

# **Department of Arts and Sciences: Communication and Social Science Courses PLAR Candidate Guide**

Prior Learning Assessment and Recognition  
(PLAR)



## Copyright

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Saskatchewan Polytechnic

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The Department of Arts & Sciences is 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.

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## Why consider a PLAR assessment?

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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. The Department of Arts & Sciences recognizes 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?

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To be eligible for PLAR, an applicant must first register or already be registered as a Saskatchewan Polytechnic student. Consult with a counsellor or the program head of the program you want to complete to determine whether or not you need to apply for admission to that program before you can register to PLAR an Arts and Sciences course offered in that program.

### Option A: Individual course challenge

If you have current successful experience in the a professional field relating to your Saskatchewan Polytechnic program of choice, and have learned the skills and knowledge for **one or more** of the Arts & Sciences courses, you may apply to be assessed for each applicable course.

### 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 assigned to your program area at: 1-866-467-4278.

## How many courses can be challenged through PLAR in Arts & Sciences?

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The next page lists 76 communication and social science courses delivered by the School of Arts & Sciences for various programs. Of these, 35 are ready to be challenged through PLAR. PLAR assessment may be under development for the remaining 41. Check the "Courses" tab on your program's [Saskatchewan Polytechnic webpage](#) to identify courses within your program.

## Which courses are PLAR-ready?

Department of Arts & Sciences Program Profile Communication and Social Science Courses				
COURSE CODE	COURSE NAME	PLAR Challenge(s) are available	PLAR Challenge(s) may be under development	Available for Transfer Credit
ASRT 180	Assertiveness Training			transfer credit option
BCOM 103	Interpersonal Communications	✓		
BCOM 120	Business Communications	✓		
BCOM 121	Business Communications 2		✓	
CDNS 280	Canadian Government			transfer credit option
CKEY 186	Keyboarding 2	✓		
CKEY 188	Word Processing		✓	
CKEY 189	Keyboarding 1	✓		
COM 101	Written and Oral Communications	✓		
COM 113	Interpersonal Communications		✓	
COM 160	Communications for Graphics Arts		✓	
COMM 106	Applied Communications		✓	
COMM 113	Applied Communications	✓		
COMM 119	Writing Skills	✓		
COMM 127	Fundamental Communication Skills	✓		
COMM 191	Communications 1	✓		
COMM 197	Helping Skills	✓		
COMM 262	Workplace Communication	✓		
COMM 287	Communications 2		✓	
COMM 289	Communications 2		✓	
COMM 291	Interpersonal Communication	✓		
COMM 295	Business and Technical Writing	✓		
COMM 393	Communications 1	✓		
EMPL 180	Employability Skills	✓		

**Department of Arts & Sciences Program Profile**  
**Communication and Social Science Courses**

<b>COURSE CODE</b>	<b>COURSE NAME</b>	<b>PLAR Challenge(s) are available</b>	<b>PLAR Challenge(s) may be under development</b>	<b>Available for Transfer Credit</b>
ENGL 100	Critical Reading and Writing			transfer credit option
ENGL 101	Critical Reading and Writing		✓	
ENGL 102	Literature Survey		✓	
HIST 280	World History			transfer credit option
HUMR 186	Interpersonal Skills	✓		
JOBS 125	Essential Job Skills		✓	
LIT 190	Literature & Composition 1			transfer credit option
LIT 191	Literature & Composition 2			transfer credit option
LIT 290	Canadian Literature Survey 1			transfer credit option
LIT 291	Canadian Literature Survey 2			transfer credit option
PLAN 281	Visual Media		✓	
PR 281	Community Public Relations	✓		
PSYC 101	Introduction to Psychology			transfer credit option
PSYC 102	Introduction to Psychology 1		✓	
PSYC 103	Introduction to Psychology 2		✓	
PSYC 160	Psychology 1	✓		
PSYC 184	Introductory Psychology			transfer credit option
PSYC 188	Psychology A			transfer credit option
PSYC 189	Psychology B			transfer credit option
PSYC 190	Introduction to Psychology 1			transfer credit option
PSYC 290	Introduction to Psychology 2			transfer credit option
SOCI 100	Introduction to Sociology			transfer credit option
SOCI 160	Foundations of Sociology	✓		
SOCI 170	Sociology			transfer credit option
SOCI 171	Culture and Diversity in Canadian Society		✓	



Department of Arts & Sciences Program Profile Communication and Social Science Courses				
COURSE CODE	COURSE NAME	PLAR Challenge(s) are available	PLAR Challenge(s) may be under development	Available for Transfer Credit
<a href="#">SOCI 184</a>	Sociology A			transfer credit option
<a href="#">SOCI 185</a>	Sociology B			transfer credit option
<a href="#">SOCI 200</a>	Culture & Diversity in Health Sciences		✓	
<a href="#">SOCI 260</a>	Sociology 2	✓		
<a href="#">SOCI 261</a>	Sociology 3	✓		
<a href="#">SPSY 280</a>	Introductory Psychology			transfer credit option
<a href="#">TCOM 102</a>	Workplace Communications	✓		
<a href="#">TCOM 103</a>	Technical Communications	✓		
<a href="#">TCOM 104</a>	Applied Research in Technology	✓		
<a href="#">TCOM 105</a>	Communications for Technicians		✓	
<a href="#">TCOM 106</a>	Communications		✓	
<a href="#">TCOM 190</a>	Technical Communications	✓		
<a href="#">TCOM 291</a>	Career Path Search	✓		

### **Is PLAR available at any time of the year?**

PLAR challenges are currently being offered as requested.

### **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**

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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 and 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)

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.

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

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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 and need equity accommodations?**

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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 website:

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

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

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### **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**

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If you need more assistance or information, please call the Saskatchewan Polytechnic Contact Centre toll free at 1-866-467-4278 and ask for a counsellor at a campus closest to you. Or ask for the Learner Pathways Office at 306-765-1652 to be referred to the appropriate PLAR advisors for particular courses.

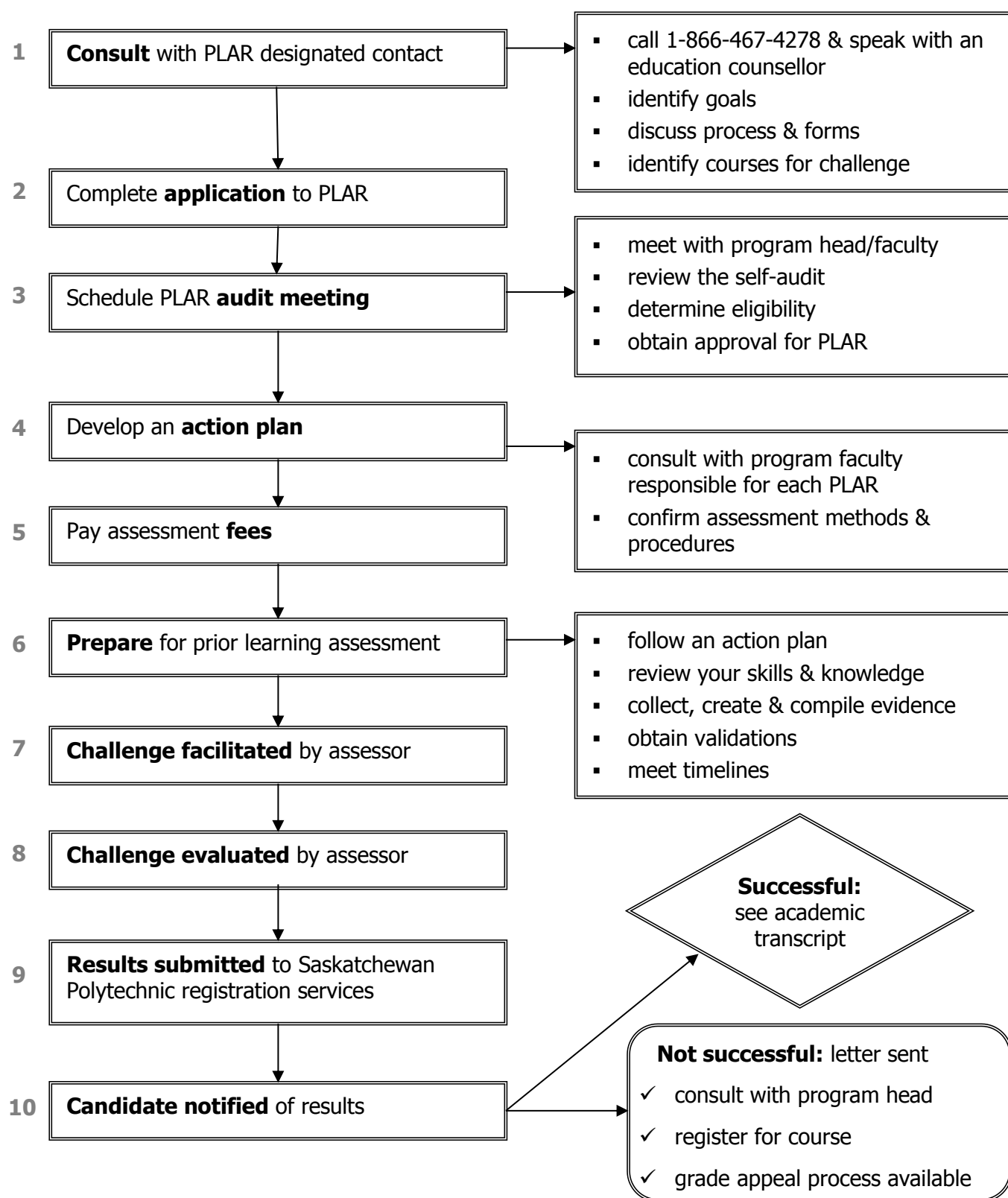
Saskatchewan Polytechnic in Moose Jaw  
Counselling Services, Room 2.203  
306-691-8311 or 306-691-8310  
[StudentServicesMooseJaw@saskpolytech.ca](mailto:StudentServicesMooseJaw@saskpolytech.ca)

Saskatchewan Polytechnic in Prince Albert  
Counselling Services, Room F203 (Technical Centre)  
306-765-1611  
[StudentServicesPrinceAlbert@saskpolytech.ca](mailto:StudentServicesPrinceAlbert@saskpolytech.ca)

Saskatchewan Polytechnic in Regina  
Counselling Services, Room 228  
306-775-7436  
[StudentServicesRegina@saskpolytech.ca](mailto:StudentServicesRegina@saskpolytech.ca)

Saskatchewan Polytechnic in Saskatoon  
Counselling Services, Room 114  
306-659-4050  
[StudentServicesSaskatoon@saskpolytech.ca](mailto:StudentServicesSaskatoon@saskpolytech.ca)

## Prior Learning Assessment and Recognition process



## How long will it take to prepare evidence for PLAR?

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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

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

<b>Mastery:</b>	I am able to demonstrate the learning outcome well enough to teach it to someone else.
<b>Competent:</b>	I can work independently to apply the learning outcome.
<b>Functional:</b>	I need some assistance in using the outcome.
<b>Learning:</b>	I am developing skills and knowledge for this area.
<b>None:</b>	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 for each self-audit.

2. Take a few minutes and read through the following self-audits 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, department head, or faculty member in [step 3 – PLAR process](#) of the candidate process for prior learning assessment.

## Self-audit guide(s)

### ASRT 180 – Assertiveness Training

You will focus on the cognitive and behavioural aspects of assertiveness. You will examine how you approach conflict. You will also discuss and practice specific techniques for successful conflict management.

**Credit unit(s):** 1.0

<b>ASRT 180 – Assertiveness Training</b>		<b>Mastery</b>	<b>Competent</b>	<b>Functional</b>	<b>Learning</b>	<b>None</b>
<b>Mastery:</b>	I am able to demonstrate it well enough to teach it to someone else.					
<b>Competent:</b>	I can work independently to apply the outcome.					
<b>Functional:</b>	I need some assistance in using the outcome.					
<b>Learning:</b>	I am developing skills and knowledge for this area.					
<b>None:</b>	I have no experience with the outcome.					
1. Describe conflict and conflict resolution styles.						
2. Demonstrate assertive behaviour.						
3. Describe how thinking processes and assertiveness are related.						
4. Describe how behavioural rehearsal procedures and assertiveness are related.						

### PLAR consultation and assessment for this course

This course is delivered by the Department of Arts and Sciences. Transfer credit is typically the only pathway to prior credit for this course, and relevant transcripts must be submitted prior to the program start date.

**Please first review general information in this guide and complete the course self-audit above.** If you believe you have the knowledge and skills for this course, and you are ineligible for transfer credit due to outdated or unrecognized prior courses, then you may want to ask about the possibility of a PLAR challenge. For that purpose, please call the Contact Centre (1-866-467-4278) and ask for the Department Head, Arts and Sciences, at **Saskatoon**. Be prepared to explain why an exception should be considered and to provide any verification or supporting documents required.

## BCOM 103 – Interpersonal Communications

The course will provide opportunities for you to develop important skills used to facilitate effective interpersonal communication in the workplace. Your studies will focus on the development of active listening skills, conflict resolution strategies, oral presentation skills and problem-solving strategies.

**Credit unit(s):** 3.0

**Equivalent course(s):** BCOM 121, COMM 112, COMM 291, HUMR 186

<b>BCOM 103 – Interpersonal Communications</b> <b>Mastery:</b> I am able to demonstrate it well enough to teach it to someone else. <b>Competent:</b> I can work independently to apply the outcome. <b>Functional:</b> I need some assistance in using the outcome. <b>Learning:</b> I am developing skills and knowledge for this area. <b>None:</b> I have no experience with the outcome.	<b>Mastery</b>	<b>Competent</b>	<b>Functional</b>	<b>Learning</b>	<b>None</b>
1. Describe factors that affect interpersonal communications.					
2. Describe the impact of diversity on efficacy of interpersonal communications.					
3. Use active listening and feedback strategies.					
4. Use non-verbal communication strategies to enhance business communications.					
5. Demonstrate effective verbal communication skills.					
6. Use problem-solving techniques.					
7. Use conflict resolution techniques.					

### PLAR consultant(s) for this course

The PLAR consultant for this course varies depending on the campus. In **Prince Albert**, it is the Program Head of the Office Administration program. In **Moose Jaw** and **Regina**, it is the Department Head, Arts and Sciences. To arrange a consultation, please call the Contact Centre toll-free at 1-866-467-4278 and ask for the program or department head at the nearest of those three locations.

### PLAR assessment methods

If your results for the self-audit above are positive, please contact the consultant for more information. Please do not prepare for assessment until instructions are clarified at a consultation meeting, your [PLAR application form](#) is complete, and you have registered to PLAR this course.

PLAR assessment for this course may include one or more of the following methods:

1. **Evidence file:** You may be asked to provide work samples demonstrating your mastery of the critical criteria for each learning outcome in the checklist above. The documentation in the evidence file must be verified and validated by your employer or supervisor. The person validating your work must not have a personal relationship with you that might influence their evaluation. Validation from a family member or close friend will not be accepted.

2. **Structured interview:** The assessor will interview you to validate and clarify information in the evidence file.
3. **Demonstration:** As required, you will demonstrate each critical criteria on the validation checklist while being observed by the assessor.

## Resources

Please ask the PLAR consultant to recommend any useful resources to prepare for assessment. Also, check for related resources from online and other sources. Purchasing resources for this course from the [Saskatchewan Polytechnic Bookstore](#) is optional.



## BCOM 120 – Business Communications

You will develop fundamental employability skills through study of the principles of communication. The course content includes development of effective writing skills. You will apply the principles and skills by writing letters and memorandums for both routine and negative purposes. You will develop teamwork employability skills and examine ways to apply communication skills to team and cross-cultural situations.

**Credit unit(s):** 4.0

**Equivalent course(s):** BCOM 104 BCOM 134 COMM 141 COMM 163

<b>BCOM 120 – Business Communications</b> <b>Mastery:</b> I am able to demonstrate it well enough to teach it to someone else. <b>Competent:</b> I can work independently to apply the outcome. <b>Functional:</b> I need some assistance in using the outcome. <b>Learning:</b> I am developing skills and knowledge for this area. <b>None:</b> I have no experience with the outcome.	<b>Mastery</b>	<b>Competent</b>	<b>Functional</b>	<b>Learning</b>	<b>None</b>
1. Explain the process of communication.					
2. Illustrate the importance of cultural awareness in communications.					
3. Discuss communication techniques in interpersonal and workplace situations.					
4. Compose effective sentences and paragraphs.					
5. Create formal documents using word processing applications.					
6. Write routine business messages.					
7. Write negative business messages.					
8. Explain how to establish and maintain client relationships.					
9. Use email features and electronic calendaring to manage business communication.					

### PLAR consultant(s) for this course

The PLAR consultant for this course is the Department Head, Arts & Sciences, at **Moose Jaw**. To arrange a consultation, please call the Contact Centre toll-free at 1-866-467-4278 and ask for this person.

