

EDU 09.8 PEDAGOGIC PRACTICES IN COMMERCE

Contact Hours: 90 (Instruction)

Maximum Marks: 100

(External: 80, Internal: 20)

UNITS	OBJECTIVES	CONTENT	SCOPE OF THE CONTENT	REFERENCES
<p>Unit 1:</p> <p>Pedagogic Analysis of Commerce Subjects</p> <p>(22 Hours)</p>	<ul style="list-style-type: none"> - To understand the pedagogy of Business studies and Accountancy of 11th and 12th standard - To develop skill in analysing the content of higher secondary commerce text book 	<ul style="list-style-type: none"> - Pedagogic Analysis - Meaning, Importance, Steps and Scope - Content Analysis - Meaning and Process - Analysis of Business studies and Accountancy of plus one and plus two of Kerala state 	<ul style="list-style-type: none"> -Pedagogic analysis-Meaning, importance and steps-The scope of Pedagogic Analysis encompassing content analysis, statement of objectives, deciding prerequisites, determining inputs, assignments, activities and evaluation procedures may be discussed. - Content analysis-Meaning and process; Content analysis may be done as terms, facts, concepts, principles and processes. - Analysis of Business studies and Accountancy content of 11th and 12th standard textbooks of Kerala State- identify objectives, process skills, learning aids, learning activities and evaluation procedure suitable for the topic 	<p>SCERT, Higher secondary business studies and accountancy text book (Plus 1 & Plus 2)</p> <p>Sharma, A. (2009). Contemporary Teaching of Commerce. Surjeet Publications: New Delhi</p> <p>Any book on commerce education</p>

<p>Unit 2</p> <p>Planning of Instruction</p> <p>(20 Hours)</p>	<p>- To acquaint with planning of instruction</p>	<p>- Meaning, importance and steps in Year Planning and Unit planning</p> <p>-Lesson Planning, - Herbartian approach and Evaluation approach</p> <p>-Resource Unit, Meaning and purpose.</p> <p>-Lesson Planning in Behaviourist and Constructivist approach</p>	<p>-Planning of instruction- meaning, importance</p> <p>-Year planning – meaning, importance and steps</p> <p>-Unit planning – meaning, importance and steps</p> <p>- Lesson planning- Meaning, importance and steps – Steps involved in Herbartian approach and Evaluation approach</p> <p>-Resource Unit-meaning and purpose</p> <p>-Lesson planning in Behaviourist and Constructivist approaches</p>	<p>Khan.S.M.(1987). <i>Commerce Education</i>. New Delhi :Sterling Publishers.</p> <p>Aggarwal, J.C. (2003). <i>Teaching of Commerce; A Practical Approach</i>. New Delhi : Vikas Publication.</p> <p>Singh, V.K (2006). <i>Teaching of Commerce</i>. New Delhi: A.P.H.Publishing corporations</p> <p>Singh,Y,K. (2011). <i>Teaching of Commerce</i>. New Delhi : APH.</p> <p>Tiwari, S.A.(2005).<i>Commerce Education in the global Era</i>. New Delhi : Adhyayan Publishers.</p>
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<p>Unit 3</p> <p>Micro Teaching</p> <p>(12 Hours)</p>	<p>- To equip prospective teacher in developing teaching skills through micro teaching practices</p>	<p>-Meaning, features, Steps and Phases of micro teaching</p> <p>-Teaching Skills- Core Skills and its components</p> <p>-Integration of Skills and link Practice</p>	<ul style="list-style-type: none"> - Teaching skills-meaning - Micro teaching procedure- Meaning, features, Micro teaching cycle and phases of micro teaching - Core teaching skills and its components- Introduction, Stimulus Variation, Explanation, Illustrating with examples, Using Black board, Fluency in asking questions, Probing question and Reinforcement.- Lesson Plans - Integration of skills and link practice – meaning and importance 	<p>Passi,B.K.(1976). <i>Becoming a Better Teacher: A Micro Teaching Approach.</i> Ahamadabad: Sahithya Mundranalya.</p>
<p>Unit 4:</p> <p>Teaching – learning Resources in Commerce</p>	<p>- To provide familiarization with Teaching Learning Materials in Commerce</p>	<p>- People as resource: The significance of oral data</p> <p>- Primary and secondary sources: Field visits, textual</p>	<ul style="list-style-type: none"> - People as resource: The significance of oral data-interview with businessmen and experts - Primary and secondary sources: Field visits - importance of field trip in 	

