

Standardized Computer Courses

PLAR Candidate Guide

Prior Learning Assessment and
Recognition (PLAR)



Tomorrow
in the making.

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Saskatchewan Polytechnic

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The Standardized Introductory Computer courses are dedicated to removing barriers and broadening the access to programs at Saskatchewan Polytechnic. We believe that adults acquire knowledge and skills through life and work experience that may align with courses within our programs.

Developed by program				
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	December 2015			

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Why consider a PLAR assessment?

PLAR refers to the combination of flexible ways of evaluating people's lifelong learning, both formal and informal against a set of established standards. You can receive academic credit for your relevant lifelong learning. Prior learning in a number of ways:

We recognize

- previous formal learning from an accredited training institution through transfer of credit.
- previous informal learning or experiential learning through a comprehensive prior learning and recognition process.

What are the PLAR options?

To be eligible for PLAR, an applicant must first register or already be registered as a Saskatchewan Polytechnic student.

1. Option A: Individual course challenge

If you have current (within the last 5 years) successful experience in the computer application field, and have learned the skills and knowledge for one or more of the standardized introductory computer courses, you may apply to be assessed for each applicable course.

2. Fees:

- There will be a charge for each individual course assessment.
- For a listing of the specific PLAR fees, check the [PLAR database](#) or call Saskatchewan Polytechnic and ask to speak to the PLAR advisor/counsellor at 1-866-467-4278.

How many courses can be challenged through PLAR in the Introductory Computer courses?

We currently have PLAR-ready course level challenges and block assessments available for this program. You may challenge as many of these courses or block assessments as you are able to prove prior skills and knowledge through assessment.

Which courses are PLAR-ready?

Standardized Computer Courses program profile			
COURSE CODE	COURSE NAME	PLAR Challenge(s) available through program	PLAR Challenge(s) not available
COAP 171	Introduction to Desktop Publishing	✓	
COMP 170	Basic Computer Operation	✓	
COMP 171	Intro to Microsoft Word	✓	
COMP 172	Intro to Microsoft Word and Excel	✓	
COMP 173	Intro to MS PowerPoint & Web Pub.	✓	
COMP 174	Intro to Microsoft Excel 1	✓	
COMP 175	Intro to Microsoft Excel 2	✓	
COMP 176	Intro to Microsoft Access 1	✓	
COMP 179	Intro. to Microsoft PowerPoint	✓	

**Note: These courses are common to multiple programs at Saskatchewan Polytechnic and are managed by the Standardized Introductory Computer Curriculum Coordinator. To see if the shared courses in your program are PLAR-ready, visit the "PLAR-ready courses" link on the [PLAR homepage](#) for further details.

For assistance call Saskatchewan Polytechnic and ask to speak to the PLAR advisor/[counsellor](#) assigned to your program of study at: 1-866-467-4278.

Is PLAR available at any time of the year?

Please contact the program head of your specific program for information regarding application deadlines.

Is it *easier* to challenge a course through PLAR or take the course?

Neither is easier. By using PLAR you may reduce the repetition of studying information that you already know. The PLAR process allows you to demonstrate knowledge you already have.

PLAR is not an easy way to certification, rather a "different" way to obtain certification. Your personal level of skill and experience will dictate which courses you choose to challenge. The self-audit section found later in this guide will help you decide if you have a good match of skill and knowledge for a specific course.

Methods of assessing prior learning

Assessment methods measure an individual's learning against course learning outcomes. The assessment methods listed below are the ones most commonly used, but other forms of flexible

assessment may be considered. These assessments may include one or a combination of the following assessment tools:

- product validation & assessment
- challenge exam
- standardized tests
- performance evaluations (including skill demonstrations, role plays, clinical applications, case studies)
- interviews and oral exams
- equivalency (evaluations of learning from non-credit training providers)
- evidence or personal documentation files (providing evidence of learning from life and work experiences and accomplishments)
- transfer credit from non-recognized institutions

If I live out of town, do I have to travel to a main campus to do PLAR?

There will be times that you will need to meet with the program on campus. However, we will try to keep travel to a minimum.

What if I have a disability & need equity accommodations?

At Saskatchewan Polytechnic, we understand that sometimes services must be provided to students in a variety of ways to achieve the goals of fair representation. Therefore, the range of services provided for Education Equity students is as diverse as the needs of those students. We strive for equity (not uniformity) and provide varied services for students with differing needs. If more information is required, please contact a Saskatchewan Polytechnic counsellor at a campus closest to you or refer to the Saskatchewan Polytechnic web site:

<http://saskpolytech.ca/student-services/support/disability-services.aspx>

Are there other methods to gain Saskatchewan Polytechnic course credits for prior learning?

Transfer credit

Yes, Saskatchewan Polytechnic will grant credit for previous training that is similar in content, objectives, and evaluation standards to Saskatchewan Polytechnic training. Transfer of credit is different from the PLAR process. Transfer Credit guidelines may be found at:

<http://saskpolytech.ca/admissions/resources/transfer-credit.aspx>

It is the student's responsibility to check with Registration Services for specific campus procedures on this policy. For specific information and guidelines regarding transfer of credit, contact a [Saskatchewan Polytechnic educational counsellor](#).