### PLAR assessment methods

If your self-audit results above are positive, please contact the consultant. Please do not prepare for assessment until instructions are clarified at a consultation meeting, your [PLAR application form](#) is complete, and you have registered to PLAR this course.

PLAR assessment for this course may include one or more of the following methods:

**1. Evidence file** - The following items may be requested:

- 2 routine business memos
- 2 routine business e-mails
- 2 routine business letters

- 2 negative business letters
- Employer validation letter(s) ([Appendix A](#))
- Performance checklist to validate communication skills

## **2. Challenge exam.**

- Critical Learning Outcome 6 is weighted at 40% of the exam
- Critical Learning Outcome 7 is weighted at 40% of the exam
- Learning Outcomes 1 – 4 are weighted at 20% of the exam

## **3. Assignments—**Memos, e-mails, and/or letters may be assigned if the evidence file is incomplete.

## **Resources**

Please ask the PLAR consultant to recommend any useful resources to prepare for assessment, which may include the following items. Also, check for related resources from online and other sources. Purchasing resources for this course from the [Saskatchewan Polytechnic Bookstore](#) is optional.

Guffey, Mary Ellen et al. *Business Communication: Process and Product*, 4<sup>th</sup> Canadian Edition.

Study Guide for this course

## BCOM 121 – Business Communications 2

You will continue to develop effective business writing skills and employability skills. The course focuses on writing business reports in both informal and formal styles. In addition, classroom study and experience will help prepare you for a business career by developing your presentation skills.

**Credit unit(s):** 4.0

**Equivalent course(s):** COMM 149

**Prerequisite(s):** BCOM 120

<b>BCOM 121 – Business Communications 2</b> <b>Mastery:</b> I am able to demonstrate it well enough to teach it to someone else. <b>Competent:</b> I can work independently to apply the outcome. <b>Functional:</b> I need some assistance in using the outcome. <b>Learning:</b> I am developing skills and knowledge for this area. <b>None:</b> I have no experience with the outcome.	Mastery	Competent	Functional	Learning	None
1. Conduct research for a report.					
2. Create documentation notes and bibliographies.					
3. Organize business reports.					
4. Use graphics to illustrate reports and presentations.					
5. Write proposals.					
6. Write user manuals.					
7. Write systems documentation.					
8. Deliver effective oral presentations using presentation tools.					
9. Evaluate oral presentations.					

### PLAR consultant(s) for this course

The PLAR consultant for this course is the Department Head, Arts and Sciences, at **Moose Jaw**. To arrange a consultation, please call the Contact Centre toll-free at 1-866-467-4278 and ask for this person.

### PLAR assessment methods

PLAR for this course may be under development. If your results for the self-audit above are positive, please contact the consultant for more information. Please do not prepare for assessment until instructions are clarified at a consultation meeting, your [PLAR application form](#) is complete, and you have registered to PLAR this course.

### Resources

Please ask the PLAR consultant to recommend any useful resources to prepare for assessment. Also, check for related resources from online and other sources. Purchasing resources for this course from the [Saskatchewan Polytechnic Bookstore](#) is optional.

## CDNS 280 – Canadian Government

You will become familiar with the history of the Canadian government and system of parliament (including the constitution from 1867 to present). You will learn the broad principles of government and parliament. This includes the concepts of executive federalism and responsible government.

**Credit unit(s):** 3.0

<b>CDNS 280 – Canadian Government</b> <b>Mastery:</b> I am able to demonstrate it well enough to teach it to someone else. <b>Competent:</b> I can work independently to apply the outcome. <b>Functional:</b> I need some assistance in using the outcome. <b>Learning:</b> I am developing skills and knowledge for this area. <b>None:</b> I have no experience with the outcome.	<b>Mastery</b>	<b>Competent</b>	<b>Functional</b>	<b>Learning</b>	<b>None</b>
1. Examine the identifying characteristics for Canada's system of parliamentary government.					
2. Analyze the effect of regionalism, social class, gender, ethnic and aboriginal issues on political party support in Canada.					
3. Examine the developments which have led to the current relationship between Quebec and the Canadian Government.					
4. Analyze political socialization, and the role of pressure groups and lobbyists, the media and opinion polls.					
5. Examine our political parties, the electoral process and the electoral system.					
6. Examine Canada's pre-confederation government and the confederation process.					

### PLAR consultation and assessment for this course

This course is delivered by the Department of Arts and Sciences. Transfer credit is typically the only pathway to prior credit for this course, and relevant transcripts must be submitted prior to the program start date.

**Please first review general information in this guide and complete the course self-audit above.** If you believe you have the knowledge and skills for this course, and you are ineligible for transfer credit due to outdated or unrecognized prior courses, then you may want to ask about the possibility of a PLAR challenge. For that purpose, please call the Contact Centre (1-866-467-4278) and ask for the Department Head for Arts and Sciences Courses at **Saskatoon**. Be prepared to explain why an exception should be considered and to provide any verification or supporting documents required.

## CKEY 186 – Keyboarding 2

You will continue to build skill using the entire alphabetic keyboard. You will be encouraged to work on individual goals to increase speed and/or accuracy levels. The minimum speed requirement is 35 net words per minute on three 5-minute timed writings.

**Credit Units:** 1.0

**Prerequisites:** CKEY 189

**Equivalent Course(s):** CKEY 122, TYPG 144

<b>CKEY 186 – Keyboarding 2</b>		<b>Mastery</b>	<b>Competent</b>	<b>Functional</b>	<b>Learning</b>	<b>None</b>
<b>Mastery:</b>	I am able to demonstrate it well enough to teach it to someone else.					
<b>Competent:</b>	I can work independently to apply the outcome.					
<b>Functional:</b>	I need some assistance in using the outcome.					
<b>Learning:</b>	I am developing skills and knowledge for this area.					
<b>None:</b>	I have no experience with the outcome.					
1. Type by touch the entire keyboard.						
2. Key 35 net words per minute on five-minute timed writings.						

### PLAR consultant for this course

The PLAR consultant for this course is the Department Head, Arts and Sciences, in **Saskatoon**. To arrange a PLAR consultation, please call the Contact Centre toll-free at 1-866-467-4278 and ask to be transferred to that person.

### PLAR assessment methods

If your results for the self-audit above are positive, please contact the consultant. Please do not prepare for assessment until instructions are clarified at a consultation meeting, your [PLAR application form](#) is complete, and you have registered to PLAR this course.

PLAR assessment for this course may include one or more of the following methods:

**Keyboarding Demonstration:** You will be required to attain a speed of 35 words per minute on three 5-minute timings.

**NOTE:** CKEY 189, Keyboarding 1, and CKEY 186, Keyboarding 2, may be assessed with one demonstration. To get credit for both courses, candidates must attain a speed of 35 words per minute in three 5-minute timings.

### Resources

Please ask the PLAR consultant to recommend any useful resources to prepare for assessment, which may include the following items. Also, check for related resources from online and other sources. Purchasing resources for this course from the [Saskatchewan Polytechnic Bookstore](#) is optional.

*Keyboarding Pro*, Thomson Nelson.

Clayton, D. (Current). *121 Timed Writings with Skillbuilding Drills*. Delmar School.

## CKEY 188 – Word Processing

You will learn to prepare a variety of documents relative to their field of study while expanding your expertise in using more advanced Microsoft Word features.

**Credit unit(s):** 2.0

**Prerequisite(s):** CKEY 189

<b>CKEY 188 – Word Processing</b> <b>Mastery:</b> I am able to demonstrate it well enough to teach it to someone else. <b>Competent:</b> I can work independently to apply the outcome. <b>Functional:</b> I need some assistance in using the outcome. <b>Learning:</b> I am developing skills and knowledge for this area. <b>None:</b> I have no experience with the outcome.	<b>Mastery</b>	<b>Competent</b>	<b>Functional</b>	<b>Learning</b>	<b>None</b>
1. Edit an existing document.					
2. Use custom tabs.					
3. Work with tables.					
4. Develop multipage documents.					
5. Format with styles and templates.					
6. Create merge documents.					
7. Create a newsletter.					
8. Create online forms. .					

### PLAR consultant for this course

The PLAR consultant for this course is the Department Head, Arts and Sciences, in **Saskatoon**. To arrange a consultation, please call the Contact Centre toll-free at 1-866-467-4278 and ask to be transferred to that person.

### PLAR assessment methods

PLAR assessment for this course may be under development. If your self-audit results above are positive, please contact the consultant for more information. Please do not prepare for assessment until instructions are clarified at a consultation meeting, your [PLAR application form](#) is complete, and you have registered to PLAR this course.

### Resources

Please ask the PLAR consultant to recommend any useful resources to prepare for assessment. Also, check for related resources from online and other sources. Purchasing resources for this course from the [Saskatchewan Polytechnic Bookstore](#) is optional.

## CKEY 189 – Keyboarding 1

You will build skill and develop speed using both the alphabetic keyboard and the numeric keypad. Rapid touch keyboarding with a high degree of accuracy will be emphasized. You will be encouraged to set individual goals to increase your speed and accuracy levels. You will be required to attain a speed of 30 words per minute on three-minute timings.

**Credit Units:** 1

**Equivalent Courses:** CKEY 184

<b>CKEY 189 – Keyboarding 1</b>		<b>Mastery</b>	<b>Competent</b>	<b>Functional</b>	<b>Learning</b>	<b>None</b>
<b>Mastery:</b>	I am able to demonstrate it well enough to teach it to someone else.					
<b>Competent:</b>	I can work independently to apply the outcome.					
<b>Functional:</b>	I need some assistance in using the outcome.					
<b>Learning:</b>	I am developing skills and knowledge for this area.					
<b>None:</b>	I have no experience with the outcome.					
1. Key, by touch, the entire alphabetic keyboard.						
2. Key, by touch, the numeric keypad.						
3. Key 30 net words per minute on three separate three-minute timings.						

### PLAR consultant for this course

The PLAR consultant for this course is the Department Head, Arts and Sciences, in **Saskatoon**. To arrange a consultation, please call the Contact Centre toll-free at 1-866-467-4278 and ask to be transferred to that person.

### PLAR assessment methods

If your results for the self-audit above are positive, please contact the consultant. Please do not prepare for assessment until instructions are clarified at a consultation meeting, your [PLAR application form](#) is complete, and you have registered to PLAR this course.

PLAR assessment for this course may include one or more of the following methods:

**Keyboarding Demonstration:** You will be required to attain a speed of 30 words per minute on three 3-minute timings.

**NOTE:** CKEY 189, Keyboarding I, and CKEY 186, Keyboarding II may be assessed with one demonstration. To get credit for both courses, candidates must attain a speed of 35 words per minute in three 5-minute timings.

### Resources

Please ask the PLAR consultant to recommend any useful resources to prepare for assessment, which may include the following items. Also, check for related resources from online and other sources. Purchasing resources for this course from the [Saskatchewan Polytechnic Bookstore](#) is optional.

*Keyboarding Pro*, Thomson Nelson.

Clayton, D. (Current). *121 Timed Writings with Skillbuilding Drills*. Delmar School.

## COM 101 – Written and Oral Communications

You will receive instruction and practice in written and oral communication skills needed for the professional workplace. You will review the principles of effective writing, prepare oral presentations, and practice common forms of business communication. Communicating a professional image will be emphasized.

**Credit unit(s):** 2.0

**Equivalent course(s):** COMM 292

<b>COM 101 – Written and Oral Communications</b> <b>Mastery:</b> I am able to demonstrate it well enough to teach it to someone else. <b>Competent:</b> I can work independently to apply the outcome. <b>Functional:</b> I need some assistance in using the outcome. <b>Learning:</b> I am developing skills and knowledge for this area. <b>None:</b> I have no experience with the outcome.	<b>Mastery</b>	<b>Competent</b>	<b>Functional</b>	<b>Learning</b>	<b>None</b>
1. Create business correspondence.					
2. Use professional email practices.					
3. Write business reports and proposals.					
4. Deliver oral presentations.					

### PLAR consultant for this course

The PLAR consultant for this course is the Department Head, Arts and Sciences, in **Saskatoon**. To arrange a consultation, please call the Contact Centre toll-free at 1-866-467-4278 and ask to be transferred to that person.

### PLAR assessment methods

If your self-audit results above are positive, please contact the consultant. Please do not prepare for assessment until instructions are clarified at a consultation meeting, your [PLAR application form](#) is complete, and you have registered to PLAR this course.

PLAR assessment for this course may include one or more of the following methods:

**1. Evidence file:** An evidence file with documentation of presentation skills is required to assess COM 101. If a candidate is unable to meet these requirements, an appropriate combination of assessment methods will be used in addition to the evidence file.

- Current resume
- 1 business letter
- 1 email
- 1 incident report
- 1 short proposal or other short report
- Employer validation letter ([Appendix A](#))
- Employer checklist to validate presentation skills



## 2. Assignments and/or Examination (may be required)

- An incident report, proposal and/or oral presentation may be assigned if the evidence file is incomplete
- A further demonstration of grammar skills may be required in combination with the evidence file
- 1-hour grammar exam (Learning outcome #1 above)

## Resources

Please ask the PLAR consultant to recommend any useful resources to prepare for assessment, which may include the following items. Also, check for related resources from online and other sources. Purchasing resources for this course from the [Saskatchewan Polytechnic Bookstore](#) is optional.

Saskatchewan Polytechnic COM 101 Written and Oral Communication manual (available at Saskatchewan Polytechnic bookstores. Please request the *Funeral Services* or the *Food and Nutrition Management/Hotel Restaurant Administration* version of the manual, depending on which program is your target for PLAR credit.

## COM 113 – Interpersonal Communications

You will acquire knowledge and practice in interpersonal communications, focusing on effective verbal and non-verbal communication, listening and responding skills, giving and receiving constructive feedback and problem solving. You will apply these techniques to the delivery of effective oral presentations. You will examine the demonstration of a professional image through your interpersonal, presentation and social media communications.

**Credit unit(s):** 3.0

<b>COM 113 – Interpersonal Communications</b> <b>Mastery:</b> I am able to demonstrate it well enough to teach it to someone else. <b>Competent:</b> I can work independently to apply the outcome. <b>Functional:</b> I need some assistance in using the outcome. <b>Learning:</b> I am developing skills and knowledge for this area. <b>None:</b> I have no experience with the outcome.	<b>Mastery</b>	<b>Competent</b>	<b>Functional</b>	<b>Learning</b>	<b>None</b>
1. Describe interpersonal communication.					
2. Use strategies for listening and responding.					
3. Discuss non-verbal and verbal messages.					
4. Give constructive feedback.					
5. Respond to constructive feedback.					
6. Demonstrate problem solving skills.					
7. Discuss social media ethics.					
8. Demonstrate a professional presentation.					

### PLAR consultant for this course

The PLAR consultant for this course is the Department Head, Arts and Sciences, in **Saskatoon**. Please call the Contact Centre toll-free at 1-866-467-4278 and ask to be transferred to that person.

### PLAR assessment methods

PLAR assessment for this course may be available upon request. If your results for the self-audit above are positive, please contact the consultant for more information. Please do not prepare for assessment until instructions are clarified at a consultation meeting, your [PLAR application form](#) is complete, and you have registered to PLAR this course.

### Resources

Please ask the PLAR consultant to recommend any useful resources to prepare for assessment. Also, check for related resources from online and other sources. Purchasing resources for this course from the [Saskatchewan Polytechnic Bookstore](#) is optional.

## COM 160 – Communications for Graphic Arts

You will learn basic listening, writing, and speaking skills as well as critical thinking and problem solving skills. Your studies will also include effective presentation techniques and business telephone communication skills.

**Credit unit(s):** 2.0

**Equivalent Course(s):** COMM 127

<b>COM 160 – Communications for Graphic Arts</b> <b>Mastery:</b> I am able to demonstrate it well enough to teach it to someone else. <b>Competent:</b> I can work independently to apply the outcome. <b>Functional:</b> I need some assistance in using the outcome. <b>Learning:</b> I am developing skills and knowledge for this area. <b>None:</b> I have no experience with the outcome.	<b>Mastery</b>	<b>Competent</b>	<b>Functional</b>	<b>Learning</b>	<b>None</b>
1. Apply job related interpersonal and communication.					
2. Apply job related written communication.					
3. Apply critical thinking and problem solving skills.					

### PLAR consultant(s) for this course

The PLAR consultants for this course is the Department Head, Arts and Sciences, in **Regina**. To arrange a PLAR consultation, please call the Contact Centre toll-free at 1-866-467-4278 and ask to be transferred to this person.

### PLAR assessment methods

PLAR assessment for this course may be under development. If your results for the self-audit above are positive, please contact the consultant for more information. Please do not prepare for assessment until instructions are clarified at a consultation meeting, your [PLAR application form](#) is complete, and you have registered to PLAR this course.

