



Tamara Marks, President

Missouri Business Education Association (MBEA)

Headquarters: University Plaza Hotel

Theme: Education for a Strong America . . . with Missouri Business Education!

PRE-CONFERENCE SESSION

Monday, July 22, 2002 1:00 P.M. - 5:00 p.m.

New Business Teacher Seminar

Presenter: DESE Business Education Staff and Selected Teachers

Location: *University Plaza - Missouri Room*

Target Audience: Business Education Teachers (0-3 years' experience)

Attendance Restricted to MBEA Division

Pre-Registration Required

No fee charged

Brief Summary of Session:

Topics will include information related to such topics as curriculum, instructional resources, classroom management, advisory committees, supervised business experience programs, professional development opportunities, FBLA, and others. Experienced business teachers will share tips and techniques they have found successful. Each attendee will receive a copy of the Business Education Resource Book.

Division Contact:

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PRE-CONFERENCE SESSION

Monday, July 22, 2002 5:00 p.m. - 7:00 p.m.
Tuesday, July 23, 2002 8:00a.m. - 10:00 a.m.

Hands-On Computer Workshops

Presenter: Multiple Presenters

Location: *Cheek Hall at SMSU and at Parkview High School*

Target Audience: MBEA Members

Attendance Restricted to MBEA Division

Pre-Registration Required (Form is on the MBEA Web site)

Fee: \$20 per workshop

Brief Summary of Session:

Hands-on computer training for business software applications and Internet instruction will be conducted at Cheek Hall at Southwest Missouri State University and Parkview High School. MBEA will provide bus transportation to/from the hands-on computer training sessions. Specific computer workshops, their descriptions, and a computer lab registration form will be provided on the MBEA Web site <http://www.dese.state.mo.us/divvoiced/business/Mbea.htm>.

Division Contact::

Dr. Nancy Zeliff, MBEA Secretary
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2002 MBEA CONFERENCE AGENDA

(Note: Concurrent session titles followed by (repeated) will be repeated the next hour unless another day and time are specified.) Session titles followed by (repeat) designate the number of the session being repeated.)

Monday, July 22, 2002

9:30 a.m.

Missouri ACTE Board of Directors Meeting
University Plaza - Oklahoma Room

11:00 a.m. - Noon

Mentor-A-Legislator Program
University Plaza - Oklahoma Room

1:00 p.m. -4:00 p.m.

MBEA Executive Board Meeting
University Plaza - Colorado Room

1:00 p.m. -5:00 p.m.

MBEA New Teacher Seminar
University Plaza - Missouri Room

1:00 p.m. -7:00 p.m.

Missouri ACTE Conference Registration
*Jordan Valley Ice Park
635 East Trafficway*

1:00 p.m. - 7:00 p.m.

Exhibits Open
*Jordan Valley Ice Park
635 East Trafficway*

6:00 p.m. -7:00 p.m.

Missouri ACTE Reception with Exhibitors
*Jordan Valley Ice Park
635 East Trafficway*

Tuesday, July 23, 2002

8:00 a.m.

All Missouri ACTE Committee Meetings
University Plaza - Colorado Room

8:00 a.m.- 3:00 p.m.

Missouri ACTE Exhibits
Jordan Valley Ice Park; 635 East Trafficway

8:00 a.m.-5:00 p.m.

Missouri ACTE Conference Registration
Jordan Valley Ice Park; 635 East Trafficway

MBEA Hands-On Computer Labs

(Ticket required. See registration form at <http://www.dese.state.mo.us/divvoted/conferences.htm#MBEA>)

8:00 a.m. - 10:00 a.m.

2A. Microsoft Office XP - Making the Transition
Parkview High School
Presenter: Nancy Graviett, St. Peters
Sponsored by EMC/Paradigm

2B. Developing Web Pages for School and Classroom - Using Microsoft Word 2002
Cheek Hall, SMSU
Presenter: Debbie Latham, Doniphan

9:15 a.m. - 10:15 a.m.

Missouri ACTE New Professional Reception
University Plaza - Oklahoma, Illinois, and Colorado Rooms

10:30 a.m.

