

# **Business Information Systems**

## **PLAR Candidate Guide**

Prior Learning Assessment and  
Recognition (PLAR)



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## How to navigate this document

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## ***PLAR information for Business Information Systems programs***

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## ***Business Information Systems courses available for PLAR***

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PLAR assessment has been developed **24/25** courses for this program. Consult with the [PLAR contact person](#) to enquire about PLAR assessment for any remaining courses.

For Arts and Sciences (A&S) or shared courses, clicking on the course code will open the A&S PLAR Candidate Guide. Read and follow the instructions in the A&S Candidate Guide for the A&S or shared courses.

<b><i>Business Information Systems Diploma Program Profile</i></b>				
<b><i>COURSE CODE</i></b>	<b><i>COURSE NAME</i></b>	<b><i>PLAR Assessment is available</i></b>	<b><i>PLAR Assessment maybe available</i></b>	<b><i>Arts &amp; Sciences or shared</i></b>
<a href="#">ACCT 122</a>	Introductory Financial Accounting 1	✓		
<a href="#">ACCT 225</a>	Managerial Accounting	✓		
<a href="#">ADMN 220</a>	Organizational Behaviour	✓		
<a href="#">BCOM 120</a>	Business Communications 1			✓
<a href="#">BCOM 121</a>	Business Communications 2			✓
<a href="#">COMP 122</a>	Introduction to Programming for Information Systems	✓		
<a href="#">COMP 123</a>	Introduction to Business Computing	✓		
<a href="#">COMP 214</a>	Project Management	✓		
<a href="#">COMP 215</a>	Internet Application Development 1	✓		
<a href="#">COMP 233</a>	Object Oriented Programming Concepts	✓		
<a href="#">COMP 234</a>	Database I	✓		
<a href="#">COMP 235</a>	Internet Application Development 2	✓		

**Business Information Systems Diploma  
Program Profile**

<b>COURSE CODE</b>	<b>COURSE NAME</b>	<b>PLAR Assessment is available</b>	<b>PLAR Assessment maybe available</b>	<b>Arts &amp; Sciences or shared</b>
COMP 236	Operating Systems and Environment Configuration	✓		
COMP 237	Systems Analysis and Requirements Management	✓		
COMP 249	Information Security, Privacy and Ethics	✓		
COMP 253	Systems Project	✓		
COMP 254	Computer Architecture and Data Communications	✓		
COMP 255	Visual Application Development	✓		
COMP 258	Object Oriented Software Development	✓		
COMP 259	Mobile Application Development 1	✓		
COMP 262	Mobile Application Development 2		✓	
COOP 150	Co-operative Education Work Term	✓		
HR 236	Organizational Change	✓		
JOBR 120	Job Readiness	✓		
STAT 120	Business Statistics			✓

***PLAR options and eligibility criteria***

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You must be registered in the Saskatchewan Polytechnic Business Information Systems program to receive PLAR services. Admission requirements for the Business Information Systems program will still apply.

***Individual course challenge***

If you have 2 years successful experience in the business field, and have learned the skills and knowledge for **one or more** of the Business Information Systems courses, you may apply to be assessed for each applicable course.

***Dates when Business Information Systems PLAR assessment is available***

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PLAR challenges are currently being offered during the academic year (September to June). All PLAR assessments must be completed by June 15 of each year.

## ***Fees for PLAR Challenges***

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

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

## ***Directions to consult and register for Business Information Systems PLAR***

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1. **Review** the [PLAR process and FAQs](#) on our website and the content of this guide.
2. **Self-rate** your readiness to PLAR each course using the [self-rating checklist](#).
3. **Print [or convert to electronic file]** the [PLAR Application Form](#), with your personal information filled in. Also print or save the self-rating checklists for courses you want to PLAR .
4. **Contact** the Business Information Systems [PLAR contact person](#) by phone or email to arrange an initial consultation and approval. Bring/send a PLAR application form, your resume and completed self-ratings.
5. **Submit** your approved PLAR application form to Enrolment Services (Registration Services) and make the necessary payment for the PLAR application.

## ***PLAR contact person for Business Information Systems program***

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Complete the following steps **before** you contact the Business Information Systems PLAR contact person at your campus:

- reviewed (a) [general PLAR information online](#) and (b) Business Information Systems-specific PLAR information in this guide and
- self-rated your competence level for the learning outcomes of each course you may want to PLAR (see the next page of this guide).

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## ***Time required to complete PLAR***

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Each candidate has different experiences, the amount of time it takes to prepare and assess evidence will vary. **All assessment evidence, exams, or assignments must be completed by June 15 of each academic year so plan your application to allow sufficient time.**

## ***Course outlines for Business Information Systems courses***

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This section provides an outline for each Business Information Systems programs course. Course learning outcomes describe the knowledge and skills that are assessed for PLAR credit.

Use the checklist provided for each course to self-rate your competence level for each learning outcome. Your self-ratings will help you estimate your readiness for PLAR.

## ***Resources for Business Information Systems courses***

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Ask the [PLAR contact person](#) to recommend resources for independent learning to fill any gaps in your course knowledge.

