

**SAULT COLLEGE OF APPLIED ARTS AND TECHNOLOGY**

**SAULT STE. MARIE, ONTARIO**



Sault College

**COURSE OUTLINE**

**COURSE TITLE:** NATURAL RESOURCES ENTREPRENEURSHIP

**CODE NO. :** NRT 226                      **SEMESTER:** 4

**PROGRAM:** FORESTRY , FISH AND WILDLIFE , PARKS AND  
OUTDOOR RECREATION, ABORIGINAL RESOURCE  
TECHNICIAN PROGRAMS

**AUTHORS:** MARK HARVEY, MARK CROFTS

**DATE:** JAN 2000      **PREVIOUS OUTLINE DATED:** NEW

**APPROVED:**

	_____	_____
	DEAN	DATE
<b>TOTAL CREDITS:</b>	3 CREDITS	
<b>PREREQUISITE(S):</b>	NONE	
<b>LENGTH OF COURSE:</b>	16 WEEKS	48
	<b>TOTAL CREDIT HOURS:</b>	

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

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## **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, guest speakers, group exercises, and audio visual presentations.

Projects that will be completed are, preparing a tender, a small business plan, job position description and posting.

This course will help prepare graduates to start and operate a small natural resource related business and to work with natural resource contracts.

Emphasis will also be placed on contract procurement, contracting procedures and small business legislation employee relations and negotiating skills

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

### **a) Learning Outcomes**

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

- 1) Identify natural resource private sector business opportunities.
- 2) Create a small business plan
- 3) Understand the differences between and advantages and disadvantages of types business registration and other small legislation related to small business and natural resource contracts
- 4) List human resources management skills needed in small business.
- 5) Identify sources of capital and operating funds for small businesses
- 6) Develop job specifications
- 7) Prepare tender documents
- 8) Develop negotiating skills
- 9) Write job interviewing questions and list the steps used in the interviewing process
- 10) Complete selected book keeping documents used in small business financial management
- 11) Calculate depreciation on capital assets

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## II. LEARNING OUTCOMES AND ELEMENTS OF THE PERFORMANCE:

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

### 1. **Understand the research process and information sources for a small business start-up**

Potential Elements of the Performance:

- Create a vision for a small business
- Determine personal skills and interest and understand how these can be the basis for a business venture
- Research the marketplace to determine the need for a particular service or product
- Understand the business registration process
- Research relevant municipal, provincial and federal regulations related to small business

### 2. **Examine the options for business ownership.**

Potential Elements of the Performance:

- Compare and contrast the advantages and disadvantages associated with forms of business ownership including, sole proprietorship, partnership, incorporation.

### 3. **Examine the financial requirements associated with starting a business.**

Potential Elements of the Performance:

- Research various private and government funding sources (family, friends, grants, loans, sale of assets, finance companies, etc.)

### 4. **Prepare a small business plan for a new venture related to natural resources.**

Potential Elements of the Performance:

- Completion of a thorough business plan according to an accepted framework, including sections; Letter of Introduction,

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Background, Operations, Personnel, Marketing, Financial (Two year forecast and six month cash flow forecast), Summary.

- Be familiar with the G.,S.T. as it relates to the small business
- Aware of common small business expenses and deductions
- Research the market and analyze costs towards proper pricing of a product or service.

**5. Prepare basic job specifications, employment posters and advertisements**

Potential Elements of the Performance:

- Collect and examine various job descriptions
- Prepare job descriptions, statement of qualifications
- Prepare job ads (newspaper format) and job postings (e-mail format)

**6. Understand the hiring process from the employers perspective.**

Potential Elements of the Performance:

- Collect and examine various interview questions and rating guides.
- Recall and discuss various interview strategies and formats.
- Understand the limitations of the interview as a selection tool.
- Prepare for an interview role play by preparing interview questions and a rating guide and an interview protocol.

**7. Understand and prepare natural resource procurement documents**

Potential Elements of the Performance:

- Recognize various purchasing procedures including; telephone quotations, sealed quotes, tenders, requests for proposals
- Prepare a tender document or request for proposals,
- Prepare a bid in response to a tender document or request for proposals
- Describe some of the legislation which applies to many natural resource related contracts, including; The Employment Standards Act, regulations under the Public Health Act relating to Camps in Unorganized Territories, The Occupational Health and Safety Act, etc.

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**III. TOPICS:**

1. Outline the decision making process use to determine small business viability.
2. Investigation of funding sources for small business.
3. Preparation of a business plan for a small business venture related to natural resources.
4. Understanding and preparation of natural resource job specifications.
5. Preparation of a job posting, statement of qualifications and an advertisement for the media.
6. Preparation of a natural resources job interview and questions and rating template.
7. Process small business financial transaction records.
8. Demonstrate principals used in the management of human Resources.
9. Negotiating skills and techniques used in business.
10. Purchasing options used in the private and public sector.

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**IV. REQUIRED RESOURCES/TEXTS/MATERIALS**

Natural Resources Entrepreneurship NRT226 Study Guide

Berman, P. D. 1997. Small Business and Entrepreneurship. 198 pp.  
Prentice Hall Canada, Inc. ISBN 0-13-616699-7

**V. EVALUATION PROCESS**

<b>TESTS</b>	40%	
Small business terms and procedures test		20%
Quizzes, field trip participation		10%
Staffing test		10%

<b>Assignments</b>	60%	
Job specs, statement of qualifications		10%
Job interview		10%
Job posting, advertisement		5%
Tender document		15%
Small business plan		25%

Students must attend 70% of scheduled classes in order to receive a "C" grade.

**VI. EVALUATION PROCESS/GRADING SYSTEM:**

The following semester grades will be assigned to students in post-secondary courses:

<u>Grade</u>	<u>Definition</u>	<u>Grade Point Equivalent</u>
A+	90 - 100%	4.00
A	80 - 89%	3.75
B	70 - 79%	3.00
C	60 - 69%	2.00
R (Repeat)	59% or below	0.00
CR (Credit)	Credit for diploma requirements has been awarded.	
S	Satisfactory achievement in field placement or non-graded subject areas.	
U	Unsatisfactory achievement in field placement or non-graded subject areas.	

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X	A temporary grade. This is used in limited situations with extenuating circumstances giving a student additional time to complete the requirements for a course (see <i>Policies &amp; Procedures Manual – Deferred Grades and Make-up</i> ).
NR	Grade not reported to Registrar's office. This is used to facilitate transcript preparation when, for extenuating circumstances, it has been impossible for the faculty member to report grades.

**VII. 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 other post-secondary institutions.

Plagiarism

Students should refer to the definition of “academic dishonesty” in *Student Rights and Responsibilities*. 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, as may be decided by the professor. 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.

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.

Substitute course information is available in the Registrar's office.

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Classes will be conducted in the same manner as would a meeting in the work place environment. Eating is not permitted, except for light snacks during group work or study periods.

**VIII. PRIOR LEARNING ASSESSMENT:**

Students who wish to apply for advanced credit in the course should consult the instructor. Credit for prior learning will be given upon successful completion of the following:

**IX. DIRECT CREDIT TRANSFERS:**

Students who wish to apply for direct credit transfer (advanced standing) should obtain a direct credit transfer form from the Dean's secretary. Students will be required to provide a transcript and course outline related to the course in question.