### Resources

Please ask the PLAR consultant to recommend any useful resources to prepare for assessment. Also, check for related resources from online and other sources. Purchasing resources for this course from the [Saskatchewan Polytechnic Bookstore](#) is optional.

## COMM 106 – Applied Communications

You will create a job search strategy, research an employer and complete a mock job interview. You will prepare a professional cover letter and resume.

**Credit unit(s):** 1.0

**Equivalent Course(s):** COMM 127, COMM 189, JOBS 290, TCOM 102

<b>COMM 106 – Applied Communications</b> <b>Mastery:</b> I am able to demonstrate it well enough to teach it to someone else. <b>Competent:</b> I can work independently to apply the outcome. <b>Functional:</b> I need some assistance in using the outcome. <b>Learning:</b> I am developing skills and knowledge for this area. <b>None:</b> I have no experience with the outcome.	<b>Mastery</b>	<b>Competent</b>	<b>Functional</b>	<b>Learning</b>	<b>None</b>
1. Use job search skills.					

### PLAR consultant(s) for this course

The PLAR consultants for this course are the Department Heads, Arts and Sciences, in **Saskatoon** and in **Regina**. Please call the Contact Centre toll-free at 1-866-467-4278 and ask to be transferred to the department head at the nearest of those two locations.

### PLAR assessment methods

PLAR assessment for this course may be under development. If your results for the self-audit above are positive, please contact the consultant for more information. Please do not prepare for assessment until instructions are clarified at a consultation meeting, your [PLAR application form](#) is complete, and you have registered to PLAR this course.

### Resources

Please ask the PLAR consultant to recommend any useful resources to prepare for assessment. Also, check for related resources from online and other sources. Purchasing resources for this course from the [Saskatchewan Polytechnic Bookstore](#) is optional.

## COMM 113 – Applied Communications

You will apply oral, written and interpersonal skills needed for successful communication at the library, and specifically with clients. You will receive instruction and practice in effective writing. You will also use job search skills and produce job search documents.

**Credit Unites:** 3.0

**Prerequisites:** COMM 291

**Equivalent Courses:** COMM 192

<b>COMM 113 – Communications 2</b>		<b>Mastery</b>	<b>Competent</b>	<b>Functional</b>	<b>Learning</b>	<b>None</b>
<b>Mastery:</b>	I am able to demonstrate it well enough to teach it to someone else.					
<b>Competent:</b>	I can work independently to apply the outcome.					
<b>Functional:</b>	I need some assistance in using the outcome.					
<b>Learning:</b>	I am developing skills and knowledge for this area.					
<b>None:</b>	I have no experience with the outcome.					
1. Demonstrate effective oral communication.						
2. Prepare business correspondence.						
3. Produce technical documents.						
4. Demonstrate appropriate customer relations behaviour.						
5. Employ job search techniques.						
6. Create job search documents.						

### PLAR consultant for this course

The PLAR consultant for this course is the Department Head, Arts and Sciences, in **Saskatoon**. Please call the Contact Centre toll-free at 1-866-467-4278 and ask to be transferred to that person.

### PLAR assessment methods

If your results for the self-audit above are positive, please contact the consultant for more information. Please do not prepare for assessment until instructions are clarified at a consultation meeting, your [PLAR application form](#) is complete, and you have registered to PLAR this course.

PLAR assessment for this course may include one or more of the following methods:

- 1. Evidence file:** You may be asked to provide an Employer Validation Checklist for workplace communication skills (Appendix A) and other validated documentation.
- 2. Challenge exam.**

## Resources

Please ask the PLAR consultant to recommend any useful resources to prepare for assessment, which may include the following items. Also, check for related resources from online and other sources. Purchasing resources for this course from the [Saskatchewan Polytechnic Bookstore](#) is optional.

Buckley, Joanne. *Checkmate: A Writing Reference for Canadians*. 3rd Edition. Toronto: Nelson Education Ltd. (Current)

Workbook to accompany Checkmate: A Writing Reference for Canadians

Handout available from the PLAR assessor: Communication 113 information sheet: "Introduction to Communications", "Self-Concept", "Oral Communications: The Prepared Talk".

Handouts available from the PLAR assessor: "Oral Communications: Evaluation Sheet", "Oral Communications: The Use of Audio-Visual Aids", "Business Correspondence Information Sheet", "Letter of Enquiry", "Forms", "The Résumé and Cover Letter", "The Job Interview", "The Memo and E-Mail", "Telephone Behaviour at the Workplace", "Communication at the Workplace", "Gibb Categories", "Panel Presentations", "The Small Group", "Small Group Role Play".

## COMM 119 – Writing Skills

You will practice a variety of written communication styles. You will receive information on basic grammar and the mechanics of writing. You will do research and create a research essay. Additionally you will develop a professional portfolio.

**Credit unit(s):** 3.0

**Equivalent Course(s):** COMM 295

<b>COMM 119 – Writing Skills</b> <b>Mastery:</b> I am able to demonstrate it well enough to teach it to someone else. <b>Competent:</b> I can work independently to apply the outcome. <b>Functional:</b> I need some assistance in using the outcome. <b>Learning:</b> I am developing skills and knowledge for this area. <b>None:</b> I have no experience with the outcome.	<b>Mastery</b>	<b>Competent</b>	<b>Functional</b>	<b>Learning</b>	<b>None</b>
1. Apply the structure of written communication.					
2. Demonstrate proper use of grammar and punctuation.					
3. Prepare for essay writing.					
4. Complete a research essay using American Psychological Association (APA) formatting rules.					
5. Create a variety of reports/forms.					
6. Develop a professional portfolio.					

### PLAR consultant for this course

The PLAR consultant/assessor for this course is the Department Head, Arts and Sciences, in **Prince Albert**. To arrange a PLAR consultation, please call the Contact Centre toll-free at 1-866-467-4278 and ask to be transferred to that person.

### PLAR assessment methods

If your results for the self-audit above are positive, please contact the consultant for more information. Please do not prepare for assessment until instructions are clarified at a consultation meeting, your [PLAR application form](#) is complete, and you have registered to PLAR this course.

PLAR assessment for this course may include one or more of the following methods:

#### 1. Evidence file: The requirements for an evidence file are as follows:

A professional portfolio including pertinent information within these categories:  
Resume; Community Development; Awards, Certificates; Professional Development  
Supervision and evaluation documents; initiatives and special projects; personal  
interests

- A research essay utilizing APA format that has a minimum of seven hundred and fifty words

**2. Challenge exam:** Complete a comprehensive challenge exam on the rules of grammar.

### Resources

Please ask the PLAR consultant to recommend any useful resources to prepare for assessment, which may include the following items. Also, check for related resources from online and other sources. Purchasing resources for this course from the [Saskatchewan Polytechnic Bookstore](#) is optional.

Norton/Green. *The Bare Essentials: Form A*. (any edition)



## COMM 127 – Fundamental Communication Skills

You will use fundamental employability skills related to obtaining and keeping a job. You will apply skills to work effectively with others and produce job-related documents. You will identify employability and practical skills to prepare effective job search materials and discuss the effect of attitudes and behaviours on a successful job search.

**Credit unit(s):** 2.0

**Equivalent course(s):** COMM 191, TCOM 105, TCOM 140

<b>COMM 127 – Fundamental Communication Skills</b> <b>Mastery:</b> I am able to demonstrate it well enough to teach it to someone else. <b>Competent:</b> I can work independently to apply the outcome. <b>Functional:</b> I need some assistance in using the outcome. <b>Learning:</b> I am developing skills and knowledge for this area. <b>None:</b> I have no experience with the outcome.	<b>Mastery</b>	<b>Competent</b>	<b>Functional</b>	<b>Learning</b>	<b>None</b>
1. Apply job-related interpersonal communication strategies.					
2. Examine effective digital communication.					
3. Prepare job-related written communication.					
4. Use job search skills.					

### PLAR consultant(s) for this course

The PLAR consultants for this course are the Department Heads, Arts and Sciences, at **Prince Albert, Moose Jaw, Regina, and Saskatoon**. Please call the Contact Centre toll-free at 1-866-467-4278 and ask to be transferred to the department head at the nearest of those four locations.

### PLAR assessment methods

If your self-audit results above are positive, please contact the consultant for more information. Please do not prepare for assessment until instructions are clarified at a consultation meeting, your [PLAR application form](#) is complete, and you have registered to PLAR this course.

PLAR assessment for this course may include one or more of the following methods:

- 1. Evidence file:** The evidence file will include items such as a business letter, employer validation letter, forms and work orders, current resume, and a letter from your employer indicating you have successfully completed a job interview with your company.

### 2. Challenge Exam

## Resources

Please ask the PLAR consultant to recommend any useful resources to prepare for assessment. Also, check for related resources from online and other sources. Purchasing resources for this course from the [Saskatchewan Polytechnic Bookstore](#) is optional.

## COMM 191 – Communications 1

You will receive instruction and practice in interpersonal communication and oral communication and business correspondence skills. You will also gain an understanding and appreciation of the organization and planning involved in the job search process. Developing the interpersonal, oral and written skills you will need in your job search will be emphasized.

**Credit unit(s):** 3.0

**Equivalent course:** BCOM 120

<b>COMM 191 – Communications 1</b> <b>Mastery:</b> I am able to demonstrate it well enough to teach it to someone else. <b>Competent:</b> I can work independently to apply the outcome. <b>Functional:</b> I need some assistance in using the outcome. <b>Learning:</b> I am developing skills and knowledge for this area. <b>None:</b> I have no experience with the outcome.	<b>Mastery</b>	<b>Competent</b>	<b>Functional</b>	<b>Learning</b>	<b>None</b>
1. Plan a job search.					
2. Conduct a job search.					
3. Describe interpersonal communication.					
4. Discuss factors affecting communication climates.					
5. Apply job-related interpersonal and oral communication.					
6. Create workplace correspondence.					

### PLAR consultant for this course

The PLAR consultant for this course is the Department Head, Arts and Sciences, in **Saskatoon**. Please call the Contact Centre toll-free at 1-866-467-4278 and ask to be transferred to that person.

### PLAR assessment methods

If your results for the self-audit above are positive, please contact the consultant for more information. Please do not prepare for assessment until instructions are clarified at a consultation meeting, your [PLAR application form](#) is complete, and you have registered to PLAR this course.

PLAR assessment for this course may include one or more of the following methods:

- 1. Evidence file:** Includes current resume, letter of application, Letter from employer indicating positive interview skills, employer validation letter, and samples of workplace correspondence; and/or
- 2. Challenge exam** and/or

### **3. Demonstration;**

**and/or**

### **4. Take home assignment**

#### **Resources**

Please ask the PLAR consultant to recommend any useful resources to prepare for assessment, which may include the following items. Also, check for related resources from online and other sources. Purchasing resources for this course from the [Saskatchewan Polytechnic Bookstore](#) is optional.

Lannon, J. and Klepp, Don. *Technical Communication*, 5<sup>th</sup> Canadian. Toronto: Pearson, 2012.

## COMM 197 – Helping Skills

You will utilize a communication framework to facilitate a helping relationship with your clients.

**Credit unit(s):** 1.0

**Equivalent course(s):** HUMR 186, NEPS 112, NURS 163

<b>COMM 197 – Helping Skills</b>		<b>Mastery</b>	<b>Competent</b>	<b>Functional</b>	<b>Learning</b>	<b>None</b>
<b>Mastery:</b>	I am able to demonstrate it well enough to teach it to someone else.					
<b>Competent:</b>	I can work independently to apply the outcome.					
<b>Functional:</b>	I need some assistance in using the outcome.					
<b>Learning:</b>	I am developing skills and knowledge for this area.					
<b>None:</b>	I have no experience with the outcome.					
1. Demonstrate attending behaviours.						
2. Demonstrate empathetic behaviours.						
3. Demonstrate respectful behaviours.						
4. Demonstrate concreteness & summarization techniques.						
5. Demonstrate genuineness.						
6. Apply practical helping skills.						

### PLAR consultant(s) for this course

The PLAR consultants for this course are the Department Heads, Arts and Sciences, at **Prince Albert, Regina, and Saskatoon**. Please call the Contact Centre toll-free at 1-866-467-4278 and ask for the department head at the nearest of those three locations.

### PLAR assessment methods

If your self-audit results above are positive, please contact the consultant for more information. Please do not prepare for assessment until instructions are clarified at a consultation meeting, your [PLAR application form](#) is complete, and you have registered to PLAR this course.

PLAR assessment for this course may include one or more of the following methods:

There is a multiple choice self-test of communication skills available to assist the PLAR candidate to recognize how effective their communication skills are. The PLAR candidate will not be marked on this self-test, which may be provided prior to the communication skills exam.

- 1. Lab skills:** The PLAR candidate must bring another person to the lab skills portion to converse with. The lab portion consists of two listening activities:
- Two scenarios to role play
  - Five short answer response questions

**2. Challenge exam:** The challenge exam includes 40 multiple choice questions pertaining to the five communication skills. You will be given 3 hours to complete the lab portion of the PLAR challenge and the challenge exam.

- Travelling to an assessment site is required,
- All travel expenses incurred are the responsibility of the PLAR candidate.

## Resources

Please ask the PLAR consultant to recommend any useful resources to prepare for assessment, which may include the following items. Also, check for related resources from online and other sources. Purchasing resources for this course from the [Saskatchewan Polytechnic Bookstore](#) is optional.

## COMM 262 – Workplace Communication

You will review effective writing skills and apply those skills to workplace documents: e-mails, memos, business letters, and reports. You will apply effective oral communication to individual presentations and meetings. You will examine interpersonal relationships in the workplace and demonstrate conflict resolution skills in individual and group settings.

**Credit unit(s):** 2.0

<b>COMM 262 – Workplace Communication</b>		<b>Mastery</b>	<b>Competent</b>	<b>Functional</b>	<b>Learning</b>	<b>None</b>
<b>Mastery:</b>	I am able to demonstrate it well enough to teach it to someone else.					
<b>Competent:</b>	I can work independently to apply the outcome.					
<b>Functional:</b>	I need some assistance in using the outcome.					
<b>Learning:</b>	I am developing skills and knowledge for this area.					
<b>None:</b>	I have no experience with the outcome.					
1. Demonstrate effective written communication skills.						
2. Prepare various written documents for the workplace.						
3. Demonstrate effective oral communication.						
4. Demonstrate effective interpersonal conflict resolution.						
5. Examine group communication and teamwork skills.						

### PLAR consultant for this course

The PLAR consultant for this course is the Department Head, Arts and Sciences, in **Regina**. To arrange a PLAR consultation, please call the Contact Centre toll-free at 1-866-467-4278 and ask to be transferred to that person.

### PLAR assessment methods

If your self-audit results above are positive, please contact the consultant for more information. Please do not prepare for assessment until instructions are clarified at a consultation meeting, your [PLAR application form](#) is complete, and you have registered to PLAR this course.

PLAR assessment for this course may include one or more of the following methods:

- 1. Evidence file:** Ask the department head or PLAR assessor for more details, and/or
- 2. Challenge exam:** A combination of multiple choice, fill-in-blanks, and short answer questions with a 2 hour time limit.

## Resources

Please ask the PLAR consultant to recommend any useful resources to prepare for assessment, which may include the following items. Also, check for related resources from online and other sources. Purchasing resources for this course from the [Saskatchewan Polytechnic Bookstore](#) is optional.

Saskatchewan Polytechnic (2011). *COMM 262 workplace communication* [Course Manual].  
Regina, SK: Saskatchewan Polytechnic Regina Campus.

Guffey, M.E., Almonte, R., Adler, R.B., Rolls, J.A., & Proctor, R.F., II. (2012 Custom Edition).  
*Workplace communication*. Toronto, ON: Nelson Education Ltd.



## COMM 287 – Communications 2

You will learn the basic skills of oral and interpersonal communication, emphasizing the role of the veterinary technologist. Positive interpersonal interactions, customer service and teamwork will be stressed. Students also learn about the job search process, which includes developing a resume and letter of application.

**Credit unit(s):** 3.0

<b>COMM 287 – Communications 2</b> <b>Mastery:</b> I am able to demonstrate it well enough to teach it to someone else. <b>Competent:</b> I can work independently to apply the outcome. <b>Functional:</b> I need some assistance in using the outcome. <b>Learning:</b> I am developing skills and knowledge for this area. <b>None:</b> I have no experience with the outcome.	<b>Mastery</b>	<b>Competent</b>	<b>Functional</b>	<b>Learning</b>	<b>None</b>
1. Discuss the framework for interpersonal skill development.					
2. Develop job search skills and strategies.					
3. Examine individual differences that impact interpersonal communications.					
4. Examine basic elements of interpersonal communications.					
5. Develop teamwork skills.					
6. Examine group problem-solving and decision-making skills.					
7. Distinguish effective conflict resolution strategies.					
8. Develop customer relation skills.					
9. Assess your personal productivity and ability to handle stress.					

