



# Technology Management Post Graduate Certificate

## PLAR Candidate Guide

Prior Learning Assessment and Recognition (PLAR)

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### Prior learning credit options at Saskatchewan Polytechnic

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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

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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

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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

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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.

## B. PLAR eligibility and options

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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

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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

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**Review** the [PLAR process and FAQs](#) and the information in this guide.

**Self-rate** your learning for each course using the [Course Outlines](#) in this guide.

**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.

Apply for admission to the program. See [directions](#) for applying.

**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.

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

**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.

**Joseph Herbert, Program Head**  
Saskatchewan Polytechnic, Regina Campus  
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**Merlin Eugene, Program head**  
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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
<b>Semester 1</b>		
<a href="#">ANTL 600</a>	Business Mathematics and Data Analytics	
<a href="#">BCOM 602</a>	Business Communication for Technology Management	<a href="#">Arts &amp; Sciences</a>
<a href="#">CDBM 600</a>	Database Design and Development	
<a href="#">CNET 600</a>	Enterprise Networking	
<a href="#">COMP 600</a>	Software Architecture and Programming	
<b>Semester 2</b>		
<a href="#">ANLT 601</a>	Data Analytics and Business Intelligence	
<a href="#">ETHC 600</a>	Ethics, Privacy, and Legal Issues	
<a href="#">FIN 606</a>	Finance for Technology Management	
<a href="#">INDG 600</a>	Indigenous Studies	<a href="#">Arts &amp; Sciences</a>
<a href="#">MGMT 600</a>	Operation Management and Strategic Planning	
<a href="#">PROJ 600</a>	Agile Project Management Capstone	

**ANLT 600 - Business Mathematics and Data Analytics**

You will learn the essential skill of estimating costs and benefits for a process change. Your studies will include the development of theoretical knowledge and practical skills in these areas: querying from existing data sources, outlining assumptions, developing cost benefits models, analyzing outcomes over multiple years, separating assumptions from the model, and developing flexible formulae. A component of your studies will include an introduction to relational databases and advanced use of spreadsheet software.

**Credit unit(s):** 3.0  
**Prerequisites:** none  
**Corequisites:** 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. Describe Business analytics and how it is used in business.			
2. Perform time value of money calculations using a spreadsheet.			
3. Analyze the cost/benefit and calculate return on investment (ROI) using a spreadsheet.			
4. Apply common metrics in data analysis.			
5. Perform descriptive analysis using software.			
6. Perform predictive analysis using spreadsheet software.			

**BCOM 602 - Business Communications for Technology Management**

In this course, you will practice public speaking and business writing while demonstrating interpersonal communication and business conventions used in professional interactions. You will apply business communication tools, create workflow diagrams, and deliver professional presentations.

**Credit unit(s):** 3.0  
**Prerequisites:** none  
**Corequisites:** 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>	<b>Competent</b>	<b>Learning</b>	<b>None</b>
1. Practice public speaking.			
2. Demonstrate interpersonal communications.			
3. Demonstrate business conventions used in communications.			
4. Practice business writing.			
5. Apply business communication tools.			
6. Create workflow diagrams.			
7. Demonstrate professional presentations.			

## CDBM 600 - Database Design and Development

You will learn the essentials of database management systems. You will design normalized database models and data access techniques. You will study database scripting and automation as well as backup and disaster recovery techniques. You will explore emerging trends in database technology including cloud storage and alternatives to the relational database model.

**Credit unit(s):** 3.0  
**Prerequisites:** none  
**Corequisites:** 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. Describe the role of enterprise data.			
2. Manage data integrity.			
3. Design a normalized data model.			
4. Design a data backup and recovery plan.			
5. Describe common security threats to a database.			
6. Use database tools to construct structured language queries.			
7. Automate database functions.			
8. Formulate security and privacy policy documents for data management.			
9. Assess alternatives to the relational data model.			

## CNET 600 - Enterprise Networking

You will learn about the design and support of enterprise network services. Your studies will include learning about different network configurations and how they are secured against various threat groups. You will also learn how to plan for and monitor network performance and availability. You will gain hands on experience configuring a network operating system and developing security models.

**Credit unit(s):** 3.0  
**Prerequisites:** none  
**Corequisites:** 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. Describe common components on a network.			
2. Demonstrate network task configuration within an operating system.			
3. Create a high-level network design.			
4. Describe common security threats to a network.			
5. Implement risk management strategies.			
6. Plan network performance monitoring and maintenance.			
7. Plan data backup and business continuity.			
8. Create a user identity model.			

## COMP 600 - Software Architecture and Programming

You will review fundamental programming concepts and apply them to an enterprise technology stack. You will learn how to design and deploy loosely coupled components to create software solutions. Your studies will include presentation layer technologies, business logic, service layer components, and data access, and best practices for secure development.

