



# Business Accountancy

## 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 pre-requisites and co-requisites

Some courses have one or more other courses that must be completed first (pre-requisite) or at the same time (co-requisite). 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 co-requisites.

### 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 the admission to the program. See [directions](#) for applying.
5. **Register** for PLAR at [Registration/Enrollment 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

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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.

**Greg Burton, Program Head**  
Saskatchewan Polytechnic, Moose Jaw Campus  
Phone: 306 – 691 - 8367  
Email: burton7544@saskpolytech.ca

## F. Self-rating course outlines

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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 600</a>	Introductory Financial Accounting 1	
<a href="#">ACCT 601</a>	Introductory Financial Accounting 2	
<a href="#">STAT 600</a>	Business Statistics	
<a href="#">BCOM 600</a>	Business Communications	
<a href="#">LAW 600</a>	Commercial Law	
<b>Semester 2</b>		
<a href="#">ACCT 602</a>	Intermediate Accounting 1	
<a href="#">ACCT 604</a>	Cost Accounting 1	
<a href="#">ADTG 600</a>	Auditing	
<a href="#">FIN 600</a>	Finance	
<a href="#">TAX 600</a>	Taxation 1	
<b>Semester 3</b>		

COURSE CODE	COURSE NAME	Delivered by another department/program
<a href="#">ACCT 603</a>	Intermediate Accounting 2	
<a href="#">TAX 601</a>	Taxation 2	

## ACCT 600 – Introductory Financial Accounting 1

Your studies will focus on an introduction to financial accounting designed to provide you with accounting skills to handle business transactions. The course will include bookkeeping techniques, accounting for a merchandising concern, control over cash and receivables, and accounting for payroll.

**Credit unit(s):** 3.0  
**Pre-Requisites:** none  
**Co Requisites:** 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 accounting and its uses.			
2. Apply the “Accounting Equation” to business transactions.			
3. Prepare business transactions for a service company.			
4. Prepare period-end adjustments.			
5. Implement period-end accounting procedures.			
6. Demonstrate accounting for a merchandising company.			
7. Apply alternative methods of valuing inventories.			
8. Apply procedures for internal control over cash.			
9. Prepare transactions relating to receivables.			
10. Demonstrate accounting for payroll.			
11. Describe ethical accounting practices.			

## ACCT 601 – Introductory Financial Accounting 2

Your studies will focus on an introduction to financial accounting building on the skills you learned in ACCT 122 (Introductory Financial Accounting 1). Your studies include these topics: accounting for property, plant and equipment assets, current and non-current liabilities, partnerships, and corporations. In addition, you will learn to prepare a cash flow statement and perform ratio analysis.

**Credit unit(s):** 3.0  
**Pre-Requisites:** ACCT 600  
**Co Requisites:** 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.	Account for property, plant, and equipment assets.			
2.	Account for intangible assets.			
3.	Account for current liabilities.			
4.	Account for non-current liabilities.			
5.	Account for partnership transactions.			
6.	Account for corporate transactions.			
7.	Prepare a cash flow statement.			
8.	Perform ratio analysis of financial statements.			
9.	Debate ethical considerations in accounting.			

**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  
**Pre-Requisites:** none  
**Co Requisites:** 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.			

**LAW 600 – Commercial Law**

Your studies will focus on the field of business law and its related concepts of ethics, privacy, and confidentiality. You will examine the concepts of contract law and apply them in business contexts. You will also learn and apply legislation related to torts, agency, various forms of business organization, and the sale of goods. Particular emphasis will be placed on applying ethical decision-making within business contexts, as well as on the essential nature of privacy and confidentiality in business relationships.

**Credit unit(s):** 3.0  
**Pre-Requisites:** none  
**Co Requisites:** 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 how laws have evolved in Canadian society.			
2. Apply the law of torts.			
3. Demonstrate the formation, execution, breach, conclusion of a contract.			
4. Apply the law relating to agency relationships for sole proprietorships, partnerships, and corporations.			
5. Apply the law relating to the Sale of Goods Acts and the Consumer Protection Acts.			
6. Apply the Page Principles to several common ethical dilemmas within a business context.			
7. Apply common problem-solving and decision-making tools to address ethical situations.			
8. Apply the main components of federal and provincial privacy legislation to specific business situations.			
9. Identify business relationships in which the concept of confidentiality is essential.			



**STAT 600 – Business Statistics**

You will gain knowledge of statistical concepts and techniques applicable to accounting and management. You will study descriptive statistics, measures of central tendency and dispersion, probability distributions, the Central Limit Theorem, and linear regression. This course is intended to build problem solving and critical thinking skills, and to demonstrate the importance of statistics in professional practices.

