



Business & Insurance

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 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.

PLAR Credit Bank

This program has a course or courses that have been approved as PLAR Precedent(s) through the Sask Polytech PLAR Credit Bank . The PLAR Credit Bank allows learners to receive credit for their non-formal training. Please review the following offering to see if this option applies to you.	
Insurance Institute of Canada	• INS-100 Principles and Practices of Insurance (4 cu) • INS-200 Insurance on Property (4 cu) • INS-202 Essential Skills

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 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.

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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		
ADMN 220	Organizational Behaviour	
BCOM 105	Business Communications	
BUS 104	Introduction to Business	
CAPL 130	Career Planning & Development	

COURSE CODE	COURSE NAME	Delivered by another department/program
COMP 120	Business Software and Decision Tools	
ECON 120	Microeconomics	
Electives (1 of 2)		
ACCT 122	Introductory Financial Accounting 1	
ACCT 130	Accounting for Managers	
Year 1 Semester 2		
FIN 100	Personal Finance	
HR 120	Introduction to Human Resource Management	
INDG 100	Introduction to Indigenous Studies	
INS 100	Principles and Practices of Insurance	
LAW 220	Commercial Law	
MKTG 120	Marketing	
Semester 2 Electives (1 of 2)		
ACCT 125	Introductory Financial Accounting 2	
ACCT 136	Automated Accounting	
Year 2 Semester 3		
ADMN 255	Conflict Management	
INS 200	Insurance on Property	
INS 202	Essential Skills for the Insurance Broker and Agent	
INS 210	Automobile Insurance	
MKTG 231	Customer Relationship Management and Relationship Selling	
MKTG 245	Marketing Communications Foundations	
Business & Insurance Electives (1 of 3)		
FIN 220	Finance	

COURSE CODE	COURSE NAME	Delivered by another department/program
MGMT 209	Strategic Management	
MGMT 214	Project Management	
Year 3 Semester 4		
ADMN 206	Leadership Development	
ADMN 209	Organizational Change	
ECON 121	Macroeconomics	
INS 203	Insurance Against Liability	
INS 204	Essentials of Loss Adjusting	
PROF 201	Professionalism and Ethics	
Business & Insurance Electives (1 of 3)		
FIN 220	Finance	
MGMT 209	Strategic Management	
MGMT 214	Project Management	

ADMN 220 - Organizational Behaviour

You will study human behaviour in organizations and develop the skills needed to work effectively with others. Your studies include content on individual behaviour, values, interpersonal relationships and communications, groups and team dynamics, organizational culture, leadership, and change. You will study these aspects of human behavior within the context of diverse formal organizations.

Credit unit(s): 4.0
Prerequisites: none
Corequisites: none
Equivalent course(s): MGMT 191

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. Describe organizational behaviour.			
2. Describe organizational culture.			
3. Explain how emotions shape our behaviour.			
4. Explain how personality and values influence behavior.			
5. Discuss how perception influences the decision-making process.			
6. Apply various motivational models to improve performance.			
7. Demonstrate effective teambuilding skills.			
8. Use the appropriate leadership style in a situation using leadership theory.			
9. Explain how power and organizational politics relate to performance.			
10. Explain conflict management.			
11. Explain organizational change and strategies to overcome resistance to change.			

BCOM 105 - Business Communications

You will develop fundamental employability skills through the study of the principles of communication and active listening techniques. The course content includes the development of effective writing skills and formatting. You will apply the principles and skills by writing business messages for positive, negative and persuasive purposes. You will examine ways to apply communication skills to cross-cultural and Indigenous situations. You will learn to apply effective presentation skills when delivering oral presentations. You will write business reports.

Credit unit(s): 4.0
Prerequisites: none
Corequisites: none
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.		
None:	I have no knowledge or experience related to this outcome.		
		Competent	Learning
1.	Use the communication process.		
2.	Write grammatically correct sentences and paragraphs.		
3.	Use research information.		
4.	Apply business writing principles.		
5.	Explain active listening techniques.		
6.	Discuss the importance of Indigenous and intercultural awareness in communications.		
7.	Use presentation skills.		
8.	Write business reports.		

