



Arkansas Business Educator

Spring 2009

The official publication of the Arkansas Business Education Association

Letter From The President

ABEA Has Gone Wild!

I hope you have had a productive and eventful year. It is that time again to begin choosing professional development that best meets your needs. The Arkansas Business Education Association has planned for you a conference that is full of wild ideas for your knapsack of teaching tools. Join us on August 4-5 at the Hot Springs Convention Center to obtain a safari of ideas. The conference will begin August 4 with registration at 11:00 a.m. followed by the First General Session at 1:00 p.m.



Registration and hotel information may be found online at www.abea.us. When you make your hotel reservation, please be sure you request the ABEA room block and discount. The room block and discount will be available from August 1 through August 5. The Department of Workforce Education will be distributing your *Business & Marketing Technology Program Update Book* with the ABEA conference materials.

This year's conference will again have *Bring Your Own Laptop* sessions to help prepare you for working with new software such as Office 2007 as well as Adobe products. Laptop sessions will cost you only \$10 per session. For you to get the most from these laptop sessions you should provide your own laptop with the appropriate software installed. These sessions will be held at the Embassy Suites in the Salons. Laptop sessions will be conducted on Monday, August 3 and Tuesday, August 4 from 6:00-8:00 p.m.

We will be offering 5-6 interest sessions per hour for you to choose from. Lesia Edwards, President Elect, has composed a splendid set of interest sessions with articulate presenters and varied topics. I feel confident that you will find topics germane to your subject regardless of what you teach.

Mark your calendars now to join us for a wild adventure! Come prepared to find new ways of taming your digital natives and discover a safari of ideas to implement during the 2009-2010 school year. I hope to see all of you soon.

Carrie Bengston
ABEA President 2008-2009

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2009 ABEA Conference August 4-5, 2009 Registration Form

Please Key or Print Text

Name: _____ **Name for Badge:** _____

Home Address: _____ **Home Phone:** _____

City: _____ **State:** _____ **Zip:** _____

School: _____ **School Phone:** _____

School Address: _____ **E-Mail Address:** _____

County of School: _____ (District where your school is located: I, II, III, IV, V, VI)

Conference Registration

ABEA Members	\$60.00	\$ _____
Students/Interns/Retired Teachers.....	\$20.00	\$ _____
Non-members.....	\$120.00	\$ _____
Computer Workshop (\$10 fee per workshop)..... (Please see the computer workshop list below)	\$10.00	\$ _____
ABEA membership dues.....	\$20.00	\$ _____
Students/Interns membership dues.....	\$10.00	\$ _____
Total—Make Checks Payable to ABEA		\$ _____

Your conference registration fee includes the ABEA Luncheon on Wednesday, August 5, 2009.

Please indicate if you plan to attend the ABEA Luncheon Yes _____ No _____

Computer Workshops \$10 Fee Per Workshop

NOTE: Attendees MUST provide their own laptops and software.

Monday, August 3

6:00 p.m. - 8:00 p.m. Photoshop CS3 MovieMaker Word 2007

Tuesday, August 4

5:30 p.m. - 7:30 p.m. Dreamweaver PowerPoint 2007 Excel 2007

Kerry Eliason, 2009 ABEA Treasurer
28 CR 7670 Road
Brookland, AR 72417
870-268-0334

PLEASE NOTE:
On-site registration is \$100.
Please have your registration in by
July 18, 2009 to prevent on-site
registration fees.

**2009 ABEA Annual Conference
Embassy Suites & Hot Springs Convention Center
Hot Springs, Arkansas – August 4-5, 2009**

Conference Hotel Reservation

Embassy Suites – 400 Convention Boulevard
Call the Embassy Suites at – 1.501.624.9200 OR
1.800.EMBASSY

Request the rate for
Arkansas Business Education Association or **ABEA**

Single \$134 Triple \$154
Double \$144 Quad \$164

10 Rooms Blocked for ABEA on August 2 (in conjunction with ACTE)

35 Rooms Blocked for ABEA on August 3

45 Rooms Blocked for ABEA on August 4

Deadline for Conference Hotel Rates is **July 3, 2009**

Space and rate cannot be guaranteed after this date

Check-in time is 3:00 pm and check-out time is 12 noon

Other Hotels Available Nearby:

Clarion Resort on the Lake
501.525.1391

Austin Hotel
501.623.6600

The Downtowner
501.624.5521

The Arlington
501.623.7771



This is a special issue of the *ABE* that features helpful teaching tips from business and marketing teachers across Arkansas.

