Technology Management Post Graduate Certificate

PLAR Candidate Guide
Prior Learning Assessment and Recognition (PLAR)

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Prior learning credit options at Saskatchewan Polytechnic

See Get Credit for What you Know for important information about all options to get credit for prior learning at Sask Polytech, including PLAR, transfer credit, Canadian Armed Forces credit, and equivalency credit.

How to navigate this document

This document contains links to other document sections or webpages. To return to where you were from another section in this document, press the *ALT* key and *left arrow* key at the same time. To return to this webpage from another webpage, close the other webpage or click back on the browser tab for this document.

Contents of this guide

This guide contains the following specific PLAR information and tools for this program

A. PLAR fees

Fees for PLAR challenges are set to cover our costs for consultation, assessment, and related administrative tasks. PLAR fees are non-refundable and non-transferrable.

The PLAR fees policy is subject to change for each new academic year. Please see the **Cost** section on the PLAR webpage for current fee information.

B. PLAR eligibility and options

To be eligible for PLAR for courses in this program, you must first apply for admission and be accepted into the program. You must also consult with the PLAR contact person and be approved for PLAR assessment.

Course prerequisites and corequisites

Some courses have one or more other courses that must be completed first (prerequisite) or at the same time (corequisite). See course outlines in this guide to identify any pre- or co-requisites for each course. Discuss with your PLAR contact person how to deal with courses with corequisites.

Block assessment

Some programs may assess a cluster of courses together in one block, which may save you time and effort. Ask the PLAR contact person whether there are any block assessment options in this program.

C. Dates when PLAR assessment is available

PLAR assessment for this program is available from Sept 1 to June 15 in each academic year.

All PLAR assessments must be completed by June 15 of each academic year.

D. Special directions for this program

Review the PLAR process and FAQs and the information in this guide.

Self-rate your learning for each course using the Course Outlines in this guide.

Consult with the PLAR contact person for PLAR approval. Be prepared to provide your resume, course self-ratings (see section F), and a partially completed PLAR application. If you are approved for PLAR, the contact person will sign your PLAR application and explain next steps.

Apply for admission to the program. See directions for applying.

Register for PLAR at Registration/Enrolment Services once you have signed approval on your PLAR Application Form. The PLAR fee will be added to your student account.

Finalize an assessment plan with your assigned assessor.

Complete assessment before your PLAR registration expires.

E.   PLAR contact person

Contact one of the Program Heads below to arrange a consultation **after** you have read this guide and general PLAR information **and** rated yourself for each course (see next section). Consultation may be by phone, online, or in person. Be prepared to provide your resume, course self-ratings, and a partially completed PLAR application. If agreement is reached to go ahead with PLAR, the contact person will sign approval on your PLAR application and explain the next steps. Admission to the program is required before you can register for PLAR.

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F.   Self-rating course outlines

Clicking on a course code below opens a page where you can rate yourself on the knowledge and skills assessed for PLAR credit. For Arts & Sciences courses, clicking on the course code opens another PLAR guide. The PLAR contact person for this program will refer you to another person to discuss PLAR for courses delivered by Arts & Sciences or another program/department.

COURSE CODE	COURSE NAME	Delivered by another department/program
Semester 1		
ANTL 600	Business Mathematics and Data Analytics	
BCOM 600	Business Communication	Arts & Sciences
CDBM 600	Database Design and Development	
CNET 600	Enterprise Networking	
COMP 600	Software Architecture and Programming	
INDG 600	Indigenous Studies	Arts & Sciences
Semester 2		
ANLT 601	Data Analytics and Business Intelligence	
ETHC 600	Ethics, Privacy, and Legal Issues in IT	
MGMT 600	IT Operations Management and Strategic Planning	
PROJ 600	Agile Project Management for IT	
TCOM 600	Business Technology Communication	Arts & Sciences

ANLT 600 - Business Mathematics and Data Analytics

You will learn the essential skill of estimating costs and benefits for a process change. Your studies will include the development of theoretical knowledge and practical skills in these areas: querying from existing data sources, outlining assumptions, developing cost benefits models, analyzing outcomes over multiple years, separating assumptions from the model, and developing flexible formulae. A component of your studies will include an introduction to relational databases and advanced use of spreadsheet software.

Credit unit(s):	3.0
Prerequisites:	none
Corequisites:	none
Equivalent course(s):	none

Use a checkmark (✓) to rate yourself as follows for each learning outcome **Competent:** I can apply this outcome without direction or supervision. **Learning:** I am still learning skills and knowledge to apply this outcome. **None:** I have no knowledge or experience related to this outcome.	Competent	Learning	None
1. Describe Business Analytics and how it is used in business.			
2. Perform time value of money calculations using a spreadsheet.			
3. Analyze the cost/benefit and calculate return on investment (ROI) using a spreadsheet.			
4. Apply common metrics (measures of central tendency and measures of dispersion) in data analysis.			
5. Perform descriptive analysis using software.			
6. Perform predictive analysis using spreadsheet software.			

BCOM 600 - Business Communications

You will practice written and oral communication skills that managers use on the job. You will study how to write effective letters, emails, and reports. You will plan and conduct meetings and deliver a verbal presentation.