BUS 104 - Introduction to Business

You will be introduced to Canada's dynamic business landscape and the entrepreneurial forces that drive socioeconomic growth. You will assess how economic factors, ethics and corporate social responsibility, and stakeholder relations influence business continuity and success. You will also explore how entrepreneurship, organizational structure, and core business functions determine the competitiveness of Canadian enterprises. Finally, through case studies and a summative business report, you will integrate these concepts to diagnose real-world business challenges.

Credit unit(s): 4.0
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 Canada's business environment and its economic foundations.			
2.	Analyze global forces affecting Canadian firms' competitiveness.			
3.	Evaluate how ethics and corporate social responsibility drive long-term success and reputation.			
4.	Examine how entrepreneurship fuels Canada's socioeconomic growth.			
5.	Assess how structure and leadership impact efficiency and innovation.			
6.	Demonstrate how core business functions advance organizational goals.			
7.	Apply course concepts in a comprehensive summative business report.			

CAPL 130 - Career Planning & Development

You will advance your career readiness to enter the industry. Specifically, you will develop a personal brand, practice skills in job searching, cover letter and resume writing, interviewing, and cultivate your interpersonal skills.

Credit unit(s): 1.0
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. Demonstrate a personal brand.				
2. Demonstrate career planning and job search skills.				
3. Demonstrate professional behaviour and communication.				

COMP 120 - Business Software and Decision Tools

Your studies will explore the use of artificial intelligence (AI) and focus on the practical use of Word and Excel from Microsoft Office 365. You will learn how to use AI effectively, including how to evaluate and verify its outputs. You will learn beginner and intermediate Word skills. Finally, you will build strong data analysis skills and learn how to manage and present complex data to support business decisions. You will focus on data modeling in Excel and learn to use features like built-in functions, charts, PivotTables, Sparklines, Slicers, and Power Pivot.

Credit unit(s): 4.0
Prerequisites: none
Corequisites: none
Equivalent course(s): COMP 140

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. Demonstrate the appropriate use of artificial intelligence.				
2. Create Word documents.				
3. Use Microsoft Excel formulas and functions.				
4. Construct a chart from an Excel data sheet.				
5. Create Microsoft Excel tables.				
6. Analyze data using Excel.				

ECON 120 - Microeconomics

Your studies will focus on an introduction to microeconomics. You will learn how individuals, businesses, and governments make decisions in a world of scarce resources and unlimited wants. You will study how production and consumption choices are made in a market economy. You will learn to analyze economic fundamentals in supply, demand, costs, response to price changes, and income distribution. Finally, you will gain an understanding of the most common market structures along with their price and output determination in the Canadian economic marketplace.

Credit unit(s): 4.0
Prerequisites: none
Corequisites: none
Equivalent course(s): ECON 140, RT 191

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 nature and methods of microeconomics while explaining the economizing problem society faces.			
2.	Describe common economic systems.			
3.	Demonstrate price equilibrium changes using the laws of demand and supply, including their determinants			
4.	Compute price elasticity of demand and supply.			
5.	Describe economic phenomena that affect the market system.			
6.	Compute the costs of production for a single firm.			
7.	Determine price and output levels under the perfectly competitive market structure in the short run and long run.			
8.	Determine price and output levels under the monopolistic market structure.			
9.	Explain the characteristics of monopolistically competitive firms and industries, and oligopolistic firms and industries.			

ACCT 122 - 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 and control over cash and receivables. ACCT 122 prepares you for ACCT 125 (Introductory Financial Accounting 2) which continues the study of basic financial accounting.

Credit unit(s): 4.0
Prerequisites: none
Corequisites: none
Equivalent course(s): ACCT 121, ACCT 140

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.	Apply procedures for internal control over cash.			
7.	Prepare journal entries for receivables.			
8.	Describe ethical accounting practices.			

ACCT 130 - 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, management decision making, preparation of operating and cash budgets, and variance analysis.

