



# Business 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.

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

### Nigel Cooper, 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="#">ACCT 605</a>	Accounting for Managers	
<a href="#">ADMN 600</a>	Organizational Behaviour	
<a href="#">BCOM 600</a>	Business Communications	<a href="#">Arts &amp; Sciences</a>
<a href="#">HR 600</a>	Human Resource Management	
<a href="#">MKTG 600</a>	Marketing Management	
<b>Semester 2</b>		
<a href="#">LAW 600</a>	Commercial Law	
<a href="#">LEAD 601</a>	Leadership and Professionalism	
<a href="#">MGMT 601</a>	Strategic Management	
<a href="#">MGMT 609</a>	Operations Management	
<a href="#">PROJ 605</a>	Fundamentals of Project Management	

## ACCT 605 - Accounting for Managers

You will gain the required knowledge of accounting and finance to perform your role as a manager. Your studies will include an introduction to essential accounting concepts, the development and analysis of financial statements, profit planning to aid management decisions, management of working capital, preparation of sales and cash budgets, and calculation of time value of money.

**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. Explain the differences between financial accounting and managerial accounting, as well as the use of accounting information for decision making.			
2. Prepare basic financial statements from data provided.			
3. Calculate financial ratios and analyze the results for decision making.			
4. Assess the factors managers must consider when making special decisions that will influence the success or failure of an organization.			
5. Prepare sales and cash budgets.			
6. Demonstrate the use of various models to compute cash flows and make capital budgeting decisions.			
7. Discuss management control systems which contribute to the overall success of the organization.			

## ADMN 600 - Organizational Behaviour

You will study human behavior in organizations and develop the skills needed to deal with people at work. The course content includes individual behavior, values, interpersonal relationships, groups and team dynamics, and organizational culture. Your studies of human organizational behavior will focus on diverse formal organizations.

**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. Describe organizational behavior.			
2. Demonstrate how our perceptions, personalities, and emotions shape our behavior.			
3. Examine how values and attitude influence behavior.			
4. Apply various motivational models to improve performance.			
5. Develop effective teambuilding skills.			
6. Demonstrate how power and organizational politics relate to performance.			
7. Apply conflict management techniques to improve performance.			
8. Describe organizational culture.			
9. Explain the benefits of, and the challenges faced with team decision making.			

**BCOM 600 - Business Communications**

You will practice written and oral communication skills that managers use on the job. You will study how to write effective letters, emails, and reports. You will plan and conduct meetings and deliver a verbal presentation.

**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. Identify the purpose and characteristics involved in creating an effective business message.			
2. Explain the process of writing.			
3. Apply guidelines for adapting short messages to audience needs.			
4. Recognize business conventions used to organize information in emails, letters, or memos.			
5. Create letters or memos that demonstrate their knowledge of organizational patterns for writing informative messages, persuasive messages, or messages that deliver negative information in the most positive style.			
6. Compose a short report that demonstrates an appropriate organization, writing style, and documentation.			
7. Apply interpersonal communication skills to workplace scenarios.			
8. Explain how to plan and conduct a business meeting.			
9. Deliver an oral presentation.			

## HR 600 - Human Resource Management

Your studies will provide an overview of the functions of human resource management and focus on the Canadian labour relations environment. Key topics include working and managing in a unionized environment, valuing diversity and inclusion, and performance management.

**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 functions of human resource management.			
2. Explain the legal and ethical responsibilities of an organization to its employees and employees to the organization.			
3. Describe the Canadian labour relations environment.			
4. Explain methods of strategically managing unionized workplaces.			
5. Identify the environmental, social, and political factors that affect Canadian labour relations.			
6. Discuss strategies for effectively utilizing diversity and inclusion in the workplace.			
7. Explain how performance management contributes to organizational efficiency and effectiveness.			

## MKTG 600 - Marketing Management

You will gain an appreciation of the role of marketing management and marketing strategy to the survival and success of the organization within a competitive and dynamic business environment. You will create and present a comprehensive marketing plan for the marketing activities within a particular industry.

**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. Discuss the importance of marketing management.			
2. Describe consumer behaviour and the means of achieving a “customer driven” business.			
3. Apply the concepts of market segmentation, target marketing and positioning.			
4. Apply branding strategies for goods and services.			
5. Determine strategies for developing new products and services that are consistent with evolving market needs.			
6. Develop pricing strategies which take into account perceived value, competitive pressures, and corporate objectives.			
7. Develop strategies for the efficient distribution of products and services.			
8. Develop a promotion-mix for marketing a product or service based on an identified target market.			
9. Employ marketing research tools.			



