

# CI 161 - Methods and Materials in Secondary Teaching (Business Education)

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Office: The Craig School of Business, Office 558  
Office Hours: 4:30 - 5:30 p.m., Monday  
12:00 – 1:00 p.m., Wednesday  
Class: Monday, 6:00 p.m. – 8:50 p.m., PB 105  
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## Learning Outcomes

Students should be able to:

- incorporate teaching skills learned in education classes including teaching learning theory, applying psychological principles of learning, motivating students, working with exceptional students, and working with students from different cultures;
- manage the classroom environment effectively;
- make necessary preparation; i.e., preparing unit and lesson plans;
- select appropriate textbooks and ancillary materials;
- prepare course evaluation instruments;
- utilize appropriate Internet sites for enhancing business and teaching skills related to business education.

## Required Materials

- A. *Effective Methods of Teaching Business Education*, NBEA 2008 Yearbook, No. 46
- B. *CI 161 Handouts including State Standards (to be distributed in class)*

## Attendance

Attendance is required throughout the semester. If you have two absences, your grade will be lowered one full grade; three absences and your grade will be lowered two full grades, four or more absences and you will not receive a passing grade.

## Schedule for Semester

**(All class sessions include lecture-discussion and demonstration.)**

August 23 - Overview of Course Plus Distribution of Handouts

August 30 - Foundations of Business Education, Business Ed. Curriculum, Professionalism

**Quiz** - Chapters 1, 2, and 20 from *Effective Methods of Teaching Business Education*

September 6 - Labor Day (no class)

September 13 - Providing for Instruction and Providing Differentiated Instruction

1. **Quiz** - Chapters 3 and 4 from *Effective Methods*
2. **Article 1 due.** See Appendix A for list of journals in the library, etc. and Appendix B for content and formatting information (article must come from one of the following sources - *Business Education Forum, Delta Pi Epsilon Journal, or NABTE Review*).

September 20 - Managing the Classroom

1. **Quiz** - Chapter 5 from *Effective Methods*
2. **Read** handout 4 (this includes the following)
  - a. Tips for Effective Teaching
  - b. New Ways to Lecture Students
  - c. Teaching Tips - Effective Questioning Enhances Student Learning
  - d. Ten Surefire Ways to get Student Participation
  - e. How to Answer When Student's Don't Ask Questions
3. **Read** - Journal Reading 1 - Maximize Student Learning
4. **Article 2 due** (article must come from one of the following sources - *Business Education Forum, Delta Pi Epsilon Journal, NABTE Review or The Balance Sheet*)

September 27 - Evaluating Student Performance and Integrating Bus Ed with Core Academics

1. **Quiz** - Chapters 6 and 7 from *Effective Methods*
2. **Survey of two business departments due.** Survey two business departments pertaining to their business education programs. Refer to Appendix D.

October 4 and 11 - Input Technologies and Information Technology

1. **Quiz** - Chapters 8 and 9 from *Effective Methods*
2. **Read** - Keyboarding handout 5
3. **Article 3 due** October 12 (article must be on keyboarding)

October 18 - Communication

1. **Quiz** - Chapter 10 from *Effective Methods*
2. **Presentation 1**
  - a. Prepare a one period (generally 50 - 75 minutes) lesson plan from the Area 1 section of your choice - see Appendix F. In addition, follow the format for lesson preparation on Appendix C. You may want to use PowerPoint. Indicate which California Standards apply to your lesson.
  - b. You will present a portion of this plan in class, 25- to 30-minutes. You will actually teach the class as though you are the teacher, and we are your students.
  - c. Print a copy of your lesson plan including any handouts and possible PowerPoint slides for everyone in class.

- d. **NOTE:** Utilize the *Effective Methods* text for ideas. Additional methods books are on reserve that will assist you in lesson plan preparation. In addition, there are a number of textbooks and periodicals on reserve that (see Appendix A) will guide one in lesson plan preparation.

October 25 - Accounting and Business Computation

1. **Quiz** - Chapter 11 from *Effective Methods*
2. **Read** - Accounting handout 6
3. **Article 4 due** (article must come from one of the following sources - *Business Education Forum, Delta Pi Epsilon Journal, NABTE Review, or one of the NBEA Yearbooks or The Balance Sheet*)

November 1 - Basic Business and Management, Economics and Personal Finance

1. **Quiz** - Chapters 12 and 13 from *Effective Methods*
2. **Article 5 due** (article must come from one of the following sources - *Business Education Forum, Delta Pi Epsilon Journal, NABTE Review, or one of the NBEA Yearbooks or The Balance Sheet*)

November 8 - Business Law and International Business

1. **Quiz** - Chapters 14 and 16 from *Effective Methods*
2. **Presentation 2** from Area 2  
Refer to guidelines from October 18.

