Office Administration - Certificate

PLAR Candidate Guide
Prior Learning Assessment and Recognition (PLAR)

Copyright

Prior learning credit options at Saskatchewan Polytechnic

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

How to navigate this document

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

Contents of this guide

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

A. PLAR fees

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

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

B. PLAR eligibility and options

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

Course pre-requisites and co-requisites

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

Block assessment

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

C. Dates when PLAR assessment is available

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

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

D. Special directions for this program

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

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

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

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

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

6. **Finalize** an assessment plan with your assigned assessor.

7. **Complete** assessment before your PLAR registration expires.

E. PLAR contact person

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

<div style="display:flex">

Shannon Pettem, Program Head
Saskatchewan Polytechnic
Prince Albert Campus
PH: 306-765-1713
Email: pettems@saskpolytech.ca

Joleen Chun, Program Head
Saskatchewan Polytechnic
Regina Campus
PH: 306-775-7359
Email: chunj@saskpolytech.ca

</div>

F. Self-rating course outlines

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

COURSE CODE	COURSE NAME	Delivered by another department/program
Semester 1		
ACCT 105	Accounting	
BCOM 100	Business Communications 1	
CKEY 101	Keyboarding 1	
COAP 115	Word Processing 1	
COAP 117	Spreadsheet Applications	
COMP 115	Introduction to Organizational Office Technologies	
OPRO 105	Office Procedures	
Semester 2		
BCOM 102	Business Communications 2	
CKEY 102	Keyboarding 2	
COAP 116	Word Processing 2	
COAP 138	Computer Suite Applications	

COURSE CODE	COURSE NAME	Delivered by another department/program
IPSK 100	Interpersonal Communications	Arts & Sciences
OPRO 133	Records and Information Management	
PROF 103	Professional Development	
Semester 2 Electives (1 or 2)		
ACCT 136	Automated Accounting	
MTER 200	Medical Terminology	

ACCT 105 - Accounting

You will journalize and post transactions, prepare worksheets, prepare adjusting and closing entries, prepare unaudited financial statements, perform banking and petty cash functions, and prepare employee and employer payroll records.

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

Use a checkmark (✓) to rate yourself as follows for each learning outcome	Competent	Learning	None
Competent: I can apply this outcome without direction or supervision. **Learning:** I am still learning skills and knowledge to apply this outcome. **None:** I have no knowledge or experience related to this outcome.			
1. 1.Identify basic accounting functions.			
2. Analyze transactions into debit and credit parts.			
3. Analyze business transactions for a service company.			
4. Prepare worksheets.			
5. Prepare financial statements.			
6. Complete the adjusting process.			
7. Apply procedures to internal control over cash.			
8. Demonstrate accounting for payroll.			

BCOM 100 - Business Communications 1

You will apply grammatical rules and principles in preparation for writing routine business correspondence.

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

Use a checkmark (✓) to rate yourself as follows for each learning outcome **Competent:** I can apply this outcome without direction or supervision. **Learning:** I am still learning skills and knowledge to apply this outcome. **None:** I have no knowledge or experience related to this outcome.	Competent	Learning	None
1. Write complete sentences.			
2. Write sentences demonstrating the use of nouns.			
3. Write sentences using capitalization, abbreviations, and numbers.			
4. Write sentences using pronouns and prepositions.			
5. Write sentences using verbs.			
6. Write sentences using adjectives and adverbs.			

CKEY 101 - Keyboarding 1

You will develop ergonomic keyboarding techniques to attain a minimum touch-typing speed of 35 netWPM with a minimum of 98% accuracy.

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

Use a checkmark (✓) to rate yourself as follows for each learning outcome **Competent:** I can apply this outcome without direction or supervision. **Learning:** I am still learning skills and knowledge to apply this outcome. **None:** I have no knowledge or experience related to this outcome.	Competent	Learning	None
1. Develop ergonomic keyboarding techniques, speed, and accuracy.			
2. Perform proper touch-typing at a speed of 35 netWPM with a minimum of 98% accuracy.			

COAP 115 - Word Processing 1

The course introduces word processing concepts. You will be introduced to common features of Microsoft Word and develop skills in producing and formatting a variety of business documents. You will use a hands-on practical approach to learn the skills required to create letters, tables, and enhancing documents with graphics and diagrams.

Credit unit(s):	4.0
Prerequisites:	none
Corequisites:	COMP 115
Equivalent course(s):	none

Use a checkmark (✓) to rate yourself as follows for each learning outcome **Competent:** I can apply this outcome without direction or supervision. **Learning:** I am still learning skills and knowledge to apply this outcome. **None:** I have no knowledge or experience related to this outcome.	Competent	Learning	None
1. Produce basic documents.			
2. Edit documents.			
3. Apply basic page formatting.			
4. Create tables.			
5. Produce interoffice correspondence.			
6. Prepare letters, envelopes, and labels.			
7. Design documents using graphic features and diagrams.			

