

CTE Career Cluster Professional Learning Communities (Cluster PLCs)

Going the “Distance” with Business Education
March 16, 2021 4pm (EST)



Business Management & Administration 2021 Framework Reviews

Secondary & Career Certificate Programs

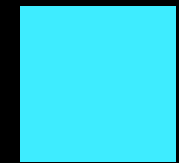
- Administrative Office Specialist (8212500)
- Administrative Office Specialist (B070330)
- Business Management and Analysis (8301100)
- Business Management and Analysis (B060200)
- International Business (8216100)
- Medical Administrative Specialist (8212300)
- Medical Administrative Specialist (B070300)

If you are interested in participating in the framework review, please email Elizabeth Winger at

Elizabeth.Billingsley@fldoe.org

New email address beginning March 18, 2021: Elizabeth.Winger@fldoe.org.

AGENDA



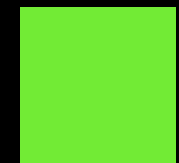
Welcome and Introductions



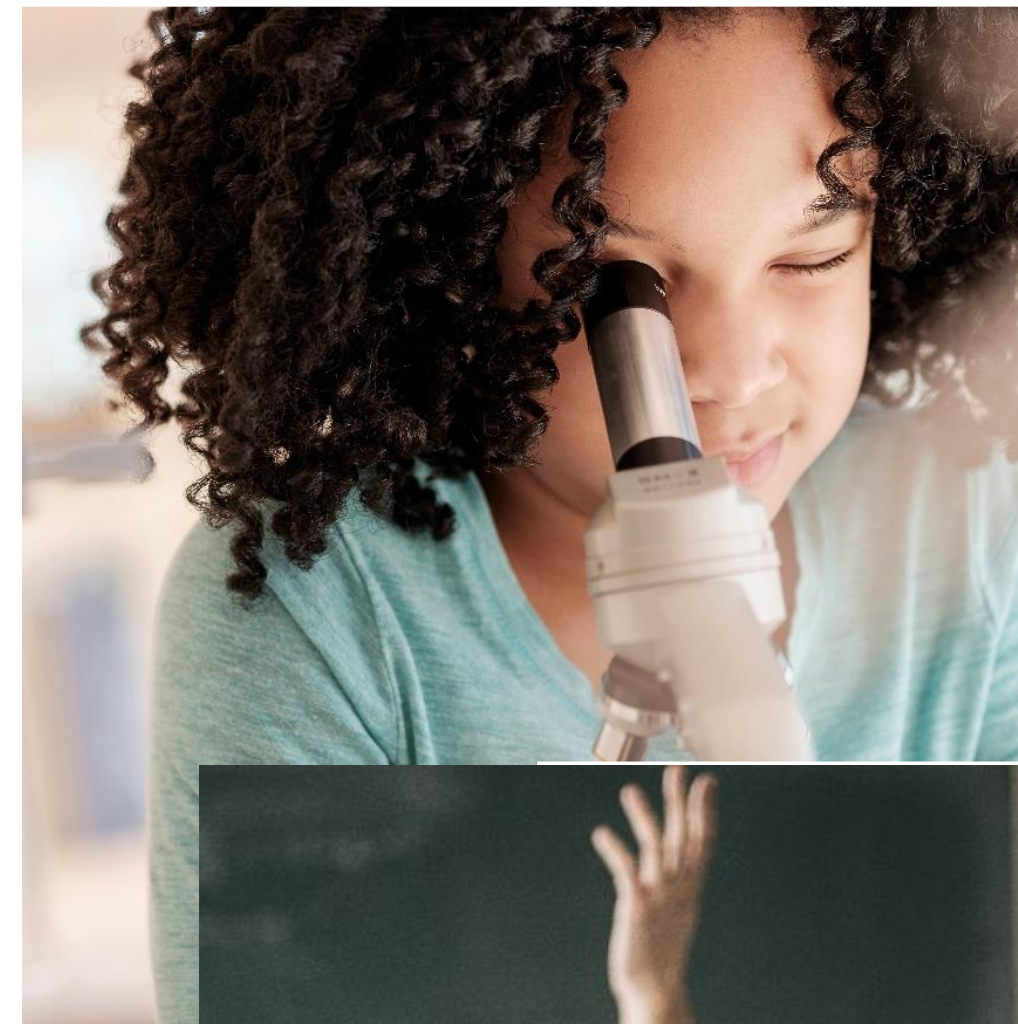
Guest Speaker Interview



Guest Speaker Best Practices



Collaboration





