SAIT
Southern Alberta Institute of Technology

Academic Calendar 2017/18

Welcome to SAIT

Selecting a post-secondary program is a career- and life-shaping choice. By choosing the Southern Alberta Institute of Technology you are embarking on a journey that will launch your career and propel you towards your goals and dreams.

Ninety-five per cent of SAIT graduates would recommend SAIT. When asked if they would hire a SAIT graduate again, 98 per cent of employers said they would.

SAIT provides students with the skills they require to successfully enter the workforce and provides business and industry with the talented employees they need to compete in today's marketplace.

The keys to your success are simple: we provide practical training tailored to employer requirements. We can do this because of our close ties to industry. In fact more than 1,000 private and public sector professionals provide advice and guidance to ensure that what we teach in the classroom is what's required in the workplace.

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

Dr. David G. Ross,
President and CEO

Shaping your future starts here.

SAIT Southern Alberta Institute of Technology

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SAIT Southern Alberta Institute of Technology

Dates to Remember

2016/17 Academic Year

- **Fall 2017: Sept. 5 to Dec. 15, 2017** ▪ **Winter 2018: Jan. 8 to April 27, 2018** ▪ **Spring/Summer 2018: May 7 to Aug. 17, 2018**

Fall 2017

September 2017

1	Orientation Week continues
4	Labour Day – Institute closed
5	Fall classes commence
5	Add/Drop period begins for most full-time programs*
	*The date for the Add/Drop period is based on **term length**.
15	Fee payment deadline for continuing students (most full-time programs)
15	Add/Drop period ends for most full-time programs
15	Final day to receive **recognition of prior learning** for the fall term
26	Final day to opt-out or add family to the **SAITSA Health and Dental Benefits Plan**. For programs starting Sept. 5, the deadline is Sept. 26, 2017. If your program starts on a different date, your deadline is 21 days from the program start date.

October 2017

9	Thanksgiving Day – Institute closed
17	Fall convocation ceremony
18	Applications open for full-time programs starting in fall 2018
27-28	Open House – submit one free application

November 2017

11	Remembrance Day
13	Institute closed in observance of Remembrance Day
15	Withdrawal deadline (15-week courses)**See below

December 2017

1	Final transcript deadline for winter term applicants
11	Fee payment deadline for new students starting in January (most full-time programs)
11-15	Final exam week
15	End of fall term
25-29	Winter break – Institute closed

Winter 2018

January 2018

1	New Year's Day – Institute closed
2	Institute open
5	Winter Orientation
8	Winter classes commence
8	Add/Drop period begins for most full-time programs*
	*The date for the Add/Drop period is based on term length. Please see below for the period length of your course.
19	Fee payment deadline for continuing students (most full-time programs)
19	Add/Drop period ends for most full-time programs
19	Final day to receive recognition of prior learning for the winter term
29	Final day for new winter students to opt-out, opt-in or add family to the SAITSA Health and Dental Benefits Plan
	For programs starting Sept. 5, the deadline is Sept. 26, 2017. If your program starts on a different date, your deadline is 21 days from the program start date.

February 2018

19	Family Day – Institute closed
20-23	Reading Week – no classes with the exception of apprenticeship programs, unless otherwise stated

March 2018

28	Withdrawal deadline (15-week courses)**See below
30	Good Friday – Institute closed

April 2018

1	Final transcript deadline for spring/summer term applicants
2	Easter Monday – Institute closed
9	Fee payment deadline for new students starting in May (most full-time programs)
23-27	Final exam week
27	End of winter term

Spring/Summer 2018

May 2018

2	Applications open for full-time programs starting in winter 2019
7	Spring/summer classes commence
7	Add/Drop period begins for most full-time programs
	*The date for the Add/Drop period is based on term length.
18	Fee payment deadline for continuing students (most full-time programs)
18	Add/Drop period ends for most full-time programs
18	Final day to receive recognition of prior learning for the spring/summer term
21	Victoria Day – Institute closed

June 2018

12-14	Spring convocation ceremonies

July 2018

1	Canada Day
2	Institute closed in observance of Canada Day
20	Withdrawal deadline (15-week courses)**See below

August 2018

1	Final transcript deadline for fall term applicants
6	Civic Holiday – Institute closed
7	Fee payment deadline for new students starting in September (most full-time programs)
17	End of spring/summer term

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*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.

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

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

AC.3.1: Grading and Progression Policy
Clearing an Incomplete Grade: Incomplete grades ("I") must be cleared within eight weeks from the end of the course.

Remedy a Course Deficiency: To remedy a deficient grade, you must apply to your Academic Chair or Coordinator within 30 calendar days of the end of the course.

Dates are subject to change.

Freedom of Information and Protection of Privacy Act (FOIP)

The personal information you provide on the application form is collected under the authority of the Freedom of Information and Protection of Privacy Act of the Province of Alberta, Section 33(c), the Statistics Act (Canada), and the Taxation Act (Canada). It will be used to determine your eligibility for admission to program(s)/course(s) of studies at SAIT, to facilitate your enrolment, to contact you regarding SAIT programs and services, to administer and evaluate institute programs/courses, and for statistical purposes. It will form part of your record as an applicant and alumnus and will be disclosed to academic and administrative units at SAIT and to Statistics Canada and Alberta Enterprise and Advanced Education for statistical, funding, planning, and market research purposes, and to the Students' Association of SAIT and the SAIT Alumni Association for contact purposes and membership services. This information will also be maintained in a mailing list for direct marketing purposes, market research surveys or the distribution of other promotional material as approved by the Director of Office of the Registrar. Your personal information is protected by Alberta's Freedom of Information and Protection of Privacy Act and can be reviewed on request. If you have any questions about the collection or use of this information, contact the Office of the Registrar's FOIP representative at 403.284.8069.

SAIT Southern Alberta Institute of Technology

Programs

Academic Upgrading

- **Fall, winter and spring start**
- **Full-time classroom or online**

Contact us

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

Program description

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

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

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

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

Program overview

Your career

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

Student success

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

Credentials and Accreditation

No Credential Awarded

Progression

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

Admission requirements

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

Assessments

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

Contact Academic Upgrading at 403.210.5756 for more information, or email upgrading@sait.ca.

Direct entry: four step process

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

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

Step 3: Apply to Academic Upgrading and submit your transcripts and/or anticipated final grades.

- Admission will be extended on a first-qualified, first-offered basis until the program is full.

Step 4: Continue to monitor changes to your application decision through mySAIT.ca.

Costs

Tuition (subject to change)

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

Books and supplies (subject to change)

- Books and supplies (subject to change) are approximately $150 to $200 per course.

Program outline

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

Accounting Oil and Gas Production

- **Eight-month certificate**
- **Fall start**
- **Full-time classroom**

Contact us

School of Business
Phone: 403.774.4661
Email: ogpa@sait.ca

Program description

Oil and Gas Production Accounting teaches the basics of petroleum production accounting as it relates to the petroleum industry. Oil and gas production accountants are responsible for compiling, managing and reporting financial and production data for the oil and gas industry.

Production accountants are specialists in their field and must have a sound knowledge of petroleum products in addition to an understanding of the industry's financial practices and government regulations. This program was developed and certified by the Canadian Association of Petroleum Production Accounting (CAPPA).

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

Program overview

Your career

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

Student success

Students enrolling in the Canadian Association of Petroleum Production Accountant's CAPPA Certificate Program for course commencement as of July 1, 2017 onwards (the 2017-2018 academic year), will be required to complete the CAPPA Certificate Program (currently 5 courses) within three (3) years. This applies to all students regardless of institution or method of course delivery.

Students enrolled in the program prior to July 1, 2017 will continue to have a five (5) year deadline for completion.

Credentials and Accreditation

After successfully completing this program, graduates will receive both a SAIT Accounting Oil and Gas Production Certificate and a CAPPA certificate in Production Accounting. See the Canadian Association of Petroleum Production Accounting (CAPPA) website for prerequisites and graduation requirements.

Accreditation

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

Progression

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

Admission requirements

All applicants must demonstrate English Language Proficiency prior to admission. Proof of English Proficiency equal to a minimum of 3 years of education at an English speaking Canadian school or at a recognized International English speaking school, or completion of a proficiency exam is required upon application.

Competitive entry: seven step process

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

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

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

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

Applicants must submit to the department the following:

- Current resumé or CV
- Transcripts from prior education (original to Office of the Registrar and a copy to the department).

Applications are reviewed immediately upon receipt of completed files and admission decisions will be made monthly.

Step 4: Apply to Accounting – Oil and Gas Production and submit your transcripts.

- We recommend that international applicants apply no later than June 1 to allow time for visa processing.

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

Step 6: Submit your resumé and transcripts to ogpa@sait.ca.

- You may also submit your documents in person or by mail.

   SAIT
   Accounting Oil and Gas Production
   Senator Burns Building – Room NJ212
   1301 – 16 Avenue NW
   Calgary, AB T2M 0L4
   Email: ogpa@sait.ca

Step 7: Continue to monitor changes to your application status through mySAIT.ca.

Communication during selection

Email is the primary source of communication during the selection process. Ensure your personal email account is managed appropriately to receive our emails, files and communications.

We recommend you add ogpa@sait.ca and the sait.ca domain to your safe senders list or you risk missing critical email messages.

Costs

Tuition (subject to change)

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

Books and supplies (subject to change)

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

Program outline

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

Administrative Information Management

- **Two-year diploma**
- **Fall start**
- **Laptop-based program using SAIT-issued laptops**
- **Includes a four-week unpaid practicum placement**
- **First year courses are also available through Continuing Education**

Contact us

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

Program description

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

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

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

Program overview

Your career

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

Student success

To be successful in this program, you should:

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

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

Credentials and Accreditation

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

Professional designations and certifications

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

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

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

Progression

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

Admission requirements

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

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

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Direct entry: four step process

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

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

Step 3: Apply to Administrative Information Management and submit your transcripts and/or anticipated final grades.

- Admission will be extended on a first-qualified, first-offered basis until the program is full.

Step 4: Continue to monitor changes to your application decision through mySAIT.ca.

Costs

Tuition (subject to change)

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

Books and supplies (subject to change)

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

Program outline

First year
Semester 1

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

Semester 2

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

Second year
Semester 3

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

Semester 4

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

Semester 5

PRCT 365 – Practicum	1.5 credits
Total credits	**61.5**

Transfer options

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

- Athabasca University
- Lethbridge College
- Red Deer College
- Royal Roads University
- SAIT
- University of New Brunswick, Saint John
- University of Ontario Institute of Technology (UOIT)

To learn more, visit Transfer options on sait.ca.

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

Aircraft Maintenance Engineers Technology

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

Contact us

Art Smith Aero Centre
Phone: 403.284.7018
Email: aerocentre@sait.ca

Program description

The Aircraft Maintenance Engineers Technology program offers the student the knowledge and skills required to enter a career as an Aircraft Maintenance Technician. Once employed in the aviation industry, students may work toward the Aircraft Maintenance Engineer "M" (AME) license. An Aircraft Maintenance Technician/Engineer is responsible for the servicing and repair of aircraft and aircraft components.

The program covers all the aspects of aircraft maintenance including general aviation, corporate, charter, transport category aircraft, and helicopters. This is a two-year diploma program and all classes are scheduled at the Art Smith Aero Centre for Training and Technology, located at the Calgary International Airport.

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

Program overview

Your career

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

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

Student success

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

Credentials and Accreditation

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

Accreditation

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

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

Progression

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

Admission requirements

At least 50% in the following courses or equivalents:

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

Competitive entry: six step process

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

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

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

- Applications and proof of the admission requirements (transcripts and/or anticipated final grades) must be submitted by March 31 to be included in selection.
- You must complete the selection requirements to be considered for admission.

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Selection criteria

- Qualified applicants will receive a selection package and be required to complete a Career Investigation Report.
- Packages will be scored based on completeness, following direction, and your Career Investigation Report.
- If required, an interview may be requested.

Step 4: Apply to Aircraft Maintenance Engineers Technology and submit your transcripts.

Step 5: Complete and submit the Career Investigation Report.

- Log in to mySAIT to check your admission status. If your status indicates you're "In Selection", you will receive the career investigation package via the email you provided in your application.
- You must submit your Career Investigation Report within two weeks of receiving it.
- Save it in the format of LastName_FirstName_IDNumber and submit it to aviation.selection@sait.ca.
- You must complete the Career Investigation Report to be considered for admission.

Step 6: Continue to monitor changes to your application status through mySAIT.ca.

Communication during selection

Email is the primary source of communication during the selection process. Ensure your personal email account is managed appropriately to receive our emails, files and communications.

We receive a significant number of applications for this program so the selection process can take some time. Every effort will be made to maintain the timeline above. We appreciate your patience.

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

Costs

Tuition (subject to change)

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

Books and supplies (subject to change)

- Books are approximately $600 for the first year and $450 for the second year.
- The required tools, personal safety equipment, and coveralls will cost approximately $1,400; however, prices vary depending on the quality and brand of tools chosen.

Program outline

First year
Semester 1 – Group A

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

Semester 1 – Group B

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

Semester 2 – Group B

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

Second year
Semester 3 – Group A

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

Semester 3 – Group B

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

Semester 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

Semester 4 – Group B

- AVTR 315 – Aircraft Technical Records — 1.5 credits
- ELTR 315 – Aircraft Navigation — 3 credits
- INSP 310 – Introduction to Aircraft Inspection — 3 credits
- INSP 350 – Advanced Aircraft Inspection — 3 credits
- MGMT 315 – Aircraft Maintenance Management — 1.5 credits
- STDP 310 – Employability Fundamentals for Aircraft Maintenance — 3 credits

Total credits — 60

Transfer options

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

- Athabasca University
- Embry-Riddle Aeronautical University-Worldwide
- Thompson Rivers University

To learn more, visit Transfer options on sait.ca.

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

SAIT Southern Alberta Institute of Technology

Aircraft Structures Technician

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

Contact us

Art Smith Aero Centre
Phone: 403.284.7018
Email: aerocentre@sait.ca

Program description

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

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

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

Program overview

Your career

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

- Graduates of the Aircraft Structures Technician program have a 90% employment rate

Student success

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

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

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

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

Credential

Students achieving 50% or higher in each course as well as maintaining a 2.0 GPA will receive a SAIT certificate.

Accreditation

The program's accreditation is ongoing and subject to periodic audits from Transport Canada. To receive Transport Canada credit towards the Aircraft Maintenance Engineers "S" license, graduates who are in compliance with the required attendance (95%) and minimum marks of 70% receive 10 months credit towards the "S" Category AME license.

Progression

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

Admission requirements

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

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

Competitive entry: six step process

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

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

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

Applications and proof of the admission requirements (transcripts and/or anticipated final grades) must be submitted by March 31 to be included in selection.

You must complete the selection requirements to be considered for admission.

Selection criteria

- Qualified applicants will receive a selection package and be required to complete a Career Investigation Report.
- Packages will be scored based on completeness, following direction, and your Career Investigation Report.
- If required, an interview may be requested.

Step 4: Apply to Aircraft Structures Technician and submit your transcripts.

Step 5: Complete and submit the Career Investigation Report.

- Log in to mySAIT to check your admission status. If your status indicates you're "In Selection", you will receive the career investigation package via the email you provided in your application.

- You must submit your Career Investigation Report within two weeks of receiving it.

- Save it in the format of LastName_FirstName_IDNumber and submit it to aviation.selection@sait.ca.

- You must complete the Career Investigation Report to be considered for admission.

Step 6: Continue to monitor changes to your application status through mySAIT.ca.

Communication during selection

Email is the primary source of communication during the selection process. Ensure your personal email account is managed appropriately to receive our emails, files and communications.

We receive a significant number of applications for this program so the selection process can take some time. Every effort will be made to maintain the timeline above. We appreciate your patience.

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

Costs

Tuition (subject to change)

- Please refer to the Tuition (subject to change) and Fee Table.

- International students, please refer to International Student Fees.

- For student funding, please refer to Financial Assistance.

Books and supplies (subject to change)

- Visit sait.ca for details.

Program outline

Semester 1

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

Semester 2

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

Transfer options

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

- SAIT

To learn more, visit Transfer options on sait.ca.

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

Architectural Technologies Diploma

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

Contact us

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

Program description

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

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

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

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

Progression

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

Admission requirements

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

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

AND,

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

Competitive entry: seven step process

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

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

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

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

Selection is done on a continuous basis beginning in January for fall intake and September for winter intake.

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

- Academic Achievement
- Quality of the Career Investigation Report
- Quality of a personal interview (applicants may be required to attend a personal interview to determine program fit)

Once the program is full, applicants will be placed on a waitlist in order of their ranking.

Step 4: Apply to Architectural Technologies and submit your transcripts.

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

Step 6: Submit the Career Investigation Report.

- Applicants who fail to complete the Career Investigation Report will be excluded from selection.

Step 7: Continue to monitor changes to your application decision through mySAIT.ca.

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

Costs

Tuition (subject to change)

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

Books and supplies (subject to change)

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

Program outline

First year
Semester 1

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

Semester 2

- ARCH 252 – Architectural Design and Presentation II — 3 credits
- ARCH 271 – Building Systems Technology II — 3 credits
- ARCH 276 – Architectural Drafting II — 6 credits
- ARCH 280 – Introduction to Structures — 1.5 credits
- CODE 233 – Building Code I — 1.5 credits
- COMM 260 – Technical Communications — 3 credits

Second year
Semester 3

- ARCH 244 – Mechanical and Electrical Systems — 1.5 credits
- ARCH 340 – Basic Structural Components — 1.5 credits
- ARCH 360 – Building Systems Technology III — 6 credits
- ARCH 363 – Building Code II — 1.5 credits
- ARCH 377 – Architectural CAD Applications — 3 credits
- ESTM 260 – Estimating — 1 credits

Architectural option
Semester 4

- ARCH 350 – Principles of Construction Documentation — 1.5 credits
- ARCH 355 – Sustainable Methods — 1.5 credits
- ARCH 384 – Building Science — 3 credits
- PRAC 378 – Architectural Practicum — 1.5 credits
- ARCH 370 – Building Systems Technology IV — 6 credits

and

- ARCH 371 – Architectural Design and Presentation — 1.5 credits

or

- ARCH 390 – Residential Architectural Building Systems IV — 6 credits

and

- ARCH 391 – Residential Architectural Design and Presentation — 1.5 credits

Building Development option
Semester 4

- ARCH 350 – Principles of Construction Documentation — 1.5 credits
- ARCH 355 – Sustainable Methods — 1.5 credits
- ARCH 364 – Construction Contract Administration — 1.5 credits
- ARCH 381 – Construction Planning and Scheduling — 3 credits
- ARCH 384 – Building Science — 3 credits
- ESTM 360 – Estimating II — 3 credits
- PRAC 378 – Architectural Practicum — 1.5 credits
- SURV 232 – Surveying — 1.5 credits

Total credits — 67.5

Transfer options

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

- Athabasca University
- Griffith University
- SAIT
- Thompson Rivers University
- VIA University College

To learn more, visit Transfer options on sait.ca.

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

Automotive Service Technology

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

Contact us

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

Program description

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

Program overview

Your career

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

- Graduates of the Automotive Service Technology program have a 93% employment rate

Student success

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

Credentials and Accreditation

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

Accreditation

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

Progression

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

Admission requirements

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

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

Competitive entry: seven step process

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

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

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

- Applications and proof of the admission requirements (transcripts and/or anticipated final grades) must be submitted by May 1 to be included in selection.
- Selection is done on a continuous basis beginning in December will continue until the program is full. There will be 58 seats offered.
- Qualified applicants will be contacted by the School of Transportation to write an aptitude test evaluating the following:
  – Mechanical Reasoning
  – English Comprehension
  – Mathematics
- Applicants who receive an acceptable designation will be ranked academically based on admission requirements and offered seats accordingly. All remaining applicants will be placed on a waitlist.

Step 4: Apply to Automotive Service Technology and submit your transcripts.

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

Step 6: Write your aptitude test.

Step 7: Continue to monitor changes to your application status through mySAIT.ca.

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

Communication during selection

Email is the primary source of communication during the selection process. Ensure your personal email account is managed appropriately to receive our emails, files and communications.

We recommend you add transportation.info@sait.ca and the sait.ca domain to your safe senders list or you risk missing critical email messages.

Costs

Tuition (subject to change)

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

Books and supplies (subject to change)

- Visit sait.ca for details.

Program outline

First year
Semester 1
"A" class

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

"B" class

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

Semester 2
"A" class

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

"B" class

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

Second year
Semester 3
"A" class

MOTR 303 – Climate Control	1.5 credits
MOTR 320 – Automotive Shop III	6 credits
MOTR 321 – Automotive Theory III	3 credits
MOTR 370 – Vehicle Modifications	1.5 credits
MNGT 202 – Business Fundamentals	3 credits

"B" class

ELTR 348 – Electrical/Electronics IV	1.5 credits
MOTR 360 – Automotive Shop IV	6 credits
MOTR 361 – Automotive Theory IV	3 credits
MOTR 370 – Vehicle Modifications	1.5 credits
MNGT 202 – Business Fundamentals	3 credits

Semester 4
"A" class

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

"B" class

ELTR 328 – Electrical/Electronics III	1.5 credits
MOTR 303 – Climate Control	1.5 credits
MOTR 320 – Automotive Shop III	6 credits
MOTR 321 – Automotive Theory III	3 credits
PROJ 348 – Automotive Service Technology Capstone Project	3 credits

Total credits	60
Program Total "A" class	60.0
Program Total "B" class	60.0

Transfer options

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

- Alberta Apprenticeship and Industry Training
- British Columbia Institute of Technology (BCIT)
- Thompson Rivers University
- Montana State University – Northern

To learn more, visit Transfer options on sait.ca.

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

SAIT Southern Alberta Institute of Technology

Avionics Technology

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

Contact us

Art Smith Aero Centre
Phone: 403.284.7018
Email: aerocentre@sait.ca

Program description

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

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

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

Program overview

Your career

Graduates find work as avionics technicians and technologists.

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

Student success

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

Credentials and Accreditation

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

Accreditation

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

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

Progression

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

Admission requirements

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

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

Competitive entry: six step process

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

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

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

- Applications and proof of the admission requirements (transcripts and/or anticipated final grades) must be submitted by March 31 to be included in selection.
- You must complete the selection requirements to be considered for admission.

Selection criteria

- Qualified applicants will receive a selection package and be required to complete a Career Investigation Report.
- Packages will be scored based on completeness, following direction, and your Career Investigation Report.
- If required, an interview may be requested.

Step 4: Apply to Avionics Technology and submit your transcripts.

Step 5: Complete and submit the Career Investigation Report.

- Log in to mySAIT to check your admission status. If your status indicates you're "In Selection", you will receive the career investigation package via the email you provided in your application.

- You must submit your Career Investigation Report within two weeks of receiving it.

- Save it in the format of LastName_FirstName_IDNumber and submit it to aviation.selection@sait.ca.

- You must complete the Career Investigation Report to be considered for admission.

Step 6: Continue to monitor changes to your application status through mySAIT.ca.

Communication during selection

Email is the primary source of communication during the selection process. Ensure your personal email account is managed appropriately to receive our emails, files and communications.

We receive a significant number of applications for this program so the selection process can take some time. Every effort will be made to maintain the timeline above. We appreciate your patience.

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

Costs

Tuition (subject to change)

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

Books and supplies (subject to change)

- Visit sait.ca for details.

Program outline

First year
Semester 1

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

Semester 2

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

Second year
Semester 3

ASYS 320 – Electrical Interface I Theory	1.5 credits
ASYS 350 – Electrical Interface II Theory	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 349 – Communications Systems II Theory	3 credits

Semester 4

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

Transfer options

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

- Griffith University
- SAIT
- Thompson Rivers University

To learn more, visit Transfer options on sait.ca.

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

Bachelor of Applied Business Administration – Accounting

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

Contact us

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

Program description

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

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

Program overview

Your career

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

Student success

To be successful in this program, you should:

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

Credentials and Accreditation

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

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

Progression

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

Admission requirements

- Applicants must have completed a two-year Business Administration or Accounting diploma or equivalent at an accredited post-secondary institution, with a minimum 2.3 grade-point average, (67% or C+). This diploma must include a minimum of 20 courses, or 60 credits, and contain the following coursework: Intermediate Accounting, Business Communications, Financial Management, Management Accounting, Systems and Marketing.
- All applicants must demonstrate English Language Proficiency prior to admission, including students educated in Canada.

Competitive entry: seven step process

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

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

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

- Applications and proof of the admission requirements (transcripts and/or anticipated final grades) must be submitted by May 1 to be included in selection.
- Applicants who have graduated from SAIT with a diploma in Business Administration majoring in Accounting with a minimum GPA of 2.3 will be offered admission on a first-qualified, first-offered basis. Once the program is full, qualified applicants will be placed on a waitlist.
- Applicants who do not have a diploma in accounting from SAIT will be placed into selection for review.

- Applicants who have not completed the following SAIT courses must demonstrate successful completion of course work containing content similar to the following courses:
  - – Intermediate Financial Accounting II – ACCT 350
  - – Communication and Presentation Skills – COMN 220
  - – Finance Management – FNCE 390
  - – Introductory Management Accounting – ACCT 338
  - – Management Information Systems – ACCT 320
  - – Marketing Essentials – MKTG 260
- Applicants in selection should submit transcripts and a current resumé to business.advising@sait.ca.

Step 4: Apply to Bachelor of Applied Business Administration and submit your transcripts.

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

Step 6: Submit your transcripts and resumé to the School of Business.

Step 7: Continue to monitor changes to your application status through mySAIT.ca.

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

Communication during selection

Email is the primary source of communication during the selection process. Ensure your personal email account is managed appropriately to receive our emails, files and communications.

We recommend you add business.advising@sait.ca and the sait.ca domain to your safe senders list or you risk missing critical email messages.

Program completion

Students in applied degree programs have seven years to complete the credential requirements.

The time limitation begins on the date the student starts the first course in the credential.

For more information, refer to AC 3.1.1 – Grading and Progression Procedure.

Costs

Tuition (subject to change)

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

Books and supplies (subject to change)

- Are in addition to the cost of the program. Please refer to sait.ca for more details.

Program outline

Third Year
Semester 5

ACCT 411 – Personal and Corporate Taxation	3 credits
ACCT 434 – Advanced Financial Accounting	3 credits
ACCT 491 – Advanced Management Accounting	3 credits
ACCT 495 – External Auditing	3 credits
LDSH 405 – Leadership	3 credits

Semester 6

ACCT 480 – E-Business	3 credits
ACCT 415 – Accounting Theory	3 credits

Electives (3 courses required)

ACCT 413 – Internal Auditing and Controls	3 credits
ACCT 416 – Advanced Information Systems	3 credits
ACCT 451 – Advanced Taxation	3 credits
ACCT 497 – Advanced External Auditing	3 credits
BFIN 492 – Advanced Corporate Finance	3 credits
MNGT 405 – Strategic Management	3 credits
MNGT 407 – Operations Management	3 credits

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

Fourth Year
Semester 7
Directed Field Studies (DFS)

ACWE 500 – Directed Field Studies – Accounting I	15 credits

Semester 8
Directed Field Studies (DFS)

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

Transfer options

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

- SAIT

To learn more, visit Transfer options on sait.ca.

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

Bachelor of Applied Technology – Geographic Information Systems

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

Contact us

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

Program description

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

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

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

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

Industry practicum

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

Program overview

Your career

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

- Graduates of the Bachelor of Applied Technology Geographic Information Systems program have a 100% employment rate.

Student success

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

Typical geographic information systems job placement advertisements suggest that the ideal practitioner has a sound technical background, is self-motivated and disciplined in achieving results.

Successful geographic information systems professionals are also associated with individuals who can problem solve through the application of creative and innovative solutions, and provide service based on the concept of continuous improvement.

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

BGIS graduates will often work in teams of various sizes. In the BGIS program, all courses require working in teams for projects or lab assignments. This requires good communication and interpersonal skills.

Credentials and Accreditation

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

Progression

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

Admission requirements

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

Direct entry: four step process

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

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

Step 3: Apply to Bachelor of Applied Technology Geographic Information Systems and submit your transcripts and/or anticipated final grades.

- Admission will be extended on a first-qualified, first-offered basis until the program is full.

Step 4: Continue to monitor changes to your application decision through mySAIT.ca.

Program completion

Students in applied degree programs have seven years to complete the credential requirements.

The time limitation begins on the date the student starts the first course in the credential.

For more information, refer to AC 3.1.1 – Grading and Progression Procedure.

Cost

Tuition (subject to change)

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

Books and supplies (subject to change)

- Books and Supplies are approximately $800 per year.
- Course fees for classes conducted in non-daytime standard times are not financially supported by Advanced Education and thus priced on a cost recovery basis. This is significantly more expensive than regular daytime fees, and priced on a credit-by-credit basis.

Program outline

Third year
Semester 5

COMM 415 – Professional Communications	1.5 credits
GEOS 406 – Geospatial Project Foundations	1.5 credits
GEOS 409 – GIS Data Capture I	3 credits
GEOS 410 – GIS Data Manipulation and Transformation	3 credits
GEOS 418 – GIS Data Modeling	3 credits
GEOS 419 – GIS Data Analysis and Output	3 credits

Semester 6

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

Fourth year

GEOS 540 – Applied GIS Directed Field Studies	30 credits
Total credits	60

Transfer options

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

- Algonquin College
- Holland College
- SAIT

To learn more, visit Transfer options on sait.ca.

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

Bachelor of Applied Technology – Petroleum Engineering

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

Contact us

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

Program description

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

Program overview

Your career

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

Student success

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

Credentials and Accreditation

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

Accreditation

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

Progression

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

Admission requirements

- A two-year SAIT diploma in Petroleum Engineering Technology, Chemical Engineering Technology, Mechanical Engineering Technology, Instrumentation Engineering Technology, Civil Engineering Technology, Electrical Engineering Technology, or similar engineering technology, with a grade point average of 2.5 or better is the normal entrance requirement.

- University graduates holding relevant science (mathematics, physics, chemistry, geology, or geophysics) or engineering degrees are accepted. Additional courses may be required before starting the program. Applicants with other qualifications may be considered upon submission of certified background information.

- A transcript of marks for all post-secondary courses or programs is required for all applicants and must be submitted to Office of the Registrar at the time of application. Foreign documents need to be assessed by either World Education Services (WES) or SAIT Prior Learning Assessment Recognition (PLAR). Registration in a Canadian Professional Engineering or a Certified Technologist organization can be substituted for the WES or PLAR assessments, subject to academic chair approval.

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

Competitive entry: seven step process

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

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

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

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

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

  - Academic Ranking – 50%

  - Quality of Career Investigation Questionnaire – 50%

- Apply early as selection will be done on a continuous basis.

Step 4: Apply to Bachelor of Applied Technology Petroleum Engineering and submit your transcripts.

For international applicants for the winter intake, we recommend that you have your transcripts assessed by World Education Services (WES) prior to applying to ensure all selection timelines are met.

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

Step 6: Complete and submit the Career Investigation Questionnaire.

- Email your completed questionnaire to bapt.selectionprocess@sait.ca.

- Please save the file with the naming convention: LastName, FirstName-StudentID. Hand written submissions will not be accepted.

- Applicants who fail to complete the Career Investigation Questionnaire will be excluded from selection.

Step 7: Continue to monitor changes to your application status through mySAIT.ca.

- If your application is placed on 'Qualified Waitlist', it means that you have met the admission requirements but have not been offered a seat. If any seats become available, they will be offered to those applicants on the waitlist with the highest admission scores.

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

Communication during selection

Email is the primary source of communication during the selection process. Ensure your personal email account is managed appropriately to receive our emails, files and communications. We recommend you add bapt.info@sait.ca and the sait.ca domain to your safe senders list or you risk missing critical email messages.

Program completion

Students in applied degree programs have seven years to complete the credential requirements.

The time limitation begins on the date the student starts the first course in the credential.

For more information, refer to AC 3.1.1 – Grading and Progression Procedure.

Cost

Tuition (subject to change)

- Please refer to the Tuition (subject to change) and Fee Table.

- International students, please refer to International Student Fees.

- For student funding, please refer to Financial Assistance.

Books and supplies (subject to change)

- Visit sait.ca for details.

Program outline

Required core courses (select all)

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

Required (may be waived by Academic Chair depending upon applicant's prior education)

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

Core elective courses (Select 3 to 6 Credits)

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

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

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

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

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

Required Work Experience: At least 800 hours of work experience in a paid position in the petroleum industry. Students are responsible for finding this position, but the SAIT Advisor will facilitate this as much as possible.

- PRAC 400 – Practicum I for BAPT 15 credits
- PRAC 410 – Practicum Project for BAPT 15 credits

Required work experience: 800 hours

Total credits 57

Transfer options

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

- SAIT

To learn more, visit Transfer options on sait.ca.

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

Bachelor of Business Administration

- Four-year bachelor's degree
- Fall start
- Full-time classroom
- Small class sizes: 40 students max.
- Choice of six majors: Accounting, Financial Services, Human Resource Management, Management, Marketing, Supply Chain Management
- Choice of two minors: Construction Project Management and Energy, Oil and Gas.
- Laptop-based program
- First year and advanced standing intake options

Contact us

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

Program description

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

With this laptop-based program, you will engage in small classes with active, collaborative coursework – learning from faculty with real business experience. You work in teams to deliver projects, present strategies and meet business goals. The BBA ensures you develop the business acumen, technical knowledge, and soft skills employers are looking for – leadership, teamwork, critical thinking, decision-making, problem-solving and communication.

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

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

Majors

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

Minors

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

SAIT Southern Alberta Institute of Technology

Program overview

Your career

When you graduate, you can pursue careers in:

Accounting: Accountant, Actuary, Auditor, Consultant, Forensic Accountant, Financial Analyst, Joint Venture Analyst, Procurement Officer, Tax Advisor

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

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

Management: Business Development Advisor, Business Owner, Management Consultant, Operations Manager, Project Manager

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

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

Student success

To be successful in this academically-rigorous program, you should:

- Attend and actively participate in all classes
- Spend six to nine hours per week on each course outside of regular class time
- Be proficient in Windows and Microsoft Office
- Be prepared to work in teams
- Be prepared for an academically rigorous program and increasing level of difficulty each year
- Become familiar and adhere to SAIT's policies and procedures
- Have strong written and oral communication skills

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

Credentials and Accreditation

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

Professional designations and certifications

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

Accounting: you graduate with all prerequisite educational requirements needed to enter the Chartered Professional Accountant (CPA) Professional Education Program.

Financial Services: you have the opportunity to complete the Investment Funds in Canada (IFIC) and Canadian Securities Course (CSC) exams in the program. You can graduate with your Personal Financial Planner (PFP) designation in hand by passing the necessary exams. The Financial Planning Standards Council recognizes the program as meeting the Core Curriculum requirements for the Certified Financial Planner (CFP) certification.

Human Resource Management: This program is accredited by the Human Resources Institute of Alberta, exempting you from writing the national knowledge exam for your Certified Professional in Human Resources (CPHR) designation. You can also pursue designations including: Registered Professional Recruiter (RPR), and Certified Training and Development Professional (CTDP).

Management: you can pursue the Certified in Management (CIM) designation.

Marketing: you can pursue the Certified Sales Professional (CSP) designation.

Supply Chain Management: you can pursue several designations including Supply Chain Management Professional (SCMP), Professional Logistician (P.Log), Certified Supply Chain Professional (CSCP).

Progression

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

Admission requirements

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

1. An overall minimum average of 65% where

   - English 30-1 has to be at least 60% **and**

   - Math 30-1 or Pure Math 30 have to be at least 60%, **or**

   - If Math 30-2 is used for admissions the minimum grade required in 30-2 is 70%.

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

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

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

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

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

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

Competitive entry: seven step process

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

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

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

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

- There will be 240 seats offered in the fall intake for year one, and 240 seats for advanced standing applicants.

Early admission criteria

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

- An overall minimum average of 75% where English 30-1 and Math 30-1, Pure Math 30 or Math 30-2 have to be at least 60%. The average will be calculated using English 30-1, and Math 30-1, Pure Math 30, or Math 30-2 and two courses from Group A, and one course from either Group A or B. OR

- Applicants who have achieved, or will achieve, a minimum GPA of 2.7 in the SAIT Business Administration diploma or equivalent.

- Applicants who have achieved, or will achieve, a minimum GPA of 2.7 in the post-secondary admission requirement.

Early admission will be offered until early March or until the program is full. Check sait.ca for the early admission deadline.

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

Selection criteria

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

- Interviews may also be required as part of the selection process.

- Selection will begin in March and be done on a continuous basis until the program has been filled.

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

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

Step 4: Apply to Bachelor of Business Administration and submit your transcripts.

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

Step 6: Complete the interview, if required.

Step 7: Continue to monitor changes to your application status through mySAIT.ca.

Communication during selection

Email is the primary source of communication during the selection process. Ensure your personal email account is managed appropriately to receive our emails, files and communications.

We recommend you add business.advising@sait.ca and the sait.ca domain to your safe senders list or you risk missing critical email messages.

![SAIT Southern Alberta Institute of Technology logo]

Program completion

- Students starting in a degree program after July 1, 2015, have 10 years to complete the credential requirements.
- Students who started the program prior to July 1, 2015, are under the previous policy and will have 7 years to complete the credential requirements.
- The time limitation begins on the date the student started the first course in the credential.
- For more information, refer to AC 3.1.1 – Grading and Progression Procedure.

Cost

Tuition (subject to change)

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

Books and supplies (subject to change)

- Books and Supplies: $1,500 per year
- Laptop: $600 – $800

Program outline

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

The program consists of:

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

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

Year 1 – Semester 1

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

Year 1 – Semester 2

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

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

- ACCT 2010 – Accounting for Managers
- MKTG 1060 – Marketing Essentials

[2]Semester 2 Electives – Choose 1 of 5

- ACCT 2110 – Introductory Financial Accounting II
- BFIN 1255 – Personal Financial Planning
- MKTG 1275 – Marketing You
- MNGT 1255 – Introduction to Management
- SCMT 1255 – Introduction to Supply Chain Management

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

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

Business core (45 total credits)

ACCT 1010 – Introductory Financial Accounting I	3 credits *
BCMP 1225 – Business Productivity Tools and Technology	3 credits *
BLAW 2030 – Business Law	3 credits
BMAT 1040 – Business Mathematics	3 credits *
ECON 1010 – Microeconomics	3 credits *
ECON 1110 – Macroeconomics	3 credits *
MKTG 1060 – Marketing Essentials	3 credits *
MNGT 1200 – Introduction to Business	3 credits *
MNGT 2250 – Organizational Behaviour	3 credits
MNGT 2360 – International Business	3 credits
MNGT 4050 – Strategic Management	3 credits

Business core elective 1 (choose 1 of 2)

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

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

Business core elective 2 (choose 1 of 2)

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

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

Business core integrative experience elective (choose 1 of 2)

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

* Junior courses

Complementary core (18 total credits)

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

* Junior courses

Complementary elective courses (12 total credits)
Junior science elective (choose 1 of 4)

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

Junior humanities elective (choose 1 of 5)

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

Junior social sciences elective (choose 1 of 3)

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

Senior complementary elective (choose 1 of 5)
Senior humanities elective

- COMM 3300 – Intercultural Communications — 3 credits
- ENGL 3370 – Comparative World Literature — 3 credits

Senior social sciences elective

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

* Junior courses

Senior business electives

- ACCT 2375 – Introduction to Taxation — 3 credits
- BFIN 2333 – Money and Banking — 3 credits
- ECON 2355 – Economic Development Fundamentals — 3 credits
- ELAW 2350 – Employment Law — 3 credits
- ENTR 2350 – Entrepreneurship — 3 credits
- HRMT 2300 – Talent Management I: Recruitment and Selection — 3 credits
- HRMT 2320 – Human Resource Management — 3 credits
- HRMT 2350 – Human Resource Information Management — 3 credits
- HRMT 2360 – Talent Management II: Training and Development — 3 credits
- HRMT 3010 – Health, Safety and Wellness — 3 credits
- HRMT 4010 – Labour Relations — 3 credits
- LDSH 3050 – Leadership — 3 credits
- MKTG 2306 – Brand Management — 3 credits
- MKTG 2336 – Marketing Action — 3 credits
- MKTG 2340 – Consumer Behavior — 3 credits
- MNGT 2321 – Project Management — 3 credits

- MNGT 2367 – Municipal Structure and Governance — 3 credits
- MNGT 2370 – Principles of Supply Chain Management — 3 credits
- MNGT 3010 – Continuous Improvement — 3 credits
- MNGT 3020 – Conflict Management and Negotiation Skills — 3 credits
- MNGT 3365 – International Management — 3 credits
- MNGT 4010 – Change Management — 3 credits
- SCMT 2300 – Operations Planning and Scheduling — 3 credits
- SCMT 2310 – Logistics I — 3 credits
- SCMT 2320 – Quality: A Supply Chain Perspective — 3 credits
- SCMT 2350 – Operational Performance Analytics — 3 credits
- SCMT 2370 – Procurement I — 3 credits
- SCMT 2380 – Materials Management — 3 credits
- MNGT 395 – Managing Strategically — 3 credits

SAIT BA graduates who enter into the BBA may use this course as a senior business elective.

Business electives

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

Accounting major (45 total credits)

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

And

Business Elective (choose 1 of 2) (See Business electives above)

Accounting elective (choose 2 of 4)

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

Financial Services major (45 total credits)

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

And

- Business Elective (choose 1 of 2) (See Business electives above)

Financial Services certification elective (choose 1)

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

or

- Senior Business Elective (choose 1) (See Senior Business electives above)

* Junior Course

Human Resource Management major (45 total credits)

- ELAW 2350 – Employment Law — 3 credits
- HRMT 2300 – Talent Management I: Recruitment and Selection — 3 credits
- HRMT 2310 – Technical Skills for Human Resources Professionals — 3 credits
- HRMT 2320 – Human Resource Management — 3 credits
- HRMT 2350 – Human Resource Information Management — 3 credits
- HRMT 2360 – Talent Management II: Training and Development — 3 credits
- HRMT 3010 – Health, Safety and Wellness — 3 credits
- HRMT 3020 – Talent Management III: Total Rewards — 3 credits
- HRMT 4010 – Labour Relations — 3 credits
- LDSH 3050 – Leadership — 3 credits
- MNGT 1255 – Introduction to Management — 3 credits*
- MNGT 3020 – Conflict Management and Negotiation Skills — 3 credits
- MNGT 4010 – Change Management — 3 credits
- MNGT 4040 – Human Resource Management — 3 credits
- MNGT 4070 – Operations Management — 3 credits

And

- Senior Business Elective (choose 1) (See Senior Business electives above)

* Junior Course

Management major required (21 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

* Junior Course

Management major elective without minor (choose 8) (24 credits)

Management major elective with minor (choose 4) (12 credits)

- ECON 2355 – Economic Development Fundamentals — 3 credits
- ENTR 2350 – Entrepreneurship — 3 credits
- LDSH 3050 – Leadership — 3 credits
- MNGT 2367 – Municipal Structure and Governance — 3 credits
- MNGT 2370 – Principles of Supply Chain Management — 3 credits
- MNGT 3010 – Continuous Improvement — 3 credits
- MNGT 3365 – International Management — 3 credits

OR

- Senior Business electives (choose 4, 3 credit courses) (See Senior Business electives above)

OR

- Senior Elective (choose 4, 3 credit courses)

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

Management minors – choose 1 of the minors (12 credits)
Construction Project Management minor

- CPMT 2030 – Construction Management Overview — 3 credits*

* Junior Course

Construction Project Management minor elective (choose 1 of 3)

- CIVL 2110 – Project Delivery Systems — 3 credits
- SCMT 2320 – Quality: A Supply Chain Perspective — 3 credits
- SCMT 2370 – Procurement I — 3 credits

Energy, Oil and Gas minor

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

*Junior

Energy, Oil and Gas minor elective (choose 3 of 4)

- MNGT 3310 – Petroleum Management — 3 credits
- SCMT 2320 – Quality: A Supply Chain Perspective — 3 credits

Marketing major (45 total credits)

- MKTG 1275 – Marketing You — 3 credits*
- MKTG 2306 – Brand Management — 3 credits
- MKTG 2322 – Marketing Research — 3 credits
- MKTG 2336 – Marketing Action — 3 credits
- MKTG 2340 – Consumer Behavior — 3 credits
- MKTG 2366 – Business Development — 3 credits
- MKTG 2375 – Integrated Marketing Communications — 3 credits
- MKTG 2380 – Strategic Marketing — 3 credits
- MKTG 3020 – Innovation and Design — 3 credits
- MKTG 4020 – Public Relations — 3 credits
- MKTG 4040 – Advertising — 3 credits
- MNGT 4070 – Operations Management — 3 credits

and

- Business Elective (choose 1 of 2) (See Business electives above)

Marketing elective 1 (choose 1 of 2)

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

Marketing elective 2 (choose 1 of 2)

- MKTG 4030 – Go To Market   3 credits

or

- Senior Business Elective (choose 1) (See Senior Business electives above)

* Junior Course

Supply Chain Management major (45 total 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

And

- Senior Business Elective (choose 1) (See Senior Business electives above)

* Junior Course

Total credits	120

Transfer options

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

- **Accounting**
  - Bow Valley College
  - Colorado State University
  - Lethbridge College
  - Medicine Hat College
  - Red Deer College
  - SAIT
  - University of Saskatchewan
  - University of Victoria
  - Vancouver Island University
- **Financial Services**
  - Bow Valley College
  - SAIT
- **Human Resource Management**
  - SAIT
- **Management**
  - Bow Valley College
  - SAIT
- **Marketing**
  - Bow Valley College
  - SAIT
- **Supply Chain Management**
  - SAIT

To learn more, visit Transfer options on sait.ca.

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

Bachelor of Science – Construction Project Management

- **Four-year baccalaureate degree**
- **Fall start**
- **Full-time classroom**
- **E-Learning**
- **First year and advanced standing intake options**
- **Small class sizes: 40 students maximum**

Contact us

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

Program description

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

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

Note: This program utilizes an e-Learning instructional delivery method. Students will be provided with a laptop with necessary software used in the classroom.

This degree program is four years in length, consisting of eight 15-week semesters and a 600 hour internship which will be completed at the end of year 3.

This program accepts students into first semester in September.

Program overview

Your career

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

Graduates also pursue graduate-level credentials in the construction project management domain.

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

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

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

Student success

Students entering with higher grades usually experience more success in SAIT's programs. There is a direct correlation between the time and energy invested in studies to the success achieved.

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

Credentials and Accreditation

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

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

Progression

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

Admission requirements

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

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

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

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

Competitive entry: seven step process

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

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

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

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

The competitive entry/selection process is done on a continuous basis starting in November.

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

- Academic achievement
- Quality of the Career Investigation Report
- Quality of a personal interview (applicants may be required to attend a personal interview to determine program fit)

Once the program is full, applicants will be placed on a waitlist in order of their ranking.

Step 4: Apply to Bachelor of Science Construction Project Management and submit your transcripts.

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

Step 6: Submit the Career Investigation Report.

- Applicants who fail to complete the Career Investigation Report will be excluded from selection.

Step 7: Continue to monitor changes to your application decision through mySAIT.ca.

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

Communication during selection

Email is the primary source of communication during the selection process. Ensure your personal email account is managed appropriately to receive our emails, files and communications. We recommend you add construction.cpm@sait.ca and the sait.ca domain to your safe senders list or you risk missing critical email messages.

Program completion

- Students starting in a degree program after July 1, 2015, have 10 years to complete the credential requirements.
- Students who started the program prior to July 1, 2015, are under the previous policy and will have 7 years to complete the credential requirements.
- The time limitation begins on the date the student started the first course in the credential.
- For more information, refer to AC 3.1.1 – Grading and Progression Procedure.

Cost

Tuition (subject to change)

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

Books and supplies (subject to change)

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

Program outline

Core courses
Junior

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

Senior

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

Complementary core courses
Junior

- COMM 1030 – Business Communications — 3 credits
- MATH 1011 – Technical Mathematics I — 3 credits
- MATH 1111 – Technical Mathematics II — 3 credits
- PHYS 1011 – Introductory Physics — 3 credits
- STAT 3110 – Statistics for Science and Engineering — 3 credits
- MGMT 3010 – Business Skills and Processes — 3 credits

Senior

- CLAW 3010 – Construction Law — 3 credits
- PHYS 1110 – Physics II — 3 credits
- STAT 4010 – Research Methodologies — 3 credits

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

Junior

- CLAW 1010 – Canadian and Environmental Law — 3 credits

Senior

- BLAW 2030 – Business Law — 3 credits

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

Junior

- 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 1020 – Symbolic Logic — 3 credits
- PHIL 1030 – Ethics in Technology — 3 credits
- PHIL 1040 – Introduction to Philosophy — 3 credits

Senior

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

Social science electives
Students choose one (1) of the following electives

Junior

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

Senior

- 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

Core electives
Students choose three (3) of the following electives

Senior

- 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

Suggested program structure

Semester 1

- COMM 1030 – Business Communications — 3 credits
- CPMT 1010 – Introduction to Construction Project Management — 3 credits
- MATH 1011 – Technical Mathematics I — 3 credits
- PHYS 1011 – Introductory Physics — 3 credits
- Plus one (1) Humanities Elective

Semester 2

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

Semester 3

- CIVL 2010 – Structure I — 3 credits
- CPMT 2010 – Project Planning and Scheduling — 3 credits
- ESTM 2010 – Project Costs Estimation — 3 credits
- STAT 3110 – Statistics for Science and Engineering — 3 credits
- SURV 1010 – Construction Surveying — 3 credits

Semester 4

- CIVL 2120 – Soil Mechanics & Foundations — 3 credits
- CIVL 2130 – Mechanical & Electrical Systems — 3 credits
- CIVL 3010 – Structure II — 3 credits
- CODE 3011 – Codes and Standards — 3 credits
- Plus one (1) Social Science Elective

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
- Plus one (1) Core Elective
- Plus one (1) Law Elective

Semester 6

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

Internship

- ITRN 4000 – Internship — 3 credits

Semester 7

- CLAW 3011 – Construction Law — 3 credits
- CPMT 4110 – Project Organization and Supervision — 3 credits
- ENVS 3020 – Sustainable Construction — 3 credits
- STAT 4010 – Research Methodologies — 3 credits
- Plus one (1) Core Elective

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
- Plus one (1) Core Elective

Total credits	123

Transfer options

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

- Auckland University of Technology
- Cambrian College
- Fanshawe College
- Humber College Institute of Technology and Advanced Learning
- Lethbridge College
- Robert Gordon University, UK
- SAIT
- Saskatchewan (formerly SIAST)
- University of South Wales
- University of Victoria
- VIA University College

To learn more, visit Transfer options on sait.ca.

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

SAIT Southern Alberta Institute of Technology

Baking and Pastry Arts

- **Two-year diploma**
- **Fall start**
- **Full-time classroom**
- **Professional paid internship**

Contact us

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

Program description

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

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

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

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

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

Upon successful completion of the Baking and Pastry Arts program, students have the option of applying for a post diploma certificate in Culinary Entrepreneurship see page 63 for more details.

Hands-on, production environment

Our main goal is to prepare you for the real world in a hands-on, production-style environment. Over your two-year education, you will receive about 1,400 practical training hours in the bakery labs. You'll learn step-by-Step tactics and come away knowing best practices, as well as practical strategies to implement in the real world. You will also have the chance to feature your talents by baking bread and pastry products to sell in our gourmet retail food outlets including the renowned Highwood restaurant, the Market Place and the downtown Culinary Campus.

Learn from top instructors from around the world

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

Professional paid internship and study tours

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

As a student, you can also take advantage of exciting international study tours. Previous tour locations have included France, Australia, Thailand, Germany, Spain and Portugal.

Work toward becoming a certified journeyman baker

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

Program overview

Your career

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

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

Student success

- Keep in mind hospitality industry hours can range from early morning to late in the evening and often include holidays.

- The baking and pastry industry is a fast-paced, dynamic environment with a focus on quality and customer service. You should be able to handle stressful situations appropriately (e.g., dealing with a line-up of customers).

- You will be required to groom and dress according to industry expectations while in your practical training.

- You must be in good physical condition for this demanding trade where you will be on your feet for long hours, doing repetitive production work.

- Most successful students spend approximately 20 hours per week doing homework and review, with additional study required to prepare for exams.

- The material is presented at a fairly rapid rate. For the greatest level of success you must be present and take responsibility for your learning experience.

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

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

Credentials and Accreditation

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

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

Progression

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

Admission requirements

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

- English Language Arts 10-1 or 10-2, AND,

- Math 10C or Math 10-3 or Pure Math 10 or Applied Math 10.

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

Competitive entry: seven step process

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

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

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

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

- Preference will be given to applicants who apply prior to April 1 and have industry experience or food training.

In the selection process, applicants will be emailed a selection package and will be required to provide the following:

- Current resumé

- Two letters of reference

- Career Investigation Report

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

Step 4: Apply to Baking and Pastry Arts and submit your transcripts.

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

Step 6: Submit your selection package.

Step 7: Continue to monitor changes to your application status through mySAIT.ca.

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

Additional requirements

- Proof of current first aid certification is required by the first day of class.

- Find out more about pre-orientation guidelines and requirements for this program.

Communication during selection

Email is the primary source of communication during the selection process. Ensure your personal email account is managed appropriately to receive our emails, files and communications.

We recommend you add culinary@sait.ca and the sait.ca domain to your safe senders list or you risk missing critical email messages.

Cost

Tuition (subject to change)

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

Books and supplies (subject to change)

- Visit sait.ca for details.

Program outline

First year
Semester 1

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

Semester 2

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

Semester 3

PRAC 293 – Professional Internship – BPA	3 credits

Second year
Semester 4

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

Semester 5

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

Transfer options

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

- Alberta Apprenticeship and Industry Training

To learn more, visit Transfer options on sait.ca.

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

Broadcast Systems Technology

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

Contact us

School of Information and Communications Technologies
Phone: 403.284.8543
Email: ict.info@sait.ca

Program description

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

Program overview

Your career

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

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

- Graduates of the Broadcast Systems Technology program have a 100% employment rate

Student success

Characteristics of a successful student in this program include:

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

Credentials and Accreditation

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

Accreditation

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

Progression

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

Admission requirements

Completion of the following courses or equivalents:

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

Direct entry: four step process

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

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

Step 3: Apply to Broadcast Systems Technology and submit your transcripts and/or anticipated final grades.

- Admission will be extended on a first-qualified, first-offered basis until the program is full.

Step 4: Continue to monitor changes to your application decision through mySAIT.ca.

Cost

Tuition (subject to change)

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

Books and supplies (subject to change)

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

Program outline

First year
Semester 1

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

Semester 2

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

Second year
Semester 3

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

Semester 4

- ELCM 364 – Radio Frequency Transmission Systems   3 credits
- SYST 350 – Advanced Audio Systems   3 credits
- SYST 355 – Playout and Automation   3 credits
- SYST 365 – Broadcast Video Equipment   3 credits
- PROJ 354 – Capstone Project   3 credits

Total credits   60

Transfer options

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

- NAIT
- Thompson Rivers University
- University of New Brunswick, Saint John

To learn more, visit Transfer options on sait.ca.

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

Business Administration

- **Two-year diploma**
- **Fall and winter starts**
- **Full-time classroom or online (certain majors available through continuing and distance education)**
- **Laptop-based program**
- **Small class sizes: 40 students max.**
- **Choice of majors: Accounting, Financial Services, Human Resource Management, Management, Marketing, or Supply Chain Management**

Contact us

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

Program description

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

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

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

Majors

Business Administration diploma students can choose between the following majors:

- **Accounting:** gain intermediate-level accounting skills and a practical understanding of how to analyze a company's performance using financial information. You graduate ready to enter CPA's Advanced Certificate in Finance and Accounting program. You can apply into SAIT's Bachelor of Business Administration degree in order to pursue the CPA designation.
- **Financial Services:** build skills to succeed in the financial services industry. You can write the Investment Funds in Canada (IFIC) exam to sell mutual funds. You graduate ready for an entry-level position in financial planning, retail or corporate banking, investing, insurance, trusts or compliance.
- **Human Resource Management:** develop skills in human resource (HR) management through an understanding of the recruitment process, the role of employee training and development, employment law, and HR information management systems. Graduates can launch their HR career in areas such as recruiting, training, payroll and more.

- **Management:** develop general management skills in project management, international management, human resources and leadership. You graduate ready to launch a career in human resources, administration, operations, projects, and more in any industry. You can pursue a Certified in Management (CIM) designation.
- **Marketing:** explore marketing fundamentals and apply the latest trends in brand management, strategic marketing, research and planning. You graduate ready for a career in public relations, media, advertising, sales, promotions, events and more. You can pursue a Canadian Professional Sales Association (CPSA) designation.
- **Supply Chain Management:** learn how to build, maintain and support an efficient supply chain process. You graduate with an understanding of operations, procurement, logistics, performance analytics, and quality management. You can pursue a career in a variety of industries including transportation, manufacturing, oil and gas, and more.

Program overview

Your career

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

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

Financial Services: Fraud Investigator, Financial Planner, Financial Services Representative, Insurance Claims, Representative, Mortgage Assistant, Personal Banking Specialist Human Resource Management: Benefits Advisor, HR Coordinator, Payroll Coordinator, Recruiter

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

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

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

Student success

To succeed in this program, you should:

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

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

Credentials and Accreditation

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

Professional Designations and Certifications

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

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

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

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

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

Marketing: Certified Sales Professional (CSP)

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

Progression

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

Admission requirements

Completion of the following courses or equivalents:

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

- At least 50% in English Language Arts 30-1, or at least 60% in English Language Arts 30-2

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

Competitive entry: six step process

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

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

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

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

Early admission will be offered to applicants who have achieved or will achieve one of the following requirements:

- An average of 60% in one of: Math 30-1, or Math 30-2 or Pure Math 30; and one of: English Language Arts 30-1 or 30-2,

- Or an average of 60% in Applied Math 30 and English Language Arts 30-1,

- Or an average of 65% in Applied Math 30 and English Language Arts 30-2.

Early admission will be offered until early March (fall start) and late September (winter start). Check sait.ca for for early admission deadlines.

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. Applicants will then be offered a seat or waitlisted, based on ranking and seat availability, until the program is filled.

Step 4: Apply to Business Administration and submit your transcripts.

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

Step 6: Continue to monitor changes to your application status through mySAIT.ca.

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

Communication during selection

Email is the primary source of communication during the selection process. Ensure your personal email account is managed appropriately to receive our emails, files and communications.

We recommend you add business.advising@sait.ca" and the sait. ca domain to your safe senders list or you risk missing critical email messages.

Cost

Tuition (subject to change)

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

Books and supplies (subject to change)

- Books and Supplies: $1,500 per year
- Laptop: $600 – $800 (full-time);
  Part-time or online: $475 – $530 per course

Program outline

First year
Semester 1 common

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 common

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

Semester 2 electives (Choose 1 of 5)

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

Accounting major
Second year
Semester 3

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

Semester 4

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

Accounting electives (choose 1 of 3)

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

Financial Services major
Second year
Semester 3

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

Semester 4

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

Human Resource Management major
Second year
Semester 3

BLAW 300 – Business Law	3 credits
ECON 305 – Macroeconomics	3 credits
HRMT 310 – Technical Skills for Human Resources Professionals	3 credits
HRMT 320 – Human Resource Management	3 credits
LDSH 360 – Business Leadership	3 credits

Semester 4

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

Management major
Second year
Semester 3

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

Semester 4

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

Electives (choose 2 of 4)

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

Marketing major

Second year

Semester 3

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

Semester 4

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

Electives (choose 1 of 3)

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

Supply Chain Management major

Second year

Semester 3

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

Semester 4

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

Total credits — 60

Transfer options

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

- **Accounting**
  - Athabasca University
  - Griffith University
  - SAIT
  - University of Lethbridge
- **Financial Services**
  - Athabasca University
  - Griffith University
  - SAIT
  - University of Lethbridge
- **Human Resource Management**
  - Griffith University
  - SAIT
- **Management**
  - Athabasca University
  - Griffith University
  - SAIT
  - University of Lethbridge
- **Marketing**
  - Athabasca University
  - Griffith University
  - SAIT
  - University of Lethbridge
- **Supply Chain Management**
  - Griffith University
  - SAIT

To learn more, visit Transfer options on sait.ca.

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

Business Administration – Automotive Management

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

Contact us

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

Program description

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

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

Program overview

Your career

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

Student success

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

Progression

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

Admission requirements

Completion of the following courses or equivalents:

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

Competitive entry: seven step process

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

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

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

- Applications and proof of the admission requirements (transcripts and/or anticipated final grades) must be submitted to be included in selection.
- Qualified applicants will receive a selection package and be asked to complete a career investigation report.
- Packages will be scored based on completeness, following direction, and Your career investigation report.
- If required, an interview may be requested.

Step 4: Apply to Business Administration – Automotive Management and submit your transcripts.

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

Step 6: Submit your Career Investigation Report.

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

Step 7: Continue to monitor changes to your application status through mySAIT.ca.

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

Communication during selection

Email is the primary source of communication during the selection process. Ensure your personal email account is managed appropriately to receive our emails, files and communications.

We recommend you add transportation.info@sait.ca and the sait.ca domain to your safe senders list or you risk missing critical email messages.

Cost

Tuition (subject to change)

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

Books and supplies (subject to change)

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

Program outline

First year
Semester 1

BMAT 230 – Business Mathematics	3 credits
COMP 220 – Computer Fundamentals	3 credits
ECON 250 – Microeconomics	3 credits
INRY 206 – Introduction to Automotive Technology	1.5 credits
MKTG 206 – Concepts of the Automotive Industry	1.5 credits
MKTG 260 – Marketing Essentials	3 credits

Semester 2

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

Semester 3

PRAC 284 – Automotive Industry Work Term	3 credits

Second year
Semester 4

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

Semester 5

ECON 305 – Macroeconomics	3 credits
FNCE 205 – Introduction to Fixed Operations	1.5 credits
HRMT 320 – Human Resource Management	3 credits
PROJ 365 – Automotive Management Capstone	3 credits
PRTS 302 – DMS – Parts and Service	1.5 credits
SELL 315 – Automotive Business and Sales Management	3 credits
Total credits	**63**

Transfer options

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

- Athabasca University
- Georgian College
- Griffiths University
- Mount Royal University
- NAIT
- Northwood University
- Royal Roads University
- University of Lethbridge

To learn more, visit Transfer options on sait.ca.

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

Business Intelligence: Data Analysis and Reporting

- **Twenty-four week certificate**
- **Spring and winter start**
- **Full-time classroom**

Contact us

Fast-Track
Phone: 403.210.4522
Email: fast-track@sait.ca

Program description

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

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

Program overview

Your career

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

Student success

The ideal candidate for the Business Intelligence program has:

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

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

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

Credentials and Accreditation

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

Accreditation

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

Progression

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

Admission requirements

- At least 60% in English Language Arts 30-1 or English Language Arts 30-2 or equivalent, OR,
- A minimum of two years post-secondary education from a recognized university, institute or college.
- All applicants must demonstrate English Language Proficiency prior to admission, including students educated in Canada.

Due to the tight integration of the courses in the Business Intelligence – Data Analysis and Reporting (BSN) program, credit for Prior Learning is not available.

Competitive entry: seven step process

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

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

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

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

Selection is done on a continuous basis and is based on the following criteria:

- Current resumé outlining previous education and experience.
- ICT Fast-Track Career and Program Investigation form. This form will be emailed to you once you have applied. It will be scored to determine suitability for the program; please be detailed and thorough.
- A photocopy of your educational transcripts and any other supporting documents.
- Proof of previous computer programming and/or relational database experience. Transcripts, substantial industry experience or certifications will be considered. An introductory computer programming course such as CMPP-205 Introduction to Programming in C may be required. Please refer to this document outlining the technical expectations of students entering this program.

![SAIT Southern Alberta Institute of Technology logo]

- Attend a mandatory selection appointment once the above documents have been submitted and scored by the department. Telephone appointments can be scheduled for out-of-town applicants.
- The final decision for acceptance into the program will be determined by the Academic Chair.

Step 4: Apply to Business Intelligence and submit your transcripts.

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

Step 6: Submit your resumé, Career and Program Investigation form and transcripts.

- Send your documentation to the School of ICT Fast-Track office by email to fast-track@sait.ca or fax to 403.210.4523.

Step 7: Continue to monitor changes to your application status through mySAIT.ca.

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

Communication during selection

Email is the primary source of communication during the selection process. Ensure your personal email account is managed appropriately to receive our emails, files and communications.

We recommend you add fast-track@sait.ca and the sait.ca domain to your safe senders list or you risk missing critical email messages.

Ideal applicant

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

Cost

Tuition (subject to change)

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

Books and supplies (subject to change)

- Visit sait.ca for details.

Program outline

CPSY 201 – Introduction to Data Management		3 credits
CPSY 203 – Architecture and Design		1.5 credits
CPSY 205 – ETL (Extract, Transform, Load)		1.5 credits
CPSY 207 – Reporting and Analytics		1.5 credits
CPSY 209 – OLAP (Online Analytical Processing)		1.5 credits
MMGT 205 – Business Analysis for Business Intelligence Applications		1.5 credits
MMGT 206 – Performance Management Applications		3 credits
PRAC 249 – Business Intelligence Practicum		3 credits
PROJ 212 – Applied Business Intelligence Project		3 credits
Total credits		19.5

Transfer options

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

- Rocky Mountain College

To learn more, visit Transfer options on sait.ca.

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

Butchery and Charcuterie Management

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

Contact us

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

Program description

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

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

During this full-time one year certificate program, you will work in state-of-the-art facilities as you gain practical skills in value-added butchery, carcass identification and breaking, sanitation and much more. Specific to charcuterie, you will learn extensive curing and product creation methods for salamis, sausages, prosciutto, cured and smoked products along with a host of other proteins. We focus on sustainability and help you understand where the product came from, how to process it and how to get the most value from it.

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

Program overview

Your career

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

- Butcher
- Culinarian
- In-store Meat Cutter
- Consultant
- Owner/Operator
- Meat Inspector
- Merchandiser

Student success

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

Credential

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

Accreditation

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

Progression

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

Admission requirements

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

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

SAIT Southern Alberta Institute of Technology

Competitive entry: seven step process

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

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

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

- Applications and proof of the admission requirements (transcripts and/or anticipated final grades) along with all supporting documents must be submitted by July 1 to be included in selection.
- Preference will be given to applicants who apply prior to April 1 and have industry experience or food training.

In the selection process, applicants will be emailed a selection package and will be required to provide the following:

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

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

Interviews are normally conducted from November to April. Students who do not receive an interview in the initial rounds may be considered for an interview at a later date.

Step 4: Apply to Butchery and Charcuterie Management and submit your transcripts.

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

Step 6: Submit your selection package.

Step 7: Continue to monitor changes to your application status through mySAIT.ca.

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

Additional requirements

- Proof of current first aid certification is required by the first day of class.
- Find out more about pre-orientation guidelines and requirements for this program.

Communication during selection

Email is the primary source of communication during the selection process. Ensure your personal email account is managed appropriately to receive our emails, files and communications.

We recommend you add culinary@sait.ca and the sait.ca domain to your safe senders list or you risk missing critical email messages.

Cost

Tuition (subject to change)

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

Books and supplies (subject to change)

- The book is $160.
- The knife kit is approximately $485.

Program outline

Semester 1

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

Semester 2

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

Chemical Engineering Technology

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

Contact us

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

Program description

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

Program overview

Your career

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

Student success

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

Credentials and Accreditation

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

Accreditation

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

Progression

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

Admission requirements

Completion of the following courses or equivalents:

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

Competitive entry: six step process

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

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

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

- Applications and proof of the admission requirements (transcripts and/or anticipated final grades) must be submitted to be included in selection.
- Apply early as selection is done on a continuous basis.

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

- Academic Ranking

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

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

Step 6: Continue to monitor changes to your application status through mySAIT.ca.

- If your application is placed on 'Qualified Waitlist', it means that you have met the admission requirements, but have not been offered a seat. If any seats become available, they will be offered to those applicants on the waitlist with the highest admission scores.
- Failure to meet anticipated final grades will result in offers being rescinded.

Communication during selection

Email is the primary source of communication during the selection process. Ensure your personal email account is managed appropriately to receive our emails, files and communications. We recommend you add cet.info@sait.ca and the sait.ca domain to your safe senders list or you risk missing critical email messages.

SAIT Southern Alberta Institute of Technology

Cost

Tuition (subject to change)

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

Books and supplies (subject to change)

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

Program outline

First year
Semester 1

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

Semester 2

MATH 288 – Mathematics for Engineering and Technology II	3 credits
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
STAT 245 – Statistics for Engineering and Technology I	3 credits
CHEM 264 – Engineering Chemistry II	3 credits

Second year
Semester 3

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

Semester 4

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

Transfer options

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

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

To learn more, visit Transfer options on sait.ca.

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

Chemical Laboratory Technology

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

Contact us

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

Program description

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

Program overview

Your career

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

Student success

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

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

Credential

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

Accreditation

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

Progression

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

Admission requirements

Completion of the following courses or equivalents:

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

Competitive entry: six step process

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

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

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

- Applications and proof of the admission requirements (transcripts and/or anticipated final grades) must be submitted to be included in selection.
- Applicants who have achieved — or will achieve — a minimum average of 70% in the admission requirements and a minimum of 75% in Chemistry 30 will be academically ranked and offers will be extended accordingly.
- Once the program is full, remaining applicants who do not meet the above requirement or did not receive an offer will be academically ranked and waitlisted.
- There will be 32 seats offered.

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

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

Step 6: Continue to monitor changes to your application status through mySAIT.ca.

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

Communication during selection

Email is the primary source of communication during the selection process. Ensure your personal email account is managed appropriately to receive our emails, files and communications. We recommend you add energy.info@sait.ca and the sait.ca domain to your safe senders list or you risk missing critical email messages.

SAIT Southern Alberta Institute of Technology

Cost

Tuition (subject to change)

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

Books and supplies (subject to change)

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

Program outline

First year
Semester 1

MATH 237 – Mathematics for Technologists	3 credits
CHEM 240 – General Chemistry	3 credits
CHEM 270 – Basic Laboratory Techniques	6 credits
COMP 261 – Microsoft Office: An Introduction	1.5 credits
COMM 238 – Technical Communications I	3 credits

Semester 2

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

Second year
Semester 3

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

Co-op work term (Optional)

PRAC 303 – Work Term for Chemistry Co-op	0 credits

Semester 4

CHEM 325 – Technical Project Week	1.5 credits
CHEM 351 – Oil Field Chemistry and Fluids Introduction	1.5 credits
INST 396 – Applied Analytical Instrumentation II	6 credits
ENVS 320 – Environmental Science and Ecology	3 credits
QUAL 352 – Quality Assurance & Quality Control	3 credits
Total credits	61.5

Transfer options

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

- Athabasca University
- British Columbia Institute of Technology (BCIT)
- NAIT
- Royal Roads University
- Thompson Rivers University

To learn more, visit Transfer options on sait.ca.

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

Civil Engineering Technology

- **Two-year diploma**
- **Fall and winter start**
- **Full-time classroom**
- **Choice of Municipal or Construction Management majors**

Contact us

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

Program description

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

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

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

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

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

Program overview

Your career

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

Student success

Proficiency in the following skills will help student success: mathematical skills, science skills (Physics), communication skills (oral and written), problem-solving skills, and ability to work in a team environment or on your own.

If you are an applicant with Applied Math 30 you should consider upgrading as the path to enter SAIT. If you are confident of your algebra and trigonometry skills, you may wish to complete an assessment exam to evaluate your math skills. Achieving a score of at least 65 per cent on the SAIT Mathematics 30 Assessment Exam demonstrates knowledge to the level required and is acceptable as an equivalent.

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

Credential

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

Accreditation

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

Progression

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

Admission requirements

Completion of the following courses or equivalents:

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

Competitive entry: seven step process

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

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

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

Applications and proof of the admission requirements (transcripts and/or anticipated final grades) along with all supporting documents must be submitted by May 31 (fall intake) or Oct. 24 (winter intake) to be included in selection.

Selection is done monthly, beginning in December and ending in July for fall intake and beginning in September and ending in November for winter intake.

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

- Academic achievement
- Quality of the Career Investigation Report

Once the program is full, applicants will be placed on a waitlist in order of their ranking.

Step 4: Apply to Civil Engineering Technology and submit your transcripts.

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

Step 6: Submit the Career Investigation Report.

- Applicants who fail to complete the Career Investigation Report will be excluded from selection.

Step 7: Continue to monitor changes to your application status through mySAIT.ca.

Civil Engineering Technology requires a review of courses for which anticipated final grades were submitted.

- For the fall intake, a transcript for courses completed in January must be submitted by March 1. A transcript for courses completed in June must be submitted by Aug. 1.
- For the winter intake, a transcript for all courses must be submitted by before Dec. 1.

Please send transcripts with these grades to construction.cvt@sait.ca. These transcripts will then be forwarded to the Admissions office in the Office of the Registrar.

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

Communication during selection

Email is the primary source of communication during the selection process. Ensure your personal email account is managed appropriately to receive our emails, files and communications.

We recommend you add construction.cvt@sait.ca and the sait.ca domain to your safe senders list or you risk missing critical email messages.

Cost

Tuition (subject to change)

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

Books and supplies (subject to change)

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

Program outline

First year
Semester 1

CIVL 222 – Concrete Technology	3 credits
CIVL 252 – Construction Practices Theory	3 credits
COMP 261 – Microsoft Office: An Introduction	1.5 credits
STCS 200 – Civil Engineering Statics	3 credits
SURV 203 – Civil Surveying	1.5 credits
MATH 238 – Mathematics for Engineering and Technology I	3 credits

Semester 2

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

Course offered in either Semester 1 or 2

CIVL 201 – Introduction to Civil Drafting	1.5 credits
ESTM 262 – Estimating I and Construction Laboratory	3 credits
STCS 200 – Civil Engineering Statics	3 credits
SURV 203 – Civil Surveying	1.5 credits

Construction Management option
Second year
Semester 3
"A" class

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

"B" class

CIVL 340 – Building Science and Systems	3 credits
CIVL 351 – Structural Steel Design	3 credits
CIVL 355 – Reinforced Concrete Design	3 credits
CIVL 356 – Construction Economics	3 credits
CIVL 358 – Structural Wood Design	1.5 credits
ENVS 302 – Environmental Engineering	1.5 credits

Semester 4
"A" class

- CIVL 340 – Building Science and Systems   3 credits
- CIVL 355 – Reinforced Concrete Design   3 credits
- CIVL 356 – Construction Economics   3 credits
- CIVL 358 – Structural Wood Design   1.5 credits
- ENVS 302 – Environmental Engineering   1.5 credits
- PROJ 386 – Civil Engineering Technology Construction Management Capstone   3 credits

"B" class

- CIVL 312 – Contracts & Regulations   1.5 credits
- CIVL 315 – Construction Management   3 credits
- CIVL 326 – Geotechnical Design   3 credits
- ESTM 360 – Estimating II   3 credits
- SURV 325 – Surveys and Geographic Information Systems   1.5 credits
- PROJ 386 – Civil Engineering Technology Construction Management Capstone   3 credits

Total credits	61.5
Program total Construction Management option "A" class	61.5
Program total Construction Management option "B" class	61.5

Municipal option
Second year
Semester 3
"A" class

- CIVL 310 – Urban Services   3 credits
- CIVL 318 – Water Resources   3 credits
- CIVL 326 – Geotechnical Design   3 credits
- CIVL 328 – Asphalt Technology   1.5 credits
- CIVL 355 – Reinforced Concrete Design   3 credits
- ENVS 302 – Environmental Engineering   1.5 credits

"B" class

- CIVL 315 – Construction Management   3 credits
- CIVL 351 – Structural Steel Design   3 credits
- CIVL 353 – Transportation Engineering   3 credits
- CIVL 355 – Reinforced Concrete Design   3 credits
- CIVL 312 – Contracts & Regulations   1.5 credits
- SURV 325 – Surveys and Geographic Information Systems   1.5 credits

Semester 4
"A" class

- CIVL 315 – Construction Management   3 credits
- CIVL 351 – Structural Steel Design   3 credits
- CIVL 353 – Transportation Engineering   3 credits
- CIVL 312 – Contracts & Regulations   1.5 credits
- SURV 325 – Surveys and Geographic Information Systems   1.5 credits
- PROJ 386 – Civil Engineering Technology Construction Management Capstone   3 credits

"B" class

- CIVL 310 – Urban Services   3 credits
- CIVL 318 – Water Resources   3 credits
- CIVL 326 – Geotechnical Design   3 credits
- CIVL 328 – Asphalt Technology   1.5 credits
- ENVS 302 – Environmental Engineering   1.5 credits
- PROJ 386 – Civil Engineering Technology Construction Management Capstone   3 credits

Total credits	61.5
Program total Municipal option "A" class	61.5
Program total Municipal option "B" class	61.5

Transfer options

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

- Athabasca University
- Camosun College
- Lakehead University
- Montana Tech
- NAIT
- SAIT
- Thompson Rivers University
- University of British Colombia

To learn more, visit Transfer options on sait.ca.