**Credit unit(s):** 3.0  
**Pre-Requisites:** none  
**Co Requisites:** 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 statistical terminology and procedures.			
2. Apply statistical methods for organizing and presenting data.			
3. Calculate measures of central tendency.			
4. Calculate measures of dispersion.			
5. Examine probability distributions of random variables.			
6. Apply the Central Limit Theorem to business and financial problems.			
7. Apply confidence intervals and tests of hypothesis to business and financial problems.			
8. Analyze paired statistical data using simple linear regression.			

### ACCT 602 – Intermediate Accounting 1

You will complete an in-depth study of generally accepted accounting principles as applied to accounting for current assets, capital assets, temporary and long-term investments. Both International Financial Reporting Standards (IFRS) and Accounting Standards for Private Enterprises (ASPE) are considered as accounting standards.

**Credit unit(s):** 3.0  
**Pre-Requisites:** ACCT 601  
**Co Requisites:** 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 Canadian financial reporting environment.			
2. Describe the foundational principles of accounting.			
3. Perform the accounting process.			
4. Prepare financial statements from incomplete information.			
5. Perform accounting to recognize revenue from sales transactions.			
6. Perform accounting for revenues from long-term contracts.			
7. Perform the accounting for cash.			
8. Perform the accounting for accounts receivables.			
9. Perform the accounting for notes receivables.			
10. Perform the accounting for inventories.			
11. Perform the reporting of inventories in financial statements.			
12. Perform the accounting for temporary and long-term investments.			
13. Perform the accounting for strategic investments.			
14. Perform the accounting for the acquisition and disposal of capital assets.			
15. Perform the accounting for capital assets after acquisition.			
16. Perform the accounting for intangible assets and goodwill.			

### ACCT 604 – Cost Accounting 1

You will study introductory concepts of cost accounting theory and practice. You will focus on the differences between cost accounting and financial accounting, various cost accounting terms, an introduction to costing systems and responsibility accounting using master and flexible budgets.

**Credit unit(s):** 3.0  
**Pre-Requisites:** ACCT 601  
**Co Requisites:** 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 basic cost accounting terms and concepts.			
2. Prepare a schedule of Cost of Goods Manufactured.			
3. Use Cost-Volume-Profit Analysis as a decision-making tool.			
4. Analyze cost behaviors.			
5. Use a basic job-order costing system.			
6. Apply job costing skills in an activity-based costing environment.			
7. Prepare a Master Budget for responsibility accounting.			
8. Prepare a cash budget.			
9. Interpret direct cost variances using flexible budgeting tools.			
10. Interpret indirect cost variances using flexible budgeting tools.			
11. Prepare variable and absorption costing income statements and reconcile the differences in net income.			
12. Prepare income statements under absorption costing using alternative capacity concepts for the fixed overhead rates.			

## FIN 600 – Finance

You will become familiar with the role of finance and its implication for risk, income and control, credit conditions and a firm's state of liquidity. You will examine sources of capital and corporate borrowing, cost of capital theory and optimal capital structure, and capital budget decision making.

**Credit unit(s):** 3.0  
**Pre-Requisites:** ACCT 600  
**Co Requisites:** 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 goals and functions of financial management.			
2. Review accounting financial statements.			
3. Conduct a financial analysis to evaluate the performance of the firm.			
4. Prepare financial forecasts and plans for a business.			
5. Demonstrate the effects of leveraging on financial conditions.			
6. Demonstrate the effects that working capital have on financing decisions.			
7. Determine current asset management from a cost/benefit approach.			
8. Apply financial formulas to the costs of various sources of short-term financing.			
9. Apply present value principles to calculate the time value of money.			
10. Apply financial formulas to calculate values and rates of return for financial assets.			
11. Determine the cost of capital.			
12. Demonstrate the utilization of various models in capital budgeting decision.			
13. Apply statistical formulas to assess risk in capital budgeting.			
14. Discuss capital markets.			
15. Describe the role of investment dealers and differences between public and private placement in investment underwriting.			
16. Conduct an evaluation of factors involving financial decisions.			

**TAX 600 – Taxation 1**

Your studies will include an introduction to the Income Tax Act including the structure of fiscal legislation, administration, and enforcement practices as they pertain to personal income tax. The course includes the calculation of taxable income, calculation of tax, and the completion of personal income tax returns.

