



# Standardized Computer Courses

## PLAR Candidate Guide

Prior Learning Assessment and Recognition (PLAR)

### Copyright

---

No part of the work(s) contained herein may be reproduced or copied in any form or by any means – graphic, electronic, or mechanical, including photocopying, recording, taping of information and retrieval systems – without written consent of Saskatchewan Polytechnic.

### Prior learning credit options at Saskatchewan Polytechnic

---

See [Get Credit for What you Know](#) webpages for important information about all options to get credit for prior learning at Sask Polytech. Options include 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 from another section in this document to where you were, 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 PLAR information and tools for Standardized Computer Courses that are offered in many Sask Polytech programs.

- A. [PLAR fees](#)
- B. [PLAR eligibility](#)
- C. [Dates when PLAR assessment is available](#)
- D. [Special directions for Standardized Computer Courses](#)
- E. [PLAR contact person](#)
- F. [Self-rating course outlines](#)

## 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

---

### 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.

### Eligibility for individual course PLAR

If you **are** enrolled in a Sask Polytech program, you must meet the PLAR eligibility criteria for your program in which the course is offered. Please refer to PLAR eligibility and options in the PLAR Guide for your program of study.

If you are **not** enrolled in a Sask Polytech program, consult with the [PLAR contact person](#) for approval to PLAR a Standardized Computer Courses as an unclassified (unadmitted) student.

## C. Dates when PLAR assessment is available

---

PLAR assessment for Standardized Computer Courses is available from Sept 1 to June 15 in each academic year.

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

## D. Special directions for Standardized Computer Courses

---

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** first with the Program Head or PLAR contact person for your program of study, if you are enrolled in a program. That person will initial your [PLAR application form](#) to confirm that they are aware of your intention and refer you to the [PLAR contact person](#) for Standardized Computer Courses. Be prepared to provide a self-rating page of each course you want to PLAR (see Section F).
4. **Register** for PLAR at Registration Services with a completed [PLAR Application Form](#).
5. **Finalize** a detailed Assessment Plan with your assigned assessor.
6. **Complete** assessment before your PLAR registration expires.

## E. PLAR contact person

---

PLAR consultation may be arranged for phone, online, or in person. Contact the person below **after** you have...

- rated yourself for each course you want to PLAR (see Section F) and
- consulted with the PLAR contact person for your program of study, if you are enrolled in a program.

**Greg Gardiner**, Coordinator  
Standardized Computer Courses  
Saskatchewan Polytechnic, Saskatoon Campus  
Phone: 306-659-4214  
Email: [Greg.Gardiner@saskpolytech.ca](mailto:Greg.Gardiner@saskpolytech.ca)

## F. Self-rating course outlines

---

Click on a course code below to open a page where you can rate yourself on the course learning outcomes that are assessed for PLAR credit. Be prepared to share your ratings with the [PLAR contact person](#) for these courses.

COURSE CODE	COURSE TITLE
<a href="#">COAP 178</a>	Computer Applications for Funeral Services
<a href="#">COAP 179</a>	Outlook, Word and Desktop Publishing
<a href="#">COMP 170</a>	Basic Computer Operation
<a href="#">COMP 171</a>	Introduction to Microsoft Word
<a href="#">COMP 172</a>	Intro to Microsoft Word/Excel
<a href="#">COMP 174</a>	Intro to Microsoft Excel 1
<a href="#">COMP 175</a>	Intro to Microsoft Excel 2
<a href="#">COMP 176</a>	Intro to Microsoft Access 1
<a href="#">COMP 179</a>	Introduction to PowerPoint

**COAP 178 – Computer Applications for Funeral Services**

You will develop the basic skills for creating, editing, and formatting electronic documents that are required in the funeral services industry. You will also work with multimedia software to create and deliver a presentation such as a photo tribute.

**Credit unit(s):** 3.0  
**Pre and Co Requisites:** none  
**Equivalent course(s):** COAP 178CE

<p><b>Use a checkmark (✓) to rate yourself as follows for each learning outcome</b></p> <p><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.</p>	Competent	Learning	None
1. Create Word documents.			
2. Edit Word documents.			
3. Use desktop publishing to create funeral specific documents.			
4. Create a spreadsheet.			
5. Use spreadsheets specific to the funeral service industry.			
6. Use multimedia software to create presentation.			
7. Create a photo tribute.			

**Programs that include this course (subject to change):**

Funeral Director Certificate

**COAP 179 – Outlook, Word and Desktop Publishing**

Your studies will introduce you to basic skills in the use of Outlook; Email, Calendar, Contacts, and Tasks as well as Desktop Publishing using Publisher; design, edit and produce documents.

**Credit unit(s):** 1.0  
**Pre and Co Requisites:** none  
**Equivalent course(s):** none

<p><b>Use a checkmark (✓) to rate yourself as follows for each learning outcome</b></p> <p><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.</p>	Competent	Learning	None
1. Use Microsoft Outlook, Calendar, Contacts and Tasks.			
2. Format Word documents.			
3. Use Advanced Word features.			
4. Create a document using Publisher.			
5. Use application templates.			