**Credit unit(s):** 3.0  
**Prerequisites:** none  
**Corequisites:** 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. Describe the software development life cycle (SDLC).			
2. Explain object-oriented concepts.			
3. Explain design patterns & frameworks.			
4. Configure a software development frameworks.			
5. Design presentation layer applications.			
6. Design business logic components.			
7. Design service layer components.			
8. Design data access components.			
9. Evaluate secure development practices.			

## ANLT 601 - Data Analytics and Business Intelligence

You will learn how to analyze data from a business intelligence perspective. You will analyze large data sets to answer strategic business questions. You will connect to a variety of data sources and learn about the most effective techniques to communicate statistical data to a business.

**Credit unit(s):** 3.0  
**Prerequisites:** ANLT 600  
**Corequisites:** 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>	<b>Competent</b>	<b>Learning</b>	<b>None</b>
1. Explain key concepts in data analysis and business intelligence (BI).			
2. Describe characteristics of effective reporting.			
3. Import Excel data into Power BI.			
4. Create dashboards to visualize data.			
5. Connect BI tools to live sources of business Intelligence.			
6. Connect BI tools to enterprise data sources			
7. Make business decisions based on business intelligence.			
8. Conduct data analysis with a statistical programming language			

## ETHC 600 - Ethics, Privacy, and Legal Issues

You will learn the importance of ethical decision making in business. You will learn about relevant legal issues relating to ethical behavior in business and the stewardship of personal data. You will explore organizational guidelines for dealing with personal data and how these guidelines are regulated through government audit procedures.

**Credit unit(s):** 2.0  
**Prerequisites:** none  
**Corequisites:** 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>	<b>Competent</b>	<b>Learning</b>	<b>None</b>
1. Explain the importance of ethical behavior to an organization.			
2. Compare ethical and legal requirements.			
3. Examine the importance of individual privacy.			
4. Interpret Canadian privacy acts and requirements.			
5. Conduct a privacy impact assessment for a business activity.			
6. Evaluate the role of professional organizations in the provision of ethical guidelines.			

## FIN 606 - Finance for Technology Management

You will study the principles and practices of financial and management accounting to support effective organizational decision-making. You will prepare and interpret financial statements, apply financial ratio analysis, and develop financial forecasts. You will also explore management control systems, cash flow methods, and gain practical experience in creating an information technology (IT) asset management plan that integrates financial insights with strategic resource planning.

**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	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.	Explain the functions of financial and management accounting.			
2.	Prepare basic financial statements from data provided.			
3.	Calculate financial ratios for the analysis of results in decision making.			
4.	Prepare financial forecasts.			
5.	Discuss management control systems.			
6.	Use various methods to compute cash flows to evaluate asset forecasting decisions.			
7.	Prepare an asset management plan for information technology.			

## INDG 600 - Indigenous Studies

You will complete the Blanket Exercise to honour the Indigenous peoples in Canada. You will study the history of the relationships between European settlers and the Indigenous peoples from initial contact to present day. You will analyze the 94 Calls to Action of the Truth and Reconciliation Commission to redress the legacy of residential schools and advance Canadian reconciliation.

**Credit unit(s):** 1.0  
**Prerequisites:** none  
**Corequisites:** 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>	<b>Competent</b>	<b>Learning</b>	<b>None</b>
1. Complete the Blanket Exercise to honour Indigenous peoples in Canada.			
2. Examine the history of relationships between European Settlers and Indigenous peoples.			
3. Analyze the Truth and Reconciliation Commission of Canada and the 94 Calls to Action.			

## MGMT 600 – Operation Management and Strategic Planning

You will learn the fundamentals of information technology (IT) operations management in an organization. This will include the information technology infrastructure library (ITIL) techniques for providing effective services and continual service improvement. You will learn the fundamentals of strategic planning and the construction and monitoring of a balanced score card for an organization or department. You will also formulate a strategy for improving an organization’s technical capacity.

**Credit unit(s):** 3.0  
**Prerequisites:** none  
**Corequisites:** 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>	<b>Competent</b>	<b>Learning</b>	<b>None</b>
1. Examine the operations management functions.			
2. Construct service level agreements.			
3. Formulate a service strategy.			
4. Examine continual service improvement.			
5. Apply the basics of strategic planning.			
6. Develop a balanced score card.			
7. Create effective key performance indicators (KPIs).			
8. Apply request for proposal (RFP) processes.			
9. Formulate a strategic plan.			

## PROJ 600 - Agile Project Management Capstone

You will learn how to plan and execute an agile project while creating a working piece of software. Working in groups you will learn how to plan project sprints and conduct effective scrum meetings. You will learn how to track progress using standard agile tracking tools and techniques.

**Credit unit(s):** 3.0  
**Prerequisites:** COMP 600, CDBM 600  
**Corequisites:** 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>	<b>Competent</b>	<b>Learning</b>	<b>None</b>
1. Examine the core agile concepts.			
2. Examine the agile team.			
3. Initiate an agile project.			
4. Plan sprints for an agile project.			
5. Execute an agile project.			
6. Track project velocity.			
7. Monitor project burndown and backlog.			
8. Apply agile project best practices.			