

SAULT COLLEGE OF APPLIED ARTS AND TECHNOLOGY

SAULT STE. MARIE, ONTARIO



**SAULT
COLLEGE**

CICE COURSE OUTLINE

COURSE TITLE: Natural Resources Business Management
CODE NO. : NRT242 **SEMESTER:** Winter
MODIFIED CODE: NRT0242
PROGRAM: Forestry Conservation, Fish and Wildlife
Adventure Recreation and Parks
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MODIFIED BY: Katie Wakeley, Learning Specialist CICE Program

DATE: Jan 2017 **PREVIOUS OUTLINE DATED:** 2016

APPROVED: "Martha Irwin" Jan 2017

CHAIR

DATE

TOTAL CREDITS: Three

PREREQUISITE(S):

HOURS/WEEK: **LENGTH OF COURSE:**
15 WEEKS **TOTAL CREDIT HOURS:** 30

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I. COURSE DESCRIPTION:

This course is an introduction to operating a small business in the rapidly expanding private sector of natural resources. With assistance from a learning specialist, CICE student(s) will partake in case studies that will be used to demonstrate the operation of local natural resource businesses. Major topics covered in the course are self-evaluation, needs assessment, market analysis, financial assistance programs, components of a small business plan, types of small businesses and management styles.

II. 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:

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 student's 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 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 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 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.
- 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:

Business opportunities in natural resources.

Types of business registration and legislation relevant to small businesses in natural resources.

Components of a small business plan and preparing a natural resource small business plan.

The Contracting business in Natural Resources.

RFPS Writing and presenting a Natural Resource Contract proposal.

Small business financial transaction records.

Negotiating Skills, Hiring Process, Job Postings and Interviews.

Marketing your business.

Assessing and Managing Risk in a Natural Resources Business.

Financing a Small Business.

IV. REQUIRED RESOURCES/TEXTS/MATERIALS: All text and other written resources will be provided to students or will available on line.

V. EVALUATION PROCESS/GRADING SYSTEM:

Small Business Plan	50 %
(Written plan = 30%, Phamplet/Presentation = 20%)	
Business Plan Preliminary Assignments	30 %
Tests	<u>20 %</u>
Total	100 %

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

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.

Addendum:

Further modifications may be required as needed as the semester progresses based on individual student(s) abilities and must be discussed with and agreed upon by the instructor.

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.