

TAD Gaming Service, LLC

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
- 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 7.)
- 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 TAD data, the company referenced in the training manual, is not available.)

Option One Tools Include:

- **TAD Gaming Instructor Presentation Guide** (PowerPoint with tips for Instructors in the comments section at the bottom of each slide).
- **TAD Gaming Student Guide** (PDF version of the Instructor 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 One, 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 Eight and Practice Tests, including Comments at the bottom of each slide using the *Instructor 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 TAD Gaming Student Guide (PDF) file.

Option Two: Training and Case Study Activities, (Instructor does not populate TAD Gaming 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 Three). 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 guide 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 Two, the Instructor chooses not to complete the Case Study Activities prior to teaching each section:

- Option Two can be implemented in a 6 -12-week course. (6 weeks if the Instructor assigns Case Study Activities as a homework assignment, 12 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 7 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 TAD data, the company referenced in the training manual, is not available.)

Option Two Tools Include:

- **TAD Gaming Instructor Presentation Guide** (PowerPoint with tips for Instructors in the comments section at the bottom of each slide).
- **TAD Gaming Student Guide** (PDF version of the Instructor guide, which does not include Instructor comments).
 - Multiple choice test
 - Essay style test
 - Case Study Activities
 - Resources (Students will import these files during various Case Study Activities):
 - TAD Gaming Customer List.csv
 - TAD Gaming Vendor List.csv
 - TAD Gaming Checking Transactions Bank Import.csv
 - TAD Gaming Credit Card Transactions Bank Import.csv
 - TAD Gaming Transaction List with Splits Report.pdf

Step 1: Review Sections One through Eight and Practice Tests, including Comments at the bottom of each slide using the *Instructor 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 TAD Gaming 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.

- Instructor 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.
- Case Study Activities can be taught as an individual or group activity.

Option Three: Training and Case Study Activities, create demo company. Recommended when teaching a longer course. (Both Instructor and student create TAD Gaming 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, 12 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 TAD from the ground up in the software.
- Instructors 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 TAD Gaming Services LLC from scratch.
- Instructors 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 TAD data, the company referenced in the training manual, is not available.)

Option Three Tools Include:

- **TAD Gaming Instructor Presentation Guide** (PowerPoint with tips for Instructors in the comments section at the bottom of each slide).
- **TAD Gaming Student Guide** (PDF version of the Instructor guide, which does not include Instructor comments).
 - Multiple choice test
 - Essay style test
 - Case Study Activities
 - Resources
 - TAD Gaming Customer List.csv

- TAD Gaming Vendor List.csv
- TAD Gaming Checking Transactions Bank Import.csv
- TAD Gaming Credit Card Transactions Bank Import.csv
- TAD Gaming Transaction List with Splits Report.pdf

Step 1: Review Sections One through Eight and Practice Tests, including Comments at the bottom of each slide using the *Instructor 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 TAD Gaming Student Guide.

Step 3: Complete Case Study Activities prior to teaching each section, to create a TAD Gaming 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 Instructor 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. Instructors 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.