds when an accommodation has been approved.

In compliance with the practica agreements with our clinical partners, you will be required to provide specific documentation before you can participate in your practicum. Find out what requirements you need for this program.

Credential

Upon successful completion of this program, you'll be awarded a SAIT Medical Office Assistant and Unit Clerk certificate.

Program length

21 or 36 weeks

Not open to international applicants

This program is not available to international applicants at this time.

CAJG-eligible

This program is eligible for the Canada Alberta Job Grant.

Related careers

Our graduates may work in the following occupations. Some careers require additional experience and education.

Potential careers (NOC):

- Medical administrative assistants (13112)
- Data entry clerks (14111)

Admission Requirements

Applicants educated in Canada

Applicants must demonstrate English language proficiency and meet the following requirements or equivalents:

- at least 60% in English Language Arts 30-1 or English Language Arts 30-2.

SAIT accepts high school course equivalents for admission for applicants educated outside Alberta.

Applicants educated outside of Canada

All applicants who were educated outside of Canada must demonstrate English language proficiency and provide proof they meet the program admission requirements outlined above with an international document assessment. Find accepted educational documents and assessment options.

SAIT may also accept courses completed at certain international post-secondary institutions.

Program Outline

The Medical Office Assistant and Unit Clerk certificate requires 18 credits (11 courses) to complete.

The program spans 21 weeks for those studying full-time and 36 weeks for those studying part-time.

In the part-time intake, some classes are completed online at your own pace (asynchronously), with scheduled on-campus classes occurring during the evenings and weekends and a full-time in-person practicum taking place in the last semester. This part-time intake begins in the Winter semester of each year.

Required courses

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
MDOF 240 - Medical Office Procedures	1.5 Credits
MEDT 211 - Medical Terminology 1	1.5 Credits
PRAC 279 - Practicum	1.5 Credits
PROF 252 - Professional Practice	1.5 Credits

Suggested schedule of study

Full-time stream

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
MDOF 240 - Medical Office Procedures	1.5 Credits
MEDT 211 - Medical Terminology 1	1.5 Credits
PROF 252 - Professional Practice	1.5 Credits

Semester 2

PRAC 279 - Practicum	1.5 Credits

Part-time stream

Semester 1

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

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

PRAC 279 - Practicum	1.5 Credits

Progression

You must attain a PGPA and/or a CGPA of 2.0 or better each semester and pass the prerequisite courses to progress through the program.

To qualify for graduation, you must pass all courses, attain a CGPA of 2.0 or better and complete course requirements within the prescribed timelines.

Review our grading and progression procedure >

Costs

Books and supplies

Books and supplies are approximately $650 per full-time year.

This is a bring-your-own-device program with a standard computer hardware and software requirement. See the specific requirements on our computers and laptops page. A laptop is preferred over tablets or phones.

Find your booklist on the SAIT Bookstore's website. Booklists are created by semester and available approximately two weeks before classes begin.

Required personal protective equipment (PPE)

The industry-approved PPE you'll need will be discussed during your first few days of classes.

Additional fees

A fee is associated with obtaining a police information check, including a vulnerable sector check, payable to the police or the Royal Canadian Mounted Police (RCMP).

You must have your immunizations reviewed by the SAIT Health Clinic. There is a $75 charge to review your vaccine and medical history. Any vaccines you need to be administered will result in additional charges.

A fee of approximately $50 to $100 is associated with an electronic student permit checking submission required for clinical practicum placements, payable to Synergy Gateway through the Verified software platform.

You are responsible for additional expenses related to your practicum, including pre-practicum requirements and relocation costs to practicum sites outside of Calgary.

Health and Public Safety program advising

For any questions or to set up an advising appointment, please contact our School of Health and Public Safety.

Phone: 403.284.8481
Email: hps.info@sait.ca

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-centred 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 to excel in personal practice as a health information office assistant.
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 practices in health information office assistant duties.

Medical Radiologic Technology

- **For information regarding upcoming program intakes, please see sait.ca.**

Contact us

School of Health and Public Safety
Phone: 403.284.8481
Email: hps.info@sait.ca

Program Description

Through a combination of teaching theoretical knowledge, clinical skills, and practicum rotations in three various radiology departments, our Medical Radiologic Technology program prepares you to become a proficient radiologic technologist.

As a student, you will:

- learn techniques for correctly positioning patients and X-ray equipment to capture clear diagnostic images
- train on the use and maintenance of various types of X-ray-generating machines
- gain skills in producing digital images to assist physicians in medical diagnoses
- study human anatomy and diseases to understand the physiological basis of the images
- learn management and care of imaging equipment and image production
- receive specific training in CT imaging and the interpretation of CT scans
- gain knowledge of radiation protection for the safety of patients and healthcare workers
- master both general and specialized radiographic procedures
- develop professional conduct and effective patient care practices
- gain insight into specialized imaging processes such as interventional procedures, magnetic resonance imaging (MRI) and ultrasound
- learn the protocols for quality control in radiologic technology.

As a graduate, you'll be ready for numerous entry-level positions in various healthcare settings, such as hospitals and community clinics.

With experience, you can specialize in general X-ray, interventional radiography, computed tomography, and mammography. There are also potential career paths in management roles or as educators in the radiologic technology field.

If you have a strong interest in medicine, healthcare technology, and patient care, this program provides the technical knowledge and clinical skills needed to embark on a rewarding career in medical imaging.

Program Overview

Traits, skills and aptitudes

Those in medical radiologic technology tend to be objective, methodical and innovative.

You need:

- a sense of responsibility and integrity
- to tolerate the sight of human blood and tissue
- to be comfortable performing patient care procedures which may be sensitive or performed in close proximity
- an eye for detail and accuracy
- patience and adaptability
- sensitivity to the needs of ill and injured people
- good speaking and writing skills
- the ability to put people at ease
- an interest in science and technology
- a willingness to keep your skills and knowledge up to date
- organizational skills
- problem-solving and critical-thinking skills
- the ability to work well in a team
- the ability to manage your stress well
- the ability to reach a minimum height of 180 cm (to move overhead equipment).

As a medical radiologic technologist, you may work in environments where a considerable amount of time is spent on your feet, or you're performing repetitive tasks. You must observe safety precautions and pay attention to ergonomics to reduce your 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 profession. You must also be able to tolerate latex and disinfection chemicals.

You are strongly encouraged to refer to the ALIS website for career, learning, and employment information for medical radiologic technologists to ensure you can successfully meet the occupational requirements for the program and profession.

Practicum, co-op and work integrated learning opportunities

You will complete required clinical practicums in this program.

You will be assigned practicum placements with consideration given to your preference of location. However, due to limited availability in Calgary, it might be necessary for you to travel or relocate outside the city.

The healthcare field has a strong focus on health, wellness, and fitness to practice due to the demanding nature of the work and Occupational Health and Safety requirements. As such, special considerations will not be granted based on individual circumstances or preferences, except those stated as protected grounds when an accommodation has been approved.

In compliance with the practica agreements with our clinical partners, you will be required to provide specific documentation before you can participate in your practicum. Find out what requirements you need for this program.

Accreditations, designations or certifications

This program is accredited through Accreditation Canada, and works closely with our Diagnostic Imaging Provincial Advisory Committee to ensure our curriculum continues to meet or exceed provincial and national accreditation standards.

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 medical radiologic technologists in Canada. Successful completion of the exam will enable graduates to work anywhere throughout Canada.

Credential

Upon successful completion of this program, you'll be awarded a SAIT Medical Radiologic Technology diploma.

Program length

2.5 years

Accepts international applicants - PGWP-eligible

This program accepts international applicants and meets the eligibility criteria for the Post-Graduation Work Permit program, as long as the student is registered in on-campus classes or completes more than 50% of the courses on campus (for blended options).

International students attending all classes online will NOT be eligible for a Post-Graduate Work Permit. International students are responsible for maintaining their eligibility throughout their studies.

Not eligible for CAJG

This program is not eligible for the Canada Alberta Job Grant.

Related careers

Our graduates may work in the following occupations. Some careers require additional experience and education.

Potential careers (NOC):

- Medical radiation technologists (32121)
- Medical sonographers (32122)
- Other medical technologists and technicians (32129)
- Cardiology technologists and electrophysiological diagnostic technologists (32123)

Admission Requirements

Applicants educated in Canada

Applicants must demonstrate English language proficiency and meet the following requirements or equivalents:

- at least 75% in Math 30-1 or Math 30-2, and
- at least 75% in English Language Arts 30-1, and
- at least 75% in Physics 30, and
- at least 75% in Biology 30, or Chemistry 30, or Science 30

You also must achieve a mark of at least 50% in the School of Health and Public Safety's Entrance testing process.

SAIT accepts high school course equivalents for admission for applicants educated outside Alberta.

Applicants educated outside of Canada

All applicants who were educated outside of Canada must demonstrate English language proficiency and provide proof they meet the program admission requirements outlined above with an international document assessment. Find accepted educational documents and assessment options.

SAIT may also accept courses completed at certain international post-secondary institutions.

Application process

Before applying to this program, you must complete the necessary entrance tests.

Refer to Health and Public Safety entrance testing to find the required tests and deadlines and instructions on how to book your exams.

Program Outline

The Medical Radiologic Technology diploma requires 70.5 credits (23 courses) to complete.

The program spans two and a half years.

Required courses

ANPH 202 - Anatomy and Pathology 1	3 Credits
ANPH 252 - Anatomy and Pathology 2	3 Credits
APPH 226 - Apparatus and Image Management	3 Credits
INFC 215 - Infection Prevention and Control	1.5 Credits
MRAD 204 - Radiographic Technique 1	3 Credits
MRAD 210 - Patient Care	3 Credits
MRAD 251 - Computed Tomography 1	3 Credits
MRAD 256 - Radiographic Technique 2	3 Credits
MRAD 302 - Specialized Imaging 2	3 Credits
MRAD 303 - Computed Tomography 2	3 Credits
MRAD 304 - Specialized Imaging 1	3 Credits
MRAD 305 - Radiographic Applied Skills	3 Credits
MRAD 357 - Clinical Integration 1	3 Credits
MRAD 361 - Clinical Integration 2	3 Credits
MRAD 374 - Research in Allied Health	1.5 Credits
PRCT 353 - Clinical Practicum 1	6 Credits
PRCT 356 - Clinical Practicum 2	6 Credits
PRCT 358 - Clinical Practicum 3	6 Credits
PRCT 207 - Introduction to Practicum	1.5 Credits
PROF 302 - Professional Practice 2	1.5 Credits
PROF 203 - Professional Practice 1	3 Credits
QUAL 202 - Quality Assurance and Control	1.5 Credits
RADP 215 - Radiation Protection	3 Credits

Suggested schedule of study

Year 1

Semester 1

ANPH 202 - Anatomy and Pathology 1	3 Credits
APPH 226 - Apparatus and Image Management	3 Credits
MRAD 204 - Radiographic Technique 1	3 Credits
PROF 203 - Professional Practice 1	3 Credits

Semester 2

ANPH 252 - Anatomy and Pathology 2	3 Credits
MRAD 210 - Patient Care	3 Credits
MRAD 251 - Computed Tomography 1	3 Credits
MRAD 256 - Radiographic Technique 2	3 Credits
RADP 215 - Radiation Protection	3 Credits

Semester 3

INFC 215 - Infection Prevention and Control	1.5 Credits
MRAD 374 - Research in Allied Health	1.5 Credits
PRCT 207 - Introduction to Practicum	1.5 Credits
QUAL 202 - Quality Assurance and Control	1.5 Credits

Year 2

Semester 4

MRAD 303 - Computed Tomography 2	3 Credits
MRAD 304 - Specialized Imaging 1	3 Credits
MRAD 305 - Radiographic Applied Skills	3 Credits
PROF 302 - Professional Practice 2	1.5 Credits

Semester 5

MRAD 302 - Specialized Imaging 2	3 Credits
PRCT 353 - Clinical Practicum 1	6 Credits

Semester 6

PRCT 356 - Clinical Practicum 2	6 Credits
MRAD 357 - Clinical Integration 1	3 Credits

Year 3

Semester 7

PRCT 358 - Clinical Practicum 3	6 Credits
MRAD 361 - Clinical Integration 2	3 Credits

Progression

You must attain a PGPA and/or a CGPA of 2.0 or better each semester and pass the prerequisite courses to progress through the program.

To qualify for graduation, you must pass all courses, attain a CGPA of 2.0 or better and complete course requirements within the prescribed timelines.

Review our grading and progression procedure >

Costs

Books and supplies

Books and supplies are approximately $3,200 for the entire program.

This is a bring-your-own-device program with a standard computer hardware and software requirement. See the specific requirements on our computers and laptops page. A laptop (non-Android) or Apple tablet is required. A mobile phone is not a suitable alternative.

Find your booklist on the SAIT Bookstore's website. Booklists are created by semester and available approximately two weeks before classes begin.

Required uniforms and personal protective equipment (PPE)

The industry-approved PPE you'll need will be discussed during your first few days of classes.

For your first day of labs, your required uniform will include:

- plain black scrub-style pants and top (coloured piping accents are acceptable)
- closed-toe and heel footwear in plain white or black (no logos or stripes of colour), runners, or duty shoes
- short black/white lab coat (optional.)

Additional fees

A fee is associated with obtaining a police information check, including a vulnerable sector check, payable to the police or the Royal Canadian Mounted Police (RCMP).

You must have your immunizations reviewed by the SAIT Health Clinic. There is a $75 charge to review vaccine history. Any vaccines you need to be administered will result in additional charges.

A fee of approximately $50 to $100 is associated with an electronic student permit checking submission, which is required for clinical practicum placements, payable to Synergy Gateway through the Verified software platform.

Basic Life Support (BLS) Provider (Level C) CPR annual updates are required. All CPR courses must be from the Heart and Stroke Foundation.

A fee is associated with the CompTracker application used in this program.

You are responsible for additional expenses related to your practicum, including pre-practicum requirements and relocation costs to practicum sites outside of Calgary.

Canadian Association of Medical Radiation Technologists (CAMRT) certification exam fees are approximately $840, with an additional exam registration fee.

Annual dues to the Alberta College of Medical Diagnostic and Therapeutic Technologists are approximately $100.

Health and Public Safety program advising

For any questions or to set up an advising appointment, please contact our School of Health and Public Safety.

Phone: 403.284.8481
Email: hps.info@sait.ca

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.

Network Systems Specialist

- **Complete in one to five years**
- **Only fall starts**
- **Only full time**
- **Only in-person**

Contact us

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

Program Description

In today's interconnected world, robust and adaptable computer networks are essential for success across industries. Our Network Systems Specialist program is designed to equip you with the skills needed to thrive in this critical field.

Through classroom learning and hands-on experience, you will gain expertise in computer network design, maintenance and support, making you job-ready as a network systems specialist.

In this program, you will:

- get cutting-edge training in cloud and server administration, virtualized infrastructure, and Linux administration
- join Cisco Networking Academy, a leading program specializing in computer networking, troubleshooting and security, ensuring you're well-prepared for the industry
- learn practical problem-solving, allowing you to tackle technical challenges and deliver timely solutions within project scope, preparing you for a successful IT career.

As a graduate, you'll be equipped to pursue roles such as network systems specialist, network or systems administrator, network support analyst, IT consultant or technician, network or technical support specialist, or related positions in various sectors, including public, private and community-based organizations.

Prior knowledge of computer operating systems, cloud technologies or networking gained through education, industry experience, certifications or online tutorials is highly recommended.

Join us to build the skills and knowledge needed for a thriving career in IT.

Program Overview

Traits, skills and aptitudes

Those working in network systems analysis tend to be objective, methodical and directive.

You need:

- logical thinking skills
- communication skills
- people skills
- the ability to study complex problems
- the ability to be calm and efficient under pressure
- the ability to ask the right questions to understand problems
- a keen interest in keeping up to date with technology.

The ideal candidate for the Network Systems Specialist program is a motivated, mature learner interested in specializing in computer networking or upgrading their existing skills.

This intensive program requires a significant commitment of time and energy. Experience with computer hardware or operating and networking systems is an asset but not required.

To do well in this field, you should enjoy studying information and solving problems, taking a precise step-by-step approach to tasks, working with changing technologies and helping others.

Practicum, co-op and work integrated learning opportunities

You'll participate in a practicum during your final semester, where you'll put your skills to work in a real-world environment and connect with a potential future employer.

Accreditations, designations or certifications

By the end of the program, you'll be prepared to challenge the Cisco Certified Network Administrator (CCNA) exams.

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

Specialized intakes

This program is available to international applicants as a stand-alone program or as part of a program bundle - two programs delivered consecutively.

If you choose the program bundle, you'll complete the Network Systems Specialist program in your first year of study.

In the second year of study, you'll complete the following:

- Cyber Security for Control Systems

After completing both programs, you'll receive two credentials, including a Network Systems Specialist certificate.

You may then qualify for a post-graduate work permit of up to three years. If you only complete one of the programs, you may be eligible for a one-year post-graduate work permit.

Applicants must meet the admission requirements for both programs.

Bundle program details

Credential

Upon successful completion of this program, you'll be awarded a SAIT Network Systems Specialist certificate.

Program length

1 year

Accepts international applicants - PGWP-eligible

This program accepts international applicants and meets the eligibility criteria for the Post-Graduation Work Permit program, as long as the student is registered in on-campus classes or completes more than 50% of the courses on campus (for blended options).

International students attending all classes online will NOT be eligible for a Post-Graduate Work Permit. International students are responsible for maintaining their eligibility throughout their studies.

CAJG-eligible

This program is eligible for the Canada Alberta Job Grant.

Related careers

Our graduates may work in the following occupations. Some careers require additional experience and education.

Potential careers (NOC):

- Computer and information systems managers (20012)
- Information systems testing technicians (22222)
- Computer network and web technicians (22220)
- Web designers (21233)
- Information systems specialists (21222)
- Business systems specialists (21221)
- Cybersecurity specialists (21220)
- Data scientists (2121)

Admission Requirements

Applicants educated in Canada

Applicants must demonstrate English language proficiency and completion of the following courses or equivalents:

- a minimum grade of 60% in English Language Arts 30-1 or 30-2 or equivalent, or
- a minimum of two years of post-secondary education from a recognized university, institute, or college.

SAIT accepts high school course equivalents for admission for applicants educated outside Alberta.

Applicants educated outside of Canada

All applicants who were educated outside of Canada must demonstrate English language proficiency and provide proof they meet the program admission requirements outlined above with an international document assessment. Find accepted educational documents and assessment options.

SAIT may also accept courses completed at certain international post-secondary institutions.

Application process

International bundle program applicants

If you are an international applicant who wishes to take this program as part of a bundle, first review the admission requirements for both programs to ensure you meet them.

When selecting your programs in the application portal, your first choice should be the program delivered in year one. The second choice program will be the program delivered in year two.

The bundle is unavailable to domestic applicants, who may apply to the stand-alone program.

Program Outline

The Network Systems Specialist certificate requires 33 credits (12 courses) to complete.

The program spans 38 weeks over three semesters.

Required courses

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 Skills for Tech Professionals	1.5 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 270 - Linux Installation and Administration	1.5 Credits
NETT 275 - Cloud and Server Administration	3 Credits
PRAC 249 - Career Advancement Practicum	3 Credits

Suggested schedule of study

Semester 1

CMPH 239 - IT Essentials	3 Credits
NETT 270 - Linux Installation and Administration	1.5 Credits
CMPN 276 - Internetworks Level I	3 Credits
CMPN 277 - Internetworks Level II	3 Credits
CPLN 240 - Career Skills for Tech Professionals	1.5 Credits

Semester 2

CMPN 287 - Internetworks Level III	3 Credits
CPNT 216 - Virtualized Infrastructure	3 Credits
CPNT 209 - Network Resilience and Scalability	3 Credits
NETT 275 - Cloud and Server Administration	3 Credits
CPNT 223 - Network Security	3 Credits
NETT 262 - Network Design and Implementation Project	3 Credits

Semester 3

PRAC 249 - Career Advancement Practicum	3 Credits

Progression

You must attain a PGPA and/or a CGPA of 2.0 or better each semester and pass the prerequisite courses to progress through the program.

To qualify for graduation, you must pass all courses, attain a CGPA of 2.0 or better and complete course requirements within the prescribed timelines.

Review our grading and progression procedure >

Costs

Books and supplies

Books and supplies are approximately $1,000 - $1,500 per full-time year.

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

You may also be required to purchase hosted virtual lab tools.

Find your booklist on the SAIT Bookstore's website. The booklist will be available closer to the program start date. Can't find your program or course? The bookstore didn't receive a textbook list. Contact your program directly to determine if they're still refining course details or if you're in luck; no textbook purchase is required this term.

Advanced Digital Technology program advising

For any questions or to set up an advising appointment, please contact our School for Advanced Digital Technology.

Phone: 403.284.8543
Email: sadt.advising@sait.ca

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 communication 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

- **Complete in one to five years**
- **Spring, 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 Non-Destructive Testing (NDT) Foundations program will equip you with the fundamental skills required to perform critical inspections that contribute to the safety and maintenance of various industries.

Using techniques that assess the integrity of materials and structures without causing damage, NDT technicians play an essential role in preventing potential failures and saving time, money, and lives.

Learn from industry professionals with extensive field experience. Gain practical experience with the latest NDT equipment and technologies. Benefit from job placement assistance and career counselling. Connect with a community of professionals and alumni in the NDT field.

As a graduate, you can look forward to a job market with high demand for qualified NDT technicians. Opportunities for travel and diverse work environments are available, with potential roles across Canada and internationally. Employment sectors include pipelines and refineries, transportation, utilities, construction, steel and other manufacturing, and maintenance.

The program combines theoretical courses with hands-on practical labs conducted on campus. The program duration varies depending on if you choose a full-time or part-time course load. This blended learning approach allows you the flexibility to manage other commitments while obtaining the necessary knowledge and skills that span the methods in the NDT field.

Enroll in the Non-Destructive Testing Foundations program today and take the first step towards a challenging and rewarding career in the inspection industry.

Program Overview

Traits, skills and aptitudes

Non-destructive testing (NDT) technicians need:

- motor coordination and manual dexterity
- communication skills
- the ability to maintain focus in busy or noisy surroundings
- the ability to work independently, often with little supervision
- an aptitude for math
- strong attention to detail
- the ability to work flexible hours in varying locations
- the ability to physically maneuver a job site freely.

You should enjoy performing tasks precisely, analyzing and interpreting data and systematically approaching your work.

Accreditations, designations or certifications

Graduates are prepared to undertake the three steps mandated by the Canadian General Standards Board (CGSB) for NDT certification in Canada:

- comprehensive training
- accumulation of work experience
- successful passing of CGSB exams.

This program specifically addresses the training component, setting a solid foundation for advancing to subsequent certification levels.

Credential

After successfully completing this program, you'll receive a SAIT Non-Destructive Testing Foundations certificate.

Program length

15 weeks

Accepts international applicants - not-PGWP eligible

This program is open to international applicants; however, program availability may be limited. This program does not meet the eligibility criteria for the Post-Graduation Work Permit program.

Not eligible for CAJG

This program is not eligible for the Canada Alberta Job Grant.

Related careers

Our graduates may work in the following occupations. Some careers require additional experience and education.

Potential careers (NOC):

- Public and environmental health and safety professionals (21120)
- Non-destructive testers and inspectors (22230)
- Engineering inspectors and regulatory officers (22231)
- Occupational health and safety specialists (22232)
- Inspectors and testers, mineral and metal processing (94104)

Admission Requirements

Applicants educated in Canada

Applicants must demonstrate English language proficiency and completion of the following courses or equivalents:

- Grade 10 Math, and
- Grade 10 English.

SAIT accepts high school course equivalents for admission for applicants educated outside of Alberta.

Applicants educated outside of Canada

All applicants who were educated outside of Canada must demonstrate English language proficiency and provide proof they meet the program admission requirements outlined above with an international document assessment. Find accepted educational documents and assessment options.

SAIT may also accept courses completed at certain international post-secondary institutions.

Program Outline

The Non-Destructive Testing Foundations certificate requires 16.5 credits (nine courses) to complete.

The program spans 15 weeks (or one semester) if you study full-time and 34 weeks if you study part-time.

Required courses

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 207 - Eddy Current Level I	1.5 Credits
INSP 210 - Radiography Level I	1.5 Credits
INSP 220 - Certified Exposure Device Operator	1.5 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

Progression

You must attain a PGPA and/or a CGPA of 2.0 or better each semester and pass the prerequisite courses to progress through the program.

To qualify for graduation, you must pass all courses, attain a CGPA of 2.0 or better and complete course requirements within the prescribed timelines.

Review our grading and progression procedure >

Costs

Books and supplies

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

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

Find your booklist on the SAIT Bookstore's website. The booklist will be available closer to the program start date. Can't find your program or course? The bookstore didn't receive a textbook list. Contact your program directly to determine if they're still refining course details or if you're in luck; no textbook purchase is required this term.

Required tools and personal protective equipment (PPE)

You will need:

- overalls
- steel-toe boots
- safety glasses.

We recommend waiting to purchase these until classes begin, as your instructors will discuss industry-approved PPE in class.

Your tools will be provided.

Manufacturing and Automation program advising

For any questions or to set up an advising appointment, please contact our School of Manufacturing and Automation.

Phone: 403.284.8641
Email: ma.info@sait.ca

Program Outcomes

1. Work, behave and interact with others professionally and respectfully.
2. Communicate technical and inspection information by written, visual and oral means using supporting technologies, where applicable.
3. Build communication networks and relationships among co-workers, clients and management to achieve common goals.
4. Perform applicable inspection techniques to detect defects and ensure safety and quality.
5. Accurately interpret and use codes, drawings and other pertinent documentation to perform inspections and comply with requirements.
6. Follow applicable codes, standards and specifications to perform quality, comprehensive and repeatable inspections for consistent results.
7. Demonstrate proficiency in using and maintaining all applicable equipment required in the field.
8. Follow site-specific safe working practices, including occupational health and safety requirements.
9. Act honestly, responsibly and ethically with due regard for the social and business implications and standards.
10. Demonstrate basic critical thinking and problem-solving skills.
11. Plan ongoing training and personal development for personal and professional growth to achieve excellence in their career.

Nuclear Medicine Technology

- **For information regarding upcoming program intakes, please see sait.ca.**

Contact us

School of Health and Public Safety
Phone: 403.284.8481
Email: hps.info@sait.ca

Program Description

Our Nuclear Medicine Technology program is an in-depth journey into nuclear medicine, focusing on diagnosing and treating diseases.

You will learn to use sophisticated diagnostic software and equipment and apply your skills in real-world clinical settings across various nuclear medicine departments.

As a student, you will:

- prepare and utilize radioactive drugs for imaging procedures
- develop skills to effectively communicate with patients
- learn ethical and professional standards in clinical settings
- learn the principles of radiation and radiology and how to protect yourself, patients and staff
- gain expertise in diagnostic CT imaging
- study the body systems and their functions
- gain an understanding of instrument measuring and imaging radioactivity
- learn how to perform patient imaging procedures and theranostics
- ensure the quality and safety of nuclear medicine equipment and processes
- learn how to perform blood draws, establish IV access and administer injections
- apply knowledge of pathophysiology as it relates to clinical procedures.

As a graduate who goes on to become certified and licensed, you'll find opportunities to work as a nuclear medicine technologist in diverse healthcare environments, including hospitals, community clinics, private laboratories, and research and teaching institutions.

If you want to contribute to providing positive patient outcomes and optimal patient care, this program is for you.

Program Overview

Traits, skills and aptitudes

Those in nuclear medicine technology tend to be objective, methodical and innovative.

You need:

- fine motor skills
- a high degree of responsibility and integrity
- patience and flexibility
- sensitivity to the needs of ill and injured people
- good communication skills and the ability to put people at ease
- an interest in science and technology
- an eye for detail and accuracy
- good organizational skills
- good problem-solving and critical-thinking skills
- the ability to work well in a team setting
- the ability to manage stress well, maintain professional behaviour and regulate your emotions
- a desire for lifelong learning
- a tolerance for the sight of human blood and tissue
- to be physically able to assist in transporting, lifting, and positioning patients and equipment
- comfortable with performing patient care procedures which may be sensitive or performed in close proximity.

Nuclear medicine technologists wear personal protective equipment (PPE) for long periods. This includes exposure to latex and disinfection materials. They may also work extended hours and shift work, including nights and weekends.

You are strongly encouraged to refer to the ALIS website for career, learning, and employment information for nuclear medicine technologists to ensure you can successfully meet the occupational requirements for the program and profession.

Practicum, co-op and work integrated learning opportunities

You will complete required practicum placements during this program.

You will be assigned practicum placements with consideration given to your preference of location. However, due to limited availability in Calgary, it might be necessary for you to travel or relocate outside the city.

The healthcare field has a strong focus on health, wellness, and fitness to practice due to the demanding nature of the work and Occupational Health and Safety requirements. As such, special considerations will not be granted based on individual circumstances or preferences, except those stated as protected grounds when an accommodation has been approved.

In compliance with the practica agreements with our clinical partners, you will be required to provide specific documentation before you can participate in your practicum. Find out what requirements you need for this program.

Accreditations, designations or certifications

This program is accredited through Accreditation Canada, and meets the Canadian Association of Medical Radiation Technologists (CAMRT) national competency profile requirements. This program also works closely with our Diagnostic Imaging Provincial Advisory Committee.

Graduates are eligible to challenge the CAMRT certification exam, which is a requirement for registration and employment for registered nuclear medicine technologists in Canada. Graduates can also challenge the American Nuclear Medicine Technology Certification Board exam.

Specialized intakes

Some seats in each intake of this program are reserved for applicants currently residing in Saskatchewan and Manitoba via our interprovincial health training agreements.

Credential

Upon successful completion of this program, you'll be awarded a SAIT Nuclear Medicine Technology diploma.

Program length

2.5 years

Accepts international applicants - PGWP-eligible

This program accepts international applicants and meets the eligibility criteria for the Post-Graduation Work Permit program, as long as the student is registered in on-campus classes or completes more than 50% of the courses on campus (for blended options).

International students attending all classes online will NOT be eligible for a Post-Graduate Work Permit. International students are responsible for maintaining their eligibility throughout their studies.

Not eligible for CAJG

This program is not eligible for the Canada Alberta Job Grant.

Related careers

Our graduates may work in the following occupations. Some careers require additional experience and education.

Potential careers (NOC):

- Medical radiation technologists (32121)

Admission Requirements

Applicants educated in Canada

Applicants must demonstrate English language proficiency and meet the following requirements or equivalents, with a combined average of 75%:

- at least 70% in Math 30-1 or at least 75% in Math 30-2, and
- at least 70% in English Language Arts 30-1, and
- at least 70% in Chemistry 30, and
- at least 70% in Biology 30, or Physics 30, or Math 31

You must also achieve a mark of 50% or higher in the School of Health and Public Safety's entrance testing process.

SAIT accepts high school course equivalents for admission for applicants educated outside Alberta.

Applicants educated outside of Canada

All applicants who were educated outside of Canada must demonstrate English language proficiency and provide proof they meet the program admission requirements outlined above with an international document assessment. Find accepted educational documents and assessment options.

SAIT may also accept courses completed at certain international post-secondary institutions.

Application process

Before applying to this program, you must complete the necessary entrance tests.

Refer to Health and Public Safety entrance testing to find the required tests and deadlines and instructions on how to book your exams.

Program Outline

The Nuclear Medicine Technology diploma requires 72 credits (25 courses) to complete.

The program spans two and a half years.

Required courses

ANPH 215 – Anatomy and Physiology	3 Credits
INFC 215 – Infection Prevention and Control	1.5 Credits
MRAD 251 – Computed Tomography 1	3 Credits
MRAD 303 – Computed Tomography 2	3 Credits
MRAD 374 – Research in Allied Health	1.5 Credits
NMED 201 – Quality Control 1	1.5 Credits
NMED 202 – Quality Control 2	3 Credits
NMED 251 – Clinical Procedures 1	3 Credits
NMED 256 – Patient Care	1.5 Credits
NMED 260 – Instrumentation	1.5 Credits
NMED 291 – Clinical Procedures 2	3 Credits
NMED 300 – Clinical Integration 1	3 Credits
NMED 310 – Positron Emission Tomography	1.5 Credits
NMED 331 – Applied Clinical Procedures 1	3 Credits
NMED 381 – Applied Clinical Procedures 2	3 Credits
NMED 391 – Clinical Integration 2	3 Credits
PHAR 230 – Radiopharmacy 1	1.5 Credits
PHAR 262 – Radiopharmacy 2	3 Credits
PHYS 209 – Radiation Physics	3 Credits
PRAC 309 – Practicum 1	6 Credits
PRAC 322 – Practicum 2	6 Credits
PRAC 343 – Practicum 3	6 Credits
PROF 203 – Professional Practice 1	3 Credits
PROF 301 – Professional Practice 2	1.5 Credits
RADP 210 – Radiation Protection	3 Credits

Suggested schedule of study

Year 1

Semester 1

ANPH 215 – Anatomy and Physiology	3 Credits
PHAR 230 – Radiopharmacy 1	1.5 Credits
PHYS 209 – Radiation Physics	3 Credits
PROF 203 – Professional Practice 1	3 Credits
RADP 210 – Radiation Protection	3 Credits

Semester 2

MRAD 251 – Computed Tomography 1	3 Credits
NMED 201 – Quality Control 1	1.5 Credits
NMED 251 – Clinical Procedures 1	3 Credits
NMED 260 – Instrumentation	1.5 Credits
PHAR 262 – Radiopharmacy 2	3 Credits

Semester 3

INFC 215 – Infection Prevention and Control	1.5 Credits
NMED 202 – Quality Control 2	3 Credits
NMED 256 – Patient Care	1.5 Credits
NMED 291 – Clinical Procedures 2	3 Credits

Year 2

Semester 4

MRAD 303 – Computed Tomography 2	3 Credits
NMED 300 – Clinical Integration 1	3 Credits
NMED 310 – Positron Emission Tomography	1.5 Credits
NMED 331 – Applied Clinical Procedures 1	3 Credits
PROF 301 – Professional Practice 2	1.5 Credits

Semester 5

NMED 381 – Applied Clinical Procedures 2	3 Credits
PRAC 309 – Practicum 1	6 Credits

Semester 6

MRAD 374 – Research in Allied Health	1.5 Credits
PRAC 322 – Practicum 2	6 Credits

Year 3

Semester 7

NMED 391 – Clinical Integration 2	3 Credits
PRAC 343 – Practicum 3	6 Credits

Progression

You must attain a PGPA and/or a CGPA of 2.0 or better each semester and pass the prerequisite courses to progress through the program.

To qualify for graduation, you must pass all courses, attain a CGPA of 2.0 or better and complete course requirements within the prescribed timelines.

Review our grading and progression procedure >

Costs

Books and supplies

Books and supplies are approximately $2,600 in the first year and $1,200 in the second year.

This is a bring-your-own-device program with a standard computer hardware and software requirement. See the specific requirements on our computers and laptops page. A laptop (non-Android) or Apple tablet is required. A mobile phone is not a suitable alternative.

Find your booklist on the SAIT Bookstore's website. Booklists are created by semester and available approximately two weeks before classes begin.

Required uniforms and personal protective equipment (PPE)

The industry-approved PPE you'll need will be discussed during your first few days of classes.

You will also require a uniform for some classes, which includes:

- scrubs
- a white lab coat with full-length sleeves and at least mid-thigh length
- closed-toe and heel shoes, runners or duty shoes.

Additional fees

A fee is associated with obtaining a police information check, including a vulnerable sector check, payable to the police or the Royal Canadian Mounted Police (RCMP).

You must have your immunizations reviewed by the SAIT Health Clinic. There is a $75 charge to review vaccine history. Any vaccines you need to be administered will result in additional charges.

A fee of approximately $50 to $100 is associated with an electronic student permit checking submission required for clinical practicum placements, payable to Synergy Gateway through the Verified software platform.

A fee is associated with the CompTracker application used in this program.

You are responsible for additional expenses related to your practicum, including pre-practicum requirements and relocation costs to practicum sites outside of Calgary.

Nuclear Medicine Technology Certification Board (NMTCB) exam fees are approximately $175.

Canadian Association of Medical Radiation Technologists (CAMRT) certification exam fees are approximately $840, with an additional exam administration fee.

The Alberta College of Medical Diagnostic and Therapeutic Technologists registration fee is approximately $100.

Health and Public Safety program advising

For any questions or to set up an advising appointment, please contact our School of Health and Public Safety.

Phone: 403.284.8481
Email: hps.info@sait.ca

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.

Object Oriented Software Development

- **Complete in one to five years**
- **Only fall starts**
- **Only full time**
- **Only in-person**

Contact us

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

Program Description

Are you eager to start a rewarding career as a full-stack software developer? Our Object Oriented Software Developer program provides comprehensive training to ensure you develop strong software development skills efficiently.

In this program, you'll learn:

- object-oriented programming from introductory concepts to advanced techniques, helping you to master multiple object-oriented programming languages
- web-based application development, with hands-on experience creating cutting-edge applications
- relational databases by exploring the ins and outs and discovering how they are integral to modern software development.

Throughout the program, you'll work with various technology development tools, providing practical experience that mirrors real-world scenarios.

This is an intensive program requiring a commitment of both time and energy. You will need to make your education a priority throughout the program.

As a graduate, you'll be prepared for diverse roles in the tech industry, including software developer, programmer, analyst, systems analyst, web developer or IT consultant.

Whether starting from scratch or looking to enhance your existing skills, this program is your fast track to a successful career in full-stack software development and computer programming.

Join us and embark on your journey to becoming a proficient software developer.

Program Overview

Traits, skills and aptitudes

Those working in the software development field are innovative, methodical and directive.

You need:

- logical thinking to analyze complex problems and create and verify solutions
- patience and persistence when developing or debugging programs
- attention to detail to avoid errors that cost time and money
- the ability to interpret user needs
- knowledge of user experience (UX) techniques
- speaking, listening and writing skills
- interpersonal and teamwork skills.

You should enjoy learning new computer languages and programming styles, creative problem-solving, doing tasks with precision and taking a structured approach to your work.

Practicum, co-op and work integrated learning opportunities

You will participate in a practicum at a participating organization, giving you a realistic taste of working in the technology industry and the opportunity to connect with potential future employers.

Specialized intakes

This program is available to international applicants as a stand-alone program or as part of a program bundle - two programs delivered consecutively.

If you choose the program bundle, you'll complete the Object Oriented Software Development program in your first year of study.

In the second year of study, you'll complete the following:

Data Analytics

After completing both programs, you'll receive two credentials, including a Object Oriented Software Development certificate.

You may then qualify for a post-graduate work permit of up to three years. If you only complete one of the programs, you may be eligible for a one-year post-graduate work permit.

Applicants must meet the admission requirements for both programs.

Bundle program details

Credential

Upon successful completion of this program, you'll be awarded a SAIT Object Oriented Software Development certificate.

Program length

1 year

Accepts international applicants - PGWP-eligible

This program accepts international applicants and meets the eligibility criteria for the Post-Graduation Work Permit program, as long as the student is registered in on-campus classes or completes more than 50% of the courses on campus (for blended options).

International students attending all classes online will NOT be eligible for a Post-Graduate Work Permit. International students are responsible for maintaining their eligibility throughout their studies.

CAJG-eligible

This program is eligible for the Canada Alberta Job Grant.

Related careers

Our graduates may work in the following occupations. Some careers require additional experience and education.

Potential careers (NOC):

- Cybersecurity specialists (21220)
- Business systems specialists (21221)
- Information systems specialists (21222)
- Computer systems developers and programmers (21230)
- Software engineers and designers (21231)
- Software developers and programmers (21232)
- Web designers (21233)
- Web developers and programmers (21234)

Admission Requirements

Applicants educated in Canada

Applicants must demonstrate English language proficiency and completion of the following courses or equivalents:

- at least 60% in English Language Arts 30-1 or English Language Arts 30-2 or equivalent, or,
- a minimum of two years of post-secondary education from a recognized university, institute, or college.

SAIT accepts high school course equivalents for admission for applicants educated outside Alberta.

Applicants educated outside of Canada

All applicants who were educated outside of Canada must demonstrate English language proficiency and provide proof they meet the program admission requirements outlined above with an international document assessment. Find accepted educational documents and assessment options.

SAIT may also accept courses completed at certain international post-secondary institutions.

Application process

International bundle program applicants

If you are an international applicant who wishes to take this program as part of a bundle, first review the admission requirements for both programs to ensure you meet them.

When selecting your programs in the application portal, your first choice should be the program delivered in year one. The second choice program will be the program delivered in year two.

The bundle is unavailable to domestic applicants, who may apply to the stand-alone program.

Program Outline

The Object Oriented Software Development certificate requires 28.5 credits (12 courses) to complete.

The program spans 38 weeks over three semesters.

Required courses

CMPP 264 - Java Programming	3 Credits
CMPS 207 - Operating Systems and Networks	3 Credits
CPLN 240 - Career Skills for Tech Professionals	1.5 Credits
CPRG 200 - Rapid Application Development	3 Credits
CPRG 208 - Security for Developers	1.5 Credits
CPRG 210 - Web Application Development	3 Credits
CPRG 212 - Database Development	3 Credits
CPRG 214 - .NET Web Applications	1.5 Credits
CPRG 220 - Open-Source Web Applications	1.5 Credits
PRAC 249 - Career Advancement Practicum	3 Credits
PROJ 207 - Threaded Project	3 Credits
PROJ 216 - Software Project Concepts	1.5 Credits

Suggested schedule of study

Semester 1

CPRG 210 - Web Application Development	3 Credits
CPLN 240 - Career Skills for Tech Professionals	1.5 Credits
PROJ 216 - Software Project Concepts	1.5 Credits
CPRG 200 - Rapid Application Development	3 Credits
CPRG 212 - Database Development	3 Credits
CPRG 214 - .NET Web Applications	1.5 Credits

Semester 2

CMPS 207 - Operating Systems and Networks	3 Credits
CMPP 264 - Java Programming	3 Credits
CPRG 208 - Security for Developers	1.5 Credits
CPRG 220 - Open-Source Web Applications	1.5 Credits
PROJ 207 - Threaded Project	3 Credits

Semester 3

PRAC 249 - Career Advancement Practicum	3 Credits

Progression

You must attain a PGPA and/or a CGPA of 2.0 or better each semester and pass the prerequisite courses to progress through the program.

To qualify for graduation, you must pass all courses, attain a CGPA of 2.0 or better and complete course requirements within the prescribed timelines.

Review our grading and progression procedure >

Costs

Books and supplies

Books and supplies are approximately $1,000 - $1,500 per full-time year.

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

Your textbooks will be provided at no additional cost.

Advanced Digital Technology program advising

For any questions or to set up an advising appointment, please contact our School for Advanced Digital Technology.

Phone: 403.284.8543
Email: sadt.advising@sait.ca

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

Ready to launch a fast-paced office career? The one-year Office Professional certificate program at SAIT is your key.

Participating in small-sized classes, you'll learn how to communicate effectively, handle common office tasks, and use technology to organize and secure business information. Plus, you will collaborate with your team to tackle a range of business duties.

You'll also learn how to:

- work well with others and behave professionally
- provide good service to clients or customers
- handle, store, and secure information
- master the art of creating reports that businesses use
- keep up with new technology and learn how to use it at work.

Additionally, you can earn Microsoft certifications to demonstrate your skills with Word, Outlook, PowerPoint, SharePoint, OneNote, Teams, Excel, and OneDrive.

As a graduate, you will be ready for entry-level jobs in office and administration, from finance to oil and gas. You can work in business administration jobs, like administrative assistant, office assistant, office administrator, mail or message distribution clerk, and more. Or you can continue your education, apply for SAIT's Administrative Information Management program, and earn your diploma with one additional year of study.

Program Overview

Traits, skills and aptitudes

Office administrators tend to be objective, methodical, and innovative.

You need:

- initiative and a professional attitude
- discretion
- strong communication skills
- time management and organizational skills
- the ability to work independently or as part of a team
- computer keyboarding skills
- conflict resolution skills
- problem-solving skills.

You should enjoy working with people, using computers, and compiling and organizing information.