<p>(18 Hours)</p>	<p>-To acquire and develop the abilities to prepare and use appropriate instructional aids and materials for teaching business studies and accountancy</p>	<p>materials, journals, magazines, newspapers etc.</p> <p>-Using the library for secondary source and reference materials - Commerce Library-importance Analysis of news (Newspaper, TV, Radio etc.)</p> <p>-Commerce Textbook-qualities and functions, Criteria for selection-</p> <p>-Textbook review. Workbooks, handbooks and reference materials</p> <p>-Supplementary materials in Commerce-Need and Importance –</p> <p>-Source Documents used in teaching of commerce subjects</p> <p>-Audio-Visual aids – Projected aids, Non Projected aids and Activity aids.</p>	<p>commerce, steps in organization of field trip, preparation of guide sheet for field trip and places of commercial importance, textual materials, journals, magazines, newspapers importance</p> <p>- Community resources in commerce-meaning and importance of community resources in teaching of commerce - Methods of utilizing community resources-The ways of utilizing community resources i.e. taking school to community and bringing community to school</p> <p>- Using the library for secondary source and reference materials</p> <p>- Commerce Library- types of library such as general school library and commerce department library - importance and organization-types of materials needed for an effective library-Analysis of news</p>	<p>Chopra, H.K. & Sharma, H. (2007). <i>Teaching of Commerce</i>. Ludhiana: Kalyani Publisher..</p> <p>Sharma, A. (2009). <i>Contemporary Teaching of Commerce</i>. Surjeet Publications: New Delhi</p> <p>Any appropriate text book in Educational Technology</p> <p>Appropriate internet resources</p> <p>Aggarwal, J.C. (2003). <i>Teaching of Commerce; A Practical Approach</i>. New Delhi: Vikas Publication.</p>
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			<p>(Newspaper, TV, Radio etc.)</p> <ul style="list-style-type: none"> - Commerce Textbook- qualities and functions, Criteria for selection of good text book- - Textbook review-meaning and importance, how to write a book review - Workbooks, handbooks and reference materials- meaning and importance -Supplementary materials in Commerce- meaning, need and Importance and types -Source Documents used in teaching of commerce subjects- collect some of the important source documents in commerce and analyze it such as partnership deed, memorandum of association, prospectus etc -Audio-Visual aids –Projected aids, Non Projected aids and Activity aids-meaning, importance of each and its classification 	

<p>Unit 5</p> <p>Co-curricular activities in Commerce</p> <p>(5 Hours)</p>	<p>- To acquire capacity to plan and organize co-curricular activities in commerce and accountancy</p>	<ul style="list-style-type: none"> - Co-curricular activities- Meaning and importance. - Commerce club - Commerce magazine - Running of school bank and cooperative store. 	<ul style="list-style-type: none"> - Co-curricular activities: meaning, objectives, principles such as cooperation, level of students, sufficient time, balance, linking with life, experience, etc.- advantages and types of co curricular activities such as indoor activities and outdoor activities - -Commerce club- Values of organizing commerce club and its activities, functions and activities commerce club - The aspects of organization of commerce club such as name of institution, objectives, scope, membership, office bearers, meeting time and place, activities etc.. - Commerce magazine- Importance of commerce magazine - Importance of running of school bank 	<p>Rao, D,B. (2006) <i>Methods of Teaching Commerce</i>. New Delhi: Discovery publishing house</p> <p>Roa, S. (2005). <i>Teaching of Commerce</i>. Anmol Publications pvt.Ltd: New Delhi.</p>
<p>Unit 6:</p> <p>Assessing the</p>	<p>-To understand the evaluation techniques and prepare test items</p>	<p>-Types of test items- merits and Demerits- prepare various types of test items from</p>	<p>-Types of test items- objective type : multiple choice, completion type, match the following, true or false-merits</p>	<p>Any appropriate text book in Educational Evaluation Ebel, L & Frisbie, A. (1991).</p>