## LAW 600 - Commercial Law

Having an adequate base knowledge of Canadian business law can inform the decisions made by a businessperson. Your studies will focus on the field of business law in the Canadian context. You will examine the concepts of contract law. You will learn and apply common law related to torts, agency, and various forms of business organization. Particular emphasis will be placed managing legal risks through planning, strategizing, and recognizing when professional advice is needed.

**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.			
<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.	Apply natural justice, the Canadian Charter of Rights and Freedoms, substantive law, and procedural law to Administrative tribunals.			
2.	Demonstrate how a businessperson decides between litigation, mediation, or arbitration when seeking to resolve a business dispute.			
3.	Produce a risk management plan from a torts perspective.			
4.	Examine how a business can minimize the risks associated with the inclusion or exclusion of certain terms within a contract.			
5.	Evaluate ways to mitigate losses associated with a breach of contract.			
6.	Compare the common forms of carrying on business in Canada.			
7.	Judge the employee's and employer's rights and obligations regarding the termination of a non-unionized employment contract.			
8.	Choose adequate insurance coverage as a risk treatment method for protecting business property from loss or damage.			

## LEAD 601 - Leadership and Professionalism

You will develop the knowledge and skills related to professionalism and leadership in the workplace. You will apply strategies related to leading diverse teams, developing and motivating team members, and guiding teams through change. Additionally, you will reflect on your personal purpose, discover your 'why', and plan development activities that will contribute to living your purpose.

**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. Demonstrate professional behaviour and communication.			
2. Develop a personal brand.			
3. Demonstrate stress, time, and conflict management strategies.			
4. Explain what it means to be a leader.			
5. Discuss the role of 'effective leadership' in the workplace.			
6. Apply leadership strategies for embracing diversity and inclusion.			
7. Apply strategies to develop and motivate team members.			
8. Apply strategies for leading teams through change.			
9. Prepare a professional development plan.			

## MGMT 601 - Strategic Management

You will study the key concepts, tools, and principles of strategy formulation and competitive analysis, designed to capitalize on emerging opportunities. Your studies are focused on information analyses, organizational processes, skills, business knowledge and judgement that managers must possess to devise strategy, to position their firms to sustain and maximize progress in the face of uncertainty and competition. You will take a general management perspective, viewing the organization as a whole entity by examining how policies in each functional area are integrated and woven to represent the whole firm to achieve sustainability and profitability in an ever changing and competitive environment.

**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 strategic management process and the key elements.			
2. Analyze the external environment of the firm.			
3. Analyze the internal environment of the firm.			
4. Discuss the requirements and process for a company to gain and sustain competitive advantage.			
5. Design strategic value in global markets, recognizing industry change and continuing competitive pressures.			
6. Describe the industry life cycle and corresponding strategies.			
7. Demonstrate the relationship between strategic control and corporate governance.			
8. Discuss the advantages of a learning, ethical and socially responsible organization.			
9. Compare strategic plans.			

## MGMT 609 - Operations Management

You will be introduced to the function of operations management and how to manage resources effectively to gain a competitive advantage. You will gain an understanding of the responsibilities and current tools of operations managers in service and manufacturing organizations. Key topics include the role of the operations manager, productivity improvement, facility location decisions, demand forecasting, inventory management, quality management systems and relationship between operations and supply chain management.

**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
<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.	Describe the role of operations managers in service and manufacturing businesses and operations productivity.			
2.	Describe how an organization's operations strategy aligns with its business strategy.			
3.	Identify the major factors for making facility location decisions and evaluating alternatives.			
4.	Apply demand forecasting techniques.			
5.	Solve basic inventory management problems using various techniques.			
6.	Describe quality management systems and the tools used to calculate process control.			
7.	Discuss supply chain management and its role in providing a sustainable competitive advantage.			

## PROJ 605 - Fundamentals of Project Management

You will develop a basic knowledge of project management and its core principles. Key concepts include the role of the project manager, project constraints, the phases of project management and barriers associated with achieving the project goal.

**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. Discuss key project management concepts.			
2. Describe the essential role and skillset of the project manager.			
3. Demonstrate effective teamwork, team management and communication skills.			
4. Explain the project process groups.			
5. Discuss the project constraints and their impact on quality.			
6. Explain how corporate governance and strategy direct project work.			
7. Identify barriers, risks and issues that affect project success.			
8. Explain different types of project management methodologies.			
9. Examine the benefits, uses and types of project management software.			