

**THE SAULT COLLEGE OF APPLIED ARTS AND TECHNOLOGY****SAULT STE. MARIE, ONTARIO**

<b>COURSE TITLE:</b>	Natural Resources Entrepreneurship	
<b>CODE NO.:</b>	OEL 836	<b>SEMESTER:</b> 4
<b>PROGRAM:</b>	Forestry Technician	
<b>AUTHOR:</b>	Robert Beggs	
<b>DATE:</b>	June/02	<b>PREVIOUS OUTLINE DATED:</b> Jan/02
<b>APPROVED:</b>	_____	_____
	<b>DEAN</b>	<b>DATE</b>
<b>TOTAL CREDITS:</b>	2 credits	
<b>PREREQUISITE (S):</b>	None	
<b>HOURS/WEEK:</b>	2	

**Copyright © 2002 The Sault College of Applied Arts and Technology**  
*Reproduction of this document by any means, in whole or in part, without  
prior  
written permission of Sault College of Applied Arts and Technology is  
prohibited.*

*For additional information, please contact  
Dean, School of Natural Resources  
(705)759-2554, Ext. 688*

## **I. COURSE DESCRIPTION:**

The private sector plays an increasingly important role in the field of natural resources providing technicians with a host of potential career opportunities. In this course, students will explore the realm of natural resource business through class presentations, projects, and group exercises. Projects that will be completed are a contract bid proposal, a small business plan, job description, job posting, and cash flow forecast and payroll calculations.

This course will help prepare graduates to start and operate a small natural resource business and to work with natural resource contracts. Emphasis will be placed on contract procurement, contracting and small business legislation, employee relations and negotiating skills.

## **II. STUDENT PERFORMANCE OBJECTIVES (OUTCOMES):**

### **a) Learning Outcomes**

Upon successful completion of this course, the student will be able to:

1. Identify and describe the role small business and contracting play in the natural resource component of the Canadian economy.
2. Create a simple small business plan for an approved natural resources business idea.
3. Demonstrate knowledge of legislation related to natural resource small business contracting.
4. Demonstrate a clear understanding of the hiring process.
5. Describe the basic skills and techniques used in negotiating contracts, purchases and other items.
6. Develop a bid response to Request for Tender or Request for Proposal document.

## **III. LEARNING OUTCOMES AND ELEMENTS OF THE PERFORMANCE:**

Upon successful completion of this course, the student will demonstrate the ability to:

1. Identify and describe the role small business and contracting play in the natural resource component of the Canadian economy.

### **Elements of Performance:**

- Define the terms entrepreneur and contracting.
- Identify at least 20 different natural resource-based business opportunities in Ontario.
- List by name eight local small businesses in the natural resource sector.
- List those responsibilities held by government and those held by the private sector in the Ontario natural resource sector.
- Define business ethics.

2. Create a simple small business plan for an approved natural resources business idea.

**Elements of Performance:**

- Examine opportunities for new businesses through research and communication.
  - Define the three basic types of business registration under Ontario Law.
  - Describe the process for naming and registering a small business in Ontario.
  - Research realistic product prices for developing the revenue section of a business plan.
  - List a minimum of five sources of small business start-up funding.
  - List a minimum of five criteria that financial agencies may consider when determining eligibility for funding.
  - List and describe a minimum of six components of a small business plan.
  - Complete a cash flow forecast sheet.
  - Write a small business plan using an approved natural resource small business idea.
3. Demonstrate knowledge of legislation related to natural resource small business contracting.

**Elements of Performance:**

- Identify key elements from the following Acts and legislation - Employment Standards Act, Occupational Health and Safety Act, Workplace Safety and Insurance Act, Health Protection and Promotion Act - Regulation 544, Forest Fire Prevention Act, Construction Lien Act and Federal Government Remittances.

4. Demonstrate a clear understanding of the hiring process.

**Elements of Performance:**

- List the three key components of the hiring process.
- Write a position description and job posting for a specified natural resource job.
- Design and conduct an employee interview.
- List the shortcomings and pitfalls common to the job interview process.

5. Describe the basic skills and techniques used in negotiating contracts, purchases and other items.

**Elements of Performance:**

- List conditions in small business where negotiations may be required.
- List and describe various strategies and associated tactics used in negotiations.
- Describe non-verbal forms of communication found at the negotiating table

6. Develop bid response to Request for Tender or Request for Proposal document.

**Elements of Performance:**

- Identify the four basic principles of purchasing.
- Explain the competition requirements for purchasing.
- Describe the essential elements of purchase orders.
- Differentiate between a purchase order and a contract.
- List types of contracts.
- List advantages and disadvantages of contracting out versus in-house.
- List natural resource tasks that are commonly completed through a contract.
- Use the Internet to research contract opportunities.
- List common components of a standard natural resource contract.
- List and describe contract securities and holdbacks.

- Cost out a contract bid price and prepare a bid response to a Request for Tender.

#### **IV. TOPICS:**

1. Business opportunities in natural resources.
2. Types of business registration and legislation relevant to small businesses in natural resources.
3. Components of a small business plan and preparing a natural resource small business plan.
4. The contracting business in Natural Resources.
5. RFPs writing and a Natural Resource Contract proposal.
6. Small business financial transaction records.
7. The hiring process, postings and interviews.
8. Negotiating skills.

#### **V. EVALUATION PROCESS/GRADING SYSTEM:**

<b>Evaluation Process:</b>	<b>Worth:</b>
Small Business Plan Assignment	30%
Position Description and Job Posting Assignment	15%
Costing-Out and Preparing a Bid Response Assignment	15%
Final Exam	30%
Discussion Postings -	10%

Located at the end of most lessons, discussion topics are an important element of the course's learning experience. Students are expected to actively/ productively contribute to these discussion topics. There are 19 discussion topics; each topic will have a

potential of 10 marks assigned to it. Each discussion will be weighed equally for a total of 10% of your final mark. The 10 marks will be assigned as follows:

**Rate of Participation: 5 marks**

**Quality of Contribution (focused thought, on target):  
5 marks**

Your final grade will be assigned as a percentage. Your home college will determine the letter grade. A passing grade at Sault College is 50%.

## **VI. SPECIAL NOTES:**

### [Special Needs:](#)

If you are a student with special needs (e.g. physical limitations, visual impairments, hearing impairments, or learning disabilities), you are encouraged to discuss required accommodations with your instructor and/or the Special Needs office. Visit Room E1204 or call Extension 493, 717, or 491 so that support services can be arranged for you.

### Retention of Course Outlines:

It is the responsibility of the student to retain all course outlines for possible future use in acquiring advanced standing at [Student's Rights and Responsibilities](#) other postsecondary institutions.

### Plagiarism:

Students should refer to the definition of "academic dishonesty" in . Students who engage in "academic dishonesty" will receive an automatic failure for that submission and/or such other penalty, up to and including expulsion from the course/program, as may be decided by the professor/dean. In order to protect students from inadvertent plagiarism, to protect the copyright of the material referenced, and to credit the author of the material, it is the policy of the department to employ a documentation format for referencing source material.

Course Outline Amendments:

The Professor reserves the right to change the information contained in this course outline depending on the needs of the learner and the availability of resources.

**VII. PRIOR LEARNING ASSESSMENT:**

Students who wish to apply for advanced credit in the course should consult the professor. Credit for prior learning will be given upon successful completion of a challenge exam or portfolio.