



DeKalbTogether.
Better Business Loan Program

DEKALB BETTER BUSINESS LOAN PROGRAM CURRICULUM

OVERVIEW

Special Notice: Nothing needs to be done now. Every business approved for a loan through the bank will be processed and Georgia Piedmont Technical College will notify approved business with registration information by email.

Educational Program: Georgia Piedmont Technical College (GPTC), part of the Technical College System of Georgia, is pleased to provide the DeKalb Better Business Program (DBBP) educational components. The required learning modules listed below represent those areas most relevant to ensuring that a small business owner has the resources and strategies needed to sustain and grow his/her business. Each learning module will contain learning outcomes and an assessment that students will be required to complete.

Course Delivery: Education modules will be presented in an asynchronous online format which provides learning at your own pace, available 24 hours a day/ 7 days a week through GPTC's Blackboard Learning Management system.

Continuing Education Units (CEU): CEU's will be awarded to participants who successfully complete each of the three required learning modules. Participants can request an official transcript which will reflect the modules completed and CEU's awarded.

Certificate of Completion: All participants will be issued a certificate of completion after successfully completing each learning module.

Course Registration: Course registration will be forwarded from GPTC via email once the loan has been approved by the bank. All participants are required to have an email address to register for the learning modules. Participants will also need to have access to a computer and the internet.

Course Requirements: The three educational/learning modules listed below are required to be completed for the DeKalb Better Business Educational component and required as part of the loan forgiveness component of the program.

REQUIRED EDUCATIONAL/ LEARNING MODULES:

1. Developing a Business Plan - Required

The business plan is the key ingredient for a successful business and is often ignored. This session shows you how to create an individualized business plan and provides the tools to make it easy.

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2. Getting Financial Controls in Place - Required

Growing your business will require establishing a solid foundation of internal controls including accounting, auditing, purchasing and damage control planning. This session will give you an overview of what you need to prepare for.

3. Making Ethical Decisions - Required

In this session, our goal is to help you make ethical decisions. We start by explaining ethical decisions are and why there are misunderstandings about expectations for ethical behavior in business. Then we identify some common ethical mistakes in business and the implications of unethical behavior.

4. Communication - Optional for GPTC Credential *(see Credential section below)*

Communication is essential for starting and building a successful business. In this session, we will review the basic forms of communication, tools, resources, and equipment available for your business.

CREDENTIAL: Participants who complete all four learning modules will be awarded a credential in Small Business Management, Ethics, and Finance from GPTC's Economic Development and Continuing Education Division.

ADDED EDUCATIONAL BENEFITS AVAILABLE:

Soft Skills Training: All participants, including their businesses staff (full-time and Part-time), will have access to 10 self-paced online, basic soft-skills courses. The courses cover a variety of topics (i.e. business etiquette, emotional intelligence, and time management) useful in any work environment. Access will be available immediately and there is no additional cost for the training. Participants will also earn a certificate of completion from GPTC.

