

R E P O R T R E S U M E S

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OFFICE OCCUPATIONS, INDIVIDUAL INSTRUCTION MATERIALS.

IOWA STATE DEPT. OF PUBLIC INSTR., DES MOINES

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DESCRIPTORS- #OFFICE OCCUPATIONS EDUCATION, #INDIVIDUAL INSTRUCTION, #BIBLIOGRAPHIES, #INSTRUCTIONAL MATERIALS,

THE 79 ITEMS LISTED IN THIS BIBLIOGRAPHY WERE SELECTED FOR THE BENEFIT OF TEACHER-COORDINATORS OF OFFICE OCCUPATIONS PROGRAMS. EXAMPLES OF MATERIAL INCLUDED ARE A COMBINATION TEXTBOOK-WORKBOOK WHICH PROVIDES TRAINING IN ALPHABETIC INDEXING, A COMBINATION TEXTBOOK-WORKBOOK WHICH CONTAINS PENMANSHIP DRILLS AND DIAGNOSTIC DRILLS, A PAPERBOUND BOOK WHICH INCLUDES 24 LETTER MODELS FOR FURTHER TRAINING IN THE MECHANICAL PREPARATION OF BUSINESS LETTERS, A KING-SIZE TYPING WALL CHART THAT DOUBLES AS A PROJECTION SCREEN, A POCKET-SIZED PAPERBOUND BOOKLET GIVING RULES ON PUNCTUATION, A SELF-TEACHING PROGRAMMED TEXT ON HOW TO WRITE EFFECTIVE REPORTS, A WORKBOOK THAT PROVIDES A THOROUGH REVIEW OF THE FUNDAMENTALS OF MATHEMATICS, A SHORT COURSE OF 31 ASSIGNMENTS GIVING STUDENTS AN OPPORTUNITY TO IMPROVE THEIR TYPING SKILLS WITH TRUE-TO-LIFE OFFICE PROBLEMS, A PROGRAMED BUSINESS MATHEMATICS BOOK, A SET CONSISTING OF 10 DUAL-TRACK 1-HOUR REELS OF SKILL-BUILDING TAPES FOR TRAINING MEDICAL SECRETARIAL STUDENTS, A NEW PROGRAMED-STYLE BOOK CONTAINING FIFTY 15-MINUTE LESSONS FOR A THOROUGH REVIEW OF SPELLING PRINCIPLES, AND A PROGRAMED BOOK THAT PRESENTS IN STEP-BY-STEP SEQUENCE THE MAJOR USE OF THE COMMAS. BRIEF ANNOTATIONS ARE GIVEN. (PS)