General Classroom Tips

Student Information File

I keep a recipe card box that includes a 3 x 5 card on each student. Each student's name, address, phone number and parent's names are included on this card. In addition, I also keep up if a student has had any disciplinary actions taken, failure to turn in homework, etc. When we have parent/teacher conferences, all of the information I may need the parent to be aware of is on the card or if I need to get in touch with the parent after 5 or more infractions, I can take the card to the office with me to contact the parent and have the information with me. Kathy Baldrige, Buffalo Island Central Jr. High

Evaluate the Teacher

At the end of the semester, I have my kids evaluate ME! They turn in an evaluation sheet I've given them to complete. They put them in a folder WITHOUT their names on it. This gives them a chance to voice their opinions and suggestions for me to improve as a teacher. I'd bet 99 out of 100 are serious about what they complete. Mary Vitro, Lakeside High School

Quia Review and Quiz Site

I use www.quia.com quite a bit. I subscribe to it and make my own reviews and quizzes. However, any teacher or student can pull up the website and go to shared activities and find hundreds of games, quizzes, etc. You can search by subject or by textbook (even chapter) to find corresponding games, such as: hangman for vocabulary, Who Wants to be a Millionaire, Battleship, etc. If some students finish their work early, I suggest they look for review games in other subjects in which they may be having trouble. I teach Business Law, Management, Accounting, and Workplace Readiness. There are activities on all of these subjects that are already made for the students! Stephanie Smith, Sheridan High School

Community Pencil Cup

This is a very useful classroom management tip. I have a "pencil cup". Since I teach a computer class, students never bring pencils. On days of tests or quizzes, I put on the board, "PENCIL TODAY." This lets the students know to take a pencil from the pencil cup BEFORE the tardy bell rings if they don't have one. I do not let them go to their lockers for a pencil. I told them at the beginning of the year that I donate only 10 pencils the whole semester. It is up to them to turn them back in to me so they will have them for next time. I started out with 10 pencils, and have ended up with 13! The kids respect my rule and even donate pencils that they find around the school. Heather Moon, Kimmons Junior High School

Student Photos in Sub Plans

I find it very helpful to take digital pictures of my students and then placing these pictures on my seating chart as (1) a visual for learning names with faces, (2) quick roll check for me each period, (3) and as a big help for roll check for substitute teachers so students don't change seats when I am absent. Linda Burns, Southside High School

Extra Daily Assignment

I always have an assignment other than the daily assignment so that students who finish early, have something to work on and are not tempted to get on games. Good classroom management technique. Terri McJunkins, Nashville High School

General Classroom Tips

Peer Tutoring

I like use peer tutoring when a student has been absent or when there is a difficult assignment for my Special Needs students. I pair them in groups and have them interact with different people that they wouldn't normally associate with during their free time. I have them do vocabulary banks and share the work. Students quiz one another for the test coming up for that particular lesson and they make out test questions for me to use in the review process for end of course testing. I get my multimedia class to complete the PowerPoint and we use it as a means of study. I pair the popular students with a special needs student in their group and I have GREAT students who love to share their knowledge. With this perspective, students are not only teaching what they have learned, but they are also reviewing for the exam as well by repetition of the use of their knowledge. I also find a way for students to interact with one another in each software in CBA by asking them to use the class to create tables, spreadsheets, databases, PowerPoints and such. The students love the projects they create, because it's them showcasing their knowledge. Felicia Forte, Foreman High School

Stump The Teacher

This is an excellent way to get students to read "without knowing it". First, teachers should preview the text with students. Read headings, illustrations, charts, and etc. Next, break the text into sections (1-3 pages). Teacher and students then read the same piece of text. After sufficient amount of time to read, teacher closes their book and informs the class they now have 2-3 minutes to quiz the teacher on the material read. Questions must be about content of reading. If a student stumps the teacher, they receive 5 points, or partial credit (ask for a volunteer score keeper). Once the timer goes off, it is time for the students to close their books and for the teacher to quiz them. There is no penalty for a wrong answer. The result of the activity is that students read fairly thoroughly in attempt to stump the teacher. They will even re-read the text. Can you believe it? I love using this activity; however, I would use it with other reading strategies so that it does not get old. Ben Lewis, Bentonville High School

