



PDCA CONTRACTOR COLLEGE CURRICULUM
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Business Practices & Procedures				Practical Business Techniques & Applications		The Technology of the Industry & Profession		General Electives
Finance	Risk Management	Accounting	Management	Sales/Marketing	Human Resources	Products / Equipment	Production	Electives
Basic Business Finance	The Basics of Business Insurance	Basic Cost Accounting	Responsible Contracting (Business Ethics)	Intro to Sales & Advertising	Human Resource Basics		Reading & Understanding: Construction Documents	Building Positive Relationships with Customers
Defining Business Metrics and Measuring Them	Understanding of the Basic Contract	Basic Accounting Practices in Small Businesses	Effective Communication Skills (written & oral)	Basic Marketing (All Market Segments)	Personnel Management	MSDS - What is it and Why you Should Care	Project Management	The Art & Science of Business Leadership
Evaluate your Clients- Make Sure you Will get Paid	Organizational Structure and its Liability/Tax Implications	Budgeting	Building a High Performance Organization	Marketing Research Techniques and Practices	Finding and Keeping Good Employees	Caulks and Sealants	Preparation with Hand Tools	Automating Your Business: The Basics
Evaluate your Customers - Know what Makes you Money	Vehicles your BIGGEST Single Risk	Using Computers in Your Business	Growing Your Business	Prospecting and the Sales Funnel	Compensation Strategies	Using Sprayers Effectively for Production Work	Preparation with Power Tools	High Performance Organizations: How to Bring Out the Best in Your People
Cash Flow Management	Training - Reduces Accidents	Accounts Receivable and the Collection Process	Strategic Alliances to Increase Business	Effective Use of Advertising Techniques	Coaching and Team Building Skills	Managing /Maintenance Truck Fleets	Introduction to Costing and Estimating	Designing & Implementing a Marketing Program
Building a Comprehensive Business Plan		Accounts Payable and Smart Buying	Managing Multiple Projects, Objectives, and Deadlines	Marketing to Residential Customers	Payroll and its Multiple Facets	Coatings Technology	Advanced Costing & Estimating	Your Business Leadership Message
Personal Fiscal Fitness		QuickBooks Training for the Contractor	Basics of Business Writing	Marketing to Commercial Customers	Benefits Programs	Paint Types & Manufacturers	Scheduling Systems that Work	Worry Free Business & Family Finances
Financial Management for Privately Held Businesses			Managing Employee & Client Relationships	Branding as a Small Business Function	Retirement Planning	Color	Computerizes Estimating Systems - What Works and Why	Leveraging "Good Times" and "Bad Times"
			Knowing when to Hire and Fire	From Contract to Close: High Performance Techniques	Safety as a Key Business Function	Paint Application	Application Do's and Don'ts	Strategic Insights into Client Thinking & Building Profits
			Dispute Resolution - Dealing with Angry Clients	Networking - the Basics	Hiring and Firing the Legal Way	Safety	Lead Paint	What's Your Business Worth? Planning for Business Succession
			Time Management	Change Orders - the Secret Profit Center	Effective Company Meetings	Basic Specifications		Difficult Painting Engagements & Approaches to Mold, Mildew, & Lead
			Building a Powerful Business Strategy	Networking and Public Identity	Training - Identification and Tracking Needs	Environmental Considerations		
			Managing for High Performance	Marketing Strategy I	Picking Winners	Industry Standards		
				Marketing Strategy II				

Key
Required Technical Courses for Accreditation
Required Business Courses for Accreditation