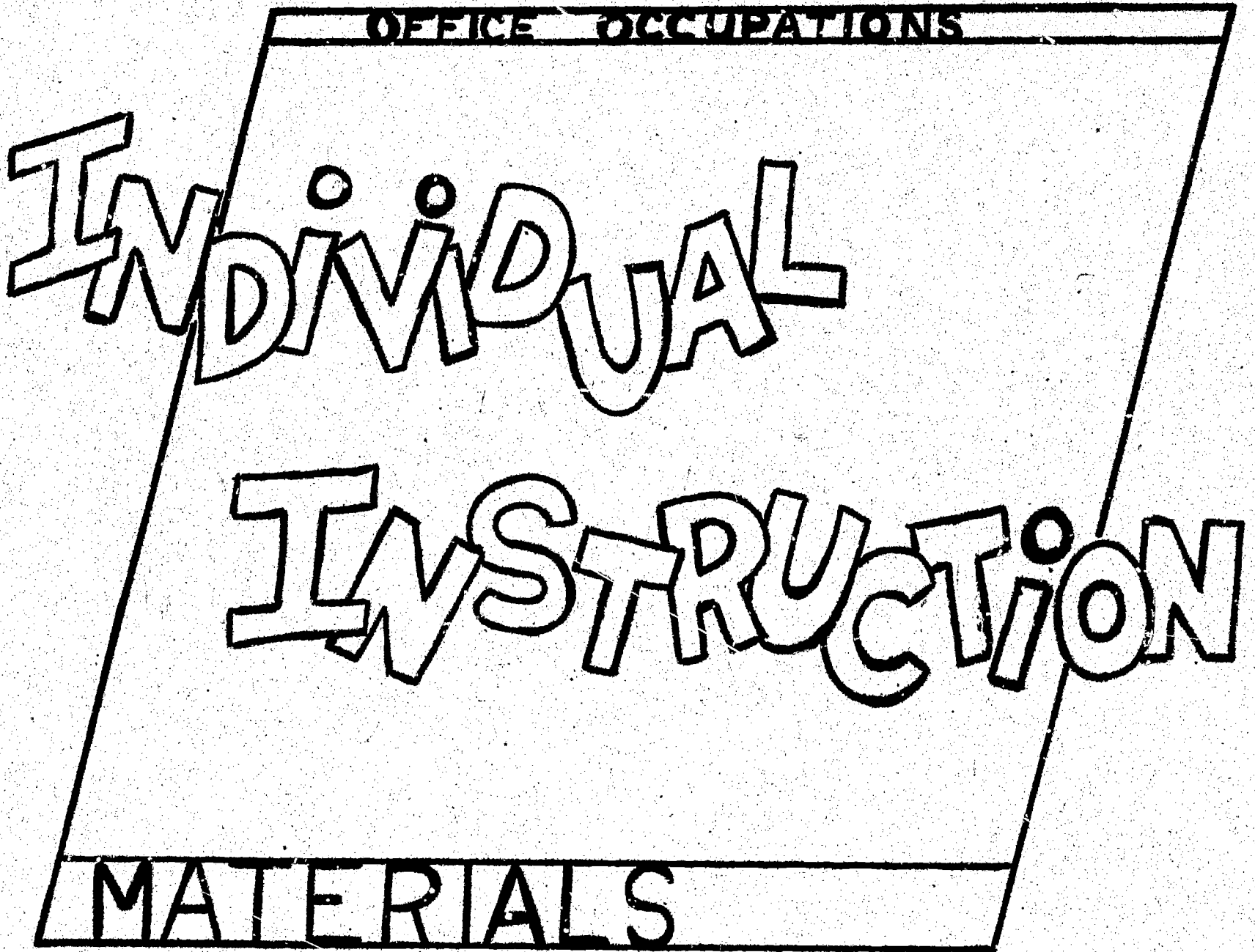
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U.S. DEPARTMENT OF HEALTH, EDUCATION & WELFARE
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**BIBLIOGRAPHY OF 79 INDIVIDUAL INSTRUCTION MATERIALS
FOR TEACHER-COORDINATORS OF OFFICE EDUCATION**

This bibliography of 79 individual instruction materials is distributed for the benefit of teacher-coordinators of office occupations programs.

It is not at all inclusive of all materials that are available and supplementary lists will be printed.

Each teacher-coordinator is urged to use this booklet in any way they see fit.

**BIBLIOGRAPHY OF 79 INDIVIDUAL INSTRUCTION MATERIALS
FOR TEACHER-COORDINATORS OF OFFICE EDUCATION**

1. Alphabetic Indexing by Fisher. South-Western Publishing Company. Combination textbook-workbook which provides training in alphabetic indexing. Two weeks work.
2. Alphabetic Indexing by Guthrie. South-Western Publishing Company. Combination workbook-textbook that may be used for a short intensive basic course. Consists of 28 simple alphabetic indexing rules, 20 indexing exercises, 6 card filing jobs, and 2 achievement tests.
3. Applied Arithmetic Essentials by Mitchell and Reigner. H. M. Rowe Company. Combination textbook and workbook on basic arithmetic and its everyday applications.
4. Applied English Essentials by Reigner. H. M. Rowe Company. Combination textbook and workbook which develops and strengthens the use of good English.
5. Applied Penmanship by L. H. Lyon. South-Western Publishing Company. Combination textbook-workbook which contains penmanship drills, corrective drills, and diagnostic drills.
6. Applied Punctuation by Reigner. H. M. Rowe Company. Combination textbook and workbook on punctuation usage.
7. Automation Office Practice by Wanous and Wanous. South-Western Publishing Company. Textbook and practice set available. Designed to get a basic understanding of automated data processing. Five to six weeks of work.
8. Basic Typewriting Operations--Principles and Problems by Frank E. Ligouri. A new kind of supplementary typewriting book with five sections.
Section 1 - Basic Skill and Mastery Drills
Section 2 - Centering
Section 3 - Manuscript
Section 4 - Business Letters
Section 5 - Tabulation
9. Bookkeeping Charts by George F. Cram Company, 730 East Washington Street, Indianapolis, Indiana. Based on 20th Century Bookkeeping and Accounting Textbook. Available in three sets:
Set #20 - Based on 20th Edition
Set #21 - Based on 21st Edition
Set #22 - Based on 22nd Edition
10. Business Filing and Records Control by Bassett - Agnew - Goodman. South-Western Publishing Company. Textbook and practice set available. Coverage of four basic correspondence filing systems--alphabetic, numeric, subject, and geographic.
11. Business Letter Typing by Bowman. South-Western Publishing Company. A paper-bound book which includes 24 letter models for further training in the mechanical preparation of business letters.

