

SAULT COLLEGE OF APPLIED ARTS AND TECHNOLOGY

SAULT STE. MARIE, ON

COURSE OUTLINE

COURSE TITLE: NATURAL RESOURCES ENTREPRENEURSHIP

CODE No.: FOR206

SEMESTER: IV

PROGRAM: Forestry, Fish and Wildlife, Parks and Outdoor Recreation Technician

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DATE: December, 1997

APPROVED: _____

DEAN

Dec 11, 1998

DATE

TOTAL CREDITS: 2

PREREQUISITE(S): NONE

LENGTH OF COURSE: 2 hours per week for 15 weeks

I. PHILOSOPHY/GOALS

This course is designed to introduce the students to the issues and principles involved in the preparation, establishment and management of a small business. The course will stress information on small business development relative to opportunities in the field of natural resources.

Emphasis will be placed on: the decision making process of business establishment: the creation of a small business plan: the methodology of procurement and contract management: legislation as it applies to natural resource contracting: preparing and writing job specifications and job ads, preparing for interviews as both an employee and employer and employer/employee relations and negotiating skills.

II. LEARNING OUTCOMES AND ELEMENTS OF THE PERFORMANCE

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

- 1 Understand the process for researching the need for a small business including risks.

Potential elements of the performance:

- create a vision for a small business need;
- the student will determine what he/she is good at and likes to do;
- student will understand what the market needs through research, communication etc.

2. Examine the options for the type of business ownership required.

Potential elements of the performance:

- investigate of the risks, advantages and expenses associated with sole proprietorship, partnership and incorporation.

3. Register a small business with the relative jurisdictions;

Potential elements of the performance:

- be aware of the relative Municipal, Federal and Provincial jurisdictions where registration occurs;
- be able to register a small business in the correct manner

4. Examine the options for financial requirements for the business.

Potential elements of the performance:

- be able to choose from financial sources such as family and friends, economic development, angels, grants, bank loans, sale of assets and finance companies.

5. Prepare a small business plan.

Potential elements of the performance:

- students will recognize that the main client of the business plan is the author;
- through the assignment and lectures, students will complete a small business plan with the basic framework being: Background, Operations, Personnel, Marketing, Financial and Summary.
- the financial portion will include a two year forecast as well as a 6 month cash flow forecast;
- be familiar with G.S.T. as it applies to small business;
- awareness of common business deductions and expenses;
- students will examine questions and answers relative to the proper pricing of a product or service.

6. Prepare basic job specifications and employment advertisements for employees' positions.

Potential elements of the performance;

- with the aid of lectures and practical examples, students will prepare job specifications under the headings of Company, Position, Title, Location, Purpose, Duties/tasks, and skills/knowledge required;
- be able to write a job ad for a newspaper;

7. Prepare a job interview with appropriate questions for an employee's position.

Potential elements of the performance;

- students will examine the most commonly asked questions being asked in interviews at this time in the public and private sector for natural resource related jobs;
- based on examples and lectures on interviewing skills and format, students will prepare an interview complete with questions and scoring;
- students will be prepared to both interview and be interviewed by a lecture on job hunting tips .

8. Understand and prepare natural resource procurement documents.

Potential elements of the performance:

- recognize the options in natural resource purchasing such as telephone quotes, sealed quotes, tenders and request for proposals;
- through practical examples and lectures students will prepare a tender and subsequent bid on a natural resource project;
- be familiar with some of the legislation that applies to natural resource type contracts such as; The Employment Standards Act, The Regulations under the Public Health Act Camps in Unorganized Territories, Occupational Health and Safety Act;
- be familiar with contract administration which stresses communication.

9. Understand and apply the principles of negotiating skills.

Potential elements of the performance:

- recognize basic skills and techniques used in negotiating contracts, purchases and other selected items that require good communication skills;

III TOPICS TO BE COVERED

1. The decision making process of small business viability.
2. Investigation of funding sources for small business.
3. Preparation of a natural resource small business plan.
4. Understanding and preparation of natural resource job specifications.
5. Preparation of a job advertisement for the media.
6. Preparation of a natural resource job interview with questions and scoring.
7. Purchasing options used in the private and public sector.
8. Negotiating skills and technique used in business to-day.

IV EVALUATION PROCESS

Small Business Plan	30%
Test on small business	25%
Job Specification and ad	10%
Job interview	10%
Tender document	15%
Test on job spec, ad & tender	10%

The grading system used will be as follows:

A+ =	90-100
A =	80-89
B =	70-79
C =	60-69
R =	Repeat

Up to 10% will be deducted from any assignment for each school day an assignment is overdue. A minimum of 80% attendance is required to achieve a C grade or better. No rewrites for tests missed without a valid excuse. Every assignment must be submitted in order to pass the course.

V. REQUIRED STUDENT RESOURCES

None

ADDITIONAL RESOURCE MATERIALS AVAILABLE

2. Financing a Small Business, Published by the Canadian Bankers Association, 1987. Box 348, Suite 600, 2 First Canadian Place, Toronto, Ontario. 56 p
3. Starting a Small Business in Ontario, 1995. Published by the Ontario Ministry of Economic Development, Trade and Tourism, Queens Printer, Toronto, Ontario. 112 p

Note: This course content is based on materials found in various publications such as.

- Starting a Small Business in Ontario;
- American Express Small Business Exchange (available on the net)
- Canadian Imperial Bank of Commerce Guide to Business Planning (available locally)
- Community Development Corporation of Sault Ste. Marie & Area Business Start-Up Guide, 1997. (Available locally)
- Ministry of Natural Resources policies and best practices circulars.
- Various Acts and Regulations of Ontario such as The Employment Standards Act, The Occupational Health and Safety Act and Regulations Under the Public Health Act, Camps in Unorganized Territories.
- Don't Be A Chump! Negotiating Skills You Need: , Nicholas Reid Schaffzin; 1995. Published by Random House Inc.

All information necessary for successful completion of this course will be included in Hand Outs.

VI. ASSIGNMENTS (Part of the evaluation process)

The Small Business Plan

Working in pairs students will prepare a small business start-up plan. The business will be chosen from several scenarios available from the instructor.

The small business plan will include the background, operations, personnel, marketing and financial. The financial information based on the presented scenario will include a two year financial forecast and a six month cash flow forecast.

Job Description, Job Ad and Interview

On an individual basis students will design and prepare a job description, job ad and list of interview questions for one position selected from a list available from the instructor. Samples of job specs will be available from the instructor.

The job description must include the major components i.e.; company, position title, location, purpose, duties/tasks and skills and knowledge required to do the job. The job ad should fit onto one standard sized piece of paper. Samples of a job ad will be made available by the instructor.

The interview must contain a list of interview questions with at least six from the ten types of questions listed in class. A quantitative evaluation method with worksheet must be included along with the preferred answers.

Tender

Working in pairs, students will prepare a tender document and a corresponding bid on a selected natural resource project. A few sample tenders will be provided as examples, and students are also urged to examine local newspapers for tender format examples. The tender will include: administrative conditions, the form of tender, a description of the work, reasons for disqualification, rejection of the award, tender submission format, addenda, contractor acknowledgement and, for purposes of the exercise, a reference to a legal agreement where required.

The bid will include a properly completed tender submission including price based on the tender package.

The three assignments must be neatly typed in a well organized fashion. Marks will be deducted for spelling and grammar mistakes.

VII SPECIAL NOTE

Your instructor reserves the right to modify the course as he/she deems necessary to meet the needs of the students.