



Course Title: **Contractor Business Management**

Professional Hours: 4

Objectives: The objective of this course is to provide a greater understanding of the principles and fundamentals necessary to operate an efficient and profitable contractor business.

Course Content:

- Business Plan and Business Toolbox (1 Hours)
  - NASCLA Contractors Guide to Business, Law and Project Management,
    - Chapter 1 Business Plan
    - Chapter 5 Your Business Toolbox
- Marketing and Sales (30 minutes)
  - NASCLA Contractors Guide to Business, Law and Project Management,
    - Chapter 6 Marketing and Sales
- Bidding and Estimating and Contract Management (30 Minutes)
  - NASCLA Contractors Guide to Business, Law and Project Management,
    - Chapter 7 Bidding and Estimating
    - Chapter 8 Contract Management
- Employee Management (1 Hours)
  - NASCLA Contractors Guide to Business, Law and Project Management,
    - Chapter 11 Employee Management
- Financial Management (1 Hours)
  - NASCLA Contractors Guide to Business, Law and Project Management,
    - Chapter 14 Financial Management