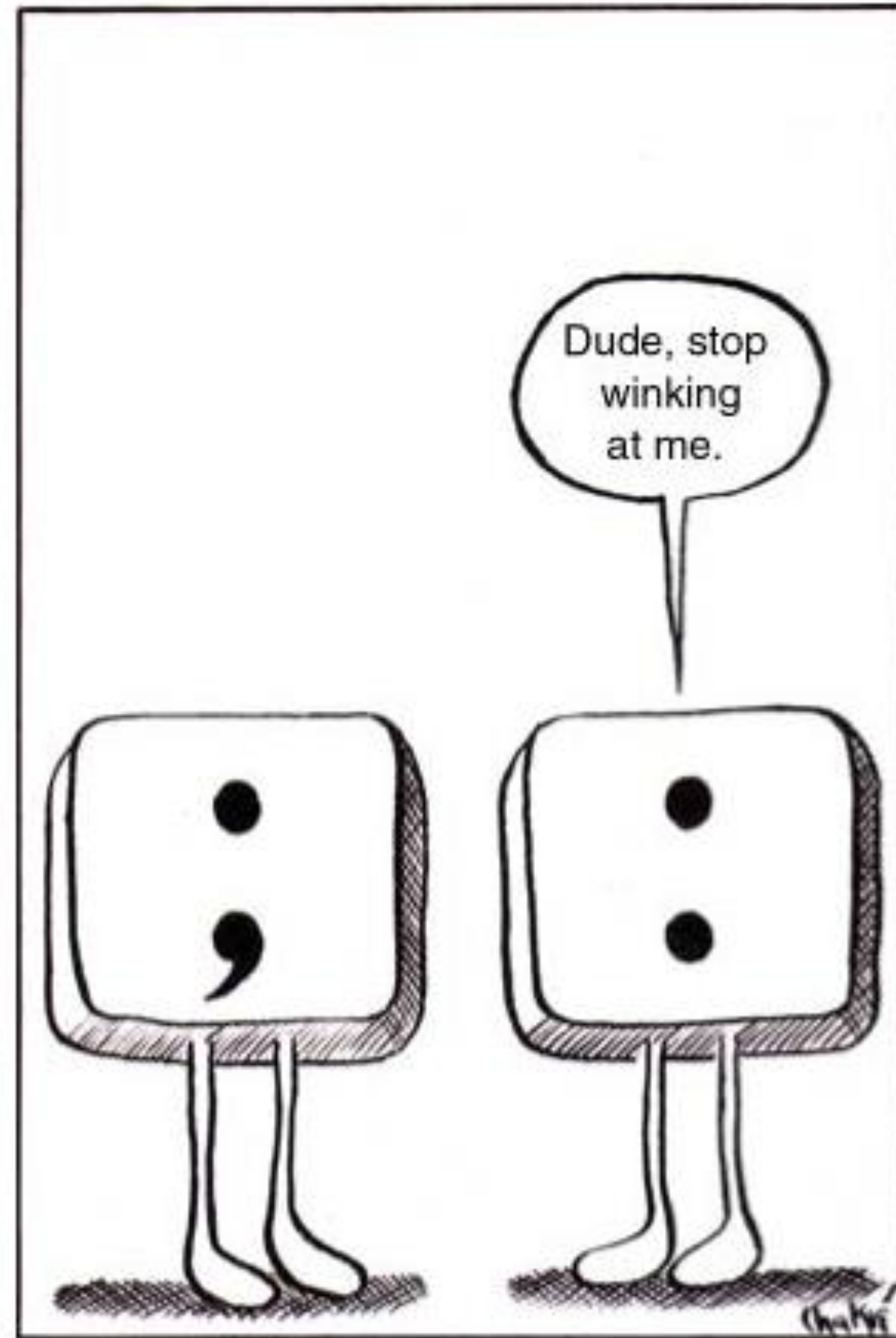
Diana Marquez

Instructional Coach

Business Education Instructor

Atlantic Technical College & High School

diana.marquez@browardschools.com



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CHECKLIST

- **Business Education – A Timeline**
- **COVID 19: Redirect....**
- **Keep Calm and Keep Moving Forward**
 - **Creating Norms, Routines, & Expectations**
 - **Build Community**
 - **Diversify Instruction**
- **Remember to Have FUN!**
- **Share Out | Open Discussion**



1862 Morrill Land Grant Collage Grant 1862



The Land Grant Act, introduced by U.S. Representative Justin Smith Morrill of Vermont, granted 30,000 acres of public land to every state for each Senator and Representative as determined by the 1860 census. Money made by selling these lands went into a perpetual endowment fund which would provide support for colleges of agriculture and mechanical arts in each of the states. Abraham Lincoln signed the act into law on July 2, 1862.



