

## **Module 0.3: The Official Course Tour**

In this module, we will be reviewing how the course is laid out so that you can get the maximum advantage of what is offered.

Protecting My Business Is divided into four sections and some cool bonus items. The first section, which you are reviewing now, goes over how the course is constructed, why this information is so important, and the support options that are currently available to all of our members.

### **First Pillar**

The first pillar of protecting yourself and your business consist of understanding all of your options when it comes to how your business is legally created. This information is contained in section two of the course.

The second section of the course consists of seven modules. These modules cover all of the various legal formats that you can operate your business under, which ones can protect your personal assets, and which ones can save you money while protecting your profits. In this set of modules, we will cover:

- The importance of choosing a legal format
- Sole Proprietorships
- Partnerships
- Limited Liability Companies
- C corporations
- S corporations
- And a discussion on what's best for you

### **Second Pillar**

The second pillar of protecting yourself and your business tackles the subject of accounting and how to organize your paperwork. This information is contained in section three of the course.

The third section of the course consists of six modules. These modules cover the basics of accounting systems, what you need to keep track of, how you need to organize it, and how reports can help you keep track of how much profit you are making. In this set of modules, we will cover:

- The importance of knowing how business accounting works
- What accounting terms mean and what they can tell you.
- How to organize your paperwork for accounting and tax preparation purposes
- The chart of accounts and why it is important

- How to create reports that will keep you informed how your business is doing.
- And a discussion on the proper way to hire or contract with people as your business grows.

### **Third Pillar**

The third pillar of protecting yourself and your business covers taxation and how the other two pillars intertwine with it. This information is presented in section four of the course.

The fourth section of the course consists of ten modules. These modules cover how your tax liabilities differ between different legal formats, which ones can legally save you money, what your responsibilities are, and how to use the tax code to help you achieve your goals. In this set of modules, we will cover:

- An introduction into the subject of business taxes
- Tax responsibilities of Sole Proprietorships
- The differences between the Standard Mileage and Actual Expense deductions
- What is basis and why is it so important to keep track of
- Tax responsibilities of Partnerships
- What is depreciation and how can it help you achieve your goals and save you money
- Tax responsibilities of C corporations
- Tax responsibilities of S corporations and their tax advantages
- How you can be taxed differently at the state and federal level to save money
- And we finish with the other taxes that are assessed at the state level.

The last section of the course contains our bonus material. While this material is not technically one of the three pillars you need to build a solid foundation under your business, they are added here to give you some additional valuable information on running your business or some things to just make your life a little easier. I'll no doubt be adding to this as our members request more information.

Finally, throughout the course, you will find additional links listed under the videos to provide more information about the subject you will be studying. And you will find transcripts to all of the videos that you can print out.

Now, I've had people tell me that I shouldn't put the transcripts in, because people could just steal the information and sell it themselves. That doesn't really bother me, because my mission for the rest of my life is to help as many people as I can be successful operating a small business. And I know that some people - like me - learn better by reading and making notes than just listening to a lecture. So you get the transcripts also.