



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

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

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

This guide contains the following specific PLAR information and tools for this program

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A. PLAR fees

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

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

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

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

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.

Chris Costley, Program Head

Saskatchewan Polytechnic, Moose Jaw Campus

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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
Semester 1		
ACCT 606	Introductory Financial Accounting 1	
ACCT 607	Introductory Financial Accounting 2	
ACCT 608	Introductory Financial Accounting 3	
ACCT 609	Introductory Financial Accounting 4	
ACCT 610	Cost Accounting 1	
ACCT 611	Cost Accounting 2	
BCOM 600	Business Communications	Arts & Sciences
Semester 2		
ACCT 612	Intermediate Financial Accounting 1	
ACCT 613	Intermediate Financial Accounting 2	
ADTG 601	Auditing 1	
ADTG 602	Auditing 2	

COURSE CODE	COURSE NAME	Delivered by another department/program
INDG 600	Indigenous Studies	
TAX 603	Taxation 1	
TAX 604	Taxation 2	
Semester 3		
ACCT 614	Intermediate Financial Accounting 3	
ACCT 615	Intermediate Financial Accounting 4	
TAX 605	Taxation 3	
TAX 606	Taxation 4	

ACCT 606 – Introductory Financial Accounting 1

You will focus on an introduction to financial accounting designed to provide you with accounting skills to handle business transactions. You will describe accounting and its uses, ethical accounting practices, and apply the accounting equation in a service company. You will prepare and implement period-end accounting procedures for a service company.

Credit unit(s): 2.0
Pre-Requisites: none
Co Requisites: ACCT 607
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. 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. Describe ethical accounting practices for service companies.				

ACCT 607 – Introductory Financial Accounting 2

You will focus on an introduction to financial accounting designed to provide you with accounting skills to handle business transactions. You will apply alternative methods of valuing inventories, apply procedures for internal control over cash, and prepare transactions relating to receivables for a merchandising company.

Credit unit(s): 2.0
Pre-Requisites: none
Co Requisites: ACCT 606
Equivalent course(s): none

Use a checkmark (✓) to rate yourself as follows for each learning outcome			
Competent:	I can apply this outcome without direction or supervision.	Competent	
Learning:	I am still learning skills and knowledge to apply this outcome.	Learning	
None:	I have no knowledge or experience related to this outcome.	None	
1. Demonstrate accounting for a merchandising company.			
2. Apply alternative methods of valuing inventories.			
3. Apply procedures for internal control over cash.			
4. Prepare transactions relating to receivables.			
5. Describe ethical accounting practices for merchandising companies.			

ACCT 608 – Introductory Financial Accounting 3

You will apply techniques to account for property, plant and equipment assets, express accounting approaches for intangible assets, and describe the accounting treatments for current and non-current liabilities. In addition, you will learn to prepare a cash flow statement and explore ethical issues.

Credit unit(s): 2.0
Pre-Requisites: ACCT 606(concurrent), ACCT 607(concurrent)
Co Requisites: ACCT 609
Equivalent course(s): none

Use a checkmark (✓) to rate yourself as follows for each learning outcome			
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.		Competent	Learning
1. Apply techniques to account for property, plant, and equipment assets.			
2. Express accounting approaches for intangible assets.			
3. Describe the accounting treatments for current liabilities.			
4. Express the accounting approaches for non-current liabilities.			
5. Describe the accounting treatments for partnership transactions.			
6. Debate ethical considerations in accounting for assets, liabilities, and partnership transactions.			

ACCT 609 – Introductory Financial Accounting 4

Your studies include these topics: accounting for property, plant and equipment assets, current and non-current liabilities, partnerships, corporations, and accounting for payroll. In addition, you will learn to prepare a cash flow statement, perform ratio analysis, demonstrate accounting for payroll, and explore ethical issues.

Credit unit(s): 2.0
Pre-Requisites: ACCT 606(concurrent), ACCT 607(concurrent)
Co Requisites: ACCT 608
Equivalent course(s): none

Use a checkmark (✓) to rate yourself as follows for each learning outcome			
Competent:	I can apply this outcome without direction or supervision.	Competent	
Learning:	I am still learning skills and knowledge to apply this outcome.	Learning	
None:	I have no knowledge or experience related to this outcome.	None	
1. Summarize corporate transactions.			
2. Prepare a cash flow statement.			
3. Perform ratio analysis of financial statements.			
4. Demonstrate accounting for payroll.			
5. Debate ethical considerations in accounting for corporations, cash flow statements, ratio analysis, and payroll.			