Credit unit(s): 4.0
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.	Assess the differences between financial accounting and managerial accounting and the role of accounting information in decision-making.			
2.	Use a classified balance sheet for ratio analysis.			
3.	Record business transactions.			
4.	Prepare basic financial statements from data provided.			
5.	Prepare adjustments for accruals.			
6.	Use cost-volume-profit analysis as a decision-making tool.			
7.	Analyze relevant costs for decision making.			
8.	Prepare operating and cash budgets.			
9.	Interpret budget variances using a flexible budget.			

FIN 100 - Personal Finance

You will explore concepts related to planning and managing personal finances while developing applied quantitative skills essential for sound financial decision-making. You will learn fundamental mathematical concepts used in personal finance. Your studies cover banking, deposit accounts, investing, tax and retirement planning, personal credit, insurance, and estate planning. You will also apply time value of money in every applicable aspect of the course and evaluate interest rates. The skills and knowledge developed in this course will be applied in a wide variety of real-world financial scenarios.

Credit unit(s): 4.0
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.	Calculate ratio, proportion, and percent to analyze and solve personal and business financial problems.			
2.	Apply the personal financial planning process using time value of money calculations.			
3.	Interpret personal financial statements and budgets to assess an individual's financial position and cash flow.			
4.	Determine the tax implications of financial decisions within a personal financial plan.			
5.	Examine various strategies for managing personal financial asset liquidity.			
6.	Assess the role of various forms of credit as part of a well-developed financial plan.			
7.	Evaluate insurance options to mitigate financial risk and protect personal assets.			
8.	Develop basic investment strategies aligned with individual financial objectives and risk tolerance.			
9.	Analyze retirement and estate planning strategies to optimize long-term wealth.			

HR 120 - Introduction to Human Resource Management

Your studies will focus on an overview of human resource management and practices. You will apply the concept of job analysis, including planning, recruiting and selection, training and development, compensation, performance management, and labour relations. You will discuss employee and organizational ethics. Your studies will emphasize the use of human resource management to achieve high organizational performance.

Credit unit(s): 4.0
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.	Describe the role and functions of human resources management within an organization and its impact on organizational success.			
2.	Apply Canadian legal and ethical frameworks to common human resources practices and decision making.			
3.	Design job descriptions using principles of work analysis and job design.			
4.	Develop recruitment strategies that align with organizational goals and attract qualified candidates.			
5.	Apply effective selection techniques, including interview formats and assessment tools, to support fair and consistent hiring practices.			
6.	Apply principles of employee training and development to support individual and organizational growth.			
7.	Use basic components of performance management systems, including setting goals, providing feedback, and evaluating employee performance.			
8.	Apply total rewards strategies to identify appropriate compensation and benefit options for organizations.			
9.	Explain the role of human resources in unionized workplaces, including collective bargaining and managing labour relations.			
10.	Explain how human resource practices contribute to building and sustaining high-performance organizations.			

INDG 100 - Introduction to Indigenous Studies

You will receive an introduction to the Indigenous cultural groups within Saskatchewan. You will learn about the colonization of Indigenous peoples by the Canadian state. Your studies will help you discuss current issues and explore possible solutions.

Credit unit(s): 1.0
Prerequisites: none
Corequisites: none
Equivalent course(s): INDG 600

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 Indigenous nations of Saskatchewan.				
2. Explain how colonization has impacted Indigenous peoples.				
3. Discuss current issues and possible solutions.				

INS 100 - Principles and Practices of Insurance

Your studies will introduce the principles and practices of the insurance industry. You will examine the multi-faceted nature of the insurance business, develop an understanding of risk and strategies to respond to it, and examine contract law as it relates to the industry. You will be introduced to the terms and practices of the insurance business.