### PLAR consultant for this course

The PLAR consultant for this course is the Department Head, Arts and Sciences, in **Saskatoon**. Please call the Contact Centre toll-free at 1-866-467-4278 and ask to be transferred to that person.

### PLAR assessment methods

PLAR assessment for this course may be under development. If your results for the self-audit above are positive, please contact the consultant for more information. Please do not prepare for assessment until instructions are clarified at a consultation meeting, your [PLAR application form](#) is complete, and you have registered to PLAR this course.

### Resources

Please ask the PLAR consultant to recommend any useful resources to prepare for assessment. Also, check for related resources from online and other sources. Purchasing resources for this course from the [Saskatchewan Polytechnic Bookstore](#) is optional.

## COMM 289 – Communications 2

You will study technical writing and oral presentation skills for the technologist. You will practice research methods, report writing, and oral presentation skills appropriate to the profession.

**Credit unit(s):** 3.0

**Prerequisite(s):** COMM 191

<b>COMM 289 – Communications 2</b>		<b>Mastery</b>	<b>Competent</b>	<b>Functional</b>	<b>Learning</b>	<b>None</b>
<b>Mastery:</b>	I am able to demonstrate it well enough to teach it to someone else.					
<b>Competent:</b>	I can work independently to apply the outcome.					
<b>Functional:</b>	I need some assistance in using the outcome.					
<b>Learning:</b>	I am developing skills and knowledge for this area.					
<b>None:</b>	I have no experience with the outcome.					
1. Conduct research for a technical report.						
2. Create presentation-quality technical reports.						
3. Use graphics technology to illustrate technical reports and presentations.						
4. Present technical information orally.						
5. Develop short reports.						

### PLAR consultant for this course

The PLAR consultant for this course is the Department Head, Arts and Sciences, in **Saskatoon**. To arrange a PLAR consultation, please call the Contact Centre toll-free at 1-866-467-4278 and ask to be transferred to that person.

### PLAR assessment methods

PLAR for this course may be under development. If your results for the self-audit above are positive, please contact the consultant for more information. Please do not prepare for assessment until instructions are clarified at a consultation meeting, your [PLAR application form](#) is complete, and you have registered to PLAR this course.

### Resources

Please ask the PLAR consultant to recommend any useful resources to prepare for assessment. Also, check for related resources from online and other sources. Purchasing resources for this course from the [Saskatchewan Polytechnic Bookstore](#) is optional.

## COMM 291 – Interpersonal Communication

You will develop employability skills through the study of interpersonal communications theory and applications in the workplace. Learning outcomes include the importance of self-awareness and self-esteem, perception problems, verbal and non-verbal messages, listening skills, creating positive communication climates, and resolving interpersonal conflict.

**Credit unit(s):** 2.0

**Equivalent course(s):** BCOM 103, COMM 112, COMM 160, HUMR 186, NEPS 114, NURS 114, NURS 163

<b>COMM 291 – Interpersonal Communication</b> <b>Mastery:</b> I am able to demonstrate it well enough to teach it to someone else. <b>Competent:</b> I can work independently to apply the outcome. <b>Functional:</b> I need some assistance in using the outcome. <b>Learning:</b> I am developing skills and knowledge for this area. <b>None:</b> I have no experience with the outcome.	<b>Mastery</b>	<b>Competent</b>	<b>Functional</b>	<b>Learning</b>	<b>None</b>
1. Describe interpersonal communication.					
2. Describe how self-concept and perception affect communication.					
3. Discuss verbal and nonverbal messages.					
4. Discuss factors affecting communication climates.					
5. Apply skills to improve communication.					

### PLAR consultant(s) for this course

The PLAR consultants for this course are the Department Heads, Arts and Sciences, at **Prince Albert, Regina, and Saskatoon**. Please call the Contact Centre toll-free at 1-866-467-4278 and ask for the department head at the nearest of those three locations.

### PLAR assessment methods

If your results for the self-audit above are positive, please contact the consultant for more information. Please do not prepare for assessment until instructions are clarified at a consultation meeting, your [PLAR application form](#) is complete, and you have registered to PLAR this course.

PLAR assessment for this course may include one or more of the following methods:

1. **Evidence file:** Learning outcomes 3 and 5—Employer validation letter and checklist of workplace communication skills, and case study.
2. **Challenge exam:** Learning outcomes #1-4 above.

## Resources

Please ask the PLAR consultant to recommend any useful resources to prepare for assessment, which may include the following items. Also, check for related resources from online and other sources. Purchasing resources for this course from the [Saskatchewan Polytechnic Bookstore](#) is optional.

Adler, R., Rolls, J., and Proctor II, R. (2018). *LOOK: Looking Out, Looking In* (Third Canadian ed.). Toronto: Nelson.

## COMM 295 – Business and Technical Writing

You will receive instruction and practice in written communication skills needed as a professional. You will review grammar and the mechanics of writing, study and practice research skills and techniques, and produce examples of business and technical writing

**Credit unit(s):** 3.0

**Equivalent course(s):** BCOM 120 COMM 262

<b>COMM 295 – Business and Technical Writing</b> <b>Mastery:</b> I am able to demonstrate it well enough to teach it to someone else. <b>Competent:</b> I can work independently to apply the outcome. <b>Functional:</b> I need some assistance in using the outcome. <b>Learning:</b> I am developing skills and knowledge for this area. <b>None:</b> I have no experience with the outcome.	<b>Mastery</b>	<b>Competent</b>	<b>Functional</b>	<b>Learning</b>	<b>None</b>
1. Identify elements of communication.					
2. Employ effective written Canadian English.					
3. Demonstrate effective research and documentation.					
4. Create a summary and an analysis.					
5. Employ appropriate elements of business correspondence.					
6. Create a formal technical report.					

### PLAR consultant for this course

The PLAR consultant for this course is the Department Head, Arts and Sciences, in **Saskatoon**. Please call the Contact Centre toll-free at 1-866-467-4278 and ask to be transferred to that person.

### PLAR assessment methods

If your results for the self-audit above are positive, please contact the consultant for more information. Please do not prepare for assessment until instructions are clarified at a consultation meeting, your [PLAR application form](#) is complete, and you have registered to PLAR this course.

PLAR assessment for this course may include one or more of the following methods:

#### 1. Evidence file

- Employer validation of workplace communications OR exam
- A completed thesis OR long research paper OR take home assignment
- A summary written for the workplace OR a take-home assignment
- Portfolio of workplace correspondence OR take-home assignment
- A proposal written for the workplace OR take-home assignment
- Validation letter from supervisor or colleague

## Resources

Please ask the PLAR consultant to recommend any useful resources to prepare for assessment, which may include the following items. Also, check for related resources from online and other sources. Purchasing resources for this course from the [Saskatchewan Polytechnic Bookstore](#) is optional.

Buckley, J. (2013). *Checkmate: A Writing Reference for Canadians*, (3<sup>rd</sup> ed.) Toronto: Nelson.

## COMM 393 – Communications 1

You will develop the oral and written skills needed to communicate effectively in a variety of situations. You will also demonstrate appropriate customer service skills and use job search skills.

**Credit unit(s):** 3.0

<b>COMM 393 – Communications 1</b> <b>Mastery:</b> I am able to demonstrate it well enough to teach it to someone else. <b>Competent:</b> I can work independently to apply the outcome. <b>Functional:</b> I need some assistance in using the outcome. <b>Learning:</b> I am developing skills and knowledge for this area. <b>None:</b> I have no experience with the outcome.	<b>Mastery</b>	<b>Competent</b>	<b>Functional</b>	<b>Learning</b>	<b>None</b>
1. Use job search skills.					
2. Apply job related oral and interpersonal communication.					
3. Apply job related written information.					
4. Demonstrate customer service skills.					

### PLAR consultant for this course

The PLAR consultant for this course is the Department Head, Arts and Sciences, in **Saskatoon**. Please call the Contact Centre toll-free at 1-866-467-4278 and ask to be transferred to that person.

### PLAR assessment methods

If your results for the self-audit above are positive, please contact the consultant for more information. Please do not prepare for assessment until instructions are clarified at a consultation meeting, your [PLAR application form](#) is complete, and you have registered to PLAR this course.

PLAR assessment for this course may include one or more of the following methods:

#### 1. Evidence file

- Completion of *Employment Audit and Checklist* (request from PLAR consultant), and/or
- Evidence of successful completion of a communications, or customer relations course, and/or
- Evidence of prepared personal resume, cover letter, and personal interview

### Resources

Please ask the PLAR consultant to recommend any useful resources to prepare for assessment, which may include the following items. Also, check for related resources from online and other sources. Purchasing resources for this course from the [Saskatchewan Polytechnic Bookstore](#) is optional.

Adler, R.B., Towne, N., Rolls, J.A., & Procter, R.F. (2012) *Looking out, looking in (Canadian Edition)*. Nelson College. (Or recent edition)

CARs – Transport Canada website

## EMPL 180 – Employability Skills

You will receive instruction and practice in written communication skills needed in the workplace. You will develop effective job search strategies, with emphasis on communicating a professional image through job search materials and interview skills.

**Credit unit(s):** 3.0

**Equivalent course(s):** COM 103, COM 105, COMM 292, EMPS 105

<b>EMPL 180 – Employability Skills</b> <b>Mastery:</b> I am able to demonstrate it well enough to teach it to someone else. <b>Competent:</b> I can work independently to apply the outcome. <b>Functional:</b> I need some assistance in using the outcome. <b>Learning:</b> I am developing skills and knowledge for this area. <b>None:</b> I have no experience with the outcome.	<b>Mastery</b>	<b>Competent</b>	<b>Functional</b>	<b>Learning</b>	<b>None</b>
1. Apply workplace writing skills.					
2. Use professional email practices.					
3. Write an incident report.					
4. Use job search skills.					
5. Describe portfolio development.					
6. Apply job interview skills.					

### PLAR consultant(s) for this course

The PLAR consultants for this course are the Department Heads, Arts and Sciences, at **Prince Albert, Regina, and Saskatoon**. Please call the Contact Centre toll-free at 1-866-467-4278 and ask for the department head at the nearest of those three locations.

### PLAR assessment methods

If your results for the self-audit above are positive, please contact the consultant for more information. Please do not prepare for assessment until instructions are clarified at a consultation meeting, your [PLAR application form](#) is complete, and you have registered to PLAR this course.

- Evidence file**—the following items may be requested. Specific directions will be clarified by consultant.
  - Learning outcomes #1 & 2 above – Portfolio of workplace correspondence
  - Learning outcome #3 above – Sample of completed incident report OR take-home assignment
  - Learning outcomes #4 & 5 above – Current resume and/or letter of application to PLAR in recognized format with persuasive skills.
  - Learning outcome #6 above –Letter from HR indicating positive interview skills OR exam



## Resources

Please ask the PLAR consultant to recommend any useful resources to prepare for assessment, which may include the following items. Also, check for related resources from online and other sources. Purchasing resources for this course from the [Saskatchewan Polytechnic Bookstore](#) is optional.

Saskatchewan Polytechnic. *EMPL 180 Employability Skills*. Course Manual. **Saskatoon:** Saskatchewan Polytechnic. 2017.

## ENGL 100 – Critical Reading and Writing

You will develop basic skills in critical analysis, effective reading and composition by analyzing and evaluating materials from various disciplines. You will also refine your understanding and practice of the structures of composition by writing a report on a topic of your choice using APA-style format.

**Credit unit(s): 3.0**

<b>ENGL 100 – Critical Reading and Writing</b>		<b>Mastery</b>	<b>Competent</b>	<b>Functional</b>	<b>Learning</b>	<b>None</b>
<b>Mastery:</b>	I am able to demonstrate it well enough to teach it to someone else.					
<b>Competent:</b>	I can work independently to apply the outcome.					
<b>Functional:</b>	I need some assistance in using the outcome.					
<b>Learning:</b>	I am developing skills and knowledge for this area.					
<b>None:</b>	I have no experience with the outcome.					
1. Practice critical writing skills.						
1. Practice critical reading skills.						
2. Create a report on a chosen topic by applying critical reading, writing, and research skills.						

### PLAR consultation and assessment for this course

This course is delivered by Department of Arts and Sciences. Transfer credit is typically the only pathway to prior credit for this course, and relevant transcripts must be submitted prior to the program start date.

**Please first review general information in this guide and complete the course self-audit above.** If you believe you have the knowledge and skills for this course, and you are ineligible for transfer credit due to outdated or unrecognized prior courses, then you may want to ask about the possibility of a PLAR challenge. For that purpose, please call the Contact Centre (1-866-467-4278) and ask for the Department Head, Arts and Sciences, at **Saskatoon**. Be prepared to explain why an exception should be considered and to provide any verification or supporting documents required.

## ENGL 101 – Critical Reading and Writing

You will develop basic skills in critical analysis, effective reading and composition by analyzing and evaluating materials from various disciplines. You will also refine your understanding and practice of the structures of composition by writing a report on a topic of your choice using APA-style format.

**Credit unit(s):** 3.0

<b>ENGL 101 – Critical Reading and Writing</b> <b>Mastery:</b> I am able to demonstrate it well enough to teach it to someone else. <b>Competent:</b> I can work independently to apply the outcome. <b>Functional:</b> I need some assistance in using the outcome. <b>Learning:</b> I am developing skills and knowledge for this area. <b>None:</b> I have no experience with the outcome.	<b>Mastery</b>	<b>Competent</b>	<b>Functional</b>	<b>Learning</b>	<b>None</b>
1. Practice critical writing skills.					
2. Practice critical reading skills.					
3. Create a report on a chosen topic by applying critical reading, writing, and research skills.					

### PLAR consultant for this course

The PLAR consultant for this course is the Department Head, Arts and Sciences, in **Regina**. Please call the Contact Centre toll-free at 1-866-467-4278 and ask to be transferred to that person.

### PLAR assessment methods

PLAR assessment for this course may be available upon request. If your results for the self-audit above are positive, please contact the consultant for more information. Please do not prepare for assessment until instructions are clarified at a consultation meeting, your [PLAR application form](#) is complete, and you have registered to PLAR this course.

### Resources

Please ask the PLAR consultant to recommend any useful resources to prepare for assessment. Also, check for related resources from online and other sources. Purchasing resources for this course from the [Saskatchewan Polytechnic Bookstore](#) is optional.

## ENGL 102 – Literature Survey

You will examine representative works from each of the four major genres of poetry, short fiction, novel, and drama with examples coming from non-Canadian (British, Commonwealth, European in translation and American) literature in English. You will become familiar with critical vocabulary to discuss and evaluate works from each genre. You will practice effective use of language, sentences and paragraphs in creating essays based on your readings.

**Credit unit(s):** 3.0

**Equivalent course(s):**

**Prerequisite(s):** ENGL 101

<b>ENGL 102 – Literature Survey</b>		<b>Mastery</b>	<b>Competent</b>	<b>Functional</b>	<b>Learning</b>	<b>None</b>
<b>Mastery:</b>	I am able to demonstrate it well enough to teach it to someone else.					
<b>Competent:</b>	I can work independently to apply the outcome.					
<b>Functional:</b>	I need some assistance in using the outcome.					
<b>Learning:</b>	I am developing skills and knowledge for this area.					
<b>None:</b>	I have no experience with the outcome.					
1. Explain terms and concepts used in literary analysis.						
2. Analyze representative works of poetry.						
3. Analyze representative works of drama.						
4. Analyze representative works of short fiction.						
5. Analyze representative novels.						
6. Write critical essays.						

### PLAR consultant for this course

The PLAR consultant for this course is the Department Head, Arts and Sciences, in **Regina**. Please call the Contact Centre toll-free at 1-866-467-4278 and ask to be transferred to that person.

### PLAR assessment methods

PLAR assessment for this course may be available upon request. If your results for the self-audit above are positive, please contact the consultant for more information. Please do not prepare for assessment until instructions are clarified at a consultation meeting, your [PLAR application form](#) is complete, and you have registered to PLAR this course.

### Resources

Please ask the PLAR consultant to recommend any useful resources to prepare for assessment. Also, check for related resources from online and other sources. Purchasing resources for this course from the [Saskatchewan Polytechnic Bookstore](#) is optional.

## HIST 280 – World History

You will study major patterns of change and continuity from Human Prehistory to CE 1450. You will learn to interpret change and historical causation, which will increase your ability to perform comparative analysis. You will focus on forces that cut across societies globally, and relate these forces to current issues in politics, economics, religion, gender and culture.

**Credit unit(s):** 3.0

<b>HIST 280 – World History</b> <b>Mastery:</b> I am able to demonstrate it well enough to teach it to someone else. <b>Competent:</b> I can work independently to apply the outcome. <b>Functional:</b> I need some assistance in using the outcome. <b>Learning:</b> I am developing skills and knowledge for this area. <b>None:</b> I have no experience with the outcome.	<b>Mastery</b>	<b>Competent</b>	<b>Functional</b>	<b>Learning</b>	<b>None</b>
1. Analyze the significance of human development from food gatherers to food growers.					
2. Relate the beginnings of civilization to the concepts of state, economy and religion.					
3. Summarize the contributions of nomadic migration in classical and postclassical history.					
4. Analyze the religious, cultural, economic and social significance of classical civilizations.					
5. Describe the rise of Islam in the postclassical period.					
6. Compare eastern and western postclassical societies.					
7. Compare the impacts of isolation and contact in China, East Asia and the Americas in the post-classical period.					
8. Analyze the causes of global change in the transition to the early modern period.					