12. Business Machine Laboratory Manual by C. A. Swensen. William C. Brown Book Company, 135 South Locust Street, Dubuque, Iowa. A 244-page comprehensive business machines manual which contains complete instructions for operating 12 fully-illustrated types of machines, 1,000 approximate practice problems and 27 tests, and instructors' procedure guide when school adopts the manual.
13. Business Practice. South-Western Publishing Company. Practice set that may be used for record keeping.
14. Can I Be An Office Worker. General Motors Corporation. A paper-bound booklet describing the job of office employees. A good promotional booklet.
15. Careers in Business Chart. South-Western Publishing Company. A good chart which can be used for promotional activities and student counselling.
16. Charm--The Career Girls Guide to Business and Personal Success by Whitcomb and Lang. Gregg Division of McGraw-Hill Book Company. A new book on beauty, poise, personality, glamor, and style designed especially for young women planning careers. It contains many practical hints to help the career girl to become more attractive and an interesting appearing person. 72 pages.
17. Clerical Occupations for Women, Today and Tomorrow--1964. U. S. Government Printing Office, Washington, D.C. Bulletin #289. A report produced by the Department of Labor, Women's Bureau.
18. Clerical Payroll Procedures by Pendery. South-Western Publishing Company. Combination textbook-workbook that covers clerical procedures in payroll work.
19. Clerical Practice and Record Keeping by Kirk-Scott-Lurie. H. M. Rowe Company. A combination textbook-workbook giving drills in arithmetic, handwriting, and spelling. It also gives training in indexing and filing, payroll, and record-keeping of a small business or office.
20. DDC Spelling Aid (Record)
Dictation Disc Company, 170 Broadway, New York, N.Y. 10038
21. Dictation Disc Sets (Records)
Dictation Disc Company. Each set contains:
1. Four 45 rpm records
 2. 45 minutes dictation
 3. Three different speeds
 4. Instructions for speed development
 5. Shorthand Achievement Progress Chart
- | | |
|---|--|
| <p>BUSINESS LETTERS</p> <p>Set 40-40,50,60</p> <p>Set 400-50,60,70</p> <p>Set 41-60,70,80</p> <p>Set 410-70,80,90</p> | <p>5-MINUTE DICTATIONS</p> <p>Set 450-60,70,80,90,100</p> <p>Set 460-100,110,120,130,140</p> <p>Set 461-60,70,80,90</p> <p>Set 462-100,110,120,130</p> |
|---|--|

21. (Continued)

Set 42-80, 90, 100
Set 42B-80, 90, 100
Set 420-90, 100, 110
Set 43-100, 110, 120
Set 44-110, 120, 130
Set 430-120, 130, 140
Set 440-130, 140, 150
Set 441-140, 150, 160

CHALLENGE SERIES

Set 52-50 to 160
Set 53-50 to 120
Set 54-80 to 150

BRIEF FORM AND PHRASE LETTERS

Set 38-60, 70, 80, 90
Set 380-100, 110, 120, 130

500 COMMONEST WORDS

Set 39-60, 70, 80, 90
Set 390-100, 110, 120, 130

MISCELLANEOUS

Set 49 Reporting 130 to 180
Set 50 Legal 80 to 120
Set 51 Medical 80 to 120

FOR BEGINNING SHORTHAND WRITERS
Gregg--from the new book
Set 480: Brief forms and phrases
in letters
Graded and Cumulative 40 to 80
Set 481: Word beginnings and
endings in letters.
Graded and Cumulative 40 to 80
Set 482: Complete theory review
60 to 90