Credit unit(s):	3.0
Prerequisites:	none
Corequisites:	none
Equivalent course(s):	none

Use a checkmark (✓) to rate yourself as follows for each learning outcome **Competent:** I can apply this outcome without direction or supervision. **Learning:** I am still learning skills and knowledge to apply this outcome. **None:** I have no knowledge or experience related to this outcome.	Competent	Learning	None
1. Identify the purpose and characteristics involved in creating an effective business message.			
2. Explain the process of writing.			
3. Apply guidelines for adapting short messages to audience needs.			
4. Recognize business conventions used to organize information in emails, letters, or memos.			
5. Create letters or memos that demonstrate their knowledge of organizational patterns for writing informative messages, persuasive messages, or messages that deliver negative information in the most positive style.			
6. Compose a short report that demonstrates an appropriate organization, writing style, and documentation.			
7. Apply interpersonal communication skills to workplace scenarios.			
8. Explain how to plan and conduct a business meeting.			
9. Deliver an oral presentation.			

CDBM 600 - Database Design and Development

You will learn the essentials of database management systems. You will design normalized database models and data access techniques. You will study database scripting and automation as well as backup and disaster recovery techniques. You will explore emerging trends in database technology including cloud storage, alternatives to the relational database model, and the role of big data in business.

Credit unit(s):	3.0
Prerequisites:	none
Corequisites:	none
Equivalent course(s):	none

Use a checkmark (✓) to rate yourself as follows for each learning outcome **Competent:** I can apply this outcome without direction or supervision. **Learning:** I am still learning skills and knowledge to apply this outcome. **None:** I have no knowledge or experience related to this outcome.	Competent	Learning	None
1. Describe the role of enterprise data.			
2. Manage data integrity.			
3. Design a normalized data model.			
4. Design a data backup and recovery plan.			
5. Describe common security threats to a database.			
6. Describe common security threats to a database.			
7. Automate database functions.			
8. Formulate security and privacy policy documents for data management.			
9. Describe alternatives to the relational data model.			
10. Describe data warehousing and big data analytics.			

CNET 600 - Enterprise Networking

You will learn about the design and support of enterprise network services. Your studies will include learning about different network configurations and how they are secured against various threat groups. You will also learn how to plan for and monitor network performance and availability. You will gain hands on experience configuring a network operating system and developing security models.

Credit unit(s):   3.0
Prerequisites: none
Corequisites: none
Equivalent course(s):   none

Use a checkmark (✓) to rate yourself as follows for each learning outcome **Competent:** I can apply this outcome without direction or supervision. **Learning:** I am still learning skills and knowledge to apply this outcome. **None:** I have no knowledge or experience related to this outcome.	Competent	Learning	None
1. Describe common components on a network.			
2. Install a network operating system.			
3. Create a high-level network design.			
4. Describe common security threats to a network.			
5. Implement risk management strategies.			
6. Plan network performance monitoring and maintenance.			
7. Plan data backup and business continuity.			
8. Create a user identity model.			
9. Contrast bare metal and cloud based services.			

COMP 600 - Software Architecture and Programming

You will review fundamental programming concepts and apply them to an enterprise technology stack. You will learn how to design and deploy loosely coupled components to create software solutions. Your studies will include presentation layer technologies, business logic, service layer components, and data access. You will study best practices for secure development and research and compare technology options for building software solution architectures.

Credit unit(s):	3.0
Prerequisites:	none
Corequisites:	none
Equivalent course(s):	none

Use a checkmark (✓) to rate yourself as follows for each learning outcome **Competent:** I can apply this outcome without direction or supervision. **Learning:** I am still learning skills and knowledge to apply this outcome. **None:** I have no knowledge or experience related to this outcome.	Competent	Learning	None
1. Describe the software development life cycle (SDLC).			
2. Explain Object Oriented Concepts.			
3. Explain Design Patterns & Frameworks.			
4. Configure a software development Frameworks.			
5. Design presentation layer applications.			
6. Design business logic components.			
7. Design service layer components.			
8. Design data access components.			
9. Discuss secure development practices.			
10. Research technology options for a software architecture.			

INDG 600 – Indigenous Studies

You will complete the Blanket Exercise to honour the Indigenous peoples in Canada. You will study the history of the relationships between European settlers and the Indigenous peoples from initial contact to present day. You will analyze the 94 Calls to Action of the Truth and Reconciliation Commission to redress the legacy of residential schools and advance Canadian reconciliation.

Credit unit(s):	1.0
Prerequisites:	none
Corequisites:	none
Equivalent course(s):	none

Use a checkmark (✓) to rate yourself as follows for each learning outcome **Competent:** I can apply this outcome without direction or supervision. **Learning:** I am still learning skills and knowledge to apply this outcome. **None:** I have no knowledge or experience related to this outcome.	Competent	Learning	None
1. Complete the Blanket Exercise to honour Indigenous peoples in Canada.			
2. Examine the history of relationships between European Settlers and Indigenous peoples.			
3. Analyze the Truth and Reconciliation Commission of Canada and the 94 Calls to Action.			