Credit unit(s): 4.0
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.	Outline the five main steps in the risk management process.			
2.	Describe the primary function and the five secondary functions of insurance.			
3.	Explain how federal and provincial/territorial governments exercise control to protect insurance consumers while safeguarding insurer solvency.			
4.	Discuss the three main principles that reinforce indemnity.			
5.	Explain the purpose of the provisions commonly found in insurance policy and common insurance documents.			
6.	Describe the different types of insurance providers.			
7.	Explain how agents and brokers are regulated in respect to qualifications, licensing, operating requirements, and license renewal.			
8.	Identify the relevant information commonly requested on insurance applications.			
9.	Describe the key functions within the claims process.			
10.	Discuss insurance organizations.			

LAW 220 - Commercial Law

Your studies will focus on the field of commercial law. You will apply the concepts of tort law and contract law. You will examine various legislative acts. Legal concepts in your studies will include torts, contracts, agency, forms of business organizations, the sale of goods, employment, bailment, insurance, personal as well as real property, and secured transactions.

Credit unit(s): 4.0
Prerequisites: none
Corequisites: none
Equivalent course(s): ACP 170, LAW 240

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 how laws have evolved to facilitate our society.			
2.	Describe the Canadian law as it applies to Aboriginal law.			
3.	Apply the law of torts.			
4.	Determine if the elements contained within an agreement make it an enforceable contract.			
5.	Demonstrate the impact of various problems in a contract and the extent of rights associated with a contract.			
6.	Demonstrate how a contract may be brought to an end.			
7.	Apply the law relating to the Sale of Goods Act and consumer protection.			
8.	Apply the law relating to agency and employment relationships and the protection of confidential information.			
9.	Apply the laws relating to sole proprietorships, partnerships, and corporations.			
10.	Apply the laws relating to bailment, real property, leaseholds (landlord-tenant), and insurance.			
11.	Describe the law relating to intellectual property and the role of privacy acts.			
12.	Apply the law relating to security for debt, insolvency, and bankruptcy.			

MKTG 120 - Marketing

You will discover the dynamic field of marketing. You will explore what marketing is, how it works, and the effect it can have on consumers and society. You will apply these marketing concepts: the strategic marketing planning process, market research, segmentation, positioning, consumer behavior, and the marketing mix.

Credit unit(s): 4.0
Prerequisites: none
Corequisites: none
Equivalent course(s): MKTG 140

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 marketing fundamentals.			
2.	Analyze the marketing environment.			
3.	Discuss consumer behaviour.			
4.	Use marketing research methods.			
5.	Demonstrate market segmentation, target market, and market positioning for a product, service or brand.			
6.	Apply product, service, and brand marketing strategies.			
7.	Explain pricing considerations and strategies.			
8.	Describe the importance of marketing channels.			
9.	Apply basic integrated marketing communication strategies including social media.			
10.	Create a strategic marketing plan.			

ACCT 125 - 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 accounting for property, plant and equipment assets, current liabilities, installment loans, corporations, and cash flow statements. In addition, you will learn to prepare a cash flow statement, perform ratio analysis, and explore ethical issues.

Credit unit(s): 4.0
Prerequisites: ACCT 122
Corequisites: none
Equivalent course(s): ACCT 124, ACCT 141

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.	Demonstrate accounting for a merchandising company.			
2.	Apply alternative methods for valuing inventories.			
3.	Apply techniques to account for property, plant, and equipment assets.			
4.	Express accounting approaches for intangible assets.			
5.	Describe the accounting treatments for current liabilities.			
6.	Express the accounting approaches for installment loans.			
7.	Summarize corporate transactions.			
8.	Prepare a cash flow statement.			
9.	Debate ethical considerations in accounting.			

ACCT 136 - Automated Accounting

Using an automated accounting software package, you will learn how to enter transactions into journals (general, purchase, payments, sales, cash receipts and payroll) and ledgers (general, accounts receivable, accounts payable and payroll), learn to account for inventory, and learn to prepare banking records. You will also prepare the initial automated accounting setup for use by a company.

Credit unit(s): 4.0
Prerequisites: ACCT 105 or ACCT 122 or ACCT 130
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.	Enter transactions in the General Journal.			
2.	Enter transactions in the Purchases and Payments Journals.			
3.	Enter transactions in the Sales and Cash Receipts Journals.			
4.	Enter payroll transactions.			
5.	Enter inventory transactions.			
6.	Design an accounting system for a small business.			
7.	Enter payroll records.			
8.	Enter quotes and orders.			
9.	Enter banking transactions.			