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

Community Economic Development

- **Certificate**
- **Continuing education classroom or online**

Contact us

School of Business
Phone: 403.284.8485
Email: business.advising@sait.ca
Distance Education Support Services
Phone: 403.284.8537
Toll-free (North America): 1.888.284.7051
Email: distance.education@sait.ca

Program description

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

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

Program overview

Your career

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

Student success

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

- Time management skills
- Analytical skills
- Computer skills

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

Credentials and Accreditation

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

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

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

Progression

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

Admission requirements

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

Cost

Tuition (subject to change)

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

Books and supplies (subject to change)

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

Program outline

ACCT 215 – Introductory Financial Accounting I	3 credits
COMN 220 – Communication and Presentation Skills	3 credits
ECON 305 – Macroeconomics	3 credits
ECON 355 – Economic Development Fundamentals	3 credits
ENTR 350 – Entrepreneurship	3 credits
LDSH 360 – Business Leadership	3 credits
MKTG 260 – Marketing Essentials	3 credits
MNGT 250 – Organizational Behaviour	3 credits
MNGT 321 – Project Management	3 credits
MNGT 367 – Municipal Structure and Governance	3 credits
Total credits	30

Culinary Entrepreneurship

- **One-year post-diploma certificate**
- **Summer start**
- **Full-time classroom**

Contact us

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

Program description

Whether you're an entrepreneur at heart or you want to increase your business acumen, the Culinary Entrepreneurship post-diploma will provide you with the skills and knowledge required to turn an idea into reality. An intensive year-long certificate program, you'll learn first-hand all about the world of entrepreneurialism as you manage an actual, real-life hospitality enterprise.

The experiential learning from a live classroom environment will provide you with the skillset required to operate a business, provide creative solutions and drive product development – skillsets that are increasingly sought after in a globalized, competitive environment.

While managing a business, your learning will be complimented with online courses and professional mentorship from industry experts. Your studies will cover everything from business operations, facilities, and business regulations to finance, human resource management, sales and marketing.

Upon completion of this post-diploma certificate, you will be able to make informed decisions about your tolerance to risk, your ability to manage and your ability to lead. Further, you will be able to determine if you are suited to entrepreneurship, whether or not you are ready to become an entrepreneur, or if you should use your entrepreneurial mindset to enhance your position within an organization.

World-class Experiential Learning Environment

An integral part of your learning experience will be SAIT's new state-of-the-art facility designed to foster culinary excellence, creative exchange and innovation. An incubator for entrepreneurs, this space will provide you with a flexible platform to develop and market your products, engage with paying customers in real time and fully immerse yourself in the day-to-day operations of entrepreneurialism.

Student Awards

Three $5,000 entrance awards are available to qualifying students.

Abbreviated Program description

Whether you're an entrepreneur at heart or you want to increase your business acumen, the Culinary Entrepreneurship post-diploma will provide you with the skills and knowledge required to turn an idea into reality. An intensive year-long certificate program, you'll learn first-hand all about the world of entrepreneurialism as you manage an actual, real-life hospitality enterprise. While managing a business, your learning will be complimented with online courses and professional mentorship. From business operations and finance to business regulations and human resource management, you'll experience every facet of life as an entrepreneur.

Program overview

Your career

Graduates of the program can look forward to career opportunities in management within the hospitality industry or as independent business owners.

Student success

Most successful students spend approximately 20 hours per week doing homework and review, with additional study required to prepare for exams.

Keep in mind hospitality industry hours can range from early morning to late in the evening and often include holidays and weekends.

The material is presented at a fairly rapid rate, so for the greatest level of success you must be present and take responsibility for your learning experience. You must be able to read, write and comprehend the English language at a level exceeding basic conversational English.

The intensive nature of the program requires students to have well developed time management skills.

Credentials and Accreditation

Graduates of the program will receive a post-diploma certificate in Culinary Entrepreneurship.

Progression

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

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Admission requirements

Completion of the following diplomas or work experience:

- Completion of a Professional Cooking Diploma or Baking and Pastry Arts Diploma or equivalent.
- Completion of Journeyman Cook or Baker certification.
- Three to five years of work experience in the Hospitality or Food industry with approval from the program Academic Chair.

Competitive entry: seven step process

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

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

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

Applications and proof of the admission requirements (transcripts and/or anticipated final grades) along with all supporting documents must be submitted by July 17 to be included in selection.

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

- Current resumé
- Two letters of reference

Resumé and reference letters will be reviewed and successful applicants will be invited to attend an interview with representatives of the Culinary Entrepreneurship program. Offers of admission will be determined based on the resumé, references and interview.

Step 4: Apply to Culinary Entrepreneurship and submit your transcripts.

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

Step 6: Submit your resumé and letters of reference.

- Applicants who fail to submit a resumé and letters of reference will be excluded from selection.

Step 7: Continue to monitor changes to your application status through mySAIT.ca.

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

Communication during selection

Email is the primary source of communication during the selection process. Ensure your personal email account is managed appropriately to receive our emails, files and communications.

We recommend you add culinary@sait.ca and the sait.ca domain to your safe senders list or you risk missing critical email messages.

Cost

Tuition (subject to change)

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

Books and supplies (subject to change)

- Visit sait.ca for details.

Program outline

Semester 1

APST 400 – Technology for Business	3 credits
FDBS 400 – Food Service Retail Management	3 credits
FNCE 400 – Applied Finance I	3 credits
LDSH 400 – Applied Entrepreneurship I	3 credits
LDSH 401 – Applied Leadership I	3 credits
MGMT 404 – Managing Business Operations I	3 credits
MKTG 403 – Applied Sales and Marketing I	3 credits
PHYF 401 – Facilities	3 credits

Semester 2

FNCE 401 – Applied Finance II	3 credits
HRMT 401 – Applied Human Resources	3 credits
LDSH 402 – Applied Entrepreneurship II	3 credits
LDSH 403 – Applied Leadership II	3 credits
MGMT 406 – Managing Business Operations II	3 credits
MKTG 404 – Applied Sales and Marketing II	3 credits
OPMT 400 – Supports and Regulations	3 credits
Total credits	45

Database Administrator

- **Forty-week certificate**
- **Spring and winter start**
- **Full-time classroom**

Contact us

Fast-Track
Phone: 403.210.4522
Email: fast-track@sait.ca

Program description

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

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

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

This program is offered in conjunction with the Oracle Workforce Development Program. With additional relevant work experience and exam preparation study, you will be prepared to successfully challenge and complete the Oracle Certified Professional (OCP) DBA designation. Discount vouchers are available to qualified students.

Program overview

Your career

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

- Graduates of the Database Administrator program have a 93% employment rate

Student success

- Students possessing prior experience with relational databases (e.g. Microsoft Access) and operating systems (e.g. Linux/ Unix, Windows) tend to be more successful in the Database Administrator program.
- Students with higher grades usually experience more success in SAIT programs.
- This is an intensive program requiring a commitment of both time and energy; students who experience success are those who make their education a priority throughout the program.

Credentials and Accreditation

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

Accreditation

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

Progression

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

Admission requirements

- At least 60% in English Language Arts 30-1 or English Language Arts 30-2 or equivalent, OR,
- A minimum of two years post-secondary education from a recognized university, institute or college.
- All applicants must demonstrate English Language Proficiency prior to admission, including students educated in Canada.

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

Competitive entry: seven step process

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

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

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

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

Selection is done on a continuous basis and is based on the following criteria:

- Current resumé outlining previous education and experience.
- ICT Fast-Track Career and Program Investigation form. This form will be emailed to you once you have applied. It will be scored to determine suitability for the program; please be detailed and thorough.

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- A photocopy of your educational transcripts and any other supporting documents.

- Proof of previous computer programming and/or relational database experience. Transcripts, substantial industry experience or certifications will be considered. An introductory computer programming course such as CMPP-205 Introduction to Programming in C may be required. Please refer to this document outlining the technical expectations of students entering this program.

- Attend a mandatory selection appointment once the above documents have been submitted and scored by the department. Telephone appointments can be scheduled for out-of-town applicants.

- The final decision for acceptance into the program will be determined by the Academic Chair.

Step 4: Apply to Database Administrator and submit your transcripts.

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

Step 6: Submit your resumé, Career and Program Investigation form and transcripts.

- Send your documentation to the School of ICT Fast-Track office by email to fast-track@sait.ca or fax to 403.210.4523.

Step 7: Continue to monitor changes to your application status through mySAIT.ca.

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

Communication during selection

Email is the primary source of communication during the selection process. Ensure your personal email account is managed appropriately to receive our emails, files and communications.

We recommend you add fast-track@sait.ca and the sait.ca domain to your safe senders list or you risk missing critical email messages.

Ideal applicant

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

Cost

Tuition (subject to change)

- Please refer to the Tuition (subject to change) and Fee Table.

- International students, please refer to International Student Fees.

- For student funding, please refer to Financial Assistance.

Books and supplies (subject to change)

- Visit sait.ca for details.

Program outline

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

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

Transfer options

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

- Rocky Mountain College

- SAIT

To learn more, visit Transfer options on sait.ca.

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

Dental Assisting

- **Ten-month certificate**
- **Fall start**
- **Full-time classroom**

Contact us

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

Program description

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

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

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

Program overview

Your career

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

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

Student success

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

Basic computer skills are advantageous to dental assistants. Students who experience success in this program have effective communication skills in English. Health care practitioners are detail oriented in the care they provide and enjoy working in a team environment.

Credentials and Accreditation

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

![SAIT Southern Alberta Institute of Technology logo]

Accreditation

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

Progression

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

Admission requirements

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

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

Direct entry: four step process

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

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

Step 3: Apply to Dental Assisting and submit your transcripts and/or anticipated final grades.

- Admission will be extended on a first-qualified, first-offered basis until the program is full.
- A minimum of 74 seats will be offered for the fall intake.

Step 4: Continue to monitor changes to your application decision through mySAIT.ca.

Additional requirements

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

Practicum requirements

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

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

- **Current Heart and Stroke Foundation Health Care Provider Level (C) CPR** must be valid from October until the end of June for the academic year of study. SAIT offers the above CPR course on a continuous basis (CPRS 212 Health Care Provider). Please note that only Heart and Stroke Foundation of Canada CPR certification will be accepted.

- **Updated Immunization Records:** Most practicum sites require students to demonstrate updated immunization status prior to attending practicum. Successful candidates will be asked to provide an up-to-date immunization record to the SAIT Health Clinic as part of the program orientation. Failure to do so could jeopardize a student's ability to complete the practicum portion of his/her program. The receiving practicum site has the right to refuse students who cannot prove they have met all the required immunizations. Please review the immunization process document for specific details. It is advised to start the immunization process early as it can take some time to complete.

- **Security Clearance:** According to the Protection for Persons in Care Act, our practica sites require that students obtain a Police Information Check including Vulnerable Sector Check, prior to going on practicum. Any criminal code offence for which a pardon has not been received may be a deterrent to a student's entry into practicum, and therefore will result in an uncompleted program or non-graduating status. Successful candidates will be asked to provide a clear Police Information Check including Vulnerable Sector Check record to the School of Health and Public Safety main office by orientation day. Please review the security clearance process document for specific details. Be aware that record must be dated no earlier than 90 days prior to your program orientation day (typically orientation day is held the week prior to the first day of class).

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

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

Cost

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

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

- Books, supplies and uniform are approximately $1,500.
- CPRS 212 Health Care Provider course in CPR. Annual update required – CPRS 222 Health Care Provider Renewal. All CPR courses must be from the Heart and Stroke Foundation. Call SAIT Life Support Training at 403.210.4009 for further information.
- Students are responsible for any additional expenses related to their practicum including relocation costs.
- There is a fee associated with obtaining a police information check (including Vulnerable Sector Check), payable to the Police or the Royal Canadian Mounted Police (RCMP).
- National Dental Assisting Examining Board exam fee is approximately $450.
- College of Alberta Dental Assistants annual dues are approximately $300.

Program outline

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

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

Semester 3
DENT 278 – Prosthodontics 2	1.5 credits
DENT 294 – Dental Specialties 2	1.5 credits
DENT 297 – Preventive Procedures	3 credits
PRAC 278 – DA Practicum	3 credits
Total credits	40.5

Transfer options

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

- Canadian Forces

To learn more, visit Transfer options on sait.ca.

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

Diagnostic Medical Sonography

- **22-month diploma**
- **Fall start**
- **Full-time classroom**
- **Includes clinical practica**

Contact us

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

Program description

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

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

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

To support their learning, students will be required to participate online throughout their practicum and will require access to a computer with Internet access and a printer. Students will be evaluated on lab, competency and performance in the program using a competency tracking system called CompTracker. Students are required to have an iPad with Bluetooth keyboard to support the CompTracker system while in the program.

Program overview

Your career

Graduates find work as diagnostic medical sonographers in hospitals, doctors' offices and community clinics. Diagnostic Medical Sonographers work in environments where they may spend a considerable amount of time standing or sitting and performing tasks that may be repetitive. They must observe safety precautions and ergonomics to reduce the risk of exposures and injury. Graduates of the Diagnostic Medical Sonography program have a 100% employment rate.

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

Student success

- Students with higher secondary or post-secondary marks usually experience greater success in SAIT programs.
- Students are expected to spend approximately 20 hours per week outside of class studying.
- Students who experience success in this program have exceptional communication skills in English.
- Health care practitioners are detail oriented in the care they provide, utilize critical thinking in practice, are eager, persevere and enjoy working in a team environment.
- In order to be successful in this program, applicants must have basic computer literacy. An acceptable computer skill level would include the ability to use word processing and communication software. Educational interaction in this program depends on these basic computer skills. It is the student's responsibility to ensure adequacy of these skills prior to program admission.
- Students who experience success in this program have the following characteristics:
  – Intrinsic motivation,
  – Ability to handle unpleasant situations,
  – Ability to lift heavy patients,
  – Ability to stand for long periods of time,
  – Upper body strength while scanning patients in difficult positions,
  – Good physical health including upper body and shoulder strength,
  – Good wrist and hand dexterity and stamina,
  – Full body muscle stamina, and
  – Strong vision and hearing.
- Individuals with previous chronic or repetitive strain injuries have experienced re-injury or aggravation of these conditions in this program and/or as a sonographer.
- Employers for Sonography professionals indicate that working hours could be days, evenings, weekends and potentially 24/7 shift expectations.

SAIT Southern Alberta Institute of Technology

Credentials and Accreditation

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

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

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

Progression

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

Admission requirements

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

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

Competitive entry: seven step process

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

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

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

- Applications and proof of the admission requirements (transcripts and/or anticipated final grades) along with all supporting documents must be submitted by Dec. 1 to be included in selection.
- Competitive academic averages are not a portion of the Diagnostic Medical Sonography (DMS) program selection process. There will be 22 seats offered for the fall intake. Additional seats are reserved for Saskatchewan residents through an interprovincial agreement. In the selection process, applicants will be assessed on the following criteria and seats will be offered accordingly.

Phase 1: Program Selection Package

Applicants who meet the admission requirements will be sent a program selection package via email starting Dec. 1, 2016. The selection package must be completed and returned to diagnostic. imaging@sait.ca within two weeks of the initial email date.

We recommend you add diagnostic.imaging@sait.ca and the sait. ca domain to your safe senders list or you risk missing critical email messages. We don't recommend using Microsoft email account such as @hotmail.com or @live.com as there have been some issues in the past in receiving SAIT communications using these types of accounts.

- **Resource:** Preparing for the Diagnostic Medical Sonography Selection Process

You are solely responsible to ensure the information in the selection package is legible, articulate and best reflects you as a candidate. Falsifying information will result in your application being removed immediately from the selection process and may result in the initiation of SAIT's Student Code of Conduct Procedure AC.3.4.1.

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

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

Phase 2: Interview

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

- Group interviews will not begin until mid-February to ensure a sufficient applicant pool.
- The applicant will receive two weeks' notice of the scheduled interview, when possible.
- The completed and signed Confidentiality form should be brought to the group interview.
- Four applicants will be interviewed at one time by two members of the program selection committee.

Interviewees should attend the group interview session in person. Individuals residing outside of Alberta may have the opportunity to participate in a web video conference group interview. Please note that web video conference group interviews may be delayed until there are sufficient web video conference applicants to complete a group interview session.

The program and selection committee are not responsible for technical support to the applicant or any loss of connectivity through the group interview process. Web conference interviews will not be rebooked if an individual has technical difficulties, loses connectivity, or cannot hear the group interview responses.

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

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

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

- If the group interview score is below benchmark, applicants may remain in selection until all interviews are completed.

- Those applicants who fail to notify or attend their scheduled interview will be declined.

Step 4: Apply to Diagnostic Medical Sonography and submit your transcripts.

Step 5: Log in to mySAIT to check your admission status. If eligible, your status will indicate that you are "In Selection." If you are "In Selection" then you must complete Phase 1 of the selection process. If you are "In Continued Selection" then you must complete Phase 2 of the selection process.

Step 6: Complete the Selection package and then if applicable complete the interview.

Step 7: Continue to monitor changes to your application status through mySAIT.ca.

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

Communication during selection

Email is the primary source of communication during the selection process. Ensure your personal email account is managed appropriately to receive our emails, files and communications. We recommend you add diagnostic.imaging@sait.ca and the sait.ca domain to your safe senders list or you risk missing critical email messages.

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

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

Practicum requirements

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

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

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

- **Current Heart and Stroke Foundation Health Care Provider Level (C) CPR** must be valid for the duration of your practicum. SAIT offers the above CPR course on a continuous basis (CPRS 212 Health Care Provider). Please note that only Heart and Stroke Foundation of Canada CPR certification will be accepted.

- **Updated Immunization Records:** Most practicum sites require students to demonstrate updated immunization status prior to attending practicum. Successful candidates will be asked to provide an up-to-date immunization record to the SAIT Health Clinic as part of the program orientation. Failure to do so could jeopardize a student's ability to complete the practicum portion of his/her program. The receiving practicum site has the right to refuse students who cannot prove they have met all the required immunizations. Please review the immunization process document for specific details. It is advised to start the immunization process early as it can take some time to complete.

- **Security Clearance:** According to the Protection for Persons in Care Act, our practica sites require that students obtain a Police Information Check including Vulnerable Sector Check, prior to going on practicum. Any criminal code offence for which a pardon has not been received may be a deterrent to a student's entry into practicum, and therefore will result in an uncompleted program or non-graduating status. Successful candidates will be asked to provide a clear Police Information Check including Vulnerable Sector Check record to the School of Health and Public Safety main office by orientation day. Please review the security clearance process document for specific details. Be aware that record must be dated no earlier than 90 days prior to your program orientation day (typically orientation day is held the week prior to the first day of class).

- **N95 Respiratory Mask:** Fit testing is done to determine which make and model of N95 respiratory mask should be used by an individual. In compliance with Alberta's Occupational Health and Safety Code 2009, students are fit-tested for respiratory masks prior to their practica. Occupational Health and Safety Bulletin, Respiratory Protective Equipment: An Employer's Guide states the effectiveness of the respiratory protective equipment depends on an effective face piece seal to the skin of the face. The mask must be tight enough so that the person is breathing only air which has been filtered. The seal is dependent on facial differences (shape or size) or facial hair. Facial hair must be removed where the mask contacts the face for the test. Failure to adequately fit an N95 mask may result in a restricted practicum and\or limited employment. Additionally, a student may need to be tested again in two years or if there are changes to the face which impact the ability of the respirator to form an effective seal (e.g. Weight gain/loss, growth of facial hair, dental surgery, or facial scarring).

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

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

Cost

Tuition (subject to change)

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

Books and supplies (subject to change)

- Visit sait.ca for details.

Program outline

First year
Semester 1

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

Semester 2

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

Semester 3

DMST 276 – Professional Practice 2	1.5 credits
DMST 305 – Diagnostic Medical Sonography Simulation 1	1.5 credits
PRCT 265 – Clinical Practicum 1	3 credits

Second year
Semester 4

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

Semester 5

PRCT 310 – Clinical Practicum 2	7.5 credits

Semester 6

DMST 352 – Obstetrics and Gynecology Sonography 3	1.5 credits
DMST 367 – Adult Echocardiography 3	1.5 credits
DMST 381 – Vascular Sonography 3	1.5 credits
PRCT 362 – Clinical Practicum 3	6 credits

Third year
Semester 7

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

Transfer options

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

- Athabasca University
- Memorial University of Newfoundland (The Marine Institute)
- Saskatchewan
- Thompson Rivers University
- University or New Brunswick, Saint John

To learn more, visit Transfer options on sait.ca.

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

Diesel Equipment Technician

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

Contact us

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

Program description

This 30-week program has been designed by industry representatives to meet the specific needs of today's large and diverse heavy equipment industry. After completing the program, you will be a highly trained entry-level tradesperson ready to enter the work force as a Heavy Equipment Technician apprentice. As a graduate of the program you may be credited with up to 600 hours worth of work experience towards your apprenticeship, as well as the opportunity to write your first and second period apprenticeship exams.

Program overview

Your career

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

- Graduates of the Diesel Equipment Technician program have a high employment rate

Student success

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

Credentials

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

Accreditation

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

Progression

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

Admission requirements

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

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

Competitive entry: seven step process

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

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

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

- Applications and proof of the admission requirements (transcripts and/or anticipated final grades) must be submitted by March 1 to be included in selection.
- Selection is done on a continuous basis beginning in December will continue until the program is full.
- Qualified applicants will be contacted by the School of Transportation to write an aptitude test evaluating the following:
  - Mechanical Reasoning 34%
  - English Comprehension 33%
  - Mathematics 33%
- You may be required to complete a Career Investigation Report, depending on the results of your aptitude test. If so, the report will be emailed to you.

Step 4: Apply to Diesel Equipment Technician and submit your transcripts.

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

Step 6: Write your aptitude test.

- If you live more than 300 km from Calgary and cannot attend a testing session without hardship, alternative arrangements for testing will be considered.

SAIT Southern Alberta Institute of Technology

Aptitude Test Score	Next Step
70% or above	You will be offered a seat in the program or waitlisted in ranked order, based on aptitude test score. Offers will be dependent on seat availability.
60-69%	You will be required to complete a Career Investigation Report. The report will be emailed to you with further instructions. The report will be assessed and the score will be added to the aptitude test score to determine a composite score. • If the composite score is above 70% you will receive an offer or placed on a ranked waitlist dependent on the availability of seats. • If the composite score is below 70% you will remain in selection until March 1. After March 1, a ranked waitlist will be created and seats will be offered as they become available.
59% and below	Applicants who score 49% and below on the aptitude test will be declined.

Step 7: Continue to monitor changes to your application status through mySAIT.ca.

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

Communication during selection

Email is the primary source of communication during the selection process. Ensure your personal email account is managed appropriately to receive our emails, files and communications.

We recommend you add transportation.info@sait.ca and the sait.ca domain to your safe senders list or you risk missing critical email messages.

Cost

Tuition (subject to change)

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

Books and supplies (subject to change)

- Visit sait.ca for details.

Program outline

Semester 1

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

Semester 2

• COMM 209 – Business Communications	1.5 credits
• HDMC 240 – Electrical Charging and Cranking Theory	3 credits
• HDMC 241 – Electrical Charging and Cranking Lab	1.5 credits
• HDMC 255 – Diesel Engine Theory	1.5 credits
• HDMC 257 – Diesel Engine Laboratory	3 credits
• HDMC 258 – Engine Tune-up Theory	3 credits
• HDMC 259 – Engine Tune-Up Lab	3 credits
• HDMC 266 – Powertrain Lab	1.5 credits
Total credits	37.5

Transfer options

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

- Alberta Apprenticeship and Industry Training
- NAIT

To learn more, visit Transfer options on sait.ca.

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

Electrical Engineering Technology

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

Contact us

School of Information and Communications Technologies
Phone: 403.284.8543
Email: ict.info@sait.ca

Program description

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

Program overview

Your career

Graduates find work as electrical engineering technologists, industrial control technologists and power systems technologists. Graduates may also be employed in design estimating technical sales power generation distribution metering industrial electronic control supervisory control systems and industrial networking. Employers include consulting and design firms the oil and gas industry industrial plants technical sales companies, electrical contractors, utility companies and various manufacturers and distributors.

Student success

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

Credentials and Accreditation

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

Accreditation

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

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

Progression

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

Admission requirements

Completion of the following courses or equivalents:

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

Competitive entry: six step process

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

If you're a Journeyman Electrician, refer to the competitive entry for the three-year stream.

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

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

- Applications and proof of the admission requirements (transcripts and/or anticipated final grades) must be submitted to be included in selection.
- Apply early as selection is done on a continuous basis.

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

- Academic Ranking

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

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

Step 6: Continue to monitor changes to your application status through mySAIT.ca.

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

Communication during selection

Email is the primary source of communication during the selection process. Ensure your personal email account is managed appropriately to receive our emails, files and communications.

We recommend you add eet.selectionprocess@sait.ca and the sait.ca domain to your safe senders list or you risk missing critical email messages.

Costs

Tuition (subject to change)

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

Books and supplies (subject to change)

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

Program outline

First year
Semester 1

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

Semester 2

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

Second year
Semester 3

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

Semester 4

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

Transfer options

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

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

To learn more, visit Transfer options on sait.ca.

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

Electrical Engineering Technology – Journeyman Electrician Stream

- **Three-year program**
- **Fall start**
- **Part-time online, evenings and weekends**

Contact us

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

Program overview

Electrical Engineering Technology – Journeyman Electrician Stream is a three year part-time offering for Journeyman Electricians, enabling them to work while studying. The program provides a combination of practical and theoretical education that employers are seeking in the industry. After successfully completing this program, Journeyman Electricians will receive a SAIT diploma in Electrical Engineering Technology. The program is nationally accredited by Technology Accreditation Canada and Technology Accreditation Canada.

Admission requirements

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

Competitive entry: seven step process

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

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

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

- Applications and proof of the admission requirements (transcripts and/or anticipated final grades)must be submitted to be included in selection.
- Apply early as selection is done on a continuous basis

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

- Completion of a Journeyman Electrician Certificate program in Alberta within the last five years or equivalent
- Academic Ranking based on fourth year Electrician apprenticeship grades

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

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

Step 6: Submit your Journeyman Electrician Certificate program transcripts.

- Email your Journeyman Electrician transcripts to eet. selectionprocess@sait.ca.
- Please save the files with the naming convention: LastName, FirstName-StudentID. Hand-written submissions will not be accepted.
- Applicants who fail to submit their Journeyman Electrician transcripts will be excluded from selection.

Step 7: Continue to monitor changes to your application status through mySAIT.ca.

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

Note: There may be study options for Journeyman Electricians who do not meet the selection criteria. Please contact our office for details.

Costs

Tuition (subject to change)

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

Books and supplies (subject to change)

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

Program outline

Year one: online and In-class labs
Semester 1: fall 2017

- MATH 237 – Math for Technologists
- ELTR 232 – Digital & Electronic Circuits
- COMM 238 – Technical Communications I

Semester 2: winter 2018

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

Semester 3: summer 2018

- ENGD 226 – Electrical Diagrams & AutoCAD
- COMM 288 – Technical Communications II
- ELTR 262 – Power Electronics

Year two: evenings/weekends
Semester 4: fall 2018

- ELEC 306 – Machine Applications
- ELEC 352 – Rotating Machines
- ELEC 353 – Transformer Applications

Semester 5: winter 2019

- DSGN 301 – Electrical Design Principles
- CNTR 309 – PLC: Premium Unity Pro Applications
- ELEC 302 – Generation & Grid Operations
- ELCM 374 – Industrial Networks & Communications

Year Three: Evenings/Weekends
Semester 6: fall 2019

- DSGN 396 – Industrial Electrical Design
- CNTR 358 – PLC: Contrologix Applications
- PROJ 333 – Technical Project Management

Semester 7: winter 2020

- ELEC 361 – Power Systems Analysis
- ELEC 364 – Protection & Control
- PROJ 373 – Capstone Project Course

Total credits	67.5

Communication during selection

Email is the primary source of communication during the selection process. Ensure your personal email account is managed appropriately to receive our emails, files and communications. We recommend you add eet.selectionprocess@sait.ca and the sait.ca domain to your safe senders list or you risk missing critical email messages.

Electronics Engineering Technology

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

Contact us

School of Information and Communications Technologies
Phone: 403.284.8543
Email: ict.info@sait.ca

Program description

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

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

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

Program overview

Your career

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

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

Student success

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

Characteristics of a successful student in this program include:

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

Credential

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

Accreditation

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

SAIT Southern Alberta Institute of Technology

Progression

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

Admission requirements

Completion of the following courses or equivalents:

- At least 50% in Pure Math 30, or at least 60% in Math 30-1, or at least 75% in Math 30-2, AND,

- At least 50% in English Language Arts 30-1 or English Language Arts 30-2, AND,

- At least 50% in a minimum 20-level science (Physics preferred, and excludes Science 24 and 26).

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

Competitive entry: seven step process

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

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

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

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

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

- A minimum of 65% in Pure Math 30 or Math 30-1 or equivalent, AND,

- A minimum of 60% in English Language Arts 30-1 or English Language Arts 30-2, or equivalent, AND,

- A 30-level science course (Physics, Chemistry, and/or Biology).

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

- Applicants who do not qualify for early admission —or who qualify after the early admission deadline has passed — will be placed in selection and academically ranked according to the admission requirements and may be interviewed (by phone or in-person).

- Selection will begin on March 2 and be done on a continuous basis until the program has been filled. Applicants will be offered a seat or waitlisted, based on ranking and seat availability.

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

Step 4: Apply to Electronics Engineering Technology and submit your transcripts.

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

Step 7: Continue to monitor changes to your application status through mySAIT.ca

Communication during selection

Email is the primary source of communication during the selection process. Ensure your personal email account is managed appropriately to receive our emails, files and communications.

We recommend you add ent.info@sait.ca and the sait.ca domain to your safe senders list or you risk missing critical email messages.

Costs

Tuition (subject to change)

- Please refer to the Tuition (subject to change) and Fee Table.

- International students, please refer to International Student Fees.

- For student funding, please refer to Financial Assistance.

Books and supplies (subject to change)

- Books and supplies (subject to change) are approximately $1,000 for the first year and $1,000 for the second year.

- A $400 security deposit to use a SAIT issued laptop.

Program outline

First year
Semester 1

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

Semester 2

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

Second year
Semester 3

▪ ELCM 322 – Wireless Communication Systems	3 credits
▪ ELEC 305 – Applied Analysis	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
▪ MCRO 350 – Micro Design and Application	3 credits
▪ PROJ 354 – Capstone Project	3 credits
▪ INST 302 – Automated Test and Measurement	3 credits
Total credits	60

Transfer options

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

- Athabasca University
- British Columbia Institute of Technology (BCIT)
- Camosun College
- Canadian Forces
- Cape Breton University
- Lakehead University
- NAIT
- Thompson Rivers University
- University of Victoria

To learn more, visit Transfer options on sait.ca.

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

SAIT Southern Alberta Institute of Technology

Emergency Medical Technician

- **Ten-month certificate**
- **Fall start**
- **Full-time classroom**
- **Includes community-based workplace experience and ambulance practica**

Contact us

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

Program description

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

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

Students will be required to:

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

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

This program is offered in Calgary at SAIT .

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

Program overview

Your career

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

- Graduates of the Emergency Medical Technician program have a 91% employment rate
- Student success
- Students with higher secondary or post-secondary marks usually experience greater success in SAIT's programs.
- Students who experience success in this program have effective communication skills in English.
- Health care practitioners are detail oriented in the care they provide and enjoy working in a team environment.
- The student must be a highly motivated and well-organized individual to succeed in this self-directed, non-traditional delivery model.

Credentials and Accreditation

After successfully completing this program, graduates will receive a SAIT Emergency Medical Technician certificate. All graduates are eligible and required to register with the Alberta College of Paramedics to work in Alberta as an EMT.

Accreditation

The Emergency Medical Technician program delivered by SAIT is accredited by the Canadian Medical Association at the Primary Care Paramedic level and meets the Alberta College of Paramedics core competency requirements.

Progression

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

Admission requirements

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

- Math 20-1 or Math 20-2 or Pure Math 20 or Applied Math 20, AND,
- English Language Arts 30-1 or English Language Arts 30-2, AND,
- Biology 30 or Science 30
- All applicants must demonstrate English Language Proficiency prior to admission, including students educated in Canada.
- Students must be 18 years old by January 1 (second semester of the EMT program).
- Proof of successful completion of an approved EMR program or EMR/FMR program with an ITLS component must be submitted by April 30.

Competitive entry: six step process

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

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

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

- Applications and proof of the admission requirements (transcripts and/or anticipated final grades) along with all supporting documents must be submitted by April 30 to be included in selection.

Selection criteria

Applicants that meet the admission requirements will proceed to the interview phase of the selection process. Applicants will be expected to present an updated resumé with supporting documentation at the interview. They will then be ranked using the following criteria:

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

Selection

- Selection will be done on a continuous basis starting in November.
- Applicants must have successfully completed an approved EMR Program or a EMR/FMR program with an ITLS component.
- You will receive a selection package with complete instructions pertaining to the selection process. Your selection will be determined based on following those instructions and the quality of materials submitted in the selection process.
- Successful candidates must sign a practicum agreement contract prior to final acceptance into the program. Students must fulfill the required qualifying criteria as outlined in the practicum agreement by providing proof prior to starting practicum. Students who are unable to comply with the components of the agreement may be unable to complete their clinical placement and therefore unable to graduate from the program.
- Practicum placements are assigned by Alberta Health Services (AHS) and may be located throughout the province of Alberta. AHS will endeavor to locate practicum placements in the Calgary region. There may be opportunity in boarding provinces for placements.
- Orientation is mandatory.

Selection priority

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

Step 4: Apply to Emergency Medical Technician and submit your transcripts

Step 5: Complete the Selection Package.

- Log in to mySAIT.ca to check your admission status. If eligible, your status will indicate that you're "In Selection." If your status indicates you're "In Selection", then you will receive the selection package via the email you provided in your application.
- Applicants who fail to complete the selection package will be excluded from selection.

Step 6: Continue to monitor changes to your application status through mySAIT.ca.

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

Communication during selection

Email is the primary source of communication during the selection process. Ensure your personal email account is managed appropriately to receive our emails, files and communications.

We recommend you add the sait.ca domain to your safe senders list or you risk missing critical email messages.

Practicum requirements

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

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

- **Current Heart and Stroke Foundation Health Care Provider Level (C) CPR** must be valid for the duration of your practicum. SAIT offers the above CPR course on a continuous basis (CPRS 212 Health Care Provider).
- **Updated Immunization Records:** Most practicum sites require students to demonstrate updated immunization status prior to attending practicum. Successful candidates will be asked to provide an up-to-date immunization record to the SAIT Health Clinic as part of the program orientation. Failure to do so could jeopardize a student's ability to complete the practicum portion of his/her program. The receiving practicum site has the right to refuse students who cannot prove they have met all the required immunizations. Please review the immunization process document for specific details. It is advised to start the immunization process early as it can take some time to complete.

- **Security Clearance:** According to the Protection for Persons in Care Act, our practica sites require that students obtain a Police Information Check including Vulnerable Sector Check, prior to going on practicum. Any criminal code offence for which a pardon has not been received may be a deterrent to a student's entry into practicum, and therefore will result in an uncompleted program or non-graduating status. Successful candidates will be asked to provide a clear Police Information Check including Vulnerable Sector Check record to the School of Health and Public Safety main office by orientation day. Please review the security clearance process document for specific details. Be aware that record must be dated no earlier than 90 days prior to your program orientation day (typically orientation day is held the week prior to the first day of class).

- **N95 Respiratory Mask:** Fit testing is done to determine which make and model of N95 respiratory mask should be used by an individual. In compliance with Alberta's Occupational Health and Safety Code 2009, students are fit-tested for respiratory masks prior to their practica. Occupational Health and Safety Bulletin, Respiratory Protective Equipment: An Employer's Guide states the effectiveness of the respiratory protective equipment depends on an effective face piece seal to the skin of the face. The mask must be tight enough so that the person is breathing only air which has been filtered. The seal is dependent on facial differences (shape or size) or facial hair. Facial hair must be removed where the mask contacts the face for the test. Failure to adequately fit an N95 mask may result in a restricted practicum and\or limited employment. Additionally, a student may need to be tested again in two years or if there are changes to the face which impact the ability of the respirator to form an effective seal (e.g. Weight gain/loss, growth of facial hair, dental surgery, or facial scarring).

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

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

Costs

Tuition (subject to change)

- Please refer to the Tuition (subject to change) and Fee Table.

- International students, please refer to International Student Fees.

- For student funding, please refer to Financial Assistance.

Books and supplies (subject to change)

- CPRS 212 Health Care Provider course in CPR. Annual update required (CPRS 222 Health Care Provider Renewal). Call SAIT Life Support Training at 403.210.4009 for further information.

- There is a fee for the Alberta College of Paramedics (ACP) provincial exam and an annual registration fee. Please contact ACP for more information

- ACP annual registration fees are approximately $425 (initial registration fee is approximately $475).

- Students are responsible for any additional expenses related to their practicum including relocation costs to practicum sites outside Calgary.

- There is a fee associated with obtaining a police information check including Vulnerable Sector Check and is payable to the Police or the Royal Canadian Mounted Police.

- Books and supplies (subject to change) cost approximately $1,900 for the program.

- Students must also purchase a uniform (jacket, pants, shirt, belt, and boots) for approximately $500-$700.

- Students are required to have access to a personal computer, printer and internet. Computers must meet the specifications listed in Fees and Expenses.

- Students require a tablet (Apple or Android) to support the CompTracker system. The tablet only needs to have a Wi-Fi ability. The size of the tablet is at the discretion of the student. Keyboards are advisable but not mandatory. Smart phones are not acceptable devices for CompTracker.

- There is a $75 CompTracker user fee per semester.

Program outline

Semester 1

ANPH 201 – Physiology and Physical Assessment	1.5 credits
EMRG 223 – Basic Pharmacology	1.5 credits
EMRG 230 – Community Integration	1.5 credits
EMRG 233 – Respiratory Emergencies	3 credits
EMRG 236 – Emergency Medical Technician 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 – Emergency Medical Technician Laboratory 2	3 credits
FTNS 202 – Fitness and Wellness	1.5 credits
PRAC 242 – Clinical Practicum	1.5 credits

Semester 2 – 3 (Spans two semesters)

PRAC 252 – Ambulance Practicum	3 credits

Semester 3

EMRG 265 – Professional Practice 2	1.5 credits
Total credits	34.5

Emergency Medical Technology – Paramedic

- **Two-year diploma**
- **Fall start**
- **Full-time classroom**
- **Includes field (ambulance) and clinical (hospital) practica**

Contact us

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

Program description

The SAIT Emergency Medical Technology – Paramedic (EMT-P) program is a two-year full-time program offered to students who have successfully completed an accredited EMT program and who wish to extend their professional training and credentials to work as paramedics. In the EMT-P program, the student will become extensively familiar with human anatomy, physiology and pathophysiology, as well as wide variety of pharmacological and other therapies.

The program commences each year in the fall and consists of 5 semesters which include classroom and simulation learning, two field (ambulance) practica and two clinical (hospital) practica placements.

Students begin Semester 1 with eight weeks of class at the SAIT campus where they learn theory including anatomy, physiology and basic pharmacology. Six weeks of field practicum then follows to fine-tune basic care skills and develop familiarity with advanced procedures such as fluid resuscitation. The ambulance practicum continues in the winter semester, first year, until February.

Students return to SAIT in February for Semester 2 where they will spend eight weeks in class continuing their studies expanding on pharmacological therapies and treatments for various medical and traumatic emergencies. Assessment skills, critical thinking and integrating advanced therapies into basic care are emphasized.

Students will return in the fall for Semester 3 in late August for clinical practicum and then for eight weeks at SAIT for classroom and lab instruction including pediatric and adult advanced life support, rapid sequence induction and other advanced skills. Development of critical thinking and integration skills are key components.

Semester 4 begins in January of the second year with clinical practicum rotations in the pediatric emergency room and labour and delivery. Students will finish with their final ambulance practicum at the end of April.

Students return to SAIT for the spring semester – semester 5 – where they complete the classroom portion and prepare for registration with the Alberta College of Paramedics (ACP) as an EMT-P.

Program overview

Your career

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

- Graduates of the Emergency Medical Technology – Paramedic program have a 100% employment rate

Student success

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

- Students who experience success in communications skills in English.
- Health care practitioners are detail-oriented in the care they provide and enjoy working in a team environment.
- Students with post-secondary degrees or experience usually experience greater success in SAIT's programs.
- Due to the physical nature of the work required in emergency medical services, the EMT Paramedic program has a strong focus on physical fitness and wellness.

Credentials and Accreditation

After successfully completing this program, graduates will receive a SAIT Emergency Medical Technology – Paramedic diploma. Other certificates received are Advanced Cardiovascular Life Support (ACLS), Pediatric Advanced Life Support (PALS), International Trauma Life Support (ITLS) Advanced and Neonatal Resuscitation Program (NRP) and Construction Safety Training System (CSTS) certification. All graduates are eligible to register with Alberta College of Paramedics and work in Alberta as an EMT-Paramedic.

Accreditation

The EMT-Paramedic program delivered by SAIT is accredited by the Canadian Medical Association at the Advanced Care Paramedic level. This program exceeds the Alberta College of Paramedics EMT-Paramedic core competency requirements.

Progression

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

SAIT Southern Alberta Institute of Technology

Admission requirements

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

- Math 20-1 or Math 20-2 or Pure Math 20 or Applied Math 20, AND,

- English Language Arts 30-1 or English Language Arts 30-2, AND,

- Biology 30, or Science 30, or SAIT's ANPH 209 Note: ANPH 209 can be found in SAIT's Continuing Education calendar.

- All applicants must have successfully completed an accredited and approved Primary Care Paramedic or an Emergency Medical Technician certificate program. Proof of completion must be submitted by August 1.

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

Competitive entry: six step process

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

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

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

- Applications and proof of the admission requirements (transcripts and/or anticipated final grades) along with all supporting documents must be submitted by May 30 to be included in selection.

Selection criteria

Applicants that meet the admission requirements may proceed to the interview phase of the selection process. Applicants will be expected to present an updated resumé with supporting documentation at the interview. They will then be ranked using the following criteria:

- Written examination: 25%

- Written questionnaire: 25%

- Related first response/Emergency Medical Technician experience: 25% – interview 20%

- References: 5%

Selection

- Selection will be done on a continuous basis starting in November.

- Applicants must be registered as an Emergency Medical Technician (EMT) with the Alberta College of Paramedics (ACP).

- You will receive a selection package with complete instructions pertaining to the selection process. Your selection will be determined based on following those instructions and the quality of materials submitted in the selection process. Your ACP registration number must be submitted to SAIT by Aug. 1 in order to maintain a seat in the program. Preference will be given to applicants that can provide proof of EMT registration with the ACP at the time of selection.

If you are not selected for admission to the program this year, please re-apply with the above taken into consideration.

Step 4: Apply to Emergency Medical Technician – Paramedic and submit your transcripts.

Step 5: Complete the Selection Package.

- Log in to mySAIT.ca to check your admission status. If your status indicates you're "In Selection", then you will receive the selection package via the email you provided in your application.

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

Step 6: Continue to monitor changes to your application status through mySAIT.ca.

Due to the numerous applications received for this program, we will be unable to identify to each candidate the reasons they were not selected for admission. The primary reason for most applicants is the lack of Emergency Medical Services (EMS) exposure/experience, or they were not fully registered as an EMT with the Alberta College of Paramedics by August 1.

Communication during selection

Email is the primary source of communication during the selection process. Ensure your personal email account is managed appropriately to receive our emails, files and communications. We recommend you add the sait.ca domain to your safe senders list or you risk missing critical email messages.

Practicum requirements

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

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

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

- **Current Heart and Stroke Foundation Health Care Provider Level (C) CPR** must be valid for the duration of your practicum. SAIT offers the above CPR course on a continuous basis (CPRS 212 Health Care Provider). Please note that only Heart and Stroke Foundation of Canada CPR certification will be accepted.

- **Updated Immunization Records:** Most practicum sites require students to demonstrate updated immunization status prior to attending practicum. Successful candidates will be asked to provide an up-to-date immunization record to the SAIT Health Clinic as part of the program orientation. Failure to do so could jeopardize a student's ability to complete the practicum portion of his/her program. The receiving practicum site has the right to refuse students who cannot prove they have met all the required immunizations. Please review the immunization process document for specific details. It is advised to start the immunization process early as it can take some time to complete.

- **Security Clearance:** According to the Protection for Persons in Care Act, our practica sites require that students obtain a Police Information Check including Vulnerable Sector Check, prior to going on practicum. Any criminal code offence for which a pardon has not been received may be a deterrent to a student's entry into practicum, and therefore will result in an uncompleted program or non-graduating status. Successful candidates will be asked to provide a clear Police Information Check including Vulnerable Sector Check record to the School of Health and Public Safety main office by orientation day. Please review the security clearance process document for specific details. Be aware that record must be dated no earlier than 90 days prior to your program orientation day (typically orientation day is held the week prior to the first day of class).

- **N95 Respiratory Mask:** Fit testing is done to determine which make and model of N95 respiratory mask should be used by an individual. In compliance with Alberta's Occupational Health and Safety Code 2009, students are fit-tested for respiratory masks prior to their practica. Occupational Health and Safety Bulletin, Respiratory Protective Equipment: An Employer's Guide states the effectiveness of the respiratory protective equipment depends on an effective face piece seal to the skin of the face. The mask must be tight enough so that the person is breathing only air which has been filtered. The seal is dependent on facial differences (shape or size) or facial hair. Facial hair must be removed where the mask contacts the face for the test. Failure to adequately fit an N95 mask may result in a restricted practicum and\or limited employment. Additionally, a student may need to be tested again in two years or if there are changes to the face which impact the ability of the respirator to form an effective seal (e.g. Weight gain/loss, growth of facial hair, dental surgery, or facial scarring).

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

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

Costs

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

Books and supplies (subject to change)
- CPRS 212 Health Care Provider course in CPR. Annual update required (CPRS 222 Health Care Provider Renewal). All CPR courses must be from the Heart and Stroke Foundation. Call SAIT Life Support Training at 403.210.4009 for further information.
- There is a fee for the Alberta College of Paramedics (ACP) provincial exam and an annual registration fee. Please contact ACP for more information
- Students are responsible for any additional expenses related to their practicum including relocation costs to practicum sites outside of Calgary.
- There is a fee associated with obtaining a police information check including Vulnerable Sector Check, payable to the Police or the Royal Canadian Mounted Police.
- Books, uniforms, and professional supplies cost approximately $1,500 – $2,000 for the two years.
- Students are required to have access to a personal computer, printer and Internet. Computers must meet the specifications listed in Fees and Expenses.
- Students require a tablet (Apple or Android) to support the CompTracker system. The tablet only needs to have Wi-Fi ability. The size of the tablet is at the discretion of the student. Keyboards are advisable but not mandatory. Smart phones are not acceptable devices for CompTracker.
- There is a $75 CompTracker user fee per semester.

Program outline

First year
Semester 1

- ANPH 200 – Physiology and Physical Assessment   3 credits
- EMRG 202 – Paramedicine Laboratory 1   3 credits
- EMRG 305 – Neurological Emergencies   1.5 credits
- EMRG 320 – Gastro-Urinary Emergencies   1.5 credits
- PHAR 222 – Pharmacology Basics   1.5 credits

Semester 1 – 2 (spans two semesters)

- PRCT 210 – Introductory Field Advanced
  Life-Support Practicum 6 credits

Semester 2

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

Second year
Semester 3

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

Semester 4

- EMRG 340 – Industrial Paramedicine   1.5 credits
- EMRG 350 – Preceptor Training   1.5 credits
- EMRG 365 – Healthcare Specialties   3 credits
- PRCT 351 – Advanced Field Advanced
  Life-Support Practicum 6 credits
- PRCT 352 – Clinical Practicum 2   1.5 credits

Semester 5

- PROF 350 – Paramedic Practice 3   1.5 credits

Total credits	58.5

Transfer options

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

- Athabasca University
- Canadian Forces
- Medicine Hat College
- NAIT
- Thompson Rivers University

To learn more, visit Transfer options on sait.ca.

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

Energy Asset Management

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

Contact us

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

Program description

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

Program overview

Your career

As a student of the program, you will learn about all functions within the industry (including an appreciation for the technical side of the business) and will graduate with relevant skills in administration of the regulatory, financial and contractual compliance workflow pertaining to energy industry assets. As a graduate of this program, you will have career opportunities in the petroleum industry in such areas as mineral land, land contracts, surface land, joint ventures, operations accounting, production accounting, well and facility asset management, as well as within various energy service companies, governments and field operations.

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

Student success

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

Credentials and Accreditation

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

Accreditation

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

Progression

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

Admission requirements

Completion of the following courses or equivalents:

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

Direct entry: four step process

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

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

Step 3: Apply to Energy Asset Management and submit your submit your transcripts and/or anticipated final grades.

Admission will be extended on a first-qualified, first-offered basis until the program is full.

Step 4: Continue to monitor changes to your application decision through mySAIT.ca.

Online Program Delivery

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

Costs

Tuition (subject to change)

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

Books and supplies (subject to change)

- Books and supplies (subject to change) are approximately $500 per year.

Program outline

First year
Semester 1

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

Semester 2

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

Second year
Semester 3

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

Semester 4

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

Total credits   60

Transfer options

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

- Athabasca University
- Mount Royal University
- Robert Gordon University, UK
- University of Lethbridge

To learn more, visit Transfer options on sait.ca.

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

Engineering Design and Drafting Technology

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

Contact us

School of Construction -
Engineering Design and Drafting Technology
Phone: 403.284.8367
Email: construction.eddt@sait.ca

Program description

The program provides graduates with the essential skills sought after by a variety of engineering enterprises. The program will provide you with practical experience through hands-on classes in engineering design and 3D CADD drafting principles and the latest engineering software programs available. Your instructors will be experienced practitioners who will help you develop your technical and professional skills based on relevant practices.

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

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

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

Program overview

Your career

Graduates may find work as junior engineering technologists in fields such as mechanical, electrical, civil, structural and process piping.

Student success

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

Credential

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

Accreditation

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

Progression

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

Admission requirements

Completion of the following courses or equivalents:

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

Direct entry: four step process

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

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

Step 3: Apply to Engineering Design and Drafting Technology and submit your transcripts and/or anticipated final grades.

- Admission will be extended on a first-qualified, first-offered basis until the program is full.

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

Costs

Tuition (subject to change)

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

Books and supplies (subject to change)

- Books and supplies (subject to change) are approximately $1,500 per year.
- A $400 security deposit to use a SAIT issued laptop.

SAIT Southern Alberta Institute of Technology

Program outline

First year
Semester 1

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

Semester 2

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

Second year
Semester 3

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

Semester 4

- ENGD 376 – Civil Drafting II   3 credits
- ENGD 377 – Structural Drafting II   3 credits
- ENGD 378 – Process Piping Drafting II   3 credits
- ENGD 381 – Engineering Practices   1.5 credits
- ENVS 380 – Environmental Engineering Drafting   1.5 credits
- PROJ 357 – Applied Engineering Design and Drafting Technology Capstone Project   3 credits

Total credits	60

Transfer options

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

- Athabasca University
- British Columbia Institute of Technology (BCIT)
- Thompson Rivers University
- University of New Brunswick, Saint John

To learn more, visit Transfer options on sait.ca.

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

English Language Foundations

- **Eight-week**
- **Fall and winter start**
- **Fast-rack classroom**

Contact us

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

Program description

The English Language Foundations (ELF) program provides English language upgrading for learners whose first language is not English. Students are placed into the program based on demonstrated proficiency in English, using the Canadian Language Benchmarks Assessment. Most students use the ELF program as entry into SAIT career programs.

The ELF curriculum encourages development in all language areas: speaking, listening, reading and writing.

- Five-level program
- Six start dates per year (eight week terms)
- Full and part-time studies; evening/weekend courses available
- Intensive, skills-focused approach
- Proficiency based placement and advancement
- Completion of ELF 5 is accepted in lieu of English 30 for most programs at SAIT

Program overview

Your career

After successfully completing the ELF program, the majority of graduates are prepared for admission into SAIT career programs as completion of ELF level 5 is accepted as equivalent to English 30 for most programs at SAIT.

Students in ELF Levels 4 and 5 may combine ELF coursework with Academic Upgrading subjects in math or science.

Student success

Progress in the ELF Program depends on the student's demonstration of proficiency. Instructors regularly assess student progress through classroom assignments, participation and examinations. Students who achieve a rating of 50% (D) in all subjects can be recommended for promotion to the next level.

ELF is a fast track program. Students should be prepared to dedicate considerable time for study and to actively use their English outside of class time. SAIT career programs require academic appropriate English skills in all areas: reading, writing, listening and speaking.

Credentials and Accreditation

40 weeks

No Credential Awarded

Progression

Students must attain a PGPA and/or a CGPA of 2.0 or better in each semester and pass the necessary prerequisite courses to progress through the program. To qualify for graduation, students must pass all courses, attain a CGPA of 2.0 or better and complete course requirements within the prescribed timelines.

Admission requirements

To register for the English Language Foundations program, you must complete a Canadian Language Benchmark Assessment (CLBA) and obtain a minimum score of 4 in all categories. CLBA must be completed at least one week before the course start date.

You can complete a CLBA at SAIT for $100, to make an appointment call 403.210.4045 or email english.language@sait.ca. We also accepted CLBA results from ILVARC (CLBA is free if you are eligible). Please note:

- CLBA scores must be within six months of the test date.
- Teacher-assessed CLBA scores from LINC schools are not accepted.
- For international students, the $100 CLBA fee is included in your application fee; if you require additional CLBA testing, you will be charged $100.
- Effective July 1, 2015, the fee to complete the CLBA at SAIT will be $150.

The benchmark score on your CLBA will determine the ELF level you will start:

Benchmark 4 → ELF level 1

Benchmark 5 → ELF level 2

Benchmark 6 → ELF level 3

Benchmark 7 → ELF level 4 → ELF level 5

Benchmark 8 and completion of ELF level 5 → Meets English proficiency requirement to enter SAIT career programs*

Students with CLBA score of 3 in each category can take ENGL 102 – English Language Readiness.

*The SAIT Respiratory Therapy program requires Enhanced Language Training Placement Assessment (ELTPA) with a score of 9 in all sections.
International students

SAIT Southern Alberta Institute of Technology

Direct entry: four step process

Step 1: Read the program information.

Step 2: Apply to English Language Foundations through Apply Alberta and select a start date.

- Admission will be extended on a first-qualified, first-offered basis until the program is full.

Step 3: Find out how to monitor your application status after you apply.

Step 4: Once you receive your SAIT student ID number, schedule a CLBA by calling 403.210.4045 or email english.language@sait.ca.

Please note: The cost of one CLBA is included in your application fee. We recommend you arrive in Calgary at least one week before classes start so you can complete the CLBA and receive your scores to register for courses.

Costs

Tuition (subject to change)

- Please refer to the Tuition (subject to change) and Fee Table.
- International students, please refer to International Student Fees.
- For student funding, please refer to Financial Assistance.

Books and supplies (subject to change)

- Supplies are approximately $10-20 per term. Students are not required to purchase books for the program.

Program outline

Courses

COMN 151 – Communications 1	3 credits
COMN 152 – Communications 2	3 credits
COMN 153 – Communications 3	3 credits
COMN 154 – Communications 4	3 credits
COMN 155 – Communications 5	3 credits
SPCH 151 – Speech 1	3 credits
SPCH 152 – Speech 2	3 credits
SPCH 153 – Speech 3	3 credits
SPCH 154 – Speech 4	3 credits
SPCH 155 – Speech 5	3 credits
Total credits	30

Transfer options

Through SAIT transfer agreements and institution partnerships, graduates of this program may be eligible for credit at the following universities and colleges:

- Bow Valley College
- Chinook Learning Services

To learn more, visit Transfer options on sait.ca.

Transfer options may also be available at other post-secondary institutions where credits from SAIT programs are evaluated on an individual basis. Interested students should contact the post-secondary institute of their choice for more information.

Environmental Technology

- **Two-year diploma**
- **Fall start**
- **Full-time classroom**

Contact us

MacPhail School of Energy
Phone: 403.284.8451
Email: energy.info@sait.ca

Program description

Want a career that really makes a difference? The Environmental Technology program will give you the skills and knowledge you need to work in the lab or the field. As an Environmental Technologist you'll work in the protection, conservation, and preservation of our natural environment. Many graduates go on to complete their bachelor's degree at Royal Roads University.

Program overview

Your career

Graduates of this program find work in environmental protection, conservation and preservation of natural resources, and environmental education, communication and research. More specific fields include utility and mining companies, chemical manufacturers, steel makers, transportation, industry, federal/provincial government departments, municipalities, education institutions, wastewater management, water treatment, research and health care centers, environmental interest groups and industry associations.

Student success

Students with higher grades and recent upgrading in Math 30 (Pure Math) and Chemistry 30 will experience more success in SAIT's programs.

Additionally, students who experience success in this program have good work ethics and communication skills.

Credential

After successfully completing this program, graduates will receive a SAIT diploma in Environmental Technology.

Accreditation

This program will be accredited in the future. Please contact the MacPhail School of Energy for more information. Graduates are eligible for membership in the following professional associations:

- Association of Science and Engineering Technology Professionals of Alberta (ASET)
- ECO Canada
- Chemical Institute of Canada (CIC)

Progression

Students must attain a PGPA and/or a CGPA of 2.0 or better in each semester and pass the necessary prerequisite courses to progress through the program. To qualify for graduation, students must pass all courses, attain a CGPA of 2.0 or better and complete course requirements within the prescribed timelines.

Admission requirements

Completion of the following courses or equivalents:

- At least 60% in Math 30-1 or Pure Math 30, AND,
- At least 50% in English Language Arts 30-1, or at least 60% in English Language Arts 30-2, AND,
- At least 60% in Chemistry 30.
- All applicants must demonstrate English Language Proficiency prior to admission, including students educated in Canada.

Competitive entry: six step process

Step 1: Read the program information to see the qualities needed for student success.

Step 2: Ensure that you meet all of the admission requirements listed above.

Step 3: Review the selection information to understand the process and deadlines

- Applications and proof of the admission requirements (transcripts and/or anticipated final grades) must be submitted to be included in selection.
- Applicants who have achieved — or will achieve — a minimum average of 70% in the admission requirements and a minimum of 75% in Chemistry 30 will be academically ranked and offers will be extended accordingly.
- Once the program is full, remaining applicants who do not meet the above requirement or did not receive an offer will be academically ranked and waitlisted.
- There will be 32 seats offered.

Step 4: Apply to Environmental Technology and submit your transcripts.

Step 5: Log in to mySAIT.ca to check your admission status. If eligible, your status will indicate that you are "In Selection."

Step 6: Continue to monitor changes to your application status through mySAIT.ca.

Failure to meet anticipated final grades will result in offers being rescinded.

Communication during selection

Email is the primary source of communication during the selection process. Ensure your personal email account is managed appropriately to receive our emails, files and communications. We recommend you add energy.info@sait.ca and the sait.ca domain to your safe senders list or you risk missing critical email messages.

SAIT Southern Alberta Institute of Technology

Costs

Tuition (subject to change)

- Please refer to the Tuition (subject to change) and Fee Table.

- International students, please refer to International Student Fees.

- For student funding, please refer to Financial Assistance.

Books and supplies (subject to change)

- Books and supplies (subject to change) are approximately $1,800 per year.

Program outline

First year
Semester 1

MATH 237 – Mathematics for Technologists	3 credits
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 – Microsoft Office: An Introduction	1.5 credits
ENVS 222 – Introduction to Environmental Organic Chemistry	1.5 credits

Semester 2

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 260 – Environmental Chemistry I	1.5 credits
ENVS 344 – Geographical Communications	3 credits
GEOL 230 – Geology	1.5 credits
ENVS 250 – Field Safety	1.5 credits
ENVS 219 – Industrial Process/Environmental Control	1.5 credits
COMM 270 – Environmental Risk Communication	1.5 credits

Second year
Semester 3

DATA 201 – Data Interpretation	1.5 credits
ENVS 303 – Environmental Audits and Management Systems	1.5 credits
ENVS 229 – Environmental Law and Regulation	1.5 credits
ENVS 236 – Ecosystems and Environmental Impact Assessment	1.5 credits
ENVS 304 – Environmental Sampling and Analysis	3 credits
ENVS 360 – Environmental Chemistry II	1.5 credits
ENVS 330 – Environmental Field School	3 credits
ENVS 300 – Site Reclamation	1.5 credits

Semester 4

ENVS 361 – Environmental Project Management	1.5 credits
ENVS 358 – Solid Waste Management	1.5 credits
ENVS 359 – Water and Wastewater Treatment	1.5 credits
ENVS 343 – Water and Wastewater Treatment Laboratory	3 credits
ENVS 375 – Environmental Microbiology	1.5 credits
ENVS 364 – Sustainable Environmental Analytics	1.5 credits
ENVS 354 – Sustainable Urban Design	1.5 credits
GEOL 350 – Hydrology and Hydrogeology	1.5 credits
PROJ 367 – Environment Practicum	1.5 credits
Total credits	**60**

Transfer options

Through SAIT transfer agreements and institution partnerships, graduates of this program may be eligible for credit at the following universities and colleges:

- Athabasca University

- British Columbia Institute of Technology (BCIT)

- Business Academy Aarhus, Denmark

- Griffith University

- Mount Royal University

- NAIT

- Royal Roads University

- SAIT

- Thompson Rivers University

- University of Lethbridge

To learn more, visit Transfer options on sait.ca.

Transfer options may also be available at other post-secondary institutions where credits from SAIT programs are evaluated on an individual basis. Interested students should contact the post-secondary institute of their choice for more information.

Film and Video Production

- **Two-year diploma**
- **Fall start**
- **Full-time classroom**

Contact us

School of Information and Communications Technologies
Phone: 403.284.8543
Email: ict.info@sait.ca

Program description

The Film and video industry entertains, challenges, impacts our understanding of current events, heightens our awareness of social issues, and even influences our buying decisions. Be a part of this cultural phenomenon, and enroll in the Film and Video Production (FVP) program.

The FVP program prepares you for a career in one of Canada's evolving media industries. You will learn the fundamentals of scriptwriting, producing, directing, cinematography, sound recording, editing as well as the business aspects of the film and video industries.

FVP is delivered in a unique environment that combines traditional teaching methods with hands-on production and project models. In the second year, students have the opportunity to specialize, and are further assisted in finding a practicum opportunity to obtain firsthand experience and establish additional contacts in the industry. The program is two years in length with each academic year divided into two 15-week semesters.

All Film and Video Production students participate in e-learning based curriculum. Students lease PC laptop computers from SAIT, which are equipped with various software applications. Internet access, training and technical support are provided throughout the program.

Program overview

Your career

Upon graduation, you may find employment on productions such as: movies of the week, feature films, commercials, music videos, documentaries, specialty channel programming, television series, and public service or corporate productions. Most entry-level work is available on a freelance or contract basis. Some entrepreneurial graduates start their own businesses and employ others. This industry is always seeking innovative new talent. Graduates of this program tend to work primarily on term specific projects as well as with smaller "boutique" type production companies.

- Graduates of the Film and Video Production program have a 89% employment rate

Student success

Applicants with previous academic success are usually more successful in SAIT's programs.

Credentials and Accreditation

Upon successfully completing this program, graduates will receive a SAIT diploma in Film and Video Production.

There are no formal accreditation arrangements at this time. Please contact the School of Information and Communications Technologies (ICT) for more information.

Progression

Students must attain a PGPA and/or a CGPA of 2.0 or better in each semester and pass the necessary prerequisite courses to progress through the program. To qualify for graduation, students must pass all courses, attain a CGPA of 2.0 or better and complete course requirements within the prescribed timelines.

Admission requirements

- At least 60% in English Language Arts 30-1 or English Language Arts 30-2 or equivalents.
- All applicants must demonstrate English Language Proficiency prior to admission, including students educated in Canada.

Competitive entry: seven step process

Step 1: Read the program information to see the qualities needed for student success.

Step 2: Ensure that you meet all of the admission requirements listed above.

Step 3: Review the selection information to understand the process and deadlines

Applications and proof of the admission requirements (transcripts and/or anticipated final grades) along with all supporting documents must be submitted by April 15 to be included in selection. Once the program is full, qualified applicants will be placed on a waitlist.

If you meet the admission requirements, you'll be invited to a selection session. Selection will begin in January and sessions will be scheduled every six to eight weeks. If you are located more than 300 km from Calgary and can't attend a selection session without hardship, alternative arrangements for submission will be considered.

- You must bring a completed submission package to the selection session.
- You will be asked to give a brief personal introduction and provide specific written information. You will have an opportunity to ask questions and to do a tour.
- You will be advised of your status within four weeks of the selection session.

![SAIT Southern Alberta Institute of Technology logo]

The submission package will consist of the following:

- A career and program investigation report
- Resumé
- Two letters of reference

Please wait until you have received an invitation by email to attend a selection session from the School of Information and Communication Technologies before generating these items. You will be given detailed information in the email as to what is required.

Applicants will be offered a seat or waitlisted, based on an evaluation of the submission package and the applicant's suitability as determined during the selection session.

Step 4: Apply to Film and Video Production and submit your transcripts.

Step 5: Log in to mySAIT.ca to check your admission status. If eligible, your status will indicate that you're "In Selection."

Step 6: Complete your submission package and attend a selection session.

Step 7: Continue to monitor changes to your application status through mySAIT.ca.

Failure to meet anticipated final grades will result in offers being rescinded.

Communication during selection

Email is the primary source of communication during the selection process. Ensure your personal email account is managed appropriately to receive our emails, files and communications.

We recommend you add fvp.info@sait.ca and the sait.ca domain to your safe senders list or you risk missing critical email messages.

Cost

Tuition (subject to change)

- Please refer to the Tuition (subject to change) and Fee Table.
- International students, please refer to International Student Fees.
- For student funding, please refer to Financial Assistance.

Books and supplies (subject to change)

- Books and supplies (subject to change) are approximately $1,500 per year.
- A $400 security deposit to use a SAIT issued laptop

Program outline

First year
Semester 1

FVDO 200 – Film Production I	3 credits
FVDO 202 – Film Post-Production I	3 credits
FVDO 203 – Film Directing and Producing	3 credits
FVDO 204 – Story Writing for Film I	3 credits
FVDO 208 – Introduction to Film	1.5 credits
LDSH 243 – Leadership	1.5 credits

Semester 2

FVDO 250 – Film Production II	3 credits
FVDO 252 – Film Post-Production II	3 credits
FVDO 254 – Story Writing for Film II	3 credits
FVDO 256 – Film and Video Directing I	3 credits
FVDO 258 – Business of Film I	3 credits

Second year
Semester 3

FVDO 300 – Film Production III	3 credits
FVDO 302 – Film Post-Production III	3 credits
FVDO 303 – Film and Video Directing II	3 credits
FVDO 304 – Story Writing for Film III	3 credits
FVDO 308 – Business of Film II	3 credits

Semester 4

FVDO 350 – Film Production IV	3 credits
FVDO 353 – Film and Video Directing III	3 credits
FVDO 357 – Business of Film III	3 credits
PROJ 352 – Film Capstone Project	3 credits
SCPT 351 – Script Writing for Film	3 credits
Total credits	60.0

Transfer options

Through SAIT transfer agreements and institution partnerships, graduates of this program may be eligible for credit at the following universities and colleges:

- Athabasca University
- Royal Roads University
- University of Calgary
- University of Gloucestershire, UK
- University of South Wales

To learn more, visit Transfer options on sait.ca.

Transfer options may also be available at other post-secondary institutions where credits from SAIT programs are evaluated on an individual basis. Interested students should contact the post-secondary institute of their choice for more information.

Geomatics Engineering Technology

- **Two-year diploma**
- **Fall start**
- **Full-time classroom**

Contact us

School of Construction
Phone: 403.284.8367
Email: construction.gnt@sait.ca

Program description

The Geomatics Engineering Technology program will provide you with extensive practical skills combined with a broad theoretical background to acquire tools and techniques used in: land surveying, remote sensing, cartography, geographic information systems (GIS), global navigation satellite systems (GPS), photogrammetry, geography and digital mapping.

To succeed in the program, you will need to be comfortable with mathematics and enjoy working with computers and instrumentation. In addition you must be a good team player, have good communication skills, and enjoy working outdoors.

This diploma program is two years in length, consisting of four 15-week semesters.

The program accepts students into first semester in September.

Program overview

Your career

Graduates of this program find work as surveying or mapping technologists in a broad range of industry sectors including; land surveying, mapping, energy exploration and production, civil engineering and construction, GIS, mining and natural resources and federal/provincial/municipal governments.

Student success

Students who enjoy mathematics, are comfortable using computers and instrumentation will experience more success in this program. Additionally, the ideal candidates are methodical and pay attention to detail, have good work ethics and communication skills. Successful students can think visually about geometric forms and can appreciate details in drawings and objects.

Contact time with instructors in lectures and labs is about thirty hours per week. The average student is expected to spend about an additional twenty five hours per week on assignments, studying, and projects.

A career in Geomatics Engineering Technology typically includes both office and field work. Depending on a student's particular career path the proportion of office and field exposure can vary significantly. In the GNT program, students are exposed to field work that simulates field activities.

Additionally, the ideal candidates are methodical and pay attention to detail, have good work ethic and communication skills. GNT graduates will often work in teams of various sizes. In the GNT program, many courses require working in teams for projects or lab assignments. This requires good communication and interpersonal skills.

Credentials and Accreditation

This program is nationally accredited, at the technologist level, by the Canadian Council of Technicians and Technologists (CCTT) and Technology Accreditation Canada (TAC). Graduates are eligible for certification by the Alberta Society of Surveying and Mapping Technologies (ASSMT) and the Association of Science and Engineering Technology Professionals in Alberta (ASET).

Progression

Students must attain a PGPA and/or a CGPA of 2.0 or better in each semester and pass the necessary prerequisite courses to progress through the program. To qualify for graduation, students must pass all courses, attain a CGPA of 2.0 or better and complete course requirements within the prescribed timelines.

Admission requirements

Completion of the following courses or equivalents:

- At least 50% in Math 30-1 or Pure Math 30, or at least 70% in Math 30-2, AND,
- At least 50% in English Language Arts 30-1 or English Language Arts 30-2, AND,
- At least 50% in Science 30 or Physics 20.
- All applicants to must demonstrate English Language Proficiency prior to admission, including students educated in Canada.

Direct entry: four step process

Step 1: Read the program information to see the qualities needed for student success.

Step 2: Ensure that you meet all of the admission requirements listed above.

Step 3: Apply to Geomatics Engineering Technology and submit your transcripts and/or anticipated final grades.

- Admission will be extended on a first-qualified, first-offered basis until the program is full.

Step 4: Find out how to monitor your application status after you apply.

SAIT Southern Alberta Institute of Technology

Costs

Tuition (subject to change)

- Please refer to the Tuition (subject to change) and Fee Table.
- International students, please refer to International Student Fees.
- For student funding, please refer to Financial Assistance.

Books and supplies (subject to change)

- Books and supplies (subject to change) are approximately $1,000 for the first year and $500 for the second year.

Program outline

First year
Semester 1

COMP 220 – Computer Fundamentals	3 credits
ENGD 213 – Geomatics Drafting	3 credits
MATH 238 – Mathematics for Engineering and Technology I	3 credits
MAPS 204 – Mapping Fundamentals	3 credits
SURV 214 – Surveying I	3 credits

Semester 2

COMM 238 – Technical Communications I	3 credits
MATH 288 – Mathematics for Engineering and Technology II	3 credits
SURV 230 – Satellite Positioning	3 credits
SURV 248 – Surveying II	3 credits
SURV 263 – Measurement Analysis and Adjustment	3 credits

Second year
Semester 3

MAPS 310 – Geodesy and Map Projections	3 credits
SURV 342 – Remote Sensing	3 credits
CADD 308 – Geomatics CADD Applications	3 credits
SURV 330 – Surveying III	3 credits
MAPS 315 – Geographic Information Systems	3 credits

Semester 4

MAPS 365 – Photogrammetry	3 credits
PROJ 385 – Geomatics Engineering Technology Capstone Project	3 credits
SURV 343 – Applications in Geomatics Engineering	3 credits
MAPS 362 – 3D Modeling	3 credits
SURV 345 – Cadastral Surveying	3 credits
Total credits	60

Transfer options

Through SAIT transfer agreements and institution partnerships, graduates of this program may be eligible for credit at the following universities and colleges:

- Athabasca University
- British Columbia Institute of Technology (BCIT)
- Memorial University of Newfoundland (The Marine Institute)
- NAIT
- SAIT
- Thompson Rivers University
- University of Calgary

To learn more, visit Transfer options on sait.ca.

Transfer options may also be available at other post-secondary institutions where credits from SAIT programs are evaluated on an individual basis. Interested students should contact the post-secondary institute of their choice for more information.

Geoscience Information Technology

- **Two-year diploma**
- **Fall start**
- **Full-time classroom**

Contact us

MacPhail School of Energy
Phone: 403.284.8451
Email: energy.info@sait.ca

Program description

The Geoscience Information Technology program provides you with a broad understanding of Earth Sciences with specialized computing skills focusing on industry software, database management and mapping applications. This program provides students with computer skills geared towards the energy sector and numerous other industries.

Program overview

Your career

Graduates may find employment as a geoscience, geological or geophysical technologist, applying your expertise in the areas of geological processing and interpretation, computer mapping of geographic variables, manipulation of geophysical data, integration of geological and geophysical data and production of 3-D models for the reservoir. There is a growing market for digital information experts to work as assistants to geologists and geophysicists as a starting position.

Many technologists may start their career in large companies and then ultimately move to smaller companies, or choose to start their own operation. Technologists are typically entrepreneurial in nature and very practical in their knowledge base.

- Graduates of the Geoscience Information Technology program have an 88% employment rate.

Student success

Students with higher grades usually experience more success in SAIT's programs.

Students who have taken Math 30, Chemistry 30, Physics 30 and Basic Windows in High School usually experience more success in this program.

Credentials and Accreditation

After successfully completing this program, graduates will receive a SAIT diploma in Geoscience Information Technology.

Students who started the program prior to fall 2014 will graduate with a diploma in Exploration Information Technology.

Accreditation

There are no formal accreditation arrangements at this time. Please contact the MacPhail School of Energy (MSE) for more information.

Progression

Students must attain a PGPA and/or a CGPA of 2.0 or better in each semester and pass the necessary prerequisite courses to progress through the program. To qualify for graduation, students must pass all courses, attain a CGPA of 2.0 or better and complete course requirements within the prescribed timelines.

Admission requirements

Completion of the following courses or equivalents:

- At least 50% in Pure Math 30, or at least 55% in Math 30-1, or at least 75% in Math 30-2, AND,
- At least 50% in English Language Arts 30-1 or English Language Arts 30-2, AND,
- At least 50% in a minimum 20-level science (excluding Science 24 and 26).
- All applicants must demonstrate English Language Proficiency prior to admission, including students educated in Canada.

Direct entry: four step process

Step 1: Read the program information to see the qualities needed for student success.

Step 2: Ensure that you meet all of the admission requirements listed above.

Step 3: Apply to Geoscience Information Technology and submit your transcripts and/or anticipated final grades.

- Admission will be extended on a first-qualified, first-offered basis until the program is full.

Step 4: Find out how to monitor your application status after you apply.

