

# THIS & THAT

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INVEST Issue, 2004

A Newsletter for Nebraska Business Educators

## INVEST Conference

*Preparing America's Future*

June 9, 2004—Holiday Inn, Kearney, NE



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### Monday, June 7

Need a different direction for your FBLA chapter? Need ideas for your new FBLA chapter? Then don't miss *Mapping It Out*, a training session custom-made for Nebraska FBLA advisers, offered at the INVEST Conference, Monday, June 7, from 1:00 to 8:30 p.m. Your Nebraska FBLA Board of Directors invites you to a fun, educational experience led by outstanding Nebraska advisers!

Focus sessions on developing a strong program of work, leadership development and competitive event strategies highlight the afternoon's activities. Following dinner, key chapter advisers will lead Table Top Topics; come with your ideas and questions.

To register for the workshop, simply check the box for the workshop dinner identified on the INVEST Conference registration form. Discover the Nebraska FBLA way by *Mapping It Out!*

### Tuesday, June 8

The opening session for Business Education begins at 8:30 a.m. at the Ramada Inn in Kearney with Mark Snyder of Stoney Creek, NC addressing *Skills 2004—Employer Expectations for the 21st Century Workforce*. A complete listing of the breakout sessions for Business Education can be found on page 4. Both secondary and post-secondary business educators have a wide variety of sessions from which to choose.

Because of the increased number of new business teachers in attendance last year, a networking session for teachers with three or less years of experience will once again be offered.

College preservice students, including recent graduates, are provided complimentary INVEST registrations (not including any conference meals or the Wednesday noon luncheon), without paying the \$75 registration fee. If you are working with student teachers or practicum students, please encourage them to attend.

### Wednesday, June 9

Matures, Boomers, Xers or Millennials—which one are you? Cam Marston's *Four Generations in the Workplace*

keynote at Wednesday's Opening Session will address today's workplace as a conglomeration of four very distinct generations of employees. Consultant, author, acclaimed speaker and enlightened Gen Xer, Marston has traveled the world with his message of improved multigenerational relations. Cam's optimistic vision of what's possible with a little generational enlightenment translates to a fun, high-impact, interactive, high-energy experience—always with a practical, down-to-earth "how-to" spin.

Sessions with an appeal to a wide audience will be held throughout Wednesday. Sessions of special interest to business educators being given by business educators include *Technology Academy of Northeast Nebraska*, Mickie Mueller; *Entrepreneurship*, Leland Henke; *Service Learning*, Barb Huls; and *Incorporating Career Clusters in Your Classroom*, Pat Olson. Mary Lynn Reiser will present *Enhancing Your Courses with Personal Finance Curriculum* and participants will receive the Financial Fitness curriculum developed by the National Council on Economic Education. Mark Snyder will offer sessions on *Learning Strategies*, *Cyber-Ethics*, and *Leave No Child (or Teacher) Behind*.

Extra special events include the luncheon, which is

included in your registration fee, exhibits by leading educational publishers and business/industry representatives, plus the social from 4 to 5 p.m.

### Thursday, June 10

Integration and application workshops will be held from 8 a.m. to 1 p.m. Just a few that you will want to consider include: *Basic Desktop Design*, *Come Build a Quality Technology Scope and Sequence*, *Handheld PDAs*, *Improved Reading Across the Curriculum* and *Middle School Economics and Entrepreneurship Curriculum*. Shelly Kort and Elsa Barr will once again offer a two-day speech recognition training for beginners at UNK (June 9 and 10). Karl Barksdale of SpeakingSolutions will offer a two-day training for intermediate speech recognition and Digitools (June 9 and 10) and a two-hour training on handwriting recognition (June 8).

When the preconference registration booklet arrives in the mail in early March, you will want to read the descriptions carefully to decide which workshop best meets your professional development needs.

Complete details for the INVEST Conference will be available in early March at [www.nde.state.ne.us/CTE](http://www.nde.state.ne.us/CTE) and on our business education web site.