ADMN 255 - Conflict Management

Your studies will focus on an introduction to conflict resolution, designed to provide you with interest-based conflict resolution models and primary interpersonal skills to handle workplace conflicts. This course is designed not only as an introduction to developing skills in managing conflict, but also providing organizational leaders with skills to manage conflict. You will obtain insights and be educated in conflict theory, negotiation strategy, needs grounding related to basic interpersonal communication and management skills, such as rapport building, empathetic listening, behaviour modeling, reframing, problem solving and decision making.

Credit unit(s): 4.0
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.	Describe conflict and the environmental conditions that minimize conflict.			
2.	Select the appropriate strategic approaches for managing conflict.			
3.	Demonstrate responses to individuals at places on the response continua.			
4.	Determine the ability of affected individuals to negotiate resolution to conflict.			
5.	Prepare to resolve a conflict using an investigative process.			
6.	Apply the elements of the collaborative discussion model.			
7.	Apply appropriate strategies to conduct interest-based negotiations.			
8.	Use communication skills to overcome barriers in integrative negotiations.			
9.	Use mediation skills to resolve workplace conflict.			
10.	Demonstrate decision-making skills to resolve conflict amongst parties.			
11.	Apply the basic confrontation model to manage and diffuse direct conflict.			
12.	Identify special situations in workplace conflict.			

INS 200 - Insurance on Property

You will be introduced to property insurance through a practical and in-depth look at both personal and commercial policies. You will explore policy types, statutory conditions, perils, exclusions, clauses, and endorsements, with a focus on homeowners forms, other habitational coverages, and the commercial property broad form. Real-world examples of underwriting and claims handling are integrated throughout, preparing you to interpret policy provisions, assess coverage, and address client needs.

Credit unit(s): 4.0
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.	Discuss different types of property insurance.			
2.	Apply statutory conditions to the property insurance policy.			
3.	Describe the different types of property insurance policies and the perils and hazards associated with them.			
4.	Describe the key components of property policy's coverage.			
5.	Explain the settlement options and coverages within an insurance policy and the importance of understanding property policy insurance wordings.			
6.	Apply the various property insurance exclusions found within an insurance policy.			
7.	Apply the various property insurance endorsements and floaters found within an insurance policy.			
8.	Apply appropriate coverages to different property types.			
9.	Analyze the function of commercial property policies.			
10.	Evaluate how underwriting and claims are created and implemented in property insurance policies.			

INS 202 - Essential Skills for the Insurance Broker and Agent

You will study the insurance business from a broker's and agent's perspective. Your studies will focus on the needs of personal lines clients and small commercial risks. The course introduces the concepts of the broker as an insurance intermediary, follows the progress of risk from initial broker-client contract, continues through the evaluation and application, and ends with the binding and issuing of a policy. Your studies also include major insurance product lines and common policy transaction.

Credit unit(s): 4.0
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.	Demonstrate functions of the intermediary.			
2.	Apply broker's skills.			
3.	Illustrate the process of risk analysis.			
4.	Apply principles of agent and client responsibilities to the application process.			
5.	Explain the process of moving from quote to policy issue.			
6.	Prepare the property insurance application.			
7.	Prepare an application for insurance against liability.			
8.	Prepare an application for automobile insurance.			
9.	Explain renewals, endorsements, premiums and cancellations.			
10.	Apply the broker's role in the claims process.			

INS 210 - Automobile Insurance

You will learn the foundations of Saskatchewan's mandatory plate insurance and the ways optional auto coverages can extend protection for clients. The course emphasizes key laws, terminology, coverage types, legal responsibilities, and the differences between plate and extension policies. You will gain practical skills in fault determination, vehicle registration rules, privacy protocols, underwriting, rating, and client advising. By exploring both mandatory and optional coverages, you will be prepared to analyze client needs, support claims, and recommend compliance-driven, tailored insurance solutions.