Academic path

Graduates of this program can bridge into the second year of SAIT's Administrative Information Management program and earn their diploma with an additional year of study.

Accreditations, designations or certifications

You can write up to four Microsoft Office Specialist certification exams in this program:

- Word 2019 and 365 Specialist
- Excel 2019 and 365 Specialist
- PowerPoint 2019 and 365 Specialist
- Outlook 2019 and 365 Specialist

You can earn additional certifications in the second year of the Administrative Information Management diploma.

Credential

After successfully completing this program, you'll receive a SAIT Office Professional certificate.

Program length

1 year

Accepts international applicants – not-PGWP eligible

This program is open to international applicants; however, program availability may be limited. This program does not meet the eligibility criteria for the Post-Graduation Work Permit program.

CAJG-eligible

This program is eligible for the Canada Alberta Job Grant.

Related careers

Our graduates may work in the following occupations. Some careers require additional experience and education.

Potential careers (NOC):

- Executive assistants (12100)
- Health information management occupations (12111)
- Records management technicians (12112)
- Administrative officers (13100)
- Administrative assistants (13110)
- Legal administrative assistants (13111)
- General office support workers (14100)
- Receptionists (14101)
- Data entry clerks (14111)
- Correspondence, publication and regulatory clerks (14301)
- Supervisors, general office and administrative support workers (12010)

Admission Requirements

Applicants educated in Canada

Applicants must demonstrate English language proficiency and completion of the following courses or equivalents:

- at least 50% in Math 10C or Math 20-3, and
- at least 50% in English Language Arts 30-1 or English Language Arts 30-2.

SAIT accepts high school course equivalents for admission for applicants educated outside of Alberta.

Applicants educated outside of Canada

All applicants who were educated outside of Canada must demonstrate English language proficiency and provide proof they meet the program admission requirements outlined above with an international document assessment. Find accepted educational documents and assessment options.

SAIT may also accept courses completed at certain international post-secondary institutions.

Program Outline

The Office Professional certificate requires 30 credits (10 courses) to complete.

The program spans one year, with two semesters.

Required courses

AMAT 240 - Applied Mathematics for Business	3 Credits
BCMP 215 - Collaborative Software and Technologies	3 Credits
BCMP 220 - Business Software Foundations	3 Credits
BCMP 250 - Word Processing Essentials	3 Credits
BCMP 260 - Spreadsheet Essentials	3 Credits
BCMP 270 - Presentation Software	3 Credits
COMN 220 - Communication and Presentation Skills	3 Credits
COMN 280 - Communication and Presentation Skills II	3 Credits
OADM 211 - Business Studies	3 Credits
OADM 257 - Office Administration	3 Credits

Suggested schedule of study

We recommend you complete the courses in the order listed below.

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

Progression

You must attain a PGPA and/or a CGPA of 2.0 or better each semester and pass the prerequisite courses to progress through the program.

To qualify for graduation, you must pass all courses, attain a CGPA of 2.0 or better and complete course requirements within the prescribed timelines.

Review our grading and progression procedure >

Costs

Books and supplies

Books and supplies are approximately $1,000 - $1,500 per full-time year.

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

Find your booklist on the SAIT Bookstore's website. The booklist will be available closer to the program start date. Can't find your program or course? The bookstore didn't receive a textbook list. Contact your program advisor directly to determine if they're still refining course details or if you're in luck; no textbook purchase is required this term.

Business program advising

For any questions or to set up an advising appointment, please get in touch with our School of Business.

Phone: 403.284.8485
Email: business.advising@sait.ca

Program Outcomes

1. Demonstrate collaborative teamwork.
2. Demonstrate basic communication skills.
3. Provide basic client service.
4. Demonstrate ethical and professional behaviour.
5. Input, store, and retain information.
6. Format business reports.
7. Use emerging technology.
8. Execute a variety of daily tasks and business activities.

Graduate outcomes

A. **Safety** – awareness of safety standards relevant to the workplace.
   - Safety awareness

B. **Responsible leadership** – personal, ethical and respectful behaviour within the workplace and global community.
   - Teamwork and multi-disciplinary collaboration
   - Self-initiative
   - Ethical reasoning and action
   - Global awareness
   - Sustainability

C. **Communication** – the exchange of information professionally and effectively.
   - Language skills
   - Interpersonal skills

D. **Information literacy** – the strategies used to become informed, from recognizing an information need to accessing and evaluating information and using it effectively and ethically.
   - Problem-solving and critical thinking
   - Quantitative literacy
   - Technological literacy

E. **Technical knowledge, skills and abilities** – technical competence specific to the discipline or industry.
   - Specialized technical skill set

Open Studies

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

Contact us

Academic Services
Phone: 403-284-8856
Email: open.studies@sait.ca

Program Description

The Open Studies program allows you to explore various disciplines and take courses that interest you or align with your future program or path. Whether you are looking to take courses in advance for certificate, diploma, or degree programs, or to sample different areas of study, Open Studies helps you find your direction and prepare you for your academic journey." per program approval change for 2026.

Open pathways

The Open Studies program allows you to explore your path with general studies and sample different courses to figure out which field of study or university/college education is right for you.

Maybe the program you want to join isn't available until a later semester. With Open Studies, you can get a head start by taking some courses in advance. This option is especially useful for programs that lead to diplomas, certificates, or degrees.

Flexible class times

Some students prefer a slower pace. Open Studies allows you to ease into a full program by taking a few courses each semester. The program enables those working and studying to manage their workload more easily.

You can take Open Studies courses in two ways:

- online asynchronous, which is flexible and can be done anytime that suits you
- online synchronous or in-person, which is scheduled class times.

Select daytime class options are available to Open Studies students.

Benefits for international students

If you're an international student already in a program but want to switch to a different one, Open Studies can help. It helps you maintain the required number of credits to study in Canada, even if the courses aren't directly related to your future career.

Prepare for postsecondary

Whether you are working towards an undergraduate degree in business studies or another area of study, the Open Studies program can help you get there.

Credential

While you won't receive a specific credential in Open Studies, the program allows you to:

- build a solid foundation for further education at SAIT with transfer credits for transferable courses
- earn credit for up to 30 credits or 50% of a program's courses if you pursue a certificate, diploma, applied degree, or bachelor's degree program at SAIT
- take advantage of free SAIT student services, such as tutoring, learning strategy workshops, appointments with a learning strategist, and counselling.

Program length

Based on course(s)

Accepts international applicants - not-PGWP eligible

This program is open to international applicants; however, program availability may be limited. This program does not meet the eligibility criteria for the Post-Graduation Work Permit program.

Not eligible for CAJG

This program is not eligible for the Canada Alberta Job Grant.

Admission Requirements

You will require an English proficiency level equivalent to at least a Canadian Language Benchmark Assessment (CLBA) score of 8 or an International English Language Testing System (IELTS) band score of 6 in all categories.

There are no further admission requirements for the Open Studies program.

Program Outline

To register for the following courses, you must be admitted into either the Open Studies program or another academic program at SAIT.

Courses typically run in the:

Fall (Sept. to Dec.)

Winter (Jan. to April)

Spring (May to Aug.)

Courses marked as High-demand may also be offered starting in Oct., March or July. Please get in touch with us to learn when we're running additional offerings for these courses.

SAIT reserves the right to cancel a course up to two weeks before the semester starts should the course not meet the minimum number of requirements. We will always endeavour to provide an alternate course option should any be available.

How to register for Open Studies courses and delivery options

Most Open Studies courses are delivered online asynchronous (OA – unscheduled, self-directed classes). We also deliver select courses online synchronously (OS – scheduled/live lectures) or in evening classrooms (scheduled, on-campus).

Open Studies students may only register for the OA or OS section options at this time.

Other sections, like those offered in the daytime, are reserved for those in credentialed academic programs. You will encounter an error if you try to register for these sections.

Available courses

Explore all available courses offered by Open Studies. Not all courses are offered every semester.

ACCT 215 – Introductory Financial Accounting I	3 Credits
ACCT 338 – Introductory Management Accounting	3 Credits
ANPH 209 – Anatomy and Physiology High-demand course	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 High-demand course	3 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 300 – Intercultural Communications	3 Credits
COMM 3310 – Presentations	3 Credits
COMM 352 – Communicating in the Workplace	1.5 Credits
COMM 405 – Industrial Communications	3 Credits
COMM 415 – Professional Communications	1.5 Credits
COMN 220 – Communication and Presentation Skills High-demand course	3 Credits
COMP 213 – Computing for Engineering Technology	3 Credits
COMP 220 – Computer Fundamentals High-demand course	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 1010 – Critical Reading and Writing	3 Credits
ENGL 205 – Grammar and Proofreading High-demand course	3 Credits
ENGL 3370 – Comparative World Literature High-demand course	3 Credits
ENVS 2010 – Environmental Science for Sustainability	3 Credits
HILA 200 – Health Information Law 1 High-demand course	1.5 Credits
HOSP 200 – Introduction to Hospitality and Tourism	3 Credits
INFC 215 – Infection Prevention and Control High-demand course	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 200 – Introduction to Libraries	1.5 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 399 – Library and Information Technology Project	1.5 Credits
MATH 237 – Mathematics for Technologists	3 Credits
MATH 238 – Math for Engineering and Tech I High-demand course	3 Credits
MATH 262 – Technical Mathematics I	3 Credits
MATH 280 – Calculus for Technologists	3 Credits
MATH 288 – Mathematics for Engineering and Technology II High-demand course	3 Credits
MEDL 354 – MLT Quality Management	1.5 Credits
MEDT 211 – Medical Terminology 1 High-demand course	1.5 Credits
MEDT 250 – Medical Terminology 2 High-demand course	1.5 Credits
MGMT 244 – Fundamentals of Information and Records Management	3 Credits
MKTG 260 – Marketing Essentials	3 Credits
MNGT 200 – Introduction to Business	3 Credits
MNGT 250 – Organizational Behaviour	3 Credits
MNGT 255 – Introduction to Management	3 Credits
PATH 242 – Pathophysiology 1 High-demand course	3 Credits

PATH 252 - Pathophysiology 2	3 Credits
PHIL 241 - Critical Thinking	3 Credits
PHIL 3010 - Ethics High-demand course	3 Credits
PHYS 235 - Engineering Physics	1.5 Credits
PROF 201 - Professional Practice 1	3 Credits
PROF 240 - Healthcare Professionalism	1.5 Credits
SCIE 2230 - Science of Health and Wellness High-demand course	3 Credits
SCIE 2240 - Science Past Present Future High-demand course	3 Credits
SCMT 255 - Introduction to Supply Chain Management	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 High-demand course	3 Credits
STAT 4010 - Research Methodologies	3 Credits
STCS 255 - Engineering Statics	1.5 Credits

Progression

You must attain a PGPA and/or a CGPA of 2.0 or better each semester and pass the prerequisite courses to progress through the program.

To qualify for graduation, you must pass all courses, attain a CGPA of 2.0 or better and complete course requirements within the prescribed timelines.

Review our grading and progression procedure >

Costs

Books and supplies

Costs associated with the required books and supplies vary by course.

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

Find your booklist for your course(s) on the SAIT Bookstore's website. The booklist will be available closer to your program start date. Can't find your course? The bookstore didn't receive a textbook list. Contact your advisor directly to determine if they're still refining course details or if you're in luck, no textbook purchase is required this term.

Open Studies program advising

For any questions or to set up an advising appointment, please get in touch with Academic Services.

Phone: 403.284.8923
Email: open.studies@sait.ca

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 various careers.
5. **Technical knowledge, skills, and abilities** - develop specialized technical skills specific to a discipline or industry.

Ophthalmic and Optometric Assisting

- **For information regarding upcoming program intakes, please see sait.ca.**

Contact us

School of Health and Public Safety
Phone: 403.284.8481
Email: hps.info@sait.ca

Program Description

This program equips you with the essential skills to support eye care professionals, including ophthalmologists, optometrists and opticians.

As a student, you will:

- learn the key medical and scientific principles of eye care
- gain expertise in optimal eye health and vision care terminology and procedures
- engage in a mix of classroom theory, hands-on lab practice and a clinical practicum
- obtain unique skill sets that prepare you for two professions (ophthalmology and optometry) within one program.

Graduates can pursue careers as assistants in diverse medical settings, including private eye care clinics, corporate eye care practices and surgical eye centres.

Program Overview

Traits, skills and aptitudes

Those in ophthalmic and optometric assisting tend to be methodical, social and objective.

You need:

- to be organized
- effective communication skills
- the ability to work independently or with others
- to work well under stress, maintain professional behaviour and regulate your emotions
- patience and a courteous, pleasant manner
- critical thinking skills
- the ability to interact confidently and instil confidence in patients
- a high regard for patient confidentiality
- fine motor skills and good vision (with or without corrective lenses).

Ophthalmic and optometric assistants may wear personal protective equipment (PPE) for long periods, which includes exposure to latex and disinfection materials.

They also need to be able to meet the physical demands of the job, which can include spending most of their working hours on their feet and performing repetitive tasks.

You may work extended hours and shift work, including nights and weekends.

You are strongly encouraged to refer to the ALIS website for career, learning, and employment information for ophthalmic medical personnel to ensure you can successfully meet the occupational requirements for the program and profession.

Academic path

Graduates of this certificate program meet the admission requirements to enter SAIT's Optician diploma.

The curriculum aligns with the first semester of study for the diploma, so you can earn your diploma with an additional year and a half of study.

Practicum, co-op and work integrated learning opportunities

You will complete a required practicum in either an ophthalmology or optometry clinic.

You will be assigned practicum placements with consideration given to your preference of location. However, due to limited availability in Calgary, it might be necessary for you to travel or relocate outside the city.

The healthcare field has a strong focus on health, wellness, and fitness to practice due to the demanding nature of the work and Occupational Health and Safety requirements. As such, special considerations will not be granted based on individual circumstances or preferences, except those stated as protected grounds when an accommodation has been approved.

In compliance with the practica agreements with our clinical partners, you will be required to provide specific documentation before you can participate in your practicum. Find out what requirements you need for this program.

Accreditations, designations or certifications

Our Ophthalmic and Optometric Assisting program provides entry-level certification, and is aligned with the competencies outlined by the Joint Commission on Allied Health Personnel in Ophthalmology (JCAHPO) guidelines.

Credential

Upon successful completion of this program, you'll be awarded a SAIT Ophthalmic and Optometric Assisting certificate.

Program length

1 year

Accepts international applicants - PGWP-eligible

This program accepts international applicants and meets the eligibility criteria for the Post-Graduation Work Permit program, as long as the student is registered in on-campus classes or completes more than 50% of the courses on campus (for blended options).

International students attending all classes online will NOT be eligible for a Post-Graduate Work Permit. International students are responsible for maintaining their eligibility throughout their studies.

CAJG-eligible

This program is eligible for the Canada Alberta Job Grant.

Related careers

Our graduates may work in the following occupations. Some careers require additional experience and education.

Potential careers (NOC):

- Other medical technologists and technicians (32129)
- Other technical occupations in therapy and assessment (32109)
- Other assisting occupations in support of health services (33109)

Admission Requirements

Applicants educated in Canada

All applicants must demonstrate English language proficiency and meet the following requirements or equivalents:

- at least 60% in English Language Arts 30-1 or English Language Arts 30-2, and
- at least 60% in Math 30-1 or Math 30-2, and
- at least 60% in Biology 30 or Science 30.

SAIT accepts high school course equivalents for admission for applicants educated outside Alberta.

Applicants educated outside of Canada

All applicants who were educated outside of Canada must demonstrate English language proficiency and provide proof they meet the program admission requirements outlined above with an international document assessment. Find accepted educational documents and assessment options.

SAIT may also accept courses completed at certain international post-secondary institutions.

Program Outline

The Ophthalmic and Optometric Assisting certificate requires 27 credits (nine courses) to complete.

The program spans one year, with two semesters.

Required courses

ANPH 204 - Human Anatomy and Physiology	3 Credits
HSCI 218 - Applied Ophthalmic and Optometric Assisting	3 Credits
HSCI 219 - Ocular Anatomy and Physiology	3 Credits
HSCI 221 - Introduction to Ophthalmic Practice	3 Credits
HSCI 222 - Ophthalmic Instruments and Testing	3 Credits
HSCI 223 - Ophthalmic and Optometric Skills	3 Credits
HSCI 251 - Assisting Surgical Procedures	3 Credits
HSCI 309 - Systemic and Ocular Pathology and Pharmacology	3 Credits
PRCT 205 - Clinical Practicum	3 Credits

Suggested schedule of study

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

Progression

You must attain a PGPA and/or a CGPA of 2.0 or better each semester and pass the prerequisite courses to progress through the program.

To qualify for graduation, you must pass all courses, attain a CGPA of 2.0 or better and complete course requirements within the prescribed timelines.

Review our grading and progression procedure >

Costs

Books and supplies

Books and supplies are approximately $1,200 per full-time year.

An Apple or Android laptop is required. This is a bring-your-own-device program with a standard computer hardware and software requirement. See the specific requirements on our computers and laptops page. Tablets or mobile phones are not suitable alternatives.

Find your booklist on the SAIT Bookstore's website. Booklists are created by semester and available approximately two weeks before classes begin.

Required personal protective equipment (PPE) and uniform

You will require:

- navy scrubs (pants and top)
- closed-toe water-impermeable shoes.
- Additional industry-approved PPE will be discussed before the start of labs.

Additional fees

You are responsible for additional expenses related to your practicum, including pre-practicum requirements and relocation costs to practicum sites outside of Calgary.

Health and Public Safety program advising

For any questions or to set up an advising appointment, please contact our School of Health and Public Safety.

Phone: 403.284.8481
Email: hps.info@sait.ca

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 responsively and responsibly with patients, families, and other health professionals to support 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 healthcare context.
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 practices in the Ophthalmic and Optometric Assistant role.

Optician

- **For information regarding upcoming program intakes, please see sait.ca.**

Contact us

School of Health and Public Safety
Phone: 403.284.8481
Email: hps.info@sait.ca

Program Description

Become a multi-disciplinary team member dedicated to leading-edge vision care with our Optician diploma.

In this program, you'll learn:

- ocular health, including in-depth coursework in ocular pathology
- the principles of refracting and performing accurate refraction tests
- about optical technology and equipment
- how to fill prescriptions for eyeglasses and contact lenses with precision
- how to ensure the perfect fit for a diverse clientele
- to assess, create and meet the specific eyewear needs of each customer.

In addition to these clinical skills, you'll build a strong business and retail management foundation tailored to the optical and optometry field.

Our program offers a blend of classroom lectures, laboratory sessions, and clinical practicum placements, ensuring you receive a realistic taste of your future professional environment.

As a graduate, you'll find opportunities to work in optical retail stores, ophthalmic or optometrist clinics, or other medical settings where eyewear and contact lenses are created and dispensed.

Set your sights on a rewarding occupation where you can genuinely impact people's quality of life with the SAIT Optician program.

Program Overview

Traits, skills and aptitudes

Opticians tend to be objective, methodical and social.

You need:

- a courteous, pleasant manner
- effective communication skills
- the ability to think critically
- the ability to resolve conflicts
- the ability to study and interpret customer issues
- an eye for detail and accuracy
- to work well under stress, maintain professional behaviour and regulate your emotions
- a good sense of spatial relationships
- good fine motor skills (to manipulate small objects and instruments).

Opticians may wear personal protective equipment (PPE) for long periods, which includes exposure to latex and disinfection materials. They may also spend most of their working hours on their feet and performing repetitive tasks.

Some positions required extended work hours or shiftwork, including evenings and weekends.

You are strongly encouraged to refer to the ALIS website for career, learning, and employment information for opticians to ensure you can successfully meet the occupational requirements for the program and profession.

Academic path

Graduates of SAIT's Ophthalmic and Optometric Assisting certificate program meet the admission requirements to enter this diploma program and receive credit for the first semester courses.

Practicum, co-op and work integrated learning opportunities

You will complete two required clinical practicums.

You will be assigned practicum placements with consideration given to your preference of location. However, due to limited availability in Calgary, it might be necessary for you to travel or relocate outside the city.

The healthcare field has a strong focus on health, wellness, and fitness to practice due to the demanding nature of the work and Occupational Health and Safety requirements. As such, special considerations will not be granted based on individual circumstances or preferences, except those stated as protected grounds when an accommodation has been approved.

In compliance with the practica agreements with our clinical partners, you will be required to provide specific documentation before you can participate in your practicum. Find out what requirements you need for this program.

Accreditations, designations or certifications

The Optician program is aligned with the competencies outlined by the National Alliance of Canadian Optician Regulators (NACOR), and is accredited by Accreditation Canada.

Graduates will be prepared to challenge the NACOR exam and obtain a dual license as a dispensing optician and a contact lens fitter.

Credential

Upon successful completion of this program, you'll be awarded a SAIT Optician diploma.

Program length

2 years

Accepts international applicants – not-PGWP eligible

This program is open to international applicants; however, program availability may be limited. This program does not meet the eligibility criteria for the Post-Graduation Work Permit program.

Not eligible for CAJG

This program is not eligible for the Canada Alberta Job Grant.

Related careers

Our graduates may work in the following occupations. Some careers require additional experience and education.

Potential careers (NOC):

- Opticians (32100)
- Other medical technologists and technicians (32129)
- Other technical occupations in therapy and assessment (32109)
- Other assisting occupations in support of health services (33109)

Admission Requirements

Applicants educated in Canada

All applicants must demonstrate English language proficiency and meet the following requirements or equivalents:

- at least 65% in English Language Arts 30-1 or 30-2, and
- at least 65% in Math 30-1 or Math 30-2, and
- at least 65% in Physics 20 or Biology 30 or Science 30

or,

- completion of SAIT's Ophthalmic and Optometric Assisting program.

SAIT accepts high school course equivalents for admission for applicants educated outside Alberta.

Applicants educated outside of Canada

All applicants who were educated outside of Canada must demonstrate English language proficiency and provide proof they meet the program admission requirements outlined above with an international document assessment. Find accepted educational documents and assessment options.

SAIT may also accept courses completed at certain international post-secondary institutions.

Program Outline

The Optician diploma requires 66 Credits (23 courses) to complete.

The program spans two years, with three semesters each year.

Required courses

ANPH 204 - Human Anatomy and Physiology	3 Credits
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
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 250 - Contact Lenses 2	3 Credits
HSCI 252 - Contact Lenses and Dispensing 2	3 Credits
HSCI 253 - Optical Dispensing 2	3 Credits
HSCI 301 - Refracting Skills 1	3 Credits
HSCI 308 - Refracting Skills 2	3 Credits
HSCI 309 - Systemic and Ocular Pathology and Pharmacology	3 Credits
HSCI 311 - Optical Dispensing 3	3 Credits
HSCI 350 - Applied Refracting Skills 1	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
MKTG 366 - Professional Selling, Ethics and Customer Relationship Management	3 Credits
PRCT 252 - Clinical Practicum 1	3 Credits
PRCT 372 - Clinical Practicum 2	3 Credits
PROF 240 - Healthcare Professionalism	1.5 Credits

Suggested schedule of study

Year 1

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 - Professional Selling, Ethics and Customer Relationship Management	3 Credits
PROF 240 - Healthcare Professionalism	1.5 Credits

Semester 3

PRCT 252 - Clinical Practicum 1	3 Credits

Year 2

Semester 4

HSCI 250 - Contact Lenses 2	3 Credits
HSCI 252 - Contact Lenses and Dispensing 2	3 Credits
HSCI 253 - Optical Dispensing 2	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

Progression

You must attain a PGPA and/or a CGPA of 2.0 or better each semester and pass the prerequisite courses to progress through the program.

To qualify for graduation, you must pass all courses, attain a CGPA of 2.0 or better and complete course requirements within the prescribed timelines.

Review our grading and progression procedure >

Costs

Books and supplies

Books, supplies and uniforms are approximately $2,800.

This is a bring-your-own-device program with a standard computer hardware and software requirement. See the specific requirements on our computers and laptops page. An Apple or Windows-based laptop is required. Tablets or mobile phones are not suitable alternatives.

Find your booklist on the SAIT Bookstore's website. Booklists are created by semester and available approximately two weeks before classes begin.

Required equipment/tools

Before attending labs, you must purchase a professional optician toolkit containing essential optical tools commonly used in practice.

The kit is purchased directly through an external provider for approximately $380. Information regarding the kit will be provided during your first semester.

Required uniforms and personal protective equipment (PPE)

You will require:

- navy scrubs (pants and top)
- closed-toe, water-impermeable shoes.
- Additional industry-approved PPE will be discussed before the start of labs.

Additional fees

You are responsible for additional expenses related to your practicum, including pre-practicum requirements and relocation costs to practicum sites outside of Calgary.

The National Alliance of Canadian Optician Regulator (NACOR) certification exam fees are:

- Optical Sciences 1: Eyeglasses and optical sciences - $750
- Optical Sciences 2: Advanced practice contact lenses - $750

Annual registration fees for the College of Opticians of Alberta (COA) are approximately $650. Applications to, and a license from, a regulatory body are required.

Health and Public Safety program advising

For any questions or to set up an advising appointment, please contact our School of Health and Public Safety.

Phone: 403.284.8481
Email: hps.info@sait.ca

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 judgment** - make clinical judgments when providing patient care.
3. **Communication** - responsively and responsibly communicate with patients, families, and other health professionals to support a patient-centred approach.
4. **Collaboration** - apply inter-professional collaboration and a team approach when providing patient care.
5. **Professionalism** - plan professional life-long learning and continuing education opportunities that support personal practice as an optician.
6. **Business and retail** - apply retail best practices in the 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.

Petroleum Engineering Technology

- **For information regarding upcoming program intakes, please see sait.ca.**

Contact us

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

Program Description

Drill into the core of the energy industry with our Petroleum Engineering Technology program. This two-year diploma is crafted for those who want to make a tangible impact in the world of oil and gas in Alberta and beyond.

From uncovering new energy reserves to optimizing field operations, this program offers training in all facets of the upstream petroleum industry.

This sector involves the search for potential underground or underwater oil and gas fields, drilling of exploratory wells, and subsequently drilling and operating the wells that recover and bring the crude oil or raw natural gas to the surface.

In this program, you will:

- gain a proficient understanding of the geophysical and geological principles underlying petroleum and related subsurface resources exploration
- obtain technical expertise in drilling methods, well design and field operations management
- develop competency in applying computer technology for simulation, economic analysis and reserve determination
- discover how to assess the viability of potential drilling sites and manage the lifecycle of a drilling operation
- learn current environmental and safety regulations to ensure compliance in all operations.

Our program emphasizes practical skills. Engage with real-world simulation software and gain hands-on experience in our cutting-edge labs. Learn from seasoned professionals and engineers who bring not only advanced degrees but also real-world experience and industry connections to enrich your educational journey.

As a graduate, you will be prepared for a variety of roles, including petroleum engineering technologists and other careers within the oil and gas industry. You'll confidently enter the workforce, knowing that our diploma is recognized and valued across the industry.

Program Overview

Traits, skills and aptitudes

Petroleum engineering technologists tend to be objective, innovative and directive.

You need:

- an aptitude for math, chemistry and physics
- organizational, interpersonal and communication skills
- the ability to work alone or with a team.

You should be comfortable analyzing data. You should like working with tools and instruments at precision tasks. You should enjoy creative problem-solving and be at ease taking charge.

Practicum, co-op and work integrated learning opportunities

In your final semester, you'll complete a capstone project in partnership with an industry mentor and overseen by an instructor. This project will involve a real-world example of the type of work you'll perform once you enter the workforce.

Accreditations, designations or certifications

Graduates are eligible for membership in The Association of Science and Engineering Technology Professionals in Alberta (ASET.)

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

Credential

After successfully completing this program, you'll receive a SAIT Petroleum Engineering Technology diploma.

Program length

2 years

Accepts international applicants - not-PGWP eligible

This program is open to international applicants; however, program availability may be limited. This program does not meet the eligibility criteria for the Post-Graduation Work Permit program.

Not eligible for CAJG

This program is not eligible for the Canada Alberta Job Grant.

Related careers

Our graduates may work in the following occupations. Some careers require additional experience and education.

Potential careers (NOC):

- Petroleum engineers (21332)
- Geological and mineral technologists and technicians (22101)
- Drillers and blasters - surface mining, quarrying and construction (73402)
- Supervisors, mining and quarrying (82020)
- Underground production and development miners (83100)
- Underground mine service and support workers (84100)

Admission Requirements

Applicants educated in Canada

Applicants must demonstrate English language proficiency and 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, and
- at least 60% in Physics 20.

SAIT accepts high school course equivalents for admission for applicants educated outside Alberta.

Applicants educated outside of Canada

All applicants who were educated outside of Canada must demonstrate English language proficiency and provide proof they meet the program admission requirements outlined above with an international document assessment. Find accepted educational documents and assessment options.

SAIT may also accept courses completed at certain international post-secondary institutions.

Program Outline

The Petroleum Engineering Technology diploma requires 60 credits (24 courses) to complete.

The program spans two years, with two semesters each year.

Required courses

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
DRLG 266 - Fundamentals of Drilling	3 Credits
DRLG 304 - Advanced Well Design	3 Credits
DRLG 356 - Well Programming and Operations Monitoring	3 Credits
ENVS 363 - HS and E for Petroleum Operations	3 Credits
GEOL 246 - Physical Geology	3 Credits
GEOL 256 - Petroleum Geology	1.5 Credits
GEOL 366 - Advanced Petroleum Geology	1.5 Credits
MATH 238 - Math for Engineering and Tech I	3 Credits
MATH 288 - Mathematics for Engineering and Technology II	3 Credits
PETR 215 - Applied Petroleum Fluid Mechanics	3 Credits
PETR 315 - Petroleum Engineering Mechanics	1.5 Credits
PROJ 310 - Petroleum Industry Project	1.5 Credits
PROJ 336 - Petroleum Management	1.5 Credits
PTPR 207 - Fundamentals of Petroleum Operations	3 Credits
PTPR 250 - Surface Production Operations	1.5 Credits
PTPR 322 - Sub-Surface Production Operations	3 Credits
PTPR 360 - Well Completions and Stimulations	3 Credits
RESR 252 - Fundamentals of Reservoir Engineering Technology	3 Credits
RESR 335 - Intermediate Reservoir Engineering Technology	3 Credits
RESR 350 - Advanced Reservoir Engineering Technology	3 Credits
STAT 245 - Statistics for Engineering and Technology I	3 Credits

Suggested schedule of study

Year 1

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

Year 2

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

Progression

You must attain a PGPA and/or a CGPA of 2.0 or better each semester and pass the prerequisite courses to progress through the program.

To qualify for graduation, you must pass all courses, attain a CGPA of 2.0 or better and complete course requirements within the prescribed timelines.

Review our grading and progression procedure >

Costs

Books and supplies

Books and supplies are approximately $1,500 per full-time year.

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

Find your booklist on the SAIT Bookstore's website. The booklist will be available closer to the program start date. Can't find your program or course? The bookstore didn't receive a textbook list. Contact your program directly to determine if they're still refining course details or if you're in luck; no textbook purchase is required this term.

Required equipment/tools

You'll require a scientific calculator capable of performing linear regression.

Required personal protective equipment (PPE)

The industry-approved PPE you'll need will be discussed during your first few days of classes.

Energy program advising

For any questions or to set up an advising appointment, please contact our MacPhail School of Energy.

Phone: 403.284.8451
Email: macphail.students@sait.ca

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.

Demonstrate professional attitudes, behaviors and skills according to the legal and ethical requirements of ASET (or equivalent) in individual and/or team environments.

Apply critical thinking skills to analyze and solve problems.

Petroleum Land Administration

- **For information regarding upcoming program intakes, please see sait.ca.**

Contact us

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

Program Description

Designed to equip you with the fundamentals of petroleum land administration, this program provides a specialized education in the management of land contracts, agreements and related documentation required by the energy industry.

You will gain in-depth knowledge of leases, transfers, joint venture agreements and other vital land-related correspondences.

In this program, you will:

- master the interpretation and management of various land contracts and agreements
- develop an understanding of the legal and regulatory frameworks surrounding land administration
- develop the skills to administer land agreements that govern freehold, Crown and Aboriginal lands
- gain the knowledge to work effectively within land departments of energy companies, government bodies and land consultancy firms.

Prepare for various roles in land administration, with potential positions including petroleum land administrator, land clerk or land officer.

The petroleum industry is always seeking skilled personnel to handle complex land administration tasks, and our program sets you up for success in this field.

If you are looking for a role that combines the petroleum industry's legal, technical and administrative aspects, this program is for you.

Program Overview

Traits, skills and aptitudes

To work in petroleum land administration, you need:

- written and verbal communication skills
- analytical, time-management and problem-solving skills
- organizational skills and attention to detail
- patience
- ability to work with little supervision
- computer skills.

You should enjoy following clear rules, keeping organized, and dealing with legal matters.

Credential

After successfully completing this program, you'll receive a SAIT Petroleum Land Administration certificate.

Program length

15 weeks

Not open to international applicants

This program is not available to international applicants at this time.

CAJG-eligible

This program is eligible for the Canada Alberta Job Grant.

Related careers

Our graduates may work in the following occupations. Some careers require additional experience and education.

Potential careers (NOC):

- Procurement and purchasing agents and officers (12102)
- Other business services managers (10029)
- Correspondence, publication and regulatory clerks (14301)
- Economists and economic policy researchers and analysts (41401)

Admission Requirements

Applicants educated in Canada

Applicants must demonstrate English language proficiency.

There are no further admission requirements for this program.

Applicants educated outside of Canada

All applicants who were educated outside of Canada must demonstrate English language proficiency and provide proof they meet the program admission requirements outlined above with an international document assessment. Find accepted educational documents and assessment options.

SAIT may also accept courses completed at certain international post-secondary institutions.

Program Outline

The Petroleum Land Administration certificate requires 15 credits (six courses) to complete.

You'll have up to five years from the start of your first course to complete all required courses.

Required courses

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

Progression

You must attain a PGPA and/or a CGPA of 2.0 or better each semester and pass the prerequisite courses to progress through the program.

To qualify for graduation, you must pass all courses, attain a CGPA of 2.0 or better and complete course requirements within the prescribed timelines.

Review our grading and progression procedure >

Costs

Books and supplies

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

No textbooks are required.

Energy program advising

For any questions or to set up an advising appointment, please contact our MacPhail School of Energy.

Phone: 403.284.8451
Email: macphail.students@sait.ca

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 a 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, farm-in/farm-out agreements, option agreements, pooling agreements, royalty agreements, notice of assignment, and various industry procedures such as CAPL operating procedure, farm-out 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

- **For information regarding upcoming program intakes, please see sait.ca.**

Contact us

School of Health and Public Safety
Phone: 403.284.8481
Email: hps.info@sait.ca

Program Description

Our dynamic and practical Pharmacy Assistant program is designed to equip you with the essential skills needed in modern pharmacies. As pharmacies become increasingly central to community health, especially with an aging population, the role of the pharmacy assistant becomes more critical.

This program offers comprehensive training, broad theoretical knowledge and practical skills like preparing prescriptions, managing inventory and customer service. You will learn to be an effective team member, providing critical support to pharmacists and pharmacy technicians.

As a student, you will:

- master the math required for accurate medication dispensing
- learn about pharmacotherapy, which is the understanding of medication uses and effects
- learn to handle prescriptions and patient orders efficiently
- acquire administrative skills crucial for pharmacy operations
- get hands-on experience in preparing custom medication mixtures
- develop strategies to maintain optimal stock levels
- enhance your ability to interact with customers and healthcare professionals.

You will apply your learning in a real-world pharmacy setting during your practicum.

By the end of this program, you will be prepared to step into a pharmacy assistant role, providing vital support to ensure the health and well-being of the community.

Whether you want to start a new career or advance in the healthcare sector, this program offers the foundation to succeed.

Program Overview

Traits, skills and aptitudes

Pharmacy assistants tend to be methodical, innovative and objective.

You need:

- fine motor skills and manual dexterity
- composure and the ability to regulate your emotions in stressful situations
- a caring attitude toward others
- effective communication skills
- mental alertness while doing routine tasks
- attention to detail
- the ability to type 35 words per minute accurately.

Pharmacy assistants work on their feet and perform repetitive movements with their hands, wrists and arms for prolonged periods. Some positions require extended hours and shift work, including nights and weekends.

You are strongly encouraged to refer to the ALIS website for career, learning, and employment information for pharmacy assistants to ensure you can successfully meet the occupational requirements for the program and profession.

Practicum, co-op and work integrated learning opportunities

You'll participate in a practicum during your second semester, where you'll apply your knowledge and skills in a pharmacy setting with a designated clinical partner.

You will be assigned practicum placements with consideration given to your preference of location. However, due to limited availability in Calgary, it might be necessary for you to travel or relocate outside the city.

The healthcare field has a strong focus on health, wellness, and fitness to practice due to the demanding nature of the work and Occupational Health and Safety requirements. As such, special considerations will not be granted based on individual circumstances or preferences, except those stated as protected grounds when an accommodation has been approved.

In compliance with the practica agreements with our clinical partners, you will be required to provide specific documentation before you can participate in your practicum. Find out what requirements you need for this program.

Specialized intakes

The spring (May) intake for this program is reserved for applicants currently residing in Edmonton and rural Alberta, who can provide proof of their home address. All practicum placements will occur within Edmonton and rural Alberta.

In this intake, you'll attend your lectures online and labs on campus and complete a practicum placement. To accommodate those with significant distances 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 the Calgary area in collaboration with SAIT's partner pharmacies. Though the location is not guaranteed, you are encouraged to consider your ideal practicum location beforehand. There is a high demand for pharmacy assistants in Edmonton and the surrounding area.

Credential

Upon successful completion this program, you will be awarded a SAIT Pharmacy Assistant certificate.

Program length

24 weeks

Not open to international applicants

This program is not available to international applicants at this time.

CAJG-eligible

This program is eligible for the Canada Alberta Job Grant.

Related careers

Our graduates may work in the following occupations. Some careers require additional experience and education.

Potential careers (NOC):

- Pharmacy technical assistants and pharmacy assistants (33103)
- Other technical occupations in therapy and assessment (32109)
- Other assisting occupations in support of health services (33109)
- Pharmacists (31120)

Admission Requirements

Applicants educated in Canada

All applicants must demonstrate English language proficiency and meet the following requirements 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.

SAIT accepts high school course equivalents for admission for applicants educated outside Alberta.

Applicants educated outside of Canada

All applicants who were educated outside of Canada must demonstrate English language proficiency and provide proof they meet the program admission requirements outlined above with an international document assessment. Find accepted educational documents and assessment options.

SAIT may also accept courses completed at certain international post-secondary institutions.

Program Outline

The Pharmacy Assistant certificate requires 24 credits (10 courses) to complete.

The program spans 24 weeks, over two semesters.

Required courses

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
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

Suggested schedule of study

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

Progression

You must attain a PGPA and/or a CGPA of 2.0 or better each semester and pass the prerequisite courses to progress through the program.

To qualify for graduation, you must pass all courses, attain a CGPA of 2.0 or better and complete course requirements within the prescribed timelines.

Review our grading and progression procedure >

Costs

Books and supplies

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

This is a bring-your-own-device program with a standard computer hardware and software requirement. See the specific requirements on our computers and laptops page. Your device must be portable. An Android laptop or tablet is needed as the software used in this program is not compatible with Apple products. Phones are not suitable alternatives.

Find your booklist on the SAIT Bookstore's website. Booklists are created by semester and available approximately two weeks before classes begin.

Required personal protective equipment (PPE)

You are required to wear scrubs to your labs. Scrubs must be cleaned and pressed.

Additional fees

A fee is associated with obtaining a police information check, including a vulnerable sector check, payable to the police or the Royal Canadian Mounted Police (RCMP).

A fee of approximately $50 to $100 is associated with an electronic student permit checking submission required for clinical practicum placements, payable to Synergy Gateway through the Verified software platform.

You are responsible for additional expenses related to your practicum, including pre-practicum requirements and relocation costs to practicum sites outside of Calgary.

Health and Public Safety program advising

For any questions or to set up an advising appointment, please contact our School of Health and Public Safety.

Phone: 403.284.8481
Email: hps.info@sait.ca

Program Outcomes

1. **Safety** - maintain patient safety at all times.
2. **Professional and personal development** - demonstrate professional conduct as a pharmacy assistant in all interactions.
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.

Power and Process Operations

- **For information regarding upcoming program intakes, please see sait.ca.**

Contact us

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

Program Description

Power and Process Operations is a comprehensive eight-month program designed to equip you with the skills and knowledge necessary to excel as an operator in various power generation and processing industries.

It is the equivalent of a Fourth-Class Power Engineering program. It combines theoretical learning with hands-on laboratory experience utilizing the same type of equipment found in industry, ensuring that you are well-prepared to manage the day-to-day operations of complex power and processing systems safely and efficiently.

In this program, you will:

- learn the fundamentals of boilers, including design, operation and maintenance
- learn about heat and energy transfer and how it's used and managed in power systems
- learn the basics of electricity, electrical circuits, power generation and electrical safety, including how to safely operate electrical equipment in industrial settings
- learn about design, operation, maintenance and troubleshooting of different types of pumps and compressors
- get instruction on workplace safety, including fire safety, hazardous material handling and emergency procedures
- train in the instrumentation used to monitor and control engineering systems, including sensors, transmitters, controllers and actuators
- learn the basics of plant operations and troubleshooting
- learn the fundamentals of internal combustion engines, steam turbines and gas turbines, including design and operation typical to those found in facilities, industry and power plants
- establish the knowledge and skills to operate a refrigeration system used in process industries and facility cooling
- learn the fundamentals of facility environmental conditioning and control, including design and operation of air handling units, chillers and building automation systems
- gain an understanding of the water treatment, testing and analysis that promotes equipment and system longevity, including cooling, heating, steam, condensate and feedwater systems.

Graduates of this program find job opportunities in power generation, petrochemical, fertilizer, pulp and paper, natural gas processing, metallurgical, petroleum refining, food and beverage production industries, and facility operations. Most roles involve shift work and can often be located at remote sites.

This program will prepare you to challenge the Alberta Boilers Safety Association (ABSA) Fourth Class Power Engineer certification exams to earn your certification, setting the stage for a challenging and rewarding career in power and process operations.

Program Overview

Traits, skills and aptitudes

Those in power engineering tend to be objective, innovative and methodical.

You need:

- mechanical and some electrical aptitude
- to be physically agile and capable of lifting heavy objects
- good vision, hearing and eye-hand co-ordination
- manual dexterity
- communication skills
- organizational and decision-making skills
- the ability to work with others in a team environment.

Those 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.

You should enjoy analyzing problems and coming up with solutions, working as efficiently as possible, and have respect for safety standards and codes.

Academic path

Graduates can transfer course credits and enter the SAIT Power Engineering Technology program to earn their diploma with one additional year of study.

Accreditations, designations or certifications

This program is integrated with the Alberta Boilers Safety Association (ABSA) certification system.

Graduates are eligible for membership in the following professional associations:

- Alberta Boilers Safety Association (ABSA)
- Institute of Power Engineers (IPE)
- International Pressure Equipment Integrity Association (IPEIA)
- National Association of Corrosion Engineers (NACE)

Credential

After successfully completing this program, you'll receive a SAIT Power and Process Operations certificate.

Program length

1 year

Accepts international applicants - PGWP-eligible

This program accepts international applicants and meets the eligibility criteria for the Post-Graduation Work Permit program, as long as the student is registered in on-campus classes or completes more than 50% of the courses on campus (for blended options).

International students attending all classes online will NOT be eligible for a Post-Graduate Work Permit. International students are responsible for maintaining their eligibility throughout their studies.

CAJG-eligible

This program is eligible for the Canada Alberta Job Grant.

Related careers

Our graduates may work in the following occupations. Some careers require additional experience and education.

Potential careers (NOC):

- Mechanical engineering technologists and technicians (22301)
- Industrial engineering and manufacturing technologists and technicians (22302)
- Industrial instrument technicians and mechanics (22312)
- Facility operation and maintenance managers (70012)
- Power engineers and power systems operators (92100)
- Supervisors, petroleum, gas and chemical processing and utilities (92011)

Admission Requirements

Applicants educated in Canada

Applicants must demonstrate English language proficiency and completion of the following courses or equivalents:

- at least 60% in Math 30-1 or 75% in Math 30-2 or Math 30-3, and
- at least 60% in English Language Arts 30-1 or 75% in English Language Arts 30-2.