Missouri ACTE Opening General Session
University Plaza Convention Center
Keynote Speaker: Jaime Vollmer

1:00 p.m. - 2:15 p.m.

1. News & Notes for FBLA Advisers
University Plaza - Kansas A-C
Presenter: Carey Smith, Jefferson City

MBEA Hands-On Computer Labs

(Ticket required. See registration form at <http://www.dese.state.mo.us/divvoted/conferences.htm#MBEA>)

5:00 p.m. - 7:00 p.m.

1A. QuarkXPress - The Professional Publishers Software!
Parkview High School
Presenter: Karen Owen, St. Peters

1B. Dreamweaver, Websites, and You
Cheek Hall, SMSU
Presenter: Jane O'Donnell, St. Peters

Tuesday, July 23, 2002 (Continued)

1:15 p.m. - 2:15 p.m.

CONCURRENT SESSIONS

2. Classroom Communication Survival
(repeated 7/24 at 8:15 a.m.)

University Plaza - John Q Room
Presenter: Teri Buell, Springfield

3. The Revised National Standards for
Business Education

University Plaza - Missouri Room
Presenter: Joyce Caton, St. Louis

4. The ABCs of Photoshop

Presenter: Cindy Reynolds, St. Charles
University Plaza - Colorado Room

5. International Business in Your Own
Backyard

University Plaza - Texas Room
Presenter: Martha Rybinski, St. Louis

2:30 p.m. - 4:00 p.m.

MBEA Opening Session

MBEA Awards Presentation

University Plaza - Nebraska and Iowa Rooms
Keynote Speaker: Jim Kern, San Antonio, TX

Keynote: "Education for a Strong America ... Connecting with Students" Guided by his desire to let kids know they are loved, important, and safe, the keynote speaker will emphasize these basics and show how we all can prepare students to learn and build a strong America by sharing his teaching and family experiences.

4:00 p.m. - 5:00 p.m.

MBEA Reception for Awardees

University Plaza - Georgia Room
Courtesy of Glencoe/McGraw-Hill and South-Western/Thomson Learning

5:15 p.m. - 6:15 p.m.

MBEA Committee Meetings

University Plaza - John Q Room

6:30 p.m.- ?

MBEA District Meetings (optional)

Locations to be determined by districts

Wednesday, July 24, 2002

7:00 a.m. - 8:00 a.m.

"Birds of a Feather" Continental Breakfast

University Plaza - John Q. Room

Courtesy of MBEA and MBEA Districts

Table Topics: Computer Applications, Desktop Publishing, First-Year Teachers, FBLA, International Business, Keyboarding, Postsecondary, Supervised Business Experience, Voice Recognition, NMSU's Online Business Education Courses, CMSU's BE&O 4260 - Conference Credit

MBEA Hands-On Computer Labs

(Ticket required. See registration form at <http://www.dese.state.mo.us/divvoted/conferences.htm#MBEA>)

7:00 a.m. - 9:00 a.m.

3A. The Power of The Word

Parkview High School

Presenter: Julie Cook, Sedalia

3B. PowerUp with PowerPoint

Cheek Hall, SMSU

Presenter: Sharon Fisher-Larson,
Janesville, WI

Sponsored by Glencoe/McGraw-Hill

9:30 a.m. - 11:30 a.m.

4A. The Extreme Power of Excel

Parkview High School

Presenters: Jodi Stucker and
Jennifer Wilbanks, Sedalia

4B. Microsoft FrontPage 2002

Cheek Hall, SMSU

Presenter: Traci Pattison, Camdenton

1:45 p.m. - 3:45 p.m.

5A. Financial Knowledge for Investing

Parkview High School

Presenter: Liz Clawson, Champaign, IL
Sponsored by Financial Players Center

5B. Power Tips for PowerPoint 2002

Cheek Hall, SMSU

Presenter: Kevin Haulottte, Sedalia

4:15 p.m. - 6:15 p.m.