### PLAR consultation and assessment for this course

This course is delivered by Department of Arts and Sciences. Transfer credit is typically the only pathway to prior credit for this course, and relevant transcripts must be submitted prior to the program start date.

**Please first review general information in this guide and complete the course self-audit above.** If you believe you have the knowledge and skills for this course, and you are ineligible for transfer credit due to outdated or unrecognized prior courses, then you may want to ask about the possibility of a PLAR challenge. For that purpose, please call the Contact Centre (1-866-467-4278) and ask for the Department Head, Arts and Sciences, at **Saskatoon**. Be prepared to explain why an exception should be considered and to provide any verification or supporting documents required.

## HUMR 186 – Interpersonal Skills

You will be introduced to the importance of interpersonal skills in the human services professions. You will develop effective listening and speaking behaviors that facilitate client interactions.

**Credit unit(s):** 3.0

**Equivalent course(s):** COMM 291, COMM 295, NEPS 114, NURS 114

<b>HUMR 186 – Interpersonal Skills</b> <b>Mastery:</b> I am able to demonstrate it well enough to teach it to someone else. <b>Competent:</b> I can work independently to apply the outcome. <b>Functional:</b> I need some assistance in using the outcome. <b>Learning:</b> I am developing skills and knowledge for this area. <b>None:</b> I have no experience with the outcome.	<b>Mastery</b>	<b>Competent</b>	<b>Functional</b>	<b>Learning</b>	<b>None</b>
1. Discuss the importance of interpersonal skills in the human service field.					
2. Describe the unique features of a helping relationship.					
3. Describe the ethical issues in helping relationships.					
4. Describe the effects of self-concept and perception on interpersonal relationships.					
5. Create a positive communication climate.					
6. Demonstrate assertiveness skills.					
7. Integrate attending skills in interactions.					

### PLAR consultant for this course

The PLAR consultant for this course is the Department Head, Arts and Sciences, in **Saskatoon**. To arrange a PLAR consultation, please call the Contact Centre toll-free at 1-866-467-4278 and ask to be transferred to that person.

### PLAR assessment methods

If your results for the self-audit above are positive, contact the consultant for more information. Please do not prepare for assessment until instructions are clarified at a consultation meeting, your [PLAR application form](#) is complete, and you have registered to PLAR this course.

PLAR assessment for this course may include one or more of the following methods:

#### 1. Evidence file

- Learning outcomes #3-5 above: Case Study (Written)
- Learning outcomes # 5-7 above: Role Play Demonstration OR Employer Validation of workplace communication skills (request from PLAR consultant)

## 2. Challenge exam:

Learning outcomes #1-7: Theory Exam

### Resources

Please ask the PLAR consultant to recommend any useful resources to prepare for assessment, which may include the following items. Also, check for related resources from online and other sources. Purchasing resources for this course from the [Saskatchewan Polytechnic Bookstore](#) is optional.

Saskatchewan Polytechnic HUMR 186 – *Interpersonal Skills Manual*. 2017

## **JOBS 125 – Essential Job Skills**

You will develop essential job skills by preparing job search documents and practising effective interpersonal communication skills for the workplace.

**Credit unit(s):** 1.0

<b>JOBS 125 – Essential Job Skills</b>		<b>Mastery</b>	<b>Competent</b>	<b>Functional</b>	<b>Learning</b>	<b>None</b>
<b>Mastery:</b>	I am able to demonstrate it well enough to teach it to someone else.					
<b>Competent:</b>	I can work independently to apply the outcome.					
<b>Functional:</b>	I need some assistance in using the outcome.					
<b>Learning:</b>	I am developing skills and knowledge for this area.					
<b>None:</b>	I have no experience with the outcome.					
1. Discuss effective workplace interpersonal communications.						
2. Prepare job search documents.						

### **PLAR consultant(s) for this course**

The PLAR consultants for this course are the Department Heads, Arts and Sciences, at **Prince Albert, Regina, and Saskatoon**. Please call the Contact Centre toll-free at 1-866-467-4278 and ask to be transferred to the department head in the city that is closest to you.

### **PLAR assessment methods**

PLAR for this course may be under development. If your results for the self-audit above are positive, please contact the consultant for more information. Please do not prepare for assessment until instructions are clarified at a consultation meeting, your [PLAR application form](#) is complete, and you have registered to PLAR this course.

### **Resources**

Please ask the PLAR consultant to recommend any useful resources to prepare for assessment. Also, check for related resources from online and other sources. Purchasing resources for this course from the [Saskatchewan Polytechnic Bookstore](#) is optional.



## LIT 190 – Literature and Composition 1

You will examine representative works from each of the four major genres of poetry, short fiction, the novel and drama with examples coming from non-Canadian (British, Commonwealth, European in translation and American) literature in English. You will become familiar with critical vocabulary to discuss and evaluate works from each genre. You will receive instruction and practice in effective writing. Effective organization, college-level research skills and the effective use of language, sentences and paragraphs in creating clear writing will be emphasized.

**Credit unit(s):** 3.0

<b>LIT 190 – Literature and Composition 1</b>		<b>Mastery</b>	<b>Competent</b>	<b>Functional</b>	<b>Learning</b>	<b>None</b>
<b>Mastery:</b>	I am able to demonstrate it well enough to teach it to someone else.					
<b>Competent:</b>	I can work independently to apply the outcome.					
<b>Functional:</b>	I need some assistance in using the outcome.					
<b>Learning:</b>	I am developing skills and knowledge for this area.					
<b>None:</b>	I have no experience with the outcome.					
1. Explain terms and concepts used in literary analysis.						
2. Analyze representative works of poetry.						
3. Analyze representative works of drama.						
4. Analyze representative works of short fiction.						
5. Analyze representative novels.						
6. Use library research tools.						
7. Write critical essays at a post-secondary level.						

### PLAR consultation and assessment for this course

This course is delivered by the Department of Arts and Sciences. Transfer credit is typically the only pathway to prior credit for this course, and relevant transcripts must be submitted prior to the program start date.

**Please first review general information in this guide and complete the course self-audit above.** If you believe you have the knowledge and skills for this course, and you are ineligible for transfer credit due to outdated or unrecognized prior courses, then you may want to ask about the possibility of a PLAR challenge. For that purpose, please call the Contact Centre (1-866-467-4278) and ask for the Department Head, Arts and Sciences, at **Saskatoon**. Be prepared to explain why an exception should be considered and to provide any verification or supporting documents required.

## LIT 191 – Literature & Composition 2

Building on the skills gained in Literature and Composition 1, you will continue to examine representative works in English poetry, short fiction, novels and drama, categorizing them into the major periods of world literature. You will construct literary analysis using appropriate terms and concepts, with emphasis on well-thought-out arguments.

**Credit unit(s):** 3.0

**Prerequisite(s):** LIT 190

<b>LIT 191 – Literature &amp; Composition 2</b>		<b>Mastery</b>	<b>Competent</b>	<b>Functional</b>	<b>Learning</b>	<b>None</b>
<b>Mastery:</b>	I am able to demonstrate it well enough to teach it to someone else.					
<b>Competent:</b>	I can work independently to apply the outcome.					
<b>Functional:</b>	I need some assistance in using the outcome.					
<b>Learning:</b>	I am developing skills and knowledge for this area.					
<b>None:</b>	I have no experience with the outcome.					
1. Use terms and concepts relevant to literary analysis.						
2. Criticize representative works of poetry, short fiction, novels and drama.						
3. Categorize representative literary works from the medieval period.						
4. Categorize representative literary works from the English renaissance period.						
5. Categorize representative literary works from the 18th century.						
6. Categorize representative literary works from the Romantic period.						
7. Categorize representative literary works from the Victorian period.						
8. Categorize representative literary works from world literature in translation.						

### PLAR consultation and assessment for this course

This course is delivered by the Department of Arts and Sciences. Transfer credit is typically the only pathway to prior credit for this course, and relevant transcripts must be submitted prior to the program start date.

**Please first review general information in this guide and complete the course self-audit above.** If you believe you have the knowledge and skills for this course, and you are ineligible for transfer credit due to outdated or unrecognized prior courses, then you may want to ask about the possibility of a PLAR challenge. For that purpose, please call the Contact Centre (1-866-467-4278) and ask for the Department Head, Arts and Sciences, at **Saskatoon**. Be prepared to explain why an exception should be considered and to provide any verification or supporting documents required.

## LIT 290 – Canadian Literature Survey 1

You will study representative works from each of the four major genres, poetry, drama, short fiction and the novel, with examples coming from Canadian literature in English. Specifically, you will examine works written in the Canadian Colonial and National periods. You will also examine works by First Nations authors. You will demonstrate knowledge of critical vocabulary, critically discussing and evaluating works from each genre and period.

**Credit unit(s):** 3.0

**Prerequisite(s):** LIT 191 or LIT 280

<b>LIT 290 – Canadian Literature Survey 1</b> <b>Mastery:</b> I am able to demonstrate it well enough to teach it to someone else. <b>Competent:</b> I can work independently to apply the outcome. <b>Functional:</b> I need some assistance in using the outcome. <b>Learning:</b> I am developing skills and knowledge for this area. <b>None:</b> I have no experience with the outcome.	<b>Mastery</b>	<b>Competent</b>	<b>Functional</b>	<b>Learning</b>	<b>None</b>
1. Use literary analysis skills.					
2. Analyze representative Canadian literature from the genres of poetry, drama, short fiction and the novel.					
3. Critically evaluate representative literary works from the Canadian Colonial period.					
4. Critically evaluate representative literary works from the Canadian National period.					
5. Analyze representative literary works from Canadian First Nations authors.					

### PLAR consultation and assessment

This course is delivered by the Department of Arts and Sciences. Transfer credit is typically the only pathway to prior credit for this course, and relevant transcripts must be submitted prior to the program start date.

**Please first review general information in this guide and complete the course self-audit above.** If you believe you have the knowledge and skills for this course, and you are ineligible for transfer credit due to outdated or unrecognized prior courses, then you may want to ask about the possibility of a PLAR challenge. For that purpose, please call the Contact Centre (1-866-467-4278) and ask for the Department Head, Arts and Sciences, at **Saskatoon**. Be prepared to explain why an exception should be considered and to provide any verification or supporting documents required.

## LIT 291 – Canadian Literature Survey 2

Building on your knowledge and skills from Canadian Literature Survey 1, you will employ critical vocabulary in order to analyze representative works from the genres of poetry, drama, short fiction and the novel in Canadian literature in English. Specifically, you will examine works written in the Canadian Modern and Contemporary periods. You will also examine works by Saskatchewan writers. You will demonstrate advanced research and literary analysis skills.

**Credit unit(s):** 3.0

**Prerequisite(s):** LIT 290

<b>LIT 291 – Canadian Literature Survey 2</b> <b>Mastery:</b> I am able to demonstrate it well enough to teach it to someone else. <b>Competent:</b> I can work independently to apply the outcome. <b>Functional:</b> I need some assistance in using the outcome. <b>Learning:</b> I am developing skills and knowledge for this area. <b>None:</b> I have no experience with the outcome.	<b>Mastery</b>	<b>Competent</b>	<b>Functional</b>	<b>Learning</b>	<b>None</b>
1. Use advanced literary analysis skills.					
2. Use advanced research skills.					
3. Criticize representative Canadian literature from the genres of poetry, drama, short fiction and the novel.					
4. Critically evaluate representative literary works from the Canadian Modern period.					
5. Critically evaluate representative literary works from the Canadian Contemporary period.					
6. Critically evaluate representative literary works by Saskatchewan writers.					

### PLAR consultation and assessment

This course is delivered by the Department of Arts and Sciences. Transfer credit is typically the only pathway to prior credit for this course, and relevant transcripts must be submitted prior to the program start date.

**Please first review general information in this guide and complete the course self-audit above.** If you believe you have the knowledge and skills for this course, and you are ineligible for transfer credit due to outdated or unrecognized prior courses, then you may want to ask about the possibility of a PLAR challenge. For that purpose, please call the Contact Centre (1-866-467-4278) and ask for the Department Head, Arts and Sciences, at **Saskatoon**. Be prepared to explain why an exception should be considered and to provide any verification or supporting documents required.

## PLAN 281 – Visual Media

Your studies will introduce you to design, branding, and multi-media presentations. The course content directs creative, cohesive design through print and digital media. You will develop skills necessary to communicate a refined aesthetic in business related presentations.

**Credit unit(s):** 2.0

<b>PLAN 281 – Visual Media</b> <b>Mastery:</b> I am able to demonstrate it well enough to teach it to someone else. <b>Competent:</b> I can work independently to apply the outcome. <b>Functional:</b> I need some assistance in using the outcome. <b>Learning:</b> I am developing skills and knowledge for this area. <b>None:</b> I have no experience with the outcome.	<b>Mastery</b>	<b>Competent</b>	<b>Functional</b>	<b>Learning</b>	<b>None</b>
1. Explain the principles of design and layout for producing effective promotional materials.					
2. Use computer applications for visual media production.					
3. Develop promotional materials.					
4. Present promotional materials to an audience.					

### PLAR consultant for this course

The PLAR consultant for this course is the Department Head, Arts and Sciences, in **Saskatoon**. To arrange a PLAR consultation, please call the Contact Centre toll-free at 1-866-467-4278 and ask to be transferred to that person.

### PLAR assessment methods

PLAR for this course may be under development. If your results for the self-audit above are positive, please contact the consultant for more information. Please do not prepare for assessment until instructions are clarified at a consultation meeting, your [PLAR application form](#) is complete, and you have registered to PLAR this course.

### Resources

Please ask the PLAR consultant to recommend any useful resources to prepare for assessment. Also, check for related resources from online and other sources. Purchasing resources for this course from the [Saskatchewan Polytechnic Bookstore](#) is optional.

## PR 281 – Community Public Relations

You will receive instruction in basic public relations theory and practice including public relations writing and media relations. You will learn about the nature of publicity and use basic public relations tools such as news releases, interviews, press conferences, e-newsletters and social media.

**Credit unit(s):** 3.0

<b>PR 281 – Community Public Relations</b>		<b>Mastery</b>	<b>Competent</b>	<b>Functional</b>	<b>Learning</b>	<b>None</b>
<b>Mastery:</b>	I am able to demonstrate it well enough to teach it to someone else.					
<b>Competent:</b>	I can work independently to apply the outcome.					
<b>Functional:</b>	I need some assistance in using the outcome.					
<b>Learning:</b>	I am developing skills and knowledge for this area.					
<b>None:</b>	I have no experience with the outcome.					
1. Explain the importance of creating a positive public image.						
2. Describe the workings of the mass media.						
3. Write news releases.						
4. Use publicity tools.						
5. Demonstrate media interview skills.						
6. Apply design principles.						
7. Design in-house publications.						
8. Discuss the use of social media for marketing						
9. Prepare a public relations campaign.						

### PLAR consultant for this course

The PLAR consultant for this course is the Department Head, Arts and Sciences, in **Saskatoon**. To arrange a PLAR consultation, please call the Contact Centre toll-free at 1-866-467-4278 and ask to be transferred to that person.

### PLAR assessment methods

If your results for the self-audit above are positive, please contact the consultant for more information. Please do not prepare for assessment until instructions are clarified at a consultation meeting, your [PLAR application form](#) is complete, and you have registered to PLAR this course.

PLAR assessment for this course may include one or more of the following methods:

- 1. Evidence file:** Learning outcomes #1 - 9 above – Work samples including portfolio of publicity tools, video clips of media interviews, and/or public relation campaign proposals.

## Resources

Please ask the PLAR consultant to recommend any useful resources to prepare for assessment, which may include the following items. Also, check for related resources from online and other sources. Purchasing resources for this course from the [Saskatchewan Polytechnic Bookstore](#) is optional.

*Workbook for Public Relations and Advertising*

## PSYC 101 – Introduction to Psychology

You will learn the theories and concepts that form the foundation of psychology as a science. You will explore the study of human behaviour by examining concepts including: social psychology, perception, sensation, learning, memory, human development, motivation, emotion, states of consciousness, cognition, personality, intelligence, psychological disorders, and the relationship between health and stress.

