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Course Name

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Code No.**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 and group exercises. Projects that will be completed are a contract bid proposal, a small business plan, job description, job posting, cash flow forecast and payroll calculations.

This course will help prepare graduates to start and operate a small natural resource business and to work with natural resource contracts. Emphasis will be placed on contract procurement, contracting and small business legislation, employee relations and negotiating skills.

**II. STUDENT PERFORMANCE OBJECTIVES (OUTCOMES):****a) Learning Outcomes**

Upon successful completion of this course the student will:

1. Be able to successfully identify natural resource private sector business opportunities related to students course of study.
2. Create a small business plan related to students course of study
3. Understand the differences between and advantages and disadvantages of types of business registration.
4. List and describe sources of funding for small businesses
5. List and describe natural resource business legislation
6. Assist in the administration of the job hiring process
7. Prepare a natural resource contract proposal
8. Develop contract and small business negotiating skills
9. Complete selected book keeping documents used in small business

**III. LEARNING OUTCOMES AND ELEMENTS OF THE PERFORMANCE:**

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

1. Identify and describe the role small business and contracting play in the natural resource component of the Canadian economy.

Potential Elements of the Performance:

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- List those responsibilities held by government and those held by the private sector in the Ontario natural resource sector
- Identify at least 20 different natural resource business opportunities in Ontario
- List by name 8 local ( District of Algoma) small businesses in the natural resource sector

This will constitute 10% of the course grade.

2. Create a simple small business plan for an approved natural resource business idea.

Potential Elements of the Performance:

- define types of business registration under Ontario Law
- describe the process needed to name and register a small business in Ontario
- list and describe a minimum of 6 components of a small business plan
- Complete a cash flow forecast sheet
- Write a small business plan using an approved small business plan idea. Plan must be related to students course of study if in a specialized program
- Research to find realistic prices when developing the financial section of the small business plan.
- list a minimum of 5 sources of start up funding for small business
- list a minimum of 5 criteria that funding agencies may consider when determining eligibility for funding

This will constitute 25% of the course grade.

3. Demonstrate knowledge of legislation related to natural resource small business and contracting.

Potential Elements of the Performance:

- Identify key elements of the Employment Standards Act, Occupational Health & Safety Act, the Forest Fire Prevention Act the Worker's Compensation Act, the Health Protection Act Camps in Unorganized Territories, the Construction Lien Act

This will constitute 10% of the course grade

- 4 Demonstrate a clear understanding of the hiring process.

Potential Elements of the Performance:

- list the key components of the hiring process
- write a job posting for a specified natural resource job
- write 10 interview questions from 5 specified interview question groupings
- list 5 short comings of the job interview process
- list 10 forms of discrimination that are common to the job interviewing process

This will constitute 10% of the course grade.

5. Demonstrate Negotiating Skills

Potential Elements of the Performance:

- List 7 conditions in small business and contracting where negotiations may be required
- Define and describe range negotiations
- Conduct a power bridge analysis given a defined set of negotiating parameters
- List and describe 8 strategies and associated tactics used in negotiations
- List 10 non-verbal forms of communication found at the negotiating table and indicate the meaning of each.

This will constitute 15% of the course grade.

6. Develop a natural resource contract proposal from a tender document or request for proposal.

Potential Elements of the Performance:

- list a minimum of 15 components of a standard natural resource contract
- list advantages and disadvantages of contracting Vs in-house
- list natural resource tasks that are commonly completed through a contract
- costing out a contract bid price

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- use the internet to research contract opportunities including MERX
- list and describe contract securities and holdbacks
- differentiate between a contract and a purchase order
- list types of contracts , i.e. one term service Vs multi –year research
- write specifications for a natural resource contract

This will constitute 30% of the course grade.

### III. TOPICS:

- 1 Business opportunities in natural resources
- 2 Types of business registration and legislation relevant to small businesses in natural resources
- 3 Components of a small business plan and preparing a natural resource small business plan
- 4 The Contracting business in Natural Resources
- 5 RFPS Writing and presenting a Natural Resource Contract proposal
- 6 Small business financial transaction records
- 7 The hiring process , postings and interviews
- 8 Negotiating Skills

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**IV EVALUATION PROCESS**

5 Assignments @ 5%	25%
ESA	
Cash Flow excel	
Payroll	
Balance Sheet	
Job Posting	
Natural Resource Small Business Plan	30%
Panel Evaluation 5%	
Oral Presentation 10%	
Written Business Plan 15%	
Natural Resource Contract Proposal	30%
Panel Evaluation 5%	
Oral Presentation 10%	
Written submission 15%	
Test	15%

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

The following semester grades will be assigned to students in postsecondary courses:

<u>Grade</u>	<u>Definition</u>	<u>Grade Point Equivalent</u>
A+	90 – 100%	4.00
A	80 – 89%	4.00
B	70 – 79%	3.00
C	60 – 69%	2.00
D	50 – 59%	1.00
F (Fail)	49% and below	0.00
S	Satisfactory achievement in field /clinical placement or non-graded subject area.	
CR (Credit)	Credit for diploma requirements has been awarded.	
U	Unsatisfactory achievement in field/clinical placement or non-graded subject area.	
X	A temporary grade limited to situations with extenuating circumstances giving a student additional time to complete the	

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	requirements for a course.
NR	Grade not reported to Registrar's office.
W	Student has withdrawn from the course without academic penalty.

## VI. 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 professor and/or the Special Needs office. Visit Room E1101 or call Extension 493 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 postsecondary 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/program, as may be decided by the professor/dean. 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

### Course Outline Amendments:

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.

In addition to completing the academic course requirements students must be present in class for **80% of the scheduled class time** to receive D grade or higher.

Assignments that are submitted after the due date time specified by the professor may not be accepted or may be down graded at the discretion of the professor.

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Code No.**VII. 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:

**VIII. 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.