SAIT accepts high school course equivalents for admission for applicants educated outside Alberta.

Applicants educated outside of Canada

All applicants who were educated outside of Canada must demonstrate English language proficiency and provide proof they meet the program admission requirements outlined above with an international document assessment. Find accepted educational documents and assessment options.

SAIT may also accept courses completed at certain international post-secondary institutions.

Program Outline

The Power and Process Operations certificate requires 30 credits (12 courses) to complete.

The program spans one year, with two semesters.

Required courses

CHEM 233 - Chemistry and Corrosion	1.5 Credits
COMM 201 - Industrial Communications	1.5 Credits
COMM 352 - Communicating in the Workplace	1.5 Credits
COMP 261 - Applied Digital Technologies	1.5 Credits
ENVS 221 - Safety and Environment Protection	1.5 Credits
MACH 236 - Workshop Practices	1.5 Credits
PROP 262 - Process Operations I	3 Credits
PROP 266 - Process Operations II	3 Credits
PROP 270 - Unit Operations	1.5 Credits
PWEN 284 - Basic Plant Operations II	6 Credits
PWEN 285 - Basic Plant Operations I	6 Credits
THRM 224 - Thermodynamics	1.5 Credits

Suggested schedule of study

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

Progression

You must attain a PGPA and/or a CGPA of 2.0 or better each semester and pass the prerequisite courses to progress through the program.

To qualify for graduation, you must pass all courses, attain a CGPA of 2.0 or better and complete course requirements within the prescribed timelines.

Review our grading and progression procedure >

Costs

Books and supplies

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

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

Find your booklist on the SAIT Bookstore's website. The booklist will be available closer to the program start date. Can't find your program or course? The bookstore didn't receive a textbook list. Contact your program directly to determine if they're still refining course details or if you're in luck; no textbook purchase is required this term.

Required personal protective equipment (PPE)

The industry-approved PPE you'll need will be discussed during your first few days of classes. You'll require:

- standard coveralls
- CSA-approved (green triangle) protective footwear.

A hard hat and safety glasses will be provided to you.

Energy program advising

For any questions or to set up an advising appointment, please contact our MacPhail School of Energy.

Phone: 403.284.8451
Email: macphail.students@sait.ca

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 a 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 communication 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 behaviours within a variety of operating environments.
11. Interact effectively and ethically with diverse groups using oral, written and interpersonal 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

- **For information regarding upcoming program intakes, please see sait.ca.**

Contact us

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

Program Description

Our comprehensive two-year Power Engineering Technology diploma will equip you with the knowledge and skills to obtain your Third-Class Power Engineer certification.

If you are passionate about energy systems and industrial processes, this program is for you.

As a student, you will:

- study the principles of generating thermal and electrical energy efficiently and safely, knowledge that is essential for operating and maintaining power and process plant equipment
- gain in-depth knowledge of applied thermodynamics, the laws governing heat, energy and work, which are vital for understanding, managing and optimizing energy conversion processes in the power generation and chemical process industry
- gain practical experience operating energy and process equipment, such as boilers, turbines, electrical generators, pumps, compressors, internal combustion engines, chillers and air handling units
- prepare to write the Alberta Boilers Safety Association (ABSA) exams required to attain the Third-Class Power Engineering certification, an important credential in this field
- become familiar with the ABSA standards for the safe operation of pressure equipment in Alberta.

With this diploma, you can explore career prospects as a plant operator, plant shift supervisor, or chief plant engineer across various industries such as power generation, petrochemical, refining, and pulp and paper. The skills you will acquire can also open doors to other opportunities in the energy and process industries, including positions in safety, management, and technical sales.

By the end of this program, you will have the foundation to thrive in the power engineering field.

Program Overview

Traits, skills and aptitudes

Those in power engineering tend to be objective, innovative, and methodical.

You need:

- mechanical and some electrical aptitude
- good vision, hearing, and eye-hand coordination
- manual dexterity
- communication skills
- organizational and decision-making skills
- the ability to work with others in a team environment.

Power engineers and process operators control and operate complex systems manually and through automation. You should be analytical and enjoy problem-solving, while adhering to efficiency and safety standards and codes.

Some employers may require colour-blind testing.

Academic path

Graduates of this program can prepare to write the required ABSA exams to achieve their Second- and First-Class Power Engineering certification by taking our flexible Continuing Education courses.

Accreditations, designations or certifications

Graduates are eligible for registration in the Alberta Society of Engineering Technologists.

This program is currently under review by Technology Accreditation Canada (TAC.)

Credential

After successfully completing this program, you'll receive a SAIT Power Engineering Technology diploma.

Program length

2 years

Accepts international applicants - not-PGWP eligible

This program is open to international applicants; however, program availability may be limited. This program does not meet the eligibility criteria for the Post-Graduation Work Permit program.

Not eligible for CAJG

This program is not eligible for the Canada Alberta Job Grant.

Related careers

Our graduates may work in the following occupations. Some careers require additional experience and education.

Potential careers (NOC):

- Power engineers and power systems operators (92100)
- Boilermakers (72103)
- Supervisors, petroleum, gas and chemical processing and utilities (92011)

Admission Requirements

Applicants educated in Canada

Applicants must demonstrate English language proficiency and meet one of the below requirement options.

Option A

Completion of all 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 Physics 30.

Option B

Completion of all the following or equivalents:

- SAIT Power and Process Operations certificate program and
- at least 60% in Physics 30.

SAIT accepts high school course equivalents for admission for applicants educated outside Alberta.

Applicants educated outside of Canada

All applicants who were educated outside of Canada must demonstrate English language proficiency and provide proof they meet the program admission requirements outlined above with an international document assessment. Find accepted educational documents and assessment options.

SAIT may also accept courses completed at certain international post-secondary institutions.

Program Outline

The Power Engineering Technology diploma requires 61.5 Credits (24 courses) to complete.

The program spans two years, with two semesters each year.

Required courses

AMEC 306 - Applied Mechanics I	3 Credits
AMEC 356 - Applied Mechanics II	3 Credits
COMM 238 - Technical Communications I	3 Credits
COMP 261 - Applied Digital Technologies	1.5 Credits
ELCT 254 - Electrical and Controls I	1.5 Credits
ELCT 304 - Electrical and Controls II	3 Credits
ELCT 354 - Electrical and Controls III	1.5 Credits
MATH 238 - Math for Engineering and Tech I	3 Credits
MATH 288 - Mathematics for Engineering and Technology II	3 Credits
PENG 201 - Power Theory I	3 Credits
PENG 203 - Power Lab I	3 Credits
PENG 251 - Power Theory II	3 Credits
PENG 253 - Power Lab II	3 Credits
PENG 301 - Power Theory III	3 Credits
PENG 351 - Power Theory IV	3 Credits
PROJ 351 - Power Engineering Technology Capstone Project	3 Credits
PWEN 282 - Unit Operations	1.5 Credits
SFTY 215 - Safety and Environment	1.5 Credits
THRM 208 - Thermodynamics I Theory	3 Credits
THRM 258 - Thermodynamics II Theory	3 Credits
THRM 317 - Thermodynamics III Theory	3 Credits
THRM 319 - Thermodynamics I Lab	1.5 Credits
THRM 357 - Thermodynamics IV Theory	3 Credits
THRM 359 - Thermodynamics II Lab	1.5 Credits

Suggested schedule of study

Year 1

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

Year 2

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

Progression

You must attain a PGPA and/or a CGPA of 2.0 or better each semester and pass the prerequisite courses to progress through the program.

To qualify for graduation, you must pass all courses, attain a CGPA of 2.0 or better and complete course requirements within the prescribed timelines.

Review our grading and progression procedure >

Costs

Books and supplies

Books and supplies are approximately $1,000 - $1,500 per full-time year.

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

You'll require the following books and reading materials for the program, which can be purchased from PanGlobal:

- Power Engineering Fourth Class Textbook Set - Part A, Part B and Academic Supplements (used in PENG 201, PENG 203, PENG 251, PENG 253, THRM 208, and THRM 258)
- Power Engineering Third Class Textbook Set (used in ELCT 304, PENG 301, and PENG 351)
- Power Engineering Second Class Textbook - Part B3 (used in ELCT 354)
- Power Engineering Fourth Class Textbook Set - Part A (used in SFTY 215)
- AMEC356 will require Mott, Robert L; Untener, J. A. (2015): Applied Fluid Mechanics (7th in SI Units ed.), Pearson, which can be purchased from the SAIT Bookstore.

Required personal protective equipment (PPE)

The industry-approved PPE you'll need will be discussed during your first few days of classes.

We recommend you wear CSA-approved (green triangle, above ankles) protective footwear in our labs. A hard hat and safety glasses will be provided to you.

Required equipment/tools

You'll require a scientific calculator capable of performing linear regression.

Energy program advising

For any questions or to set up an advising appointment, please contact our MacPhail School of Energy.

Phone: 403.284.8451
Email: macphail.students@sait.ca

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 full time course**
- **Winter and spring starts, full time classoom**

Contact us

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

Program Description

Want to work in an auto body repair shop? If you're looking for an alternative pathway into the auto body industry, our 12-week Pre-employment Auto Body program offers an excellent opportunity to kickstart your career.

This program will give you the fundamental skills needed for auto body repair. You will:

- learn the essential steps and techniques to prepare a vehicle for repair, including removing the paint finish, taping, sanding and masking
- discover how to prepare the surface of a vehicle properly
- gain expertise in applying fillers and undercoats, which are used to smooth out imperfections in the vehicle's surface
- get trained in component removal and installation, as well as detailing techniques to ensure the finished repair looks impeccable
- learn how to use tools and equipment safely and effectively.

As part of the program, you'll work in an operational auto body shop. This hands-on experience will allow you to apply your newly acquired skills in a real-world setting and gain practical knowledge that can set you apart in the job market.

Once you graduate, you'll be well-prepared to enter the auto body repair industry in an entry-level position. As you progress, you can become an apprentice and complete the required 3,400 work hours to earn your Alberta journeyperson certification as an auto body prepper. You can then choose to specialize further as an auto body refinisher or repairer or combine all three areas for certification as an auto body technician.

Whether you're seeking a new career path or looking to gain essential skills quickly, this program is designed to provide you with a strong foundation and practical knowledge to start your journey toward becoming a skilled auto body professional.

Program Overview

Traits, skills and aptitudes

Those in the autobody field are objective, methodical and innovative.

You need:

- the strength and stamina required to handle heavy tools and parts
- manual dexterity
- creativity, patience and an eye for detail
- good colour vision
- computer skills
- customer services skills
- a commitment to safe work habits.

You should enjoy creative decision-making and performing tasks that require precision. You should be prepared to stay updated with the annual changes manufacturers make in plastics, electronics, metals, finishes and paints.

Academic path

This program aligns with the first period of Alberta Apprenticeship and Industry Training's (AIT) Auto Body Technician curriculum.

Graduates are eligible to register as apprentices and challenge the first-period exam.

Once you pass the exam and complete the necessary training hours with an employer, you may register for SAIT's Auto Body Technician apprenticeship program beginning in period two.

Practicum, co-op and work integrated learning opportunities

You'll have the opportunity to apply the skills and knowledge learned in class with two weeks of work in an auto body mechanic shop.

Credential

After successfully completing this program, you'll receive a SAIT Pre-Employment Auto Body certificate.

Program length

12 weeks

Not open to international applicants

This program is not available to international applicants at this time.

Related careers

Our graduates may work in the following occupations. Some careers require additional experience and education.

Potential careers (NOC):

- Contractors and supervisors, mechanic trades (72020)
- Auto body collision, refinishing and glass technicians and damage repair estimators (72411)
- Automotive and heavy truck and equipment parts installers and servicers (74203)

Admission Requirements

Applicants educated in Canada

Applicants must demonstrate English language proficiency and completion of the following courses or equivalents:

- at least 50% in English Language Arts 10-2, and
- at least 50% in Math 10-3, and
- at least 50% in one Grade 10 Science.

SAIT accepts high school course equivalents for admission for applicants educated outside Alberta.

Applicants educated outside of Canada

All applicants who were educated outside of Canada must demonstrate English language proficiency and provide proof they meet the program admission requirements outlined above with an international document assessment. Find accepted educational documents and assessment options.

SAIT may also accept courses completed at certain international post-secondary institutions.

Program Outline

The Pre-Employment Auto Body certificate program requires 12 credits (5 courses) to complete.

Required courses

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

Progression

You must attain a PGPA and/or a CGPA of 2.0 or better each semester and pass the prerequisite courses to progress through the program.

To qualify for graduation, you must pass all courses, attain a CGPA of 2.0 or better and complete course requirements within the prescribed timelines.

Review our grading and progression procedure >

Costs

Books and supplies

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

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

Find your booklist on the SAIT Bookstore's website. The booklist will be available closer to the program start date.

Can't find your program or course? The bookstore didn't receive a textbook list. Contact your program directly to determine if they're still refining course details or if you're in luck; no textbook purchase is required this term.

Required personal protective equipment (PPE)

Steel-toe boots and safety glasses are recommended.

Transportation program advising

For any questions or to set up an advising appointment, please contact our School of Transportation.

Phone: 403.284.8471
Email: transportation.info@sait.ca

Program Outcomes

Graduates of the Auto Body Pre-Employment program should be able to:

- demonstrate proficiency in all phases of auto-body prepping
- use hand tools and powered equipment competently as per the 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 weeks full time program**
- **Winter and spring start, full time classroom**

Contact us

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

Program Description

If you're looking for an alternative pathway into the automotive repair industry, our 12-week Pre-employment Automotive Service Technician program is your key.

This program provides a condensed and focused curriculum to quickly prepare you for a career in automotive repair.

As a student, you will:

- learn how to perform routine maintenance tasks to keep vehicles running smoothly
- gain the ability to identify common issues in vehicles and perform initial diagnostic procedures to pinpoint problems
- learn the basics of repairing cars and light-duty trucks, setting a solid foundation for more advanced repair work in the future
- get hands-on practice using state-of-the-art tools and equipment
- learn safe working practices and how to use tools and equipment effectively
- gain expertise in wheel alignments, which are essential for vehicle stability and tire wear
- learn about suspension and steering
- learn how to service and repair braking systems
- learn the basics of electrical work in automotive repair.

Enrolling in our Pre-employment Automotive Service Technician program gives you a strong foundation, hands-on experience, and the skills necessary to kickstart your career.

Program Overview

Traits, skills and aptitudes

Those working as automotive service technicians tend to be objective, innovative and methodical.

You need:

- good hearing, eyesight and manual dexterity
- mechanical aptitude and interest
- a working knowledge of electricity, electronics and computers
- customer service skills
- a driver's license.

You should enjoy performing tasks requiring precision, working independently and with your hands.

Academic path

This program aligns with the first period of Alberta Apprenticeship and Industry Training's (AIT) Automotive Service Technician curriculum.

Graduates are eligible to register as apprentices and challenge the first-period exam.

Once you pass the exam and complete the necessary training hours with an employer, you may register for SAIT's Automotive Service Technician apprenticeship program beginning in period two.

Credential

After successfully completing this program, you'll receive a SAIT Pre-employment Automotive Service Technician certificate.

Program length

12 weeks

Not open to international applicants

This program is not available to international applicants at this time.

Related careers

Our graduates may work in the following occupations. Some careers require additional experience and education.

Potential careers (NOC):

- Contractors and supervisors, mechanic trades (72020)
- Automotive service technicians, truck and bus mechanics and mechanical repairers (72410)
- Electrical mechanics (72422)
- Motorcycle, all-terrain vehicle and other related mechanics (72423)
- Automotive and heavy truck and equipment parts installers and servicers (74203)

Admission Requirements

Applicants educated in Canada

Applicants must demonstrate English language proficiency and completion of 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.

SAIT accepts high school course equivalents for admission for applicants educated outside of Alberta.

Applicants educated outside of Canada

All applicants who were educated outside of Canada must demonstrate English language proficiency and provide proof they meet the program admission requirements outlined above with an international document assessment. Find accepted educational documents and assessment options.

SAIT may also accept courses completed at certain international post-secondary institutions.

Program Outline

The Pre-Employment Automotive Service certificate requires 12 credits (four courses) to complete.

Required courses

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

Progression

You must attain a PGPA and/or a CGPA of 2.0 or better each semester and pass the prerequisite courses to progress through the program.

To qualify for graduation, you must pass all courses, attain a CGPA of 2.0 or better and complete course requirements within the prescribed timelines.

Review our grading and progression procedure >

Costs

Books and supplies

Books and supplies are approximately $750 for 14 weeks.

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

Find your booklist on the SAIT Bookstore's website. The booklist will be available closer to the program start date. Can't find your program or course? The bookstore didn't receive a textbook list. Contact your program directly to determine if they're still refining course details or if you're in luck; no textbook purchase is required this term.

Although not a requirement, you will have more success finding employment if you hold a driver's licence.

Required personal protective equipment (PPE)

CSA-approved steel-toe boots, safety glasses and coveralls are required on the first day of class.

Transportation program advising

For any questions or to set up an advising appointment, please contact our School of Transportation.

Phone: 403.284.8471
Email: transportation.info@sait.ca

Pre-Employment Cabinetmaker

- **12 week program**
- **Fall, winter, and spring start dates**
- **Full time on campus delivery**

Contact us

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

Program Description

Our comprehensive, hands-on Pre-employment Cabinetmaker program is designed for those interested in working in a cabinet or architectural millwork shop.

Over 12 weeks, you'll learn to produce custom-made wood products, interpret diagrams and specifications and create drawings for unique woodworking projects from kitchens to offices.

The program includes:

- first-year cabinetmaker training, providing you with a solid foundation, including how to read and interpret blueprints, safely operate woodworking machinery, and understand the properties of different wood types
- practical skill development, enhancing your craftsmanship and confidence in working with wood components, including measuring, cutting, assembling, and finishing wooden pieces to create furniture and cabinetry
- the safety training and practices paramount in any trade to ensure you can work safely and efficiently.

This program aims to prepare you to enter the workforce with the skills and knowledge necessary to become an apprentice cabinetmaker.

As a graduate, you can challenge the first-year cabinetmaker apprenticeship exam, potentially accelerating your journey toward certification.

This program is ideal for those passionate about woodworking, keen on precise and artistic work, and looking to quickly enter a trade with a high demand for skilled labour.

The Pre-employment Cabinetmaker program offers the training and opportunities to craft a rewarding career.

Program Overview

Traits, skills and aptitudes

Cabinetmakers tend to be objective, innovative and methodical.

You need:

- good eyesight to select woods and look for surface imperfections
- hand-eye coordination and manual dexterity
- strength and stamina to lift heavy items
- the ability to visualize a finished product from drawings, blueprints or other specifications.

You should enjoy creating things with your hands and working with high accuracy.

Academic path

This program aligns with the first period of Alberta Apprenticeship and Industry Training's (AIT) Cabinetmaker curriculum.

Graduates are eligible to register as apprentices and challenge the first-period exam.

Once you pass the exam and complete the necessary training hours with an employer, you may register for SAIT's Cabinetmaker apprenticeship program beginning in period two.

Credential

Upon successful completion of the program, you'll receive a SAIT Pre-Employment Cabinetmaker certificate.

Program length

12 weeks

Not open to international applicants

This program is not available to international applicants at this time.

Related careers

Our graduates may work in the following occupations. Some careers require additional experience and education.

Potential careers (NOC):

- Cabinetmakers (72311)
- Supervisors, furniture and fixtures manufacturing (92022)
- Woodworking machine operators (94124)
- Furniture and fixture assemblers, finishers, refinishers and inspectors (94210)
- Assemblers and inspectors of other wood products (94211)

Admission Requirements

Applicants educated in Canada

Applicants must demonstrate English language proficiency and completion of the following courses or equivalents:

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

SAIT accepts high school course equivalents for admission for applicants educated outside Alberta.

Applicants educated outside of Canada

All applicants who were educated outside of Canada must demonstrate English language proficiency and provide proof they meet the program admission requirements outlined above with an international document assessment. Find accepted educational documents and assessment options.

SAIT may also accept courses completed at certain international post-secondary institutions.

Program Outline

The Pre-Employment Cabinetmaker program requires 12 credits (4 courses) to complete.

Required courses

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

Progression

You must attain a PGPA and/or a CGPA of 2.0 or better each semester and pass the prerequisite courses to progress through the program.

To qualify for graduation, you must pass all courses, attain a CGPA of 2.0 or better and complete course requirements within the prescribed timelines.

Review our grading and progression procedure >

Costs

Books and supplies

Books and supplies are approximately $1,000 - $1,500 per full-time year.

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

Find your booklist on the SAIT Bookstore's website. The booklist will be available closer to the program start date.

Can't find your program or course? The bookstore didn't receive a textbook list. Contact your program directly to determine if they're still refining course details or if you're in luck; no textbook purchase is required this term.

Required personal protective equipment (PPE)

- CSA steel-toe boots
- Safety glasses
- Hearing protection - will be provided, but students may choose to bring their own.
- Required equipment or tools
- Metric/imperial tape measure (min. 16')
- Marking pencil

Construction program advising

For any questions or to set up an advising appointment, please contact our School of Construction.

Phone: 403.284.8367
Email: apprentice.advising@sait.ca

Pre-Employment Carpenter

- **12 week program**
- **Fall, winter, and spring start dates**
- **Full time on campus delivery**

Contact us

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

Program Description

Carpenters are essential in many construction areas, including residential, commercial, industrial, and maintenance projects. Work ranges from residential framing to commercial tower builds.

This program is designed to provide you with the foundational skills and knowledge required to become a proficient carpenter. It aligns with the curriculum of a first-year carpentry apprenticeship, enabling you to work on job sites confidently.

As a student, you will learn:

- how to read and interpret blueprints, essential for planning and executing carpentry projects
- how to identify and handle suitable materials for different construction tasks, understand their properties
- to proficiently use manual and power carpentry tools and equipment
- to precisely measure and mark materials for cutting and assembly
- cutting and shaping techniques for different building materials
- joinery and assembly techniques such as nailing, screwing, and using adhesives, ensuring structural integrity
- safety practices and the proper use of personal protective equipment (PPE) to minimize risks and ensure a safe working environment.

You'll also have networking opportunities to meet prospective employers, learn how to write a resume, and participate in a job interview.

As a graduate, you will be well prepared to join the workforce as an apprentice carpenter and challenge the first-year apprenticeship exam.

With further experience and training, you may advance into roles such as journeyman carpenter, construction foreman, project manager, or even running your own carpentry business.

Program Overview

Traits, skills and aptitudes

Carpenters tend to be objective, methodical and innovative.

You need:

- manual dexterity
- good balance for working on scaffolding
- math skills to quickly and accurately solve problems
- the ability to follow and communicate written instructions
- the ability to work as a team.

You should enjoy creating things with your hands, working with wood, and mastering your craft.

Academic path

This program aligns with the first period of Alberta Apprenticeship and Industry Training's (AIT) Carpenter curriculum.

Graduates are eligible to register as apprentices and challenge the first-period exam.

Once you pass the exam and complete the necessary training hours with an employer, you may register for SAIT's Carpenter apprenticeship program beginning in period two.

Credential

Upon successful completion of the program, you'll receive a SAIT Pre-Employment Carpenter certificate.

Program length

12 weeks

Not open to international applicants

This program is not available to international applicants at this time.

Related careers

Our graduates may work in the following occupations. Some careers require additional experience and education.

Potential careers (NOC):

- Construction managers (70010)
- Contractors and supervisors, carpentry trades (72013)
- Carpenters (72310)
- Cabinetmakers (72311)

Admission Requirements

Applicants educated in Canada

Applicants must demonstrate English language proficiency and completion of the following courses or equivalents:

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

SAIT accepts high school course equivalents for admission for applicants educated outside Alberta.

Applicants educated outside of Canada

All applicants who were educated outside of Canada must demonstrate English language proficiency and provide proof they meet the program admission requirements outlined above with an international document assessment. Find accepted educational documents and assessment options.

SAIT may also accept courses completed at certain international post-secondary institutions.

Program Outline

The Pre-Employment Carpenter program requires 12 credits (four courses) to complete.

Required courses

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

Progression

You must attain a PGPA and/or a CGPA of 2.0 or better each semester and pass the prerequisite courses to progress through the program.

To qualify for graduation, you must pass all courses, attain a CGPA of 2.0 or better and complete course requirements within the prescribed timelines.

Review our grading and progression procedure >

Costs

Books and supplies

Books and supplies are approximately $1,000 - $1,500 per full-time year.

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

Find your booklist on the SAIT Bookstore's website. The booklist will be available closer to the program start date.

Can't find your program or course? The bookstore didn't receive a textbook list. Contact your program directly to determine if they're still refining course details or if you're in luck; no textbook purchase is required this term.

Required personal protective equipment (PPE)

- CSA steel toe boots
- Safety glasses
- Hearing protection - will be provided but students may choose to bring their own.
- Required equipment or tools
- Metric/imperial tape measure (min. 16')
- Marking pencil

Construction program advising

For any questions or to set up an advising appointment, please contact our School of Construction.

Phone: 403.284.8367
Email: apprentice.advising@sait.ca

Pre-Employment Electrician

- **For information regarding upcoming program intakes, please see sait.ca.**

Contact us

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

Program Description

Fast-track your career as an electrician with our intensive twelve-week, full-time Pre-employment Electrician program.

This course is perfect for those eager to enter the electrical trade but face challenges securing employment.

In this program, you will:

- learn the foundational theories and principles of electrical work that are essential for a first-year electrician apprentice
- develop hands-on skills in basic wiring techniques to ensure you can contribute effectively from day one of your apprenticeship
- receive critical training in safety practices to ensure personal and workplace safety when handling electrical systems
- get a feel for the real-world tasks you will perform on the job through labs and workshops.

Graduate with the confidence and capability to enter directly into an apprenticeship, equipped with practical skills and knowledge. Prepare to challenge the first-year Electrician apprenticeship exam, positioning you to move forward in your career quickly.

Graduates benefit from a high employment rate due to the demand for skilled electricians in various industries. The program is closely aligned with industry needs, ensuring the skills you learn are what employers are looking for.

As an electrician, you'll work in various settings, from residential to commercial and industrial projects. You'll have the opportunity to advance to supervisory positions, project management or run your own contracting businesses.

With dedicated instructors, a supportive learning environment and a focus on employability, you are just twelve weeks away from a new path to the skilled trades.

Program Overview

Traits, skills and aptitudes

Electricians tend to be objective, innovative and methodical.

You need:

- communication and reading skills
- an aptitude for math
- mechanical ability
- physical strength and stamina
- the ability to distinguish colours to work with colour-coded wiring
- the ability to plan and organize
- the ability to work in high places
- the ability to get along well with co-workers
- the ability to coach and mentor
- the ability to do precision work
- problem-solving and computer skills.

If you install or maintain equipment in homes or businesses, you should enjoy keeping a neat appearance and dealing with customers.

Academic path

This program aligns with the first period of Alberta Apprenticeship and Industry Training's (AIT) Electrician curriculum.

Graduates are eligible to register as apprentices and challenge the first-period exam.

Once you pass the exam and complete the necessary training hours with an employer, you may register for SAIT's Electrician apprenticeship program beginning in period two.

Credential

Upon successful completion of the program, you'll receive a SAIT Pre-Employment Electrician certificate.

Program length

12 weeks

Not open to international applicants

This program is not available to international applicants at this time.

Related careers

Our graduates may work in the following occupations. Some careers require additional experience and education.

Potential careers (NOC):

- Electricians (except industrial and power system) (72200)
- Contractors and supervisors, electrical trades and telecommunications occupations (72011)
- Industrial electricians (72201)
- Power system electricians (72202)
- Utilities managers (90011)
- Power engineers and power systems operators (92100)
- Electrical and electronics engineering technologists and technicians (22310)

- Electrical and electronics engineers
- Electrical power line and cable workers (72203)
- Telecommunications line and cable installers and repairers (72204)
- Telecommunications equipment installation and cable television service technicians (72205)
- Utility maintenance workers (74204)

Admission Requirements

Applicants educated in Canada

Applicants must demonstrate English language proficiency and completion of the following courses or equivalents:

- Math 20-1, Math 20-2, or Math 20-3, and
- English Language Arts 20-1 or English Language Arts 20-2, and
- Science 10.

SAIT accepts high school course equivalents for admission for applicants educated outside Alberta.

Applicants educated outside of Canada

All applicants who were educated outside of Canada must demonstrate English language proficiency and provide proof they meet the program admission requirements outlined above with an international document assessment. Find accepted educational documents and assessment options.

SAIT may also accept courses completed at certain international post-secondary institutions.

Program Outline

The Pre-Employment Electrician certificate requires 15 credits (four courses) to complete.

Required courses

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

Progression

You must attain a PGPA and/or a CGPA of 2.0 or better each semester and pass the prerequisite courses to progress through the program.

To qualify for graduation, you must pass all courses, attain a CGPA of 2.0 or better and complete course requirements within the prescribed timelines.

Review our grading and progression procedure >

Costs

Books and supplies

Books and supplies are approximately $1,000 - $1,500 per full-time year.

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

Find your booklist on the SAIT Bookstore's website. The booklist will be available closer to the program start date. Can't find your program or course? The bookstore didn't receive a textbook list. Contact your program directly to determine if they're still refining course details or if you're in luck; no textbook purchase is required this term.

Additional technology requirements

You'll need a SHARP EL-520X calculator, which is recommended by Alberta Apprenticeship and Industry Training.

Required personal protective equipment (PPE)

You'll need CSA-approved steel-toed boots or shoes and one pair of safety glasses.

Required equipment and tools

You'll need a:

- Staedtler electric/electronic symbols 977/116 template
- Staedtler metric scaling ruler with 1:50 scale
- Pre-employment Electrician hand tools box (Milwaukee)

All of these items will be available for purchase from the SAIT Bookstore.

Energy program advising

For any questions or to set up an advising appointment, please contact our MacPhail School of Energy.

Phone: 403.284.8451
Email: macphail.students@sait.ca

Pre-employment Heavy Equipment Technician

- **15 week course**
- **Summer start, full time classroom**

Contact us

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

Program Description

The 15-week Pre-Employment Heavy Equipment Technician program is designed for those seeking to enter the thriving transport and heavy equipment industry, repairing, maintaining and overhauling transport vehicles and heavy machinery.

With courses developed in collaboration with industry, your training will be relevant and up-to-date.

In this program, you will:

- learn safety practices and proper use of industry-standard tools
- gain entry-level proficiency in hydraulics, pneumatic braking systems, electrical circuits, mechanical skills, and suspension systems
- get hands-on experience in a shop environment supported by theory.

As a graduate, you will be prepared for entry-level roles such as heavy-duty mechanic (off-road), truck and transport mechanic and transport-trailer technician.

Your skills will apply to numerous vehicles and equipment, including, but not limited to, transport trucks and trailers, construction heavy equipment, stationary equipment and off-road vehicles. You'll also have the foundational skills to seek employment and register as an apprentice.

Apply today and propel yourself into an industry that is the backbone of construction and transportation.

Program Overview

Traits, skills and aptitudes

Those working as heavy equipment technicians need:

- good vision, hearing and sense of smell to diagnose problems
- strength and stamina for working with heavy equipment and in cramped or awkward positions
- mechanical ability
- the ability to work alone or as part of a team
- the ability to think logically
- an interest in all types of machinery and engines, electronics and precision equipment.

You should enjoy doing precision work, solving problems, and working with your hands.

Academic path

This program aligns with the first period of Alberta Apprenticeship and Industry Training's (AIT) Heavy Equipment Technician curriculum.

Graduates are eligible to register as apprentices and challenge the first-period exam.

Once you pass the exam and complete the necessary training hours with an employer, you may register for SAIT's Heavy Equipment Technician apprenticeship program beginning in period two.

Graduates may also receive course credit towards classes in our two-year Transport and Heavy Equipment Technology diploma program.

Credential

After successfully completing this program, you'll receive a SAIT Pre-employment Heavy Equipment Technician certificate.

Program length

15 weeks

Not open to international applicants

This program is not available to international applicants at this time.

Related careers

Our graduates may work in the following occupations. Some careers require additional experience and education.

Potential careers (NOC):

- Industrial instrument technicians and mechanics (22312)
- Contractors and supervisors, mechanic trades (72020)
- Contractors and supervisors, heavy equipment operator crews (72021)
- Heavy-duty equipment mechanics (72401)
- Automotive service technicians, truck and bus mechanics and mechanical repairers (72410)
- Electrical mechanics (72422)
- Motorcycle, all-terrain vehicle and other related mechanics (72423)
- Automotive and heavy truck and equipment parts installers and servicers (74203)

Admission Requirements

Applicants educated in Canada

Applicants must demonstrate English language proficiency and completion of the following courses or equivalents:

- at least 50% in Math 20-1 or Math 20-2, or 60% in Math 20-3, and
- at least 50% in English Language Arts 30-1 or English Language Arts 30-2, and
- at least 50% in one Grade 11 Science.

SAIT accepts high school course equivalents for admission for applicants educated outside of Alberta.

Applicants educated outside of Canada

All applicants who were educated outside of Canada must demonstrate English language proficiency and provide proof they meet the program admission requirements outlined above with an international document assessment. Find accepted educational documents and assessment options.

SAIT may also accept courses completed at certain international post-secondary institutions.

Program Outline

The Pre-employment Heavy Equipment Technology certificate requires 15 credits (five courses) to complete.

Required courses

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

Progression

You must attain a PGPA and/or a CGPA of 2.0 or better each semester and pass the prerequisite courses to progress through the program.

To qualify for graduation, you must pass all courses, attain a CGPA of 2.0 or better and complete course requirements within the prescribed timelines.

Review our grading and progression procedure >

Costs

Books and supplies

Books and supplies are approximately $1,000 - $1,500 per full-time year.

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

Find your booklist on the SAIT Bookstore's website. The booklist will be available closer to the program start date. Can't find your program or course? The bookstore didn't receive a textbook list. Contact your program directly to determine if they're still refining course details or if you're in luck; no textbook purchase is required this term.

Transportation program advising

For any questions or to set up an advising appointment, please contact our School of Transportation.

Phone: 403.284.8471
Email: transportation.info@sait.ca

Program Outcomes

Upon completion of the program, graduates will be able to:

- apply industry workplace safety and quality standards required by SAIT and industry when performing assigned tasks
- communicate using trade terminology when interacting with customers and others in the trade
- read and interpret work orders and relevant technical manuals
- demonstrate skills in diagnosing, installing, and repairing the basic systems and components used in the transport and heavy equipment industry
- demonstrate skills in identifying and correctly operating the tools used in the transport and heavy equipment industry.

Pre-Employment Industrial Mechanic (Millwright)

- **Complete in one to five years**
- **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

Jumpstart your journey into the high-demand field of industrial mechanics with our intensive 12-week Pre-employment Industrial Mechanic (Millwright) program.

Designed as a streamlined alternative to the first period of traditional apprenticeship, this program covers the foundational course materials that a first-year apprentice would encounter.

In this program, you will:

- learn about machining, machine assembly, blueprint reading, rigging and hoisting, machine alignment, drive systems, and the application of precision measurement tools and testing equipment
- engage in practical training to install, troubleshoot, repair and maintain a diverse range of industrial machinery
- acquire the hands-on skills and technical knowledge that prepare you for various positions and responsibilities within the industry.

Graduates are well-positioned for employment in various sectors, including oil and gas, construction, manufacturing, materials handling and even specialized areas such as ski lift maintenance.

Whether you aspire to become a seasoned millwright or move into supervisory roles, our program is the stepping stone to a career path in industrial mechanics.

Program Overview

Traits, skills and aptitudes

Industrial mechanics tend to be objective, innovative and methodical.

You need:

- mechanical aptitude
- critical thinking and problem-solving skills
- the ability to use your hands skillfully and quickly
- the ability to estimate and measure sizes and distances accurately
- the ability to work alone on tasks that require concentration and physical effort.

You should enjoy doing creative work with machinery that requires a high degree of skill and precision.

Academic path

This program aligns with the first period of Alberta Apprenticeship and Industry Training's (AIT) Industrial Mechanic (Millwright) curriculum.

Graduates are eligible to challenge the first-period exam and register as apprentices.

Once you pass the exam and complete the necessary training hours with an employer, you may register for SAIT's Industrial Mechanic (Millwright) apprenticeship program beginning in period two.

Credential

Upon successful completion of the program, you'll receive a SAIT Pre-Employment Industrial Mechanic (Millwright) certificate.

Program length

12 weeks

Not open to international applicants

This program is not available to international applicants at this time.

Related careers

Our graduates may work in the following occupations. Some careers require additional experience and education.

Potential careers (NOC):

- Industrial and manufacturing engineers (21321)
- Mechanical engineering technologists and technicians (22301)
- Industrial engineering and manufacturing technologists and technicians (22302)
- Industrial instrument technicians and mechanics (22312)
- Facility operation and maintenance managers (70012)
- Contractors and supervisors, mechanic trades (72020)
- Construction millwrights and industrial mechanics (72400)
- Power engineers and power systems operators (92100)

Admission Requirements

Applicants educated in Canada

Applicants must demonstrate English language proficiency and completion of the following courses or equivalents:

- Math 20-1, Math 20-2, or Math 20-3, and
- English Language Arts 20-1 or English Language Arts 20-2, and
- Science 10.

SAIT accepts high school course equivalents for admission for applicants educated outside Alberta.

Applicants educated outside of Canada

All applicants who were educated outside of Canada must demonstrate English language proficiency and provide proof they meet the program admission requirements outlined above with an international document assessment. Find accepted educational documents and assessment options.

SAIT may also accept courses completed at certain international post-secondary institutions.

Program Outline

The Pre-Employment Industrial Mechanic Millwright certificate requires 12 credits (four courses) to complete.

Required courses

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

Progression

You must attain a PGPA and/or a CGPA of 2.0 or better each semester and pass the prerequisite courses to progress through the program.

To qualify for graduation, you must pass all courses, attain a CGPA of 2.0 or better and complete course requirements within the prescribed timelines.

Review our grading and progression procedure >

Costs

Books and supplies

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

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

Individual Learning Modules (ILMs) are supplied on the first day of class.

Manufacturing and Automation program advising

For any questions or to set up an advising appointment, please contact our School of Manufacturing and Automation.

Phone: 403.284.8641
Email: ma.info@sait.ca

Pre-employment Machinist

- **Complete in one to five years**
- **Fall start full-time classroom**

Contact us

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

Program Description

Embark on a fulfilling career as a machinist, playing a pivotal role in manufacturing and repairing parts and components critical to industries such as manufacturing, transportation, energy and healthcare.

This comprehensive 12-week Pre-employment Machinist program combines hands-on shop experience with theoretical knowledge curated by industry experts to address the unique demands of manufacturing environments.

In this program, you will:

- receive rigorous training in standard safety protocols
- master the mathematical concepts and calculations essential for precision machining
- learn to operate computer numerical control (CNC) machines, understand programming and execution
- gain proficiency in using lathes for cutting, sanding, drilling, facing and turning
- acquire skills in operating drill presses for producing accurate holes in metal
- learn milling, grinding and other machining techniques.

Once you graduate, you'll possess the foundational skills to gain employment and register as an apprentice, positioning you ahead in the competitive field of machining.

With this program, you're not just learning a trade - you're setting the stage for a career as a machinist.

Program Overview

Traits, skills and aptitudes

Machinists tend to be objective, innovative and methodical.

You need:

- mechanical aptitude
- critical thinking and problem-solving skills
- the ability to use your hands skillfully and quickly
- the ability to estimate and measure sizes and distances accurately
- the ability to work alone on tasks that require concentration and physical effort.

You should enjoy doing creative work with machinery that requires a high degree of skill and precision.

Academic path

This program aligns with the first period of Alberta Apprenticeship and Industry Training's (AIT) Machinist curriculum.

Graduates are eligible to challenge the first-period exam and register as apprentices.

Once you pass the exam and complete the necessary training hours with an employer, you may register for SAIT's Machinist apprenticeship program beginning in period two.

Graduates are also eligible to receive course credit for all first-semester classes in our Machinist Technology diploma program.

Credential

Upon successful completion of this program, you'll receive a SAIT Pre-Employment Machinist certificate.

Program length

12 weeks

Not open to international applicants

This program is not available to international applicants at this time.

Related careers

Our graduates may work in the following occupations. Some careers require additional experience and education.

Potential careers (NOC):

- Industrial engineering and manufacturing technologists and technicians (22302)
- Contractors and supervisors, machining, metal forming, shaping and erecting trades and related occupations (72010)
- Machinists and machining and tooling inspectors (72100)
- Machine fitters (72405)
- Supervisors, other mechanical and metal products manufacturing (92023)
- Metalworking and forging machine operators (94105)
- Machining tool operators (94106
- Labourers in metal fabrication (95101)

Admission Requirements

Applicants educated in Canada

Applicants must demonstrate English language proficiency and completion of the following courses or equivalents:

- at least 50% in Math 20-1, Math 20-2 or Math 20-3, and
- at least 50% in English Arts 20-1 or English Arts 20-2, and
- at least 50% in Science 10.

SAIT accepts high school course equivalents for admission for applicants educated outside Alberta.

Applicants educated outside of Canada

All applicants who were educated outside of Canada must demonstrate English language proficiency and provide proof they meet the program admission requirements outlined above with an international document assessment. Find accepted educational documents and assessment options.

SAIT may also accept courses completed at certain international post-secondary institutions.

Program Outline

The Pre-Employment Machinist certificate requires credits (13.5 courses) to complete.

Required courses

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 Technicians	1.5 Credits
MNFG 202 - CNC Theory 1	1.5 Credits
MNFG 201 - CNC Shop 1	3 Credits

Progression

You must attain a PGPA and/or a CGPA of 2.0 or better each semester and pass the prerequisite courses to progress through the program.

To qualify for graduation, you must pass all courses, attain a CGPA of 2.0 or better and complete course requirements within the prescribed timelines.

Review our grading and progression procedure >

Costs

Books and supplies

Books and supplies are approximately $1,000 - $1,500 per full-time year.

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

Individual Learning Modules (ILMs) are supplied on the first day of class.

Manufacturing and Automation program advising

For any questions or to set up an advising appointment, please contact our School of Manufacturing and Automation.

Phone: 403.284.8641
Email: ma.info@sait.ca

Program Outcomes

1. Follow workplace safety regulations while performing machining operations.
2. Communicate effectively using trade terminology.
3. Interpret drawings and plans, and be able to lay out and develop basic projects according to specifications.
4. Demonstrate skills in identifying and correctly using trade-related tools.
5. Demonstrate basic skills in operating a computer numerical control (CNC) machine.
6. Perform basic CAD/CAM programming.

Pre-employment Motorcycle Mechanic

- **12 weeks full-time program**
- **Winter start only, full-time classroom**

Contact us

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

Program Description

Turn your love of motorcycles and mechanics into a career.

Our 12-week Pre-employment Motorcycle Mechanic program will provide foundational training in the assembly, maintenance, repair and restoration of motorcycles and multi-wheeled lightweight all-terrain vehicles.

A combination of theory and hands-on learning in a shop environment, your classes will explore:

- lubrication and cooling systems
- electrical and ignition systems
- carburetion
- fuel systems
- adjustments of moving parts
- safety protocols.

Designed with input from industry, this program is for those interested in becoming an apprentice but do not yet have any knowledge or training in the field.

You'll graduate with the technical knowledge and skills to become a motorcycle mechanic apprentice and repair, service and maintain motorcycles and other similarly powered vehicles.

Program Overview

Traits, skills and aptitudes

Motorcycle mechanics tend to be objective, methodical and innovative.

You need:

- an aptitude for mechanics
- strength and stamina
- good people skills
- a willingness to work long hours during busy seasons
- the ability to safely lift heavy objects
- attention to detail
- hand-eye coordination
- to be reliable
- to take pride in your work.

You should enjoy doing work with precision and problem-solving.

Academic path

This program aligns with the first period of Alberta Apprenticeship and Industry Training's (AIT) Motorcycle Mechanic curriculum.

Graduates are eligible to register as apprentices and challenge the first-period exam.

