



## SYLLABUS: CERTIFIED BUSINESS CONSULTANT (CBC) - CRN 40222

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**Program Coordinator:** Richard C. Wilson  
**Exam Dates:** 1/10, 4/10, 7/10, 10/10  
**Email:** [CBC@BusinessTraining.com](mailto:CBC@BusinessTraining.com)

**Time:** Self-Paced Program  
**Location:** 100% Online  
**Twitter:** @BusTraining

### LEARNING OBJECTIVES/GOALS OF THE CBC PROGRAM:

- Core Business Consulting Fundamentals & Best Practices
- Fundamentals of Structuring Consulting Assignments
- Consulting Delivery Models, Client Retention, Service Line Management & Branding
- Ethical Considerations and Guidelines

### BENEFITS OF COMPLETING THE CBC:

- Add the Certified Business Consultant (CBC) to your resume, business cards, client proposals, and consulting firm's website showing clients that you have invested in your own education and use of best practices within your delivery to them.
- Speak the business language - Earning the Certified Business Consultant (CBC) Designation assures that you can attend conferences, interviews and other networking events while being able to contribute to conversations and understand discussions about current events or trends within the consulting industry. Our program will help you to understand the terms and implement the tactics and tools of leading business consulting professionals.
- Advance your business or career by raising your level of business consulting knowledge and increase your ability to work quickly and effectively.
- Exclusive Access to tools and multimedia training resources found online within the Certified Business Consultant (CBC) Program.
- Gain valuable insight into business consulting delivery models, best practices processes, client management techniques and methods you can employ starting today without the need of a costly seminar or conference.

### PROGRAM REQUIREMENTS:

**Self-Management:** The Certified Business Consultant (CBC) is a self-study certification program. We greatly want to see you succeed, but your success depends on and directly corresponds to the amount of effort and time you put into learning the material.

**Strategic Project completion:** The strategic project for the CBC course is laid out in the study guide. This project is worth 50% of the CBC grade and must be received completed before you can schedule your examination date.

**Time-Management:** Being that the CBC is a self-study program, it is your responsibility to make time to read the required texts, to ask questions as they arise, and to keep in mind your examination date.

**Examination:** Examinations are offered annually on January 10<sup>th</sup>, April 10<sup>th</sup>, July 10<sup>th</sup>, and October 10<sup>th</sup>. After registering for the CBC, you can schedule your examination date by submitting your completed strategic project (aforementioned) and your preferred exam date.

**Please note that your exam date request must be received at least 3 weeks before the exam date.** For example, if you would like to sit for the January 10<sup>th</sup> exam, we need to receive your request and completed project no later than December 20<sup>th</sup>. You can send your completed project and date request to the email address above.

**PREREQUISITES:** We require one year of work experience before candidates are accepted into the CBC program.

**REQUIRED TEXTS:**

- 1) *Flawless Consulting: A Guide to Getting Your Expertise Used* by Peter Block ISBN# 0-7879-4803-9
- 2) *The McKinsey Engagement: A Powerful Toolkit For More Efficient & Effective Team Problem Solving* by Paul N. Friga, PH.D. ISBN# 978-0-07-149741-1

**REQUIRED TOOLS:** Internet access and an Internet browser with which to take the online exam and to view the program videos. Internet Explorer and Firefox work best, though most browsers should suffice.

**CBC GRADE BREAKDOWN:**

*Strategic Project:* (100 pts) – Instructions provided in the CBC Study Guide.

*Exam:* (100 pts)

- 80 multiple choice/true-false questions (80%)
- 2 short-essay questions worth (20%)

*For more information and to register for this self-paced business consultant training and certification program, please visit our website at:*

<http://businesstraining.com/Consultant-Certification.html>