Equivalency credit

Equivalency credit refers to the application of credit you may have earned in a previously taken Saskatchewan Polytechnic course to your current Saskatchewan Polytechnic course. Apply at registration services for *equivalency credit*. This process should also be completed prior to your PLAR challenge. If these credits cannot be used for *equivalency credit*, you may use these accredited courses as part of your evidence for your PLAR challenge.

Contact us

If more information is required, please contact a designated PLAR counsellor at a campus closest to you.

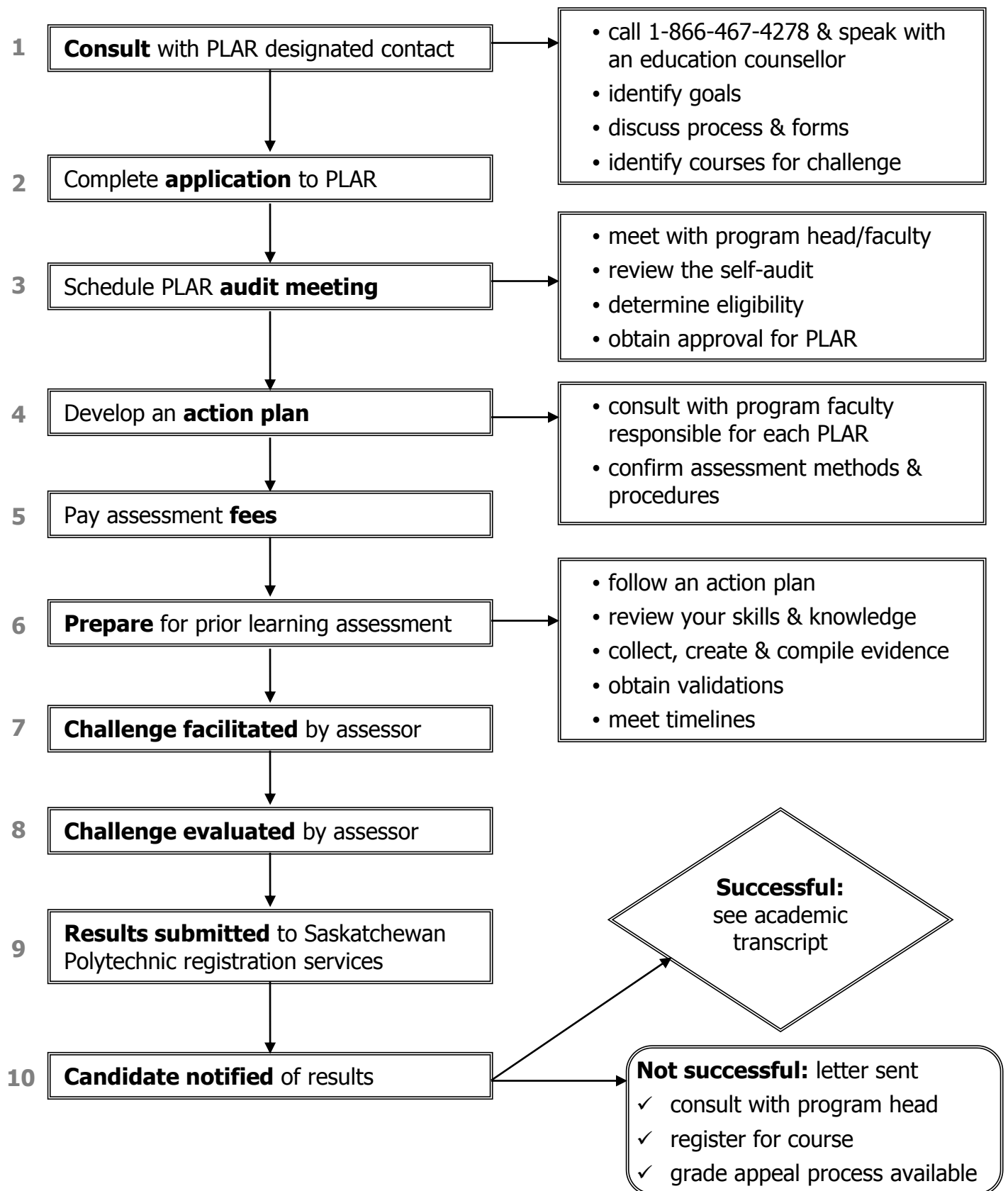
Saskatchewan Polytechnic in Moose Jaw
Counselling Services, Room 2.203
306-691-8311 or 306-691-8310
pallisercounselling@saskpolytech.ca

Saskatchewan Polytechnic in Prince Albert
Counselling Services, Room F203 (Technical Centre)
306-765-1611
woodlandcounselling@saskpolytech.ca

Saskatchewan Polytechnic in Regina
Counselling Services, Room 228
306-775-7436
wacanacounselling@saskpolytech.ca

Saskatchewan Polytechnic in Saskatoon
Counselling Services, Room 114
306-659-4050
kelseycounselling@saskpolytech.ca

Prior Learning Assessment and Recognition process



Guiding principles for developing a PLAR evidence file

1. As you begin the PLAR process you will be advised if any evidence is required. This will be identified in your [action plan](#). Check with the PLAR designated contact **before** you begin to gather evidence.
2. Evidence must be valid and relevant. Your evidence must match the learning outcomes identified for each course.
 - It is your responsibility to create, collect and compile relevant evidence – if required.
3. Learning must be current (within the last 5 years).
4. The evidence should demonstrate the skills and knowledge from your experiences.
5. The learning must have both a theoretical and practical component.