## ***Steps to complete self-rating checklist***

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1. Familiarize yourself with the three levels of competence listed below:

<b>Competent:</b>	I can apply this outcome without direction or supervision.
<b>Learning:</b>	I am still learning skills and knowledge to apply this outcome.
<b>None:</b>	I have no knowledge or experience related to this outcome.

2. Review the learning outcomes listed on course outlines in this guide for each course.
3. Rate your level of competence for each learning outcome by placing a checkmark in the appropriate rating column.
4. Email completed checklists to the [PLAR contact person](#) to be reviewed for an initial consultation.

## Self-audit guide(s)

### ACCT 122 - Introductory Financial Accounting 1

Your studies will focus on an introduction to financial accounting designed to provide you with accounting skills to handle business transactions. The course will include bookkeeping techniques, accounting for a merchandising concern and control over cash and receivables. Accounting for payroll is also introduced in this course. ACCT 122 is a companion to ACCT 125 (Introductory Financial Accounting 2) which continues the study of basic financial accounting.

**Credit unit(s):** 6.0  
**Pre and Co Requisites:** none  
**Equivalent course(s):** ACCT 122CE

<b>ACCT 122 - Introductory Financial Accounting 1</b>	<b>Competent</b>	<b>Learning</b>	<b>None</b>
<b>Competent:</b> I can apply this outcome without direction or supervision			
<b>Learning:</b> I am still learning skills and knowledge to apply this outcome			
<b>None:</b> I have no knowledge or experience related to this outcome			
1. Describe accounting and its uses.			
2. Apply the "Accounting Equation" to business transactions.			
3. Prepare business transactions for a service company.			
4. Prepare period-end adjustments.			
5. Implement period-end accounting procedures.			
6. Demonstrate accounting for a merchandising company.			
7. Apply alternative methods of valuing inventories.			
8. Apply procedures for internal control over cash.			
9. Prepare transactions relating to receivables.			
10. Demonstrate accounting for payroll.			
11. Describe ethical accounting practices.			

### PLAR Assessment Methods

- Evidence file:** (work samples that demonstrate knowledge of the course learning outcomes)

**OR**

- Exam:** 60% pass mark required – problems with approximately 10% multiple choice questions

*Example of a problem:* From the given information, please prepare a month end bank reconciliation.



## ACCT 225 – Managerial Accounting

Your studies will provide an introduction to the fundamentals of managerial accounting. You will examine cost concepts, manufacturing accounting, cost allocation and budgeting processes, and you will be able to select appropriate managerial accounting techniques for decision making.

**Credit unit(s):** 5.0  
**Prerequisites:** ACCT 122  
**Equivalent course(s):** ACCT 225CE

<b>ACCT 225 – Managerial Accounting</b>	<b>Competent</b>	<b>Learning</b>	<b>None</b>
<b>Competent:</b> I can apply this outcome without direction or supervision <b>Learning:</b> I am still learning skills and knowledge to apply this outcome <b>None:</b> I have no knowledge or experience related to this outcome			
1. Apply basic cost accounting terms and concepts.			
2. Apply cost flow information to financial schedules.			
3. Use a basic job-order costing system.			
4. Interpret costs incurred by a business organization.			
5. Use Cost-Volume-Profit-Analysis as a decision-making tool.			
6. Interpret financial performance measurement information to evaluate business division and investments.			
7. Apply cost flow information to budget process documents.			
8. Interpret variances using flexible budgeting tools.			
9. Apply appropriate managerial accounting techniques for decision making in a business environment.			

### PLAR Assessment Methods

#### 1. Evidence file

Please include any work samples, validations, letters of reference, and documentation that demonstrates your knowledge and skills of this course’s learning outcomes. The following must be submitted:

- Employer validation
- Resume
- Relevant work-based training or workshops – please include any certificates, statements of attendance, agendas or workshop outlines you may have
- Work samples including:
  - Financial schedules – statements for cost of manufacturing, cost of goods sold, and income
  - Budget documents – master budget, cash budget, flexible budget
  - Income statements – contribution margin format, segmented income statements
  - Master budget for an organization/business

#### 2. Clarification interview

Assessor may contact candidate for explanation or verification of submitted evidence.

#### 3. Challenge exam

If the evidence submitted is complete or missing some skills and knowledge, candidates may be asked to write a short answer exam.

**ADMN 220 – Organizational Behaviour**

You will study human behaviour in organizations and develop the skills needed to deal with people at work. Your studies include content on individual behaviour, values, interpersonal relationships and communications, groups and team dynamics, organizational culture, leadership, and change. You will study these aspects of human behaviour within the context of diverse formal organizations.

