Section I Contracts (100 minute Course)

This course discusses the important reasons for writing a contract; the difference between Estimates and actual agreements/contracts; basic types of contracts; contract disputes; dealing with complex contracts; resolving moderate and major disputes with customers with and without legal action; and certain general laws pertaining to contractors. Additionally, this course reviews the essential aspects of a well-planned out contract including how to write a contract, major points to cover, exclusions and special situations; what to do with the contract once written, how to write a letter of agreement; and finally execution of the actual contract.

Section II Billing, Estimating & Collecting (100 minute course)

This course is designed to educate business owners on smart billing practices. Contractors are encouraged to use the hourly rate method in pricing jobs in order to maintain fairness and profitability. Approaches are given on how to calculate a fair hourly rate by determining billable hourly time, estimating specific job time, calculating fixed and variable expenses, and computing final quotes. Additionally discussed are professional and efficient ways to manage billing and deal with customers delayed payments and non-payments.

Section III Sales and Use Tax (100 minute course)

This course is a review of the Florida Sales and Use Tax. It is designed to assist contractors in determining the when, where, and how to calculate the sales and use tax owed. Using the Florida Department of Revenue’s Business Owner’s Guide for the Sales and Use tax and the DR-15EZ as a guide, this course examines the particulars of what sales tax is and what use tax is. Additionally, topics such as the resale certificate; electronic filing & payment; and other important taxes are discussed.

Section IV. Accounting for Contractors (100 minute Course)

This course is designed to assist contractors with the financial aspects of running a successful business. Key accounting principles are applied using the Accounting for Contractors book as a guide. This course begins with a general overview of accounting principles such as Accounts Receivable; Sales Journals; Expenses; Payroll; Equipment Records; Accruals; Chart of Accounts; Ratios; and Financial Statements. The next four sections are broken down to encompass the topics of Double Entry Bookkeeping; working with the General Ledger; Financial Statements; and check writing and recording.

Section V. Record keeping (50 minute Course)

This course is designed to educate contractors on the importance of good record keeping, managing paperwork; types of records essential in record keeping. Essential record keeping techniques and types of records are discussed. Specifically, an easy to use record keeping system is thoroughly discussed.

Section VI. Florida’s Construction Lien Law (50 minute course)

This course is designed to educate contractors on Florida Statute 713, part 1, also known as Florida’s Construction Lien Law. A thorough review of the law is provided as well as essential aspects to protect themselves and their profitability. Topics include: notice of commencement; release of lien; partial release of lien; Notice to Owner; Enforcing the Lien; Notice of Contest of Lien.

Section VII. Business Structures (50 minute Course)

This course is designed to inform contractors in regards to different types of business structures available. Topics discussed include: structures such as Sole Proprietorship, Partnership, LLC, S. Corporations and C Corporations, as well as their benefits, drawbacks, legal issues and tax implications. Additional topics such as FEIN and SS-4 are explained.

Section VIII. Taxes (50 minute Course)

Section IX. Successful Business & Financial Practices (50 minute course)

Using the widely successful business module of Michael E. Gerber in the E-Myth Contractor, Why most Contractor Businesses don’t work and what to do about it, this course outlines key strategies to follow in running a contracting business. Topics discussed include the four factors of money: Income, Profit, Flow, and Equity;

Section X. Worker’s Compensation