BUSINESS EDUCATION





REDIRECT! COVID-19



**KEEP
CALM
AND
KEEP MOVING
FORWARD**



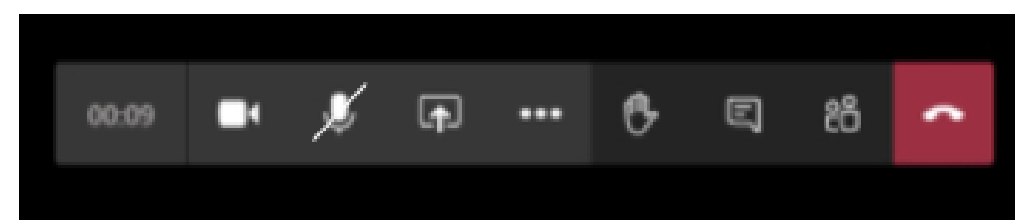
NORMS, ROUTINES, & EXPECTATIONS



Ms. Diana Marquez
Accounting Operations
Tuesdays 5:30 – 8:30 pm

While you wait ...

- Please make sure your microphone is muted and camera is on



- Enjoy the music while we wait for everyone to join the class;
- Gather your instructional resources and presentations if you will be presenting this evening;
- Remember these cues while we have class:



LISTEN

Pay attention to the presenter



CHAT

Be prepared to contribute your thoughts into the CHAT area of the course



NOTES

You may want to write down notes on this part of the presentation



GROUPS

Be prepared to go into your breakout rooms and meet with your group

Bitmoji