Quality Assurance & Learner Pathways, CG Template 2.0

ANLT 601 - Data Analytics and Business Intelligence

You will learn how to analyze data from a business intelligence perspective. You will analyze large data sets to answer strategic business questions. You will connect to a variety of data sources and learn about the most effective techniques to communicate statistical data to a business.

Credit unit(s):	3.0
Prerequisites:	ANLT 600
Corequisites:	none
Equivalent course(s):	none

Use a checkmark (✓) to rate yourself as follows for each learning outcome **Competent:** I can apply this outcome without direction or supervision. **Learning:** I am still learning skills and knowledge to apply this outcome. **None:** I have no knowledge or experience related to this outcome.	Competent	Learning	None
1. Explain key concepts in data analysis and business intelligence (BI).			
2. Describe characteristics of effective reporting.			
3. Import Excel data into Power BI.			
4. Create dashboards to visualize data.			
5. Connect BI tools to live sources of business Intelligence.			
6. Connect BI tools to enterprise data sources			
7. Make business decisions based on business intelligence.			
8. Conduct data analysis with a statistical programming language			

ETHC 600 - Ethics, Privacy, and Legal Issues in IT

You will learn the importance of ethical decision making in business. You will learn about relevant legal issues relating to ethical behavior in business and the stewardship of personal data. You will explore organizational guidelines for dealing with personal data and how these guidelines are regulated through government audit procedures.

Credit unit(s):	2.0
Prerequisites:	none
Corequisites:	none
Equivalent course(s):	none

Use a checkmark (✓) to rate yourself as follows for each learning outcome **Competent:** I can apply this outcome without direction or supervision. **Learning:** I am still learning skills and knowledge to apply this outcome. **None:** I have no knowledge or experience related to this outcome.	Competent	Learning	None
1. Explain the importance of ethical behavior to an organization.			
2. Differentiate between ethical and legal requirements.			
3. Describe importance of individual privacy.			
4. Describe Canadian privacy acts and requirements.			
5. Conduct a privacy impact assessment for a business activity.			
6. Discuss the role of professional organizations in the provision of ethical guidelines.			

MGMT 600 - IT Operations Management and Strategic Planning

You will learn the fundamentals of information technology (IT) operations management in an organization. This will include the information technology infrastructure library (ITIL) techniques for providing effective services and continual service improvement. You will also learn the fundamentals of strategic planning and the construction and monitoring of a balanced score card for an organization or department. You will also develop a strategy for moving an organization's technical capacity from a limited current state to an improved future state.

Credit unit(s):	3.0
Prerequisites:	none
Corequisites:	none
Equivalent course(s):	none

Use a checkmark (✓) to rate yourself as follows for each learning outcome **Competent:** I can apply this outcome without direction or supervision. **Learning:** I am still learning skills and knowledge to apply this outcome. **None:** I have no knowledge or experience related to this outcome.	Competent	Learning	None
1. Describe the operations management functions.			
2. Create service level agreements.			
3. Create a service strategy.			
4. Discuss continual service improvement.			
5. Describe the basics of strategic planning.			
6. Develop a balanced score card.			
7. Create effective key performance indicators (KPIs).			
8. Explain request for information (RFx) processes.			
9. Develop a strategic plan to move an organization's technological capability from current state to a desired future state.			

PROJ 600 - Agile Project Management for IT

You will learn how to plan and execute an agile project while creating a working piece of software. Working in groups you will learn how to plan project sprints and conduct effective scrum meetings. You will learn how track progress using standard agile tracking tools and techniques.

Credit unit(s):	3.0
Prerequisites:	COMP 600, CDBM 600
Corequisites:	none
Equivalent course(s):	none

Use a checkmark (✓) to rate yourself as follows for each learning outcome **Competent:** I can apply this outcome without direction or supervision. **Learning:** I am still learning skills and knowledge to apply this outcome. **None:** I have no knowledge or experience related to this outcome.	Competent	Learning	None
1. Describe the core agile concepts.			
2. Describe the agile team.			
3. Initiate an agile project.			
4. Plan sprints for an agile project.			
5. Execute an agile project.			
6. Track project velocity.			
7. Monitor project burndown and backlog.			
8. Describe relate agile project best practices.			

TCOM 600 - Business Technology Communications

You will learn how to manage communication in a business environment using best practices and common software tools. You will learn how to produce effective content delivered with appropriate tools.

Credit unit(s):	3.0
Prerequisites:	none
Corequisites:	none
Equivalent course(s):	none

Use a checkmark (✓) to rate yourself as follows for each learning outcome **Competent:** I can apply this outcome without direction or supervision. **Learning:** I am still learning skills and knowledge to apply this outcome. **None:** I have no knowledge or experience related to this outcome.	Competent	Learning	None
1. Write effective communication from template documents.			
2. Create long form documents using word processing software.			
3. Produce a workflow diagram in Visio.			
4. Create effective reports and dashboards with Excel.			
5. Integrate communication tools into an effective presentation.			
6. Prepare a Request for Proposal document using a standard process.			