Once you pass the exam and complete the necessary training hours with an employer, you may register for SAIT's Motorcycle Mechanic apprenticeship program beginning in period two.

Credential

After successfully completing this program, you'll receive a Pre-employment Motorcycle Mechanic certificate.

Program length

12 weeks

Not open to international applicants

This program is not available to international applicants at this time.

Related careers

Our graduates may work in the following occupations. Some careers require additional experience and education.

Potential careers (NOC):

- Contractors and supervisors, mechanic trades (72020)
- Automotive service technicians, truck and bus mechanics and mechanical repairers (72410)
- Auto body collision, refinishing and glass technicians and damage repair estimators (72411)
- Motorcycle, all-terrain vehicle and other related mechanics (72423)
- Automotive and heavy truck and equipment parts installers and servicers (74203)

Admission Requirements

Applicants educated in Canada

Applicants must demonstrate English language proficiency and completion of the following courses or equivalents:

- at least 50% English Arts 20-1 or English Arts 20-2, and
- at least 50% Math 20-1 or Math 20-2 or 60% in Math 20-3, and
- at least 50% in one Grade 11 Science.

SAIT accepts high school course equivalents for admission for applicants educated outside Alberta.

Applicants educated outside of Canada

All applicants who were educated outside of Canada must demonstrate English language proficiency and provide proof they meet the program admission requirements outlined above with an international document assessment. Find accepted educational documents and assessment options.

SAIT may also accept courses completed at certain international post-secondary institutions.

Program Outline

The Pre-Employment Motorcycle certificate requires 13.5 credits (seven courses) to complete.

Required courses

You must take all of the following courses to complete this program.

MOTR 218 - Assembly and Pre-Delivery	1.5 Credits
MOTR 223 - Brake Systems	1.5 Credits
MOTR 226 - Electrical Theory and Circuits	3 Credits
MOTR 227 - Engine Theory and Tune-up	3 Credits
MOTR 228 - Tools and Equipment	1.5 Credits
MOTR 229 - Wheels and Tires	1.5 Credits
MOTR 239 - Workplace Safety	1.5 Credits

Progression

You must attain a PGPA and/or a CGPA of 2.0 or better each semester and pass the prerequisite courses to progress through the program.

To qualify for graduation, you must pass all courses, attain a CGPA of 2.0 or better and complete course requirements within the prescribed timelines.

Review our grading and progression procedure >

Costs

Books and supplies

Books and supplies are approximately $625.

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

Find your booklist on the SAIT Bookstore's website. The booklist will be available approximately two weeks before classes begin. Your learning resources will cost approximately $115.

Required personal protective equipment (PPE)

You'll require:

- steel-toed boots
- coveralls
- safety glasses

These will cost between $250 and $500 total. You'll be able to use this PPE once you graduate and begin work.

Transportation program advising

For any questions or to set up an advising appointment, please contact our School of Transportation.

Phone: 403.284.8471
Email: transportation.info@sait.ca

Program Outcomes

This program will prepare students to challenge the first period Trade Qualification Exam for motorcycle mechanics. Once they have passed their exam, they will be prepared to enter into the apprenticeship stream of any motorcycle mechanic program in Alberta through AIT. See the Alberta Apprenticeship and Industry Training (AIT) Motorcycle Mechanic Curriculum Guide for further information on all four periods of motorcycle mechanic training.
The Pre-employment Motorcycle Mechanic Program consists of the following learning outcomes:

1. Apply legislation, regulations, and practices ensuring safe work.
2. Use industry standard practices for climbing, lifting, rigging, and hoisting.
3. Apply industry standard practices for hazardous materials and fire protection.
4. Work effectively in motorcycle service.
5. Use common motorcycle shop equipment effectively.
6. Perform thread repair procedures on a variety of materials.
7. Demonstrate the use of common hand tools.
8. Use specialized equipment for cleaning, measuring, testing and service work.
9. Perform the metal cutting and heating operations.
10. Perform meter tests to diagnose and repair electrical problems.
11. Perform battery maintenance and testing.
12. Use wiring diagrams to identify electrical problems.
13. Repair electrical wires and connectors.
14. Apply operating and design principles of four stroke engine operation.
15. Apply operating and design principles to two stroke engine operation.
16. Service motorcycle fuel systems,air filters and air box.
17. Perform compression,leak-down, and crankcase sealing tests.
18. Perform an engine tune-up.
19. Perform manufacturer's scheduled maintenance.
20. Perform wheel and tire maintenance.
21. Repair and maintain brake systems.
22. Handle crated motorcycles.
23. Perform assembly, pre-delivery inspections and related tasks.
24. Prepare motorcycles for storage.

Pre-Employment Pipetrades

- **12 week program**
- **Fall, winter, and spring start dates**
- **Full time on campus delivery**

Contact us

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

Program Description

Our Pre-employment Pipetrades program provides an alternate pathway into the pipe trades industry, covering the foundational skills and theoretical knowledge required for the first period of technical training common to gasfitters, plumbers, and steamfitter-pipefitters.

With additional safety and tool use training, this program is tailored to equip you with the skills to thrive in the pipe trades sector.

In the plumbing trade, you'll learn to:

- plan and install plumbing systems, including fixtures and controls
- service systems that transport water, waste, gases, or hot liquids
- understand plumbing equipment and system design.
- In the steamfitter-pipefitter trade, you'll learn:
- to install, maintain, and repair various piping systems
- to understand the different types of piping
- to read and interpret blueprints and specifications for pipelaying.
- In the gasfitting trade, you'll:
- learn to set up a range of natural gas and propane equipment from residential to industrial scales
- develop the skills to repair and extend gas mains and install and service connections.

In addition, you will receive comprehensive industry-standard safety training. You'll also learn to identify and use the tools for various pipe trade applications.

This program prepares you for entry-level pipe trades positions and creates a foundation for future specialization.

Program Overview

Traits, skills and aptitudes

Those in pipe trades tend to be objective, innovative and methodical.

You need:

- strength and stamina
- manual dexterity
- mechanical aptitude
- the ability to read and understand complex instructions.

You should enjoy careful and exacting work with little direction or supervision.

Academic path

This program aligns with the first period of Alberta Apprenticeship and Industry Training's (AIT) pipe trades curriculum, which includes Gasfitter, Plumber and Steamfitter-Pipefitter.

Graduates are eligible to register as apprentices and challenge the first-period exam of their preferred trade(s).

Once you pass the exam and complete the necessary training hours with an employer, you may register for SAIT's Gasfitter, Plumber or Steamfitter-Pipefitter apprenticeship programs beginning in period two.

Credential

Upon successful completion of the program, you'll receive a SAIT Pre-Employment Pipetrades certificate.

Program length

12 weeks

Not open to international applicants

This program is not available to international applicants at this time.

Related careers

Our graduates may work in the following occupations. Some careers require additional experience and education.

Potential careers (NOC):

- Contractors and supervisors, pipefitting trades (72012)
- Plumbers (72300)
- Steamfitters, pipefitters and sprinkler system installers (72301)
- Gas fitters (72302)
- Water well drillers (72501)
- Utility maintenance workers (74204)
- Water and waste treatment plant operators (92101)

Admission Requirements

Applicants educated in Canada

Applicants must demonstrate English language proficiency and completion of the following courses or equivalents:

- Math 20-1, Math 20-2, or Math 20-3, and
- English Language Arts 20-1 or English Language Arts 20-2, and
- Science 10.

SAIT accepts high school course equivalents for admission for applicants educated outside Alberta.

Applicants educated outside of Canada

All applicants who were educated outside of Canada must demonstrate English language proficiency and provide proof they meet the program admission requirements outlined above with an international document assessment. Find accepted educational documents and assessment options.

SAIT may also accept courses completed at certain international post-secondary institutions.

Program Outline

The Pre-Employment Pipetrades certificate requires 12 credits (six courses) to complete.

Required courses

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

Progression

You must attain a PGPA and/or a CGPA of 2.0 or better each semester and pass the prerequisite courses to progress through the program.

To qualify for graduation, you must pass all courses, attain a CGPA of 2.0 or better and complete course requirements within the prescribed timelines.

Review our grading and progression procedure >

Costs

Books and supplies

Books and supplies are approximately $1,000 - $1,500 per full-time year.

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

Find your booklist on the SAIT Bookstore's website. The booklist will be available closer to the program start date.

Can't find your program or course? The bookstore didn't receive a textbook list. Contact your program directly to determine if they're still refining course details or if you're in luck; no textbook purchase is required this term.

Required personal protective equipment (PPE)

- CSA-approved eye protection
- CSA-approved steel toe boots
- Gloves (standard work gloves of your choice, leather gauntlet style for hot work)

Construction program advising

For any questions or to set up an advising appointment, please contact our School of Construction.

Phone: 403.284.8367
Email: apprentice.advising@sait.ca

Pre-Employment Recreation Vehicle Service Technician

- **Program start in early May and runs through the summer for 16 weeks - including a four-week Work Integrated Learning (WIL) component.**

Contact us

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

Program Description

This program is a "jack of all trades" and touches down on 27 different skilled trades.

If you're intrigued by the workings of recreational vehicles and want to acquire a versatile skill set, this program is tailored for you.

As a student, you will:

- learn to perform pre-delivery inspections, troubleshoot with computerized and electronic devices, and handle repairs and maintenance
- gain practical skills in dismantling, repairing and replacing various RV components, from structural aspects to plumbing and electrical systems
- develop skills to interact effectively with supervisors, manufacturers and customers, including writing repair estimates and handling repair orders
- learn to service propane gas systems and AC and DC electrical systems as well as how to build cabinets
- learn to perform plumbing work and service appliances such as fridges, ranges and heaters
- train in a field that encompasses aspects of 27 other certified trades, making you a versatile technician
- complete the only RV program in Alberta that aligns with the apprenticeship model, providing a blend of theoretical and practical learning.

Recreation vehicle service technician is a compulsory trade, which means only apprentices or holders of a journeyperson ticket are legally permitted to work in this occupation in Alberta. Upon completing this certificate, you will be equipped to work as an apprentice, return to school for your second and third training periods, or use your new skills to repair your own RV.

The diverse skill set you will acquire will open doors to various roles within the RV service and maintenance sector.

Program Overview

Traits, skills and aptitudes

Recreational Vehicle Service Technicians tend to be objective, methodical and innovative.

You need:

- good vision, hearing and sense of smell to diagnose problems
- strength and stamina for working in cramped or awkward positions
- mechanical ability
- the ability to work alone or as part of a team
- the ability to think logically
- an interest in a variety of fabrication and repair-oriented tasks
- an interest in woodwork, electronics, gasfitting, pipefitting and mechanics.

You should enjoy doing precision work, solving problems and working with your hands and mind.

Academic path

This program aligns with the first period of Alberta Apprenticeship and Industry Training's (AIT) Recreation Vehicle Service Technician curriculum, offering 360 hours of theory and hands-on learning.

Successful graduates with no less than a 65% average and no less than 50% in each course are eligible to challenge the first period exam.

Once you pass the exam and complete the necessary training hours with an employer, you may register for SAIT's Recreation Vehicle Service Technician apprenticeship program beginning in period two.

Practicum, co-op and work integrated learning opportunities

You'll spend four weeks working in a recreational vehicle service shop, applying the skills and knowledge you've acquired in the program and gaining practical experience related to workplace procedures, techniques and culture.

Credential

After successfully completing this program, you'll receive a SAIT Pre-Employment Recreation Vehicle Service Technician certificate.

Program length

16 weeks

Not open to international applicants

This program is not available to international applicants at this time.

Related careers

Our graduates may work in the following occupations. Some careers require additional experience and education.

Potential careers (NOC):

- Contractors and supervisors, mechanic trades (72020)
- Automotive service technicians, truck and bus mechanics and mechanical repairers (72410)
- Auto body collision, refinishing and glass technicians and damage repair estimators (72411)
- Cabinet Makers and wood trades (7272)

Admission Requirements

Applicants educated in Canada

Applicants must demonstrate English language proficiency and completion of the following courses or equivalents:

- a minimum of 50% in English 10-2, and
- a minimum of 50% in Math 10-3, and
- a minimum of 50% in one Grade 10 science course.

SAIT accepts high school course equivalents for admission for applicants educated outside of Alberta.

Applicants educated outside of Canada

All applicants who were educated outside of Canada must demonstrate English language proficiency and provide proof they meet the program admission requirements outlined above with an international document assessment. Find accepted educational documents and assessment options.

SAIT may also accept courses completed at certain international post-secondary institutions.

Program Outline

The Pre-Employment Recreational Vehicle Service Technician certificate requires 16.5 credits (seven courses) to complete.

Required courses

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

Progression

You must attain a PGPA and/or a CGPA of 2.0 or better each semester and pass the prerequisite courses to progress through the program.

To qualify for graduation, you must pass all courses, attain a CGPA of 2.0 or better and complete course requirements within the prescribed timelines.

Review our grading and progression procedure >

Costs

Books and supplies

Most learning resources for this program are supplied through Brightspace. Books are approximately $350 for code books and some short Individual Learning Modules.

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

Find your booklist on the SAIT Bookstore's website. The booklist will be available closer to the program start date. Can't find your program or course? The bookstore didn't receive a textbook list. Contact your program directly to determine if they're still refining course details or if you're in luck; no textbook purchase is required this term.

Required personal protective equipment (PPE)

CSA approves safety toed footwear (running shoes preferred) and safety glasses are mandatory.

Transportation program advising

For any questions or to set up an advising appointment, please contact our School of Transportation.

Phone: 403.284.8471
Email: transportation.info@sait.ca

Program Outcomes

After completing the Pre-Employment Recreation Vehicle (RV) Service Technician program, you'll be able to:

- communicate clearly and professionally with customers and other recreation vehicle tradespeople
- use technology to communicate
- adhere to health and safety standards and regulations specific to recreation vehicles
- demonstrate how to service, maintain, diagnose and repair basic systems and components of recreation vehicles
- demonstrate how to identify and safely use the correct hand and power tools per manufacturer specifications.

Pre-Employment Refrigeration

- **12 week program**
- **Fall, winter, and spring start dates**
- **Full time on campus delivery**

Contact us

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

Program Description

Our intensive, 12-week Pre-Employment Refrigeration and Air Conditioning Mechanics program is pivotal for starting an apprenticeship in the heating, ventilation and air conditioning (HVAC) industry.

Our curriculum thoroughly covers the same training a first-year Refrigeration and Air Conditioning Mechanic apprentice would receive, integrating practical skill-building and safety training.

As a student, you will:

- learn the basic principles of refrigeration systems and their applications
- get practical experience with the tools and equipment used in the trade
- learn techniques for diagnosing and troubleshooting system malfunctions
- learn to install various types of refrigeration and air conditioning systems
- learn routine maintenance to ensure system longevity and efficiency
- gain knowledge of environmental controls and regulations pertinent to refrigerants and systems.

Graduates boast a very high employment rate, signifying the demand for skilled mechanics in this field.

Program Overview

Traits, skills and aptitudes

Refrigeration and air conditioning mechanics tend to be objective, methodical and innovative.

You need:

- mechanical aptitude and interest
- coordination and manual dexterity
- strength and stamina
- the ability to work with others and deal with customers
- the ability to drive a service truck to worksites.

You should enjoy variety, solving problems and working with little supervision.

Academic path

This program aligns with the first period of Alberta Apprenticeship and Industry Training's (AIT) Refrigeration and Air Conditioning Mechanic curriculum.

Graduates are eligible to register as apprentices and challenge the first-period exam.

Once you pass the exam and complete the necessary training hours with an employer, you may register for SAIT's Refrigeration and Air Conditioning Mechanic apprenticeship program beginning in period two.

Credential

Upon successful completion of the program, you'll receive a SAIT Pre-Employment Refrigeration Pre-Employment Certificate.

Program length

12 weeks

Not open to international applicants

This program is not available to international applicants at this time.

Related careers

Our graduates may work in the following occupations. Some careers require additional experience and education. Related careers, Gas Fitter B. Gas Fitter A. Sheet Metal Worker.

Potential careers (NOC):

- Gas fitters (72302)
- Heating, refrigeration and air conditioning mechanics (72402)
- Oil and solid fuel heating mechanics (72420)
- Residential and commercial installers and servicers (73200)

Admission Requirements

Applicants educated in Canada

Applicants must demonstrate English language proficiency and completion of the following courses or equivalents:

- Math 30-1, Math 30-2 or Math 30-3, and
- English Language Arts 30-1 or English Language Arts 30-2, and
- Physics 20 or Chemistry 20.

SAIT accepts high school course equivalents for admission for applicants educated outside Alberta.

Applicants educated outside of Canada

All applicants who were educated outside of Canada must demonstrate English language proficiency and provide proof they meet the program admission requirements outlined above with an international document assessment. Find accepted educational documents and assessment options.

SAIT may also accept courses completed at certain international post-secondary institutions.

Program Outline

The Pre-Employment Refrigeration and Air Conditioning certificate requires 16.5 credits (six courses) to complete.

Required courses

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

Progression

You must attain a PGPA and/or a CGPA of 2.0 or better each semester and pass the prerequisite courses to progress through the program.

To qualify for graduation, you must pass all courses, attain a CGPA of 2.0 or better and complete course requirements within the prescribed timelines.

Review our grading and progression procedure >

Costs

Books and supplies

Books and supplies are approximately $1,000 - $1,500 per full-time year.

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

Find your booklist on the SAIT Bookstore's website. The booklist will be available closer to the program start date.

Can't find your program or course? The bookstore didn't receive a textbook list. Contact your program directly to determine if they're still refining course details or if you're in luck; no textbook purchase is required this term.

Required personal protective equipment (PPE)

- Steel toe or equivalent work boots
- Leatherwork gloves
- Safety glasses
- Ear/hearing protection (if you prefer non-disposable types. SAIT provides disposable hearing protection.)

Construction program advising

For any questions or to set up an advising appointment, please contact our School of Construction.

Phone: 403.284.8367
Email: apprentice.advising@sait.ca

Pre-Employment Welding

- **Complete in one to five years**
- **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 Pre-Employment Welding program is designed to help you kick-start your career in welding.

Whether aiming to work in Alberta's thriving oil and gas industry or seeking opportunities in construction and manufacturing, this program provides the foundational skills necessary for entry-level positions and beyond.

You'll learn to join, shape and cut metal parts for various applications, from pressure vessels to industrial components. You will focus on skills pertinent to Alberta's oil service, pipeline and construction sectors.

Benefit from a mix of in-class theory, hands-on labs and extensive self-guided study to reinforce learning.

In this program, you will:

- learn wire feed welding, joint and weld types, identification of weld faults, and operation of oxyfuel equipment
- develop practical skills in welding techniques including Gas Metal Arc Welding (GMAW), Flux Cored Arc Welding (FCAW) and Metal Cored Arc Welding (MCAW)
- become proficient in oxyfuel cutting and gain an understanding of the oxyfuel process and safety
- adopt safe work practices throughout all aspects of welding.

You will learn from faculty with real-world experience to provide industry insights and mentorship, gain hands-on experience with current welding technologies and equipment, and get exposure to a network of industry and trade contacts and potential employers.

Upon completing this program, you will be eligible to challenge the written and practical exams for the first-period welding apprenticeship, fast-tracking your journey to becoming a journeyperson welder.

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 for jobs such as oilfield-related welding. A 40-hour workweek is typical, but overtime is occasionally required to meet project deadlines.

If you're looking for a solid start in the welding profession, are self-driven in your approach to learning, and are committed to personal study, then this program is for you.

Program Overview

Traits, skills and aptitudes

People in the welding field tend to be objective, methodical and innovative.

You need:

- manual dexterity
- good vision (corrective lenses are acceptable)
- strong hand-eye coordination
- attention to detail
- patience.

You should enjoy building things and working with little direction or supervision.

Academic path

Graduates of this program are prepared to challenge the provincial level 1 apprenticeship trade examination for welders.

Once you pass the exam and complete the necessary training hours with an employer, you can begin a traditional apprenticeship in period two.

Credential

Upon successful completion of the program, you'll receive a SAIT Pre-Employment Welding certificate.

Program length

13 weeks

Not open to international applicants

This program is not available to international applicants at this time.

Related careers

Our graduates may work in the following occupations. Some careers require additional experience and education.

Potential careers (NOC):

- Contractors and supervisors, machining, metal forming, shaping and erecting trades and related occupations (72010)
- Sheet metal workers (72102)
- Structural metal and platework fabricators and fitters (72104)
- Welders and related machine operators (72106)
- Labourers in metal fabrication (95101)
- Boilermakers (72103)
- Construction millwrights and industrial mechanics (72400)
- Heavy-duty equipment mechanics (72401)
- Supervisors, other mechanical and metal products manufacturing (92023)
- Other products assemblers, finishers and inspectors (94219)
- Ironworkers (72105)

Admission Requirements

Applicants educated in Canada

Applicants must demonstrate English language proficiency and completion of the following courses or equivalents:

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

SAIT accepts high school course equivalents for admission for applicants educated outside Alberta.

Applicants educated outside of Canada

All applicants who were educated outside of Canada must demonstrate English language proficiency and provide proof they meet the program admission requirements outlined above with an international document assessment. Find accepted educational documents and assessment options.

SAIT may also accept courses completed at certain international post-secondary institutions.

Program Outline

The Pre-Employment Welding certificate requires 15 credits (six courses) to complete.

Required courses

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
WLDG 216 - CWB Flux Cored Arc Welding	1.5 Credits
MATH 268 - Math for Apprentice Trades	1.5 Credits

Progression

You must attain a PGPA and/or a CGPA of 2.0 or better each semester and pass the prerequisite courses to progress through the program.

To qualify for graduation, you must pass all courses, attain a CGPA of 2.0 or better and complete course requirements within the prescribed timelines.

Review our grading and progression procedure >

Costs

Books and supplies

Books and supplies are approximately $1,000 - $1,500 per full-time year.

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

Find your booklist on the SAIT Bookstore's website. The booklist will be available closer to the program start date.

Can't find your program or course? The bookstore didn't receive a textbook list. Contact your program directly to determine if they're still refining course details or if you're in luck; no textbook purchase is required this term.

Required equipment/tools

Tools will be provided.

Required personal protective equipment (PPE)

You'll need CSA-approved steel-toe boots and safety glasses, welding gloves, earplugs (provided), a good-quality welding helmet, and FR coveralls or a welding jacket.

We recommend you hold off purchasing your equipment until after you begin classes unless you buy the pre-approved safety packs. The industry-approved PPE will be discussed during your first few days.

Manufacturing and Automation program advising

For any questions or to set up an advising appointment, please contact our School of Manufacturing and Automation.

Phone: 403.284.8641
Email: ma.info@sait.ca

Primary Care Paramedic

- **For information regarding upcoming program intakes, please see sait.ca.**

Contact us

School of Health and Public Safety
Phone: 403.284.8481
Email: hps.info@sait.ca

Program Description

Our immersive Primary Care Paramedic program is for those seeking to establish a career in pre-hospital emergency care.

Under the guidance of seasoned professionals, this program provides a comprehensive curriculum that equips you with the skills needed to become an integral member of a multidisciplinary healthcare team.

As a student, you will:

- acquire a thorough understanding of pre-hospital emergency care
- learn to perform detailed patient evaluations
- learn to interpret various diagnostic tools
- develop the skills to perform critical interventions and treatments
- become proficient in Basic Life Support (BLS), Advanced Life Support (ALS) and International Trauma Life Support (ITLS)
- participate in simulations in our state-of-the-art Centre for Advanced Patient Care Simulation and Advanced Ambulance Simulation labs
- obtain real-world experience in hospital, urgent care and ambulance settings under the mentorship of experienced preceptors
- focus on developing the competencies required for effective emergency response and patient care.

As a graduate, you will have the confidence and qualifications to respond to a wide range of medical emergencies as a first responder, providing high-quality patient care in dynamic and challenging environments.

Prepare for a fulfilling career as a Primary Care Paramedic and help meet the demands of modern emergency medical services.

Program Overview

Traits, skills and aptitudes

Paramedics tend to be innovative, methodical and objective.

You need:

- a strong desire to help those in need
- effective communication skills
- leadership skills
- sound decision-making and critical-thinking skills
- adaptability
- the ability to work well under stress, maintain professional behaviour and regulate your emotions
- fine motor skills to provide advanced pre-hospital emergency care
- the ability to remain firm, reassuring and efficient in moments of crisis
- the ability to meet the physical demands of the job, including transporting, lifting and positioning patients and equipment
- the ability to work alone and on a team.

All emergency medical personnel should be comfortable assessing injuries and illnesses, performing patient care procedures which may be sensitive, and wearing personal protective equipment (PPE) for extended periods. This includes exposure to latex and other disinfectant materials.

Paramedics work extended hours and shift work, including nights and weekends.

You 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 you can successfully meet the occupational requirements for the program and profession.

Academic path

Graduates of this program meet the admission requirements for SAIT's Advanced Care Paramedic program.

Practicum, co-op and work integrated learning opportunities

You'll participate in required practicums under the guidance of experienced, on-site practitioners (preceptors) and SAIT instructors, who will mentor and oversee you in clinical settings.

You will be assigned practicum placements with consideration given to your preference of location. However, due to limited availability in Calgary, you might need to travel or relocate outside of the city or province.

The healthcare field has a strong focus on health, wellness, and fitness to practice due to the demanding nature of the work and Occupational Health and Safety requirements. As such, special considerations will not be granted based on individual circumstances or preferences, except those stated as protected grounds when an accommodation has been approved.

If you cannot obtain a tight facial seal while wearing a respiratory mask due to the presence of facial hair and refuse to shave for religious reasons, you will be considered unfit to work as a paramedic by Alberta Health Services (AHS) standards and will not be allowed to participate in practicum or successfully complete the program. Respiratory mask-fit testing is a requirement ahead of participating in your practicum.

In compliance with the practica agreements with our clinical partners, you will be required to provide specific documentation before you can participate in your practicum. Find out what requirements you need for this program.

Accreditations, designations or certifications

Our Primary Care Paramedic program is accredited by Accreditation Canada at the Primary Care Paramedic level and meets the Alberta College of Paramedics core competency requirements.

Graduates are eligible to write the Canadian Organization of Paramedic Regulators registry exam and are required to register with the Alberta College of Paramedics to work in Alberta.

This program is recognized as qualifying for subsidized education by the Canadian Armed Forces for the Medical Technician occupation.

Credential

Upon successful completion of this program, you will be awarded a SAIT Primary Care Paramedic certificate.

Program length

40 weeks

Accepts international applicants - PGWP-eligible

This program accepts international applicants and meets the eligibility criteria for the Post-Graduation Work Permit program, as long as the student is registered in on-campus classes or completes more than 50% of the courses on campus (for blended options).

International students attending all classes online will NOT be eligible for a Post-Graduate Work Permit. International students are responsible for maintaining their eligibility throughout their studies.

Not eligible for CAJG

This program is not eligible for the Canada Alberta Job Grant.

Related careers

Our graduates may work in the following occupations. Some careers require additional experience and education.

Potential careers (NOC):

- Paramedical occupations (32102)
- Managers in healthcare (30010)
- Health policy researchers, consultants and program officers (41404)

Admission Requirements

Applicants educated in Canada

All applicants must demonstrate English language proficiency and meet the following requirements or equivalents:

- at least 50% in Math 20-1 or Math 20-2, and
- at least 50% in English Language Arts 30-1 or English Language Arts 30-2, and
- at least 50% in Biology 30 or Science 30.

You must also prove you have completed an Emergency Medical Responder (EMR) certificate or a medical sciences-related diploma, degree, or equivalent.

The following qualifications are recognized as equivalent to the Emergency Medical Responder (EMR) certificate or medical sciences-related diploma or degree:

- Licensed Practical Nurse (LPN) with at least one year of experience
- Medical First Responder (MFR) or First Medical Responder (FMR) with International Trauma Life Support (ITLS) provider certification
- Registered Nurse (RN) with at least one year of experience
- Licensed Physician with at least one year of experience.

Applicants must be at least 18 years old as of commencement of the program's second semester.

SAIT accepts high school course equivalents for admission for applicants educated outside Alberta.

Applicants educated outside of Canada

All applicants who were educated outside of Canada must demonstrate English language proficiency and provide proof they meet the program admission requirements outlined above with an international document assessment. Find accepted educational documents and assessment options.

SAIT may also accept courses completed at certain international post-secondary institutions.

Program Outline

The Primary Care Paramedic certificate requires 34.5 credits (15 courses) to complete.

The program spans 40 weeks over three semesters. Depending on practicum site availability, PRAC 252 may continue beyond the third semester.

The program's Fall semester intake is primarily delivered on campus, while the Winter semester intake is blended, with theory courses completed primarily online, and labs on campus. Both delivery methods offer the same curriculum, and require full-time study.

Required courses

ANPH 201 - Physiology and Physical Assessment	1.5 Credits
EMRG 223 - Basic Pharmacology	1.5 Credits
EMRG 227 - Traumatic Emergencies	3 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 249 - Medical Emergencies	3 Credits
EMRG 251 - Special Populations	3 Credits
EMRG 262 - Cardiac Emergencies	3 Credits
EMRG 265 - Professional Practice 2	1.5 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
PRAC 252 - Ambulance Practicum	3 Credits

Suggested schedule of study

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

EMRG 265 - Professional Practice 2	1.5 Credits
PRAC 252 - Ambulance Practicum	3 Credits

Progression

You must attain a PGPA and/or a CGPA of 2.0 or better each semester and pass the prerequisite courses to progress through the program.

To qualify for graduation, you must pass all courses, attain a CGPA of 2.0 or better and complete course requirements within the prescribed timelines.

Review our grading and progression procedure >

Costs

Books and supplies

Books and supplies are approximately $4,000 for the duration of the program.

This is a bring-your-own-device program with a standard computer hardware and software requirement. See the specific requirements on our computers and laptops page. An Apple tablet is recommended, as it is required to support certain applications used in the program, and will support all portable computing device requirements of the program.

Find your booklist on the SAIT Bookstore's website. Booklists are by semester and made available approximately two weeks before classes begin.

Required personal protective equipment (PPE) and uniform

Uniforms and PPE are to be purchased before orientation day.

Print and take the uniform order form to Trademark Workwear Inc. to order your SAIT uniform. Ensure you order your uniform early.

CSA-approved safety glasses and black steel-toed duty boots may be purchased where available.

Ballistic vests

The SAIT paramedic programs do not require ballistic vests.

Many practitioners can be issued a ballistic vest by their employer as PPE. This is an employee's decision if they want the ballistic vest or not.

As a best practice for scene safety, police deem the situation safe before EMS crews enter, and our students are not first in any situation where this type of PPE is required.

If you wish to purchase your own ballistic vest for use on practicum, you can do so through the AHS-approved vendor Urban Tactical, Winnipeg, which has the required minimum specifications for a ballistic vest.

If you decide to purchase and wear the vest, you must ensure that your SAIT crest and student identification are clearly visible on the vest without compromising its integrity.

If you have a ballistic vest from an employer, you are not allowed to wear that employer's issue as part of the SAIT uniform.

If you choose to wear a ballistic vest during your program, you must purchase a personal ballistic vest.

Ballistic vests are personally fitted, have a limited lifespan, and are not resalable as they do not provide the appropriate protection second-hand. If you choose to wear a personal ballistic vest, you must wear it for every call during your practicum rotations.

Additional fees

A fee of $75 per semester is associated with the CompTracker application used in this program.

A fee is associated with obtaining a police information check, including a vulnerable sector check, payable to the police or the Royal Canadian Mounted Police (RCMP).

You must have your immunizations reviewed by the SAIT Health Clinic. There is a $75 charge to review vaccine history. Any vaccines you need to be administered will result in additional charges.

A fee of approximately $50 to $100 is associated with an electronic student permit checking submission, which is required for clinical practicum placements, payable to Synergy Gateway through the Verified software platform.

You are responsible for additional expenses related to your practicum, including pre-practicum requirements and relocation costs to practicum sites outside of Calgary.

There is a fee for the Alberta College of Paramedics (ACP) provincial exam and a registration fee of $475. Annual renewal fees are approximately $425.

A Class 4 Driver's license may be required for employment. We recommend you review the Alberta government information for requirements and begin the process while in the program.

Health and Public Safety program advising

For any questions or to set up an advising appointment, please contact our School of Health and Public Safety.

Phone: 403.284.8481
Email: hps.info@sait.ca

Program Outcomes

This program addresses the entry-level competencies identified by the Canadian Organization of Paramedic Regulators (COPR), and is cross-referenced to the current Canadian Paramedic Competence Framework (CPCF).

Graduates will be capable of demonstrating the following at the level of a Primary Care Paramedic:

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 operations and continuous vehicle maintenance.
9. Promote health and public safety.

Professional Remotely Piloted Aircraft Systems

- **15 week program**
- **Fall and spring start and it is a full time classroom program**

Contact us

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

Program Description

Launch a cutting-edge career with our Professional Remotely Piloted Aircraft Systems (RPAS) program, designed to equip you with the knowledge and skills to operate drones across various commercial sectors.

As industries such as agriculture, forestry, oil and gas, energy, construction, cinematography and emergency response rapidly integrate drone technology, the need for qualified pilots continues to increase.

This program offers a comprehensive education that includes the construction, maintenance and operation of drones, familiarization with Transport Canada's stringent aviation guidelines, and hands-on experience with geomatics data. You'll also learn to conduct inspections and mapping for environmental, agricultural and industrial applications and become familiar with the key elements of Beyond Visual Line of Sight (BVLOS) operations and their business applications.

As a student, you will be trained to:

- create basic GIS-ready data outputs from RPAS projects
- coordinate RPAS flight operations with various RPAS pilots and projects
- lead RPAS teams in high-risk, complex operations
- carry out complex image analysis and create high-level geospatial outputs for RPAS projects
- develop policy for RPAS operation at the company or federal level
- ensure company compliance and site audits
- contribute to your company's business plan and design.

You will develop the technical skills necessary to navigate the technology of unmanned aerial vehicles (UAV) and the strategic insight to enhance company value and comply with regulatory standards.

Once you graduate, you'll be prepared to become a drone pilot and take on pivotal roles within your organization, leveraging RPAS technology to meet and exceed business objectives and client needs in many rapidly evolving fields.

Program Overview

Traits, skills and aptitudes

Following Transport Canada's requirements, remotely piloted aircraft system (RPAS) pilots must:

- not suffer from any condition which would render them unfit to perform their duties
- have a visual acuity of 20/20 (the use of corrective lenses to achieve this is acceptable)
- have sufficient English language ability to be understood by local air traffic control when using VHF radio
- provide evidence of good health
- be a Canadian citizen or a permanent resident.

To become a drone pilot and operate RPAS, you'll also need:

- a strong interest in aviation
- the ability to think in 3D
- strong concentration skills
- the ability to remain calm under pressure
- IT and math skills
- the ability to make quick decisions in emergencies, give accurate instructions and accept considerable responsibility.

Accreditations, designations or certifications

Graduates will be certified in:

- Transport Canada Advanced Small Remotely Piloted Aircraft System (RPAS)
- Visual Line-of-Site (VLOS) pilot
- Restricted Operator certificate with Aeronautical qualification (ROC-A).

Credential

After successfully completing this program, you'll receive a SAIT Professional Remotely Piloted Aircraft Systems certificate.

Program length

15 weeks

Accepts international applicants - not-PGWP eligible

This program is open to international applicants; however, program availability may be limited. This program does not meet the eligibility criteria for the Post-Graduation Work Permit program.

Not eligible for CAJG

This program is not eligible for the Canada Alberta Job Grant.

Related careers

Our graduates may work in the following occupations. Some careers require additional experience and education.

Potential careers (NOC):

- Non-destructive testers and inspectors (22230)
- Post-secondary teaching and research assistants (41201)
- Film and video camera operator (52110)
- Land survey technologists and technicians (22213)
- Geological and mineral technologists and technicians (22101)

Admission Requirements

Applicants educated in Canada

Applicants must demonstrate English language proficiency and completion of the following courses or equivalents:

- a minimum of 50% in English Language Arts 30-1 or English Language Arts 30-2, and
- a minimum of 50% in Math 30-1 or Math 30-2, and
- a minimum of 50% in one Grade 12 Science course.

SAIT accepts high school course equivalents for admission for applicants educated outside of Alberta.

Applicants educated outside of Canada

All applicants who were educated outside of Canada must demonstrate English language proficiency and provide proof they meet the program admission requirements outlined above with an international document assessment. Find accepted educational documents and assessment options.

SAIT may also accept courses completed at certain international post-secondary institutions.

Program Outline

The Professional Remotely Piloted Aircraft Systems certificate requires 18 credits (eight courses) to complete.

Required courses

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
AERO 209 - RPAS System Servicing	3 Credits
AERO 212 - RPAS - Professional Operations and Planning	3 Credits
INSP 200 - Visual Inspection Level 2	1.5 Credits
PROJ 222 - RPAS Capstone	1.5 Credits

Progression

You must attain a PGPA and/or a CGPA of 2.0 or better each semester and pass the prerequisite courses to progress through the program.

To qualify for graduation, you must pass all courses, attain a CGPA of 2.0 or better and complete course requirements within the prescribed timelines.

Review our grading and progression procedure >

Costs

Books and supplies

Books are approximately $50 - $150.

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

Find your booklist on the SAIT Bookstore's website. The booklist will be available closer to the program start date. Can't find your program or course? The bookstore didn't receive a textbook list. Contact your program directly to determine if they're still refining course details or if you're in luck; no textbook purchase is required this term.

Required equipment/tools

You'll require a drone build kit, which can be purchased from SAIT for approximately $1,000 - $1,200. This kit will be used to build and understand how all the components of a basic drone work.

A tool list and timeline for purchasing the required items will be provided at orientation.

Required personal protective equipment (PPE)

You'll be required to use personal protective equipment (PPE) when working in the shop and performing flight duties. Some of this equipment can be purchased from SAIT and others will need to be sourced elsewhere. The cost for PPE is between $250 to $400.

A PPE list and timeline for purchasing the required items will be provided at orientation.

Transportation program advising

For any questions or to set up an advising appointment, please contact our School of Transportation.

Phone: 403.284.8471
Email: transportation.info@sait.ca

Radio, Television and Broadcast News - Broadcast News

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

Program Description

Are you ready to step into the spotlight and make your mark in the world of media? The Radio, Television, and Broadcast News program's Broadcast News major is your gateway to an exciting career as a news or sports anchor.

Maybe you'd like to be a sideline host for Hockey Night in Canada? Or a content creator with your own YouTube channel, podcast or website? This program will help you get there.

Hands-on training for the real world

You'll receive extensive, hands-on training that equips you for the broadcast environment. We understand the importance of real-world experience, and you'll have plenty of it.

Journalistic integrity and deadline respect

Our curriculum emphasizes the core principles of broadcast journalism, instilling in you the value of journalistic integrity. You'll learn to craft compelling stories while upholding the highest ethical standards. You'll master the crucial skill of meeting deadlines.

Diverse roles in real-life simulations

Prepare to wear many hats! In our real-life simulations, you'll take on various roles that mirror the dynamic world of broadcast news.

Whether you're a reporter on the frontlines of breaking news, a producer orchestrating a live broadcast, a web editor shaping online content, a newscaster or sports anchor, a live reporter capturing events as they unfold or a weather presenter, you'll gain invaluable experience that sets you apart.

Challenging, creative, and career-ready

Our broadcasting program is designed to challenge your skills, stretch your creativity, and prepare you for a rewarding career in various media-related fields.

This program involves two years of full-time study, along with an industry practicum in your fourth semester.

You'll emerge with a solid content creation and broadcasting foundation, ready to make your mark in the industry.

Program Overview

Traits, skills and aptitudes

Those in the broadcast field are innovative, social, and methodical.

You need:

- curiosity
- initiative, persistence and resourcefulness
- objectivity and integrity
- creativity
- an accurate memory
- communication and interview skills
- research and critical thinking skills
- physical and emotional stamina to cope with the pressures of competitive, fast-paced work
- solid news judgment
- an interest in people and current events.

You should enjoy finding new approaches to stories, dealing with people, generating interest in news stories, and compiling information methodically. You will also need composure and poise on camera or the microphone.

Practicum, co-op and work integrated learning opportunities

In your final semester, you will complete a four-week practicum placement with an approved media-related employer.

Credential

Upon successfully completing this program, you will receive a SAIT in Radio, Television and Broadcast News diploma with a major in Broadcast News.

Program length

2 years

Accepts international applicants - not-PGWP eligible

This program is open to international applicants; however, program availability may be limited. This program does not meet the eligibility criteria for the Post-Graduation Work Permit program.

Not eligible for CAJG

This program is not eligible for the Canada Alberta Job Grant.

Related careers

Our graduates may work in the following occupations. Some careers require additional experience and education.

Potential careers (NOC):

- Editors (51110)
- Authors and writers (except technical) (51111)
- Technical writers (51112)
- Journalists (51113)
- Managers, Publishing, Motion Pictures, Broadcasting and Performing Arts (50011)
- Announcers and other broadcasters (52114)

Admission Requirements

Applicants educated in Canada

Applicants must demonstrate English language proficiency and meet all the following requirements or equivalents:

- at least 60% in English Language Arts 30-1 or 30-2.

SAIT accepts high school course equivalents for admission for applicants educated outside Alberta.

Applicants educated outside of Canada

All applicants who were educated outside of Canada must demonstrate English language proficiency and provide proof they meet the program admission requirements outlined above with an international document assessment. Find accepted educational documents and assessment options.

SAIT may also accept courses completed at certain international post-secondary institutions.

Application process

When applying in the application portal, select Radio, Television and Broadcast News. You will be able to select Broadcast News as your major during the application process.

Program Outline

The Radio, Television, Broadcast News - Broadcast News diploma requires 60 credits (21 courses) to complete.

The program spans two years, with two semesters each year.

Required courses

You must take all of the following courses to complete this program.

Required courses - General core

COMP 267 - Introduction 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

Required courses - Broadcast news core

AUDI 200 - Technical Operations for Broadcast News I	3 Credits
AUDI 300 - Technical Operations for Broadcast News II	3 Credits
AUDI 350 - Technical Operations for Broadcast News III	3 Credits
JOUR 207 - Introduction to Broadcast News	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
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
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

Suggested schedule of study

Year 1

Semester 1

COMP 267 - Introduction 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

Year 2

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

Progression

You must attain a PGPA and/or a CGPA of 2.0 or better each semester and pass the prerequisite courses to progress through the program.

To qualify for graduation, you must pass all courses, attain a CGPA of 2.0 or better and complete course requirements within the prescribed timelines.

Review our grading and progression procedure >

Costs

Books and supplies

Books and supplies are approximately $1,000 - $1,500 per full-time year.

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

Find your booklist on the SAIT Bookstore's website. The booklist will be available closer to the program start date. Can't find your program or course? The bookstore didn't receive a textbook list. Contact your program directly to determine if they're still refining course details or if you're in luck; no textbook purchase is required this term.

Advanced Digital Technology program advising

For any questions or to set up an advising appointment, please contact our School for Advanced Digital Technology.

Phone: 403.284.8543
Email: sadt.advising@sait.ca

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.

Radio, Television and Broadcast News - Radio

- **Fall start, Full time Classroom**

Contact us

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

Program Description

Are you ready to make waves in radio broadcasting, podcast production, voice acting and more? The Radio major within the Radio, Television, and Broadcast News program at SAIT is your ticket to an exciting career in audio entertainment and communication.

At SAIT, we understand the power of the spoken word and the art of audio storytelling. Our Radio major offers an exceptional learning experience that combines classroom instruction with hands-on training and real-world exposure.

You'll get hands-on experience by hitting the airwaves on SAIT's campus radio station, saitradio.com. Whether you dream of being a radio personality, newscaster, DJ or podcast host, you'll have the chance to hone your skills in a real broadcasting environment.

Build advanced audio production experience by learning the art and science of audio production with our facilities and equipment. Learn advanced multi-track digital audio production techniques, ensuring you have the technical skills to create high-quality content that stands out in today's competitive media landscape.

Craft compelling stories that capture your audience's attention. Our program provides extensive training in creative writing, helping you develop the ability to script engaging and entertaining radio segments, podcasts and other audio content.