**Credit unit(s):** 3.0

<b>PSYC 101 – Introduction to Psychology</b> <b>Mastery:</b> I am able to demonstrate it well enough to teach it to someone else. <b>Competent:</b> I can work independently to apply the outcome. <b>Functional:</b> I need some assistance in using the outcome. <b>Learning:</b> I am developing skills and knowledge for this area. <b>None:</b> I have no experience with the outcome.	<b>Mastery</b>	<b>Competent</b>	<b>Functional</b>	<b>Learning</b>	<b>None</b>
1. Describe psychology as a science.					
2. Explain the processes of sensation and perception.					
3. Discuss the concepts of learning.					
4. Examine the concepts of memory.					
5. Describe the concepts of consciousness and cognition.					
6. Describe the stages of human development.					
7. Describe motivation and emotion.					
8. Examine the relationship between health and stress.					
9. Discuss social psychology.					
10. Describe personality theories and intelligence.					
11. Discuss psychological disorders.					

### PLAR consultation and assessment for this course

This course is delivered by Department of Arts and Sciences. Transfer credit is typically the only pathway to prior credit for this course, and relevant transcripts must be submitted prior to the program start date.

**Please first review general information in this guide and complete the course self-audit above.** If you believe you have the knowledge and skills for this course, and you are ineligible for transfer credit due to outdated or unrecognized prior courses, then you may want to ask about the possibility of a PLAR challenge. For that purpose, please call the Contact Centre (1-866-467-4278) and ask for the Department Head, Arts and Sciences, at **Saskatoon**. Be prepared to explain why an exception should be considered and to provide any verification or supporting documents required.



## PSYC 102 – Introduction to Psychology 1

You will learn about the history and evolution of psychology as a science. You will define and differentiate various research methods and theoretical perspectives. You will explore the study of human behaviour by examining concepts including: human development, personality, social psychology, psychological disorders and treatments, and the relationship between health and stress.

**Credit unit(s):** 3.0

<b>PSYC 102 – Introduction to Psychology 1</b> <b>Mastery:</b> I am able to demonstrate it well enough to teach it to someone else. <b>Competent:</b> I can work independently to apply the outcome. <b>Functional:</b> I need some assistance in using the outcome. <b>Learning:</b> I am developing skills and knowledge for this area. <b>None:</b> I have no experience with the outcome.	<b>Mastery</b>	<b>Competent</b>	<b>Functional</b>	<b>Learning</b>	<b>None</b>
1. Describe psychology as a science.					
2. Examine the stages of human development.					
3. Explain perspectives on personality.					
4. Examine social psychology and the power of social influence.					
5. Practice managing stress through understanding the relationship between stress, health, and coping.					
6. Analyze the components of various psychological disorders.					
7. Evaluate psychological and biological treatments.					

### PLAR consultant for this course

The PLAR consultant for this course is the Department Head, Arts and Sciences, in **Regina**. Please call the Contact Centre toll-free at 1-866-467-4278 and ask to be transferred to that person.

### PLAR assessment methods

PLAR assessment for this course may be available upon request. If your results for the self-audit above are positive, please contact the consultant for more information. Please do not prepare for assessment until instructions are clarified at a consultation meeting, your [PLAR application form](#) is complete, and you have registered to PLAR this course.

### Resources

Please ask the PLAR consultant to recommend any useful resources to prepare for assessment. Also, check for related resources from online and other sources. Purchasing resources for this course from the [Saskatchewan Polytechnic Bookstore](#) is optional.

## PSYC 103 – Introduction to Psychology 2

You will learn about the history and evolution of psychology as a science. You will learn to differentiate between various research methods and theoretical perspectives. You will explore the study of human behaviour by examining concepts including: perception, sensation, states of consciousness, learning, memory, thinking, reasoning, language, intelligence and intelligence testing, motivation, emotion, and the biological and neurological foundations of behaviour.

**Credit unit(s):** 3.0

<b>PSYC 103 – Introduction to Psychology 2</b> <b>Mastery:</b> I am able to demonstrate it well enough to teach it to someone else. <b>Competent:</b> I can work independently to apply the outcome. <b>Functional:</b> I need some assistance in using the outcome. <b>Learning:</b> I am developing skills and knowledge for this area. <b>None:</b> I have no experience with the outcome.	<b>Mastery</b>	<b>Competent</b>	<b>Functional</b>	<b>Learning</b>	<b>None</b>
1. Describe psychology as a science.					
2. Examine the biological and neurological factors underlying behaviour.					
3. Explain the processes of sensation and perception.					
4. Analyze the concepts of consciousness.					
5. Examine the different types of learning.					
6. Apply the concepts of memory to real-world applications.					
7. Analyze the components of cognition (thinking and reasoning) and language.					
8. Examine the concepts of intelligence and validity of intelligence testing.					
9. Examine motivation and emotion theories.					

### PLAR consultant for this course

The PLAR consultant for this course is the Department Head, Arts and Sciences, in **Regina**. Please call the Contact Centre toll-free at 1-866-467-4278 and ask to be transferred to that person.

### PLAR assessment methods

PLAR assessment for this course may be available upon request. If your results for the self-audit above are positive, please contact the consultant for more information. Please do not prepare for assessment until instructions are clarified at a consultation meeting, your [PLAR application form](#) is complete, and you have registered to PLAR this course.

## Resources

Please ask the PLAR consultant to recommend any useful resources to prepare for assessment. Also, check for related resources from online and other sources. Purchasing resources for this course from the [Saskatchewan Polytechnic Bookstore](#) is optional.

## PSYC 160 – Psychology 1

Your studies will include the theories and concepts that form the foundation of psychology as a science. You will explore the study of human behaviour by examining concepts including: perception, sensation, learning, memory, intelligence, motivation, emotion, states of consciousness, personality, and the relationship between health and stress.

**Credit unit(s):** 2.0

<b>PSYC 160 – Psychology 1</b> <b>Mastery:</b> I am able to demonstrate it well enough to teach it to someone else. <b>Competent:</b> I can work independently to apply the outcome. <b>Functional:</b> I need some assistance in using the outcome. <b>Learning:</b> I am developing skills and knowledge for this area. <b>None:</b> I have no experience with the outcome.	<b>Mastery</b>	<b>Competent</b>	<b>Functional</b>	<b>Learning</b>	<b>None</b>
1. Describe psychology as a science.					
2. Describe the processes of sensation and perception.					
3. Explain the states of consciousness.					
4. Examine the concept of learning in psychology.					
5. Describe the concept of memory.					
6. Describe the concept of intelligence.					
7. Explain motivation and emotion.					
8. Describe personality theories and assessment.					
9. Examine the relationship between health and stress.					

### PLAR consultant for this course

The PLAR consultant for this course is the Department Head, Arts and Sciences, in **Regina**. To arrange a PLAR consultation, please call the Contact Centre toll-free at 1-866-467-4278 and ask to be transferred to that person.

### PLAR assessment methods

If your results for the self-audit above are positive, please contact the consultant for more information. Please do not prepare for assessment until instructions are clarified at a consultation meeting, your [PLAR application form](#) is complete, and you have registered to PLAR this course.

PLAR assessment for this course may include one or more of the following methods:

**Exam:** Successful completion of PSYC 160 PLAR Exam (90 multiple choice questions) with a 2 hour time limit.

## Resources

Please ask the PLAR consultant to recommend any useful resources to prepare for assessment, which may include the following items. Also, check for related resources from online and other sources. Purchasing resources for this course from the [Saskatchewan Polytechnic Bookstore](#) is optional.

Wood, S.E., et al (2005). *The world of psychology* (updated 4<sup>th</sup> Canadian ed.). Toronto, ON: Pearson Education Canada Inc.

## PSYC 184 – Introductory Psychology

You will be provided with an introduction to the field of psychology. The course is structured to provide you with an increased awareness of human behavior. Included in the course is a general introduction to psychology including theories of learning, cognition, and motivation.

**Credit unit(s):** 3.0

**Equivalent course(s):** PSYC 188

<b>PSYC 184 – Introductory Psychology</b> <b>Mastery:</b> I am able to demonstrate it well enough to teach it to someone else. <b>Competent:</b> I can work independently to apply the outcome. <b>Functional:</b> I need some assistance in using the outcome. <b>Learning:</b> I am developing skills and knowledge for this area. <b>None:</b> I have no experience with the outcome.	<b>Mastery</b>	<b>Competent</b>	<b>Functional</b>	<b>Learning</b>	<b>None</b>
1. Describe the scientific elements of psychology.					
2. Describe the concepts of sensation and perception.					
3. Explain learning theories.					
4. Describe memory processes.					
5. Describe the elements of cognition and language and their relationship to each other.					
6. Describe human development over the lifespan.					
7. Describe the role of motivation and emotion in human behaviour.					
8. Describe personality development as explained by various psychological perspectives.					

### PLAR consultation and assessment for this course

This course is delivered by Department of Arts and Sciences. Transfer credit is typically the only pathway to prior credit for this course, and relevant transcripts must be submitted prior to the program start date.

**Please first review general information in this guide and complete the course self-audit above.** If you believe you have the knowledge and skills for this course, and you are ineligible for transfer credit due to outdated or unrecognized prior courses, then you may want to ask about the possibility of a PLAR challenge. For that purpose, please call the Contact Centre (1-866-467-4278) and ask for the Department Head, Arts and Sciences, at **Saskatoon**. Be prepared to explain why an exception should be considered and to provide any verification or supporting documents required.

## PSYC 188 – Psychology A

You will be introduced to the scientific study of human behaviour. You will study psychology as a discipline of neuroscience and behaviour, sensation and perception, states of consciousness, learning and memory.

**Credit unit(s):** 3.0

**Equivalent course(s):** PSYC 184

<b>PSYC 188 – Psychology A</b> <b>Mastery:</b> I am able to demonstrate it well enough to teach it to someone else. <b>Competent:</b> I can work independently to apply the outcome. <b>Functional:</b> I need some assistance in using the outcome. <b>Learning:</b> I am developing skills and knowledge for this area. <b>None:</b> I have no experience with the outcome.	<b>Mastery</b>	<b>Competent</b>	<b>Functional</b>	<b>Learning</b>	<b>None</b>
1. Describe the discipline of psychology and the scientific study of human behaviour.					
2. Identify the structural and functional relationship of biology and behaviour.					
3. Identify and explain the processes of sensation and perception.					
4. Define and describe states of consciousness and ways in which consciousness is altered.					
5. Identify, explain and differentiate the processes of classical, operant and cognitive learning.					
6. Describe and discuss the processes of memory.					

### PLAR consultation and assessment for this course

This course is delivered by Department of Arts and Sciences. Transfer credit is typically the only pathway to prior credit for this course, and relevant transcripts must be submitted prior to the program start date.

**Please first review general information in this guide and complete the course self-audit above.** If you believe you have the knowledge and skills for this course, and you are ineligible for transfer credit due to outdated or unrecognized prior courses, then you may want to ask about the possibility of a PLAR challenge. For that purpose, please call the Contact Centre (1-866-467-4278) and ask for the Department Head, Arts and Sciences, at **Saskatoon**. Be prepared to explain why an exception should be considered and to provide any verification or supporting documents required.

## PSYC 189 – Psychology B

You will continue to examine the scientific examination of human behaviour introduced in PSYC 188, Psychology A. You will study intelligence, cognition and language, motivation and emotion, social psychology personality, health and stress.

**Credit unit(s):** 3.0

**Prerequisite(s):** PSYC 188

<b>PSYC 189 – Psychology B</b> <b>Mastery:</b> I am able to demonstrate it well enough to teach it to someone else. <b>Competent:</b> I can work independently to apply the outcome. <b>Functional:</b> I need some assistance in using the outcome. <b>Learning:</b> I am developing skills and knowledge for this area. <b>None:</b> I have no experience with the outcome.	<b>Mastery</b>	<b>Competent</b>	<b>Functional</b>	<b>Learning</b>	<b>None</b>
1. Describe the structure and function of intelligence, cognition and language.					
2. Outline theories, components and experiences of motivation and emotion.					
3. Describe and discuss theories and world realities of social psychology.					
4. Describe theories of personality and approaches to assessment.					
5. Describe and discuss the relationship between health, stress, illness and lifestyle.					

### PLAR consultation and assessment for this course

This course is delivered by Department of Arts and Sciences. Transfer credit is typically the only pathway to prior credit for this course, and relevant transcripts must be submitted prior to the program start date.

**Please first review general information in this guide and complete the course self-audit above.** If you believe you have the knowledge and skills for this course, and you are ineligible for transfer credit due to outdated or unrecognized prior courses, then you may want to ask about the possibility of a PLAR challenge. For that purpose, please call the Contact Centre (1-866-467-4278) and ask for the Department Head, Arts and Sciences, at **Saskatoon**. Be prepared to explain why an exception should be considered and to provide any verification or supporting documents required.



## PSYC 190 – Introduction to Psychology 1

You will study mental processes and behaviour. These include theoretical approaches, history and methods of study as well as major research findings within various subfields of psychology including sensation and perception, consciousness, learning and memory.

**Credit unit(s):** 3.0

<b>PSYC 190 – Introduction to Psychology 1</b> <b>Mastery:</b> I am able to demonstrate it well enough to teach it to someone else. <b>Competent:</b> I can work independently to apply the outcome. <b>Functional:</b> I need some assistance in using the outcome. <b>Learning:</b> I am developing skills and knowledge for this area. <b>None:</b> I have no experience with the outcome.	<b>Mastery</b>	<b>Competent</b>	<b>Functional</b>	<b>Learning</b>	<b>None</b>
1. Describe the history and perspectives of psychology.					
2. Describe the scientific elements of psychology.					
3. Describe the concepts of sensation and perception.					
4. Describe the states of consciousness experienced by individuals.					
5. Explain learning theories.					
6. Describe memory processes.					

### PLAR consultation and assessment

This course is delivered by the Department of Arts and Sciences. Transfer credit is typically the only pathway to prior credit for this course, and relevant transcripts must be submitted prior to the program start date.

**Please first review general information in this guide and complete the course self-audit above.** If you believe you have the knowledge and skills for this course, and you are ineligible for transfer credit due to outdated or unrecognized prior courses, then you may want to ask about the possibility of a PLAR challenge. For that purpose, please call the Contact Centre (1-866-467-4278) and ask for the Department Head, Arts and Sciences, at **Saskatoon**. Be prepared to explain why an exception should be considered and to provide any verification or supporting documents required.

## PSYC 290 – Introduction to Psychology 2

You will study mental processes and behaviour. These include major research findings within various subfields of psychology including cognition, motivation, development, personality and psychological disorders.

**Credit unit(s):** 3.0

**Prerequisite(s):** PSYC 190

<b>PSYC 290 – Introduction to Psychology 2</b> <b>Mastery:</b> I am able to demonstrate it well enough to teach it to someone else. <b>Competent:</b> I can work independently to apply the outcome. <b>Functional:</b> I need some assistance in using the outcome. <b>Learning:</b> I am developing skills and knowledge for this area. <b>None:</b> I have no experience with the outcome.	<b>Mastery</b>	<b>Competent</b>	<b>Functional</b>	<b>Learning</b>	<b>None</b>
1. Describe the elements of thinking, language, and intelligence.					
2. Describe the role of motivation and emotion in human behaviour.					
3. Describe human development throughout the lifespan.					
4. Describe personality development as explained by various psychological perspectives.					
5. Outline types of psychological disorders and their prevalence.					
6. Describe the approaches to treatment of psychological disorders.					

### PLAR consultation and assessment

This course is delivered by the Department of Arts and Sciences. Transfer credit is typically the only pathway to prior credit for this course, and relevant transcripts must be submitted prior to the program start date.

**Please first review general information in this guide and complete the course self-audit above.** If you believe you have the knowledge and skills for this course, and you are ineligible for transfer credit due to outdated or unrecognized prior courses, then you may want to ask about the possibility of a PLAR challenge. For that purpose, please call the Contact Centre (1-866-467-4278) and ask for the Department Head, Arts and Sciences, at **Saskatoon**. Be prepared to explain why an exception should be considered and to provide any verification or supporting documents required.

## SOCI 100 – Introduction to Sociology

You will examine how to practice sociology, and learn about the importance of culture and socialization. You will discuss social inequality in Canada, the power of mass media and the dualism of sex and gender. You will examine race, ethnicity, social control, and deviance. Your studies will also include a discussion of collective behaviour, social movements, and social change.

**Credit unit(s):** 3.0

<b>SOCI 100 – Introduction to Sociology</b> <b>Mastery:</b> I am able to demonstrate it well enough to teach it to someone else. <b>Competent:</b> I can work independently to apply the outcome. <b>Functional:</b> I need some assistance in using the outcome. <b>Learning:</b> I am developing skills and knowledge for this area. <b>None:</b> I have no experience with the outcome.	<b>Mastery</b>	<b>Competent</b>	<b>Functional</b>	<b>Learning</b>	<b>None</b>
1. Examine how to practice sociology.					
2. Examine the importance of culture and socialization.					
3. Examine social inequality in Canada.					
4. Discuss mass media and the dualism of sex and gender.					
5. Examine race, ethnicity, social control and deviance.					
6. Discuss collective behaviour, social movements and social change.					

