

SEMESTER - II

CPS 2b – Part II - PEDAGOGY OF COMMERCE AND ACCOUNTANCY

Credits:4

Internal: 40 marks

Hours/Week: Theory-4hrs & Practical-4hrs

External: 60 marks

Total: 100 marks

Course Learning Outcomes:

At the end of the course, the student-teachers will be able to

- appreciate the significance of co-scholastic activities in Commerce and Accountancy;
- implement the process of evaluation in Commerce and Accountancy;
- recognize the significance of planning and teaching Commerce and Accountancy;
- identify the requisites of commitment and professionalism of a Commerce and Accountancy teacher;
- point out the importance of classroom climate and classroom management;
- review the organization of the schoolplant;
- identify and analyze the diverse needs of learners in Commerce and Accountancy;
- prepare teaching and learning materials in Commerce and Accountancy for both general and special students;
- construct a reflective record on Continuous and Comprehensive Evaluation practiced in the internship schools;
- compile a question bank in Commerce and Accountancy to aid student performance.
- design lesson plans focusing on adaptation and evaluation in special and inclusive schools.

Unit I: Co-Scholastic Activities in Commerce

Meaning of the term Co-curricular activities – Importance of Co-curricular activities in Commerce teaching – Guiding principles for the organization of Co-curricular activities – Various Co-curricular activities related to Commerce - Organization of few Co-curricular activities related to Commerce:

Organizing Club and Socialized activities: Donating camps, Competitions, Panel Discussion, Group Discussion, Symposium, Workshop, Seminar – Merits and Demerits – NCC & NSS activities.

Unit II: Evaluation in teaching of Commerce and Accountancy

Evaluation: Meaning and Purpose of Evaluation - Steps involved in the construction of achievement tests – Design of an achievement tests in Commerce and Accountancy – Administration of tests - Steps in constructing question papers – Interpretation of test scores - Types of test items: Objective types and subjective types – Formative, Summative, and Continuous and Comprehensive Evaluation (CCE) -Diagnostic and Prognostic Tests in Commerce.

Unit III: Unit Planning and Daily Lesson Planning in Commerce and Accountancy

Introduction – Yearly Planning in Commerce – Unit Planning in Commerce: Meaning – Unit Formation in Commerce – Procedures / Steps in Unit Planning – Importance and advantages of Unit Planning – Demerits and limitations of Unit Planning – Lesson Planning in Commerce & Accountancy: Meaning, - Need and importance of lesson planning, how to plan lessons for teaching of Commerce & Accountancy, various approaches in the preparation of daily lesson planning- Difference between Unit Planning and Lesson Planning.

Unit IV: Teacher Professionalism and Teacher Commitment

Committed teachers, passionate teachers: Dimension of passion associated with teacher commitment and engagement- Teacher commitment as passion teacher: teacher commitment as unit of time outside the contact hours with students, teacher commitment as focus on the individual needs of students, teacher commitment as responsibility to impart knowledge, attitudes, values and beliefs, teacher commitment as maintaining ‘ Professional knowledge’, teacher commitment as engagement with school and community- importance of teacher commitment for quality enhancement – ways and means of enhancing teacher commitments for teaching professionalism. Professional development and growth of Commerce Teachers:Qualifications: Academic Qualifications and Professional Education - pre-service education – Professional ethics and competencies of commerce teachers - General Qualities and personality traits – Regular duties and responsibilities to be taken up by commerce teachers – Registers and Records to be maintained by Commerce Teachers - Types of teachers based on leadership style, dominated pattern, laissez faire pattern and democratic pattern and its significance

Unit V: CommerceRoom, Classroom Climate and Classroom Management

Commerce Room: Introduction – Meaning and Definition, Objectives of having Commerce Room, List of Materials to be kept in Commerce Room, Suggestions for effective maintenance of Commerce Room - Classroom Climate: Meaning, Types, ideal classroom climate, significance of classroom climate –Commerce class room management: Meaning and techniques of Commerce classroom management

Unit VI: School Plant

School Building and Design of the School - Maintenance of the School Plant: Play Ground, Library, Classroom, Records and Registers.

Suggested References:

Aggarwal, J.C. (2006).*Essentials of Educational Technology Teaching and Learning*. New Delhi: Vikas Publishing House.

Allen, O.C., & Francis P.H. (1988).*Curriculum: Foundations, principles and issues*. New Jersey: Prentice Hall.

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Boynlon, L.O. (1995). *Methods of Teaching Book-Keeping*. Cincinnati: South Western Publication Company.

Chauhan, S.S. (2008).*Innovations in Teaching Learning Process*. Uttar Pradesh: Vikas Publishing House Pvt. Ltd.

Douglas, Palnford, & Anderson. (2000).*Teaching Business Subjects*. New York: Prentice Hall.

Edward, F.O., Raymond, W.K., & Ronald J.M. (1971). *Programmed Instruction Techniques and Trends*. New York: Century Cropts.

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Joyce, Well. (2004).*Models of Teaching*. U.K.: Prentice Hall of India.

Khan, M.S. (1982).*Commerce Education*. New Delhi: Sterling Publishers Private Limited.

Kochhar, S.K. (1992).*Methods and techniques of teaching*. New Delhi: Sterling Publishers Private Limited.

Kumar, K.L. (1996).*Educational Technology*. New Delhi: New Age International Publishers.

Mangal, S.K., & Mangal, S.(2005).*Essentials of Educational Technology and Management*. Meerut: Loyal Book Depot.

Nagarajan, K.L. (1997).*Principles of Commerce and General Commerce Knowledge*. New Delhi: S.Chand& Company Ltd.

Pattanshetti, M.M. (1992).*Designing and organizing tutorials in colleges and universities*. Davangere: You Need Publication.

Saylor, J.G. William, M.A., & Hollis. (1956).*Curriculum Planning*. New York: Rinehart and Company Inc.

Sharma, R.A. (2008).*Technological Foundation of education*. Meerut: R.Lall Books Depot.

Sharma, R.N. (2008).*Principles and Techniques of Education*. New Delhi: Surjeet Publications.

Singh, Y.K. (2009).*Teaching of Commerce*. New Delhi: APH Publishing Corporation.