Types of evidence

There are three types of evidence used to support your PLAR request:

1. Direct evidence – what you can demonstrate for yourself.
2. Indirect evidence – what others say or observe about you.
3. Self-evidence – what you say about your knowledge and experience.

Ensure that you provide full evidence to your standardized computer course faculty assessor so that your prior learning application is assessed appropriately. Well organized, easy to track evidence will also ensure that none of the evidence is missed or assessed incorrectly.

All documents that are submitted to Saskatchewan Polytechnic may be returned to the student after the final results have been given and the grade appeal deadline of seven days has passed. A copy of transcripts and certificates may be included in your evidence file, but be prepared to show original documents at the PLAR audit meeting for validation.

How long will it take to prepare evidence for PLAR?

Since the requirements are different for each course, and each candidate has different experiences, the amount of time it takes to prepare your evidence will vary.

Steps to complete a self-audit

1. Read through the levels of competence as listed below.

Mastery:	I am able to demonstrate the learning outcome well enough to teach it to someone else.
Competent:	I can work independently to apply the learning outcome.
Functional:	I need some assistance in using the outcome.
Learning:	I am developing skills and knowledge for this area.
None:	I have no experience with the outcome.

Learning outcomes

For each learning outcome listed, please self-evaluate your competency levels and record in the appropriate column

2. Take a few minutes and read through the following self-audit for each course you are interested in as a PLAR candidate.
3. Check your level of competence as you read through each of the learning outcomes for each course. The information will help you in your decision to continue with your PLAR application.
4. In order to be successful in a PLAR assessment, your abilities must be at the competent or mastery level for the majority of the learning outcomes. Some things to consider when determining your level of competence are
 - how do I currently use this outcome?
 - what previous training have I had in this outcome: workshops, courses, on-the-job?
 - what personal development or volunteer experience do I have in this area?

Be prepared to explain the reason you chose this level if asked by an assessor.

5. Bring the completed self-audit to a consultation meeting with the program head or faculty member in [step 3 – PLAR process](#) of the candidate process for prior learning assessment.

Self-audit guide(s)

COAP 171 – Introduction to Desktop Publishing

Your studies will introduce you to basic skills in the use of desktop publishing software for designing, editing and delivering different documents. You will learn the fundamentals of design for simple desktop publishing.

Credit unit(s): 1.0

COAP 171 – Introduction to Desktop Publishing Mastery: I am able to demonstrate it well enough to teach it to someone else. Competent: I can work independently to apply the outcome. Functional: I need some assistance in using the outcome. Learning: I am developing skills and knowledge for this area. None: I have no experience with the outcome.	Mastery	Competent	Functional	Learning	None
1. Design a document.					
▪ Describe design considerations					
▪ Describe the function of contrast					
▪ Describe the function of repetition					
▪ Describe the function of alignment					
▪ Describe the function of proximity					
2. Use desktop publishing software.					
▪ Describe the function of desktop publishing software					
▪ Describe the software used in desktop publishing					
▪ Describe the components of a desktop publishing software					
3. Create a document.					
▪ Plan a document					
▪ Describe specific document types					
▪ Create a new document using desktop publishing software					
▪ Add images and clipart to a document					
▪ Edit a document					
4. Use application templates.					
▪ Describe the purpose of a template					
▪ Create a document using a template					
▪ Modify a document created with a template					
▪ Create a new template					
▪ Create a new document based on your own template					

PLAR assessment methods

If you qualify for PLAR, you may be asked to demonstrate your learning in one or more of the following ways. Be prepared to discuss the expectations during a consultation meeting.

1. Challenge exam project – 60% pass mark

A two (2) hour exam consisting of a practical Project.

Sample Practical Question:

Design a bulletin for a concert using templates, table of contents, and page parts.

COMP 170 – Basic Computer Operation

You will be introduced to basics of computer concepts. Topics you will study include computer components, hardware and software, working in a graphical user interface, file management, word processing and the Internet. The general skills you learn in this course will prepare you for further courses such as word processing, spreadsheets and presentation graphics.

