



# Entrepreneurship Post-Graduate Certificate

## PLAR Candidate Guide

Prior Learning Assessment and Recognition (PLAR)

### Copyright

---

No part of the work(s) contained herein may be reproduced or copied in any form or by any means – graphic, electronic, or mechanical, including photocopying, recording, taping of information and retrieval systems – without written consent of Saskatchewan Polytechnic.

### 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.

### 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.

## 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.

### **Nigel Cooper, Program Head**

Saskatchewan Polytechnic, Moose Jaw Campus

Phone: 306 – 691 - 8239

Email: [nigelc@saskpolytech.ca](mailto:nigelc@saskpolytech.ca)

## F. Self-rating course outlines

---

Clicking on a course code below opens a page where you can rate yourself on the knowledge and skills assessed for PLAR credit. For Arts & Sciences courses, clicking on the course code opens another PLAR guide. The [PLAR contact person](#) for this program will refer you to another person to discuss PLAR for courses delivered by Arts & Sciences or another program/department.

COURSE CODE	COURSE NAME	Delivered by another department/program
<b>Semester 1</b>		
<a href="#">ACCT 605</a>	Accounting for Managers	
<a href="#">ANLT 602</a>	Ideation, Innovation, and Design Thinking	
<a href="#">ANLT 603</a>	Entrepreneurial Opportunity Analysis	
<a href="#">BUS 600</a>	Introduction to Entrepreneurship	
<a href="#">MKTG 602</a>	Marketing for Small Businesses	
<b>Semester 2</b>		
<a href="#">BUS 601</a>	Business Plan Development	
<a href="#">HR 601</a>	Human Resources for Entrepreneurs	
<a href="#">LAW 601</a>	Legal Aspects of Entrepreneurs	
<a href="#">LEAD 601</a>	Leadership and Professionalism	
<a href="#">MGMT 611</a>	Small Business Management	

## ACCT 605 - Accounting for Managers

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

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

<p><b>Use a checkmark (✓) to rate yourself as follows for each learning outcome</b></p> <p><b>Competent:</b> I can apply this outcome without direction or supervision.  <b>Learning:</b> I am still learning skills and knowledge to apply this outcome.  <b>None:</b> I have no knowledge or experience related to this outcome.</p>	Competent	Learning	None
1. Explain the differences between financial accounting and managerial accounting, as well as the use of accounting information for decision making.			
2. Prepare basic financial statements from data provided.			
3. Calculate financial ratios and analyze the results for decision making.			
4. Assess the factors managers must consider when making special decisions that will influence the success or failure of an organization.			
5. Prepare sales and cash budgets.			
6. Demonstrate the use of various models to compute cash flows and make capital budgeting decisions.			
7. Discuss management control systems which contribute to the overall success of the organization.			

## ANLT 602 - Ideation, Innovation, and Design Thinking

You will acquire a variety of skills associated with identifying entrepreneurial opportunities and creating innovative solutions to problems. Specifically, you will solve problems using various tools for creativity and ideation by applying the five modes of the design thinking process.

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

<p><b>Use a checkmark (✓) to rate yourself as follows for each learning outcome</b></p> <p><b>Competent:</b> I can apply this outcome without direction or supervision.  <b>Learning:</b> I am still learning skills and knowledge to apply this outcome.  <b>None:</b> I have no knowledge or experience related to this outcome.</p>	Competent	Learning	None
1. Discuss ideation, innovation, creativity, and Indigenous innovation.			
2. Implement problem and opportunity recognition techniques.			
3. Use tools for creativity and ideation to find innovative solutions.			
4. Explain the process of design thinking.			
5. Apply the empathize mode of the design thinking process.			
6. Apply the define mode of the design thinking process.			
7. Apply the ideate mode of the design thinking process.			
8. Apply the prototype mode of the design thinking process.			
9. Apply the test mode of the design thinking process.			

### ANLT 603 - Entrepreneurial Opportunity Analysis

You will gain the skills required to evaluate the feasibility of an entrepreneurial opportunity. Specifically, you will apply various strategic management tools to analyze the societal, industry, market, firm, and founder levels of the environment. Conducting these analyses will involve primary and secondary research. You will demonstrate your learning through the preparation and presentation of a comprehensive feasibility analysis.

