**PRE-CONFERENCE SESSION**

**Sponsoring Division:**
Business

**Title of Presentation:**
New Business Teacher Seminar

**Presenter:**
DESE Business Education Staff and
Selected Teachers

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

**Brief Summary of Session:**
Topics will include 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.

**Dates and Times:**
Monday, July 26, 2004, 1:00 p.m. - 5:00 p.m.

**Location:**
University Plaza - Missouri Room

**Attendance Restricted to Division.**

**Pre-Registration Required.**
Registration form is on the business education
Website at http://dese.mo.gov/divcareered/business
ed_index.htm.

**Fee Charged:**
None

**Division Contact:**
Arlene Broeker
Supervisor of Business Education
Phone: 573-751-8679
E-Mail: Arlene.broeker@dese.mo.gov

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**PRE-CONFERENCE SESSION**

**Sponsoring Division:**
Business

**Title of Presentation:**
Hands-On Computer Workshops

**Presenter:**
Multiple Presenters

**Target Audience:**
MBEA Members

**Brief Summary of Sessions:**
Hands-on computer training for business software
applications - MS Access 2003, MS PowerPoint 2002,
Quia Web, MS Office 2003, Macromedia
Dreamweaver MX, and Macromedia Flash MX
(beginning and advanced) - will be conducted.
Specific computer workshops, their descriptions, and
a computer lab registration form are provided on the
MBEA Website at http://dese.mo.gov/divcareered/
conferences.htm#MBEA.

**Dates and Times:**
Monday, July 26, 2004, 5:00 p.m. - 7:00 p.m.
Tuesday, July 27, 2004, 8:00 a.m. - 10:00 a.m.

**Location:**
Technology Building at OTC and Glass Hall at
SMSU

**Attendance Restricted to Division.**

**Pre-Registration Required:**
Registration form is on the MBEA Website.

**Fee Charged:**
$20 per workshop

**Division Contact:**
Chakita Jackson
MBEA Secretary
Phone: 314-953-5200, Voice Mail 40633
E-Mail: bchakita@netscape.net
Sponsoring Division: Business
Title of Presentation: Tours of Springfield Businesses
Coordinator of Tours: Lynn Coffey
Target Audience: MBEA Members
Brief Summary of Session:
Tours of local Springfield businesses will be available to give business teachers the opportunity to see first-hand how procedures, workflow, office layout, and other details are managed. Specific companies, focus of the tours, and a registration form are provided on the MBEA Website at http://dese.mo.gov/divcareered/conferences.htm#MBEA.

Dates and Times:
Monday, July 26, 2004, 9:00 a.m. - 10:30 a.m.
Monday, July 26, 2004, 1:30 p.m. - 3:00 p.m.
Tuesday, July 27, 2004, 8:30 a.m.- 10:00 a.m.
Tuesday, July 27, 2004, 9:15 a.m. - 10:45 a.m.
Location:
See program on Website.
Attendance Restricted to Division.
Pre-Registration Required:
Registration form is on the MBEA Website.
Fee Charged:
None
Division Contact:
Chakita Jackson
MBEA Secretary
Phone: 314-953-5200, Voice Mail 40633
E-Mail: bchakita@netscape.net

Monday, July 26, 2004
9:00 a.m. - 10:30 a.m.
Tours of Springfield Businesses
T1 - Assemblies of God National Headquarters
T2 - Great Southern Bank
See registration form and descriptions at http://dese.mo.gov/divcareered/conferences.htm#MBEA.
(Advance registration required; no charge.)

9:30 a.m.
Missouri ACTE Board of Directors Meeting
University Plaza - Oklahoma

1:00 p.m. - 7:00 p.m.
Missouri ACTE Conference Registration and Exhibits
Springfield EXPO Center
635 St. Louis Street

Monday, July 26, 2004 (Continued)
1:00 p.m. - 4:00 p.m.
Division of Career Education Mentor Training
University Plaza - Illinois
If you wish to become a business education mentor and have not been through the training, please plan to attend this session or the one from 1-4 p.m. on Wednesday.

1:00 p.m. - 4:00 p.m.
MBEA Executive Board Meeting
University Plaza - Colorado

1:00 p.m. - 5:00 p.m.
New Business Teacher Seminar
University Plaza - Missouri
(Advance registration required; no charge.)
See form at http://dese.mo.gov/divcareered/conferences.htm#MBEA.
Monday, July 26, 2004 (Continued)

1:30 p.m. - 3:00 p.m.