Credit unit(s): 1.0

COMP 170 – Basic Computer Operation Mastery: I am able to demonstrate it well enough to teach it to someone else. Competent: I can work independently to apply the outcome. Functional: I need some assistance in using the outcome. Learning: I am developing skills and knowledge for this area. None: I have no experience with the outcome.	Mastery	Competent	Functional	Learning	None
1. Work in a windows environment.					
▪ Perform program startup and shutdown					
▪ Use a mouse and keyboard					
▪ Utilize objects on the desktop					
▪ Manipulate windows					
▪ Work with multiple programs					
▪ Use the Help function					
▪ Customize the windows environment					
▪ Use basic e-mail functions					
2. Explain the basic operation of a computer.					
▪ Describe the function of a computer					
▪ Describe different types of computers					
▪ Identify components of a computer system (hardware)					
▪ Describe the basic terminology of data communications					
▪ Describe system and application software types and their purposes					
▪ Discuss maintenance/preventative maintenance techniques					
3. Perform file management.					
▪ View drives, files, and folders					
▪ Create a folder					
▪ Rename files and folders					
▪ Move/copy files and folders					
▪ Delete files and folders					
▪ Use the recycle bin					

COMP 170 – Basic Computer Operation					
Mastery: I am able to demonstrate it well enough to teach it to someone else.	Mastery	Competent	Functional	Learning	None
Competent: I can work independently to apply the outcome.					
Functional: I need some assistance in using the outcome.					
Learning: I am developing skills and knowledge for this area.					
None: I have no experience with the outcome.					
▪ Find files and folders					
4. Use the basic features of a word processor.					
▪ Describe the function of a word processor					
▪ Begin a new document					
▪ Save documents, open and close existing documents					
▪ Use the Help feature					
▪ Modify a document					
▪ Apply character formatting					
▪ Apply paragraph formatting					
▪ Print a document					
5. Use the internet to communicate and locate information.					
▪ Describe the function of the internet					
▪ Apply browser basics					
▪ Use a search engine to locate information					
▪ Download information from the internet					
▪ Manage e-mail messages					

PLAR assessment methods

If you qualify for PLAR, you may be asked to demonstrate your learning in one or more of the following ways. Be prepared to discuss the expectations during a consultation meeting.

1. Challenge exam – 60% pass mark

A two (2) hour exam consisting of both theory (40 - multiple choice questions & 10 - short answer questions) and practical assignments.

Sample theory question:

What type of computer application is best used to make future sales projections?

- a. Spreadsheet
- b. Database
- c. Browser
- d. Word Processor

Sample practical question:

Set the line spacing for the first paragraph to double spaced.

Suggested resources (not required)

COMP170 Coursepack (available at Saskatchewan Polytechnic bookstores and on resource website)

Saskatchewan Polytechnic standardized computer curriculum resource website
<http://programs.siastr.sk.ca/cst/StandardizedCurriculum/index.htm>

COMP 171 – Intro to Microsoft Word

This course introduces you to basic word processing skills such as creating, editing and formatting documents, building tables, using templates and applying styles.

Credit unit(s): 1.0

COMP 171 – Intro to Microsoft Word Mastery: I am able to demonstrate it well enough to teach it to someone else. Competent: I can work independently to apply the outcome. Functional: I need some assistance in using the outcome. Learning: I am developing skills and knowledge for this area. None: I have no experience with the outcome.	Mastery	Competent	Functional	Learning	None
1. Create documents.					
▪ Describe the function of a word processor					
▪ Navigate in a word processing application					
▪ Begin a new document					
▪ Save documents, open and close existing documents					
▪ Use file management to organize word documents					
▪ Use the Help feature					
▪ Print a document					
2. Edit documents.					
▪ Correct spelling and grammar usage					
▪ Use various techniques to select text					
▪ Use delete and undelete functions					
▪ Move text within a document					
▪ Use the clipboard					
3. Format documents.					
▪ Apply character formatting					
▪ Apply paragraph formatting					
▪ Apply document formatting					
▪ Control the flow of text with breaks					
4. Use other word processing features.					
▪ Insert date and time					
▪ Tables					
▪ Inserting symbols and special characters					
▪ Use templates					
▪ Envelopes and labels					

PLAR assessment methods

If you qualify for PLAR, you may be asked to demonstrate your learning in one or more of the following ways. Be prepared to discuss the expectations during a consultation meeting.

1. Challenge exam – 60% pass mark

A two (2) hour exam consisting of both theory (20 – multiple choice questions & 10 – true/false questions) and practical assignments.'

Sample theory question:

A hanging indent

moves text away from the left and right margin

moves the first line of text away and the rest stays at the margin

creates a margin release so all the text prints in the margin

leaves the first line at the margin and moves the rest away

Sample practical question:

Insert a clip art image at the left margin and set the text to wrap tightly around the graphic.

Suggested resources (not required)

COMP171 Coursepack (available at Saskatchewan Polytechnic bookstores and on resource website)

Microsoft Word text

Saskatchewan Polytechnic standardized computer curriculum resource website

<http://programs.siastr.sk.ca/cst/StandardizedCurriculum/index.htm>

Microsoft office online <http://office.microsoft.com>

COMP 172 – Intro to Microsoft Word and Excel

This course introduces you to the purpose and uses of a word processor and electronic spreadsheets. You will develop the basic skills of creating, editing and formatting documents and spreadsheets.