Credit unit(s): 1.0
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.	Apply key concepts and terminology from Saskatchewan's mandatory auto insurance and optional extension coverages.			
2.	Analyze legal responsibilities, coverage adequacy, and client needs to determine optimal insurance solutions with the provincial framework.			
3.	Evaluate and recommend insurance products based on client eligibility, risk profiles, and compliance requirements.			

MKTG 231 - Customer Relationship Management and Relationship Selling

Your studies will focus on a comprehensive study and practice of selling in today's dynamic market including the essential traits of a salesperson, psychological factors, product knowledge, selling aids, making the contact, closing the sale, sales management, and selling ethics.

Credit unit(s): 4.0
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 selling as a profession in the technological age.			
2.	Describe prospecting.			
3.	Prepare the sales call and presentation.			
4.	4. Use the situation, problem, implication, and needs payoff (SPIN) to find customer problems.			
5.	Demonstrate elements of making a presentation using emerging technologies.			
6.	Practice overcoming objections.			
7.	Practice closing the sale.			
8.	Describe how to complete a sales follow-up.			
9.	Conduct a major sales presentation.			

MKTG 245 - Marketing Communications Foundations

You will explore the dynamic field of marketing communications and develop the skills needed to design an integrated marketing communications plan. You will design impactful advertising and public relations strategies and demonstrate proficiency in writing for diverse marketing formats. You will design a cross-channel communication plan and evaluate the effectiveness of public relations and advertising campaigns.

Credit unit(s): 4.0
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.	Contrast the role of and function of advertising, public relations, and communications within an organization.			
2.	Prepare a target audience profile for marketing communications using segmentation analysis.			
3.	Critique advertising and public relations (PR) campaigns across traditional, digital, and social media channels.			
4.	Design public relations strategies to manage organizational reputation, crisis communication, and build positive relationships.			
5.	Demonstrate proficiency in writing for various communication formats.			
6.	Design effective communication and create briefs in support of campaign objectives.			
7.	Demonstrate proficiency in preparing for and interacting with media.			
8.	Design a cross-channel communication plan that incorporates advertising and PR elements.			
9.	Evaluate the effectiveness of PR and advertising campaigns based on project and organizational goals.			

FIN 220 - 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. The course content includes sources of capital and corporate borrowing, cost of capital theory and optimal capital structure, and the capital budget decision-making.

Credit unit(s): 4.0
Prerequisites: ACCT 122
Corequisites: none
Equivalent course(s): ACP 475

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 goals and functions of financial management.			
2.	Prepare an analysis of financial performance using financial statements, forecasts, and ratios.			
3.	Demonstrate the effects of leveraging on financial conditions.			
4.	Demonstrate the effects that working capital have on financing decisions.			
5.	Determine current asset management from a cost/benefit approach.			
6.	Apply financial formulas to calculate values and rates of return for financial assets and sources of short-term financing.			
7.	Determine the cost of capital.			
8.	Demonstrate the utilization of various models in capital budgeting decision.			
9.	Apply statistical formulas to assess risk in capital budgeting.			
10.	Discuss capital markets.			
11.	Describe the role of investment dealers and differences between public and private placement in investment underwriting.			
12.	Conduct an evaluation of factors involving financial decisions.			

MGMT 209 - 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): 4.0
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.	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.	Prepare a strategic plan and presentation.			

MGMT 214 - Project Management

You will develop the skills and techniques required to make an effective contribution to, and have an immediate impact on, successful projects. You will develop the knowledge required to initiate, plan, execute, control and close projects. You will gain a working knowledge of MS Project software and be able to use it to schedule, budget and control projects.

Credit unit(s): 4.0
Prerequisites: none
Corequisites: none
Equivalent course(s): MKTG 228

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 key project management concepts.			
2.	Describe the essential role of a project manager.			
3.	Demonstrate effective teamwork, team management and communication skills.			
4.	Employ stakeholder, scope, and risk analysis to define a project.			
5.	Practice project selection and initiation techniques.			
6.	Illustrate planning techniques used in project management.			
7.	Apply manual and MS Project scheduling techniques used in project management.			
8.	Demonstrate cost management (budgeting) techniques utilized in project management.			
9.	Recognize project control practices and techniques.			
10.	Identify project closing techniques.			