**Credit unit(s):** 4.0  
**Prerequisites:** none  
**Equivalent course(s):** ADMN 220CE, BUS 182

<b>ADMN 220 – Organizational Behaviour</b>	<b>Competent</b>	<b>Learning</b>	<b>None</b>
<b>Competent:</b> I can apply this outcome without direction or supervision <b>Learning:</b> I am still learning skills and knowledge to apply this outcome <b>None:</b> I have no knowledge or experience related to this outcome			
1. Describe organizational behaviour.			
2. Discuss diversity in organization.			
3. Explain how emotions shape our behavior.			
4. Explain how personality and values influence behavior.			
5. Discuss how perception influences the decision-making process.			
6. Apply various motivational models to improve performance.			
7. Demonstrate effective teambuilding skills.			
8. Use the appropriate leadership style in a situation using leadership theory.			
9. Explain how power and organizational politics relate to performance.			
10. Explain conflict management.			
11. Describe organizational culture.			
12. Explain organizational change and strategies to overcome resistance to change.			

**PLAR Assessment Methods**

**1. Evidence file**

Please include any work samples, validations, letters of reference, and documentation that demonstrates your knowledge and skills of this course’s learning outcomes. The following must be submitted:

- Employer validation (see [Appendix B](#))
- Resume
- Relevant work based training or workshops – please include any certificates, statements of attendance, agendas or workshop outlines you may have
- Statement of work value – include a 350 word paragraph that describes the importance of your work and what gives you satisfaction in your work

**2. Assignment**

This assignment will be completed at the nearest Sask Polytech test centre. Distance candidates can make arrangements with the program to complete this assignment at their home location (please refer to Appendix A for assignment instructions). The assignment will consist of 10 multiple choice questions and the remainder of the assignment will be discussion or scenario based questions (case studies) related to organizational behaviour. You may bring your resource text into the assignment.

## COMP 122 - Introduction to Programming for Information Systems

You will learn introductory programming and design concepts using the Java language. Your studies will develop your logic and problem solving skills using elements of the Unified Modeling Language (UML) to develop structured and object oriented Java programs.

**Credit unit(s):** 6.0  
**Prerequisites:** none  
**Equivalent course(s):** COMP 141, COSC 180

<b>COMP 122 - Introduction to Programming for Information Systems</b>	<b>Competent</b>	<b>Learning</b>	<b>None</b>
<b>Competent:</b> I can apply this outcome without direction or supervision <b>Learning:</b> I am still learning skills and knowledge to apply this outcome <b>None:</b> I have no knowledge or experience related to this outcome			
1. Explain Java programming terminology and concepts.			
2. Use an integrated development environment to produce elementary Java programs.			
3. Discuss UML diagrams of classes.			
4. Follow coding standards.			
5. Design a functional test case.			
6. Use selection control structures to produce Java programs.			
7. Use iterative control structures to produce Java programs.			
8. Use modularized algorithms to produce Java programs.			
9. Use arrays to manage data in Java programs.			
10. Explain object oriented programming terminology and concepts.			
11. Write Objects in Java.			

### PLAR Assessment Methods

If you qualify for PLAR, you may be asked to demonstrate your learning in one or more ways. Be prepared to clarify assessment directions during a consultation with the [PLAR contact person](#).

## COMP 123 - Introduction to Business Computing

You will learn how to use computers to analyze business data and collaborate on documents and projects. You will gain hands on experience with advanced features of the Windows Operating System and the Microsoft Office suite of tools including file systems and directories, spreadsheets, databases, and SharePoint site management. You will also study best practices for collaborative document production, document management, and source control using Git and GitHub.

**Credit unit(s):** 4.0  
**Prerequisites:** none  
**Equivalent course(s):** COAP 120

<b>COMP 123 - Introduction to Business Computing</b>  <b>Competent:</b> I can apply this outcome without direction or supervision <b>Learning:</b> I am still learning skills and knowledge to apply this outcome <b>None:</b> I have no knowledge or experience related to this outcome	Competent	Learning	None
1. Use the command prompt to perform basic OS commands.			
2. Use MS Excel to create a spreadsheet to answer business questions.			
3. Normalize a data model.			
4. Use MS Access to create a database represented by a data model.			
5. Use a command line interface to manage files and compare file versions.			
6. Use GIT to manage file versions.			
7. Use GitHub to collaborate on a software project.			
8. Use SharePoint lists and libraries to centralize and regulate access to information.			
9. Integrate SharePoint with Microsoft Office.			
10. Customize SharePoint designer.			
11. Build custom workflows in SharePoint designer.			
12. Access external data with SharePoint.			

### PLAR Assessment Methods

If you qualify for PLAR, you may be asked to demonstrate your learning in one or more ways. Be prepared to clarify assessment directions during a consultation with the [PLAR contact person](#).

## COMP 214 - Project Management

You will develop essential project management skills that will place you in a position to make an immediate and valuable contribution to the success of real world projects. You will study industry standards and methodologies to develop an appreciation of the resources available to project managers. You will learn tools and techniques which are useful to the project process groups and knowledge areas. You will study the theory that supports project management and how apply it to real-world examples.

