

MICHIGAN BUSINESS EDUCATION ASSOCIATION



Educating business educators from around
the State of Michigan

MBEA TODAY

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COLLEEN WEBB

MBEA President



News & Notes from the President's Desk...

Our educational world certainly has changed in the last year-plus, but MBEA is shining brighter than ever for you, our members.

December Virtual Summit

Out of necessity, we transformed our yearly face-to-face convention into our very first virtual event, with noted keynote speaker, Corrine Hoisington, who was sponsored by National Geographic—Cengage and Certiport. Also thank you to our partners CEV MultiMedia, Dr. David Brown, Risk Management, Ferris State University, Northwood University, MICE, Stukent, and Banzai.

MBEA.ORG

Thanks to the dedication and hard work of Board Member Rob Yoder, our new website, MBEA.org is up and running. We are so happy to announce that you will be able to renew your membership,

register for our events, and pay online, or if you prefer, your administrator can pay for your event once you have registered. We will continue to add to our website.

SUMMER BOOT CAMP 2021

Our Summer Boot Camp registration, June 21-24, on the campus of Northwood University, is now open—visit our website for more information along with Ronalyn and Joyce’s articles within this newsletter. Should anyone have any questions about Summer Boot Camp, please feel free to contact me.

FALL CONVENTION 2021

Frankenmuth’s Bavarian Inn Lodge and Conference Center will be the site of the 2021 MBEA Fall Convention, November 10-12. The [Call for Presenters](#) has been released—and you can find it by clicking the link above.

From the feedback we received after the December Virtual Summit, some of you have great ideas for topics at our conventions, but we need your help! Please reach out to your network and ask them to present their knowledge and experiences. Do you have another colleague that has great things to share? Please fill out a Call for Presenters form and co-present a session to share your knowledge and expertise together!

This year, our convention theme is “Illuminating the Pathway.” As in past years, MBEA would like to recognize the work of our students and teachers through the preparation of our convention program, and our cover and marketing campaign competitions. . . please volunteer to create our convention program cover for 2021, again showcasing Michigan CTE programs, students, and teachers.

The cover contest: have your class design a cover that will be used on the 2021 Convention Program—the student and teacher will be recognized during the opening session on Thursday, November 11.

The **marketing promotional campaign contest** will help us market our convention to our membership. This contest will contain all the marketing materials that we will need such as press releases, promotional items to be used on our social media platforms, etc. The winner of this contest—student and teacher will also be recognized during the opening session on Thursday, November 11.

Please see the [contest flyers](#) and the deadline to submit is Friday, June 11.

Please, if you have any questions or concerns, feel free to contact me at webb6164@gmail.com.

Best,

Colleen Webb

MBEA President



Summer Boot Camp Registration

If you have not checked out our new improved MBEA website (www.MBEA.org), you are in for a surprise! It is amazingly easy to use and will make registering for Summer Boot Camp a snap.

Select the "Summer Boot Camp" tab and then select registration. It is then simply a matter of choosing how many days you plan to attend. The more days you attend the lower the price will be for each day. After selecting the number of days you will be attending, mark which day or days you will be coming. Remember you will only have access to the materials for the day(s) you have paid for.

Be sure to include your PIC number for the included SCECHs. After you have finished filling out the form click on "Add to cart" you can continue shopping or proceed to checkout.

Don't forget you must be a current MBEA member to register, so if you have not paid your membership dues for 2021 please add your membership dues to the cart as well.

If you are paying your registration and/or membership dues using a credit/debit card or PayPal your receipt will be automatically generated within seconds and emailed to you. If you are paying with a check your receipt will be generated and emailed to you after your check is received.

If someone else is paying your registration fees, such as your school district, make sure your name is placed in the ship to area. And remember, if you need lodging, reservations

New BMA Competencies at Summer Boot Camp

Make sure you take the opportunity this summer to dive into the new BMA competencies and performance indicators under the new Perkins V and Career Pathways Updates, which will be out this spring/summer. The first three days of MBEA's Summer Boot Camp in Midland will allow you to work in small groups to unpack the new competencies and collaborate to share/develop resources for your BMA program. Members who have attended in previous years when new competencies were unveiled found that the concentrated time to focus on these new competencies and performance indicators gave them a head start on preparing to regenerate and revitalize their programs for the fall.

In addition, you may want to consider a fourth day of Boot Camp, where you can get ideas to fulfill your CTE program's quality Work-Based Learning requirements. On this day, participants will seek to understand the work-based learning continuum to allow sustained interactions with employers or professionals or "simulated environments that foster in-depth, first-hand engagement with the tasks required of a given career field." The continuum grid will be explored, following it through the Career Awareness, Career Exploration, Career Preparation, and Career Training/Youth Apprenticeship progression. Ideas/suggestions for each step on the continuum will be discussed and experiences shared. For instance, where would BPA Legacy Launchers fit into the Work-Based Learning continuum?

I think you will find that the MBEA Summer

are made directly with the hotel or visit [Fairfield Inn and Suites by Marriott](#) or [NADA Hotel and Conference Center](#) or email the FRONTDESKNADA@northwood.edu or spaeth@northwood.edu. The last day to book hotel rooms is **Friday, May 28**.

