Administrative Unit: Education Department

Course Prefix and Number: EDUC 369

Course Title: Teaching Business Education

Number of: Credit Hours: 3 Lecture Hours: 3 Laboratory Hours: 0

Catalog Description: The study of methods, materials, practices and curriculum in secondary business classes. The course culminates with students demonstrating the abilities to plan, present and evaluate instructional experiences. Field experience is 15 hours. Offered Fall.

Prerequisite(s)/Corequisite(s): EDUC 300, admission to the Teacher Certification Program and instructor’s permission (must be obtained at least one semester prior to taking this course).

Text(s): Most current editions of the following:


Missouri Business Education Handbook.

Course Objectives:

• To understand the emerging patterns of business education and the contributions business education makes to the curricula of schools. MoSTEP: 1.1, 1.2, 1.3, 1.4, 1.5
• To identify competencies crucial for beginning business teachers. MoSTEP: 1.1, 1.2, 1.3, 1.4, 1.5
• To understand the acceptable methods, materials, and media in teaching business. MoSTEP: 11.1, 11.2, 11.3, 11.4, 7.1, 7.2, 7.3, 7.4
• To become familiar with prepared instructional materials for business subjects and techniques of developing and/or adapting teaching/learning aids. MoSTEP: 3.1, 3.2, 3.3, 3.4, 5.1, 5.2
• To prepare one or more resource teaching units for basic business subjects. MoSTEP: 4.1, 4.2, 4.3
• To become knowledgeable of the use of computers as an object, medium, and manager of instruction in business education. MoSTEP: 11.1, 11.2, 11.3, 11.4
• To demonstrate various teaching methods for business subjects. MoSTEP: 7.1, 7.2, 7.3, 7.4
• To select appropriate evaluation procedures and techniques for assessing learning in the various business skills subjects. MoSTEP: 8.1, 9.2, 9.3, 8.4
To become aware of the important elements of classroom management: discipline, routine activities, maintaining facilities, and other duties. MoSTEP: 6.1, 6.2, 6.3

To identify factors to consider when selecting and maintaining classroom equipment for business education programs. MoSTEP: 11.1, 11.2, 11.3, 11.4, 11.5, 11.6

To become familiar with the professional responsibilities and relationships of a business teacher: publications, organization, work experience, school and community involvement, and continuing education. MoSTEP: 9.1, 9.2, 9.3

Measurable Learning Outcomes:

- Analyze current patterns of business education.
- Evaluate instructional material of business education.
- Analyze computerized instructional management systems.
- Synthesize information with the construction of a basic teaching unit.

Topical Outline (major areas of coverage):

- Beginning the teaching experience
- Teaching keyboarding
- Teaching alphabetical/symbol transcription
- Teaching computer literacy
- Teaching office procedure
- Purposes and present status of basic business subjects
- Teaching basic business subjects

Recommended maximum class size for this course: 15

Library Resources: Online databases are available at http://www.ccis.edu/offices/library/resources.asp. You may access them from off-campus using your eServices login and password when prompted.

Prepared by: Dr. Ann Harvey

Date: December 21, 2005

NOTE: The intention of the master syllabus is to provide an outline of the contents of this course, as specified by the faculty of Columbia College, regardless of who teaches the course, when it is taught or where it is taught. Faculty members teaching this course for Columbia College are expected to facilitate learning pursuant to the course objectives and cover the subjects listed in the topical outline. However, instructors are also encouraged to cover additional topics of interest so long as those topics are relevant to the course's subject. The master syllabus is, therefore, prescriptive in nature but also allows for a diversity of individual approaches to course material.

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