

# LEARNING OBJECTIVES:

The information provided in this publication is intended to help you:

- + Determine the risks involved within their business or business segment.
- + Understand how to influence business risks.
- + Determine a system for dealing with bad debts.
- + Define the 4 Cs of credit.
- + Manage employee theft.
- + Manage financial fraud.
- + Understand the various types of insurance available.
- + Understand how worker's compensation programs work.
- + Understand bonds and their use in given situations.
- + Understand liens.
- + Define a contract.
- + Determine the key provisions of a legal contract.
- + Understand the differences in business structures.
- + Determine the company business structure.
- + Understand the advantages of incorporation.
- + Read and understand landscape specifications.
- + Write landscape specifications for installation and maintenance jobs.
- + Utilize detail drawings as a part of landscape drawings and specification.
- + Review and rewrite as necessary the company's landscape contracts.



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