A Newsletter for Nebraska Business Educators

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## INVEST CONFERENCE REMINDERS

Preparing  
America's Future



- ◆ Some time after March 1, you will receive a separate registration form mailed directly to you.
- ◆ The registration form will also be available on the CTE web site located at [www.nde.state.ne.us/CTE](http://www.nde.state.ne.us/CTE) as well as the BE

web site. An email message announcing the posting of the INVEST registration form on the web site will be shared on the nebused listserve.

- ◆ Please return the registration form by May 1. If your registration is postmarked after May 1, the cost of the registration jumps to \$85.
- ◆ Special room rates will be available at the Holiday Inn, Ramada Inn, Hampton Inn and Wingate Inn. The registration form will contain rate information. The Business Education sessions will be held at the Ramada Inn on Tuesday with all sessions on Wednesday being held at the

Holiday Inn. Sessions on Thursday will be held at various sites.

- ◆ The DPE Luncheon, Business Education Banquet and NSBEA Executive Committee meeting will all be held on Tuesday, June 8.
- ◆ Wayne State College will offer the INVEST Conference for three (3) hours of graduate credit. For more information, contact Dr. Patricia Arneson at Wayne State College, 800-228-9972, Ext. 7255, or email [paarnes1@wsc](mailto:paarnes1@wsc).

*See page 4 for Tentative Tuesday Conference Schedule*

## APPLICATION PROCESS FOR BEST AWARD



It is the policy of the Nebraska Department of Education not to discriminate on the basis of sex, disability, race, color, religion, marital status, age, or national origin in its education programs, admission policies, employment or other agency programs.

This newsletter was funded by the Carl D. Perkins Vocational and Applied Technology Educational Act, Grant #V048A1002700 with the State of Nebraska.

Products mentioned in this newsletter are not necessarily endorsed or recommended by the Nebraska Department of Education staff; products are mentioned for your information and review.

Once a business educator has received the BEST Award, he/she can continue to re-apply on an annual basis. First-time honorees will receive a special pin promoting Business Education's BEST in Nebraska. All honorees will receive recognition at the Business Education Banquet that will be held at 6:30 p.m. on Tuesday, June 8, at the Kearney Ramada Inn. Those recipients present at the banquet will receive special recognition and a BEST memento from our BEST sponsor, Larry Fuerst.

New this year will be the recognition of any business teacher who has received the BEST Award for ten consecutive years.

Only three conditions need to be met in order to make application for the award:

- (1) Membership in NBEA and NSBEA and
- (2) Must be a business education teacher in a secondary, postsecondary or four-year institution and
- (3) Must be able to compile 100 points on the application form. If you want to apply, complete the application form on page 3 or download the application form from [www.nde.state.ne.us/BUSED/behome.htm](http://www.nde.state.ne.us/BUSED/behome.htm)—click on *This & That Newsletters* and send it to our office by May 1.

All presentations, association offices held, inservices, workshops and conference attendance, etc., must have taken place between April 15, 2003, and April 14, 2004. Please note that the one point given for each two-hour inservice should **exclude** the inservice provided by your local school district at the beginning or end of the school year or on inservice days during the school year. Inservice during the summer months, weekends or evenings that is offered through the district can be counted.

A new component on the BEST form provides 10 points for National Teacher Certification and 10 points for sponsoring a team of students for the Fed Challenge.

To download the form, please go to [www.nde.state.ne.us/BUSED/behome.htm](http://www.nde.state.ne.us/BUSED/behome.htm)—click on *This & That Newsletters*.



# Business Education's BEST in Nebraska

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Name \_\_\_\_\_

Summer Address \_\_\_\_\_

Summer Phone \_\_\_\_\_

School/Institution \_\_\_\_\_

- Include activities from April 15, 2003 to April 14, 2004

- Please print using ink, type or download and complete. To download, click on the [BE web site](#) – click on "This & That".