### PLAR consultation and assessment for this course

This course is delivered by Department of Arts and Sciences. Transfer credit is typically the only pathway to prior credit for this course, and relevant transcripts must be submitted prior to the program start date.

**Please first review general information in this guide and complete the course self-audit above.** If you believe you have the knowledge and skills for this course, and you are ineligible for transfer credit due to outdated or unrecognized prior courses, then you may want to ask about the possibility of a PLAR challenge. For that purpose, please call the Contact Centre (1-866-467-4278) and ask for the Department Head, Arts and Sciences, at **Saskatoon**. Be prepared to explain why an exception should be considered and to provide any verification or supporting documents required.

## SOCI 160 – Foundations of Sociology

You will examine how to practice sociology, and learn about the importance of culture and socialization. You will discuss social inequality in Canada, the power of mass media and the dualism of sex and gender. You will examine race, ethnicity, social control, and deviance. Your studies will also include a discussion of collective behaviour, social movements, and social change.

**Credit unit(s):** 3.0

**Equivalent course(s):** SOCI 184

<b>SOCI 160 – Foundations of Sociology</b> <b>Mastery:</b> I am able to demonstrate it well enough to teach it to someone else. <b>Competent:</b> I can work independently to apply the outcome. <b>Functional:</b> I need some assistance in using the outcome. <b>Learning:</b> I am developing skills and knowledge for this area. <b>None:</b> I have no experience with the outcome.	<b>Mastery</b>	<b>Competent</b>	<b>Functional</b>	<b>Learning</b>	<b>None</b>
1. Examine how to practice sociology.					
2. Examine the importance of culture and socialization.					
3. Examine social inequality in Canada					
4. Discuss mass media and the dualism of sex and gender.					
5. Examine race, ethnicity, social control, and deviance.					
6. Discuss collective behaviour, social movements and social change.					

### PLAR consultant(s) for this course

The PLAR consultants for this course are the Department Heads, Arts and Sciences, at **Regina** and **Saskatoon**. Please call the Contact Centre toll-free at 1-866-467-4278 and ask for the department head at the nearest of those locations.

### PLAR assessment methods

If your results for the self-audit above are positive, please contact the consultant for more information. Please do not prepare for assessment until instructions are clarified at a consultation meeting, your [PLAR application form](#) is complete, and you have registered to PLAR this course.

PLAR assessment for this course may include one or more of the following methods:

**Comprehensive challenge exam.**

### Resources

Please ask the PLAR consultant to recommend any useful resources to prepare for assessment. Also, check for related resources from online and other sources. Purchasing resources for this course from the [Saskatchewan Polytechnic Bookstore](#) is optional.

## SOCI 170 – Sociology

You will be introduced to the field of sociology. The focus will be on patterns of social behavior and the relation of the individual to society. The social forces influencing behavior will also be examined. Topics include socialization, culture, family, deviance, economics, social change, population, and sociological perspectives.

**Credit unit(s):** 3.0

**Equivalent course(s):** SOCI 282

<b>SOCI 170 – Sociology</b> <b>Mastery:</b> I am able to demonstrate it well enough to teach it to someone else. <b>Competent:</b> I can work independently to apply the outcome. <b>Functional:</b> I need some assistance in using the outcome. <b>Learning:</b> I am developing skills and knowledge for this area. <b>None:</b> I have no experience with the outcome.	<b>Mastery</b>	<b>Competent</b>	<b>Functional</b>	<b>Learning</b>	<b>None</b>
1. Describe the basic elements of sociology.					
2. Describe the process and agents of socialization.					
3. Describe the concepts of status and role as they relate to social structure.					
4. Define deviance from the sociological perspectives.					
5. Examine the concept of social stratification and its impact on Canadian society.					
6. Discuss social change and the reasons why social change occurs.					
7. Describe how communities are structured and organized.					
8. Describe local area planning and development.					

### PLAR consultation and assessment for this course

This course is delivered by Department of Arts and Sciences. Transfer credit is typically the only pathway to prior credit for this course, and relevant transcripts must be submitted prior to the program start date.

**Please first review general information in this guide and complete the course self-audit above.** If you believe you have the knowledge and skills for this course, and you are ineligible for transfer credit due to outdated or unrecognized prior courses, then you may want to ask about the possibility of a PLAR challenge. For that purpose, please call the Contact Centre (1-866-467-4278) and ask for the Department Head, Arts and Sciences, at **Saskatoon**. Be prepared to explain why an exception should be considered and to provide any verification or supporting documents required.

## SOCI 171 – Culture and Diversity in Canadian Society

You will explore culture and diversity in Canada and the challenges they present. You will discuss the impacts of oppression, multiculturalism, immigration, social inequalities, and social justice at both personal and professional levels. You will discuss the historical and contemporary challenges of Aboriginal peoples. You will also examine tools to foster social change and diversity competencies.

**Credit unit(s):** 3.0

<b>SOCI 171 – Culture and Diversity in Canadian Society</b> <b>Mastery:</b> I am able to demonstrate it well enough to teach it to someone else. <b>Competent:</b> I can work independently to apply the outcome. <b>Functional:</b> I need some assistance in using the outcome. <b>Learning:</b> I am developing skills and knowledge for this area. <b>None:</b> I have no experience with the outcome.	<b>Mastery</b>	<b>Competent</b>	<b>Functional</b>	<b>Learning</b>	<b>None</b>
1. Examine the concepts of diversity and identity in the context of Canadian society.					
2. Examine the concepts of oppression, inequality, and race.					
3. Examine the roles of multiculturalism, religion, and gender in Canadian society.					
4. Discuss the historical and contemporary challenges of Aboriginal peoples.					
5. Examine immigration to Canada.					
6. Examine ways of practicing diversity competency on personal and professional levels.					

### PLAR consultant for this course

The PLAR consultant for this course is the Department Head, Arts and Sciences, in **Regina**. Please call the Contact Centre toll-free at 1-866-467-4278 and ask to be transferred to that person.

### PLAR assessment methods

PLAR assessment for this course may be available upon request. If your results for the self-audit above are positive, please contact the consultant for more information. Please do not prepare for assessment until instructions are clarified at a consultation meeting, your [PLAR application form](#) is complete, and you have registered to PLAR this course.

### Resources

Please ask the PLAR consultant to recommend any useful resources to prepare for assessment. Also, check for related resources from online and other sources. Purchasing resources for this course from the [Saskatchewan Polytechnic Bookstore](#) is optional.

## SOCI 184 – Sociology A

The course provides an introduction to the sociological perspective and addresses the study of people as social beings. You will examine culture, socialization processes and social inequality.

**Credit unit(s):** 3.0

**Equivalent course(s):** SOCI 160

<b>SOCI 184 – Sociology A</b> <b>Mastery:</b> I am able to demonstrate it well enough to teach it to someone else. <b>Competent:</b> I can work independently to apply the outcome. <b>Functional:</b> I need some assistance in using the outcome. <b>Learning:</b> I am developing skills and knowledge for this area. <b>None:</b> I have no experience with the outcome.	<b>Mastery</b>	<b>Competent</b>	<b>Functional</b>	<b>Learning</b>	<b>None</b>
1. Describe the sociological perspective.					
2. Describe sociological research, methodology and ethics.					
3. Describe culture and socialization from a sociological perspective.					
4. Describe social inequality in Canada.					
5. Discuss gender and sexuality from a sociological perspective.					
6. Describe race and racialization.					
7. Describe families and family violence from a sociological perspective.					

### PLAR consultation and assessment for this course

This course is delivered by Department of Arts and Sciences. Transfer credit is typically the only pathway to prior credit for this course, and relevant transcripts must be submitted prior to the program start date.

**Please first review general information in this guide and complete the course self-audit above.** If you believe you have the knowledge and skills for this course, and you are ineligible for transfer credit due to outdated or unrecognized prior courses, then you may want to ask about the possibility of a PLAR challenge. For that purpose, please call the Contact Centre (1-866-467-4278) and ask for the Department Head, Arts and Sciences, at **Saskatoon**. Be prepared to explain why an exception should be considered and to provide any verification or supporting documents required.

## SOCI 185 – Sociology B

Building on what you learned in SOCI 184, you will examine the importance of a sociological understanding in human service professions. You will study social institutions, social deviance, and issues facing mainstream and marginalized people in Canada.

**Credit unit(s):** 3.0

**Prerequisite(s):** SOCI 184

<b>SOCI 185 – Sociology B</b> <b>Mastery:</b> I am able to demonstrate it well enough to teach it to someone else. <b>Competent:</b> I can work independently to apply the outcome. <b>Functional:</b> I need some assistance in using the outcome. <b>Learning:</b> I am developing skills and knowledge for this area. <b>None:</b> I have no experience with the outcome.		<b>Mastery</b>	<b>Competent</b>	<b>Functional</b>	<b>Learning</b>	<b>None</b>
1. Describe education from a sociological perspective.						
2. Describe religion from a sociological perspective.						
3. Discuss crime, law and regulation in Canada.						
4. Explain the role of mass media in Canada.						
5. Describe Canadian health policy, aging, and disabilities from a sociological perspective.						
6. Describe work and the political economy in Canada.						
7. Explain globalization and environmental sociology.						

### PLAR consultation and assessment for this course

This course is delivered by Department of Arts and Sciences. Transfer credit is typically the only pathway to prior credit for this course, and relevant transcripts must be submitted prior to the program start date.

**Please first review general information in this guide and complete the course self-audit above.** If you believe you have the knowledge and skills for this course, and you are ineligible for transfer credit due to outdated or unrecognized prior courses, then you may want to ask about the possibility of a PLAR challenge. For that purpose, please call the Contact Centre (1-866-467-4278) and ask for the Department Head, Arts and Sciences, at **Saskatoon**. Be prepared to explain why an exception should be considered and to provide any verification or supporting documents required.



## SOCI 200 – Culture & Diversity in Health Sciences

You will explore culture and diversity of Canadian society and discuss its societal problems. Topics will include multiculturalism in Saskatchewan and in Canada, immigration trends and implications, cultural values, cultural safety, cultural diversity within client populations and implications for health care professionals.

**Credit unit(s):** 3.0

**Equivalent Course(s):** NRSB 235, SOCI 261

<b>SOCI 200 – Culture &amp; Diversity in Health Sciences</b> <b>Mastery:</b> I am able to demonstrate it well enough to teach it to someone else. <b>Competent:</b> I can work independently to apply the outcome. <b>Functional:</b> I need some assistance in using the outcome. <b>Learning:</b> I am developing skills and knowledge for this area. <b>None:</b> I have no experience with the outcome.	<b>Mastery</b>	<b>Competent</b>	<b>Functional</b>	<b>Learning</b>	<b>None</b>
1. Explain the sociological perspective.					
2. Discuss the cultural diversity of Canadian society and its social problems.					
3. Describe the Canadian healthcare system.					
4. Examine inequalities and health care.					
5. Discuss cultural safety in nursing.					
6. Analyze health practices using cultural safety.					

### PLAR consultant for this course

The PLAR consultant for this course is the Department Head, Arts and Sciences, in **Regina**. To arrange a PLAR consultation, please call the Contact Centre toll-free at 1-866-467-4278 and ask to be transferred to that person.

### PLAR assessment methods

PLAR for this course may be under development. If your results for the self-audit above are positive, please contact the consultant for more information. Please do not prepare for assessment until instructions are clarified at a consultation meeting, your [PLAR application form](#) is complete, and you have registered to PLAR this course.

### Resources

Please ask the PLAR consultant to recommend any useful resources to prepare for assessment. Also, check for related resources from online and other sources. Purchasing resources for this course from the [Saskatchewan Polytechnic Bookstore](#) is optional.

## SOCI 260 – Sociology 2

This course examines changing family patterns in Canada, and analyzes how social factors influence family relationships. You will examine topics such as the functions and roles of families, changing definitions of the family, the development of intimate relationships, parenthood and child raising, how paid and unpaid work affect family life, divorce, and family violence.

**Credit unit(s):** 3.0

**Equivalent course(s):** FMLY 181

**Prerequisite(s):** SOCI 160

<b>SOCI 260 – Sociology 2</b>		<b>Mastery</b>	<b>Competent</b>	<b>Functional</b>	<b>Learning</b>	<b>None</b>
<b>Mastery:</b>	I am able to demonstrate it well enough to teach it to someone else.					
<b>Competent:</b>	I can work independently to apply the outcome.					
<b>Functional:</b>	I need some assistance in using the outcome.					
<b>Learning:</b>	I am developing skills and knowledge for this area.					
<b>None:</b>	I have no experience with the outcome.					
1. Examine the nature of the family and its beginnings.						
2. Examine the dynamics of the family life cycle.						
3. Examine the critical issues and changes affecting the family unit.						

### PLAR consultant(s) for this course

The PLAR consultants for this course are the Department Heads, Arts and Sciences, at **Regina** and **Saskatoon**. Please call the Contact Centre toll-free at 1-866-467-4278 and ask for the department head at the nearest of those locations.

### PLAR assessment methods

If your results for the self-audit above are positive, please contact a consultant above for more information. Please do not prepare for assessment until instructions are clarified at a consultation meeting, your [PLAR application form](#) is complete, and you have registered to PLAR this course.

PLAR assessment for this course may include one or more of the following methods:

- 1. Evidence file:** Please request detailed instructions from the PLAR consultant or assessor.
  - Evidence of prior learning for SOCI 260 may include documentation of other courses, seminars, workshops and conference presentations; reading in the field; work or volunteer experience in related areas, such as family service organizations, child care facilities, non-government organizations, and government organizations such as social services, education, or health care.
- 2. Challenge exam:** A 90 minute exam with multiple choice and short answer questions.

### Resources

Please ask the PLAR consultant to recommend any useful resources to prepare for assessment. Also, check for related resources from online and other sources. Purchasing resources for this course from the [Saskatchewan Polytechnic Bookstore](#) is optional.

## SOCI 261 – Sociology 3

Your studies will include an exploration of the culture and diversity of Canadian society and discussions about its societal problems. You will discuss the impact of multiculturalism in Saskatchewan and Canada; the trends and implications of immigration; and impact of cultural values, cultural safety, and cultural diversity on the provision of health services and the role of the healthcare professional.

**Credit unit(s):** 2.0

**Prerequisite(s):** SOCI 160

<b>SOCI 261 – Sociology 3</b> <b>Mastery:</b> I am able to demonstrate it well enough to teach it to someone else. <b>Competent:</b> I can work independently to apply the outcome. <b>Functional:</b> I need some assistance in using the outcome. <b>Learning:</b> I am developing skills and knowledge for this area. <b>None:</b> I have no experience with the outcome.	<b>Mastery</b>	<b>Competent</b>	<b>Functional</b>	<b>Learning</b>	<b>None</b>
1. Explain the sociological perspective.					
2. Discuss the cultural diversity of Canadian society and its social problems.					
3. Describe the Canadian health care system.					
4. Examine inequalities in health care.					

### PLAR consultant(s) for this course

The PLAR consultants for this course are the Department Heads, Arts and Sciences, at **Regina** and **Saskatoon**. Please call the Contact Centre toll-free at 1-866-467-4278 and ask for the department head at the nearest of those locations.

### PLAR assessment methods

If your results for the self-audit above are positive, please contact a consultant above for more information. Other than a detailed resume (see directions below), please do not prepare for assessment until instructions are clarified at a consultation meeting, your [PLAR application form](#) is complete, and you have registered to PLAR this course.

PLAR assessment for this course may include one or more of the following methods:

- 1. Detailed resume:** Ask the PLAR consultant/assessor for detailed directions to prepare and submit a skill resume that outlines where you acquired learning for Sociology 3.
  - This document must be submitted to the PLAR consultant/assessor prior to obtaining approval to challenge this course through PLAR.**
- 2. Challenge exam:** a comprehensive 3-hour exam.
- 3. Case study assignment:** analyse a case study and answer questions in essay format.
  - The final essay needs to be at least 6 pages in length, typed, and in proper APA format.

## Resources

Please ask the PLAR consultant to recommend any useful resources to prepare for assessment. Also, check for related resources from online and other sources. Purchasing resources for this course from the [Saskatchewan Polytechnic Bookstore](#) is optional.

## SPSY 280 – Introductory Psychology

The course provides an introduction to the field of psychology. You will develop an increased awareness of human behaviour. The course content includes a general introduction to psychology, learning, cognition, personality, motivation and personality disorders.

**Credit unit(s):** 2.0

**Equivalent course(s):** PSYC 160, PSYC 184

<b>SPSY 280 – Introductory Psychology</b> <b>Mastery:</b> I am able to demonstrate it well enough to teach it to someone else. <b>Competent:</b> I can work independently to apply the outcome. <b>Functional:</b> I need some assistance in using the outcome. <b>Learning:</b> I am developing skills and knowledge for this area. <b>None:</b> I have no experience with the outcome.	Mastery	Competent	Functional	Learning	None
7. Describe the scientific elements of psychology.					
8. Explain learning theories.					
9. Describe the states of consciousness experienced by individuals.					
10. Describe memory processes.					
11. Describe the elements of cognition and intelligence.					
12. Identify types of psychological disorders and their prevalence.					