Using a Softer Voice in the Classroom

Train your students to a softer voice instead of a louder voice. Be the voice that is different. The louder students get - the softer I speak. Very soon - just started teaching this year - I became the teacher with a different voice. Everyone is screaming in our society today at these kids. I learned with my own children that I had to be the voice that was different. They will love it. It is my way of demonstrating respect and what I expect from them - respect in return. The more upset they are, the more I want them to stop, think, and speak softly with guarded words. Hope this helps. I have not had to refer one student out of my class for discipline. I tried to get their respect before I ask them to learn anything from me. It is my opinion that no one has the right to teach someone they do not or cannot love and respect is something is missing right now in so much of our life. Janice Marie, Brinkley High School

Puzzle on Top of A Test

When giving a test, always attach or staple a puzzle (Suduko, Newspaper, etc.) on top of their test as their cover sheet. Upon completion of their test they are to work quietly on the Sudoko to assist with math curriculum teaching. You can also have Friday Essays. The students have to pick an article from the newspaper, magazine, or Internet and do a summary of what they read. If time permits allow students time for oral reports. This method improves student understanding of composing a well thought-out summary. A tip by Marilake Gibson, Retired FACS Teacher at Foreman High School. Submitted by Felicia Forte, Foreman High School

Desktop Publishing Tips

Desktop Publishing Notebook Project

In Desktop Publishing, I give students a copy of words or techniques that are covered in the frameworks. Then I have students cut out, of old magazines, an example of the techniques and organize them into a folder or notebook. Angie and I refer to this activity as the notebook project. I do something similar to that in MMA, where they create a PowerPoint on MMA terms. Terri McJunkins, Nashville High School

"Still-Life" Photography Assignment

In Desktop Publishing and Multimedia, I have my students complete a photography assignment. For the last 2-3 years, I've set up 15-20 "still-life" stations. The students will have to choose at least 10 of the stations and photograph the objects. They can arrange the objects however they want. We have already discussed angles, perspective, etc. Some stations may be required. Students with more experience can be given different requirements. Assignments sheets, examples, and a list of ideas for stations is available on the desktop publishing page at techtipswarehouse.com. Ann Ware, Bald Knob High School

Family Crest Project

Desktop Publishing I Frameworks Unit 4: Graphics (Several frameworks could be applied to this assignment 4.2.1, 4.2.2, 4.3.1, 4.3.2, 4.3.3, 4.4.1, 4.4.2, 4.7.1). I require my DTP students to create a family crest. This website has examples for them to view and get ideas <http://www.heraldry.ws/>. They must incorporate shapes, graphics, and text; this assignment also teaches about grouping, layering, colors, file formats. Other frameworks can be incorporated as applicable. Students use this in a family newsletter as one of their required graphics; in the spring they create a digital scrapbook about themselves and include this in the family section. This is a favorite assignment for the kids; everyone has the same rubric but each is different because of their own creative ideas. Jan Lusk, Highland High School

Word Illustrations Poster

Have students search for examples on the internet that portrays the meanings of words. For instance: pixellation, process and spot colors, types of printers, etc. Students learn by reading about the words, searching for images to display their work and reviewing other students work after it is placed on a bulletin board for all to look at. I had my students do a blind vote on the poster that best portrayed the meaning and gave them a small prize (1 prize from each topic and each classroom). Rhonda Mashburn, Jonesboro High School

PIXresizer

PIXresizer is a free program that is excellent in the DTP classroom for resizing graphics and teaching different graphics file extensions/formats. It is very easy to use with single and multiple graphics. The default size is the recommended size for emailed graphics so that they are the correct size for single screen viewing. Download from: <http://bluefive.pair.com/pixresizer.htm> Carolyn McNeely, Gosnell High School

Excel Tips

Excel Crossword Puzzle Activity

In Computer Business Applications, I teach the kids how to make a crossword puzzle using Excel. By doing this, we learn how to change row height and column width; add comments; and create conditional formulas. After the kids create the puzzle, they print the solution, delete the answer, and then switch places and work each others puzzles. They use the words from the frameworks vocabulary. Carole Anderson, DeWitt High School

Smarties Excel Activity

While we are working through Excel, once a week I give each student Smarties as they walk into class. They have to create a spreadsheet that they will add to during the whole Unit. I don't give them to the students on the same day each week and sometimes give them two in a week. They will format the spreadsheet, insert pictures, create charts, and change fonts. Erin Rappold, Mayflower High School