**Credit unit(s):** 4.0  
**Prerequisites:** none  
**Equivalent course(s):** none

<b>COMP 214 - Project Management</b>  <b>Competent:</b> I can apply this outcome without direction or supervision <b>Learning:</b> I am still learning skills and knowledge to apply this outcome <b>None:</b> I have no knowledge or experience related to this outcome	Competent	Learning	None
1. Discuss project management concepts.			
2. Recognize the industry standards and methods of project management.			
3. Identify the people who have a stake in a project.			
4. Demonstrate effective team management.			
5. Prepare tools used in project initiation.			
6. Apply planning techniques used in project management.			
7. Apply scheduling techniques used in project management.			
8. Produce a risk response plan.			
9. Execute a project management plan.			

### PLAR Assessment Methods

If you qualify for PLAR, you may be asked to demonstrate your learning in one or more ways. Be prepared to clarify assessment directions during a consultation with the [PLAR contact person](#).

## COMP 215 - Internet Application Development 1

You will learn the fundamentals of Web design and application development. You will learn to create Web content that communicates effectively and is easy to maintain. Your studies will include learning HTML5, JavaScript, JQuery, AJAX and JavaScript sockets.

**Credit unit(s):** 5.0  
**Prerequisites:** COMP 122  
**Equivalent course(s):** none

<b>COMP 215 - Internet Application Development 1</b>		<b>Competent</b>	<b>Learning</b>	<b>None</b>
<b>Competent:</b>	I can apply this outcome without direction or supervision			
<b>Learning:</b>	I am still learning skills and knowledge to apply this outcome			
<b>None:</b>	I have no knowledge or experience related to this outcome			
1.	Discuss the technologies used in Web design and Web application development.			
2.	Discuss the concepts of information architecture and site maintenance.			
3.	Discuss Web usability and interaction design.			
4.	Create Web content with HTML.			
5.	Apply responsive design to the creation of web pages.			
6.	Create Web pages that use CSS3 formatting.			
7.	Differentiate between Java Script and JQuery.			
8.	Create web pages that use JQuery.			
9.	Create web pages that use persistent data.			
10.	Create web pages that use AJAX.			
11.	Create web pages that use sockets.			

### PLAR Assessment Methods

If you qualify for PLAR, you may be asked to demonstrate your learning in one or more ways. Be prepared to clarify assessment directions during a consultation with the [PLAR contact person](#).

### COMP 233 - Object Oriented Programming Concepts

You will learn advanced topics in Java programming and Object Oriented programming techniques. Your studies will include file manipulation, exception handling, graphical user interfaces, event handling, multi-threaded environments, and network programming. You will continue to study systems development, algorithm design and the Unified Modelling Language (UML). After completing this course, you will have developed a thorough understanding of Java's capabilities and strengths.

**Credit unit(s):** 5.0  
**Prerequisites:** COMP 122  
**Equivalent course(s):** none

<b>COMP 233 - Object Oriented Programming Concepts</b>	<b>Competent</b>	<b>Learning</b>	<b>None</b>
<b>Competent:</b> I can apply this outcome without direction or supervision <b>Learning:</b> I am still learning skills and knowledge to apply this outcome <b>None:</b> I have no knowledge or experience related to this outcome			
1. Use Composition in Java.			
2. Use inheritance in Java.			
3. Use polymorphism in Java.			
4. Use object oriented programming in Java.			
5. Use exception handling techniques in Java.			
6. Manipulate files in Java.			
7. Manipulate databases in Java.			
8. Manage multi-threading techniques in Java.			
9. Use network programming in Java.			
10. Construct graphical user interfaces in Java.			

### PLAR Assessment Methods

If you qualify for PLAR, you may be asked to demonstrate your learning in one or more ways. Be prepared to clarify assessment directions during a consultation with the [PLAR contact person](#).

## COMP 234 - Database

You will gain experience designing computer systems that involve database processing. You will focus on the hierarchical, relational, and network design. You will also gain experience in database processing using ORACLE and Query Languages (in particular SQL and SQL\*PLUS).

**Credit unit(s):** 5.0  
**Prerequisites:** COMP 123  
**Equivalent course(s):** none

<b>COMP 234 - Database</b>  <b>Competent:</b> I can apply this outcome without direction or supervision <b>Learning:</b> I am still learning skills and knowledge to apply this outcome <b>None:</b> I have no knowledge or experience related to this outcome	Competent	Learning	None
1. Describe the fundamentals of database management.			
2. Develop SQL statements to create and populate database tables.			
3. Write SQL statements to retrieve information from database tables.			
4. Explain the process of saving and undoing changes made to the database.			
5. Discuss database objects.			
6. Explain the concept of optimization.			
7. Explain the process of normalization.			
8. Create SQL statements using functions.			
9. Examine grouping in SQL.			
10. Discuss the manner in which the structure of a table can be changed.			
11. Write SQL statements using set operations.			
12. Write introductory PL/SQL statements, stored procedures and triggers.			

### PLAR Assessment Methods

If you qualify for PLAR, you may be asked to demonstrate your learning in one or more ways. Be prepared to clarify assessment directions during a consultation with the [PLAR contact person](#).