Finally, develop an understanding of the importance of marketing and promotion in the media industry. Gain valuable insights into promotional planning and execution to effectively connect with your target audience and build a loyal following.

Take it from our graduates

Our radio broadcasting program has a record of producing successful graduates who make their mark in Calgary, Canada, and even on the international stage.

Many of our graduates are radio personalities and DJs, hosting their own shows and engaging audiences. Some work behind the scenes as producers or writers, contributing to and shaping stories. Others have discovered opportunities as voice actors for animation, videos or commercials.

Our alumni network includes individuals who have achieved remarkable success, such as the SAIT radio grad who became the imaging director and head sound designer for Howard Stern's stations on Sirius XM.

This program involves two years of full-time study, along with an industry practicum in your fourth semester.

Are you ready to be the next voice that captivates the airwaves? SAIT's Radio major within the Radio, Television, and Broadcast News program is your gateway to a rewarding and dynamic career.

Program Overview

Traits, skills and aptitudes

Those in radio are innovative, directive, social and methodical.

You need:

- creativity
- self-confidence
- friendliness and a positive attitude
- good voice projection and enunciation
- excellent writing and reading skills
- an accurate memory
- the ability to "ad-lib" and provide interesting small talk
- a high level of enthusiasm
- adaptability and perseverance
- passion for your work
- the ability to work with a wide variety of people
- the ability to give and take constructive criticism.

You should enjoy working with music, videos and other news and entertainment, entertaining others and finding innovative solutions to problems.

Practicum, co-op and work integrated learning opportunities

You will participate in a four-week practicum at a participating radio station in positions related to writing/advertising, production or on-air.

Credential

Upon successfully completing this program, you'll receive a SAIT Radio, Television and Broadcast News diploma with a major in Radio.

Program length

2 years

Accepts international applicants – not-PGWP eligible

This program is open to international applicants; however, program availability may be limited. This program does not meet the eligibility criteria for the Post-Graduation Work Permit program.

Not eligible for CAJG

This program is not eligible for the Canada Alberta Job Grant.

Related careers

Our graduates may work in the following occupations. Some careers require additional experience and education.

Potential careers (NOC):

- Managers – publishing, motion pictures, broadcasting and performing arts (50011)
- Producers, directors, choreographers and related occupations (51120)
- Broadcast technicians (52112)
- Audio and video recording technicians (52113)
- Announcers and other broadcasters (52114)
- Other technical and coordinating occupations in motion pictures, broadcasting and the performing arts (52119)
- Motion pictures, broadcasting, photography and performing arts assistants and operators (53111)

Admission Requirements

Applicants educated in Canada

Applicants must demonstrate English language proficiency and meet all the following requirements or equivalents:

- at least 60% in English Language Arts 30-1 or 30-2.

SAIT accepts high school course equivalents for admission for applicants educated outside Alberta.

Applicants educated outside of Canada

All applicants who were educated outside of Canada must demonstrate English language proficiency and provide proof they meet the program admission requirements outlined above with an international document assessment. Find accepted educational documents and assessment options.

SAIT may also accept courses completed at certain international post-secondary institutions.

Application process

When applying in the application portal, select Radio, Television and Broadcast News. You will be able to select Radio as your major during the application process.

Program Outline

The Radio, Television and Broadcast News – Radio diploma requires 61.5 Credits (26 courses) to complete.

The program spans two years, with two semesters each year.

Required courses

You must take all of the following courses to complete this program.

Required courses – General core

COMP 267 – Introduction 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

Required courses – Radio core

ADVR 254 – Radio Advertising I	1.5 Credits
ADVR 304 – Radio Advertising II	3 Credits
ADVR 354 – Radio Advertising III	1.5 Credits
AUDI 203 – Introduction to Radio	3 Credits
AUDI 251 – Radio Operations I	6 Credits
AUDI 252 – Radio Production I	3 Credits
AUDI 322 – Radio Production II	3 Credits
AUDI 324 – Radio Operations II	3 Credits
AUDI 372 – Radio Production III	1.5 Credits
AUDI 374 – Radio Operations III	3 Credits
COMP 269 – Social Media in Broadcasting	1.5 Credits
JOUR 262 – Radio Broadcast News I	1.5 Credits
JOUR 312 – Radio Broadcast News II	1.5 Credits
JOUR 362 – Radio Broadcast News III	1.5 Credits
PRAC 397 – Radio Practicum	1.5 Credits
PRES 225 – Stage Production II	3 Credits
PRES 322 – Radio Announcing I	3 Credits
PRES 342 – Radio Announcing II	3 Credits
SCPT 250 – Radio Scriptwriting I	1.5 Credits
SCPT 300 – Radio Scriptwriting II	1.5 Credits
SCPT 350 – Radio Scriptwriting III	1.5 Credits

Suggested schedule of study

Year 1

Semester 1

AUDI 203 – Introduction to Radio	3 Credits
COMP 267 – Introduction 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

Year 2

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

Costs

Books and supplies

Books and supplies are approximately $1,000 - $1,500 per full-time year.

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

Find your booklist on the SAIT Bookstore's website. The booklist will be available closer to the program start date. Can't find your program or course? The bookstore didn't receive a textbook list. Contact your program directly to determine if they're still refining course details or if you're in luck; no textbook purchase is required this term.

Progression

You must attain a PGPA and/or a CGPA of 2.0 or better each semester and pass the prerequisite courses to progress through the program.

To qualify for graduation, you must pass all courses, attain a CGPA of 2.0 or better and complete course requirements within the prescribed timelines.

Review our grading and progression procedure >

Advanced Digital Technology program advising

For any questions or to set up an advising appointment, please contact our School for Advanced Digital Technology.

Phone: 403.284.8543
Email: sadt.advising@sait.ca

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.

Radio, Television and Broadcast News - Television

- **Fall Start, Full time Classroom**

Contact us

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

Program Description

Are you the kind of person who constantly finds themselves immersed in YouTube videos, binge-watching TV shows, or creating captivating content for social media? If so, the Television major within the Radio, Television, and Broadcast News program is the perfect path for you to turn your passion for visual storytelling into a rewarding and exciting career.

This program helps you harness the power of storytelling through television and digital media and prepares you for a dynamic and ever-evolving media landscape.

If you are passionate about storytelling and creating engaging content, this program will give you the tools and knowledge to craft compelling narratives that captivate audiences.

In this program, you will:

- get hands-on experience in simulated real-world production and broadcasting environments, including single-camera or multi-camera setups
- learn all facets of television production, including the fundamentals of producing, directing, editing, and shooting
- explore a diverse range of projects, including drama, music videos, and documentaries
- work collaboratively in teams to produce sports, Esports, news, and talk programs, gaining invaluable teamwork and leadership skills
- prepare to work with broadcast-quality equipment that includes HD cameras, stabilizers (Steadicam, Dolly, Jib Arm), switchers, digital audio consoles, graphics systems, servers, and computer-based editing systems.

Our Television major is a launch pad for many exciting career opportunities. You'll have the fundamentals to become a producer, director, or editor for television shows, films, documentaries, or news programs.

Pursue a career in news reporting, journalism, or investigative reporting, or explore roles in media management, including content curation, scheduling, and programming for television networks and digital platforms.

Or, use your skills to create engaging content for social media platforms, streaming services, and online channels or enter the thrilling world of sports and Esports broadcasting, covering live events and providing commentary.

This program involves two years of full-time study, along with an industry practicum in your fourth semester.

If you're ready to turn your passion for visual storytelling into a successful and fulfilling career, this program is your gateway to media and entertainment.

Program Overview

Traits, skills and aptitudes

Those in broadcasting are innovative, social, and methodical.

You need:

- curiosity
- initiative, persistence, and resourcefulness
- objectivity and integrity
- creativity
- an accurate memory
- communication and interview skills
- composure and poise
- research and critical thinking skills
- physical and emotional stamina to cope with the pressures of competitive, fast-paced work
- solid news judgment
- an interest in people and current events.

You should enjoy finding different ways to tell stories, working with many different people, generating interest from others, and methodically compiling information.

Practicum, co-op and work integrated learning opportunities

In your second year, you'll complete a two- to three-week practicum placement with an approved media-related employer.

Credential

Upon successfully completing this program, you'll receive a SAIT Radio, Television and Broadcast News diploma with a major in Television.

Program length

2 years

Accepts international applicants - not-PGWP eligible

This program is open to international applicants; however, program availability may be limited. This program does not meet the eligibility criteria for the Post-Graduation Work Permit program.

Not eligible for CAJG

This program is not eligible for the Canada Alberta Job Grant.

Related careers

Our graduates may work in the following occupations. Some careers require additional experience and education.

Potential careers (NOC):

- Managers – publishing, motion pictures, broadcasting and performing arts (50011)
- Producers, directors, choreographers and related occupations (51120)
- Film and video camera operators (52110)
- Broadcast technicians (52112)
- Audio and video recording technicians (52113)
- Announcers and other broadcasters (52114)
- Other technical and coordinating occupations in motion pictures, broadcasting and the performing arts (52119)
- Motion pictures, broadcasting, photography and performing arts assistants and operators (53111)

Admission Requirements

Applicants educated in Canada

Applicants must demonstrate English language proficiency and meet all the following requirements or equivalents:

at least 60% in English Language Arts 30-1 or 30-2.

SAIT accepts high school course equivalents for admission for applicants educated outside Alberta.

Applicants educated outside of Canada

All applicants who were educated outside of Canada must demonstrate English language proficiency and provide proof they meet the program admission requirements outlined above with an international document assessment. Find accepted educational documents and assessment options.

SAIT may also accept courses completed at certain international post-secondary institutions.

Application process

When applying in the application portal, select Radio, Television and Broadcast News. You will be able to select Television as your major during the application process.

Program Outline

The Radio, Television and Broadcast News – Television diploma requires 60 credits (21 courses) to complete.

The program spans two years, with two semesters each year.

Required courses

You must take all of the following courses to complete this program.

Required courses – General core

COMP 267 – Introduction 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

Required courses – Television major core

PRDT 351 – Television Project Management	6 Credits
PROJ 356 – Television Capstone	1.5 Credits
VDEO 354 – Remote Electronic News Gathering/Electronic Field Production III	3 Credits
VDEO 205 – Introduction to Television Production	3 Credits
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
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
VDEO 353 – Post-Production III	3 Credits
WRIT 260 – Writing for Television	3 Credits
WRIT 310 – Writing for Television II	3 Credits
WRIT 350 – Feature Writing for Television	1.5 Credits

Suggested schedule of study

Year 1

Semester 1

COMP 267 – Introduction 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

Year 2

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

Progression

You must attain a PGPA and/or a CGPA of 2.0 or better each semester and pass the prerequisite courses to progress through the program.

To qualify for graduation, you must pass all courses, attain a CGPA of 2.0 or better and complete course requirements within the prescribed timelines.

Review our grading and progression procedure >

Costs

Books and supplies

Books and supplies are approximately $1,000 - $1,500 per full-time year.

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

Find your booklist on the SAIT Bookstore's website. The booklist will be available closer to the program start date. Can't find your program or course? The bookstore didn't receive a textbook list. Contact your program directly to determine if they're still refining course details or if you're in luck; no textbook purchase is required this term.

Advanced Digital Technology program advising

For any questions or to set up an advising appointment, please contact our School for Advanced Digital Technology.

Phone: 403.284.8471
Email: transportation.info@sait.ca

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

- **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 Transportation
Phone: 403.284.8471
Email: transportation.info@sait.ca

Program Description

Designed to equip you with the specialized skills to manage railway vehicles, our 12-week program Railway Conductor is your ticket to the rapidly expanding railway operations sector.

As a student, you will:

- learn the critical roles of a train conductor, including the safe and efficient movement of rail cars
- learn how to assemble trains in the correct order, ensuring the cargo is organized according to its destination and the operational requirements of the railway
- gain the skills to safely change the path of a railcar from one track to another, a process essential for organizing and directing rail traffic
- learn how to apply your skills in a real-world setting with our private mini rail yard, featuring actual tracks and rail cars
- master the Canadian Railway Operating Rules (CROR) and related safety systems to ensure compliance and secure operations
- learn about the mechanical aspects of rail cars, including air brake systems and communication systems
- learn effective communication skills.

This course includes on-campus classes, labs, and field trips to nearby industrial sites. Get training from industry professionals with extensive field experience and a passion for training the next generation.

With the increasing need for rail transport of goods, the railway industry is on an upward trajectory, promising a stable and growing field for employment.

Position yourself in a market that values job-ready individuals, especially as current workforce demographics signal high retirement rates and the need for new talent.

The program paves the way for career growth, with prospects to move into various roles within the railway sector, such as engineer, dispatch, trainer and management.

If you're ready to play a crucial role in the movement of goods across the country and beyond, whether for Canadian National Railway, Canadian Pacific or another, our Railway Conductor program is the ideal start. Enroll today and get on track for a career that moves you forward.

Program Overview

Traits, skills and aptitudes

As a railway conductor, you need:

- strong safety awareness
- effective communication skills, including proficiency in verbal and written English
- solid planning and decision-making abilities
- physical fitness and ability to work outdoors in all weather conditions
- capability to lift heavy objects (up to 85 lbs)
- responsibility to understand and meet medical and physical standards set by rail companies.

You will require flexibility to work at any time of day as railways operate 24 hours a day, seven days a week, 365 days a year.

To gain employment, you may need to pass medical exams, including vision, hearing and drug tests, and pass security screening.

Credential

After successfully completing this program, you'll receive a SAIT Railway Conductor certificate.

Program length

12 weeks

Interviews with CP and CN are generally arranged during the last two weeks of this program.

Not open to international applicants

This program is not available to international applicants at this time. .

CAJG-eligible

This program is eligible for the Canada Alberta Job Grant.

Related careers

Our graduates may work in the following occupations. Some careers require additional experience and education.

Potential careers (NOC):

- Shippers and receivers (14400)
- Transportation route and crew schedulers (14405)
- Managers in transportation (70020)
- Supervisors, railway transport operations (72023)
- Supervisors, motor transport and other ground transit operators (72024)
- Railway carmen/women (72403)
- Railway traffic controllers and marine traffic regulators (72604)
- Railway and yard locomotive engineers (73310)
- Railway conductors and brakemen/women (73311)
- Railway yard and track maintenance workers (74200)

Admission Requirements

Applicants educated in Canada

Applicants must demonstrate English language proficiency and completion of the following courses or equivalents:

- at least 50% in Math 20-1, 20-2 or 20-3, and
- at least 50% in Grade 12 English.

SAIT accepts high school course equivalents for admission for applicants educated outside of Alberta.

In alignment with industry expectations, applicants to the Rail Conductor program require a class 5 drivers license.

Applicants educated outside of Canada

All applicants who were educated outside of Canada must demonstrate English language proficiency and provide proof they meet the program admission requirements with an international document assessment. Find accepted educational documents and assessment options.

SAIT may also accept courses completed at certain international post-secondary institutions.

In alignment with industry expectations, applicants to the Rail Conductor program require a class 5 drivers license or international equivalent.

Program Outline

The Railway Conductor certificate requires 13.5 credits (five courses) to complete.

Required courses

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

Progression

You must attain a PGPA and/or a CGPA of 2.0 or better each semester and pass the prerequisite courses to progress through the program.

To qualify for graduation, you must pass all courses, attain a CGPA of 2.0 or better and complete course requirements within the prescribed timelines.

Review our grading and progression procedure >

Costs

Books and supplies

All learning resources are included in tuition for this program.

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

Find your booklist on the SAIT Bookstore's website. The booklist will be available closer to the program start date. Can't find your program or course? The bookstore didn't receive a textbook list. Contact your program directly to determine if they're still refining course details or if you're in luck; no textbook purchase is required this term.

Required personal protective equipment (PPE)

The industry-approved PPE you'll need will be discussed during your first few days of classes, including:

- CSA-approved hard hat
- safety-toed footwear
- reflective vest
- safety glasses
- work gloves.

Transportation program advising

For any questions or to set up an advising appointment, please contact our School of Transportation.

Phone: 403.284.8471
Email: transportation.info@sait.ca

Rehabilitation Therapy Assistant

- **For information regarding upcoming program intakes, please see sait.ca.**

Contact us

School of Health and Public Safety
Phone: 403.284.8481
Email: hps.info@sait.ca

Program Description

Our Rehabilitation Therapy Assistant program provides comprehensive training for those who seek to support individuals with disabilities and functional impairments. As medical advancements break down accessibility barriers, the demand for skilled therapy assistants grows.

In this program, you will:

- learn under the guidance of experienced occupational therapists and physiotherapists
- acquire essential competencies that exceed the national standards for occupational therapy and physiotherapy assistants
- learn core rehabilitation and healthcare delivery concepts and skills
- participate in observational clinical visits to witness the practical application of therapeutic skills
- study advanced rehabilitation concepts, common health conditions, and therapeutic methods
- develop a deep understanding of complex health conditions and advanced therapeutic techniques
- complete practicum rotations to apply and refine your skills in real-world settings

We'll equip you with the theoretical knowledge and practical skills to ensure you can make a meaningful difference in the lives of those requiring rehabilitation therapy.

As a graduate, you will be prepared for occupational therapist or physical therapist assistant roles. You will effectively manage therapeutic supplies and equipment within healthcare facilities and help your clients improve their quality of life.

Program Overview

Traits, skills and aptitudes

Those in rehabilitation therapy tend to be methodical, social and objective.

You need:

- empathy
- patience
- the ability to work well under stress, maintain professional behaviour and regulate your emotions
- flexibility
- effective communication skills
- interpersonal skills
- organizational skills and attention to detail
- physical strength and stamina, including the ability to use your hands, wrists and arms for prolonged periods
- manual dexterity
- the ability to encourage patient confidence and participation
- the ability to work independently and as part of a team.

You may need to wear personal protective equipment (PPE) for long periods, which includes exposure to latex and disinfection materials. You must be comfortable performing patient care procedures in very close proximity to your clients.

Some positions will require extended work hours and shift work, including nights and weekends.i

You are strongly encouraged to refer to the ALIS website for career, learning, and employment information for occupational therapy assistants and physical therapy assistants to ensure you can successfully meet the occupational requirements for the program and profession.

Practicum, co-op and work integrated learning opportunities

You'll complete required practicum rotations in a clinical facility where you will work under the supervision of a licensed physiotherapist or occupational therapist.

You will be assigned practicum placements with consideration given to your preference of location. However, due to limited availability in Calgary, it might be necessary for you to travel or relocate outside the of the city or province.

The healthcare field has a strong focus on health, wellness, and fitness to practice due to the demanding nature of the work and Occupational Health and Safety requirements. As such, special considerations will not be granted based on individual circumstances or preferences, except those stated as protected grounds when an accommodation has been approved.

In compliance with the practica agreements with our clinical partners, you will be required to provide specific documentation before you can participate in your practicum. Find out what requirements you need for this program.

International students must also complete their Immigration Medical Exam (IME) and obtain a co-op work permit to attend this practicum. For more information, please contact the International Centre.

Accreditations, designations or certifications

This program is accredited by the Occupational Therapist Assistant and Physiotherapist Assistant Education Accreditation Program in collaboration with Physiotherapy Education Accreditation Canada (PEAC) and the Canadian Association of Occupational Therapists (CAOT).

Graduates will earn their Occupational Therapist Assistant (OTA) and Physical Therapist Assistant (PTA) designations.

Credential

Upon successful completion of this program, you'll be awarded a SAIT Rehabilitation Therapy Assistant diploma.

Program length

2 years

Accepts international applicants - PGWP-eligible

This program accepts international applicants and meets the eligibility criteria for the Post-Graduation Work Permit program, as long as the student is registered in on-campus classes or completes more than 50% of the courses on campus (for blended options).

International students attending all classes online will NOT be eligible for a Post-Graduate Work Permit. International students are responsible for maintaining their eligibility throughout their studies.

Not eligible for CAJG

This program is not eligible for the Canada Alberta Job Grant.

Related careers

Our graduates may work in the following occupations. Some careers require additional experience and education.

Potential careers (NOC):

- Occupational therapists (31203)
- Physiotherapists (31202)
- Other technical occupations in therapy and assessment (32109)

Admission Requirements

Applicants educated in Canada

Applicants must demonstrate English language proficiency and achieve a passing grade in each of the following courses (or equivalents), with a minimum combined grade average of 60%:

- English Language Arts 30-1
- Biology 30
- Chemistry 20 or Science 20
- MEDT 211 (SAIT course)

SAIT accepts high school course equivalents for admission for applicants educated outside Alberta.

Applicants educated outside of Canada

All applicants who were educated outside of Canada must demonstrate English language proficiency and provide proof they meet the program admission requirements outlined above with an international document assessment. Find accepted educational documents and assessment options.

SAIT may also accept courses completed at certain international post-secondary institutions.

Program Outline

The Rehabilitation Therapy Assistant diploma requires 60 credits (22 courses) to complete.

The program spans two years, with three semesters in year one, and two semesters in year two.

Required courses

ANPH 209 - Anatomy and Physiology	3 Credits
COMM 263 - Practice Skills - Communication	3 Credits
ORNT 208 - Orientation to Rehabilitation	3 Credits
PRCT 200 - Practicum 1	3 Credits
PRCT 234 - Practicum 2	6 Credits
PROF 210 - Introduction to Healthcare Delivery	1.5 Credits
PROF 260 - Professional Practice	3 Credits
PSYC 210 - Lifespan Development	3 Credits
RHAB 203 - Applied Client Care	1.5 Credits
RHAB 208 - Health Conditions 2	1.5 Credits
RHAB 230 - Anatomy of Movement	3 Credits
RHAB 232 - Fundamentals of Client Care	3 Credits
RHAB 240 - Practice Skills - Modalities	3 Credits
RHAB 242 - Practice Skills - Occupational Therapy Assistant Foundations	3 Credits
RHAB 244 - Practice Skills - Exercise	3 Credits
RHAB 246 - Health Conditions 1	3 Credits
RHAB 260 - Practice Skills - Mental Health Concepts	3 Credits
RHAB 262 - Occupational Therapy Assistant Advanced Practice Skills	3 Credits
RHAB 264 - Physical Therapy Assistant Advanced Practice Skills	3 Credits
RHAB 266 - Communication Disorders	1.5 Credits
RHAB 270 - Practicum Consolidation	1.5 Credits
RHAB 300 - Health Conditions 3	1.5 Credits

Suggested field of study

Year 1

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

Year 2

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

Progression

You must attain a PGPA and/or a CGPA of 2.0 or better each semester and pass the prerequisite courses to progress through the program.

To qualify for graduation, you must pass all courses, attain a CGPA of 2.0 or better and complete course requirements within the prescribed timelines.

Review our grading and progression procedure >

Costs

Books and supplies

Books and supplies are approximately $2,500 per full-time year.

This is a bring-your-own-device program with a standard computer hardware and software requirement. See the specific requirements on our computers and laptops page. A portable personal computing device is required. An Apple or Windows-based laptop or tablet is preferred. Phones are not suitable.

Find your booklist on the SAIT Bookstore's website. Booklists are created by semester and available approximately two weeks before classes begin.

Required personal protective equipment (PPE)

The industry-approved PPE you'll need will be discussed during your first few days of classes.

Additional fees

A fee is associated with obtaining a police information check, including a vulnerable sector check, payable to the police or the Royal Canadian Mounted Police (RCMP).

You must have your immunizations reviewed by the SAIT Health Clinic. There is a $75 charge to review vaccine history. Any vaccines you need to be administered will result in additional charges.

A fee of approximately $50 to $100 is associated with an electronic student permit checking submission required for clinical practicum placements, payable to Synergy Gateway through the Verified software platform.

Basic Life Support (BLS) Provider (Level C) CPR annual updates are required. All CPR courses must be from the Heart and Stroke Foundation.

A fee is associated with the CompTracker application used in this program.

You are responsible for additional expenses related to your practicum, including pre-practicum requirements and relocation costs to practicum sites outside of Calgary.

Health and Public Safety program advising

For any questions or to set up an advising appointment, please contact our School of Health and Public Safety.

Phone: 403.284.8481
Email: hps.info@sait.ca

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 to support best practices 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. Collaborate as an effective team member within an interprofessional team.
11. Practice and promote principles of equity, diversity, and inclusion.

Remotely Piloted Aircraft Systems

- **Terms (Fall, Winter, Spring)**
- **Full–time/Part–time classroom or online**

Contact us

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

Program Description

Traits, skills and aptitudes

Professional Remotely Piloted Aircraft Systems pilots need:

- a strong interest in aviation and advanced technologies
- the ability to think in 3D
- strong concentration skills
- strong communication skills
- the ability to remain calm under pressure
- IT and math skills
- the ability to make quick decisions in emergencies, give accurate instructions and accept considerable responsibility.

Following Transport Canada's requirements, pilots must:

- not suffer from any condition which would render them unfit to perform their duties
- have a visual acuity of 20/20 (the use of corrective lenses to achieve this is acceptable)
- have sufficient English language ability to be understood by local air traffic control when using VHF radio
- provide evidence of good health
- be a Canadian citizen or a permanent resident.

Accreditations, designations or certifications

Graduates of this program will have the following certifications:

- Transport Canada Pilot Certificate - Advanced Operations
- Restricted Operator Certificate-Aeronautical (ROC-A)

This program is also positioned to meet anticipated certification standards of Transport Canada Level 1 Complex Operations (RPAS Pilot Certificate) once they are finalized and approved.

Credential

After successfully completing this program, you'll receive a SAIT Remotely Piloted Aircraft Systems diploma.

Program length

2 years

Accepts international applicants – not-PGWP eligible

This program is open to international applicants; however, program availability may be limited. This program does not meet the eligibility criteria for the Post-Graduation Work Permit program.

Not eligible for CAJG

This program is not eligible for the Canada Alberta Job Grant.

Related careers

Our graduates may work in the following occupations. Some careers require additional experience and education.

Potential careers (NOC):

- Technical occupations in geomatics and meteorology (22214)
- Film and video camera operators (52110)
- Land surveyors (21203)
- Photographers (53110)
- Motion pictures, broadcasting, photography and performing arts assistants and operators (53111)
- Urban and land use planners (21202)
- Technical occupations in geomatics and meteorology (22214)
- Geological and mineral technologists and technicians (22101)
- Other service support occupations (65329)

Admission Requirements

Applicants educated in Canada

Applicants must demonstrate English language proficiency and completion of the following courses or equivalents:

- a minimum of 50% in English Language Arts 30-1 or English Language Arts 30-2, and
- a minimum of 50% in Math 30-1 or Math 30-2 or Pure Math 30 or Applied Math 30, and
- a minimum of 50% in one Grade 12 Science course.

SAIT accepts high school course equivalents for admission for applicants educated outside Alberta.

Applicants educated outside of Canada

All applicants who were educated outside of Canada must demonstrate English language proficiency and provide proof they meet the program admission requirements outlined above with an international document assessment. Find accepted educational documents and assessment options.

SAIT may also accept courses completed at certain international post-secondary institutions.

Application process

International applicants must reach out to the School of Transportation (transportation.info@sait.ca) before they submit their application to ensure they are eligible to participate fully in all course activities due to Canadian aviation regulations.

Program Outline

The Remotely Piloted Aircraft Systems diploma requires 60 credits (19 courses) to complete.

The program spans two years with two semesters per year.

Required courses

You must take all of the following courses to complete this program.

AERO 216 - Introduction to Drone Use Cases	3 Credits
AERO 218 - Remotely Piloted Aircraft Systems Flight School	3 Credits
AERO 219 - Remotely Piloted Aircraft Systems Professional Operations and Planning	3 Credits
AERO 221 - Beyond Visual Line of Sight (BVLOS)	3 Credits
AERO 301 - Flight Operations II	6 Credits
ASYS 251 - Remotely Piloted Aircraft Systems - Maintenance I	3 Credits
ASYS 301 - Remotely Piloted Aircraft Systems - Maintenance II	3 Credits
COMM 238 - Technical Communications I	3 Credits
DATA 253 - Introduction to Sensors	3 Credits
ENTI 351 - Business of Remotely Piloeted Aircraft Systems	3 Credits
INDG 350 - Indigenous Perspectives and Environmental Stewardship	3 Credits
INRY 302 - Future of Remotely Piloted Aircraft Systems	3 Credits
MAPS 251 - Geographic Information Systems / Geomatics I	3 Credits
MAPS 301 - Geographic Information Systems / Geomatics II	3 Credits
MGMT 306 - Project Management and Planning	3 Credits
OPMT 252 - Operational Risk Management	3 Credits
PHIL 1030 - Ethics in Technology	3 Credits
PROJ 381 - Capstone	3 Credits
STDP 217 - Remotely Piloted Aircraft System Build	3 Credits

Suggested schedule of study

We recommend you complete the courses in the order listed below.

Year 1

Semester 1

AERO 216 - Introduction to Drone Use Cases	3 Credits
AERO 218 - Remotely Piloted Aircraft Systems Flight School	3 Credits
AERO 219 - Remotely Piloted Aircraft Systems Professional Operations and Planning	3 Credits
AERO 221 - Beyond Visual Line of Sight (BVLOS)	3 Credits
STDP 217 - Remotely Piloted Aircraft System Build	3 Credits

Semester 2

ASYS 251 - Remotely Piloted Aircraft Systems - Maintenance I	3 Credits
COMM 238 - Technical Communications I	3 Credits
DATA 253 - Introduction to Sensors	3 Credits
MAPS 251 - Geographic Information Systems / Geomatics I	3 Credits
OPMT 252 - Operational Risk Management	3 Credits

Year 2

Semester 3

AERO 301 - Flight Operations II	6 Credits
ASYS 301 - Remotely Piloted Aircraft Systems - Maintenance II	3 Credits
MAPS 301 - Geographic Information Systems / Geomatics II	3 Credits
MGMT 306 - Project Management and Planning	3 Credits

Semester 4

ENTI 351 - Business of Remotely Piloeted Aircraft Systems	3 Credits
INDG 350 - Indigenous Perspectives and Environmental Stewardship	3 Credits
INRY 302 - Future of Remotely Piloted Aircraft Systems	3 Credits
PHIL 1030 - Ethics in Technology	3 Credits
PROJ 381 - Capstone	3 Credits

Progression

You must attain a PGPA and/or a CGPA of 2.0 or better each semester and pass the prerequisite courses to progress through the program.

To qualify for graduation, you must pass all courses, attain a CGPA of 2.0 or better and complete course requirements within the prescribed timelines.

Review our grading and progression procedure >

Costs

Books and supplies

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

Additional software required for the program will be provided, including:

- Pix4Dmapper
- ArcGIS
- Ardupilot Mission Planner

Please ensure your device is capable of running these programs.

Books are approximately $150 per year. Find your booklist on the SAIT Bookstore's website. The booklist will be available closer to the program start date. Can't find your program or course? The bookstore didn't receive a textbook list. Contact your program directly to determine if they're still refining course details or if you're in luck; no textbook purchase is required this term.

Required equipment/tools

You will need to purchase a drone build kit for approximately $1,200 in your first year.

Required personal protective equipment (PPE)

You'll be required to use personal protective equipment (PPE) when working in the shop and performing flight duties. Some of this equipment can be purchased from SAIT and others will need to be sourced elsewhere. The cost of PPE is approximately $220.

Transportation program advising

For any questions or to set up an advising appointment, please contact our School of Transportation.

Phone: 403.284.8471
Email: transportation.info@sait.ca

Program Outcomes

1. Collaborate with multidisciplinary teams, partners, and clients to ensure successful RPAS operations.
2. Implement safety protocols and risk mitigation strategies to minimize operational hazards.
3. Demonstrate expertise in planning and executing complex RPAS missions across various contexts.
4. Employ critical thinking to adapt RPAS operations to diverse environmental conditions.
5. Demonstrate flexibility and adaptability in conducting RPAS operations across a variety of settings.

Respiratory Therapy

- **For information regarding upcoming program intakes, please see sait.ca.**

Contact us

School of Health and Public Safety
Phone: 403.284.8481
Email: hps.info@sait.ca

Program Description

Our intensive Respiratory Therapy program trains you to diagnose, treat, and manage cardio-respiratory patients in various medical settings.

This program leverages theory and practical application to equip you with the skills needed for a successful career.

In this program, you will:

- learn life-saving procedures like cardiopulmonary resuscitation and advanced ventilator management
- master oxygen and aerosol therapies to support patient breathing
- develop comprehensive skills in patient evaluation
- gain experience with pulmonary function testing and blood analysis
- engage in simulations that mimic real patient responses in SAIT's Centre for Advanced Patient Care Simulation
- acquire hands-on experience in diverse settings, including ICU, emergency departments and home care environments
- benefit from classroom studies that cover new technologies and best practices in care for the respiratory system.

Embark on a career as a therapist in acute and community care settings, diagnostic labs and beyond. With experience, you can move into education, research, administration or management roles within the healthcare sector.

With a history of training successful graduates since 1970, our program is a beacon for those looking to make an impact in respiratory therapy.

Program Overview

Traits, skills and aptitudes

Respiratory therapists tend to be objective, methodical and innovative.

You need:

- effective communication skills
- organization, critical thinking and problem-solving skills
- the ability to tolerate the sight of human blood and tissue
- physical stamina to transport, lift, and position patients and equipment
- compassion and an interest in caring for others
- the ability to act quickly and decisively in a crisis
- the ability to work well under stress, maintain professional behaviour and regulate your emotions
- the ability to work on your own and within a team.

You will need to wear personal protective equipment (PPE) for long periods, which includes exposure to latex and other disinfection materials. You should be comfortable performing patient care procedures in very close proximity to your patients.

Some roles require extended work hours and shift work, including nights and weekends.

You are encouraged to refer to the ALIS website for career, learning, and employment information for respiratory therapists and the National Competency Framework for the profession to ensure you can successfully meet the occupational requirements for the program and profession.

Practicum, co-op and work integrated learning opportunities

You'll complete practicum rotations in adult, pediatric and neonatal intensive care units, the emergency department, anesthesia, wards, home care, pulmonary function and blood gas labs.

Your shifts may occur at any time of day (including overnights), on weekdays or on weekends. During the program's third-year practicum rotations, you'll spend most of your time in the workplace but will be required to return to SAIT for a short period each semester, regardless of your practicum location.

You will be assigned practicum placements with consideration given to your preference of location. However, due to limited availability in Calgary, you might need to travel or relocate outside the city.

The healthcare field has a strong focus on health, wellness, and fitness to practice due to the demanding nature of the work and Occupational Health and Safety requirements. As such, special considerations will not be granted based on individual circumstances or preferences, except those stated as protected grounds when an accommodation has been approved.

In compliance with the practica agreements with our clinical partners, you will be required to provide specific documentation before you can participate in your practicum. Find out what requirements you need for this program.

In addition to the standard requirements, you'll need to complete the Neonatal Resuscitation Program offered by the Canadian Pediatric Society. Proof of completion must be submitted before your fifth semester. The certification must be valid for the entire practicum year.

If you are admitted to this program as part of the reserved seats for current residents of Saskatchewan, you will complete part of the program's practicum hours outside of the standard sequencing.

Accreditations, designations or certifications

Our Respiratory Therapy program is accredited by Accreditation Canada. SAIT works closely with our advisory committee to ensure our curriculum continues to exceed provincial and national accreditation standards.

Graduates must successfully challenge the Health Professionals Testing Canada (HPTC) examination to earn the right to practice respiratory therapy in Canada. Most provinces in Canada also have a provincial regulatory body, which you will need to join to work in that province.

All graduates may become members of the Canadian Society of Respiratory Therapists (CSRT) by paying the membership fee, and this is required to practice in an unregulated province.

If you intend to work in Alberta after graduation and your first language is not English, you will need to meet the English language requirements of the College of Respiratory Therapists of Alberta (CRTA). Other regulators may also have specific language proficiency requirements. Please contact the regulator of the province you wish to work in to determine their specific requirements.

Specialized intakes

Some seats in each intake of this program are reserved for applicants currently residing in Saskatchewan via our interprovincial health training agreements.

Credential

Upon successful completion of this program, you'll be awarded a SAIT Respiratory Therapy diploma.

Program length

3 years

Accepts international applicants - PGWP-eligible

This program accepts international applicants and meets the eligibility criteria for the Post-Graduation Work Permit program, as long as the student is registered in on-campus classes or completes more than 50% of the courses on campus (for blended options).

International students attending all classes online will NOT be eligible for a Post-Graduate Work Permit. International students are responsible for maintaining their eligibility throughout their studies.

Not eligible for CAJG

This program is not eligible for the Canada Alberta Job Grant.

Related careers

Our graduates may work in the following occupations. Some careers require additional experience and education.

Potential careers (NOC):

- Respiratory therapists, clinical perfusionists and cardiopulmonary technologists (32103)
- Managers in healthcare (30010)
- Health policy researchers, consultants and program officers (41404)
- Cardiology technologists and electrophysiological diagnostic technologists (32123)

Admission Requirements

Applicants educated in Canada

Applicants must demonstrate English language proficiency and meet the following requirements or equivalents:

- at least 70% in Math 30-1 or at least 75% in Math 30-2, and
- at least 70% in English Language Arts 30-1, and
- at least 70% in Chemistry 30, and
- at least 70% in Biology 30.

You must also achieve at least 50% in the School of Health and Public Safety's entrance testing process.

SAIT accepts high school course equivalents for admission for applicants educated outside Alberta.

Applicants educated outside of Canada

All applicants who were educated outside of Canada must demonstrate English language proficiency and provide proof they meet the program admission requirements outlined above with an international document assessment. Find accepted educational documents and assessment options.

SAIT may also accept courses completed at certain international post-secondary institutions.

Application process

Before applying to this program, you must complete the necessary entrance tests.

Refer to Health and Public Safety entrance testing to find the required tests and deadlines and instructions on how to book your exams.

Program Outline

The Respiratory Therapy diploma requires 96 Credits (27 courses) to complete.

The program spans three years, with two semesters in the first and second year respectively, and three semesters in the third year.

The program is delivered in a blended format, with courses in theory that may be offered in-person and/or online, as well as face-to-face lab and practicum components.

Required courses

HLTH 201 - Respiratory Therapy Healthcare Core	3 Credits
PATH 254 - Pathophysiology 1	3 Credits
PATH 311 - Pathophysiology 2	3 Credits
PATH 312 - Pathophysiology 3	1.5 Credits
PRCT 312 - RT Practicum 1	6 Credits
PRCT 314 - RT Practicum 2	6 Credits
PRCT 316 - RT Practicum 3	6 Credits
RESP 212 - RT Anatomy and Physiology	3 Credits
RESP 214 - Patient Assessment 1	3 Credits
RESP 216 - RT Clinical Practice 1	3 Credits
RESP 218 - RT Fundamentals	3 Credits
RESP 262 - Patient Assessment 2	3 Credits
RESP 264 - RT Clinical Practice 2	3 Credits
RESP 266 - Interventions 1	6 Credits
RESP 314 - Anesthesia	1.5 Credits
RESP 315 - Patient Assessment 3	3 Credits
RESP 317 - RT Clinical Practice 3	3 Credits
RESP 319 - Interventions 2	6 Credits
RESP 327 - PFT and Outpatient Care	3 Credits
RESP 329 - RT Clinical Practice 4	3 Credits
RESP 330 - Interventions 3	6 Credits
RESP 340 - RT Clinical Theory 1	3 Credits
RESP 342 - Practicum Foundations 1	3 Credits
RESP 350 - RT Clinical Theory 2	3 Credits
RESP 352 - Practicum Foundations 2	3 Credits
RESP 370 - RT Clinical Theory 3	3 Credits
RESP 372 - Entry to Professional Practice	3 Credits

Suggested schedule of study

Year 1

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 - RT Clinical Practice 1	3 Credits
RESP 218 - RT Fundamentals	3 Credits

Semester 2

PATH 254 - Pathophysiology 1	3 Credits
RESP 262 - Patient Assessment 2	3 Credits
RESP 264 - RT Clinical Practice 2	3 Credits
RESP 266 - Interventions 1	6 Credits

Year 2

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

Year 3

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

Progression

You must attain a PGPA and/or a CGPA of 2.0 or better each semester and pass the prerequisite courses to progress through the program.

To qualify for graduation, you must pass all courses, attain a CGPA of 2.0 or better and complete course requirements within the prescribed timelines.

Review our grading and progression procedure >

Costs

Books and supplies

Books and supplies are approximately $2,500 per full-time year.

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

A device that supports LockDown Browser and Respondus Monitor and is equipped with a microphone and camera is also required to access program assessments.

Find your booklist on the SAIT Bookstore's website. Booklists are by semester and made available approximately two weeks before classes begin.

Required personal protective equipment (PPE) and uniform

You will need your uniform for orientation day, so order your uniform early. You are expected to wear scrubs for your simulated labs, including the Centre for Advanced Patient Care Simulation and clinical experience.

These scrubs can be purchased at:

Universal Workwear
Bay 11, 2135 - 32nd Ave NE
Calgary, AB T2E 6Z3
Tel: 403.717.3780
Toll-free: 1.866.442.7303

A stethoscope is part of your uniform and is available at Universal Workwear. Stethoscopes need to be brought to all patient assessment labs and simulation labs.

You'll also be required to purchase Lab Supply Kits for your labs. Pay for these at the SAIT Bookstore, and then bring your receipt to the appropriate instructor, who will provide you with your Lab Kits in exchange for proof of payment.

Students outside of Calgary

If you live outside the Calgary area, you have two options to purchase your uniform:

Wait until you move to Calgary to order your uniform in person so that you can try on the tops before your name is embroidered and SAIT crest is added. If you choose this option, please allow yourself at least two to three days for Universal Workwear to have it ready for pick-up, as you must wear your uniform to Orientation.

Find a local scrub provider who carries the MOBB brand of scrubs, and try them on for fit. Then, place your order by calling Universal Workwear at 1.866.442.7303 (toll-free) so they may have your uniform ready for you once you arrive in Calgary. If you use this option, please review the photo of your uniform to know what to look for. The following styles for tops are the only accepted styles:

- ladies: T3030 or 308T
- men: T4010 or 301T

Additional fees

A fee of $375 is associated with the CompTracker application used in this program.

A fee of $200 (USD) is associated with the EHR Go application used in this program.

A fee is associated with obtaining a police information check, including a vulnerable sector check, payable to the police or the Royal Canadian Mounted Police (RCMP).

You must have your immunizations reviewed by the SAIT Health Clinic. There is a $75 charge to review vaccine history. Any vaccines you need to be administered will result in additional charges.

A fee of approximately $50 to $100 is associated with an electronic student permit checking submission required for clinical practicum placements, payable to Synergy Gateway through the Verified software platform.

You are responsible for additional expenses related to your practicum, including pre-practicum requirements and relocation costs to practicum sites outside of Calgary.

The Health Professionals Testing Canada (HPTC) exam fee is approximately $900.

Annual dues for the College of Respiratory Therapists of Alberta (CRTA) are approximately $425.

Annual dues for the Canadian Society of Respiratory Therapists (CSRT) are approximately $180 for regular members.

Health and Public Safety program advising

For any questions or to set up an advising appointment, please contact our School of Health and Public Safety.

Phone: 403.284.8481
Email: hps.info@sait.ca

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 f 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.

Software Development

- **Complete in 4 full-time semesters**
- **Fall, winter, and spring start and part-time classroom**

Contact us

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

Program Description

Our Software Development diploma program equips you with the skills and knowledge needed to become a versatile full-stack developer. No background in software development or engineering is needed.

You will learn to work on front-end and back-end components of software systems, including web, mobile and desktop applications. You'll become a collaborative team player and critical thinker who has what it takes to stay current with industry trends.

As a student, you will:

- develop secure and user-centric software solutions by integrating user requirements effectively
- gain expertise in the software development lifecycle, including designing, modelling, testing and implementing software solutions
- learn to recognize and apply software architectures, design patterns, frameworks and emerging technologies in software development
- make decisions that impact scalability and maintainability
- learn the basics of software development platforms, operating systems and cloud-based infrastructure
- develop troubleshooting skills, essential to diagnose problems and implement effective solutions
- refine your business communication skills and work ethic
- cultivate professionalism, social responsibility and ethical awareness to thrive in the world of technology
- collaborate with stakeholders to complete a project and problem-solve to meet their needs.