Business Law Tip

Business Law Phone Activity

This may be good if you teach something other than software studies. It really gets most students' attention and is "fun" to do because of its unrehearsed nature and the laughter and disbelief of those you call. When discussing a topic or a type of business, think of a local business to dial up IN CLASS with the speaker phone on. Tell the business up front that you are a business teacher calling from a high school classroom with the speakerphone on. Inform them that you want your students to hear something on the topic you are discussing. Brace yourself for the initial response of laughter and "you are what, calling from where?" Hopefully you have reached the owner or manager, or someone who knows what you are talking about. Then simply ask a few questions and carry on a conversation with this unknown person. The students may have questions also If not, thank the person and try another number! It is a fun learning experience. Throw the students the telephone book and have them look up a number from the yellow pages of a business that sounds like what you want. I called a bail bond service when on the topic of bail in business law and a collection agency when on the topic of accounts receivable and uncollectible accounts during accounting. Always ask how much they charge for their services. You could call an arbitrator or mediator when on those topics in business law. We called a local insurance company when on the topic of credit to see if they used a person's credit score in determining the premiums of insurance policies. You could also ask the same question concerning employment of a human resource department to see if they check the credit score of job applicants. Call a union when covering employment law or collective bargaining, a real estate agent or modeling agency when on the topic of agency, an abstract office when on the topic of adverse possession or title insurance, a lawnmower repair service when defining an artisan's lien, and a repossession service when on secured debts. Good luck and have fun while learning! Grant Williams, Harrison High School

Keyboarding Tips

Keyboarding Wiki

I teach 7th grade keyboarding. I wanted the students to be able to play typing games online without spending 10 minutes typing in the URL (especially at the beginning of the year when they are just learning to type). So I created my own wiki, which is not only a class website, but it also has links to tons of typing games, literacy games, and math games found all over the Internet. Now, the kids only have to memorize one website and spend the rest of their time not only learning, but having fun as well! The address (do not type www): moonkey.pbwiki.com Heather Moon, Kimmons Junior High School

Keyboarding Literacy Technique

I obtained a list of spelling words from our remediation teacher. I have had my students type these with the keyboards covered and the monitors off. They flipped!! Each week, they will have a test over the new list - keyboards covered, monitors off. I am also using a list of dinosaur names - talk about hard! I have the keyboards covered and the monitors off. I'm not timing them on these, but they have to type the list twice and get fewer mistakes on the 2nd list. Misty Christian, Mountainburg Middle School

General Classroom Tips

(continued from pages 2-3)

Exit Slips Literacy Strategy

I learned this tip from our district Literacy Coach. This is considered a low stakes literacy strategy because it involves writing and communicating through a written medium; but it isn't graded or critiqued. I keep a stack of colored index cards on my desk, we call them Exit Slips. When I cover difficult material in Accounting, Business Law, Desktop Publishing or Management, I will pass out the index cards at the end of the period and ask students to write down things they understand, or don't understand and turn them in. This is a quick two minute activity and it gives me insight on what I need to review or re-teach the next day. I was skeptical when I first starting using the exit slips, but it has given students another mode to communicate understanding and it is working. Most days, I start with the exit slips that have questions from previous lessons. Students feel like they are part of the instruction and they have started utilizing the exit slips more and more.
Jennifer Curry, Pottsville High School

Better Seating Charts

1. Create seating arrangement of classroom or lab (use program of choice)
2. Print on NEON YELLOW colored paper
3. Print one for each class
4. Laminate (reusable)
5. Key student names on a label (blank paper that you will just cut out...can use label setup, makes things easier) that will fit in the slots created in step #1
6. Laminate
7. Cut out student names, using double sided tape place names at appropriate seats (Step #4)

Now place the completed Seating Charts in page protectors and label by classes. Seating Charts will always up-to-date. Should a student need to be moved, it is done very easily. Also, by using NEON colored paper when running a copy, it comes out like a regular copy instead of a dark copy. Normally copies made from colored paper are dark...HINT...not if it is NEON YELLOW!

Many substitutes and teachers have told me they love the seating charts. It easily identifies each student and I can also leave little notes on individual students if the need warrants (diabetic, asthma, etc). Using Neon YELLOW Paper will help identify Teacher Materials quickly, yet will allow copying without interfering with the integrity of the color of the duplicate. Patty Nowlen, Monticello Middle School

Mark Your Calendars!

PBL National Leadership Conference Anaheim, CA June 20-23, 2009	FBLA National Leadership Conference Anaheim, CA June 25-28, 2009	Arkansas ACTE Conference Hot Springs, AR August 2-4, 2009	ABEA Conference Hot Springs, AR August 4-5, 2009	SBEA 2009 Convention Huntsville, AL October 21-24, 2009
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