Costs

Tuition (subject to change)

- Please refer to the Tuition (subject to change) and Fee Table.
- International students, please refer to International Student Fees.
- For student funding, please refer to Financial Assistance.

Books and supplies (subject to change)

- Books and supplies (subject to change) are approximately $1,000 per year.

Program outline

First year
Semester 1

- COMM 238 – Technical Communications I   3 credits
- COMP 274 – Computers for Technologists I   3 credits
- GEOL 225 – Physical Geology   3 credits
- GEOP 295 – Geophysics Data Processes I   3 credits
- MATH 238 – Mathematics for Engineering and Technology I   3 credits

Semester 2

- COMP 284 – Computers for Technologists II   3 credits
- DRLG 220 – Drilling Fundamentals for Exploration   3 credits
- GEOL 380 – Exploration Geology   3 credits
- GEOP 296 – Geophysics Data Processes II   3 credits
- STAT 245 – Statistics for Engineering and Technology I   3 credits

Second year
Semester 3

- CMPP 230 – SQL Programming   3 credits
- COMM 288 – Technical Communications II   3 credits
- GEOL 306 – Applications in Petroleum Geology   3 credits
- GEOL 390 – Petroleum Exploration Well Log Analysis   1.5 credits
- GEOP 396 – Advanced Geophysical Applications   3 credits
- GEOS 301 – GIS for Geosciences   1.5 credits

Semester 4

- CMPS 359 – Geoscience Data and Scripting Languages   3 credits
- GEOL 386 – Case Studies in Energy Development   3 credits
- GEOP 350 – 2D and 3D Seismic Data Loading and Interpretation   3 credits
- GEOP 355 – Capstone Project: Exploration Geophysics   3 credits
- GEOS 350 – Raster Analysis and Remote Sensing   3 credits

Total credits	60

Transfer options

Through SAIT transfer agreements and institution partnerships, graduates of this program may be eligible for credit at the following universities and colleges:

- Cape Breton University
- NAIT
- SAIT
- Thompson Rivers University

To learn more, visit Transfer options on sait.ca.

Transfer options may also be available at other post-secondary institutions where credits from SAIT programs are evaluated on an individual basis. Interested students should contact the post-secondary institute of their choice for more information.

Graphic Communications and Print Technology

- **Two-year diploma**
- **Fall start**
- **Full-time classroom**

Contact us

School of Information and Communications Technologies
Phone: 403.284.8543
Email: ict.info@sait.ca

Program description

If you've ever picked up a print publication, visited a website, admired a logo or looked at an advertisement, then you are already familiar with some of the end products of the digital graphics industry. The Graphic Communications and Print Technology program is designed to prepare you for a career in these exciting fields. You acquire industry-specific skills in electronic file management, print management and production, print administration, estimating, printing service coordination that ensure your success in the industry.

Program overview

Your career

Graduates may find employment at commercial printing and publishing companies, private and industrial printing plants, paper and ink distributors, screen process companies, printing equipment distributors, advertising agencies, digital printing facilities and other graphic arts firms.

- Graduates of the Graphic Communications and Print Technology program have a 97% employment rate.

Student success

Students with higher grades usually experience more success in SAIT's programs.

Credentials and Accreditation

After successfully completing this program, graduates will receive a SAIT diploma in Graphic Communications and Print Technology.

Accreditation

There are no formal accreditation arrangements at this time. Please contact the School of Information and Communications Technologies (ICT) for more information.

Progression

Students must attain a PGPA and/or a CGPA of 2.0 or better in each semester and pass the necessary prerequisite courses to progress through the program. To qualify for graduation, students must pass all courses, attain a CGPA of 2.0 or better and complete course requirements within the prescribed timelines.

Admission requirements

- At least 50% in English Language Arts 30-1 or English Language Arts 30-2 or equivalent.
- All applicants must demonstrate English Language Proficiency prior to admission, including students educated in Canada.

Direct entry: four step process

Step 1: Read the program information to see the qualities needed for student success.

Step 2: Ensure that you meet all of the admission requirements listed above.

Step 3: Apply to Graphic Communications and Print Technology and submit your transcripts and/or anticipated final grades.

- Admission will be extended on a first-qualified, first-offered basis until the program is full.

Step 4: Find out how to monitor your application status after you apply.

Additional requirements

- Completion of a Grade 11 math course is strongly advised.
- We also recommend that applicants attend either a program information session or Student for a Day.

Costs

Tuition (subject to change)

- Please refer to the Tuition (subject to change) and Fee Table.
- International students, please refer to International Student Fees.
- For student funding, please refer to Financial Assistance.

Books and supplies (subject to change)

- Books and supplies (subject to change) are approximately $665 per year.

Program outline

First year
Semester 1

• COMM 238 – Technical Communications I	3 credits
• COMP 267 – MS Office and Web Design Basics	1.5 credits
• MATH 206 – Mathematics for Printers I	1.5 credits
• PRNT 203 – Print Industry Studies	3 credits
• PRNT 207 – Production Support I	1.5 credits
• PRNT 210 – Digital Image Production I	1.5 credits
• PRNT 216 – Press and Bindery I	1.5 credits
• PUBL 218 – Layout and Typography I	3 credits

Semester 2

• CMPN 278 – Web Production I	1.5 credits
• COMP 270 – Foundations of Visual Design I	1.5 credits
• PRNT 252 – Print Production I	1.5 credits
• PRNT 257 – Production Support II	1.5 credits
• PRNT 260 – Digital Image Production II	1.5 credits
• PRNT 262 – Print Materials	1.5 credits
• PRNT 266 – Press and Bindery II	3 credits
• PUBL 258 – Layout and Typography II	3 credits

Second year
Semester 3

• CMPN 341 – Web Production II	1.5 credits
• COMP 307 – Foundations of Visual Design II	1.5 credits
• ESTM 324 – Printing Estimating I	1.5 credits
• PRNT 303 – Print Management Studies I	1.5 credits
• PRNT 312 – Print Production II	1.5 credits
• PRNT 316 – Press and Bindery III	1.5 credits
• PROJ 326 – Printing Project I	3 credits
• PUBL 328 – Layout and Typography III	3 credits

Semester 4

• COMP 357 – Foundations of Visual Design III	1.5 credits
• ESTM 364 – Printing Estimating II	1.5 credits
• PRNT 353 – Print Management Studies II	1.5 credits
• PRNT 362 – Print Production III	1.5 credits
• PRNT 385 – Print Practicum and Portfolio	1.5 credits
• PROJ 366 – Printing Project II	6 credits
• PUBL 368 – Layout and Typography IV	1.5 credits
Total credits	61.5

Transfer options

Through SAIT transfer agreements and institution partnerships, graduates of this program may be eligible for credit at the following universities and colleges:

- Royal Roads University
- University of Calgary
- University of Gloucestershire, UK

To learn more, visit Transfer options on sait.ca.

Transfer options may also be available at other post-secondary institutions where credits from SAIT programs are evaluated on an individual basis. Interested students should contact the post-secondary institute of their choice for more information.

Health Information Management

- **Two-year diploma**
- **Fall start**
- **Full-time classroom**

Contact us

School of Health and Public Safety
Phone: 403.284.8500
Email: hps.info@sait.ca

Program description

Personal health information about Canadians is being collected, recorded, reviewed, and transmitted every day. Informed decisions affecting health services can only be achieved with the best information available. The role of health information management goes beyond managing health records to managing the information contained in those records. Using computer skills and knowledge of healthcare fundamentals, critical medical information is translated from patient health records into data following national data standards. The health information management professional then interprets the data to provide comprehensive quality information for patient care, resource allocation, statistics, research, planning and education.

The Health Information Management program is two years in length and is divided into three semesters for each year. The fall and winter semesters for year one and two involve classroom instruction, some of which is in a computer lab at SAIT working with industry-specific software. The spring semester for year one involves a six-week unpaid practicum placement at a small to medium sized healthcare facility. During the spring semester of year two, students will complete an eight-week unpaid practicum at a large healthcare facility or organization.

Note: There is a possibility of out-of-province placements due to a shortage of practicum sites within Alberta. It is also common for placement to be outside the city of Calgary.

Due to the heavy computer component of this program, students are required to have access to a computer outside regular class time.

Certain courses are available by distance education or continuing education – COMP264, HILA200, PATH242, MEDT261, PATH252 and PROF240. The courses must be completed within the time frame shown in the Program outline. Please be advised that full-time student status requires the student to take 60% of a full course load per semester. Depending on the number of courses completed by distance education or continuing education, students may be considered a part-time student, which may impact their financial loan status.

As some of the content is delivered in an online environment, students will be required to have a personal computer with Internet access.

Program overview

Your career

Graduates find work as health information management professionals and are primarily employed in hospitals.

Student success

- Students with higher secondary or post-secondary marks usually experience greater success in SAIT programs.
- Students who experience success in this program have effective communication skills in English.
- Health care practitioners are detail-oriented in the care they provide and enjoy working in a team environment.
- Basic computer skills are essential for success in the program.

Credential

After successfully completing this program, graduates will receive a SAIT Health Information Management diploma.

Graduates of the Health Information Management program will be eligible to write the national certification exam with the Canadian College of Health Information Management (CCHIM). After successful completion of the national exam, individuals will become certified Health Information Management Professionals (CHIM) recognized by the Canadian Health Information Management Association (CHIMA).

Accreditation

This program is a Learning Outcome for Health Information Management (LOHIM) accredited program by the Canadian Health Information Management Association.

Progression

Students must attain a PGPA and/or a CGPA of 2.0 or better in each semester and pass the necessary prerequisite courses to progress through the program. To qualify for graduation, students must pass all courses, attain a CGPA of 2.0 or better and complete course requirements within the prescribed timelines.

Admission requirements

Completion of the following courses or equivalents:

- At least 60% in Math 30-1, Math 30-2, Pure Math 30 or Applied Math 30, AND,
- At least 60% in English Language Arts 30-1 or English Language Arts 30-2, AND,
- At least 60% in Biology 30
- All applicants to SAIT must demonstrate English Language Proficiency prior to admission, including students educated in Canada.

![SAIT Southern Alberta Institute of Technology logo]

Competitive entry: seven step process

Step 1: Read the program information to see the qualities needed for student success.

Step 2: Ensure that you meet all of the admission requirements listed above.

Step 3: Review the selection information to understand the process and deadlines

- Applications and proof of the admission requirements (transcripts and/or anticipated final grades) along with all supporting documents must be submitted to be included in selection.

- Selection is done on a continuous basis and will occur until the program is full.

- In the selection process, applicants will be assessed on the following criteria and seats will be offered accordingly.

Selection Process

- Qualified applicants will be required to complete a Keyboarding Skills assessment. The keyboarding assessment is a Pass/Fail exam. Applicants who are unable to type at least 30 words per minute net or better will not be eligible to continue in the selection process.

- You will be contacted by the School of Health and Public Safety with more information on how to schedule the assessment through SAIT.

- Applicants will be offered seats or placed on the waitlist in the order that successful keyboarding assessments have been received by the School of Health and Public Safety.

Step 4: Apply to Health Information Management and submit your transcripts.

Step 5: Log in to mySAIT.ca to check your admission status. If eligible, your status will indicate that you're "In Selection."

Step 6: Complete the Keyboarding Skills assessment after being contacted by the School of Health and Public Safety.

Step 7: Continue to monitor changes to your application status through mySAIT.ca.

Failure to meet anticipated final grades will result in offers being rescinded.

Communication during selection

Email is the primary source of communication during the selection process. Ensure your personal email account is managed appropriately to receive our emails, files and communications.

We recommend you add the sait.ca domain to your safe senders list or you risk missing critical email messages.

Practicum requirements

The School of Health and Public Safety has many practica partners located within Alberta and across Canada. Practicum placements in Calgary are limited and students may be required to relocate outside of Calgary for practicum.

Successful candidates will be informed of the allocation of their practicum placement by the program. There is no guarantee that students will be placed at their desired practicum location. Special considerations of personal circumstances will not be given in regards to assigning practicum placements. Students will be responsible for fees associated with practicum such as relocation and travel costs.

In compliance with the practica agreements with our clinical partners, successful candidates will be requested to provide proof of the following requirements:

- **Updated Immunization Records:** Most practicum sites require students to demonstrate updated immunization status prior to attending practicum. Successful candidates will be asked to provide an up-to-date immunization record to the SAIT Health Clinic as part of the program orientation. Failure to do so could jeopardize a student's ability to complete the practicum portion of his/her program. The receiving practicum site has the right to refuse students who cannot prove they have met all the required immunizations. Please review the immunization process document for specific details. It is advised to start the immunization process early as it can take some time to complete.

- **Security Clearance:** According to the Protection for Persons in Care Act, our practica sites require that students obtain a Police Information Check including Vulnerable Sector Check, prior to going on practicum. Any criminal code offence for which a pardon has not been received may be a deterrent to a student's entry into practicum, and therefore will result in an uncompleted program or non-graduating status. Successful candidates will be asked to provide a clear Police Information Check including Vulnerable Sector Check record to the School of Health and Public Safety main office by orientation day. Please review the security clearance process document for specific details. Be aware that record must be dated no earlier than 90 days prior to your program orientation day (typically orientation day is held the week prior to the first day of class).

- **Health and Wellness Status:** Due to the demanding nature of the work in the health care field and Occupational Health and Safety requirements, the health care field has a strong focus on health and wellness. Students with a medical condition or disability that may impact them in a practicum setting are strongly advised to discuss concerns with the program academic chair and/or SAIT Accessibility Services as soon as possible upon acceptance into the program. Please review the attached document for guidance on entering an allied health program with a medical condition or disability.

More details on the practical requirements per program are outlined on a pre-orientation website for successful candidates.

Costs

Tuition (subject to change)

- Please refer to the Tuition (subject to change) and Fee Table.
- International students, please refer to International Student Fees.
- For student funding, please refer to Financial Assistance.

Books and supplies (subject to change)

- Books, software, and supplies are approximately $1,600 each year.
- Students are required to have access to a personal computer, printer and Internet. Computers must meet the specifications listed in Fees and Expenses.
- Students are responsible for any additional expenses related to their practica including relocation costs to practicum sites outside Calgary.
- Canadian College of Health Information Management national exam fees are approximately $400.
- Canadian Health Information Management Association annual dues are approximately $30.
- There is a fee associated with obtaining a police information check including Vulnerable Sector Check, payable to the Police or the Royal Canadian Mounted Police (RCMP).
- Students are required to have access to a personal computer, printer and Internet. Computers must meet the specifications listed in Fees and Expenses.

Program outline

First year
Semester 1

ANPH 220 – Anatomy and Applied Terminology	3 credits
CDAB 210 – Data classification 1	3 credits
COMP 264 – MS Office Basics	1.5 credits
HILA 200 – Health Information Law 1	1.5 credits
HRSC 210 – Health Information Management 1	3 credits
PATH 242 – Pathophysiology 1	3 credits

Semester 2

CDAB 260 – Data classification 2	3 credits
HCPP 260 – Healthcare Information Technology	3 credits
HILA 250 – Health Information Law 2	1.5 credits
MEDT 250 – Medical Terminology 2	1.5 credits
PATH 252 – Pathophysiology 2	3 credits
PROF 240 – Healthcare Professionalism	1.5 credits

Semester 3

PRAC 264 – Practicum 1	3 credits

Second year
Semester 4

ANPR 300 – Analysis and Presentation	1.5 credits
CDAB 310 – Data classification 3	3 credits
HCPP 310 – Healthcare Database Design 1	1.5 credits
HCPP 360 – Healthcare Database Design 2	1.5 credits
HRSC 320 – Health Information Management 2	3 credits
STAT 220 – Statistics	3 credits

Semester 5

CDAB 360 – Data classification 4	3 credits
HCPP 350 – MS Access Database Design	1.5 credits
HCPP 370 – Healthcare Data Queries	1.5 credits
HCPP 380 – Healthcare Project Management	1.5 credits
QUAL 350 – Quality Management	1.5 credits
RSCH 355 – Epidemiology and Research Design	1.5 credits

Semester 6

PRAC 394 – Practicum 2	6 credits
Total credits	**61.5**

Transfer options

Through SAIT transfer agreements and institution partnerships, graduates of this program may be eligible for credit at the following universities and colleges:

- Thompson Rivers University
- University of Lethbridge
- University of New Brunswick, Saint John
- University of Ontario Institute of Technology (UOIT)

To learn more, visit Transfer options on sait.ca.

Transfer options may also be available at other post-secondary institutions where credits from SAIT programs are evaluated on an individual basis. Interested students should contact the post-secondary institute of their choice for more information.

Hospitality Management

- **Two-year diploma**
- **Fall start**
- **Full-time classroom**

Contact us

School of Hospitality and Tourism
Phone: 403.284.8612
Email: hospitality.info@sait.ca

Program description

The hospitality industry will give you a career that provides endless opportunities – both in Canada and around the world. The Hospitality Management program at SAIT is known worldwide for its innovative curriculum and real-world education. At SAIT, we prepare our students for rewarding and in-demand careers in the global hospitality industry through expert instruction, hands-on learning and state-of-the art facilities. Our alumni are working in top hospitality organizations in Calgary, Canada and around the globe.

During this full-time two year diploma program, you will obtain skills in lodging, food and beverage, and a host of other hospitality sectors. Your training will cover hotel and restaurant operations, wine and beverage appreciation, special events, marketing, human resources, accounting and much more.

Our blended learning environment includes classroom instruction, laptop delivery and a live working environment – all delivered through a personalized approach. You will learn what it's like to work as a member of a hospitality team by participating in group projects, serving in the renowned Highwood restaurant, and executing special events on campus.

You will also be trained on the latest industry software including:

- Opera Property Management System,
- MICROS point of sale system, and
- OpenTable restaurant management software.

As part of our close relationship with the hospitality sector, we are privileged to have some of the best and brightest leaders from the community serve on our advisory board. They help by providing insight into industry trends, and informing the development of an up-to-date and practical curriculum.

Upon successful completion of Hospitality Management program, students have the option of applying for a post diploma certificate in Culinary Entrepreneurship see page 63 for more details.

Special events

As a student, you will also have the opportunity to put your knowledge into action as part of a team planning and hosting special events such as:

- HOSPO: the largest one-day tourism conference in Western Canada featuring 50 guest speakers and a career fair with over 50 industry booths,
- Scholarship lunch and industry gala in The Highwood, and
- SAIT President's gala dinner for 400 VIP delegates.

Professional paid internship and study tours

Between your first and second year of study, you will be able to apply your skills in a professional paid internship. In addition to gaining experience in a real-world environment, internships provide valuable connections and opportunities to network with future employers.

As a student, you can also take advantage of exciting international study tours. Previous tour locations have included Scotland, Italy, Australia, Vietnam and Thailand.

Program overview

Your career

Graduates can look forward to career opportunities in hotels, restaurants, resorts, private clubs and attractions. You may find work locally or abroad as a(n):

- Restaurant Manager
- Special Events Coordinator
- Food and Beverage Supervisor
- Sales/ Marketing Manager
- Concierge
- Hotel Manager
- Entrepreneur

Student success

Most successful students spend approximately 20 hours per week doing homework and review, with additional study required to prepare for exams.

Keep in mind hospitality industry hours can range from early morning to late in the evening and often include holidays and weekends.

The material is presented at a fairly rapid rate, so for the greatest level of success you must be present and take responsibility for your learning experience.

You must be able to read, write and comprehend the English language at a level exceeding basic conversational English.

Students with higher grades in high school usually experience more success in SAIT programs.

Credential

After successfully completing this program, graduates will receive a SAIT diploma in Hospitality Management.

Accreditation

There are no formal accreditation arrangements at this time. Please contact the School of Hospitality and Tourism for more information.

Progression

Students must attain a PGPA and/or a CGPA of 2.0 or better in each semester and pass the necessary prerequisite courses to progress through the program. To qualify for graduation, students must pass all courses, attain a CGPA of 2.0 or better and complete course requirements within the prescribed timelines.

Admission requirements

At least 50% in the following courses or equivalents:

- Math 30-2 or Math 20-1 or Applied Math 30 or Pure Math 20, AND,
- English Language Arts 30-1 or English Language Arts 30-2
- Admission alternatives for the Hospitality Management program are as follows: In lieu of Math requirement, successful completion of BMAT 230 – Business Mathematics. In lieu of English requirement, successful completion of COMM 240 – Business Communications I or COMN 220 – Communications and Presentation Skills.
- All applicants must demonstrate English Language Proficiency prior to admission, including students educated in Canada.

Direct entry: four step process

Step 1: Read the program information to see the qualities needed for student success.

Step 2: Ensure that you meet all of the admission requirements listed above.

Step 3: Apply to Hospitality Management and submit your transcripts and/or anticipated final grades.

- Admission will be extended on a first-qualified, first-offered basis until the program is full.

Step 4: Find out how to monitor your application status after you apply.

Additional information

Find out more about pre-orientation guidelines and requirements for this program on sait.ca.

Costs

Tuition (subject to change)

- Please refer to the Tuition (subject to change) and Fee Table.
- International students, please refer to International Student Fees.
- For student funding, please refer to Financial Assistance.

Books and supplies (subject to change)

- Books and supplies (subject to change) are approximately $1,000 for the first year and $1,200 for the second year.
- Approximately $600 to $800 for a laptop that meets the minimum hardware requirements and operating system for this program.
- Students are required to participate in a tourism seminar in the first or second semester which will cost approximately $75 and gives the student an experiential introduction to the tourism industry.

Program outline

First year
Semester 1

COMN 220 – Communication and Presentation Skills	3 credits
BEVM 210 – Wine and Spirits Appreciation	3 credits
HLAW 200 – Hospitality Law	1.5 credits
FDBS 305 – Food and Beverage Service	3 credits
FDPM 225 – Food Production, Food Safety and Nutrition	3 credits
COMP 261 – Microsoft Office: An Introduction	1.5 credits

Semester 2

COMM 3310 – Presentations	3 credits
BMAT 205 – Business Mathematics	3 credits
LODG 255 – Front Office Management	3 credits
CONV 315 – Special Events Management I	3 credits
TOUR 255 – Introduction to Tourism	1.5 credits
LODG 265 – Revenue Management	1.5 credits

Courses offered in either Semester 1 or 2:

BEVM 210 – Wine and Spirits Appreciation	3 credits
BMAT 205 – Business Mathematics	3 credits
CONV 315 – Special Events Management I	3 credits
FDBS 305 – Food and Beverage Service	3 credits
FDPM 225 – Food Production, Food Safety and Nutrition	3 credits
HLAW 200 – Hospitality Law	1.5 credits
LODG 255 – Front Office Management	3 credits
LODG 265 – Revenue Management	1.5 credits

Semester 3

PINT 250 – Professional Internship	3 credits

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▪ ACCT 206 – Financial Accounting for the Hospitality Industry		3 credits
▪ PHYF 310 – Facilities Management and Design		3 credits
▪ MGMT 230 – Organizational Behaviour in Tourism		3 credits
▪ FDBC 305 – Food and Beverage Costs Management		3 credits
▪ MKTG 326 – Hospitality Marketing		3 credits

Semester 5

▪ ACCT 335 – Hospitality Accounting		3 credits
▪ CONV 355 – Special Events Management II		3 credits
▪ ECON 250 – Microeconomics		3 credits
▪ MGMT 365 – Human Resource Management in Tourism		3 credits
▪ HBVR 355 – Entrepreneurial Studies		3 credits
Total credits		63

Transfer options

Through SAIT transfer agreements and institution partnerships, graduates of this program may be eligible for credit at the following universities and colleges:

- Athabasca University
- Business Academy Aarhus, Denmark
- Dublin Institute of Technology
- Griffith University
- Hong Kong University
- Mount Royal University
- Robert Gordon University, UK
- Royal Roads University
- University of Gloucestershire, UK
- University of Lethbridge
- University of South Wales
- University of Victoria
- Vancouver Island University

To learn more, visit Transfer options on sait.ca.

Transfer options may also be available at other post-secondary institutions where credits from SAIT programs are evaluated on an individual basis. Interested students should contact the post-secondary institute of their choice for more information.

Information Systems Security

- **Two-year diploma**
- **Fall start**
- **Full-time classroom**

Contact us

School of Information and Communications Technologies
Phone: 403.284.8543
Email: ict.info@sait.ca

Program description

Computer and systems security is an integral part of our everyday lives. When the systems work it is transparent but when they fail it can be catastrophic. Not only are businesses focused on the security of their data, nation states are focused on the security of their people. Terrorism, rogue states, organized crime and low level cyber-warfare are all part of today's threat landscapes.

The Information Systems Security program prepares you for entering the security profession with confidence and solid fundamental knowledge. You will use a wide variety of defensive and offensive tools while learning the fundamentals of: networking, malware analysis, reverse engineering, tool construction, operating systems internals, forensics, legal/ethical issues, social engineering and military strategy.

Information Systems Security will have some of its courses delivered in a unique lab environment designed to contain and control the possible spread of the malware being analyzed. The first year of the program rests on a strong base of fundamental skills: programming, operating systems, networking and strategy. The second year moves into the more practical applications of defense and offensive technologies accumulating with a unique penetration testing oriented capstone project. The program is two years in length with each academic year divided into two 15-week semesters.

All Information Systems Security students participate in e-learning based curriculum. Students lease PC laptop computers from SAIT, which are equipped with various virtual environments and software applications.

A criminal records check is required for entrance to this program. Please wait until you have received an invitation by email to attend a selection session from the School of Information and Communication Technologies before requesting a records check. An applicant with a pardon will still be considered for the program.

Program overview

Your Career

Upon graduation, you may find employment in a wide variety of areas: penetration testing, log analysis, threat analysis, risk management, network security, Internet of Things hardening, physical security, quality assurance, malware analysis and security audits. The security industry is experiencing a large deficit in well trained, entry level security professionals who can be instantly productive in a large variety of jobs. The opportunities are exciting but the career is intellectually challenging, requiring lifelong learners with unusual dedication and focus.

Student Success

Applicants with strong curiosity, good problem solving skills and excellent work habits are usually more successful in programs such as Information Systems Security.

Credentials and Accreditation

Upon successfully completing this program, graduates will receive a SAIT diploma in Information Systems Security.

There are no formal accreditation arrangements at this time. Please contact the School of Information and Communications Technologies (ICT) for more information.

Progression

Students must attain a PGPA and/or a CGPA of 2.0 or better in each semester and pass the necessary prerequisite courses to progress through the program. To qualify for graduation, students must pass all courses, attain a CGPA of 2.0 or better and complete course requirements within the prescribed timelines.

Admission Requirements

Completion of the following courses or equivalents:

- At least 65% in Math 30-1 or at least 70% in Math 30-2 or Applied
- At least 60% in English Language Arts 30-1, or at least 65% in English Language Arts 30-2.
- All applicants must demonstrate English Language Proficiency prior to admission, including students educated in Canada.
- All qualified students will enter selection.

SAIT Southern Alberta Institute of Technology

Competitive entry: six step process

Step 1: Read the program information to see the qualities needed for student success.

Step 2: Ensure that you meet all of the admission requirements listed above.

Step 3: Review the selection information to understand the process and deadlines

Applications and proof of the admission requirements (transcripts and/or anticipated final grades) must be submitted to be included in selection.

If you meet the admission requirements, you'll be invited to a selection session. If you're located more than 300 km from Calgary and can't attend a selection session without hardship, alternative arrangements for submission will be considered.

- You must bring a completed submission package to the selection session.
- You will be asked to give a brief personal introduction and provide specific written information. You will have an opportunity to ask questions and to do a tour.
- You will be advised of your status within four weeks of the selection session.

The submission package will consist of the following:

- A career and program investigation report
- Resumé
- Two letters of reference
- Signed agreement (by guardian/parent if under the age of consent) regarding student conduct and legal requirements
- A criminal records check is required for entrance to this program. Please wait until you have received an invitation by email to attend a selection session from the School of Information and Communication Technologies before requesting a records check.

Step 4: Apply to Information Systems Security and submit your transcripts.

Step 5: Log in to mySAIT.ca to check your admission status. If eligible, your status will indicate that you're "In Selection."

Step 6: Continue to monitor changes to your application status through mySAIT.ca.

Communication during selection

Email is the primary source of communication during the selection process. Ensure your personal email account is managed appropriately to receive our emails, files and communications.

We recommend you add ict.info@sait.ca and the sait.ca domain to your safe senders list or you risk missing critical email messages.

Costs

Tuition (subject to change)

- Please refer to the Tuition (subject to change) and Fee Table.
- International students, please refer to International Student Fees.
- For student funding, please refer to Financial Assistance.

Books and supplies (subject to change)

- Books and supplies (subject to change) are approximately $3,000.
- A $400 security deposit to use a SAIT issued laptop.

Program outline

First Year
Semester 1

COMM 256 – Professional Communications and Presentation Skills	3 credits
ITSC 200 – Network Protocols and Security	3 credits
ITSC 201 – Military and Strategic Studies	3 credits
ITSC 202 – Secure Programming Essentials	3 credits
STAT 245 – Statistics for Engineering and Technology I	3 credits

Semester 2

ITSC 203 – Offensive and Defensive Tool Construction	3 credits
ITSC 204 – Computer Architecture – Exploitation and Security	3 credits
ITSC 205 – Operating Systems Internals	3 credits
ITSC 206 – Advanced Networking for Offensive and Defensive Environments	3 credits
LAWG 200 – Security Practice and the Canadian Legal System	3 credits

Second Year
Semester 3

ITSC 301 (2018) – Wireless Security	3 credits
ITSC 302 (2018) – Web Application Security	3 credits
ITSC 303 (2018) – Malware Analysis	3 credits
ITSC 304 (2018) – Operating System Exploitation	3 credits
ITSC 305 (2018) – Reverse Engineering of IoT Systems	3 credits

Semester 4

ITSC 306 (2018) – Computer Forensics	3 credits
ITSC 307 (2018) – Payment Card Industry Compliance and Encryption	3 credits
ITSC 308 (2018) – Security Policies and Operations	3 credits
ITSC 309 (2018) – Social Engineering	3 credits
ITSC 310 (2018) – System Security Capstone	3.0 credits
Total Credits	60.0

Information Technology

- Two-year diploma
- Fall start
- Full-time classroom
- Choice of majors: Computer Services, Network Systems, Software Development or Telecom Systems

Contact us

School of Information and Communications Technologies
Phone: 403.284.8543
Email: ict.info@sait.ca

Program description

Information Technology deals with the generation, storage, retrieval, transmission and protection of information, and the hardware and software involved in these processes. For that reason, IT professionals are often called IT specialists/consultants or business process consultants, and the division of an organization that deals with computers, software and communication technology is often called the IT department. The growth of the IT sector in Canada is expected to continue to outpace other market segments in the future according to the Canadian and Alberta governments and independent research companies such as Forrester's and the Information and Communications Technology Council (ICTC) of Canada.

The Information Technology program encompasses four majors: Computer Systems, Network Systems, Software Development and Telecom Systems. The first semester is common to all four majors. It is a full-time, two-year diploma program. This program utilizes an e-learning (SAIT issued laptop computer) instructional delivery method.

ITCS: What is the IT Computer Systems major?

A two year program that prepares ITCS graduates for the IT functions that work with the people and processes that help keep the computers, communications and information systems installed, connected, maintained and supported. Students receive in-depth training on computer hardware and peripheral systems, server and system administration, operating systems, data center management and virtualization, networking, and IT security. In addition, students develop skills in interpersonal communications and teamwork, customer service protocols, business applications and problem-solving techniques.

ITNS: What is the IT Network Systems major?

A two year program of study that prepares ITNS graduates for the analysis, planning, design, installation and optimization of computer networks and network systems. Students receive in-depth training on network infrastructure that includes router, switch and server configurations, plus IP telephony, security and emerging technologies. The training provided in this major prepares graduates for the highly recognized Cisco CCNA and CCNP industry certifications.

ITSD: What is the IT Software Development major?

A two year program that prepares ITSD graduates for work in a variety of IT activities including the design, development, implementation, testing and maintenance of software systems. Students receive in-depth training in programming techniques as well as analysis, design, implementation and testing of new programs on multiple hardware and software platforms (e.g. Windows, Web and Linux) using a variety of programming languages (e.g. Java, C, PHP, XML, PL/SQL, SQL) and different supporting technologies (e.g. Communications Networks, Databases, Operating Systems).

ITTS: What is the IT Telecom Systems major?

A two year program of study that prepares ITTS graduates to be proficient in Telecommunications technologies that facilitate the Global Transmission of voice, video, data, text, and audio using smart phones, tablets and computing devices via media such as wireless, satellite and copper/fiber optic cabling technologies. Students receive in-depth training on designing, installing, configuring, commissioning, integrating, maintaining and administering voice, data and video networks.

Program overview

Your career

Computer Systems Major: Graduates of the Computer Systems major will have rewarding careers with a diverse set of job titles and descriptions. They help keep computers, communications, data centres, mobile devices and information systems installed, connected, maintained, supported and secure. Graduates will often start in entry-level technical support roles (customer support representative, help desk, desktop support level one, etc.) and advance to more sophisticated levels of IT support roles, management of support teams; or specialize into storage architecture, server administration, virtualization; or IT security areas. Graduates will have a well-rounded and strong foundation to begin their careers in the growing field of IT technical systems and support, with the opportunity to advance into senior technical analyst, systems administration and IT management roles.

Network Systems Major: Graduates of the Network Systems major will have strong technical skills in designing, installing, configuring, maintaining and administering enterprise local area networks and associated servers, security and storage devices. This major focuses on the network infrastructure of an organization, which involves the storage, retrieval, transmission and protection of information, and the hardware and software involved in these processes. In addition to comprehensive technical skills, graduates will acquire and demonstrate the professional communications, general business, problem solving and project management skills required for success in industry. Students receive in depth training on router, switch and server configuration for support of network infrastructure, data transmission media, wireless, Voice over IP and new and emerging technologies. Students also receive the training required for industry recognized certifications.

SAIT Southern Alberta Institute of Technology

Software Development Major: Software Development encompasses a variety of activities including the design, implementation, testing and maintenance of software systems. Software Developers are required to have a broad set of technical skills covering all aspects of IT system analysis, design, development and testing. Such skills often include knowledge of the use of computer hardware, communications networks and databases, in addition to computer programming. Skills in all of these areas are an integral part of the software development process. Graduates will possess a broad, practical knowledge of both software development and the Information Technology profession. They may work on the development of software systems, often collaboratively in teams with other programmers. Typical tasks include the analysis, design, implementation and testing of new programs on multiple hardware and software platforms (e.g., Windows, Web and Linux) using a variety of programming languages (e.g., Java, C, PHP, XML, PL/SQL) and different supporting technologies (e.g. Communications Networks, Databases, Operating Systems).

Telecom Systems Major: Graduates of the Telecom Systems major may find employment as a telecom technologist, production test technologist, cable technician, service technician, associated field engineer, sales and marketing, communication equipment installer and manufacturing technologist. They will be proficient in designing, installing, configuring, commissioning, integrating, maintaining and administering voice, data, and video networks owned by telecommunications companies (TELCOs) or Internet Service Providers (ISPs). They also find careers in a wide range of businesses, industries, and government institutions. Technical competencies will include IP networking, Voice over IP (VoIP), Optical Transport Networks, Copper and Fiber Outside Plant, CO and PBX switching, Metropolitan and Wide Area Networks (MANs and WANs), cellular, digital, and wireless technologies. Graduates will acquire business communications and project management skills.

Student success

Characteristics of a successful student in this program include:

- A working knowledge of MS Office Suite would be an asset.

- Enjoy keeping up-to-date on new technological developments, continue to take training and enjoy learning new skills.

- Managing your time and work effectively while facing deadlines.

- Working independently with little supervision but can also perform as a vital member of a team of professionals.

- Ability to pay attention to detail and take personal pride in their technical problem-solving skills.

Credentials and Accreditation

After successfully completing this program, graduates will receive a SAIT diploma in Information Technology.

Accreditation

For information about accreditation for each major, please call the School of Information and Communications Technologies (ICT) at 403.284.8543.

Progression

Students must attain a PGPA and/or a CGPA of 2.0 or better in each semester and pass the necessary prerequisite courses to progress through the program. To qualify for graduation, students must pass all courses, attain a CGPA of 2.0 or better and complete course requirements within the prescribed timelines.

Admission requirements

Completion of the following courses or equivalents:

- At least 50% in Math 30-1 or Pure Math 30, or at least 60% in Math 30-2 or Applied Math 30, AND,

- At least 55% in English Language Arts 30-1, or at least 60% in English Language Arts 30-2.

- All applicants must demonstrate English Language Proficiency prior to admission, including students educated in Canada.

Competitive entry: six step process

Step 1: Read the program information to see the qualities needed for student success.

Step 2: Ensure that you meet all of the admission requirements listed above.

Step 3: Review the selection information to understand the process and deadlines

Applications and proof of the admission requirements (transcripts and/or anticipated final grades) along with all supporting documents must be submitted to be included in selection.

Early admission will be offered to applicants who have achieved or will achieve:

- At least 60% in Math 30-1 or Pure Math 30, or at least 70% in Math 30-2 or Applied Math 30, AND,

- At least 65% in English Language Arts 30-1, or at least 70% in English Language Arts 30-2.

Early admission will be offered until Feb. 15 or until the program is full.

- Applicants who do not qualify for early admission — or who qualify after the early admission deadline has passed — will be academically ranked according to the admission requirements and may be interviewed (by phone or in-person).

- Selection will begin on March 2 and be done on a continuous basis until the program has been filled.

- Applicants will then be offered a seat or waitlisted, based on ranking and seat availability.

- Failure to meet anticipated final grades will result in offers being rescinded.

Step 4: Apply to Information Technology and submit your transcripts.

Step 5: Log in to mySAIT.ca to check your admission status. If eligible, your status will indicate that you're "In Selection."

Step 6: Continue to monitor changes to your application status through mySAIT.ca.

Communication during selection

Email is the primary source of communication during the selection process. Ensure your personal email account is managed appropriately to receive our emails, files and communications.

We recommend you add ict.info@sait.ca and the sait.ca domain to your safe senders list or you risk missing critical email messages.

Costs

Tuition (subject to change)

- Please refer to the Tuition (subject to change) and Fee Table.
- International students, please refer to International Student Fees.
- For student funding, please refer to Financial Assistance.

Books and supplies (subject to change)

- Please contact the School of Information and Communications Technologies for information regarding the books and supplies.
- A $400 security deposit to use a SAIT issued laptop.

Program outline

First year
Semester 1

- CMPH 211 – Computer Hardware and Operating System Essentials   3 credits
- CMPP 269 – Computer Programming Essentials   3 credits
- COMM 256 – Professional Communications and Presentation Skills   3 credits
- CPNT 220 – Introduction to Networking   3 credits
- CMPS 237 – Information Technology Foundations   3 credits

Computer Systems major
First year
Semester 2

- CMPH 252 – Systems Hardware I   3 credits
- CMPS 254 – Computer Operating Systems   3 credits
- CMPS 275 – Client-Server Administration   3 credits
- CPRG 260 – Scripting for System Administrators   3 credits
- HREL 250 – Business Dynamics   3 credits

Second year
Semester 3

- CMPH 308 – Data Center Systems and Storage   3 credits
- CMPS 305 – Server Service Administration   3 credits
- CPRG 302 – Web Essentials   3 credits
- ITSC 311 – Information Technology Security I   3 credits
- PROJ 304 – Project Preparation   3 credits

Semester 4

- CMPS 368 – Data Center Management and Virtualization   3 credits
- INTP 354 – Service Management   3 credits
- INTP 362 – Emerging Trends in Technology   3 credits
- ITSC 321 – Information Technology Security II   3 credits
- PROJ 354 – Capstone Project   3 credits

Network Systems major
First year
Semester 2

- CMPS 275 – Client-Server Administration   3 credits
- CPNT 254 – Switching and Routing Essentials   3 credits
- CPRG 261 – Scripting for Network Administrators   3 credits
- ELCM 254 – Structured Cabling   3 credits
- HREL 250 – Business Dynamics   3 credits

Second year
Semester 3

- CMPN 313 – Voice Over Internet Protocol   3 credits
- CMPN 332 – Advanced Routing   3 credits
- CMPS 305 – Server Service Administration   3 credits
- ITSC 359 – Network Security Techniques   3 credits
- PROJ 304 – Project Preparation   3 credits

Semester 4

- CMPN 361 – Server Management   3 credits
- CMPN 371 – Wireless Networks   3 credits
- CMPN 383 – Server Virtualization   3 credits
- CMPN 386 – Advanced Networking and Troubleshooting   3 credits
- PROJ 354 – Capstone Project   3 credits

Software Development major
First year
Semester 2

- CMPS 253 – Interface Design   3 credits
- CPRG 250 – Database Design and Programming   3 credits
- CPRG 251 – Object-Oriented Programming Essentials   3 credits
- CPRG 256 – Website Development Fundamentals   3 credits
- HREL 250 – Business Dynamics   3 credits

Second year
Semester 3

- CMPS 303 – Object Oriented Systems Analysis and Design   3 credits
- CPRG 307 – Database Programming and Testing   3 credits
- CPRG 311 – Advanced Object-Oriented Programming   3 credits
- CPRG 352 – Web Application Programming   3 credits
- PROJ 304 – Project Preparation   3 credits

Semester 4

- CMPS 369 – Operating Systems for Software Developers   3 credits
- DBAD 300 – Introduction to Database Administration   3 credits
- INTP 362 – Emerging Trends in Technology   3 credits
- ITSC 315 – Security for Software Developers   3 credits
- PROJ 354 – Capstone Project   3 credits

Telecom Systems major
First year
Semester 2

• CMPS 275 – Client-Server Administration	3 credits
• CPNT 254 – Switching and Routing Essentials	3 credits
• ELCM 254 – Structured Cabling	3 credits
• ELTR 251 – Electronics for Information Technology	3 credits
• HREL 250 – Business Dynamics	3 credits

Second year
Semester 3

• CMPN 313 – Voice Over Internet Protocol	3 credits
• CPNT 301 – WAN and ISP Routing	3 credits
• ELCM 252 – Digital Transmission Techniques	3 credits
• PROJ 304 – Project Preparation	3 credits
• ELCM 303 – Wireless Telecommunications	3 credits

Semester 4

• ELCM 306 – PBX Switching Principles	3 credits
• PROJ 354 – Capstone Project	3 credits
• ELCM 308 – Service Provider Access Technologies	3 credits
• ELCM 363 – Wide Area Networking Transport Technologies	3 credits
• CPNT 351 – Multi-Protocol Label Switching and IP Qos	3 credits
Total credits	60

Transfer options

Through SAIT transfer agreements and institution partnerships, graduates of this program may be eligible for credit at the following universities and colleges:

- **Computer Systems**
  - Athabasca University
  - Business Academy Aarhus, Denmark
  - Griffith University
  - NAIT
  - Thompson Rivers University
  - University of Lethbridge
  - University of Ontario Institute of Technology (UOIT)
  - University of the Fraser Valley
- **Network Systems**
  - Athabasca University
  - Business Academy Aarhus, Denmark
  - Griffith University
  - NAIT
  - Thompson Rivers University
  - University of Lethbridge
  - University of Ontario Institute of Technology (UOIT)
  - University of the Fraser Valley

- **Software Development**
  - Athabasca University
  - Business Academy Aarhus, Denmark
  - Griffith University
  - NAIT
  - Thompson Rivers University
  - University of Lethbridge
  - University of Ontario Institute of Technology (UOIT)
  - University of the Fraser Valley
- **Telecom Systems**
  - Athabasca University
  - Business Academy Aarhus, Denmark
  - Griffith University
  - NAIT
  - Thompson Rivers University
  - University of Lethbridge
  - University of Ontario Institute of Technology (UOIT)

To learn more, visit Transfer options on sait.ca.

Transfer options may also be available at other post-secondary institutions where credits from SAIT programs are evaluated on an individual basis. Interested students should contact the post-secondary institute of their choice for more information.

Instrumentation Engineering Technology

- **Two-year diploma**
- **Fall start**
- **Full-time classroom**

Contact us

MacPhail School of Energy
Phone: 403.284.8451
Email: energy.info@sait.ca

Program description

Instrumentation Engineering Technology provides students with sound theoretical and practical training in the operation and maintenance of automated process control and measurement systems used in the production of various commodities. Instrumentation technologists use electronic test equipment to install, troubleshoot, calibrate, maintain and repair electrical/electronic measurement and control instruments. Students will learn about pneumatic devices, control valves, electronic instruments, digital logic devices, computer based process controls and control system design. Students also become well versed in personal computer applications in instrumentation, process control systems design, Fieldbus™ SCADA, PLC, distributed control system design and interfacing of industrial microcomputer control systems with real processes. Modern laboratory facilities include pilot-scale versions of processes found in various industries and a fully equipped control room.

The Instrumentation Engineering Technology program is currently only offered full-time; distance and continuing education options are not available. Each academic year consists of two 15-week semesters and students generally take two years to complete the program.

Program overview

Your career

Opportunities for employment exist in engineering design, instrumentation sales and industrial process plants in a variety of sectors, including power production, oil and gas refining, processing, transportation, fertilizer production, pulp and paper, wood processing, petrochemical processing, food processing, mining and manufacturing.

- Graduates of the Instrumentation Engineering Technology program have a 94% employment rate.

Student success

The Instrumentation Engineering Technology program (IIET) requires an interest and aptitude for math, science and computers. The foundation that you have developed in these areas through previous education and experience will be further enhanced through courses that include lecture and laboratory components.

Contact time with instructors in lectures and labs is thirty hours per week. The average student is expected to spend about an additional twenty five hours per week on assignments, studying and projects.

A career in Instrumentation Engineering Technology typically includes both office and field work. Depending on someone's particular career path the proportion of office and field exposure can vary significantly. In the IIET program students are exposed to lab work that simulates field activities. This includes using machinery and hand tools to assemble, calibrate and troubleshoot industrial instrumentation components, following safety requirements including the use of personal protective equipment like safety glasses and footwear.

Some of the subject areas that are a focus of the program include:

- Industrial Process Analysis
- Process Instruments
- Analytical Instruments
- Control and Safety Systems

In the industry, instrumentation practitioners will often work in teams of various sizes. In the IIET program many courses require working in teams for projects or lab assignments.

We invite you to reflect on the following questions:

- Do I enjoy working in a team environment?
- Am I a good communicator? Verbal (good English language skills); Written (clear, concise)
- Am I a self-starter who likes to think critically through problems and challenges?
- Am I adaptable?

The IIET program is designed to provide teaching, or the delivery of information to students, at the beginning of the program, but evolves to more of a coaching role, where students learn more independently, by the end of the program. This requires that students take more initiative and responsibility for their learning, with instructors available as a resource, as they progress through the program.

Students will have to secure their own job after graduation. Assistance is available on resumé writing and interviewing for a position. Networking opportunities with industry are available through the program. Students are encouraged to be active in their student club, to develop the soft skills that are important to a successful career and to access additional opportunities to network with industry.

SAIT Southern Alberta Institute of Technology

Credentials and Accreditation

After successfully completing this program, graduates will receive a SAIT diploma in Instrumentation Engineering Technology.

Accreditation

The Canadian Council of Technicians and Technologists (CCTT) nationally accredits the Instrumentation Engineering Technology program at the Engineering Technologist level. Students are eligible for membership in the Association of Science and Engineering Technology Professionals in Alberta (ASET) and International Society of Automation (ISA). This program has also been nationally accredited by Technology Accreditation Canada.

Progression

Students must attain a PGPA and/or a CGPA of 2.0 or better in each semester and pass the necessary prerequisite courses to progress through the program. To qualify for graduation, students must pass all courses, attain a CGPA of 2.0 or better and complete course requirements within the prescribed timelines.

Admission requirements

Completion of the following courses or their equivalents:

- At least 60% in Math 30-1 or Pure Math 30, or 75% in Math 30-2, AND,
- At least 60% in English Language Arts 30-1 or 75% in English Language Arts 30-2, AND,
- At least 60% in Physics 20, AND,
- At least 60% in Chemistry 20.
- All applicants must demonstrate English Language Proficiency prior to admission, including students educated in Canada.

Direct entry: four step process

Step 1: Read the program information to see the qualities needed for student success.

Step 2: Ensure that you meet all of the admission requirements listed above.

Step 3: Apply to Instrumentation Engineering Technology and submit your transcripts and/or anticipated final grades.

- Admission will be extended on a first-qualified, first-offered basis until the program is full.

Step 4: Continue to monitor changes to your application decision through mySAIT.ca.

- Failure to meet anticipated final grades will result in offers being rescinded.

Communication during selection

Email is the primary source of communication during the selection process. Ensure your personal email account is managed appropriately to receive our emails, files and communications.

We recommend you add iiet.selectionprocess@sait.ca and the sait.ca domain to your safe senders list or you risk missing critical email messages.

Reserved seats

Four seats are reserved for applicants who have completed and obtained a minimum of 70% in each of the following Career and Technology Studies courses:

1. PRS1010 – Overview of Alberta Geology
2. PRS1020 – Non-renewable Resources
3. PRS1060 – Consumer Products and Services
4. PRS2030 – Non-Conventional Hydrocarbon Exploration
5. PRS2060 – Refining Hydrocarbons

Costs

Tuition (subject to change)

- Please refer to the Tuition (subject to change) and Fee Table.
- International students, please refer to International Student Fees.
- For student funding, please refer to Financial Assistance.

Books and supplies (subject to change)

- Books and supplies (subject to change) are approximately $1,775 for the first year and $1,215 for the second year.

Program outline

First year
Semester 1

APSC 215 – Applied Physics for Instrumentation	1.5 credits
COMP 261 – Microsoft Office: An Introduction	1.5 credits
ELEC 256 – Electrical Fundamentals	3 credits
INST 202 – Process Instruments I	3 credits
INST 257 – World of Instrumentation	3 credits
MATH 238 – Mathematics for Engineering and Technology I	3 credits

Semester 2

COMM 238 – Technical Communications I	3 credits
ELEC 258 – Electrical Applications	3 credits
INST 262 – Process Instruments II	3 credits
MATH 288 – Mathematics for Engineering and Technology II	3 credits
MNTN 231 – Instrument Installation and Maintenance	1.5 credits
INST 265 – Programming for Instrumentation	1.5 credits

Second year
Semester 3

- CMPN 317 – Remote Automation Systems 3 credits
- INST 335 – Instrumentation Software 1.5 credits
- STAT 245 – Statistics for Engineering and Technology I 3 credits
- CNTR 322 – Process Control Systems I 3 credits
- CMPN 337 – Distributed Control Systems I 3 credits
- APSC 202 – Applied Chemistry for Instrumentation 1.5 credits

Semester 4

- ANLS 330 – Process Analyzers 3 credits
- INST 345 – Advanced Technologies 3 credits
- PROJ 370 – Instrumentation Project 3 credits
- CMPN 330 – Distributed Control Systems II 3 credits
- CNTR 359 – Process Control Systems II 3 credits

Total credits 60

Transfer options

Through SAIT transfer agreements and institution partnerships, graduates of this program may be eligible for credit at the following universities and colleges:

- Athabasca University
- Camosun College
- Thompson Rivers University
- University of Victoria

To learn more, visit Transfer options on sait.ca.

Transfer options may also be available at other post-secondary institutions where credits from SAIT programs are evaluated on an individual basis. Interested students should contact the post-secondary institute of their choice for more information.

Journalism

- **Two-year diploma**
- **Fall start**
- **Full-time classroom**
- **Choice of majors: Photojournalism or Print and Online**

Contact us

School of Information and Communications Technologies
Phone: 403.284.8543
Email: ict.info@sait.ca

Program description

Journalism in the 21st Century is an exciting world that offers many opportunities for those seeking to build a career. News Writing, and photojournalism are the main skills taught in the Journalism program; other specialties including advertising and public relations, publication design, and online journalism are also covered in the first year of study.

In the second year of the program, students may concentrate either on photojournalism or print and online journalism studies.

Photojournalism – Students study advanced lighting, feature, sports, advertising, lifestyle, portraiture, studio, location and staff photography techniques, in addition to portfolio strategies as they apply to digital photography systems and applications required by print media publications.

Students secure their own placements, which are approved by the program, to complete a 4-week work experience internship.

Print and Online Journalism – Students study professional techniques of writing, editing, designing, and laying out newspapers and magazines using desktop publishing techniques. They also practice special photo techniques.

During the last two semesters, students complete practicums, usually at newspapers and magazines.

Program overview

Your career

Graduates from this program in the Print and Online Journalism option may find employment with newspapers and magazines, public affairs, advertising agencies, and other information and entertainment media, as a reporter or technical writer.

Graduates from the Photojournalism option may find employment with newspapers and magazines, wire services agencies, public relations and advertising agencies, and other information and entertainment media, as an independent photojournalist, photographer, photographic editor or page designer.

- Graduates of the Journalism program have a 90% employment rate.

Student success

Students with higher grades usually experience greater success in SAIT programs.

Credential

After successfully completing this program, graduates will receive a SAIT diploma in Journalism with a major in Photojournalism or Print and Online.

Accreditation

There are no formal accreditation arrangements at this time. Please contact the School of Information and Communications Technologies (ICT) for more information.

Progression

Students must attain a PGPA and/or a CGPA of 2.0 or better in each semester and pass the necessary prerequisite courses to progress through the program. To qualify for graduation, students must pass all courses, attain a CGPA of 2.0 or better and complete course requirements within the prescribed timelines.

Admission requirements

- At least 60% in English Language Arts 30-1 or English Language Arts 30-2 or equivalents.
- All applicants must demonstrate English Language Proficiency prior to admission, including students educated in Canada.

Direct entry: four step process

Step 1: Read the program information to see the qualities needed for student success.

Step 2: Ensure that you meet all of the admission requirements listed above.

Step 3: Apply to Journalism and submit your transcripts and/or anticipated final grades.

- Admission will be extended on a first-qualified, first-offered basis until the program is full.

Step 4: Continue to monitor changes to your application decision through mySAIT.ca.

Second year Photojournalism Option

- Based on academic standards and portfolio content of published work, applicants will compete for one of the 16 seats available.

Marking: The photo instructor will work with industry professionals to evaluate and rank submitted student portfolios. This rank will be added to specified academic marks.

Costs

Tuition (subject to change)

- Please refer to the Tuition (subject to change) and Fee Table.

- International students, please refer to International Student Fees.

- For student funding, please refer to Financial Assistance.

Books and supplies (subject to change)

- First-year books and supplies cost approximately $500.

- A $400 security deposit to use a SAIT issued laptop.

- All first-year Journalism students are required to purchase a Digital Single Lens Reflex camera (approximately $1,200) and electronic flash (approximately $500). Cameras and flashes must meet requirements that will be specified by your photography instructors.

- The second year Photojournalism option is a fully digital program. Students may wish to upgrade digital camera equipment that will be compatible to program specifications. In the second year, Photojournalism option, you can expect additional costs up to $8,500 for digital photography equipment, supplies and books.

- Second year Print and Online Journalism option, books and supplies cost approximately $400.

Program outline

First year
Semester 1

PHOT 216 – Visual Journalism I	3 credits
PREL 218 – Marketing and Communications for Journalists	3 credits
PUBL 210 – Media Software for Journalists	3 credits
RSCH 203 – News Research for Journalists	3 credits
WRIT 230 – Writing for Journalism	3 credits

Semester 2

JOUR 251 – News and Feature Writing	3 credits
JOUR 254 – Online Journalism I	3 credits
JOUR 258 – Ethics for Print and Online Journalists	3 credits
PHOT 256 – Visual Journalism II	3 credits
PUBL 261 – Publication Planning & Design	3 credits

Photo Journalism major
Second year
Semester 3

JOUR 302 – News Writing and Editing	3 credits
PHOT 320 – Lighting and Illustration for Photojournalists I	3 credits
PHOT 325 – Photojournalism for Print Media I	3 credits
PHOT 334 – Advanced Workflow for Photojournalists	3 credits
PHOT 336 – Visual Journalism III	3 credits

Semester 4

PHOT 350 – Lighting and Illustration for Photojournalists II	3 credits
PHOT 353 – Freelancing and Portfolio Production	3 credits
PHOT 355 – Photojournalism for Print Media II	3 credits
PHOT 366 – Visual Journalism IV	3 credits
PHOT 385 – Photojournalism Work Experience	3 credits

Print & Online Journalism major
Second year
Semester 3

JOUR 301 – Online Journalism II	3 credits
JOUR 302 – News Writing and Editing	3 credits
JOUR 305 – Visual Reportage and Storytelling	3 credits
PROJ 318 – Journalism Projects I	6 credits

Semester 4

JOUR 357 – News and Opinion Writing	3 credits
PRCT 375 – Journalism Practicum	3 credits
PREL 364 – Public Relations Writing and Design	3 credits
PROJ 368 – Journalism Projects II	6 credits
Total credits	60

Transfer options

Through SAIT transfer agreements and institution partnerships, graduates of this program may be eligible for credit at the following universities and colleges:

- **Photojournalism**
  - Athabasca University
  - Griffith University
  - Mount Royal University
  - Royal Roads University
  - Thompson Rivers University
  - University of Calgary
  - University of South Wales

- **Print and Online**
  - Athabasca University
  - Griffith University
  - Royal Roads University
  - Thompson Rivers University
  - University of Calgary
  - University of South Wales

To learn more, visit Transfer options on sait.ca.

Transfer options may also be available at other post-secondary institutions where credits from SAIT programs are evaluated on an individual basis. Interested students should contact the post-secondary institute of their choice for more information.

SAIT Southern Alberta Institute of Technology

Land Analyst

- **Certificate**
- **Continuing education online**

Contact us

Sarah Symonds
Phone: 403.284.7314
Email: sarah.symonds@sait.ca

Program description

The new Land Analyst Certificate is an online ten course credit program that prepares the graduates to contribute to the management of the Oil and Gas Industry by providing hands-on skills in surface land administration. Land Analysts co-ordinate and act as a liaison between corporations, land owners, regulators, and government departments. Some of the potential roles for graduates are land and records administrator, surface land coordinator, project analyst, community relations representative, lease records analyst, renewable energy administrator, and surface land administrator in the energy, utilities, environmental and transportation sectors.

Progression

Students must attain a PGPA and/or a CGPA of 2.0 or better in each semester and pass the necessary prerequisite courses to progress through the program. To qualify for graduation, students must pass all courses, attain a CGPA of 2.0 or better and complete course requirements within the prescribed timelines.

Admission requirements

- 50% or better in English Language Arts 30-1 or 30-2
- 50% or better in Math 20-1 or Math 20-2 (Pure or Applied Math 20)

Costs

Tuition (subject to change)

- Please refer to the Tuition and Fee Table.
- International students, please refer to International Student Fees.
- For student funding, please refer to Financial Assistance.

Books and supplies (subject to change)

- Please refer to the Tuition and Fee Table.

Program outline

Semester 1

LAND 201 – Land Documentation	3 credits
LAND 202 – Surface Rights and Land Applications	3 credits
LAND 203 – Petroleum Industry Fundamentals	3 credits
COMM 256 – Professional Communications and Presentation Skills	3 credits
DATA 240 – Energy Asset Management Software Applications	3 credits

Semester 2

LAND 207 – Advanced Regulations	3 credits
LAND 208 – Stakeholder Engagement	3 credits
LAND 209 – Managing Alberta's Lands	3 credits
LAND 206 – Advanced Land Documentation	3 credits
PROJ 399 – Project Management	3 credits

OR

PRAC 286 – Practicum	3 credits
Total credits	**30**

Legal Assistant

- **Two-year diploma**
- **Fall start**
- **Full-time classroom**
- **Laptop-based program using SAIT-issued laptops**
- **Includes a four-week unpaid practicum placement**

Contact us

School of Business
Phone: 403.284.8485
Email: business.advising@sait.ca

Program description

Prepare for a career in the legal profession with SAIT's Legal Assistant diploma. Discover how to be an integral part of a legal practice with highly specialized legal administrative skills. In this practical two-year diploma, your instructors are lawyers and former legal assistants who show you how to assist your lawyer with important tasks on various files. Using industry software on your SAIT-issued laptop, you develop accurate keyboarding and transcription skills – and adapt your strong command of English spelling and grammar to effectively prepare various legal documents.

In your substantive courses, you master relevant terminology for corporate law, real estate law, family law, criminal law and more. You practice legal assistant tasks such as preparing a separation agreement, a criminal law file and a corporate minute book. In your capstone course, you simulate a real law office to integrate all your legal assistant knowledge. At the end of the program, you demonstrate your professionalism and expertise to potential employers in your one month practicum placement. You graduate as a skilled legal assistant and highly employable in law firms and the court system.

Program overview

Your career

You can become a legal assistant, law clerk, judicial clerk or another legal support role. You can find work in law firms, the court system, registries, and with businesses such as oil and gas corporations.

Student success

To be successful in this program, you should:

- Attend and actively participate in class
- Spend six hours per week on each course, outside of regular class time
- Have a strong command of the English language along with a solid foundation in writing skills and vocabulary, which will be further developed in the program
- Have good organizational skills and attention to detail, which are necessary in the program and as a Legal Assistant
- Have strong computer skills and a keyboarding speed of 30 words per minute (strongly recommended)
- Be prepared to work in teams
- Become familiar with and adhere to SAIT's academic policies

If you are engaged in campus life and take advantage of SAIT support services, you may have a greater chance of success in SAIT's programs.

Credentials and Accreditation

Upon successful completion of the program, graduates will receive a SAIT Legal Assistant diploma.

Progression

Students must attain a PGPA and/or a CGPA of 2.0 or better in each semester and pass the necessary prerequisite courses to progress through the program. To qualify for graduation, students must pass all courses, attain a CGPA of 2.0 or better and complete course requirements within the prescribed timelines.

Admission requirements

At least 50% in the following courses or equivalents:

- English Language Arts 30-1 or English Language Arts 30-2, AND,
- Math 10C or Math 20-3 or Applied Math 10 or Pure Math 10.
- All applicants must demonstrate English Language Proficiency prior to admission, including students educated in Canada.

Competitive entry: seven step process

Step 1: Read the program information to see the qualities needed for student success.

Step 2: Ensure that you meet all of the admission requirements listed above.

Step 3: Review the selection information to understand the process and deadlines.

Applications and proof of the admission requirements (transcripts and/or anticipated final grades) must be submitted by March 1 to be included in selection. If you apply after March 1, you will be placed on a waitlist and contacted if a seat becomes available.

- Selection will begin on March 1 and be done on a continuous basis until the program has been filled.
- Applicants who have achieved — or will achieve — a minimum

of 70% in English 30-1 or equivalent will be academically ranked and offers will be extended accordingly.

- If you are not offered admission based on academic ranking, you will be required to complete the selection process and will be emailed selection information starting in March.

In the selection process, applicants will be invited to attend a brief in-person panel interview.

- Applicants will be given two weeks' notice of the scheduled interview, when possible, to allow time for preparation. Given the volume of applicants, our interview schedule has limited flexibility.

During the interview, you'll be assessed on the following criteria:

- Your current resumé,
- Your communication skills and professionalism,
- You will be asked to write an impromptu paragraph on a selected topic at the interview.

The rubric will be provided by email to applicants prior to the interview.

- Applicants who complete selection will be given a cumulative score and ranked accordingly. Seats will be offered to the highest ranked.
- Once the program is full, candidates will be placed on a ranked waitlist, based on their selection performance.
- Those who do not achieve a minimum score to be determined by the overall quality of applicants will be declined.

Step 4: Apply to the Legal Assistant program and submit your transcripts.

Step 5: Log in to mySAIT.ca to check your admission status. If eligible, your status will indicate that you're "In Selection."

Step 6: Attend the panel interview and submit your resumé.

Step 7: Continue to monitor changes to your application status through mySAIT.ca.

Failure to meet anticipated final grades will result in offers being rescinded.

Communication during selection

Email is the primary source of communication during the selection process. Ensure your personal email account is managed appropriately to receive our emails, files and communications. We recommend you add business.advising@sait.ca and the sait.ca domain to your safe senders list or you risk missing critical email messages.

Costs

Tuition (subject to change)

- Please refer to the Tuition and Fee Table.
- International students, please refer to International Student Fees.
- For student funding, please refer to Financial Assistance.

Books and supplies (subject to change)

- Books and supplies are approximately $1,000 per year.
- A $400 security deposit to use a SAIT issued laptop.

Program outline

First year
Semester 1

LEGA 205 – Keyboard Skill Building	3 credits
LEGA 215 – Legal Computer Applications I	3 credits
ENGL 205 – Grammar and Proofreading	3 credits
LEGL 200 – Introduction to Law	3 credits
LEGL 210 – Corporate Law	3 credits

Semester 2

LEGA 255 – Law Office Procedures	3 credits
LEGA 265 – Legal Computer Applications II	3 credits
LEGL 250 – Legal Writing I	3 credits
LEGL 260 – Litigation Law I	3 credits
LEGL 270 – Real Estate Law I	3 credits

Second year
Semester 3

LEGA 305 – Legal Transcription	3 credits
LEGL 300 – Legal Writing II	3 credits
LEGL 310 – Litigation Law II	3 credits
LEGL 320 – Real Estate Law II	3 credits
MNGT 250 – Organizational Behaviour	3 credits

Semester 4

LEGA 355 – Law Office Simulation	3 credits
LEGA 365 – Legal Computer Applications III	3 credits
LEGL 350 – Criminal Law	3 credits
LEGL 360 – Family Law	3 credits
LEGL 380 – Wills and Estate Law	3 credits

Semester 5

PRCT 385 – Law Office Practicum	1.5 credits
Total credits	61.5

Transfer options

Through SAIT transfer agreements and institution partnerships, graduates of this program may be eligible for credit at the following universities and colleges:

- Athabasca University
- Royal Roads University
- University of Lethbridge
- University of Ontario Institute of Technology (UOIT)

To learn more, visit Transfer options on sait.ca.

Transfer options may also be available at other post-secondary institutions where credits from SAIT programs are evaluated on an individual basis. Interested students should contact the post-secondary institute of their choice for more information.

Library Information Technology

- **Two-year diploma**
- **Fall start**
- **Full-time classroom**

Contact us

School of Information and Communications Technologies
Phone: 403.284.8543
Email: ict.info@sait.ca

Program description

Information resourcing is a high-tech adventure and a sought after skill. Various industries need employees with people skills to organize, access and manage the expanding volume of information in today's world. LIT students gain proficiency in every area of library operations, from database searching, library network technology, cataloguing and classification to public relations, web design and records management. The two-year LIT diploma is offered at SAIT as a day-time diploma program. Students can also begin this diploma by completing Continuing education courses.

Program overview

Your career

Graduates may find employment as a library technician/assistant, information specialist, research assistant/analyst, and records management technician. This program also prepares graduates for numerous career opportunities in public and school libraries, as well as specialty libraries in areas of petroleum, law, medicine, geology, social services, government, or in related organizations such as records information centres, library wholesalers, software companies and bookstores.

- Graduates of the Library Information Technology program have a 95% employment rate.

Student success

Students with higher grades usually experience more success in SAIT's programs.

Credentials and Accreditation

After successfully completing this program, graduates will receive a SAIT diploma in Library Information Technology.

Accreditation

There are no formal accreditation arrangements at this time. Please contact the School of Information and Communications Technologies (ICT) for more information.

Progression

Students must attain a PGPA and/or a CGPA of 2.0 or better in each semester and pass the necessary prerequisite courses to progress through the program. To qualify for graduation, students must pass all courses, attain a CGPA of 2.0 or better and complete course requirements within the prescribed timelines.

Admission requirements

At least 60% in the following courses or equivalents:

- English Language Arts 30-1 or English Language Arts 30-2 or equivalents, AND,
- Two of the following Grade 12 subjects: Math, Science, Social Science, Accounting, Law or a second language.
- LIBR-200 (Introduction to Libraries) may be substituted for one of the two Grade 12 subjects. This course is available through distance education.
- All applicants must demonstrate English Language Proficiency prior to admission, including students educated in Canada.

Direct entry: four step process

Step 1: Read the program information to see the qualities needed for student success.

Step 2: Ensure that you meet all of the admission requirements listed above.

Step 3: Apply to Library Information Technology and submit your transcripts and/or anticipated final grades.

- Admission will be extended on a first-qualified, first-offered basis until the program is full.

Step 4: Continue to monitor changes to your application decision through mySAIT.ca.

Costs

Tuition (subject to change)

- Please refer to the Tuition and Fee Table.
- International students, please refer to International Student Fees.
- For student funding, please refer to Financial Assistance.

Books and supplies (subject to change)

- Books and supplies are approximately $2,000.
- LIT Distance courses are priced from approximately $399 to $601, plus textbooks and handling charges.

Program outline

First year
Semester 1

- COMN 220 – Communication and Presentation Skills — 3 credits
- COMP 220 – Computer Fundamentals — 3 credits
- LIBR 200 – Introduction to Libraries — 1.5 credits
- LIBR 202 – Bibliographic Description and Access I — 3 credits
- LIBR 235 – Library Information Services I — 3 credits
- LIBR 297 – Library Operations — 3 credits

Semester 2

- COMM 352 – Communicating in the Workplace — 1.5 credits
- LIBR 251 – Integrated Library Technology — 3 credits
- LIBR 252 – Bibliographic Description and Access II — 3 credits
- LIBR 335 – Library Information Services II — 3 credits
- MGMT 244 – Fundamentals of Information and Records Management — 3 credits
- MKTG 360 – Library Marketing — 1.5 credits

Second year
Semester 3

- DATA 375 – Online Database Searching — 3 credits
- LIBR 302 – Bibliographic Description and Access III — 3 credits
- LIBR 305 – Library Technology Customer Service — 3 credits
- LIBR 320 – Design Web Tools for Libraries — 3 credits
- PRAC 320 – Practicum Preparation — 1.5 credits

Semester 4

- LIBR 323 – Managing Digital Content — 3 credits
- MGMT 215 – Advanced Information and Records Management — 3 credits
- MMGT 350 – Information Management Administration — 3 credits
- PRAC 392 – Library Practicum — 3 credits

Electives (students are required to complete 3 elective courses):

- ENGL 322 – Contemporary World Literature — 1.5 credits
- LIBR 260 – Collection Development for Adults — 1.5 credits
- LIBR 310 – Special Libraries — 1.5 credits
- LIBR 315 – Services Children and Young Adults — 1.5 credits
- LIBR 330 – Storytelling — 1.5 credits
- LIBR 340 – Specialized Terminology — 1.5 credits
- LIBR 349 – Library and Information Technology Project I — 1.5 credits
- LIBR 351 – Public Libraries — 1.5 credits
- LIBR 399 – Library and Information Technology Project II — 1.5 credits

Total credits	61.5

Transfer options

Through SAIT transfer agreements and institution partnerships, graduates of this program may be eligible for credit at the following universities and colleges:

- Athabasca University
- British Columbia Institute of Technology (BCIT)
- Royal Roads University
- University of New Brunswick, Saint John
- University of Ontario Institute of Technology (UOIT)

To learn more, visit Transfer options on sait.ca.

Transfer options may also be available at other post-secondary institutions where credits from SAIT programs are evaluated on an individual basis. Interested students should contact the post-secondary institute of their choice for more information.

Machinist Technician

- **One-year certificate**
- **Fall start**
- **Full-time classroom**

Contact us

School of Manufacturing and Automation
Phone: 403.284.8641
Email: ma.training@sait.ca

Program description

This full-time program is a great way to start your career as a Machinist – a rewarding and challenging trade with precision and craftsmanship as core attributes. As a Machinist Technician, you'll set up and operate precision equipment for the production of a variety of components and assemblies. Machinists make or modify primarily metal components to very fine tolerances. At 30 weeks in length (900 hours), this program contains content nearly double that afforded by the Machinist apprenticeship stream for equivalent periods. You will learn skills including, but not limited to: machining, machine set-up, blueprint reading, process planning, design validation, precision measurement, and heat treatment.

Metal cutting and shaping operations use a variety of machine tools, including conventional mills, drills, lathes, and grinders. As modern machine tools are often computer-driven, a Machinist Technician may be responsible for programming and operating high-tech Computer Numerically Controlled (CNC) equipment such as CNC mills, lathes, Electrical Discharge Machines (EDM), and Coordinate Measuring Machines (CMM).

Upon successful completion of your first 15 weeks, you will be eligible to write the first period Machinist apprenticeship exam. At the end of 30 weeks, you will be eligible to write the second period Machinist apprenticeship exam. Upon successful completion of the entire program, you will receive a SAIT Machinist Technician Certificate.

Program overview

Your career

Modern machine shops are clean and safe work environments. Machinist Technicians may find employment in a variety of industries including but not limited to transportation, oil and gas manufacturing, medical technology, wherever equipment is being manufactured or repaired.

Graduates of the Machinist Technician program benefit from a high level of industry demand, having achieved recognized training equivalent to the first two periods of the Machinist apprenticeship program. A certificate from the SAIT Machinist Technician program demonstrates the core competencies required for success in the Machinist trade.

- Graduates of the Machinist Technician program have a 100% employment rate.

Student success

Students with higher grades usually experience more success in SAIT's programs.

Credentials and Accreditation

After successfully completing this program, graduates will receive a SAIT certificate as a Machinist Technician.

Graduates are eligible to write the first and second-year Provincial Apprenticeship Board exams for the machinist trade provided they attain a minimum of 65% in all their courses. Apprenticeship exam fees will be required.

Progression

Students must attain a PGPA and/or a CGPA of 2.0 or better in each semester and pass the necessary prerequisite courses to progress through the program. To qualify for graduation, students must pass all courses, attain a CGPA of 2.0 or better and complete course requirements within the prescribed timelines.

Admission requirements

Successful completion of the following courses or equivalents:

- Math 10C, Math 10-3, Pure Math 10, or Applied Math 10, AND,
- English Language Arts 10-1 or English Language Arts 10-2, AND,
- Science 10
- All applicants must demonstrate English Language Proficiency prior to admission, including students educated in Canada.
- A pass mark in the SAIT Admission Examination (level 4) or equivalent is accepted in lieu of the above requirements.

Direct entry: four step process

Step 1: Read the program information to see the qualities needed for student success.

Step 2: Ensure that you meet all of the admission requirements listed above.

Step 3: Apply to Machinist Technician and submit your transcripts and/or anticipated final grades.

- Admission will be extended on a first-qualified, first-offered basis until the program is full.

Step 4: Continue to monitor changes to your application decision through mySAIT.ca.

![SAIT Southern Alberta Institute of Technology logo]

Costs

Tuition (subject to change)

- Please refer to the Tuition and Fee Table.
- International students, please refer to International Student Fees.
- For student funding, please refer to Financial Assistance.

Books and supplies (subject to change)

- Books and supplies for both Semesters are approximately $325. (there is some fluctuation with module pricing).
- Optional text, "Machinery's Handbook", is approximately $160.

Program outline

Semester 1

BLPR 202 – Blueprint Reading	1.5 credits
MACH 204 – Machinist Theory I	3 credits
MACH 205 – Machine Shop I	6 credits
MATH 209 – Mathematics	1.5 credits
MNFG 223 – Computer Numerical Control I	1.5 credits
WELD 218 – Welding	1.5 credits

Semester 2

MACH 254 – Machinist Theory II	1.5 credits
MACH 255 – Machine Shop II	6 credits
MATH 259 – Mathematics II	1.5 credits
MNFG 258 – Computer Numerical Control II	1.5 credits
MNFG 260 – Computer Aided Manufacturing	1.5 credits
EMTL 203 – Metallurgy	1.5 credits
Total credits	28.5

Mechanical Engineering Technology

- **Two-year diploma**
- **Fall start**
- **Full-time classroom**

Contact us

School of Manufacturing and Automation
Phone: 403.284.8641
Email: ma.training@sait.ca

Program description

The Mechanical Engineering Technology program is a practical, hands-on, full-time, two-year diploma program that lets you develop strong technical, analytical, and problem solving skills essential for a range of exciting careers in the challenging field of mechanical engineering.

During the common First year you will be exposed to a variety of topics including foundational math and physics, Computer Aided Design (CAD) and additional specialized courses to prepare you to enter into one of three specialized majors. Upon successful completion of the common First year, selection of your major will occur. Although SAIT will attempt to help students complete the program major of their choice, grade point for specific courses will be used in the selection criteria for each major, in case of a seat shortage for specific majors.

The following majors are available for the Mechanical Engineering Technology program:

- Design and Analysis
- Design and Development
- Design and Automation

Common to all: In all three available majors, a focus will be placed on professionalism, creativity, team work, effective communication and collaboration. Each student will also participate in a major capstone project that will address a real-world industry challenge.