## COMP 235 - Internet Application Development 2

Your studies will provide hands-on experience developing .NET applications. The course content includes Web application topics such as the .NET AJAX framework, ASP.NET, distributed computing topics such as Windows Communication Foundation and Web Services, and the ADO.NET libraries for data access. You will complete course projects using Visual Studio .NET, ASP.NET, ADO.NET, C#, and Visual Basic.

**Credit unit(s):** 6.0  
**Prerequisites:** COMP 215, COMP 234  
**Equivalent course(s):** none

<b>COMP 235 - Internet Application Development 2</b>		<b>Competent</b>	<b>Learning</b>	<b>None</b>
<b>Competent:</b>	I can apply this outcome without direction or supervision			
<b>Learning:</b>	I am still learning skills and knowledge to apply this outcome			
<b>None:</b>	I have no knowledge or experience related to this outcome			
1.	Use Web application architecture.			
2.	Implement ADO.NET data access.			
3.	Review Object Orientation.			
4.	Implement n-tiered applications.			
5.	Use AJAX in Web applications.			
6.	Implement WCF Web Service applications.			
7.	Use the Model View Controller design pattern.			
8.	Create a distributed .NET project.			

### PLAR Assessment Methods

If you qualify for PLAR, you may be asked to demonstrate your learning in one or more ways. Be prepared to clarify assessment directions during a consultation with the [PLAR contact person](#).

## COMP 236 - Operating Systems Environment Configuration

You will learn the fundamentals of developing software applications with open source tools and technologies. Your studies will provide you with a broad view of application development and deployment environments, including the hardware, operating systems, and servers required to develop and deploy software applications.

**Credit unit(s):** 5.0  
**Prerequisites:** COMP 254  
**Equivalent course(s):** none

<b>COMP 236 - Operating Systems Environment Configuration</b>	<b>Competent</b>	<b>Learning</b>	<b>None</b>
<b>Competent:</b> I can apply this outcome without direction or supervision <b>Learning:</b> I am still learning skills and knowledge to apply this outcome <b>None:</b> I have no knowledge or experience related to this outcome			
1. Install Linux.			
2. Configure a Linux OS.			
3. Write Shell Scripts.			
4. Write Regular Expressions.			
5. Configure a Web Server.			
6. Configure a DMBS.			
7. Develop a Database.			
8. Apply user controls and security to a database.			
9. Create a multi-tiered Web application.			
10. Deploy a multi-tiered Web application.			

### PLAR Assessment Methods

If you qualify for PLAR, you may be asked to demonstrate your learning in one or more ways. Be prepared to clarify assessment directions during a consultation with the [PLAR contact person](#).

## COMP 237 - Systems Analysis and Requirements Management

You will learn a variety of different methods, tools, and techniques that a systems analyst would use in the development of complex business information systems. You will use CASE tools to develop practical experience in planning analysis and design of business information systems. You will gather requirements, perform the analysis and begin design if a small-automated system belonging to a real world/ business/organization to gain direct experience of systems analysis.

**Credit unit(s):** 4.0  
**Prerequisites:** COMP 234  
**Equivalent course(s):** none

<b>COMP 237 - Systems Analysis and Requirements Management</b>			
	<b>Competent</b>	<b>Learning</b>	<b>None</b>
<b>Competent:</b> I can apply this outcome without direction or supervision			
<b>Learning:</b> I am still learning skills and knowledge to apply this outcome			
<b>None:</b> I have no knowledge or experience related to this outcome			
1. Identify foundation for systems development.			
2. Apply project time management and common tools.			
3. Explain project scope management.			
4. Examine software quality assurance practices.			
5. Compare analysis tools.			
6. Model information systems.			
7. Discuss user interface design.			
8. Model data storage.			
9. Discuss program design.			

### PLAR Assessment Methods

If you qualify for PLAR, you may be asked to demonstrate your learning in one or more ways. Be prepared to clarify assessment directions during a consultation with the [PLAR contact person](#).

## COMP 249 - Information Security, Privacy and Ethics

You will learn how to plan and manage security and privacy policies. You will study the role of CIPS in providing ethical guidelines for professional conduct, and you will learn about the responsibilities of working with management information systems and their data. You will also discuss the ergonomics and health risks associated with computer based-work. Your studies will include the components of an information system security model and the threat groups that compromise them. In addition, you will be exposed to examples of security technology and how to implement it as part of a security plan.

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

<b>COMP 249 - Information Security, Privacy and Ethics</b>		<b>Competent</b>	<b>Learning</b>	<b>None</b>
<b>Competent:</b>	I can apply this outcome without direction or supervision			
<b>Learning:</b>	I am still learning skills and knowledge to apply this outcome			
<b>None:</b>	I have no knowledge or experience related to this outcome			
1.	Explain professionalism.			
2.	Discuss Ergonomics and health risks associated with computer based work.			
3.	Apply ethics to IT related decision making.			
4.	Explain theories of surveillance.			
5.	Explain privacy laws.			
6.	Explain the role of data warehousing/data mining in marketing.			
7.	Discuss security analysis and risk management.			