ADMN 206 - Leadership Development

Through obtaining an understanding of organizational and personal leadership principles and practices, you will develop your own philosophies about leading and following in the workplace. Additionally, you will have the opportunity to pursue your own leadership development through self-reflection and the development of a leadership development action plan. Key topics include: strengths-based leadership, leadership ethics, embracing diversity and inclusion, developing core leadership skills, developing others, and empowering followers.

Credit unit(s): 4.0
Prerequisites: none
Corequisites: none
Equivalent course(s): MGMT 124

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 leadership theories, traits, and styles.			
2.	Explain the concept of strengths-based leadership.			
3.	Discuss the role of leadership ethics in the workplace.			
4.	Explain strategies for developing core leadership skills.			
5.	Implement a leadership vision.			
6.	Apply principles of developing people.			
7.	Apply leadership strategies for embracing diversity and inclusion.			
8.	Apply leadership strategies to establish a constructive climate.			
9.	Implement leadership strategies to empower followers.			
10.	Discuss Indigenous leadership structure and the seven grandfather teachings.			

ADMN 209 - Organizational Change

You will develop strategies and processes related to creating and fostering an evolving workplace culture that supports innovation, change, quality and learning and results in harmony between the organization's needs and employee's expectations while remaining consistent with the organization's business plan in a competitive and changing environment. The course content emphasizes the importance of implementing change in the proper sequence of events and interactions.

Credit unit(s): 4.0
Prerequisites: none
Corequisites: none
Equivalent course(s): HR 236

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 your attitude and reaction towards change management.			
2.	Describe how the six-images framework of change management applies to your approach to change.			
3.	Explain how the depth of an organizational change can impact what changes in an organization.			
4.	Construct an effective change vision.			
5.	Describe the different approaches to managing change.			
6.	Describe the difference between sustaining a change and initiative decay.			
7.	Use varied approaches to manage resistance to change.			
8.	Demonstrate how to be an effective change manager.			

ECON 121 - Macroeconomics

This course will help you to understand how our economy works at a national level, along with the problems and choices faced by any modern economy. You will learn how to measure and interpret the state of the economy with macroeconomic variables such as GDP, inflation, unemployment, money supply, and interest rate. You will study how monetary policy (money supply and interest rates) and fiscal policy (government spending and taxation) are used to smooth economic fluctuations. You will examine foreign trade and exchange rates in a global economy.

Credit unit(s): 4.0
Prerequisites: ECON 120 or ECON 100
Corequisites: none
Equivalent course(s): ECON 141

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 key economic concepts and the economic way of thinking.			
2.	Illustrate how our nation's economic performance is measured.			
3.	Interpret the meaning and implications of economic growth.			
4.	Explain the state of the economy using the business cycle model including discussion of unemployment and inflation.			
5.	Employ the Aggregate Demand – Aggregate Supply model to demonstrate the effect of expenditure changes on the economy.			
6.	Discuss the effects of fiscal policy by the federal government on our economy, including deficits and debts.			
7.	Demonstrate how the banking system creates and destroys money through the monetary multiplier.			
8.	Illustrate the effects of monetary policy by the Bank of Canada on our economy.			
9.	Demonstrate long-run macroeconomic adjustments.			
10.	Illustrate how our national economy functions in a global world.			

INS 203 - Insurance Against Liability

You will develop a basic understanding of the Canadian legal systems and their relationship to liability insurance. Your studies will include how different types of liability arise, how legal concepts apply to liability insurance, and how policies and coverages are available for liability exposure. The course content will outline basic underwriting considerations for various types of liability exposure.

