

## **Sushi Coma Inc.**

### **Instructor Overview**

#### **Read This First**

Welcome! Please take the time to read through the following brief overview, as it will explain the structure of this QuickBooks Online training course, explain options available to Instructors, and will clear up many important questions. Students will likely encounter the need for this training in industry, and we applaud your efforts to prepare them with a highly employable skillset.

If additional questions arise, the following support options are available:

- Intuit Education Team – [education@intuit.com](mailto:education@intuit.com)
- Instructor videos – <https://education-portal.app.intuit.com> (You will find the videos in the same location as the Instructor and Student Guides.)

**Instructor First Step - Select one of the following three training options for QuickBooks Online (also referred to as QBO) course curriculum.**

#### **Option One: Lecture Style Training only**

- This lecture style course does not include the use of Case Study activities at the end of each section and is focused on how to use QuickBooks Online foundational features.
- The 8 sections can be completed in a 6–8-hour lecture style course. (If time prevents and you need to shorten the class, we recommend skipping the Budget section, Section 12.)
- We recommend teaching Sections 1-2 together.
- This option does not require you to import, download or create files. It is simply a training manual that provides an overview of the foundational features of QuickBooks Online and how to use them.
- Although Intuit does provide students a free one-year subscription to QuickBooks Online Plus, it is not required for the lecture style course.
- If you would like to demonstrate certain features live in a QBO company file during the lecture style course, you can access Craig's Landscaping test drive company at the link provided. (Please note, this is not the same company referenced in the guide, but it works well for demonstration purposes.)

#### **Craig's Landscaping Test Drive Company**

<http://qbo.intuit.com/redirect/testdrive>

(A prepopulated QBO file with SUSHI COMA data, the company referenced in the training manual, is not available.)

#### Option One Tools Include:

- **Sushi Coma Inc Teacher Presentation Guide** (PowerPoint with tips for Instructors in the comments section at the bottom of each slide).
- **Sushi Coma Inc Student Guide** (PDF version of the Teacher Guide, which does not include Instructor comments).

For this lecture style course, you can use one or both of the following tests at the end of each section. (You will not use the Case Study Activities found at the end of each section but can recommend students complete them on their own.)

- Multiple choice test
- Essay style test

Important to note: As referenced above, all Instructors and Students have access to a free 12-month subscription to QuickBooks Online software. Instructors receive the QuickBooks Online Accountants version (QBOA) and Students receive the QuickBooks Online Plus version. The free subscription to the software is not needed to conduct the Option 1, Lecture Style course. It is up to the Instructor and Students as to whether to take advantage of the free subscription, which we highly recommend! (Instructors and Students can interact with the software on their own.)

**Step 1:** Review Sections One through Thirteen and Practice Tests, including Comments at the bottom of each slide using the *Teacher Presentation Guide* PowerPoint file provided in the Intuit Education Portal.

(Reviewing comments on each slide is especially important, as much of the course instruction is in the notes.)

**Step 2:** Provide all students with a copy of the Sushi Coma Inc Student Guide.

#### Option 2: Training and Case Study Activities, (Instructor does not populate Sushi Coma Demo Company File, Students do)

Important to note: Instructors have the option to complete Case Study Activities per section prior to teaching the section, (Option 3). There are two reasons you may want to consider this. If you believe you need to brush up on your QuickBooks skills, it is extremely helpful. The other reason is that by conducting the exercises prior to teaching a section, you then have a live QuickBooks Online file populated with data that matches the workbook and you can use the file for demonstration purposes. Also, it is a one-time activity, and the file can be used for multiple semesters, etc.

In Option 2, the Instructor chooses not to complete the Case Study Activities prior to teaching each section:

- Option 2 can be implemented in a 6 -12-week course. (6 weeks if the Instructor assigns Case Study Activities as a homework assignment, 16 weeks if the Instructor incorporates the Case Study Activities as a group project completed during class time.)

- We recommend teaching Sections 1-2 together.
- We recommend you follow the Sections in order.
- If time is an issue, skip section 12 Budgeting, if not this section does not impact the final review and can be a fun group activity.
- If you would like to demonstrate certain features live in a QBO company file that has prepopulated data, you can access Craig's Landscaping test drive company at the link provided. (Please note, this is not the same company referenced in the guide.)

**Craig's Landscaping Test Drive Company**

<http://qbo.intuit.com/redir/testdrive>

(A prepopulated QBO file with Sushi Coma data, the company referenced in the training manual, is not available.)