### PLAR Assessment Methods

If you qualify for PLAR, you may be asked to demonstrate your learning in one or more ways. Be prepared to clarify assessment directions during a consultation with the [PLAR contact person](#).

## COMP 253 - Systems Project

You will demonstrate your skill in systems development using real projects or contrived cases that require applying the activities of the system development cycle in an interactive data base environment. The case projects are set in a team environment with the supervising faculty member serving as your consultant and evaluator.

**Credit unit(s):** 6.0  
**Prerequisites:** COMP 214, COMP 237  
**Equivalent course(s):** none

<b>COMP 253 - Systems Project</b>	<b>Competent</b>	<b>Learning</b>	<b>None</b>
<b>Competent:</b> I can apply this outcome without direction or supervision <b>Learning:</b> I am still learning skills and knowledge to apply this outcome <b>None:</b> I have no knowledge or experience related to this outcome			
1. Use effective software construction.			
2. Use Unified Modeling Language (UML).			
3. Manage a computer systems project.			
4. Maintain an existing computer system.			
5. Create a new computer system.			
6. Use communication skills to present the final project and to discuss the development process.			
7. Work as a team to reach established goals.			

### PLAR Assessment Methods

If you qualify for PLAR, you may be asked to demonstrate your learning in one or more ways. Be prepared to clarify assessment directions during a consultation with the [PLAR contact person](#).

## COMP 254 - Computer Architecture and Data Communications

You will be exposed to a wide variety of topics related to computer systems and networking. As you install and configure these system components, you will learn about computer hardware, workstation and server operating systems, and computer networking and data communications. Your studies will focus on the architecture of the Intel-based computer hardware and the Microsoft workstation and server operating system platforms.

**Credit unit(s):** 6.0  
**Prerequisites:** COMP 123  
**Equivalent course(s):** none

<b>COMP 254 - Computer Architecture and Data Communications</b>  <b>Competent:</b> I can apply this outcome without direction or supervision <b>Learning:</b> I am still learning skills and knowledge to apply this outcome <b>None:</b> I have no knowledge or experience related to this outcome	<b>Competent</b>	<b>Learning</b>	<b>None</b>
1. Apply safety and security procedures in the handling and management of computer hardware and software.			
2. Locate the various hardware components in a personal computer.			
3. Perform calculations with numbers with different bases.			
4. Perform basic operations with machine code.			
5. Describe the differences between server and workstation operating systems.			
6. Install Windows operating systems as host and client virtual machines.			
7. Explain the basic concepts involved with computer networking and data communications.			
8. Examine TCP/IP network architecture and communications.			
9. Use networking concepts to describe networking hardware components and the design of computer networks.			
10. Configure a Windows workstation operating system and applications software.			
11. Configure a Windows Server Domain environment.			
12. Operate the performance management tools associated with the Windows Server operating system.			

### PLAR Assessment Methods

If you qualify for PLAR, you may be asked to demonstrate your learning in one or more ways. Be prepared to clarify assessment directions during a consultation with the [PLAR contact person](#).

## COMP 255 - Visual Application Development

You will study the Windows based application development environment. You will develop applications using graphical user interfaces and incorporate Object-Oriented Event-Driven (OOED) programming. The course content includes standard OOED programming concepts, graphics, database access, inter-application communications and data structures.

**Credit unit(s):** 5.0  
**Prerequisites:** none  
**Equivalent course(s):** none

<b>COMP 255 - Visual Application Development</b>	<b>Competent</b>	<b>Learning</b>	<b>None</b>
<b>Competent:</b> I can apply this outcome without direction or supervision			
<b>Learning:</b> I am still learning skills and knowledge to apply this outcome			
<b>None:</b> I have no knowledge or experience related to this outcome			
1. Use the Visual Studio IDE to make event driven programs.			
2. Use coding standards.			
3. Design a functional test case.			
4. Use decision control structures to make Visual Studio .NET programs.			
5. Use iterative control structures to make Visual Studio .NET applications.			
6. Use subroutines to make Visual Studio .NET applications.			
7. Use arrays to make Visual Studio .NET applications.			
8. Use classes and objects to make Visual Studio .NET applications.			
9. Use files to make Visual Studio .NET applications that use persistent data.			
10. Make Visual Studio .NET applications that use SQL Server data.			

### PLAR Assessment Methods

If you qualify for PLAR, you may be asked to demonstrate your learning in one or more ways. Be prepared to clarify assessment directions during a consultation with the [PLAR contact person](#).

## COMP 258 - Object Oriented Software Development

You will study the fundamentals of object oriented software design, UML and data structures. You will study the creation and selection of common collections and their related algorithms. You will apply these concepts in project development involving multi-user, networked application for data access.