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

<p><b>Use a checkmark (✓) to rate yourself as follows for each learning outcome</b></p> <p><b>Competent:</b> I can apply this outcome without direction or supervision.  <b>Learning:</b> I am still learning skills and knowledge to apply this outcome.  <b>None:</b> I have no knowledge or experience related to this outcome.</p>	Competent	Learning	None
1. Describe an entrepreneurial opportunity.			
2. Describe the elements of a feasibility analysis.			
3. Conduct a societal-level analysis.			
4. Conduct an industry-level analysis.			
5. Conduct a market-level analysis.			
6. Conduct a firm-level analysis.			
7. Conduct a founder fit analysis.			
8. Prepare a written feasibility analysis.			
9. Present a feasibility analysis.			

## BUS 600 - Introduction to Entrepreneurship

You will discover the exciting field of entrepreneurship. Specifically, you will gain an understanding of foundational entrepreneurial concepts, including what entrepreneurship is, the entrepreneurial mindset, the state of small business in Canada, social entrepreneurship and purpose-driven businesses, Indigenous entrepreneurship, and the role of technology in entrepreneurship. Additionally, you will grow and demonstrate your ability to effectively pitch an idea and create a strategy to prepare for entrepreneurial practice.

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

Use a checkmark (✓) to rate yourself as follows for each learning outcome		Competent	Learning	None
Competent:	I can apply this outcome without direction or supervision.			
<b>Learning:</b>	I am still learning skills and knowledge to apply this outcome.			
<b>None:</b>	I have no knowledge or experience related to this outcome.			
1.	Describe entrepreneurial practice and the entrepreneurial mindset.			
2.	Describe the role of small business in Canada and different types of opportunities.			
3.	Discuss social entrepreneurship and purpose-driven businesses.			
4.	Discuss Indigenous entrepreneurship.			
5.	Recognize the role of technology in entrepreneurship.			
6.	Describe the lean startup method for new ventures.			
7.	Discuss challenging truths about small business ownership.			
8.	Demonstrate skills to tell an entrepreneurial story and pitch an idea.			
9.	Develop a personal strategy to prepare for entrepreneurial practice.			

## MKTG 602 - Marketing for Small Businesses

You will explore the fundamental of marketing and with a focus on promotional strategies for small businesses. You will create a digital marketing campaign using several platforms. You will use web and social media analytics to measure the effectiveness of a digital marketing strategy.

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

<p><b>Use a checkmark (✓) to rate yourself as follows for each learning outcome</b></p> <p><b>Competent:</b> I can apply this outcome without direction or supervision.  <b>Learning:</b> I am still learning skills and knowledge to apply this outcome.  <b>None:</b> I have no knowledge or experience related to this outcome.</p>	Competent	Learning	None
1. Discuss the fundamentals of marketing.			
2. Discuss the role of social media for entrepreneurs and small businesses.			
3. Prepare a target audience profile for a digital campaign.			
4. Develop a consistent look and feel for a brand.			
5. Demonstrate the ability to develop content for different platforms.			
6. Develop metrics to evaluate a digital marketing strategy.			
7. Create a digital marketing campaign.			



## BUS 601 - Business Plan Development

You will synergize the knowledge and skills acquired throughout the program by creating an innovative solution to a problem and a business plan for a new venture. Opportunity recognition and analysis, small business management, business modelling, and financial planning techniques will be used to create a business plan. Additionally, you will calculate the funds needed to start your new venture and select appropriate funding sources. To communicate your idea effectively, you will create a pitch deck, which will serve as the foundation for pitching your idea.

**Credit unit(s):** 3.0  
**Prerequisites:** ACCT 605, BUS 60  
**Corequisites:** none  
**Equivalent course(s):** none

<p><b>Use a checkmark (✓) to rate yourself as follows for each learning outcome</b></p> <p><b>Competent:</b> I can apply this outcome without direction or supervision.  <b>Learning:</b> I am still learning skills and knowledge to apply this outcome.  <b>None:</b> I have no knowledge or experience related to this outcome.</p>	Competent	Learning	None
1. Describe the purposes, principles, components, and process of business planning.			
2. Create an innovative solution to a problem using ideation techniques.			
3. Conduct a feasibility analysis.			
4. Demonstrate iterative business modelling using the business model canvas.			
5. Calculate the funds needed to start a new venture.			
6. Select appropriate funding sources for a new venture.			
7. Plan small business management practices for a new venture.			
8. Develop a written business plan.			
9. Pitch a business plan for different purposes.			

