

**Business Education 430  
Business Methods  
Fall 2003**

**Tuesdays 6:00pm-8:45pm Gooch Hall 207**

**Course Number:** Business Education 430

**Course Description:** Hands-on methods course for teaching Business courses at the Middle School & High School levels.

**Pre-requisites:** Admission to Teacher Education

**Course Text :** None required

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**Course Content:**

1. Discuss the historical background of business courses & the effect of federal legislation has had on these courses. (Popham, ed, al, 1975)
2. Study textbooks & software available in the learning resource center. Students will study supplementary materials available for classroom teaching. Included are teacher's handbooks, student workbooks, standardized tests, monographs, resource books, etc.
3. Study audio visual aids, transparencies, bulleting board ideas, and ideas for motivation. (Popham, 1975)
4. Discuss ideas for handling individual differences in the classroom and the need to include fundamentals. (Writing, Reading, Arithmetic) in business education.
5. Discuss lesson planning for business education.
6. Discuss motivation & learning styles.
7. Study classroom discipline and room arrangement & their effect on learning.

**Attendance Policy:** You should make every effort to attend scheduled classes. You are responsible for submitting assignments on time.

**Grading:** You will receive 50 points for each completed written assignment. Lesson presentation will count for 100 points.

## Class Schedule

<u><b>In-Class</b></u>	<u><b>Home-Work</b></u> <u><b>(Due next class meeting)</b></u>
<b>Orientation- Class Expectations</b>	<ul style="list-style-type: none"> <li>#1 LRC assignment ( 3 parts)</li> <li>#2 Philosophy of Education- (100 words or less)</li> <li>#3 Type up your classroom rules- write a brief explanation as to your choices.</li> </ul>
<b>Discussion of classroom discipline Software/Textbook Evaluations Philosophy of Ed-Rationale</b>	<ul style="list-style-type: none"> <li>#1 Concept definitions (hand-out)</li> <li>#2 Trends in education (hand-out)</li> <li>#3 Identify motivations both your own personal &amp; students'</li> <li>#4 Define your expected job duties (what do you least want to do? What are you most looking forward to)</li> <li>#5 Draw your ideal classroom set up, label, (include equipment). Write a brief explanation.</li> </ul>
<b>Discussion of concepts &amp; trends Identify motivations Changing roles in today's society How room arrangement impacts learning</b>	<ul style="list-style-type: none"> <li>#1 How do you create a performance assessment? What should be included? How do you measure it's effectiveness?</li> <li>#2 Find a tool which analyzes learning styles and take the test. What is your style? How will this impact your teaching? What other types of learning are there besides auditory, visual &amp; kinesthetic?</li> <li>#3 Scenario Analysis (hand-out)</li> </ul>

<p><b>Performance assessment tools</b>  <b>Learning styles &amp; impact on learning</b>  <b>Discussion of Scenarios</b></p>	<p><b>#1 Research the history of Business Education. Write a 1-2 page paper on your findings. How can you use this information in class?</b></p> <p><b>#2 Why should computers be used in education? Think of all the people in a school system- how does/can each use computers to assist in their job performance.</b></p> <p><b>#3 If you are a computer teacher, what is your role in regard to others in the school system?</b></p> <p><b>#4 Would you be willing to do workshops for other educators? Would you be a computer repair person for your school? How much do you know about networking?</b></p>
<p><b>History of Business Ed</b>  <b>Computers as tools for Learning</b>  <b>Your role in the school system</b></p>	<p><b>#1 Choose a textbook and select a topic. You will teach a lesson on your topic.</b></p> <p><b>#2 Find 2 current event articles which you can incorporate into your classroom discussions. Write a 1 page paper on each detailing how you can incorporate the articles into lessons.</b></p> <p><b>#3 Prepare portfolio for Review</b></p>
<p><b>Review portfolios &amp; discuss</b>  <b>Current Events/field trips-</b>  <b>incorporating into curriculum</b></p>	<p><b>#1 Draw a bulletin board which supports your lesson topic.</b></p> <p><b>#2 Prepare a lesson plan for your topic. (30 mins)</b></p> <p><b>#3 Practice your lesson.</b></p> <p><b>#4 Make a list of supporting activities for your lesson (include games, plans for re-teaching, etc)</b></p>
<p><b>Present Lessons (30 mins each)</b>  <b>Take up lesson plans</b>  <b>Discuss supplemental activities</b></p>	<p><b>#1 Prepare list of schools you are interested in. Research school websites for relevant information. Write brief paragraphs about each.</b></p> <p><b>#2 Prepare a list of 10 possible interview questions &amp; your answers to them</b></p>

<b>Mock Interview Scenarios</b> <b>Course Wrap Up</b>	
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