COAP 117 - Spreadsheet Applications

In this course you will learn to create and manage spreadsheets and workbook files, enter data, and create basic formulas to perform calculations and apply numeracy skills. You will focus on formatting, applying formulas and functions, preparing charts, and analyzing and organizing spreadsheet data

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

Use a checkmark (✓) to rate yourself as follows for each learning outcome **Competent:** I can apply this outcome without direction or supervision. **Learning:** I am still learning skills and knowledge to apply this outcome. **None:** I have no knowledge or experience related to this outcome.	Competent	Learning	None
1. Prepare a workbook using spreadsheet software.			
2. Implement formulas and functions for fundamental mathematical calculations using spreadsheet software.			
3. Implement formulas and functions for advanced mathematical operations using spreadsheet software.			
4. Use advanced functions.			
5. Prepare charts from numerical data to assist in decision making.			
6. Perform data management.			
7. Design spreadsheets to assist in decision making.			

COMP 115 – Introduction to Organizational Office Tech

You will learn organizational technologies used to create efficiencies within the operations of an office. You will use a hands-on practical approach to learn and develop skills to create electronic file structures, identify email structure and etiquette, apply email features, create calendar events, use virtual communication systems, and propose current office technologies.

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

Use a checkmark (✓) to rate yourself as follows for each learning outcome **Competent:** I can apply this outcome without direction or supervision. **Learning:** I am still learning skills and knowledge to apply this outcome. **None:** I have no knowledge or experience related to this outcome.	Competent	Learning	None
1. Create an electronic file management system.			
2. Use virtual communication systems.			
3. Identify email structure and etiquette.			
4. Apply email management features.			
5. Create electronic calendar schedules.			
6. Propose the use of office technology.			

OPRO 105 - Office Procedures

You will learn time management, customer service, reception, problem solving, and team building skills. You will also learn how to effectively perform office procedures skills related to telephones, incoming and outgoing mail, and business meetings. As well, you will learn how to use information sources including the internet and how to manage office supplies and business forms.

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

Use a checkmark (✓) to rate yourself as follows for each learning outcome **Competent:** I can apply this outcome without direction or supervision. **Learning:** I am still learning skills and knowledge to apply this outcome. **None:** I have no knowledge or experience related to this outcome.	Competent	Learning	None
1. Use time management.			
2. Use information sources including the internet.			
3. Practice customer service and reception skills.			
4. Demonstrate telephone technology and techniques.			
5. Discuss mail processing procedures.			
6. Prepare business meetings.			
7. Manage office supplies and business forms.			
8. Conduct an office improvement project.			

PROF 103 – Professional Development

You will focus on your role as an administrative professional. This includes reflecting on professional development, lifelong learning, and goal setting. You will prepare for professional employment by learning interview strategies, developing a resume, cover letter and portfolio. You will review workplace topics such as employee rights and responsibilities, professionalism, and ethics.

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

Use a checkmark (✓) to rate yourself as follows for each learning outcome **Competent:** I can apply this outcome without direction or supervision. **Learning:** I am still learning skills and knowledge to apply this outcome. **None:** I have no knowledge or experience related to this outcome.	Competent	Learning	None
1. Determine professional development and goal setting techniques.			
2. Develop a professional resume and cover letter.			
3. Develop a professional employment portfolio.			
4. Prepare for a professional interview.			
5. Recognize employee rights and responsibilities.			
6. Review aspects of professionalism and ethics.			

BCOM 102 - Business Communications 2

You will continue to develop effective business writing skills. You will write routine business correspondence and apply proofreading and editing skills.

Credit unit(s):	3.0
Prerequisites:	BCOM 100
Corequisites:	none
Equivalent course(s):	none

Use a checkmark (✓) to rate yourself as follows for each learning outcome **Competent:** I can apply this outcome without direction or supervision. **Learning:** I am still learning skills and knowledge to apply this outcome. **None:** I have no knowledge or experience related to this outcome.	Competent	Learning	None
7. Write compound and complex sentences using commas.			
8. Write sentences using colons and semicolons.			
9. Use business writing techniques to achieve business tone, style, and clarity.			
10. Prepare routine business emails.			
11. Compose routine letters.			

CKEY 102 - Keyboarding 2

You will demonstrate ergonomic and proper keyboarding techniques to attain a minimum speed of 45 net WPM with a minimum of 98% accuracy.

Credit unit(s):   2.0
Prerequisites: CKEY 101
Corequisites: none
Equivalent course(s):   none

Use a checkmark (✓) to rate yourself as follows for each learning outcome **Competent:** I can apply this outcome without direction or supervision. **Learning:** I am still learning skills and knowledge to apply this outcome. **None:** I have no knowledge or experience related to this outcome.	Competent	Learning	None
1. Demonstrate proper keyboarding techniques, speed, and accuracy.			
2. Perform proper touch-typing at a minimum speed of 45 net WPM with a minimum of 98% accuracy.			

COAP 116 - Word Processing 2

You will continue to develop your skills using advanced word processing functions in form building, mail merge and creating columns. You will focus on developing the skills required to work with multiple page documents such as letters, reports, tables, brochures, and newsletters.