Your Personal Emoji



www.online-stopwatch.com

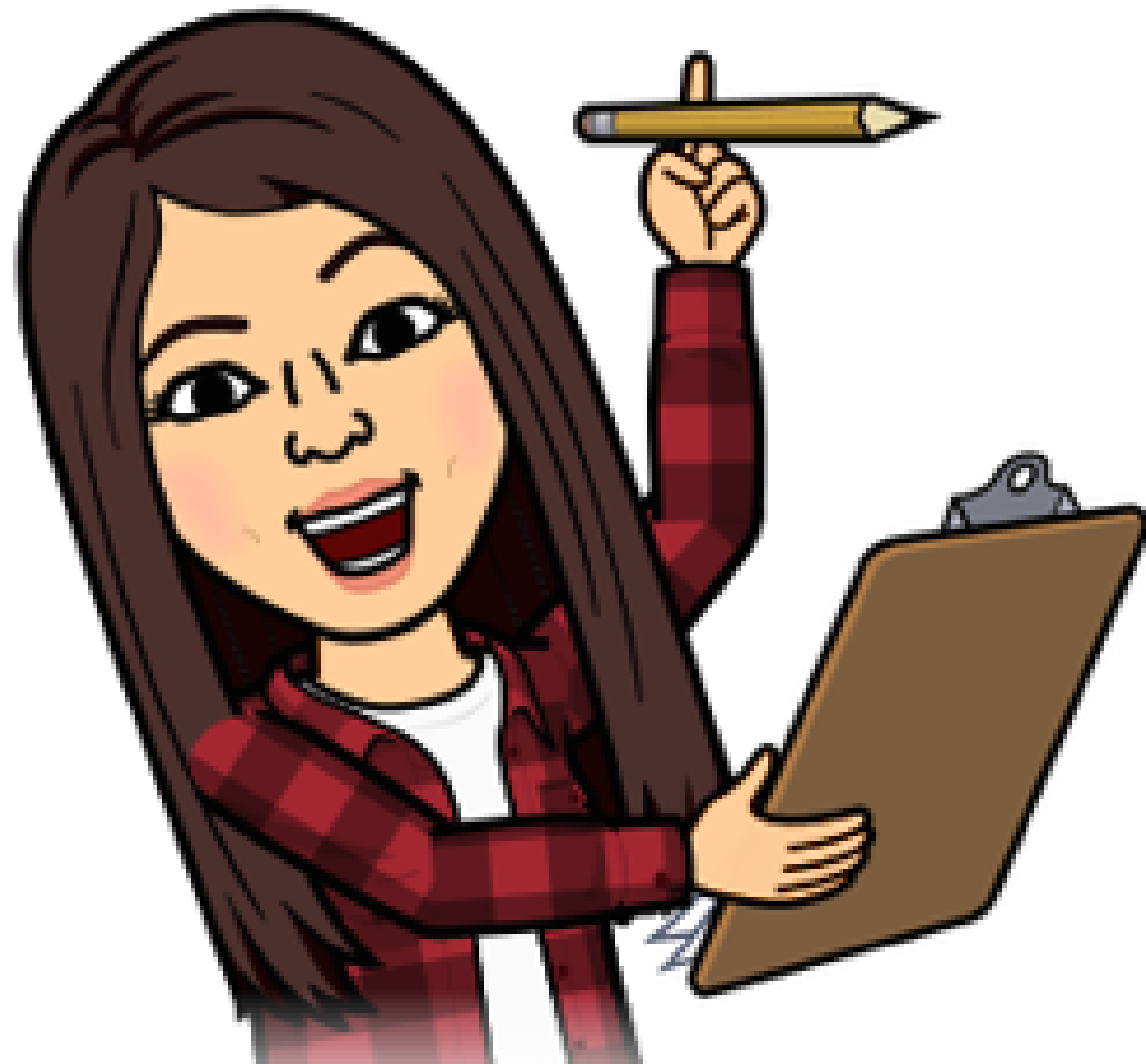
00:01:00
000

Start

Clear

Tuesday

March 16, 2021



- Spin and Share
- Overview Payroll
- Calculating Hourly, Overtime, and Salary Pay
- Breakout Groups
- Journal entries for Payroll
- Breakout Groups
- Whole Group Wrap Up and Q&A

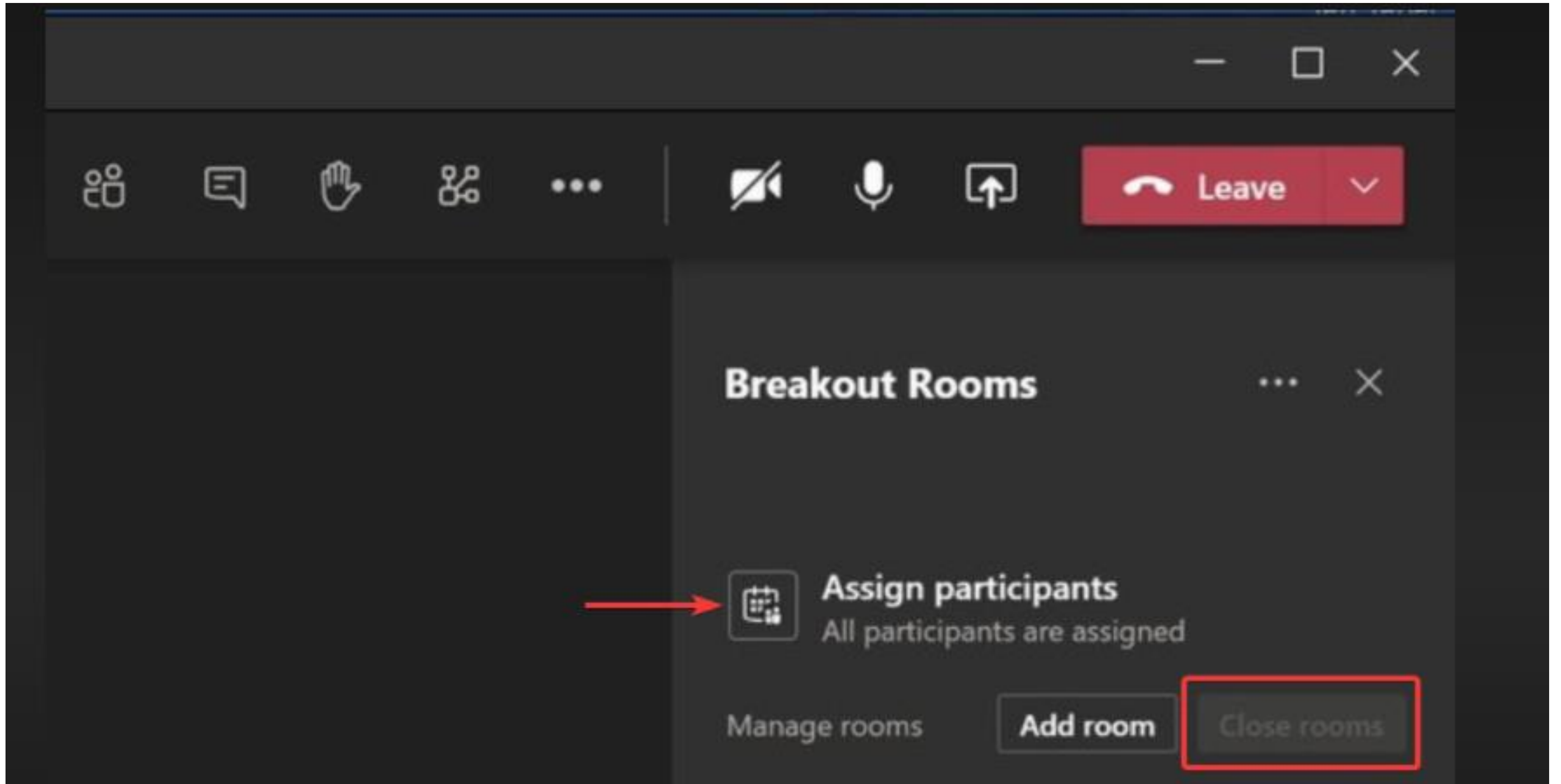


**Build
Community**



- Check camera **BEFORE** logging on to class – messy desk area/background!
- Poor planning – not having an agenda prepared!
- WAIT TIME – Give students enough time to respond – don't be in a hurry!
- Speaking rate and tone of voice
- One path of learning does NOT fit all students – think outside the box!
- Background noises – technical issues
- It's okay to show your human side! LOL
- Failing to ask for help!





