

Seminar in Teaching Basic Business and Accounting CTE 3402

REQUIRED TEXT:	NBEA Standards, National Business Education Association, Reston: VA.
CATALOG DESCRIPTION:	A seminar to discuss teaching methods, content, textbooks, teaching materials, and visual aids in basic business and accounting. Co-requisite: CTE 3400 & CTE 3401.
COURSE DESCRIPTION:	This is a course that prepares future teachers to teach subjects in the area of basic business and accounting. Students will have an opportunity to complete microteaching assignments.
COURSE RATIONALE:	The methods and content for teaching business and accounting subjects vary considerably from such courses as typewriting and shorthand. This course emphasizes those teaching methods and curriculum for basic business and accounting subjects.
COURSE GOAL:	Upon completion of this course, the students will understand what constitutes the basic business and accounting curriculum and will be able to apply appropriate methodology to teaching basic business and accounting subjects.
COURSE OBJECTIVES:	<p>Upon completion of this course, the student will be able to:</p> <ul style="list-style-type: none"> • Understand the content or knowledge base of the basic business and accounting curricula. • Write lesson plans using appropriate methods of preparing for instruction. • Solve hypothetical situations in classroom management. • Utilize the computer and the Internet for teaching basic business and accounting. • Develop instructional material appropriate for the subjects being discussed. • Discuss appropriate methodology in a basic business/accounting instructional setting.
COURSE CONTENT:	<ul style="list-style-type: none"> • The basic business curriculum • The accounting curriculum • Instructional methods • Using the Internet • Developing instruction • Media and other instructional materials • Classroom management
METHODS OF INSTRUCTION:	The methods of instruction for this course will include lecture and discussion to present ideas and concepts. Students will use experimental methods to demonstrate competence in the content of basic business and accounting. A problem solving approach will be used for classroom management.

COURSE REQUIREMENTS:	<ul style="list-style-type: none"> • Complete two microteaching lessons: one lesson in accounting and one lesson in basic business. • Provide a syllabus and activity for each lesson • Provide a one page reflection describing strengths, weaknesses and plans for improvement (See ILLINOIS PROFESSIONAL TEACHING STANDARD #10) • Organize resources into a binder or file • Prepare a lesson utilizing TurningPoint • Provide detailed peer reviews • Quizzes and Assignments <ul style="list-style-type: none"> ○ Varies according to schedule
CLASS POLICY:	<ul style="list-style-type: none"> • Students will attend all class sessions, be on time, and remain until class is dismissed. Five points will be deducted from participation points for every unexcused absence (see details below) and every tardy. If at any time a student depletes his/her participation points due to excessive absences or tardiness, the student will receive an “F” for the course. Maximum participation points will be earned by students who are active participants in the class. If you are not in class, you cannot participate. On the other hand, just because you are in attendance, doesn’t mean that you are participating. Participation points are given at the discretion of the instructor. Homework assignments are collected at the beginning of the class period. Late assignments may not be accepted. Coming to class late because you were finishing a homework assignment will not only result in a zero on the homework assignment; but will also result in losing 5 participation points for being tardy. Quizzes and tests are generally given at the beginning of the class period. Students entering class after quizzes/tests have been distributed may receive a zero for the quiz/test. • Students will receive an excused absence when a doctor’s note for an illness is presented to the instructor the day the student returns to class and the student has signed a release form with the medical provider. If a student does not provide the necessary documentation to the instructor the day the student returns or the student does not sign a release form, the absence will be recorded as unexcused. The only other excused absence is student athletes participating in athletic events. Student athletes should provide documentation of absence at the beginning of the semester and make prior arrangements for absences. All other absences will be considered unexcused. Conferences, meetings, weddings, funerals, routine check ups, appointments with guidance counselors, etc. are not excused absences. Students attending part of a class period (leaving the classroom at any time after attendance has been taken and before class is dismissed) will also be considered absent. • Students will be allowed to make up assignments/quizzes/tests only when an excused absence is granted. It is the responsibility of the student to determine what assignments need to be made up. In addition, the student has only one week from the date of the excused absence (providing the necessary documentation as described above has been presented) to make up all missed work (assignments, quizzes, and tests). If the student has not made arrangements within the one week time period, the student will receive a zero for the missed assignments. Online assignments will not be allowed to be made up since they are assigned in advance and do not require attendance. Alternate assignments will be given for excused absence so be sure to make arrangements