Software developers play an integral role in managing and improving business processes, making decisions that shape how users interact with products, interfaces and applications. As a graduate, you will be ready for various career and professional development opportunities.

Job opportunities include junior software developer or programmer, software tester, quality assurance specialist, database administrator, web developer, or desktop support specialist.

Become part of the next generation of software development professionals. With this diploma, you can contribute practical knowledge and business value to the ever-evolving tech landscape.

Program Overview

Traits, skills and aptitudes

Software developers are innovative, methodical and directive.

You need:

- logical thinking to analyze complex problems and create and verify solutions
- patience and persistence when developing applications
- attention to detail to avoid errors that cost time and money
- the ability to interpret user needs
- possess basic computer literacies, including the ability to use word processing and communication software
- speaking, listening and writing skills
- interpersonal and teamwork skills.

You should enjoy learning new computer languages and programming styles, solving problems creatively, being precise in your work and taking a structured approach to tasks and projects.

Practicum, co-op and work integrated learning opportunities

You can complete an optional work term between your first and second year. This work placement includes full-time paid employment.

Credential

Upon successful completion of this program, you'll be awarded a SAIT Software Development diploma.

Program length

2 years

Accepts international applicants - PGWP-eligible

This program accepts international applicants and meets the eligibility criteria for the Post-Graduation Work Permit program, as long as the student is registered in on-campus classes or completes more than 50% of the courses on campus (for blended options).

International students attending all classes online will NOT be eligible for a Post-Graduate Work Permit. International students are responsible for maintaining their eligibility throughout their studies.

Not eligible for CAJG

This program is not eligible for the Canada Alberta Job Grant.

Related careers

Our graduates may work in the following occupations. Some careers require additional experience and education.

Potential careers (NOC):

- Computer systems developers and programmers (21230)
- Software developers and programmers (21232)
- Web designers (21233)
- Web developers and programmers (21234)

Admission Requirements

Applicants educated in Canada

Applicants must demonstrate English language proficiency and completion of the following courses or equivalents:

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

SAIT accepts high school course equivalents for admission for applicants educated outside Alberta.

Applicants educated outside of Canada

All applicants who were educated outside of Canada must demonstrate English language proficiency and provide proof they meet the program admission requirements outlined above with an international document assessment. Find accepted educational documents and assessment options.

SAIT may also accept courses completed at certain international post-secondary institutions.

Program Outline

The Software Development diploma requires 60 credits (20 courses) to complete.

The program spans two years, with two to three semesters in the first year (depending on if you do the cooperative work term) and two semesters in the second year.

Required courses

COMM 238 - Technical Communications I	3 Credits
CPNT 217 - Introduction to Network Systems	3 Credits
CPRG 211 - Object-Oriented Programming 2	3 Credits
CPRG 213 - Web Development 1	3 Credits
CPRG 216 - Object-Oriented Programming 1	3 Credits
CPRG 250 - Database Design and Programming	3 Credits
CPRG 303 - Mobile Application Development	3 Credits
CPRG 304 - Object-Oriented Programming 3	3 Credits
CPRG 305 - Software Testing and Deployment	3 Credits
CPRG 306 - Web Development 2	3 Credits
CPRG 307 - Database Programming	3 Credits
CPSY 200 - Software Analysis and Design	3 Credits
CPSY 202 - User Experience and Design	3 Credits
CPSY 301 - Software Projects: Analysis, Design, and Management	3 Credits
CPSY 300 - Cloud Computing for Software Development	3 Credits
INTP 302 - Emerging Trends in Software Development	3 Credits
ITSC 320 - Software Security	3 Credits
MATH 237 - Mathematics for Technologists	3 Credits
PHIL 241 - Critical Thinking	3 Credits
PROJ 309 - Capstone Project	3 Credits

Optional courses

CPWK 255 - Cooperative Work Term	0 Credits

Suggested schedule of study

Year one Project	3 Credits

Progression

You must attain a PGPA and/or a CGPA of 2.0 or better each semester and pass the prerequisite courses to progress through the program.

To qualify for graduation, you must pass all courses, attain a CGPA of 2.0 or better and complete course requirements within the prescribed timelines.

Review our grading and progression procedure >

Costs

Books and supplies

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

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

The recommended hardware and software requirements are:

- Processor: i7
- RAM: 32GB RAM or greater
- Storage: 512 GB SSD or greater
- Video card: onboard integrated
- Screen size: 15" or greater
- Screen resolution: 1920 x 1080 or greater
- OS: Windows 10 Pro 64-bit with antivirus/ malware protection

Find your booklist on the SAIT Bookstore's website. The booklist will be available closer to the program start date. Can't find your program or course? The bookstore didn't receive a textbook list. Contact your program directly to determine if they're still refining course details or if you're in luck; no textbook purchase is required this term.

Advanced Digital Technology program advising

For any questions or to set up an advising appointment, please contact our School for Advanced Digital Technology.

Phone: 403.284.8543
Email: sadt.advising@sait.ca

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 and social and ethical awareness.
3. **Project management** - apply recognized project management frameworks and best practices as a project team member.
4. **Business foundations** - explain the integral role of the software developer in managing business processes.
5. **Client experience** - exemplify a service mindset focusing 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.

Transport and Heavy Equipment Technology

- **Complete in two to five years**
- **Fall, winter, and spring start full-time classroom**

Contact us

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

Program Description

Our Transport and Heavy Equipment Technology program offers comprehensive training for those looking to enter the fields of transport and heavy equipment maintenance and repair.

With a focus on real-world skills, the program combines classroom learning, online courses and hands-on shop experience to provide you with the necessary expertise in diagnosing, installing, maintaining and repairing various types of transport vehicles and off-road heavy equipment.

In this program, you will:

- engage with modern equipment and diagnostic tools through practical exercises and hands-on training
- gain knowledge in mechanical, electrical and hydraulic systems, among others
- develop the soft skills in communication and business training needed for career advancement
- get real-world experience and apprenticeship training between the second and third semesters with an optional work-integrated learning component.

As a graduate, you will be equipped for work in various sectors, including light and heavy construction, oil field support, forestry, mining, marine, transportation, public utilities and agriculture.

If you'd like to progress into an apprenticeship and earn your journeyperson designation, our advisors can assist with career planning.

Tailor your education with part-time, full-time and online learning options.

Benefit from the program's strong ties with industry leaders for potential employment opportunities.

The program is designed to be responsive, ensuring that graduates are job-ready and equipped with the knowledge and skills that reflect industry standards and are in high demand.

Program Overview

Traits, skills and aptitudes

Those in transport and heavy equipment technology tend to be objective, methodical and innovative.

You need:

- good vision, hearing and sense of smell to diagnose problems
- strength and stamina for working with heavy equipment in cramped or awkward positions
- mechanical ability
- the ability to work alone or as part of a team
- the ability to think logically
- an interest in all types of machinery and engines, electronics and precision equipment.

You should enjoy doing precision work, solving problems and working with your hands.

Academic path

This program aligns with Alberta Apprenticeship and Industry Training (AIT) curriculum for Heavy Equipment Technicians periods one through four.

Graduates are eligible to challenge the technical training exams.

Upon passing, you can register as an apprentice and complete the on-the-job training hours to earn your journeyperson designation.

Practicum, co-op and work integrated learning opportunities

You can complete a voluntary, 15-week work term between your second and third semesters, where you can work in industry and become registered as an apprentice.

Credential

After successfully completing this program, you'll be awarded a SAIT Transport and Heavy Equipment Technology diploma.

Program length

2 years

Accepts international applicants - PGWP-eligible

This program accepts international applicants and meets the eligibility criteria for the Post-Graduation Work Permit program, as long as the student is registered in on-campus classes or completes more than 50% of the courses on campus (for blended options).

International students attending all classes online will NOT be eligible for a Post-Graduate Work Permit. International students are responsible for maintaining their eligibility throughout their studies.

Not eligible for CAJG

This program is not eligible for the Canada Alberta Job Grant.

Related careers

Our graduates may work in the following occupations. Some careers require additional experience and education.

Potential careers (NOC):

- Contractors and supervisors, mechanic trades (72020)
- Automotive service technicians, truck and bus mechanics and mechanical repairers (72410)
- Auto body collision, refinishing and glass technicians and damage repair estimators (72411)
- Electrical mechanics (72422)
- Engineer officers, water transport (72603)
- Water transport deck and engine room crew (74201)
- Automotive and heavy truck and equipment parts installers and servicers (74203)

Admission Requirements

Applicants educated in Canada

Applicants must demonstrate English language proficiency and completion of the following courses or equivalents:

- at least 50% in Math 20-1 or Math 20-2 or 60% in Math 20-3, and
- at least 50% in English Language Arts 30-1 or English Language Arts 30-2 , and
- at least 50% in one Grade 11 Science.

If you have graduated from SAIT's Diesel Equipment Technician certificate within the last five years, you may be given advanced standing into year two of the program, depending on seat availability.

SAIT accepts high school course equivalents for admission for applicants educated outside of Alberta.

Applicants educated outside of Canada

All applicants who were educated outside of Canada must demonstrate English language proficiency and provide proof they meet the program admission requirements outlined above with an international document assessment. Find accepted educational documents and assessment options.

SAIT may also accept courses completed at certain international post-secondary institutions.

Program Outline

The Transport and Heavy Equipment diploma requires 60 credits (19 courses) to complete.

The program spans two years, with two to three semesters in year one (depending on if you choose to complete the optional work term) and two semesters in the second year.

Required courses

COMM 267 - Professional Communication Skills	1.5 Credits
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
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
HDMC 300 - Advanced Hydraulics	6 Credits
HDMC 301 - Off-Road Powertrain	6 Credits
HDMC 302 - Steering and Suspension Systems	3 Credits
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

Optional courses

CPWK 252 - Cooperative Work Term	0 Credits

Suggested schedule of study

Year 1

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

Year 2

Semester 3

HDMC 300 - Advanced Hydraulics 6.0 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

Progression

You must attain a PGPA and/or a CGPA of 2.0 or better each semester and pass the prerequisite courses to progress through the program.

To qualify for graduation, you must pass all courses, attain a CGPA of 2.0 or better and complete course requirements within the prescribed timelines.

Review our grading and progression procedure >

Costs

Books and supplies

Books and supplies are approximately $2,000 per full-time year.

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

Find your booklist on the SAIT Bookstore's website. The booklist will be available closer to the program start date. Can't find your program or course? The bookstore didn't receive a textbook list. Contact your program directly to determine if they're still refining course details or if you're in luck; no textbook purchase is required this term.

Transportation program advising

For any questions or to set up an advising appointment, please contact our School of Transportation.

Phone: 403.284.8471
Email: transportation.info@sait.ca

Program Outcomes

After completing the Transport and Heavy Equipment Technology program, you'll be able to:

- demonstrate leadership in adhering to industry workplace safety standards
- demonstrate effective written and verbal communication skills and familiarity with trade terminology when interacting with internal and external stakeholders
- exercise professional judgment when completing work orders, selecting tools and using troubleshooting techniques
- use current and emerging technologies, techniques, and materials to diagnose, install, and repair systems and components in the transport and heavy equipment industry
- operate shop equipment and power tools to safely diagnose, install, and repair transport and heavy equipment according to specifications
- exhibit an understanding of the fundamentals of operating a small business
- perform assigned tasks following quality and production standards required by SAIT and industry.

Water and Wastewater Treatment Operations

- **For information regarding upcoming program intakes, please see sait.ca.**

Contact us

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

Program Description

The Water and Wastewater Treatment Operations program is designed to provide you with the essential knowledge and practical skills required for a successful career in the water and wastewater industry.

This program, crafted by industry professionals, blends in-class theory with hands-on training to prepare you for the Alberta Water and Wastewater Operators (AWWOA) and Alberta Boiler and Safety Association (ABSA) Fourth-Class Power Engineering certifications.

As a student, you will:

- learn the science behind water and wastewater treatment, including water chemistry, microbiology and the physical treatment processes necessary to meet stringent environmental safety and public health standards
- complete extensive laboratory and fieldwork, allowing you to gain practical experience in the operation of treatment facilities, maintaining equipment and performing critical water quality tests
- learn how to troubleshoot and understand the regulatory and environmental issues related to water and wastewater management
- learn to operate and maintain boilers, steam systems, turbines, pumps, valves, plant water treatment systems, instrumentation and other plant equipment related to the water and wastewater domain.

The program often includes interaction with industry professionals and potential employers, offering networking opportunities and insights into current industry practices.

Water treatment and power engineering certifications

Water and wastewater treatment operators work in municipal water treatment facilities, industrial water and wastewater operations, equipment manufacturing, steam generation, power generation, water recycling, environmental consultancy, and companies specializing in emerging water technologies.

As a graduate, you can pursue various roles such as junior water/wastewater operator, fourth-class power engineer in municipal or industrial settings, or sales representative in water treatment technologies once fully certified.

Through in-class related lab experience and recognized work experience, you'll be prepared to write industry-required ABSA certification exams for Fourth Class Power Engineering and AWWOA Small Systems plus Level 1 Water/Wastewater Treatment certification.

By the end of this one-year program, you'll be well-equipped to start your water and wastewater treatment career.

Program Overview

Traits, skills and aptitudes

Water and wastewater treatment operators tend to be objective, innovative, detail-oriented and methodical.

You need:

- a strong sense of workplace health and safety
- good hearing, eyesight and colour vision
- good health and stamina
- the ability to climb ladders, lift, bend and work in awkward positions
- manual dexterity
- mechanical interest and aptitude
- good math skills
- good speaking, reading and writing skills
- a careful and responsible approach to their work
- a strong work ethic.

You should enjoy using tools and instruments, studying test results and instrument readings, taking a systematic, step-by-step approach to collecting and analyzing samples, and providing reliable feedback to team members and leaders.

Practicum, co-op and work integrated learning opportunities

You'll participate in a four-month, 600-hour practicum during your final semester.

Your practicum will take place at a company or organization involved in water treatment, water distribution, wastewater collection and wastewater treatment systems.

Accreditations, designations or certifications

This program will prepare you to apply for the following certifications:

- Alberta Water and Wastewater Operators (AWWOA) Small Systems and Level 1
- Alberta Boiler and Safety Association (ABSA) Fourth Class Power Engineering level.

You must write the exams and complete the required plant-time hours to earn your certifications.

Credential

After successfully completing this program, you'll receive a SAIT Water and Wastewater Treatment Operations certificate.

Program length

1 year

Accepts international applicants – not-PGWP eligible

This program is open to international applicants; however, program availability may be limited. This program does not meet the eligibility criteria for the Post-Graduation Work Permit program.

CAJG-eligible

This program is eligible for the Canada Alberta Job Grant.

Related careers

Our graduates may work in the following occupations. Some careers require additional experience and education.

Potential careers (NOC):

- Water and waste treatment plant operators (92101)
- Utilities managers (90011)
- Utility maintenance workers (74204)
- Public and environmental health and safety professionals (21120)

Admission Requirements

Applicants educated in Canada

Applicants must demonstrate English language proficiency and completion of the following courses or equivalents:

- at least 50% in English Language Arts 30-1 or 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.

SAIT accepts high school course equivalents for admission for applicants educated outside Alberta.

Applicants educated outside of Canada

All applicants who were educated outside of Canada must demonstrate English language proficiency and provide proof they meet the program admission requirements outlined above with an international document assessment. Find accepted educational documents and assessment options.

SAIT may also accept courses completed at certain international post-secondary institutions.

Program Outline

The Water and Wastewater Treatment Operations certificate requires 33 credits (12 courses) to complete.

The program spans one year, with three semesters.

Required courses

COMM 249 - Technical Communications	1.5 Credits
COMP 261 - Applied Digital Technologies	1.5 Credits
PWEN 251 - Power Qualification Theory I	3 Credits
PRCT 202 - Practicum	3 Credits
PWEN 262 - Power Qualifications Lab I	3 Credits
PWEN 273 - Power Qualifications Lab II	3 Credits
PWEN 274 - Power Qualifications Theory II	3 Credits
RREG 202 - Regulatory, Health, Safety and Environment	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
WATR 220 - Industrial Water and Wastewater Process and Operations	3 Credits

Suggested schedule of study

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

Progression

You must attain a PGPA and/or a CGPA of 2.0 or better each semester and pass the prerequisite courses to progress through the program.

To qualify for graduation, you must pass all courses, attain a CGPA of 2.0 or better and complete course requirements within the prescribed timelines.

Review our grading and progression procedure >

Costs

Books and supplies

Books and supplies are approximately $1,000 - $1,500 per full-time year.

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

Find your booklist on the SAIT Bookstore's website. The booklist will be available closer to the program start date. Can't find your program or course? The bookstore didn't receive a textbook list. Contact your program directly to determine if they're still refining course details or if you're in luck; no textbook purchase is required this term.

The courses below will require Power Engineering Fourth Class Textbook Set - Part A, Part B and Academic Supplements from PanGlobal.

- PWEN 251
- PWEN 262
- PWEN 273
- PWEN 274 will require Power Engineering Fourth Class Textbook Set - Part B and Academic Supplements from PanGlobal.

Required personal protective equipment (PPE)

The industry-approved PPE you'll need will be discussed during your first few days of classes.

You'll need a lab coat and CSA-approved safety glasses (with UVEX and side shields) to enter the chemistry labs.

Energy program advising

For any questions or to set up an advising appointment, please contact our MacPhail School of Energy.

Phone: 403.284.8451
Email: macphail.students@sait.ca

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

- **Complete in one to five years**
- **Only fall starts**
- **Only full time**
- **Only in-person**

Contact us

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

Program Description

Our Web Developer certificate program equips you with the creative and technical skills to design and build user-friendly websites and web services.

Whether you hope to create corporate websites, launch your own consulting venture or develop the next internet sensation, this program offers you the skills to excel in any of these paths.

As a student, you'll:

- gain expertise in website design and creation, from the basics to advanced techniques
- learn how to design and construct websites that are not only visually appealing but also easy for users to navigate
- delve into social media integration, multimedia elements, e-commerce integration, web analytics, design tools and techniques
- explore the world of consulting services, rounding out your skill set.

This intensive program requires a significant commitment of time and energy. You'll need to make your education a priority throughout.

As a graduate, you'll be equipped to take on roles in web development, from crafting user-friendly websites for clients to realizing your entrepreneurial vision.

Join us and embark on your journey to becoming a proficient web developer and digital innovator. Get ready to contribute to creating and improving tools that drive the online universe.

Program Overview

Traits, skills and aptitudes

Web developers are innovative, methodical and directive.

You need:

- logical thinking to analyze complex problems and create and verify solutions
- patience and persistence when developing applications
- attention to detail to avoid errors that cost time and money
- the ability to interpret user needs
- knowledge of user experience (UX) techniques
- speaking, listening and writing skills
- interpersonal and teamwork skills.

To do well in this field, you should enjoy learning new computer languages and programming styles, creative problem-solving, being precise and taking a structured approach to your work.

Practicum, co-op and work integrated learning opportunities

You will participate in an off-site practicum at a participating corporation or business, giving you a realistic taste of what it is like to work in the technology industry and the opportunity to make connections with potential future employers.

Credential

Upon successfully completing this program, you'll be awarded a SAIT Web Developer certificate.

Program length

23 weeks (two semesters)

Not open to international applicants

This program is not available to international applicants at this time.

CAJG-eligible

This program is eligible for the Canada Alberta Job Grant.

Related careers

Our graduates may work in the following occupations. Some careers require additional experience and education.

Potential careers (NOC):

- Computer systems developers and programmers (21230)
- Software developers and programmers (21232)
- Web designers (21233)
- Web developers and programmers (21234)

Admission Requirements

Applicants educated in Canada

Applicants must demonstrate English language proficiency and completion of one of the following courses or equivalents:

- at least 60% in English Language Arts 30-1 or English Language Arts 30-2, or
- a minimum of two years of post-secondary education from a recognized university, institute, or college.

SAIT accepts high school course equivalents for admission for applicants educated outside Alberta.

Applicants educated outside of Canada

All applicants who were educated outside of Canada must demonstrate English language proficiency and provide proof they meet the program admission requirements outlined above with an international document assessment. Find accepted educational documents and assessment options.

SAIT may also accept courses completed at certain international post-secondary institutions.

Program Outline

The Web Developer certificate requires 15 credits (eight courses) to complete.

The program spans 23 weeks over two 15-week semesters, with one semester of full-time study and a second semester eight-week practicum placement.

Required courses

CPNT 200 - Content Management Systems	1.5 Credits
CPNT 201 - Web Developer Tools and Techniques	3 Credits
CPNT 260 - Fundamentals of Web Development	1.5 Credits
CPNT 262 - JavaScript Fundamentals	1.5 Credits
CPNT 264 - Career Skills for Web Professionals	1.5 Credits
CPNT 265 - Final Project	1.5 Credits
DSGN 270 - Design Fundamentals	1.5 Credits
PRAC 249 - Career Advancement Practicum	3 Credits

Suggested schedule of study

Year 1

Semester 1

DSGN 270 - Design Fundamentals	1.5 Credits
CPNT 201 - Web Developer Tools and Techniques	3 Credits
CPNT 260 - Fundamentals of Web Development	1.5 Credits
CPNT 262 - JavaScript Fundamentals	1.5 Credits
CPNT 200 - Content Management Systems	1.5 Credits
CPNT 265 - Final Project	1.5 Credits
CPNT 264 - Career Skills for Web Professionals	1.5 Credits

Semester 2

PRAC 249 - Career Advancement Practicum	3 Credits

Progression

You must attain a PGPA and/or a CGPA of 2.0 or better each semester and pass the prerequisite courses to progress through the program.

To qualify for graduation, you must pass all courses, attain a CGPA of 2.0 or better and complete course requirements within the prescribed timelines.

Review our grading and progression procedure >

Costs

Books and supplies

Books and supplies are approximately $1,000 - $1,500 per full-time year.

This program uses e-books for learning, which will be provided to you.

This program requires custom computer hardware and software. All computers must meet the following minimum specifications:

Mac specifications

- Processor: i7
- RAM: 16GB
- Storage: 512GB SSD
- Video card: AMD Radeon Pro
- Screen size: 15"
- Screen resolution: 1920 x 1080
- OS version: Mac OS Catalina or newer
- Approximate price (CAD): $2,750
- Suggested model: 16" Macbook Pro case model

PC specifications

- Processor: i7
- RAM: 32GB
- Storage: 512GB SSD
- Video card: Nvidia Quadro T1000
- Screen size: 15"
- Screen resolution: 1920 x 1080
- OS version: Windows 10 Pro 64-bit
- Other software: Antivirus/Malware protection
- Approximate price (CAD): $3,000
- Suggested model: Lenovo ThinkPad P1 Gen 3

Advanced Digital Technology program advising

For any questions or to set up an advising appointment, please contact our School for Advanced Digital Technology.

Phone: 403.284.8543
Email: sadt.advising@sait.ca

Program Outcomes

1. Communicate effectively with various 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

- **Complete in one to five years**
- **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

Learn how to weld and become a well-informed tradesperson with a comprehensive understanding of the industry's processes and tools.

The Welding and Fabrication Technology program provides an integrated learning experience, combining theoretical knowledge with practical, hands-on skills in a blend of classroom and lab work. The program aligns with the Alberta Apprenticeship and Industry Training (AIT) curriculum for the welding trade.

You will learn from faculty with real-world experience who will provide industry insights and mentorship. You'll have access to modern welding facilities and equipment and networking opportunities with industry professionals and potential employers.

As a student, you will:

- learn industry-standard welding processes and tools, including for aluminum, steel or other metals
- learn how to interpret complex drawings, adhere to strict standards and specifications, and keep current with welding codes
- learn welding and metal fabrication procedures using the latest and emerging technologies in the field
- gain business and entrepreneurship skills for effective decision-making, job planning, tool and material selection, and operational sequencing
- gain mathematical and communication abilities for interacting with various stakeholders and accurately estimating project materials and resources.

Become a journeyperson welder

This program offers an alternate route to traditional apprenticeship, providing the foundational knowledge necessary for the trade. It prepares you to be apprenticeship-ready, needing only to register with an employer to begin accumulating on-the-job hours towards a journeyperson welder certification and pass the applicable exams.

If you seek a comprehensive welding and fabrication education or want to enhance your employability in the industry or manufacturing sector, the Welding and Fabrication Technology program can help you get there.

Program Overview

Traits, skills and aptitudes

Those in the welding field tend to be objective, methodical and innovative.

You need:

- manual dexterity
- good vision (corrective lenses are acceptable)
- good hand-eye coordination
- attention to detail
- patience

You should enjoy building things and working with little direction or supervision.

Academic path

This program aligns with the Alberta Apprenticeship and Industry Training (AIT) curriculum for welders.

Graduates are eligible to challenge the technical training exams for periods one through three. Upon passing, you can register as an apprentice and complete the on-the-job training hours to earn your journeyperson designation.

Practicum, co-op and work integrated learning opportunities

The optional cooperative work term between years one and two allows you to apply your classroom learning in the workplace, gain valuable industry experience and complete some of the hours required to earn your journeyperson designation.

Credential

Upon successful completion of this program, you'll receive a SAIT Welding and Fabrication Technology diploma.

Program length

2 years

Accepts international applicants - PGWP-eligible

This program accepts international applicants and meets the eligibility criteria for the Post-Graduation Work Permit program, as long as the student is registered in on-campus classes or completes more than 50% of the courses on campus (for blended options).

International students attending all classes online will NOT be eligible for a Post-Graduate Work Permit. International students are responsible for maintaining their eligibility throughout their studies.

Not eligible for CAJG

This program is not eligible for the Canada Alberta Job Grant.

Related careers

Our graduates may work in the following occupations. Some careers require additional experience and education.

Potential careers (NOC):

- Contractors and supervisors, machining, metal forming, shaping and erecting trades and related occupations (72010)
- Boilermakers (72103)
- Structural metal and platework fabricators and fitters (72104)
- Ironworkers (72105)
- Welders and related machine operators (72106)
- Supervisors, other mechanical and metal products manufacturing (92023)

Admission Requirements

Applicants educated in Canada

Applicants must demonstrate English language proficiency and meet the following requirements or equivalents:

- at least 50% in English Arts 20-1 or English Arts 20-2, and
- at least 50% Math 20-1, Math 20-2 or Math 20-3, and
- at least 50% Science 10.

Those who have graduated from SAIT's Welding Technician certificate program within the last five years may be given advanced standing into year two or the program, depending on seat availability.

SAIT accepts high school course equivalents for admission for applicants educated outside Alberta.

Applicants educated outside of Canada

All applicants who were educated outside of Canada must demonstrate English language proficiency and provide proof they meet the program admission requirements outlined above with an international document assessment. Find accepted educational documents and assessment options.

SAIT may also accept courses completed at certain international post-secondary institutions.

Program Outline

The Welding and Fabrication diploma requires 60 credits (21 courses) to complete.

The program spans two years, with two to three semesters in the first year (depending on if you choose to complete the optional work term), and two semesters in the second year.

Required courses

BLPR 307 - Industrial Blueprint Reading	3 Credits
COMM 267 - Professional Communication Skills	1.5 Credits
EMTL 305 - Trade Science	1.5 Credits
FNCE 351 - Entrepreneurship, Digital, and Financial Literacy	3 Credits
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 220 - Shielded Metal Arc Welding Lab	3 Credits
WLDG 225 - Wire Feed Lab 2	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
WLDG 303 - Advanced Welding Lab	6 Credits
WLDG 304 - Advanced Welding Theory	3 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	1.5 Credits

Optional courses

CPWK 252 - Cooperative Work Term	0 Credits

Suggested schedule of study

Year 1

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

Year 2

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	3 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	1.5 Credits

Progression

You must attain a PGPA and/or a CGPA of 2.0 or better each semester and pass the prerequisite courses to progress through the program.

To qualify for graduation, you must pass all courses, attain a CGPA of 2.0 or better and complete course requirements within the prescribed timelines.

Review our grading and progression procedure >

Costs

Books and supplies

Books and supplies are approximately $2,000 per full-time year.

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

Find your booklist on the SAIT Bookstore's website. The booklist will be available closer to the program start date. Can't find your program or course? The bookstore didn't receive a textbook list. Contact your program directly to determine if they're still refining course details or if you're in luck; no textbook purchase is required this term.

Manufacturing and Automation program advising

For any questions or to set up an advising appointment, please contact our School of Manufacturing and Automation.

Phone: 403.284.8641
Email: ma.info@sait.ca

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 and 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, and various welding and fabrication processes.
6. Demonstrate thorough knowledge of welding tools and trade science, 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 prevention methods.
8. Use current and emerging technologies, computer hardware and software, techniques, and materials to support welding projects.

Welding Engineering Technology

- **Complete in one to five years**
- **Fall start full-time classroom**

Contact us

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

Program Description

Our rigorous Welding Engineering Technology program will equip you with skills in inspection, drafting, weld design and project management.

Guided by industry-experienced instructors, gain a comprehensive understanding of welding processes and train in quality control, welding metallurgy and fabrication techniques in state-of-the-art facilities.

As a student, you will learn the academic fundamentals of welding, structural steel design, advanced pressure vessel design, and construction and testing methodologies.

- Through these lessons, you'll develop core skills in:
- practical welding and welding processes
- code and standards competencies for structural steel, piping, vessels and pipelines
- blueprint reading and interpretation
- the utilization of mechanized welding and robotics
- heat treatment and metallurgy
- welding process and procedure development
- non-destructive examination (NDE) techniques
- project management and welding economics
- failure analysis methods and applications.

As a graduate, you'll be primed for roles such as a welding specialist in engineering teams, researcher in welding technologies, supervisor in manufacturing environments, quality control and inspection officer and technical sales representative.

You'll be equipped to make meaningful contributions as a skilled technician across the manufacturing, construction, automotive and aerospace sectors.

Take the first step towards becoming a welding engineering technologist by enrolling today.

Program Overview

Traits, skills and aptitudes

Welding engineering technologists need:

- mechanical aptitude
- attention to detail
- manual dexterity and good hand-eye coordination to handle tools and materials precisely
- mathematical skills and proficiency in applying mathematical concepts such as geometry and trigonometry to practical situations
- problem-solving ability
- physical stamina and endurance to perform physically demanding tasks and the ability to work in various positions and environments
- safety consciousness.

Accreditations, designations or certifications

- Certified Engineering Technologist (C.E.T.)

This program is accredited by Technology Accreditation Canada (TAC). Graduates are eligible to apply for their Certified Engineering Technology (C.E.T.) designation as long as they have completed at least two years of related technical work experience.

In Canada, a C.E.T. is an applied science, information or engineering technology professional capable of assuming responsibility and exercising independent judgment to perform technical tasks and solve problems in complex technological areas with limited direct supervision.

The Association of Science and Engineering Technology Professionals of Alberta (ASET) represents applied science and engineering technology professionals in industry, educational institutions, the public, and the government within Alberta. ASET recognizes post-secondary programs accredited by Technology Accreditation Canada (TAC). Applicants for C.E.T. who graduated from a TAC-accredited program are not required to complete the ASET Certification Exam to validate technologist-level competency.

- International Welding Technologist

This program is accredited as an International Institute of Welding (IIW) Authorized Training Body (ATB.) Our courses meet the approved training courses designed to meet all the requirements in the IIW syllabus.

The International Institute of Welding (IIW) is a worldwide network for welding and allied joining technologies, with a current membership of 56 countries from five continents. The world is harmonizing standards, and the IIW diplomas will be the international minimum used by most countries around the world.

Graduates of this program are eligible for the IWT Standard Route, the most direct route to becoming an International Welding Technologist (IWT). An IWT is recognized globally as having advanced knowledge and a critical understanding of welding and related technologies' theory, principles, and applicability.

- Certified Welding Inspector

Graduates of this program are eligible to apply for certification under CSA W178.2 as a Level 1 Welding Inspector. A welding inspector's primary function is to monitor and perform examinations throughout a welding project.

To perform welding inspection activities in Canada, all welding inspectors must be certified to the CSA W178.2 standard set by the Canadian Welding Bureau CBW.) The CWB administers Canada's national welding standards, certifying welding companies that create products for use within Canada and the welders and welding consumables used in their creation.

- Alberta Welding Examiner

Graduates of this program are eligible to apply to become a Welding Examiner, allowing them to conduct welder performance qualification tests and issue welder performance qualification cards on behalf of the Alberta Boilers Safety Association (ABSA.)

ABSA administers the Safety Codes Act and regulations to deliver safety programs related to pressure equipment. ABSA is also responsible for the certification of pressure welders and welding examiners.

Credential

After successfully completing this program, you'll receive a SAIT Welding Engineering Technology diploma.

Program length

2 years

Accepts international applicants - PGWP-eligible

This program accepts international applicants and meets the eligibility criteria for the Post-Graduation Work Permit program, as long as the student is registered in on-campus classes or completes more than 50% of the courses on campus (for blended options).

Not eligible for CAJG

This program is not eligible for the Canada Alberta Job Grant.

Related careers

Our graduates may work in the following occupations. Some careers require additional experience and education.

Potential careers (NOC):

- Manufacturing managers (90010)
- Metallurgical and materials engineers (21322)
- Structural metal and platework fabricators and fitters (72104)
- Contractors and supervisors, machining, metal forming, shaping and erecting trades and related occupations (72010)
- Welders and related machine operators (72106)

Admission Requirements

Applicants educated in Canada

Applicants must demonstrate English language proficiency and 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 Chemistry 20 or Science 30.

SAIT accepts high school course equivalents for admission for applicants educated outside Alberta.

Applicants educated outside of Canada

All applicants who were educated outside of Canada must demonstrate English language proficiency and provide proof they meet the program admission requirements outlined above with an international document assessment. Find accepted educational documents and assessment options.

SAIT may also accept courses completed at certain international post-secondary institutions.

Program Outline

The Welding Engineering Technology diploma requires 60 credits (23 courses) to complete.

The program spans two years, with two semesters each year.

Required courses

BLPR 282 - Blueprint Reading for Welding Engineering Technology	1.5 Credits
CADD 211 - Drafting for Manufacturing	1.5 Credits
CODE 315 - Codes and Regulations	3 Credits
COMM 256 - Professional Communications and Presentation Skills	3 Credits
COMP 220 - Computer Fundamentals	3 Credits
EMTL 201 - Materials Identification and Inspection	1.5 Credits
EMTL 250 - Engineering Materials	3 Credits
EMTL 280 - Welding Metallurgy	3 Credits
EMTL 300 - Mechanics of Materials	3 Credits
EMTL 353 - Failure Mitigation	1.5 Credits
INSP 341 - Non-Destructive Inspection	3 Credits
MATH 288 - Mathematics for Engineering and Technology II	3 Credits
MATH 238 - Math for Engineering and Tech I	3 Credits
MNGT 321 - Project Management	3 Credits
PHYS 235 - Engineering Physics	1.5 Credits
PROJ 377 - Research and Design Solutions	3 Credits
ROBT 395 - Automated Manufacturing and Robotic Arc Welding Processes	3 Credits
STAT 245 - Statistics for Engineering and Technology I	3 Credits
STCS 255 - Engineering Statics	1.5 Credits
WDSG 235 - Weld and Inspection Practices I	3 Credits
WDSG 275 - Weld and Inspection Practices II	3 Credits
WDSG 325 - Weld and Design Practices I	3 Credits
WDSG 375 - Weld and Design Practices II	3 Credits

Suggested schedule of study

Year 1

Semester 1

BLPR 282 - Blueprint Reading for Welding Engineering Technology	1.5 Credits
COMP 220 - Computer Fundamentals	3 Credits
EMTL 250 - Engineering Materials	3 Credits
MATH 238 - Math for Engineering and Tech I	3 Credits
MECH 202 - Technology and Society	1.5 Credits
WDSG 235 - Weld and Inspection Practices I	3 Credits

Semester 2

COMM 256 - Professional Communications and Presentation Skills	3 Credits
EMTL 201 - Materials Identification and Inspection	1.5 Credits
MATH 288 - Mathematics for Engineering and Technology II	3 Credits
MNGT 321 - Project Management	3 Credits
STCS 255 - Engineering Statics	1.5 Credits
WDSG 275 - Weld and Inspection Practices II	3 Credits

Year 2

Semester 3

CODE 315 - Codes and Regulations	3 Credits
EMTL 280 - Welding Metallurgy	3 Credits
INSP 341 - Non-Destructive Inspection	3 Credits
STAT 245 - Statistics for Engineering and Technology I	3 Credits
WDSG 325 - Weld and Design Practices I	3 Credits

Semester 4

EMTL 300 - Mechanics of Materials	3 Credits
EMTL 353 - Failure Mitigation	1.5 Credits
PROJ 377 - Research and Design Solutions	3 Credits
ROBT 395 - Automated Manufacturing and Robotic Arc Welding Processes	3 Credits
WDSG 375 - Weld and Design Practices II	3 Credits
CADD 211 - Drafting for Manufacturing	1.5 Credits

Progression

You must attain a PGPA and/or a CGPA of 2.0 or better each semester and pass the prerequisite courses to progress through the program.

To qualify for graduation, you must pass all courses, attain a CGPA of 2.0 or better and complete course requirements within the prescribed timelines.

Review our grading and progression procedure >

Costs

Books and supplies

Books and supplies are approximately $1,600 in the first year and $1,000 in the second year.

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

Find your booklist on the SAIT Bookstore's website. The booklist will be available closer to the program start date. Can't find your program or course? The bookstore didn't receive a textbook list. Contact your program directly to determine if they're still refining course details or if you're in luck; no textbook purchase is required this term.

Required equipment/tools

Your tools will be provided.

Required personal protective equipment (PPE)

You will require CSA-approved steel-toe boots and safety glasses, welding gloves, earplugs (supplied), a good-quality welding helmet and FR coveralls or an appropriate welding helmet.

We recommend waiting to purchase your equipment until after you start the program. We will discuss the industry-approved PPE in class.

Manufacturing and Automation program advising

For any questions or to set up an advising appointment, please contact our School of Manufacturing and Automation.

Phone: 403.284.8641
Email: ma.info@sait.ca

Program Outcomes

1. **Business** - apply recognized business practices to support company success.
2. **Communication** - use effective verbal, graphic, written skills and supporting technology to communicate concepts.
3. **Computers/automatio**n - select appropriate computer applications and automated operating systems and processes to support the welding environment.
4. **Design** - apply mathematical and engineering principles in the design and analysis of welded fabrications.
5. **Health and safety** - follow and develop safe working practices, including Occupational Health and Safety regulations (OHandS).
6. **Material selection** - apply the knowledge of material specifications and engineering principles to satisfy an intended application.
7. **People skills** - collaborate effectively with diverse individuals and organizations to achieve goals.
8. **Professionalism** - display professional and ethical behaviours in an appropriate manner.
9. **Project management** - collaborate with others to coordinate and complete projects using the recognized principles of project management.
10. **Quality assurance** - specify, coordinate and conduct quality control and quality assurance procedures.
11. **Weld procedures** - develop, review and apply welding procedures.
12. **Codes and standards** - interpret and apply industry codes and standards in order to comply with requirements.

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 qualified journeyperson or experienced tradesperson. The technical training, formally known as Classroom Instruction, is overseen and governed by Apprenticeship and Industry Training (AIT), a branch of Alberta Advanced Education and delivered by various post-secondary institutions and training establishments, including SAIT. An apprenticeship training program is mandatory for most trades when gaining a trade credential. About 80% of the apprentice's training takes place on the job. The other 20% of the training is classroom instruction at post-secondary institutions or training establishments. There are 11 training providers in Alberta.

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 Skilled Trades and Apprenticeship Education Act (STAEA). 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 currently about 70,000 registered apprentices in Alberta.

What is a journeyperson?

All Journeypersons hold a certificate in their trade, though not all tradespeople are certified. Also, a person may be a certified Journeyperson in their trade and in their province or territory, but not a Red Seal Journeyperson. A Red Seal endorsement is an additional, interprovincial designation, the recognizes that Journeyperson certification across all provinces and territories. For example, an Alberta Journeyperson Electrician can legally work anywhere in the province, but not outside. A Red Seal endorsed Journeyperson Electrician can work legally anywhere in Canada.

How long is an apprenticeship training program?

Apprenticeship training programs vary with the trade. The longest programs run for four periods (years) of training, the shortest are 1-2 periods (years). A period of training for each trade has two components, a specific number of hours of on-the-job training (around 1600 hrs.) and a set amount of formal instruction (around 240 hrs). The amount of formal instruction ranges from 6-10 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 50% to 80% of the journeyperson's wage, depending on the trade and depending on how much training the apprentice has completed. The apprentice's wage increases typically by 10% each year.

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.

Tuition and fees

Period length	Tuition	Lab and Material Fees	Technology Fees	Student Support Fees	Campus Recreation Fee	SAIT Fees Total	SAITSA fees	Total
4 weeks	$600	$102	$54.82	$54.82	$51.50	$263.14	$38.00	$901.14
6 weeks	$900	$102	$54.82	$54.82	$51.50	$263.14	$57.00	$1,220.14
7 weeks	$1,050	$102	$54.82	$54.82	$51.50	$263.14	$66.50	$1,379.64
8 weeks	$1,200	$102	$54.82	$54.82	$51.50	$263.14	$76.00	$1,539.14
10 weeks	$1,500	$102	$54.82	$54.82	$51.50	$263.14	$95.00	$1,858.14
12 weeks	$1,800	$102	$54.82	$54.82	$51.50	$263.14	$114.00	$2,177.14

Note: There is an additional mandatory laundry fee of $75 per period for Cook Apprentice

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).

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 Auto Body Technician	403.284.8471
Pre-Employment Cabinetmaker	403.284.8367
Pre-Employment Carpenter	403.284.8367
Pre-Employment Electrician	403.284.8451
Pre-Employment Heavy Equipment Technician	403.284.8471
Pre-Employment Industrial Mechanic (Millwright)	403.284.8641
Pre-Employment Motorcycle	403.284.8471
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 Equip Technician

ma.info@sait.ca

403.284.8641

This program will train you to maintain, repair, and overhaul a wide range of agricultural equipment, including tractors, seeders, tillage tools, and harvesting machinery. Agricultural equipment technicians work with complex mechanical, hydraulic, and electronic systems to ensure machines operate efficiently in the field. You will learn to service engines, transmissions, hydraulic components, and precision electronics. Technicians diagnose issues by consulting with equipment operators, inspecting machinery, and using diagnostic tools. Responsibilities also include disassembling and repairing faulty parts, reassembling and testing components, and assembling and adjusting new equipment. You will also be introduced to advanced technologies such as GPS-guided steering and automated control systems used in modern precision farming.

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

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 - Prepper

transportation.info@sait.ca

403.284.8471

This occupation prepares you to clean, sand, mask, and prime vehicle surfaces in preparation for refinishing and painting. Auto Body Preppers support refinishing technicians and painters by ensuring that vehicle exteriors are properly prepared to receive primer, paint, or protective coatings. They contribute to the quality and durability of the final finish in auto body repairs and refinishing.

Auto Body Preppers require attention to detail, good manual dexterity, and a strong understanding of surface preparation techniques and safety standards. Work includes preparing repaired or new parts of vehicles, masking areas not to be painted, and ensuring surfaces are clean and free of contaminants. This occupation plays a key role in collision repair, vehicle restoration, and custom paint applications.

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.

Auto Body - Refinisher

transportation.info@sait.ca

403.284.8471

This program will train you to refinish damaged motor vehicles by preparing surfaces, matching and mixing coatings, and applying primers, basecoats, and clearcoats using modern refinishing systems. Journeyperson auto body refinishers ensure that vehicles regain their original appearance and protection after collision repair, corrosion damage, or restoration.

Auto body refinishers work with a variety of tools and materials including paint guns, spray booths, computerized colour matching systems, and environmentally safe coatings. They are trained in surface preparation, masking, corrosion protection, and advanced spray techniques. Refinishers must be able to work with precision, maintain safety standards, and follow environmental regulations.

This trade applies to work on passenger vehicles, commercial trucks, transit buses, and specialty vehicles.

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 also 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 - Repairer

transportation.info@sait.ca

403.284.8471

This program will train you to assess, repair, and restore damaged vehicle frames and bodies using a variety of tools and techniques. Auto body repairers remove dents, straighten frames, replace damaged parts, and prepare surfaces for refinishing. They are responsible for restoring the structural integrity and appearance of vehicles after a collision or other damage.

