# Business Management Post Graduate Certificate

## PLAR Candidate Guide

Prior Learning Assessment and Recognition (PLAR)


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### Prior learning credit options at Saskatchewan Polytechnic

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


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

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.

Some courses have one or more other courses that must be completed first (prerequisite) or at the same time (corequisite). See course outlines in this guide to identify any pre- or co-requisites for each course. Discuss with your PLAR contact person how to deal with courses with corequisites.

**Block assessment**

Some programs may assess a cluster of courses together in one block, which may save you time and effort. Ask the PLAR contact person whether there are any block assessment options in this program.

## C. Dates when PLAR assessment is available

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** | | |
| MGMT 612 | Information Resources Management | |
| MGMT 609 | Operations Management | |
| BCOM 600 | Business Communications | Arts & Sciences |
| LAW 600 | Business Law | |
| PROJ 614 | Introduction to Information Technology Project Management | |
| **Semester 2** | | |
| MGMT 608 | Procurement and Contract Management | |
| CSEC 609 | Risk and Security Planning for Information Technology Professionals | |
| MGMT 613 | Strategic Information Management | |
| ANLT 601 | Data Analytics and Business Intelligence | |
| HR 600 | Human Resources and Organizational Dynamics | |

**MGMT 612 – Information Resources Management**

You will explore the strategic role of information resources management (IRM) in organizations, focusing on data governance, the security triad, networking, and communication. You will consider how IRM contributes to competitive advantage, the impact of globalization, and current trends in information systems. You will develop skills to critique, compare, and manage information resources in a dynamic global environment.

**Credit unit(s):** 3.0
**Prerequisites:** none
**Corequisites:** none
**Equivalent course(s):** none

| **Use a checkmark (✓) to rate yourself as follows for each learning outcome**<br><br>**Competent:** I can apply this outcome without direction or supervision.<br>**Learning:** I am still learning skills and knowledge to apply this outcome.<br>**None:** I have no knowledge or experience related to this outcome. | **Competent** | **Learning** | **None** |
|---|---|---|---|
| 1. Identify the role of information in organizational strategy. | | | |
| 2. Discuss data governance. | | | |
| 3. Analyze the information security triad. | | | |
| 4. Explain networking and communication in information resources management (IRM). | | | |
| 5. Discuss how information systems support competitive advantage. | | | |
| 6. Examine the effects of globalization on IRM. | | | |
| 7. Describe current trends in information systems. | | | |
| 8. Critique data management techniques. | | | |
| 9. Compare information management systems. | | | |

**MGMT 609 – Operations Management**

You will discuss operations management focusing on resource management for competitive advantage. You will study the responsibilities and tools of operations managers in service and manufacturing sectors. You will cover key topics including productivity improvement, facility location impacts, demand and budget forecasting, inventory management, quality management systems, and the link between operations and supply chain management.

**Credit unit(s):** 3.0
**Prerequisites:** none
**Corequisites:** none
**Equivalent course(s):** none

| **Use a checkmark (✓) to rate yourself as follows for each learning outcome**<br><br>**Competent:** I can apply this outcome without direction or supervision.<br>**Learning:** I am still learning skills and knowledge to apply this outcome.<br>**None:** I have no knowledge or experience related to this outcome. | **Competent** | **Learning** | **None** |
|---|---|---|---|
| 1. Describe the role of operations managers in service and manufacturing businesses. | | | |
| 2. Explain the alignment between an organization's operations strategy and its overall business strategy. | | | |
| 3. Identify the major factors for making facility location decisions and evaluating alternatives. | | | |
| 4. Apply demand forecasting techniques. | | | |
| 5. Solve basic inventory management problems using various techniques. | | | |
| 6. Illustrate quality management systems and the tools used to calculate process control. | | | |
| 7. Critique supply chain management methodologies and their role in providing sustainable competitive advantage. | | | |

**BCOM 600 - Business Communications**

You will practice written and oral communication skills that managers use in business. Your studies will include how to write effective letters, emails, and reports. You will practice planning and conducting meetings and deliver an oral presentation. The significance of Indigenous and intercultural communication will also be explored.

**Credit unit(s):** 3.0
**Prerequisites:** none
**Corequisites:** none
**Equivalent course(s):** none

| **Use a checkmark (✓) to rate yourself as follows for each learning outcome**<br><br>**Competent:** I can apply this outcome without direction or supervision.<br>**Learning:** I am still learning skills and knowledge to apply this outcome.<br>**None:** I have no knowledge or experience related to this outcome. | **Competent** | **Learning** | **None** |
|---|---|---|---|
| 1. Identify the purpose and characteristics of effective business messages. | | | |
| 2. Compose effective business documents. | | | |
| 3. Examine the significance of Indigenous and intercultural communication. | | | |
| 4. Demonstrate interpersonal communication skills in workplace scenarios. | | | |
| 5. Conduct business meetings in cultural contexts. | | | |
| 6. Compose short reports. | | | |
| 7. Conduct oral presentations. | | | |

**PROJ 614 - Introduction to Information Technology Project Management**

You will gain a comprehensive understanding of information technology (IT) project management, aligned with the Project Management Body of Knowledge (PMBOK). Key topics include the evolving role of the project manager, effective project team leadership, managing project constraints, navigating the phases of project management, and identifying risks that may impact project success. Additionally, you will learn how to develop a project charter and understand its critical role in ensuring successful project execution.