Credit unit(s):	4.0
Prerequisites:	COAP 115, CKEY 101
Corequisites:	none
Equivalent course(s):	none

Use a checkmark (✓) to rate yourself as follows for each learning outcome **Competent:** I can apply this outcome without direction or supervision. **Learning:** I am still learning skills and knowledge to apply this outcome. **None:** I have no knowledge or experience related to this outcome.	Competent	Learning	None
1. Produce business documents containing multiple columns.			
2. Create business reports.			
3. Design tables with advanced features.			
4. Set up forms to be used as a template.			
5. Produce advanced letters.			
6. Prepare documents with the mail merge feature.			
7. Use desktop publishing software.			

COAP 138 - Computer Suite Applications

In this course you will create databases and tables, query those tables, and create forms and reports. You will learn to create documents that feature the integration of word processing, spreadsheets, and databases. You will also use presentation software to create and edit engaging, dynamic multimedia presentations

Credit unit(s):	3.0
Prerequisites:	COMP 115, COAP 117
Corequisites:	COAP 116
Equivalent course(s):	none

Use a checkmark (✓) to rate yourself as follows for each learning outcome **Competent:** I can apply this outcome without direction or supervision. **Learning:** I am still learning skills and knowledge to apply this outcome. **None:** I have no knowledge or experience related to this outcome.	Competent	Learning	None
1. Prepare a database.			
2. Use database features to organize database information.			
3. Prepare integrated documents using import and export features.			
4. Prepare a presentation.			
5. Use presentation features to enhance a presentation.			
6. Complete an integrated project by importing and exporting information between word processing, spreadsheet, database, and presentation software.			

IPSK 100 – Interpersonal Communications

You will be given opportunities 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, verbal skills, and an increased understanding of non-verbal messages, and some problem-solving skills.

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

Use a checkmark (✓) to rate yourself as follows for each learning outcome **Competent:** I can apply this outcome without direction or supervision. **Learning:** I am still learning skills and knowledge to apply this outcome. **None:** I have no knowledge or experience related to this outcome.	Competent	Learning	None
1. Describe factors that affect interpersonal communications.			
2. Describe the impact of diversity on efficacy of interpersonal communications.			
3. Distinguish appropriate communication strategies relevant to Indigenous ways of knowing and being.			
4. Use active listening skills and feedback strategies.			
5. Demonstrate effective verbal communication skills.			
6. Use non-verbal communication strategies to enhance business communications.			
7. Use problem solving and conflict resolution techniques.			

OPRO 133 - Records and Information Management

You will learn about records and information management procedures and equipment as well as various types of filing systems including electronic filing.

Credit unit(s):   3.0
Prerequisites: COMP 115
Corequisites: none
Equivalent course(s):   none

Use a checkmark (✓) to rate yourself as follows for each learning outcome **Competent:** I can apply this outcome without direction or supervision. **Learning:** I am still learning skills and knowledge to apply this outcome. **None:** I have no knowledge or experience related to this outcome.	Competent	Learning	None
1. Identify records management procedures and processes.			
2. Examine privacy laws and regulations.			
3. Perform alphabetic filing.			
4. Perform subject filing.			
5. Perform electronic filing.			
6. Perform numeric and geographic filing.			

ACCT 136 - Automated Accounting

Using an automated accounting software package, you will learn how to enter transactions into journals (general, purchase, payments, sales, cash receipts and payroll) and ledgers (general, accounts receivable, accounts payable and payroll), learn to account for inventory, and learn to prepare banking records. You will also prepare the initial automated accounting setup for use by a company.

Credit unit(s):	4.0
Prerequisites:	ACCT 105, ACCT 122
Corequisites:	none
Equivalent course(s):	none

Use a checkmark (✓) to rate yourself as follows for each learning outcome **Competent:** I can apply this outcome without direction or supervision. **Learning:** I am still learning skills and knowledge to apply this outcome. **None:** I have no knowledge or experience related to this outcome.	Competent	Learning	None
1. Enter transactions in the General Journal.			
2. Enter transactions in the Purchases and Payments Journals.			
3. Enter transactions in the Sales and Cash Receipts Journals.			
4. Enter payroll transactions.			
5. Enter inventory transactions.			
6. Design an accounting system for a small business.			
7. Enter payroll records.			
8. Enter quotes and orders.			
9. Enter banking transactions.			

MTER 200 - Medical Terminology

You will learn the construction of medical words, including root words, combining forms, prefixes, and suffixes as they relate to body organization and systems. You will also learn medical abbreviations, anatomical terms, and general imaging, laboratory, pharmacology, and surgical terminology.

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

Use a checkmark (✓) to rate yourself as follows for each learning outcome **Competent:** I can apply this outcome without direction or supervision. **Learning:** I am still learning skills and knowledge to apply this outcome. **None:** I have no knowledge or experience related to this outcome.	Competent	Learning	None
1. Review careers in the medical administrative field.			
2. Use root words and combining forms to spell and define medical word parts.			
3. Use prefixes and suffixes to spell and define medical word parts.			
4. Apply the principles of medical language to construct and define medical terminology.			
5. Identify medical terminology related to body organization and systems.			
6. Use anatomical terms related to the whole body.			
7. Recognize general imaging, laboratory, pathology, and surgical terminology.			