Journeyperson auto body repairers may specialize in frame straightening, structural repair, welding, and panel replacement. Auto body repairers need strong problem-solving skills, attention to detail, manual dexterity, and a commitment to following manufacturer specifications and safety practices. This trade covers structural repairs in passenger vehicles, light trucks, and commercial fleets.

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.

Auto Body Technician

transportation.info@sait.ca

403.284.8471

This program will train you to repair and replace damaged motor vehicle structures and body parts as well as to prepare external and internal surfaces for painting and refinishing. Journeyperson auto body technicians may specialize in damage appraisal, frame straightening, sheet metal work and welding, refinishing and painting, or surface preparation. Auto body technicians need great attention to detail, good colour vision, manual dexterity, and a commitment to safe working practices. This trade covers automobile damage repair from collision and weather events, custom modifications, and restoration projects in passenger vehicle applications and in heavy truck and coach applications.

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

OR

A pass mark in all five Canadian General Educational Development (GED) tests

OR

Alberta Apprenticeship and Industry Training entrance exam.

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 20-2
- 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 – Boom Truck Apprentice

transportation.info@sait.ca

403.284.8471

This program will train you to service and operate boom trucks equipped with hydraulic cranes mounted on truck beds. Boom truck operators use this equipment to lift, move, and position heavy materials and machinery. You will learn to control the boom using pedals and levers to rotate, raise, and lower loads — often performing multiple functions at once with precision.

Operators are responsible for setting up the crane on-site, ensuring it is level and secure before beginning work. Certification is required to operate booms capable of lifting more than 5 tons (4.5 tonnes) and up to 65 tons (59 tonnes), including telescoping and articulating booms with live lines, as well as articulating booms without live lines that exceed 8 tons (7.3 tonnes).

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 informationn.

Crane and Hoisting – Equipment Apprentice

transportation.info@sait.ca

403.284.8471

This program will train you to operate mobile cranes to lift, move, position, and place materials and equipment. Mobile cranes are mounted on trucks or crawlers and may have hydraulic or lattice booms. Crane operators use load charts and site instructions to complete lifts safely and efficiently.

Journeyperson mobile crane operators may specialize in operating specific types of cranes or working in sectors such as construction, industrial maintenance, or energy. Mobile crane operators must have strong mechanical aptitude, depth perception, good hand-eye coordination, and a commitment to safe work practices. This trade covers hoisting operations in construction, transportation, infrastructure, and oil and gas projects.

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.

Crane and Hoisting – Mobile Crane Apprentice

transportation.info@sait.ca

403.284.8471

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 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

OR

A pass mark in all five Canadian General Educational Development (GED) tests

OR

Alberta Apprenticeship and Industry Training entrance exam.

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

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 - Erector

ma.info@sait.ca

403.284.8641

This program will train you to assemble and erect pre-engineered metal buildings used in industrial, commercial, and agricultural construction. Ironworker – Metal Building Systems Erectors work with structural components, wall and roof cladding, insulation, doors, and other building systems to complete structural framing projects on site.

Journeyperson erectors may specialize in rigging, crane signaling, component layout, and installation of pre-manufactured cladding or accessories. Ironworkers must have good physical stamina, spatial awareness, the ability to work at heights, and a strong understanding of safe rigging and hoisting practices. This trade includes tasks such as laying out foundations, erecting metal frameworks, and securing pre-fabricated components using bolts, screws, and welds.

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.

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.

Ironworker – Reinforcing Apprentice Program

ma.info@sait.ca

403.284.8641

This hands-on apprenticeship program prepares individuals to fabricate, install, and place reinforcing steel and related materials that strengthen concrete structures such as buildings, bridges, and highways. Reinforcing ironworkers cut, bend, lay out, and secure steel bars or wire mesh in forms prior to concrete placement, ensuring compliance with engineering drawings and safety standards.

The trade includes work on commercial, industrial, and civil projects, often at heights and in challenging weather conditions. Key skills include reading blueprints, precise measuring and cutting, safe rigging and hoisting practices, and effective teamwork on active construction sites.

Entrance Requirements:

- English Language Arts 10-2
- Math 10-3
- Science 10

Alternatives:

- A passing mark on all five Canadian GED tests
- A pass on the Alberta Apprenticeship and Industry Training (AIT) entrance exam

For full details, visit: tradesecrets.alberta.ca

Ironworker – Structural/Ornamental Apprentice Program

ma.info@sait.ca

403.284.8641

This hands-on apprenticeship program prepares individuals to fabricate, erect, install, and repair structural and ornamental steel components used in the construction of buildings, bridges, towers, and other structures. Structural/ornamental ironworkers assemble steel frameworks, place metal decking, install curtain walls, and erect precast concrete and ornamental elements, often using cranes and rigging equipment.

The trade includes work on both commercial and industrial construction projects, frequently at significant heights and in varying weather conditions. Key skills include blueprint reading, precise layout and fitting, safe rigging and hoisting techniques, welding, and strong awareness of safety protocols.

Entrance Requirements:

- English Language Arts 10-2
- Math 10-3
- Science 10

Alternatives:

- A passing mark on all five Canadian GED tests
- A pass on the Alberta Apprenticeship and Industry Training (AIT) entrance exam

For full details, visit: tradesecrets.alberta.ca

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 20-2
- Math 20-3
- 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 20-2
- Math 20-3
- Science 10

A pass on the AIT entrance exam is accepted in lieu of the above requirements.

Entrance requirements are set and monitored by Alberta Apprenticeship and Industry Training. Visit tradesecrets.alberta.ca for more information.

Transport Refrigeration Tech

transportation.info@sait.ca

403.284.8471

This program will prepare you to install, maintain, and repair refrigeration systems used in mobile units that transport perishable goods such as food and medical supplies. Transport refrigeration technicians work with systems that control temperature and airflow to ensure products remain in optimal condition during transit.

You will learn to assemble and install components like compressors, motors, and gauges; measure, cut, and connect piping; and read wiring diagrams to install and calibrate electronic controls. Technicians also test systems for leaks, recharge units with refrigerant, perform routine maintenance, and service diesel engines that power the refrigeration systems. Additional responsibilities include replacing or overhauling faulty components and ensuring a clean, safe working environment at all times.

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

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.

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	AU	1	1	May 4, 2026	Aug. 21, 2026
Academic Upgrading	AU	1	1	Jan. 6, 2026	April 23, 2026
Academic Upgrading	AU	1	1	Sept. 1, 2025	Dec. 17, 2025
Accounting	ACTG	1	1	Sept. 1, 2025	Dec. 17, 2025
Accounting	ACTG	1	2	Jan. 6, 2026	April 23, 2026
Accounting	ACTG	1	2	May 4, 2026	Aug. 21, 2026
Administrative Info Management	AIM	1	1	Sept. 1, 2025	Dec. 17, 2025
Administrative Info Management	AIM	1	2	Jan. 6, 2026	April 23, 2026
Administrative Info Management	AIM	1	2	May 4, 2026	Aug. 21, 2026
Administrative Info Management	AIM	2	3	Sept. 1, 2025	Oct. 2, 2025
Administrative Info Management	AIM	2	2	Jan. 6, 2026	April 23, 2026
Administrative Info Management	AIM	2	3	May 4, 2026	Aug. 21, 2026
Advance Care Paramedic	PACP	1	1	Sept. 1, 2025	Dec. 17, 2025
Advance Care Paramedic	PACP	1	2	Jan. 6, 2026	April 23, 2026
Advance Care Paramedic	PACP	1	3	May 4, 2026	June 26, 2026
Advance Care Paramedic	PACP	2	1	Sept. 1, 2025	Dec. 17, 2025
Advance Care Paramedic	PACP	2	2	Jan. 6, 2026	April 23, 2026
Advance Care Paramedic	PACP	2	2	May 4, 2026	Aug. 21, 2026
Aircraft Maint Engineers Tech	AMT	1	1	Sept. 1, 2025	Dec. 17, 2025
Aircraft Maint Engineers Tech	AMT	1	2	Jan. 6, 2026	April 23, 2026
Aircraft Maint Engineers Tech	AMT	1	2	May 4, 2026	Aug. 21, 2026
Aircraft Maint Engineers Tech	AMT	2	1	Sept. 1, 2025	Dec. 17, 2025
Aircraft Maint Engineers Tech	AMT	2	2	Jan. 6, 2026	April 23, 2026
Aircraft Maint Engineers Tech	AMT	2	2	May 4, 2026	Aug. 21, 2026
Aircraft Structures Technician	ACST	1	1	Sept. 1, 2025	Dec. 17, 2025
Aircraft Structures Technician	ACST	1	2	Jan. 6, 2026	April 23, 2026
Aircraft Structures Technician	ACST	1	2	May 4, 2026	Aug. 21, 2026
Architectural Technologies	AT	1	1	Sept. 1, 2025	Dec. 17, 2025
Architectural Technologies	AT	1	2	Jan. 6, 2026	April 23, 2026
Architectural Technologies	AT	1	2	May 4, 2026	Aug. 21, 2026
Architectural Technologies	AT	2	1	Sept. 1, 2025	Dec. 17, 2025
Architectural Technologies	AT	2	2	Jan. 6, 2026	April 23, 2026
Architectural Technologies	AT	2	1	May 4, 2026	Aug. 21, 2026
Automotive Service Technology	AST	1	1	Sept. 1, 2025	Dec. 17, 2025
Automotive Service Technology	AST	1	2	Jan. 6, 2026	April 23, 2026
Automotive Service Technology	AST	1	2	May 4, 2026	Aug. 21, 2026
Automotive Service Technology	AST	2	1	Sept. 1, 2025	Dec. 17, 2025
Automotive Service Technology	AST	2	2	Jan. 6, 2026	April 23, 2026
Automotive Service Technology	AST	2	1	May 4, 2026	Aug. 21, 2026
Avionics Technology	AXT	1	1	Sept. 1, 2025	Dec. 17, 2025
Avionics Technology	AXT	1	2	Jan. 6, 2026	April 23, 2026
Avionics Technology	AXT	1	2	May 4, 2026	Aug. 21, 2026
Avionics Technology	AXT	2	1	Sept. 1, 2025	Dec. 17, 2025
Avionics Technology	AXT	2	1	Jan. 6, 2026	Aug. 21, 2026
Avionics Technology	AXT	2	2	May 4, 2026	Aug. 21, 2026

Program Name	Major	Year	Semester	Start Date	End Date
Bach Hospitality Tourism Mngt	BHTM	3	1	Sept. 1, 2025	Dec. 17, 2025
Bach Hospitality Tourism Mngt	BHTM	3	2	Jan. 6, 2026	April 23, 2026
Bach Hospitality Tourism Mngt	BHTM	3	1	May 4, 2026	Aug. 21, 2026
Bach Hospitality Tourism Mngt	BHTM	4	1	Sept. 1, 2025	Dec. 17, 2025
Bach Hospitality Tourism Mngt	BHTM	4	2	Jan. 6, 2026	April 23, 2026
Bach Hospitality Tourism Mngt	BHTM	4	2	May 4, 2026	Aug. 21, 2026
Bach of App Tech Geog Info Sys	BGIS	3	1	Sept. 1, 2025	Dec. 17, 2025
Bach of App Tech Geog Info Sys	BGIS	3	2	Jan. 6, 2026	April 23, 2026
Bach of App Tech Geog Info Sys	BGIS	3	2	May 4, 2026	Aug. 21, 2026
Bach of App Tech Geog Info Sys	BGIS	4	1	Sept. 1, 2025	Dec. 17, 2025
Bach of App Tech Geog Info Sys	BGIS	4	1	Jan. 6, 2026	April 23, 2026
Bach of App Tech Geog Info Sys	BGIS	4	1	May 4, 2026	Aug. 21, 2026
Bach of App Tech Petroleum Eng	BAPT	3	1	Sept. 1, 2025	Dec. 17, 2025
Bach of App Tech Petroleum Eng	BAPT	3	2	Jan. 6, 2026	April 23, 2026
Bach of App Tech Petroleum Eng	BAPT	3	2	May 4, 2026	Aug. 21, 2026
Bach of App Tech Petroleum Eng	BAPT	4	1	Sept. 1, 2025	Dec. 17, 2025
Bach of App Tech Petroleum Eng	BAPT	4	2	Jan. 6, 2026	April 23, 2026
Bach of App Tech Petroleum Eng	BAPT	4	2	May 4, 2026	Aug. 21, 2026
Bach. Sci / Const. Proj. Mgmt.	BCPM	1	1	Sept. 1, 2025	Dec. 17, 2025
Bach. Sci / Const. Proj. Mgmt.	BCPM	1	2	Jan. 6, 2026	April 23, 2026
Bach. Sci / Const. Proj. Mgmt.	BCPM	1	2	May 4, 2026	Aug. 21, 2026
Bach. Sci / Const. Proj. Mgmt.	BCPM	2	1	Sept. 1, 2025	Dec. 17, 2025
Bach. Sci / Const. Proj. Mgmt.	BCPM	2	2	Jan. 6, 2026	April 23, 2026
Bach. Sci / Const. Proj. Mgmt.	BCPM	2	1	May 4, 2026	Aug. 21, 2026
Bach. Sci / Const. Proj. Mgmt.	BCPM	3	1	Sept. 1, 2025	Dec. 17, 2025
Bach. Sci / Const. Proj. Mgmt.	BCPM	3	2	Jan. 6, 2026	April 23, 2026
Bach. Sci / Const. Proj. Mgmt.	BCPM	3	3	May 4, 2026	Aug. 21, 2026
Bach. Sci / Const. Proj. Mgmt.	BCPM	4	1	Sept. 1, 2025	Dec. 17, 2025
Bach. Sci / Const. Proj. Mgmt.	BCPM	4	2	Jan. 6, 2026	April 23, 2026
Bachelor of Business Administration	BACT	3	1	Sept. 1, 2025	Dec. 17, 2025
Bachelor of Business Administration	BACT	3	2	Jan. 6, 2026	April 23, 2026
Bachelor of Business Administration	BACT	3	1	May 4, 2026	Aug. 21, 2026
Bachelor of Business Administration	BACT	4	1	Sept. 1, 2025	Dec. 17, 2025
Bachelor of Business Administration	BACT	4	2	Jan. 6, 2026	April 23, 2026
Bachelor of Business Administration	BACT	4	1	May 4, 2026	Aug. 21, 2026
Bachelor of Business Administration	BBAC	2	1	Sept. 1, 2025	Dec. 17, 2025
Bachelor of Business Administration	BBAC	2	2	Jan. 6, 2026	April 23, 2026
Bachelor of Business Administration	BBAC	2	1	May 4, 2026	Aug. 21, 2026
Bachelor of Business Administration	BBAC	3	1	Sept. 1, 2025	Dec. 17, 2025
Bachelor of Business Administration	BBAC	3	2	Jan. 6, 2026	April 23, 2026
Bachelor of Business Administration	BBAC	4	1	Sept. 1, 2025	Dec. 17, 2025
Bachelor of Business Administration	BBAC	4	2	Jan. 6, 2026	April 23, 2026
Bachelor of Business Administration	BBAF	2	1	Sept. 1, 2025	Dec. 17, 2025
Bachelor of Business Administration	BBAF	2	2	Jan. 6, 2026	April 23, 2026
Bachelor of Business Administration	BBAF	2	1	May 4, 2026	Aug. 21, 2026

Program Name	Major	Year	Semester	Start Date	End Date
Bachelor of Business Administration	BBAF	3	1	Sept. 1, 2025	Dec. 17, 2025
Bachelor of Business Administration	BBAF	3	2	Jan. 6, 2026	April 23, 2026
Bachelor of Business Administration	BBAF	4	1	Sept. 1, 2025	Dec. 17, 2025
Bachelor of Business Administration	BBAF	4	2	Jan. 6, 2026	April 23, 2026
Bachelor of Business Administration	BBAG	1	1	Sept. 1, 2025	Dec. 17, 2025
Bachelor of Business Administration	BBAG	1	2	Jan. 6, 2026	April 23, 2026
Bachelor of Business Administration	BBAG	1	2	May 4, 2026	Aug. 21, 2026
Bachelor of Business Administration	BBAH	2	1	Sept. 1, 2025	Dec. 17, 2025
Bachelor of Business Administration	BBAH	2	2	Jan. 6, 2026	April 23, 2026
Bachelor of Business Administration	BBAH	2	1	May 4, 2026	Aug. 21, 2026
Bachelor of Business Administration	BBAH	3	1	Sept. 1, 2025	Dec. 17, 2025
Bachelor of Business Administration	BBAH	3	2	Jan. 6, 2026	April 23, 2026
Bachelor of Business Administration	BBAH	4	1	Sept. 1, 2025	Dec. 17, 2025
Bachelor of Business Administration	BBAH	4	2	Jan. 6, 2026	April 23, 2026
Bachelor of Business Administration	BBAI	2	1	Sept. 1, 2025	Dec. 17, 2025
Bachelor of Business Administration	BBAI	2	2	Jan. 6, 2026	April 23, 2026
Bachelor of Business Administration	BBAI	2	1	May 4, 2026	Aug. 21, 2026
Bachelor of Business Administration	BBAI	3	1	Sept. 1, 2025	Dec. 17, 2025
Bachelor of Business Administration	BBAI	3	2	Jan. 6, 2026	April 23, 2026
Bachelor of Business Administration	BBAI	4	1	Sept. 1, 2025	Dec. 17, 2025
Bachelor of Business Administration	BBAI	4	2	Jan. 6, 2026	April 23, 2026
Bachelor of Business Administration	BBAK	2	1	Sept. 1, 2025	Dec. 17, 2025
Bachelor of Business Administration	BBAK	2	2	Jan. 6, 2026	April 23, 2026
Bachelor of Business Administration	BBAK	2	1	May 4, 2026	Aug. 21, 2026
Bachelor of Business Administration	BBAK	3	1	Sept. 1, 2025	Dec. 17, 2025
Bachelor of Business Administration	BBAK	3	2	Jan. 6, 2026	April 23, 2026
Bachelor of Business Administration	BBAK	4	1	Sept. 1, 2025	Dec. 17, 2025
Bachelor of Business Administration	BBAK	4	2	Jan. 6, 2026	April 23, 2026
Bachelor of Business Administration	BBAM	2	1	Sept. 1, 2025	Dec. 17, 2025
Bachelor of Business Administration	BBAM	2	2	Jan. 6, 2026	April 23, 2026
Bachelor of Business Administration	BBAM	2	1	May 4, 2026	Aug. 21, 2026
Bachelor of Business Administration	BBAM	3	1	Sept. 1, 2025	Dec. 17, 2025
Bachelor of Business Administration	BBAM	3	2	Jan. 6, 2026	April 23, 2026
Bachelor of Business Administration	BBAM	4	1	Sept. 1, 2025	Dec. 17, 2025
Bachelor of Business Administration	BBAM	4	2	Jan. 6, 2026	April 23, 2026
Bachelor of Business Administration	BBAS	2	1	Sept. 1, 2025	Dec. 17, 2025
Bachelor of Business Administration	BBAS	2	2	Jan. 6, 2026	April 23, 2026
Bachelor of Business Administration	BBAS	2	1	May 4, 2026	Aug. 21, 2026
Bachelor of Business Administration	BBAS	3	1	Sept. 1, 2025	Dec. 17, 2025
Bachelor of Business Administration	BBAS	3	2	Jan. 6, 2026	April 23, 2026
Bachelor of Business Administration	BBAS	4	1	Sept. 1, 2025	Dec. 17, 2025
Bachelor of Business Administration	BBAS	4	2	Jan. 6, 2026	April 23, 2026
Bachelor of Technology	BTCS	3	1	Sept. 1, 2025	Dec. 17, 2025
Bachelor of Technology	BTCS	3	2	Jan. 6, 2026	April 23, 2026
Bachelor of Technology	BTCS	3	1	May 4, 2026	Aug. 21, 2026

Program Name	Major	Year	Semester	Start Date	End Date
Bachelor of Technology	BTCS	4	1	Sept. 1, 2025	Dec. 17, 2025
Bachelor of Technology	BTCS	4	2	Jan. 6, 2026	April 23, 2026
Bachelor of Technology	BTCS	4	1	May 4, 2026	Aug. 21, 2026
Bachelor of Technology	BTSD	3	1	Sept. 1, 2025	Dec. 17, 2025
Bachelor of Technology	BTSD	3	2	Jan. 6, 2026	April 23, 2026
Bachelor of Technology	BTSD	3	1	May 4, 2026	Aug. 21, 2026
Bachelor of Technology	BTSD	4	1	Sept. 1, 2025	Dec. 17, 2025
Bachelor of Technology	BTSD	4	2	Jan. 6, 2026	April 23, 2026
Bachelor of Technology	BTSD	4	2	May 4, 2026	Aug. 21, 2026
Baking and Pastry Arts	BPA	1	2	July 7, 2025	Oct. 17, 2025
Baking and Pastry Arts	BPA	1	1	Sept. 1, 2025	Dec. 17, 2025
Baking and Pastry Arts	BPA	1	2	Jan. 6, 2026	April 23, 2026
Baking and Pastry Arts	BPA	1	1	March 16, 2026	June 26, 2026
Baking and Pastry Arts	BPA	2	2	July 7, 2025	Oct. 17, 2025
Baking and Pastry Arts	BPA	2	1	Sept. 1, 2025	Dec. 17, 2025
Baking and Pastry Arts	BPA	2	2	Jan. 6, 2026	April 23, 2026
Baking and Pastry Arts	BPA	2	1	March 16, 2026	June 26, 2026
Bus Adm Automotive Management	AMG	1	1	Sept. 1, 2025	Dec. 17, 2025
Bus Adm Automotive Management	AMG	1	2	Jan. 6, 2026	April 23, 2026
Bus Adm Automotive Management	AMG	1	3	May 4, 2026	Aug. 21, 2026
Bus Adm Automotive Management	AMG	2	1	Sept. 1, 2025	Dec. 17, 2025
Bus Adm Automotive Management	AMG	2	2	Jan. 6, 2026	April 23, 2026
Bus Adm Automotive Management	AMG	2	1	May 4, 2026	Aug. 21, 2026
Bus.Int.: Data AnalysisandReport	BSN	1	1	Sept. 1, 2025	Dec. 17, 2025
Bus.Int.: Data AnalysisandReport	BSN	1	1	Jan. 6, 2026	March 6, 2026
Bus.Int.: Data AnalysisandReport	BSN	1	2	May 4, 2026	June 26, 2026
Business and Entrepreneurship	BSEN	1	1	Sept. 1, 2025	Dec. 17, 2025
Business and Entrepreneurship	BSEN	1	2	Jan. 6, 2026	April 23, 2026
Business and Entrepreneurship	BSEN	1	2	May 4, 2026	Aug. 21, 2026
Business Administration	BAAC	2	1	Sept. 1, 2025	Dec. 17, 2025
Business Administration	BAAC	2	2	Jan. 6, 2026	April 23, 2026
Business Administration	BAAC	2	1	May 4, 2026	Aug. 21, 2026
Business Administration	BAFS	2	1	Sept. 1, 2025	Dec. 17, 2025
Business Administration	BAFS	2	2	Jan. 6, 2026	April 23, 2026
Business Administration	BAFS	2	1	May 4, 2026	Aug. 21, 2026
Business Administration	BAG	1	1	Sept. 1, 2025	Dec. 17, 2025
Business Administration	BAG	1	2	Jan. 6, 2026	April 23, 2026
Business Administration	BAG	1	1	May 4, 2026	Aug. 21, 2026
Business Administration	BAHR	2	1	Sept. 1, 2025	Dec. 17, 2025
Business Administration	BAHR	2	2	Jan. 6, 2026	April 23, 2026
Business Administration	BAHR	2	1	May 4, 2026	Aug. 21, 2026
Business Administration	BAMG	2	1	Sept. 1, 2025	Dec. 17, 2025
Business Administration	BAMG	2	2	Jan. 6, 2026	April 23, 2026
Business Administration	BAMG	2	1	May 4, 2026	Aug. 21, 2026
Business Administration	BAMK	2	1	Sept. 1, 2025	Dec. 17, 2025

Program Name	Major	Year	Semester	Start Date	End Date
Business Administration	BAMK	2	2	Jan. 6, 2026	April 23, 2026
Business Administration	BAMK	2	1	May 4, 2026	Aug. 21, 2026
Business Administration	BASM	2	1	Sept. 1, 2025	Dec. 17, 2025
Business Administration	BASM	2	1	Jan. 6, 2026	Aug. 21, 2026
Business Administration	BASM	2	1	May 4, 2026	Aug. 21, 2026
Butchery and Charcuterie Mngt.	BCM	1	1	Sept. 1, 2025	Dec. 17, 2025
Butchery and Charcuterie Mngt.	BCM	1	2	Jan. 6, 2026	April 23, 2026
Chemical Engineering Tech	CET	1	1	Sept. 1, 2025	Dec. 17, 2025
Chemical Engineering Tech	CET	1	2	Jan. 6, 2026	April 23, 2026
Chemical Engineering Tech	CET	1	1	May 4, 2026	Aug. 21, 2026
Chemical Engineering Tech	CET	2	1	Sept. 1, 2025	Dec. 17, 2025
Chemical Engineering Tech	CET	2	2	Jan. 6, 2026	April 23, 2026
Chemical Engineering Tech	CET	2	1	May 4, 2026	Aug. 21, 2026
Chemical Laboratory Technology	CLT	1	1	Sept. 1, 2025	Dec. 17, 2025
Chemical Laboratory Technology	CLT	1	2	Jan. 6, 2026	April 23, 2026
Chemical Laboratory Technology	CLT	1	2	May 4, 2026	Aug. 21, 2026
Chemical Laboratory Technology	CLT	2	1	Sept. 1, 2025	Dec. 17, 2025
Chemical Laboratory Technology	CLT	2	2	Jan. 6, 2026	April 23, 2026
Chemical Laboratory Technology	CLT	2	1	May 4, 2026	Aug. 21, 2026
Civil Engineering Technology	CVTC	2	1	Sept. 1, 2025	Dec. 17, 2025
Civil Engineering Technology	CVTC	2	2	Jan. 6, 2026	April 23, 2026
Civil Engineering Technology	CVTG	1	1	Sept. 1, 2025	Dec. 17, 2025
Civil Engineering Technology	CVTG	1	2	Jan. 6, 2026	April 23, 2026
Civil Engineering Technology	CVTM	2	1	Sept. 1, 2025	Dec. 17, 2025
Civil Engineering Technology	CVTM	2	2	Jan. 6, 2026	April 23, 2026
Civil Engineering Technology	CVTV	2	1	Sept. 1, 2025	Dec. 17, 2025
Civil Engineering Technology	CVTV	2	2	Jan. 6, 2026	April 23, 2026
Community Economic Development	CED	1	1	Sept. 1, 2025	Dec. 17, 2025
Community Economic Development	CED	1	2	Jan. 6, 2026	April 23, 2026
Community Economic Development	CED	1	2	May 4, 2026	Aug. 21, 2026
Culinary Arts	CULA	1	2	July 7, 2025	Oct. 17, 2025
Culinary Arts	CULA	1	1	Sept. 1, 2025	Dec. 17, 2025
Culinary Arts	CULA	1	2	Jan. 6, 2026	April 23, 2026
Culinary Arts	CULA	1	1	March 16, 2026	June 26, 2026
Culinary Arts	CULA	2	2	July 7, 2025	Oct. 17, 2025
Culinary Arts	CULA	2	1	Sept. 1, 2025	Dec. 17, 2025
Culinary Arts	CULA	2	2	Jan. 6, 2026	April 23, 2026
Culinary Arts	CULA	2	1	March 16, 2026	June 26, 2026
Cyber Security Analyst	CSA	1	1	Sept. 1, 2025	Dec. 17, 2025
Cyber Security Analyst	CSA	1	2	Jan. 6, 2026	April 23, 2026
Cyber Security Analyst	CSA	1	1	May 4, 2026	Aug. 21, 2026
Cyber Security Control Systems	CS	1	1	Sept. 1, 2025	Dec. 17, 2025
Cyber Security Control Systems	CS	1	2	Jan. 6, 2026	April 23, 2026
Cyber Security Control Systems	CS	1	2	May 4, 2026	Aug. 21, 2026
Data Analytics	DAAN	1	1	Sept. 1, 2025	Dec. 17, 2025

Program Name	Major	Year	Semester	Start Date	End Date
Data Analytics	DAAN	1	1	Jan. 6, 2026	April 23, 2026
Data Analytics	DAAN	1	1	May 4, 2026	Aug. 21, 2026
Database Administrator	DBA	1	1	Sept. 1, 2025	Dec. 17, 2025
Database Administrator	DBA	1	2	Jan. 6, 2026	April 23, 2026
Database Administrator	DBA	1	3	May 4, 2026	June 26, 2026
Dental Assisting	DA	1	1	Sept. 1, 2025	Dec. 17, 2025
Dental Assisting	DA	1	2	Jan. 6, 2026	April 23, 2026
Dental Assisting	DA	1	3	May 4, 2026	June 26, 2026
Diagnostic Medical Sonography	DMS	1	1	Sept. 1, 2025	Dec. 17, 2025
Diagnostic Medical Sonography	DMS	1	2	Jan. 6, 2026	April 23, 2026
Diagnostic Medical Sonography	DMS	1	3	May 4, 2026	June 26, 2026
Diagnostic Medical Sonography	DMS	2	1	Sept. 1, 2025	Dec. 17, 2025
Diagnostic Medical Sonography	DMS	2	2	Jan. 6, 2026	April 23, 2026
Diagnostic Medical Sonography	DMS	2	3	May 4, 2026	June 26, 2026
Diagnostic Medical Sonography	DMS	3	1	Sept. 1, 2025	Dec. 17, 2025
Early Childhood Education	ECEC	1	1	Sept. 1, 2025	Dec. 17, 2025
Early Childhood Education	ECEC	1	2	Jan. 6, 2026	April 23, 2026
Early Childhood Education	ECEC	1	1	May 4, 2026	Aug. 21, 2026
Early Childhood Education	ECED	1	1	Sept. 1, 2025	Dec. 17, 2025
Early Childhood Education	ECED	1	2	Jan. 6, 2026	April 23, 2026
Early Childhood Education	ECED	1	2	May 4, 2026	Aug. 21, 2026
Early Childhood Education	ECED	2	1	Sept. 1, 2025	Dec. 17, 2025
Early Childhood Education	ECED	2	2	Jan. 6, 2026	April 23, 2026
Early Childhood Education	ECED	2	2	May 4, 2026	Aug. 21, 2026
Electrical Engineering Tech	EET	1	1	Sept. 1, 2025	Dec. 17, 2025
Electrical Engineering Tech	EET	1	2	Jan. 6, 2026	April 23, 2026
Electrical Engineering Tech	EET	1	2	May 4, 2026	Aug. 21, 2026
Electrical Engineering Tech	EET	2	1	Sept. 1, 2025	Dec. 17, 2025
Electrical Engineering Tech	EET	2	2	Jan. 6, 2026	April 23, 2026
Electrical Engineering Tech	EET	2	2	May 4, 2026	Aug. 21, 2026
Electrical Trade and Tech.	ELTT	1	1	Sept. 1, 2025	Dec. 17, 2025
Electrical Trade and Tech.	ELTT	1	2	Jan. 6, 2026	April 23, 2026
Electrical Trade and Tech.	ELTT	1	1	May 4, 2026	Aug. 21, 2026
Electrical Trade and Tech.	ELTT	2	1	Sept. 1, 2025	Dec. 17, 2025
Electrical Trade and Tech.	ELTT	2	2	Jan. 6, 2026	April 23, 2026
Electrical Trade and Tech.	ELTT	2	2	May 4, 2026	Aug. 21, 2026
Electronics Engineering Tech	ENT	1	1	Sept. 1, 2025	Dec. 17, 2025
Electronics Engineering Tech	ENT	1	2	Jan. 6, 2026	April 23, 2026
Electronics Engineering Tech	ENT	1	1	May 4, 2026	Aug. 21, 2026
Electronics Engineering Tech	ENT	2	1	Sept. 1, 2025	Dec. 17, 2025
Electronics Engineering Tech	ENT	2	2	Jan. 6, 2026	April 23, 2026
Electronics Engineering Tech	ENT	2	2	May 4, 2026	Aug. 21, 2026
Energy Asset Management	EAM	1	1	Sept. 1, 2025	Dec. 17, 2025
Energy Asset Management	EAM	1	2	Jan. 6, 2026	April 23, 2026
Energy Asset Management	EAM	1	1	May 4, 2026	Aug. 21, 2026

Program Name	Major	Year	Semester	Start Date	End Date
Energy Asset Management	EAM	2	1	Sept. 1, 2025	Dec. 17, 2025
Energy Asset Management	EAM	2	2	Jan. 6, 2026	April 23, 2026
Energy Asset Management	EAM	2	2	May 4, 2026	Aug. 21, 2026
Engineering Design and Drafting	EDT	1	1	Sept. 1, 2025	Dec. 17, 2025
Engineering Design and Drafting	EDT	2	1	Jan. 6, 2026	April 23, 2026
Engineering Design and Drafting	EDT	1	1	May 4, 2026	Aug. 21, 2026
Environmental Technology	EVT	1	1	Sept. 1, 2025	Dec. 17, 2025
Environmental Technology	EVT	1	2	Jan. 6, 2026	April 23, 2026
Environmental Technology	EVT	1	1	May 4, 2026	Aug. 21, 2026
Environmental Technology	EVT	2	1	Sept. 1, 2025	Dec. 17, 2025
Environmental Technology	EVT	2	2	Jan. 6, 2026	April 23, 2026
Environmental Technology	EVT	2	2	May 4, 2026	Aug. 21, 2026
Film and Video Production	FVP	1	1	Sept. 1, 2025	Dec. 17, 2025
Film and Video Production	FVP	1	2	Jan. 6, 2026	April 23, 2026
Film and Video Production	FVP	1	1	May 4, 2026	Aug. 21, 2026
Film and Video Production	FVP	2	1	Sept. 1, 2025	Dec. 17, 2025
Film and Video Production	FVP	2	2	Jan. 6, 2026	April 23, 2026
Film and Video Production	FVP	2	2	May 4, 2026	Aug. 21, 2026
Fitness and Wellness Management	FWM	1	1	Sept. 1, 2025	Dec. 17, 2025
Fitness and Wellness Management	FWM	1	2	Jan. 6, 2026	April 23, 2026
Fitness and Wellness Management	FWM	1	3	May 4, 2026	June 26, 2026
Fitness and Wellness Management	FWM	2	1	Sept. 1, 2025	Dec. 17, 2025
Fitness and Wellness Management	FWM	2	2	Jan. 6, 2026	April 23, 2026
Fitness and Wellness Management	FWM	2	3	May 4, 2026	June 26, 2026
Geomatics Eng Technology	GNT	1	1	Sept. 1, 2025	Dec. 17, 2025
Geomatics Eng Technology	GNT	1	2	Jan. 6, 2026	April 23, 2026
Geomatics Eng Technology	GNT	1	2	May 4, 2026	Aug. 21, 2026
Geomatics Eng Technology	GNT	2	1	Sept. 1, 2025	Dec. 17, 2025
Geomatics Eng Technology	GNT	2	2	Jan. 6, 2026	April 23, 2026
Geomatics Eng Technology	GNT	2	2	May 4, 2026	Aug. 21, 2026
Health Information Management	HIM	1	1	Sept. 1, 2025	Dec. 17, 2025
Health Information Management	HIM	1	2	Jan. 6, 2026	April 23, 2026
Health Information Management	HIM	1	3	May 4, 2026	June 26, 2026
Health Information Management	HIM	2	1	Sept. 1, 2025	Dec. 17, 2025
Health Information Management	HIM	2	2	Jan. 6, 2026	April 23, 2026
Health Information Management	HIM	2	3	May 4, 2026	June 26, 2026
Healthcare Leadership	HCL	1	1	Sept. 1, 2025	Dec. 17, 2025
Healthcare Leadership	HCL	1	2	Jan. 6, 2026	April 23, 2026
Healthcare Leadership	HCL	1	1	May 4, 2026	Aug. 21, 2026
Hospitality and Tourism Management	HTMA	1	1	Sept. 1, 2025	Dec. 17, 2025
Hospitality and Tourism Management	HTMA	1	2	Jan. 6, 2026	April 23, 2026
Hospitality and Tourism Management	HTMA	1	1	May 4, 2026	Aug. 21, 2026
Hospitality and Tourism Management	HTMA	2	1	Sept. 1, 2025	Dec. 17, 2025
Hospitality and Tourism Management	HTMA	2	2	Jan. 6, 2026	April 23, 2026
Hospitality and Tourism Management	HTMA	2	2	May 4, 2026	Aug. 21, 2026

Program Name	Major	Year	Semester	Start Date	End Date
Hospitality and Tourism Management	HTMB	1	1	Sept. 1, 2025	Dec. 17, 2025
Hospitality and Tourism Management	HTMB	1	2	Jan. 6, 2026	April 23, 2026
Hospitality and Tourism Management	HTMB	1	1	May 4, 2026	Aug. 21, 2026
Hospitality and Tourism Management	HTMB	2	1	Sept. 1, 2025	Dec. 17, 2025
Hospitality and Tourism Management	HTMB	2	2	Jan. 6, 2026	April 23, 2026
Hospitality and Tourism Management	HTMB	2	2	May 4, 2026	Aug. 21, 2026
Hospitality and Tourism Management	HTME	1	1	Sept. 1, 2025	Dec. 17, 2025
Hospitality and Tourism Management	HTME	1	2	Jan. 6, 2026	April 23, 2026
Hospitality and Tourism Management	HTME	1	1	May 4, 2026	Aug. 21, 2026
Hospitality and Tourism Management	HTME	2	1	Sept. 1, 2025	Dec. 17, 2025
Hospitality and Tourism Management	HTME	2	2	Jan. 6, 2026	April 23, 2026
Hospitality and Tourism Management	HTME	2	2	May 4, 2026	Aug. 21, 2026
Hospitality and Tourism Management	HTMI	1	1	Sept. 1, 2025	Dec. 17, 2025
Hospitality and Tourism Management	HTMI	1	2	Jan. 6, 2026	April 23, 2026
Hospitality and Tourism Management	HTMI	1	1	May 4, 2026	Aug. 21, 2026
Hospitality and Tourism Management	HTMI	2	1	Sept. 1, 2025	Dec. 17, 2025
Hospitality and Tourism Management	HTMI	2	2	Jan. 6, 2026	April 23, 2026
Hospitality and Tourism Management	HTMI	2	2	May 4, 2026	Aug. 21, 2026
Hospitality and Tourism Management	HTMM	1	1	Sept. 1, 2025	Dec. 17, 2025
Hospitality and Tourism Management	HTMM	1	2	Jan. 6, 2026	April 23, 2026
Hospitality and Tourism Management	HTMM	1	1	May 4, 2026	Aug. 21, 2026
Hospitality and Tourism Management	HTMM	2	1	Sept. 1, 2025	Dec. 17, 2025
Hospitality and Tourism Management	HTMM	2	2	Jan. 6, 2026	April 23, 2026
Hospitality and Tourism Management	HTMM	2	2	May 4, 2026	Aug. 21, 2026
Hospitality and Tourism Management	HTMR	1	1	Sept. 1, 2025	Dec. 17, 2025
Hospitality and Tourism Management	HTMR	1	2	Jan. 6, 2026	April 23, 2026
Hospitality and Tourism Management	HTMR	1	1	May 4, 2026	Aug. 21, 2026
Hospitality and Tourism Management	HTMR	2	1	Sept. 1, 2025	Dec. 17, 2025
Hospitality and Tourism Management	HTMR	2	2	Jan. 6, 2026	April 23, 2026
Hospitality and Tourism Management	HTMR	2	2	May 4, 2026	Aug. 21, 2026
Hospitality Management	HMGT	1	1	Sept. 1, 2025	Dec. 17, 2025
Hospitality Management	HMGT	2	1	Jan. 6, 2026	April 23, 2026
Hospitality Management	HMGT	2	1	May 4, 2026	Aug. 21, 2026
Information and Records Mgmt	IRM	1	1	Sept. 1, 2025	Dec. 17, 2025
Information and Records Mgmt	IRM	1	2	Jan. 6, 2026	April 23, 2026
Information and Records Mgmt	IRM	1	2	May 4, 2026	Aug. 21, 2026
Information Security Analyst	ISA	1	1	Sept. 1, 2025	Dec. 17, 2025
Information Security Analyst	ISA	1	2	Jan. 6, 2026	April 23, 2026
Information Security Analyst	ISA	1	2	May 4, 2026	Aug. 21, 2026
Information Systems Security	ISS	1	1	Sept. 1, 2025	Dec. 17, 2025
Information Systems Security	ISS	1	2	Jan. 6, 2026	April 23, 2026
Information Systems Security	ISS	1	2	May 4, 2026	Aug. 21, 2026
Information Systems Security	ISS	2	1	Sept. 1, 2025	Dec. 17, 2025
Information Systems Security	ISS	2	2	Jan. 6, 2026	April 23, 2026
Information Systems Security	ISS	2	1	May 4, 2026	Aug. 21, 2026

Program Name	Major	Year	Semester	Start Date	End Date
Information Tech. Services	ITSV	1	1	Sept. 1, 2025	Dec. 17, 2025
Information Tech. Services	ITSV	1	2	Jan. 6, 2026	April 23, 2026
Information Tech. Services	ITSV	1	2	May 4, 2026	Aug. 21, 2026
Information Tech. Services	ITSV	2	1	Sept. 1, 2025	Dec. 17, 2025
Information Tech. Services	ITSV	2	2	Jan. 6, 2026	April 23, 2026
Information Tech. Services	ITSV	2	1	May 4, 2026	Aug. 21, 2026
Information Technology	ITCS	2	1	Sept. 1, 2025	Dec. 17, 2025
Information Technology	ITCS	2	1	Jan. 6, 2026	April 23, 2026
Information Technology	ITCS	2	1	May 4, 2026	Aug. 21, 2026
Information Technology	ITNS	2	1	Sept. 1, 2025	Dec. 17, 2025
Information Technology	ITNS	2	1	Jan. 6, 2026	April 23, 2026
Information Technology	ITNS	2	1	May 4, 2026	Aug. 21, 2026
Information Technology	ITSD	2	1	Sept. 1, 2025	Dec. 17, 2025
Information Technology	ITSD	2	1	Jan. 6, 2026	April 23, 2026
Information Technology	ITSD	2	1	May 4, 2026	Aug. 21, 2026
Information Technology	ITTS	2	1	Sept. 1, 2025	Dec. 17, 2025
Information Technology	ITTS	2	1	Jan. 6, 2026	April 23, 2026
Information Technology	ITTS	2	1	May 4, 2026	Aug. 21, 2026
Instrument Engineering Tech	IIET	1	1	Sept. 1, 2025	Dec. 17, 2025
Instrument Engineering Tech	IIET	1	2	Jan. 6, 2026	April 23, 2026
Instrument Engineering Tech	IIET	1	2	May 4, 2026	Aug. 21, 2026
Instrument Engineering Tech	IIET	2	1	Sept. 1, 2025	Dec. 17, 2025
Instrument Engineering Tech	IIET	2	2	Jan. 6, 2026	April 23, 2026
Instrument Engineering Tech	IIET	2	1	May 4, 2026	Aug. 21, 2026
Integrated AI	IAI	1	1	Sept. 1, 2025	Dec. 17, 2025
Integrated AI	IAI	1	2	Jan. 6, 2026	April 23, 2026
Integrated AI	IAI	1	2	May 4, 2026	Aug. 21, 2026
Integrated Water Management	IWM	1	1	Sept. 1, 2025	Dec. 17, 2025
Integrated Water Management	IWM	1	2	Jan. 6, 2026	April 23, 2026
Integrated Water Management	IWM	1	2	May 4, 2026	Aug. 21, 2026
Integrated Water Management	IWM	2	1	Sept. 1, 2025	Dec. 17, 2025
Integrated Water Management	IWM	2	2	Jan. 6, 2026	April 23, 2026
Integrated Water Management	IWM	2	1	May 4, 2026	Aug. 21, 2026
Interactive Design	IDGD	1	1	Sept. 1, 2025	Dec. 17, 2025
Interactive Design	IDGD	1	2	Jan. 6, 2026	April 23, 2026
Interactive Design	IDGD	1	2	May 4, 2026	Aug. 21, 2026
Interactive Design	IDGD	2	1	Sept. 1, 2025	Dec. 17, 2025
Interactive Design	IDGD	2	2	Jan. 6, 2026	April 23, 2026
Interactive Design	IDGD	2	1	May 4, 2026	Aug. 21, 2026
Interactive Design	IDUX	1	1	Sept. 1, 2025	Dec. 17, 2025
Interactive Design	IDUX	1	2	Jan. 6, 2026	April 23, 2026
Interactive Design	IDUX	1	2	May 4, 2026	Aug. 21, 2026
Interactive Design	IDUX	2	1	Sept. 1, 2025	Dec. 17, 2025
Interactive Design	IDUX	2	2	Jan. 6, 2026	April 23, 2026
Interactive Design	IDUX	2	1	May 4, 2026	Aug. 21, 2026