Week 2 Electronic Communication

Available on Tuesday, January 19, 2021 7:00 AM EST until Tuesday, January 26, 2021 11:30 PM EST

Subscribe

After reading and reviewing your digital course content and learning about email basics and how to construct an effective and professional electronic mail message, *provide a well thought out summary about the advantages and disadvantages of electronic communication. Do not limit your response to merely cell phones or the Internet, but think about other ways that technology is used to communicate in our world, then argue the pros and cons of each point you make.*

Your response should be no more than 200 words in length and remember to cite your sources if you refer to any research or reading materials.

Your reply to one of your classmates should go beyond "I agree" or "I disagree" with your statement. You must provide an academic and professional reply that not only acknowledges your classmates' response, but provides them with further information that you can add. Replies to classmates should be at least 100 words.

Start a New Thread

Filter by: All Threads | Sort by: Most Recent Activity

No verbal Communication

Lina Giraldo posted Aug 30, 2020 7:49 PM | Subscribe

Technology has changed the form of communication and as the years go by with each research and innovation made, like the internet, cell phones see how

0 Unread | 0 Replies | 0 Views

Society and the New Communication Style - Electronic!

Miriam Barsali posted Aug 26, 2020 8:33 PM | Subscribe

I have to say that I consider myself somehow old style and I try to hold down to this style, because it is somehow comforting, but as

3 Unread | 3 Replies | 15 Views

Last post Aug 30, 2020 3:40 PM by Cassidy Naftaniel

Electronic Communication and Technology has Changed the World

Cassidy Naftaniel posted Aug 30, 2020 2:47 PM | Subscribe

There are many ways that electronic communication has changed the world such as cell phones, telephones, computers, tablets, along with websites and associated social media platforms. Electronic communications have significant advantages and disadvantages.



Student & Teacher Organizations

www.floridafbla-pbl.com



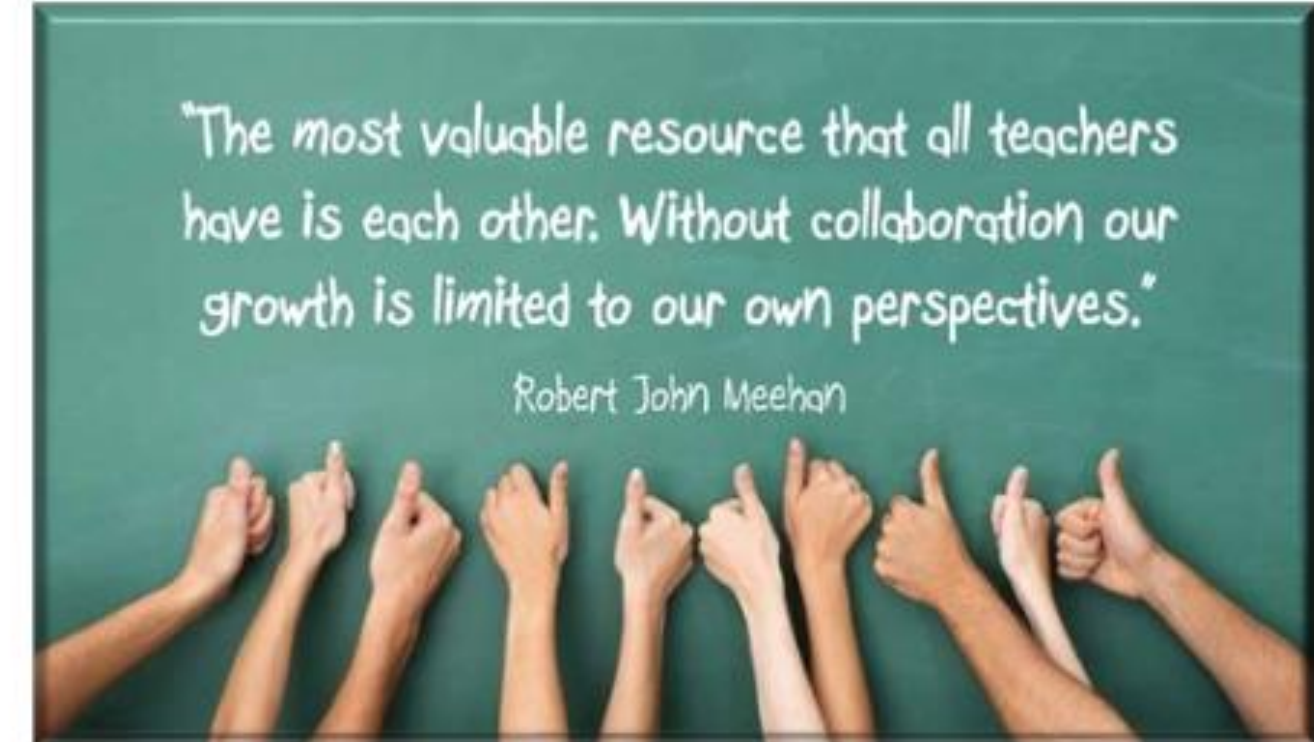
FLORIDA
**BUSINESS
PROFESSIONALS**
of AMERICA

