# Standardized Computer Courses

## PLAR Candidate Guide

Prior Learning Assessment and Recognition (PLAR)

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### 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

B. PLAR eligibility and options

C. Dates when PLAR assessment is available

D. Special directions for this program

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 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 prerequisites and corequisites

Some courses have one or more other courses that must be completed first (prerequisite) or at the same time (corequisite). 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 corequisites.

### 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 admission to respective programs.
5. **Register** for PLAR at Registration/Enrolment 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.

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## 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 |
|---|---|---|
| COMP 173 | Introduction MS Power Pt and Web Pub | |
| COMP 170 | Basic Computer Operation | |
| COMP 171 | Introduction to Microsoft Word | |
| COMP 172 | Intro to Microsoft Word/Excel | |
| COMP 174 | Intro to Microsoft Excel 1 | |
| COMP 175 | Intro to Microsoft Excel 2 | |
| COMP 176 | Intro to Microsoft Access 1 | |
| COMP 179 | Introduction to PowerPoint | |

**COMP 173 - Introduction MS Power Pt and Web Pub**

Your studies will introduce you to basic skills in the use of PowerPoint software for designing, editing and delivering presentations. You will learn the fundamentals of web publishing for simple web page development.

**Credit unit(s):** 1.0
**Prerequisites:** none
**Corequisites:** none
**Equivalent course(s):** COAP 178CE

| **Use a checkmark (✓) to rate yourself as follows for each learning outcome**<br><br>**Competent:** I can apply this outcome without direction or supervision.<br>**Learning:** I am still learning skills and knowledge to apply this outcome.<br>**None:** I have no knowledge or experience related to this outcome. | **Competent** | **Learning** | **None** |
|---|---|---|---|
| 1. Create a presentation. | | | |
| 2. Modify a presentation. | | | |
| 3. Deliver a presentation. | | | |
| 4. Create a basic web page. | | | |

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

Funeral Director Certificate

**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):** 0.0
**Prerequisites:** none
**Corequisites:** none
**Equivalent course(s):** none

| **Use a checkmark (✓) to rate yourself as follows for each learning outcome**<br><br>**Competent:** I can apply this outcome without direction or supervision.<br>**Learning:** I am still learning skills and knowledge to apply this outcome.<br>**None:** I have no knowledge or experience related to this outcome. | **Competent** | **Learning** | **None** |
|---|---|---|---|
| 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
**Prerequisites:** none
**Corequisites:** none
**Equivalent course(s):** none

| **Use a checkmark (✓) to rate yourself as follows for each learning outcome**<br><br>**Competent:** I can apply this outcome without direction or supervision.<br>**Learning:** I am still learning skills and knowledge to apply this outcome.<br>**None:** I have no knowledge or experience related to this outcome. | **Competent** | **Learning** | **None** |
|---|---|---|---|
| 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
**Prerequisites:** none
**Corequisites:** none
**Equivalent course(s):** COAP 120, COAP 172, COAP 381, COMP 120, COMP 172C

| **Use a checkmark (✓) to rate yourself as follows for each learning outcome**<br><br>**Competent:** I can apply this outcome without direction or supervision.<br>**Learning:** I am still learning skills and knowledge to apply this outcome.<br>**None:** I have no knowledge or experience related to this outcome. | **Competent** | **Learning** | **None** |
|---|---|---|---|
| 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
**Prerequisites:** none
**Corequisites:** none
**Equivalent course(s):** COAP 117, COAP 138, COAP 197, COAP 344, COMP 120, COMP 174CE

| **Use a checkmark (✓) to rate yourself as follows for each learning outcome**<br><br>**Competent:** I can apply this outcome without direction or supervision.<br>**Learning:** I am still learning skills and knowledge to apply this outcome.<br>**None:** I have no knowledge or experience related to this outcome. | **Competent** | **Learning** | **None** |
|---|---|---|---|
| 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
**Prerequisites:** COMP 172, or COMP 174
**Corequisites:** COAP 344, COMP 175CE, COMP 284
**Equivalent course(s):** none

| **Use a checkmark (✓) to rate yourself as follows for each learning outcome**<br><br>**Competent:** I can apply this outcome without direction or supervision.<br>**Learning:** I am still learning skills and knowledge to apply this outcome.<br>**None:** I have no knowledge or experience related to this outcome. | **Competent** | **Learning** | **None** |
|---|---|---|---|
| 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
**Prerequisites:** none
**Corequisites:** none
**Equivalent course(s):** CDBM 190, COAP 138, COAP 197, COAP 345, COMP 120, COMP 176CE, COMP 285

| **Use a checkmark (✓) to rate yourself as follows for each learning outcome**<br><br>**Competent:** I can apply this outcome without direction or supervision.<br>**Learning:** I am still learning skills and knowledge to apply this outcome.<br>**None:** I have no knowledge or experience related to this outcome. | **Competent** | **Learning** | **None** |
|---|---|---|---|
| 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
**Prerequisites:** none
**Corequisites:** none
**Equivalent course(s):** COAP 138, COMP 120, COMP 173, COMPL 179CE

| **Use a checkmark (✓) to rate yourself as follows for each learning outcome**<br><br>**Competent:** I can apply this outcome without direction or supervision.<br>**Learning:** I am still learning skills and knowledge to apply this outcome.<br>**None:** I have no knowledge or experience related to this outcome. | **Competent** | **Learning** | **None** |
|---|---|---|---|
| 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