The specific areas of study for the three majors will be:

Design and Analysis Major:
- Mechanical system design
- Vibration Analysis
- Thermodynamics
- Fluid Mechanics

Design and Development Major:
- Model Making
- Prototyping
- Ergonomics

Design and Automation Major:
- Automation Systems Design
- Control Systems (PLC)
- Industrial robotics

Program overview

Your career

Graduates will have obtained the designation of Mechanical Engineering Technologists, with a specialization in either Design and Analysis, Design and Development or Design and Automation.

As a Mechanical Engineering Technologist, you may find employment in the areas of research and development, mechanical equipment design, testing, quality control or project management. Mechanical Engineering Technologists are needed in a wide range of professional and technical industry sectors including: manufacturing, oil and gas, energy production, electronics, aerospace, plastics, wood products, warehousing, food processing and technical sales.

Upon successful completion of this program, you will have gained specialized skills in the area of your major:

- Design and Analysis major – design, analysis and troubleshooting of various systems including mechanical, thermal and fluids
- Design and Development major – product design and development, prototyping, ergonomics and industrial design.
- Design and Automation major – automated systems design and maintenance, manufacturing controls, and robotics.

Did you know graduates of the Mechanical Engineering Technology program have a 92% employment rate?

Student success

Students with higher secondary or post-secondary marks usually experience greater success in SAIT programs.

Credentials and Accreditation

After successfully completing this program, graduates will receive a SAIT diploma in either:

Mechanical Engineering Technology – Design and Analysis

Mechanical Engineering Technology – Design and Development

Mechanical Engineering Technology – Design and Automation

All three majors are nationally accredited by the Canadian Council of Technicians and Technologists (CCTT). Graduates may apply for their Certified Engineering Technologist (CET) designation after two years of appropriate work experience.

While attending SAIT, Mechanical Engineering Technology students can become members of the following societies:

- Association of Science and Engineering Technology Professionals (ASET).
- Society of Automotive Engineers (SAE).
- American Society for Quality (ASQ).

SAIT Southern Alberta Institute of Technology

Progression

Students must attain a PGPA and/or a CGPA of 2.0 or better in each semester and pass the necessary prerequisite courses to progress through the program. To qualify for graduation, students must pass all courses, attain a CGPA of 2.0 or better and complete course requirements within the prescribed timelines.

Admission requirements

Completion of the following courses or equivalents:

- At least 60% in Math 30-1 or Pure Math 30, or at least 75% in Math 30-2, AND,
- At least 60% in English Language Arts 30-1 or English Language Arts 30-2, AND,
- At least 60% in Physics 20 and Chemistry 20, or at least 60% in Science 30.
- All applicants must demonstrate English Language Proficiency prior to admission, including students educated in Canada.

Competitive entry: seven step process

Step 1: Read the program information to see the qualities needed for student success.

Step 2: Ensure that you meet all of the admission requirements listed above.

Step 3: Review the selection information to understand the process and deadlines

Applications and proof of the admission requirements (transcripts and/or anticipated final grades) along with all supporting documents must be submitted by Feb. 1 to be included in selection.

In the selection process, applicants will be assessed on the following criteria and seats will be offered accordingly.

- Academic Ranking
- Career Investigation Report
- Mechanical Comprehension Test

Information about the Mechanical Comprehension test is included in the Career Investigation Report. You must complete and submit this by the deadline indicated on the report.

Offers will commence in late March and extend throughout late August.

Step 4: Apply to Mechanical Engineering Technology and submit your transcripts.

Step 5: Log in to mySAIT.ca to check your admission status. If eligible, your status will indicate that you're "In Selection."

Step 6: Complete the Career Investigation Report and the Mechanical Comprehension Test.

- Applicants who don't complete the Career Investigation Report or the Mechanical Comprehension Test will be excluded from selection.

Step 7: Continue to monitor changes to your application status through mySAIT.ca.

Failure to meet anticipated final grades will result in offers being rescinded.

Communication during selection

Email is the primary source of communication during the selection process. Ensure your personal email account is managed appropriately to receive our emails, files and communications.

We recommend you add met.selection@sait.ca and the sait.ca domain to your safe senders list or you risk missing critical email messages.

Costs

Tuition (subject to change)

- Please refer to the Tuition and Fee Table.
- International students, please refer to International Student Fees.
- For student funding, please refer to Financial Assistance.

Books and supplies (subject to change)

- Books and supplies are approximately $1,500 per year.

Program outline

First year – Common
Semester 1

COMP 213 – Computing for Engineering Technology	3 credits
MATH 238 – Mathematics for Engineering and Technology I	3 credits
MECH 200 – Mechanical Engineering Technology Concepts	3 credits
MECH 205 – Electro-Mechanical Systems	3 credits
THRM 200 – Introduction to Thermodynamics	1.5 credits
STCS 255 – Engineering Statics	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
MNFG 290 – Manufacturing Processes	3 credits
MECH 202 – Technology and Society	1.5 credits

Design and Analysis
Second year
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 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
- DSGN 303 – Mechanical Systems Design — 3 credits

Design and Automation

Second year
Semester 3

- CNTR 300 – Control Systems — 3 credits
- COMM 256 – Professional Communications and Presentation Skills — 3 credits
- EMSI 310 – Comp. Integrated Manufacturing — 1.5 credits
- EMSI 320 – Robots and Robotics — 1.5 credits
- EMTL 300 – Mechanics of Materials — 3 credits
- MNFG 310 – Advanced Manufacturing — 3 credits

Semester 4

- DSGN 380 – Machine Design — 3 credits
- ECON 209 – Engineering Economics — 1.5 credits
- EMSI 360 – Advanced Programmable Logic Controllers — 3 credits
- FLDS 320 – Fluid Power — 1.5 credits
- PROJ 375 – Capstone Project — 3 credits
- STAT 245 – Statistics for Engineering and Technology I — 3 credits

Design and Development

Second year
Semester 3

- COMM 256 – Professional Communications and Presentation Skills — 3 credits
- EMTL 300 – Mechanics of Materials — 3 credits
- MNFG 310 – Advanced Manufacturing — 3 credits
- PRDT 300 – Product Development — 3 credits
- PRDT 305 – Model Making and Prototyping — 1.5 credits
- PRDT 310 – Applied Product Development — 1.5 credits

Semester 4

- DSGN 380 – Machine Design — 3 credits
- ECON 209 – Engineering Economics — 1.5 credits
- FLDS 320 – Fluid Power — 1.5 credits
- PRDT 320 – Product Analysis — 3 credits
- PROJ 375 – Capstone Project — 3 credits
- STAT 245 – Statistics for Engineering and Technology I — 3 credits

Total credits — 60

Transfer options

Through SAIT transfer agreements and institution partnerships, graduates of this program may be eligible for credit at the following universities and colleges:

- Athabasca University
- Camosun College
- Lakehead University
- Montana Tech
- Thompson Rivers University
- University of British Columbia
- University of Calgary
- University of Victoria

To learn more, visit Transfer options on sait.ca.

Transfer options may also be available at other post-secondary institutions where credits from SAIT programs are evaluated on an individual basis. Interested students should contact the post-secondary institute of their choice for more information.

Medical Device Reprocessing Technician

- **21-week certificate**
- **Fall and winter start**
- **Full-time classroom and online**

Contact us

School of Health and Public Safety
Phone: 403.284.8500
Email: hps.info@sait.ca

Program description

As a five-month program offered full-time, the Medical Device Reprocessing Technician program provides entry-level training for the critical role of cleaning, packaging, sterilizing, storing and handling of sterile supplies and instruments, with a focus on infection prevention and control and aseptic techniques. It includes a practicum, arranged by SAIT, at an accredited clinical facility. This type of employment requires flexibility (shift work), manual dexterity and good health.

The Medical Device Reprocessing Technician program is 21 weeks in length and includes classroom instruction with integrated practical learning experiences. This is followed by 400 hours of practicum, of which eight weeks take place at a clinical site. Theory will be integrated throughout the practicum to increase knowledge, skills and employability.

Students in this program require access to a personal computer and the Internet to facilitate completion of the required courses.

This program is also available part-time through distance education. Visit the Medical Device Reprocessing Technician distance page for details.

Program overview

Your career

Graduates find work as medical device reprocessing technicians, sterile processors, service aides, and in related positions in health care medical device reprocessing departments, operating rooms, doctor's offices, dental clinics, surgical centers, and specialty areas at acute care, community care and extended care facilities. Graduates are often hired into casual positions initially. In order to find employment, many graduates must relocate across Alberta and potentially even throughout Canada.

- Graduates of the Medical Device Reprocessing Technician program have a 73% employment rate.

Student success

In order to be successful in this program, applicants must have basic computer literacy including the ability to use word processing and communication software. Educational interaction in this program depends on these basic computer skills, and medical device reprocessing technicians work with hospital information systems. It is the student's responsibility to ensure adequacy of these skills prior to program admission.

- Students with higher secondary or post-secondary marks usually experience greater success in SAIT programs.

- Students who experience success in this program and career:
  - Have effective communication skills in English,
  - Are detail-oriented in the care they provide and enjoy working in a team environment,
  - Must be able to lift up to 18 kg/40 pounds and push/pull 114 kg/250 pounds on an ongoing basis,
  - Demonstrate good motor coordination and manual dexterity and are able to perform repetitive tasks in a noisy, stressful environment,
  - Able to stand or walk for long periods of time with repeated bending at the knees and waist, and
  - Have no sensitivities to latex, disinfection and sterilization chemicals, or to the sight of blood and human tissue.

Credentials and Accreditation

After successfully completing this program, graduates will receive a SAIT Medical Device Reprocessing Technician certificate. The program arranges for graduates to challenge the International Association of Healthcare Central Service Materiel Management (IAHCSMM) certification exam for international recognition of their competencies as a Central Service Technician (CRCST). This allows international portability.

SAIT's Medical Device Reprocessing Technician program is also recognized by the Canadian Standards Association (CSA) and graduates are eligible to challenge the CSA Canadian certification exam to become a certified Medical Device Reprocessing Technician (CMDRT).

Certification from either IAHCSMM or CSA is required to practice as a MDRT in Alberta. Please Note: Your MDRT certificate and a high school diploma are required to challenge the CSA certification exam.

There are no formal accreditation arrangements at this time. Please contact the School of Health and Public Safety for more information.

Note: This program is eligible for the Canada-Alberta Job Grant.

Progression

Students must attain a PGPA and/or a CGPA of 2.0 or better in each semester and pass the necessary prerequisite courses to progress through the program. To qualify for graduation, students must pass all courses, attain a CGPA of 2.0 or better and complete course requirements within the prescribed timelines.

Admission requirements

- At least 50% in English Language Arts 30-1 or English Language Arts 30-2, AND,
- At least 50% in Science 20 or Biology 20 or Chemistry 20, or at least 60% in Science 24
- All applicants must demonstrate English Language Proficiency prior to admission, including students educated in Canada.

Direct entry: four step process

Direct entry is applicable for admission to fall 2017. Please refer to competitive entry below for admission to winter 2018.

Step 1: Read the program information to see the qualities needed for student success.

Step 2: Ensure that you meet all of the admission requirements listed above.

Step 3: Apply to Medical Device Reprocessing Technician and submit your transcripts and/or anticipated final grades.

- Admission will be extended on a first-qualified, first-offered basis until the program is full.

- If you're offered admission, you must sign a practicum awareness agreement prior to final acceptance. You are also strongly encouraged to complete a tour of a hospital central reprocessing department prior to the start of classes.

Step 4: Continue to monitor changes to your application decision through mySAIT.ca.

Competitive entry: seven step process

Competitive entry is applicable for admission to winter 2018. Please refer to direct entry above for admission to fall 2017.

Step 1: Read the program information to see the qualities needed for student success.

Step 2: Ensure that you meet all of the admission requirements listed above.

Step 3: Review the selection information to understand the process and deadlines

- The School of Health and Public Safety will forward a selection package to those that meet the admission requirements.

In the selection process, applicants will be ranked according to the following criteria:

- Admission requirements: course average and post-secondary education / training: 50%

- Related Work / Volunteer Experience: 20%

- Career Investigation: 20%

- Program Information: 10%

- You will require a minimum passing score of 60% on your selection package in order to continue in the selection process.

Admission timelines

- Full-time program — the first round of selection will start Dec. 1 (fall intake) or July 1 (winter intake). Applications will be reviewed monthly and selection is done on a continuous basis.

- Online program — applications will be reviewed monthly and selection is done on a continuous basis.

Admission will be extended on a first-qualified, first-offered basis until the program is full.

Step 4: Apply to Medical Device Reprocessing Technician and submit your transcripts.

Step 5: Log in to mySAIT.ca to check your admission status. If eligible, your status will indicate that you're "In Selection."

Step 6: Complete the selection package that will be emailed to you.

Step 7: Continue to monitor changes to your application status through mySAIT.ca.

Failure to meet anticipated final grades will result in offers being rescinded.

Practicum requirements

The School of Health and Public Safety has many practica partners located within Alberta and across Canada. Practicum placements in Calgary are limited and students may be required to relocate outside of Calgary for practicum. The eight weeks of practicum are not necessarily consecutive and may not be continuous with the end of the theory portion of the program (ie. there may be a gap between finishing the theory and starting the practicum).

Successful candidates will be informed of the allocation of their practicum placement by the program. There is no guarantee that students will be placed at their desired practicum location. Special considerations of personal circumstances will not be given in regards to assigning practicum placements. Students will be responsible for fees associated with practicum such as relocation and travel costs.

In compliance with the practica agreements with our clinical partners, successful candidates will be requested to provide proof of the following requirements:

- **Updated Immunization Records:** Most practicum sites require students to demonstrate updated immunization status prior to attending practicum. Successful candidates will be asked to provide an up-to-date immunization record to the SAIT Health Clinic as part of the program orientation. Failure to do so could jeopardize a student's ability to complete the practicum portion of his/her program. The receiving practicum site has the right to refuse students who cannot prove they have met all the required immunizations. Please review the immunization process document for specific details. It is advised to start the immunization process early as it can take some time to complete.

- **Security Clearance:** According to the Protection for Persons in Care Act, our practica sites require that students obtain a Police Information Check including Vulnerable Sector Check, prior to going on practicum. Any criminal code offence for which a pardon has not been received may be a deterrent to a student's entry into practicum, and therefore will result in an uncompleted program or non-graduating status. Successful candidates will be asked to provide a clear Police Information Check including Vulnerable Sector Check record to the School of Health and Public Safety main office by orientation day. Please review the security clearance process document for specific details. Be aware that record must be dated no earlier than 90 days prior to your program orientation day (typically orientation day is held the week prior to the first day of class).

- **Health and Wellness Status:** Due to the demanding nature of the work in the health care field and Occupational Health and Safety requirements, the health care field has a strong focus on health and wellness. Students with a medical condition or disability that may impact them in a practicum setting are strongly advised to discuss concerns with the program academic chair and/or SAIT Accessibility Services as soon as possible upon acceptance into the program. Please review the attached document for guidance on entering an allied health program with a medical condition or disability.

More details on the practica requirements per program are outlined on a pre-orientation website for successful candidates.

Costs

Tuition (subject to change)

- Please refer to the Tuition and Fee Table.
- International students, please refer to International Student Fees.
- For student funding, please refer to Financial Assistance.

Books and supplies (subject to change)

- Students are responsible for any additional expenses related to their practicum including relocation costs to a practicum sites outside of Calgary.
- Students may be required to hold either the International Association of Healthcare Central Service Material Management (IAHCSMM) or the Canadian Standards Association (CSA) certification for the purpose of gaining employment. The IAHCSMM certification exam fee is approximately US$125 and the CSA certification exam fee is approximately CAN$263. Students are responsible for paying these exam fees.
- There is a fee associated with obtaining a police information check including Vulnerable Sector Check, payable to the Police or the Royal Canadian Mounted Police (RCMP).
- Books and supplies are approximately $400.
- Students must have a personal computer and access to the Internet. Most classes are taught at SAIT, but some require online access. All courses require additional self study.

Program outline

INFC 206 – Infection Control and Decontamination	1.5 credits
SPRO 227 – Packaging Materials and Techniques	1.5 credits
SPRO 235 – Sterilization Methodology	1.5 credits
STDP 246 – Supply Distribution and Standards	1.5 credits
SPRO 255 – Professional Practice	1.5 credits
INST 263 – Instrumentation	1.5 credits
PRAC 296 – Practicum	7.5 credits
Total credits	16.5

Medical Laboratory Assistant

- **21-week certificate**
- **Fall and winter start**
- **Full-time classroom**

Contact us

School of Health and Public Safety
Phone: 403.284.8500
Email: hps.info@sait.ca

Program description

A medical laboratory assistant is an integral member of the laboratory workforce, a field that is not only growing to meet the needs of an increasing and aging population, but also changing to support medical and technological advances. A medical laboratory assistant must be accurate, self-motivated, and dependable with a skilled eye for detail and strong client service skills.

The Medical Laboratory Assistant (MLA) program trains students to collect, process, and prepare patient specimens, enter data, perform clerical and reception services, perform electrocardiograms and urinalyses and carry out basic laboratory procedures.

The first Semester of the MLA program consists of classroom instruction and clinical integration which prepares students for the clinical practicum and professional job duties. The second Semester involves theory on professional practice and a six-week clinical practicum arranged by SAIT which is spent in a laboratory and patient service center. The practicum provides students with opportunities to refine and apply competencies acquired at SAIT.

The program has many clinical partners located within Alberta and across Canada. Clinical placements in Calgary are limited and students must be prepared to relocate outside of Calgary for the six-week practicum. Successful candidates will be informed of the allocation of their placement by the program. There is no guarantee that students will be placed at their desired practicum location. Special considerations of personal circumstances will not be given in regard to assigning practicum placements. Students will be responsible for fees associated with their practicum such as relocation and travel costs.

Certain courses may be available by distance education or continuing education. All courses must be completed within the time frame shown in the Program Outline. Please be advised that full-time student status requires the student to take 60% of a full course load per semester. Depending on the number of courses completed by distance education or continuing education, students may be considered a part-time student, which may impact their financial loan status.

Students in this program require access to a personal computer and the Internet to facilitate completion of required online course components.

Program overview

Your career

Graduates find work as medical laboratory assistants in community collection sites, hospital rapid-response laboratories, high-volume medical laboratories and private insurance or home care companies. The employment requires flexibility (shift-work), good health and manual dexterity. Medical laboratory assistants work in laboratory environments where they may spend a considerable amount of time standing or sitting and performing tasks that may be repetitive. They must observe safety precautions to reduce the risk of exposure to infectious body fluids and dangerous chemicals. Graduates are often hired into casual positions initially which usually progress to full-time positions within one year of hire. In order to find employment, many graduates must relocate across Alberta and potentially even throughout Canada.

- Graduates of the Medical Laboratory Assistant program have a 89% employment rate.

Student success

- Students with higher secondary or post-secondary marks usually experience greater success in SAIT programs.
- In order to be successful in this program, applicants must have basic computer literacy. An acceptable computer skill level would include the ability to use word processing and communication software. Educational interaction in this program depends on these basic computer skills and medical laboratory assistants work with laboratory and hospital information systems. It is the student's responsibility to ensure adequacy of these skills prior to program admission.
- A keyboarding/data entry speed of 30 words per minute (wpm) net or better is required. Applicants will be required to complete a program-specific keyboarding assessment (available at SAIT for a minimal fee) prior to admission to the program.
- Students who experience success in this program have the following characteristics:
  – The ability to follow instructions, pay close attention to detail and take precise readings,
  – The ability to work quickly and accurately,
  – Good finger and manual dexterity to handle specimens and small laboratory equipment,
  – Normal colour vision,
  – Good communication and problem solving skills,
  – Good organizational skills,
  – The interpersonal skills and effective communication skills in English required to work well with co-workers and the public.
- Medical laboratory assistants enjoy working with people, like direct contact with patients and do not mind shift work.

SAIT Southern Alberta Institute of Technology

Credentials and Accreditation

After successfully completing this program, graduates will receive a SAIT Medical Laboratory Assistant certificate.

Graduates are eligible for registration and membership with the College of Medical Laboratory Technologists of Alberta and the Canadian Society for Medical Laboratory Science.

Accreditation

The Medical Laboratory Assistant program delivered by SAIT is accredited by the Canadian Medical Association.

Progression

Students must attain a PGPA and/or a CGPA of 2.0 or better in each semester and pass the necessary prerequisite courses to progress through the program. To qualify for graduation, students must pass all courses, attain a CGPA of 2.0 or better and complete course requirements within the prescribed timelines.

Admission requirements

Completion of the following courses or equivalents:

- At least 50% in Math 20-2 or Pure Math 10, or at least 60% in Math 10C, AND,
- At least 50% in English Language Arts 30-1 or English Language Arts 30-2, AND,
- At least 50% in Chemistry 20, AND,
- At least 50% in Biology 20.
- All applicants must demonstrate English Language Proficiency prior to admission, including students educated in Canada.

Competitive entry: seven step process

Step 1: Read the program information to see the qualities needed for student success.

Step 2: Ensure that you meet all of the admission requirements listed above.

Step 3: Review the selection information to understand the process and deadlines

- Applications and proof of the admission requirements (transcripts and/or anticipated final grades) along with all supporting documents must be submitted to be included in selection.
- The first round of selection will start Dec. 1 (fall intake) or July 1 (winter intake). Applications will be reviewed monthly and selection is done on a continuous basis.
- Applicants who apply after the program has been filled will be placed on a waitlist and may be invited to complete the selection process if a seat becomes available.
- The School of Health and Public Safety will forward a selection package to those that meet the admission requirements.

In the selection process, applicants will be ranked according to the composite score of the following criteria:

- Admission requirements: course average and post-secondary education / training: 50%
- Related Work / Volunteer Experience: 25% you must score 10 out of 25 or higher in the related work/ volunteer experience to continue in the selection process.
- Keyboarding skills: 25% you will be required to complete a program-determined keyboarding assessment. You must keyboard at least 30 words per minute net or better to continue in the selection process.

Applicants will be ranked monthly according to the selection criteria outlined above. Note that academic ranking is used as part of the selection criteria.

- If you achieve a composite score of 75% or above, you will be offered a seat in the program or waitlisted in ranked order, based on your composite score. Offers will be dependent on seat availability.
- If you achieve a composite score of 51-74%, you will be considered for a position in the program if the program is not full by March 1 (for the fall intake), or Oct. 1 (for the winter intake). Offers will be based on the highest composite score.
- Applicants with a composite score of 50% or below will be declined.

Step 4: Apply to Medical Laboratory Assistant and submit your transcripts.

Step 5: Log in to mySAIT.ca to check your admission status. If eligible, your status will indicate that you're "In Selection."

Step 6: Complete the selection package that will be emailed to you and book your keyboarding test.

Step 7: Continue to monitor changes to your application status through mySAIT.ca.

Failure to meet anticipated final grades will result in offers being rescinded.

Communication during selection

Email is the primary source of communication during the selection process. Ensure your personal email account is managed appropriately to receive our emails, files and communications.

We recommend you add hps.info@sait.ca and the sait.ca domain to your safe senders list or you risk missing critical email messages.

Practicum requirements

The School of Health and Public Safety has many practica partners located within Alberta and across Canada. Practicum placements in Calgary are limited and students may be required to relocate outside of Calgary for practicum.

Successful candidates will be informed of the allocation of their practicum placement by the program. There is no guarantee that students will be placed at their desired practicum location. Special considerations of personal circumstances will not be given in regards to assigning practicum placements. Students will be responsible for fees associated with practicum such as relocation and travel costs. In compliance with the practica agreements with our clinical partners, successful candidates will be requested to provide proof of the following requirements:

- **Updated Immunization Records:** Most practicum sites require students to demonstrate updated immunization status prior to attending practicum. Successful candidates will be asked to provide an up-to-date immunization record to the SAIT Health Clinic as part of the program orientation. Failure to do so could jeopardize a student's ability to complete the practicum portion of his/her program. The receiving practicum site has the right to refuse students who cannot prove they have met all the required immunizations. Please review the immunization process document for specific details. It is advised to start the immunization process early as it can take some time to complete.

- **Security Clearance:** According to the Protection for Persons in Care Act, our practica sites require that students obtain a Police Information Check including Vulnerable Sector Check, prior to going on practicum. Any criminal code offence for which a pardon has not been received may be a deterrent to a student's entry into practicum, and therefore will result in an uncompleted program or non-graduating status. Successful candidates will be asked to provide a clear Police Information Check including Vulnerable Sector Check record to the School of Health and Public Safety main office by orientation day. Please review the security clearance process document for specific details. Be aware that record must be dated no earlier than 90 days prior to your program orientation day (typically orientation day is held the week prior to the first day of class).

- **N95 Respiratory Mask:** Fit testing is done to determine which make and model of N95 respiratory mask should be used by an individual. In compliance with Alberta's Occupational Health and Safety Code 2009, students are fit-tested for respiratory masks prior to their practica. Occupational Health and Safety Bulletin, Respiratory Protective Equipment: An Employer's Guide states the effectiveness of the respiratory protective equipment depends on an effective face piece seal to the skin of the face. The mask must be tight enough so that the person is breathing only air which has been filtered. The seal is dependent on facial differences (shape or size) or facial hair. Facial hair must be removed where the mask contacts the face for the test. Failure to adequately fit an N95 mask may result in a restricted practicum and\or limited employment. Additionally, a student may need to be tested again in two years or if there are changes to the face which impact the ability of the respirator to form an effective seal (e.g. Weight gain/loss, growth of facial hair, dental surgery, or facial scarring).

- **Health and Wellness Status:** Due to the demanding nature of the work in the health care field and Occupational Health and Safety requirements, the health care field has a strong focus on health and wellness. Students with a medical condition or disability that may impact them in a practicum setting are strongly advised to discuss concerns with the program academic chair and/or SAIT Accessibility Services as soon as possible upon acceptance into the program. Please review the attached document for guidance on entering an allied health program with a medical condition or disability.

More details on the practica requirements per program are outlined on a pre-orientation website for successful candidates.

Costs

Tuition (subject to change)

- Please refer to the Tuition and Fee Table.
- International students, please refer to International Student Fees.
- For student funding, please refer to Financial Assistance.

Books and supplies (subject to change)

- Students are responsible for any additional expenses related to their practicum including relocation costs to practicum sites outside Calgary.
- Canadian Society for Medical Laboratory Science (CSMLS) national exam fee is approximately $250.
- College of Medical Laboratory Technologists of Alberta (CMLTA) provincial dues are approximately $80 for recent grads plus $125 for an initial application fee.
- CSMLS national association dues for students are approximately $85.
- There is a fee associated with obtaining a police information check including Vulnerable Sector Check, payable to the Police or the Royal Canadian Mounted Police (RCMP).
- Books and supplies are approximately $600.
- Students must have a personal computer and access to the Internet. Most classes are taught at SAIT, but some require online access. All courses require additional self study.
- There is a $75 CompTracker user fee per semester.

Program outline

Semester 1

- INFC 215 – Infection Prevention and Control   1.5 credits
- MEDL 200 – Clinical Laboratory Foundations   3 credits
- MEDL 201 – Patient Services   3 credits
- MEDL 202 – Clinical Integration   1.5 credits
- MEDL 203 – Clinical Laboratory Testing   3 credits
- PROF 201 – Professional Practice 1   3 credits

Semester 2

- PROF 202 – Professional Practice 2   1.5 credits
- PRAC 271 – Clinical Placement   3 credits

Total credits	19.5

Transfer options

Through SAIT transfer agreements and institution partnerships, graduates of this program may be eligible for credit at the following universities and colleges:

- SAIT

To learn more, visit Transfer options on sait.ca.

Transfer options may also be available at other post-secondary institutions where credits from SAIT programs are evaluated on an individual basis. Interested students should contact the post-secondary institute of their choice for more information.

Medical Laboratory Technology

- **Two-year diploma**
- **Fall start**
- **Full-time classroom**

Contact us

School of Health and Public Safety
Phone: 403.284.8500
Email: hps.info@sait.ca

Program description

As integral members of the health care team, medical laboratory technologists are trained to perform a broad spectrum of laboratory testing and procedures, playing a vital role in the diagnosis, treatment and prevention of disease. Based in large part on the national competency profile issued by the Canadian Society for Medical Laboratory Science (CSMLS), the two-year, full-time Medical Laboratory Technology program trains students to become skilled in applying the scientific, technical, and medical principles needed to perform and evaluate laboratory testing in a health care setting. As part of Canada's fourth largest group of health care professionals, medical laboratory technologists play an integral role in our health care system.

The First year of the Medical laboratory Technology program consists of classroom instruction, laboratory training and may include clinical site tours. The Second year consists of theory instruction and an extensive clinical practicum at affiliated sites in Calgary, Lethbridge and Medicine Hat, other sites in Alberta or potentially sites outside of Alberta. The practicum provides a range of clinical experiences where students are given opportunities to develop and integrate the necessary knowledge, skills and attitudes in a practical setting.

Certain courses are available by distance education or continuing education – ANPH 209, COMP 264, INFC 215, MEDT 211, PROF 240. The courses must be completed within the time frame shown in the Program Outline. Please be advised that full-time student status requires the student to take 60% of a full course load per semester. Depending on the number of courses completed by distance education or continuing education, students may be considered part-time, which may impact their financial loan status.

Students in this program require access to a personal computer and the Internet to facilitate completion of online courses.

Program overview

Your career

Graduates find work as medical laboratory technologists in hospital or high-volume laboratories, as well as in research labs and scientific supply companies. Employment in medical labs often requires shiftwork. Medical laboratory technologists work in laboratory environments where they may spend a considerable amount of time standing or sitting and performing tasks that may be repetitive. They must observe safety precautions to reduce the risk of exposure to infectious body fluids and dangerous chemicals.

Student success

- Students with higher secondary or post-secondary marks usually experience greater success in SAIT programs.
- The program delivery is very intensive. To be successful students must be prepared to attend 30 hours per week of classroom activities and spend approximately 30 hours per week outside of class studying.
- Students who experience success in this program have the following characteristics:
  - Integrity and a professional attitude,
  - An aptitude for mathematics and science and a keen interest in scientific work,
  - The ability to follow verbal and written instructions, pay close attention to detail and take precise readings,
  - The ability to work quickly and accurately,
  - Good finger and manual dexterity to handle specimens and small laboratory equipment,
  - The ability to do detailed work and maintain a high level of accuracy,
  - Good visual colour and form perception (to study blood cells, etc.),
  - Good interpersonal skills and effective communication skills in English, and
  - The ability to adapt easily and quickly to change.
- Health care practitioners are detail oriented in the care they provide and enjoy working in a team environment.

Credential

After successfully completing this program, graduates will receive a SAIT Medical Laboratory Technology diploma.

Graduates are eligible to challenge the CSMLS exam to obtain national certification as a medical laboratory technologist, which will allow national portability.

Accreditation

The Medical Laboratory Technology program delivered by SAIT is accredited by the Canadian Medical Association.

SAIT Southern Alberta Institute of Technology

Progression

Students must attain a PGPA and/or a CGPA of 2.0 or better in each semester and pass the necessary prerequisite courses to progress through the program. To qualify for graduation, students must pass all courses, attain a CGPA of 2.0 or better and complete course requirements within the prescribed timelines.

Admission requirements

Completion of the following courses or equivalents AND a combined average of 75%:

- At least 60% in Math 30-1 or Pure Math 30, or at least 70% in Math 30-2, AND,
- At least 60% in English Language Arts 30-1, AND,
- At least 60% in Chemistry 30, AND,
- At least 60% in Biology 30
- All applicants must demonstrate English Language Proficiency prior to admission, including students educated in Canada.

Competitive entry: seven step process

Step 1: Read the program information to see the qualities needed for student success.

Step 2: Ensure that you meet all of the admission requirements listed above.

Step 3: Review the selection information to understand the process and deadlines

- Applications and proof of the admission requirements (transcripts and/or anticipated final grades) along with all supporting documents must be submitted by Jan. 30 to be included in selection.
- The first round of selection will start Dec. 1 and will continue on a monthly basis.
- Applicants who apply after the program has been filled will be placed on a waitlist and may be invited to complete the selection process if a seat becomes available.
- The School of Health and Public Safety will forward the Medical Laboratory Technology Selection Package to those that meet the admission requirements.

In the selection process, applicants will be ranked according to the selection criteria.

- You will be required to attend a selection assessment session at SAIT on one of the dates offered. If you reside outside of a 400 km radius of Calgary, and cannot attend a selection session without undue hardship, alternative arrangements may be considered.
- You will be assessed on your ability to answer questions delivered both in written and verbal format. Multiple applicants may be assessed simultaneously.
- Candidates who achieve a mark of 85% or above on the selection assessment will be offered a seat until the program is full. Seats are offered after each assessment session so you are encouraged to register for the earliest date available.

- In the event that two or more candidates achieve the same selection assessment score and there are not enough seats left to offer, the offer will be given to the applicant with the highest academic average based on admission requirements.
- If there are still seats available by April 15, the remaining candidates who were successful on the selection assessment will be ranked based on their assessment score and offered seats until the program is full.

Step 4: Apply to Medical Laboratory Technology and submit your transcripts.

Step 5: Log in to mySAIT.ca to check your admission status. If eligible, your status will indicate that you're "In Selection."

Step 6: Complete your selection package.

Step 7: Continue to monitor changes to your application status through mySAIT.ca.

Failure to meet anticipated final grades will result in offers being rescinded.

Communication during selection

Email is the primary source of communication during the selection process. Ensure your personal email account is managed appropriately to receive our emails, files and communications.

We recommend you add hps.info@sait.ca and the sait.ca domain to your safe senders list or you risk missing critical email messages.

Practicum requirements

The School of Health and Public Safety has many practica partners located within Alberta and across Canada. Practicum placements in Calgary are limited and students may be required to relocate outside of Calgary for practicum.

Successful candidates will be informed of the allocation of their practicum placement by the program. There is no guarantee that students will be placed at their desired practicum location. Special considerations of personal circumstances will not be given in regards to assigning practicum placements. Students will be responsible for fees associated with practicum such as relocation and travel costs.

In compliance with the practica agreements with our clinical partners, successful candidates will be requested to provide proof of the following requirements:

- **Updated Immunization Records:** Most practicum sites require students to demonstrate updated immunization status prior to attending practicum. Successful candidates will be asked to provide an up-to-date immunization record to the SAIT Health Clinic as part of the program orientation. Failure to do so could jeopardize a student's ability to complete the practicum portion of his/her program. The receiving practicum site has the right to refuse students who cannot prove they have met all the required immunizations. Please review the immunization process document for specific details. It is advised to start the immunization process early as it can take some time to complete.

- **Security Clearance:** According to the Protection for Persons in Care Act, our practica sites require that students obtain a Police Information Check including Vulnerable Sector Check, prior to going on practicum. Any criminal code offence for which a pardon has not been received may be a deterrent to a student's entry into practicum, and therefore will result in an uncompleted program or non-graduating status. Successful candidates will be asked to provide a clear Police Information Check including Vulnerable Sector Check record to the School of Health and Public Safety main office by orientation day. Please review the security clearance process document for specific details. Be aware that record must be dated no earlier than 90 days prior to your program orientation day (typically orientation day is held the week prior to the first day of class).

- **N95 Respiratory Mask:** Fit testing is done to determine which make and model of N95 respiratory mask should be used by an individual. In compliance with Alberta's Occupational Health and Safety Code 2009, students are fit-tested for respiratory masks prior to their practica. Occupational Health and Safety Bulletin, Respiratory Protective Equipment: An Employer's Guide states the effectiveness of the respiratory protective equipment depends on an effective face piece seal to the skin of the face. The mask must be tight enough so that the person is breathing only air which has been filtered. The seal is dependent on facial differences (shape or size) or facial hair. Facial hair must be removed where the mask contacts the face for the test. Failure to adequately fit an N95 mask may result in a restricted practicum and\or limited employment. Additionally, a student may need to be tested again in two years or if there are changes to the face which impact the ability of the respirator to form an effective seal (e.g. Weight gain/loss, growth of facial hair, dental surgery, or facial scarring).

- **Health and Wellness Status:** Due to the demanding nature of the work in the health care field and Occupational Health and Safety requirements, the health care field has a strong focus on health and wellness. Students with a medical condition or disability that may impact them in a practicum setting are strongly advised to discuss concerns with the program academic chair and/or SAIT Accessibility Services as soon as possible upon acceptance into the program. Please review the attached document for guidance on entering an allied health program with a medical condition or disability.

More details on the practical requirements per program are outlined on a pre-orientation website for successful candidates.

Costs

Tuition (subject to change)

- Please refer to the Tuition and Fee Table.
- International students, please refer to International Student Fees.
- For student funding, please refer to Financial Assistance.

Books and supplies (subject to change)

- Students are responsible for any additional expenses related to their practicum including relocation costs to practicum sites outside Calgary.
- The Canadian Society for Medical Laboratory Science (CSMLS) national exam fee is approximately $720 for members or $950 for non-members who are Canadian residents.
- CSMLS national association dues for students are approximately $85.
- CSMLS national association dues for recent grads are approximately $150.
- College of Medical Laboratory Technologists of Alberta (CMLTA) provincial dues are approximately $285 for recent grads plus $150 for an initial application fee.
- There is a fee associated with obtaining a criminal record check (including vulnerable sector check) and is payable to the Police or the RCMP.
- CompTracker fee $165
- Books, supplies and uniform are approximately $1,600 for the entire program.
- Students must have a personal computer and access to the Internet. Most classes are taught at SAIT, but some require online access. All courses require additional self study.

Program outline

First year

Semester 1

- ANPH 209 – Anatomy and Physiology — 3 credits
- COMP 264 – MS Office Basics — 1.5 credits
- HEMA 256 – Hematology 1 — 3 credits
- INFC 215 – Infection Prevention and Control — 1.5 credits
- MBIO 345 – Clinical Microbiology 1 — 1.5 credits
- MEDL 210 – Analytical Techniques — 3 credits
- MEDL 233 – Basic Laboratory Procedures — 1.5 credits
- MEDL 250 – Clinical Laboratory – Overview — 1.5 credits
- MEDL 330 – Specimen Collection and Handling — 1.5 credits
- MEDT 211 – Medical Terminology 1 — 1.5 credits
- PROF 240 – Healthcare Professionalism — 1.5 credits

Semester 2

- CHEM 252 – Medical Laboratory Technology Clinical Chemistry 1 — 6 credits
- HEMA 337 – Hematology 2 — 3 credits
- HSCI 300 – Immunology — 1.5 credits
- MBIO 360 – Clinical Microbiology 2 — 3 credits
- MEDL 310 – Histotechnology 1 — 1.5 credits
- MEDL 335 – Transfusion Medicine 1 — 3 credits
- MEDL 340 – Molecular Medicine Fundamentals — 1.5 credits
- MEDL 354 – Medical Laboratory Technology Quality Management — 1.5 credits

Semester 3

- CHEM 336 – Medical Laboratory Technology Clinical Chemistry 2 — 1.5 credits
- MBIO 383 – Clinical Microbiology 3 — 1.5 credits
- MEDL 380 – Transfusion Medicine 2 — 3 credits
- MEDL 385 – Histotechnology 2 — 1.5 credits

Semester 3 – 6 (Spans five Semesters)

- MEDL 365 – Professional Practice MLT — 1.5 credits

Second year

Semester 4 – 6 (Spans four Semesters)

- CHEM 376 – MLT Clinical Chemistry 3 — 1.5 credits
- HEMA 377 – Hematology 3 — 1.5 credits
- MBIO 390 – Clinical Microbiology 4 — 1.5 credits
- PRAC 329 – 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 4

- MGMT 301 – Management Skills — 1.5 credits

Semester 5

- MEDL 352 – Applied Investigation — 3 credits

Semester 6

- MEDL 378 – National Certification Practice Exams — 1.5 credits

Total credits — 88.5

Transfer options

Through SAIT transfer agreements and institution partnerships, graduates of this program may be eligible for credit at the following universities and colleges:

- Athabasca University
- Canadian Forces
- Memorial University of Newfoundland (The Marine Institute)
- Thompson Rivers University
- University of New Brunswick, Saint John
- University of Ontario Institute of Technology (UOIT)

To learn more, visit Transfer options on sait.ca.

Transfer options may also be available at other post-secondary institutions where credits from SAIT programs are evaluated on an individual basis. Interested students should contact the post-secondary institute of their choice for more information.

Medical Office Assistant and Unit Clerk

- **Five-month certificate**
- **Fall and winter start**
- **Full-time classroom**
- **Includes a four-week practicum in a health care or medical office setting**

Contact us

School of Health and Public Safety
Phone: 403.284.8500
Email: hps.info@sait.ca

Program description

Medical office assistants and unit clerks are integral members of the health care team and support professionals in both a hospital unit and medical office environment. The medical office assistant and unit clerk main duties include accessing, and transmitting health information in a secure environment while supporting and communicating with medical professionals. The Medical Office Assistant and Unit Clerk program is an innovative program providing the necessary skills and theoretical knowledge required by those wishing to combine the skills of a unit clerk and a medical office assistant. Successful graduates will be proficient in medical office procedures; organization; structure and chart management functions of a patient record; computer software; emerging client care software; basic billing duties; office procedures and health information law in a client-care setting.

Courses in this program are conducted on SAIT campus and online. A four-week, unpaid practicum at a health care facility or medical office setting in or outside Calgary is required for successful completion of this program.

Certain courses are available by distance education or continuing education – COMP264, HILA200 and MEDT211. The courses must be completed within the time frame shown in the Program Outline. Please be advised that full-time student status requires the student to take 60% of a full course load per semester. Depending on the number of courses completed by distance education or continuing education, students may be considered a part-time student, which may impact their financial loan status.

As some of the content is delivered in an online environment, students will be required to have a personal computer with Internet access.

Program overview

Your career

Graduates are employed as medical office assistants and unit clerks in health care facilities, physician offices, regional health, chiropractic and rehabilitation centres.

- Graduates of the Medical Office Assistant and Unit Clerk program have a 94% employment rate.

Student success

- Students with higher secondary or post-secondary marks usually experience greater success in SAIT programs.
- Students who experience success in this program have proficient communication skills in English.
- Health care practitioners are detail oriented in the care they provide and enjoy working in a team environment.
- Basic computer skills are essential for success in the program.

Credential

After successfully completing this program, graduates will receive a SAIT Medical Office Assistant and Unit Clerk certificate.

Accreditation

There are no formal accreditation arrangements at this time. Please contact the School of Health and Public Safety for more information.

Progression

Students must attain a PGPA and/or a CGPA of 2.0 or better in each semester and pass the necessary prerequisite courses to progress through the program. To qualify for graduation, students must pass all courses, attain a CGPA of 2.0 or better and complete course requirements within the prescribed timelines.

Admission requirements

- At least 60% in English Language Arts 30-1 or English Language Arts 30-2 or equivalents.
- All applicants must demonstrate English Language Proficiency prior to admission, including students educated in Canada.

SAIT Southern Alberta Institute of Technology

Competitive entry: seven step process

Step 1: Read the program information to see the qualities needed for student success.

Step 2: Ensure that you meet all of the admission requirements listed above.

Step 3: Review the selection information to understand the process and deadlines

- Applications and proof of the admission requirements (transcripts and/or anticipated final grades) along with all supporting documents must be submitted to be included in selection.

- Selection is done on a continuous basis and will occur until the program is full.

- In the selection process, applicants will be assessed on the following criteria and seats will be offered accordingly.

Selection Process

- Qualified applicants will be required to complete a Keyboarding Skills assessment. The keyboarding assessment is a Pass/Fail exam. Applicants who are unable to type at least 30 words per minute net or better will not be eligible to continue in the selection process.

- You will be contacted by the School of Health and Public Safety with more information on how to schedule the assessment through SAIT.

- Applicants will be offered seats or placed on the waitlist in the order that successful keyboarding assessments have been received by the School of Health and Public Safety.

Step 4: Apply to Medical Office Assistant and Unit Clerk and submit your transcripts.

Step 5: Log in to mySAIT.ca to check your admission status. If eligible, your status will indicate that you're "In Selection."

Step 6: Complete the Keyboarding Skills assessment after being contacted by the School of Health and Public Safety.

Step 7: Continue to monitor changes to your application status through mySAIT.ca.

Failure to meet anticipated final grades will result in offers being rescinded.

Communication during selection

Email is the primary source of communication during the selection process. Ensure your personal email account is managed appropriately to receive our emails, files and communications.

We recommend you add the sait.ca domain to your safe senders list or you risk missing critical email messages.

Practicum requirements

The School of Health and Public Safety has many practica partners located within Alberta and across Canada. Practicum placements in Calgary are limited and students may be required to relocate outside of Calgary for practicum.

Successful candidates will be informed of the allocation of their practicum placement by the program. There is no guarantee that students will be placed at their desired practicum location. Special considerations of personal circumstances will not be given in regards to assigning practicum placements. Students will be responsible for fees associated with practicum such as relocation and travel costs.

In compliance with the practica agreements with our clinical partners, successful candidates will be requested to provide proof of the following requirements:

- **Updated Immunization Records:** Most practicum sites require students to demonstrate updated immunization status prior to attending practicum. Successful candidates will be asked to provide an up-to-date immunization record to the SAIT Health Clinic as part of the program orientation. Failure to do so could jeopardize a student's ability to complete the practicum portion of his/her program. The receiving practicum site has the right to refuse students who cannot prove they have met all the required immunizations. Please review the immunization process document for specific details. It is advised to start the immunization process early as it can take some time to complete.

- **Security Clearance:** According to the Protection for Persons in Care Act, our practica sites require that students obtain a Police Information Check including Vulnerable Sector Check, prior to going on practicum. Any criminal code offence for which a pardon has not been received may be a deterrent to a student's entry into practicum, and therefore will result in an uncompleted program or non-graduating status. Successful candidates will be asked to provide a clear Police Information Check including Vulnerable Sector Check record to the School of Health and Public Safety main office by orientation day. Please review the security clearance process document for specific details. Be aware that record must be dated no earlier than 90 days prior to your program orientation day (typically orientation day is held the week prior to the first day of class).

- **Health and Wellness Status:** Due to the demanding nature of the work in the health care field and Occupational Health and Safety requirements, the health care field has a strong focus on health and wellness. Students with a medical condition or disability that may impact them in a practicum setting are strongly advised to discuss concerns with the program academic chair and/or SAIT Accessibility Services as soon as possible upon acceptance into the program. Please review the attached document for guidance on entering an allied health program with a medical condition or disability.

More details on the practica requirements per program are outlined on a pre-orientation website for successful candidates.

Costs

Tuition (subject to change)

- Please refer to the Tuition and Fee Table.
- International students, please refer to International Student Fees.
- For student funding, please refer to Financial Assistance.

Books and supplies (subject to change)

- Students are responsible for any additional expenses related to their practica including relocation costs to practicum sites outside of Calgary.
- There is a fee associated with obtaining a police information check including Vulnerable Sector Check, payable to the Police or the Royal Canadian Mounted Police (RCMP).
- Books and supplies are approximately $650.
- Students must have a personal computer and access to the Internet. Most classes are taught at SAIT, but some require online access. All courses require additional self study.

Program outline

Semester 1

COMP 264 – MS Office Basics	1.5 credits
HCPP 220 – Healthcare Systems Fundamental	1.5 credits
HILA 200 – Health Information Law 1	1.5 credits
HRSC 206 – Patient Record Fundamentals	1.5 credits
HRSC 220 – Unit Clerk Fundamentals	1.5 credits
HRSC 231 – Electronic Medical Record	1.5 credits
MDOF 203 – Medical Billing Bookkeeping	3 credits
MDOF 240 – Medical Office Procedures	1.5 credits
MEDT 211 – Medical Terminology 1	1.5 credits
PROF 252 – Professional Practice	1.5 credits

Semester 2

PRAC 279 – Practicum	1.5 credits
Total credits	18

Transfer options

Through SAIT transfer agreements and institution partnerships, graduates of this program may be eligible for credit at the following universities and colleges:

- SAIT

To learn more, visit Transfer options on sait.ca.

Transfer options may also be available at other post-secondary institutions where credits from SAIT programs are evaluated on an individual basis. Interested students should contact the post-secondary institute of their choice for more information.

Medical Radiologic Technology

- **22-month diploma**
- **Fall start**
- **Full-time classroom**
- **Includes clinical practica**

Contact us

School of Health and Public Safety
Phone: 403.284.8500
Email: hps.info@sait.ca

Program description

Medical Radiologic Technology (MRT) is the art and science of correctly positioning the patient and X-ray equipment to produce and record images for visualizing the extent of disease or injury. The Medical Radiologic Technology program is a two-year, full-time program where students are trained as medical radiologic technologist, responsible for the safe and competent operation of a wide range of X-ray generating machines, the production of digital images and use of accessory medical equipment.

In the First year of the Medical Radiologic Technology program, students will attend SAIT and complete courses in anatomy and pathology, apparatus and image management, computed tomography, radiation protection, general and specialized radiographic techniques, professional practice and patient care.

The Second year of the MRT program involves on-line courses focusing on specialized imaging, clinical integration, quality assurance and control and professional practice. Students will also concurrently complete three clinical practica where they rotate through general and specialized medical radiologic technology departments, applying what they have learned in these clinical settings.

Note: Two courses – INFC 215 Infection Prevention and Control and MEDT 211 Medical Terminology – are also available to be taken by distance education or continuing education. Regardless of which method of delivery a course is taken, it must be completed within the time frame shown in the Program Outline. Please be advised that full-time student status requires the student to take 60% of a full course load per semester. Depending on the number of courses completed by distance education or continuing education, students may be considered a part-time student, which may impact their financial loan status.

Program overview

Your career

Graduates find work as medical radiologic technologists in hospitals, clinics, doctors' offices and public health agencies. Future specialization opportunities are also available for experienced medical radiologic technologists with technical excellence in areas such as angiography, mammography, management and teaching.

Medical radiologic technologists work in environments where they may spend a considerable amount of time standing or sitting and performing tasks that may be repetitive. They must observe safety precautions and ergonomics to reduce the risk of exposures and injury.

Student success

- Students with higher secondary or post-secondary marks usually experience greater success in SAIT programs. Students are expected to spend approximately 20 hours per week outside of the class studying.

- In order to be successful in this program, applicants must have computer literacy. An acceptable computer skill level would include the ability to use word processing and communication software. Educational interaction in this program depends on these computer skills. It is the student's responsibility to ensure adequacy of these skills prior to program admission.

- Health care practitioners are detail oriented in the care they provide, utilize critical thinking in practice, are eager, persevere and enjoy working in a team environment.

- Students who experience success in this program have the following characteristics:
  - Exceptional communication skills in English,
  - The ability to handle unpleasant or stressful situations,
  - Capability of lifting heavy patients,
  - Ability to move heavy equipment (pulling/pushing/lifting),
  - Ability to climb several flights of stairs quickly,
  - Ability to stand for long periods of time and work in difficult physical positions,
  - Good physical health including upper body shoulder strength and wrist and hand dexterity and stamina, and
  - Strong vision and hearing.

- Individuals with previous chronic or repetitive strain injuries have experienced re-injury or aggravation of these conditions in this program and/or as a technologist.

- During the clinical portion of the program, students are expected to participate in normal medical radiologic technology shift work including evenings, weekends and statutory holidays.

Credential

After successfully completing this program, graduates will receive a SAIT Medical Radiologic Technology diploma.

Graduates from this program are eligible to challenge the Canadian Association of Medical Radiation Technologists (CAMRT) certification exam which is a requirement for registration and employment for medical radiologic technologists in Canada.

Accreditation

The Medical Radiologic Technology program delivered by SAIT is accredited by the Canadian Medical Association. The program also works closely with our Diagnostic Imaging Advisory Committee to ensure that our curriculum continues to meet or exceed provincial and national accreditation standards.

Progression

Students must attain a PGPA and/or a CGPA of 2.0 or better in each semester and pass the necessary prerequisite courses to progress through the program. To qualify for graduation, students must pass all courses, attain a CGPA of 2.0 or better and complete course requirements within the prescribed timelines.

Admission requirements

At least 75% in the following courses or equivalents:

- Math 30-1, Math 30-2, or Pure Math 30, AND,

- English Language Arts 30-1, AND,

- Physics 30, AND,

- One of either Biology 30, or Chemistry 30, or Science 30.

- All applicants must demonstrate English Language Proficiency prior to admission, including students educated in Canada.

Competitive entry: seven step process

Step 1: Read the program information to see the qualities needed for student success.

Step 2: Ensure that you meet all of the admission requirements listed above.

Step 3: Review the selection information to understand the process and deadlines

- Applications and proof of the admission requirements (transcripts and/or anticipated final grades) must be submitted by Feb. 28 to be included in selection. Selection is done on a continuous basis.

- Competitive academic averages are not a portion of the Medical Radiologic Technology (MRT) program selection process.

In the selection process, applicants will be assessed on the following criteria and seats will be offered accordingly.

Phase 1: Program selection package

Applicants who meet the admission requirements will be sent a program selection package via email starting Dec. 1, 2016. The selection package must be completed and returned to diagnostic.imaging@sait.ca within two weeks of the initial email date.

We recommend you add diagnostic.imaging@sait.ca and the sait.ca domain to your safe senders list or you risk missing critical email messages. It is not recommended to use a Microsoft email account such as @hotmail.com or @live.com as there have been some issues in the past in receiving SAIT communications using these types of accounts.

- **Resource:** Preparing for the Medical Radiologic Technology Selection Process can be found on sait.ca.

You are solely responsible to ensure the information in the selection package is legible, articulate and best reflects you as a candidate. Falsifying information will result in your application being removed immediately from the selection process and may result in the initiation of SAIT's Student Code of Conduct Procedure AC.3.4.1.

Portions of the selection packages are evaluated using standardized answer keys and will be scored within two weeks of submission.

- If the selection package score is above the benchmark established by the School of Health and Public Safety, the applicant will move to Phase 2 of the selection process.

- If the selection package score is below benchmark, the applicant will be declined in selection.

- Applicants who fail to complete and submit their packages by the deadline date will also be declined from further selection.

Phase 2: Interview

Applicants who successfully move to Phase 2 of the selection process will be emailed an interview invitation as well as a group interview explanation and Confidentiality form.

- Group interviews will not begin until mid-February to ensure a sufficient applicant pool.

- The applicant will receive two weeks' notice of the scheduled interview, when possible.

- The completed and signed Confidentiality form should be brought to the group interview.

- Four applicants will be interviewed at one time by two members of the program selection committee.

Interviewees should attend the group interview session in person. Individuals residing outside of Alberta may have the opportunity to participate in a web video conference group interview. Please note that web video conference group interviews may be delayed until there are sufficient web video conference applicants to complete a group interview session.

The program and selection committee are not responsible for technical support to the applicant or any loss of connectivity through the group interview process. Web conference interviews will not be rebooked if an individual has technical difficulties, loses connectivity, or cannot hear the group interview responses.

Web video conference interviewees must submit a signed copy of the Confidentiality form in advance of their interview time or they will not be permitted to join the interview.

Once the interview round is complete, the interview is evaluated using a rubric.

- If the group interview score is above the benchmark established by the School of Health and Public Safety, the applicant will be offered a seat in the program until it is full. Once the program is full, those exceeding the benchmark will be placed on a qualified waitlist.

- If the group interview score is below benchmark, applicants may remain in selection until all interviews are completed.

- Those applicants who fail to notify or attend their scheduled interview will be declined from further selection.

Step 4: Apply to Medical Radiologic Technology and submit your transcripts.

Step 5: Log in to mySAIT.ca to check your admission status. If eligible, your status will indicate that you are "In Selection." If you are "In Selection" then you must complete Phase 1 of the selection process. If you are "In Continued Selection" then you must complete Phase 2 of the selection process.

Step 6: Complete the Selection package and then if applicable complete the interview.

Step 7: Continue to monitor changes to your application status through mySAIT.ca.

Failure to meet anticipated final grades will result in offers being rescinded.

Communication during selection

Email is the primary source of communication during the selection process. Ensure your personal email account is managed appropriately to receive our emails, files and communications. We recommend you add diagnostic.imaging@sait.ca and the sait.ca domain to your safe senders list or you risk missing critical email messages.

Due to the significant number of applications for this program, the selection process can take some time. Every effort will be made to maintain the timelines outlined above. We appreciate your patience. You can also log on to mySAIT.ca to check your admission decision status.

Unfortunately, due to the extremely large volume of applicants, we cannot provide any assistance or follow-up as to why the candidate was not competitive or where the applicant is ranked on the waitlist.

Practicum requirements

The School of Health and Public Safety has many practica partners located within Alberta and across Canada. Practicum placements in Calgary are limited and students will be required to relocate outside of Calgary for practicum.

Successful candidates will be informed of the allocation of their practicum placement by the program. There is no guarantee that students will be placed at their desired practicum location. Special considerations of personal circumstances will not be given in regards to assigning practicum placements. Students will be responsible for fees associated with practicum such as relocation and travel costs.

In compliance with the practica agreements with our clinical partners, successful candidates will be requested to provide proof of the following requirements:

- **Current Heart and Stroke Foundation Health Care Provider Level (C) CPR** must be valid for the duration of your practicum. SAIT offers the above CPR course on a continuous basis (CPRS 212 Health Care Provider). Please note that only Heart and Stroke Foundation of Canada CPR certification will be accepted.

- **Updated Immunization Records:** Most practicum sites require students to demonstrate updated immunization status prior to attending practicum. Successful candidates will be asked to provide an up-to-date immunization record to the SAIT Health Clinic as part of the program orientation. Failure to do so could jeopardize a student's ability to complete the practicum portion of his/her program. The receiving practicum site has the right to refuse students who cannot prove they have met all the required immunizations. Please review the immunization process document for specific details. It is advised to start the immunization process early as it can take some time to complete.

- **Security Clearance:** According to the Protection for Persons in Care Act, our practica sites require that students obtain a Police Information Check including Vulnerable Sector Check, prior to going on practicum. Any criminal code offence for which a pardon has not been received may be a deterrent to a student's entry into practicum, and therefore will result in an uncompleted program or non-graduating status. Successful candidates will be asked to provide a clear Police Information Check including Vulnerable Sector Check record to the School of Health and Public Safety main office by orientation day. Please review the security clearance process document for specific details. Be aware that record must be dated no earlier than 90 days prior to your program orientation day (typically orientation day is held the week prior to the first day of class).

- **N95 Respiratory Mask:** Fit testing is done to determine which make and model of N95 respiratory mask should be used by an individual. In compliance with Alberta's Occupational Health and Safety Code 2009, students are fit-tested for respiratory masks prior to their practica. Occupational Health and Safety Bulletin, Respiratory Protective Equipment: An Employer's Guide states the effectiveness of the respiratory protective equipment depends on an effective face piece seal to the skin of the face. The mask must be tight enough so that the person is breathing only air which has been filtered. The seal is dependent on facial differences (shape or size) or facial hair. Facial hair must be removed where the mask contacts the face for the test. Failure to adequately fit an N95 mask may result in a restricted practicum and\or limited employment. Additionally, a student may need to be tested again in two years or if there are changes to the face which impact the ability of the respirator to form an effective seal (e.g. Weight gain/loss, growth of facial hair, dental surgery, or facial scarring).

- **Health and Wellness Status:** Due to the demanding nature of the work in the health care field and Occupational Health and Safety requirements, the health care field has a strong focus on health and wellness. Students with a medical condition or disability that may impact them in a practicum setting are strongly advised to discuss concerns with the program academic chair and/or SAIT Accessibility Services as soon as possible upon acceptance into the program. Please review the attached document for guidance on entering an allied health program with a medical condition or disability.

More details on the practica requirements per program are outlined on a pre-orientation website for successful candidates.

Costs

Tuition (subject to change)

- Please refer to the Tuition and Fee Table.

- International students, please refer to International Student Fees.

- For student funding, please refer to Financial Assistance.

Books and supplies (subject to change)

- CPRS 212 Health Care Provider course in CPR. Annual update required (CPRS 222 Health Care Provider Renewal). All CPR courses must be from the Heart and Stroke Foundation. Call SAIT Life Support Training at 403.210.4009 for further information.

- Canadian Association of Medical Radiation Technologists (CAMRT) certification exam fees are approximately $800 with an additional $105 exam registration fee.

- Mandatory annual dues to the Alberta College of Medical Diagnostic and Therapeutic Technologists are approximately $100.

- Students are responsible for any additional expenses related to their practicum including relocation costs to practicum sites outside of Calgary.

- There is a fee associated with obtaining a police information check including Vulnerable Sector Check, payable to the Police or the Royal Canadian Mounted Police (RCMP).

- Books and supplies are approximately $2,500 in the First year and $700 in the Second year.

- Students must have a personal computer and access to the Internet. Most classes are taught at SAIT, but some require online access. All courses require additional self study.

- Students require an Apple personal digital assistant (iPad with blue tooth keyboard) with the ability to run the most current Apple iOS to support the CompTracker system.

- There is a $75 CompTracker user fee per semester.

Program outline

First year
Semester 1 – fall

MEDT 211 – Medical Terminology 1	1.5 credits
ANPH 202 – Anatomy and Pathology 1	3 credits
APPH 226 – Apparatus and Image Management	3 credits
MRAD 204 – Radiographic Technique 1	3 credits
RADP 215 – Radiation Protection	3 credits
MRAD 223 – Patient Care 1	1.5 credits

Semester 2 – winter

ANPH 252 – Anatomy and Pathology 2	3 credits
MRAD 240 – Specialized Imaging 1	1.5 credits
MRAD 251 – Computed Tomography Theory 1	3 credits
MRAD 254 – Fluoroscopic Imaging	1.5 credits
MRAD 256 – Radiographic Technique 2	3 credits
MRAD 202 – Patient Care 2	1.5 credits

Semester 3 – spring

INFC 215 – Infection Prevention and Control	1.5 credits
MRAD 209 – Professional Practice 1	1.5 credits
MRAD 281 – Computed Tomography Theory 2	1.5 credits
MRAD 285 – Radiographic Applied Skills	1.5 credits

Second year
Semester 4 – fall

MRAD 302 – Specialized Imaging 2	3 credits
PRCT 353 – Clinical Practicum 1	6 credits

Semester 5 – winter

MRAD 358 – Clinical Integration 1	1.5 credits
PRCT 356 – Clinical Practicum 2	6 credits
QUAL 370 – Quality Assurance & Control	3 credits

Semester 6 – 7 spring/summer (spans two Semesters)

MRAD 360 – Clinical Integration 2	1.5 credits
MRAD 374 – Professional Practice 3	1.5 credits
PRCT 358 – Clinical Practicum 3	6 credits
Total credits	63

Transfer options

Through SAIT transfer agreements and institution partnerships, graduates of this program may be eligible for credit at the following universities and colleges:

- Athabasca University

- Canadian Forces

- Memorial University of Newfoundland (The Marine Institute)

- Thompson Rivers University

To learn more, visit Transfer options on sait.ca.

Transfer options may also be available at other post-secondary institutions where credits from SAIT programs are evaluated on an individual basis. Interested students should contact the post-secondary institute of their choice for more information.

SAIT Southern Alberta Institute of Technology

Mobile Application Developer

- **26-week post-diploma certificate**
- **Summer and winter start**
- **Full-time classroom**
- **Includes an eight-week practicum**

Contact us

Fast-Track
Phone: 403.210.4522
Email: fast-track@sait.ca

Program description

SAIT's new 26-week Mobile Application Developer program is a post-diploma certificate to prepare experienced developers for exciting opportunities in native mobile app development in iOS and Android platforms. You will learn the concepts of mobile app development from ideation and requirements gathering to testing and launch. You will gain an understanding of architecture requirements specific to mobile application development and develop knowledge of testing, quality assurance and go-to-market strategies. Since mobile application development is continually changing to meet market demand, there will be an opportunity to explore emerging technologies related to mobile applications and their relationship to mobile devices, robotics, or industrial applications. A threaded project will reinforce the concepts learned throughout the program, as teams will choose which platform to focus on to develop a mobile app. After 18 weeks in class, enhance your training and start your career with an 8-week industry practicum.

Program overview

Your career

Graduates may find employment as a mobile application developer, iOS developer, Android developer, software developer – mobile.

Student success

Students with higher grades usually experience more success in SAIT programs. This is an intensive program requiring a commitment of both time and energy; students who experience success are those who make their education a priority throughout the program.

Credentials and Accreditation

After successfully completing this program, graduates will receive a SAIT post-diploma certificate as a Mobile Application Developer.

Progression

Students must attain a PGPA and/or a CGPA of 2.0 or better in each semester and pass the necessary prerequisite courses to progress through the program. To qualify for graduation, students must pass all courses, attain a CGPA of 2.0 or better and complete course requirements within the prescribed timelines.

Admission requirements

Two-year diploma or degree in information technology, software development or computer science, with a focus on object-oriented programming knowledge, specifically Java. Preferably one solid year of programming experience in addition to education.

Competitive entry: seven step process

Step 1: Read the program information to see the qualities needed for student success.

Step 2: Ensure that you meet all of the admission requirements listed above.

Step 3: Review the selection information to understand the process and deadlines

Applications and proof of the admission requirements (transcripts and/or anticipated final grades) along with all supporting documents must be submitted to be included in selection.

Selection is done on a continuous basis and is based on the following criteria:

- Current resumé outlining previous education and experience.
- ICT Fast-Track Career and Program Investigation form. This form will be emailed to you once you have applied. It will be scored to determine suitability for the program; please be detailed and thorough.
- A photocopy of your educational transcripts and any other supporting documents.
- Proof of previous Java or C# computer programming experience. Transcripts, substantial industry experience or certifications will be considered.
- Attend a mandatory selection appointment once the above documents have been submitted and scored by the department. Telephone appointments can be scheduled for out-of-town applicants.
- The final decision for acceptance into the program will be determined by the Academic Chair.

Step 4: Apply to Mobile Application Developer and submit your transcripts.

Step 5: Log in to mySAIT.ca to check your admission status. If eligible, your status will indicate that you're "In Selection."

Step 6: Submit your resumé, Career and Program Investigation form and transcripts.

- Send your documentation to the School of ICT Fast-Track office by email to fast-track@sait.ca or fax to 403.210.4523.

Step 7: Continue to monitor changes to your application status through mySAIT.ca.

Failure to meet anticipated final grades will result in offers being rescinded.

Communication during selection

Email is the primary source of communication during the selection process. Ensure your personal email account is managed appropriately to receive our emails, files and communications.

We recommend you add fast-track@sait.ca and the sait.ca domain to your safe senders list or you risk missing critical email messages.

Ideal applicant

The ideal candidate for the Mobile Application Developer program will be an experienced developer with two years recent experience in Java or C#. You are capable of learning independently and enjoy self-directed study. You are collaborative and work well in teams.

Costs

Tuition (subject to change)

- Please refer to the Tuition and Fee Table.
- International students, please refer to International Student Fees.
- For student funding, please refer to Financial Assistance.

Books and supplies (subject to change)

- Books and supplies are included in the tuition.
- Membership to the SAIT wellness centre — including an ice arena, swimming/diving pool, gymnasium, squash and racquetball courts and weight room is available at a discounted rate.

Program outline

- CPLN 400 – Career Planning and Management — 1.5 credits
- CPRG 401 – Testing, Launch and Distribution — 1.5 credits
- CPRG 403 – Application Development – Android Programming — 3 credits
- CPRG 404 – App Development – iOS Programming — 3 credits
- CPRG 405 – Emerging Mobile Technologies — 1.5 credits
- CPRG 406 – Mobile Application Design and Architecture — 3 credits
- MGMT 402 – Ideation and Requirements Gathering — 3 credits
- PROJ 401 – Mobile Application Threaded Project — 1.5 credits

26 week Fast-track

Total credits	21.0

Transfer options

Through SAIT transfer agreements and institution partnerships, graduates of this program may be eligible for credit at the following universities and colleges:

- SAIT

To learn more, visit Transfer options on sait.ca.

Transfer options may also be available at other post-secondary institutions where credits from SAIT programs are evaluated on an individual basis. Interested students should contact the post-secondary institute of their choice for more information.

SAIT Southern Alberta Institute of Technology

Network Technician

- **32-week certificate**
- **Full-time classroom**

Contact us

Fast-Track
Phone: 403.210.4522
Email: fast-track@sait.ca

Program description

"Computer networking is the connecting of two or more computers that allows them to share resources. It can be done between computers in a home, in a business, across a corporation, and even internationally. It can equally be defined as a method of connecting two or more computer systems together including printers and other devices.

The benefits of networking are considerable ... PC networking is, as a consequence, a rapidly evolving discipline with many exciting opportunities." (www.goarticles.com)

The Network Technician (NT) program is an intensive 32-week certificate program designed to prepare you for the essential fields of computer networking design, maintenance and support. Technically focusing on Cisco, Microsoft, open source technologies and operating systems, this program emphasizes key industry requirements such as security, storage management, virtualization and effective troubleshooting. Through hands-on, practical assignments, you will gain experience solving technical problems and providing solutions on time and within scope. Upon completion, you will be prepared to challenge the CCNA certification exam. Additional self-study is usually required. The mandatory eight-week practicum solidifies the classroom experience and prepares you to launch into or continue your IT career.

Program overview

Your career

A graduate from this program may find employment as a network technician, network analyst, help desk analyst, system support specialist or an IT consultant.

- Graduates of the Network Technician program have a 96% employment rate.

Student success

Students with higher secondary or post-secondary marks usually experience greater success in SAIT programs.

Experience with computer hardware and/or operating and networking systems an asset.

This is an intensive program requiring a commitment of both time and energy; students who experience success are those who make their education a priority throughout the program.

Credentials and Accreditation

After successfully completing this program, graduates will receive a SAIT certificate as a Network Technician.

Accreditation

By the end of the program, graduates will have the knowledge to challenge the Cisco Certified Network Administrator (CCNA) exams. With additional relevant work experience and additional exam preparation study, you would be prepared to challenge other relevant industry exams such as CompTIA A+, VMWare, EMC and Microsoft certifications.

Progression

Students must attain a PGPA and/or a CGPA of 2.0 or better in each semester and pass the necessary prerequisite courses to progress through the program. To qualify for graduation, students must pass all courses, attain a CGPA of 2.0 or better and complete course requirements within the prescribed timelines.

Admission requirements

- At least 60% in English Language Arts 30-1 or English Language Arts 30-2 or equivalent, OR,
- A minimum of two years post-secondary education from a recognized university, institute or college.
- All applicants must demonstrate English Language Proficiency prior to admission, including students educated in Canada.

Due to the tight integration of the courses in the Network Technician (NT) program, credit for Prior Learning is not available.

Competitive entry: seven step process

Step 1: Read the program information to see the qualities needed for student success.

Step 2: Ensure that you meet all of the admission requirements listed above.

Step 3: Review the selection information to understand the process and deadlines

Applications and proof of the admission requirements (transcripts and/or anticipated final grades) along with all supporting documents must be submitted to be included in selection.

Selection is done on a continuous basis and is based on the following criteria:

- Current resumé outlining previous education and experience.
- ICT Fast-Track Career and Program Investigation form. This form will be emailed to you once you have applied. It will be scored to determine suitability for the program; please be detailed and thorough.
- A photocopy of your educational transcripts and any other supporting documents.
- Attend a mandatory selection appointment once the above documents have been submitted and scored by the department. Telephone appointments can be scheduled for out-of-town applicants.
- The final decision for acceptance into the program will be determined by the Academic Chair.

Step 4: Apply to Network Technician and submit your transcripts.

Step 5: Log in to mySAIT.ca to check your admission status. If eligible, your status will indicate that you're "In Selection."

Step 6: Submit your resumé, Career and Program Investigation form and transcripts.

- Send your documentation to the School of ICT Fast-Track office by email to fast-track@sait.ca or fax to 403.210.4523.

Step 7: Continue to monitor changes to your application status through mySAIT.ca.

Failure to meet anticipated final grades will result in offers being rescinded.

Communication during selection

Email is the primary source of communication during the selection process. Ensure your personal email account is managed appropriately to receive our emails, files and communications.

We recommend you add fast-track@sait.ca and the sait.ca domain to your safe senders list or you risk missing critical email messages.

Ideal applicant

The ideal candidate for the Network Technician (NT) program is a motivated, mature learner with an interest in computer networking, who wants to specialize or to upgrade their existing skills. You are technically proficient and detail-oriented. Your approach to problem solving is both creative and logical, depending on the circumstances. You work well as part of a team and enjoy interacting with others. You possess good working knowledge of operating systems and computer hardware. You are probably the person your friends and family go to when they have computer problems.

Costs

Tuition (subject to change)

- Please refer to the Tuition and Fee Table.
- International students, please refer to International Student Fees.
- For student funding, please refer to Financial Assistance.

Books and supplies (subject to change)

- The tuition fee includes all course materials, student fees and access to appropriate technology.

Program outline

CMPH 239 – IT Essentials	3 credits
CMPN 276 – Internetworks Level I	3 credits
CMPN 277 – Internetworks Level II	3 credits
CMPN 287 – Internetworks Level III	3 credits
CMPN 288 – Internetworks Level IV	3 credits
CPLN 240 – Career Planning and Management	1.5 credits
CPNT 208 – Data Storage and Management	1.5 credits
CPNT 211 – Virtualization	1.5 credits
CPNT 223 – CCNA Security	3 credits
NETT 262 – Network Design and Implementation Project	3 credits
NETT 270 – Linux Installation and Administration	1.5 credits
NETT 275 – Microsoft Directory Services and Networking	3 credits
NETT 350 – Network Technician Practicum	3 credits
Total credits	33

Transfer options

Through SAIT transfer agreements and institution partnerships, graduates of this program may be eligible for credit at the following universities and colleges:

- Rocky Mountain College
- SAIT

To learn more, visit Transfer options on sait.ca.

Transfer options may also be available at other post-secondary institutions where credits from SAIT programs are evaluated on an individual basis. Interested students should contact the post-secondary institute of their choice for more information.

SAIT Southern Alberta Institute of Technology

New Media Production and Design

- **Two-year diploma**
- **Fall start**
- **Full-time classroom**

Contact us

School of Information and Communications Technologies
Phone: 403.284.8543
Email: ict.info@sait.ca

Program description

New Media Production and Design provides comprehensive training in multimedia skills. Students learn the tools and techniques used in web design and development, corporate presentations and communications, audio and music production, educational design, animation, simulation, game design, and many other specialties. The program emphasizes project-based, hands-on training, with students working in teams for assigned clients, to produce comprehensive and useful media products.

Program overview

Your career

Graduates find employment in specialty new media production houses, agencies, corporate, educational or government organizations. Some develop their own freelance and small business opportunities. Work ranges from web design, corporate communications and digital signage to educational media, animation, simulation or game design.

Student success

Students with previous academic success usually are more successful in SAIT programs.

Credentials and Accreditation

After successfully completing this program, graduates will receive a SAIT diploma in New Media Production and Design.

Accreditation

There are no formal accreditation arrangements at this time. Please contact the School of Information and Communications Technologies (ICT) for more information.

Progression

Students must attain a PGPA and/or a CGPA of 2.0 or better in each semester and pass the necessary prerequisite courses to progress through the program. To qualify for graduation, students must pass all courses, attain a CGPA of 2.0 or better and complete course requirements within the prescribed timelines.

Admission requirements

- At least 60% in English Language Arts 30-1 or English Language Arts 30-2 or equivalents.
- All applicants must demonstrate English Language Proficiency prior to admission, including students educated in Canada.

Competitive entry: seven step process

Step 1: Read the program information to see the qualities needed for student success.

Step 2: Ensure that you meet all of the admission requirements listed above.

Step 3: Review the selection information to understand the process and deadlines

Applications and proof of the admission requirements (transcripts and/or anticipated final grades) along with all supporting documents must be submitted by June 1 to be included in selection. Once the program is full, qualified applicants will be placed on a waitlist.

If you meet the admission requirements, you'll be invited to a selection session. Selection will begin in January and sessions will be scheduled every six to eight weeks. If you are located more than 300 km from Calgary and can't attend a selection session without hardship, alternative arrangements for submission will be considered.

- You must bring a completed submission package to the selection session.
- You will be asked to provide specific written information and you will have an opportunity to ask questions and to do a tour.
- You will be advised of your status within four weeks of the selection session.

The submission package will consist of the following:

- Resumé
- Three letters of reference
- Writing sample
- Portfolio submission
  - The portfolio must be submitted on CD/DVD or USB key. Artwork, video projects, photography and websites can be included. Do not submit original works as your portfolio will not be returned.