- Add additional lines, if needed, on the back.

- Mail by **May 1** to:

**Bonnie Sibert, Director**  
**Business Education**  
**NE Dept. of Education**  
**PO Box 94987**  
**Lincoln, NE 68509-4987**

### Professional Membership

<input type="checkbox"/>	ACTE/ACTEN	(5)
<input type="checkbox"/>	NEA/NSEA & local ed assn	(5)
<input type="checkbox"/>	NBEA/M-PBEA	(5)
<input type="checkbox"/>	NSBEA	(5)
<input type="checkbox"/>	DPE	(5)
<input type="checkbox"/>	ISBE	(5)
<input type="checkbox"/>	NETA	(5)
<input type="checkbox"/>	Delta Kappa Gamma	(5)
<input type="checkbox"/>	Phi Delta Kappa	(5)
<input type="checkbox"/>	Local Chamber of Commerce	(5)
<input type="checkbox"/>	Others: _____	

### Identify Association Offices Held

_____	(10)
_____	(10)
_____	(10)
_____	(10)
_____	(10)

### Leadership

<input type="checkbox"/>	FBLA/PBL Adviser	(5)
<input type="checkbox"/>	Mock Trial Sponsor	(5)
<input type="checkbox"/>	Fed. Challenge Sponsor	(5)
<input type="checkbox"/>	School Improvement Team	(5)

### Awards/Honors

_____	(5)
_____	(5)
_____	(5)
<input type="checkbox"/>	Nat'l Teacher Certification (10)

### Presentations

_____	(5)
Date: _____	
Date: _____	(5)

### Published State Articles

_____	(5)
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Date: \_\_\_\_\_

Source: \_\_\_\_\_

Date: \_\_\_\_\_

Source: \_\_\_\_\_

Links Writing Team (5)

### Published National Articles

_____	(5)
Date: _____	
Source: _____	(5)

### Most Recent Graduate Degree

<input type="checkbox"/>	Masters	(10)
<input type="checkbox"/>	Education Specialist	(10)
<input type="checkbox"/>	Doctorate	(10)

**Graduate Credits** (Earned during current year; 1 pt. per credit hour)

Total Credits: \_\_\_\_\_

**Inservice** (Excluding local district's inservice; 1 pt. per 2 clock hours)

Topic \_\_\_\_\_

Total Inservice Points: \_\_\_\_\_

### Industry Certification

_____	(5)
_____	(5)
_____	(5)

Topic \_\_\_\_\_

Total Certification Points: \_\_\_\_\_

### Teachers Mentoring Teachers

(Secondary teachers only; 10 pts. per student teacher; enter student's name)

_____	(10)
_____	(10)
_____	(10)

### School Visit

_____	(2)
_____	(2)
_____	(2)

### Business Internship

(1 pt. per 4 hours)

Date: \_\_\_\_\_

Total Internship Points: \_\_\_\_\_

### Business/Industry Visit

_____	(2)
_____	(2)
_____	(2)

### Conferences

<input type="checkbox"/>	NETA	(5 per day)
<input type="checkbox"/>	Mt. Plains	(10)
<input type="checkbox"/>	INVEST Conf (5 per day)	
<input type="checkbox"/>	NSBEA Fall Conf.	(5)
<input type="checkbox"/>	NSBEA Spring Conf.	(5)
<input type="checkbox"/>	NBEA	(10)
<input type="checkbox"/>	ACTE	(10)
<input type="checkbox"/>	Midwest Internet	(5)
<input type="checkbox"/>	BE ESU Workshop	(5)
<input type="checkbox"/>	DPE Winter WOVWS	(5)

Others: \_\_\_\_\_

_____	(5)
_____	(5)

**TOTAL**

# TENTATIVE INVEST CONFERENCE SCHEDULE FOR BUSINESS EDUCATION AND MARKETING EDUCATION

**Monday, June 7 and Tuesday, June 8, 2004—Ramada Inn, Kearney**

## Monday, June 7

1:00—8:30

**Mapping It Out—FBLA Adviser Training** with a dinner break, presented by the Nebraska FBLA Board of Directors and local chapter advisers