**Credit unit(s):** 3.0
**Prerequisites:** none
**Corequisites:** none
**Equivalent course(s):** none

| **Use a checkmark (✓) to rate yourself as follows for each learning outcome**<br><br>**Competent:** I can apply this outcome without direction or supervision.<br>**Learning:** I am still learning skills and knowledge to apply this outcome.<br>**None:** I have no knowledge or experience related to this outcome. | **Competent** | **Learning** | **None** |
|---|---|---|---|
| 1. Explore skill sets of an information technology (IT) project leader and challenges of managing project teams. | | | |
| 2. Review the connection between organizational strategy, a business case, and project selection. | | | |
| 3. Discuss the project planning phase and the project lifecycle. | | | |
| 4. Develop a business case. | | | |
| 5. Review process groups, Knowledge Based Areas (KBA) mapping, and project constraints. | | | |
| 6. Compare project management methodologies for the best fit for a given IT project. | | | |
| 7. Develop a project charter. | | | |

**LAW 600 - Business Law**

You will explore Canadian business law, covering topics such as sources of law, dispute resolution, torts, contracts, sales, consumer protection, employment law, agency, business forms, bailment, real property, and intellectual property. You will focus on the Canadian legal system's influence on business practices and managing legal risks.

**Credit unit(s):** 3.0
**Prerequisites:** none
**Corequisites:** none
**Equivalent course(s):** none

| **Use a checkmark (✓) to rate yourself as follows for each learning outcome**<br><br>**Competent:** I can apply this outcome without direction or supervision.<br>**Learning:** I am still learning skills and knowledge to apply this outcome.<br>**None:** I have no knowledge or experience related to this outcome. | **Competent** | **Learning** | **None** |
|---|---|---|---|
| 1. Discuss legal frameworks and principles. | | | |
| 2. Analyze the impact of Indigenous traditions and the principles of reconciliation on Canadian administrative law and business practice. | | | |
| 3. Explain civil legal procedures and remedies. | | | |
| 4. Compare intentional and unintentional torts and their defenses. | | | |
| 5. Describe ways to address contractual defects, misrepresentations, breaches, and their corresponding remedies. | | | |
| 6. Apply the law relating to the Sale of Goods Act and consumer protection. | | | |
| 7. Examine employee and employer rights during employment and termination. | | | |
| 8. Compare the common forms of business structures and the legal implications. | | | |
| 9. Identify different types of intellectual property and related laws. | | | |

**MGMT 608 - Procurement and Contract Management**

You will develop the skills to manage the procurement aspects of projects. Procurement management are closely involved with the following elements: scope definition, statement of work, scheduling, risk analysis and organizational structure of projects, Request for Proposal (RFP), supplier selection, competitive bidding, price negotiation, teaming arrangements with selecting proper contract type considering strengths and weaknesses of all possible contact approaches. You will cover the spectrum of procurement, from both the customer's and provider's viewpoint. The topics are consistent with PMI Project Management Body of Knowledge (PMBOK) and their related processes.

**Credit unit(s):** 3.0
**Prerequisites:** none
**Corequisites:** none
**Equivalent course(s):** none

| **Use a checkmark (✓) to rate yourself as follows for each learning outcome**<br><br>**Competent:** I can apply this outcome without direction or supervision.<br>**Learning:** I am still learning skills and knowledge to apply this outcome.<br>**None:** I have no knowledge or experience related to this outcome. | **Competent** | **Learning** | **None** |
|---|---|---|---|
| 1. Explain the current and future information technology (IT) trends to define the significance of IT project management. | | | |
| 2. Review code of ethics and professional conduct for its significance in procurement management. | | | |
| 3. Explore the steps of identifying stakeholders and stakeholder management processes to collect project requirements. | | | |
| 4. Develop a project Statement of Work (SOW), Work Breakdown Structure (WBS) and acceptance criteria. | | | |
| 5. Describe plan procurement management, conduct procurements and control procurements. | | | |
| 6. Create comprehensive procurement documents to conduct a competitive Request for Information, Quote or Proposal (RFx). | | | |

**CSEC 609 - Risk and Security Planning for Information Technology Professionals**

You will develop the skills to identify essential elements of a Security Management System tailored for information technology (IT) projects, along with business processes that require protection. You will gain risk management skills and knowledge to identify vulnerabilities and countermeasures to prevent and mitigate system failures within project environments. You will be able to identify the consequences of, and safeguards that prevent data loss in software systems. Your studies will concentrate on the principles of implementing security measures within an organization for project governance, and cybersecurity policies that align with project goals and the effective existing policies. You will be able to explain the importance and methods of integrating security considerations required for project planning and execution, to enhance project success and organizational goals.