Be sure to check out the descriptions of all the sessions and pick any that will help you with the 2021/2022 school year! It looks like it will be another informative and helpful Summer Boot Camp!

Hurry and register today before Summer Boot Camp fills up! The last day to register is **May 31 by 4:00 PM**.

Boot Camp experience is unlike any other professional development experience, as you will be able to explore BMA along with your colleagues from around the state, learning from one another and redesigning many aspects of your BMA program.



PATRICIA PEARSON
Membership Director



MICHAEL CATTANI
MBEA Board Member at Large



Virtually Building Relationships with Students

How do you form bonds of trust and respect with students you only see in person a few days a week or not at all? Some ideas of ways to build meaningful relationships and connect with students virtually.

- Make time to engage them one-on-one in conversations (5 minutes)
- Ask the student how they feel about their progress—tell them periodically how you feel about their progress
- Provide structure- let them know what is expected of them
- Group discussions regarding expectations (teacher and student)
- Show genuine interest in your students and their lives by asking them questions in a group setting (allow them to share their interests and passions and tell stories)
- Less negativity and more positivity
- Make learning fun!

Remember connecting with each other is what gives meaning to our lives

MBEA AWARDS 2021

Do you know colleagues who have exhibited excellence in their business education classrooms? Do you know an individual or organization who has excelled in service to business education and MBEA? If so, please consider nominating for three awards!

Recognition of Service Award: This award is presented to an individual/organization who has excelled in service to business education and MBEA in the state of Michigan.

Emerging Professional Business Educator Award: This award is presented to a middle or high school business teacher in Michigan who has taught at least two years, but no more than six years.

Outstanding Contributions to Business Education by a Business Teacher: This award is presented to a current member in good standing who demonstrates excellence in the middle school, secondary or post-secondary classroom.

Nomination guidelines can be found at:

<https://www.mbea.org/awards/>

The deadline to nominate is Friday, June 25, 2021.

If you have any questions, please contact Mike Cattani, MBEA Upper Peninsula Representative, at principal.staa@gmail.com



Excel 2019/365 Certification Tips

I recently attended the 2021 NBEA Hybrid Convention and wanted to share some of my “takeaways” pertaining to certifying in both the Excel 2019/365 and Excel Expert 2019/365. I admit that even though I certified in Excel 2019/365 in August 2020, I forgot about some of these items that Chadwick Springer and Carrie Leffler from Auburn University shared.

I also learned about a few new features with Excel such as the formula SWITCH, funnel chart, box and whisker chart, maps, and 3D map. Maps were fun to play with and I'm going to incorporate this into my International Business assignment this year.

Before I list some of my takeaways, I do want to say that if you can ever attend the NBEA convention either face to face or virtually it is worth it! I hope these items help you and your students excel in the certification test!

Anyone trying to **certify in the Excel** content must know:

- Manage worksheets and workbooks - import .txt and .csv
- Customize headers/footers
- Freeze and unfreeze row/column
- Change/apply print settings
- Define name ranges
- Name a table
- Remove (or apply) conditional formatting
- Insert relative, absolute, and mixed references
 - Use/know sparklines
 - Create chart sheets
- Need to know formulas:
 - Count – this is just numbers.
 - CountA - which has letters and/or numbers – any type of information
 - Countblank – counts empty/open cells as well as those with numbers/text
- Format text but using formula: Upper; Lower; LEN

- Formatting text using Concat - must use Concat not Concatenate. 2016 used Concatenate and in 2019 you will get it wrong if you use this.
 - Concat...this formula allows last name & first name to be in same cell when they have been entered into separate cells in the spreadsheet.
- TextJoin - ignores empty values for example joining the phone number and extension into one new column. (Use this since some people don't have an extension.)
 - IFS; MAXIFS

Excel Expert need to know:

- Manage comments
- Configure editing and display language
- Use language-specific features
- Manage and format data
- Group and ungroup
- Calculate data by inserting subtotals and totals
- Remove duplicate records
- Advanced Formulas:
 - IF vs. IFS; Switch; SUMIF; SUMIFS; MAXIFS; MINIFS
 - Calculate dates by using Weekday or Workday
 - Forecasting using IF, AND, NPER
- Macros – record, name, and edit simple macros

Again, I hope this information I learned will help you and your students. One more suggestion, if you don't already use the Gmetrix platform to help your students prepare, I highly suggest purchasing it. The skill reviews and practice exams truly have been a game-changer for my student's success in certifying the first try verses multiple attempts.

Good Luck and may you have an excellent end to your school year!

Your MBEA Executive Board is here to serve YOU!

Colleen Webb, President

Treasa Evans-Dunn, Secretary

Joyce Newtown, VP for Business and Finance

Ronalyn Arseneau, VP for Membership

Robert Yoder, Member at Large

Michael Cattani, Member at Large

Patricia Pearson, NCBEA Membership Director

Tom Knight, State Department

Join Us- Summer Boot Camp

Join us for the 2021 Summer Boot Camp before we are sold out.

Monday, June 21 – Thursday, June 24, 2021

2021 Summer Boot
Camp

MBEA Today Newsletter

Did you miss the Fall 2020 MBEA Today newsletter? You can access this document by following the link below:

MBEA Today
Newsletter



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