6A. Unlocking the Power of Access 2002

Parkview High School

Presenter: Becky Arbisi, Sedalia

6B. What's New in Word 2002

Cheek Hall, SMSU

Presenter: Tonya Holder, Camdenton

Wednesday, July 24, 2002 (Continued)

8:15 a.m. - 9:15 a.m.

CONCURRENT SESSIONS

6. **Adult Education, Registration Software - What's It All About and How Can It Help You**
University Plaza - Texas Room
Presenters: Tracy Vohsen and Karl Weinrich, St. Charles; Blenda Marquardt, Columbia
7. **Ergonomics for Today's Work Place**
University Plaza - Arizona Room
Presenter: Karen Owens, St. Peters
8. **IT Certifications: Benefits, Rewards, Opportunities**
University Plaza - Arkansas Room
Presenters: Thomas Dapp and Todd Carter, Springfield
Sponsored by New Horizons Computer Learning Centers
9. **Financial Knowledge for Investing**
University Plaza - Illinois Room
Presenter: Liz Clawson, Champaign, IL
Sponsored by Financial Players Center
10. **Computer Programming/Industry Needs**
University Plaza - Kansas A Room
Presenter: Modene Murphy, Sedalia
11. **Small Business Planning**
University Plaza - Kansas B Room
Presenter: H. Ned Meyer, Jr., Springfield
Sponsored by The SCORE Association
12. **Speech Recognition - Information, Tips, Strategies** (repeated)
University Plaza - Missouri Room
Presenter: Bonnie Brockman, Springfield
Sponsored by Speaking Solutions, Inc.
13. **Teaching E-Business** (repeated)
University Plaza - Oklahoma Room
Presenters: Janet Barnes and Gwen Greeves, Hazelwood
14. **Introduction to Internet**
University Plaza - Georgia Room
Presenter: Sandi Bullington, Neosho
15. **Communication Tidbits, Cookies, and Hotlinks** (repeated 7/25 at 9:15)
University Plaza - Nebraska Room
Presenter: Clarice Brantley, Pensacola, FL

Wednesday, July 24, 2002 (Continued)

9:30 a.m. - 10:30 a.m.

CONCURRENT SESSIONS

16. **Adult Education, What's Hot - What's Not** (Open Forum) - Bring brochures, newsletters, and online information to share.
University Plaza - Texas Room
Moderators: Michelle Hanson, Marshall, and Jackie Jenkins, Reeds Spring
17. **Postsecondary, The Marketing of Community College Career Programs**
University Plaza - Kansas B Room
Presenter: George Fotopulos, Springfield
18. **5-4-4-3: Numbers to Help Students Get Better Jobs** (repeated)
University Plaza - Arkansas Room
Presenter: Myra Thompson, Lincolnshire, IL
Sponsored by ACT, Inc.
19. **The Future of Keyboarding - Don't Throw Your Keyboard & Mouse Away Just Yet!** (repeated)
University Plaza - Illinois Room
Presenter: Al Roane, Mason, OH
Sponsored by South-Western/Thomson Learning
20. **Motivatin' Beats Aggravatin' - It's Positively Rewarding!** (repeated)
University Plaza - John Q Room
Presenters: Donna Dorsey, Diamond, and Pamela Marta, Neosho
21. **All Aspects of a Business/Organization: A Framework to Enhance Learning** (repeated)
University Plaza - Kansas A Room
Presenter: Susie Cox, Columbia
22. **Speech Recognition - Information, Tips, Strategies** (repeat of Session 12)
University Plaza - Missouri Room
Presenter: Bonnie Brockman, Springfield
Sponsored by Speaking Solutions, Inc.
23. **Teaching E-Business** (repeat of Session 13)
University Plaza - Oklahoma Room
Presenters: Janet Barnes and Gwen Greeves, Hazelwood
24. **Accounting Panel** (repeated)
University Plaza - Georgia Room
Presenters: TBD
Moderator, Jeff Romine, Kirksville
Sponsored by the Missouri Society of CPAs
25. **The Power of Digital Editing** (repeated)
University Plaza - Nebraska Room
Presenter: Linda Pruett, St. James

Wednesday, July 24, 2002 (Continued)

10:45 a.m. - 11:45 a.m.

