

SAULT COLLEGE OF APPLIED ARTS & TECHNOLOGY

SAULT STE. MARIE, ONTARIO

COURSE OUTLINE

COURSE TITLE: NATURAL RESOURCES CONTRACTING

CODE NO.: FOR 365-3

SEMESTER: V

PROGRAM: FOREST MANAGEMENT TECHNOLOGY
PARKS AND FOREST RECREATION TECHNOLOGY
FISH AND WILDLIFE TECHNOLOGY

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DATE: JANUARY 1990

PREVIOUS OUTLINE DATED: DECEMBER 1987

APPROVED:

DEAN

DATE

Jan 29/90

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TOTAL CREDIT HOURS 48

I. PHILOSOPHY/GOALS:

The student will be introduced to the business of natural resource contracting as practised in Ontario. Both the processes of preparing bids and proposals and the art of contract administration will be dealt with at a practical level. Staffing and recruitment and the basics of small business establishment and management will compliment the contracting aspects of the course.

II. STUDENT PERFORMANCE OBJECTIVES:

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

- i) draft bids and proposals on natural resource type contracts
- ii) participate in the drafting of natural resource tender packages
- iii) describe the administrative duties required for the orderly execution of natural resource contracts
- iv) outline the principles of entrepreneurship and small business management
- v) demonstrate skills in personnel management including job descriptions, interviews and related legislation.

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III. TOPICS TO BE COVERED:

1. Types of natural resource contracts
2. Tenders and proposals
3. Contract securities and legislation
4. Contract administration
5. Natural resource contracting, future prospects
6. Types of small businesses
7. Starting a small business and the small business plan
8. Financial statements
9. Financing a small business
10. The job description and the job interview
11. Personnel management skills

IV. RESOURCE MATERIALS

1. Financing a Small Business, Published by the Canadian Bankers Association, 1987. Box 348, Suite 600, 2 First Canadian Place, Toronto, Ontario. 56 p.
2. Starting a Small Business in Ontario, 1989. Published by the Ontario Ministry of Trade and Technology, Queen's Printer, Toronto, Ontario. 142 p.
3. How to Prepare a Business Plan for Service Businesses, 1989. Published by the Ontario Ministry of Trade and Technology, Queen's Printer, Toronto, Ontario. 91 p.

V. EVALUATION METHODS:

Contract Proposal	15
Proposal Selection	5
Test #1 Contracting	15
Service Contract	15
Small Business Plan	15
Test, Small Business	15
Interview and Job Description	10
Participation	10

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The grading system used will be as follows:

A = 90 - 100%
B = 80 - 89%
C = 70 - 79%
R = Repeat

Up to 10% may be deducted from any assignment for each school day an assignment is overdue.