**Credit unit(s):** 5.0  
**Prerequisites:** COMP 233  
**Equivalent course(s):** none

<b>COMP 258 - Object Oriented Software Development</b>	<b>Competent</b>	<b>Learning</b>	<b>None</b>
<b>Competent:</b> I can apply this outcome without direction or supervision <b>Learning:</b> I am still learning skills and knowledge to apply this outcome <b>None:</b> I have no knowledge or experience related to this outcome			
1. Review Object Orientation.			
2. Write general purpose data structures.			
3. Write recursive methods.			
4. Apply searching and sorting algorithms.			
5. Conduct algorithm efficiency analysis.			
6. Identify common predefine collections.			
7. Identify generic collections.			
8. Write generic methods.			
9. Manage collections of network collections.			
10. Manage concurrent transactions.			

### PLAR Assessment Methods

If you qualify for PLAR, you may be asked to demonstrate your learning in one or more ways. Be prepared to clarify assessment directions during a consultation with the [PLAR contact person](#).



## COMP 259 - Mobile Application Development 1

Using the Android-based application development environment, you will extend web applications to a native mobile platform. You will write mobile applications that incorporate local data storage, implement handset hardware features such as GPS and connect to the network. You will compare native application development to cross platform development for multiple devices.

**Credit unit(s):** 4.0  
**Prerequisites:** COMP 233  
**Equivalent course(s):** none

<b>COMP 259 - Mobile Application Development 1</b>  <b>Competent:</b> I can apply this outcome without direction or supervision <b>Learning:</b> I am still learning skills and knowledge to apply this outcome <b>None:</b> I have no knowledge or experience related to this outcome	Competent	Learning	None
1. Describe mobile application platforms.			
2. Compare the advantages and limitations of cross platform development to native applications.			
3. Implement user interface elements for input and output in an android application.			
4. Control the android Activity lifecycle.			
5. Write a mobile application that interacts with local hardware.			
6. Implement local data persistence in a mobile application using a text files and databases.			
7. Write a mobile application that connects to the network.			
8. Publish or deploy a native mobile application.			
9. Develop a simple mobile application using a cross platform development tool that can run on multiple device platforms.			

### PLAR Assessment Methods

If you qualify for PLAR, you may be asked to demonstrate your learning in one or more ways. Be prepared to clarify assessment directions during a consultation with the [PLAR contact person](#).

## COOP 150 - Co-operative Education Work Term

Your co-operative education work term will provide an opportunity for you to integrate the formal knowledge and skills learned in the classroom with experiential learning from the workplace. You will have the opportunity to apply theoretical concepts to real work situations, work collaboratively in team work situations, experience the complexity of the roles and responsibilities within an organization, and apply personal employment skills.

**Credit unit(s):** 0.0  
**Prerequisites:** JOBR 120  
**Equivalent course(s):** none

<b>COOP 150 - Co-operative Education Work Term</b>		<b>Competent</b>	<b>Learning</b>	<b>None</b>
<b>Competent:</b>	I can apply this outcome without direction or supervision			
<b>Learning:</b>	I am still learning skills and knowledge to apply this outcome			
<b>None:</b>	I have no knowledge or experience related to this outcome			
1.	Apply personal employment search skills.			
2.	Demonstrate effective workplace communication skills.			
3.	Demonstrate effective work habits.			
4.	Demonstrate safe work practices.			
5.	Demonstrate effective teamwork skills.			
6.	Develop personal management skills.			
7.	Identify roles and responsibilities of personnel in the workplace.			
8.	Integrate theories and concepts learned in a workplace setting.			
9.	Demonstrate essential employability skills.			
10.	Reflect on job performance.			
11.	Prepare a work term reflection paper.			

### PLAR Assessment Methods

If you qualify for PLAR, you may be asked to demonstrate your learning in one or more ways. Be prepared to clarify assessment directions during a consultation with the [PLAR contact person](#).

## HR 236 - Organizational Change

You will develop strategies and processes related to creating and fostering an evolving workplace culture that supports innovation, change, quality and learning and results in harmony between the organization's needs and employee's expectations while remaining consistent with the organization's business plan in a competitive and changing environment. The course content emphasizes the importance of implementing changes in the proper sequence of events and interactions.

**Credit unit(s):** 4.0  
**Prerequisites:** none  
**Equivalent course(s):** ADMN 236, HR 236CE

<b>HR 236 - Organizational Change</b>		<b>Competent</b>	<b>Learning</b>	<b>None</b>
<b>Competent:</b>	I can apply this outcome without direction or supervision			
<b>Learning:</b>	I am still learning skills and knowledge to apply this outcome			
<b>None:</b>	I have no knowledge or experience related to this outcome			
1.	Explore your attitude and reaction towards change management.			
2.	Describe how the six-images framework of change management applies to your approach to change.			
3.	Describe how the depth of an organizational change can impact what changes in an organization.			
4.	Construct an effective change vision.			
5.	Describe the different approaches to managing change.			
6.	Describe the difference between sustaining a change and initiative decay.			
7.	Use varied approaches to manage resistance to change.			
8.	Demonstrate how to be an effective change manager.			

### PLAR Assessment Methods

#### 1. Evidence file

The evidence file must include documents that demonstrate the skills and knowledge related to the learning outcomes above. These will require verification/validation by present and/or past employers.

#### 2. Interview

You will be required to participate in an interview with an instructor where you will be asked to demonstrate your knowledge in the above areas.

