

SAMPLE

INSTRUCTORS

Instructors to include:

- **Certified Public Accountants**
- **Professional Engineers**
- **Lawyers**
- **Professionals from the construction industry.**

The University of North Carolina, the North Carolina Institute of Minority Economic Development, the Small Business Technology Development Center, Bovis Lend Lease, and Carolinas Associated General Contractors have partnered with Prime General Contractors to make available the Contractor Business Academy.

The Academy is a comprehensive business educational program designed for HUB firms. Courses will be held at NC A & T University and the University of North Carolina at Greensboro. Classes begin **May 17, 2005** and continue through **August 30, 2005** from 6:00–9:00 pm, one or two nights per week. The regular price for the program is \$980 plus book cost of \$100. This special program allows Historically Underutilized Businesses to participate for only \$250.

To apply for this course contact:

S.L. Harris

Assistant Vice President for Finance

University of North Carolina

Office of the President

910 Raleigh Road

Chapel Hill, NC 27514

(919) 962-4601—phone

(919) 962-0008—fax

**Contractor
Business
Academy**
MANAGEMENT EDUCATION

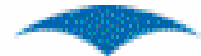
The Carolinas AGC Contractor Business Academy will teach participants skills that are essential for managing a competitive construction business in today's market.

Fifteen Night Series

The University of North Carolina Historically Underutilized Business Program (HUBs)



THE UNIVERSITY OF NORTH CAROLINA
GREENSBORO
Inspire. Change.



Bovis
Lend Lease

CarolinasAGC
Building Your Business

2005 HUB Academy Course Descriptions

May 17, 2005

Employee Labor Obligations
1.5 hours

Discusses Federal Acts that control hiring, pay and employee labor issues that affect the small business

EEO Laws/State Labor Laws

1.5 hours

Teaches laws that businesses need to know and understand

May 24, 2005

Commercial Blueprint Reading,
Part 1—3 hours

Introduces the different types of plans to the student

May 26, 2005 (Thursday)

Commercial Blueprint Reading,
Part 2—3 hours

May 31, 2005

Financial Management
3 hours

Shows how to manage finances using the accounting process

June 7, 2005

Planning and Organizing
1.5 hours

Shows the student how to structure their company

Risk Management

1.5 hours

Teaches the student how to manage insurance, bonds and contracts

June 14, 2005

Commercial Blueprint Reading,
Part 3—3 hours

June 16, 2005 (Thursday)

Commercial Blueprint Reading,
Part 4—3 hours

June 21, 2005

Contract Law/Lien & Bond Law
3 hours

Discusses what they are and what they mean to the student

June 28, 2005

Cash Management
1.5 hours

Financial Resources, Access to capital
1.5 hours

July 12, 2005

Business Taxes & Reporting Requirements
1.5 hours

Teaches the student about income tax, license fee, payroll and sales tax

Public Contract & Prompt Pay Requirements
1.5 hours

July 19, 2005

Human Resource Issues
3 hours

Discusses compliance with EEOC Laws

July 26, 2005

Estimating
3 hours

Shows the student how to be competitive and make a profit

August 2, 2005

Doing Business in NC and the UNC System
2.5 hours

Discusses state agencies that affect businesses

Information Resources
.5 hour

August 16, 2005

Project Management
3 hours

Teaches the student about quality, material and management controls

August 23, 2005

Planning/Scheduling
3 hours

Teaches the student how to efficiently plan and schedule

August 30, 2005

Graduation Ceremony

A Completion Ceremony and Reception will be held at the end of the academy to recognize the achievement of all students who finish the HUB Contractor Business Academy.