ACCT 610 – Cost Accounting 1

In this course, you will be introduced to the study of cost accounting theory and practice. You will explain basic cost accounting terms and concepts, prepare a schedule of cost of goods manufactured, use cost-volume-profit analysis as a decision-making tool and analyze cost behaviors. You will focus on the differences between cost and financial accounting, various cost accounting terms, and an introduction to costing systems.

Credit unit(s): 2.0
Pre-Requisites: ACCT 608(concurrent), ACCT 609(concurrent)
Co Requisites: ACCT 611
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 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.				

ACCT 611 – Cost Accounting 2

In this course, you will expand on the study of cost accounting theory and practice. You will focus on responsibility accounting using master and flexible budgets, calculating cost variances, and exploring the difference between variable and absorption costing.

Credit unit(s): 2.0
Pre-Requisites: ACCT 608(concurrent), ACCT 609(concurrent)
Co Requisites: ACCT 610
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. Prepare a master budget for responsibility accounting.				
2. Prepare a cash budget.				
3. Interpret direct cost variances using flexible budgeting tools.				
4. Interpret indirect cost variances using flexible budgeting tools.				
5. Explain the differences in net income between variable and absorption costing income statements.				

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): MGMT 125

Use a checkmark (✓) to rate yourself as follows for each learning outcome			
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.		Competent	Learning
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.			

ACCT 612 – Intermediate Financial Accounting 1

You will complete an in-depth study of generally accepted accounting principles as applied to accounting for current assets. You will also learn about revenue recognition concepts applicable to both private and publicly accountable enterprises. Both International Financial Reporting Standards (IFRS) and Accounting Standards for Private Enterprises (ASPE) are considered as accounting standards.

Credit unit(s): 2.0
Pre-Requisites: ACCT 608, ACCT 609
Co Requisites: ACCT 613
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. Describe the financial reporting environment.				
2. Describe the foundational principles of accounting.				
3. Perform the accounting process.				
4. Perform accounting to recognize revenue from sales transactions and long-term contracts.				
5. Perform the accounting for cash, accounts receivable, and notes receivable.				
6. Perform the accounting for inventories.				

ACCT 613 – Intermediate Financial Accounting 2

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

Credit unit(s): 3.0
Pre-Requisites: ACCT 608, ACCT 609
Co Requisites: ACCT 612
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. Perform the accounting for temporary, long-term, and strategic investments.				
2. Perform the accounting for the acquisition, disposal, and exchange of capital assets.				
3. Perform the accounting for capital assets after acquisition.				
4. Perform the accounting for intangible assets and goodwill.				

ADTG 601 – Auditing 1

Your studies will include an introduction to auditing, its objectives and reports, the types of evidence and documentation required, the study of internal control, and audit sampling. You will acquire these skills by participating in a combination of classroom instruction, independent learning, and an audit simulation project.

Credit unit(s): 2.0
Pre-Requisites: ACCT 608, ACCT 609
Co Requisites: ADTG 602
Equivalent course(s): none

Use a checkmark (✓) to rate yourself as follows for each learning outcome			
Competent:	I can apply this outcome without direction or supervision.	Competent	Learning
Learning:	I am still learning skills and knowledge to apply this outcome.	Learning	None
None:	I have no knowledge or experience related to this outcome.	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. Construct audit evidence.			
6. Evaluate internal controls.			

ADTG 602 – Auditing 2

You will study the processes to audit revenue, collections, acquisitions, and expenditures. You will use audit sampling techniques to audit revenue and collection controls. You will perform substantive tests to audit the acquisition and expenditure controls. You will acquire these skills through your participation in a combination of classroom instruction, independent learning, and an audit simulation project.

Credit unit(s): 2.0
Pre-Requisites: ACCT 608, ACCT 609
Co Requisites: ADTG 601
Equivalent course(s): none

Use a checkmark (✓) to rate yourself as follows for each learning outcome			
Competent:	I can apply this outcome without direction or supervision.	Competent	
Learning:	I am still learning skills and knowledge to apply this outcome.	Learning	
None:	I have no knowledge or experience related to this outcome.	None	
1. Use audit sampling techniques.			
2. Perform audit tests for revenue and collection controls.			
3. Perform substantive tests of revenue and collection.			
4. Perform audit tests for acquisition and expenditure controls.			
5. Perform substantive tests for acquisition and expenditures.			