Please wait until you have received an invitation by email to attend a selection session from the School of Information and Communication Technologies before generating these items. You will be given detailed information in the email as to what is required.

Applicants will be offered a seat or waitlisted, based on an evaluation of the submission package and the applicant's suitability as determined during the selection session.

Step 4: Apply to New Media Production and Design and submit your transcripts.

Step 5: Log in to mySAIT.ca to check your admission status. If eligible, your status will indicate that you're "In Selection."

Step 6: Complete your submission package and attend a selection session.

Step 7: Continue to monitor changes to your application status through mySAIT.ca.

Failure to meet anticipated final grades will result in offers being rescinded.

Communication during selection

Email is the primary source of communication during the selection process. Ensure your personal email account is managed appropriately to receive our emails, files and communications.

We recommend you add nmpd.info@sait.ca and the sait.ca domain to your safe senders list or you risk missing critical email messages.

Additional requirements

- Completion of a Grade 11 math course is strongly advised.
- We also recommend that applicants participate in Student for a Day.

Costs

Tuition (subject to change)

- Please refer to the Tuition and Fee Table.
- International students, please refer to International Student Fees.
- For student funding, please refer to Financial Assistance.

Books and supplies (subject to change)

- Books and supplies are approximately $500 per year.

Program outline

First year
Semester 1

COMM 405 – Industrial Communications	3 credits
MMDA 222 – Web Communications I	3 credits
MMDA 223 – Visual Communications I	3 credits
MMDA 224 – Business of New Media I	3 credits
MMDA 226 – Rich Media Communications I	3 credits

Semester 2

MMDA 225 – Web Communications II	3 credits
MMDA 237 – Rich Media Communications II	3 credits
MMDA 243 – Visual Communications II	3 credits
MMDA 244 – Business of New Media II	3 credits
MMDA 247 – Production Company I	3 credits

Second year
Semester 3

MMDA 300 – Production Company II	3 credits
MMDA 323 – Visual Communications III	3 credits
MMDA 324 – Web Communications III	3 credits
MMDA 326 – Rich Media Communications III	3 credits
MMDA 328 – 3D Modeling and Design Fundamentals	3 credits

Semester 4

MMDA 302 – New Media Capstone Project	3 credits
MMDA 340 – Production Company III	3 credits
MMDA 344 – Digital Independent Study	6 credits
MMDA 385 – Portfolio Development	1.5 credits
PRAC 395 – New Media Practicum	1.5 credits
Total credits	60

Transfer options

Through SAIT transfer agreements and institution partnerships, graduates of this program may be eligible for credit at the following universities and colleges:

- Athabasca University
- Griffith University
- Royal Roads University
- University of Calgary
- University of Gloucestershire, UK
- University of Ontario Institute of Technology (UOIT)
- University of South Australia

To learn more, visit Transfer options on sait.ca.

Transfer options may also be available at other post-secondary institutions where credits from SAIT programs are evaluated on an individual basis. Interested students should contact the post-secondary institute of their choice for more information.

Non-Destructive Testing Foundations

- **15-week certificate**
- **Fall and winter start**
- **Full-time classroom or blended**

Contact us

Non-Destructive Testing Foundations
Phone: 403.774.4923
Email: ndt@sait.ca

Program description

Non-Destructive Testing (NDT) is a very important component of many industries. Identifying potential mechanical and structural failures can save time, money and lives. For example, inspection and reporting must be carried out on equipment in the oil and gas, transportation and aviation industries, just to name a few. The NDT Foundations program assists you to enter the growing NDT field by providing a basic overall knowledge of the inspection industry. This knowledge is a foundation for you to progress through all levels of inspection methods. It is a full-time, 15 week program.

In Canada, NDT Certification is regulated by the Canadian General Standards Board (CGSB). There are three steps required to obtain CGSB Certification; 1 – training, 2 – work experience, and 3 – CGSB exams. These three steps are required for each level of certification in each method. The NDT Foundations program at SAIT helps you to accomplish Step 1 of this process – training, which prepares you to complete Step 2 and Step 3 after successful program completion.

The Online/Blended Learning approach is a combination of approximately four months of online theory courses and one month of on-campus practical labs. If you are self-disciplined, and need additional flexibility to balance your other obligations – while still furthering your education – this program may be a fit for you.

Program overview

Your career

In today's economy, the demand for qualified NDT Technicians is high. Travel opportunities may be available with many NDT service providers. Technicians may find work across Canada or internationally in a wide variety of industries including: pipeline and refinery, transportation, utilities, construction, manufacturing and maintenance.

To be successful as a Non-Destructive Testing Technician, you may need the following skills: the ability to work independently – often with little supervision, math skills, communication skills, attention to detail, ability to work flexible hours in varying locations, and the ability to physically maneuver a job site freely.

- Graduates of the Non-Destructive Testing Foundations program have a 95% employment rate.

Student success

Strong skills in Math and English (written and verbal) preferred.

Credentials and Accreditation

After successfully completing this program, graduates will receive a SAIT certificate in Non-Destructive Testing.

There are no formal accreditation arrangements at this time. Please contact the School of Manufacturing and Automation for more information.

Progression

Students must attain a PGPA and/or a CGPA of 2.0 or better in each semester and pass the necessary prerequisite courses to progress through the program. To qualify for graduation, students must pass all courses, attain a CGPA of 2.0 or better and complete course requirements within the prescribed timelines.

Admission requirements

- Students must have successfully completed Grade 10 Math and Grade 10 English or equivalent.
- All applicants must demonstrate English Language Proficiency prior to admission, including students educated in Canada.

Competitive entry: seven step process

Step 1: Read the program information to see the qualities needed for student success.

Step 2: Ensure that you meet all of the admission requirements listed above.

Step 3: Review the selection information to understand the process and deadlines

Applications and proof of the admission requirements (transcripts and/or anticipated final grades) must be submitted to be included in selection.

Selection Requirements – Fall 2017
An aptitude test evaluating your competency in mathematics.

- You will be registered in EXAM 111 and will be sent an email with instructions on how to access the exam online.

Successful completion of the Natural Resources Canada (NRCan) requirement of Materials and Processes for Non-Destructive Testing (NDT).

- You must register for CODE 118 online or in the classroom. There is a course fee for the 40 hour Materials and Processes course but to consider a career in NDT, you must complete this requirement for training mandated by the NDT certifying body NRCan.

Step 4: Apply to Non-Destructive Testing Foundations and submit your transcripts

Step 5: Log in to mySAIT.ca to check your admission status. If eligible, your status will indicate that you are "In Selection."

Step 6: Complete the selection requirements.

- You will be offered admission to the program or waitlisted in ranked order, based on your CODE 118 and EXAM 111 scores.

- Preference is given to those who achieve 70% or above in CODE 118 and 75% or above in EXAM 111.

- Offers will be dependent on seat availability.

Step 7: Continue to monitor changes to your application status through mySAIT.ca.

Failure to meet anticipated final grades will result in offers being rescinded.

Communication during selection

Email is the primary source of communication during the selection process. Ensure your personal email account is managed appropriately to receive our emails, files and communications. We recommend you add ndt@sait.ca and the sait.ca domain to your safe senders list or you risk missing critical email messages.

Online/Blended Learning Option

Did you know that you can complete this program through a combination of online learning and on-campus labs? Find out more!

Costs

Tuition (subject to change)

- Please refer to the Tuition and Fee Table.

- International students, please refer to International Student Fees.

- For student funding, please refer to Financial Assistance.

Books and supplies (subject to change)

- Books and supplies are included.

Program outline

CODE 270 – Materials and Processes for NDT	1.5 credits
COMM 249 – Technical Communications	1.5 credits
INSP 207 – Eddy Current Level I	1.5 credits
INSP 210 – Radiography Level I	1.5 credits
INSP 220 – Certified Exposure Device Operator	3 credits
INSP 236 – Ultrasonics Level I	3 credits
INSP 263 – Magnetic Particle Levels I & II	1.5 credits
INSP 264 – Liquid Penetrant Levels I and II	1.5 credits
INSP 200 – Visual Inspection Level 2	1.5 credits
Total credits	16.5

SAIT Southern Alberta Institute of Technology

Nuclear Medicine Technology

- **22-month diploma**
- **Fall start**
- **Full-time classroom**
- **Includes clinical practica**

Contact us

School of Health and Public Safety
Phone: 403.284.8500
Email: hps.info@sait.ca

Program description

Nuclear medicine technology uses radiopharmaceuticals (radioactive drugs) and specialized equipment to help diagnose and treat diseases. The Nuclear Medicine Technology (NMT) program is a two-year, full-time program where students are trained as nuclear medicine technologists, ready to work with the patients and medical staff in clinical nuclear medicine settings.

In the First year of the Nuclear Medicine Technology program, students will complete studies in patient communication and management, professional practice, radiation physics, computed tomography, anatomy and physiology, radionuclide instrumentation, nuclear medicine procedures, radiopharmacy, quality control, clinical integration, phlebotomy and intravenous injections, and radiation safety.

The Second year of the NMT program involves on-line courses focusing on instrumentation, dosimetry, pathology, advanced computers, research and clinical integration. Students will also concurrently complete three clinical practica where they rotate through all areas of nuclear medicine, applying what they have learned while in these clinical settings.

Note: INFC 215 Infection Prevention and Control is available to be taken by distance education or continuing education. Regardless of which method of delivery a course is taken, it must be completed within the time frame shown in the Program Outline. Please be advised that full-time student status requires the student to take 60% of a full course load per semester. Depending on the number of courses completed by distance education or continuing education, students may be considered a part-time student, which may impact their financial loan status.

Program overview

Your career

Graduates find work as nuclear medicine technologists in hospitals, community clinics, private laboratories, research and teaching institutions. In order to find employment, many graduates must relocate across Canada or to the United States.

Student success

- Students with higher secondary or post-secondary marks usually experience greater success in SAIT programs.
- Students are expected to spend approximately 20 hours per week outside of class studying.
- Students who experience success in this program have effective communication skills in English.
- Basic to intermediate computer skills are necessary for this field. An acceptable computer skill level would include the ability to use word processing, spreadsheets and communication software. Educational interaction in this program depends on these computer skills. It is the student's responsibility to ensure adequacy of these skills prior to the program admission.
- Health care practitioners are detail-oriented in the care they provide, utilize critical thinking practice, are eager, persevere and enjoy working in a team environment.
- Students who experience success in this program have the following characteristics:
  - Ability to handle unpleasant situations
  - Capability of lifting heavy objects and patients
  - Standing for extended periods of time
  - Working in difficult physical positions
  - Good hand and finger dexterity and stamina
  - Strong vision and hearing
- Individuals with previous chronic or repetitive strain injuries have experienced re-injury or aggravation of these conditions in this program and/or as a technologist.

Credential

After successfully completing this program, graduates will receive a SAIT Nuclear Medicine Technology diploma.

Graduates are eligible to access the Canadian Association of Medical Radiation Technologists (CAMRT) certification exam which can lead to registration and employment as registered Technologists in Canada. Access to the Nuclear Medicine Technology Certification Board exam (American) is also available.

Accreditation

The Nuclear Medicine Technology program delivered by SAIT is accredited by the Canadian Medical Association. The program also works closely with our Diagnostic Imaging Advisory Committee to ensure that our curriculum continues to meet or exceed provincial and national accreditation standards.

Progression

Students must attain a PGPA and/or a CGPA of 2.0 or better in each semester and pass the necessary prerequisite courses to progress through the program. To qualify for graduation, students must pass all courses, attain a CGPA of 2.0 or better and complete course requirements within the prescribed timelines.

Admission requirements

Completion of the following courses or equivalents:

- At least 60% in Math 30-1 or Pure Math 30, or at least 70% in Math 30-2, AND,
- At least 60% in English Language Arts 30-1, AND,
- At least 60% in Chemistry 30, AND,
- At least 60% in either Biology 30 or Physics 30 or Math 31.
- All applicants must demonstrate English Language Proficiency prior to admission, including students educated in Canada.

Competitive entry: seven step process

Step 1: Read the program information to see the qualities needed for student success.

Step 2: Ensure that you meet all of the admission requirements listed above.

Step 3: Review the selection information to understand the process and deadlines

- Applications and proof of the admission requirements (transcripts and/or anticipated final grades) along with all supporting documents must be submitted by April 1 to be included in selection.
- Selection is done on a continuous basis and will occur until the program is full.
- Competitive academic averages are not a portion of the Nuclear Medicine Technology (NMT) program selection process.
- Limited seats are reserved for Saskatchewan and Manitoba residents through interprovincial agreements.

In the selection process, applicants will be assessed on the following criteria and seats will be offered accordingly.

Phase 1: Program selection package

Applicants who meet the admission requirements will be sent a program selection package via email starting Dec. 1, 2016. The selection package must be completed and returned to diagnostic. imaging@sait.ca within two weeks of the initial email date.

We recommend you add diagnostic.imaging@sait.ca and the sait. ca domain to your safe senders list or you risk missing critical email messages. We do not recommended using a Microsoft email account such as @hotmail.com or @live.com as there have been some issues in the past in receiving SAIT communications using these types of accounts.

- **Resource:** Preparing for the Nuclear Medicine Technology Selection Process

You are solely responsible to ensure the information in the selection package is legible, articulate and best reflects you as a candidate. Falsifying information will result in your application being removed immediately from the selection process and may result in the initiation of SAIT's Student Code of Conduct Procedure AC.3.4.1.

Portions of the selection packages are evaluated using standardized answer keys and will be scored within two weeks of submission.

- If the selection package score is above the benchmark established by the School of Health and Public Safety, the applicant will move to Phase 2 of the selection process.
- If the selection package score is below benchmark, the applicant will be declined in selection.
- Those applicants who fail to complete and submit their packages by the deadline date will also be declined from further selection.

Phase 2: Interview

Applicants who successfully move to Phase 2 of the selection process will be emailed an interview invitation as well as a group interview explanation and Confidentiality form.

- Group interviews will not begin until mid-February to ensure a sufficient applicant pool.
- The applicant will receive two weeks' notice of the scheduled interview, when possible.
- The completed and signed Confidentiality form should be brought to the group interview.
- Four applicants will be interviewed at one time by two members of the program selection committee.

Interviewees should attend the group interview session in person. Individuals residing outside of Alberta may have the opportunity to participate in a web video conference group interview. Please note that web video conference group interviews may be delayed until there are sufficient web video conference applicants to complete a group interview session.

The program and selection committee are not responsible for technical support to the applicant or any loss of connectivity through the group interview process. Web conference interviews will not be rebooked if an individual has technical difficulties, loses connectivity, or cannot hear the group interview responses.

Web video conference interviewees must submit a signed copy of the Confidentiality form in advance of their interview time or they will not be permitted to join the interview.

Once the interview round is complete, the interview is evaluated using a rubric.

- If the group interview score is above the benchmark established by the School of Health and Public Safety, the applicant will be offered a seat in the program until it is full. Once the program is full, those exceeding the benchmark will be placed on a qualified waitlist.
- If the group interview score is below benchmark, applicants may remain in selection until all interviews are completed.
- Those applicants who fail to notify or attend their scheduled interview will be declined from further selection.

Step 4: Apply to Nuclear Medicine Technology and submit your transcripts.

Step 5: Log in to mySAIT.ca to check your admission status. If eligible, your status will indicate that you're "In Selection." If you are "In Selection" then you must complete Phase 1 of the selection process. If you are "In Continued Selection" then you must complete Phase 2 of the selection process.

Step 6: Complete the Selection package and then if applicable complete the interview.

Step 7: Continue to monitor changes to your application status through mySAIT.ca.

Failure to meet anticipated final grades will result in offers being rescinded.

Communication during selection

Email is the primary source of communication during the selection process. Ensure your personal email account is managed appropriately to receive our emails, files and communications. We recommend you add diagnostic.imaging@sait.ca and the sait.ca domain to your safe senders list or you risk missing critical email messages.

Due to the significant number of applications for this program, the selection process can take some time. Every effort will be made to maintain the timelines outlined above. We appreciate your patience. You can also log on to mySAIT.ca to check your admission decision status.

Unfortunately, due to the extremely large volume of applicants, we cannot provide any assistance or follow-up as to why the candidate was not competitive or where the applicant is ranked on the waitlist.

Practicum requirements

The School of Health and Public Safety has many practica partners located within Alberta and across Canada. Practicum placements in Calgary are limited and students may be required to relocate outside of Calgary for practicum.

Successful candidates will be informed of the allocation of their practicum placement by the program. There is no guarantee that students will be placed at their desired practicum location. Special considerations of personal circumstances will not be given in regards to assigning practicum placements. Students will be responsible for fees associated with practicum such as relocation and travel costs.

In compliance with the practica agreements with our clinical partners, successful candidates will be requested to provide proof of the following requirements:

- **Current Heart and Stroke Foundation Health Care Provider Level (C) CPR** must be valid for the duration of your practicum. SAIT offers the above CPR course on a continuous basis (CPRS 212 – Health Care Provider). Please note that only Heart and Stroke Foundation of Canada CPR certification will be accepted.

- **Updated Immunization Records:** Most practicum sites require students to demonstrate updated immunization status prior to attending practicum. Successful candidates will be asked to provide an up-to-date immunization record to the SAIT Health Clinic as part of the program orientation. Failure to do so could jeopardize a student's ability to complete the practicum portion of his/her program. The receiving practicum site has the right to refuse students who cannot prove they have met all the required immunizations. Please review the immunization process document for specific details. It is advised to start the immunization process early as it can take some time to complete.

- **Security Clearance:** According to the Protection for Persons in Care Act, our practica sites require that students obtain a Police Information Check including Vulnerable Sector Check, prior to going on practicum. Any criminal code offence for which a pardon has not been received may be a deterrent to a student's entry into practicum, and therefore will result in an uncompleted program or non-graduating status. Successful candidates will be asked to provide a clear Police Information Check including Vulnerable Sector Check record to the School of Health and Public Safety main office by orientation day. Please review the security clearance process document for specific details. Be aware that record must be dated no earlier than 90 days prior to your program orientation day (typically orientation day is held the week prior to the first day of class).

- **N95 Respiratory Mask:** Fit testing is done to determine which make and model of N95 respiratory mask should be used by an individual. In compliance with Alberta's Occupational Health and Safety Code 2009, students are fit-tested for respiratory masks prior to their practica. Occupational Health and Safety Bulletin, Respiratory Protective Equipment: An Employer's Guide states the effectiveness of the respiratory protective equipment depends on an effective face piece seal to the skin of the face. The mask must be tight enough so that the person is breathing only air which has been filtered. The seal is dependent on facial differences (shape or size) or facial hair. Facial hair must be removed where the mask contacts the face for the test. Failure to adequately fit an N95 mask may result in a restricted practicum and\or limited employment. Additionally, a student may need to be tested again in two years or if there are changes to the face which impact the ability of the respirator to form an effective seal (e.g. Weight gain/loss, growth of facial hair, dental surgery, or facial scarring).

- **Health and Wellness Status:** Due to the demanding nature of the work in the health care field and Occupational Health and Safety requirements, the health care field has a strong focus on health and wellness. Students with a medical condition or disability that may impact them in a practicum setting are strongly advised to discuss concerns with the program academic chair and/or SAIT Accessibility Services as soon as possible upon acceptance into the program. Please review the attached document for guidance on entering an allied health program with a medical condition or disability.

More details on the practical requirements per program are outlined on a pre-orientation website for successful candidates.

Costs

Tuition (subject to change)

- Please refer to the Tuition and Fee Table.

- International students, please refer to International Student Fees.

- For student funding, please refer to Financial Assistance.

Books and supplies (subject to change)

- CPRS 212 Health Care Provider course in CPR. Annual update required (CPRS 222 Health Care Provider Renewal). All CPR courses must be from the Heart and Stroke Foundation. Call SAIT Life Support Training at 403.210.4009 for further information.

- Mandatory student registration fee to the Alberta College of Medical Diagnostic and Therapeutic Technologists is approximately $100.

- Canadian Association of Medical Radiation Technologist (CAMRT) certification exam fees are approximately $800 with an additional $105 exam administration fee.

- Nuclear Medicine Technology Certification Board (NMTCB) exam fees are approximately $175.

- Students are responsible for any additional expenses related to their practica including relocation costs to practicum sites outside Calgary.

- There is a fee associated with obtaining a police information check including Vulnerable Sector Check, payable to the Police or the Royal Canadian Mounted Police (RCMP).

- Books and supplies are approximately $2,600 in the First year and $1,200 in the Second year.

- Students must have a personal computer and access to the Internet. Most classes are taught at SAIT, but some require online access. All courses require additional self study.

- Students require an Apple personal digital assistant (iPad with blue tooth keyboard) with the ability to run the most current Apple iOS to support the CompTracker system.

- There is a $75 CompTracker user fee per semester.

Program outline

First year
Semester 1 – fall

ANPH 215 – Anatomy and Physiology	3 credits
NMED 210 – Professional Practice	3 credits
PHYS 209 – Radiation Physics	3 credits
NMED 220 – Quality Control 1	1.5 credits
PHAR 230 – Radiopharmacy 1	1.5 credits
RADP 210 – Radiation Protection	3 credits

Semester 2 – winter

INFC 215 – Infection Prevention and Control	1.5 credits
NMED 251 – Methodology 1	3 credits
NMED 260 – Instrumentation 1	1.5 credits
NMED 270 – Quality Control 2	3 credits
PHAR 262 – Radiopharmacy 2	3 credits
MRAD 251 – Computed Tomography Theory 1	3 credits

Semester 3 – spring

NMED 275 – Clinical Integration 1	1.5 credits
NMED 291 – Methodology 2	3 credits
PHLB 236 – Phlebotomy and Intravenous Injections	1.5 credits
MRAD 281 – Computed Tomography Theory 2	1.5 credits
NMED 256 – Patient Care	1.5 credits

Second year
Semester 4 – fall

NMED 310 – Nuclear Medicine Technology Instrumentation 2	1.5 credits
NMED 320 – Dosimetry	1.5 credits
NMED 331 – Pathology 1	3 credits
PRAC 309 – Practicum 1	6 credits

Semester 5 – winter

NMED 350 – Advanced Computers	1.5 credits
NMED 381 – Pathology 2	3 credits
PRAC 322 – Practicum 2	6 credits

Semester 6 – spring

NMED 360 – Research for Allied Health	1.5 credits
NMED 390 – Clinical Integration 2	1.5 credits
PRAC 343 – Practicum 3	6 credits
Total credits	**70.5**

Transfer options

Through SAIT transfer agreements and institution partnerships, graduates of this program may be eligible for credit at the following universities and colleges:

- Athabasca University

- Manitoba

- Memorial University of Newfoundland (The Marine Institute)

- Saskatchewan

- Thompson Rivers University

To learn more, visit Transfer options on sait.ca.

Transfer options may also be available at other post-secondary institutions where credits from SAIT programs are evaluated on an individual basis. Interested students should contact the post-secondary institute of their choice for more information.

SAIT Southern Alberta Institute of Technology

Nutrition for Healthy Lifestyles

- **Eight-month certificate**
- **Fall start**
- **Full-time classroom**

Contact us

School of Health and Public Safety
Phone: 403.284.8500
Email: hps.info@sait.ca

Program description

As public demand for healthier foods and accurate nutrition information increases, the need for trained consultants in nutrition is critical. Proper nutrition is central to a positive and healthy lifestyle. The Nutrition for Healthy Lifestyles program is ideal for professionals currently working in health and wellness-related areas such as health coaching, education, health promotion, culinary and fitness.

In this eight-month certificate program, students spend approximately 16 hours per week on campus attending theory-based courses. Nutrition, as it relates to human development and disease, current trends and the principles of critically evaluating information about nutrition are the focus of the first semester. More advanced topics on nutrition such as sports nutrition, health promotion, adult behaviour change process and education are taught in the second semester. Students will be provided with hands-on experience modifying and evaluating recipes for specific population needs and will complete a special project related to their areas of interest in healthy living.

Online elements of the program require that students have a personal computer and access to the Internet.

Program overview

Your career

Graduates often work as nutrition educators in corporate, community or school health and wellness programs, fitness centres, weight management clinics, or retail food outlets. Please note that this program does not qualify students to work as Registered Dietitians.

Student success

Students with higher secondary or post-secondary marks usually experience greater success in SAIT's programs.

Students who experience success in this program demonstrate a personal interest in nutrition and health, have strong leadership potential and effective communication skills in English.

Previous work or volunteer experience in a health or wellness related field is an asset.

Credentials and Accreditation

After successfully completing this program, graduates will receive a SAIT Nutrition for Healthy Lifestyles certificate.

Graduates will also have the opportunity to write the Government of Alberta Food Safety and Sanitation exam to receive certification in food safety and sanitation.

Accreditation

Graduates carry out unique roles in health promotion, for which there is not currently an accreditation body.

Progression

Students must attain a PGPA and/or a CGPA of 2.0 or better in each semester and pass the necessary prerequisite courses to progress through the program. To qualify for graduation, students must pass all courses, attain a CGPA of 2.0 or better and complete course requirements within the prescribed timelines.

Admission requirements

Completion of the following courses or equivalents with an overall average of at least 60%:

- Math 20-1 or Math 20-2 or Pure Math 20 or Applied Math 20, AND,
- English Language Arts 30-1 or English Language Arts 30-2, AND,
- Chemistry 20 or Science 20 or Physics 30 or Biology 30.
- All applicants to SAIT must demonstrate English Language Proficiency prior to admission, including students educated in Canada.

Direct entry: four step process

Step 1: Read the program information to see the qualities needed for student success.

Step 2: Ensure that you meet all of the admission requirements listed above.

Step 3: Apply to Nutrition for Healthy Lifestyles and submit your transcripts and/or anticipated final grades.

- Admission will be extended on a first-qualified, first-offered basis until the program is full.
- A minimum of 30 seats will be offered for the fall intake.

Step 4: Continue to monitor changes to your application decision through mySAIT.ca.

Health and Wellness Status

Due to the demanding nature of the work in the health care field and Occupational Health and Safety requirements, the health care field has a strong focus on health and wellness. Students with a medical condition or disability that may impact them in a practicum setting are strongly advised to discuss concerns with the program academic chair and/or SAIT Accessibility Services as soon as possible upon acceptance into the program. Please review the attached document for guidance on entering an allied health program with a medical condition or disability.

Costs

Tuition (subject to change)

- Please refer to the Tuition and Fee Table.
- International students, please refer to International Student Fees.
- For student funding, please refer to Financial Assistance.

Books and supplies (subject to change)

- Books and supplies are approximately $750.
- Students must have a personal computer and access to the Internet. Most classes are taught at SAIT, but some require online access. All courses require additional self study.

Program outline

Semester 1

COMM 208 – Communication and Presentation Skills	1.5 credits
FSAN 255 – Food Safety and Sanitation	1.5 credits
NUTR 201 – Human Nutrition Fundamentals	3 credits
NUTR 216 – Nutrition Trends and Controversies	1.5 credits
NUTR 225 – Lifecycle Nutrition	1.5 credits
PROJ 240 – Experiential Project Preparation	1.5 credits

Semester 2

ADED 250 – Adult Education Principles and Design	3 credits
NUTR 250 – Sports and Fitness Nutrition	1.5 credits
NUTR 267 – Health Coaching	1.5 credits
NUTR 268 – Health Promotion in Nutrition	1.5 credits
NUTR 281 – Nutrition Adaptations	3 credits
PROJ 250 – Experiential Learning Project	1.5 credits
Total credits	22.5

Transfer options

Through SAIT transfer agreements and institution partnerships, graduates of this program may be eligible for credit at the following universities and colleges:

- Saskatchewan (Formerly SIAST)

To learn more, visit Transfer options on sait.ca.

Transfer options may also be available at other post-secondary institutions where credits from SAIT programs are evaluated on an individual basis. Interested students should contact the post-secondary institute of their choice for more information.

Object Oriented Software Development

- **32-week certificate**
- **Full-time classroom**

Contact us

Fast-Track
Phone: 403.210.4522
Email: fast-track@sait.ca

Program description

Corporations use customized computer applications that must be managed. This software needs to be designed, developed and updated by software developers.

The Object Oriented Software Developer (OOSD) program is designed to provide you with the knowledge and practice you need to develop solid software development skills in minimal time. This program takes you from introductory concepts to advanced techniques in only 32 weeks. You will gain experience in several object oriented programming languages, web-based and Internet application development and relational databases while using a vast array of development tools. Mobile application development has recently been added to the program. After 24 weeks of formal instruction, you will put your knowledge and skills to work in a mandatory eight week work practicum.

Program overview

Your career

Graduates may find employment as a software developer, programmer, analyst, systems analyst, web developer or IT consultant.

- Graduates of the Object Oriented Software Developer program have a 91% employment rate.

Student success

Students with higher grades usually experience more success in SAIT programs. This is an intensive program requiring a commitment of both time and energy; students who experience success are those who make their education a priority throughout the program.

Credentials and Accreditation

After successfully completing this program, graduates will receive a SAIT certificate in Object Oriented Software Developer.

Progression

Students must attain a PGPA and/or a CGPA of 2.0 or better in each semester and pass the necessary prerequisite courses to progress through the program. To qualify for graduation, students must pass all courses, attain a CGPA of 2.0 or better and complete course requirements within the prescribed timelines.

Admission requirements

- At least 60% in English Language Arts 30-1 or English Language Arts 30-2 or equivalent, OR,
- A minimum of two years post-secondary education from a recognized university, institute or college.
- All applicants must demonstrate English Language Proficiency prior to admission, including students educated in Canada.

Due to the tight integration of the courses in the Object Oriented Software Developer (OOSD) program, credit for Prior Learning is not available.

Competitive entry: seven step process

Step 1: Read the program information to see the qualities needed for student success.

Step 2: Ensure that you meet all of the admission requirements listed above.

Step 3: Review the selection information to understand the process and deadlines

Applications and proof of the admission requirements (transcripts and/or anticipated final grades) along with all supporting documents must be submitted to be included in selection.

Selection is done on a continuous basis and is based on the following criteria:

- Current resumé outlining previous education and experience.
- ICT Fast-Track Career and Program Investigation form. This form will be emailed to you once you have applied. It will be scored to determine suitability for the program; please be detailed and thorough.
- A photocopy of your educational transcripts and any other supporting documents.
- Proof of previous computer programming and/or relational database experience. Transcripts, substantial industry experience or certifications will be considered. An introductory computer programming course such as CMPP-205 Introduction to Programming in C may be required.
- Attend a mandatory selection appointment once the above documents have been submitted and scored by the department. Telephone appointments can be scheduled for out-of-town applicants.
- The final decision for acceptance into the program will be determined by the Academic Chair.

Step 4: Apply to Object Oriented Software Development and submit your transcripts.

Step 5: Log in to mySAIT.ca to check your admission status. If eligible, your status will indicate that you're "In Selection."

Step 6: Submit your resumé, Career and Program Investigation form and transcripts.

- Send your documentation to the School of ICT Fast-Track office by email to fast-track@sait.ca or fax to 403.210.4523.

Step 7: Continue to monitor changes to your application status through mySAIT.ca.

Failure to meet anticipated final grades will result in offers being rescinded.

Communication during selection

Email is the primary source of communication during the selection process. Ensure your personal email account is managed appropriately to receive our emails, files and communications.

We recommend you add fast-track@sait.ca and the sait.ca domain to your safe senders list or you risk missing critical email messages.

Ideal applicant

The ideal candidate for the Object Oriented Software Development (OOSD) program will have an aptitude for logistical reasoning and reasoning with symbols and objects. You are versed in procedural logic and understand complex relationships beyond the three-dimensional. You are capable of learning independently and enjoy self-directed study. Most importantly, you possess previous work experience or education in computer programming.

Costs

Tuition (subject to change)

- Please refer to the Tuition and Fee Table.
- International students, please refer to International Student Fees.
- For student funding, please refer to Financial Assistance.

Books and supplies (subject to change)

- The tuition fee includes all course materials, student fees and access to appropriate technology.
- A $400 security deposit to use a SAIT issued laptop.

Program outline

32 week Fast-track

CMPP 264 – Java Programming for OOSD	3 credits
CMPS 207 – Operating Systems and Networks	3 credits
CPLN 240 – Career Planning and Management	1.5 credits
CPRG 200 – Rapid Application Development for OOSD	3 credits
CPRG 208 – Security for Developers	1.5 credits
CPRG 210 – Web Application Development	3 credits
CPRG 212 – Database Development	3 credits
CPRG 214 – .NET Web Applications	1.5 credits
CPRG 220 – Open Source Web Applications	1.5 credits
OBOR 350 – Object Oriented Practicum	3 credits
PROJ 207 – Threaded Project for OOSD	3 credits
PROJ 216 – Software Project Concepts	1.5 credits
Total credits	**28.5**

Transfer options

Through SAIT transfer agreements and institution partnerships, graduates of this program may be eligible for credit at the following universities and colleges:

- Rocky Mountain College
- SAIT

To learn more, visit Transfer options on sait.ca.

Transfer options may also be available at other post-secondary institutions where credits from SAIT programs are evaluated on an individual basis. Interested students should contact the post-secondary institute of their choice for more information.

SAIT Southern Alberta Institute of Technology

Office Professional

- **One-year certificate**
- **Fall start**
- **Full-time classroom**

Contact us

School of Business
Phone: 403.284.8485
Email: business.advising@sait.ca

Program description

Open the door to a fast-paced office career with the one-year Office Professional certificate. Learn to communicate in an office setting, understand common office procedures and use technology to organize business information. You practice collaboration and teamwork to complete a variety of business tasks.

You can graduate with several Microsoft Office certifications, demonstrating your essential skills in word processing, spreadsheet, email and presentation software. When you graduate, you can launch your office professional career or apply to the second year of SAIT's Administrative Information Management diploma.

Program overview

Your career

Graduates are well prepared to take on entry-level administrative roles such as administrative assistant, office assistant, office administrator, mail and message distribution clerk and more – in a variety of organizations and industries.

Student success

To achieve success in this program, students should:

- Attend and actively participate in class
- Spend approximately six hours per week on each course outside of regular class time
- Be familiar with the use of a Windows-based computer and have basic skills in Microsoft Office
- Be prepared to work in teams
- Become familiar with and adhere to SAIT's academic policies

Also, students who are engaged and take advantage of SAIT services and resources usually experience more success in SAIT's programs

Credentials and Accreditation

After successfully completing this program, graduates will receive a one year SAIT Office Professional certificate.

Professional Designations and Certifications

Students have the opportunity to write up to four Microsoft Office Specialist certification exams in this program:

- Word Specialist
- Excel Specialist
- PowerPoint Specialist
- Outlook Specialist

Additional certifications can be earned in the second year of the Administrative Information Management diploma

Progression

Students must attain a PGPA and/or a CGPA of 2.0 or better in each semester and pass the necessary prerequisite courses to progress through the program. To qualify for graduation, students must pass all courses, attain a CGPA of 2.0 or better and complete course requirements within the prescribed timelines.

Admission requirements

At least 50% in the following courses or their equivalents:

- Math 10C or Math 20-3 or Pure Math 10 or Applied Math 10, AND,
- English Language Arts 30-1 or English Language Arts 30-2
- All applicants to SAIT must demonstrate English Language Proficiency prior to admission, including students educated in Canada.

Direct entry: four step process

Step 1: Read the program information to see the qualities needed for student success.

Step 2: Ensure that you meet all of the admission requirements listed above.

Step 3: Apply to Office Professional and submit your transcripts and/or anticipated final grades.

- Admission will be extended on a first-qualified, first-offered basis until the program is full.

Step 4: Continue to monitor changes to your application decision through mySAIT.ca.

Costs

Tuition (subject to change)

- Please refer to the Tuition and Fee Table.

- International students, please refer to International Student Fees.

- For student funding, please refer to Financial Assistance.

Books and supplies (subject to change)

- Books and supplies are approximately $1,400.

- There is a $400 refundable security deposit required for the use of the laptop.

Program outline

First year
Semester 1

OADM 211 – Business Studies	3 credits
BCMP 220 – Business Software Foundations	3 credits
BCMP 270 – Presentation Software	3 credits
AMAT 240 – Applied Mathematics for Business	3 credits
COMN 220 – Communication and Presentation Skills	3 credits

Semester 2

OADM 257 – Office Administration	3 credits
BCMP 215 – Collaborative Software and Technologies	3 credits
BCMP 250 – Word Processing Essentials	3 credits
BCMP 260 – Spreadsheet Essentials	3 credits
COMN 280 – Communication and Presentation Skills II	3 credits
Total credits	30

SAIT Southern Alberta Institute of Technology

Petroleum Engineering Technology

- **Two-year diploma**
- **Fall start**
- **Full-time classroom**

Contact us

MacPhail School of Energy
Phone: 403.284.8451
Email: energy.info@sait.ca

Program description

Want a career you can really dig? In the Petroleum Engineering Technology program you'll be trained in all areas of the upstream petroleum industry, including exploration, field operations, drilling, economic analysis, and reserves determination. From the office to the field, graduates will ultimately be responsible for many of the technical activities involved in the production of oil and gas.

Program overview

Your career

Graduates find work as petroleum engineering technologists in the upstream oil and gas industry in areas such as exploration and development, field operations, drilling, computer applications, economic analysis and reserves determination.

- Graduates of the Petroleum Engineering Technology program have a 90% employment rate.

Student success

Students who achieve success in this program generally have higher high school grades or recent upgrading courses. Math 31 (Calculus) is an asset for students interested in this program.

Credentials and Accreditation

After successfully completing this program, graduates will receive a SAIT diploma in Petroleum Engineering Technology.

Accreditation

The program is nationally accredited by Technology Accreditation Canada and Canadian Council of Technicians and Technologists at the technologist level.

Graduates are eligible for membership in the following professional associations: The Association of Science and Engineering Technology Professionals in Alberta (ASET).

Progression

Students must attain a PGPA and/or a CGPA of 2.0 or better in each semester and pass the necessary prerequisite courses to progress through the program. To qualify for graduation, students must pass all courses, attain a CGPA of 2.0 or better and complete course requirements within the prescribed timelines.

Admission requirements

Completion of the following courses or equivalents:

- At least 60% in Math 30-1 or Pure Math 30, or at least 75% in Math 30-2, AND,
- At least 60% in English Language Arts 30-1 or 75% English Language Arts 30-2, AND,
- At least 60% in Chemistry 30, AND,
- At least 60% in Physics 20.

All applicants must demonstrate English Language Proficiency prior to admission, including students educated in Canada.

Direct entry: four step process

Step 1: Read the program information to see the qualities needed for student success.

Step 2: Ensure that you meet all of the admission requirements listed above.

Step 3: Apply to Petroleum Engineering Technology and submit your submit your transcripts and/or anticipated final grades.

- Admission will be extended on a first-qualified, first-offered basis until the program is full.

Step 4: Continue to monitor changes to your application decision through mySAIT.ca.

Costs

Tuition (subject to change)

- Please refer to the Tuition and Fee Table.
- International students, please refer to International Student Fees.
- For student funding, please refer to Financial Assistance.

Books and supplies (subject to change)

- Books and supplies are approximately $1,800 in the First year and $1,200 in the Second year.

Program outline

First Year
Semester 1 -Fall

- CHEM-232 Petroleum Engineering Chemistry   1.5 credits
- PTPR-207 Fundamentals of Petroleum Operations   3 credits
- COMP-254 Petroleum Computer Applications   1.5 credits
- MATH-238 Math for Engineering & Technology I   3 credits
- GEOL-246 Physical Geology   3 credits
- COMM-256 Professional Communication and Presentations   3 credits

Semester 2 – Winter

- PETR-215 Applied Petroleum Fluid Mechanics   3 credits
- RESR-252 Fundamentals of Reservoir Engineering Technology   3 credits
- DRLG-266 Fundamentals of Drilling   3 credits
- PTPR-250 Surface Production Operations   1.5 credits
- MATH-288 Math for Engineering & Tech II   3 credits
- GEOL-256 Petroleum Geology   1.5 credits

	Semester 2 Total	15 credits

Second Year
Semester 3 – Fall

- DRLG-304 Advanced Well Design   1.5 credits
- PETR-315 Petroleum Engineering Mechanics   3 credits
- PROJ-336 Petroleum Management   3 credits
- STAT-245 Statistics for Engineering & Tech I   3 credits
- PTPR-322 Sub-surface Production Operations   1.5 credits
- RESR-335 Intermediate Reservoir Engineering Technology 3 credits

Semester 4 – Winter

- PROJ-310 Petroleum Industry Project   1.5 credits
- DRLG-356 Well Programming and Operations Monitoring   3 credits
- ENVS-363 HS & E for Petroleum Operations   3 credits
- GEOL-366 Advanced Petroleum Geology   1.5 credits
- PTPR-360 Well Stimulations and Completions   3 credits
- RESR-350 Advanced Reservoir Engineering Technology   3 credits

Transfer options

Through SAIT transfer agreements and institution partnerships, graduates of this program may be eligible for credit at the following universities and colleges:

- Memorial University of Newfoundland (The Marine Institute)
- Montana Tech
- University of Calgary
- University of Wyoming

To learn more, visit Transfer options on sait.ca.

Transfer options may also be available at other post-secondary institutions where credits from SAIT programs are evaluated on an individual basis. Interested students should contact the post-secondary institute of their choice for more information.

SAIT Southern Alberta Institute of Technology

Petroleum Land Administration

- **Four-month certificate**
- **Fall and winter start**
- **Full-time classroom or online**

Contact us

MacPhail School of Energy
Phone: 403.284.8451
Email: energy.info@sait.ca

Program description

Petroleum Land Administration teaches the basics of petroleum land administration. Students learn to review and interpret land contracts and agreements, including leases, transfers, joint venture agreements and other land-related correspondence. Our unique lease record-keeping course is designed to give students practical, relevant expertise in a computer lab utilizing land system software.

Program overview

Your career

Graduates of this program find employment as land administrators managing records concerning freehold, Crown, Board Order and aboriginal lands. Entry-level land administrators may hold positions such as Petroleum Land Administrators, Land Clerks, Operations File Clerk and Assistant Administrators to Managers, Public Land officers, Analysts and Land Consultants.

- Graduates of the Petroleum Land Administration program have a 82% employment rate.

Student success

Please contact the department for information.

Credentials and Accreditation

After successfully completing this program, graduates will receive a SAIT certificate in Petroleum Land Administration.

Accreditation

There are no formal accreditation arrangements at this time. Please contact the MacPhail School of Energy for more information.

Note: This program is eligible for the Canada-Alberta Job Grant.

Progression

Students must attain a PGPA and/or a CGPA of 2.0 or better in each semester and pass the necessary prerequisite courses to progress through the program. To qualify for graduation, students must pass all courses, attain a CGPA of 2.0 or better and complete course requirements within the prescribed timelines.

Admission requirements

All applicants must demonstrate English Language Proficiency prior to admission, including students educated in Canada.

Direct entry: four step process

Step 1: Read the program information to see the qualities needed for student success.

Step 2: Ensure that you meet all of the admission requirements listed above.

Step 3: Apply to Petroleum Land Administration and submit your transcripts and/or anticipated final grades.

- Admission will be extended on a first-qualified, first-offered basis until the program is full.

Step 4: Continue to monitor changes to your application decision through mySAIT.ca.

Costs

Tuition (subject to change)

- Please refer to the Tuition and Fee Table.
- International students, please refer to International Student Fees.
- For student funding, please refer to Financial Assistance.

Books and supplies (subject to change)

- Course materials are included in the tuition for full-time students only.
- All students will need access to the Internet to fully participate in these courses.

Program outline

LAND 210 – Land Practices Introduction	1.5 credits
LAND 212 – Mineral Lease Documentation	3 credits
LAND 213 – Contract Documentation	3 credits
LAND 218 – Lease Record Keeping	3 credits
LAND 240 – Surface Land Practices	3 credits
PETR 211 – Petroleum Industry – Introduction	1.5 credits
Total credits	15

Pharmacy Assistant

- **Five-month certificate**
- **Fall and winter start**
- **Full-time classroom**
- **Includes a retail pharmacy practicum**

Contact us

School of Health and Public Safety
Phone: 403.284.8500
Email: hps.info@sait.ca

Program description

As our population grows and ages, there is a vital need for trained professionals to provide pharmacy-related assistance. This program trains students to become knowledgeable and skilled pharmacy assistants. Theory is taught in class and practiced in the laboratory. A 160-hour retail fieldwork practicum completes the training. The pharmacy assistant is responsible for receiving prescriptions, preparing drugs, undertaking clerical and computer duties, managing inventory and providing customer service.

Pharmacy assistants must always work directly under the supervision and guidance of the pharmacist and/or pharmacy technician. They allow the pharmacist to spend more time with the client in his or her care.

In this five-month certificate program, students spend approximately 16 hours per week on campus in theory-based courses and laboratory practice. Course content in the first semester includes pharmacy concepts, pharmaceutical calculations, body systems and pharmaceutical implications and order processing, as well as professional standards and workplace communications. In the second semester, students complete their practicum in a community retail pharmacy to gain competency integrating theoretical knowledge with dispensing practice and customer service.

Students must have a personal computer and access to the Internet. Most classes are taught at SAIT, but some require online access. All courses require additional self-study.

Program overview

Your career

Graduates may work in community-based retail pharmacies. Opportunities also exist in hospital pharmacies and long-term care facilities as pharmacy assistants.

Student success

Students with higher secondary or post-secondary marks usually experience greater success in SAIT's programs.

Students who experience success in this program have effective communication skills in English.

Pharmacy assistants are detail oriented in the care they provide and enjoy working in a team environment.

As keyboarding and basic computer skills are not taught in this program, students are expected to be proficient in these areas prior to admission. We strongly recommend that the student have a typing speed of 35 wpm or better.

Credentials and Accreditation

After successfully completing this program, graduates will receive a SAIT Pharmacy Assistant certificate.

Accreditation

There are no formal accreditation arrangements at this time.

Progression

Students must attain a PGPA and/or a CGPA of 2.0 or better in each semester and pass the necessary prerequisite courses to progress through the program. To qualify for graduation, students must pass all courses, attain a CGPA of 2.0 or better and complete course requirements within the prescribed timelines.

Admission requirements

Completion of the following courses or equivalents with an overall average of at least 60%:

- Math 30-1 or Math 30-2 or Pure Math 30 or Applied Math 30, AND,
- English Language Arts 30-1 or English Language Arts 30-2.
- All applicants must demonstrate English Language Proficiency prior to admission, including students educated in Canada.

Competitive entry: six step process

Step 1: Read the program information to see the qualities needed for student success.

Step 2: Ensure that you meet all of the admission requirements listed above.

Step 3: Review the selection information to understand the process and deadlines

- Applications and proof of the admission requirements (transcripts and/or anticipated final grades) along with all supporting documents must be submitted to be included in selection.
- Applications will be reviewed on a continuous basis, and there will be 32 seats offered each intake.
- In the selection process, qualified applicants will be academically ranked based on admission requirements. Seats will be offered accordingly.

Step 4: Apply to Pharmacy Assistant and submit your transcripts.

SAIT Southern Alberta Institute of Technology

Step 5: Log in to mySAIT.ca to check your admission status. If eligible, your status will indicate that you're "In Selection."

Step 6: Continue to monitor changes to your application status through mySAIT.ca.

Failure to meet anticipated final grades will result in offers being rescinded.

Communication during selection

Email is the primary source of communication during the selection process. Ensure your personal email account is managed appropriately to receive our emails, files and communications. We recommend you add hps.info@sait.ca and the sait.ca domain to your safe senders list or you risk missing critical email messages.

Practicum requirements

The School of Health and Public Safety has many practica partners located within Alberta and across Canada. Practicum placements in Calgary are limited and students may be required to relocate outside of Calgary for practicum.

Successful candidates will be informed of the allocation of their practicum placement by the program. There is no guarantee that students will be placed at their desired practicum location. Special considerations of personal circumstances will not be given in regards to assigning practicum placements. Students will be responsible for fees associated with practicum such as relocation and travel costs.

In compliance with the practica agreements with our clinical partners, successful candidates will be requested to provide proof of the following requirements:

- **Security Clearance:** According to the Protection for Persons in Care Act, our practica sites require that students obtain a Police Information Check including Vulnerable Sector Check, prior to going on practicum. Any criminal code offence for which a pardon has not been received may be a deterrent to a student's entry into practicum, and therefore will result in an uncompleted program or non-graduating status. Successful candidates will be asked to provide a clear Police Information Check including Vulnerable Sector Check record to the School of Health and Public Safety main office by orientation day. Please review the security clearance process document for specific details. Be aware that record must be dated no earlier than 90 days prior to your program orientation day (typically orientation day is held the week prior to the first day of class).

- **Health and Wellness Status:** Due to the demanding nature of the work in the health care field and Occupational Health and Safety requirements, the health care field has a strong focus on health and wellness. Students with a medical condition or disability that may impact them in a practicum setting are strongly advised to discuss concerns with the program academic chair and/or SAIT Accessibility Services as soon as possible upon acceptance into the program. Please review the attached document for guidance on entering an allied health program with a medical condition or disability.

More details on the practica requirements per program are outlined on a pre-orientation website for successful candidates.

Costs

Tuition (subject to change)

- Please refer to the Tuition and Fee Table.
- International students, please refer to International Student Fees.
- For student funding, please refer to Financial Assistance.

Books and supplies (subject to change)

- Students are responsible for any additional expenses related to their practicum including relocation costs to practicum sites outside of Calgary.
- There is a fee associated with obtaining a police information check including Vulnerable Sector Check and is payable to the Police or the Royal Canadian Mounted Police (RCMP.)
- Books and supplies are approximately $500.
- Students must have a personal computer and access to the Internet. Most classes are taught at SAIT, but some require online access. All courses require additional self study.

Program outline

Semester 1

PHAR 203 – Pharmacy Concepts	1.5 credits
PHAR 204 – Pharmaceutical Calculations	1.5 credits
PHAR 211 – Assistive Devices	1.5 credits
PHAR 212 – Order Processing 1	1.5 credits
PHAR 214 – Body Systems and Pharmaceutical Implications 1	1.5 credits
PHAR 223 – Order Processing 2	1.5 credits
PHAR 227 – Body Systems and Pharmaceutical Implications 2	1.5 credits
PHAR 232 – Professional Standards and Ethics	1.5 credits
PHAR 234 – Order Processing 3	1.5 credits
PHAR 236 – Body Systems and Pharmaceutical Implications 3	1.5 credits
PHAR 247 – Compounding & Inventory Management	1.5 credits
PHAR 248 – Body Systems & Pharmaceutical Implications 4	1.5 credits
PROF 240 – Healthcare Professionalism	1.5 credits

Semester 2

PRAC 213 – Practicum	3 credits
Total credits	22.5

Power and Process Operations

- **Eight-month certificate**
- **Fall start**
- **Full-time classroom**

Contact us

MacPhail School of Energy
Phone: 403.284.8451
Email: energy.info@sait.ca

Program description

Power and Process Operations is an 8-month program that trains students for careers as operators, responsible for the daily safe running of processing equipment at oil and gas facilities. The program consists of both classroom and laboratory study, and prepares students to become fourth class Power Engineers through ABSA.

Program overview

Your career

Graduates find work in process operations as plant, battery, process and field operators and are often employed in processing industries such as petrochemical, fertilizer, pulp and paper, natural gas processing, metallurgical, petroleum refining, and food and beverage production. Currently most job opportunities for process operators often involve shift work at remote locations.

Student success

A grade 12 equivalent is recommended to increase employment opportunities. Applicants should be physical agile, have good hearing, and be capable of lifting 45-kilogram chemical sacks. Students with serious colour vision defects or who suffer from claustrophobia or fear of heights may have trouble with certain aspects of instruction and may experience problems securing employment.

Credential

After successfully completing this program, graduates will receive a SAIT certificate in Power and Process Operations.

Accreditation

This program is integrated with the Alberta Boilers Safety Association (ABSA) Certification System. Graduates are eligible to write the new Alberta Boilers Branch Fourth-Class certification exam.

Graduates are eligible for membership in the following professional associations:

- Alberta Boilers Safety Association (ABSA)
- Institute of Power Engineers (IPE)
- International Pressure Equipment Integrity Association (IPEIA))
- National Association Corrosion Engineers (NACE)

Progression

Students must attain a PGPA and/or a CGPA of 2.0 or better in each semester and pass the necessary prerequisite courses to progress through the program. To qualify for graduation, students must pass all courses, attain a CGPA of 2.0 or better and complete course requirements within the prescribed timelines.

Admission requirements

Completion of the following courses or equivalents:

- At least 60% in Math 30-1 or Pure Math 30, or at least 75% in Math 30-2, Math 30-3 or Applied Math 30,
- At least 60% in English Language Arts 30-1 or 75% in English Language Arts 30-2.
- All applicants must demonstrate English Language Proficiency prior to admission, including students educated in Canada.

Direct entry: four step process

Step 1: Read the program information to see the qualities needed for student success.

Step 2: Ensure that you meet all of the admission requirements listed above.

Step 3: Apply to Power and Process Operations and submit your transcripts and/or anticipated final grades.

- Admission will be extended on a first-qualified, first-offered basis until the program is full.

Step 4: Continue to monitor changes to your application decision through mySAIT.ca.

Reserved Seats

Four seats are reserved for applicants who have completed and obtained a minimum of 70% in each of the following Career and Technology Studies courses:

1. PRS1010 – Overview of Alberta Geology
2. PRS1020 – Non-renewable Resources
3. PRS1060 – Consumer Products and Services
4. PRS2030 – Non-Conventional Hydrocarbon Exploration
5. PRS2060 – Refining Hydrocarbons

Costs

Tuition (subject to change)

- Please refer to the Tuition and Fee Table.
- International students, please refer to International Student Fees.
- For student funding, please refer to Financial Assistance.

Books and supplies (subject to change)

- Students are responsible for living and transportation costs and personal protective equipment while in industrial training at plant sites, some remote from Calgary.

- Additional fees of approximately $100 are required for courses such as H2S Alive and CPR, as well as living and traveling expenses associated with industrial training.

- Books and supplies are approximately $900.

Program outline

Semester 1

COMM 201 – Industrial Communications	1.5 credits
ENVS 221 – Safety and Environment Protection	1.5 credits
PROP 262 – Process Operations I	3 credits
COMP 261 – Microsoft Office: An Introduction	1.5 credits
THRM 224 – Thermodynamics	1.5 credits
PWEN 285 – Basic Plant Operations I	6 credits

Semester 2

MACH 226 – Workshop Practices	1.5 credits
PROP 266 – Process Operations II	3 credits
COMM 352 – Communicating in the Workplace	1.5 credits
PROP 270 – Unit Operations	1.5 credits
CHEM 233 – Chemistry and Corrosion	1.5 credits
PWEN 284 – Basic Plant Operations II	6 credits
Total credits	30

Power Engineering Technology

- **Two-year diploma**
- **Fall start**
- **Full-time classroom**

Contact us

MacPhail School of Energy
Phone: 403.284.8451
Email: energy.info@sait.ca

Program description

Get yourself an empowering career. Power Engineering certification is from fifth class to first class, and there is a program available at SAIT to train you at all levels! Our Power Engineering Technology diploma arms you with the skills to become a third class power engineer responsible for controlling large, complex power and process systems, and performing production work in the operation and development of large-scale energy projects.

Program overview

Your career

Graduates find work as plant operators, design assistants, research and development assistants and process operators in the petroleum, power, petrochemical, refining, and pulp and paper industries. Opportunities also exist for positions in field and design offices and mechanical or industrial sales outlets.

Student success

Manual dexterity and mechanical ability is helpful. Students should be aware that colour blind testing may be required by some employers. Eighty per cent attendance is a requirement to successfully complete the program. Successful students will have the ability to gather technical information and use it to troubleshoot large electromechanical systems.

Accreditation

This program has been nationally accredited by Technology Accreditation Canada.

Progression

Students must attain a PGPA and/or a CGPA of 2.0 or better in each semester and pass the necessary prerequisite courses to progress through the program. To qualify for graduation, students must pass all courses, attain a CGPA of 2.0 or better and complete course requirements within the prescribed timelines.

Admission requirements

Completion of the following courses or equivalents:

- At least 60% in Math 30-1 or Pure Math 30, or at least 75% in Math 30-2, AND,
- At least 60% in English Language Arts 30-1 or 75% in English Language Arts 30-2, AND,
- At least 60% in Physics 30.
- All applicants must demonstrate English Language Proficiency prior to admission, including students educated in Canada.

Direct entry: four step process

Step 1: Read the program information to see the qualities needed for student success.

Step 2: Ensure that you meet all of the admission requirements listed above.

Step 3: Apply to Power Engineering Technology and submit your transcripts and/or anticipated final grades.

- Admission will be extended on a first-qualified, first-offered basis until the program is full.

Step 4: Find out how to monitor your application status after you apply.

Reserved seats

Eight seats are reserved for applicants who have completed and obtained a minimum of 70% in each of the following Career and Technology Studies courses:

1. PRS1010 – Overview of Alberta Geology
2. PRS1020 – Non-renewable Resources
3. PRS1060 – Consumer Products and Services
4. PRS2030 – Non-Conventional Hydrocarbon Exploration
5. PRS2060 – Refining Hydrocarbons

Costs

Tuition (subject to change)

- Please refer to the Tuition and Fee Table.
- International students, please refer to International Student Fees.
- For student funding, please refer to Financial Assistance.

Books and supplies (subject to change)

- Books and supplies are approximately $1,800 for the First year and $1,200 for the Second year.

Program outline

First year
Semester 1

- COMP 261 – Microsoft Office: An Introduction — 1.5 credits
- SFTY 215 – Safety and Environment — 1.5 credits
- MATH 238 – Mathematics for Engineering and Technology I — 3 credits
- PENG 201 – Power Theory I — 3 credits
- PENG 203 – Power Lab I — 3 credits
- THRM 208 – Thermodynamics I Theory — 3 credits

Semester 2

- COMM 238 – Technical Communications I — 3 credits
- ELCT 254 – Electrical and Controls I — 1.5 credits
- PWEN 282 – Unit Operations — 1.5 credits
- PENG 251 – Power Theory II — 3 credits
- PENG 253 – Power Lab II — 3 credits
- THRM 258 – Thermodynamics II Theory — 3 credits

Second year
Semester 3

- AMEC 306 – Applied Mechanics I — 3 credits
- ELCT 304 – Electrical and Controls 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
- MATH 288 – Mathematics for Engineering and Technology II — 3 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
- THRM 359 – Thermodynamics II Lab — 1.5 credits
- THRM 357 – Thermodynamics IV Theory — 3 credits
- PROJ 351 – Power Engineering Technology Capstone Project — 3 credits

Total credits	61.5

Transfer options

Through SAIT transfer agreements and institution partnerships, graduates of this program may be eligible for credit at the following universities and colleges:

- Athabasca University
- Thompson Rivers University
- University of Calgary

To learn more, visit Transfer options on sait.ca.

Transfer options may also be available at other post-secondary institutions where credits from SAIT programs are evaluated on an individual basis. Interested students should contact the post-secondary institute of their choice for more information.

Pre-Employment Automotive Service Technician

- **12-week certificate**
- **Summer start**
- **Full-time classroom**

Contact us

School of Transportation
Phone: 403.284.8471
Email: transportation.info@sait.ca

Program description

This 12-week program provides an alternative entry into the automotive repair industry. Acquire the skills to perform preventative maintenance, basic diagnosis, and repairs on cars and light-duty trucks. You will learn about the systems in today's vehicles utilizing state-of-the-art tools and equipment.

Hands-on practice includes: safety and tools; alignments; suspension and steering; brake service; electrical; and basic maintenance.

Industry Work Experience

You will have the opportunity to work in industry and gain valuable experience in an operational shop.

Program overview

Your career

With your hands-on experience, you will be ready to work in an entry-level position in the automotive industry. After you become an indentured apprentice, you will complete the remaining technical training and work hours required to become an Automotive Service Technician Alberta journeyperson. Potential career progression includes advancement to shop foreman, service manager and other management positions in the automotive industry.

Student success

Students with higher secondary or post-secondary marks usually experience greater success in SAIT programs. Students who have taken automotive mechanics in high school may experience greater success in the Pre-Employment Automotive Service Technician program.

Credentials and Accreditation

After successfully completing this program, graduates will receive a SAIT Certificate and have completed the first period Automotive Service Technician apprenticeship technical training. Graduates may be eligible to write the first period Alberta Trades Qualification exam.

Progression

Students must attain a PGPA and/or a CGPA of 2.0 or better in each semester and pass the necessary prerequisite courses to progress through the program. To qualify for graduation, students must pass all courses, attain a CGPA of 2.0 or better and complete course requirements within the prescribed timelines.

Admission requirements

The entrance requirements will be at least 50% in the following courses or equivalents:

- English Language Arts 30-1 or English Language Arts 30-2, AND
- Math 20-1 or Math 20-2 or Math 20-3 or Pure Math 20 or Applied Math 20, AND
- One Grade 11 Science.
- All applicants must demonstrate English Language Proficiency prior to admission, including students educated in Canada.

Direct entry: four step process

Step 1: Read the program information to see the qualities needed for student success.

Step 2: Ensure that you meet all of the admission requirements listed above.

Step 3: Apply to Pre-Employment Automotive Service Technician and submit your transcripts and/or anticipated final grades.

- Admission will be extended on a first-qualified, first-offered basis until the program is full.

Step 4: Continue to monitor changes to your application decision through mySAIT.ca.

Costs

Tuition (subject to change)

- Please refer to the Tuition and Fee Table.
- International students, please refer to International Student Fees.
- For student funding, please refer to Financial Assistance.

Books and supplies (subject to change)

- A basic tool kit is required. The required tools will cost approximately $1,500 – $2,000 depending on the quality and brand of tools chosen.
- Membership to the SAIT wellness centre — including an ice arena, swimming/diving pool, gymnasium, squash and racquetball courts and weight room is available at a discounted rate.
- Books are approximately $150.
- Required personal protection equipment (steel-toed boots, coveralls and safety glasses) will cost approximately $300.

Program outline

-	MOTR 202 – Automotive Related Subjects	1.5 credits
-	MOTR 220 – Automotive Shop I	6 credits
-	MOTR 221 – Automotive Theory IA	3 credits
-	ELTR 200 – Automotive Electrical	1.5 credits
	Total credits	12

SAIT Southern Alberta Institute of Technology

Pre-Employment Cabinetmaker

- **12-week certificate**
- **Fall and winter start**
- **Full-time classroom**

Contact us

School of Construction
Phone: 403.284.8367
Email: construction.preemp@sait.ca

Program description

Learn what it takes to build and repair wood components, furniture, fixtures and cabinetry. Cabinetmakers have the ability to produce custom-made wood products. They draw diagrams and read specification, layouts and patterns for unique projects using wood and wood components. This 12-week program covers all course material received by a first year cabinetmaker apprentice, plus additional hands-on skills and safety training. The program prepares students to enter the workforce and become an apprentice. On successful completion of the program, there is an option to write the first year Cabinetmaker apprenticeship exam.

Program overview

Your career

Graduates of the Pre-Employment Cabinetmaker program have a 95% employment rate.

Credentials and Accreditation

Upon successful completion of the program, students will receive a SAIT Certificate and may be eligible to challenge the written and practical exams for first-year Apprenticeship.

Progression

Students must attain a PGPA and/or a CGPA of 2.0 or better in each semester and pass the necessary prerequisite courses to progress through the program. To qualify for graduation, students must pass all courses, attain a CGPA of 2.0 or better and complete course requirements within the prescribed timelines.

Admission requirements

Successful completion of the following courses or equivalents:

- Math 10C, Math 10-3, Pure Math 10, or Applied Math 10, AND,
- English Language Arts 10-1 or English Language Arts 10-2
- All applicants must demonstrate English Language Proficiency prior to admission, including students educated in Canada.
- A pass mark in the SAIT Admission Examination (level 2) or equivalent is accepted in lieu of the above requirements.

Note: General Educational Development (GED) tests are not accepted in lieu of the admission requirements.

Direct entry: four step process

Step 1: Read the program information to see the qualities needed for student success.

Step 2: Ensure that you meet all of the admission requirements listed above.

Step 3: Apply to Pre-Employment Cabinetmaker and submit your transcripts and/or anticipated final grades.

- Admission will be extended on a first-qualified, first-offered basis until the program is full.

Step 4: Continue to monitor changes to your application decision through mySAIT.ca.

Costs

Tuition (subject to change)

- Books are approximately $350 in addition to tuition fees.
- Membership to the SAIT wellness centre — including an ice arena, swimming/diving pool, gymnasium, squash and racquetball courts and weight room is available at a discounted rate.

Books and supplies (subject to change)

- Please refer to the Tuition and Fee Table.
- International students, please refer to International Student Fees.
- For student funding, please refer to Financial Assistance.

Program outline

CBMK 220 – Cabinet Making Shop I		6 credits
CBMK 221 – Cabinet Making Theory I		3 credits
BLPR 239 – Cabinetmaking Blueprint Reading		1.5 credits
MATH 236 – Mathematics for Cabinetmaking		1.5 credits
Total credits		12

Transfer options

Through SAIT transfer agreements and institution partnerships, graduates of this program may be eligible for credit at the following universities and colleges:

- Alberta Apprenticeship and Industry Training
- Rocky Mountain College

To learn more, visit Transfer options on sait.ca.

Transfer options may also be available at other post-secondary institutions where credits from SAIT programs are evaluated on an individual basis. Interested students should contact the post-secondary institute of their choice for more information.

Pre-Employment Carpenter

- **12-week certificate**
- **Fall and winter start**
- **Full-time classroom**

Contact us

School of Construction
Phone: 403.284.8367
Email: construction.preemp@sait.ca

Program description

Carpenters work in many areas of construction. They are involved in residential, commercial, industrial or maintenance construction. Most carpenters are involved in reading blueprints, selecting materials and methods of work, measuring, cutting and joining materials. This 12-week program covers all course material received by a first year carpenter apprentice, plus additional hands-on skills and safety training necessary on an actual jobsite. The program will prepare the student to enter the workforce and become an apprentice. On successful completion of the program, there is an option to write the first year Carpenter apprenticeship exam.

Program overview

Your career

Graduates of the Pre-Employment Carpenter program have a 95% employment rate.

Credentials and Accreditation

Upon successful completion of the program, students will receive a SAIT Certificate and may be eligible to challenge the written and practical exams for first-year Apprenticeship.

Note: This program is eligible for the Canada-Alberta Job Grant

Progression

Students must attain a PGPA and/or a CGPA of 2.0 or better in each semester and pass the necessary prerequisite courses to progress through the program. To qualify for graduation, students must pass all courses, attain a CGPA of 2.0 or better and complete course requirements within the prescribed timelines.

Admission requirements

Successful completion of the following courses or equivalents:

- Math 10C, Math 10-3, Pure Math 10, or Applied Math 10, AND
- English Language Arts 10-1 or English Language Arts 10-2.
- All applicants must demonstrate English Language Proficiency prior to admission, including students educated in Canada.
- A pass mark in the SAIT Admission Examination (Level 2) or equivalent is accepted in lieu of the above requirements.

Note: General Educational Development (GED) tests are not accepted in lieu of the admission requirements.

Direct entry: four step process

Step 1: Read the program information to see the qualities needed for student success.

Step 2: Ensure that you meet all of the admission requirements listed above.

Step 3: Apply to Pre-Employment Carpenter and submit your transcripts and/or anticipated final grades.

- Admission will be extended on a first-qualified, first-offered basis until the program is full.

Step 4: Continue to monitor changes to your application decision through mySAIT.ca.

Costs

Tuition (subject to change)

- Please refer to the Tuition and Fee Table.
- International students, please refer to International Student Fees.
- For student funding, please refer to Financial Assistance.

Books and supplies (subject to change)

- Books are approximately $350 in addition to tuition fees.
- Membership to the SAIT wellness centre — including an ice arena, swimming/diving pool, gymnasium, squash and racquetball courts and weight room is available at a discounted rate.

Program outline

CSTN 201 – Carpentry Construction Theory		3 credits
CSTN 202 – Construction Laboratory I		6 credits
BLPR 214 – Carpentry Blueprint Reading		1.5 credits
MATH 249 – Mathematics for Carpentry		1.5 credits
Total credits		12

Transfer options

Through SAIT transfer agreements and institution partnerships, graduates of this program may be eligible for credit at the following universities and colleges:

- Alberta Apprenticeship and Industry Training
- Rocky Mountain College

To learn more, visit Transfer options on sait.ca.

Transfer options may also be available at other post-secondary institutions where credits from SAIT programs are evaluated on an individual basis. Interested students should contact the post-secondary institute of their choice for more information.

![SAIT Southern Alberta Institute of Technology logo]

Pre-Employment Electrician

- **12-week certificate**
- **Spring, fall and winter start**
- **Full-time classroom**

Contact us

School of Manufacturing and Automation
Phone: 403.284.8641
Email: ma.training@sait.ca

Program description

This 12-week, full-time program is designed to offer an alternate route to those looking to enter the Electrician trade. If you are struggling to find an employer willing to indenture you as an Electrician apprentice, this program may be right for you. This program covers all course materials received by a first-year Electrician apprentice, as well as additional basic wiring skills and safety training. The program prepares students to enter into an apprenticeship with hands-on skills and, upon successful completion of the program, to challenge the First year Electrician apprenticeship exam.

Program overview

Your career

Electricians play a critical role in many industries including mining, oil and gas extraction, construction, transportation and warehousing, manufacturing, and wholesale trade. Electricians in the construction industry can further specialize in residential (housing developments), commercial (office buildings), institutional (hospitals) and industrial (plants, factories) types of installations. They install, alter, repair and maintain electrical or live alarm systems designed to provide heat, light, power and controls for all types of buildings, structures and premises.

While on the job, they may perform some of the following duties:

- read and interpret electrical, mechanical, and architectural drawings and electrical code specifications to determine wiring layouts;
- cut, thread, bend, assemble, and install conduits and other types of electrical conductor enclosures and fittings;
- install distribution and control equipment such as switches, relays, circuit breaker panels, and fuse enclosures;
- install data cabling and test circuits to ensure integrity and safety;
- install and maintain fiber optic systems;
- install, replace, maintain, and repair renewable power sources and related equipment.

Graduates of the Pre-Employment Electrician program have a high employment rate.

Student success

AIT will recognize students who successfully complete this program. The students will have the opportunity to write the provincial level 1 Apprenticeship Trade Examination.

Credentials and Accreditation

Upon successful completion of the program, students will receive a SAIT Certificate and may be eligible to challenge the written and practical exams for first-year Apprenticeship.

Progression

Students must attain a PGPA and/or a CGPA of 2.0 or better in each semester and pass the necessary prerequisite courses to progress through the program. To qualify for graduation, students must pass all courses, attain a CGPA of 2.0 or better and complete course requirements within the prescribed timelines.

Admission requirements

Successful completion of the following courses or equivalents:

- Math 20-1, Math 20-2, Math 20-3, Pure Math 20, or Applied Math 20, AND,
- English Language Arts 20-1 or English Language Arts 20-2, AND,
- Science 10
- All applicants must demonstrate English Language Proficiency prior to admission, including students educated in Canada.
- A pass mark in the SAIT Admission Examination (level 5) or equivalent is accepted in lieu of the above requirements.

Note: General Educational Development (GED) tests are not accepted in lieu of the admission requirements.

Direct entry: four step process

Step 1: Read the program information to see the qualities needed for student success.

Step 2: Ensure that you meet all of the admission requirements listed above.

Step 3: Apply to Pre-Employment Electrician and submit your transcripts and/or anticipated final grades.

- Admission will be extended on a first-qualified, first-offered basis until the program is full.

Step 4: Continue to monitor changes to your application decision through mySAIT.ca.

Costs

Tuition (subject to change)

- Please refer to the Tuition and Fee Table.

- International students, please refer to International Student Fees.

- For student funding, please refer to Financial Assistance.

Books and supplies (subject to change)

- Books are approximately $500 in addition to tuition fees.

- The Apprenticeship exam fee is approximately $150 and will be coordinated within the first three weeks of the program.

- Membership to the SAIT wellness centre — including an ice arena, swimming/diving pool, gymnasium, squash and racquetball courts and weight room is available at a discounted rate.

Program outline

CODE 232 – Electrical Code I	3 credits
ELEC 230 – Electrician Theory I	6 credits
ELEC 231 – Electrician Laboratory I	3 credits
ELEC 245 – Electrician Practical Applications I	3 credits
Total credits	15

Transfer options

Through SAIT transfer agreements and institution partnerships, graduates of this program may be eligible for credit at the following universities and colleges:

- Alberta Apprenticeship and Industry Training

- Rocky Mountain College

To learn more, visit Transfer options on sait.ca.

Transfer options may also be available at other post-secondary institutions where credits from SAIT programs are evaluated on an individual basis. Interested students should contact the post-secondary institute of their choice for more information.

SAIT
Southern Alberta
Institute
of Technology

Pre-Employment Industrial Mechanic (Millwright)

- **12-week certificate**
- **Fall and winter start**
- **Full-time classroom**

Contact us

School of Manufacturing and Automation
Phone: 403.284.8641
Email: ma.training@sait.ca

Program description

This 12-week program is designed to offer an alternative route to those looking to enter the Industrial Mechanic (Millwright) trade. This program covers all course materials received by a first-year Industrial Mechanic (Millwright) apprentice.

Students in this program will be provided the opportunity to install, troubleshoot, repair and maintain industrial equipment. Students will gain knowledge such as machining, machine assembly, blueprint reading, rigging and hoisting, bearings, power transmissions, machine alignment, drive systems, welding techniques and use of precision measurement tools and testing equipment.

The program prepares students to enter into an apprenticeship with hands-on skills. Upon successful completion of the program, students will qualify to challenge the first-year Industrial Mechanic (Millwright) apprenticeship exam.

Program overview

Career Opportunities

Industrial Mechanics (Millwright) are exposed to the duties involved in a variety of other trades, and therefore can be good candidates for promotion to supervisory and superintendent positions. Industrial Mechanics (Millwright) may find work in a wide variety of industries including: oil and gas, construction, manufacturing, materials handling, and ski lift maintenance.

If you choose a career as an Industrial Mechanic (Millwright), you'll need the following characteristics:

- Problem-solving capabilities
- Physical strength and stamina
- Good hand-eye coordination and manual dexterity
- The ability to visualize a layout by looking at plans and blueprints
- The ability to troubleshoot mechanical systems
- Analytical and ability to work to precise measurements
- Enjoy working with your hands

Areas of Study

- Machine Shop
- Trades math
- Power transmission
- Compressors
- Welding
- Rigging and hoisting
- Machine alignment
- Blueprint reading
- Lubrication

Student success

Upon successful completion of the program, you may be eligible to register as an apprentice in the Industrial Mechanic (Millwright) program, once you find employment.

Credentials and Accreditation

Upon successful completion of the program, students will receive a SAIT Certificate and may be eligible to challenge the written and practical exams for first-year Apprenticeship.

Progression

Students must attain a PGPA and/or a CGPA of 2.0 or better in each semester and pass the necessary prerequisite courses to progress through the program. To qualify for graduation, students must pass all courses, attain a CGPA of 2.0 or better and complete course requirements within the prescribed timelines.

Admission requirements

Successful completion of the following courses or equivalents:

- Math 20-1, Math 20-2, Math 20-3, Pure Math 20 or Applied Math 20, AND,
- English Language Arts 20-1 or English Language Arts 20-2, AND,
- Science 10
- All applicants must demonstrate English Language Proficiency prior to admission, including students educated in Canada.
- A pass mark in the SAIT Admission Examination (level 4) or equivalent is accepted in lieu of the above requirements.

Direct entry: four step process

Step 1: Read the program information to see the qualities needed for student success.

Step 2: Ensure that you meet all of the admission requirements listed above.

Step 3: Apply to Pre-Employment Industrial Mechanical (Millwright) and submit your transcripts and/or anticipated final grades.

- Admission will be extended on a first-qualified, first-offered basis until the program is full.

Step 4: Continue to monitor changes to your application decision through mySAIT.ca.

Costs

Tuition (subject to change)

- Please refer to the Tuition and Fee Table.

- International students, please refer to International Student Fees.

- For student funding, please refer to Financial Assistance.

Books and supplies (subject to change)

- Modules are provided to the students on the first day of the class and the modules are included in the cost of the tuition.