Credit unit(s): 1.0

COMP 172 – Intro to Microsoft Word and Excel Mastery: I am able to demonstrate it well enough to teach it to someone else. Competent: I can work independently to apply the outcome. Functional: I need some assistance in using the outcome. Learning: I am developing skills and knowledge for this area. None: I have no experience with the outcome.	Mastery	Competent	Functional	Learning	None
1. Create documents.					
▪ Describe the function of a word processor					
▪ Navigate in a word processing application					
▪ Begin a new document					
▪ Save documents, open and close existing documents					
▪ Use file management to organize word documents					
▪ Use the Help feature					
▪ Print a document					
2. Edit documents.					
▪ Correct spelling and grammar usage					
▪ Use various techniques to select text					
▪ Use delete and undelete functions					
▪ Move text within a document					
▪ Use the clipboard					
3. Format documents.					
▪ Apply character formatting					
▪ Apply paragraph formatting					
▪ Apply document formatting					
4. Create a spreadsheet.					
▪ Describe the function of a spreadsheet					
▪ Navigate a spreadsheet					
▪ Enter data in a worksheet					
▪ Edit data in a worksheet					
▪ Perform simple calculations using constants					

COMP 172 – Intro to Microsoft Word and Excel					
Mastery: I am able to demonstrate it well enough to teach it to someone else.					
Competent: I can work independently to apply the outcome.					
Functional: I need some assistance in using the outcome.					
Learning: I am developing skills and knowledge for this area.					
None: I have no experience with the outcome.					
	Mastery	Competent	Functional	Learning	None
▪ Perform simple calculations using cell referencing					
▪ Use various selection techniques					
▪ Apply and modify cell format					
▪ Format worksheets using automated tools					
▪ Handling files (Create, Save, Close, Open)					
▪ Print worksheets and workbooks					
5. Use spreadsheet features.					
▪ Use built-in functions to perform calculations					
▪ Use autofill to copy					
▪ Customize the worksheet setup					
▪ Create simple charts					
▪ Modify charts					

PLAR assessment methods

If you qualify for PLAR, you may be asked to demonstrate your learning in one or more of the following ways. Be prepared to discuss the expectations during a consultation meeting.

1. Challenge exam – 60% pass mark

A two (2) hour exam consisting of both theory (20 - multiple choice questions & 10 – true/false questions) and practical assignments.

Sample theory question:

A hanging indent

- moves text away from the left and right margin*
- moves the first line of text away and the rest stays at the margin*
- creates a margin release so all the text prints in the margin*
- leaves the first line at the margin and moves the rest away*

Sample practical question:

Insert a formula into the worksheet which calculates the total sales for all 7 days sales.

Suggested resources (not required)

COMP172 coursepack (available at Saskatchewan Polytechnic bookstores and on resource website)

Microsoft Word and Excel texts

Saskatchewan Polytechnic standardized computer curriculum resource website

<http://programs.siastr.sk.ca/cst/StandardizedCurriculum/index.htm>

Microsoft office online <http://office.microsoft.com>

COMP 173 – Intro to MS PowerPoint and Web Publishing

This course introduces you to basic skills in use of Microsoft PowerPoint software for designing, editing and delivering presentations. You will learn the fundamentals of web publishing for simple web page development.

Credit unit(s): 1.0

COMP 173 – Intro to MS PowerPoint and Web Publishing					
Mastery: I am able to demonstrate it well enough to teach it to someone else.	Mastery	Competent	Functional	Learning	None
Competent: I can work independently to apply the outcome.					
Functional: I need some assistance in using the outcome.					
Learning: I am developing skills and knowledge for this area.					
None: I have no experience with the outcome.					
1. Create a presentation.					
▪ Use file management to organize PowerPoint files					
▪ Describe the function of a presentation manager					
▪ Identify the elements of a presentation					
▪ Use various methods to create a presentation					
▪ Manage a presentation					
2. Modify a presentation.					
▪ Format slide text					
▪ Incorporate visual elements					
▪ Enhance a presentation with multimedia					
▪ Customize the slide show					
3. Deliver a presentation.					
▪ Apply transition effects					
▪ Animation effects					
▪ Create a custom slide show					
▪ Present a slide show					
▪ Presentation sharing					
▪ Print presentations, notes and handouts					
4. Conduct simple web publishing.					
▪ Describe basic color theory and design concepts					
▪ Identify the critical elements of an HTML document					
▪ Use basic HTML tags					
▪ Change the appearance of text in HTML documents					
▪ Place images in HTML documents					

COMP 173 – Intro to MS PowerPoint and Web Publishing		Mastery	Competent	Functional	Learning	None
Mastery:	I am able to demonstrate it well enough to teach it to someone else.					
Competent:	I can work independently to apply the outcome.					
Functional:	I need some assistance in using the outcome.					
Learning:	I am developing skills and knowledge for this area.					
None:	I have no experience with the outcome.					
<ul style="list-style-type: none"> ▪ Create links to other web resources and HTML documents 						
<ul style="list-style-type: none"> ▪ Create lists 						

PLAR assessment methods

If you qualify for PLAR, you may be asked to demonstrate your learning in one or more of the following ways. Be prepared to discuss the expectations during a consultation meeting.

1. Challenge exam – 60% pass mark

A two (2) hour exam consisting of both theory (20 - multiple choice questions & 10 – true/false questions) and practical assignments.

Sample theory question:

This type of template provides a design concept, fonts, and a color scheme for a presentation.

- Format
- Normal
- Content
- Design

Sample practical question:

Insert the correct HTML tag for the largest heading around the title text.