Learner (13 Hours)	as per the existing state syllabus pattern in Business studies and Accountancy	accountancy and business studies -Construction and administration of Achievement tests and Diagnostic tests	and demerits- Guidelines for preparation of each test item-prepare various types of test items from accountancy and business studies -Difference between achievement test and diagnostic test- steps in the construction of achievement test and diagnostic test with examples from commerce	Essentials of Educational Measurement. New York:McGraw Hil Gronlund, N.E. (1976). Measurement and Evaluation in Teaching. New York: Macmillan
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Tasks and Assignments

1. Preparation of Resource Unit for any unit from Accountancy and Business Studies (Identify the curriculum objectives, process skills, previous knowledge, learning aids, learning activities, evaluation procedures, follow up activity for all topics in a unit either from accountancy or business studies)
2. Prepare Question Bank based on revised blooms taxonomy for various type of test items either from accountancy or from business studies (Prepare questions for all types of test items based on the categories of RBT)

**EDU10.12 PROFESSIONALISING COMMERCE EDUCATION
Handbook**

Contact Hours: 50 (Instruction)

Maximum Marks: 50

(External: 40, Internal: 10)

UNITS	OBJECIVES	CONTENT	SCOPE OF THE CONTENT	REFERENCES
Unit:1 Techno Pedagogic Content Analysis (10 Hours)	- To equip the prospective teachers to become a techno-pedagogue and aware of the concept TPCK	- Meaning and purpose of Technological Pedagogical Content Knowledge Analysis -Interrelationship between Technology, Pedagogy and Contents of commerce subjects at HSS level. -Teacher as a Techno pedagogue : Meaning and Qualities -Prepare Digital Lesson Plan for suitable topic from business studies and accountancy	-Meaning, features and importance of Techno Pedagogic Content Knowledge Analysis, components: technology knowledge, pedagogical knowledge, content knowledge, pedagogical content knowledge, technological content knowledge, technological pedagogical knowledge. - Teacher as a Techno pedagogue : Meaning and Qualities - Interrelationship between Technology, Pedagogy and Contents of commerce subjects at HSS level-identify topics in accountancy and business studies and integrate it with the components of TPCK Analysis - Prepare Digital Lesson Plan for suitable topic from business studies	https://en.wikipedia.org/wiki/Technological_Pedagogical_Content_Knowledge www.citejournal.org/articles/v9i1general1.pdf SCERT, Higher secondary business studies and accountancy text book (Plus 1 & Plus 2)

			and accountancy-preparation of constructivist lesson plan by integrating ICT	
<p>Unit 2</p> <p>Techno Pedagogic Skills</p> <p>(16 Hours)</p>	<ul style="list-style-type: none"> - To be competitive in designing digital texts and e-content in commerce disciplines -To enable the learner to analyse the role of IT in commerce education and use of materials and media in commerce teaching -To become empower in surfing digital resource for transacting commerce curriculum 	<ul style="list-style-type: none"> - CAI and CMI E-learning meaning and features -How the web will change the classroom - IT enabled instructional resources: Importance of videos, YouTube resources, animations, film clippings, Educational blogs, e-journals, pod casting, web based learning, Multimedia Packages, Online learning, Video conferencing and Tele conferencing in teaching of commerce. - Virtual libraries and Digitized books - Use of Websites like ERIC , INFLIBNET etc. - e-content development – concept, forms of e-content and steps in the preparation of e-content - Commerce Room- Importance and its organization. 	<ul style="list-style-type: none"> -Meaning, features, importance, merits and modes of CAI -Meaning, features, importance, merits of CMI -Meaning ,features and type of e-learning: synchronous learning and Asynchronous learning - How the web will change the classroom -use of internet in teaching learning process, web based instruction, use of web 2.0 tools in teaching etc - IT enabled instructional resources: Importance of videos, YouTube resources , animations - tupi, film clippings, Educational blogs-, e-journals, pod casting, web based learning, Multimedia Packages, Online learning, Video conferencing and Tele conferencing in teaching of commerce- explain the meaning, 	<ul style="list-style-type: none"> -Any appropriate text book of educational technology - http://cct.edc.org/publications/integrating-web-20-tools-classroom-changing-culture-learning http://oedb.org/ilibrarian/101-web-20-teaching-tools/ http://www.kidsdiscover.com/teacherresources/web-2-0-tools-classroom/ www.5learn.co/e-content-development www.aptaracorp.com/digital-content-