**Option Two Tools Include:**

- **Sushi Coma Inc Teacher Presentation Guide** (PowerPoint with tips for Instructors in the comments section at the bottom of each slide).
- **Sushi Coma Inc Student Guide** (PDF version of the teacher guide, which does not include Instructor comments).
  - Multiple choice test
  - Essay style test
  - Case Study Activities
  - Resources (Students will import files and review reports during various Case Study Activities):
    - Sushi Coma Vendor List.csv
    - Sushi Coma Customer List.csv
    - Sushi Coma Chart of Accounts List.csv
    - Sushi Coma Products and Services List.xls
    - Sushi Coma Beginning Balance AJE Transaction.pdf
    - Sushi Coma January Sales Receipt Detail.pdf
    - Sushi Coma February Sales Receipt Detail.pdf
    - Sushi Coma March Sales Receipt Detail.pdf
    - Sushi Coma Inventory Valuation Detail Report.pdf
    - Sushi Coma Checking Transactions Bank Import.csv
    - Sushi Coma Credit Card Transactions Bank Import.csv
    - Sushi Coma Reconciliation .pdfs
    - Sushi Coma Transaction List with Splits Report.pdf

**Step 1:** Review Sections One through Thirteen and Practice Tests, including comments at the bottom of each slide. (This is VERY IMPORTANT as much of the course instruction is in the

**Commented [KM1]:** Review each section, practice test and comments at the bottom of each slide prior to delivering the training.

**Commented [KF2R1]:** done

notes.) Use the *Teacher Presentation Guide* PowerPoint file provided in the Intuit Education Portal.

**Step 2:** Provide all Students with a copy of the Sushi Coma Inc Student Guide.

**Step 3:** Review Practice Tests with Students at the end of each section.

**Step 4:** Instruct Students to complete Case Study Activities before next training.

- Teacher will provide Students the .csv and report files provided for each section as needed.
- Students can compare results as they complete activities.
- Students will refer to their Student Guide to review how information is populated. (Compare their results to the screenshots.)
- Case Study Activities can be taught as an individual or group activity.

**Option 3: Training and Case Study Activities, create demo company. Recommended when teaching a longer course. (Both Instructor and student create Sushi Coma Inc company from scratch):**

- This option can be implemented in a 6 -12-week course. (6 weeks if the Instructor assigns Case Study Activities as a homework assignment, 16 weeks if the Instructor incorporates the Case Study Activities as a group project completed during class time.)
- We recommend teaching Section 1-2 together.
- Each Instructor will receive a free QuickBooks Online for Accountants subscription (QBOA). This subscription is not populated with data, as both the Instructor and Student build SUSHI COMA from the ground up in the software.
- Teachers will complete the Case Study Activities prior to teaching each section and create a QBO Company that matches the workbook.
- Each Student will receive a free QuickBooks Online Plus subscription in which to proceed through Case Study Activities and build Sushi Coma Inc from scratch.
- Teachers will provide students with .csv and report files provided for each section as needed.
- Students can compare results as they complete activities.
- Students will refer to the sections of their Student Guide to review how information is populated.
- Case Study Activities can be taught as an individual or group activity.

(A prepopulated QBO file with SUSHI COMA data, the company referenced in the training manual, is not available.)

### Option 3 Tools Include:

- **Sushi Coma Inc Teacher Presentation Guide** (PowerPoint with tips for Instructors in the comments section at the bottom of each slide).
- **Sushi Coma Inc Student Guide** (PDF version of the teacher guide, which does not include Instructor comments).
- Multiple choice test
- Essay style test
- Case Study Activities
- Resources (Students will import files and review reports during various Case Study Activities):
  - Sushi Coma Vendor List.csv
  - Sushi Coma Customer List.csv
  - Sushi Coma Chart of Accounts List.csv
  - Sushi Coma Products and Services List.xls
  - Sushi Coma Beginning Balance AJE Transaction.pdf
  - Sushi Coma January Sales Receipt Detail.pdf
  - Sushi Coma February Sales Receipt Detail.pdf
  - Sushi Coma March Sales Receipt Detail.pdf
  - Sushi Coma Inventory Valuation Detail Report.pdf
  - Sushi Coma Checking Transactions Bank Import.csv
  - Sushi Coma Credit Card Transactions Bank Import.csv
  - Sushi Coma Reconciliation .pdfs
  - Sushi Coma Transaction List with Splits Report.pdf

**Step 1:** Review Sections One through Thirteen and Practice Tests, including comments at the bottom of each slide. (This is VERY IMPORTANT as much of the course instruction is in the notes) using the *Teacher Presentation Guide* PowerPoint file provided in the Intuit Education Portal.

**Step 2:** Provide all students with a copy of the Sushi Coma Inc Student Guide.

**Step 3:** Complete Case Study Activities prior to teaching each section, to create a Sushi Coma company file to demonstrate the features of the training. (This can be done one section at a time, or prior to teaching the course.)

**Step 4:** Walk through the teacher presentation PowerPoint guide with your students and/or use the live company file you created.

**Step 5:** Instruct students to complete the Case Study Activities before the next training. Teachers will provide students with .csv and report files provided for each section as needed. Students can refer to the related sections of the training when they need reminders how to complete activities. This can be accomplished individually or group activities.

**Commented [KM3]:** Review each section, practice test and comments at the bottom of each slide prior to delivering the training.

**Commented [KF4R3]:** done

**Commented [KF5R3]:**