Suggested resources (not required)

COMP173 coursepack (available at Saskatchewan Polytechnic bookstores and on Resource website)

Microsoft PowerPoint and HTML texts

Saskatchewan Polytechnic standardized computer curriculum resource website:

<http://programs.siastr.sk.ca/cst/StandardizedCurriculum/index.htm>

Microsoft office online <http://office.microsoft.com>

COMP 174 - Intro to Microsoft Excel 1

You will study the basic features of Microsoft Excel. You will learn to format spreadsheet elements, create simple charts and use simple formulas and functions.

Credit unit(s): 1.0

COMP 174 – Intro to Microsoft Excel 1 Mastery: I am able to demonstrate it well enough to teach it to someone else. Competent: I can work independently to apply the outcome. Functional: I need some assistance in using the outcome. Learning: I am developing skills and knowledge for this area. None: I have no experience with the outcome.	Mastery	Competent	Functional	Learning	None
1. Create and format a spreadsheet.					
▪ Describe the function of a spreadsheet					
▪ Navigate a spreadsheet					
▪ Enter data in a worksheet					
▪ Edit data in a worksheet					
▪ Perform simple calculations using constants					
▪ Perform simple calculations using cell referencing					
▪ Use various selection techniques					
▪ Apply and modify cell format					
▪ Format worksheets using automated tools					
▪ Handling files (Create, Save, Close, Open)					
▪ Print worksheets and workbooks					
2. Basic functions and productivity tools.					
▪ Use built-in functions to perform calculations					
▪ Use autofill to copy					
▪ Copy and move cell contents in a worksheet					
▪ Use relative and absolute cell referencing					
▪ Customize the worksheet setup					
3. Work with multiple worksheets.					
▪ Navigate between worksheet					
▪ Manipulate worksheets					
▪ Manage and print selected worksheets					
▪ Consolidate data using 3-D references					
4. Create basic charts.					

COMP 174 – Intro to Microsoft Excel 1					
Mastery: I am able to demonstrate it well enough to teach it to someone else.	Mastery	Competent	Functional	Learning	None
Competent: I can work independently to apply the outcome.					
Functional: I need some assistance in using the outcome.					
Learning: I am developing skills and knowledge for this area.					
None: I have no experience with the outcome.					
▪ Identify elements of a chart					
▪ Create a chart using the chart group					
▪ Modify and format objects in a chart					
▪ Print a chart					

PLAR assessment methods

If you qualify for PLAR, you may be asked to demonstrate your learning in one or more of the following ways. Be prepared to discuss the expectations during a consultation meeting.

1. Challenge exam – 60% pass mark

A two (2) hour exam consisting of both theory (20 - multiple choice questions & 10 – true/false questions) and practical assignments.

Sample theory question:

This Excel feature includes functions to calculate an Average, Minimum, Maximum, and Count.

- a. Format
- b. Number
- c. AutoSum
- d. Calculate

Sample practical question:

Create a columnar chart on a separate sheet which compares the total sales for each region.

Suggested resources (not required)

COMP174 coursepack (available at Saskatchewan Polytechnic bookstores and on resource website)

Microsoft Excel text

Saskatchewan Polytechnic standardized computer curriculum resource website

<http://programs.siastr.sk.ca/cst/StandardizedCurriculum/index.htm>

Microsoft office online <http://office.microsoft.com>

COMP 175 – Intro to Microsoft Excel 2

You will study the intermediate features of Microsoft Excel. Using the skills and knowledge you acquired in *COMP174 Intro to Microsoft Excel 1*, you will learn to work with multiple worksheets, create and modify several chart types, perform data manipulation features and use more advanced spreadsheet functions.

Credit unit(s): 1.0

Prerequisite(s): COMP 174, minimum grade of 60% or COMP 172, minimum grade of 60%

COMP 175 – Intro to Microsoft Excel 2	Mastery	Competent	Functional	Learning	None
Mastery: I am able to demonstrate it well enough to teach it to someone else. Competent: I can work independently to apply the outcome. Functional: I need some assistance in using the outcome. Learning: I am developing skills and knowledge for this area. None: I have no experience with the outcome.					
1. Apply advanced formula construction.					
▪ Work with named ranges and labels					
▪ Use advanced functions and formulas					
▪ Display and print formulas					
▪ Fix errors in formulas					
2. Work with charts.					
▪ Modify a chart					
▪ Export Excel data and charts					
3. Perform data management.					
▪ Work with lists					
▪ Automate tasks with macro					
▪ Connect data and files with hyperlinks					
▪ Analyze data with PivotTables					

PLAR assessment methods

If you qualify for PLAR, you may be asked to demonstrate your learning in one or more of the following ways. Be prepared to discuss the expectations during a consultation meeting.

1. Challenge exam – 60% pass mark

A two (2) hour exam consisting of both theory (20 - multiple choice questions & 10 – true/false questions) and practical assignments.

Sample theory question:

In Excel, a list is a collection of similar data stored in a structured manner, in ____.

- a. rows and headers
- b. grids and columns
- c. rows and columns
- d. footers and grids

Suggested resources (not required)

COMP175 coursepack (available at Saskatchewan Polytechnic bookstores and on resource website)

Microsoft Excel text

Saskatchewan Polytechnic standardized computer curriculum resource website
<http://programs.siastr.sk.ca/cst/StandardizedCurriculum/index.htm>

Microsoft office online <http://office.microsoft.com>

COMP 176 – Intro to Microsoft Access 1

Your studies will focus on the basic features of Microsoft Access. You will create simple tables, queries, forms and reports. You will also modify database elements such as fields and records.