**Credit unit(s):** 3.0  
**Pre-Requisites:** ACCT 601  
**Co Requisites:** 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 Canadian Income Tax Legislation, administration, and enforcement of the Income Tax Act.			
2. Identify the residency status of an individual and the types of income each resident is to report.			
3. Determine the types of income and taxable benefits that are included in net employment income for tax purposes.			
4. Calculate the expenses that are deducted from employment income to arrive at net employment income.			
5. Determine the personal tax credits that are allowed for different individuals.			
6. Calculate personal federal and provincial taxes.			
7. Calculate taxable capital gains and allowable capital losses.			
8. Compute the capital cost allowance amounts allowed as deductions for tax purposes.			
9. Determine net business income for tax purposes using the reconciliation method.			
10. Compute the correct amounts to be included and deducted for property income.			
11. Identify other sources of income and other deductions in the computation of Net Income.			
12. Calculate the maximum contribution allowed for Registered Retirement Savings Plan (RRSP) purposes.			
13. Prepare T1 returns manually and using income tax software.			

## ACCT 603 – Intermediate Accounting 2

You will continue your studies of financial accounting begun in ACCT 602. Your studies will include current and long-term liabilities, shareholders' equity, derivative and hybrid instruments, share-based compensation, earnings per share, accounting for corporate income taxes and pensions, leases, changes in policy, estimates and correction of errors, and preparing the statement of cash flows. Both International Financial Reporting Standards (IFRS) and Accounting Standards for Private Enterprises (ASPE) are considered as accounting standards.

**Credit unit(s):** 3.0  
**Pre-Requisites:** ACCT 602  
**Co Requisites:** 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. Perform accounting for non-financial and contingent liabilities.			
2. Perform accounting for issuance of long-term financial liabilities.			
3. Perform accounting for long-term liabilities after issue.			
4. Perform accounting for de-recognition or revaluation of long-term liabilities.			
5. Perform accounting for shareholders' equity.			
6. Perform accounting for distributions to shareholders.			
7. Perform accounting for derivative instruments.			
8. Perform accounting for hybrid and compound financial instruments.			
9. Perform accounting for stock compensation plans.			
10. Calculate basic earnings per share.			
11. Calculate diluted earnings per share.			
12. Perform accounting for corporate income taxes.			
13. Perform accounting for pensions.			
14. Perform accounting for capital and operating leases required for lessees.			
15. Perform accounting for capital and operating leases required for lessors.			
16. Perform accounting for changes in accounting policy, changes in estimates, and correction of errors.			

<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
17. Prepare a statement of cash flows.			

## TAX 601 – Taxation 2

Your studies will expand on the material covered in Taxation 1 (TAX 600) and you will learn the skills required to solve more complex problems for individual taxpayers. You will study the calculation of taxable income, calculation of corporate tax and the completion of corporate income tax returns.

**Credit unit(s):** 3.0  
**Pre-Requisites:** TAX 600  
**Co Requisites:** 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. Calculate capital cost allowance.			
2. Calculate taxable capital gains and allowable capital losses.			
3. Calculate the capital gain/loss on listed personal property and personal use property including principal residence.			
4. Determine the deferral of recapture and capital gains on replacement properties.			
5. Calculate net income and utilize available loss carryovers and other deductions to arrive at taxable income for individuals.			
6. Determine the tax effects of transferring property to non-arm's length individuals including a spouse.			
7. Identify the residency status of a corporation and the type of income that must be reported.			
8. Calculate taxable income for corporations utilizing available loss carryovers and other deductions.			
9. Compute the tax, deductions, and tax credits to arrive at federal and provincial tax payable for public corporations.			
10. Compute the additional tax and deductions required to calculate federal and provincial tax payable for Canadian-controlled private corporations.			
11. Calculate the dividend refund available to a corporation.			
12. Determine the tax effects on income for the shareholder and the corporation with regards to remuneration, shareholder loans, bonuses, and other payments.			
13. Prepare T2 returns manually and using income tax software.			



## ADTG 600 - Auditing

Your studies will include an introduction to auditing, its objectives and reports, the types of evidence and documentations required, the study of internal control, and audit sampling. You will study the processes of the audit of revenue and collections and acquisitions and expenditures. You will acquire these skills through your participation in a combination of classroom instruction, independent learning, and an audit simulation project.

**Credit unit(s):** 3.0  
**Pre-Requisites:** ACCT 601  
**Co Requisites:** 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 auditing profession.			
2. Apply generally accepted auditing standards (GAAS) to various audit situations.			
3. Select the correct audit report to match audit findings.			
4. Describe the audit engagement.			
5. Gather audit evidence.			
6. Evaluate internal controls.			
7. Use audit sampling techniques.			
8. Audit the revenue and collections controls.			
9. Perform substantive tests – revenue and collection.			
10. Audit the acquisition and expenditure controls.			
11. Perform substantive tests – acquisition and expenditures.			