

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 and small business operational skills.

II. LEARNING OUTCOMES AND ELEMENTS OF THE PERFORMANCE:

Upon successful completion of this course, the CICE student with the assistance of a Learning Specialist, 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:

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 15% of the course grade

- 4 Demonstrate a basic 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 5 interview questions from 5 specified interview question groupings

- list 5 shortcomings of the job interview process
- list 7 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
- Have an understanding of a power bridge analysis given a defined set of negotiating parameters
- List and describe 5 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 10% 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 10 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
- 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. Negotiating Skills, Hiring Process, Job Postings and Interviews

IV. REQUIRED RESOURCES/TEXTS/MATERIALS:

All text and other written resources will be provided to students or will be available on line.

V. EVALUATION PROCESS/GRADING SYSTEM:

Small Business Plan		20%
Oral presentation	5%	
Written submission	10%	
Peer review	5%	
7 Assignments @ 5%		35%
ESA		
Cash Flow Excel		
Cash Flow Written		
Depreciation		
Payroll		
Balance Sheet		
Job Posting		
Natural Resource Contract Proposal Total		15%
Oral Presentation	5%	
Written Presentation	10%	
Participation and Attendance		15%
Test		<u>15%</u>
Total		100%

The following semester grades will be assigned to students:

<u>Grade</u>	<u>Definition</u>	<u>Grade Point Equivalent</u>
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.	

NOTE: Mid Term grades are provided in theory classes and clinical/field placement experiences. Students are notified that the midterm grade is an interim grade and is subject to change.

VI. SPECIAL NOTES:

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.

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.

Prior Learning Assessment:

Students who wish to apply for advance credit transfer (advanced standing) should obtain an Application for Advance Credit from the program coordinator (or the course coordinator regarding a general education transfer request) or academic assistant. Students will be required to provide an unofficial transcript and course outline related to the course in question. Please refer to the Student Academic Calendar of Events for the deadline date by which application must be made for advance standing.

Credit for prior learning will also be given upon successful completion of a challenge exam or portfolio.

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

Disability Services:

If you are a student with a disability (e.g. physical limitations, visual impairments, hearing impairments, or learning disabilities), you are encouraged to discuss required accommodations with your professor and/or the Disability Services office. Visit Room E1101 or call Extension 2703 so that support services can be arranged for you.

Communication:

The College considers **WebCT/LMS** as the primary channel of communication for each course. Regularly checking this software platform is critical as it will keep you directly connected with faculty and current course information. Success in this course may be directly related to your willingness to take advantage of the **Learning Management System** communication tool.

Plagiarism:

Students should refer to the definition of “academic dishonesty” in *Student Code of Conduct*. A professor/instructor may assign a sanction as defined below, or make recommendations to the Academic Chair for disposition of the matter. The professor/instructor may:

- (i) issue a verbal reprimand,
- (ii) make an assignment of a lower grade with explanation,
- (iii) require additional academic assignments and issue a lower grade upon completion to the maximum grade “C”,
- (iv) make an automatic assignment of a failing grade,
- (v) recommend to the Chair dismissal from the course with the assignment of a failing grade.

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.

Student Portal:

The Sault College portal allows you to view all your student information in one place. **mysaultcollege** gives you personalized access to online resources seven days a week from your home or school computer. Single log-in access allows you to see your personal and financial information, timetable, grades, records of achievement, unofficial transcript, and outstanding obligations. Announcements, news, the academic calendar of events, class cancellations, your learning management system (LMS), and much more are also accessible through the student portal. Go to <https://my.saultcollege.ca>.

Electronic Devices in the Classroom:

Students who wish to use electronic devices in the classroom will seek permission of the faculty member before proceeding to record instruction. With the exception of issues related to accommodations of disability, the decision to approve or refuse the request is the responsibility of the faculty member. Recorded classroom instruction will be used only for personal use and will not be used for any other purpose. Recorded classroom instruction will be destroyed at the end of the course. To ensure this, the student is required to return all copies of recorded material to the faculty member by the last day of class in the semester. Where the use of an electronic device has been approved, the student agrees that materials recorded are for his/her use only, are not for distribution, and are the sole property of the College.

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.

Participation and attendance are important components of this course. Students success in this course is directly related to class attendance. Students may miss some or all of 2 scheduled classes with-out academic penalty. Further absence will result in a penalty of 5 marks per absence up to a total of 15 marks. Students must be present at the being and end of class to be considered present.

CICE Modifications:**Preparation and Participation**

1. A Learning Specialist will attend class with the student(s) to assist with inclusion in the class and to take notes.
2. Students will receive support in and outside of the classroom (i.e. tutoring, assistance with homework and assignments, preparation for exams, tests and quizzes.)
3. Study notes will be geared to test content and style which will match with modified learning outcomes.
4. Although the Learning Specialist may not attend all classes with the student(s), support will always be available. When the Learning Specialist does attend classes he/she will remain as inconspicuous as possible.

A. Tests may be modified in the following ways:

1. Tests, which require essay answers, may be modified to short answers.
2. Short answer questions may be changed to multiple choice or the question may be simplified so the answer will reflect a basic understanding.
3. Tests, which use fill in the blank format, may be modified to include a few choices for each question, or a list of choices for all questions. This will allow the student to match or use visual clues.
4. Tests in the T/F or multiple choice format may be modified by rewording or clarifying statements into layman's or simplified terms. Multiple choice questions may have a reduced number of choices.

B. Tests will be written in CICE office with assistance from a Learning Specialist.***The Learning Specialist may:***

1. Read the test question to the student.
2. Paraphrase the test question without revealing any key words or definitions.
3. Transcribe the student's verbal answer.
4. Test length may be reduced and time allowed to complete test may be increased.

C. Assignments may be modified in the following ways:

1. Assignments may be modified by reducing the amount of information required while maintaining general concepts.
2. Some assignments may be eliminated depending on the number of assignments required in the particular course.

The Learning Specialist may:

1. Use a question/answer format instead of essay/research format
2. Propose a reduction in the number of references required for an assignment
3. Assist with groups to ensure that student comprehends his/her role within the group
4. Require an extension on due dates due to the fact that some students may require additional time to process information
5. Formally summarize articles and assigned readings to isolate main points for the student
6. Use questioning techniques and paraphrasing to assist in student comprehension of an assignment

D. Evaluation:

Is reflective of modified learning outcomes.