- Safety glasses and CSA approved safety footwear are required.

- Membership to the SAIT wellness centre — including an ice arena, swimming/diving pool, gymnasium, squash and racquetball courts and weight room is available at a discounted rate.

Program outline

APSC 201 – Millwright Blueprint and Math	1.5 credits
MWRT 203 – Millwright Theory I	1.5 credits
MWRT 213 – Millwright Machine Shop	3 credits
MWRT 223 – Millwright Shop I	1.5 credits
MWRT 243 – Millwright Machine Theory	1.5 credits
MWRT 245 – Millwright Supplemental	1.5 credits
MWRT 246 – Millwright Lab	1.5 credits
Total credits	12

Transfer options

Through SAIT transfer agreements and institution partnerships, graduates of this program may be eligible for credit at the following universities and colleges:

- Rocky Mountain College

To learn more, visit Transfer options on sait.ca.

Transfer options may also be available at other post-secondary institutions where credits from SAIT programs are evaluated on an individual basis. Interested students should contact the post-secondary institute of their choice for more information.

SAIT Southern Alberta Institute of Technology

Pre-Employment Ironworker

- **Nine-week certificate**
- **Full-time classroom**

Contact us

School of Manufacturing and Automation
Phone: 403.284.8641
Email: ma.training@sait.ca

Program description

This 9-week program is designed to offer an alternative route to those looking to enter the Ironworker trade. This program covers all course materials received by a first-year Ironworker apprentice, as well as additional value added programming focused on safety and field operations.

Students in this program will be provided with the opportunity to learn about fabrication, scaffolding, structural steel buildings, building bridges, ornamental ironwork and pre-casting structures.

The program prepares students to enter into an apprenticeship with hands-on skills. Upon successful completion of the program, students will qualify to challenge the first-year Ironworker apprenticeship exam.

Program overview

Your career

Most ironworkers are employed by construction contractors, but some are employed in industries such as metal fabricating, oil and gas production, iron and steel production, electric utilities and rail transport. Very few ironworkers are self-employed. In the construction industry, ironworkers work on a project-to-project basis and frequently travel long distances from job to job. Union members work out of union hiring halls where work is allocated on a rotating basis. Employment can be seasonal, and employment prospects change with the economic climate, particularly with the volume of commercial and industrial construction projects.

If you chose a career as an Ironworker, you'll need the following characteristics:

- the ability to interpret blueprints
- an understanding of safe work and tool practices.
- to be able to work at heights
- the strength, stamina, and ability to use proper lifting techniques to lift items weighing in excess of 25 kilograms
- very good muscular coordination, agility and balance
- a willingness to travel to various work sites
- an inclination to work cooperatively with others
- ability to act quickly and decisively in emergencies.

Progression

Students must attain a PGPA and/or a CGPA of 2.0 or better in each semester and pass the necessary prerequisite courses to progress through the program. To qualify for graduation, students must pass all courses, attain a CGPA of 2.0 or better and complete course requirements within the prescribed timelines.

Admission requirements

Successful completion of the following courses or equivalents:

- Math 10C, Math 10-3, Pure Math 10, or Applied Math 10, AND,
- English Language Arts 10-1 or English Language Arts 10-2
- All applicants must demonstrate English Language Proficiency prior to admission, including students educated in Canada.
- A pass mark in the SAIT Admission Examination (level 2) or equivalent is accepted in lieu of the above requirements.

Note: General Educational Development (GED) tests are not accepted in lieu of the admission requirements.

Direct entry: four step process

Step 1: Read the program information to see the qualities needed for student success.

Step 2: Ensure that you meet all of the admission requirements listed above.

Step 3: Apply to Pre-Employment Ironworker and submit your transcripts and/or anticipated final grades.

- Admission will be extended on a first-qualified, first-offered basis until the program is full.

Step 4: Continue to monitor changes to your application decision through mySAIT.ca.

Costs

Tuition (subject to change)

- Please refer to the Tuition and Fee Table.
- International students, please refer to International Student Fees.
- For student funding, please refer to Financial Assistance.

Books and supplies (subject to change)

- Tuition includes all course materials, student fees and access to appropriate technology.
- Membership to the SAIT wellness centre — including an ice arena, swimming/diving pool, gymnasium, squash and racquetball courts and weight room is available at a discounted rate.

Program outline

Course	Credits
AMAT 200 – Applied Math	1.5 credits
WELD 253 – Welding Shop	1.5 credits
AMEC 200 – Rigging Theory	1.5 credits
AMEC 203 – Rigging Shop	1.5 credits
BLPR 226 – Drawing Interpretation	1.5 credits
SAFE 255 – General Safety Theory	1.5 credits
SAFE 268 – General Safety Shop	1.5 credits
WELD 251 – Welding Theory	1.5 credits
Total credits	12

Pre-Employment Mobile Crane

- **Nine-week certificate**
- **Winter start**
- **Full-time classroom**

Contact us

School of Manufacturing and Automation
Phone: 403.284.8641
Email: ma.training@sait.ca

Program description

This 9-week program is designed to offer an alternative route to those looking to enter the Crane and Hoist Equipment Operator trade. This program covers all course materials received by a first-year Crane and Hoist Equipment Operator – Mobile Crane Apprentice, as well as additional value add programming focused on safety and field operations.

Students in this program will be provided with the opportunity to operate cranes in a simulated and field environment. They will operate various types of mobile cranes: all-terrain, rough-terrain, lattice-boom crawler (simulated), and swing-cab boom truck.

The program prepares students to enter into an apprenticeship with hands-on skills. Upon successful completion of the program, students will qualify to challenge the First year Crane and Hoisting Equipment Operator – Mobile Crane apprenticeship exam.

Program overview

Your career

Mobile Crane operators are employed by general contractors and subcontractors in the forestry, mining, construction and oil industries, and by crane rental companies. Employment prospects change with seasonal and economic climates.

If you chose a career as a Mobile Truck Crane Operator, you'll need the following characteristics:

- Good Vision
- Depth perception
- Manual dexterity
- The ability to work at heights
- The strength, stamina and ability to use proper lifting techniques to lift items weighing in excess of 25 kilograms
- The ability to work as part of a team and communicate to ground crews, usually using hand signals and voice communication

Progression

Students must attain a PGPA and/or a CGPA of 2.0 or better in each semester and pass the necessary prerequisite courses to progress through the program. To qualify for graduation, students must pass all courses, attain a CGPA of 2.0 or better and complete course requirements within the prescribed timelines.

Admission requirements

Successful completion of the following courses or equivalents:

- Math 10-3, AND,
- English Language Arts 10-2
- All applicants must demonstrate English Language Proficiency prior to admission, including students educated in Canada.
- A pass mark in the SAIT Admission Examination (level 2) or pass marks in all five Canadian General Educational Development (GED) tests is accepted in lieu of the above requirements.

Direct entry: four step process

Step 1: Read the program information to see the qualities needed for student success.

Step 2: Ensure that you meet all of the admission requirements listed above.

Step 3: Apply to Pre-Employment Mobile Crane and submit your transcripts and/or anticipated final grades.

- Admission will be extended on a first-qualified, first-offered basis until the program is full.

Step 4: Continue to monitor changes to your application decision through mySAIT.ca.

Costs

Tuition (subject to change)

- Please refer to the Tuition and Fee Table.
- International students, please refer to International Student Fees.
- For student funding, please refer to Financial Assistance.

Books and supplies (subject to change)

- Books are included in the tuition fees.
- There will be additional fees for personal protection equipment. Proper outdoor clothing will be expected, as students are expected to work in all outside working conditions.
- The Apprenticeship exam fee is approximately $150 and will be collected within the first three weeks of the program.
- Membership to the SAIT wellness centre — including an ice arena, swimming/diving pool, gymnasium, squash and racquetball courts and weight room is available at a discounted rate.

Note: This program is eligible for Canada-Alberta Job Grant funding.

Program outline

AMAT 201 – Trade Calculations	1.5 credits
AMEC 202 – Load Charts	1.5 credits
AMEC 204 – Crane Rigging Theory	1.5 credits
OPER 200 – Operating Procedure	1.5 credits
RREG 211 – Rules and Regulations	1.5 credits
SIMU 200 – Crane and Rigging Lab	1.5 credits
SIMU 201 – Simulator Lab	1.5 credits
AMEC 201 – Crane Theory	1.5 credits
Total credits	12

SAIT Southern Alberta Institute of Technology

Pre-Employment Plumbing

- **12-week certificate**
- **Fall and winter start**
- **Full-time certificate**

Contact us

School of Construction
Phone: 403.284.8367
Email: construction.preemp@sait.ca

Program description

This 12-week program prepares you for a career in plumbing. It covers all course materials received by a first year plumber apprentice, plus additional hands-on skills and safety training. The program will prepare you to enter the workforce as an apprentice and, after successful completion of the program, allows you to write the first year Plumber apprenticeship exam.

Program overview

Your career

- Graduates of the Pre-Employment Plumbing program have a 100% employment rate.

Credentials and Accreditation

Upon successful completion of the program, students will receive a SAIT Certificate and may be eligible to challenge the written and practical exams for first-year Apprenticeship.

Note: This program is eligible for the Canada-Alberta Job Grant.

Progression

Students must attain a PGPA and/or a CGPA of 2.0 or better in each semester and pass the necessary prerequisite courses to progress through the program. To qualify for graduation, students must pass all courses, attain a CGPA of 2.0 or better and complete course requirements within the prescribed timelines.

Admission requirements

Successful completion of the following courses or equivalents:

- Math 20-1, Math 20-2, Math 20-3, Pure Math 20, or Applied Math 20, AND,
- English Language Arts 20-1 or English Language Arts 20-2, AND,
- Science 10
- All applicants must demonstrate English Language Proficiency prior to admission, including students educated in Canada.
- A pass mark in the SAIT Admission Examination (Level 4) or equivalent is accepted in lieu of the above requirements.

Note: General Educational Development (GED) tests are not accepted in lieu of the admission requirements.

Direct entry: four step process

Step 1: Read the program information to see the qualities needed for student success.

Step 2: Ensure that you meet all of the admission requirements listed above.

Step 3: Apply to Pre-Employment Plumbing and submit your transcripts and/or anticipated final grades.

- Admission will be extended on a first-qualified, first-offered basis until the program is full.

Step 4: Continue to monitor changes to your application decision through mySAIT.ca.

Costs

Tuition (subject to change)

- Please refer to the Tuition and Fee Table.
- International students, please refer to International Student Fees.
- For student funding, please refer to Financial Assistance.

Books and supplies (subject to change)

- Books are approximately $600 in addition to tuition fees.
- Membership to the SAIT wellness centre — including an ice arena, swimming/diving pool, gymnasium, squash and racquetball courts and weight room is available at a discounted rate.

Program outline

Course	Credits
APPH 215 – Properties of Air and Gas-Basic	1.5 credits
BLPR 218 – Blueprint Reading I	1.5 credits
EMTL 217 – Materials	3 credits
GFTG 213 – Gasfitting Theory I	1.5 credits
GFTG 214 – Gasfitting Shop I	1.5 credits
HTNG 212 – Heating Theory I	1.5 credits
PLBG 210 – Plumbing Shop I	3 credits
PLBG 211 – Plumbing Theory	1.5 credits
SAFE 216 – Safety	1.5 credits
Total credits	16.5

Transfer options

Through SAIT transfer agreements and institution partnerships, graduates of this program may be eligible for credit at the following universities and colleges:

- Alberta Apprenticeship and Industry Training
- Rocky Mountain College

To learn more, visit Transfer options on sait.ca.

Transfer options may also be available at other post-secondary institutions where credits from SAIT programs are evaluated on an individual basis. Interested students should contact the post-secondary institute of their choice for more information.

Pre-Employment Refrigeration

- **12-week certificate**
- **Fall and winter start**
- **Full-time classroom**

Contact us

School of Construction
Phone: 403.284.8367
Email: construction.preemp@sait.ca

Program description

Refrigeration and Air Conditioning Mechanics are used extensively in a wide array of industries including process manufacturing, the medical profession, the petroleum industry, chemical processing and environmental control. This 12-week program covers all course materials received by a first year Refrigeration and Air Conditioning Mechanic apprentice, plus additional hands-on skills and safety training. The program prepares students to enter an apprenticeship and, on successful completion of the program, to write the first year Refrigeration apprenticeship exam.

Program overview

Your career

- Graduates of the Pre-Employment Refrigeration program have a 100% employment rate.

Credentials and Accreditation

Upon successful completion of the program, students will receive a SAIT Certificate and may be eligible to challenge the written and practical exams for first-year Apprenticeship.

Note: This program is eligible for the Canada-Alberta Job Grant.

Progression

Students must attain a PGPA and/or a CGPA of 2.0 or better in each semester and pass the necessary prerequisite courses to progress through the program. To qualify for graduation, students must pass all courses, attain a CGPA of 2.0 or better and complete course requirements within the prescribed timelines.

Admission requirements

Successful completion of the following courses or equivalents:

- Math 30-1, Math 30-2, Math 30-3, Pure Math 30 or Applied Math 30, AND,
- English Language Arts 30-1 or English Language Arts 30-2, AND,
- Physics 20 or Chemistry 20
- All applicants must demonstrate English Language Proficiency prior to admission, including students educated in Canada.
- A pass mark in the SAIT Admission Examination (level 5) or equivalent is accepted in lieu of the above requirements.

Note: General Educational Development (GED) tests are not accepted in lieu of the admission requirements.

Direct entry: four step process

Step 1: Read the program information to see the qualities needed for student success.

Step 2: Ensure that you meet all of the admission requirements listed above.

Step 3: Apply to Pre-Employment Refrigeration and Air Conditioning and submit your transcripts and/or anticipated final grades.

- Admission will be extended on a first-qualified, first-offered basis until the program is full.

Step 4: Continue to monitor changes to your application decision through mySAIT.ca.

Costs

Tuition (subject to change)

- Please refer to the Tuition and Fee Table.
- International students, please refer to International Student Fees.
- For student funding, please refer to Financial Assistance.

Books and supplies (subject to change)

- Books are approximately $600 in addition to tuition fees.
- Membership to the SAIT wellness centre — including an ice arena, swimming/diving pool, gymnasium, squash and racquetball courts and weight room is available at a discounted rate.

Program outline

CNTR 224 – Refrigeration Controls I		1.5 credits
ELEC 227 – Electrical Theory		3 credits
HTNG 223 – Heating Theory I		1.5 credits
RFRG 200 – Canada's Ozone Layer Protection Awareness		1.5 credits
RFRG 211 – Refrigeration Theory I		3 credits
RFRG 220 – Refrigeration Shop I		6 credits
Total credits		16.5

Transfer options

Through SAIT transfer agreements and institution partnerships, graduates of this program may be eligible for credit at the following universities and colleges:

- Apprenticeship and Industry Training
- Rocky Mountain College

To learn more, visit Transfer options on sait.ca.

Transfer options may also be available at other post-secondary institutions where credits from SAIT programs are evaluated on an individual basis. Interested students should contact the post-secondary institute of their choice for more information.

SAIT Southern Alberta Institute of Technology

Pre-Employment Sheet Metal Worker

- **15-week certificate**
- **Winter start**
- **Full-time classroom**

Contact us

School of Construction
Phone: 403.284.8367
Email: construction.preemp@sait.ca

Program description

This 15-week pre-employment program comprises the first period of the corresponding apprentice program that SAIT currently offers in this trade. The program will train individuals to design, fabricate, assemble, install and repair sheet metals products in a wide variety of industries and settings. They will use many types of metals, such as black and galvanized steel, copper, brass, nickel and stainless steel, aluminum and tin plate. Some of the products include dust collecting and control systems, heating, ventilating and air conditioning systems, metal cabinets, flashing, coping, troughing and roof drainage systems. They work from verbal instructions or blueprints, or design small jobs themselves. They make some products in a shop and install them at construction sites, but other products such as roofing and siding have to be measured and cut at the construction site. Sheet metal workers work indoors and outdoors in all types of weather. Considerable bending, reaching, working at heights or in cramped spaces may be required.

Program overview

Credentials and Accreditation

Upon successful completion of the program, students will receive a SAIT Certificate and may be eligible to challenge the written and practical exams for first-year Apprenticeship.

Note: This program is eligible for the Canada-Alberta Job Grant.

Progression

Students must attain a PGPA and/or a CGPA of 2.0 or better in each semester and pass the necessary prerequisite courses to progress through the program. To qualify for graduation, students must pass all courses, attain a CGPA of 2.0 or better and complete course requirements within the prescribed timelines.

Admission requirements

Successful completion of the following courses or equivalents:

- Math 10C, Math 10-3, Pure Math 10, or Applied Math 10, AND,
- English Language Arts 10-1 or English Language Arts 10-2
- All applicants must demonstrate English Language Proficiency prior to admission, including students educated in Canada.
- A pass mark in the SAIT Admission Examination (level 2) or equivalent is accepted in lieu of the above requirements.

Note: General Educational Development (GED) tests are not accepted in lieu of the admission

Direct entry: four step process

Step 1: Read the program information to see the qualities needed for student success.

Step 2: Ensure that you meet all of the admission requirements listed above.

Step 3: Apply to Pre-Employment Sheet Metal and submit your transcripts and/or anticipated final grades.

- Admission will be extended on a first-qualified, first-offered basis until the program is full.

Step 4: Continue to monitor changes to your application decision through mySAIT.ca.

Costs

Tuition (subject to change)

- Please refer to the Tuition and Fee Table.
- International students, please refer to International Student Fees.
- For student funding, please refer to Financial Assistance.

Books and supplies (subject to change)

- Books are approximately $500 in addition to tuition fees.
- Membership to the SAIT wellness centre — including an ice arena, swimming/diving pool, gymnasium, squash and racquetball courts and weight room is available at a discounted rate.

Program outline

SHMT 209 – Sheet Metal Workplace Skills		3 credits
PMKG 203 – Simple Layout Development		1.5 credits
HVAC 207 – Indoor Air Quality		1.5 credits
HVAC 208 – Residential HVAC Drawings		3 credits
HVAC 209 – Residential HVAC Fabrication		3 credits
HVAC 211 – Residential HVAC Installations		3 credits
Total credits		15

Transfer options

Through SAIT transfer agreements and institution partnerships, graduates of this program may be eligible for credit at the following universities and colleges:

- Rocky Mountain College

To learn more, visit Transfer options on sait.ca.

Transfer options may also be available at other post-secondary institutions where credits from SAIT programs are evaluated on an individual basis. Interested students should contact the post-secondary institute of their choice for more information.

Pre-Employment Steamfitter-Pipefitter

- **12-week certificate**
- **Fall and winter start**
- **Full-time classroom**

Contact us

School of Construction
Phone: 403.284.8367
Email: construction.preemp@sait.ca

Program description

This 12-week pre-employment program comprises the first period of the corresponding apprentice program that SAIT currently offers in this trade. The program trains individuals to lay out, assemble, fabricate, maintain and repair piping systems which carry water, steam, chemicals or fuel used in heating, cooling, lubricating and other processes. Steamfitter- Pipefitter is a pipe trade that deals with the installation, maintenance and repair of piping systems, but differs from other pipe trades in relation to where the work is performed, the types of piping that are involved and the training that is required. To install a typical piping system in a commercial building or industrial plant, a Steamfitter-Pipefitter will study blueprints, drawings and specifications to determine the type of pipe and tools to use, and lay out the sequence of tasks. Heavy lifting may be required.

Program overview

Credentials and Accreditation

Upon successful completion of the program, students will receive a SAIT Certificate and may be eligible to challenge the written and practical exams for first-year Apprenticeship.

Note: This program is eligible for the Canada-Alberta Job Grant.

Progression

Students must attain a PGPA and/or a CGPA of 2.0 or better in each semester and pass the necessary prerequisite courses to progress through the program. To qualify for graduation, students must pass all courses, attain a CGPA of 2.0 or better and complete course requirements within the prescribed timelines.

Admission requirements

Successful completion of the following courses or equivalents:

- Math 20-1, Math 20-2, Math 20-3, Pure Math 20, or Applied Math 20, AND,
- English Language Arts 20-1 or English Language Arts 20-2, AND,
- Science 10
- All applicants must demonstrate English Language Proficiency prior to admission, including students educated in Canada.
- A pass mark in the SAIT Entrance Examination (level 4) is accepted in lieu of the above requirements.

Note: General Educational Development (GED) tests are not accepted in lieu of the admission requirements.

Competitive entry: step process

Step 1: Read the program information to see the qualities needed for student success.

Step 2: Ensure that you meet all of the admission requirements listed above.

Step 3: Apply to Pre-Employment Steamfitter-Pipefitter and submit your transcripts and/or anticipated final grades.

- Admission will be extended on a first-qualified, first-offered basis until the program is full.

Step 4: Continue to monitor changes to your application decision through mySAIT.ca.

Costs

Tuition (subject to change)

- Please refer to the Tuition and Fee Table.
- International students, please refer to International Student Fees.
- For student funding, please refer to Financial Assistance.

Books and supplies (subject to change)

- Books are approximately $500 in addition to tuition fees.
- Membership to the SAIT wellness centre — including an ice arena, swimming/diving pool, gymnasium, squash and racquetball courts and weight room is available at a discounted rate.

Program outline

APPH 221 – Applications I	1.5 credits
BLPR 215 – Blueprint Reading I	1.5 credits
HTNG 241 – Heating Theory I	1.5 credits
PIPE 207 – Pipefitting Theory I	1.5 credits
PIPE 208 – Pipefitting Shop I	3 credits
WLDG 222 – Basic Welding Theory	1.5 credits
WLDG 223 – Basic Welding Shop	1.5 credits
Total credits	12

Transfer options

Through SAIT transfer agreements and institution partnerships, graduates of this program may be eligible for credit at the following universities and colleges:

- Rocky Mountain College

To learn more, visit Transfer options on sait.ca.

Transfer options may also be available at other post-secondary institutions where credits from SAIT programs are evaluated on an individual basis. Interested students should contact the post-secondary institute of their choice for more information.

SAIT Southern Alberta Institute of Technology

Pre-Employment Welding

- **35-week certificate**
- **Fall start**
- **Full-time classroom**

Contact us

School of Manufacturing and Automation
Phone: 403.284.8641
Email: ma.training@sait.ca

Program description

This 35-week program is designed to offer an alternative route to those looking to enter the welding trade. This program will provide students the ability to take evening classes that will cover all course materials received by a first-year welder apprentice.

Students in this program will be provided with the opportunity to learn about welding technology to join, shape and cut metal parts. Students will learn about pressure vessels, pipelines, joining beams and the manufacturing of other industrial components.

Program overview

Your career

Work conditions for welders vary from one job to another. Welders may work outdoors on construction sites, or indoors in production and repair shops. Travel may also be required on jobs such as oilfield-related welding. A 40-hour work week is typical, but overtime is occasionally required to meet project deadlines. Being a welder is a rewarding career if you enjoy working with metal, physical work and working with little direction or supervision.

If you choose a career as a welder you'll need the following characteristics:

- manual dexterity
- patience
- good vision (corrective lenses are acceptable)
- good hand-eye coordination
- the ability to concentrate on detailed work.

Student success

The program prepares students to enter into an apprenticeship with hands-on skills. Upon successful completion of the program, students may be eligible to challenge the first-year Welder Apprenticeship exam.

Credentials and Accreditation

Upon successful completion of the program, students will receive a SAIT Certificate and may be eligible to challenge the written and practical exams for first-year Apprenticeship.

Progression

Students must attain a PGPA and/or a CGPA of 2.0 or better in each semester and pass the necessary prerequisite courses to progress through the program. To qualify for graduation, students must pass all courses, attain a CGPA of 2.0 or better and complete course requirements within the prescribed timelines.

Admission requirements

Successful completion of the following courses or equivalents:

- Math 10C, Math 10-3, Pure Math 10, or Applied Math 10, AND,
- English Language Arts 10-1 or English Language Arts 10-2
- All applicants must demonstrate English Language Proficiency prior to admission, including students educated in Canada.
- A pass mark in the SAIT Admission Examination (level 2) or equivalent is accepted in lieu of the above requirements.

Note: General Educational Development (GED) tests are not accepted in lieu of the admission requirements.

Direct entry: four step process

Step 1: Read the program information to see the qualities needed for student success.

Step 2: Ensure that you meet all of the admission requirements listed above.

Step 3: Apply to Pre-Employment Welding and submit your transcripts and/or anticipated final grades.

- Admission will be extended on a first-qualified, first-offered basis until the program is full.

Step 4: Continue to monitor changes to your application decision through mySAIT.ca.

Costs

Tuition (subject to change)

- Please refer to the Tuition and Fee Table.
- International students, please refer to International Student Fees.
- For student funding, please refer to Financial Assistance.

Books and supplies (subject to change)

- Tuition fees include all course materials and access to appropriate technology.
- The Apprenticeship exam fee is approximately $295 and will be coordinated within the first three weeks of the program.
- Membership to the SAIT wellness centre — including an ice arena, swimming/diving pool, gymnasium, squash and racquetball courts and weight room — is available at a discounted rate.

Program outline

Course	Credits
WELD 250 – Off Campus Tours – Welding	1.5 credits
WELD 254 – Gas Metal Arc Welding Level 1 Theory	3 credits
WELD 255 – Gas Metal Arc Welding Level 1 Lab	3 credits
WELD 256 – Gas Metal Arc Welding Level 2 Theory	3 credits
WELD 257 – Gas Metal Arc Welding Level 2 Lab	3 credits
WELD 259 – Oxyacetylene Welding	1.5 credits
Total credits	15

Process Piping Drafting

- **34-week certificate**
- **Winter start**
- **Full-time classroom**

Contact us

School of Construction
Phone: 403.284.8367
Email: construction.ppd@sait.ca

Program description

As a student in this full-time, fast-track 34-week PPD certificate program, you will gain practical skills in the latest software and drafting techniques in the process piping industry. We work closely with industry leaders to ensure that what you're learning today directly applies to your career tomorrow.

In the PPD program, we aid in your success through expert instruction, small class sizes and a personalized approach. You'll benefit from the first-hand knowledge of our instructors who bring a wealth of experience within various sectors in the piping industry to the classroom.

Graduates of the SAIT PPD program are highly sought after. With an industry-recognized PPD certificate, you'll be qualified to start an exciting career as a Junior Drafter. Graduates work in energy resources, government, post-secondary education institutions, municipal, water treatment, hospitality, and construction, to name a few industries. (see your career section below for more opportunities).

There are two intakes per year commencing in September and January. The program accepts 36 students per intake.

Note: This program uses a delivery method consisting of a combination of both e-Learning and in-class instruction. SAIT issued laptops are not provided.

Unique learning environment

At SAIT, we offer PPD students a one-of-a-kind educational experience in Canada. Many state of the art buildings in SAIT's Trades and Technology Complex have been specially built as applied living lab facilities, utilizing exposed pipes and working equipment for instructional purposes.

As a PPD student, you'll gain practical skills and a behind-the-scenes knowledge by learning at the Cenovus Energy Centre and the Rance Fisher Wellsite-a 757 metre directionally drilled well bore complete with a service rig. These state-of-the-art facilities allow students safe learning in real-world work environments that would otherwise be difficult to access.

On-campus instruction also occurs in the program's dedicated computer labs used exclusively by PPD students, including afterhours access to study or work on assignments.

You'll also have a number of ways to connect with fellow students, faculty and industry leaders through special networking events and student clubs.

Program overview

Graduates of the PPD program have a high employment rate. You may find work locally or abroad as a Junior Drafter within various fields and facilities of the piping industry including:

- Heavy Oil and Natural Gas Processing
- Oil and Gas Pipelining
- Petroleum Refining
- Oil Sands
- Offshore Drilling
- Cryogenics
- Petrochemical
- Pharmaceutical
- Pulp and Paper
- Food and Beverage Processing
- Water Filtration
- Oceanarium and aquarium manufacturing
- Wastewater Treatment
- Municipal, Residential and Commercial Construction
- Fertilizer
- Liquefied natural gas (LNG)
- Fabrication
- Steam Assisted Gravity Drainage (SAGD)
- Pipelines
- Ship building

Student success

- This is an intensive program requiring a commitment of both time and energy; students who experience success are those who make their education a priority during the 34 weeks of the program.
- Most successful students spend approximately 25 hours per week doing homework and review, with additional study required to prepare for exams in addition to classroom time.
- The material is presented at a rapid rate, so for the greatest level of success you must be present and take responsibility for your learning experience.
- Draftspersons are disciplined, detail-oriented and enjoy working in a team environment.

Credentials and Accreditation

After successfully completing this program, graduates will be awarded a SAIT certificate in Process Piping Drafting.

Graduates from the PPD program are now eligible to earn their C.Tech, C.E.T. and P.Tech designations through The Association of Science and Engineering Technology Professionals in Alberta (ASET).

Note: This program is eligible for Canada-Alberta Job Grant funding.

SAIT Southern Alberta Institute of Technology

Progression

Students must attain a PGPA and/or a CGPA of 2.0 or better in each semester and pass the necessary prerequisite courses to progress through the program. To qualify for graduation, students must pass all courses, attain a CGPA of 2.0 or better and complete course requirements within the prescribed timelines.

Admission requirements

At least 50% in the following courses or equivalents:

- English Language Arts 30-1 or English Language Arts 30-2, AND
- Math 30-1 or Math 30-2 or Pure Math 30 or Applied Math 30, AND
- All applicants to SAIT must demonstrate English Language Proficiency prior to admission, including students educated in Canada.

Direct entry: four step process

Step 1: Read the program information to see the qualities needed for student success.

Step 2: Ensure that you meet all of the admission requirements listed above.

Step 3: Apply to Process Piping Drafting and submit your transcripts and/or anticipated final grades.

- Admission will be extended on a first-qualified, first-offered basis until the program is full.

Step 4: Continue to monitor changes to your application decision through mySAIT.ca.

Costs

Tuition (subject to change)

- Please refer to the Tuition and Fee Table.
- International students, please refer to International Student Fees.
- For student funding, please refer to Financial Assistance.

Books and supplies (subject to change)

- Books and supplies are approximately $1000

Program outline

PROP 267 – Heavy Oil and Natural Gas Processing		1.5 credits
CADD 219 – Digital Drafting Fundamentals		3 credits
CADD 227 – Digital Drafting 3D		3 credits
ENGD 223 – Process Piping Drafting Fundamentals I		3 credits
ENGD 218 – Instrumentation Theory		1.5 credits
CADD 223 – Applied CADD 3D		3 credits
ENGD 231 – Structural Drafting Fundamentals		1.5 credits
ENGD 232 – Pressure Vessels		1.5 credits
ENGD 233 – Plant Equipment		1.5 credits
ENGD 228 – Process Piping Drafting Fundamentals II		3 credits
CADD 224 – CADD Principles		3 credits
ENGD 234 – Plant Planning		1.5 credits
ENGD 237 – Process Piping Drafting Capstone Project		3 credits
Total credits		30

Transfer options

Through SAIT transfer agreements and institution partnerships, graduates of this program may be eligible for credit at the following universities and colleges:

- SAIT

To learn more, visit Transfer options on sait.ca.

Transfer options may also be available at other post-secondary institutions where credits from SAIT programs are evaluated on an individual basis. Interested students should contact the post-secondary institute of their choice for more information.

Professional Cooking

- **Two-year diploma**
- **Fall start**
- **Full-time classroom**

Contact us

School of Hospitality and Tourism
Phone: 403.284.8612
Email: hospitality.info@sait.ca

Program description

Considered the best in Canada, the Professional Cooking program at SAIT is delivered by world-renowned chefs who provide expert, hands-on training. In just two short years you will have the opportunity to train and interact with 20 leading culinary professionals – an amazing experience for anyone passionate about the culinary arts.

During this full-time two year program, you will be trained in all aspects of the culinary trade including foundational cooking techniques, garde manger, culinary perspectives and patisserie. In an industry experiencing high demand, graduates from SAIT's Professional Cooking program gain valuable, real-life experience and are well prepared for a diverse range of options in the dynamic culinary world.

At SAIT, we are focused on our students' success and deliver on this promise through small class sizes, a personalized approach and state-of-the-art facilities. Our classrooms and labs have recently received $7 million in upgrades including the new Michelle O'Reilly Charcuterie Lab, SAIT's gourmet Market Place, the downtown Culinary Campus, and our own culinary garden – Jackson's Garden. Operating in live classroom environments such as the renowned Highwood restaurant and 4 Nines Dining Centre provides real world experience that readies you for success in the culinary industry.

As a student, you will learn essential cooking skills and current trends through repetitive production style cooking for the public under the watchful eyes of our professional chefs – just like you would in a real kitchen. The capstone of the program is cooking for the public in the award winning Highwood restaurant, and the bustling downtown Culinary Campus where you will prepare world-class cuisine in a live classroom environment.

Upon successful completion of the Professional Cooking program students have the opportunity of applying for a post diploma certificate in Culinary Entrepreneurship see page 63 for more details.

Professional paid internship and study tours

Between your first and Second year of study, you will get to apply your skills in the industry through a professional paid internship. In addition to learning in a real-world environment, internships provide valuable connections and opportunities to network with future employers.

As a student, you can also take advantage of exciting international study tours. Previous tour locations have included Australia, France, Spain, Italy, Chile and Thailand.

Global recognition through chef competitions

SAIT's Professional Cooking program will give you the skills for a global career path and opportunities to work in the world's finest dining establishments. You also have the option to compete in skills and culinary competitions – both locally and internationally. Our students have won gold and silver in Provincial and National Skills in addition to the Canadian Chef Association competitions. Our students have also competed in Hong Kong and Singapore over the last several years placing in the top three.

Program overview

Your career

You will be prepared for a diverse range of career options in restaurants, hotels and convention centres after graduation. You may find work locally or abroad as a(n):

- Executive Chef
- Sous-chef
- Chef de Partie
- Banquet Chef
- Garde Manger
- Chef de Cuisine
- Kitchen Manager
- Food Stylist
- Educator
- Graduates of the Professional Cooking program have a 100% employment rate.

Student success

- Most successful students spend approximately 20 hours per week doing homework and review, with additional study required to prepare for exams.
- Keep in mind hospitality industry hours can range from early morning to late in the evening and often include holidays. For example, our cold food prep classes start at 7:00 a.m. and dinner service at the Highwood ends at 10 p.m.
- The culinary industry is fast-paced with a focus on customer service.
- The material is presented at a fairly rapid rate. For the greatest level of success you must be present and take responsibility for your learning experience.
- You must be able to read, write and comprehend the English language at a level exceeding basic conversational English.

Students with higher grades in high school usually experience more success in SAIT programs.

![SAIT Southern Alberta Institute of Technology logo]

Credentials and Accreditation

After successfully completing this program, graduates will receive a SAIT diploma in Professional Cooking.

Alberta Apprenticeship has accredited this program for all three technical training periods.

Students are still required to complete 4680 hours of paid work experience and must successfully challenge all three provincial exams before considered eligible for the Red Seal exam and designation.

Students in the Professional Cooking program can challenge:

- The First year government exam after successful completion of their First year in the diploma program.
- The Second year government exam after successful completion of the third and fourth semesters provided they passed the First year government exam.
- The Third year government exam after successful completion of the Professional Cooking diploma provided they passed the first and Second year government exams.

For more information contact the School of Hospitality and Tourism.

Progression

Students must attain a PGPA and/or a CGPA of 2.0 or better in each semester and pass the necessary prerequisite courses to progress through the program. To qualify for graduation, students must pass all courses, attain a CGPA of 2.0 or better and complete course requirements within the prescribed timelines.

Admission requirements

A minimum of 35 Alberta high school credits with at least 50% in the following courses or their equivalents:

- English Language Arts 10-1 or English Language Arts 10-2 or Humanities 10, AND,
- Math 10C or Math 10-3 or Pure Math 10 or Applied Math 10.
- All applicants must demonstrate English Language Proficiency prior to admission, including students educated in Canada.

Competitive entry: seven step process

Step 1: Read the program information to see the qualities needed for student success.

Step 2: Ensure that you meet all of the admission requirements listed above.

Step 3: Review the selection information to understand the process and deadlines

- Applications and proof of the admission requirements (transcripts and/or anticipated final grades) along with all supporting documents must be submitted by July 1 to be included in selection.
- Preference will be given to applicants who apply prior to April 1 and have industry experience or food training.

In the selection process, qualified applicants will be invited to attend an interview with representatives of the Professional Cooking program. Offers of admission will be determined based on the interview.

Step 4: Apply to Professional Cooking and submit your transcripts.

Step 5: Log in to mySAIT.ca to check your admission status. If eligible, your status will indicate that you're "In Selection."

Step 6: Attend the interview.

Step 7: Continue to monitor changes to your application status through mySAIT.ca.

Failure to meet anticipated final grades will result in offers being rescinded.

Communication during selection

Email is the primary source of communication during the selection process. Ensure your personal email account is managed appropriately to receive our emails, files and communications.

We recommend you add culinary@sait.ca and the sait.ca domain to your safe senders list or you risk missing critical email messages.

Additional Information

- Proof of current first aid certification required by the first day of class.
- Find out more about pre-orientation guidelines and requirements for this program.

Costs

Tuition (subject to change)

- Please refer to the Tuition and Fee Table.
- International students, please refer to International Student Fees.
- For student funding, please refer to Financial Assistance.

Books and supplies (subject to change)

- Books and supplies are approximately $750.

Program outline

First year
Semester 1

COOK 202 – Culinary Fundamentals		3 credits
COOK 253 – Meat Preparation		3 credits
COOK 227 – Soups and Sauces		3 credits
COOK 235 – Dinner Cookery		3 credits
COOK 267 – Baking and Yeast Goods		3 credits

Semester 2

COOK 217 – Vegetables and Starches		3 credits
COOK 223 – Cold Kitchen		3 credits
COOK 233 – Lunch Cookery		3 credits
COOK 207 – Breakfast Cookery		3 credits
COOK 263 – Line Cook		3 credits

Semester 3

PRAC 287 – Professional Internship		3 credits

Second year
Semester 4

COOK 303 – Lunch a la Carte		3 credits
COOK 307 – Patisserie		3 credits
FDBS 327 – Food and Beverage Service		3 credits
NUTR 313 – Nutrition and Home Meal Replacement		3 credits
COMM 363 – Workplace Communication Skills		1.5 credits
FDBS 323 – Food and Wine Pairing		1.5 credits

Semester 5

COOK 317 – Dinner a la Carte		3 credits
COOK 333 – Garde Manger		credits
COOK 350 – Culinary Perspectives		3 credits
FDPM 353 – Supervision and Event Planning		3 credits
COOK 351 – Catering		3 credits
Total credits		63

Transfer options

Through SAIT transfer agreements and institution partnerships, graduates of this program may be eligible for credit at the following universities and colleges:

- Alberta Apprenticeship and Industry Training
- University of New Brunswick, Saint John
- Vancouver Island University
- Yukon College

To learn more, visit Transfer options on sait.ca.

Transfer options may also be available at other post-secondary institutions where credits from SAIT programs are evaluated on an individual basis. Interested students should contact the post-secondary institute of their choice for more information.

Radio, Television and Broadcast News

- **Two-year diploma**
- **Fall start**
- **Full-time classroom**
- **Options of majors: Broadcast News, Radio or Television Production**

Contact us

School of Information and Communications Technologies

Phone: 403.284.8543

Email: ict.info@sait.ca

Program description

The Radio, Television and Broadcast News (RTBN) program is divided into three options: Radio, Television or Broadcast News. Students choose the option that best fits their individual skills and interests, in preparation for a challenging, creative and exciting career in the media.

Radio students gain valuable industry experience by operating SAIT's campus radio station (accessible worldwide at radio.sait.ca). Students' progress from mastering audio basics to advanced digital multi-track production, perform duties in the sales and promotions departments, and rotate through station positions including on-air personality, creative director, and production manager. Students also receive training in music directing, traffic management, and news and sports delivery, to round out this exciting and worthwhile career path.

Television students learn the fundamentals of writing, directing, producing, and editing through live production and assembling pre-recorded video and audio elements. A strong emphasis is placed on hands-on learning and innovation in both single and multi-camera environments. Students work in teams to produce information and news programs, live event programming (such as sports), variety programs, documentaries, commercials, and public service announcements. Students also become familiar with the technical aspects of television media by working with broadcast-quality equipment such as High Definition cameras, switchers, digital audio consoles, graphics work stations, servers and computer-based editing systems.

Broadcast News (BN) students learn how to research and objectively present a story. They receive extensive, hands-on training. The program provides realistic experiences behind and in front of the camera and microphone. Students are trained to work effectively in both the radio and television environment. BN students learn the importance of meeting deadlines while maintaining a respect for journalistic integrity. Students take on many roles in our newsroom, including reporter, producer, line-up editor, news and sports anchor, and weather reporter.

The RTBN program involves two years of full-time study. Each of the program's two years is divided into two semesters. There is a single intake each year, with classes commencing in September and finishing in late April. A four-week industry practicum is available in the fourth semester.

All Radio, Television, and Broadcast News students participate in laptop e-learning curriculum. Students lease a PC laptop computer from SAIT, which are equipped with various software applications. Internet access, training and technical support are provided throughout the program.

Program overview

Your career

Graduates find work in the traditional areas of broadcast, cable and film production, both as salaried employees and freelancers. In recent years, we have seen our graduates obtain employment with corporate and educational organizations.

- Graduates of the Radio, Television and Broadcast News program have a 100% employment rate.

Student success

Students with previous academic success are frequently more successful in SAIT programs.

Credentials and Accreditation

Upon successfully completing this program, graduates will receive a SAIT diploma in Radio, Television and Broadcast News.

Accreditation

There are no formal accreditation arrangements at this time. Please contact the School of Information and Communications Technologies (ICT) for more information.

Progression

Students must attain a PGPA and/or a CGPA of 2.0 or better in each semester and pass the necessary prerequisite courses to progress through the program. To qualify for graduation, students must pass all courses, attain a CGPA of 2.0 or better and complete course requirements within the prescribed timelines.

Admission requirements

- At least 60% in English Language Arts 30-1 or English Language Arts 30-2 or equivalents.
- All applicants must demonstrate English Language Proficiency prior to admission, including students educated in Canada.

Competitive entry: seven step process

Step 1: Read the program information to see the qualities needed for student success.

Step 2: Ensure that you meet all of the admission requirements listed above.

Step 3: Review the selection information to understand the process and deadlines

Applications and proof of the admission requirements (transcripts and/or anticipated final grades) along with all supporting documents must be submitted by June 1 to be included in selection. Once the program is full, qualified applicants will be placed on a waitlist.

If you meet the admission requirements, you'll be invited to a selection session. Selection will begin in January and sessions will be scheduled every six to eight weeks. If you are located more than 300 km from Calgary and can't attend a selection session without hardship, alternative arrangements for submission will be considered.

- You must bring a completed submission package to the selection session.
- You will be asked to give a brief personal introduction and provide specific written information. You will have an opportunity to ask questions and to do a tour.
- Expect to be interviewed in a group by an instructor panel.
- You will be advised of your status within four weeks of the selection session.

The submission package will consist of the following:

- A career and program investigation report
- Resumé
- Two letters of reference
- Broadcast News applicants are expected to provide a short (two minute maximum) video synopsis of their career and program investigation report (as an .avi or .mov file on a CD).

Please wait until you have received an invitation by email to attend a selection session from the School of Information and Communication Technologies before generating these items. You will be given detailed information in the email as to what is required.

Applicants will be offered a seat or waitlisted, based on an evaluation of the submission package and the applicant's suitability as determined during the selection session.

Step 4: Apply to Radio, Television and Broadcast News and submit your transcripts.

Step 5: Log in to mySAIT.ca to check your admission status. If eligible, your status will indicate that you're "In Selection."

Step 6: Complete your submission package and attend a selection session.

Step 7: Continue to monitor changes to your application status through mySAIT.ca.

Failure to meet anticipated final grades will result in offers being rescinded.

Communication during selection

Email is the primary source of communication during the selection process. Ensure your personal email account is managed appropriately to receive our emails, files and communications.

We recommend you add rtbn.info@sait.ca and the sait.ca domain to your safe senders list or you risk missing critical email messages.

Costs

Tuition (subject to change)

- Please refer to the Tuition and Fee Table.
- International students, please refer to International Student Fees.
- For student funding, please refer to Financial Assistance.

Books and supplies (subject to change)

- Books and supplies are approximately $720 for the First year and $500 for the Second year depending on the option taken.
- A $400 security deposit to use a SAIT issued laptop.

Program outline

Broadcast News option
First year
Semester 1

COMP 267 – MS Office and Web Design Basics	1.5 credits
JOUR 206 – Writing Fundamentals for Media	3 credits
JOUR 207 – Introduction to Broadcast News	3 credits
LDSH 239 – Leadership in Broadcasting	1.5 credits
PRDT 217 – Audio Video Production	3 credits
PRES 209 – Speech and Presentation	3 credits

Semester 2

AUDI 200 – Technical Operations for Broadcast News I	3 credits
JOUR 253 – Broadcast News for Digital I	3 credits
JOUR 267 – Broadcast News for Radio I	3 credits
JOUR 270 – Broadcast News for Television I	3 credits
JOUR 273 – Field Reporting I	3 credits

Second year
Semester 3

AUDI 300 (2018) – Technical Operations for Broadcast News II	3 credits
JOUR 303 (2018) – Broadcast News for Digital II	3 credits
JOUR 317 (2018) – Broadcast News for Radio II	3 credits
JOUR 320 (2018) – Broadcast News for Television II	3 credits
JOUR 323 (2018) – Field Reporting II	3 credits

Semester 4

AUDI 350 (2018) – Technical Operations for Broadcast News III	3 credits
JOUR 353 (2018) – Broadcast News for Digital III	3 credits
JOUR 367 (2018) – Broadcast News for Radio III	3 credits
JOUR 370 (2018) – Broadcast News for Television III	3 credits
PROJ 371 (2018) – Broadcast News Capstone	3 credits
Total credits	60

Radio option
First year
Semester 1

- AUDI 203 – Introduction to Radio — 3 credits
- COMP 267 – MS Office and Web Design Basics — 1.5 credits
- JOUR 206 – Writing Fundamentals for Media — 3 credits
- LDSH 239 – Leadership in Broadcasting — 1.5 credits
- PRDT 217 – Audio Video Production — 3 credits
- PRES 209 – Speech and Presentation — 3 credits

Semester 2

- ADVR 254 – Radio Advertising I — 1.5 credits
- AUDI 251 – Radio Operations I — 6 credits
- AUDI 252 – Radio Production I — 3 credits
- COMP 269 – Social Media in Broadcasting — 1.5 credits
- JOUR 262 – Radio Broadcast News I — 1.5 credits
- PRES 225 – Stage Production II — 3 credits
- SCPT 250 – Radio Scriptwriting I — 1.5 credits

Second year
Semester 3

- ADVR 304 – Radio Advertising II — 3 credits
- AUDI 322 – Radio Production II — 3 credits
- AUDI 324 – Radio Operations II — 3 credits
- JOUR 312 – Radio Broadcast News II — 1.5 credits
- PRES 322 – Radio Announcing I — 3 credits
- SCPT 300 – Radio Scriptwriting II — 1.5 credits

Semester 4

- ADVR 354 – Radio Advertising III — 1.5 credits
- AUDI 372 – Radio Production III — 1.5 credits
- AUDI 374 – Radio Operations III — 3 credits
- JOUR 362 – Radio Broadcast News III — 1.5 credits
- PRAC 397 – Radio Practicum — 1.5 credits
- PRES 342 – Radio Announcing II — 3 credits
- SCPT 350 – Radio Scriptwriting III — 1.5 credits

  Total credits — 61.5

Television option
First year
Semester 1

- COMP 267 – MS Office and Web Design Basics — 1.5 credits
- JOUR 206 – Writing Fundamentals for Media — 3 credits
- LDSH 239 – Leadership in Broadcasting — 1.5 credits
- PRDT 217 – Audio Video Production — 3 credits
- PRES 209 – Speech and Presentation — 3 credits
- VDEO 205 – Introduction to Television Production — 3 credits

Semester 2

- VDEO 251 – Electronic News Gathering/Electronic Field Production Camera and Production — 3 credits
- VDEO 253 – Producing for Television — 3 credits
- VDEO 255 – Post Production — 3 credits
- VDEO 257 – TV Production — 3 credits
- WRIT 260 – Writing for Television — 3 credits

Second year
Semester 3

- VDEO 301 – TV Production II — 3 credits
- VDEO 302 – Producing for Television II — 3 credits
- VDEO 303 – Post-Production II — 3 credits
- VDEO 304 – Electronic News Gathering/Electronic Field Production Camera and Production II — 3 credits
- WRIT 310 – Writing for Television II — 3 credits

Semester 4

- PRDT 351 – Television Project Management — 6 credits
- PROJ 356 – Television Capstone — 1.5 credits
- VDEO 353 – Post-Production III — 3 credits
- VDEO 354 – Remote Electronic News Gathering/Electronic Field Production III — 3 credits
- WRIT 350 – Feature Writing for Television — 1.5 credits

  Total credits — 60

Transfer options

Through SAIT transfer agreements and institution partnerships, graduates of this program may be eligible for credit at the following universities and colleges:

- **Broadcast News**
  - Athabasca University
  - Royal Roads University
  - University of Calgary
  - University of South Wales
- **Radio**
  - Athabasca University
  - Royal Roads University
  - University of Calgary
  - University of South Australia
  - University of South Wales
- **Television Production**
  - Athabasca University
  - Royal Roads University
  - University of Calgary
  - University of Gloucestershire, UK
  - University of South Australia
  - University of South Wales

To learn more, visit Transfer options on sait.ca.

Transfer options may also be available at other post-secondary institutions where credits from SAIT programs are evaluated on an individual basis. Interested students should contact the post-secondary institute of their choice for more information.

Railway Conductor

- **15-week certificate**
- **Fall and winter start**
- **Full-time classroom**

Contact us

Centre for Rail Training and Technology
Phone: 403.210.4150
Email: rail@sait.ca

Program description

The Railway Conductor (RRCD) program will prepare the student for a career in operations in the Canadian Railway industry. The student will learn in a variety of settings including classrooms, labs, a private mini rail yard (complete with track and rail cars), and through visits to nearby industrial sites. Over the course of the program the student will learn about the Canadian Railway Operating Rules (CROR) and the related instructions and processes. The student will also learn operating procedures including train marshalling, handling of dangerous goods, documentation and all of the specific responsibilities of a conductor. Finally you will learn using actual rail equipment about the mechanical components of rail cars including air braking systems and communication systems.

Currently, the railway industry is experiencing significant growth and there are increased demands for transportation and distribution of commodities and /or finished manufactured products. The high demand for our graduates is also the result of pressures brought on by high retirement rates as the demographics of an aging workforce influence the hiring rates and practices of the railways. The major railways have significant hiring and recruiting strategies in place for the next several years.

The Rail Training Centre is located in the N.R. Buck Crump Building located in the SAIT Mayland Heights Campus, 1940 Centre Avenue NE Calgary, AB.

Program overview

Your career

As a conductor, your role is to achieve high levels of customer satisfaction through the use of safe and cost effective processes to optimize operations. You will be responsible for switching and marshalling cars; setting off and picking up customers cars; making up trains within the rail yard; and moving cars between rail yards, sidings or tracks according to instructions originating with yard and train planners or network management centres and dispatch offices. Graduates may find work as Railway Conductors (and other related occupations) within Canada's two national railways or with a short line or regional carrier, or an industrial rail operator. As a graduate, you will be rewarded with challenging and interesting positions, paying good salaries and having opportunities for advancement including locomotive engineer and/or management. Conductors are typically promoted to locomotive engineers with further training and qualification.

- Graduates of the Railway Conductor program have a 88% employment rate.

Student success

Conductor graduates must have a strong orientation towards safety, as well as excellent English proficiency in verbal and written skills, good planning, decision-making and communicating skills to work in the rail industry. Railways operate 24-hours a day, 365 days-a-year. Students must accept the reality of working shift work and having irregular days off. The work of a conductor requires regular physical activity outdoors in all types of weather. Conductors need to be in good physical condition and be able to lift heavy objects (up to 85 lbs.). Applicants to the railway companies are expected to pass government-mandated medical examinations including testing for vision including colour, hearing acuity and drug screening. Persons with medical concerns should consult with the employment office(s) of the respective railway(s). Applicants to railway jobs are also given security screening by the hiring railway. Anyone with a concern should consult with the employment office (s) of the respective railway(s). Personal security information may be obtained from the local police force for a fee. To gain employment in the rail industry as a Conductor, the student is responsible for determining the minimum medical and physical standards required by individual rail companies. SAIT does not provide screening services for the purpose of meeting these standards.

Credential

After successfully completing this program, graduates will receive a SAIT certificate as a Railway Conductor.

Accreditation

SAIT will seek accreditation from the Railway Association of Canada.

Note: This program is eligible for the Canada-Alberta Job Grant.

Progression

Students must attain a PGPA and/or a CGPA of 2.0 or better in each semester and pass the necessary prerequisite courses to progress through the program. To qualify for graduation, students must pass all courses, attain a CGPA of 2.0 or better and complete course requirements within the prescribed timelines.

Admission requirements

At least 50% in the following courses or equivalents:

- Math 20-1 or Math 20-2 or Math 20-3 or Pure Math 20 or Applied Math 20, AND,
- A Grade 12 English.
- All applicants must demonstrate English Language Proficiency prior to admission, including students educated in Canada.

SAIT Southern Alberta Institute of Technology

Direct entry: four step process

Step 1: Read the program information to see the qualities needed for student success.

Step 2: Ensure that you meet all of the admission requirements listed above.

Step 3: Apply to Railway Conductor and submit your transcripts and/or anticipated final grades.

- Admission will be extended on a first-qualified, first-offered basis until the program is full.

Step 4: Continue to monitor changes to your application decision through mySAIT.ca.

Costs

Tuition (subject to change)

- Please refer to the Tuition and Fee Table.
- International students, please refer to International Student Fees.
- For student funding, please refer to Financial Assistance.

Books and supplies (subject to change)

- Books and supplies (including personal protection clothing) are approximately $600.
- Students must wear approved safety footwear.

Program outline

RCDR 205 – Leadership for Conductors	1.5 credits
RLOP 202 – Performing Inspections	1.5 credits
RLOP 205 – Railway Operations Introduction	3 credits
RLOP 207 – Railway Business	1.5 credits
RLOP 208 – Railway Practical Lab	3 credits
RLOP 240 – Marshalling and Switching	1.5 credits
RMGT 202 – Railway Culture	1.5 credits
RMGT 210 – Industrial Organization of Railways	1.5 credits
RREG 210 – Career Readiness	1.5 credits
RREG 212 – Rules and Regulations for Conductors	6 credits
SAFE 227 – Railway Safety	1.5 credits
SGNL 204 – Air Brake Systems and Tests	1.5 credits
COMP 264 – MS Office Basics	1.5 credits
Total credits	27

Rehabilitation Therapy Assistant

- **Two-year diploma**
- **Fall start**
- **Full-time classroom**

Contact us

School of Health and Public Safety
Phone: 403.284.8500
Email: hps.info@sait.ca

Program description

Medical advances permit a growing number of children and adults to live successfully with disabilities. Clients, who have experienced an injury or a health condition that has impacted their ability to function in day-to-day life, can maximize their physical, mental and social abilities through rehabilitation. Under the supervision of an occupational therapist or physiotherapist, the therapist assistant works with clients across the lifespan with the goal of helping the clients to be active participants in society. Therapist assistants also support facility administration by managing therapeutic supplies and maintaining equipment.

SAIT's Rehabilitation Therapy Assistant diploma program trains students to become knowledgeable and skilled assistants in occupational and physical therapy. Course content meets or exceeds the essential competencies required for support personnel in both professions.

The Rehabilitation Therapy Assistant program is two years in length and is comprised of four semesters. The first semester of the program addresses key concepts of rehabilitation and healthcare delivery. Observational visits to the clinical settings assist the student in integrating knowledge of normal physical and psychological function with basic therapeutic skills. More advanced rehabilitation concepts, common health conditions and therapeutic skills used in occupational therapy and physical therapy are taught in the second semester.

In the third semester of the program, advanced therapeutic skills and complex health conditions are emphasized. All skills covered to date are integrated into a four week practicum. In the fourth and final semester, professional practices are integrated in the 12 week practicum. The student returns to SAIT for the final two weeks of the semester for comprehensive practical examinations and to consolidate his/her experiences.

Students must be disciplined for learning through self-study, face-to-face at SAIT, and in a clinical setting and online. Practica experiences are unpaid and may occur outside the Calgary area.

Some courses will require an online component and will require students to have computer and Internet access and e-mail capabilities. All courses require additional self-study.

Program overview

Your career

Graduates find work in a variety of settings including rehabilitation centres, mental health facilities, long-term care facilities, hospitals, schools and private physiotherapy and occupational therapy services in both urban and rural settings.

Student success

Students must be physically fit and able to lift a minimum weight of 50 pounds.

Previous work or volunteer experience in a health- or wellness-related field is an asset.

Students who experience success in this program:

- Have at least basic computer skills
- Possess effective communication skills in both written and spoken English
- Have higher secondary or post-secondary marks
- Are self-directed, highly motivated, detail oriented and well-organized
- Are professional and flexible
- Enjoy working in a team environment and in diverse settings
- Above all, enjoy relating to others

Credentials and Accreditation

After successfully completing this program, graduates will receive a SAIT Rehabilitation Therapy Assistant diploma with both the occupational therapist assistant (OTA) and the physical therapist assistant (PTA) discipline designations.

Accreditation

The Rehabilitation Therapy Assistant Program at SAIT has been accredited by the Occupational Therapist Assistant and Physiotherapist Assistant Education Accreditation Program (OTA and PTA EAP) in collaboration with Physiotherapy Education Accreditation Canada (PEAC) and the Canadian Association of Occupational Therapists (CAOT). The status of Accreditation was granted to the program on April 30, 2016 for the period until April 30, 2022.

For more information please contact the Occupational Therapist Assistant and Physiotherapist Assistant Education Accreditation Program, c/o Physiotherapy Education Accreditation Canada, Suite 26, 509 Commissioners Road West, London, Ontario, N6J 1Y5, (226) 636-0632, www.otapta.ca.

Progression

Students must attain a PGPA and/or a CGPA of 2.0 or better in each semester and pass the necessary prerequisite courses to progress through the program. To qualify for graduation, students must pass all courses, attain a CGPA of 2.0 or better and complete course requirements within the prescribed timelines.

Admission requirements

Completion of the following courses or equivalents with an overall average of at least 60%:

- English Language Arts 30-1, AND,
- Biology 30, AND,
- Chemistry 20 or Science 20.
- All applicants must demonstrate English Language Proficiency prior to admission, including students educated in Canada.

Competitive entry: seven step process

Step 1: Read the program information to see the qualities needed for student success.

Step 2: Ensure that you meet all of the admission requirements listed above.

Step 3: Review the selection information to understand the process and deadlines

- Applications and proof of the admission requirements (transcripts and/or anticipated final grades) along with all supporting documents must be submitted by Feb. 28 to be included in selection.
- If the program is not oversubscribed on March 1, the remaining seats will be offered to applicants on a first-qualified, first-offered basis.

In the selection process, applicants will be assessed on the following criteria and seats will be offered accordingly.

Phase 1: Program selection package

Applicants who meet the admission requirements will be sent a program selection package via email.

The selection package must be completed and returned to SAIT by the date indicated on the selection package cover page.

You are solely responsible to ensure the information in the selection package is legible, articulate and best reflects you as a candidate. Falsifying information will result in your application being removed immediately from the selection process.

Selection packages are evaluated using standardized answer keys and will be scored within two weeks of submission.

- If the selection package score is above the benchmark established by the School of Health and Public Safety, the applicant will move to Phase 2 of the selection process.
- If the selection package score is below benchmark, the applicant will be declined in selection.
- Applicants who fail to complete and submit their packages by the deadline date will also be declined from further selection.

Phase 2: Interview

Applicants who successfully move to Phase 2 of the selection process will be emailed an interview.

- Interviews will not begin until February to ensure a sufficient applicant pool.
- The applicant will receive two weeks' notice of the scheduled interview, when possible.

Interviewees should attend the interview in person. Individuals residing outside of Alberta may have the opportunity to participate in a web video conference interview.

The program and selection committee are not responsible for technical support to the applicant or any loss of connectivity through the interview process. Web conference interviews will not be rebooked if an individual has technical difficulties, loses connectivity, or cannot hear.

Step 4: Apply to Rehabilitation Therapy Assistant and submit your transcripts.

Step 5: Log in to mySAIT.ca to check your admission status. If eligible, your status will indicate that you're "In Selection."

Step 6: Complete your selection package.

Step 7: Continue to monitor changes to your application status through mySAIT.ca.

Failure to meet anticipated final grades will result in offers being rescinded.

Communication during selection

Email is the primary source of communication during the selection process. Ensure your personal email account is managed appropriately to receive our emails, files and communications.

We recommend you add hps.info@sait.ca and the sait.ca domain to your safe senders list or you risk missing critical email messages.

Due to the significant number of applications for this program, the selection process can take some time. Every effort will be made to maintain the timelines outlined above. We appreciate your patience. You can also log on to mySAIT.ca to check your admission decision status.

Unfortunately, due to the extremely large volume of applicants, we cannot provide any assistance or follow-up as to why the candidate was not competitive or where the applicant is ranked on the waitlist.

Practicum requirements

The School of Health and Public Safety has many practica partners located within Alberta and across Canada. Practicum placements in Calgary are limited and students are frequently required to relocate outside of Calgary for practicum.

Successful candidates will be informed of the allocation of their practicum placement by the program. There is no guarantee that students will be placed at their desired practicum location. Special considerations of personal circumstances will not be given in regards to assigning practicum placements. Students will be responsible for fees associated with practicum such as relocation and travel costs.

In compliance with the practica agreements with our clinical partners, successful candidates will be requested to provide proof of the following requirements:

- **Updated Immunization Records:** Most practicum sites require students to demonstrate updated immunization status prior to attending practicum. Successful candidates will be asked to provide an up-to-date immunization record to the SAIT Health Clinic as part of the program orientation. Failure to do so could jeopardize a student's ability to complete the practicum portion of his/her program. The receiving practicum site has the right to refuse students who cannot prove they have met all the required immunizations. Please review the immunization process document for specific details. It is advised to start the immunization process early as it can take some time to complete.

- **Security Clearance:** According to the Protection for Persons in Care Act, our practica sites require that students obtain a Police Information Check including Vulnerable Sector Check, prior to going on practicum. Any criminal code offence for which a pardon has not been received may be a deterrent to a student's entry into practicum, and therefore will result in an uncompleted program or non-graduating status. Successful candidates will be asked to provide a clear Police Information Check including Vulnerable Sector Check record to the School of Health and Public Safety main office by orientation day. Please review the security clearance process document for specific details. Be aware that record must be dated no earlier than 90 days prior to your program orientation day (typically orientation day is held the week prior to the first day of class).

- **N95 Respiratory Mask:** Fit testing is done to determine which make and model of N95 respiratory mask should be used by an individual. In compliance with Alberta's Occupational Health and Safety Code 2009, students are fit-tested for respiratory masks prior to their practica. Occupational Health and Safety Bulletin, Respiratory Protective Equipment: An Employer's Guide states the effectiveness of the respiratory protective equipment depends on an effective face piece seal to the skin of the face. The mask must be tight enough so that the person is breathing only air which has been filtered. The seal is dependent on facial differences (shape or size) or facial hair. Facial hair must be removed where the mask contacts the face for the test. Failure to adequately fit an N95 mask may result in a restricted practicum and\or limited employment. Additionally, a student may need to be tested again in two years or if there are changes to the face which impact the ability of the respirator to form an effective seal (e.g. Weight gain/loss, growth of facial hair, dental surgery, or facial scarring).

- **Health and Wellness Status:** Due to the demanding nature of the work in the health care field and Occupational Health and Safety requirements, the health care field has a strong focus on health and wellness. Students with a medical condition or disability that may impact them in a practicum setting are strongly advised to discuss concerns with the program academic chair and/or SAIT Accessibility Services as soon as possible upon acceptance into the program. Please review the attached document for guidance on entering an allied health program with a medical condition or disability.

More details on the practica requirements per program are outlined on a pre-orientation website for successful candidates.

Costs

Tuition (subject to change)

- Please refer to the Tuition and Fee Table.
- International students, please refer to International Student Fees.
- For student funding, please refer to Financial Assistance.

Books and supplies (subject to change)

- Students are responsible for any additional expenses related to their practicum including relocation costs to practicum sites outside of Calgary.
- There is a fee associated with obtaining a police information check including Vulnerable Sector Check and is payable to the Police or the Royal Canadian Mounted Police (RCMP.)
- Textbooks and other learning materials cost about $1,500.
- Students must have a personal computer and access to the Internet. Most classes are taught at SAIT, but some require online access. All courses require additional self study.

Program outline

First year
Semester 1

- ANPH 209 – Anatomy and Physiology   3 credits
- ORNT 208 – Orientation to Rehabilitation   3 credits
- PROF 210 – Introduction to Healthcare Delivery   1.5 credits
- PSYC 210 – Lifespan Development   3 credits
- RHAB 230 – Anatomy of Movement   3 credits
- RHAB 232 – Fundamentals of Client Care   3 credits

Semester 2

- RHAB 203 – Applied Client Care   1.5 credits
- RHAB 240 – Practice Skills – Modalities   3 credits
- RHAB 242 – Practice Skills – Occupational Therapy Assistant Foundations   3 credits
- RHAB 244 – Practice Skills – Exercise   3 credits
- RHAB 246 – Health Conditions 1   3 credits
- COMM 263 – Practice Skills – Communication   3 credits

Second year
Semester 3

- PRCT 200 (2018) – Practicum 1   3 credits
- RHAB 260 – Practice Skills – Mental Health Concepts   3 credits
- RHAB 262 – Occupational Therapy Assistant Advanced Practice Skills   3 credits
- RHAB 264 – Physical Therapy Assistant Advanced Practice Skills   3 credits
- RHAB 266 – Communication Disorders   1.5 credits
- RHAB 268 (2018) – Health Conditions 2   3 credits

Semester 4

- PROF 260 – Professional Practice   3 credits
- RHAB 270 – Practicum Consolidation   1.5 credits
- PRCT 234 (2018) – Practicum 2   6 credits

Total credits	60

Transfer options

Through SAIT transfer agreements and institution partnerships, graduates of this program may be eligible for credit at the following universities and colleges:

- Athabasca University
- NAIT
- University of Calgary
- University of Northampton (The)
- University of Ontario Institute of Technology (UOIT)

To learn more, visit Transfer options on sait.ca.

Transfer options may also be available at other post-secondary institutions where credits from SAIT programs are evaluated on an individual basis. Interested students should contact the post-secondary institute of their choice for more information.

Respiratory Therapy

- **Three-year diploma**
- **Fall start**
- **Full-time classroom**

Contact us

School of Health and Public Safety
Phone: 403.284.8500
Email: hps.info@sait.ca

Program description

Respiratory Therapy is a diverse and specialized profession that assists physicians in diagnosing, treating, and managing patients by providing such services as cardiopulmonary resuscitation, ventilator management, oxygen and aerosol therapy, patient assessment and evaluation, and diagnostic services including pulmonary function testing and blood analysis. Since 1970, SAIT has been providing students with the right combination of leading-edge theory and hands-on practice needed to succeed.

At SAIT, respiratory therapy students participate in a comprehensive three-year diploma program featuring two years of classroom, lab study, clinical simulation and practica followed by one year of clinical education in an acute and community care facility. Students complete practicum rotations such as adult, pediatric and neonatal intensive care units, the emergency department, anesthesia, wards, homecare pulmonary function and blood gas labs. The first two years each consist of eight months study at SAIT with some clinical practica. The third year is a 12-month clinical placement at an affiliated health care facility which will include weekday and weekend shifts. The program will to give students their preferred locations for practica, but as each hospital has limited spots available, placement at preferred sites is not guaranteed; students may have to relocate to complete their clinical year, at their own expense.

SAIT instructors, as respiratory therapy professionals, are equipped to offer the latest insights into new technology and best practices in the field including SAIT's Centre for Advanced Patient Care Simulation – a simulation education facility that uses high fidelity human patient simulators which physiologically respond to medical treatment.

Online elements require that students have a personal computer and access to the Internet. The Respiratory Therapy clinical practicum experience includes rotations through adult intensive care, neonatal intensive care, pediatric intensive care, home care, surgical suite and wards. Students will be evaluated on competency and performance in all rotations using a competency tracking system called CompTracker. Students are required to have an iPad or iPad mini to support the CompTracker system while at practicum sites.

Learn more about the Respiratory Therapy profession at careercruising.com. Log-in with username: SAIT, and password:

Note: This program is under review and could undergo changes.

Program overview

Your career

Graduates find employment as respiratory therapists in acute care hospitals, community and home care programs, diagnostic laboratories, educational institutions, research facilities, pharmaceutical companies, medical sales and services, and private companies. Future career opportunities may also exist in research, education, administration, and management.

Student success

- Students with higher secondary or post-secondary marks usually experience greater success in SAIT programs.
- The program delivery is very intensive. To be successful students must be prepared to attend 30 hours per week of classroom activities and spend approximately 30 hours per week outside of class studying.
- During the Respiratory Therapy program you will participate in learning a number of skills that are usually practiced on other students. All skills are performed in a safe setting and supervised. Typically, students take turns acting as patient and Respiratory Therapist when practicing these exercises. The students have the option to opt out of role-playing as the patient, however the student may still be required to perform the skill on a classmate.
- Students who experience success in this program have the following characteristics:
  - Strong command of the English language
  - Strong communication and interpersonal skills as these are paramount given the vast amount of patient interaction required on the job
  - Compassion and an interest in caring for others
  - Good organizational and problem solving skills with an ability to think and act in crisis situations
  - The ability to work effectively, independently and as a member of a team
  - Professional, flexible, and enjoy working in diverse settings
  - Value helping others and working in a high-energy, challenging environment
  - The ability to spend the majority of their working hours on their feet and may be required to help lift immobile patients.

SAIT Southern Alberta Institute of Technology

Credential

After successfully completing this program, graduates will receive a SAIT Respiratory Therapy diploma.

Graduates from the SAIT program must successfully challenge the Canadian Board of Respiratory Care (CBRC) examination to earn the right to practice Respiratory Therapy in Canada. Any graduate wishing to work in Alberta must be a member of CARTA and pay the $425 membership fee. Applicants who have English as an additional language and haven't received their elementary education in English must additionally provide proof of ELTPA of nine in all categories. Graduates wishing to work outside of Alberta may register with the CSRT by paying the $185 membership fee. After graduates become members of a professional organization they may register with the CBRC by paying the $900 national examination fee that will then allow them to challenge the national exam.

Accreditation

The Respiratory Therapy program delivered by SAIT is accredited by the Council on Accreditation for Respiratory Therapy Education (CoARTE). The program also works closely with our Advisory Committee to ensure that our curriculum continues to exceed provincial and national accreditation standards.

Progression

Students must attain a PGPA and/or a CGPA of 2.0 or better in each semester and pass the necessary prerequisite courses to progress through the program. To qualify for graduation, students must pass all courses, attain a CGPA of 2.0 or better and complete course requirements within the prescribed timelines.

Admission requirements

Completion of the following courses or equivalents:

- At least 60% in Math 30-1 or Pure Math 30, or at least 70% in Math 30-2, AND,
- At least 60% in English Language Arts 30-1, AND,
- At least 60% in Chemistry 30, AND,
- At least 60% in Biology 30.
- All applicants must demonstrate English Language Proficiency prior to admission, including students educated in Canada.

Competitive entry: seven step process

Step 1: Read the program information to see the qualities needed for student success.

Step 2: Ensure that you meet all of the admission requirements listed above.

Step 3: Review the selection information to understand the process and deadlines

- Applications and proof of the admission requirements (transcripts and/or anticipated final grades) must be submitted prior to April 30 to be included in selection.
- The first round of selection will start Dec. 1 and will continue on a monthly basis.

- Applicants who apply after the program has been filled will be required to complete the selection process and be placed on a waitlist.
- There will be a minimum of 48 seats offered for the fall intake. An additional eight seats are reserved for Saskatchewan residents.
- The School of Health and Public Safety will forward a selection package by email to those that meet the minimum admission requirements.

In the selection process, applicants will be ranked according to the composite score of the following selection criteria:

- Admission requirements course average: 77%
- Additional education or certifications: 19%
  - The number of years of post-secondary education, and completion of a diploma or degree.
- Career aptitude (Career and Program Investigation): 4%

Applicants will be ranked monthly according to the criteria outlined above.

- Applicants with a composite score of 100 or above will be offered a seat in the program until the program is full.
- If the program is not full on April 1, the remaining applicants who ranked at less than 100 will be considered for positions in the program based on highest composite score.
- All other qualified applicants will be placed on a waitlist and contacted if a seat becomes available.
- Successful candidates must sign a practicum agreement contract prior to final acceptance.

Step 4: Apply to Respiratory Therapy and submit your transcripts.

Step 5: Log in to mySAIT.ca to check your admission status. If eligible, your status will indicate that you're "In Selection."

Step 6: Complete the Selection package that is emailed to you.

Step 7: Continue to monitor changes to your application status through mySAIT.ca.

Failure to meet anticipated final grades will result in offers being rescinded.

Communication during selection

Email is the primary source of communication during the selection process. Ensure your personal email account is managed appropriately to receive our emails, files and communications. We recommend you add hps.info@sait.ca and the sait.ca domain to your safe senders list or you risk missing critical email messages.

Practicum requirements

The School of Health and Public Safety has many practica partners located within Alberta and across Canada. Practicum placements in Calgary are limited and students may be required to relocate outside of Calgary for practicum.

All students are required to return to SAIT campus for one week in each semester of the Third year of the program, regardless of where they are placed for practicum.

Successful candidates will be informed of the allocation of their practicum placement by the program. There is no guarantee that students will be placed at their desired practicum location. Special considerations of personal circumstances will not be given in regards to assigning practicum placements. Students will be responsible for fees associated with practicum such as relocation and travel costs.

In compliance with the practica agreements with our clinical partners, successful candidates will be requested to provide proof of the following requirements:

- **Current Heart and Stroke Foundation Health Care Provider Level © CPR** must be valid for the duration of your practicum. SAIT offers the above CPR course on a continuous basis (CPRS 212 – Health Care Provider). Please note that only Heart and Stroke Foundation of Canada CPR certification will be accepted.

- **Neonatal Resuscitation Program** offered by the Canadian Pediatric Society must be successfully completed and proof submitted to the program administration assistant before progressing to semester 5. The certification must be valid for the entire practicum year.

- **Updated Immunization Records:** Most practicum sites require students to demonstrate updated immunization status prior to attending practicum. Successful candidates will be asked to provide an up-to-date immunization record to the SAIT Health Clinic as part of the program orientation. Failure to do so could jeopardize a student's ability to complete the practicum portion of his/her program. The receiving practicum site has the right to refuse students who cannot prove they have met all the required immunizations. Please review the immunization process document for specific details. It is advised to start the immunization process early as it can take some time to complete.

- **Security Clearance:** According to the Protection for Persons in Care Act, our practica sites require that students obtain a Police Information Check including Vulnerable Sector Check, prior to going on practicum. Any criminal code offence for which a pardon has not been received may be a deterrent to a student's entry into practicum, and therefore will result in an uncompleted program or non-graduating status. Successful candidates will be asked to provide a clear Police Information Check including Vulnerable Sector Check record to the School of Health and Public Safety main office by orientation day. Please review the security clearance process document for specific details. Be aware that record must be dated no earlier than 90 days prior to your program orientation day (typically orientation day is held the week prior to the first day of class).

- **N95 Respiratory Mask:** Fit testing is done to determine which make and model of N95 respiratory mask should be used by an individual. In compliance with Alberta's Occupational Health and Safety Code 2009, students are fit-tested for respiratory masks prior to their practica. Occupational Health and Safety Bulletin, Respiratory Protective Equipment: An Employer's Guide states the effectiveness of the respiratory protective equipment depends on an effective face piece seal to the skin of the face. The mask must be tight enough so that the person is breathing only air which has been filtered. The seal is dependent on facial differences (shape or size) or facial hair. Facial hair must be removed where the mask contacts the face for the test. Failure to adequately fit an N95 mask may result in a restricted practicum and\or limited employment. Additionally, a student may need to be tested again in two years or if there are changes to the face which impact the ability of the respirator to form an effective seal (e.g. Weight gain/loss, growth of facial hair, dental surgery, or facial scarring).