## Tuesday, June 8

8:30

**Opening Session**— Individual Update Sessions for Business Education and Marketing Education

9:00 - 10:00

**Skills 2004—Employer Expectations for the 21<sup>st</sup> Century Workforce**, Mark Snyder, Stoney Creek, NC

Preparing students for the world of work in the 21st Century has added new dimensions to the challenges facing business, education, parents and students. The “Technological Workforce” that Fortune 100 companies must hire to remain competitive has proven to be very hard to find. This presentation defines the skill sets, attributes and training that hiring managers expect “Knowledge Workers” to have at their first job interview. Their expectations may surprise you.

10:30 - 11:30

**Strategies for Accounting Success**, Barbara Trent, Columbus, OH, sponsored by Glencoe McGraw-Hill

Add interest to your accounting classes with new strategies designed to motivate and encourage students to achieve their potential.

**Is It For You—Exploring Careers in Information Technology?**, John Jeanetta, AIM Institute; Cindy Grady, Midwest Center for Information Technology

Learn about current and projected trends in information technology and several useful practical tools to help students explore this dynamic career field.

11:30 - 1:00

**Lunch on your own or DPE Luncheon and Officer Installation**

1:00 – 2:00

**Speech, A Faster More Natural Alternative to Keyboarding**, Judy Grotrian, Peru College; Janet Lear, Jan Zimmerman, UNK

Speech recognition technology—What is speech recognition technology? Why should speech recognition technology be taught? What courses integrate speech recognition technology? What are the business education teachers’ perceptions of speech recognition technology in the business education curriculum? This session will inform you of the findings of the Nebraska Business Educators and the implementation of speech recognition technology.

**Using Peachtree Accounting to Add Pizazz**, Barbara Trent, Columbus, OH, sponsored by Glencoe McGraw-Hill

Using Peachtree Accounting will add interest to your accounting classes as well as provide students with real-world experience. Peachtree will prepare students for success in the workforce or in college accounting classes.

**Coordinating Effective and Legal Work Based Learning Experiences**, Carol Jurgens, NDE

This session will focus on the *Nebraska Work Based Learning (WBL) Coordination Techniques Guide*, a resource for teacher educators, secondary teacher/coordinators, career/technical directors, local administrators and guidance counselors who manage an instructional delivery system that combines school-based instruction with work-based training. Each participant will receive a copy of the *Guide* valued at \$40.

2:15 – 3:15

**Teaching By Design—An Introduction to Project-Based Learning**, Mark Snyder, Stoney Creek, NC

Project-Based Learning is a proven technique for teaching any skills-based class. The best strategy for teaching any skill is to teach PROCESS rather than CONTENT. This is especially true for anyone teaching computer skills. Introduction of new features does not necessarily result in the ability to APPLY those features to accomplish real-world work. Completing a project requires that specific features and skills be correctly applied to produce the finished product. This session introduces project-based instructional methods and materials.

2:15 – 4:30

**Handwriting XP Recognition**, Karl Barksdale, Provo, UT, Kearney High School—CAD Lab

See session description on page 5.

3:30 - 4:30

**New Teachers Network**, Bonnie Sibert, NDE

Business educators with 3 years or less of teaching experience will learn about a wealth of classroom resources and teaching strategies available for classroom use. Don’t miss this opportunity to network with your peers!

**Field trips**—TBA, 3:30—5:00

## 2004 INVEST Speech Recognition Workshops

### **Microsoft Handwriting (XP or 2003) and Microsoft OneNote Workshop** (half-day workshop)

Tuesday, June 8, 2004, 2:15 – 4:30 p.m.

