

**SAULT COLLEGE OF APPLIED ARTS AND TECHNOLOGY**

**SAULT STE. MARIE, ONTARIO**



**SAULT  
COLLEGE**

**COURSE OUTLINE**

**COURSE TITLE:** Environmental Business Operations

**CODE NO. :** NET355 **SEMESTER:** 6

**PROGRAM:** Natural Environment Technologist

**AUTHOR:** Robert Rattle

**DATE:** Jan. 2012 **PREVIOUS OUTLINE  
DATED:**

**APPROVED:** "B.Punch"

	CHAIR	DATE
<b>TOTAL CREDITS:</b>		
<b>PREREQUISITE(S):</b>		
<b>HOURS/WEEK:</b>	2	

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**For additional information, please contact Brian Punch, Chair, Environment and Design  
School of Technology and Natural Resources  
(705) 759-2554, Ext. 2681**

**I. COURSE DESCRIPTION:** This course will explain the steps required to start and manage a small environmental consulting business including: writing proposals and tendering contracts; policy and legislation involving the Health and Safety of workers and roles of an effective supervisor.

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

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

1. Discuss human relations skills, competencies and attributes required in the operation of an environmental business and in dealing with members of the public.  
Potential Elements of the Performance:
  - list essential characteristics of a successful business
  - describe important operational roles an environmental business will need to undertake
  - explain key customer service roles and practices
  - discuss ethical issues that may arise for an environmental business
2. Describe the qualities, traits, attributes and the role of an effective supervisor.  
Potential Elements of the Performance:
  - describe necessary supervisory characteristics
  - understand potential issues that may be encountered and options for their resolution
  - explain key factors for effective communication
  - understand dispute resolution mechanisms
3. List and describe policies, procedures and legislation involving the health and safety of workers and supervisors of environmental businesses.  
Potential Elements of the Performance:
  - list key legislation that protects the health and safety of workers
  - describe health and safety policies and practices
  - explain the health and safety roles, rights and responsibilities of workers and supervisors
4. Write and present proposals and contracts developed for advancing environmental business operations.  
Potential Elements of the Performance:
  - list the main elements of a proposal
  - describe the process of developing a proposal or contract
  - explain the different types of proposals and contracts likely to be encountered
5. Explain the steps involved in contracting out environmental services, and

participate in a contract tendering process.

Potential Elements of the Performance:

- describe the tendering process
- list the components of a request for proposals
- identify common communication options for announcing the tender

6. Explain the steps required to start and manage a small environmental consulting business.

Potential Elements of the Performance:

- describe what a business/strategic plan is
- list basic management tasks of a small environmental business
- list the steps in developing a small business

**III. TOPICS:**

1. Business/strategic planning
2. Proposal preparation process
3. Contract tendering process
4. Legislation and best practices
5. Skills, attributes and characteristics for a successful business/supervisor
6. Business communications skills

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

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

Assignments – 35%  
Term Assignment – 35%  
Final Exam – 15%  
Class Participation – 15%

The following semester grades will be assigned to students:

<b>Grade</b>	<b><u>Definition</u></b>	<i>Grade Point Equivalent</i>
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A+	90 – 100%	4.00
A	80 – 89%	3.00
B	70 - 79%	2.00
C	60 - 69%	1.00
D	50 – 59%	0.00
F (Fail)	49% and below	
CR (Credit)	Credit for diploma requirements has been awarded.	
S	Satisfactory achievement in field /clinical placement or non-graded subject area.	
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 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:

### Attendance:

Sault College is committed to student success. There is a direct correlation between academic performance and class attendance; therefore, for the benefit of all its constituents, all students are encouraged to attend all of their scheduled learning and evaluation sessions. This implies arriving on time and remaining for the duration of the scheduled session.

***<Optional: It is the departmental policy that once the classroom door has been closed, the learning process has begun. Late arrivers will not be granted admission to the room.>***

*<include any other special notes appropriate to your course>*

**VII. COURSE OUTLINE ADDENDUM:**

The provisions contained in the addendum located on the portal form part of this course outline.