November 15 - Entrepreneurship and Marketing

- Quiz** - Chapters 15 and 17 from *Effective Methods*

November 22 - Cooperative Education and Work Experience

1. **Quiz** - Chapter 18 from *Effective Methods*
2. **Article 6 due** (article must come from one of the following sources - *Business Education Forum, Delta Pi Epsilon Journal, NABTE Review, or one of the NBEA Yearbooks or The Balance Sheet*)

November 29 - Sponsoring Student Organizations

1. **Quiz** - Chapter 19 from *Effective Methods*
2. **Article 7 due** (article must come from one of the following sources - *Business Education Forum, Delta Pi Epsilon Journal, NABTE Review, or one of the NBEA Yearbooks or The Balance Sheet*)

December 6 - Wrap Up

1. **Read** - Journal Reading 2 - *Professional Pizazz: Use it or Lose It.*
2. **Annotated Bibliography due** - Select either one *NABTE Review* or *Delta Pi Epsilon Journal* and write an annotated bibliography for *three* articles. Refer to Appendix G.
3. **Portfolio due**  
Refer to Appendix
4. Last class meeting is Monday, December 13 from 8:00-10:00 p.m.

# *Assignments and How They Will Be Evaluated*

## Percent of Final Grade

Article Reviews (7 plus an annotated bibliography from a journal) .....	25
Lesson Presentations (Two presentations - Oral and Written) .....	20
Portfolio (and resume) .....	10
Survey of two High School Business Departments.....	5
Quizzes.....	30
Class Participation (including any other assignments not specified here) .....	10

### *Grading Scale for Assignments*

A	95+	B-	81	D+	68
A	91	C+	78	D	65
B+	88	C	75	D-	61
B	85	C-	71	F	Below 60

### *Grading Scale for Course*

A	90+	D	60-69
B	80-89	F	Below 60
C	70-79		

### **Recording an Incomplete**

Recording an incomplete will only be given if at least two-thirds (established by university policy) of all assignments are completed with a passing grade, and a written agreement is signed and dated indicating the additional work to be completed. A due date these assignments are to be turned-in in order to change the "I" to a letter grade is required. This must be done by the end of the semester that you are enrolled in the course.

Form - <http://www.csufresno.edu/aps/documents/apm/246.pdf>

# Appendix A

## ***Periodicals, Yearbooks, and Texts on Reserve in the Henry Madden Library and Web Sites***

*(All materials are set-up for two-hour or three day reserve)*

### **Business Education Journals, Yearbooks and Textbooks Plus Ancillary Materials on Reserve**

#### ***Business Education Forum***

Published by the National Business Education Association four times a year. One receives this publication by joining NBEA - the professional business education association in the United States.

#### ***The Delta Pi Epsilon Journal***

Published by Delta Pi Epsilon. The articles in this publication are typically more statistically oriented. Members of DPE also *receive* these journals as part of their membership.

#### ***NABTE Review***

The *NABTE Review* is published by the National Association for Business Teacher Education or just NABTE. This publication is published once each year, and the articles in this publication are considered tops.

#### **NBEA Yearbooks**

This item is published once a year by the National Business Education Association. One receives the yearbook as a member of NBEA.

#### **Business Methods Books**

Excellent source material for lesson plan preparation

- Accounting
- Basic Business and Economic Education (includes methodology on business math, economics, general business, management, marketing, etc.)
- Economics
- Office Procedures

#### **Textbooks and Ancillary Materials**

There are also high school texts and supplementary materials (teacher guides, tests, etc.) for lesson preparation on reserve.

# Web Sites

## **Publishers—**

Cengage Learning (a major business education publisher)  
<http://www.cengage.com/highered/> (the specific links to find materials on business and computer education is SOUTH-WESTERN and COURSE TECHNOLOGY at the top of the screen)

The *Balance Sheet* is an on-line periodical published by South-Western Educational Publishing. (You can select The Balance Sheet directly by going to <http://balancesheet.swlearning.com/>.)

