

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

Here is how to find out.

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

Name of SIAST 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 Saskatchewan Learning Information Processing Curriculum and SIAST Standardized Computer Courses**, match your successfully completed information processing modules with the SIAST 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 SIAST 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 SIAST computer credit(s), have your Information Processor Teacher or designated school official complete the **attached Validation for Articulation Credit Form**.
6. Submit a **Transfer Credit Request Form** to SIAST Registration Services, plus have your high school complete and forward the Validation for Articulation Credit Form directly to SIAST Registration Services. (Transfer Credit Request Form maybe found at http://www.siastr.sk.ca/stuservices/plar/PDF/transfercrreditrequestform_12_19_08.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 a Prior Learning Assessment (PLAR). To find out more about PLAR for Standardized Computer Courses, read the Fact Sheet at:

<http://www.siastr.sk.ca/stuservices/plar/PDF/stdcompfactsheet.pdf>

Standardized SIAST Computer Courses Required by SIAST Programs

SIAST Programs Requiring Standardized Computer Courses (X = Required Computer Course)	Standardized SIAST Computer Courses							
	170	171	172	173	174	175	176	179
Biotechnology		X					X	
Building Systems Technology			X					
Chemical Technology		X						X
Contact Center Professional	X							
Dynamic Web Page Development							X	
Electrician	X							
Food and Nutrition Management		X			X			X
Forest Ecosystem Technology		X			X	X		
Funeral Services	X		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							
Recreation and Tourism Management					X			X
Resource and Environmental Law		X			X	X		
Retail Manager - Grocery Industry	X							
Therapeutic Recreation		X		X	X			
Veterinary Technician			X				X	
Water and Wastewater Technician	X	X			X	X		



Articulation Map for Saskatchewan Learning Information Processing Curriculum SIAST Standardized Computer Courses

SASK LEARNING INFORMATION PROCESSING MODULES	SIAST 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
INFO 101: Introduction to Computer Technology (Core)	Ä	Ä	Ä	Ä	Ä	Ä	Ä	Ä
INFO 102: Learning to Keyboard by Touch (Core)	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
INFO 108: Introductory Word Processing and Formatting (Core)	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	

SIAST STANDARDIZED COMPUTER COURSES

SASK LEARNING INFORMATION PROCESSING MODULES	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
INFO 116: Intermediate Spreadsheet Applications						\$		
INFO 117: Integrating Software Applications								
INFO 118: Effective Business Writing and Document Production								
INFO 119: Desktop Publishing								
INFO 120: Internet Theory, Use and Exploration	A							
INFO 121: Intermediate Computer Technology								
INFO 122: Troubleshooting and Technical Assistance								
INFO 123: Career Opportunities in Information Processing (Core)								
CPTE0 7A: Introductory Multimedia Production				A				
CPTE0 7B: Intermediate Multimedia Production				A				



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:			
SIAST Program(s) of interest:			

Please refer to http://www.siastr.sk.ca/stuservices/plar/PDF/transfercreditrequestform_12_19_08.pdf for information on articulation requirements and a copy of:

- **SIAST Programs Granting Credit for Standardized Computer Courses, and**
- **Articulation Map for Saskatchewan Learning INFO PRO Curriculum and SIAST Standardized Computer Courses**

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

SIAST Computer Course Code & Title:	
Sask Learning INFO PRO Modules Completed:	
School Year Completed:	
Teacher Signature:	Date:

SIAST Computer Course Code & Title:

Sask Learning INFO PRO Modules Completed:

School Year Completed:

Teacher Signature:

Date:

SIAST Computer Course Code & Title:

Sask Learning INFO PRO Modules Completed:

School Year Completed:

Teacher Signature:

Date:

SIAST Computer Course Code & Title:

Sask Learning INFO PRO Modules Completed:

School Year Completed:

Teacher Signature:

Date:

SIAST Computer Course Code & Title:

Sask Learning INFO PRO Modules Completed:

School Year Completed:

Teacher Signature:

Date:

SIAST Computer Course Code & Title:

Sask Learning 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 SIAST and meet all the SIAST entrance requirements for the program they wish to enter. A **SIAST Application for Admission Form and associated non-refundable application fee** may be attached to this form. (2) An official High school transcript from Saskatchewan Learning must also be submitted to SIAST.

OFFICE USE ONLY

SIAST Program _____

Date Received _____

Signed Approval for Articulation Credit _____ Date _____