

Program	BS Business Education
Semester	6 th
Credit Hours	3
Pre-requisite	None
Course Title	MECD 305 Methods of Teaching
Introduction	The primary objective of this course is to prepare students to teach business subjects at various levels. Examples of business content include accounting, marketing and information systems. The class emphasizes methodology, curriculum planning, unit and lesson planning, and classroom management. It is assumed that students will be able to apply previously learned subject matter knowledge in a teaching situation. Ultimately, our goal is to help prepare you for a successful student teaching experience.
Learning Outcome	<p style="text-align: center;">Learning Outcomes/ Objectives</p> <p>After reading this course the students would be able to</p> <ol style="list-style-type: none"> 1. understand the educational thought and paradigm shift 2. understand the learning process; 3. understand the instructional design 4. develop and analyze lesson plans 5. practice instructional technology and instructional strategies during instruction; and teach business courses in business schools.
Course Content	<ol style="list-style-type: none"> 1. EDUCATION <ol style="list-style-type: none"> 1.1 Concept of education 1.2 Process of education <ol style="list-style-type: none"> 1.2.1 Bipolar process 1.2.2 Tri-polar process 1.2.3 Old paradigm 1.2.4 New paradigm 1.3 Modes of education <ol style="list-style-type: none"> 1.3.1 Formal education 1.3.2 Non-Formal education 1.3.3 In-Formal education 2. THE LEARNING PROCESS <ol style="list-style-type: none"> 2.1 Meaning and process 2.2 Levels of learning 2.3 Learning objectives <ol style="list-style-type: none"> 2.3.1 Cognitive domain 2.3.2 Psychomotor domain 2.3.3 Affective domain 3. INSTRUCTIONAL DESIGN <ol style="list-style-type: none"> 3.1 What is instruction 3.2 Elements of instruction

	<ul style="list-style-type: none"> 3.3 Phases of instruction 3.4 Principles of instruction 3.5 The instructional episode---instruction as an experiment 3.6 Conceptual model of instruction 3.7 The competent instructor 4. INSTRUCTIONAL TECHNOLOGY <ul style="list-style-type: none"> 4.1 The concept 4.2 Audio visual technologies 4.3 Hardware/software instructional technology 4.4 Systems approach 4.5 Development of main concern of instructional technology <ul style="list-style-type: none"> 4.5.1 Mass instructional techniques for business subjects 4.5.2 Individualized learning techniques for business subjects 4.5.3 Group learning techniques for business subjects 4.6 Case for and against instructional technology 5. INSTRUCTIONAL STRATEGIES FOR BUSINESS SUBJECTS <ul style="list-style-type: none"> 5.1 Methods, Strategies, Tactics 5.2 Styles of instruction for business subjects <ul style="list-style-type: none"> 5.2.1 Autocratic (with strategies used) 5.2.2 Permissive (with strategies used) 6. DEVELOPING COMPETENCE FOR TEACHING BUSINESS COURSES <ul style="list-style-type: none"> 6.1 Developing a professional approach 6.2 Developing a course outline 6.3 Developing a lesson plan <ul style="list-style-type: none"> 6.3.1 Writing learning objectives for teaching business subjects 6.3.2 Organizing the content 6.3.3 Selecting the teaching aids 6.3.4 Managing time 6.3.5 Evaluating learners 6.3.6 Adjusting the instructional episode 6.3.7 Winding up process 6.4 Appraisal of instructional process
References	<p>REFERENCE BOOKS:</p> <ul style="list-style-type: none"> 1. Allied Material for M. Phil in Teacher Education. (2000). <i>Teaching Strategies</i>. Allama Iqbal Open University, Islamabad 2. Douglas et al. (1963) <i>Teaching Business Subjects</i>. Prentice Hall, Inc. 3. Dunkin, Michael J. (1998) <i>The International Encyclopedia of Teaching and Teacher Education</i>. Pergamon Press 4. Ellington, Henry et al. (1993). <i>Handbook of Educational Technology</i>. NP, Kogan Page Ltd., London

	<ol style="list-style-type: none"> 5. Mir, Muhammad Ali, (1966) <i>Instructional Techniques</i>. Kifayat Academy, Karachi 6. Rashid, Muhammad. (1999) <i>Teaching Strategies</i>. Allama Iqbal Open University, Islamabad 7. Rose, C Homer, (1961) <i>The Instructor and His Job</i>. American Technical Society 8. Venkataiah, N., (1996). <i>Educational Technology</i>. APH Publishing Corp. New Delhi 												
Teaching/ Learning Strategies	<p>Lecture Multimedia presentations Cooperative Learning Non creditor workshops and seminars. Active Learning Summaries and reflection of the lecture Complete course assessment includes all the content in practical form and submit portfolio before final assessment</p>												
Evaluation Criteria	<table> <tr> <td colspan="2">Course Evaluation</td> </tr> <tr> <td>Assignments</td> <td>20</td> </tr> <tr> <td>Mid Semester Test</td> <td>25</td> </tr> <tr> <td>Final Project</td> <td>15</td> </tr> <tr> <td>Final Test</td> <td>40</td> </tr> <tr> <td>Total</td> <td>100</td> </tr> </table>	Course Evaluation		Assignments	20	Mid Semester Test	25	Final Project	15	Final Test	40	Total	100
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