

SAULT COLLEGE OF APPLIED ARTS & TECHNOLOGY  
SAULT STE. MARIE, ONTARIO

COURSE OUTLINE

Course Title: NATURAL RESOURCES CONTRACTING

Code No.: FOR 365-3

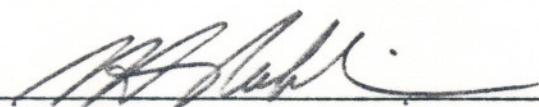
Program: PARKS & FOREST RECREATION TECHNOLOGY, FOREST MGMT  
TECHNOLOGY, FISH & WILDLIFE TECHNOLOGY,  
GEOLOGICAL ENGINEERING TECHNICIAN

Semester: VI (FRT)      V (FMT)      V (FSH)      II (GET)

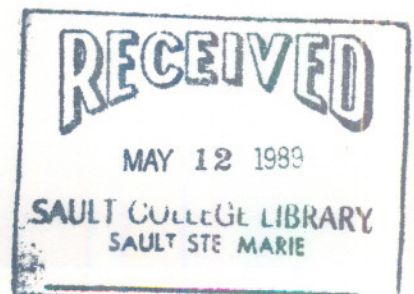
Date: MAY 1989

Author: AL CAMERON

New: \_\_\_\_\_ Revision: X

APPROVED:   
Chairperson

May 10/89  
Date



CALENDAR DESCRIPTION

NATURAL RESOURCES CONTRACTING

FOR 365-3

COURSE NAME

COURSE NUMBER

PHILOSOPHY/GOALS:

This course, in recognition of the trend towards contracting in the public sector, will enable students to become familiar with general contracting guidelines; types of contracts; contract administration; how to bid on contracts; and how to set up a small business to become a contractor. It will include the basic principles of supervising and recruitment required to operate a small independent contracting business.

METHOD OF ASSESSMENT (GRADING METHOD):

Project, Bid Proposals	25%
Project, Small Business Plan	25%
Participation and Oral Communication	10%
Tests & Quizzes	40%
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TOTAL	100%

- A+ - 90 to 100%
- A - 80 to 100%
- B - 70 to 79%
- C - 60 to 69%
- R - under 60%

On any written assignment or test, up to 20% of the grade may be based on writing communication skills.

- Late assignments:
- 1) May not be accepted.
  - 2) Marks will be deducted at a rate of 10% per school day that projects are overdue.

The instructor reserves the right to make minor revisions to the course content. Students will be notified in class of such changes.

Students with a grade of 50-59 at the end of the course may write a final exam on all course material. A pass on the exam will result in a C grade.



TOPIC NO.	PERIODS	TOPIC DESCRIPTION
1	1	Introduction to Small Business and Overview of Contracting in Ontario  * Role of Small Business in Natural Resources Contracting
2	3.5	Small Business  * What is a Small Business * Small Business and Your Future * Types and Forms of Small Business * Acts and Legislation * Liability and Insurance * Profit Margins - Break-Even Analysis * Cash Flow * Overhead Costs * Leasing vs. Buying * Financial Statements * Sources of Financing * Analysis of Production and Services * Market Analysis, Advertising, Feasibility, Studies * Organization Chart * Small Business Plan  TEST 15%
3	2.5	Supervision and Staffing  * Legislation * Recruitment * Role of Manager - Training, Scheduling * Motivation and Supervisory Techniques * Ethics  SMALL BUSINESS PLAN 25%  TEST (10%)

TOPIC NO.	PERIODS	TOPIC DESCRIPTION
4	2	Contracting Guidelines <ul style="list-style-type: none"><li>* Types of Contracts</li><li>* Contract Terminology</li><li>* Acts and Legislation</li><li>* Subcontracting</li><li>* Liability and Insurance</li><li>* Performance Bonds</li><li>* Successor Rights</li><li>* Responsibilities of the Contractor</li><li>* Managing the Contract</li></ul>
5	4	Preparing Bids/Proposals on Contracts <ul style="list-style-type: none"><li>* Reading and Evaluating Tenders and Tender Packages</li><li>* Costing and Evaluating Resources and Equipment</li><li>* Profit and Break-Even, Cash Flow</li><li>* Bonds and Deposits</li><li>* Leasing</li><li>* Preparing and Writing Bids and Proposals</li><li>* Contract Evaluation</li></ul>

BID PROPOSAL 25%

TEST 15%