#### 3. Challenge exam

You may also be asked to complete a comprehensive exam based on the learning outcomes for this course.

### **JOB 120 – Job Readiness**

You will develop essential employability skills which will assist you in labour market research in the information technology sector, employment-related communications, and interviewing techniques. You will prepare documentation required for a successful job application and employment.

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

<b>JOB 120 – Job Readiness</b>	<b>Competent</b>	<b>Learning</b>	<b>None</b>
<b>Competent:</b> I can apply this outcome without direction or supervision <b>Learning:</b> I am still learning skills and knowledge to apply this outcome <b>None:</b> I have no knowledge or experience related to this outcome			
1. Develop required documents for job application in the technology sector.			
2. Perform company and job research.			
3. Prepare e-presence.			
4. Demonstrate interview skills.			

### **PLAR Assessment Methods**

If you qualify for PLAR, you may be asked to demonstrate your learning in one or more ways. Be prepared to clarify assessment directions during a consultation with the [PLAR contact person](#).

# Appendices

## Appendix A

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### General employer validation letter

*(On employer's business letterhead)*

I have actually seen \_\_\_\_\_ complete the tasks that I have  
(Candidate's name)  
signed for on the competency sheet for the \_\_\_\_\_ area, and  
(course/learning outcome)

I have confidence that he/she is competent to perform those tasks.

Name of validator: \_\_\_\_\_

Employer: \_\_\_\_\_

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

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

General comments regarding the candidate's performance (optional):

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Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Appendix B

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### ADMN 220 Employer/validator information sheet for evidence

*(On employer's letterhead)*

I have actually seen \_\_\_\_\_ complete the tasks that I have  
(Candidate's name)  
signed for PLAR employer validation checklist for the ADMN 220 Organizational Behaviour  
course. I am confident that he/she can perform the identified factors at the skill level  
indicated.

Name of validator: \_\_\_\_\_

Employer: \_\_\_\_\_

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

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

General comments regarding the candidate's performance (optional):

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Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**ADMN 220 Employer validation checklist**

**Employer instructions:**

Review each of the skills and knowledge factors that are listed in the table below. Indicate with a checkmark whether the PLAR candidate can perform the factor at a “Satisfactory”, “Unsatisfactory”, or “Not Applicable” level. Add any comments that you might have to clarify your responses in the comment area. Provide your signature at the bottom of this form and complete the validator information sheet.

<b>Skills and knowledge</b>	Satisfactory	Unsatisfactory	Not applicable	Optional Comments
Determines goals and sets priorities				
Plans and schedules activities				
Completes tasks within an established deadline				
Solves problems and makes thoughtful and reasonable decisions, even if unpopular				
Effectively uses verbal skills				
Effectively uses non-verbal skills				
Leads discussion groups				
Prepares presentation				
Delivers presentation				
Understands and works well in a diverse workplace (gender, age, race, other)				
Negotiates work tasks and assignments				
Functions as an effective team member				
Effectively manages conflict				
Maintains good relations with others				
Encourages and motivates others to accomplish tasks				
Monitors the performance of others when required				



Please complete the PLAR validation checklist for ADMN 220 - Organizational Behaviour. Verify whether the PLAR candidate has performed each of the factors, then sign below and include the letter of validation.

**Comments:**

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Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## ***Exam invigilator form for Prior Learning Assessment***

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Please fill and return the following information with exams to your [Sask Polytech PLAR contact](#).

**The exam supervisor should be a professional (teacher, RCMP, RN, secretary, clergy, etc.) and must be a non-relative.**

### **EXAM SUPERVISOR**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Postal code: \_\_\_\_\_

Occupation: \_\_\_\_\_

Place of employment: \_\_\_\_\_

Business phone: \_\_\_\_\_ Home phone: \_\_\_\_\_

**Student's name** (please print): \_\_\_\_\_

**Note: Please validate student's identity. After validation, please enter your signature.**

\_\_\_\_\_  
Signature of exam supervisor

\_\_\_\_\_  
List course

**Instruction sheet for candidate**

*Note to candidates:*

Please take careful note of the marks assigned to each of the following questions and plan your time and answers according to the value of each question. As well, when given a choice of questions, please only answer one as you will only be marked on one (refer below to number 3).

This information is included in the candidate guide so you will have more information about the assignment. You will receive the actual assignment from the program area once you have made your PLAR application.

5. Candidates are to complete the following questions:
  - (a) Either question 1 **OR** question 2
  - (b) Questions 3, 4, 5, and 6. Note that question 4 has **two** choices. Your assignment will be graded depending on the choice you have made.
  - (c) Either question 7 **OR** question 8
6. Questions 1 and 2 can be done directly into the assignment booklet. The other questions must be done on the paper that has been supplied to you. Please ensure that your writing is neat and legible.
7. Assessors will only mark the first response in questions where candidates are given a choice.
8. This assignment has been developed so that candidates who have had organizational experience would be able to complete it without reference to a textbook. However, you are allowed to use your textbooks.