

PAPER - 6 & 7

COMMERCE CONTENT & METHOD

Objectives :

Student Teacher...

1. Understand methods of teaching commerce
2. Know the skills and methods of commerce
3. Know the curriculum and tools of commerce
4. Evaluate the text book of students
5. Understand techniques of teaching commerce
6. Know in practical work the application of commerce

Content

Unit - I As per prescribed syllabus by Gujarat State Higher Secondary board for Std. XI Chapter 01 to 11.

Unit -II As per prescribed syllabus by Gujarat State Higher Secondary Board for Std. XI Chapter 12 to 17 , std. XII chapter 01 to 06 .

Unit -III As per prescribed Syllabus by Gujarat State Higher Secondary Board for Std. XII Chapter 07 to 16.

Method

Unit -IV Commerce:

- (1) Concept , aims , objectives
- (2) Use & scope of commerce
- (3) Correlation : Meaning , Types, internal co-relation with subjects like Geography , Economics, Science and Accountancy.
- (4) Teacher of commerce : Qualification and Training, Qualities, Professional Growth.

Unit -V

Skills, Methods, & Lesson planning of commerce.

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| A. Microteaching | :- Concept, steps ,Limitation ,Lesson plan |
| B. Skills | :- Set Induction ,Questionnaire , B.B.work, reinforcement. |
| C. Methods | :- Lecture method, assignment, Projects , Group Discussion, Dialogue method, Programmed Learning. |
| Approaches | :- Service of commerce. |
| D. Lesson Planning | :- Meaning, Steps, Characteristics, Lesson-plan |

Unit-VI Lesson plan & tools of commerce.

1. Educational Tools .
Meaning, uses ,Audio-video, Bulletin board , Charts , graphs , news-paper , magazine , Reference-books, Projector, D.V.D ,V.C.D ,Tape recorder ,Radio, computer, ,L.C.D.
2. Text book, curriculum & Evaluation
3. Characteristics of text books
4. Evaluation of text books.
5. Unit Planning
6. Blue-Print ,Question Paper

Unit -VII

- Survey
- Field work
- Visit to a trade centre
- Commerce club & its Activities.

Reference Books :

1. Jone, popham & freeman, Methods of teaching business and subjects, New York, McGraw-Hill book, Gregg division, 1965.
2. The teaching of Commerce, Maha Sharif Khan, Sterling Publishing (P) Ltd., New Delhi
3. વાણિજ્યના અધ્યાપનનું પરિશીલન, એમ.એમ.ઝાલા અને બીજા, બી.એસ.શાહ પ્રકાશન, અમદાવાદ
4. વાણિજ્ય શિક્ષણ પદ્ધતિ, પટેલ ઘનશ્યામભાઈ વી. તથા બીજા, નવદીપ પ્રકાશન, અમદાવાદ
5. ધો.-૧૧ અને ૧૨ ના વાણિજ્ય વ્યવસ્થાના પાઠ્યપુસ્તકો, ગુ.રા. શાળા પાઠ્યપુસ્તક મંડળ
6. ઉચ્ચતર માધ્યમિક શિક્ષણ, ગુ.રા. ધો.-૧૧ અને ૧૨ નો અભ્યાસક્રમ, સરકારી મધ્યસ્થ પ્રેસ, ગાંધીનગર
7. વાણિજ્ય શિક્ષણ, ઉદયવીર સક્સેના, વિનોદ પુસ્તક મંદિર, હોસ્પિટલ રોડ, આઘા-૨