Paradigm Publishing (generally excellent computer materials for business education) <http://www.emcp.com/>

Glencoe Publishing (a major business education publisher)  
<http://www.glencoe.com/>

B.E. Publishing (a website for resource material in business education) <http://www.teachused.com>

## **Organizations-**

National Business Education Association (the national organization for business education) <http://www.nbea.org>

Western Business Education Association (WBEA - a regional association of NBEA) <http://www.wbite.org>

California Business Education Association (the state affiliated organization of NBEA) <http://www.cbeaonline.org/>

The Business Education Resource Consortium (an excellent web site for business education in California) <http://www.bused.org/>

California Department of Education  
<http://www.cde.ca.gov/>

Computer Using Educators (typically *referred* to as CUE)  
<http://www.cue.org>

ERIC Clearing House on Adult, Career, and Vocational Education  
<http://www.eric.ed.gov/>

Utah State University Web sites (a premier business education program in the U.S.)  
<http://www.usoe.k12.ut.us/ate/business/business.htm>

<http://www.usoe.k12.ut.us/curr/>

Association for Career and Technical Education (a professional organization in career and technical education)

<http://www.acteonline.org>

Business Professionals of America (a professional organization)

<http://bpa.org>

Future Business Leaders of America – Phi Beta Lambda (student organizations in high school and college)

<http://fbla-pbl.org>

Delta Pi Epsilon ( a graduate honor society primarily for business teacher educators)

<http://www.dpe.org>

Pi Omega Pi (an undergraduate honor organization)

<http://catpages.nwmissouri.edu/m/oisbe/piomegapi/>

Tech Learning (a Web site that provides information in technology)

<http://techlearning.com>

Distributive Education Clubs of America (a high school and college marketing organization)

<http://www.deca.org>

## **Some Interesting Lesson Plan, etc., Web Sites**

<http://www.teach-nology.com> (The main Web site for teach-nology)

A learning Style site (excellent source for information on various learning styles!)

<http://www.metamath.com/lswb/dvclearn.htm>

Association for Comprehensive Neurotherapy (information on autism, Tourette Syndrome, ADHD, and learning disabilities)

<http://www.latitudes.org/index.html>

CEO Express (a Web site of online journals, newspapers, etc.)

<http://ceoexpress.com/>

Crews Middle School (a GREAT middle school Web site in Georgia)

<http://www.crews.org/curriculum/ex/compsci/index.htm>

Touch Typing Tutor (a typing tutor program)

<http://www.typingmaster.com/>

## *Appendix B*

### *Articles*

You are to read and critique business education articles from sources available to you (e.g., periodicals, yearbooks, Web sites, etc.). Organize your articles clearly and thoroughly documenting each article with appropriate reference citations. Include a bibliography. Summarize and integrate the information you research from the articles selected. Include a reaction section that focuses on ideas/thoughts/comments you gleaned from the articles. Articles need to focus on secondary business education rather than post-secondary education. Reference citations must be in Chicago style. An excellent online source is <http://www.library.osu.edu/sites/quides/index.php>. Next scroll down to Citation Style Guides then select Chicago Manual of Citation Guide. Article reviews and critiques should be at least a page and one-half to three pages in length.

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Your Name  
Article No. ?  
Current Date

Title of Article

Summary  
DS

Double space the text (except the bibliography) and indent for paragraphs.  
The summary should be a *thorough article* review.

DS  
Reaction DS

Include a reaction section that focuses on ideas/thoughts/comments you gleaned from the articles.

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Bibliography

Type the bibliography in Chicago style. Download the Citations handout for correct formatting from the COURSE MATERIAL section of Blackboard or see website named above. There are also additional Web links that pertain to correctly citing references.



# Appendix C

## *Lesson Design Terminology*

1. **Lesson Topic**  
Indicate the topic(s) you will cover in today's lesson.
2. **Lesson Objectives**  
The purpose of today's lesson, why the students need to learn it; what will they be able to "do," and how they will show learning, as a result, are made clear.
3. **California Standards**  
Refer to the CA Standards and indicate which one(s) you are covering in the lesson.
4. **Materials**  
Specify the text or other materials you will be using. Indicate the textbook, chapter number, page numbers, and any other supplementary materials you will be using.
5. **Instructional Strategies**  
List the instructional strategy or strategies utilized.
6. **Anticipatory Set/Advance Organizer**  
A short activity or prompt that focuses the students' attention before the actual lesson begins, used when students enter the room or in a transition. A handout given to students at the door, review questions written on the board or "two problems" on the overhead are examples of AS.
7. **Instructional Activities** (activities may include some or all of the following)
  - a. Development/ Guided Practice (show and follow me). The teacher leads the students through the steps necessary to perform the skill using the tri-modal approach - hear/ see/ do.
  - b. Independent Practice. The teacher releases students to practice on their own.
  - c. Checking For Understanding. The teacher uses a variety of questioning strategies to determine "Got it yet?" and to pace the lesson - move forward?/back up?
8. **Closure** - A review or wrap-up of the lesson - "Tell me/show me what you have learned today."
10. **Assessment** - Your formative and summative assessment plan for this lesson.  
(Also refer to chapter 3 in *Effective Methods* on information pertaining to lesson planning.)