Registration Fee: \$140 (maximum of 25)

Participants receive Wacom tablet, 2 books, tether and headset

Presenter: Karl Barksdale, Provo, UT

Location: Kearney High School—CAD Lab

This workshop will walk you step-by-step through the basics of Microsoft handwriting recognition and the new Microsoft OneNote products. Handwriting recognition allows students to turn their handwriting into typed text (15-30 wpm) and permits ink notes and sketches to be inserted into their documents. OneNote takes Microsoft handwriting recognition to the next level, combining keyboard and handwriting recognition for student academic and professional notetakers. If you currently have either Microsoft Office XP or are upgrading to Microsoft Office 2003, you will leave this workshop with everything you need to begin training your students immediately. But don't forget to bring your best penmanship!

### **Intermediate/Advanced Dragon NaturallySpeaking for Business Writers** (2-day workshop)

Wednesday, June 9 (8 – 4:30) and Thursday, June 10 (8 – 1)

Registration Fee: \$165 (maximum of 25)

Participants receive Dragon 7 Preferred, Advanced training manual and headset

Prerequisite: some knowledge and previous use of Dragon

Presenter: Karl Barksdale, Provo, UT

Location: Kearney High School—CAD Lab

Dragon NaturallySpeaking is a writer's tool and the professional speech recognition software of choice. It can double, triple and even quadruple productivity—in experienced hands! Albeit, writing with your voice can be intimidating and awkward at first. This training will remove that anxiety by helping you and your students to:

- Adjust Microsoft Office settings to maximize writing efficiency
- Increase voice writing and editing skills
- Solve grammatical and construction problems by voice
- Attack confusing terms and homonyms
- Take advantage of speech proofreading
- Format documents with efficient voice commands
- Develop speech outlines
- Create powerful business documents
- Take advantage of alternative, multiple and natural voice commands

You'll receive materials on how to teach advanced Dragon skills and improve the quality of student voice writing. (Please review your Nifty 50 before the session.)

On the second day of the workshop, DigiTools, assessment, curriculum sharing, troubleshooting tips, Q& A and continued Advanced Dragon NaturallySpeaking strategies will be addressed.

DigiTools, an innovative program first developed in Washington State, seeks to upgrade and revitalize entry-level high school business classes and inspire students to take additional business education courses. But have you ever wondered how on earth you can approach all of the Nebraska Framework goals and business instructional objectives in a single entry-level business courses. For example, we must address:

- Input Technologies like keyboarding, handwriting recognition, notetaking, speech recognition
- Computer Operating Basics and File Management for desktops, laptops, PDAs and tablet PCs
- Office Application Solutions such as Microsoft Word, PowerPoint, Excel, Access and Outlook
- Online and Research Basics involving Internet/intranet skills and Web design
- Career Basics involving the 16 career clusters, preparation of a personal employment portfolio and application documents and preparation for employment
- No Child Left Behind & Academic Skills

Whew, a very tall order. While it is impossible to teach everything, DigiTools seeks to strike the proper instructional balance by preparing students for career and academic success. Designed for 9th or 10th grade students, DigiTools has implications for computer education courses from K-12 through the college ranks. DigiTools is designed to be the funnel through which elementary and middle schools skills are consolidated and provides the foundation upon which upper-senior high school and college business education programs are based.

**Beginning Speech Recognition Training** (two-day workshop)

Wednesday, June 9 (8 – 4:30) and Thursday, June 10 (8 – 1)

Registration Fee: \$165 (maximum of 25 participants)

Participants receive Dragon NaturallySpeaking 7.0, textbook and headset

Location: UNK – 2nd Floor Computer Lab, West Center

Presenters: Shelly Kort, Elsa Barr, Central Community College-Hastings

Facilitator: Janet Lear, University of NE-Kearney

In this two-day course designed for beginners, you will use Dragon NaturallySpeaking 7.0 and the Nifty Fifty curriculum to learn the ten basic skills of speech recognition and how to teach them! Registration fee includes Dragon NaturallySpeaking, Version 7, textbook and headset.