**Programs that include this course (subject to change):**

Recreation and Community Development Diploma

**COMP 170 – Basic Computer Operation**

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

**Credit unit(s):** 1.0

**Pre and Co Requisites:** none

**Equivalent course(s):** COAP 342, COMP 170CE, COMP 182

<p><b>Use a checkmark (✓) to rate yourself as follows for each learning outcome</b></p> <p><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.</p>	<b>Competent</b>	<b>Learning</b>	<b>None</b>
1. Work in a windows environment.			
2. Explain the basic operation of a computer.			
3. Perform file management.			
4. Use basic features of a word processor.			
5. Use the Internet to communicate and locate information			

**Programs that include this course (subject to change):**

- Career Essentials Applied Certificate
- Library and Information Technology Diploma
- Parts Person Applied Certificate
- Water and Wastewater Technician Certificate

**COMP 171 – Introduction to Microsoft Word**

Your studies will introduce you to basic word processing skills such as creating, editing and formatting documents, building tables, using templates and applying styles.

**Credit unit(s):** 1.0  
**Pre and Co Requisites:** none  
**Equivalent course(s):** CKEY 187, COAP 196, COAP 343,  
 COMP 120, COMP 154, COMP 171CE

<p><b>Use a checkmark (✓) to rate yourself as follows for each learning outcome</b></p> <p><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.</p>	<b>Competent</b>	<b>Learning</b>	<b>None</b>
1. Create documents.			
2. Edit documents.			
3. Format documents.			
4. Use other word processing features.			

**Programs that include this course (subject to change):**

- Career Essentials Applied Certificate
- Library and Information Technology Diploma
- Water and Wastewater Technician Certificate

**COMP 172 – Introduction to Microsoft Word and Excel**

You will learn the purpose and uses of a word processor and electronic spreadsheet. You will develop the basic skills of creating, editing and formatting documents and spreadsheets.

**Credit unit(s):** 1.0  
**Pre and Co Requisites:** none  
**Equivalent course(s):** COAP 120, COAP 172, COAP 381,  
 COMP 120, COMP 172CE

<p><b>Use a checkmark (✓) to rate yourself as follows for each learning outcome</b></p> <p><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.</p>	<b>Competent</b>	<b>Learning</b>	<b>None</b>
1. Create Word documents.			
2. Edit Word documents.			
3. Format Word documents.			
4. Create a spreadsheet.			
5. Use spreadsheet features.			

**Programs that include this course (subject to change):**

Not currently included in a program.



**COMP 174 – Introduction to Microsoft Excel 1**

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

**Credit unit(s):** 1.0  
**Pre and Co Requisites:** none  
**Equivalent course(s):** COAP 117, COAP 138, COAP 197, COAP 344, COMP 120, COMP 174CE

<b>Use a checkmark (✓) to rate yourself as follows for each learning outcome</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.	Create a spreadsheet.			
2.	Use basic functions and productivity tools.			
3.	Work with multiple worksheets.			
4.	Create basic charts.			

**Programs that include this course (subject to change):**

- Career Essentials Applied Certificate
- Geographic Information Science Certificate
- Health Information Management Diploma
- Hotel and Restaurant Management Diploma
- Library and Information Technology Diploma
- Recreation and Community Development Diploma
- Water and Wastewater Technician Certificate

**COMP 175 – Introduction to Microsoft Excel 2**

You will study the intermediate features of Excel. Using the skills and knowledge you acquired in COMP 174 (Introduction to Excel 1), you will learn to use more advanced spreadsheet functions, create and modify several chart types, and perform data manipulation.

**Credit unit(s):** 1.0  
**Pre-requisites:** COMP 172 or COMP 174  
**Equivalent course(s):** COAP 344, COMP 175CE, COMP 284

<p><b>Use a checkmark (✓) to rate yourself as follows for each learning outcome</b></p> <p><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.</p>	<b>Competent</b>	<b>Learning</b>	<b>None</b>
1. Apply advanced formula construction.			
2. Work with charts.			
3. Perform data management.			

**Programs that include this course (subject to change):**

- Chemical Technology Diploma
- Food and Nutrition Management Diploma
- Geographic Information Science Certificate
- Health Information Management Diploma
- Hotel and Restaurant Management Diploma
- Recreation and Community Development Diploma
- Water and Wastewater Technician Certificate

**COMP 176 – Introduction to Microsoft Access 1**

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

**Credit unit(s):** 1.0  
**Pre and Co Requisites:** none  
**Equivalent course(s):** CDBM 190, COAP 138, COAP 197, COAP 345, COMP 120, COMP 176CE, COMP 285

<b>Use a checkmark (✓) to rate yourself as follows for each learning outcome</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.	Create a database and tables.			
2.	Edit table data and table structure.			
3.	Create queries to select data from tables.			
4.	Design reports to present information from a database.			

**Programs that include this course (subject to change):**

- Dynamic Web Development Advanced Certificate
- Geographic Information Science Certificate
- Health Information Management Diploma
- Interactive Design and Technology Diploma
- New Media Communications Diploma
- Water and Wastewater Technician Certificate

**COMP 179 – Introduction to PowerPoint**

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

**Credit unit(s):** 1.0

**Pre and Co Requisites:** none

**Equivalent course(s):** COAP 138, COMP 120, COMP 173, COMPL 179CE

<p><b>Use a checkmark (✓) to rate yourself as follows for each learning outcome</b></p> <p><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.</p>	<b>Competent</b>	<b>Learning</b>	<b>None</b>
1. Create a presentation.			
2. Modify a presentation.			
3. Use tables and charts in a presentation.			
4. Deliver a presentation.			

**Programs that include this course (subject to change):**

Health Information Management Diploma