Tours of Springfield Businesses
- T3 - City Utilities of Springfield
- T4 - Consumer Credit Counseling Service
- T5 - Great Southern Bank

See registration form and descriptions at [http://dese.mo.gov/divcareered/conferences.htm#MBEA](http://dese.mo.gov/divcareered/conferences.htm#MBEA).

(Advance registration required; no charge.)

Tuesday, July 27, 2004 (Continued)

8:00 a.m.

All Missouri ACTE Committee Meetings
*University Plaza - Colorado*

8:30 a.m. - 10:00 a.m.

Tours of Springfield Businesses
- T6 - City Utilities Creative Services
- T7 - Great Southern Bank

See registration form and descriptions at [http://dese.mo.gov/divcareered/conferences.htm#MBEA](http://dese.mo.gov/divcareered/conferences.htm#MBEA).

(Advance registration required; no charge)

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

Missouri ACTE New Professionals Reception
*University Plaza
  Oklahoma, Illinois, and Colorado*

9:15 a.m. - 10:45 a.m.

Tours of Springfield Business
- T8 - Assemblies of God National Headquarters

See registration form and descriptions at [http://dese.mo.gov/divcareered/conferences.htm#MBEA](http://dese.mo.gov/divcareered/conferences.htm#MBEA).

(Advance registration required; no charge)

12:30 p.m. - 1:30 p.m.

Food available in Springfield EXPO Center

All-Division Concurrent Session

Infectious Passion in the Workplace
*Springfield EXPO Center - Section C
  635 St. Louis Street*

Presenter: Bill Karlson

Program Evaluation
*Springfield EXPO Center - West Mezzanine
  635 St. Louis Street*

Presenter: Jim Spencer
Tuesday, July 27, 2004 (Continued)

1:00 p.m. - 6:00 p.m.

IC3 Certification Testing

University Plaza - Kansas A

All MBEA conference attendees and their guests can take advantage of this convenient and inexpensive opportunity to become IC3 certified while at the conference. Exams take less than one hour to complete. Pre-registration for the certification test(s) is available on-line at www.certiport.com. On-site registration will be available at the door or at Certiport's exhibit.

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

1. News & Notes for FBLA Advisers

University Plaza - Arizona

Presenter: Leslie Kerns, Jefferson City

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

2. IC3 Certification - Digital Literacy Standardization (Repeated 7/28)

University Plaza - Missouri

Presenter: Jeff Cope, American Fork, UT

Sponsored by Certiport, Inc.

3. Oh, Those Interrupted Days! (Repeated 7/29)

University Plaza - Colorado

Presenter, Donna Dorsey, Diamond

4. Resources @ MCCE: Resources for Your Classroom

University Plaza - Texas

Presenter: Cathy Kahoe, Warrensburg

Sponsored by Missouri Center for Career Education

5. Portfolios: Help Your Students Document Their Journey to Success

University Plaza - Georgia

Presenter: Kathy Hueste, Camdenton

Tuesday, July 27, 2004 (Continued)

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

MBEA Opening Session

University Plaza - Nebraska/Iowa

Greetings from FBLA

MBEA Awards Presentation

Take the Helm to Achieve "Hire" Quality

Keynote Presenter: Tim Border, Layton, UT

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

MBEA Reception for Awardees

University Plaza - Georgia

Courtesy of Glencoe/McGraw-Hill and South-Western/Thomson

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

All MBEA Committee Meetings

University Plaza - Arizona

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

MBEA First-Timers' Orientation

University Plaza - Arizona

6:30 p.m.

MBEA District Meetings (optional)

Locations to be determined by districts

Wednesday, July 28, 2004

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

"Birds of a Feather" Continental Breakfast

University Plaza - John Q

Table Topics: Business Law, Business Technology, CMSU Conference Credit, Communication, FBLA, Finance, Job Shadowing, Middle School, Missouri Business Contests, Multimedia, Network Administration, NWMSU Online Courses, 2004-2005 Mentors and Protégés.

Table hopping is permitted. Tables will also be available for those who just want to eat.
**MBEA Hands-On Computer Labs**

Ticket required. See registration form and descriptions at [http://dese.mo.gov/divcareered/conferences.htm#MBEA](http://dese.mo.gov/divcareered/conferences.htm#MBEA).