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
Pre-Requisites: none
Co Requisites: 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. 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.				

TAX 603 – 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, the calculation of tax, and the completion of personal income tax returns.

Credit unit(s): 3.0
Pre-Requisites: ACCT 608, ACCT 609
Co Requisites: TAX 604
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. 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.				

TAX 604 – Taxation 2

Your studies will include an introduction to the Income Tax Act including the structure of fiscal legislation, administration, and enforcement practices. The course includes the calculation of business income, property income, and common deductions for individuals.

Credit unit(s): 2.0
Pre-Requisites: ACCT 608, ACCT 609
Co Requisites: TAX 603
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. Calculate net business income for tax purposes using the reconciliation method.				
2. Calculate the correct amounts to be included and deducted for property income.				
3. Identify other sources of income and other deductions in the computation of net income.				
4. Calculate the maximum contribution allowed for Registered Retirement Savings Plan (RRSP) purposes.				
5. Prepare T1 returns manually and using income tax software.				
6. Determine goods and services tax (GST) and harmonized sales tax (HST) obligations for businesses.				

ACCT 614 – Intermediate Financial Accounting 3

In this course, you will study intermediate financial accounting concepts such as current and long-term liabilities, shareholders' equity, derivative and hybrid instruments, sharebased compensation, and earnings per share. 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 612, ACCT 613
Co Requisites: ACCT 615
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. Perform accounting for non-financial and current liabilities.				
2. Perform accounting for long-term financial liabilities.				
3. Perform accounting for shareholders' equity.				
4. Perform accounting for derivatives, hybrid and compound financial instruments, and sharebased compensation.				
5. Calculate basic and diluted earnings per share.				

ACCT 615 - Intermediate Financial Accounting 4

In this course, you will study intermediate financial accounting concepts that include 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): 2.0
Pre-Requisites: ACCT 612, ACCT 613
Co Requisites: ACCT 614
Equivalent course(s): none

Use a checkmark (✓) to rate yourself as follows for each learning outcome			
Competent:	I can apply this outcome without direction or supervision.	Competent	
Learning:	I am still learning skills and knowledge to apply this outcome.	Learning	
None:	I have no knowledge or experience related to this outcome.	None	
1. Perform accounting for corporate income taxes.			
2. Perform accounting for pensions.			
3. Perform accounting for capital and operating leases.			
4. Perform accounting for changes in accounting policy, changes in estimates, and analysis and correction of errors.			
5. Prepare a statement of cash flows.			

TAX 605 – Taxation 3

In this course, you will develop the skills needed to solve complex taxation problems for individuals. You will calculate capital cost allowance, taxable capital gains, allowable capital losses, and capital gain/loss on listed personal property. You will also determine the deferral of recapture and capital gains on replacement properties. Finally, you will determine the tax effects of transferring property to non-arm's length individuals including a spouse.

Credit unit(s): 2.0
Pre-Requisites: TAX 603, TAX 604
Co Requisites: TAX 606
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. 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.				

TAX 606 – Taxation 4

You will study the calculation of taxable income, calculation of corporate tax and the completion of corporate income tax returns. You will develop the skills needed to solve complex taxation problems for corporate clients. You will identify the residency status of a corporation and calculate taxable income for corporations utilizing available loss carryovers and other deductions. You will compute tax, deductions, and tax credits to arrive at federal and provincial tax payable for public corporations. You will calculate the dividend refund available to a corporation.

Credit unit(s): 3.0
Pre-Requisites: TAX 603, TAX 604
Co Requisites: TAX 605
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.	Identify the residency status of a corporation and the type of income that must be reported.			
2.	Calculate taxable income for corporations utilizing available loss carryovers and other deductions.			
3.	Compute the tax, deductions, and tax credits to arrive at federal and provincial tax payable for public corporations.			
4.	Compute the additional tax and deductions required to calculate federal and provincial tax payable for Canadian controlled private corporations.			
5.	Calculate the dividend refund available to a corporation.			
6.	Determine the tax effects on income for shareholders and corporations with regards to remuneration, shareholder loans, bonuses, and other payments.			