

COURSE DESCRIPTION

SAULT COLLEGE OF APPLIED ARTS & TECHNOLOGY

SAULT STE. MARIE, ONTARIO

COURSE OUTLINE

NATURAL RESOURCES CONTRACTING

Course Title:

FOR 365-3

Code No.:

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

Program:

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

Semester:

JANUARY, 1989

Date:

AL CAMERON

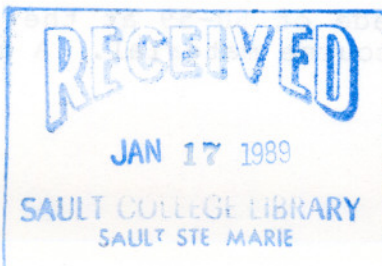
Author:

New: _____ Revision: X

APPROVED:

[Signature]
Chairperson

Jan 17/89
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	30%
Project, Small Business Plan	20%
Participation and Oral Communication	15%
Tests & Quizzes	35%
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 and Overview of Contracting in Ontario
2	2	Guidelines for Contracts <ul style="list-style-type: none">* Types of Contracts* Acts and Legislation* Subcontracting* Performance Bonds* Liability and Insurance* Contract Terminology* Reviewing and Selecting* Bids and Proposals* Managing the Contract
		TEST (10%)
3	5	Preparing Bids/Proposals on Contracts <ul style="list-style-type: none">* Reading and Evaluating Tenders and Tender Packages* Costing and Evaluation of Resources and Equipment* Profit Margins - Break Even Points* Overhead Costs* Bonds and Deposits* Legislation* Responsibilities of the Contractor* Preparing and Writing Bids and Proposals
		TEST (10%)
4	2	Supervision and Staffing <ul style="list-style-type: none">* Recruitment* Training* Legislation* Role of Manager* Motivation and Supervisory Techniques
5	1	Introduction to Small Business <ul style="list-style-type: none">* What is a Small Business* Small Business and Your Future* The Role of Small Business in the Natural Resource Industry

TOPIC NO.	PERIODS	TOPIC DESCRIPTION
6	3	<p>Small Business Set-Up and Structure</p> <ul style="list-style-type: none"> * Types and Forms of Small Business * What is a Business Plan * Writing a Business Plan * Feasibility Studies * Analysis of Production and Services * Sources of Financing * Advertising and Marketing of Goods and Services <p>TEST (15%)</p>
		<p>Preparing Bids/Proposals on Contracts</p> <ul style="list-style-type: none"> * Reading and Evaluating Tenders and Tender Packages * Costing and Evaluation of Resources and Equipment * Profit Margins - Break Even Points * Overhead Costs * Bonds and Deposits * Legislation * Responsibilities of the Contractor * Preparing and Writing Bids and Proposals <p>TEST (10%)</p>
		<p>Supervision and Staffing</p> <ul style="list-style-type: none"> * Recruitment * Training * Legislation * Role of Manager * Motivation and Supervisory Techniques
		<p>Introduction to Small Business</p> <ul style="list-style-type: none"> * What is a Small Business * Small Business and Your Future * The Role of Small Business in the National Resource Industry