# *Lesson Plan*

Your Name  
Course Title  
Room - Instructor  
Day, Date, Time

## **Lesson Topic:**

- Key lesson topic

## **Lesson Objectives:**

- State the lesson objective(s)

## **CA Standards:**

- State the specific CA standard(s) to be learned

## **Materials:**

- Textbook, chapter no., page nos., supplementary materials, etc.

## **Instructional Strategies:**

- Indicate the instructional strategy or strategies utilized

## **Anticipatory Set/Advance Organizer:**

- Preview what will be learned and/or review prior day's activities

## **Instructional Activities:** (including time in minutes)

- Indicate time and outline specific instructional activities

## **Closure:**

- Wrap up - restate standard(s) learned, question and answer session, etc.

## **Assessment:**

- Your formative and summative assessment plans for this lesson

## Appendix D

### Survey of two High School Business Departments/Subject Areas

You are to interview a department chair or primary person in two high school business education departments/subject areas. After the interview write a short report based on your findings. You may number your responses, but they must be in complete sentences. In addition, either repeat the question or incorporate it into your response.

1. How many business teachers are in the department /subject area? What is the trend (increasing, decreasing, remaining the same)?
2. What is the name of the department / subject area? (e.g., Business Education, Business and Technology Department, etc.)?
3. What courses does the department /subject area offer? Include grade level of offerings and the semester of offered. (If you can, obtain any published information that may be helpful.)
4. What computer software programs are utilized? (if possible, current versions)
5. What student organizations are there in the department /subject area? (e.g., FBLA, DECA)
6. What are a few challenges the department /subject area is experiencing? (increased academic standards, curriculum changes, e.g., Microsoft Certification, WEB page design, etc.)
7. Is there any other information that would be helpful to know?

Schools	
Fresno High Schools	
Bullard	Edison
Fresno	Hoover
McLane	Roosevelt
Duncan Computech	Sunnyside
San Joaquin Memorial	
Clovis High Schools	
Buchanan	Clovis East
Clovis	Clovis West
Clovis North	
Visalia High Schools	
El Diamante	Golden West
Mt. Whitney	Redwood
Other High Schools	
Central	Dinuba
Fowler	Liberty (Madera Ranches)
Kingsburg	Madera
Reedley	Sanger
Selma	Sierra Union (Aubery)

## Appendix E

**Your portfolio will consist of the following items including your resume.**

- Introductory paragraph telling a prospective employer about yourself
- Educational philosophy
- Career goals
- Resume
- Professional growth activities
- Public service activities - optional
- Classroom management techniques/ guidelines (so one knows how you will structure your classroom)
- Teaching methods/ strategies
- Sample Lesson Plan
- Samples of student work - optional
- Other - PowerPoint Presentation (?)

**Organize this in a three-ring binder portfolio that is well organized with dividers.**

# Appendix F

## *Area 1—*

Keyboarding and Word Processing  
Spreadsheets  
Database  
Desktop Publishing  
Presentation Graphics  
Multimedia  
Internet Software  
Web Design

## *Area 2—*

Communication  
Accounting and Business Computation  
Basic Business and Management  
Economics and Personal Finance  
Business Law  
Entrepreneurship  
International Business  
Marketing

## Appendix G

Prepare an annotated bibliography from either one NABTE Review or one Delta Pi Epsilon Journal.

There are a number of Web sites to assist one in writing an annotated bibliography. Each annotation should be approximately 200 words in length.

Some Web sites are listed here that will assist you with your annotated

bibliography. [http://www.librarv.mun.ca/quides/howto/annotated\\_bibl.php](http://www.librarv.mun.ca/quides/howto/annotated_bibl.php)

<http://www.library.cornell.edu/olinuris/ref/research/skill28.htm>

<http://owl.english.purdue.edu/handouts/general/qLannotatedbibEX.html>

Finally, include a cover page with a title and your name on the cover.