### PLAR consultation and assessment for this course

This course is delivered by Department of Arts and Sciences. Transfer credit is typically the only pathway to prior credit for this course, and relevant transcripts must be submitted prior to the program start date.

**Please first review general information in this guide and complete the course self-audit above.** If you believe you have the knowledge and skills for this course, and you are ineligible for transfer credit due to outdated or unrecognized prior courses, then you may want to ask about the possibility of a PLAR challenge. For that purpose, please call the Contact Centre (1-866-467-4278) and ask for the Department Head, Arts and Sciences, at **Saskatoon**. Be prepared to explain why an exception should be considered and to provide any verification or supporting documents required.

## TCOM 102 – Workplace Communications

You will examine the employability skills required in the workplace. You will discuss the communication process, and practise effective interpersonal communication techniques and conflict resolution. You will use workplace writing and job search skills.

**Credit unit(s):** 3.0

**Equivalent course(s):** COMM 191

<b>TCOM 102 – Workplace Communications</b> <b>Mastery:</b> I am able to demonstrate it well enough to teach it to someone else. <b>Competent:</b> I can work independently to apply the outcome. <b>Functional:</b> I need some assistance in using the outcome. <b>Learning:</b> I am developing skills and knowledge for this area. <b>None:</b> I have no experience with the outcome.	<b>Mastery</b>	<b>Competent</b>	<b>Functional</b>	<b>Learning</b>	<b>None</b>
1. Examine fundamentals of workplace communication.					
2. Discuss conflict resolution techniques.					
3. Apply job-related interpersonal and oral communication strategies.					
4. Apply workplace writing skills.					
5. Use job search skills.					

### PLAR consultant(s) for this course

The PLAR consultants for this course are the Department Heads, Arts and Sciences, at **Moose Jaw** and **Saskatoon**. To arrange a consultation, please call the Contact Centre toll-free at 1-866-467-4278 and ask for the department head at the nearest of those two locations.

### PLAR assessment methods

If your results for the self-audit above are positive, please contact the consultant for more information. Please do not prepare for assessment until instructions are clarified at a consultation meeting, your [PLAR application form](#) is complete, and you have registered to PLAR this course.

PLAR assessment for this course may include one or more of the following methods:

- 1. Evidence file:** Please ask the PLAR consultant/assessor for detailed directions.
- 2. Challenge exam:** Written exam and employer validation for learning outcomes #1-3 above.

### Resources

Please ask the PLAR consultant to recommend any useful resources to prepare for assessment, which may include the following items. Also, check for related resources from online and other sources. Purchasing resources for this course from the [Saskatchewan Polytechnic Bookstore](#) is optional.

Lannon, J.M., and Klepp, D. (2015). Technical Communication (6th Canadian ed.) Toronto: Pearson.

Instructor handouts for TCOM 102

## TCOM 103 – Technical Communications

You will use research skills to find technical information and cite it correctly. You will conduct effective meetings and produce supporting documents. As well, you will discuss technical report purposes and formats, write short technical reports and present technical information.

**Credit unit(s):** 3.0

**Equivalent course(s):** TCOM 190

**Prerequisite(s):** TCOM 102

<b>TCOM 103 – Technical Communications</b> <b>Mastery:</b> I am able to demonstrate it well enough to teach it to someone else. <b>Competent:</b> I can work independently to apply the outcome. <b>Functional:</b> I need some assistance in using the outcome. <b>Learning:</b> I am developing skills and knowledge for this area. <b>None:</b> I have no experience with the outcome.	<b>Mastery</b>	<b>Competent</b>	<b>Functional</b>	<b>Learning</b>	<b>None</b>
1. Conduct research for a technical report.					
2. Use correct grammar and technical style.					
3. Create technical reports.					
4. Conduct meetings.					
5. Present technical information.					

### PLAR consultant(s) for this course

The PLAR consultants for this course are the Department Heads, Arts and Sciences, **Moose Jaw** and **Saskatoon**. To arrange a consultation, please call the Contact Centre toll-free at 1-866-467-4278 and ask for the department head at the nearest of those locations.

### PLAR assessment methods

If your results for the self-audit above are positive, please contact the consultant for more information. Please do not prepare for assessment until instructions are clarified at a consultation meeting, your [PLAR application form](#) is complete, and you have registered to PLAR this course.

PLAR assessment for this course may include one or more of the following methods:

- 1. Evidence file:** Please ask the PLAR consultant/assessor for detailed directions.
- 2. Employer validation letter:**
  - Learning outcome #4 above: Employer validation letter ([Appendix A](#))
  - Learning outcome #5 above: Employer validation letter ([Appendix A](#)) OR video recording (of oral presentation) and evidence file (visual aids used in presentation)

## Resources

Please ask the PLAR consultant to recommend any useful resources to prepare for assessment, which may include the following items. Also, check for related resources from online and other sources. Purchasing resources for this course from the [Saskatchewan Polytechnic Bookstore](#) is optional.

Lannon, J.M., and Klepp, D. (2015). Technical Communication (6th Canadian ed.) Toronto: Pearson.



## TCOM 104 – Applied Research in Technology

You will develop a technical proposal and apply advanced research skills to a technical problem. You will use the technical problem-solving process in an applied research project and present your research findings in a written report and oral presentation.

**Credit unit(s):** 2.0

**Equivalent course(s):** COMM 289

**Prerequisite(s):** TCOM 103

<b>TCOM 104 – Applied Research in Technology</b> <b>Mastery:</b> I am able to demonstrate it well enough to teach it to someone else. <b>Competent:</b> I can work independently to apply the outcome. <b>Functional:</b> I need some assistance in using the outcome. <b>Learning:</b> I am developing skills and knowledge for this area. <b>None:</b> I have no experience with the outcome.	<b>Mastery</b>	<b>Competent</b>	<b>Functional</b>	<b>Learning</b>	<b>None</b>
1. Develop a technical proposal.					
2. Apply advanced research skills.					
3. Describe the technical problem-solving process.					
4. Employ the problem-solving process in an applied research project.					
5. Present research findings.					

### PLAR consultant(s) for this course

The PLAR consultants for this course are the Department Heads, Arts and Sciences, at **Moose Jaw** and **Saskatoon**. To arrange a consultation, please call the Contact Centre toll-free at 1-866-467-4278 and ask for the department head at the nearest of those two locations.

### PLAR assessment methods

If your results for the self-audit above are positive, please contact the consultant for more information. Please do not prepare for assessment until instructions are clarified at a consultation meeting, your [PLAR application form](#) is complete, and you have registered to PLAR this course.

PLAR assessment for this course may include one or more of the following methods:

**Evidence file:** Please ask the PLAR consultant/assessor for more detailed directions.

- Learning outcomes #1 & 2 above: Evidence file OR proposal and technical report assignment
- Learning outcomes #3 & 4 above: Employer validation letter (Appendix A) OR evidence file OR proposal and technical report assignments
- Learning outcome #5 above: Employer validation letter ([Appendix A](#)) OR video recording (of oral presentation) and evidence file (visual aids used in presentation)

## Resources

Please ask the PLAR consultant to recommend any useful resources to prepare for assessment, which may include the following items. Also, check for related resources from online and other sources. Purchasing resources for this course from the [Saskatchewan Polytechnic Bookstore](#) is optional.

Lannon, J.M., and Klepp, D. (2015). *Technical Communication* (6th Canadian ed.) Toronto: Pearson.

Instructor handouts

## TCOM 105 – Communications for Technicians

You will learn and practice written, oral and interpersonal communication for the workplace. You will apply these skills as team members and in short presentations. You will also develop effective job search strategies.

**Credit unit(s):** 2.0

**Equivalent Course(s):** COMM 127, TCOM 102

<b>TCOM 105 – Communications for Technicians</b> <b>Mastery:</b> I am able to demonstrate it well enough to teach it to someone else. <b>Competent:</b> I can work independently to apply the outcome. <b>Functional:</b> I need some assistance in using the outcome. <b>Learning:</b> I am developing skills and knowledge for this area. <b>None:</b> I have no experience with the outcome.	<b>Mastery</b>	<b>Competent</b>	<b>Functional</b>	<b>Learning</b>	<b>None</b>
1. Explain the communications model.					
2. Apply job-related communication strategies.					
3. Produce job-related written communication.					
4. Practice teamwork and presentation skills.					
5. Practice job search skills.					

### PLAR consultant(s) for this course

The PLAR consultants for this course are the Department Heads, Arts and Sciences, at **Moose Jaw** and **Regina**. To arrange a consultation, please call the Contact Centre toll-free at 1-866-467-4278 and ask for the department head at the nearest of those three locations.

### PLAR assessment methods

PLAR for this course may be under development. If your results for the self-audit above are positive, please contact the consultant for more information. Please do not prepare for assessment until instructions are clarified at a consultation meeting, your [PLAR application form](#) is complete, and you have registered to PLAR this course.

### Resources

Please ask the PLAR consultant to recommend any useful resources to prepare for assessment. Also, check for related resources from online and other sources. Purchasing resources for this course from the [Saskatchewan Polytechnic Bookstore](#) is optional.

## TCOM 106 – Communications

You will apply basic research skills to create workplace documents. Your studies will focus on the workplace skills of creating effective client relations, conducting meetings and giving presentations.

**Credit unit(s):** 2.0

**Equivalent course(s):** TCOM 103

**Prerequisite(s):** TCOM 105

<b>TCOM 106 – Communications</b> <b>Mastery:</b> I am able to demonstrate it well enough to teach it to someone else. <b>Competent:</b> I can work independently to apply the outcome. <b>Functional:</b> I need some assistance in using the outcome. <b>Learning:</b> I am developing skills and knowledge for this area. <b>None:</b> I have no experience with the outcome.	<b>Mastery</b>	<b>Competent</b>	<b>Functional</b>	<b>Learning</b>	<b>None</b>
1. Apply basic research skills.					
2. Create workplace documents.					
3. Explain how to establish and maintain effective client relations.					
4. Conduct meetings.					
5. Deliver short technical presentations.					

### PLAR consultant(s) for this course

The PLAR consultants for this course is the Department Head, Arts and Sciences, at **Moose Jaw**. To arrange a consultation, please call the Contact Centre toll-free at 1-866-467-4278 and ask for the department head at the nearest of those two locations.

### PLAR assessment methods

PLAR for this course may be under development. If your results for the self-audit above are positive, please contact the consultant for more information. Please do not prepare for assessment until instructions are clarified at a consultation meeting, your [PLAR application form](#) is complete, and you have registered to PLAR this course.

### Resources

Please ask the PLAR consultant to recommend any useful resources to prepare for assessment. Also, check for related resources from online and other sources. Purchasing resources for this course from the [Saskatchewan Polytechnic Bookstore](#) is optional.

## TCOM 190 – Technical Communications

You will be introduced to basic principles of effective technical writing in the computer industry. The necessity of following company standards for documentation will be emphasized. You will review grammar and style, and learn technical formats and report design. The production of technical documentation for a variety of user groups will also be emphasized.

**Credit unit(s):** 3.0

**Prerequisite(s):** TCOM 102

**Equivalent Course(s):** BCOM 121, TCOM 103

<b>TCOM 190 – Technical Communications</b> <b>Mastery:</b> I am able to demonstrate it well enough to teach it to someone else. <b>Competent:</b> I can work independently to apply the outcome. <b>Functional:</b> I need some assistance in using the outcome. <b>Learning:</b> I am developing skills and knowledge for this area. <b>None:</b> I have no experience with the outcome.	<b>Mastery</b>	<b>Competent</b>	<b>Functional</b>	<b>Learning</b>	<b>None</b>
1. Identify documentation types required in the workplace.					
2. Conduct situational analyses.					
3. Plan documentation.					
4. Draft technical documentation.					
5. Perform revisions and editing of documentation.					
6. Design technical documentation and reports.					

### PLAR consultant for this course

The PLAR consultant for this course is the Department Head, Arts and Sciences, in **Saskatoon**. To arrange a PLAR consultation, please call the Contact Centre toll-free at 1-866-467-4278 and ask to be transferred to that person.

### PLAR assessment methods

If your results for the self-audit above are positive, please contact the consultant for more information. Please do not prepare for assessment until instructions are clarified at a consultation meeting, your [PLAR application form](#) is complete, and you have registered to PLAR this course.

PLAR assessment for this course may include one or more of the following methods:

- 1. Challenge exam** for Learning outcome #1 above.
- 2. Evidence file:** Please ask the PLAR consultant/assessor for more detailed directions.
  - Learning outcome #2 above: Sample of workplace audience/purpose profile OR a take-home assignment
  - Learning outcomes #3 & 4 above: Sample of outline and bibliography of technical report related to a computer project OR take home assignment
  - Learning outcome #5 above: Revision assignment

- Learning outcome #6 above: Sample proposal or technical report related to a computer project OR take-home assignment

## Resources

Please ask the PLAR consultant to recommend any useful resources to prepare for assessment, which may include the following items. Also, check for related resources from online and other sources. Purchasing resources for this course from the [Saskatchewan Polytechnic Bookstore](#) is optional.

Lannon, J. and Klepp, D. (2015). *Technical Communication*. 6th Canadian ed. Toronto: Pearson

## TCOM 291 – Career Path Search

You will prepare a career path portfolio based on your accumulated skills, qualifications and accomplishments. You will prepare your resume and cover letter to target an IT job posting. In a simulated job interview, you will answer behavioural questions and demonstrate the use of a career path portfolio.

**Credit unit(s):** 1.0

<b>TCOM 291 – Career Path Skills</b>		<b>Mastery</b>	<b>Competent</b>	<b>Functional</b>	<b>Learning</b>	<b>None</b>
<b>Mastery:</b>	I am able to demonstrate it well enough to teach it to someone else.					
<b>Competent:</b>	I can work independently to apply the outcome.					
<b>Functional:</b>	I need some assistance in using the outcome.					
<b>Learning:</b>	I am developing skills and knowledge for this area.					
<b>None:</b>	I have no experience with the outcome.					
1. Develop a portfolio.						
2. Prepare a resume and cover letter.						
3. Demonstrate interview skills.						

### PLAR consultant for this course

The PLAR consultant for this course is the Department Head, Arts and Sciences, in **Saskatoon**. To arrange a PLAR consultation, please call the Contact Centre toll-free at 1-866-467-4278 and ask to be transferred to that person.

### PLAR assessment methods

If your results for the self-audit above are positive, please contact the consultant for more information. Please do not prepare for assessment until instructions are clarified at a consultation meeting, your [PLAR application form](#) is complete, and you have registered to PLAR this course.

PLAR assessment for this course may include one or more of the following methods:

**1. Evidence file:** Please ask the PLAR consultant/assessor for more detailed directions.

The following samples of your previous work are required as evidence of your presentation skills for TCOM 291. If you cannot provide an acceptable sample of each item, a combination of assessment methods will be used in addition to the evidence file.

- business letter requesting PLAR assessment
- current targeted resume
- letter of application targeted to job posting
- industry portfolio of IT project work
- validation letter from your employer(s) ([Appendix A](#))

**2. Assignment:** The assessor may conduct a simulated behavioral interview with the candidate to assess interview skills

## Resources

Please ask the PLAR consultant to recommend any useful resources to prepare for assessment. Also, check for related resources from online and other sources. Purchasing resources for this course from the [Saskatchewan Polytechnic Bookstore](#) is optional.



# **Department of Arts & Sciences**

## Appendices

## Appendix A: Employer validation letter

### Employer validation letter

#### **Prior Learning Assessment and Recognition**

**Instructions:** The employer validation letter provides a statement of verification of relevant industry employment; the employer may be specifically required to verify that the PLAR candidate is the writer of/has produced the workplace documents/samples in the PLAR evidence file and that the PLAR candidate has successfully completed an employment interview. The employer validation letter must be printed on letterhead of your current employer and signed by the human resources department indicating the length of employment and working environment(s). A letter template has been provided for your use. Please copy the content below and fill in the fields as directed. The completed letter should be included with your PLAR evidence and submitted to the PLAR assessor.

#### **Letter template** (On employer's business letterhead)

*Date*

To Whom It May Concern:

I have reviewed the employment records of \_\_\_\_\_ and  
Name of employee/candidate

can verify that the above candidate has been employed by \_\_\_\_\_  
Name of employer

for \_\_\_\_\_.  
Length of employment

I verify that the candidate is the writer of or has produced the workplace documents/work samples included in the PLAR evidence file.

Please contact me at \_\_\_\_\_ or \_\_\_\_\_ with any questions  
or for additional information. Phone email

Sincerely,

\_\_\_\_\_  
Name

\_\_\_\_\_  
Job title

\_\_\_\_\_  
Signature