CONCURRENT SESSIONS

26. Adult Education, DESE Update - New Reporting Procedures for Adult/Postsecondary Salary Reimbursement
University Plaza - Texas Room
Presenters: Arlene Broeker, Dennis Harden, Michelle Baumstark, and Jay Acock, Jefferson City
27. Postsecondary, Assessment of Career and Technical Education Programs
University Plaza - Kansas B Room
Panel Members: Karen Owen, St. Peters; T. S. Pennington, Lee's Summit; Vicki Schwinke, Linn; Nancy Zeliff, Maryville
Moderator: Betty Mudd, Jefferson City
28. 5-4-4-3: Numbers to Help Students Get Better Jobs (repeat of Session 18)
University Plaza - Arkansas Room
Presenter: Myra Thompson, Lincolnshire, IL
Sponsored by ACT, Inc.
29. The Future of Keyboarding - Don't Throw Your Keyboard & Mouse Away Just Yet!
(repeat of Session 19)
Presenter: Al Roane, Mason, OH
University Plaza - Illinois Room
Sponsored by South-Western/Thomson Learning
30. Motivatin' Beats Aggravatin' - It's Positively Rewarding! (repeat of Session 20)
University Plaza - John Q Room
Presenters: Donna Dorsey, Diamond, and Pamela Marta, Neosho
31. All Aspects of a Business/Organization: A Framework to Enhance Learning
(repeat of Session 21)
University Plaza - Kansas A
Presenter: Susie Cox, Columbia
32. New FBLA Advisers' Orientation
University Plaza - Missouri Room
Presenter: Carey Smith, Jefferson City
33. Word 2002! Did You Know?
University Plaza - Oklahoma Room
Presenter: Sharon Fisher-Larson, Janesville, WI
Sponsored by Glencoe/McGraw-Hill
34. Accounting Panel (repeat of Session 24)
University Plaza - Georgia Room
Presenters: TBD
Moderator: Jeff Romine, Kirksville
Sponsored by the Missouri Society of CPAs

Wednesday, July 24, 2002 (Continued)

10:45 a.m. - 11:45 a.m.

CONCURRENT SESSIONS

35. The Power of Digital Editing
(repeat of Session 25)
University Plaza - Nebraska Room
Presenter: Linda Pruett, St. James
- Noon-1:30 p.m.
- Joint MBEA/DPE Luncheon
(Advance Reservations Required)
University Plaza - Iowa Room
Speaker: TBD
- 1:45 p.m. - 2:45 p.m.
- ### CONCURRENT SESSIONS
36. Postsecondary, Articulating Online Completion Degrees
University Plaza - Texas Room
Presenter: Deb Powers, Maryville
37. Beyond Technology - Soft Skills Make a Difference (repeated)
University Plaza - Arkansas Room
Presenter: Beverly Block, Joplin
38. Teaching Skills Today for Tomorrow's Workplace (repeated)
University Plaza - Illinois Room
Presenters: Human Resources Panel
Moderator: Shela Lovewell, Springfield
39. Using a Team Approach in Keyboarding: Especially Useful for Block Classes (repeated)
University Plaza - John Q Room
Presenter: Zinna Bland, Warrensburg
40. Cisco Academy: Network Administration, Web Design, A+, and More
University Plaza - Kansas A Room
Presenter: Dianne Lee, St. Louis
41. Classroom Communication Survival
(repeat of Session 2 on 7/23)
University Plaza - Missouri Room
Presenter: Teri Buell, Springfield
42. . . . in the "Palm" of Your Hand (repeated)
University Plaza - Oklahoma Room
Presenters: Terry Ann Markway and Lora Hicks, Wildwood
43. Retired Professionals
University Plaza - Texas Room
Presenter: Neva Maddox Johnson, Springfield
Facilitator: Brenda Clinton, Valley Park

Wednesday, July 24, 2002 (Continued)

1:45 p.m. - 2:45 p.m.