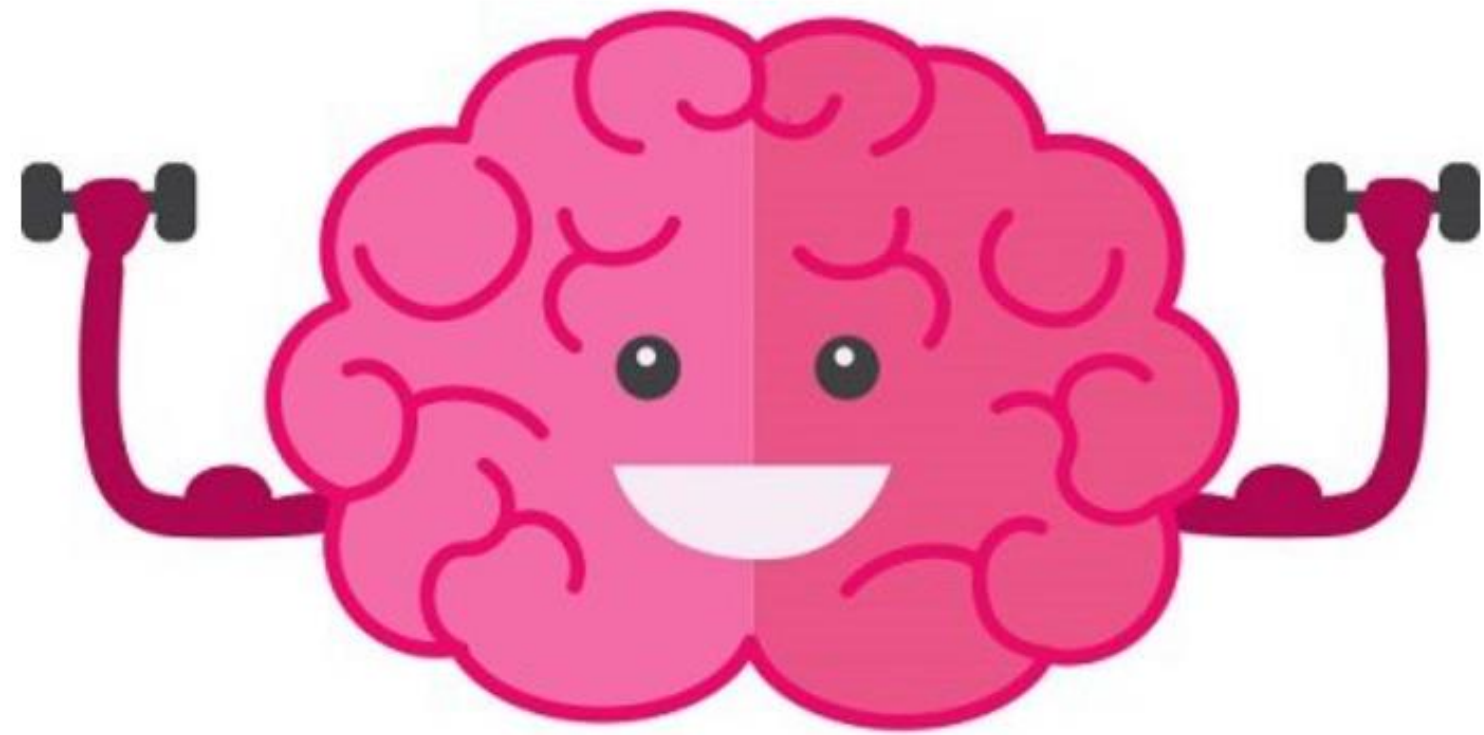
Giving Purpose to Potential

www.flbpa.org



www.fbtea.org





Diversify Instruction

FLING THE TEACHER

Sample quiz - Easy Questions! (15 possible questions)



Replace face

Answer 15 questions correctly to win the chance to *FLING THE TEACHER* to certain doom!