**Credit unit(s):** 3.0
**Prerequisites:** none
**Corequisites:** none
**Equivalent course(s):** none

| **Use a checkmark (✓) to rate yourself as follows for each learning outcome**<br><br>**Competent:** I can apply this outcome without direction or supervision.<br>**Learning:** I am still learning skills and knowledge to apply this outcome.<br>**None:** I have no knowledge or experience related to this outcome. | **Competent** | **Learning** | **None** |
|---|---|---|---|
| 1. Explain the risk management principles of information security within IT project management. | | | |
| 2. Describe the attributes of a risk and security management system and implementation strategies for project compliance. | | | |
| 3. Differentiate security policies, standards, guidelines and principles in IT project governance. | | | |
| 4. Create specimen security policies for an organizational project management office (PMO). | | | |
| 5. Describe risk assessment within an IT environment. | | | |
| 6. Identify vulnerabilities and threats to business operations and processes. | | | |
| 7. Describe the challenges in implementing the principles of IT security awareness among different organizational cultures. | | | |
| 8. Explain an organization's responsibility for the ethical protection of information throughout the project lifecycle. | | | |
| 9. Discuss the financial, legal and regulatory issues affecting information security and its impact on project success. | | | |

**MGMT 613 - Strategic Information Management**

You will discuss operations management focusing on resource management for competitive advantage. You will study the responsibilities and tools of operations managers in service and manufacturing sectors. You will cover key topics including productivity improvement, facility location impacts, demand and budget forecasting, inventory management, quality management systems, and the link between operations and supply chain management.

**Credit unit(s):** 3.0
**Prerequisites:** none
**Corequisites:** none
**Equivalent course(s):** none

| **Use a checkmark (✓) to rate yourself as follows for each learning outcome**<br><br>**Competent:** I can apply this outcome without direction or supervision.<br>**Learning:** I am still learning skills and knowledge to apply this outcome.<br>**None:** I have no knowledge or experience related to this outcome. | **Competent** | **Learning** | **None** |
|---|---|---|---|
| 1. Describe the role of operations managers in service and manufacturing businesses. | | | |
| 2. Explain the alignment between an organization's operations strategy and its overall business strategy. | | | |
| 3. Identify the major factors for making facility location decisions and evaluating alternatives. | | | |
| 4. Apply demand forecasting techniques. | | | |
| 5. Solve basic inventory management problems using various techniques. | | | |
| 6. Illustrate quality management systems and the tools used to calculate process control. | | | |
| 7. Critique supply chain management methodologies and their role in providing sustainable competitive advantage. | | | |

**ANLT 601 - Data Analytics and Business Intelligence**

In this course, you will examine key concepts in data analysis and business intelligence (BI), and explore the characteristics of effective reporting. You will create dashboards to visualize data, integrate BI tools with live data sources, and evaluate business decisions based on business intelligence. You will analyze data using a statistical programming language.

**Credit unit(s):** 0.0
**Prerequisites:** ANLT 600
**Corequisites:** none
**Equivalent course(s):** COMP 604

| **Use a checkmark (✓) to rate yourself as follows for each learning outcome**<br><br>**Competent:** I can apply this outcome without direction or supervision.<br>**Learning:** I am still learning skills and knowledge to apply this outcome.<br>**None:** I have no knowledge or experience related to this outcome. | **Competent** | **Learning** | **None** |
|---|---|---|---|
| 1. Examine key concepts in data analysis and business intelligence (BI). | | | |
| 2. Examine characteristics of effective reporting. | | | |
| 3. Create dashboards to visualize data. | | | |
| 4. Integrate BI tools to live sources of various data sources. | | | |
| 5. Evaluate business decisions based on business intelligence. | | | |
| 6. Analyze data with a statistical programming language. | | | |

**HR 600 - Human Resources and Organizational Dynamics**

Your studies will provide an overview of the functions of human resource management with a focus on the Canadian environment. You will also study human behavior in organizations and develop the skills needed to deal with people at work. Key topics include managing in a high-performance organization, working in a unionized environment, valuing diversity and inclusion, as well as reviewing other important human resource activities.

**Credit unit(s):** 3.0
**Prerequisites:** none
**Corequisites:** none
**Equivalent course(s):** none

| **Use a checkmark (✓) to rate yourself as follows for each learning outcome**<br><br>**Competent:** I can apply this outcome without direction or supervision.<br>**Learning:** I am still learning skills and knowledge to apply this outcome.<br>**None:** I have no knowledge or experience related to this outcome. | **Competent** | **Learning** | **None** |
|---|---|---|---|
| 1. Describe the functions of human resource management. | | | |
| 2. Explain the legal and ethical responsibilities of an organization to its employees and employees to the organization. | | | |
| 3. Describe the Canadian labour relations environment. | | | |
| 4. Explain methods of strategically managing unionized workplaces. | | | |
| 5. Identify the environmental, social and political factors that affect Canadian labour relations. | | | |
| 6. Discuss strategies for effectively utilizing diversity and inclusion in the workplace. | | | |
| 7. Explain how performance management contributes to organizational efficiency and effectiveness. | | | |
| 8. Discuss strategies for effectively utilizing diversity and inclusion in the workplace. | | | |
| 9. Analyze the concept of organizational culture and organizational change. | | | |