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
Dude, stop winking at me.
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
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
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

After reading and reviewing your digital course content and learning about email basics and how to construct an effective and professional electronic mail messages, 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 their 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

No verbal Communication
Lina Cisallas posted Aug 30, 2020 7:49 PM
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
more
0 0 0
Unread Replies Views

Society and the New Communication Style - Electronic!
Miriam Barlai posted Aug 26, 2020 8:31 PM
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
more
3 3 15
Unread Replies Views

Electronic Communication and Technology has Changed the World
Cassidy Nattanid posted Aug 30, 2020 2:47 PM
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.
more
Student & Teacher Organizations

www.flbpa.org

www.fbtea.org

www.floridafbla-pbl.com
Diversify Instruction
FLING THE TEACHER

Sample quiz – Easy Questions! (15 possible questions)

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
## Project Sales

<table>
<thead>
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<th>Client ID</th>
<th>Company Name</th>
<th>Sales to Date</th>
<th>Years as Client</th>
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<td>EnergyPro</td>
<td>$1,530,750</td>
<td>11</td>
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<tr>
<td>102</td>
<td>Aster Communications</td>
<td>$1,420,500</td>
<td>10</td>
</tr>
<tr>
<td>103</td>
<td>Merritt Hospitals</td>
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<td>105</td>
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<td>108</td>
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<td>Consolidated Goods</td>
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<td>Wind Power Association</td>
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<td>114</td>
<td>UnvComm</td>
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</table>

**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

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

Username
Password
English

Sign In

Forgot your password?
No account? Sign up here!

OR
Sign in with an existing provider.

C
Google
Microsoft

Go to Administrator Portal
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
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

Question 1:
Accounting for the financial activity of any company involves each of the following except:

Select one:
- Recording day-to-day business activities.
- Paying bills.
- Processing payroll.
- Hiring employees.

Question 2:
All of the above is the general term for a monetary business event or activity.

Select one:
- Purchase
- Sale
- Transfer
- Transaction

View the Chapter 1 QuickBooks 2019 tutorial, then click the Attempt exam now button.
Have FUN!
Virtual Classroom Resources

**Bitmoji.** Create your own avatar and use creatively within your online teaching! [https://www.bitmoji.com/](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/](https://www.online-stopwatch.com/full-screen-stopwatch/)

**Classtools Spinner.** Create free games, quizzes, activities and diagrams in seconds! [https://classtools.net/](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](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/](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](https://www.ted.com/search?q=business+communication)
Sharing is Caring

What is working for you?
Diana Marquez
Atlantic Technical College & Technical High School
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)