	<p>with the professor directly and not other students.</p> <ul style="list-style-type: none"> • The instructor will make every attempt to meet every class session and to be in class on time. However, if something should come up and the instructor is delayed or unable to meet the class, someone from the School of Technology or the College of Business will inform the class whether the class has been cancelled or if the instructor has just been detained. Students should wait until they have been informed in writing (note on door) or in person before leaving the class. Students leaving the class without permission from the School of Technology or the College of Business will be marked absent and assignments cannot be made up. • Students will bring all materials to every class. This includes the textbook, paper, pens and pencils. Laptops, handheld computers, cell phones, and all other unauthorized devices should not be used during the designated class period. • Quizzes and test are reviewed in class and should be returned to the instructor before leaving the classroom. Failure to return the quiz and test to the instructor before leaving the classroom will result in a zero on the quiz and test. Returning the quiz and test after it has been removed from the room will not negate the zero. • Assignments should be submitted in person by the student and not via email. • WebCT assignments (quizzes) should be submitted by the due date and time. Also, students are allowed only one submission. Once the assignment/quiz is submitted, it cannot be resubmitted a second time. Files submitted via WebCT must be in either Word or RTF format. Students should not wait until the last minute to submit assignments. Technology does sometimes fail. Therefore, students should submit assignments well before the deadline. • All work that is turned in must be prepared on a word processor and printed on a quality printer. Handwritten assignments will not be accepted. Homework assignments should be submitted by the student only. Students are not allowed to submit homework assignments for other students not in attendance. Also, assignments will not be accepted from students who submit their assignment and do not attend the entire class. • Disruptions and/or outbursts will not be tolerated. Cell phones are to be turned off before entering class. Students that disrupt the learning environment may be asked to leave the classroom. The University's policy on Academic Integrity will be followed. This policy addresses five specific topics: conduct in subversion of academic standards (cheating on exams, plagiarism, etc.), theft or unauthorized possession of examinations, submitting work previously presented in another course, conduct which disrupts the academic environment, and complicity with others in violation of this standard. Plagiarism is defined as the use, without adequate attribution, of another person's words or thoughts as if they were one's own. Students may be required to submit assignments via Turnitin.com • STUDENTS WITH DISABILITIES: <i>Appropriate academic support is available for students with a documented disability. Please notify the professor and contact the Office of Disability Services (581-6583) for further information.</i> • Students who do not successfully complete all the required performance assessments will earn less than a 'C' for the course. No Incomplete grades will be given for students who do not complete the required performance assessments.
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EVALUATION:	<ul style="list-style-type: none"> • Microteaching <ul style="list-style-type: none"> ○ Accounting (45 minutes) 40 points ○ Basic Business (45 minutes) 40 points • Lesson plans (2 @ 50 pts) 100 points • Challenged-Based Learning (CBL) Projects 50 points • Evaluation of Participation in CBL Project 25 points • Detailed Self Reflection (2 @ 10 pts each) 20 points • Detailed Peer Critique (4 @ 3 pts each) 12 points • Final Exam (Resource File) 25 points <p style="text-align: right;">TOTAL 312 points</p> <p style="text-align: center;">Grading Scale - A = 90%, B = 80%, C = 70%, D = 60%, F = <60%</p>
<p>STUDENTS WITH DISABILITIES: Appropriate academic support is available for students with a documented disability. Please notify the professor and contact the Office of Disability Services (581-6583) for further information.</p> <p><u>This syllabus may be revised at the discretion of the professor. Revisions will be announced in class. Students are responsible for all announced changes.</u></p>	