Credit unit(s): 1.0

COMP 176 – Intro to Microsoft Access Mastery: I am able to demonstrate it well enough to teach it to someone else. Competent: I can work independently to apply the outcome. Functional: I need some assistance in using the outcome. Learning: I am developing skills and knowledge for this area. None: I have no experience with the outcome.	Mastery	Competent	Functional	Learning	None
1. Create a database and tables.					
▪ Describe the function of a database					
▪ Start and exit a database					
▪ Open and close a database					
▪ Describe the database interface					
▪ Open and close an object					
▪ Identify the components of a database					
▪ Navigate a table					
▪ Create a new database					
▪ Plan a database table structure					
▪ Create a table					
▪ Switch between design and datasheet view					
▪ Enter data into a table					
▪ Delete an object					
2. Edit table data and modify table structure.					
▪ Edit table data					
▪ Create a single table form					
▪ Apply data relationships					
▪ Create a multi-table form					
▪ Modify the table structure					
3. Create queries to select data from tables.					
▪ Create a select query					
▪ Sort records using a query					
▪ Define query criteria using a specific value					
▪ Use query comparison operators					

COMP 176 – Intro to Microsoft Access					
Mastery: I am able to demonstrate it well enough to teach it to someone else.					
Competent: I can work independently to apply the outcome.					
Functional: I need some assistance in using the outcome.					
Learning: I am developing skills and knowledge for this area.					
None: I have no experience with the outcome.					
▪ Use query logical operators					
▪ Use criteria in multiple fields					
▪ Create calculated fields					
4. Design reports to present information from a database.					
▪ Create a report using the report button					
▪ Print a report					
▪ Create a report using the report wizard					
▪ Add subtotals to a report					
▪ Modify a report in layout view					

PLAR assessment methods

If you qualify for PLAR, you may be asked to demonstrate your learning in one or more of the following ways. Be prepared to discuss the expectations during a consultation meeting.

1. Challenge exam – 60% pass mark

A two (2) hour exam consisting of both theory (20 - multiple choice questions & 10 true/false questions) and practical assignments.

Sample theory question:

If the primary key from one table is also defined in a second table to form a relationship, the field is called a _____ in the second table.

- a. hyperlink
- b. composite key
- c. foreign key
- d. redundant key

Sample practical question:

Create a one-to-many relationship between Table 1 and Table 2 – ensure that you have enforced referential integrity.

Suggested resources (not required)

COMP 176 coursepack (available at Saskatchewan Polytechnic bookstores and on resource website)

Microsoft Access text

Saskatchewan Polytechnic standardized computer curriculum resource website

<http://programs.siastr.sk.ca/cst/StandardizedCurriculum/index.htm>

Microsoft office online <http://office.microsoft.com>

COMP 179 – Intro to PowerPoint

You will receive instruction and practice in creating, modifying and delivering a presentation using Microsoft PowerPoint. You will enhance the presentation by adding charts, tables, visual elements, multimedia, transition effects and animations. You will study how to present, distribute and customize presentations.

Credit unit(s): 1.0

COMP 179 – Intro to PowerPoint	Mastery	Competent	Functional	Learning	None
Mastery: I am able to demonstrate it well enough to teach it to someone else. Competent: I can work independently to apply the outcome. Functional: I need some assistance in using the outcome. Learning: I am developing skills and knowledge for this area. None: I have no experience with the outcome.					
1. Create a presentation.					
▪ Use file management to organize PowerPoint files					
▪ Describe the function of a presentation manager					
▪ Identify the elements of a presentation					
▪ Use various methods to create a presentation					
▪ Manage a presentation					
2. Modify a presentation.					
▪ Format slide text					
▪ Incorporate visual elements					
▪ Enhance a presentation with multimedia					
▪ Customize the slide show					
3. Use charts and tables in a presentation.					
▪ Add a table to a slide					
▪ Modify the table layout					
▪ Apply formatting to a table					
▪ Add a chart to convey information visually					
▪ Format a chart					
▪ Modify chart data and elements					
4. Deliver a presentation.					
▪ Apply transition effects					
▪ Animation effects					
▪ Create a custom slide show					
▪ Present a slide show					
▪ Presentation sharing					
▪ Print presentations, notes and handouts					

PLAR assessment methods

If you qualify for PLAR, you may be asked to demonstrate your learning in one or more of the following ways. Be prepared to discuss the expectations during a consultation meeting.

1. Challenge exam – 60% pass mark

A two (2) hour exam consisting of both theory (20 - multiple choice questions & 10 true/false questions) and practical assignments.