Program Name	Major	Year	Semester	Start Date	End Date
Interactive Design	IDWD	1	1	Sept. 1, 2025	Dec. 17, 2025
Interactive Design	IDWD	1	2	Jan. 6, 2026	April 23, 2026
Interactive Design	IDWD	1	2	May 4, 2026	Aug. 21, 2026
Interactive Design	IDWD	2	1	Sept. 1, 2025	Dec. 17, 2025
Interactive Design	IDWD	2	2	Jan. 6, 2026	April 23, 2026
Interactive Design	IDWD	2	1	May 4, 2026	Aug. 21, 2026
International Business Mgmt.	IBM	1	1	Sept. 1, 2025	Dec. 17, 2025
International Business Mgmt.	IBM	1	2	Jan. 6, 2026	April 23, 2026
International Business Mgmt.	IBM	1	3	May 4, 2026	Aug. 21, 2026
Journalism	JAF	2	1	Sept. 1, 2025	Dec. 17, 2025
Journalism	JAF	2	2	Jan. 6, 2026	April 23, 2026
Journalism	JAF	2	1	May 4, 2026	Aug. 21, 2026
Journalism	JAG	1	1	Sept. 1, 2025	Dec. 17, 2025
Journalism	JAG	1	2	Jan. 6, 2026	April 23, 2026
Journalism	JAG	1	2	May 4, 2026	Aug. 21, 2026
Journalism	JAPO	2	1	Sept. 1, 2025	Dec. 17, 2025
Journalism	JAPO	2	2	Jan. 6, 2026	April 23, 2026
Journalism	JAPO	2	1	May 4, 2026	Aug. 21, 2026
Land Analyst	LAAN	1	1	Sept. 1, 2025	Dec. 17, 2025
Land Analyst	LAAN	1	2	Jan. 6, 2026	April 23, 2026
Land Analyst	LAAN	1	2	May 4, 2026	Aug. 21, 2026
Legal Assistant	LA	1	1	Sept. 1, 2025	Dec. 17, 2025
Legal Assistant	LA	1	2	Jan. 6, 2026	April 23, 2026
Legal Assistant	LA	1	2	May 4, 2026	Aug. 21, 2026
Legal Assistant	LA	2	1	Sept. 1, 2025	Dec. 17, 2025
Legal Assistant	LA	2	2	Jan. 6, 2026	April 23, 2026
Legal Assistant	LA	2	3	May 4, 2026	May 29, 2026
Library Information Technology	LIT	1	1	Sept. 1, 2025	Dec. 17, 2025
Library Information Technology	LIT	1	2	Jan. 6, 2026	April 23, 2026
Library Information Technology	LIT	1	2	May 4, 2026	Aug. 21, 2026
Library Information Technology	LIT	2	1	Sept. 1, 2025	Dec. 17, 2025
Library Information Technology	LIT	2	2	Jan. 6, 2026	April 23, 2026
Library Information Technology	LIT	2	1	May 4, 2026	Aug. 21, 2026
Machining Technology	MTEC	1	1	Sept. 1, 2025	Dec. 17, 2025
Machining Technology	MTEC	1	2	Jan. 6, 2026	April 23, 2026
Machining Technology	MTEC	2	1	Sept. 1, 2025	Dec. 17, 2025
Machining Technology	MTEC	2	2	Jan. 6, 2026	April 23, 2026
Management and Leadership	MLDS	1	1	Sept. 1, 2025	Dec. 17, 2025
Management and Leadership	MLDS	1	2	Jan. 6, 2026	April 23, 2026
Management and Leadership	MLDS	1	2	May 4, 2026	Aug. 21, 2026
Marketing	MRKG	1	1	Sept. 1, 2025	Dec. 17, 2025
Marketing	MRKG	1	2	Jan. 6, 2026	April 23, 2026
Marketing	MRKG	1	2	May 4, 2026	Aug. 21, 2026
Mechanical Engineering Technology	META	2	1	Sept. 1, 2025	Dec. 17, 2025
Mechanical Engineering Technology	META	2	2	Jan. 6, 2026	April 23, 2026

Program Name	Major	Year	Semester	Start Date	End Date
Mechanical Engineering Technology	META	2	1	May 4, 2026	Aug. 21, 2026
Mechanical Engineering Technology	METD	2	1	Sept. 1, 2025	Dec. 17, 2025
Mechanical Engineering Technology	METD	2	2	Jan. 6, 2026	April 23, 2026
Mechanical Engineering Technology	METD	2	1	May 4, 2026	Aug. 21, 2026
Mechanical Engineering Technology	METG	1	1	Sept. 1, 2025	Dec. 17, 2025
Mechanical Engineering Technology	METG	1	2	Jan. 6, 2026	April 23, 2026
Mechanical Engineering Technology	METG	1	2	May 4, 2026	Aug. 21, 2026
Mechanical Engineering Technology	METN	2	1	Sept. 1, 2025	Dec. 17, 2025
Mechanical Engineering Technology	METN	2	2	Jan. 6, 2026	April 23, 2026
Mechanical Engineering Technology	METN	2	1	May 4, 2026	Aug. 21, 2026
Med Device Reprocessing Tech	MDRT	1	1	Sept. 1, 2025	Dec. 17, 2025
Med Device Reprocessing Tech	MDRT	1	1	Jan. 6, 2026	Feb. 28, 2026
Med Device Reprocessing Tech	MDRT	1	1	May 4, 2026	Aug. 21, 2026
Med Office Asst and Unit Clerk	MOA	1	1	Sept. 1, 2025	July 31, 2026
Med Office Asst and Unit Clerk	MOA	1	2	Jan. 6, 2026	Oct. 18, 2026
Medical Laboratory Assistant	MLA	1	1	Sept. 1, 2025	Dec. 17, 2025
Medical Laboratory Assistant	MLA	1	1	Jan. 6, 2026	Feb. 27, 2026
Medical Laboratory Assistant	MLA	1	2	May 4, 2026	June 26, 2026
Medical Laboratory Technology	MLT	1	1	Sept. 1, 2025	Dec. 17, 2025
Medical Laboratory Technology	MLT	1	2	Jan. 6, 2026	April 23, 2026
Medical Laboratory Technology	MLT	1	3	May 4, 2026	June 26, 2026
Medical Laboratory Technology	MLT	2	1	Sept. 1, 2025	Dec. 17, 2025
Medical Laboratory Technology	MLT	2	2	Jan. 6, 2026	April 23, 2026
Medical Laboratory Technology	MLT	2	3	May 4, 2026	June 26, 2026
Medical Radiologic Technology	MRAD	1	1	Sept. 1, 2025	Dec. 17, 2025
Medical Radiologic Technology	MRAD	1	2	Jan. 6, 2026	April 23, 2026
Medical Radiologic Technology	MRAD	1	3	May 4, 2026	June 26, 2026
Medical Radiologic Technology	MRAD	2	1	Sept. 1, 2025	Dec. 17, 2025
Medical Radiologic Technology	MRAD	2	2	Jan. 6, 2026	April 23, 2026
Medical Radiologic Technology	MRAD	2	3	May 4, 2026	June 26, 2026
Medical Radiologic Technology	MRAD	3	1	Sept. 1, 2025	Dec. 17, 2025
Network Systems Specialist	NSS	1	1	Sept. 1, 2025	Dec. 17, 2025
Network Systems Specialist	NSS	1	2	Jan. 6, 2026	April 23, 2026
Network Systems Specialist	NSS	1	3	May 4, 2026	Aug. 21, 2026
New Media Production and Design	NMPD	1	1	Sept. 1, 2025	Dec. 17, 2025
New Media Production and Design	NMPD	1	2	Jan. 6, 2026	April 23, 2026
New Media Production and Design	NMPD	1	2	May 4, 2026	Aug. 21, 2026
New Media Production and Design	NMPD	2	1	Sept. 1, 2025	Dec. 17, 2025
New Media Production and Design	NMPD	2	2	Jan. 6, 2026	April 23, 2026
New Media Production and Design	NMPD	2	1	May 4, 2026	Aug. 21, 2026
Non-Destructive Testing Fndns.	NNDT	1	1	Sept. 1, 2025	Dec. 17, 2025
Non-Destructive Testing Fndns.	NNDT	1	1	Jan. 6, 2026	April 23, 2026
Non-Destructive Testing Fndns.	NNDT	1	1	May 4, 2026	Aug. 21, 2026
Nuclear Medicine Technology	NMED	1	1	Sept. 1, 2025	Dec. 17, 2025
Nuclear Medicine Technology	NMED	1	2	Jan. 6, 2026	April 23, 2026

Program Name	Major	Year	Semester	Start Date	End Date
Nuclear Medicine Technology	NMED	1	3	May 4, 2026	June 26, 2026
Nuclear Medicine Technology	NMED	2	1	Sept. 1, 2025	Dec. 17, 2025
Nuclear Medicine Technology	NMED	2	2	Jan. 6, 2026	April 23, 2026
Nuclear Medicine Technology	NMED	2	3	May 4, 2026	June 26, 2026
Nuclear Medicine Technology	NMED	3	1	Sept. 1, 2025	Dec. 17, 2025
Object Oriented Software Dev.	OOSD	1	1	Sept. 1, 2025	Dec. 17, 2025
Object Oriented Software Dev.	OOSD	1	2	Jan. 6, 2026	April 23, 2026
Object Oriented Software Dev.	OOSD	1	2	May 4, 2026	Aug. 21, 2026
Occupational/Physical Therapy	OCPH	1	1	Sept. 1, 2025	Dec. 17, 2025
Occupational/Physical Therapy	OCPH	1	2	Jan. 6, 2026	April 23, 2026
Occupational/Physical Therapy	OCPH	1	3	May 4, 2026	June 26, 2026
Occupational/Physical Therapy	OCPH	2	1	Sept. 1, 2025	Dec. 17, 2025
Occupational/Physical Therapy	OCPH	2	2	Jan. 6, 2026	April 23, 2026
Office Professional	OFPR	1	1	Sept. 1, 2025	Dec. 17, 2025
Office Professional	OFPR	1	2	Jan. 6, 2026	April 23, 2026
Office Professional	OFPR	1	2	May 4, 2026	Aug. 21, 2026
Open Studies	OS	1	1	Sept. 1, 2025	Dec. 17, 2025
Open Studies	OS	1	1	Jan. 6, 2026	April 23, 2026
Open Studies	OS	1	1	May 4, 2026	Aug. 21, 2026
Ophthalmic and Optometric Assist	OPTA	1	1	Sept. 1, 2025	Dec. 17, 2025
Ophthalmic and Optometric Assist	OPTA	1	2	Jan. 6, 2026	April 23, 2026
Ophthalmic and Optometric Assist	OPTA	1	2	May 4, 2026	Aug. 21, 2026
Optician	OPTI	1	1	Sept. 1, 2025	Dec. 17, 2025
Optician	OPTI	1	2	Jan. 6, 2026	April 23, 2026
Optician	OPTI	1	3	May 4, 2026	Aug. 21, 2026
Optician	OPTI	2	1	Sept. 1, 2025	Dec. 17, 2025
Optician	OPTI	2	2	Jan. 6, 2026	April 23, 2026
Optician	OPTI	2	3	May 4, 2026	Aug. 21, 2026
Petroleum Engineering Tech	PT	1	1	Sept. 1, 2025	Dec. 17, 2025
Petroleum Engineering Tech	PT	1	2	Jan. 6, 2026	April 23, 2026
Petroleum Engineering Tech	PT	1	2	May 4, 2026	Aug. 21, 2026
Petroleum Engineering Tech	PT	2	1	Sept. 1, 2025	Dec. 17, 2025
Petroleum Engineering Tech	PT	2	2	Jan. 6, 2026	April 23, 2026
Petroleum Engineering Tech	PT	2	2	May 4, 2026	Aug. 21, 2026
Petroleum Land Administration	PLA	1	1	Sept. 1, 2025	Dec. 17, 2025
Petroleum Land Administration	PLA	1	1	Jan. 6, 2026	April 23, 2026
Pharmacy Assistant	PHRM	1	1	Sept. 1, 2025	March 31, 2026
Pharmacy Assistant	PHRM	1	2	Jan. 6, 2026	July 31, 2026
Pharmacy Assistant	PHRM	1	1	May 4, 2026	Nov. 30, 2026
Power and Process Operations	PWPO	1	1	Sept. 1, 2025	Dec. 17, 2025
Power and Process Operations	PWPO	1	2	Jan. 6, 2026	April 23, 2026
Power and Process Operations	PWPO	1	2	May 4, 2026	Aug. 21, 2026
Power Engineering Technology	PET	1	1	Sept. 1, 2025	Dec. 17, 2025
Power Engineering Technology	PET	1	2	Jan. 6, 2026	April 23, 2026
Power Engineering Technology	PET	1	2	May 4, 2026	Aug. 21, 2026

Program Name	Major	Year	Semester	Start Date	End Date
Power Engineering Technology	PET	2	1	Sept. 1, 2025	Dec. 17, 2025
Power Engineering Technology	PET	2	2	Jan. 6, 2026	April 23, 2026
Power Engineering Technology	PET	2	1	May 4, 2026	Aug. 21, 2026
Pre-Emp Heavy Equip Tech	HETP	1	1	July 7, 2025	Oct. 17, 2025
Pre-Empl Auto Service Tech	MASP	1	1	July 7, 2025	Sept. 26, 2025
Pre-Empl Auto Service Tech	MASP	1	1	Jan. 5, 2026	March 23, 2026
Pre-Empl Auto Service Tech	MASP	1	1	June 8, 2026	Aug. 28, 2026
Pre-Employment Auto Body	ABPP	1	1	Feb. 17, 2026	May 8, 2026
Pre-Employment Auto Body	ABPP	1	1	June 8, 2026	Aug. 28, 2026
Pre-Employment Cabinetmaker	CAPP	1	1	Sept. 1, 2025	Nov. 21, 2025
Pre-Employment Cabinetmaker	CAPP	1	1	Jan. 5, 2026	March 27, 2026
Pre-Employment Cabinetmaker	CAPP	1	1	April 7, 2026	June 26, 2026
Pre-Employment Carpenter	CPPP	1	1	Sept. 1, 2025	Nov. 21, 2025
Pre-Employment Carpenter	CPPP	1	1	Jan. 6, 2026	March 27, 2026
Pre-Employment Carpenter	CPPP	1	1	April 7, 2026	June 26, 2026
Pre-Employment Electrician	ELPP	1	1	Sept. 1, 2025	Nov. 21, 2025
Pre-Employment Electrician	ELPP	1	1	Nov. 24, 2025	Feb. 27, 2026
Pre-Employment Electrician	ELPP	1	1	March 2, 2026	May 22, 2026
Pre-Employment Electrician	ELPP	1	1	May 25, 2026	Aug. 14, 2026
Pre-Employment Industrial Mechanic	IMPP	1	1	Sept. 1, 2025	Nov. 21, 2025
Pre-Employment Industrial Mechanic	IMPP	1	1	Jan. 6, 2026	March 27, 2026
Pre-employment Machinist	PMAC	1	1	Sept. 1, 2025	Nov. 21, 2025
Pre-Employment Motorcycle Mech	PEMM	1	1	Jan. 5, 2026	March 23, 2026
Pre-Employment Pipetrades	PTRP	1	1	April 7, 2026	June 26, 2026
Pre-Employment Pipetrades	PTRP	1	1	Sept. 1, 2025	Nov. 21, 2025
Pre-Employment Pipetrades	PTRP	1	1	Jan. 6, 2026	March 27, 2026
Pre-Employment Refrigeration	REFP	1	1	April 7, 2026	June 26, 2026
Pre-Employment Refrigeration	REFP	1	1	Sept. 1, 2025	Nov. 21, 2025
Pre-Employment Refrigeration	REFP	1	1	Jan. 6, 2026	March 27, 2026
Pre-Employment RV Service Tech	RVTP	1	1	May 4, 2026	Aug. 21, 2026
Pre-Employment Welding	WEPP	1	1	Sept. 1, 2025	Nov. 28, 2025
Pre-Employment Welding	WEPP	1	1	Jan. 6, 2026	April 2, 2026
Primary Care Paramedic	PPCP	1	1	Sept. 1, 2025	Dec. 17, 2025
Primary Care Paramedic	PPCP	1	2	Jan. 6, 2026	April 23, 2026
Primary Care Paramedic	PPCP	1	3	May 4, 2026	Aug. 21, 2026
Pro Remotely Piloted AC System	RPAS	1	1	Sept. 1, 2025	Dec. 17, 2025
Pro Remotely Piloted AC System	RPAS	1	1	Jan. 6, 2026	April 23, 2026
Pro Remotely Piloted AC System	RPAS	1	1	May 4, 2026	Aug. 21, 2026
Radio, Television, and Broadcast News	BN	1	1	Sept. 1, 2025	Dec. 17, 2025
Radio, Television, and Broadcast News	BN	1	2	Jan. 6, 2026	April 23, 2026
Radio, Television, and Broadcast News	BN	1	2	May 4, 2026	Aug. 21, 2026
Radio, Television, and Broadcast News	BN	2	1	Sept. 1, 2025	Dec. 17, 2025
Radio, Television, and Broadcast News	BN	2	2	Jan. 6, 2026	April 23, 2026
Radio, Television, and Broadcast News	BN	2	2	May 4, 2026	Aug. 21, 2026
Radio, Television, and Broadcast News	RD	1	1	Sept. 1, 2025	Dec. 17, 2025

Program Name	Major	Year	Semester	Start Date	End Date
Radio, Television, and Broadcast News	RD	1	2	Jan. 6, 2026	April 23, 2026
Radio, Television, and Broadcast News	RD	1	2	May 4, 2026	Aug. 21, 2026
Radio, Television, and Broadcast News	RD	2	1	Sept. 1, 2025	Dec. 17, 2025
Radio, Television, and Broadcast News	RD	2	2	Jan. 6, 2026	April 23, 2026
Radio, Television, and Broadcast News	RD	2	2	May 4, 2026	Aug. 21, 2026
Radio, Television, and Broadcast News	TV	1	1	Sept. 1, 2025	Dec. 17, 2025
Radio, Television, and Broadcast News	TV	1	2	Jan. 6, 2026	April 23, 2026
Radio, Television, and Broadcast News	TV	1	2	May 4, 2026	Aug. 21, 2026
Radio, Television, and Broadcast News	TV	2	1	Sept. 1, 2025	Dec. 17, 2025
Radio, Television, and Broadcast News	TV	2	2	Jan. 6, 2026	April 23, 2026
Radio, Television, and Broadcast News	TV	2	2	May 4, 2026	Aug. 21, 2026
Railway Conductor	RRCD	1	1	Sept. 1, 2025	Nov. 21, 2025
Railway Conductor	RRCD	1	1	Jan. 6, 2026	March 27, 2026
Remotely Piloted AC Systems	RPAD	1	1	Sept. 1, 2025	Dec. 17, 2025
Remotely Piloted AC Systems	RPAD	1	2	Jan. 6, 2026	April 23, 2026
Remotely Piloted AC Systems	RPAD	1	2	May 4, 2026	Aug. 21, 2026
Remotely Piloted AC Systems	RPAD	2	1	Sept. 1, 2025	Dec. 17, 2025
Remotely Piloted AC Systems	RPAD	2	2	Jan. 6, 2026	April 23, 2026
Remotely Piloted AC Systems	RPAD	2	2	May 4, 2026	Aug. 21, 2026
Respiratory Therapy	RT	1	1	Sept. 1, 2025	Dec. 17, 2025
Respiratory Therapy	RT	1	2	Jan. 6, 2026	April 23, 2026
Respiratory Therapy	RT	2	1	Sept. 1, 2025	Dec. 17, 2025
Respiratory Therapy	RT	2	2	Jan. 6, 2026	April 23, 2026
Software Development	SD	1	1	Sept. 1, 2025	Dec. 17, 2025
Software Development	SD	1	2	Jan. 6, 2026	April 23, 2026
Software Development	SD	1	2	May 4, 2026	Aug. 21, 2026
Software Development	SD	2	1	Sept. 1, 2025	Dec. 17, 2025
Software Development	SD	2	2	Jan. 6, 2026	April 23, 2026
Software Development	SD	2	2	May 4, 2026	Aug. 21, 2026
Transport and Heavy Equip Tech	THET	1	1	Sept. 1, 2025	April 23, 2026
Transport and Heavy Equip Tech	THET	1	2	Jan. 6, 2026	April 23, 2026
Transport and Heavy Equip Tech	THET	1	1	May 4, 2026	Aug. 21, 2026
Transport and Heavy Equip Tech	THET	2	1	Sept. 1, 2025	Dec. 17, 2025
Transport and Heavy Equip Tech	THET	2	2	Jan. 6, 2026	April 23, 2026
Transport and Heavy Equip Tech	THET	2	2	May 4, 2026	Aug. 21, 2026
Travel and Tourism	HTMT	1	1	Sept. 1, 2025	Dec. 17, 2025
Travel and Tourism	HTMT	2	1	Jan. 6, 2026	April 23, 2026
Travel and Tourism	HTMT	2	1	May 4, 2026	Aug. 21, 2026
Water and Wastewater Treat Ops	WWTO	1	1	Sept. 1, 2025	Dec. 17, 2025
Water and Wastewater Treat Ops	WWTO	1	2	Jan. 6, 2026	April 23, 2026
Water and Wastewater Treat Ops	WWTO	1	3	May 4, 2026	Aug. 21, 2026
Web Developer	WBDV	1	1	Sept. 1, 2025	Dec. 17, 2025
Web Developer	WBDV	1	2	Jan. 6, 2026	April 23, 2026
Web Developer	WBDV	1	2	May 4, 2026	Aug. 21, 2026
Welding and Fabrication Technology	WAFT	1	1	Sept. 1, 2025	Dec. 17, 2025

Program Name	Major	Year	Semester	Start Date	End Date
Welding and Fabrication Technology	WAFT	1	2	Jan. 6, 2026	April 23, 2026
Welding and Fabrication Technology	WAFT	1	2	May 4, 2026	Aug. 21, 2026
Welding and Fabrication Technology	WAFT	2	1	Sept. 1, 2025	Dec. 17, 2025
Welding and Fabrication Technology	WAFT	2	2	Jan. 6, 2026	April 23, 2026
Welding and Fabrication Technology	WAFT	2	2	May 4, 2026	Aug. 21, 2026
Welding Engineernig Technology	WET	1	1	Sept. 1, 2025	Dec. 17, 2025
Welding Engineernig Technology	WET	1	2	Jan. 6, 2026	April 23, 2026
Welding Engineernig Technology	WET	1	2	May 4, 2026	Aug. 21, 2026
Welding Engineernig Technology	WET	2	1	Sept. 1, 2025	Dec. 17, 2025
Welding Engineernig Technology	WET	2	2	Jan. 6, 2026	April 23, 2026
Welding Engineernig Technology	WET	2	2	May 4, 2026	Aug. 21, 2026

REGULATIONS

Academic and Institute 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 Grades
- 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, sexual violence or gender-based 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, third or fourth 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. For a third offence, the student will ordinarily receive a Fail grade for the course and a one-year suspension from the Institute. For a fourth offence, the student will ordinarily receive a Fail grade for the course and a permanent expulsion from the Institute. Offences other than expulsion are noted on the student's internal SAIT record for a period of seven years. An expulsion is permanently noted on the student's record. The sanctions of suspension and expulsion are noted on the student's transcript for two years (for suspension) or five years (for 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, sexual violence or gender-based 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 the normal tuition for this course, but does not complete/submit evaluations, does not receive marks or a letter grade in the course, and does not receive credits for the course. The academic chair/coordinator must approve a student's registration in the course as an auditing student.

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. It is not a permanent grade, and will become an AF grade if it is not cleared within the deadline to do so. If the course is a pre-requisite, the academic chair/coordinator must, in consultation with the relevant instructor, 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 or program, a student must withdraw from that course or program prior to completing 70% of the course or the program term, as applicable.

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 GPA in situations where the student has for at least three years, provided that certain conditions are met, as set out in the procedure. The effect of academic forgiveness means the course and semester GPA's are removed from the individual courses. The courses and their associated grades remain on the transcript and a transcript notation is added indicating that academic forgiveness has been applied.

Final Grades

- **AC.3.1.1: Grading and Progression - Credit Courses procedure**

Final grades must be submitted to the Office of the Registrar by the end of the second business day following the conclusion of the final exam period for 15-week courses. For courses of shorter duration, final grades must be submitted by the end of the second business day following the end of the course. It may not be possible for this deadline to be met, however, where a third-party organization evaluates the assessment. Students can access their term grades 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 – 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, apprenticeship technical training, Academic Upgrading, English Language Foundations (ELF), 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.

- **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 Grades

- **AC.3.1.1: Grading and Progression - Credit Courses procedure**

A transcript is a complete and unabridged record of a student's course history, grades, and standing 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 Grades

Students wishing to upgrade a passing grade 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**

A student may request to change programs within SAIT by submitting a new application to the program to which they wish to change. The new application will be managed as per the provisions of AC.1.5.1 Admission procedure and SAIT's established processes.

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 - 2025-2026 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 stops attending from a 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 apply to graduate for Graduation before the specified deadline date.

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.

Prior Learning Assessment and Recognition

A process for the institutional assessment, identification, and recognition (PLAR) documentation and recognition of a person's knowledge and skills acquired through non-formal and informal learning and experience in relation to a course's learning outcomes, by way of a challenge examination, credit bank or portfolio submission. Upon successful demonstration of learning outcomes, credit is awarded towards a learner pathway that can be used towards a program's 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.

Credit Bank

Students may be awarded credit towards a credit course if their pre-assessed training (non-formal) is eligible for PLAR credit to a specific program.

Portfolio

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
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 through sait.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**

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 Human Resources, to supervisors or to members of management.

Sexual Assault, Sexual Violence and Gender-based Violence

- **HS.1.6.1: Sexual Assault, Sexual Violence and Gender-Based Violence — Principles and Support procedure**

SAIT supports survivors of sexual assault and will hold members of the SAIT community who commit acts of sexual assault, sexual violence and gender-based 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, sexual violence and/or gender-based violence must inform SAIT by reporting the incident to Campus Security or by calling 911. HS.1.6.1 Sexual Assault, Sexual Violence and Gender-Based Violence — Principles and Support sets out processes by which SAIT will respond effectively and in a timely and fair manner to disclosures and reports of sexual assault, sexual violence and/or gender-based violence.

Liquor, Tobacco and Drugs

- **AD.2.2.1: Alcohol Service and Consumption on Campus procedure**
- **HS.1.4.1: Smoking, Vaping and Cannabis procedure**

Disciplinary action will be taken where students violate SAIT's procedures on the consumption and service of alcohol on the SAIT campus, smoking, vaping, the use and/or sale of tobacco or cannabis products on the SAIT 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

2025/26 Domestic Credit Programs

Program 2025/2026	Year 1 Credits	Year 2 Credits	Year 3 Credits	Year 4 Credits	Total Program Credits	25/26 Tuition per Credit	25/26 Program Fees
Academic Upgrading	30.0	—	—	—	30.0	$190.00	
Accounting Certificate	30.0	—	—	—	30.0	$201.00	
Administrative Information Management	30.0	31.5	—	—	61.5	$183.00	
Advanced Care Paramedic	37.5	22.5	—	—	60.0	$250.00	
Aircraft Maintenance Engineers Technology	30.0	30.0	—	—	60.0	$225.00	
Aircraft Structures Technician	34.5	—	—	—	34.5	$295.00	
Architectural Technologies	30.0	30.0	—	—	60.0	$204.00	
Automotive Service Technology	30.0	30.0	—	—	60.0	$243.00	
Avionics Technology	33.0	30.0	—	—	63.0	$242.00	
Bachelor of Applied Business Administration	—	—	30.0	30.0	60.0	$242.00	
Bachelor of Applied Technology Geographic Information Systems	—	—	30.0	30.0	60.0	$228.00	
Bachelor of Applied Technology Petroleum Engineering	—	—	27.0	30.0	57.0	$270.00	
Bachelor of Business Administration — Accounting	30.0	30.0	30.0	30.0	120.0	$246.00	
Bachelor of Business Administration — Financial Services	30.0	30.0	30.0	30.0	120.0	$246.00	
Bachelor of Business Administration — Human Resource Management	30.0	30.0	30.0	30.0	120.0	$246.00	
Bachelor of Business Administration — Management	30.0	30.0	30.0	30.0	120.0	$246.00	
Bachelor of Business Administration — Marketing	30.0	30.0	30.0	30.0	120.0	$246.00	
Bachelor of Business Administration — Supply Chain Management	30.0	30.0	30.0	30.0	120.0	$246.00	
Bachelor of Business Administration — Financial Technology and Innovation	30.0	30.0	30.0	30.0	120.0	$246.00	
Bachelor of Hospitality and Tourism Management	—	—	30.0	30.0	60.0	$246.00	
Bachelor of Science in Construction Project Management	30.0	30.0	33.0	30.0	123.0	$246.00	
Bachelor of Technology – Cyber Security	—	—	30.0	30.0	60.0	$369.00	
Bachelor of Technology – Software Development	—	—	30.0	30.0	60.0	$369.00	
Baking and Pastry Arts *	37.5	36.0	—	—	73.5	$216.00	$188.00
Business Administration — Automotive Management	33.0	30.0	—	—	63.0	$185.00	
Business Administration — Accounting	30.0	30.0	—	—	60.0	$201.00	
Business Administration — Financial Services	30.0	30.0	—	—	60.0	$201.00	
Business Administration — Human Resource Management	30.0	30.0	—	—	60.0	$201.00	
Business Administration — Management	30.0	30.0	—	—	60.0	$201.00	
Business Administration — Marketing	30.0	30.0	—	—	60.0	$201.00	
Business Administration — Supply Chain Management	30.0	30.0	—	—	60.0	$201.00	
Business and Entrepreneurship	30.0	—	—	—	30.0	$201.00	
Business Intelligence: Data Analysis and Reporting	19.5	—	—	—	19.5	$570.00	
Butchery and Charcuterie Management	30.0	—	—	—	30.0	$239.00	
Chemical Engineering Technology	31.5	30.0	—	—	61.5	$199.00	
Chemical Laboratory Technology	33.0	28.5	—	—	61.5	$217.00	
Civil Engineering Technology — Construction Management	31.5	30.0	—	—	61.5	$204.00	
Civil Engineering Technology — Municipal Engineering	31.5	30.0			61.5	$204.00	
Civil Engineering Technology — Virtual Design and Construction	31.5	30.0			61.5	$204.00	
Community Economic Development Certificate	30.0	—	—	—	30.0	$201.00	
Culinary Arts *	37.5	36.0	—	—	73.5	$226.00	$188.00

Program 2025/2026	Year 1 Credits	Year 2 Credits	Year 3 Credits	Year 4 Credits	Total Program Credits	25/26 Tuition per Credit	25/26 Program Fees
Cyber Security Analyst	30.0	—	—	—	30.0	$408.00	
Cyber Security for Control Systems	27.0	—	—	—	27.0	$525.00	
Data Analytics	24.0	—	—	—	24.0	$567.00	
Database Administrator	39.0	—	—	—	39.0	$466.00	
Dental Assisting	40.5	—	—	—	40.5	$217.00	
Diagnostic Medical Sonography	37.5	31.5	10.5	—	79.5	$248.00	
Early Childhood Education Certificate	30.0	—	—	—	30.0	$150.00	
Early Childhood Education Diploma	30.0	30.0		—	60.0	$150.00	
Electrical Engineering Technology	33.0	34.5	—	—	67.5	$204.00	
Electrical Trade and Technology	33.0	33.0			66.0	$295.00	
Electronics Engineering Technology	30.0	30.0	—	—	60.0	$241.00	
Energy Asset Management	30.0	30.0	—	—	60.0	$322.00	
English Language Foundations	18.0	30.0	—	—	48.0	$233.00	
Environmental Technology	30.0	30.0	—	—	60.0	$195.00	
Film and Video Production	30.0	30.0	—	—	60.0	$184.00	
Fitness and Wellness Management	34.5	33.0	—	—	67.5	$200.00	
Geomatics Engineering Technology	30.0	30.0	—	—	60.0	$204.00	
Health Information Management	31.5	30.0	—	—	61.5	$177.00	
Healthcare Leadership	27.0	—	—	—	27.0	$296.00	
Hospitality and Tourism Management — Beverage Management *	33.0	30.0	—	—	63.0	$202.00	$177.00
Hospitality and Tourism Management — Entrepreneurship and Innovation	33.0	30.0	—	—	63.0	$202.00	
Hospitality and Tourism Management — Event Management	33.0	30.0	—	—	63.0	$202.00	
Hospitality and Tourism Management — Hotels and Accommodation	33.0	30.0	—	—	63.0	$202.00	
Hospitality and Tourism Management — Multi—Disciplinary	33.0	30.0	—	—	63.0	$202.00	
Hospitality and Tourism Management — Restaurant and Service Operations *	33.0	30.0	—	—	63.0	$202.00	$152.00
Hospitality and Tourism Management — Travel and Tourism	33.0	30.0	—	—	63.0	$202.00	
Information and Records Management	30.0	—	—	—	30.0	$237.00	
Information Security Analyst	27.0	—	—	—	27.0	$ 546.00	
Information Systems Security	30.0	30.0	—	—	60.0	$ 486.00	
Information Technology Services	30.0	30.0	—	—	60.0	$327.00	
Instrumentation Engineering Technology	30.0	30.0	—	—	60.0	$197.00	
Integrated Artificial Intelligence	30.0	—	—	—	30.0	$600.00	
Integrated Water Management	30.0	30.0	—	—	60.0	$317.00	
Interactive Design — Graphic Design	30.0	30.0	—	—	60.0	$327.00	
Interactive Design — User Experience	30.0	30.0	—	—	60.0	$327.00	
Interactive Design — Web Design and Development	30.0	30.0	—	—	60.0	$327.00	
International Business Management	30.0	—	—	—	30.0	$246.00	
Journalism — Photojournalism	30.0	30.0	—	—	60.0	$205.00	
Journalism — Print and Online	30.0	30.0	—	—	60.0	$205.00	
Land Analyst	30.0	—	—	—	30.0	$194.00	

Program 2025/2026	Year 1 Credits	Year 2 Credits	Year 3 Credits	Year 4 Credits	Total Program Credits	25/26 Tuition per Credit	25/26 Program Fees
Legal Assistant	30.0	31.5	—	—	61.5	$183.00	
Library Information Technology	31.5	30.0	—	—	61.5	$165.00	
Machining Technology	28.5	31.5	—	—	60.0	$317.00	
Management and Leadership	30.0	—	—	—	30.0	$201.00	
Marketing	30.0	—	—	—	30.0	$201.00	
Mechanical Engineering Technology — Design and Analysis	30.0	30.0	—	—	60.0	$224.00	
Mechanical Engineering Technology — Design and Automation	30.0	30.0	—	—	60.0	$224.00	
Mechanical Engineering Technology — Design and Development	30.0	30.0	—	—	60.0	$224.00	
Medical Device Reprocessing Technician	18.0	—	—	—	18.0	$422.00	
Medical Laboratory Assistant	19.5	—	—	—	19.5	$246.00	
Medical Laboratory Technology	52.5	36.0	—	—	88.5	$185.00	
Medical Office Assistant and Unit Clerk	18.0	—	—	—	18.0	$364.00	
Medical Radiologic Technology	33.0	28.5	9.0	—	70.5	$303.00	
Network Systems Specialist	33.0	—	—	—	33.0	$437.00	
Non—Destructive Testing Foundations	16.5	—	—	—	16.5	$632.00	
Nuclear Medicine Technology	34.5	28.5	9.0	—	72.0	$242.00	
Object—Oriented Software Development	28.5	—	—	—	28.5	$506.00	
Office Professional	30.0	—	—	—	30.0	$183.00	
Open Studies	30.0	—	—	—	30.0	$341.00	
Ophthalmic and Optometric Assisting	27.0	—	—	—	27.0	$296.00	
Optician	33.0	33.0	—	—	66.0	$337.00	
Petroleum Engineering Technology	30.0	30.0	—	—	60.0	$186.00	
Petroleum Land Administration	15.0	—	—	—	15.0	$441.00	
Pharmacy Assistant	24.0	—	—	—	24.0	$309.00	
Power and Process Operations	30.0	—	—	—	30.0	$185.00	
Power Engineering Technology	30.0	31.5	—	—	61.5	$212.00	
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	
Pre—Employment — Carpenter	12.0	—	—	—	12.0	$ 448.00	
Pre—Employment — Electrician	15.0	—	—	—	15.0	$422.00	
Pre—Employment — Heavy Equipment Technician	15.0	—	—	—	15.0	$467.00	
Pre—Employment — Industrial Mechanic (Millwright)	12.0	—	—	—	12.0	$613.00	
Pre—Employment — Machinist	13.5	—	—	—	13.5	$519.00	
Pre—Employment — Motorcycle Mechanic	13.5	—	—	—	13.5	$ 533.00	
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	$145.00	
Professional Remotely Piloted Aircraft Systems	18.0	—	—	—	18.0	$577.00	

Program 2025/2026	Year 1 Credits	Year 2 Credits	Year 3 Credits	Year 4 Credits	Total Program Credits	25/26 Tuition per Credit	25/26 Program Fees
Radio Television and Broadcast News — Broadcast News	30.0	30.0	—	—	60.0	$184.00	
Radio Television and Broadcast News — Radio	33.0	28.5	—	—	61.5	$184.00	
Radio Television and Broadcast News — Television	30.0	30.0	—	—	60.0	$184.00	
Railway Conductor	13.5	—	—	—	13.5	$810.00	
Rehabilitation Therapy Assistant	36.0	24.0	—	—	60.0	$137.00	
Remotely Piloted Aircraft Systems	30.0	30.0			60.0	$357.00	
Respiratory Therapy	30.0	30.0	36.0	—	96.0	$163.00	
Software Development	30.0	30.0	—	—	60.0	$327.00	
Transportation and Heavy Equipment Technology	30.0	30.0	—	—	60.0	$323.00	
Water and Wastewater Treatment Operations	33.0	—	—	—	33.0	$ 583.00	
Web Developer	15.0	—	—	—	15.0	$602.00	
Welding and Fabrication Technology	30.0	30.0	—	—	60.0	$357.00	
Welding Engineering Technology	30.0	30.0	—	—	60.0	$284.00	

*Program fees are charged per year of study with the exception of Hospitality and Tourism Management — Beverage Management and Hospitality and Tourism Management — Restaurant and Service Operations which are charged in year 1 of study only.

Note

*Upass eligibility requirements must be met to qualify. Effective January 2026, Upass will increase to $175 per semester for full time learners.

**Student Association fees are paid per credit to a maximum of $152 per semester. Actual fees may be less and are based on the number of credits taken per semester.

***SAITSA Health Plan is billed $96.00 per semester to a maximum of $192.00 for annual coverage.

SAITSA Dental Plan is billed $94.00 per semester to a maximum of $188.00 for annual coverage.

*All courses will be charged ancillary fees regardless of the delivery method.

SAIT Fees 2025/26	**Per semester**	
	< 9 credits Part-time	**> 9 credits Full-time**
Campus athletic and recreation fee	$51.50	$103.00
Student support fee	$54.82	$109.64
Student technology fee	$54.82	$109.64
Calgary Upass*	N/A	$170.00
Total:	**$161.14**	**$492.28**

Students' Association Fees 2025/26	**Per semester**	
	< 9 credits Part-time	**> 9 credits Full-time**
Student Association fee*	$16.89	$152.00
Health plan	N/A	$96.00
Dental plan	N/A	$94.00
Total:	**$16.89**	**$342.00**

Glossary

Academic Admission Requirements – Admission requirements that are documented on a transcript, such as specific subjects and grades or standardized test results.

Academic Misconduct – Any action or attempted action that may result in creating an unfair academic advantage for a SAIT student, as described 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

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.

Applicant – A person who has submitted an application for admission to a SAIT program.

Applied Degree – A SAIT credit credential approved by the Alberta government. An Applied Degree program 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. The student will pay the normal tuition for this course, but does not complete/submit evaluations, does not receive marks or a letter grade in the course, and does not receive credits for the course.

Bachelor's Degree – A SAIT credit credential approved by the Alberta government. A Bachelor's Degree program is generally a four-year program. It can include majors and minors.

Certificate – A SAIT credit credential approved by the Alberta government. It is generally one year or less in length.

Certificate of Accomplishment – A SAIT-approved non-credit credential to recognize completion of the classroom instruction 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.

Certificate of Achievement – A SAIT-approved non-credit credential to recognize completion of a program which includes a formal evaluation of student performance and which is a minimum of 144 hours.

Challenge Examination – A comprehensive examination that encompasses the major components or learning outcomes of a course.

Cheating – Academic misconduct that usually arises during the course of assignments, quizzes, examinations or other evaluations and assessments.

Co-requisite – A course that may be taken prior to or in conjunction (in the same term) 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 – A credential is a standard of learning awarded upon successful completion of a program or, in some cases, a course. It may refer 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.

Diploma – A SAIT credit credential approved by the Alberta government. It is generally two or three years in length. It can include specializations.

Expulsion – Permanent withdrawal of a student from SAIT, with the student unable to access any SAIT facilities and/or register for or attend any SAIT courses, programs, and services.

Full-time Student – A student who is registered in a minimum 60% of the program credits.

Grade – The measure of a student's overall academic achievement in a course.

Mark – Values a student's level of achievement on an assessment.

Micro-credential – A SAIT-approved non-credit credential to recognize, 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.

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 – A violation of civil or criminal laws, a violation of SAIT's policies or procedures, conduct that threatens the safety, well-being of or dignity or and respect for members of the SAIT community, and/or any behaviour that adversely affects SAIT, a member of the SAIT community, or SAIT's reputation, educational mission and objectives.

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 courses out of sequence and who must customize 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. Plagiarism can occur even if the student did not intend to commit academic misconduct.

Post-Bachelor's Certificate – A SAIT credit credential approved by the Alberta government. It is 8-15 months in length (two-three terms) with the admission requirement normally being a bachelor's degree (or equivalent) and other program-specific requirements.

Post-Diploma Certificate – A SAIT credit credential approved by the Alberta government. It is one year or less in length, with the admission requirement normally being a two-year diploma and other program-specific requirements. In come cases, admission may require active registration with a regulatory body.

Pre-requisite – A pre-requisite course encompasses specific knowledge and skills that a student is required to acquire in order to advance to a subsequent course. It must be satisfactorily completed prior to enrollment in the subsequent course.

Professional Certificate – A SAIT-approved non-credit credential to recognize 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.

Recognition of Prior Learning (RPL) – All learning that a person acquires throughout their life and includes transfer credit, course equivalency and prior learning assessment and recognition.

Residency – The number of credits that a student must complete at SAIT in order to be awarded a credential for a SAIT program of study.

Returning Student – Status applicable to any student re-enrolling in a SAIT program or non-credit certificate after being inactive for one or more academic terms.

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.

Transcript – A complete and unabridged record of a student's course history, grades, and standing at SAIT.

Transfer Credit – Upon successful demonstration of course transferability, credit is granted for a specific SAIT course(s) based on a course(s) completed at another post-secondary institution. Credit may be awarded through a block transfer or through course-to-course transfer.

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