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C&I 429.01: Methods of Teaching Business Subjects

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C&I 429–Methods of Teaching Business Subjects  
Fall Semester 2006  
Tuesday & Thursday 10:10am- 12 noon  
ED 315

Dr. Sandra Williams  
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Office Hours: M 1 – 3 pm, T 10 – 11 am,  
R 12 – 2 pm, & by appointment  
243-4073

COURSE DESCRIPTION

This course is designed to prepare students for the initial stage of teaching by developing an understanding of the nature, organization, and role of business and information technology education programs in the middle and secondary schools. The aim is for you to develop an understanding of and skill in using instructional materials, methods, and techniques for planning and directing learning activities in business and information technology classes.

There will be a variety of instructional methodologies, activities, readings, and other assignments toward this goal. In addition, this course will address and place emphasis upon the practical side of planning, organizing, and delivering course content to students in the most effective and appropriate manner. Students will be encouraged and rewarded for developing innovative methods of instruction that reflect critical thinking skills, problem-solving techniques, and the integration of academic and career and technical education. These strategies will be based upon student creativity and research made available from the literature.

COURSE OBJECTIVES

Following this course, you should be able to:

- Identify the current trends in business and information technology education and the emerging role of business educators.
- Select, design, and use materials, as well as the appropriate technologies and resources to enhance instruction and student performance in business and information technology education.
- Understand cultural diversity issues and design environments that promote self-esteem and respect the rights, interests, abilities, and heritage of others.
- Create a learning environment in which the student engages in critical, logical, and creative thinking; and students become active responsible learners.
- Demonstrate knowledge about business and information technology education curriculum and how each of the courses relates to the objectives of the curriculum and local, state and national standards.
- Communicate clearly, accurately, and professionally to diverse audiences.
• Demonstrate professionalism and knowledge of the legal and ethical responsibilities of a teacher.
• Promote a learning environment in which classroom management strategies are implemented and student learning and progress are appropriately assessed.
• Promote integration and learning environments with students in other subject areas/disciplines.

TEXT & MEMBERSHIP REQUIREMENTS:


Additional course materials will be provided by your professor.

Required Professional Memberships:
• National/Regional: National Business Education Association (NBEA) and the Western Business & Information Technology Educators (WBITE) $40
• State: Montana Business and Information Technology Educators (MBITE) $5

Suggested Memberships: Association for Career and Technical Education (ACTE) and the Montana Association for Career and Technical Education (MTACTE)

Suggested Readings: Business Education Forum, Techniques, NABTE Review, NABTE Bulletin, NASSP, NBEA Yearbooks, NBEA Policy Statements, Syllabus, The Journal & various national or state Business and/or Information Technology Education journals. Use other online sources to find the most recent articles on topics given.

• Effective Methods of Teacher Business Education in the 21st Century. (National Business Education Yearbook #41)
• Business Teacher Education Curriculum Guide and Program Standards
• Classroom Strategies: The Methodology of Business Education (Yearbook #34)
• Assessment in Business Education (Yearbook #38)
• Management of the Business Education Classroom (Yearbook #39)
• The Business of Teacher (business teacher recruitment materials)

ASSESSMENTS/ASSIGNMENTS (See Assignment Sheet)
CLASS POLICIES

Attendance and Participation: This class is highly participatory, attendance and high levels of participation are mandatory. Please telephone or email the professor BEFORE the absence if you cannot make a class, this is common courtesy and a good professional habit to develop.

Tardiness: Class will begin promptly at 10:10 a.m. Please value your class members and arrive on time. Excessive tardiness may be subject to a reduction of your participation grade.

Respect: Each student will make multiple presentations. Treat each member of the class with respect by attending the presentations and giving the student presenting your full attention.

Assignments: Assignments are to be turned in on the specified due date. Should you find it necessary to miss class, you should make arrangements to borrow another class member’s notes. You are responsible for knowing what happens in class even when you cannot attend. Late assignments will be accepted only with prior approval of the professor and may be subject to a reduction in grade. Assignments may be adjusted at the professor's discretion.

Disability Statement: If you have a disability for which accommodations are needed please contact me in the first week of the semester. We will discuss what accommodations you need and will receive in this course. Also, please contact:

Disability Services for Students (DSS)
Lommasson Center 154
The University of Montana
Missoula, MT 59812
(406) 243-2243 (Voice/Text)
FAX 406-243-5330

Cell Phones and Pagers: Please turn OFF all cell phones and pagers during class.

Academic Integrity: Cooperative or collaborative learning is encouraged! However, all students are expected to comply with the academic honesty policies, as defined in The University of Montana Student Conduct Code (http://www.umt.edu/studentaffairs/ CODE.htm)