CONCURRENT SESSIONS (Continued)

44. **Preparing for Third Cycle MSIP**
University Plaza - Georgia Room
Presenters: Carey Smith and
Arlene Broeker, Jefferson City
45. **How We All Benefit From Insurance -
A CD-ROM Free to Schools**
University Plaza - Nebraska Room
Presenter: Paul Heacock, Overland Park, KS
Sponsored by Baydon Solutions

2:30 p.m. - 3:15 p.m.

Refreshment Break

*University Plaza - Ballroom Lobby and
Convention Center Lobby*
Courtesy of EMC/Paradigm

3:00 p.m. - 4:00 p.m.

CONCURRENT SESSIONS

46. **Postsecondary, Teaching with the Brain
in Mind**
University Plaza - Texas Room
Presenter: James Pratt, Lee's Summit
47. **Beyond Technology - Soft Skills Make a
Difference** (repeat of Session 37)
University Plaza - Arkansas Room
Presenter: Beverly Block, Joplin
48. **Teaching Skills Today for Tomorrow's
Workplace** (repeat of Session 38)
University Plaza - Illinois Room
Presenters: Human Resources Panel
Moderator: Shela Lovewell, Springfield
49. **Using a Team Approach in Keyboarding:
Especially Useful for Block Classes**
(repeat of Session 39)
University Plaza - John Q Room
Presenter: Zinna Bland, Warrensburg
50. **Personal Finance: A Necessity for the Future**
University Plaza - Kansas A Room
Presenter: Brenda Broeker, Fredericktown
51. **"Beef Up" Introduction to Business**
University Plaza - Missouri Room
Presenter: Gay Holman, Odessa
52. **. . . in the "Palm" of Your Hand**
(repeat of Session 42)
University Plaza - Oklahoma Room
Presenters: Terry Ann Markway and
Lora Hicks, Wildwood

Wednesday, July 24, 2002 (Continued)

3:00 p.m. - 4:00 p.m.

CONCURRENT SESSIONS (Continued)

53. **National Board Certification for Career &
Technical Education**
University Plaza - Texas Room
Presenter: Chakita Jackson, Florissant
54. **Using Virtual Business Simulation**
University Plaza - Georgia Room
Presenters: Beverly Pettit, Willow Springs
55. **Accounting Issues and Tips**
University Plaza - Nebraska Room
Presenter: Jeff Romine and Deb Kerby,
Kirksville

3:30 p.m.

Missouri ACTE House of Delegates' Meeting
University Plaza - Arizona Room

4:00 p.m. - 5:30 p.m.

**All Division Session - Curriculum Alignment:
Best Practices**
Atrium Inn; 2550 North Glenstone
Presenter: Wesley Bird, Jefferson City

8:30 p.m.

Missouri ACTE All Division Social
Remington's Entertainment Complex
1655 W. Republic Road

Thursday, July 25, 2002

7:00 a.m. - 8:00 a.m.

"Birds of a Feather" Continental Breakfast
University Plaza - John Q Room
Courtesy of MBEA and MBEA Districts

Table Topics: Accounting, Business Law,
Business Technology, E-Business, Finance,
First-Year Teachers, Introduction to Business,
Middle School, Multimedia, Network
Administration, CMSU's BE&O 5200
Improvement of Instruction

Thursday, July 25, 2002 (Continued)

8:00 a.m. - 9:00 a.m.

CONCURRENT SESSIONS

56. **Teaching Economics**
University Plaza - Arkansas Room
Presenter: Sandi Bullington, Neosho
57. **MAP Your Students' Success**
University Plaza - Colorado Room
Presenter: Nancy Zeliff, Maryville
58. **Business Technology Open Forum**
University Plaza - Kansas A Room
Moderator: Arlene Broeker, Jefferson City
59. **Up and Coming Careers** (repeated)
University Plaza - Kansas B Room
Presenter: Holly Harber, Jefferson City
60. **International Business - Don't Get Left Behind**
(repeated)
University Plaza - Kansas C Room
Presenter: Carie, Samuel, Springfield
Sponsored by UPS Freight Services
61. **DTP Projects to Go!** (repeated)
University Plaza - Missouri Room
Presenter: Denise Herbers, Lee's Summit
62. **Court Reporting Is IT - Information Technology**
(repeated)
University Plaza - Texas Room
Presenter: Diana Taylor, Columbia, and
Debbie Reithmeyer, Lee's Summit
Sponsored by Missouri Court Reporters
Association
63. **Palms Up, Thumbs Up!** (repeated)
University Plaza - Arizona Room
Presenter: Toni Perdew, Hopkins

9:15 a.m. - 10:15 a.m.