**Wednesday, July 28, 2004 (Continued)**

**8:00 a.m. - 6:00 p.m.**

<table>
<thead>
<tr>
<th>Event</th>
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<tbody>
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**8:15 a.m. - 9:15 a.m. - CONCURRENT SESSIONS**

   **University Plaza - Texas**
   Shawn Brice, Jefferson City

7. **(Postsecondary) Migrating to Windows 2003 (Part 1): An Introduction to Network Infrastructure**
   **University Plaza - Kansas B**
   Presenter: Glenn Murphy, Sedalia

8. **IC³ Certification - Digital Literacy Standardization (Repeat of 7/27)**
   **University Plaza - Arkansas**
   Presenter: Jeff Cope, American Fork, UT
   Sponsored by Certiport, Inc.

9. **Office XP: Mix, Mingle, and Integrate**
   **University Plaza - Illinois**
   Presenter: Sharon Fisher-Larson, Janesville, WI
   Sponsored by Glencoe/McGraw-Hill

10. **Digital Communication Tools - Speech, Handwriting, Tablet PC (Repeated)**
    **University Plaza - Missouri**
    Presenter: Bonnie Brockman, Springfield
    Sponsored by Speaking Solutions, Inc.

11. **Middle School Business Education**
    **University Plaza - Oklahoma**
    Presenter: Greg Getter, Orlando, FL
    Sponsored by Prentice Hall Publishing
Wednesday, July 28, 2004 (Continued)

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

12. Action Activities for Introduction to Business and International Business (Repeated)
   University Plaza - Georgia
   Presenter: Les Dlabay, Lake Forest, IL
   Sponsored by South-Western/Thomson

13. Digital Camera Projects (Repeated)
   University Plaza - Nebraska
   Presenters: Dan Swadley, Republic, and Julie Swadley, Fair Grove

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

14. (Adult Education) VUE Testing
   University Plaza - Texas
   Renee Riley, Carthage

   University Plaza - Kansas B
   Presenter: Glenn Murphy, Sedalia

16. Creating Resumes of "Hire" Quality (Repeated)
   University Plaza - Arkansas
   Presenters: Cindy Kenkel and Brenda Jones, Maryville

17. Taking Keyboarding to the Next Level with Digital Communication (Repeated)
   University Plaza - Illinois
   Presenter: Al Roane, Mason, OH
   Sponsored by South-Western/Thomson

18. FBLA - Member Motivation, Expenses & Organizational Traits
   University Plaza - John Q
   Presenter: Cindy Birdwell, Otterville

19. Digital Communication Tools - Speech, Handwriting, Tablet PC (Repeat)
   University Plaza - Missouri
   Presenter: Bonnie Brockman, Springfield
   Sponsored by Speaking Solutions, Inc.

Wednesday, July 28, 2004 (Continued)

9:30 a.m. - 10:30 a.m. - CONCURRENT SESSIONS (Continued)

20. What's in Your Computer? (Repeated)
   University Plaza - Oklahoma
   Presenter: Greg Getter, Orlando, FL
   Sponsored by Prentice Hall Publishing

21. Action Activities for Introduction to Business and International Business (Repeat)
   University Plaza - Georgia
   Presenter: Les Dlabay, Lake Forest, IL
   Sponsored by South-Western/Thomson

22. Digital Camera Projects (Repeat)
   University Plaza - Nebraska
   Presenters: Dan Swadley, Republic, and Julie Swadley, Fair Grove

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

23. (Adult Education) Community Education - Roundtable Discussion on Best Practices
   University Plaza - Texas
   Presenter: Pat Nowlin, Mexico

24. (Postsecondary) Improving Critical Business Skills Via Community Partnerships
   University Plaza - Kansas B
   Presenter: Sandra Byrd, Springfield

25. Creating Resumes of "Hire" Quality (Repeat)
   University Plaza - Arkansas
   Presenters: Cindy Kenkel and Brenda Jones, Maryville

26. Taking Keyboarding to the Next Level with Digital Communication (Repeat)
   University Plaza - Illinois
   Presenter: Al Roane, Mason, OH
   Sponsored by South-Western/Thomson

27. Integrating Assessment Tools into Your Computer Applications Course
   University Plaza - John Q
   Presenter: Kathi Cartwright, Maplewood
   Sponsored by EMC/Paradigm
Wednesday, July 28, 2004 (Continued)

10:45 a.m. - 11:45 a.m. - CONCURRENT SESSIONS
(Continued)

28. New FBLA Advisers’ Orientation
University Plaza - Missouri
Presenter: Leslie Kerns, Jefferson City

29. What's in Your Computer? (Repeat)
University Plaza - Oklahoma
Presenter: Greg Getter, Orlando, FL
Sponsored by Prentice Hall Publishing

30. Connect with TechConnect
University Plaza - Georgia
Presenter: Sharon Fisher-Larson, Janesville, WI
Sponsored by Glencoe/McGraw-Hill

31. Using the New Financial Management
Competencies
University Plaza - Nebraska
Presenter: Karon Tomerlin, Aurora, and Dana Hudson Shanfeld, Ballwin

Noon - 1:30 p.m.