Kahoot!

Enter the PIN you see on the
big screen to the right.

Game PIN

Enter

TED

Ideas worth spreading



File Home Insert Page Layout Formulas Data Review View Tell me what you want to do

Clipboard Font Alignment Number Styles Cells Editing

Font: Calibri, 11, A, A, Bold, Italic, Underline, Paragraph, Merge & Center, Number, Conditional Formatting, Format as Table, Cell Styles, Insert, Delete, Format, AutoSum, Filter, Sort & Filter, Find & Select

A5 101

A B C D E F G H I J K L M N O P Q R S T U V

Client ID	Company Name	Sales to Date	Years as Client
101	EnergyPro	\$ 1,530,750	11
102	Aster Communications	\$ 1,420,500	10
103	Merritt Hospitals	\$ 1,398,000	9
104	Grande Insurance	\$ 1,175,000	9
105	Armaza Biotech	\$ 1,053,000	7
106	RELICO	\$ 997,000	7
107	Malloys	\$ 860,000	6
108	Carter Healthcare	\$ 755,000	5
109	A&M Pharmaceuticals	\$ 744,500	4
110	Consolidated Goods	\$ 689,000	3
111	Tye Automotive	\$ 704,000	2
112	Wind Power Association	\$ 698,800	2
113	SC Logistics	\$ 445,200	1
114	UniComm	\$ 375,600	1

Task Instructions

Change the text of Aster Communications to Aston Comm in cell B6.



Microsoft Office Specialist: Microsoft Excel 2016

Demonstrate that you have the skills needed to get the most out of Excel by earning a Microsoft Office Specialist (MOS) 2016 certification. Successful candidates for the Microsoft Office Specialist Excel 2016 certification have a fundamental understanding of the Excel environment and the ability to complete tasks independently.

Job role: Business User

Required exams: [77-727](#)

Important: [See details](#)

[Go to Certification Dashboard](#)

Certification details

Take one exam



CERTIFICATION EXAM

Excel 2016: Core Data Analysis,
Manipulation, and Presentation

Earn the certification



ASSOCIATE CERTIFICATION

Microsoft Office Specialist:
Microsoft Excel 2016

Skills measured

- Create and manage worksheets and workbooks
- Manage data cells and ranges
- Create tables
- Perform operations with formulas and functions
- Create charts and objects



Skills Management System

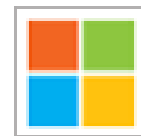
Sign In

[Forgot your password?](#)

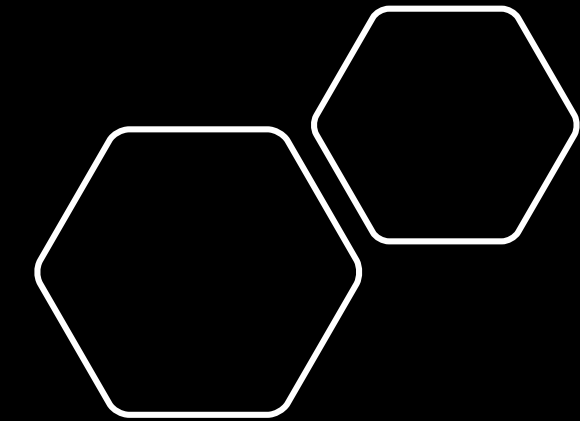
No account? [Sign up here!](#)

OR

Sign in with an existing provider.



[Go to Administrator Portal](#)



**ACCOUNTING
OPERATIONS**



QuickBooks®

+ QUICKBOOKS CERTIFIED USER +

DESKTOP EXAM OBJECTIVES

Intuit[®] QuickBooks Certification Objective Domains

1 QUICKBOOKS SETUP

A STUDENT SHOULD KNOW:

- 1.1 What information is required before they set up a QuickBooks file
- 1.2 How to start a new company data file in QuickBooks (Easy Step Interview)
- 1.3 How to keep the lists and preferences from an old file while removing old transactions

3.1.2 Deleting entries

3.1.3 Editing entries

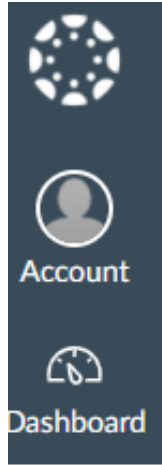
3.1.4 Merging entries

4 ITEMS

A STUDENT SHOULD KNOW:

- 4.1 How QuickBooks uses items to perform the necessary accounting entries





Courses

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- Assignments**
- People
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- Settings

