



American Trade Secrets

SRA2579/2635 – CBA 975: Complete Contractor Series

Course Outline

Instructor: Dain Paul Dejong-Stothoff

Email: dain@americantradesecrets.com *(Please include “CBA 975” in the subject line.)*

Course Locations:

- Linn-Benton Community College
 - Oregon State University
- (Specific campus/classroom details will be emailed after registration.)*

Total Continuing Education Hours (CEH): 17 hours

Course Duration: 3 days (Friday–Sunday)

Course Description

This course equips contractors with essential business administration skills tailored to the construction industry. Topics include site analysis, design, contract development, logistics, managerial accounting, business law, marketing, and operations management. Emphasis is placed on practical tools and frameworks that support compliant, profitable, and scalable construction businesses.

Learning Outcomes

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Upon successful completion of this course, students will be able to:

- Apply core business principles to construction contracting projects
- Draft comprehensive contracts and scopes of work
- Manage logistics, inventory, and scheduling efficiently
- Use software tools for productivity, project management, and accounting
- Develop marketing campaigns for effective client acquisition and retention
- Understand legal, regulatory, and licensing requirements for contractors
- Lead teams with ethical, professional, and operational excellence
- Prepare basic financial and tax reports accurately

Course Schedule & Modules

Day 1 – Friday

Time: 2:00 pm – 7:00 pm

Module Title: Site Analysis, Design & Engineering, Contract Development

Key Topics:

- Site visits and surveying
- Basic engineering considerations and permits
- Project feasibility and risk assessment
- Contract structure and language
- Payment schedules, change orders, and terms

Day 2 – Saturday

Time: 9:00 am – 4:30 pm

Module Title: Inventory, Logistics, Procedural Operation, Managerial Accounting

Key Topics:

- Material sourcing and supplier relationships
- Delivery methods and jobsite logistics
- Employee management and workflow procedures

- Time tracking and job costing
 - Managerial accounting systems and financial controls
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Day 3 – Sunday
Time: 9:00 am – 4:30 pm

Module Title: Business Law, Taxation, Content Marketing, Business Administration

Key Topics:

- Legal contracts, liability, and insurance
 - Taxes and compliance for contractors
 - CRM systems and client communication
 - Content marketing and digital presence
 - Human resources, policies, and organizational structure
 - Strategic planning and long-term business administration
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About the Instructor

Dain Paul Dejong-Stothoff is the founder of American Trade Secrets and a licensed contractor with the following Oregon State credentials:

- **CCB License:** 214247
- **LCP License:** 16032
- **LCB Business License:** 100051

With over 20 years of experience in construction, landscaping, and trade education, Dain brings practical expertise and a passion for raising industry standards through education. He is committed to helping contractors build successful, compliant, and profitable businesses.

Certification

Students who complete all modules and required class participation will receive a certificate documenting **17 Continuing Education Hours (CEH)** accredited by Oregon’s Construction Contractors Board (CCB) and Landscape Contractors Board (LCB).

