



Can You Get Saskatchewan Polytechnic Credit for Your Saskatchewan High School Information Processing Classes?

Here is how to find out.

1. Once you have been accepted into a Saskatchewan Polytechnic program, with the assistance of your high school teacher or counselor, work through the following process to help you determine whether you can achieve Saskatchewan Polytechnic credit for your high school computer classes.
2. Refer to the list of standardized Saskatchewan Polytechnic computer courses required by Saskatchewan Polytechnic programs, on the following page, to identify the computer courses required in your Saskatchewan Polytechnic program of study. Indicate which of these are required on the chart below.

Name of Saskatchewan Polytechnic Program:	REQUIRED COURSE	
	YES	NO
COMP 170: Basic Computer Operation		
COMP 171: Intro to Microsoft Word		
COMP 172: Intro to Microsoft Word and Excel		
COMP 173: Intro to PowerPoint and Web Publishing		
COMP 174: Intro to Microsoft Excel: I		
COMP 175: Intro to Microsoft Excel: II		
COMP 176: Intro to Microsoft Access: I		
COMP 179: Intro to PowerPoint		

3. Then, using the attached **Articulation Map for Ministry of Education Information Processing Curriculum and Saskatchewan Polytechnic Standardized Computer Courses**, match your successfully completed information processing modules with the Saskatchewan Polytechnic computer courses you checked under the Yes column in Step 2. Remember, you must have completed these modules within the last two years and have achieved a minimum grade of 70%.
4. Do you have all of the appropriate high school information processing modules necessary to receive Saskatchewan Polytechnic equivalency for your required standardized computer courses?
(i.e. 6 modules = Comp 176) Yes No
5. If you have achieved the requirements necessary to receive Saskatchewan Polytechnic computer credit(s), have your Information Processing Teacher or designated school official complete the **attached Validation for Articulation Credit Form**.
6. Submit a **Transfer Credit Request Form** to Saskatchewan Polytechnic Registration Services, plus have your high school complete and forward the Validation for Articulation Credit Form directly to Saskatchewan Polytechnic Registration Services. (Transfer Credit Request Form maybe found at <http://saskpolytech.ca/admissions/resources/documents/Transfer-Credit-Request-Form.pdf>)

Note: If you do not qualify for a transfer equivalency (i.e. have taken the classes more than two years ago and/or achieved a mark under 70%), but you **do** have extensive application knowledge working with one or more of the Microsoft software programs, you may be eligible for Prior Learning Assessment and Recognition (PLAR). To find out more about PLAR for Standardized Computer Courses, read the Fact Sheet at: <http://saskpolytech.ca/admissions/resources/prior-learning-and-recognition.aspx>



Standardized Saskatchewan Polytechnic Computer Courses Required by Saskatchewan Polytechnic Programs

Saskatchewan Polytechnic Programs Requiring Standardized Computer Courses (X = Required Computer Course)	Standardized Saskatchewan Polytechnic Computer Courses							
	170	171	172	173	174	175	176	179
Building Systems Technology			X					
Chemical Technology					X	X		X
Dynamic Web Page Development							X	
Electrician			X					
Food and Nutrition Management		X			X	X		X
Funeral Services			X					X
Geographic Information Science for Resource Management							X	
Health Information Management				X	X	X	X	
Heavy Equipment & Truck & Transport Technician	X							
Hotel and Restaurant Administration		X			X	X		X
Integrated Resource Management		X			X	X		
Library and Information Technology		X		X	X			
Nursing Re-entry	X							
Parts Management Technician	X	X			X			
Power Engineering Technician			X					
Power Engineering Technology			X					
Practical Nurse Re-entry	X							
Psychiatric Nursing Re-entry	X							
Resource and Environmental Law		X			X	X		
Retail Manager	X							
Therapeutic Recreation		X			X			X
Veterinary Technician			X					
Water and Wastewater Technician	X	X			X	X	X	



**Articulation Map for Ministry of Education Information Processing Curriculum
Saskatchewan Polytechnic Standardized Computer Courses**