- **Health and Wellness Status:** Due to the demanding nature of the work in the health care field and Occupational Health and Safety requirements, the health care field has a strong focus on health and wellness. Students with a medical condition or disability that may impact them in a practicum setting are strongly advised to discuss concerns with the program academic chair and/or SAIT Accessibility Services as soon as possible upon acceptance into the program. Please review the attached document for guidance on entering an allied health program with a medical condition or disability.

More details on the practica requirements per program are outlined on a pre-orientation website for successful candidates.

Costs

Tuition (subject to change)

- Please refer to the Tuition and Fee Table.

- International students, please refer to International Student Fees.

- For student funding, please refer to Financial Assistance.

Books and supplies (subject to change)

- College and Association of Respiratory Therapists of Alberta (CARTA) annual dues are approximately $425.

- Canadian Society of Respiratory Therapists (CSRT) annual dues are approximately $100 for students and $180 for regular members.

- Canadian Board of Respiratory Care (CBRC) exam fee is approximately $900.

- Students are responsible for any additional expenses related to their practica including relocation costs to practicum sites outside Calgary.

- There is a fee associated with obtaining a police information check including Vulnerable Sector Check and is payable to the Police or the Royal Canadian Mounted Police (RCMP.)

- Students pay $75 CompTracker fee for the first two years of the program and $75 per semester in the Third year.

- Books, supplies and uniform are approximately $2,500.

- Students are required to purchase lab supply kits from NR 105 in semester 1 prior to attending their labs.

- Students must have a personal computer and access to the Internet. Most classes are taught at SAIT, but some require online access. All courses require additional self study.

- Students require an Apple personal digital assistant (iPad or iPad Mini) to support the CompTracker system.

Program outline

First year
Semester 1

HLTH 201 – Respiratory Therapy Healthcare Core	3 credits
RESP 212 – Respiratory Therapy Anatomy & Physiology	3 credits
RESP 214 – Patient Assessment 1	3 credits
RESP 216 – RT Clinical Practice 1	3 credits
RESP 218 – Respiratory Therapy Fundamentals	3 credits

Semester 2

PATH 254 – Pathophysiology 1	3 credits
RESP 262 – Patient Assessment 2	3 credits
RESP 264 – RT Clinical Practice 2	3 credits
RESP 266 – Interventions 1	6 credits

Second year
Semester 3

RESP 315 – Patient Assessment 3	3 credits
RESP 317 – RT Clinical Practice 3	3 credits
RESP 319 – Interventions 2	6 credits
PATH 311 – Pathophysiology 2	3 credits

Semester 4

PATH 312 – Pathophysiology 3	1.5 credits
RESP 314 – Anesthesia	1.5 credits
RESP 327 – PFT & Outpatient Care	3 credits
RESP 329 – RT Clinical Practice 4	3 credits
RESP 330 – Interventions 3	6 credits

Third year
Semester 5

PRCT 312 – RT Practicum 1	6 credits
RESP 340 – RT Clinical Theory 1	3 credits
RESP 342 – Practicum Foundations 1	3 credits

Semester 6

PRCT 314 – RT Practicum 2	6 credits
RESP 350 – RT Clinical Theory 2	3 credits
RESP 352 – Practicum Foundations 2	3 credits

Semester 7

PRCT 316 – RT Practicum 3	6 credits
RESP 370 – RT Clinical Theory 3	3 credits
RESP 372 – Entry to Professional Practice	3 credits
Total credits	**96**

Transfer options

Through SAIT transfer agreements and institution partnerships, graduates of this program may be eligible for credit at the following universities and colleges:

- Athabasca University

- Memorial University of Newfoundland (The Marine Institute)

- Saskatchewan

- Thompson Rivers University

- University of New Brunswick, Saint John

- University of Ontario Institute of Technology (UOIT)

To learn more, visit Transfer options on sait.ca.

Transfer options may also be available at other post-secondary institutions where credits from SAIT programs are evaluated on an individual basis. Interested students should contact the post-secondary institute of their choice for more information.

Technology Infrastructure Analyst

- **40-week post-diploma certificate**
- **Fall start**
- **Full-time classroom**

Contact us

Fast-Track
Phone: 403.210.4522
Email: fast-track@sait.ca

Program description

"According to analysts more than 70 per cent of a typical IT budget is spent on infrastructure, such as servers, operating systems, storage and networking. Add to this the need to refresh and manage desktop and mobile devices and you have a unique set of challenges for IT infrastructure to face" (Microsoft).

Companies are looking for employees who can bridge the gap between their technical and business teams. The Technology Infrastructure Analyst program prepares you for challenging and exciting opportunities in the information technology field.

The program's technical focus is server and network system management using Microsoft, Cisco and open source technologies. By developing project management methodologies, effective communication and leadership skills, you will develop strategies to provide quality solutions that illustrate the business relevance in the technical solution. The mandatory eight week practicum provides the applied learning experience that is essential for success in industry. Upon completion of the program, you will be prepared to successfully challenge the MCSE, CCNA and ITIL Foundations certification exams.

Program overview

Your career

Graduates may find employment as an infrastructure architect, infrastructure analyst, IT consultant, systems administrator, network administrator, or technical service agent.

Student success

Students with higher grades usually experience more success in SAIT programs. This is an intensive program requiring a commitment of both time and energy; students who experience success are those who make their education a priority throughout the program.

Credentials and Accreditation

After successfully completing this program, graduates will receive a SAIT post-diploma certificate as a Technology Infrastructure Analyst.

Accreditation

Students may also choose to pursue further designations, including A+, Microsoft Certified Solutions Expert (MCSE), and Certified Cisco Network Associate (CCNA). Additional training or testing may be required at the students' own expense.

Progression

Students must attain a PGPA and/or a CGPA of 2.0 or better in each semester and pass the necessary prerequisite courses to progress through the program. To qualify for graduation, students must pass all courses, attain a CGPA of 2.0 or better and complete course requirements within the prescribed timelines.

Admission requirements

- Undergraduate degree or two-year diploma from a recognized university, institute or college.
- All applicants must demonstrate English Language Proficiency prior to admission, including students educated in Canada.

Due to the tight integration of courses in the Technology Infrastructure Analyst program, credit for Prior Learning is not available.

Competitive entry: seven step process

Step 1: Read the program information to see the qualities needed for student success.

Step 2: Ensure that you meet all of the admission requirements listed above.

Step 3: Review the selection information to understand the process and deadlines

Applications and proof of the admission requirements (transcripts and/or anticipated final grades) along with all supporting documents must be submitted to be included in selection.

Selection is done on a continuous basis and is based on the following criteria:

- Current resumé outlining previous education and experience.
- ICT Fast-Track Career and Program Investigation form. This form will be emailed to you once you have applied. It will be scored to determine suitability for the program; please be detailed and thorough.
- A photocopy of your educational transcripts and any other supporting documents.
- Attend a mandatory selection appointment once the above documents have been submitted and scored by the department. Telephone appointments can be scheduled for out-of-town applicants.
- The final decision for acceptance into the program will be determined by the Academic Chair.

Step 4: Apply to Technology Infrastructure Analyst and submit your transcripts.

Step 5: Log in to mySAIT.ca to check your admission status. If eligible, your status will indicate that you're "In Selection."

Step 6: Submit your resumé, Career and Program Investigation form and transcripts.

- Send your documentation to the School of ICT Fast-Track office by email to fast-track@sait.ca or fax to 403.210.4523.

Step 7: Continue to monitor changes to your application status through mySAIT.ca.

Failure to meet anticipated final grades will result in offers being rescinded.

Communication during selection

Email is the primary source of communication during the selection process. Ensure your personal email account is managed appropriately to receive our emails, files and communications.

We recommend you add fast-track@sait.ca and the sait.ca domain to your safe senders list or you risk missing critical email messages.

Costs

Tuition (subject to change)

- Please refer to the Tuition and Fee Table.
- International students, please refer to International Student Fees.
- For student funding, please refer to Financial Assistance.

Books and supplies (subject to change)

- Tuition includes all course materials, student fees and access to appropriate technology.
- Membership to the SAIT wellness centre — including an ice arena, swimming/diving pool, gymnasium, squash and racquetball courts and weight room is available at a discounted rate.

Program outline

▪ CMPH 409 – IT Foundations	1.5 credits
▪ CMPN 401 – Network Infrastructure and Design	3 credits
▪ CMPN 402 – Server Administration	1.5 credits
▪ CMPN 491 – CCNA Routing and Switching 1 and 2	3 credits
▪ CMPN 492 – CCNA Routing and Switching 3 and 4	3 credits
▪ CMPP 402 – Data Management	1.5 credits
▪ CMPS 436 – Desktop and Device Management	1.5 credits
▪ CPLN 400 – Career Planning and Management	1.5 credits
▪ CPNT 401 – Mobility and Cloud Solutions	1.5 credits
▪ CPNT 402 – Storage and Virtualization Solutions	3 credits
▪ CPRG 402 – Messaging and Collaboration Infrastructure	3 credits
▪ MGMT 403 – Business and Professional Skills	1.5 credits
▪ NETT 410 – Linux Installation and Administration	1.5 credits
▪ PRAC 406 – Industry Practicum	3 credits
▪ PROJ 403 – IT Project Management and Business Analysis	3 credits
▪ PROJ 404 – Threaded Projects	3 credits

40 week fast-track

Total credits	36.0

Transfer options

Through SAIT transfer agreements and institution partnerships, graduates of this program may be eligible for credit at the following universities and colleges:

- SAIT

To learn more, visit Transfer options on sait.ca.

Transfer options may also be available at other post-secondary institutions where credits from SAIT programs are evaluated on an individual basis. Interested students should contact the post-secondary institute of their choice for more information.

Travel and Tourism

- **Two-year diploma**
- **Fall start**
- **Full-time classroom**

Contact us

School of Hospitality and Tourism
Phone: 403.284.8612
Email: hospitality.info@sait.ca

Program description

If you have a passion for the exciting world of travel and tourism, consider the diverse opportunities for employment in Canada and abroad. With a 5-star rating from the Association of Canadian Travel Agencies, the Travel and Tourism program at SAIT will give you a hands-on, practical education ensuring you're ready to jump into the market with real-world knowledge and skills.

Tourism is one of the world's hottest growth industries with new destinations opening up for visitors around the world. At SAIT, we prepare students for rewarding and in-demand careers through expert instruction from industry leaders, hands-on learning and state-of-the-art facilities. In fact, you'll find SAIT alumni working in top tourism organizations in Calgary, Canada and around the globe.

During this full-time two year program, you'll learn how to use reservation systems for airlines, assess airfare, and gain insight on industry rules and regulations. Our blended learning environment includes classroom instruction, laptop delivery and a live working environment – all delivered through a personalized approach.

Beyond learning about airline reservation processes, you'll become familiar with global tourist areas and attractions, study technologies for selling cruises, vacation packages, adventure tours, eco tours, niche travel and more. Your training also covers important areas including sales, marketing, business management, events planning, accounting, law and entrepreneurship.

Now for the exciting part – you get to apply these skills on campus in Destinations, the only live student-run travel centre in North America! As part of SAIT's Destinations travel team, you'll really get a taste for what it's like to work in the tourism industry. Destinations is a licensed travel centre that is equipped with the latest industry booking and accounting software. Students have travel agent access to all major airline and tour companies. Here, you will work with the SAIT community to research, quote and make real reservations for flight, hotel, car, vacation packages and travel insurance bookings.

Travel industry software

As part of your training, you will have access to exclusive travel industry links and resources not available to the general public. Some examples of the latest industry software you'll learn to use include:

- Airline reservation systems such as Apollo by Travelport and Sabre,
- Online booking tools like Expedia, Travelocity and Travel Partners' agent areas, and
- Automated accounting software connected to the booking systems.

Professional internship and study tours

Between your first and Second year of study, you will get to apply your skills in a professional paid internship. In addition to gaining experience in a real-world environment, internships provide valuable connections and opportunities to network with future employers.

As a student, you can also take advantage of exciting international study tours. Previous tour locations have included Peru, Turkey, China, Central America, Vietnam, Egypt, Morocco and Southern Europe. We also offer study exchanges through the global education network to Australia and Singapore.

Work toward your Certified Travel Counsellor (CTC) designation

Graduates with a GPA of 3.0 or higher at the end of semester five are encouraged to apply to write the Association of Canadian Travel Agencies (ACTA) national certification exam to progress toward the Certified Travel Counsellor (CTC) designation.

Program overview

Your career

Graduates can look forward to careers in retail and corporate travel, airline customer service and reservation call centres, resorts and cruise lines, destination attractions and government tourism offices.

- Graduates of the Travel and Tourism program have a 95% employment rate.

- **Student success**

- Working in a retail setting can mean long hours sitting at a desk, interacting with clients, working with computers.

- Keep in mind industry hours can include weekend and evening shifts.

- Airline careers or working as a tour operator often requires heavy lifting (baggage), travel and shift work.

- Sales and marketing careers may require frequent travel.

- Most successful students spend approximately 20 hours per week doing homework and review, with additional study required to prepare for exams.

- The material is presented at a fairly rapid rate. For the greatest level of success you must be present and take responsibility for your learning experience.

- You must be able to read, write and comprehend the English language at a level exceeding basic conversational English.

- Students with higher grades in high school usually experience more success in SAIT programs.

Credentials and Accreditation

After successfully completing this program, graduates will receive a SAIT diploma in Travel and Tourism.

The Travel and Tourism diploma program is endorsed by the Association of Canadian Travel Agencies, a national association that certifies and designates travel professionals across Canada. Endorsement is granted when a travel program meets or exceeds the educational standards based on the nationally validated occupational standards for travel counselling. Completion of the program prepares students to write the Knowledge Exam required to become a Certified Travel Counsellor. For more information on becoming a Certified Travel Counsellor, contact the Canadian Institute of Travel Counsellors.

Progression

Students must attain a PGPA and/or a CGPA of 2.0 or better in each semester and pass the necessary prerequisite courses to progress through the program. To qualify for graduation, students must pass all courses, attain a CGPA of 2.0 or better and complete course requirements within the prescribed timelines.

Admission requirements

At least 50% in the following courses or equivalents:

- Math 20-1 or Math 20-2 or Math 20-3 or Math 24 or Pure Math 20 or Applied Math 20, AND,

- English Language Arts 30-1 or English Language Arts 30-2.

- All applicants must demonstrate English Language Proficiency prior to admission, including students educated in Canada.

Direct entry: four step process

Step 1: Read the program information to see the qualities needed for student success.

Step 2: Ensure that you meet all of the admission requirements listed above.

Step 3: Apply to Travel and Tourism and submit your transcripts and/or anticipated final grades.

- Admission will be extended on a first-qualified, first-offered basis until the program is full.

Step 4: Continue to monitor changes to your application decision through mySAIT.ca.

Additional Information

Find out more about pre-orientation guidelines and requirements for this program.

Costs

Tuition (subject to change)

- Please refer to the Tuition and Fee Table.

- International students, please refer to International Student Fees.

- For student funding, please refer to Financial Assistance.

Books and supplies (subject to change)

- Books and supplies are approximately $1,500 per calendar year.

- Approximately $600 to $800 for a laptop that meets the minimum hardware requirements and operating system for this program.

- Books for the program will be approximately $700.

Program outline

First year
Semester 1

- TSAL 215 – Customer Service Excellence — 3 credits
- COMM 256 – Professional Communications and Presentation Skills — 3 credits
- GEOG 225 – Destination Studies I — 3 credits
- TOUR 225 – Tourism Career Explorations — 1.5 credits
- TPRD 225 – Tourism Product Essentials — 3 credits
- TOUR 206 – Leisure Travel Basics — 1.5 credits

Semester 2

- MGMT 230 – Organizational Behaviour in Tourism — 3 credits
- TPRD 250 – Leisure Travel Products — 3 credits
- GEOG 250 – Destination Studies II — 3 credits
- TKTG 202 – Automated Airline Reservations and Pricing — 3 credits
- TSAL 251 – The Profession of Selling — 3 credits

Semester 3

- PRAC 274 – Travel and Tourism Professional Internship — 3 credits

Second year
Semester 4

- MKTG 318 – Introduction to Tourism Marketing — 3 credits
- GEOG 325 – Destination Studies III — 3 credits
- TOUR 325 – Special Interest Tourism — 3 credits
- TSAL 320 – Travel Agency Orientation — 1.5 credits
- ACCT 200 – Accounting Fundamentals 1 — 1.5 credits
- HLAW 325 – Travel and Tourism Law — 3 credits

Semester 5

- GEOG 350 – Destination Studies IV — 3 credits
- TOUR 350 – Tour Planning and Design — 3 credits
- TSAL 380 – Travel Agency Operations — 1.5 credits
- CONV 350 – Business of Events — 1.5 credits
- TOUR 315 – Entrepreneurial Studies in Tourism — 3 credits
- MGMT 365 – Human Resource Management in Tourism — 3 credits

Total credits — 63

Transfer options

Through SAIT transfer agreements and institution partnerships, graduates of this program may be eligible for credit at the following universities and colleges:

- Business Academy Aarhus, Denmark
- Capilano University
- Dublin Institute of Technology
- Hong Kong University
- Robert Gordon University, UK
- Royal Roads University
- University of Gloucestershire, UK
- University of New Brunswick, Saint John
- University of Strathclyde
- Vancouver Island University

To learn more, visit Transfer options on sait.ca.

Transfer options may also be available at other post-secondary institutions where credits from SAIT programs are evaluated on an individual basis. Interested students should contact the post-secondary institute of their choice for more information.

Web Developer

- **23-week certificate**
- **Fall and winter start**
- **Full-time classroom**

Contact us

Fast-Track
Phone: 403.210.4522
Email: fast-track@sait.ca

Program description

Can you imagine a world without the Web? Can you make it through a day without accessing an online service like Google, Facebook, or Wikipedia? Would you like to be part of the industry that invents and advances the tools that make the online world possible?

SAIT's 23-week Web Developer program will provide you with the skills required to enter this exciting field. Whether you want to create corporate websites, develop your own consulting business, or create the next hot Web service, this program will help you develop the creative and technical skills to design and construct user-friendly websites. Social media, multimedia, and e-commerce integration, web analytics, design tools and techniques, and career/consulting essentials will also be included. After 15 weeks in class, enhance your training and start your career with an 8-week industry practicum.

Program overview

Your career

Graduates may find employment as a web developer, web designer, webmaster, Intranet developer, and web analyst.

- Graduates of the Web Developer program have a 90% employment rate.

Student success

Students with higher grades usually experience more success in SAIT programs. This is an intensive program requiring a commitment of both time and energy; students who experience success are those who make their education a priority throughout the program.

Progression

Students must attain a PGPA and/or a CGPA of 2.0 or better in each semester and pass the necessary prerequisite courses to progress through the program. To qualify for graduation, students must pass all courses, attain a CGPA of 2.0 or better and complete course requirements within the prescribed timelines.

Admission requirements

- At least 60% in English Language Arts 30-1 or English Language Arts 30-2 or equivalent, OR,
- A minimum of two years post-secondary education from a recognized university, institute or college.
- All applicants must demonstrate English Language Proficiency prior to admission, including students educated in Canada.

Due to the tight integration of the courses in the Web Developer (WBDV) program, credit for Prior Learning is not available.

Competitive entry: seven step process

Step 1: Read the program information to see the qualities needed for student success.

Step 2: Ensure you meet all of the admission requirements.

Step 3: Review the selection information to understand the process and deadlines

Applications and proof of the admission requirements (transcripts and/or anticipated final grades) along with all supporting documents must be submitted.

Selection is done on a continuous basis and is based on the following criteria:

- Current resumé outlining previous education and experience.
- ICT Fast-Track Career and Program Investigation form. This form will be emailed to you once you have applied. It will be scored to determine suitability for the program; please be detailed and thorough.
- A photocopy of your educational transcripts and any other supporting documents.
- Proof of previous computer programming and/or relational database experience. Transcripts, substantial industry experience or certifications will be considered. An introductory computer programming course such as CMPP-205 Introduction to Programming in C may be required.
- Attend a mandatory selection appointment once the above documents have been submitted and scored by the department. Telephone appointments can be scheduled for out-of-town applicants.
- The final decision for acceptance into the program will be determined by the Academic Chair.

Step 4: Apply to Web Developer and submit your transcripts.

Step 5: Log in to mySAIT.ca to check your admission status. If eligible, your status will indicate that you're "In Selection."

Step 6: Submit your resumé, Career and Program Investigation form and transcripts.

- Send your documentation to the School of ICT Fast-Track office by email to fast-track@sait.ca or fax to 403.210.4523.

Step 7: Continue to monitor changes to your application status through mySAIT.ca.

Failure to meet anticipated final grades will result in offers being rescinded.

Communication during selection

Email is the primary source of communication during the selection process. Ensure your personal email account is managed appropriately to receive our emails, files and communications.

We recommend you add fast-track@sait.ca and the sait.ca domain to your safe senders list or you risk missing critical email messages.

Ideal applicant

The ideal candidate for the Web Developer program will be both creative and technical in nature. You are collaborative and work well in teams. You are capable of learning independently and enjoy self-directed study. Most importantly, you possess some previous knowledge of web development or design.

Costs

Tuition (subject to change)

- Please refer to the Tuition and Fee Table.
- International students, please refer to International Student Fees.
- For student funding, please refer to Financial Assistance.

Books and supplies (subject to change)

- Tuition includes all course materials, student fees and access to appropriate technology.

Program outline

CPNT 200 – Content Management Systems	1.5 credits
CPNT 201 – Web Design Tools and Techniques	3 credits
CPNT 260 – Web Page Construction Fundamentals	1.5 credits
CPNT 262 – Web Client and Server Programming	1.5 credits
CPNT 264 – Career and Consulting Essentials	1.5 credits
CPNT 265 – The Business of the Web	1.5 credits
DSGN 270 – Web Design Theory and Social Media Concepts	1.5 credits
PRAC 276 – Web Developer Practicum	3 credits
Total credits	15

Welding Engineering Technology

- **Two-year diploma**
- **Fall start**
- **Full-time classroom**

Contact us

School of Manufacturing and Automation
Phone: 403.284.8641
Email: ma.training@sait.ca

Program description

The Welding Engineering Technology program offers full- time, two years of hands-on education. The First year focuses on academic fundamentals and structural steel design and fabrication. During the Second year you will learn pressure vessel design, construction and testing. You will design, build and test a pressure vessel as part of your final project. Practical welding skills are also developed to gain an in-depth understanding of welding processes.

Program overview

Your career

Graduates may find work as welding specialist on engineering teams, researchers, supervisors, quality control and inspection officers and in technical sales. As a specialist on the engineering team, the technologist not only understands the welding processes used in metal fabrication, but is also trained in quality control, welding metallurgy, codes, fabrication techniques, inspections, drafting, weld design, management and supervision, computer skills, and project management.

- Graduates of the Welding Engineering Technology program have a 92% employment rate.

Student success

Students with higher secondary or post-secondary marks usually experience greater success in SAIT programs.

Credentials and Accreditation

After successfully completing this program, graduates will receive a SAIT diploma in Welding Engineering Technology.

Graduates may apply for their Certified Engineering Technologist designation after two years of appropriate industrial experience. While at SAIT, students are encouraged to become members in the Canadian Welding Association (http://www.cwa-arcs.org/), American Society for Materials (http://www.asminternational.org/portal/site/www/), Society of Automotive Engineers (http://www.sae.org/) and American Society of Quality (http://www.asqcalgary.org/ee/).

Progression

Students must attain a PGPA and/or a CGPA of 2.0 or better in each semester and pass the necessary prerequisite courses to progress through the program. To qualify for graduation, students must pass all courses, attain a CGPA of 2.0 or better and complete course requirements within the prescribed timelines.

Admission requirements

Completion of the following courses or equivalents:

- At least 50% in Math 30-1 or Pure Math 30, or at least 70% in Math 30-2, AND,
- At least 50% in English Language Arts 30-1 or English Language Arts 30-2, AND,
- At least 50% in Chemistry 20 or Science 30.
- All applicants must demonstrate English Language Proficiency prior to admission, including students educated in Canada.

Competitive entry: seven step process

Step 1: Read the program information to see the qualities needed for student success.

Step 2: Ensure that you meet all of the admission requirements listed above.

Step 3: Review the selection information to understand the process and deadlines

- Applications and proof of the admission requirements (transcripts and/or anticipated final grades) must be submitted to be considered for selection.
- Selection will begin in March and offers will be extended in April.

Selection criteria

- Qualified applicants will be emailed a selection package and asked to complete a career investigation report.
- Selection will begin in March and offers will be extended in April.
- Applicants who fail to submit the career investigation report will be excluded from selection.

Step 4: Apply to Welding Engineering Technology and submit your transcripts.

Step 5: Log in to mySAIT.ca to check your admission status. If eligible, your status will indicate that you are "In Selection."

Step 6: Complete and submit the Career Investigation Report.

- The career investigation report will be emailed to you in March.
- Applicants who do not complete the career investigation report will be excluded from selection.

Step 7: Continue to monitor changes to your application status through mySAIT.ca.

Failure to meet anticipated final grades will result in offers being rescinded.

Communication during selection

Email is the primary source of communication during the selection process. Ensure your personal email account is managed appropriately to receive our emails, files and communications. We recommend you add the sait.ca domain to your safe senders list or you risk missing critical email messages.

Costs

Tuition (subject to change)

- Please refer to the Tuition and Fee Table.
- International students, please refer to International Student Fees.
- For student funding, please refer to Financial Assistance.

Books and supplies (subject to change)

- Books and supplies are approximately $1,600 for the First year and $1,000 for the Second year.

Program outline

First year
Semester 1

COMP 220 – Computer Fundamentals		3 credits
EMTL 201 – Materials Identification and Inspection		1.5 credits
EMTL 250 – Engineering Materials		3 credits
MATH 238 – Mathematics for Engineering and Technology I		3 credits
PHYS 235 – Engineering Physics		1.5 credits
WDSG 235 – Weld and Inspection Practices I		3 credits

Semester 2

BLPR 282 – Blueprint Reading for Welding Engineering Technology	1.5 credits
CADD 211 – Drafting for Manufacturing	1.5 credits
COMM 256 – Professional Communications and Presentation Skills	3 credits
MATH 288 – Mathematics for Engineering and Technology II	3 credits
WDSG 275 – Weld and Inspection Practices II	3 credits
MNGT 321 – Project Management	3 credits

Second year
Semester 3

CODE 315 – Codes and Regulations	3 credits
EMTL 280 – Welding Metallurgy	3 credits
ROBT 395 – Automated Manufacturing and Robotic Arc Welding Processes	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
INSP 341 – Non-Destructive Inspection	3 credits
PROJ 377 – Research and Design Solutions	3 credits
STCS 255 – Engineering Statics	1.5 credits
WDSG 375 – Weld and Design Practices II	3 credits
Total credits	**60**

Transfer options

Through SAIT transfer agreements and institution partnerships, graduates of this program may be eligible for credit at the following universities and colleges:

- Athabasca University
- NAIT
- Thompson Rivers University
- University of New Brunswick, Saint John

To learn more, visit Transfer options on sait.ca.

Transfer options may also be available at other post-secondary institutions where credits from SAIT programs are evaluated on an individual basis. Interested students should contact the post-secondary institute of their choice for more information.

SAIT Southern Alberta Institute of Technology

Welding Technician

- **24-week certificate**
- **Fall and winter start**
- **Full-time classroom**

Contact us

SAIT
Phone: 403.284.7248
Toll-free: 1.877.284.7248

Program description

Over the course of this full-time, 24-week program you will learn the skills and theory taught in the first and second period of the Welder apprenticeship program. You will learn how to join and sever metals using various processes used in the welding industry. You will also learn how to use other tools used in the welding industry.

Upon successful completion of the first 12 weeks, you will be eligible to write the first period Welder apprenticeship exam. At the end of the 24 weeks, providing you pass the first period exam and the last 12 weeks of the course, you will be eligible to write the second period Welder apprenticeship exam.

Upon successful completion of the entire program you will earn a SAIT Welding Technician Certificate.

Program overview

Your career

Work conditions for welders vary from one job to another. Welders may work outdoors on construction sites, or indoors in production and repair shops. Travel may also be required on jobs such as oilfield-related welding. A 40-hour work week is typical, but overtime is occasionally required to meet project deadlines.

If you choose a career as a welder you'll need the following characteristics: manual dexterity, patience, good vision (corrective lenses are acceptable), good hand-eye coordination, and the ability to concentrate on detailed work. Being a welder is a rewarding career if you enjoy working with metal, physical work and working with little direction or supervision.

- Graduates of the Welding Technician program have a 90% employment rate.

Student success

SAIT will recognize students who successfully complete this program. The students will have the opportunity to write the provincial exam for welding first and second period.

Upon completion of the program, successfully writing the first and second period exams, and becoming indentured; the student will be able to complete his/her apprenticeship while employed in the normal manner.

Credentials and Accreditation

After successfully completing this program, graduates will receive a SAIT certificate in Welding Technician.

Graduates may be eligible to register as apprentices in the Welder apprenticeship program (WEP), once they find employment. They will also be able to challenge the first and second period WEP apprenticeship exams.

Progression

Students must attain a PGPA and/or a CGPA of 2.0 or better in each semester and pass the necessary prerequisite courses to progress through the program. To qualify for graduation, students must pass all courses, attain a CGPA of 2.0 or better and complete course requirements within the prescribed timelines.

Admission requirements

Successful completion of the following courses or equivalents:

- Math 10C, Math 10-3, Pure Math 10, or Applied Math 10, AND,
- English Language Arts 10-1 or English Language Arts 10-2
- All applicants must demonstrate English Language Proficiency prior to admission, including students educated in Canada.
- A pass mark in the SAIT Admission Examination (level 2) or equivalent is accepted in lieu of the above requirements.

Note: General Educational Development (GED) tests are not accepted in lieu of the admission requirements.

Direct entry: four step process

Step 1: Read the program information to see the qualities needed for student success.

Step 2: Ensure that you meet all of the admission requirements listed above.

Step 3: Apply to Welding Technician and submit your transcripts and/or anticipated final grades.

- Admission will be extended on a first-qualified, first-offered basis until the program is full.

Step 4: Continue to monitor changes to your application decision through mySAIT.ca.

Costs

Tuition (subject to change)

- Please refer to the Tuition and Fee Table.

- International students, please refer to International Student Fees.

- For student funding, please refer to Financial Assistance.

Books and supplies (subject to change)

- Tuition includes all course materials, student fees and access to appropriate technology.

Program outline

• MATH 104 – Math for Apprentice Trades		1.5 credits
• WLDG 202 – Gas Metal Arc Welding Level 1 Theory		1.5 credits
• WLDG 203 – Gas Metal Arc Welding Level 1 Lab		3 credits
• WLDG 212 – Gas Metal Arc Welding Level 2 Theory		3 credits
• WLDG 213 – Gas Metal Arc Welding Level 2 Lab		3 credits
• WLDG 252 – Gas Tungsten Arc Welding Theory		1.5 credits
• WLDG 253 – Gas Tungsten Arc Welding Lab		3 credits
• WLDG 254 – Shielded Metal Arc Welding Theory		1.5 credits
• WLDG 255 – Shielded Metal Arc Welding Lab		3 credits
• WLDG 256 – Pattern Development		1.5 credits
Total credits		22.5

Transfer options

Through SAIT transfer agreements and institution partnerships, graduates of this program may be eligible for credit at the following universities and colleges:

- Alberta Apprenticeship and Industry Training

To learn more, visit Transfer options on sait.ca.

Transfer options may also be available at other post-secondary institutions where credits from SAIT programs are evaluated on an individual basis. Interested students should contact the post-secondary institute of their choice for more information.

Apprenticeship Training and Pre-employment

The Apprenticeship System of Training

How does apprenticeship work?

Apprenticeship is an education and training system that teaches trade knowledge and skills through on-the-job training and formal instruction. The on-the-job training is provided by the employer and supervised by a journeyman. The formal instruction is arranged by the Alberta Learning Apprenticeship Branch and provided by various post-secondary institutions and training establishments. An apprenticeship training program is mandatory when gaining a trade credential.

About 80 per cent of the apprentice's training takes place on the job. The other 20 per cent of the training is formal instruction at post-secondary institutions or training establishments.

What is a trade?

A wide variety of vocations can be classified as trades, and in fact the list of trades differs in each province. In Alberta, a trade is designated under the Apprenticeship and Industry Training Act.

What is an Apprentice?

An apprentice works on the job while he or she learns a trade. An apprentice has an apprenticeship contract with an employer that is registered with the Alberta government. An apprentice attends formal instruction. There are about currently about 46,000 registered apprentices in Alberta.

What is a Journeyman?

A journeyman has learned the skills of the trade. Most journeymen hold a certificate in their trade. The Alberta Journeyman Certificate indicates that the holder has met certain standards and learned the skills of the trade. About 13 per cent of Alberta's working age population hold trade certificates.

How long is an apprenticeship training program?

Apprenticeship training programs vary with the trade. The longest programs run for four periods of training (about four years). A period of training for each trade usually has two components, a specific number of hours of on-the-job training and a set amount of formal instruction. The amount of formal instruction ranges from three to 12 weeks per period.

How much does an apprentice earn?

Apprentices earn a percentage of the journeyman wage in their trade at the company in which they are employed. The apprentice's wage varies from 40 per cent to 90 per cent of the journeyman's wage, depending on the trade and depending on how much training the apprentice has completed. The apprentice's wage increases as the apprentice progresses from one level of training to the next.

An employer must pay a Registered Apprenticeship Program (RAP) apprentice at least the basic minimum wage.

What is RAP?

RAP, the Registered Apprenticeship Program, is a modified apprenticeship program that permits a high school student to become an apprentice while attending high school. A RAP apprentice accumulates hours of on-the-job training as credit toward his or her apprenticeship program, and credit toward a high school diploma, or certificate of achievement.

How does an apprentice progress through the training?

To progress from one period of an apprenticeship training program to the next, an apprentice will:

- successfully complete the formal instruction;
- have the required hours of on-the-job training and a satisfactory report from the supervisor;
- pass the apprenticeship examination for that period of training (70% pass mark); and,
- Have the record book stamped by the nearest Alberta Learning Career Services Centre.

The employer will:

- update the apprentice's record book by recording the on-the-job training provided, the hours worked, the type of work performed, and by evaluating the apprentice; and,
- forward the record book to the nearest Alberta Learning Career Services Centre.

After completing these steps an apprentice's wages should increase to the next level for that trade. The level may differ with each employer, but will be based on the journeyman wage rate in that company.

What are the responsibilities of the employer?

The employer is responsible for:

- providing on-the-job training to the apprentice under the supervision of a journeyman;
- paying the apprentice's wages;
- providing time away from work so that the apprentice can complete the required formal instruction; and,
- maintaining the apprentice's record book.

SAIT Southern Alberta Institute of Technology

What are the responsibilities of the apprentice?

The apprentice is responsible for:

- completing the required on-the-job training as assigned by the employer **AND**, at the end of each period of apprenticeship,
- reviewing with his or her supervisor:
- the hours worked;
- the on-the-job training completed;
- ensuring that his or her record book is updated at the end of each period, and forwarded to the nearest Alberta Learning Career Services Centre;
- attending the required formal instruction;
- making arrangements to meet personal financial needs while attending formal instruction; acquiring the text books and supplies required for formal instruction;
- successfully completing the requirements of the formal instruction;
- completing the required examinations;
- advising the school:
  - if he or she becomes unemployed or employed by another person so that the contract of apprenticeship can be transferred;
  - if there is a change in address or employment;
- carrying his or her apprentice identification card at all times while at work and producing it on request; **AND**,
- registration for classes at the institution of his/her choice.

Where does apprenticeship formal instruction take place?

Formal instruction is delivered at a variety of post-secondary institutions and training establishments, depending on the trade:

- technical institutes
- colleges
- vocational colleges
- private trade schools
- industry training centres.

How much does an apprenticeship training program cost?

Tuition, SAIT Students' Association (SAITSA) fees and a $67 Shop Supply fee have now been introduced. The apprentice also pays for textbooks and Independent Learning Modules (ILM).

Tuition Fees

Tuition fees are set by the Alberta Government for the 2016/17 academic year:

- 4 weeks – $392
- 6 weeks – $588
- 7 weeks – $686
- 8 weeks – $784
- 10 weeks – $980
- 12 weeks – $1,176

The 2017/18 fees can be found in the online 2017/18 Apprenticeship Handbook on the financial information page.

Additional fees are charged on a user-pay system for parking, Students' Association and Campus Centre privileges. Please see below for SAITSA Fees.

SAITSA Fees

- 4 weeks – $35.96
- 6 weeks – $53.94
- 7 weeks – $62.93
- 8 weeks – $71.92
- 10 weeks – $89.90
- 12 weeks – $107.88

An additional Students' Association fee of $8.99 per week of training is charged for each registered apprentice. This fee includes student services, student clubs, SafeWalk, special events, Survival Guide, The Odyssey Coffeehouse, The Gateway Restaurant and Bar, The Station Market, SAITSA Seconds (Used Books), and locker rentals. For more information, check out saitsa.com.

How does an apprentice obtain an Alberta Journeyman Certificate?

An Alberta Journeyman Certificate is granted to an apprentice who:

- completes the required hours of on-the-job training and receives a satisfactory report from the supervisor;
- successfully completes the formal instruction;
- passes all required examinations; and,
- has forwarded his or her record book to the Career Development Centre, Alberta Learning, for completion.
- when an apprentice receives an Alberta Journeyman Certificate, the new journeyman can use the term "certified" with the name of the trade. This title lets employers and consumers know that a standard of quality or skill, established by industry, has been attained. Journeyman wages should now be paid.

Where can the Journeyman work?

The Alberta Journeyperson Certificate is valid in the province of Alberta, and may be recognized in other provinces. If the journeyperson holds a certificate in one of the Interprovincial Standards (Red Seal) trades and is interested in working in another province, the journeyperson can write an Interprovincial Standards Program (Red Seal) exam. Journeymen who carry an Interprovincial Standards Program Red Seal on their provincial certificate would not have to write any further examinations to qualify for certification in any other province in Canada.

How to become a Registered Apprentice

Entrance Requirements

Currently, to enter an apprenticeship you must have the educational qualifications required for the trade to which you apply. It is to your advantage to obtain as much education as possible. The further you go in school the better your chances will be to get an apprenticeship and succeed in your training. In trades where a minimum level of education is required, you must present a transcript of your school marks when you apply for apprenticeship. If you cannot obtain a school transcript, you will be required to write an approved entrance exam. In certain trades, all applicants must write an entrance exam.

Perhaps the most difficult entrance requirement to meet is finding suitable employment with an employer who is a journeyman or employs a journeyman in the trade of your choice. To apply for an apprentice position, you should go in person to firms that work in the trade you have selected. You may have to apply to several firms before you find an employer who has a position for an apprentice.

Application Procedures

Once you're employed, apprenticeship forms must be signed by both you and your employer. Application forms are available online. If you think you have related work experience and/or training that could be credited toward your apprenticeship, discuss it with your employer and request credit on the application form. Once your application for apprenticeship is approved and your school transcripts or entrance exam marks are recorded, final approval is given and contracts are drawn up.

Contracts

A contract is signed by the apprentice and the employer. Before signing the contract, you should read it carefully to know your obligations and responsibilities and those of your employer.

Once signed, the contract is registered with the Apprenticeship and Industry Training Division. An identification card, course outline booklet and an apprentice record book are issued to you. At this point your apprenticeship training begins.

Registering for apprenticeship training at SAIT

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 — we accept Visa and MasterCard

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'll be 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. We also have another facility at the Mayland Heights campus where railway courses are taught. The Buck Crump Building located at 1940 Centre Avenue NE.

Apprenticeship training programs in Alberta

The Apprenticeship Program that leads to Journeyperson status in 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 Trade Secrets for the Apprenticeship Training Schedule (includes intake dates).

SAIT's Pre-Employment training programs

SAIT offers pre-employment training courses in apprenticeship related areas which have been approved for accreditation. Upon an employer's recommendation and with the approval of the Executive Director of the Apprenticeship and Industry Training Division, these courses may be accredited toward apprenticeship for first period technical training. There are also several one and two year technology programs that are related to an apprenticeship trade and graduates of these programs may be considered for accreditation.

Pre-Employment Automotive Service Technician	403.284.8471
Pre-Employment Cabinetmaker	403.284.8367
Pre-Employment Carpenter	403.284.8367
Pre-Employment Electrician	403.284.8641
Pre-Employment Millwright	403.284.7352
Pre-Employment Plumbing	403.284.8367
Pre-Employment Refrigeration and Air Conditioning	403.284.8367
Pre-Employment Sheet Metal	403.284.8367
Pre-Employment Steamfitter-Pipefitter	403.284.8367

Other courses may be available. Call the SAIT Office of the Registrar at 403.284.7248 to check if Pre-employment programs are available in your area of interest.

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

Designated apprenticeship trades available at SAIT

This information is available online at tradesecrets.alberta.ca

Apprenticeship Blended 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 portion of their training. Blended learning apprentices typically spend half the time at SAIT compared to what is required by a full-time apprenticeship student.

In the online environment, students use multimedia simulations, videos and electronic apprentice assessments while interacting with their instructors in a virtual classroom.

The advantages of blended learning

The Blended learning program offers the best of both worlds for apprentices and employers. It's the easiest way for apprentices to keep working while completing their education, plus it allows employers to keep skilled workers on site for longer.

Blended learning apprentices will receive the same instruction as those in a block release program, but will have a greater amount of time to complete the theoretical portion of their training; programs that are traditionally completed in eight weeks are completed in eight to 16 weeks with blended learning.

Additional benefits include:

- Enjoy the privileges of a traditional apprenticeship student, including full access to SAIT amenities like the Library.
- Access to excellent instructors throughout your online and in-class training.
- Assistance in preparing for your practical exams.
- The ability to take the Alberta Apprenticeship Technical exam at SAIT.
- Benefit from the use of state-of-the-art training equipment.
- Engage in a highly successful program with a high pass rate.
- For out of town students, spend less time away from home to complete your training.

Is blended learning training right for me?

Apprentices that are most likely to find success in the blended learning format have typically earned high marks in their previous training periods, are self-directed and enjoy working at their own pace. Although you have access to industry-trained instructors throughout your studies, you are responsible for setting the pace of your own learning and must complete the content in the required timeframe.

Students who are most often successful in this approach:

- Achieved an average grade of 80% or better on the last training period.
- Commit time each day to the program (approximately 10 hours per week is required).
- Are self-disciplined and motivated to work through an online program.
- Set interim goals and stick to them.
- Clearly communicate questions and challenges to the course instructor.
- Have access to and are comfortable working with a computer.

How to register for apprenticeship blended learning

Students must first register with Alberta Apprenticeship Industry and Training (AIT) before they can register for a SAIT apprenticeship program.

Following admission, students will receive information from SAIT with the materials they need to begin the theory portion of their training. Once the online modules are completed, the students will come to SAIT 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 Office of the Registrar at:

Phone: 403.284.7248
Toll free: 1.877.284.7248
Fax: 403.284.7112

For in person registration, visit:

SAIT Office of the Registrar
Room MA211, 2nd floor, Heritage Hall
1301 – 16 Ave NW
Calgary, AB
T2M 0L4

Apprenticeship Programs

Agricultural Equipment Technician

- transportation.info@sait.ca
- Phone: 403.284.8471

SAIT offers the 2nd and 4th period training.

Agricultural Equipment Technicians repair, overhaul and maintain agricultural equipment including tractors, tillage equipment, seeding equipment and harvesting equipment. They service and repair engines, transmissions, hydraulic systems, and electronic systems. They pinpoint problems; repair or replace broken, worn-out or faulty parts; reassemble and test repaired units; and assemble and adjust new agricultural equipment.

The Agricultural Equipment Technician apprenticeship program shares two common training periods with the Heavy Equipment Technician apprenticeship program. Apprentices in the Agricultural Equipment Technician apprenticeship program have the option of taking their 2nd and 4th period technical training at SAIT. Agricultural Equipment Technician 2nd period is equivalent to 2nd period Heavy Equipment Technician training and Agricultural Equipment Technician 4th period is equivalent to 3rd period Heavy Equipment Technician training. Apprentices may be eligible for financial support.

Entrance Requirements

To enter an apprenticeship, you must have the educational qualifications required for the trade to which you apply. Entrance requirements are monitored by Alberta and Industry Training. Check out their website for more information.

See the Apprentice System of Training to find out about becoming a registered apprentice.

Apprentice Success Services

Have you been out of school for some time? SAIT is committed to your success and is pleased to offer resources designed to prepare you for your training at SAIT and make your learning experience a successful one while in training. Visit Study Skills and Learning Strategies to learn how SAIT can promote your success.

Appliance Service Technician

- ma.info@sait.ca
- Phone: 403.284.8641

If you have always enjoyed getting to the root of the problem and generally "fixing" things, then you should consider this program. You'll be trained to install, service, and repair commercial and household appliances, including ranges, freezers, refrigerators, washers and waste disposers and compactors. Working with the customer, you will determine why an appliance is not working and the most likely causes. Technicians prepare work orders, cost estimates and reports for billing purposes. Most technicians work alone with little supervision and the physical demands of the work vary. You may be required to move heavy appliances in excess of 25 kilograms and stand for long periods of time.

Apprentices may be eligible for financial support.

Entrance Requirements

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Apprentice Success Services

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Auto Body Technician

- transportation.info@sait.ca
- Phone: 403.284.8471

This program will train you to repair and/or replace damaged motor vehicle structures and body components, prepare for refinishing, and apply interior and exterior finishes. You may specialize in prepping, refinishing, sheet metal and plastics repair, or frame straightening. Journeyman certification is available as a Prepper, Refinisher, or Repairer; or by combining these three areas you can become a fully certified Auto Body Technician.

Apprentices may be eligible for financial support.

Entrance Requirements

To enter an apprenticeship, you must have the educational qualifications required for the trade to which you apply. Entrance requirements are monitored by Alberta and Industry Training. Check out their website for more information.

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Apprentice Success Services

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Automotive Service Technician

- transportation.info@sait.ca
- Phone: 403.284.8471

This program will train you to perform preventative maintenance, diagnosis and repair on cars and light duty trucks. You will learn about all of the systems in today's vehicles utilizing state-of-the-art tools and equipment. Automotive apprentices and journeypersons are employed in a variety of businesses which include: dealerships, franchise shops, independent shops and fleet shops, as well as others. In addition to the regular four-year automotive apprenticeship, SAIT offers two manufacturer apprenticeship programs: General Motors Automotive Service Educational Program (ASEP) and Ford Automotive Student Service Educational Training (ASSET).

Apprentices may be eligible for financial support.

Entrance Requirements

To enter an apprenticeship, you must have the educational qualifications required for the trade to which you apply. Entrance requirements are monitored by Alberta and Industry Training. Check out their website for more information.

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Apprentice Success Services

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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.

Baker

- culinary@sait.ca
- Phone: 403.284.8612

Turn your passion for baking into a career as a Pastry Chef, Bakery Manager, Specialty Cake Decorator, Chocolatier or Entrepreneur. Train with exceptional instructors from around the world as you bake artisan breads, fine pastries, classic desserts and wedding cakes. The Baker Apprentice program provides you with formal instruction on both contemporary and traditional baking methods, in addition to, important management skills on food regulations, costing and merchandising.

Apprentices may be eligible for financial support.

Entrance Requirements

To enter an apprenticeship, you must have the educational qualifications required for the trade to which you apply. Entrance requirements are monitored by Alberta and Industry Training. Check out their website for more information.

See the Apprentice System of Training to find out about becoming a registered apprentice.

Apprentice Success Services

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Bricklayer

- construction.info@sait.ca
- Phone: 403.284.8367

Build a career with a strong foundation by becoming a bricklayer. This program will train you to prepare and lay brick and other masonry units to construct and repair walls, partitions, patios, arches, fireplaces and chimneys. Working with a variety of materials; brick, granite, concrete blocks, stones, structural tile, glass tile and pre-cast panels; the program will familiarize you with the properties of various mortars and other bonding materials. Bricklayers interpret drawings and blueprints, and calculate the materials required. They work in a variety of settings including indoors and outdoors and the work can be physically demanding.

Apprentices may be eligible for financial support.

Entrance Requirements

To enter an apprenticeship, you must have the educational qualifications required for the trade to which you apply. Entrance requirements are monitored by Alberta and Industry Training. Check out their website for more information.

See the Apprentice System of Training to find out about becoming a registered apprentice.

Apprentice Success Services

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Cabinetmaker Apprentice

- construction.info@sait.ca
- Phone: 403.284.8367

Work in a commercial or residential setting, building or repairing fixtures or furniture as a Cabinetmaker. Working from blueprints, Cabinetmakers lay out and assemble products. You may be required to lift objects weighing in excess of 25 kilograms.

Apprentices may be eligible for financial support.
Entrance Requirements

To enter an apprenticeship, you must have the educational qualifications required for the trade to which you apply. Entrance requirements are monitored by Alberta and Industry Training. Check out their website for more information.

See the Apprentice System of Training to find out about becoming a registered apprentice.

Apprentice Success Services

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Carpenter Apprentice

- construction.info@sait.ca
- Phone: 403.284.8367

This industry-driven program will train you to construct, erect and repair buildings and other structures made of wood, wood substitutes, steel and other materials. Carpenters' duties vary depending on the industry in which they work; residential, commercial, and industrial or maintenance construction. They may be involved in cribbing the basement, building the house framework or exterior finish, or building bridges, tunnels and towers. Carpenters may also specialize in one type of work such as framing, bench work or finishing carpentry.

Apprentices may be eligible for financial support.
Entrance Requirements

To enter an apprenticeship, you must have the educational qualifications required for the trade to which you apply. Entrance requirements are monitored by Alberta and Industry Training. Check out their website for more information.

See the Apprentice System of Training to find out about becoming a registered apprentice.

Apprentice Success Services

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Concrete Finisher Apprentice

- construction.info@sait.ca
- Phone: 403.210.4101

Learn the art of applying architectural, exposed, patterned or stamped and smooth finishes on concrete surfaces. Concrete Finishers are skilled at repairing, waterproofing and restoring concrete surfaces. You will learn how to properly use dry pack grouting and epoxy materials, and understand how to cure concrete perfectly. Concrete Finishers work both indoors and outdoors in a variety of settings.

Apprentices may be eligible for financial support.

Entrance Requirements

To enter an apprenticeship, you must have the educational qualifications required for the trade to which you apply. Entrance requirements are monitored by Alberta and Industry Training. Check out their website for more information.

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Apprentice Success Services

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Cook Apprentice

- culinary@sait.ca
- Phone: 403.284.8612

Prepare for an exciting and dynamic career in a kitchen brigade including Executive Chef, Sous Chef, Food Stylist and more. The Cook Apprentice program will train you in foundational cooking techniques, culinary perspectives, nutrition and food safety, in addition to, purchasing, receiving and cost control. Learn essential cooking skills and trends as you train alongside our award-winning chefs who are committed to your success.

Apprentices may be eligible for financial support.

Entrance Requirements

To enter an apprenticeship, you must have the educational qualifications required for the trade to which you apply. Entrance requirements are monitored by Alberta and Industry Training. Check out their website for more information.

See the Apprentice System of Training to find out about becoming a registered apprentice.

Apprentice Success Services

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Crane and Hoisting Equipment Operator – Boom Truck

- ma.info@sait.ca
- Phone: 403.284.8641

Crane and hoisting equipment operators service and operate the hoist and swing equipment used to move machinery, materials and other large objects. Boom truck operators set up, service and operate hydraulic booms that are mounted on turrets that are affixed to trucks and are capable of moving heavy loads.

Operators manipulate a number of pedals and levers to rotate the crane and raise and lower loads. They often perform all or some of these operations simultaneously.

Entrance Requirements

To enter an apprenticeship, you must have the educational qualifications required for the trade to which you apply. Entrance requirements are monitored by Alberta and Industry Training. Check out their website for more information.

See the Apprentice System of Training to find out about becoming a registered apprentice.

Apprentice Success Services

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Crane and Hoisting Equipment Operator – Mobile Crane Apprentice

- ma.info@sait.ca
- Phone: 403.284.8641

Crane and hoisting equipment operators service and operate the hoist and swing equipment used to move machinery, materials and other large objects. Mobile crane operators service and operate booms that are mounted on crawlers or wheeled frames as well as traveling, fixed or climbing type hoisting equipment with a vertical mast or tower and a jib.

Operators manipulate a number of pedals and levers to rotate the crane, and raise and lower its boom and one or more load lines. Some or all of these operations may be performed simultaneously.

Mobile crane operators also may drive the crane to the job site, rig the machine up (pin the boom and pendant cables and pull the hoist cable in preparation for operation), and set up the machine for the lift (i.e., make it level and stable) using blocking and leveling materials.

Apprentices may be eligible for financial support.

Entrance Requirements

To enter an apprenticeship, you must have the educational qualifications required for the trade to which you apply. Entrance requirements are monitored by Alberta and Industry Training. Check out their website for more information.

See the Apprentice System of Training to find out about becoming a registered apprentice.

Apprentice Success Services

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Electric Motor Systems Technician Apprentice

- ma.info@sait.ca
- Phone: 403.284.8641

Challenge your skills at taking apart and rebuilding electrical and mechanical equipment by pursuing a career as an electrical Motor Systems Technician. In this program you will learn to test, rebuild and repair electrical motors, generators, transformers, controllers and related electrical and mechanical equipment used in commercial, industrial and institutional establishments. Technicians diagnose problems and dismantle electric motors, transformers and generators. As an Electric Motor Systems Technician you may need to lift objects weighing in excess of 25 kilograms.

Apprentices may be eligible for financial support.

Entrance Requirements

To enter an apprenticeship, you must have the educational qualifications required for the trade to which you apply. Entrance requirements are monitored by Alberta and Industry Training. Check out their website for more information.

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Electrician Apprentice

- ma.info@sait.ca
- Phone: 403.284.8641

A career as an electrician will see you working in residential, commercial, industrial or institutional environments, reading and interpreting electrical, mechanical and architectural drawings and electrical code specifications to determine their wiring requirements. This program will train you to install, alter, repair and maintain electrical systems. Electricians may be required to lift heavy objects.

Apprentices may be eligible for financial support.

Entrance Requirements

To enter an apprenticeship, you must have the educational qualifications required for the trade to which you apply. Entrance requirements are monitored by Alberta and Industry Training. Check out their website for more information.

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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
- Phone: 403.284.8367

Gasfitters size, install, test, adjust and service natural gas and propane equipment ranging from residential furnaces to industrial boilers. Gasfitters employed by utility companies repair and extend gas mains and install, repair and service pipes and fittings between mains and buildings. Those employed by propane distributors install and service propane vaporizers, temporary heating equipment, propane metering and dispensing equipment, and propane pumping equipment. Gasfitters employed by mechanical and service companies install and maintain piping and appliances in residential, commercial and industrial buildings. This program will train you to size, install, test, adjust and service natural gas and propane equipment. The equipment ranges from residential furnaces to commercial and industrial equipment. There are some hazards involved in working with flammable gases and power tools.

Apprentices may be eligible for financial support.

Entrance Requirements

To enter an apprenticeship, you must have the educational qualifications required for the trade to which you apply. Entrance requirements are monitored by Alberta and Industry Training. Check out their website for more information.

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Glazier Apprentice

- construction.info@sait.ca
- Phone: 403.284.8367

Train as a Glazier and learn to read and interpret drawings and specifications, determine the materials required and install all types of architectural aluminum windows, doorframes and hardware. This program trains you to install and replace glass, aluminum and related products in residential and commercial buildings. Glaziers may be required to lift heavy objects weighing in excess of 40 kilograms.

Apprentices may be eligible for financial support.

Entrance Requirements

To enter an apprenticeship, you must have the educational qualifications required for the trade to which you apply. Entrance requirements are monitored by Alberta and Industry Training. Check out their website for more information.

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Heavy Equipment Technician Apprentice

- transportation.info@sait.ca
- Phone: 403.284.8471

A Heavy Equipment Technician is an interprovincial Red Seal trade. As a technician, you will maintain, repair, and overhaul transport vehicles and heavy equipment, both towed and self-propelled. Technicians may specialize in engine, transmission or drive train overhaul, hydraulic controls, electrical/electronic diagnostics, air conditioning repair and fuel injection servicing. The working environment is very diverse and may include employment in a variety of industries such as: construction, oil field support, forestry, mining, marine, on-highway transportation trucks, public utilities, gas compression, agriculture or any other industry that relies on heavy equipment or diesel engines.

Apprentices may be eligible for financial support.

Entrance Requirements

To enter an apprenticeship, you must have the educational qualifications required for the trade to which you apply. Entrance requirements are monitored by Alberta and Industry Training. Check out their website for more information.

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Instrument Technician Apprentice

- energy.info@sait.ca
- Phone: 403.284.8922

Work with a wide variety of pneumatic, electronic and microcomputer instruments used to measure and control variables such as pressure, flow, temperature, level, and chemical composition. In this program, you will learn to install, maintain and repair the measuring and control instruments used in industrial and commercial processing and manufacturing. Working conditions in this field can change dramatically from one job to another, and you should be prepared to lift heavy objects.

Apprentices may be eligible for financial support.

Entrance Requirements

To enter an apprenticeship, you must have the educational qualifications required for the trade to which you apply. Entrance requirements are monitored by Alberta and Industry Training. Check out their website for more information.

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Insulator Apprentice

- construction.info@sait.ca
- Phone: 403.284.8367

Insulators read blueprints and specifications to determine job requirements and select, install and secure a variety of insulation materials (calcium silicate, glass foam, mineral wool, Styrofoam, fiberglass) based on the size, surface characteristics and location of pipes, ductwork and other mechanical systems. Insulators possess the agility to work in confined spaces and are comfortable working at heights in both indoor and outdoor environments under potentially uncomfortable and hazardous conditions including the disposal of asbestos insulation. Insulators have an aptitude for precision work, demonstrate a high degree of manual dexterity, enjoy working with a minimum of supervision and when required are capable of lifting objects that weigh up to 20 kilograms.

Apprentices may be eligible for financial support.

Entrance Requirements

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Ironworker Apprentice

- ma.info@sait.ca
- Phone: 403.284.8641

Ironworkers fabricate, construct and join metal scaffolding, structural steel buildings, bridges, ornamental ironwork and pre-cast structures. This includes building structural steel components, reinforcing steel, posting tension tendons, installing conveyors and robotic equipment, and sometimes performing reconstructive work on existing structures. Ironworkers will also read blueprints; unload, stack and position steel units to prepare them for hoisting; build construction cranes, derricks and other hoisting equipment; assemble rigging (cables, pulleys, hooks); and select, cut, bend, position, and secure steel bars or wire mesh in concrete forms to reinforce concrete structures.

Apprentices may be eligible for financial support.

Entrance Requirements

To enter an apprenticeship, you must have the educational qualifications required for the trade to which you apply. Entrance requirements are monitored by Alberta and Industry Training. Check out their website for more information.

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Machinist Apprentice

- ma.info@sait.ca
- Phone: 403.284.8641

Begin Your career in this challenging and rewarding trade. Machinists set up and operate precision metal cutting and grinding machines, lathes, milling machines, drill presses and grinders. As modern machine tools are often computer driven, a Machinist can be involved in programming and operating high tech equipment. Machinists make metal parts and do repair work, custom fabrication and mass production manufacturing.

Apprentices may be eligible for financial support.

Entrance Requirements

To enter an apprenticeship, you must have the educational qualifications required for the trade to which you apply. Entrance requirements are monitored by Alberta and Industry Training. Check out their website for more information.

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Materials Technician Apprentice

- transportation.info@sait.ca
- Phone: 403.284.8471

Materials Technician apprenticeship training is a branch of the Parts Technician apprenticeship program.

- First and third period training are common with Parts Technician; therefore these apprentices would register into the Parts Technician course.
- Second period Materials Technician apprentices would register into the Materials Technician course (offered at NAIT at the present time).

Materials Technicians are involved in the movement of materials in a wide variety of industries including agricultural, forestry, health, manufacturing, mining, oil and gas, transportation, and wholesale/retail industries. The duties and responsibilities of a Materials Technician can vary considerably. In general, a Materials Technician prepares, generates and picks orders, receives shipments, controls inventory, manages stocking and storage, and coordinates the transportation of materials.

Entrance Requirements

To enter an apprenticeship, you must have the educational qualifications required for the trade to which you apply. Entrance requirements are monitored by Alberta and Industry Training. Check out their website for more information.

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Millwright Apprentice

- ma.info@sait.ca
- Phone: 403.284.8641

Millwrights (also known as Industrial Mechanics) install, maintain and repair industrial equipment, such as compressors, pumps and turbines. While on the job, you may perform some of the following duties: reading diagrams, schematic drawings, and service manuals to determine work procedures; operate rigging equipment; install, test and adjust equipment; perform maintenance, and repair or replace defective parts when necessary; service and repair hydraulic, pneumatic, and mechanical systems; and perform metal fabrication. As a Millwright, you can work in the oil and gas industry, the manufacturing sector, or anywhere industrial equipment is being used. Experienced Millwrights may advance to positions such as supervisors or project managers, while some start their own businesses.

Apprentices may be eligible for financial support.

Entrance Requirements

To enter an apprenticeship, you must have the educational qualifications required for the trade to which you apply. Entrance requirements are monitored by Alberta and Industry Training. Check out their website for more information.

See the Apprentice System of Training to find out about becoming a registered apprentice.

Natural Gas Compression Technician Apprentice

- ma.info@sait.ca
- Phone: 403.284.8641

Natural gas compression technicians assemble, install, commission, maintain, repair and overhaul natural gas compression and related equipment. This includes reading and interpreting diagrams or schematic drawings to determine work procedures, and using a variety of electrical, mechanical and specialty diagnostic test equipment. They also complete reciprocating and rotating machinery analysis to determine equipment condition, prediction of failure, corrective and preventative measures, and equipment performance.

Natural gas compression technicians provide preventative and corrective field mechanical services on gas compression, processing and production equipment; troubleshoot and diagnose problems in compressor systems; inspect malfunctioning or damaged equipment to determine the nature and scope of the problem; and perform reliability analysis and risk assessments. Natural gas compression technicians identify and develop maintenance strategies and adhere to regulations and standards related to natural gas compression systems to ensure the safety of all workers, the environment and equipment.

Apprentices may be eligible for financial support.

Entrance Requirements

To enter an apprenticeship, you must have the educational qualifications required for the trade to which you apply. Entrance requirements are monitored by Alberta and Industry Training. Check out their website for more information.

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Painter And Decorator Apprentice

- construction.info@sait.ca
- Phone: 403.284.8367

Learn the art of painting and decorating and the techniques you will need to pursue a successful career as a Painter and Decorator. Painters and decorators try to arrange their work so they will be outdoors in late spring, summer and early fall, and indoors in the late fall and winter. Painters and decorators may be required to lift equipment and supplies up to 25 kilograms.

Apprentices may be eligible for financial support.

Entrance Requirements

To enter an apprenticeship, you must have the educational qualifications required for the trade to which you apply. Entrance requirements are monitored by Alberta and Industry Training. Check out their website for more information.

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Parts Technician Apprentice

- transportation.info@sait.ca
- Phone: 403.284.8471

Parts Technicians manage and disperse parts inventories, which may include automotive, heavy duty, agricultural, industrial, recreational vehicle, after-market, plumbing, electrical, etc. As a Parts Technician, you could find yourself responsible for stock handling, warehousing, identifying and cataloguing parts and assemblies as well as ordering, receiving, inspecting, sorting, pricing and selling. Experienced Parts Technicians may advance to management positions or outside sales roles.

The Parts Technician trade is a three year Red Seal apprenticeship program.

Apprentices may be eligible for financial support.

Materials Technician apprenticeship

- Materials Technician apprenticeship training is a branch of the Parts Technician apprenticeship program.
- First and third period training is common with Parts Technician; therefore these apprentices would register into the Parts Technician course.
- Second period Materials Technician apprentices would register into the Materials Technician course (offered at NAIT at the present time).

Entrance Requirements

To enter an apprenticeship, you must have the educational qualifications required for the trade to which you apply. Entrance requirements are monitored by Alberta and Industry Training. Check out their website for more information.

See the Apprentice System of Training to find out about becoming a registered apprentice.

Apprentice Success Services

Have you been out of school for some time? SAIT is committed to your success and is pleased to offer resources designed to prepare you for your training at SAIT and make your learning experience a successful one while in training. Visit Study Skills and Learning Strategies to learn how SAIT can help promote your success.

Plumber Apprentice

- construction.info@sait.ca
- Phone: 403.284.8367

Learn to plan, install and service plumbing systems, fixtures, piping equipment and controls for systems used to transport water, waste, gases or hot liquids. Plumbers may specialize in specific types of work such as installing water conditioners, plumbing in houses under construction, roughing-in after the frame and roof of a new building are in place and plumbing in commercial, institutional, industrial or public buildings. Heavy lifting may be required.

Apprentices may be eligible for financial support.

Entrance Requirements

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Apprentice Success Services

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Recreation Vehicle Service Technician Apprentice

- transportation.info@sait.ca
- Phone: 403.284.8471

Learn to diagnose, repair and maintain all types of Recreation Vehicles from basic model trailers and campers to luxury motor homes. This training includes electrical (AC/DC), plumbing, propane appliances and systems, interior finishing and cabinetry, and exterior structure and components. Training is available at our Calgary RV Excellence Centre location.

Apprentices may be eligible for financial support.

Entrance Requirements

To enter an apprenticeship, you must have the educational qualifications required for the trade to which you apply. Entrance requirements are monitored by Alberta and Industry Training. Check out their website for more information.

See the Apprentice System of Training to find out about becoming a registered apprentice.

Apprentice Success Services

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Refrigeration and Air Conditioning Mechanic Apprentice

- construction.info@sait.ca
- Phone: 403.284.8367

Refrigeration and Air Conditioning Mechanics work from blueprints or instructions to mount or place system components, troubleshoot heating/cooling units and calibrated related controls. This program will train you to install, maintain, repair and overhaul industrial, commercial and residential refrigeration and air conditioning systems and their component parts.

Apprentices may be eligible for financial support.

Entrance Requirements

To enter an apprenticeship, you must have the educational qualifications required for the trade to which you apply. Entrance requirements are monitored by Alberta and Industry Training. Check out their website for more information.

See the Apprentice System of Training to find out about becoming a registered apprentice.

Apprentice Success Services

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Rig Technician Apprentice

- energy.info@sait.ca
- Phone: 403.284.8284

Team-players who enjoy working with equipment and machinery will find a rewarding career as Rig Technician. This program trains you to operate drilling rigs for oil and gas companies. Job titles commonly associated with each of the three levels of apprenticeship are Motorhand (Level 1), Derrickhand (Level 2) and Driller (Level 3).

Apprentices may be eligible for financial support.

Entrance Requirements

To enter an apprenticeship, you must have the educational qualifications required for the trade to which you apply. Entrance requirements are monitored by Alberta and Industry Training. Check out their website for more information.

See the Apprentice System of Training to find out about becoming a registered apprentice.

Apprentice Success Services

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Sheet Metal Worker Apprentice

- construction.info@sait.ca
- Phone: 403.284.8367

Sheet Metal Workers may work in a variety of industries including the residential, commercial and industrial construction and service sectors. This program will teach you to design, layout, fabricate, install, service and repair a variety of sheet metal products and equipment associated with the HVAC (Heating Ventilation and Air Conditioning) trade as well as custom Stainless Steel and Architectural features. During Your career, you may work with many types of metal including galvanized and black iron, stainless steel, copper, brass, and aluminum. Heavy lifting may be required.

Apprentices may be eligible for financial support.

Entrance Requirements

To enter an apprenticeship, you must have the educational qualifications required for the trade to which you apply. Entrance requirements are monitored by Alberta and Industry Training. Check out their website for more information.

See the Apprentice System of Training to find out about becoming a registered apprentice.

Apprentice Success Services

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Steamfitter-Pipefitter Apprentice

- construction.info@sait.ca
- Phone: 403.284.8367

To install a typical piping system in a commercial building or industrial plant, a Steamfitter-Pipefitter will study blueprints, drawings and specifications to determine the type of pipe and tools to use, and lay out the sequence of tasks. This program will train you to lay out, assemble, fabricate, maintain and repair piping systems which carry water, steam, chemicals or fuel used in heating, cooling, lubricating and other processes. Heavy lifting may be required.

Apprentices may be eligible for financial support.

Entrance Requirements

To enter an apprenticeship, you must have the educational qualifications required for the trade to which you apply. Entrance requirements are monitored by Alberta and Industry Training. Check out their website for more information.

See the Apprentice System of Training to find out about becoming a registered apprentice.

Apprentice Success Services

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Transport Refrigeration Technician Apprentice

- transportation.info@sait.ca
- Phone: 403.284.8471

The Transport Refrigeration Technician program is the only program of its kind in Canada. During this three year program, you will train to be a specialist in the transportation industry. As a Transport Refrigeration Technician, you will be able to install, repair and maintain equipment that supplies and contains conditioned air in mobile units, used to transport perishable goods such as food and medical supplies. You may also be involved in assembling and installing refrigeration components, servicing and repairing diesel engines, piping, repairing and replacing parts and components, and performing routine maintenance checks.

Apprentices may be eligible for financial support.

Entrance Requirements

To enter an apprenticeship, you must have the educational qualifications required for the trade to which you apply. Entrance requirements are monitored by Alberta and Industry Training. Check out their website for more information.

See the Apprentice System of Training to find out about becoming a registered apprentice.

Apprentice Success Services

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Welder Apprentice

- ma.info@sait.ca
- Phone: 403.284.8641

Welders use welding technology to join, shape and cut metal parts. They make pressure vessels and pipelines, work joining beams or girders in the construction industry, and manufacture industrial components and consumer goods. Many Welders in Alberta are employed in oil and gas related industries, particularly oil service and pipeline construction. Experienced Welders may advance to positions such as supervisors, welding inspectors and quality control inspectors or start their own businesses with either a shop or a mobile welder.

Apprentices may be eligible for financial support.

Entrance Requirements

To enter an apprenticeship, you must have the educational qualifications required for the trade to which you apply. Entrance requirements are monitored by Alberta and Industry Training. Check out their website for more information.

See the Apprentice System of Training to find out about becoming a registered apprentice.

Apprentice Success Services

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Online Apprenticeship Learning

SAIT's Blended Learning programs allow automotive service technician, carpentry, welding, electrical and plumbing apprentices to complete their theoretical training online before coming to SAIT's state-of-the-art labs and shops to perform the hands-on portion of their training.

Wire Process Operator Apprentice

- ma.info@sait.ca
- Phone: 403.284.8641

Wire Process Operators work primarily in production and manufacturing plants, joining components and sub-assemblies to make various items using a variety of construction materials. Welding is restricted to Gas Metal Arc Welding (GMAW), Flux Cored Arc Welding (FCAW), Submerged Arc Welding (SAW) and other semiautomatic wire feed welding processes. A Wire Process Operator uses different welding processes and filler metals depending upon the type of metal, its size and shape, and requirements for finished mechanical properties. For a typical welding project, they would join parts together; potentially build up worn parts by welding layers of high-strength hard-metal alloys onto them; follow directions given in layouts, blueprints and work orders; clean welds, check for defects and may use a cutting torch. Apprentices may be eligible for financial support.

Entrance Requirements

To enter an apprenticeship, you must have the educational qualifications required for the trade to which you apply. Entrance requirements are monitored by Alberta and Industry Training. Check out their website for more information.

See the Apprentice System of Training to find out about becoming a registered apprentice.