		<p>-Exploration of IT resources in Commerce - Adapting free downloadable digital resource in commerce - Web sites surfing practice</p>	<p>features and uses of above mentioned resources</p> <p>-Module preparation for e-content development- Explain the meaning of e-content, features of e-content such as multi sensory learning, digital convergence, principle of chunking, accessibility, reusability etc.,</p> <p>- forms of e-content such as short learning objects and module,</p> <p>-steps in the preparation of e-content such as conceptualization, composition, writing of script, correct the script, collect all visuals and pictures needed, prepare story board, prepare for narration, video shooting, editing the video</p> <p>- Commerce Room- importance of commerce room and the equipments needed for the effective organization of commerce room(emphasis should be given to ICT)</p> <p>- Exploration of IT resources in Commerce - Adapting free downloadable digital resource in commerce - Web sites surfing</p>	<p>production/econtent-development</p> <p>www.ntu.edu.sg/home/sfoo/publications/2002/02ecd1_fmt.pdf</p>
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			practice	
Unit 3 Interdisciplinary approach in teaching Commerce (6 Hours))	- To integrate essential interdisciplinary attributes in commerce education	- Meaning and importance of interdisciplinary approach in commerce teaching -Commerce and its branches- Relationship of Commerce subject with its branches like insurance, banking, marketing, income tax, management etc. -Relation of commerce with other subjects - Relationship of commerce subject with other subjects like economics, geography, politics, mathematics, statistics, information technology etc.	-Interdisciplinary approach – The meaning and importance of interdisciplinary approach in commerce teaching must be discussed - Commerce and its branches- A discussion on relationship of commerce subject with its branches like insurance, banking, marketing, income tax, management etc -Relation of commerce with other Subjects- A discussion on relationship of commerce subject with other subjects like economics, geography, politics. mathematics, statistics, information technology etc	Aggarwal, J.C. (2003). Teaching of Commerce; A Practical Approach. New Delhi: Vikas Publication Roa, S. (2005). Teaching of Commerce. Anmol Publications pvt.Ltd: New Delhi.
Unit 4: Professionalizing Commerce	- To enable the learner to improve his/her professional	-Commerce teacher -Teacher Qualities, -Professional competencies listed by NCTE	- Commerce teacher – Qualities and qualifications of commerce teacher. Explanation of Competencies listed by NCTE such as contextual competencies, content competencies,	Sharma, A. (2009). Contemporary Teaching of Commerce. Surjeet

<p>Teacher (13 Hours)</p>	<p>competence as a commerce teacher</p> <p>- To mould the prospective teacher educators to uphold the professional spirit in diverse angles</p>	<p>-Teaching as a Profession –</p> <p>-Traits of Professionalism</p> <p>-Professional Ethics</p> <p>-Professional growth - ways and means</p> <p>- Role of Commerce Teachers Association ,SCERT and NCERT</p> <p>- Teachers as a community of learners: Collaboration of schools with colleges, Universities and other institutions</p>	<p>conceptual competencies, transactional competencies, competencies related with other educational activities, competencies to develop teaching-learning materials, evaluation competencies, management competencies, competencies related with working with parents and competencies related to working with community.</p> <p>- Teaching as a profession –meaning and characteristics of profession</p> <p>-Traits of Professionalism.</p> <p>-Professional Ethics-meaning and importance, Code of ethics as given by NCTE.</p> <p>-Professional growth-ways and means : in-service and pre-service programmes and its importance.</p> <p>-Role of Commerce Teachers Association ,SCERT and NCERT</p> <p>- Teachers as a community of learners: Collaboration of schools with colleges, Universities and other institutions</p>	<p>Publications: New Delhi</p> <p>Mohan R., (2011) Teacher Education, New Delhi: PHI Learning Pvt Ltd</p>
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Tasks and Assignments 10 Marks

Techno pedagogic content analysis of any five suitable topics and prepare the digital materials (Selected units of higher secondary Accountancy and Business Studies text book)

IQAC TESP Farook Training College, Calicut 2016