		Saskatchewan Polytechnic STANDARDIZED COMPUTER COURSES							
		COMP 170 Basic Computer Operation	COMP 171 Intro to Microsoft Word	COMP 172 Intro to Microsoft Word and Excel	COMP 173 Intro to PowerPoint and Web Publishing	COMP 174 Intro to Microsoft Excel: I	COMP 175 Intro to Microsoft Excel: II	COMP 176 Intro to Microsoft Access: I	COMP 179 Intro to PowerPoint
SASK LEARNING INFORMATION PROCESSING MODULES									
INFO 101: Introduction to Computer Technology (Core)	Ä	Ä	Ä	Ä	Ä	Ä	Ä	Ä	Ä
INFO 102: Learning to Keyboard by Touch (Core)	Ä	Ä	Ä	Ä	Ä	Ä	Ä	Ä	Ä
INFO 103: Information Processing Activities									
INFO 104: Information Processing Project									
INFO 105: Intermediate Keyboarding (Core)									
INFO 106: Intermediate Keyboarding (Survey)									
INFO 107: Developing IP skills for Personal Use (Core)	Ä	Ä	Ä	Ä	Ä	Ä	Ä	Ä	Ä
INFO 108: Introductory Word Processing and Formatting (Core)	Ä	Ä	Ä	Ä	Ä	Ä	Ä	Ä	Ä
INFO 109: Business Information Processing (Core)									
INFO 110: Managerial Information Processing (Core)									
INFO 111: Introduction to Spreadsheets			Ä		Ä				
INFO 112: Introduction to Database Software and Their Applications							Ä		
INFO 113: Skills for Entry -Level Employees									
INFO 114: Intermediate Word Processing		Ä							
INFO 115: Intermediate Database: Management of Information and Records							Ä		



Validation for Articulation Credit Form

This form is valid for two years after the student's graduation from high school.

This is to certify equivalency credit for:

Client Information (please print)			
Name of Student			
Mailing Address	City/Town	Province	Postal Code
Social Insurance Number		Telephone No. ()	
High School Name:		Graduation Date:	
School Address:			
Saskatchewan Polytechnic Program(s) of interest:			

For information on articulation requirements please refer to:

- [Standardized Saskatchewan Polytechnic Computer Courses](#) Required by Saskatchewan Polytechnic Programs, and
- [Articulation Map](#) for Ministry of Education Information Processing Curriculum and Saskatchewan Polytechnic Standardized Computer Courses

A satisfactory competency (final grade of at least 70%) must have been achieved in the required high school courses.

Saskatchewan Polytechnic Computer Course Code & Title:	
Ministry of Education INFO PRO Modules Completed:	
School Year Completed:	
Teacher Signature:	Date:

Saskatchewan Polytechnic Computer Course Code & Title:	
Ministry of Education INFO PRO Modules Completed:	
School Year Completed:	
Teacher Signature:	Date:
Saskatchewan Polytechnic Computer Course Code & Title:	
Ministry of Education INFO PRO Modules Completed:	
School Year Completed:	
Teacher Signature:	Date:
Saskatchewan Polytechnic Computer Course Code & Title:	
Ministry of Education INFO PRO Modules Completed:	
School Year Completed:	
Teacher Signature:	Date:
Saskatchewan Polytechnic Computer Course Code & Title:	
Ministry of Education INFO PRO Modules Completed:	
School Year Completed:	
Teacher Signature:	Date:
Saskatchewan Polytechnic Computer Course Code & Title:	
Ministry of Education INFO PRO Modules Completed:	
School Year Completed:	
Teacher Signature:	Date:

Student Name (Please Print) & Signature Date

High School Principal Name (Please Print) & Signature Date
 Or Official School Designate

- Note:** (1) The Student must apply to Saskatchewan Polytechnic and meet all the Saskatchewan Polytechnic entrance requirements for the program they wish to enter. A **Saskatchewan Polytechnic Application for Admission Form and associated non-refundable application fee** may be attached to this form.
- (2) An official High school transcript from Ministry of Education must also be submitted to Saskatchewan Polytechnic.

Office Use Only

Saskatchewan Polytechnic Program _____

Date Received: _____

Signed Approval for Articulation Credit _____ Date _____