Apprentice Success Services

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Start and End Dates

Start and End Dates

Program Name	Concentration	Year	Semester	Start Date	End Date
Academic Upgrading		Y1	01	Sept. 5, 2017	Aug. 24, 2018
Academic Upgrading		Y1	01	Jan. 8, 2018	Aug. 24, 2018
Academic Upgrading		Y1	01	May 7, 2018	Aug. 24, 2018
Accounting – Oil and Gas Production		Y1		Nov. 14, 2017	July 27, 2018
Administrative Information Management		Y1	01	Sept. 5, 2017	April 27, 2018
Administration Information Management		Y2	03	Sept. 5, 2017	May 25, 2018
Aircraft Maintenance Engineers Technology		Y1	01	Sept. 5, 2017	April 27, 2018
Aircraft Maintenance Engineers Technology		Y2	03	Sept. 5, 2017	April 27, 2018
Aircraft Structures Technology		Y1	01	Sept. 5, 2017	April 27, 2018
Architectural Technologies	General	Y1	01	Sept. 5, 2017	April 27, 2018
Architectural Technologies	General	Y1	01	Jan. 8, 2018	Aug. 17, 2018
Architectural Technologies	General	Y2	03	Sept. 5, 2017	Dec. 15, 2017
Architectural Technologies	Building Development	Y2	04	Jan. 8, 2018	April 27, 2018
Architectural Technologies	Architechture	Y2	04	Jan. 8, 2018	April 27, 2018
Automotive Service Technology		Y1	01	Sept. 5, 2017	April 27, 2018
Automotive Service Technology		Y2	03	Sept. 5, 2017	April 27, 2018
Avionics Technology		Y1	01	Sept. 5, 2017	April 27, 2018
Avionics Technology		Y2	03	Sept. 5, 2017	April 27, 2018
Bachelor of Applied Business Administration	Accounting	Y3	05	Sept. 5, 2017	April 27, 2018
Bachelor of Applied Business Administration	Accounting	Y3	05	Jan. 8, 2018	Aug. 17, 2018
Bachelor of Applied Business Administration	Accounting	Y4	07	Sept. 5, 2017	Aug. 17, 2018
Bachelor of Applied Technology Geographic Information Systems		Y3	05	Sept. 5, 2017	April 27, 2018
Bachelor of Applied Technology Geographic Information Systems		Y3	05	Jan. 8, 2018	Aug. 17, 2018
Bachelor of Applied Technology Petroleum Engineering		Y3	05	Sept. 5, 2017	April 27, 2018
Bachelor of Applied Technology Petroleum Engineering		Y3	05	Jan.8, 2018	April 27, 2018
Bachelor of Applied Technology Petroleum Engineering		Y3	06	Sept. 5, 2017	Dec. 15, 2017
Bachelor of Applied Technology Petroleum Engineering		Y4	07	Sept. 5, 2017	Aug. 17, 2018
Bachelor of Business Administration	General	Y1	01	Sept. 5, 2017	April 27, 2018
Bachelor of Business Administration	Supply Chain Management	Y1	01	Sept. 5, 2017	April 27, 2018
Bachelor of Business Administration	Management	Y1	01	Sept. 5, 2017	April 27, 2018
Bachelor of Business Administration	Marketing	Y1	01	Sept. 5, 2017	April 27, 2018
Bachelor of Business Administration	Accounting	Y1	01	Sept. 5, 2017	April 27, 2018
Bachelor of Business Administration	Human Resouce Management	Y1	01	Sept. 5, 2017	April 27, 2018
Bachelor of Business Administration	Financial Services	Y1	01	Sept. 5, 2017	April 27, 2018
Bachelor of Business Administration	Supply Chain Management	Y2	03	Sept. 5, 2017	April 27, 2018
Bachelor of Business Administration	Management	Y2	03	Sept. 5, 2017	April 27, 2018

Program Name	Concentration	Year	Semester	Start Date	End Date
Bachelor of Business Administration	Marketing	Y2	03	Sept. 5, 2017	April 27, 2018
Bachelor of Business Administration	Accounting	Y2	03	Sept. 5, 2017	April 27, 2018
Bachelor of Business Administration	Human Resource Management	Y2	03	Sept. 5, 2017	April 27, 2018
Bachelor of Business Administration	Financial Services	Y2	03	Sept. 5, 2017	April 27, 2018
Bachelor of Business Administration	Supply Chain Managament	Y3	05	Sept. 5, 2017	April 27, 2018
Bachelor of Business Administration	Management	Y3	05	Sept. 5, 2017	April 27, 2018
Bachelor of Business Administration	Marketing	Y3	05	Sept. 5, 2017	April 27, 2018
Bachelor of Business Administration	Accounting	Y3	05	Sept. 5, 2017	April 27, 2018
Bachelor of Business Administration	Human Resource Management	Y3	05	Sept. 5, 2017	April 27, 2018
Bachelor of Business Administration	Financial Services	Y3	05	Sept. 5, 2017	April 27, 2018
Bachelor of Business Administration	Supply Chain Managament	Y4	07	Sept. 5, 2017	April 27, 2018
Bachelor of Business Administration	Management	Y4	07	Sept. 5, 2017	April 27, 2018
Bachelor of Business Administration	Marketing	Y4	07	Sept. 5, 2017	April 27, 2018
Bachelor of Business Administration	Accounting	Y4	07	Sept. 5, 2017	April 27, 2018
Bachelor of Business Administration	Human Resource Management	Y4	07	Sept. 5, 2017	April 27, 2018
Bachelor of Business Administration	Financial Services	Y4	07	Sept. 5, 2017	April 27, 2018
Bachelor of Science Construction Project Management		Y1	01	Sept. 5, 2017	April 27, 2018
Bachelor of Science Construction Project Management		Y2	03	Sept. 5, 2017	April 27, 2018
Bachelor of Science Construction Project Management		Y3	05	Sept. 5, 2017	Aug. 17, 2018
Bachelor of Science Construction Project Management		Y4	08	Sept. 5, 2017	April 27, 2018
Baking and Pastry Arts		Y1	01	Sept. 5, 2017	Aug. 17, 2018
Baking and Pastry Arts		Y2	04	Sept. 5, 2017	April 27, 2018
Broadcast Systems Technology		Y1	01	Sept. 5, 2017	April 27, 2018
Broadcast Systems Technology		Y2	03	Sept. 5, 2017	April 27, 2018
Business Administration	General	Y1	01	Sept. 5, 2017	Dec. 15, 2017
Business Administration	Supply Chain Management	Y2	03	Sept. 5, 2017	Dec. 15, 2017
Business Administration	Supply Chain Management	Y2	03	Jan. 8, 2018	April 27, 2018
Business Administration	Supply Chain Management	Y2	04	Sept. 5, 2017	April 27, 2018
Business Administration	Management	Y2	03	Sept. 5, 2017	Dec. 15, 2017
Business Administration	Managament	Y2	03	Jan. 8, 2018	April 27, 2018
Business Administration	Management	Y2	04	Sept. 5, 2017	April 27, 2018
Business Administration	Marketing	Y2	03	Sept. 5, 2017	Dec. 15, 2017
Business Administration	Marketing	Y2	03	Jan. 8, 2018	April 27, 2018
Business Administration	Marketing	Y2	04	Sept. 5, 2017	April 27, 2018
Business Administration	Accounting	Y2	03	Sept. 5, 2017	Dec. 15, 2017
Business Administration	Accounting	Y2	03	Jan. 8, 2018	April 27, 2018
Business Administration	Accounting	Y2	04	Sept. 5, 2017	April 27, 2018

Program Name	Concentration	Year	Semester	Start Date	End Date
Business Administration	Human Resource Management	Y2	03	Sept. 5, 2017	Dec. 15, 2017
Business Administration	Human Resource Management	Y2	03	Jan. 8, 2018	April 27, 2018
Business Administration	Human Resource Management	Y2	04	Sept. 5, 2017	April 27, 2018
Business Administration	Financial Services	Y2	03	Sept. 5, 2017	Dec. 15, 2017
Business Administration	Financial Services	Y2	03	Jan. 8, 2018	April 27, 2018
Business Administration	Financial Services	Y2	04	Sept. 5, 2017	April 27, 2018
Business Administration – Automotive Managament		Y1	01	Sept. 5, 2017	Aug. 17, 2018
Business Administration – Automotive Managament		Y2	04	Sept. 5, 2017	April 27, 2018
Business Intelligence – Data Analysis and Reporting		Y1		July 1, 2017	Oct. 20, 2017
Business Intelligence – Data Analysis and Reporting		Y1		Jan. 8, 2018	June 22, 2018
Butchery and Charcuterie Management		Y1	01	Sept. 5, 2017	April 27, 2018
Butchery and Charcuterie Management		Y1	01	Jan. 8, 2018	Aug. 17, 2018
Chemical Engineering Technology		Y1	01	Sept. 5, 2017	April 27, 2018
Chemical Engineering Technology		Y2	03	Sept. 5, 2017	April 27, 2018
Chemical Laboratory Technology		Y1	01	Sept. 5, 2017	April 27, 2018
Chemical Laboratory Technology		Y2	03	Sept. 5, 2017	April 27, 2018
Chemical Laboratory Technology		Y2	04	Jan. 8, 2018	April 27, 2018
Civil Engineering Technology	General	Y1	01	Sept. 5, 2017	April 27, 2018
Civil Engineering Technology	General	Y1	01	Jan. 8, 2018	Aug. 17, 2018
Civil Engineering Technology	Municipal	Y2	03	Sept. 5, 2017	April 27, 2018
Civil Engineering Technology	Construction Managament	Y2	03	Sept. 5, 2017	April 27, 2018
Culinary Entrepreneurship		Y1		Aug. 8, 2017	July 27, 2018
Database Administrator		Y1		July 1, 2017	Feb. 23, 2018
Database Administrator		Y1		Jan. 9, 2018	Oct. 12, 2018
Dental Assisting		Y1	01	Sept. 5, 2017	June 29, 2018
Diagnostic Medical Sonography		Y1	01	Sept. 5, 2017	June 22, 2018
Diagnostic Medical Sonography		Y2	04	Sept. 5, 2017	Aug. 17, 2018
Diagnostic Medical Sonography		Y3	07	Sept. 5, 2017	Dec. 15, 2017
Diesel Equipment Technician		Y1	01	Sept. 5, 2017	April 27, 2018
Electrical Engineering Technology		Y1	01	Sept. 5, 2017	April 27, 2018
Electrical Engineering Technology		Y2	03	Sept. 5, 2017	April 27, 2018
Electronics Engineering Technology		Y1	01	Sept. 5, 2017	April 27, 2018
Electronics Engineering Technology		Y2	03	Sept. 5, 2017	April 27, 2018
Emergency Medical Technician		Y1	01	Sept. 5, 2017	June 22, 2018
Emergency Medical Technology – Paramedic		Y1	01	Sept. 5, 2017	April 27, 2018
Emergency Medical Technology – Paramedic		Y2	03	Sept. 5, 2017	May, 25, 2018
Energy Asset Management		Y1	01	Sept. 5, 2017	April 27, 2018

Program Name	Concentration	Year	Semester	Start Date	End Date
Energy Asset Management		Y2	03	Sept. 5, 2017	April 27, 2018
Engineering Design and Drafting Technology		Y1	01	Sept. 5, 2017	Aug. 17, 2018
Engineering Design and Drafting Technology		Y1	01	Jan. 8, 2018	April 27, 2018
Engineering Design and Drafting Technology		Y2	03	Sept. 5, 2017	April 27, 2018
Environmental Technology		Y1	01	Sept. 5, 2017	April 27, 2018
Environmental Technology		Y2	03	Sept. 5, 2017	April 27, 2018
Film and Video Production		Y1	01	Sept. 5, 2017	April 27, 2018
Film and Video Production		Y2	03	Sept. 5, 2017	April 27, 2018
Geomatics Engineering Technology		Y1	01	Sept. 5, 2017	April 27, 2018
Geomatics Engineering Technology		Y2	03	Sept. 5, 2017	April 27, 2018
Geoscience Information Technology		Y1	01	Sept. 5, 2017	April 27, 2018
Geoscience Information Technology		Y2	03	Sept. 5, 2017	April 27, 2018
Graphic Communications and Print Technology		Y1	01	Sept. 5, 2017	April 27, 2018
Graphic Communications and Print Technology		Y2	03	Sept. 5, 2017	April 27, 2018
Health Information Management		Y1	01	Sept. 5, 2017	June 15, 2018
Health Information Management		Y2	04	Sept. 5, 2017	June 30, 2018
Hospitality Management		Y1	01	Sept. 5, 2017	Aug. 17, 2018
Hospitality Management		Y2	04	Sept. 5, 2017	April 27, 2018
Information Systems Security		Y1		Sept. 5, 2017	April 27, 2018
Information Technology	Telecom Systems	Y1	01	Sept. 5, 2017	April 27, 2018
Information Technology	Software Development	Y1	01	Sept. 5, 2017	April 27, 2018
Information Technology	Network Systems	Y1	01	Sept. 5, 2017	April 27, 2018
Information Technology	Computer Systems	Y1	01	Sept. 5, 2017	April 27, 2018
Information Technology	Telecom Systems	Y2	03	Sept. 5, 2017	April 27, 2018
Information Technology	Software Development	Y2	03	Sept. 5, 2017	April 27, 2018
Information Technology	Network Systems	Y2	03	Sept. 5, 2017	April 27, 2018
Information Technology	Computer Systems	Y2	03	Sept. 5, 2017	April 27, 2018
Instrumentation Engineering Technology		Y1	01	Sept. 5, 2017	April 27, 2018
Instrumentation Engineering Technology		Y2	03	Sept. 5, 2017	April 27, 2018
Journalism	General	Y1	01	Sept. 5, 2017	April 27, 2018
Journalism	Photojournalism	Y2	03	Sept. 5, 2017	April 27, 2018
Journalism	Print & Online Journalism	Y2	03	Sept. 5, 2017	April 27, 2018
Legal Assistant		Y1	01	Sept. 5, 2017	April 27, 2018
Legal Assistant		Y2	03	Sept. 5, 2017	May 25, 2018
Library Information Technology		Y1	01	Sept. 5, 2017	April 27, 2018
Library Information Technology		Y2	03	Sept. 5, 2017	April 27, 2018
Machinist Technician		Y1	01	Sept. 5, 2017	April 27, 2018

SAIT Southern Alberta Institute of Technology

Program Name	Concentration	Year	Semester	Start Date	End Date
Mechanical Engineering Technology	General	Y1	01	Sept. 5, 2017	April 27, 2018
Mechanical Engineering Technology	Design and Analysis	Y2	03	Sept. 5, 2017	April 27, 2018
Mechanical Engineering Technology	Design and Development	Y2	03	Sept. 5, 2017	April 27, 2018
Mechanical Engineering Technology	Design and Automation	Y2	03	Sept. 5, 2017	April 27, 2018
Medical Device Reprocessing Technician		Y1		Sept. 5, 2017	Feb. 9, 2018
Medical Device Reprocessing Technician		Y1		Jan. 8, 2018	June 15, 2018
Medical Laboratory Assistant		Y1	01	Sept. 5, 2017	Feb. 9, 2018
Medical Laboratory Assistant		Y1	01	Jan. 8, 2018	June 8, 2018
Medical Laboratory Technology		Y1	01	Sept. 5, 2017	June 15, 2018
Medical Laboratory Technology		Y2	04	July 4, 2017	June 8, 2018
Medical Office Assistant and Unit Clerk		Y1		Sept. 5, 2017	Jan. 26, 2018
Medical Office Assistant and Unit Clerk		Y1		Jan. 8, 2018	June 1, 2018
Medical Radiologic Technology		Y1	01	Sept. 5, 2017	June 15, 2018
Medical Radiologic Technology		Y2	04	Sept. 5, 2017	Aug. 17, 2018
Mobile Application Developer		Y1		Aug. 14, 2017	Feb. 23, 2018
Mobile Application Developer		Y1		Jan. 15, 2018	July 6, 2018
Network Technician		Y1		July 1, 2017	Dec. 1, 2017
Network Technician		Y1		Oct. 10, 2017	June 8, 2018
Network Technician		Y1		April 30, 2018	June 30, 2018
New Media Production and Design		Y1	01	Sept. 5, 2017	April 27, 2018
New Media Production and Design		Y2	03	Sept. 5, 2017	April 27, 2018
Non-Destructive Testing Foundations		Y1		Sept. 5, 2017	Dec. 15, 2017
Non-Destructive Testing Foundations		Y1		Jan. 9, 2018	April 21, 2018
Non-Destructive Testing Foundations		Y1		March 26, 2018	June 26, 2018
Nuclear Medicine Technology		Y1	01	Sept. 5, 2017	June 22, 2018
Nuclear Medicine Technology		Y2	04	Sept. 5, 2017	Aug. 17, 2018
Nutrition For Healthy Lifestyles		Y1		Sept. 5, 2017	April 27, 2018
Object Oriented Software Development		Y1		July 1, 2017	Dec. 1, 2017
Object Oriented Software Development		Y1		Oct. 12, 2017	June 8, 2018
Object Oriented Software Development		Y1		April 30, 2018	June 30, 2018
Office Professional		Y1	01	Sept. 5, 2017	April 27, 2018
Petroleum Engineering Technology		Y1	01	Sept. 5, 2017	April 27, 2018
Petroleum Engineering Technology		Y2	03	Sept. 5, 2017	April 27, 2018
Petroleum Land Administration		Y1		Sept. 11, 2017	Dec. 8, 2017
Petroleum Land Administration		Y1		Jan. 8, 2018	April 6, 2018
Pharmacy Assistant		Y1		Sept. 5, 2017	Feb. 24, 2018
Pharmacy Assistant		Y1		Jan. 8, 2018	June 23, 2018

Program Name	Concentration	Year	Semester	Start Date	End Date
Power and Process Operations		Y1	01	Sept. 5, 2017	April 27, 2018
Power Engineering Technology		Y1	01	Sept. 5, 2017	April 27, 2018
Power Engineering Technology		Y2	02	Sept. 5, 2017	April 27, 2018
Pre-Employment Automotive Service Technician		Y1		July 4, 2017	Sept. 22, 2017
Pre-Employment Cabinetmaker		Y1		Sept. 5, 2017	Nov. 23, 2017
Pre-Employment Cabinetmaker		Y1		Jan. 2, 2018	March 22, 2018
Pre-Employment Cabinetmaker		Y1		April 2, 2018	June 21, 2018
Pre-Employment Carpenter		Y1		Sept. 5, 2017	Nov. 23, 2017
Pre-Employment Carpenter		Y1		Jan. 2, 2018	March 22, 2018
Pre-Employment Carpenter		Y1		April 2, 2018	June 21, 2018
Pre-Employment Electrician		Y1		Aug. 28, 2017	Nov. 16, 2017
Pre-Employment Electrician		Y1		Sept. 19, 2017	Dec. 8, 2017
Pre-Employment Electrician		Y1		Nov. 20, 2017	Feb. 22, 2018
Pre-Employment Electrician		Y1		Feb. 26, 2018	May 17, 2018
Pre-Employment Electrician		Y1		May 22, 2018	Aug. 9, 2018
Pre-Employment Industrial Mechanic (Millwright)		Y1		Aug. 28, 2017	Nov. 17, 2017
Pre-Employment Industrial Mechanic (Millwright)		Y1		April 9, 2018	June 29, 2018
Pre-Employment Ironworker		Y1		Feb. 26, 2018	April 27, 2018
Pre-Employment Mobile Crane		Y1		Jan. 8, 2018	March 9, 2018
Pre-Employment Plumbing		Y1		Sept. 11, 2017	Nov. 30, 2017
Pre-Employment Plumbing		Y1		Jan. 2, 2018	March 22, 2018
Pre-Employment Plumbing		Y1		April 8, 2018	June 28, 2018
Pre-Employment Refrigeration and Air Conditioning		Y1		Sept. 5, 2017	Nov. 24, 2017
Pre-Employment Refrigeration and Air Conditioning		Y1		March 5, 2018	May 25, 2017
Pre-Employment Sheet Metal		Y1		March 19, 2018	June 29, 2018
Pre-Employment Steamfitter-Pipefitter		Y1		Sept. 11, 2017	Nov. 30, 2017
Pre-Employment Steamfitter-Pipefitter		Y1		April 9, 2018	June 28, 2018
Pre-Employment Welding		Y1		Sept. 5, 2017	June 1, 2018
Process Piping Drafting		Y1		July 1, 2017	Sept. 15, 2017
Process Piping Drafting		Y1		Sept. 5, 2017	May 31, 2018
Process Piping Drafting		Y1		Jan. 8, 2018	June 30, 2018
Professional Cooking		Y1	01	Sept. 5, 2017	Aug. 17, 2018
Professional Cooking		Y2	04	Sept. 5, 2017	April 27, 2018
Radio, Television and Broadcast News	Radio	Y1	01	Sept. 5, 2017	April 27, 2018
Radio, Television and Broadcast News	Television	Y1	01	Sept. 5, 2017	April 27, 2018
Radio, Television and Broadcast News	Broadcast	Y1	01	Sept. 5, 2017	April 27, 2018
Radio, Television and Broadcast News	Radio	Y2	03	Sept. 5, 2017	April 27, 2018

Program Name	Concentration	Year	Semester	Start Date	End Date
Radio, Television and Broadcast News	Television	Y2	03	Sept. 5, 2017	April 27, 2018
Radio, Television and Broadcast News	Broadcast	Y2	03	Sept. 5, 2017	April 27, 2018
Railway Conductor		Y1		Sept. 5, 2017	Dec. 15, 2017
Railway Conductor		Y1		Jan. 8, 2018	April 27, 2018
Rehabilitation Therapy		Y1	01	Sept. 5, 2017	April 27, 2018
Rehabilitation Therapy		Y2	03	Sept. 5, 2017	April 27, 2018
Respiratory Therapy		Y1	01	Sept. 5, 2017	April 27, 2018
Respiratory Therapy		Y2	03	Sept. 5, 2017	April 27, 2018
Respiratory Therapy		Y3	05	May 7, 2018	Aug. 17, 2018
Respiratory Therapy		Y3	06	Sept. 5, 2017	April 27, 2018
Technology Infrastructure Analyst		Y1		Sept. 6, 2017	June 22, 2018
Travel and Tourism		Y1	01	Sept. 5, 2017	Aug. 17, 2018
Travel and Tourism		Y2	04	Sept. 5, 2017	April 27, 2018
Web Developer		Y1		Sept. 5, 2017	Feb. 23, 2018
Web Developer		Y1		Jan. 8, 2018	June 15, 2018
Welding Engineering Technology		Y1	01	Sept. 5, 2017	April 27, 2018
Welding Engineering Technology		Y2	03	Sept. 5, 2017	April 27, 2018
Welding Technician		Y1		Sept. 5, 2017	March 9, 2018
Welding Technician		Y1		March 12, 2018	Aug. 24, 2018

Start and end dates for full-time programs

Start and End Dates for 2017-2018

If your program is not listed above, please contact the appropriate academic school for for more information.

Start and end dates are subject to change.

Terms of the 2017-2018 Academic Year

- Fall: Sept. 5 to Dec. 15, 2017
- Winter: Jan. 8 to April 27, 2018
- Spring/Summer: May 7 to Aug. 24, 2018

For programs not listed above, please contact the appropriate academic school for the start/end dates.

Start and end dates are subject to change.

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 and in the SAIT Library [378.712.338]. Please refer to the full policy and procedure when dealing with specific situations.

- Academic Misconduct
- Transcript of Marks
- Non-Academic Misconduct
- Grade Appeal
- Accommodations for Students with Disabilities
- Remedy a Course Deficiency
- Attendance
- Upgrading Marks
- Student Achievement
- Program Transfer
- Grading System
- Transfer of Major
- GPA
- Drop and Add Courses
- Final Grades
- Withdrawals
- Progression
- Graduation Ceremony
- Academic Probation/Academic Withdrawal
- Prior Learner Assessment and Recognition
- Graduation Requirement
- Honours Designation
- University Transfer

Academic Misconduct

AC.3.4.1: Student Code of Conduct Procedure

SAIT is committed to academic integrity, which is based on five fundamental values honoured by faculty members and students: honesty, responsibility, trust, fairness and respect. Reasonable measures are taken to inform students of the standards of academic honesty. All members of the SAIT community share the responsibility and authority to address acts of academic misconduct.

Academic misconduct is any action or attempted action that may result in creating an unfair academic advantage for a SAIT student and/or other SAIT students. This includes, but is not limited to, acts of plagiarism and cheating.

Plagiarism occurs when students submit work in which they has taken ideas or words from another source and has presented them as if they are the students' own, without appropriate acknowledgement of the original source. It is the act of doing so that constitutes plagiarism, regardless of whether or not the student does so intentionally. Cheating occurs in situations where a student uses unauthorized materials or another student's work in examinations or other evaluations; falsifies data or documents; colludes with others on an assessment without the instructor's permission; pre-programs a device to contain answers or other unauthorized information for use during an evaluation process; or commits acts that in any way compromise the integrity of the evaluation process.

Any student who assists another student in the commission or attempted commission of academic dishonesty is also guilty of academic misconduct. Other types of academic misconduct are also set out in this procedure.

Consequences of academic misconduct depend on whether it is a first, second, or third academic misconduct offence. For a first offence, the student will ordinarily receive a zero (0) grade for the assignment/exam. For a second offence, the student will ordinarily receive a zero [fail] grade for the course and a one-year suspension from the Institute. For a third offence, the student will ordinarily receive a zero [fail] grade for the course and a permanent expulsion from the Institute. Letter(s) of Offence remain on the student's file for a period of seven (7) years. A student who is expelled from SAIT as a result of academic misconduct will have this indicated indefinitely on the student's permanent record [transcript].

Non-Academic Misconduct

AC.3.4.1: Student Code of Conduct Procedure

Non-Academic Misconduct behaviour that is subject to disciplinary action under this procedure includes violations of established civil and criminal laws, conduct that threatens the safety or well-being of members of the SAIT community, and/or any behaviour that adversely affects SAIT or its educational mission.

Acts of Non-Academic Misconduct are summarized below, and are listed in more detail in the procedure. These include:

1. Intentionally or negligently disrupting any SAIT activity or SAIT sponsored activity, particularly learning activities.

2. Use of force or threat of force against any person or his/her property.

3. Sexual assault or threat of sexual assault.

4. Harassment in any form (spoken, written, graphical, on-line etc.).

5. Discrimination (including discrimination on the basis of place of race, religious beliefs, colour, gender (including pregnancy, sexual harassment and gender identity) , physical or mental disability, age, ancestry, place of origin, marital status, source of income, family status, or sexual orientation).

6. Unauthorized entry into SAIT facilities.

7.   Unauthorized use of or misuse of SAIT property or the property of others, including computers and data and voice communications networks (see procedure AD.2.7.1 Information Services User Code).

8.   Use, possession, tampering with or storage of a dangerous weapon or dangerous substance (including but not limited to guns, ammunition, chemicals, fireworks, flammable gas or explosives) on SAIT premises or at SAIT functions, whether or not a license has been issued to the possessor.

9.   Inappropriate use of SAIT computer equipment.

10. Unlawful possession, distribution or use of narcotics or illegal drugs.

11. While under the influence of alcohol, narcotics or drugs, attending class or creating a disturbance while on SAIT premises or at SAIT functions.

12. Breaching procedure AD.2.2.1 Alcohol Service and Consumption on Campus.

13. Violating ethical codes governing applicable professions.

14. Violating civil or criminal statutes or applicable laws, court orders, or orders of any administrative tribunals having an effect on or related to SAIT or the SAIT community.

15. If a student is an apprenticeship student, the student's breach of the provincial government's non-academic rules or policies for apprenticeship students.

16. Unexcused failure or refusal to appear before any designated SAIT official(s) and/or failure to comply with directives from SAIT officials or instructors.

17. Disorderly conduct on SAIT premises or at SAIT activities.

18. Contravening SAIT's policies, procedures or rules.

19. Behaving in a manner that prejudices SAIT's name, reputation or standing.

20. Tampering with or rendering inoperable SAIT security devices or SAIT safety-related assets or property.

21. Making threats.

22. Knowingly or maliciously bringing a false charge against any member of the SAIT community under this procedure.

23. Knowingly divulging confidential or personal information relating to a SAIT matter or a member of the SAIT community.

24. Refusing to identify oneself when asked to do so by an authorized SAIT employee, security officer, etc.

25. Breaching SAIT's residence rules.

Consequences

Consequences for Non-Academic Misconduct fall into two categories: minor consequences and major consequences. Minor consequences include warning/admonition, community service, restitution, probation, restriction of privileges, and notation. Major consequences include suspension and expulsion. Consequences are defined in more detail in SAIT 's procedure AC.3.4.1 Student Code of Conduct procedure, Schedule C.

Factors that SAIT may consider when choosing an appropriate consequence include, but are not limited to, whether there has been a previous finding of academic or non-academic misconduct with respect to the student; the severity of the misconduct; multiple allegations of misconduct; personal circumstances of the student; and court decisions related to the same case.

Either a major or minor consequence may be appropriate if there has been a previous finding of misconduct or if there are currently multiple allegations of misconduct, depending on the factors set out above and other relevant circumstances. A major consequence is most often appropriate where the misconduct is grievous or repeated and, in particular, in cases of physical or sexual aggression.

Any attempt to commit Non-Academic Misconduct will bear the same consequence as if the act occurred. A student who assists another student in an act or an attempted act of Non-Academic Misconduct will also be considered to have committed an offence.

Accommodations for Students with Disabilities

- **AC.3.16.1: Accommodations for Students with Disabilities Procedure**

SAIT is committed to providing a learning environment that supports students with disabilities and to ensuring that these students have equal opportunities at SAIT. SAIT upholds and implements the principle that students with disabilities must be reasonably accommodated, provided such accommodation does not cause undue hardship to SAIT. Accessibility Services, instructors and academic chairs will work with students to provide the reasonable accommodations requested in an accommodation plan.

Students with disabilities are expected to pursue their studies with the same diligence required of all SAIT students and to accept responsibility for their role in successfully completing courses/programs. Students should identify their specific needs to Accessibility Services prior to or at the start of their program of studies, or as soon thereafter as possible, if they wish to identify themselves as a person with a disability and to request a reasonable accommodation for such disability.

Students should be aware that they need to give sufficient notice, as determined by Accessibility Services' procedures, to allow SAIT to arrange any necessary reasonable accommodation(s) for the disability. Students will also be required to provide relevant and current documentation to Accessibility Services, in order to determine eligibility for reasonable accommodations and services.

Attendance

- **AC.3.8.1: Attendance Requirement Procedure**

- **AC.3.8.2: Attendance Requirements – Apprentices**

Attendance in all scheduled activities of every course is expected. Students must comply with the requirements set by their school and communicated through the course outlines and/or program guidelines. Consequences for not adhering to attendance requirements are determined and applied according to program and school guidelines.

Student Achievement

- **AC.3.1.1: Grading and Progression Procedure** *(under revision)*

Evaluation Methods – A student's final standing is determined by academic progress throughout the term and the entire year, taking into consideration classroom tests and examinations, laboratory work, essays, reports and projects, classroom participation, and/ or workplace experimental learning. The course outline is the approved document that identifies the learning outcomes and student evaluation methods of a course.

Grading System

A student's grade in each course shall be denoted by a letter grade as follows:

Letter Grade	Grade Points	Description
A+	4.0	
A	4.0	
A-	3.7	
B+	3.3	
B	3.0	
B-	2.7	
C+	2.3	
C	2.0	
C-	1.7	
D+	1.3	
D	1.0	Minimal Pass
F	0.0	

Progression and graduation: the semester program and cumulative Grade Point Average required for Progression and graduation is 2.0. Other grades not used in calculating the Grade Point Average (GPA) include:

AEG Aegrotat Standing

May be granted to a student who through serious illness or exceptional circumstances cannot complete the final evaluation, and where a supplemental evaluation or course deficiency remedy is not possible. The dean or designate must approve this grade.

ATT Attended/FA Failed to Attend

Assigned to a student who is registered in a course for which no formal evaluation of the student's performance is provided, other than the student's attendance or failure to attend that course.

AUD Audit

Assigned to a student who is registered in a course for which no formal evaluation of the student's performance is provided. The student will pay tuition for this course, but will not receive a mark in or credits for the course. The academic chair must approve a student's registration in the course.

CR Credit Rating

Assigned to a student who has received recognition of his/her prior learning based on transfer credit or based on work experience, in accordance with policy AC.3.18 Recognition of Prior Learning and its accompanying procedures.

I Incomplete

Assigned to a student who has been granted an extension, under extenuating circumstances to complete a course. The "I" grade is not a substitute for an "F" grade. The "I" grade must be cleared within eight weeks from the end of the course or it reverts to "F." If the course is a prerequisite course, the academic chair must approve the student's registration in the subsequent course(s).

P Pass / NP No Pass

Student performance indicated by either "P" pass or "NP" no pass.

W Withdrawal

Assigned to a student who officially withdraws from a course or program.

To be assigned a "W" grade in a course, a student must withdraw from that course prior to completing 70 per cent of that course.

To be assigned a "W" grade in a program, a student must withdraw from that program prior to completing 70 per cent of the program semester.

Grade Point Average (GPA)

- **AC.3.1.1: Grading and Progression Procedure** *(under revision)*

Grade Point Average (GPA) is the measure of a student's SAIT academic achievement in credit courses. It can be calculated in four ways.

1. Semester Program Grade Point Average (PGPA) is the weighted grade point average for all the courses that a student has completed in a particular semester and that are part of the program in which the student is registered.

2. Semester Grade Point Average (SGPA) is the weighted grade point average for all of the credit courses that a student has completed in a particular semester, regardless of whether or not those courses are part of the program in which the student is registered.

3. Cumulative Program Grade Point Average (CGPA) is the overall cumulative weighted grade point average for all those courses that the student has completed and that are part of the program in which the student is registered.

4. Credential Grade Point Average is the overall cumulative weighted grade point average for all the courses the student has completed and that are used in awarding the credential for the program that the student has completed.

Each course shall carry a course credit determined by the dean or designate of the school offering the program and which shall be published in the calendar.

The grade point averages are calculated as follows:

- Multiplying the grade point achieved by the credit value for that course, excluding P, NP, I, W, CR, AUD, ATT, FA and AEG grades

- Totaling the grade points from the bullet above

- Dividing the total above by the total of the course credit values

Note: Failures "F" will appear on the student's transcript and are used in the calculation of grade point averages as appropriate. In the case of subsequent repeat attempts of a failed course, both the original F grade and the new grades will be calculated in the student's Semester Program Grade Point Average (PGPA), but only the higher grade will be calculated in the student's Cumulative Program Grade Point Average (CPGA) in a subsequent semester. However, when a deficiency is remedied, the new grade will replace the original F grade and shall be calculated into the GPA for the academic semester in which the deficiency occurred.

Sample Calculation: Course Grade Points X Credits = Grade Points

Course	Grade	Course Grade Points	Credits	Grade Points
BCPT-240	B	3.00	1.50	4.50
COMM-238	C	2.00	3.00	6.00
COMP-220	F	0.00	3.00	0.00
MATH-235	A	3.67	3.00	11.01
MCMT-230	D	1.00	3.00	3.00
Totals	N/A	N/A	13.50	24.51

$$\text{GPA} = \frac{\text{Total Grade Points}}{\text{Total Credit}} = \frac{24.51}{13.50} = 1.81$$

Final Grades

- **AC.3.1.1: Grading and Progression Procedure** *(under revision)*

Instructors shall submit final grades to the Office of the Registrar by end of the third business day following the end of the course. Students can access their term marks and unofficial transcripts through mySAIT at any time.

Apprentice marks may only be obtained from the Apprenticeship and Trade Certification Board. Download the "Transcript Request Application Form" at Alberta Apprenticeship and Industry Training.

Progression

- **AC.3.1.1: Grading and Progression Procedure** *(under revision)*

Students must attain a PGPA and/or a CGPA of 2.0 or better in each semester and pass the necessary prerequisite courses to progress through the program. To qualify for graduation, students must pass all courses, attain a CGPA of 2.0 or better and complete course requirements within the prescribed timelines.

Academic Probation/Academic Withdrawal

- **AC.3.1.1: Grading and Progression Procedure** *(under revision)*

A student who fails to achieve the specified minimum semester program grade point average (PGPA) or cumulative program grade point average (CGPA) at the end of a semester will be placed on Academic Probation (AP). The Office of the Registrar will advise the student to meet with the student academic chair to develop strategies to improve academic standing and to determine course eligibility.

A student will remain on Academic Probation if the student does not achieve one of either PGPA or a CGPA of 2.0 for the second time at the end of the following semester. If both the PGPA and CGPA of 2.0 are not met at the end of the following semester, the student will be academically withdrawn (AW) 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 cannot take any courses at SAIT. An academically withdrawn student who wishes to return to the program should meet with the academic chair to determine if space is available in the program to accommodate the student return, and to determine changes to graduation requirements.

A student who returns to SAIT after having been academically withdrawn will return on academic probation. If the student fails to achieve PGPA for a third time, he/she will be permanently withdrawn from SAIT.

Academic probation and academic withdrawals are permanently noted on the student's official transcript.

Note: A student is granted only two attempts to successfully complete each course – the initial registration and one repeat. A withdrawal from a course is not considered an attempt. The academic chair/coordinator of the school responsible for delivering the course may, in significant extenuating circumstances, approve the student's registration in a course for a third attempt. The dean of the school responsible for delivering the course may, in significant extenuating circumstances, approve the student's registration in a course for a fourth attempt. If the student fails all attempts in the course or its equivalent, a SAIT credential shall not be issued for any program in which that course is a requirement. It is important to students to note that registration in a course for a second or subsequent time is subject to space availability in that course

Graduation Requirement

- **AC.3.1.1: Grading and Progression Procedure** *(under revision)*

A student must achieve the required minimum Credential Grade Point Average for all courses used to meet the student's credential requirements, in order to graduate.

Transcript of Marks

- **AC.3.1.1: Grading and Progression Procedure** *(under revision)*

A transcript is a complete and unabridged academic record of achievement at SAIT.

Students who attended classes at SAIT after 1995 have the option to order their official transcript through mySAIT.ca. Simply login, click on the myStudent tab, then select Student Records.

Students who attended classes at SAIT before 1995, must complete a Transcript Request Form and forward it to Office of the Registrar.

Each transcript costs $10 (Subject to change).

Students sending transcripts from SAIT to an Alberta post-secondary school should request the transcript through ApplyAlberta. The transcript will be issued free of charge to any participating Alberta post-secondary schools (see ApplyAlberta for a list of participating institutions).

Student records are confidential; therefore, transcripts will only be issued on the student's written authority.

Grade Appeal (Final Grades Only)

- **AC.3.1.1: Grading and Progression Procedure** *(under revision)*

Informal Appeals: Informal appeals must be made to the instructor concerned first. If a student is not satisfied with the outcome, the student may continue the informal appeal to the academic chair or equivalent, before proceeding with a formal grade appeal to the dean.

Formal Appeals: If a student is not satisfied with the outcome of the informal appeal, 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

The initial formal appeal must state: the student ID number, program, course code and title, the grade being appealed and the rationale for the appeal. Forms are available from Office of the Registrar. The basis for re-evaluation shall be the same work used to determine the original grade whenever possible. In those cases where the nature of the work, such as workplace experiential learning, laboratory, or other performance work, precludes its availability, the basis for re-evaluation shall be decided by the academic chair, in consultation with the student and the instructor.

Decisions on appeals shall be rendered within ten business days of the Office of the Registrar notifying the dean and academic chair of the appeal. The decision may be: 1) no change to the grade; 2) a higher grade; or 3) a lower grade. The dean's decision is final and binding.

Students who accept the method to remedy a course deficiency pursuant to procedure AC.3.2.1 Course Deficiencies procedure are not eligible to appeal the original grade.

Remedy a Course Deficiency

- **AC.3.2.1: Course Deficiencies Procedure**

Students are eligible to remedy a course deficiency where:

- the deficient grade is within 5 per cent of the passing grade; and
- the failure is not due to academic misconduct.
- the course is one for which a course deficiency remedy is available, as determined by the school delivering that course.

Students must apply to their academic school using the Remedy (Clearance) of Deficiency form.

The academic chair shall determine the method of remedying the deficiency. The method may include:

- successful completion of a special assignment, or
- successful writing of a supplemental examination.

A student wishing to remedy a course deficiency shall apply to the academic chair or coordinator within 30 calendar days of the end of the course. The remedy must be completed within ten business days of the academic chair or coordinator having authorized the student to attempt the clearance of deficiency. Students are encouraged to attend classes in the subsequent course pending the outcome of the remedy.

The maximum grade that can be achieved is a "D" or a "P" grade, or the minimum passing grade for the course. This grade will replace the "F" or "NP" grade and shall be calculated into the PGPA for the academic term in which the deficiency occurred.

Students who accept the method to remedy a course deficiency are not eligible to appeal the original grade. Students wishing to achieve a grade higher than a "D" or the minimum passing grade for the course must re-take the course. A student's registration in a course for a second or subsequent time is subject to space availability in that course. In this case, the transcript will indicate both the original grade and the new course grade achieved.

Upgrading Marks

Students wishing to upgrade a passing mark must re-register for the course. The transcript will indicate both the original grade and the new grade achieved.

Program Transfer

- **AC.1.5.1: Admission Procedure**

An enrolled student may be permitted to transfer from one program to another if:

- the student is a qualified applicant and satisfies the admission and selection criteria of the new program; and,
- there is a seat available in the new program; and,
- the student pays the transfer fee; and,
- the student pays any difference in tuition fees arising from the transfer.

The timing of the program transfer request and its subsequent approval is at the discretion of the receiving academic chair/coordinator. However, in order to be eligible to receive a credential from the new program into which the student has transferred, the student must complete at least the final semester of that new program.

Transfer of Major

■ **AC.1.5.1: Admission Procedure**

An enrolled student may be permitted to transfer majors within a program of study, without reapplying, as per the Office of the Registrar's processes. Transfer of a major is subject to the student meeting course prerequisites and a seat being available in the new major.

Add and Drop

(The drop and add dates for a program are based on the term length)

Term length	Add/Drop period
13 or more weeks	Two (2) weeks from program term start date
8-12 weeks	One (1) week from program term start date
2-7 weeks	Two (2) days from program term start date
Less than 2 weeks	There is no Add/Drop period

Visit Start and End Dates - 2016/17 for program-specific dates.

Withdrawals

■ **AC.3.1.1: Grading and Progression Procedure** *(under revision)*

Deadline
The withdrawal deadline for a course or program is prior to 70 per cent of the course or program's duration. A student who withdraws from a course after the withdrawal deadline will receive an "F" grade which will be determined and reported to the Office of the Registrar by the course school by the end of the second business day following the last day of the academic term.

Withdrawal from a Course
A student who wishes to withdraw from an individual course must:

- Notify the Office of the Registrar prior to the Withdrawal Deadline (as outlined above) of the term to receive a grade of "W".

Note: Course withdrawals occurring past the official add/drop period will not be eligible for a refund. Unofficial withdrawals (no notification of withdrawal submitted to the Office of the Registrar by the deadline) will result in 'F' grades.

Withdrawal from the Program
A student who wishes to withdraw from the program must:

- obtain and complete a Program Withdrawal Form; and,

- submit the completed form to the Office of the Registrar prior to the Withdrawal Deadline (as outlined above) of the term to receive "W" grades.

Note: A student who withdraws from the program without notifying the Office of the Registrar in writing will not be eligible for any applicable refund of fees, and will be responsible for any fees owing or outstanding. The student's permanent record will show a "Fail" in all courses in which the student was registered.

Graduation Ceremony

■ **AC.3.1.1: Grading and Progression Procedure** *(under revision)*

Students are required to register for Graduation before the specified deadline date. Manual registration and online registration processes will be available.

Credit Requirements for Graduation:
Students must successfully complete all required courses to graduate. All course requirements must be completed within ten (10) years for a baccalaureate, seven (7) years for a diploma or applied degree, or five (5) years for a certificate program. This time limitation begins on the date that the student started the first course in the credential. If a student does not complete the graduation requirements within the graduation timelines, 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

Grade Point Average Requirements:
Students must achieve the required CGPA of 2.0 in order to graduate.

Residency Requirements:
To obtain a SAIT credential, students must complete at least 50% of the credential's courses through SAIT, and may use no more than a maximum of 50% transfer credit and/or challenge exams and/or prior informal or non-formal learning towards that SAIT credential.

Graduation Prior Learning Assessment and Recognition

Policy AC.3.18 Recognition of Prior Learning and its accompanying procedures provide the guidelines for students to obtain credit based on previous learning, successful completion of a challenge exam, or previous informal and non-formal learning. Generally, the guidelines include compliance with the residency requirement, an 80 per cent content match with the SAIT course outline, a minimum grade of 65 per cent, and completion of credit courses within the last five years.

Honours Designation

- **AC.3.1.1: Grading and Progression Procedure** *(under revision)*

For a student to be awarded an Honours designation on a SAIT parchment, the following conditions must be met:

- the student has a cumulative program grade point average of 3.8; and,

- the student passed all courses on the first attempt; and,

- the student has completed the graduation requirements of the program within the specified time restriction (five years for a certificate, seven years for a diploma or applied degree , ten years for a baccalaureate); and,

- the student has met the residency requirement and used a maximum of 50 per cent transfer credit towards a SAIT credential; transfer credit does not include any SAIT course previously used to obtain another SAIT credential; and,

- the program in which the student is enrolled is approved by the Alberta government.

Transfer to Other Post-Secondary Institutions

A transfer option is the opportunity to use a credential earned at one institution for credit towards the completion of an advanced credential at another institution (e.g., a certificate towards a diploma, a diploma towards a degree, an applied degree towards an additional undergraduate or graduate degree, or a baccalaureate degree towards a master's degree).

A SAIT credential may be used as an admission requirement to an advanced program, or it may be used to meet curriculum requirements so that the student does not need to duplicate coursework: how it is used depends on the receiving institution.

To support this, articulation agreements are developed between two institutions (a sender and a receiver) that specify how the sending institution's course or program will be accepted for (transfer or advanced) credit at the receiving institution.

Information about these agreements is posted on the SAIT Transfer Options website and is updated regularly along with messages on SAITView, a SAIT Transfer Options Facebook page, and Twitter.

Students must also be aware that they must meet the admission requirements of the receiving institution as well as the program requirements even though they have graduated from SAIT.

Contact us!

For additional information, contact SAIT Transfer Options.

- Transfer Options
  Phone: 403.210.4238
  Email: transfer.options@sait.ca
  Website: sait.ca/transferoptions

Institute Regulations

The descriptions below are a synopsis of the referenced SAIT policies and procedures which are available through sait.ca and in the SAIT Library [378.712.338]. Refer to the full policy and procedure when dealing with specific situations.

- Student Code of Conduct
- Harassment and Discrimination Confidential Hotline
- Disruptive Conduct
- Injury to Persons/Damage to Property
- Rights
- Liquor, Tobacco and Drugs
- Responsibilities
- Acceptable Use of SAIT's Computer System

Student Code of Conduct

- **AC.3.4.1: Student Code of Conduct Procedure**

Students are responsible for conducting themselves appropriately and in the best interests of the Institute. They are expected to apply themselves to their studies and are required to conform to the Institute's policies, rules and regulations.

Disruptive Conduct

- **AC.3.4.1: Student Code of Conduct Procedure**

Students are required to conduct themselves in a manner that does not interfere with the legitimate academic and/or business activities of the Institute. This does not diminish the student's assured rights as stated in the Canadian Charter of Rights and Freedoms. In particular, disruption of scholarly activities by abusive or threatening language or gestures, or physical interference with another person or their property may result in the immediate removal of the student from the class or activity and subsequent disciplinary action.

Rights

- **AC.3.4.1: Student Code of Conduct Procedure**

Students at SAIT can expect the following rights to be upheld:

- all rights and freedoms recognized by law;

- freedom from discrimination for any reason, including: place of origin, race, religion or gender. (Please refer to HR.4.5.1: Discrimination – Education Procedure and HR.4.6.1: Discrimination – Employee and Student Recourse Procedure);

- freedom from harassment, including any action or words which demean and/or deny dignity and respect. (Please refer to HR.4.5.1: Discrimination – Education Procedure and HR.4.6.1: Discrimination – Employee and Student Recourse Procedure);

- a community that supports intellectual inquiry, learning and growth;

- physical and psychological safety;

- academic integrity: students can expect full disclosure as to how their academic performance will be assessed, and to receive objective evaluation of their performance.

Responsibilities

- **AC.3.4.1: Student Code of Conduct Procedure**

SAIT maintains that students have individual and group responsibility for:

- staying informed of and respecting SAIT policies and procedures and the exercise by SAIT of its legitimate authority;

- taking full advantage of the education, training and services that SAIT offers;

- maintaining academic integrity; work submitted for evaluation must be the student's own. Any material or ideas incorporated from other sources must be clearly identified and used sparingly.

- contributing to a working and learning environment free from discrimination, harassment, intimidation, and physical or psychological abuse;

- respecting the property of SAIT and members of the SAIT community;

- complying with applicable laws.

In cases of misconduct, SAIT may take disciplinary measures including, but not limited to, warning, community service, restitution, probation, restriction of privileges, notation, suspension, expulsion or legal action. Where disciplinary actions arise, students have a right of appeal as described in the procedure.

Harassment and Discrimination Confidential Hotline

- **Phone: 403.210.4406**

- **HR.4.6.1: Discrimination – Employee and Student Recourse Policy** *(under revision)*

The Board of Governors of SAIT and the President's Standing Committee on Discrimination wish to ensure that students and employees of the Institute are treated as equal in dignity and rights and without discrimination. You have the right to study and work in an environment that is free from harassment and discrimination. You also have the responsibility not to harass any member of the SAIT community, including students, instructors and staff.

Discrimination on the grounds of race, religious beliefs, colour, gender, age, physical disability, mental disability, ancestry, place of origin, marital status, source of income, family status or sexual orientation constitutes a violation of SAIT's discrimination policy.

Harassment, a form of discrimination, is behaviour that disparages, humiliates or harms anyone on any of these grounds. Harassment may be verbal or non-verbal behaviour, occurring as one isolated event or as a series of events.

Sexual harassment is unwanted, unwarranted or inappropriate sexualizing of interaction, with intent and/or effect to demean, coerce or abuse someone. It can include behaviour such as: sexualizing physical contact; making suggestive remarks or other verbal abuse; making degrading gestures or leering at a person's body; making degrading remarks toward a gender or a sexual preference group; demanding sexual favors; or extending compromising invitations.

If you think you are experiencing harassment or discrimination, contact the Discrimination Hotline at 403.210.4406 and arrange to speak with one of SAIT's specially appointed representatives.

Injury to Persons/Damage to Property

- **AC.3.4.1: Student Code of Conduct Procedure**

Students are required to comply with safety measures identified by the Institute. Injury, damage or misappropriation of SAIT's property, or threats (written or verbal) of injury, damage or misappropriation to another person or his/her property may result in disciplinary action.

Liquor, Tobacco and Drugs

- **AD.2.2.1: Alcohol Service and Consumption on Campus Procedure**

- **AD.1.3: Tobacco Use Policy and procedure**

Disciplinary action will be taken in the following cases: students violating policy on the consumption and service of alcohol; students failing to comply with designated non-smoking areas; and/or students using or distributing illegal drugs.

Acceptable Use of SAIT's Computer System

- **AD.2.7.1: Information Services User Code Procedure**

All members of the SAIT community who have occasion to use any of the information services of the Institute, including all students, staff (full-time, part-time, contract and wages) and members of the general public are subject to the Information Services User Code procedure.

The descriptions above are a synopsis of the referenced SAIT policies and procedures which are available through sait.ca and in the SAIT Library [378.712.338]. Please refer to the full policy and procedure when dealing with specific situations.

Financial Information

Fees

Estimated Fees for Full Time Students	2017–2018		
Program	**2017/18 Domestic Tuition Fee**	**Campus Athletic/Rec Fee (Note 3)**	**Universal Transit Pass (Note 3)**
Apprentice Programs	$98/week	–	–
Academic Upgrading Yr 1	2,881	160	280
Accounting Oil and Gas Production Yr 1	14,200	160	280
Administrative Information Management Yr 1	4,122	160	280
Administrative Information Management Yr 2	4,328	160	280
Aircraft Maintenance Engineering Technology Yr 1	4,405	160	280
Aircraft Maintenance Engineering Technology Yr 2	4,405	160	280
Aircraft Structures Technician Yr 1	5,798	160	280
Architectural Technologies – Architectural Yr 2	2,313	160	280
Architectural Technologies – Bldg Dev Yr 2	2,313	160	280
Architectural Technologies – General Yr 1	5,046	160	280
Architectural Technologies – General Yr 2	2,103	160	280
Automotive Service Technology Yr 1	4,569	160	280
Automotive Service Technology Yr 2	4,569	160	280
Avionics Technology Yr 1	5,130	160	280
Avionics Technology Yr 2	4,664	160	280
Bach. of Applied Tech. Geographic Info Sys Yr 3	5,074	160	280
Bach. of Applied Tech. Geographic Info Sys Yr 4	969	160	280
Bach. of Applied Tech. Petroleum Eng. Yr 3	5,489	160	280
Bach. of Applied Tech. Petroleum Eng. Yr 4	1,463	160	280
Bachelor of Applied Business Administration – Accounting Yr 3	6,113	160	280
Bachelor of Applied Business Administration – Accounting Yr 4	2,139	–	–
Bachelor of Business Administration Yr 1 – General	5,682	160	280
Bachelor of Business Administration Yr 2 – Accounting	5,682	160	280
Bachelor of Business Administration Yr 2 – Financial Services	5,682	160	280
Bachelor of Business Administration Yr 2 – Human Resource Management	5,682	160	280
Bachelor of Business Administration Yr 2 – Management	5,682	160	280
Bachelor of Business Administration Yr 2 – Marketing	5,682	160	280
Bachelor of Business Administration Yr 2 – Supply Chain Management	5,682	160	280
Bachelor of Business Administration Yr 3 – Accounting	5,682	160	280
Bachelor of Business Administration Yr 3 – Financial Services	5,682	160	280
Bachelor of Business Administration Yr 3 – Human Resource Management	5,682	160	280
Bachelor of Business Administration Yr 3 – Management	5,682	160	280
Bachelor of Business Administration Yr 3 – Marketing	5,682	160	280

2017–2018

Total SAIT Fees	Health Plan	Dental Plan	Student Association (Note 3)	Total Student Association Fees (Note 3)	2017/18 Domestic Total
–	–	–	–	–	**$98/week**
440	110	125	288	523	**3,844**
440	110	125	288	523	**15,163**
440	110	125	288	523	**5,085**
440	110	125	288	523	**5,291**
440	110	125	288	523	**5,368**
440	110	125	288	523	**5,368**
440	110	125	288	523	**6,761**
440	110	125	288	523	**3,276**
440	110	125	288	523	**3,276**
440	110	125	288	523	**6,009**
440	110	125	288	523	**3,065**
440	110	125	288	523	**5,532**
440	110	125	288	523	**5,532**
440	110	125	288	523	**6,093**
440	110	125	288	523	**5,626**
440	110	125	288	523	**6,036**
440	110	125	288	523	**1,932**
440	110	125	288	523	**6,452**
440	110	125	288	523	**2,426**
440	110	125	288	523	**7,075**
–	–	–	–	–	**2,139**
440	110	125	288	523	**6,645**
440	110	125	288	523	**6,645**
440	110	125	288	523	**6,645**
440	110	125	288	523	**6,645**
440	110	125	288	523	**6,645**
440	110	125	288	523	**6,645**
440	110	125	288	523	**6,645**
440	110	125	288	523	**6,645**
440	110	125	288	523	**6,645**
440	110	125	288	523	**6,645**
440	110	125	288	523	**6,645**
440	110	125	288	523	**6,645**

Estimated Fees for Full Time Students	2017–2018		
Program	2017/18 Domestic Tuition Fee	Campus Athletic/Rec Fee (Note 3)	Universal Transit Pass (Note 3)
Bachelor of Business Administration Yr 3 – Supply Chain Management	5,682	160	280
Bachelor of Business Administration Yr 4 – Accounting	5,682	160	280
Bachelor of Business Administration Yr 4 – Financial Services	5,682	160	280
Bachelor of Business Administration Yr 4 – Human Resource Management	5,682	160	280
Bachelor of Business Administration Yr 4 – Management	5,682	160	280
Bachelor of Business Administration Yr 4 – Marketing	5,682	160	280
Bachelor of Business Administration Yr 4 – Supply Chain Management	5,682	160	280
Bachelor of Science in Construction Project Management Yr 1	4,931	160	280
Bachelor of Science in Construction Project Management Yr 2	4,931	160	280
Bachelor of Science in Construction Project Management Yr 3	5,424	160	280
Bachelor of Science in Construction Project Management Yr 4	4,931	160	280
Baking and Pastry Arts Yr 1	5,103	160	280
Baking and Pastry Arts Yr 2	4,639	160	280
Broadcast Systems Technology Yr 1	4,993	160	280
Broadcast Systems Technology Yr 2	4,993	160	280
Business Administration – Accounting Yr 1	4,587	160	280
Business Administration – Accounting Yr 2	4,587	160	280
Business Administration – Financial Services Yr 1	4,587	160	280
Business Administration – Financial Services Yr 2	4,587	160	280
Business Administration – General Yr 1	4,587	160	280
Business Administration – Human Resources Yr 2	4,587	160	280
Business Administration – Management Yr 1	4,587	160	280
Business Administration – Management Yr 2	4,587	160	280
Business Administration – Marketing Yr 1	4,587	160	280
Business Administration – Marketing Yr 2	4,587	160	280
Business Administration – Supply Chain Management Yr 2	4,587	160	280
Business Administration Automotive Management Yr 1	4,197	160	280
Business Administration Automotive Management Yr 2	3,815	160	280
Business Intelligence: Data Analysis and Reporting Yr 1	9,595	160	280
Butchery and Charcuterie Management Yr 1	5,105	160	280
Chemical Engineering Technology Yr 1	4,217	160	280
Chemical Engineering Technology Yr 2	4,016	160	280
Chemical Laboratory Technology Yr 1	5,254	160	280
Chemical Laboratory Technology Yr 2	5,004	160	280
Civil Engineering Technology – Const. Mgmt Yr 2	4,130	160	280

	2017–2018				
Total SAIT Fees	Health Plan	Dental Plan	Student Association (Note 3)	Total Student Association Fees (Note 3)	2017/18 Domestic Total
440	110	125	288	523	**6,645**
440	110	125	288	523	**6,645**
440	110	125	288	523	**6,645**
440	110	125	288	523	**6,645**
440	110	125	288	523	**6,645**
440	110	125	288	523	**6,645**
440	110	125	288	523	**6,645**
440	110	125	288	523	**5,894**
440	110	125	288	523	**5,894**
440	110	125	288	523	**6,387**
440	110	125	288	523	**5,894**
440	110	125	288	523	**6,066**
440	110	125	288	523	**5,602**
440	110	125	288	523	**5,956**
440	110	125	288	523	**5,956**
440	110	125	288	523	**5,550**
440	110	125	288	523	**5,550**
440	110	125	288	523	**5,550**
440	110	125	288	523	**5,550**
440	110	125	288	523	**5,550**
440	110	125	288	523	**5,550**
440	110	125	288	523	**5,550**
440	110	125	288	523	**5,550**
440	110	125	288	523	**5,550**
440	110	125	288	523	**5,550**
440	110	125	288	523	**5,160**
440	110	125	288	523	**4,778**
440	110	125	288	523	**10,558**
440	110	125	288	523	**6,068**
440	110	125	288	523	**5,179**
440	110	125	288	523	**4,979**
440	110	125	288	523	**6,217**
440	110	125	288	523	**5,967**
440	110	125	288	523	**5,093**

Estimated Fees for Full Time Students	2017–2018		
Program	**2017/18 Domestic Tuition Fee**	**Campus Athletic/Rec Fee (Note 3)**	**Universal Transit Pass (Note 3)**
Civil Engineering Technology – General Yr 1	4,337	160	280
Civil Engineering Technology – Municipal Yr 2	4,130	160	280
Community Economic Development Yr 1	4,752	–	–
Culinary Entrepreneurship Yr 1	9,200	160	280
Database Administrator Yr 1	16,160	160	280
Dental Assisting Yr 1	6,052	160	280
Diagnostic Medical Sonography Yr 1	5,094	160	280
Diagnostic Medical Sonography Yr 2	4,881	160	280
Diagnostic Medical Sonography Yr 3	1,273	160	280
Diesel Equipment Technician Yr 1	5,092	160	280
Electrical Engineering Technology Yr 1	4,613	160	280
Electrical Engineering Technology Yr 2	4,823	160	280
Electronics Engineering Technology Yr 1	5,490	160	280
Electronics Engineering Technology Yr 2	5,490	160	280
Emergency Medical Technology – Ambulance Yr 1	3,928	160	280
Emergency Medical Technology – Paramedic Yr 1	5,945	160	280
Emergency Medical Technology – Paramedic Yr 2	5,096	160	280
Energy Asset Management Yr 1	9,033	160	280
Energy Asset Management Yr 2	9,033	160	280
Eng. Design & Drafting Technology – General Yr 1	4,492	160	280
Eng. Design & Drafting Technology – General Yr 2	4,492	160	280
English Language Foundations Yr 1	6,570	–	–
Environmental Technology Yr 1	4,255	160	280
Environmental Technology Yr 2	4,255	160	280
Film and Video Production Yr 1	4,044	160	280
Film and Video Production Yr 2	4,044	160	280
Geomatics Engineering Technology – General Yr 1	3,980	160	280
Geomatics Engineering Technology – General Yr 2	3,980	160	280
Geoscience Information Technology Yr 1	4,234	160	280
Geoscience Information Technology Yr 2	3,811	160	280
Graphic Communications and Print Technology Yr 1	3,916	160	280
Graphic Communications and Print Technology Yr 2	3,730	160	280
Health Information Management Yr 1	4,235	160	280
Health Information Management Yr 2	4,033	160	280
Hospitality Management Yr 1	4,374	160	280

					2017–2018
Total SAIT Fees	Health Plan	Dental Plan	Student Association (Note 3)	Total Student Association Fees (Note 3)	2017/18 Domestic Total
440	110	125	288	523	5,300
440	110	125	288	523	5,093
–	–	–	–	–	4,752
440	110	125	288	523	10,163
440	110	125	288	523	17,123
440	110	125	288	523	7,015
440	110	125	288	523	6,056
440	110	125	288	523	5,844
440	110	125	288	523	2,236
440	110	125	288	523	6,055
440	110	125	288	523	5,576
440	110	125	288	523	5,786
440	110	125	288	523	6,453
440	110	125	288	523	6,453
440	110	125	288	523	4,891
440	110	125	288	523	6,908
440	110	125	288	523	6,058
440	110	125	288	523	9,996
440	110	125	288	523	9,996
440	110	125	288	523	5,455
440	110	125	288	523	5,455
–	–	–	–	–	6,570
440	110	125	288	523	5,218
440	110	125	288	523	5,218
440	110	125	288	523	5,007
440	110	125	288	523	5,007
440	110	125	288	523	4,942
440	110	125	288	523	4,942
440	110	125	288	523	5,197
440	110	125	288	523	4,773
440	110	125	288	523	4,879
440	110	125	288	523	4,693
440	110	125	288	523	5,198
440	110	125	288	523	4,996
440	110	125	288	523	5,337

Estimated Fees for Full Time Students	2017–2018		
Program	2017/18 Domestic Tuition Fee	Campus Athletic/Rec Fee (Note 3)	Universal Transit Pass (Note 3)
Hospitality Management Yr 2	3,977	160	280
Information Systems Security Yr 1	12,000	160	280
Information Systems Security Yr 2	12,000	160	280
Information Technology – Common Yr 1	5,870	160	280
Information Technology – Computer Systems Yr 1	5,870	160	280
Information Technology – Computer Systems Yr 2	5,870	160	280
Information Technology – Network Systems Yr 1	5,870	160	280
Information Technology – Network Systems Yr 2	5,870	160	280
Information Technology – SW Development Yr 1	5,870	160	280
Information Technology – SW Development Yr 2	5,870	160	280
Information Technology – Telecom Systems Yr 1	5,870	160	280
Information Technology – Telecom Systems Yr 2	5,870	160	280
Instrumentation Engineering Technology Yr 1	4,107	160	280
Instrumentation Engineering Technology Yr 2	4,107	160	280
Journalism – General Yr 1	5,023	160	280
Journalism – Photojournalism Yr 2	5,023	160	280
Journalism – Print Media Yr 2	5,023	160	280
Land Analyst Yr 1	4,380	160	280
Legal Assistant Yr 1	3,611	160	280
Legal Assistant Yr 2	3,791	160	280
Library Information Technology Yr 1	3,960	160	280
Library Information Technology Yr 2	3,771	160	280
Machinist Technician Yr 1	4,519	160	280
Mechanical Engineering Technology General Yr 1	4,284	160	280
Mechanical Engineering Technology-Design & Analysis Yr 2	4,284	160	280
Mechanical Engineering Technology-Design & Automation Yr 2	4,284	160	280
Mechanical Engineering Technology-Design & Development Yr 2	4,284	160	280
Medical Device Reprocessing Technician Yr 1	5,863	–	–
Medical Laboratory Assistant Yr 1	3,255	160	280
Medical Laboratory Technology Yr 1	5,877	160	280
Medical Laboratory Technology Yr 2	4,030	160	280
Medical Office Assistant and Unit Clerk Yr 1	5,660	–	–
Medical Radiologic Technology Yr 1	6,633	160	280
Medical Radiologic Technology Yr 2	5,479	160	280
Medical Transcriptionist Yr 1	4,609	160	280

2017–2018

Total SAIT Fees	Health Plan	Dental Plan	Student Association (Note 3)	Total Student Association Fees (Note 3)	2017/18 Domestic Total
440	110	125	288	523	4,940
440	110	125	288	523	12,963
440	110	125	288	523	12,963
440	110	125	288	523	6,833
440	110	125	288	523	6,833
440	110	125	288	523	6,833
440	110	125	288	523	6,833
440	110	125	288	523	6,833
440	110	125	288	523	6,833
440	110	125	288	523	6,833
440	110	125	288	523	6,833
440	110	125	288	523	6,833
440	110	125	288	523	5,070
440	110	125	288	523	5,070
440	110	125	288	523	5,986
440	110	125	288	523	5,986
440	110	125	288	523	5,986
440	110	125	288	523	5,343
440	110	125	288	523	4,574
440	110	125	288	523	4,754
440	110	125	288	523	4,922
440	110	125	288	523	4,734
440	110	125	288	523	5,481
440	110	125	288	523	5,247
440	110	125	288	523	5,247
440	110	125	288	523	5,247
440	110	125	288	523	5,247
–	–	–	–	–	5,863
440	110	125	288	523	4,218
440	110	125	288	523	6,840
440	110	125	288	523	4,993
–	–	–	–	–	5,660
440	110	125	288	523	7,596
440	110	125	288	523	6,442
440	110	125	288	523	5,572

Financial Information / **Fees**

Estimated Fees for Full Time Students	2017–2018		
Program	2017/18 Domestic Tuition Fee	Campus Athletic/Rec Fee (Note 3)	Universal Transit Pass (Note 3)
Mobile Application Developer Yr 1	10,500	160	280
Network Technician Yr 1	12,120	160	280
New Media Production and Design Yr 1	4,102	160	280
New Media Production and Design Yr 2	4,102	160	280
Non-Destructive Testing Foundations Yr 1	7,336	160	280
Nuclear Medicine Technology Yr 1	5,979	160	280
Nuclear Medicine Technology Yr 2	4,829	160	280
Nutrition for Healthy Lifestyles Yr 1	7,534	–	–
Object-Oriented Software Development Yr 1	12,120	160	280
Office Professional Yr 1	4,122	160	280
Petroleum Engineering Technology Yr 1	3,977	160	280
Petroleum Engineering Technology Yr 2	3,977	160	280
Petroleum Land Administration Yr 1	4,975	160	280
Pharmacy Assistant Yr 1	5,667	–	–
Power & Process Operations Yr 1	4,156	160	280
Power Engineering Technology Yr 1	4,630	160	280
Power Engineering Technology Yr 2	4,862	160	280
Pre-Employment – Automotive Service Technician Yr 1	5,200	–	–
Pre-Employment – Cabinetmaker Yr 1	4,300	–	–
Pre-Employment – Carpenter Yr 1	4,450	–	–
Pre-Employment – Electrician Yr 1	4,848	–	–
Pre-Employment – Heavy Equipment Technician Yr 1	1,342	–	–
Pre-Employment – Ironworker Yr 1	5,820	–	–
Pre-Employment – Millwright Yr 1	5,909	–	–
Pre-Employment – Mobile Crane Y1	7,100	–	–
Pre-Employment – Plumber Yr 1	4,650	–	–
Pre-Employment – Refrigeration Yr 1	4,650	–	–
Pre-employment – Sheet Metal Yr 1	5,800	–	–
Pre-Employment – Steamfitter-Pipefitter Yr 1	4,800	–	–
Pre-Employment – Welding Yr 1	5,454	–	–
Process Piping Drafting Yr 1	12,996	160	280
Professional Cooking Yr 1	5,539	160	280
Professional Cooking Yr 2	5,036	160	280
Radio Television and Broadcast News – Broadcast News Yr 1	4,403	160	280
Radio Television and Broadcast News – Broadcast News Yr 2	4,403	160	280

SAIT Southern Alberta Institute of Technology

2017–2018

Total SAIT Fees	Health Plan	Dental Plan	Student Association (Note 3)	Total Student Association Fees (Note 3)	2017/18 Domestic Total
440	110	125	288	523	11,463
440	110	125	288	523	13,083
440	110	125	288	523	5,064
440	110	125	288	523	5,064
440	110	125	288	523	8,299
440	110	125	288	523	6,941
440	110	125	288	523	5,792
–	–	–	–	–	7,534
440	110	125	288	523	13,083
440	110	125	288	523	5,085
440	110	125	288	523	4,940
440	110	125	288	523	4,940
440	110	125	288	523	5,938
–	–	–	–	–	5,667
440	110	125	288	523	5,119
440	110	125	288	523	5,593
440	110	125	288	523	5,824
–	–	–	–	–	5,200
–	–	–	–	–	4,300
–	–	–	–	–	4,450
–	–	–	–	–	4,848
–	–	–	–	–	1,342
–	–	–	–	–	5,820
–	–	–	–	–	5,909
–	–	–	–	–	7,100
–	–	–	–	–	4,650
–	–	–	–	–	4,650
–	–	–	–	–	5,800
–	–	–	–	–	4,800
–	–	–	–	–	5,454
440	110	125	288	523	13,959
440	110	125	288	523	6,502
440	110	125	288	523	5,998
440	110	125	288	523	5,366
440	110	125	288	523	5,366

Estimated Fees for Full Time Students	2017–2018		
Program	2017/18 Domestic Tuition Fee	Campus Athletic/Rec Fee (Note 3)	Universal Transit Pass (Note 3)
Radio Television and Broadcast News – Radio Yr 1	5,284	160	280
Radio Television and Broadcast News – Radio Yr 2	4,183	160	280
Radio Television and Broadcast News – Television Yr 1	4,403	160	280
Radio Television and Broadcast News – Television Yr 2	4,403	160	280
Railway Conductor Yr 1	9,815	160	280
Rehabilitation Therapy Assistant Yr 1	2,646	160	280
Rehabilitation Therapy Assistant Yr 2	2,165	160	280
Respiratory Therapy Yr 1	3,114	160	280
Respiratory Therapy Yr 2	3,114	160	280
Respiratory Therapy Yr 3	3,737	160	280
Technology Infrastructure Analyst Yr 1	17,170	160	280
Travel and Tourism Yr 1	4,249	160	280
Travel and Tourism Yr 2	3,863	160	280
Web Developer Yr 1	7,575	160	280
Welding Engineering Technology Yr 1	5,059	160	280
Welding Engineering Technology Yr 2	5,059	160	280
Welding Technician Yr 1	10,050	160	280

Note 1 – Fees are estimated for full time students registered in Fall and Winter semesters. Fees will be adjusted for programs with intakes outside of this this timeframe. Actual tuition fees are calculated based on the number of courses in which the student is registered.

Note 2 – Fees are subject to change without notice.

Note 3 – Additional SAIT and SAITSA fees may be levied for programs with Spring and Summer Terms.

Note 4 –To be eligible for a UPass you must be;

- Taking at least nine hours of class time per week
- Attending 15 consecutive weeks of classes all within one semester
  - Fall (Sept 1 to Dec 31)
  - Winter (Jan 1 to April 30)
  - Spring (May 1 to Aug 31)
- Attending classes on campus (distance education and students on practicum are not eligible)

Note 5 – Optional courses are not included in this tuition fee calculation. Additional courses will result in higher tuition fees.

Note 6 – Laptop Learning programs require a $400 security deposit.

Note 7 – Additional external fees may be applicable to the program.

Applicable to all SAIT full-time programs:

1. Fees are subject to change without notice.

2. Fees are estimated for full-time students. Actual tuition fees are calculated based on the number of courses in which the student is registered.

3. Optional courses are not included in this tuition fee calculation. Additional courses will result in higher tuition fees.

SAIT Southern Alberta Institute of Technology

2017–2018

Total SAIT Fees	Health Plan	Dental Plan	Student Association (Note 3)	Total Student Association Fees (Note 3)	2017/18 Domestic Total
440	110	125	288	523	6,246
440	110	125	288	523	5,146
440	110	125	288	523	5,366
440	110	125	288	523	5,366
440	110	125	288	523	10,778
440	110	125	288	523	3,609
440	110	125	288	523	3,128
440	110	125	288	523	4,077
440	110	125	288	523	4,077
440	110	125	288	523	4,700
440	110	125	288	523	18,133
440	110	125	288	523	5,212
440	110	125	288	523	4,826
440	110	125	288	523	8,538
440	110	125	288	523	6,022
440	110	125	288	523	6,022
440	110	125	288	523	11,013

Glossary

Glossary of Terms

Add/Drop – The period of time that registration adjustments can be made within specified start and end dates. Courses dropped do not appear on transcripts.

ASN – Alberta Student Number unique to each student studying in Alberta.

Academic Misconduct – The commission or attempted commission of any action which falsely indicates the student's level of academic achievement, e.g. plagiarism or cheating.

Academic Probation – The status assigned to a student who did not meet the progression requirements set by his/her program.

Admission Requirements – The minimum specific subject requirements considered for admission to a SAIT program.

Anticipated Final Grade – Applicants registered in grade 12 or upgrading admission requirements can self-declare an anticipated final grade. Students are required to meet or exceed the self-declared grade or this could result in the conditional offer being withdrawn.

Appeal – The act or process of requesting the review of a decision by an official of SAIT. Students may appeal decisions on grades, disciplinary action, etc. All appeals must first be made to the person responsible for overseeing the initial decision. Formal appeal processes are outlined in specific SAIT policies and procedures.

Applicant – A person who has submitted an application for admission to a SAIT program.

Applied Degree – A post-diploma or post-degree credential, formally 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.

Baccalaureate Degree – A SAIT credential formally approved by the Alberta government. It is generally a four-year program.

Certificate – A SAIT credential formally approved by the Alberta government. It is generally a one-year program.

Certificate of Achievement – A SAIT-approved credential to recognize completion of a course or program which includes a formal evaluation of performance, and which is a minimum of 144 hours.

Certificate of Accomplishment – A SAIT-approved credential to recognize completion of the technical training portion of an apprenticeship program. The apprentice must complete the final period and at least one other period of study at SAIT to qualify for this credential.

Challenge Exam – The challenge for credit option allows students to demonstrate that they have acquired a command of the general subject matter, knowledge, and intellectual and other skills that would normally be found in a course. Challenge exams are administered through the academic schools and result in an assigned grade.

Complaint – A written and signed statement as a result of which proceedings may be initiated.

Continuing Student Status – This applies to any student who has not been absent from a SAIT program or non-credit certificate for more than one semester.

Convocation – Refers to the annual formal graduation ceremonies, at which SAIT formerly recognizes academic achievement and confers credentials and other academic awards.

Co-requisite – A course that is required to be taken concurrently (in the same semester) with another course.

Credit Course – A course that is part of a program approved by the Alberta government, and that has a credit value associated with it. It is included in the calculation of the student's grade point average.

Credential – In general, it refers to a baccalaureate, applied degree, diploma, certificate, post-diploma certificate, certificate of achievement or certificate of accomplishment awarded upon successful completion of a program or, in some cases, a course. Not all SAIT programs lead to a credential.

Credential Regulations – The regulations that specify the requirements students must meet in order to be awarded a credential; for example, the total credits required, and the minimum credits that must be completed at SAIT.

CRN (Course Reference Number) – The five-digit course registration number assigned to a course section.

Dean – The academic member responsible for overseeing all credentials within a particular academic school.

Diploma – A SAIT credential formally approved by the Alberta government. It is generally a two-year program.

Distance Education – Correspondence/distance education courses offered at SAIT.

Expulsion – Permanent withdrawal of a student from SAIT, generally a result of student misconduct.

Full-time Student – A student who is registered in a minimum 60 per cent of the program credits.

Grade – The final grade for the course expressed as a value.

Graduate Certificate – A SAIT credential formally approved by the Alberta government. It is a two-semester or three-semester program, with the admission requirement being an undergraduate degree or equivalent.

Mark – Values given to individual quizzes, assignments, tests, exams, etc., that reflect the degree of understanding that the student has shown for the course materials.

mySAIT.ca – A secure website where students login to check their application status, tuition balance, class schedule and final grades. Users can also order official SAIT transcripts, print the Student Tax Receipt (T2202A form), check their SAIT email, and more.

Non-academic Misconduct – Non-academic misconduct behaviour includes violations of established civil and criminal laws, conduct that threatens the safety or well-being of members of the SAIT community, and/or any behaviour that adversely affects SAIT or its educational mission.

Non-credit Course – is a course that is not part of an Alberta government-approved program, and does not have a credit value associated with it. It is not included in the calculation of a student's grade point average.

Off-track Student – A student who has been admitted to a program, but who is taking his/her courses out of sequence and who must customize his/her registration with the program's academic chair/coordinator each term.

Part-time Student – A student who is registered in less than 60 per cent of the program credits.

Plagiarism – The willful act of presenting another person's work as one's own (refer to Policy AC.3.4.1 Student Code of Conduct).

Post-Diploma Certificate – A SAIT credential formally approved by the Alberta government. It is one year or less in length, with the admission requirement being a diploma or equivalent.

Prerequisite – Many higher-level courses require knowledge of material covered in lower-level or other courses. Prerequisites are used to ensure that a student has the required background to successfully complete the course. All prerequisites are expressed in terms of specific SAIT courses.

Program – A prescribed curriculum leading to a SAIT credential. A program is divided into a number of courses.

Program Requirements – Programs of study require students to take specific courses, or to take courses from specified areas of study or disciplines, or to take courses at a specific level of study. These are program requirements and form part of the regulations for each program.

Recognition of Prior Learning – Assessment of previous post-secondary education and work experience for possible transfer credit towards a SAIT program.

Registrar – The designate of SAIT.

Registration – The process of selecting and/or undertaking specific courses at SAIT.

Residency Requirement – Students may use up to a maximum of 50 per cent transfer credit towards a SAIT credential.

Returning Student Status – This applies to any student who is returning to a SAIT program or non-credit certificate and has been absent for one or more terms.

Schedule – The individual student's list of classes, rooms and times of courses.

Selection – A process whereby additional criteria above the minimum requirements are used to determine acceptance into a program.

Student Holds – A hold may be placed on a student's account when there is outstanding SAIT property or unpaid fees and this may prevent the student from accessing SAIT services, transcripts, and parchments.

Student ID Number – A nine-digit number assigned to each student to help with identification. Students should have their student number available whenever they contact SAIT.

Students Finance Board – The official agency in each province that is responsible for supplying loans and bursaries to students. Students can apply for Alberta Student Loans online at student.aid. alberta.

Term – A period of time where instruction is broken down in an academic year. Example: Fall terms typically run from September through December and winter terms typically run from January through April.

Transcript – A complete record of all courses that a student has taken or currently enrolled in and issued by an educational institute. Transcripts will be issued at the request of the student.

Transfer Credit – Credit granted for course work successfully completed at another accredited institution.

Transfer Student Status – This applies to any student who has completed post-secondary courses at other institutes and now wishes to enrol in a SAIT program.

Unclassified Student Status – A student who has been granted permission to register into specific courses, but has not been admitted into a program and whose intent is not to graduate from a program.

UPass – A non-transferable, non-refundable pass allowing unlimited access to Calgary transit at a reasonable discounted rate for qualified SAIT students.

Withdrawal from a Course – The voluntary exit of any student from a course after the drop/add deadline up to and including the withdrawal deadline date. No refund is issued and a 'W' grade is assigned.

Withdrawal from a Program – The voluntary exit of a student from a full-time program.