Credit unit(s): 4.0
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 insurance against liability.			
2.	Explain the components of negligence.			
3.	Explain what defenses might be available against an allegation of negligence.			
4.	Explain the principle of extra contractual liability contained within the Civil Code of Quebec.			
5.	Discuss defenses available in Quebec.			
6.	Identify general legal principles related to insurance against liability.			
7.	Analyze products liability and its effects.			
8.	Describe the insuring agreements and exclusions of the Commercial General Liability Policy.			
9.	Identify aspects of the CGL declarations and Employers Liability coverage.			
10.	Review emerging trends in liability insurance.			

INS 204 - Essentials of Loss Adjusting

You will learn the knowledge and skills needed to manage insurance claims from start to finish. You will study the legal environment, regulatory influences, loss reporting, and policy analysis to determine coverage. You will also develop skills in loss investigation, property evaluation, negotiation, and settlement, with practical applications to automobile, residential property, and liability claims, while emphasizing clear communication, sound judgement, and professionalism in diverse claim situations.

Credit unit(s): 4.0
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.	Describe the legal environment of claims and responsibilities of a loss adjuster.			
2.	Explain how federal/provincial governments, and other stakeholders, can influence claims practices.			
3.	Employ insurance policy contract analysis to determine coverage for a loss.			
4.	Differentiate essential communication skills of the loss adjuster.			
5.	Analyze the required information for receiving the first notice of loss.			
6.	Discuss the essential elements of investigating an insurance claim.			
7.	Examine claims property evaluation knowledge and the negotiation process.			
8.	Apply knowledge of claims settlement.			
9.	Review automobile physical damage claims.			
10.	Evaluate the settlement of property and liability claims.			

PROF 201 - Professionalism and Ethics

You will consider the importance of professionalism and ethics in the field of business. You will develop and demonstrate the knowledge and skills necessary to conduct yourself appropriately and apply ethical considerations to your work as a business professional.

Credit unit(s): 1.0
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. Demonstrate professionalism in a business context.				
2. Apply ethical considerations to decision-making in business.				
3. Analyze strategies for resolving ethical dilemmas in professional settings.				

FIN 220 - 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. The course content includes sources of capital and corporate borrowing, cost of capital theory and optimal capital structure, and the capital budget decision-making.

Credit unit(s): 4.0
Prerequisites: ACCT 122
Corequisites: none
Equivalent course(s): ACP 475

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 goals and functions of financial management.			
2.	Prepare an analysis of financial performance using financial statements, forecasts, and ratios.			
3.	Demonstrate the effects of leveraging on financial conditions.			
4.	Demonstrate the effects that working capital have on financing decisions.			
5.	Determine current asset management from a cost/benefit approach.			
6.	Apply financial formulas to calculate values and rates of return for financial assets and sources of short-term financing.			
7.	Determine the cost of capital.			
8.	Demonstrate the utilization of various models in capital budgeting decision.			
9.	Apply statistical formulas to assess risk in capital budgeting.			
10.	Discuss capital markets.			
11.	Describe the role of investment dealers and differences between public and private placement in investment underwriting.			
12.	Conduct an evaluation of factors involving financial decisions.			

MGMT 209 - 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): 4.0

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.	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.	Prepare a strategic plan and presentation.			

MGMT 214 - Project Management

You will develop the skills and techniques required to make an effective contribution to, and have an immediate impact on, successful projects. You will develop the knowledge required to initiate, plan, execute, control and close projects. You will gain a working knowledge of MS Project software and be able to use it to schedule, budget and control projects.

Credit unit(s): 4.0
Prerequisites: none
Corequisites: none
Equivalent course(s): MKTG 228

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 key project management concepts.			
2.	Describe the essential role of a project manager.			
3.	Demonstrate effective teamwork, team management and communication skills.			
4.	Employ stakeholder, scope, and risk analysis to define a project.			
5.	Practice project selection and initiation techniques.			
6.	Illustrate planning techniques used in project management.			
7.	Apply manual and MS Project scheduling techniques used in project management.			
8.	Demonstrate cost management (budgeting) techniques utilized in project management.			
9.	Recognize project control practices and techniques.			
10.	Identify project closing techniques.			