CONCURRENT SESSIONS

64. **8 Seconds - Internet Marketing & E-Commerce Success**
University Plaza - Arkansas Room
Presenter: Kevin Karschnik, Austin, TX
Sponsored by ProsoftTraining/ComputerPrep
65. **Communication Tidbits, Cookies, and Hotlinks**
(repeat from 7/24)
University Plaza - Colorado Room
Presenter: Clarice Brantley, Pensacola, FL
66. **We're New and We CATER to You!**
University Plaza - John Q Room
Presenter: Judy Clark, Columbia

Thursday, July 25, 2002 (Continued)

9:15 a.m. - 10:15 a.m.

CONCURRENT SESSIONS (Continued)

67. **Writing Vocational Enhancement Grants**
University Plaza - Kansas A Room
Presenter: Don Walker, Jefferson City
68. **Up and Coming Careers**
(repeat of Session 59)
University Plaza - Kansas B Room
Presenter: Holly Harber, Jefferson City
69. **International Business - Don't Get Left Behind**
(repeat of Session 60)
University Plaza - Kansas C Room
Presenter: Carie Samuel, Springfield
Sponsored by UPS Freight Services
70. **DTP Projects to Go!** (repeat of Session 61)
University Plaza - Missouri Room
Presenter: Denise Herbers, Lee's Summit
71. **Court Reporting Is IT - Information Technology**
(repeat of Session 62)
University Plaza - Texas Room
Presenter: Diana Taylor, Columbia, and
Debbie Reithmeyer, Lee's Summit
Sponsored by the Missouri Court Reporters
Association
72. **Palms Up, Thumbs Up!** (repeat of Session 63)
University Plaza - Arizona Room
Presenter: Toni Perdew, Hopkins

8:00 a.m. - 10:15 a.m.

ROUNDTABLES

(Rotations at 8:00-8:30, 8:35-9:05, 9:10-9:40,
and 9:45-10:15)
All in University Plaza, Iowa Room

- R1. **Team Teaching Approach to Academic Integration**
Presenter: Eleanor Ellis, Sunset Hills
- R2. **Accounting: More Than Debits and Credits**
Presenter: Mark Burke, Raytown
- R3. **Fun with Field Trips**
Presenter: Ginny Miller, Independence
- R4. **Managing a Successful FBLA Chapter**
Presenter: Jeanette Wachter, Chaffee
- R5. **Middle School Business Education Free-For-All**
Presenter: Heath Hawkins, Dixon

Thursday, July 25, 2002 (Continued)

8:00 a.m. - 10:15 a.m.

ROUNDTABLES (Continued)

R6. Case in Point: Teaching Business Law

Presenter: Linda Dye, Washburn

R7. Creating Lifelong Portfolios for Business Tech
Work Program Students

Presenters: Cindy Schaeffer &
Donna McCarrison, St. Charles

R8. Employers' Expectations of High School
Graduates' Computer Skills

Presenters: Michelle Darby, Bolivar;
Gay Ragan and Kent Ragan, Springfield

R9. Postsecondary, Computing Curriculum 2001
and Two-Year College Report 2002

Presenter: T.S. Pennington, Lee's Summit

R10. Postsecondary, Internship: The Ship of
Success While Navigating Rough Waters

Presenter: Janie Blum, Hillsboro

10:30 a.m. - Noon

MBEA Closing Session

Business Meeting

DESE Business Education Update

University Plaza - Georgia Room

1:00 p.m.

Missouri ACTE Board of Directors Meeting

University Plaza, Colorado Room