

USU Eastern Continuing Education

Class Title: Contractor Business Management

Professional Hours: 3

Objectives: This class's objective is to provide a greater understanding of the principles and fundamentals necessary to operate an efficient and profitable contractor business.

Description: This class covers various topics essential in running a successful contractor business. Discussion content is taken from the NASCLA Contractors Guide to Business Law and Project Management. The class is focused on construction contractor applications but is applicable to any type of contracting business.

Course Outline:

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

Delivery Method: Live Instruction – In-person with option for online participation