Pitman-Mastery Review Lessons
Set 64 - 40 to 60
Set 65 - 50 to 80
Set 66: Short forms and phrases
in letters.
Graded and Cumulative 50 to 90
Set 20: 20th Century Typewriting
Records.
Set 99: Typing to music 20 to 50

22. Directed Homework in Gregg Shorthand by Young. Gregg Division of McGraw-Hill Book Company. New theory-drill workbook used for supplementary aid for shorthand correlated for lesson-by-lesson use with Gregg Shorthand (Basic Manual) Diamond Jubilee Series. 144 pages.
23. Eleven inch by fourteen inch posters. Reprint Department, Today's Secretary, 330 West 42nd Street, New York, N.Y. 10036
Illustrates pictorially the qualities that make up the perfect boss and the perfect secretary. Ideal for bulletin boards in secretarial classrooms.
24. English The Easy Way by Norman Schachter. South-Western Publishing Company. Textbook-workbook on the use of correct English.
25. Essential Business Practice and Essential Business Forms by Charles G. Reigner. H. M. Rowe Company. A practical set for extra training in the preparation of business forms. Each unit in the 56-page book of instructions, describes one of the most often-used business forms, explains its purpose, and gives detailed directions for completion.
26. Ezerase Test Packet. Millers Falls Paper Company, Millers Falls, Massachusetts 01349. A free test packet is available for use in typing or secretarial practice when studying types of paper.
27. Filing Office Practice by Bassett-Agnew-Goodman. South-Western Publishing Company. Contains a set of 64 cards for filing, 256 names, and a set of 96 pieces of business correspondence.
28. Full-keyboard Adding-Listing Machine Course by Agnew and Pasewark. South-Western Publishing Company. 20 jobs for instruction on standard manual and standard electric machines.

29. Gregg Shorthand Course for Speed Development. Dictaphone Corporation
A set of 60 dictabelt records.
30. Gregg Typing Picture Posters. Gregg Supplies and Recordings Department,
McGraw-Hill Book Company. Two sets are available. One, Gregg
typing picture posters--personal typing series, and two, Gregg
typing picture posters--letter style series.
31. Gregg Typing Wall Chart. Gregg Recordings and Supplies Department,
McGraw-Hill Book Company. A king-size wall chart that doubles as
a projection screen.
32. How to Find and Apply For A Job by Keily and Walters. South-Western
Publishing Company. An 84-page paper-bound book containing
such topics as (1) First step in selling yourself: Personal
Inventory, (2) Discovering your opportunities, (3) Selling
yourself in a personal interview, (4) Promoting and selling
by your application blank, and (5) Selling your services by a
letter of application.
33. How to Find the Right Secretarial Job. Today's Secretary.
A 64-page complete step-by-step guide to job satisfaction and
personal contentment.
34. How to Punctuate a Business Letter by Edward Kramer. Pitman
Publishing Corporation. A pocket-sized paper-bound booklet
giving rules on punctuation.
35. How to Use Adding and Calculating Machines by Walker-Roach-Hanna.
Gregg Division of McGraw-Hill Book Company. 250 pages.
36. How to Write Effective Reports by Addison-Wesley Publishing Company,
Inc., Reading, Massachusetts. A self-teaching programmed text
which probably would be used on a limited basis.
37. Human Relations (Booklets). Enterprise Publications, 20 North
Walker Drive, Chicago, Illinois 60606. Twenty 16-page
booklets. Titles of interest: Everyday human relations
A tale of four companies
How you communicate accidentally
The high cost of a blabber mouth
What gives a business organization
vitality?
38. Instant Spelling Dictionary. Career Institute, 30 East Adams,
Chicago, Illinois 60603. 320 pages, 4 x 6 inches, 25,000
words spelled, divided and accented.
39. Intensive Clerical and Civil Service Training by Fisher. South-
Western Publishing Company. Combination textbook-workbook
and tests to prepare students to take jobs in business and to
pass civil service examinations.
40. Job Study Guides. University of Minnesota and the University of
Ohio. Available from Nicholson Hall Bookstore, University of
Minnesota, Minneapolis, Minnesota.