## HR 601 - Human Resources for Entrepreneurs

You will develop the necessary foundational knowledge that Canadian entrepreneurs require to create and manage their most important resource – their employees. You will examine the legal landscape as it pertains to human resources management and learn fundamentals for acquiring talent and motivating, leading and retaining a workforce. In addition, you will learn how to communicate effectively and navigate through difficult or challenging human resources situations.

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

<p><b>Use a checkmark (✓) to rate yourself as follows for each learning outcome</b></p> <p><b>Competent:</b> I can apply this outcome without direction or supervision.  <b>Learning:</b> I am still learning skills and knowledge to apply this outcome.  <b>None:</b> I have no knowledge or experience related to this outcome.</p>	<b>Competent</b>	<b>Learning</b>	<b>None</b>
1. Describe the components of human resources planning and policy administration.			
2. Explain the legal elements of payroll, Occupational Health and Safety (OH&S) rules and responsibilities and general employment practices in Canada.			
3. Describe the legal issues that affect the practice of talent acquisition and employment terminations in Canada.			
4. Recognize methods and strategies to attract and retain employees.			
5. Discuss ways to train, develop and motivate employees.			
6. Discuss various performance management strategies.			
7. Describe employee benefits and total compensation.			
8. Examine the concept of employee engagement and the human experience within the workplace.			
9. Apply conflict resolution strategies to resolving a variety of workplace conflicts.			

## LAW 601 - Legal Aspects of Entrepreneurship

You will gain a practical understanding of the various legal aspects of owning and operating a small business in Canada. Specifically, you will study tort law, contract law, Sale of Goods Acts, Consumer Protection Acts, employment law, and protecting intellectual property. Additionally, you will gain insight into taxation, tax planning, and tax considerations for Indigenous owned businesses, selecting a legal structure for a new venture, as well as how to register a business.

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

<p><b>Use a checkmark (✓) to rate yourself as follows for each learning outcome</b></p> <p><b>Competent:</b> I can apply this outcome without direction or supervision.  <b>Learning:</b> I am still learning skills and knowledge to apply this outcome.  <b>None:</b> I have no knowledge or experience related to this outcome.</p>	Competent	Learning	None
1. Describe how laws have evolved to facilitate our society.			
2. Apply the law of torts.			
3. Demonstrate the formation, execution, breach, and conclusion of a contract.			
4. Apply the law relating to agency relationships, sole proprietorships, partnerships, and corporations.			
5. Apply the Sale of Goods Acts and the Consumer Protection Acts.			
6. Apply the law relating to the employment relationship.			
7. Discuss intellectual property and how to protect it.			
8. Explain taxation and tax planning strategies for small businesses.			
9. Compare business structure options and their legal, tax, and risk implications.			

## LEAD 601 - Leadership and Professionalism

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

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

<p><b>Use a checkmark (✓) to rate yourself as follows for each learning outcome</b></p> <p><b>Competent:</b> I can apply this outcome without direction or supervision.  <b>Learning:</b> I am still learning skills and knowledge to apply this outcome.  <b>None:</b> I have no knowledge or experience related to this outcome.</p>	Competent	Learning	None
1. Demonstrate professional behaviour and communication.			
2. Develop a personal brand.			
3. Demonstrate stress, time, and conflict management strategies.			
4. Explain what it means to be a leader.			
5. Discuss the role of 'effective leadership' in the workplace.			
6. Apply leadership strategies for embracing diversity and inclusion.			
7. Apply strategies to develop and motivate team members.			
8. Apply strategies for leading teams through change.			
9. Prepare a professional development plan.			

## MGMT 611 - Small Business Management

You will gain a practical understanding of the various components of managing a small business. Specifically, you will study the lifecycle of a business, human resources, operations and supply chain, quality management, e-business and e-commerce, insurance, and risk management, as well as exit strategies.

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

<p><b>Use a checkmark (✓) to rate yourself as follows for each learning outcome</b></p> <p><b>Competent:</b> I can apply this outcome without direction or supervision.  <b>Learning:</b> I am still learning skills and knowledge to apply this outcome.  <b>None:</b> I have no knowledge or experience related to this outcome.</p>	Competent	Learning	None
1. Discuss the context, role, and functions of a small business.			
2. Discuss common reasons that small businesses fail.			
3. Explain the lifecycle of a business and strategies for managing each stage.			
4. Discuss human resource management considerations.			
5. Discuss operations and supply chain considerations.			
6. Discuss quality management considerations for products and services.			
7. Recognize the role of e-business and e-commerce.			
8. Discuss insurance and risk management principles.			
9. Describe exit strategies and succession planning.			