

With global competition growing, businesses today are faced with increasingly complex challenges. Effective management is essential at all levels, from the front line to the board room. Individuals with strong administrative skills have an edge in winning the best positions...and promotions.

FOR MORE INFORMATION

Mauritius Institute of Training and Development

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SIAST

SASKATCHEWAN INSTITUTE OF
APPLIED SCIENCE AND TECHNOLOGY

www.goSIAST.com
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MAURITIUS INSTITUTE OF
TRAINING AND DEVELOPMENT

SIAST BUSINESS ADMINISTRATION DIPLOMA



21ST CENTURY CAREERS

A diploma in business administration opens a lot of doors. Entry-level positions include management trainees, financial officers, health care administrators, merchandising managers, personnel officers, administrative assistants, sales representatives and more. Or you might start your own business or build a partnership with other like-minded entrepreneurs. The possibilities are exciting, and the future is yours to direct.

LEARN BY DOING

The Business Administration diploma program at the Saskatchewan Institute of Applied Science and Technology (SIASST) provides a sound understanding of business practices and principles. SIASST's practical, hands-on style of learning is well respected in the business world, and you'll graduate with the knowledge and skills demanded by top employers.

SIASST's Business Administration Diploma allows you to focus on courses pertaining to your field. Managerial accounting will introduce you to the complexities of budgeting and pricing strategies, while money and finance courses will build your understanding of key economic drivers. You will learn about current and emerging trends in e-commerce, international business, entrepreneurship, retail management and professional selling. You will study human behavior in organizations and develop conflict resolution skills to handle workplace disputes. Leadership development will focus on both organizational and personal leadership styles to help you develop your own professional communication style as a manager, employee and leader.

GO FURTHER

Use your SIASST education as a stepping stone to a university degree. Graduates of the Business Administration diploma program can continue with a bachelor of business administration, commerce or business degree in Canada.

Globally-recognized SIASST certification can provide a pathway to securing employment with international companies based in your home country. You can also transfer your credits to other educational institutions across Canada, or around the globe. SIASST accreditation can help you earn advanced standing in courses leading to management certificates and professional designations. It's a great way to build your career opportunities and earning potential.

THE SIASST COMMUNITY

SIASST has four urban campuses in Saskatchewan, Canada – SIASST Kelsey in Saskatoon, SIASST Palliser in Moose Jaw, SIASST Wascana in Regina and SIASST Woodland in Prince Albert. Each campus has its own personality and character.

In partnership with the Mauritius Institute of Training and Development (MITD), students can graduate with a SIASST Business Administration diploma without having to leave their home country.

ADMISSION REQUIREMENTS

- 2 'A' Levels at HSC / GCE 'A' Level
- School Certificate with at least four credits including credit in English language or Grade 'C' in English Language at GCE 'O' Level OR
- Mature students with at least four credits at School Certificate with credit in English language and at least one year work experience. Students will sit for the English exit exams (IELTS 6.5) conducted by British Council at the end of the second year program.

FEES

Full-Time: USD 1,500 per year (Duration: 2 years)

Part-Time: USD 1,400 per year (Duration: 3 years)

COURSE LIST

YEAR 1

SEMESTER 1

COURSE CODE

COURSE NAME

ACCT 122

Introductory Financial Accounting 1

ADMN 126

Introduction to Management

BCOM 120

Business Communications 1

COMP 120

Information Systems 1

SEMESTER 2

COURSE CODE

COURSE NAME

ACCT 125

Introductory Financial Accounting 2

BCOM 121

Business Communications 2

COAP 137

Introduction to Simply Accounting

ECON 120

Micro Economics

FIN 120

Mathematics of Finance

SEMESTER 3

COURSE CODE

COURSE NAME

ECON 121

Macro Economics

HR 120

Introduction to Human Resource Management

MKTG 120

Marketing

STAT 120

Business Statistics

YEAR 2

SEMESTER 1

COURSE CODE

COURSE NAME

ADMN 205

International Business

ADMN 220

Organizational Behaviour

ADMN 255

Managing Conflict in the Workplace

FIN 220

Finance

SEMESTER 2

COURSE CODE

COURSE NAME

MKTG 220

Retail Management

MKTG 221

Professional Selling

ACCT 225

Managerial Accounting

ADMN 203

E-Business

ADMN 207

Essential Career Skills Development

SEMESTER 3

COURSE CODE

COURSE NAME

ADMN 206

Leadership Development

ADMN 224

Entrepreneurship

ECON 222

Money and Finances

LAW 220

Commercial Law