- (1) OF-1 File Clerk
(2) OI-1 Insurance Secretary

40. (Continued)
- (3) OL-1 Legal Secretary
 - (4) OM-1 Mailing Clerk
 - (5) OP-1 Payroll Clerk
 - (6) OT-1 Tabulating Clerk
 - (7) OA-1 Advertising Office Stenographers
 - (8) OB-1 Bank Office Worker (General)
 - (9) OD-1 Dental Assistant (Office)
41. Key-Driven Calculator Course by Agnew and Pasewark. South-Western Publishing Company. 60 jobs for instruction for Burroughs Calculators, the Comptometer and the Plus Calculator.
42. Machine Office Practice by Agnew. South-Western Publishing Company. Contains 40 different jobs using business forms such as checks, sales slips, deposit tickets, invoices, and time cards. For use with any adding or calculating machine after the student obtains reasonable operating skill.
43. Mathematics Skill Builder by Briggs. South-Western Publishing Company. Workbook that provides a thorough review of the fundamentals of mathematics.
44. Medical Secretary Course for Speed Development. Dictaphone Corporation. A set of 10 dictabelt records.
45. Office Career Notebook by Bernard M. Ohm and Dr. Ralph E. Masson. Interstate Printers and Publishers Inc., Danville, Illinois 61834. A notebook which may be used by each student enrolled in vocational on-the-job business education program, that will acquaint them with their business.
46. Office Machines Course by Agnew and Cornelia. South-Western Publishing Company. 10 jobs for full-keyboard adding-testing machines, 10 jobs for ten-key adding-listing machines, 15 jobs for rotary calculators, and 15 jobs for key-driven calculators.
47. Office Practice For Typists. H. M. Rowe Company. A short course--31 assignments--giving students an opportunity to improve their typing skills to true-to-life office problems.
48. Office Typing. H. M. Rowe Company. A set consisting of a textbook and envelop of working materials for typing true-to-life office jobs.
49. Opportunities in Office Occupations by Estelle L. Papham. Vocational Guidance Manuals. Educational Books Division of Universal Publishing and Distributing Corporation, 800 Second Avenue, New York, N.Y.
50. Programmed Business Mathematics by Harry Huffman. Gregg Publishing Division of McGraw-Hill Book Company.
51. Programmed Instruction Units. Argyle Publishing Corporation, 605 Third Avenue, New York, N.Y. 10016. Units included are:
- (1) Improving Your Written Communication
 - (2) Methods Improvement in Work Controls
 - (3) The Secretary--Jill Of All Trades
 - (4) Understanding Public Relations
 - (5) Introduction to PERT
 - (6) Cutting Office Costs

51. (Continued)
- (7) Application on Reliability Techniques
 - (8) Selling to Business and Industry
 - (9) Conducting Employee Interviews
52. Projects in Clerical Practice by Goodfellow and Rosenberg. South-Western Publishing Company. Textbook-workbook containing 6 projects involving writing checks, keeping purchase invoice register, taking stock, calculating, tax deductions, preparing cash register tallies, reports of past-due accounts, alphabetic and numerical indexes, daily and periodic summary sheets for salesmen and handling complaints and making adjustments.
53. Record Keeping For Small Businesses. South-Western Publishing Company. A complete, self-contained bookkeeping outfit emphasizing record keeping for small businesses--36 hours of work.
54. Reference Manual For Office Employees by Larsen and Koebele. South-Western Publishing Company. 150-page paper-bound book that is reasonable for all students. Covers topics such as mail, style letters, capitalization, care of typewriter, abbreviations, and punctuation.
55. Resources for Office Education Programs. U. S. Government Printing Office, Washington, D.C. A ready source of information listing films, filmstrips, major publications, periodicals, and supplementary materials.
56. William A. Roberts, M.D. Practice Set by Palmer and Archer. Gregg Division of McGraw-Hill Book Company. Realistic, up-to-date medical practice set for first term accounting students. Materials designed to take about 25-30 hours.
57. Rotary Calculator Course by Agnew and Pasewark. South-Western Publishing Company. 30 jobs for manual, electric semi-automatic, and fully automatic calculators.
58. Rowe Filing Practice Set. H. M. Rowe Company. A set consisting of an instruction book, a file box, and an envelop of miniature letters and cross reference sheets that teaches both alphabetic and geographic filing.
59. Shorthand Transcription Studies by Balsley and Wanous. South-Western Publishing Company. Textbook that leads the student from simple to complex matter.
60. Specialized Dictation Tapes for Medical Secretaries, Gregg Division of McGraw-Hill Book Company. The set consists of ten dual-track one-hour reels of skill-building tapes for training medical secretarial students.
61. Spelling Drills and Exercises by Brendel and Near. Gregg Division of McGraw-Hill Book Company. A new programmed-style book containing fifty 15-minute lessons for a thorough review of spelling principles.
62. Statistical Typing by Wanous. South-Western Publishing Company. Recommended for special emphasis in tabulating. Well-planned with special review drills followed by exercises which emphasize special problems in centering and tabulating.