Sample theory question:

*Which of the following is a **true** statement?*

- a) A design theme must be applied before slides are created*
- b) The design theme can be changed after all of the slides have been created*
- c) Design themes can be selected on the Insert ribbon*
- d) A design theme cannot be modified in any way*

Sample practical question:

Animate a chart:

- *Start the animation as soon as the slide is viewed*
- *Set to wipe in from the bottom of the slide by series*
- *Set the animation speed to medium*

Suggested resources (not required)

COMP 179 coursepack (available at Saskatchewan Polytechnic bookstores and on Resource website)

Microsoft PowerPoint texts

Saskatchewan Polytechnic standardized computer curriculum resource website:

<http://programs.siastr.sk.ca/cst/StandardizedCurriculum/index.htm>

Microsoft office online <http://office.microsoft.com>

Microsoft Excel Block Assessment

COMP 174 – Intro to Microsoft Excel 1

COMP 175 – Intro to Microsoft Excel 2

Using introductory level Excel skills as a foundation for the skills and knowledge you have acquired at the intermediate level, this assessment will focus on your ability to apply these skills with multiple worksheets. You will apply advanced spreadsheet functions, including formula construction, advanced charting techniques, data manipulation features.

Microsoft Excel Block Assessment Mastery: I am able to demonstrate it well enough to teach it to someone else. Competent: I can work independently to apply the outcome. Functional: I need some assistance in using the outcome. Learning: I am developing skills and knowledge for this area. None: I have no experience with the outcome.	Mastery	Competent	Functional	Learning	None
1. Work with multiple worksheets.					
▪ Navigates between worksheet					
▪ Manages and prints selected worksheets					
▪ Consolidates data using 3-D references					
2. Apply advanced formula construction.					
▪ Works with named ranges and labels					
▪ Uses advanced functions and formulas					
▪ Worksheets are error free					
3. Work with charts.					
▪ Charts are enhanced					
▪ Excel data and charts are exported to another application					
4. Perform data management.					
▪ Lists are updated, sorted, and records selected					
▪ Macros are used to automate tasks					
▪ Connects data and files with hyperlinks					
▪ Analyzes data with PivotTables					

PLAR assessment methods

If you qualify for PLAR, you may be asked to demonstrate your learning in **one or more** of the following ways. Be prepared to discuss the expectations during a consultation meeting.

1. Challenge exam – 60% pass mark

A two (2) hour exam consisting of both theory (20 - multiple choice questions & 10 – true/false questions) and practical assignments.

Suggested resources (not required)

COMP 174 and COMP 175 coursepacks (available at Saskatchewan Polytechnic bookstores and on resource website)

Microsoft Excel text

Saskatchewan Polytechnic Standardized Computer Curriculum Resource website:

<http://programs.siastr.sk.ca/cst/StandardizedCurriculum/index.htm>

Microsoft Office online: <http://office.microsoft.com>

Standardized Computer Courses

Appendices

Appendix A: PLAR proctor/invigilation form



PLAR proctor/invigilator form

This completed form must be returned with the exam materials in the envelope in order to validate the PLAR assessment.

Candidate name: _____

Course code & name: _____

Proctor/invigilator name: _____

Proctor/invigilator email: _____

Date examination administered: _____

Time examination started: _____ Time examination finished: _____

Proctor/invigilator guidelines:

Please check that you adhered to the following guidelines:

- ___ I verified the candidate's identity with a photo ID
- ___ the candidate did not view the examination prior to taking it
- ___ the candidate did not use any resources, unless instructed to in the directions of the exam
- ___ I did not leave the candidate unattended at any time during the examination
- ___ the candidate did not copy down any questions to take from the examination room
- ___ the candidate adhered to the time limit restrictions
- ___ the candidate returned all examination materials to me

Statement of verification:

I have independently completed this examination under the supervision of my designated proctor/invigilator. I completed this examination without the use of any books, notes, or items, except those specifically permitted for use during this particular examination.

Candidate name: _____ (please print)

Candidate signature: _____ Date of examination: _____

I have supervised the administration of this particular examination. The above named student has completed this examination following all regulations as outlined in the *Proctor/Invigilator guidelines*.

Invigilator name: _____ (please print)

Invigilator signature: _____ Date of examination: _____

Appendix B: PLAR challenge exam booking



PLAR proctor/invigilator verification form

Please complete this form and return promptly to the address given at the bottom of the form.

SECTION A – PLAR CANDIDATE DETAILS (to be completed by the candidate)

Student Number:

First Name: _____

Last Name: _____

Address: _____

Postal code:

Contact Phone Number: (____) _____ Fax Number: (____) _____

Email Address: _____

Course Code: _____ Course Name: _____

Date of Examination: _____ **Time:** _____ **a.m./p.m.**

Signature: _____

SECTION B - INVIGILATOR INFORMATION (to be completed by the proctor/invigilator)

Invigilators must meet one of the criteria specified on the back of this form. The person you nominate must also be currently employed in one of these professions and should not be a relative, student at Saskatchewan Polytechnic, or a co-worker.

Title (Mr/Ms, etc): _____ First Name: _____

Last Name: _____

Approved Invigilator Occupation (eg, Doctor, Accountant, Librarian, etc) _____

Address: _____

Postal code:

Contact Phone Number: (____) _____ Fax Number: (____) _____

Email Address (required): _____

Signature: _____ Date: _____

**Once details are completed, please return this form immediately.
If you have any queries regarding this form, please contact your course facilitator.**

Return form to:

Greg Gardiner
✉ gardiner@saskpolytech.ca