JOINT DPE/MBEA LUNCHEON
University Plaza - Iowa

If Fat, Furry Worms Can Fly . . . .
Luncheon Speaker: Sharon Fisher-Larson, Janesville, WI
Sponsored by Glencoe/McGraw-Hill

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

Division of Career Education Mentor Training
University Plaza - Illinois

If you wish to become a business education mentor, have not been through the training,
and did not attend the session from 1-4 p.m.
on Monday, please plan to attend this session.

1:45 p.m. - 2:45 p.m. - CONCURRENT SESSIONS
(Continued)

32. (Postsecondary) Visual Basic.net: Tips and Tricks
University Plaza - Kansas B
Presenter: Russ Schupp, Sedalia

33. Handheld Computers in the Classroom
(Limited to 30) (Repeated)
University Plaza - Arkansas
Presenter, Stacey Franks, Jefferson City
Sponsored by Successlink

34. Junior Achievement: Preparing Youth for the World of Work
University Plaza - Georgia
Presenter: Sarapage McCorkle, Hazelwood
Sponsored by Junior Achievement

University Plaza - Kansas C
Presenter: Kim Miller, Hughesville

36. Preparing for Third Cycle MSIP
University Plaza - Missouri
Presenter: Carey Smith, Jefferson City

37. Getting Started with Digital Video
University Plaza - Oklahoma
Presenter: Cindy Reynolds, St. Charles

38. Retired Professionals
University Plaza - Texas
Presenter: Ron Schlimme, Columbia

39. Getting Off to the Right Start in Keyboarding
University Plaza - Georgia
Presenters: Mona Casady, Springfield, and Barbara Luna, Gainesville

40. Troubleshooting Computers in the Classroom (Repeated)
University Plaza - Nebraska
Presenter: Mike Garton, Springfield

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

Refreshment Break
University Plaza - Ballroom Lobby and Convention Center Lobby
Courtesy of EMC Paradigm
Wednesday, July 28, 2004 (Continued)

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

41. (Postsecondary) Tag - You’re It! Team-Teaching of E-Commerce Marketing
   University Plaza - Kansas B
   Presenters: Carol Schibi and Russ Schupp, Sedalia

42. Handheld Computers in the Classroom (Limited to 30) (Repeat)
   University Plaza - Arkansas
   Presenter: Stacey Franks, Jefferson City
   Sponsored by Successlink

43. Using the New Desktop Publishing/Multimedia Activity Module
   University Plaza - John Q.
   Presenter: Janet Barnes, Hazelwood

44. Self-Paced Learning with OnlineExpert
   University Plaza - Kansas C
   Presenter: Ron Weaver, Roswell, GA
   Sponsored by VTECS

45. Student-Generated School Web Site
   University Plaza - Missouri
   Presenter: Bob Bohning, Kansas City

46. Using Adobe Premiere to Create Digital Video
   University Plaza - Oklahoma
   Presenter: Cindy Reynolds, St. Charles

47. Middle School Panel Discussion
   University Plaza - Texas
   Moderator: Heath Hawkins, Waynesville

48. IT Hardware and Software Learning Processes
   University Plaza - Georgia
   Presenter: Joni Adkins, Maryville

49. Troubleshooting Computers in the Classroom (Repeat)
   University Plaza - Nebraska
   Presenter: Mike Garton, Springfield

Wednesday, July 28, 2004 (Continued)

3:30 p.m.

Missouri ACTE House of Delegates Meeting
   University Plaza - Arizona

8:30 p.m.

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

Thursday, July 29, 2004

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

"Birds of a Feather" Continental Breakfast
   University Plaza - John Q
   Table hopping is permitted. Tables will also be available for those who just want to eat.

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

IC³ Certification Testing
   University Plaza - Kansas A
   All MBEA conference attendees and their guests can take advantage of this convenient and inexpensive opportunity to become IC³ certified while at the conference. Exams take less than one hour to complete. Pre-registration for the certification test(s) is available at www.certiport.com. On-site registration will be available at the door or at Certiport's exhibit.