63. Successful Devices for Teaching Shorthand by Wayne A. Alston.
J. Weston Walch Co., Box 1075, Portland, Maine.
64. Sustained Timed Writings by Grubbs and White. Gregg Division of
McGraw-Hill Book Company. A book of 46 timed writing selections.
65. Ten-Key Adding-Listing Machine and Printing Calculator Course by
Agnew and Pasewark. South-Western Publishing Company. 30 jobs
for instruction on the standard manual, the standard electric,
the automatic multiplier, and the printing calculator.
66. 300 Commas by Leonard J. West. Gregg Publishing Company. A new
programmed book that presents in step-by-step sequence the
major use of the comma. 112 pages.
67. 20,000 Words by Louis A. Leslie. Gregg Publishing Company.
Pocket-sized book that spells and divides more than 20,000
frequently used words. 256 pages.
68. Typewriting Office Practice by Agnew. South-Western Publishing
Company. A practice set containing all materials for
40 typewriting jobs.
69. Typewriting Style Manual. South-Western Publishing Company.
56-page paper-bound booklet covering centering, business
letter styles, manuscripts, tabulation, capitalization, and
punctuation.
70. Typing For Accuracy. H. M. Rowe Company.
A book giving corrective drills to help students cut down errors
and build up speed.
71. Typing, Tapes, and Records. South-Western Publishing Company.
Available for 16 selected lessons for Part I of the Eighth
Edition or 20th Century Typewriting. The recorded lessons
supplement the work of the teacher and free the teacher to do
individual instruction.
72. Using Rotary Calculators in the Modern Office by Meehan. Gregg
Division of McGraw-Hill Book Company. 30 lesson textbook-
workbook which provides detailed instruction for operating
rotary calculators.
73. Various Bookkeeping Practice Sets. South-Western Publishing Company.
The teacher should write to this address for price list of these
bookkeeping practice sets--5001 West Harrison Street, Chicago,
Illinois. 60644
74. Various Recordings for Gregg Shorthand. Gregg Recordings and
Supplies Department of McGraw-Hill Book Company. Teachers
should write for a listing of records that are available.
75. Various Typewriting Recordings. Gregg Recordings and Supplies
Department of McGraw-Hill Book Company. Teachers should
write for a listing of records that are available.

76. Word Division Manual by J. E. Silverthorn. South-Western Publishing Company. Recommended for supplementary use; serves two purposes: "Basic Word List" for correct spelling and division of words and "High Frequency Word List" for frequency of words used in business.
77. Word Finder by Anderson, Straub, and Gibson. Prentice-Hall, Inc. Englewood Cliffs, New Jersey. The entire word list in this reference book has been up-dated to conform to the most recent trends in word division, pronunciation, and spelling. 244 pages.
78. Word Studies by Lamb. South-Western Publishing Company. Textbook-workbook and tests available. Builds a mastery of words needed by persons in all walks of life.
79. Words Often Used in Business by Cities Service Oil Company. A paper-back reference book listing words and definitions.