QuickBooks 2019 CH01 Content: QuickBooks 2019

[Back](#) | [User Guide Help](#)

QuickBooks 2019 CH01 Content: QuickBooks 2019

[Edit Assignm](#)

[Speed Grad](#)

QB19-C1-Content
1 / 23 | 100%

CHAPTER 1

QuickBooks 2019

Overview, Open a Company File, Create a Backup Copy, Restore a Backup Copy, and Change the Company Name

1

2

3

CHAPTER 1

QuickBooks 2019

Overview, Open a Company File, Create a Backup Copy, Restore a Backup Copy, and Change the Company Name

Objectives

- Describe the differences and similarities between manual and computerized accounting
- Identify the four levels of operation within QuickBooks
- Open QuickBooks
- Open a company file

QuickBooks 2019 CH01 Concepts Study Quiz

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Question 1
Not yet answered
Points out of 1.00
Flag question
Edit question

Accounting for the financial activity of any company involves each of the following *except*

Select one:

- a. recording day-to-day business activities.
- b. paying bills.
- c. processing payroll.
- d. hiring employees.

Question 2
Not yet answered
Points out of 1.00
Flag question
Edit question

A(n) _____ is the general term for a monetary business event or activity.

Select one:

- a. purchase
- b. sale
- c. transfer
- d. transaction

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View the Chapter 1: QuickBooks 2019 tutorial. Then click the Attempt exam now button.

QuickBooks 2019 CH01 Concepts Exam

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Question 1
Not yet answered
Points out of 1.00
Flag question
Edit question

At the end of the month in a manual accounting system, transactions are posted from the general journal to

Select one:

- a. trial balance.
- b. general ledger.
- c. balance sheet.
- d. income statement.

Question 2
Not yet answered
Points out of 1.00
Flag question
Edit question

In accounting, a monetary business event or activity is called

Select one:

- a. a transaction.
- b. posting.
- c. a journal.
- d. accounting.

QB-O Marquez > Assignments > QuickBooks 2019 CH01 Chapter Review and Assessment

QuickBooks 2019 CH01 Chapter Review and Assessment

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QuickBooks 2019 CH01 Chapter Review and Assessment

Chapter Review and Assessment

Procedure Review

To open a company file:

1. Open QuickBooks.
2. At the New Company Open window, click the Open or restore an existing company button, or at the main menu bar, click File and then click Open or Restore Company.
3. At the Open or Restore Company window, select Open a company file and then click Next.
4. In the Open a Company dialog box in the Look in text box, choose Company File or the subfolder containing the company file for this course. Select the company file: QB1 Company Name.QBW.
5. Click Open.
7. At the QuickBooks Desktop Login window, in the Password text box, type Student1 and then click OK.
8. If the New Features Tour window appears, click the X (close button) to close the window. If the Help message appears, it will fade away in a few seconds. If the Set Up an Internet Account window appears, insert a check mark in the box to the left of Don't show this again and then click No to close the window. If the Accountant Center window appears, remove the check mark in the box to the left of Show Accountant Center when opening a company file and then click the X to close the window. If the Home page window appears, click the X to close it. If the Left Icon bar appears, click View at the main menu bar and then click Hide Icon Bar to remove it.

To make a backup copy of a company file:

1. At the main menu bar, click File and then click Back Up Company.

QB-O Marquez > Assignments > QuickBooks 2019 CH01 Concepts Exam

QuickBooks 2019 CH01 Concepts Exam

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Select one:

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Have
FUN!



Virtual Classroom Resources

Bitmoji. Create your own avatar and use creatively within your online teaching!

<https://www.bitmoji.com/>

Online Stopwatch. Use a digital stopwatch to keep your online class moving at just the right pace! <https://www.online-stopwatch.com/full-screen-stopwatch/>

Classtools Spinner. Create free games, quizzes, activities and diagrams in seconds! <https://classtools.net/>

Classtools Fling the Teacher. Create a quiz and winner gets to send Angry Bird at the teacher! <https://www.classtools.net/flingteacher/home-page>

Kahoot! Create your own Kahoot! And engage students virtually – helps to reinforce learning! <https://kahoot.com/schools/how-it-works/>

TEDTalks. Inspire your students with short breaks and inspirational talks from professionals in the field.

<https://www.ted.com/search?q=business+communication>



Sharing is Caring

What is working for you?



Diana Marquez

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Coconut Creek, FL

diana.marquez@browardschools.com

Thank You

Elizabeth Winger

State Supervisor

*Information Technology and
Business Management & Administration*

Elizabeth.Winger@fldoe.org

CTE Career Cluster Professional Learning Communities (Cluster PLCs)