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

50. Broadcast Captioning - A Career with a Bright Future (Repeated)
   University Plaza - Arkansas
   Presenter: Judy Larson, St. Louis

51. Oh, Those Interrupted Days! (Repeat from 7/27)
   University Plaza - Colorado
   Presenter: Donna Dorsey, Diamond
8:00 a.m. - 9:00 a.m. - CONCURRENT SESSIONS

52. When Words Must Stand Alone (Repeated)
   University Plaza - Kansas B
   Presenter: Joyce Stohr, St. Joseph

53. Parliamentary Procedures - No Fear!
   University Plaza - Kansas C
   Presenter: Barbara Luna, Gainesville

54. Vocational Policies and Procedures
   University Plaza - Missouri
   Presenter: Arlene Broeker, Jefferson City

55. Credit Ins and Outs (Repeated)
   University Plaza - Texas
   Presenter: Tracey Blaue, Springfield
   Sponsored by Consumer Credit Counseling Service

56. Multimedia Projects (Repeated)
   University Plaza - Arizona
   Presenter: Martha Mangels, Oak Ridge

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

57. Broadcast Captioning - A Career with a Bright Future (Repeat)
   University Plaza - Arkansas
   Presenter: Judy Larson, St. Louis

58. Impacting Career Development with the Kuder® Career Planning System
   University Plaza - Colorado
   Presenter: Dana Cox, Adel, IA
   Sponsored by National Career Assessment Services, Inc.

59. Incorporating MAP Strategies into the Business Curriculum
   University Plaza - John Q
   Presenter: Shela Lovewell, Springfield

60. When Words Must Stand Alone (Repeat)
   University Plaza - Kansas B
   Presenter: Joyce Stohr, St. Joseph

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

61. Is National Board Certification for You?
   University Plaza - Kansas C
   Presenter: Tonya Holder, Carrollton

62. Writing Vocational Enhancement Grants
   University Plaza - Missouri
   Presenter: Don Walker, Jefferson City

63. Credit Ins and Outs (Repeat)
   University Plaza - Texas
   Presenter: Tracey Blaue, Springfield
   Sponsored by Consumer Credit Counseling Service

64. Multimedia Projects (Repeat)
   University Plaza - Arizona
   Presenter: Martha Mangels, Oak Ridge

ROUNDTABLES

University Plaza - Iowa

(Rotations at 8:00 a.m. - 8:30 a.m., 8:35 a.m. - 9:05 a.m., 9:10 a.m. - 9:40 a.m., 9:45 a.m. - 10:15 a.m.)

R1. Best Practices You Can Practice
   Presenter: Laura Taylor, Sedalia

R2. Assessment Strategies for Evaluating Speech Recognition
   Presenter: Bonnie Brockman, Springfield
   Sponsored by Speaking Solutions, Inc.

R3. Let Your Students Learn from a Job Shadow
   Presenter: Karen Wilde, St. Elizabeth

R4. Articulation Agreements/Dual Credit
   Presenter: Karen Owen, St. Peters

R5. Doing Business in the Classroom
   Presenter: Twana Hulen, Cairo

R6. The Business of “Junk”
   Presenters: Diana White, Mound City and Amber Oswald, Weston
Thursday, July 29, 2004 (Continued)

ROUNDTABLES (Continued)

University Plaza - Iowa

(Rotations at 8:00 a.m. - 8:30 a.m.,
8:35 a.m. - 9:05 a.m., 9:10 a.m. - 9:40 a.m.,
9:45 a.m. - 10:15 a.m.)

R7. Budget-Saving Business Tech Simulations
    Presenter: Teresa Harmon, Crystal City

R8. Love the Law!
    Presenter: Carol Rozier, Kaiser

R9. Accounting: Matching Methods to Students
    Presenters: Chris Fenske, Cassville and Lee Ann Morris, Monett

R10. ABC’s of Tablet PC’s
    (Available through 9:40 a.m. only)
    Presenter: Nancy Zeliff, Maryville

R11. Cool Techniques for Photoshop 7.0
    Presenter: Brenda Powell, Hughesville

R12. Infusing International Business into Your Curriculum
    Presenter: Sandra Bullington, Neosho

10:30 a.m. - Noon

MBEA Closing Session

University Plaza - Georgia

Greetings from PBL

Business Meeting

Do People Know You’re Achieving "Hire" Quality?

Presenter: Paul Wootten, Tipton

1:00 p.m.

Missouri ACTE Board of Directors Meeting

University Plaza - Colorado