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AUTHOR Williams, Coleen
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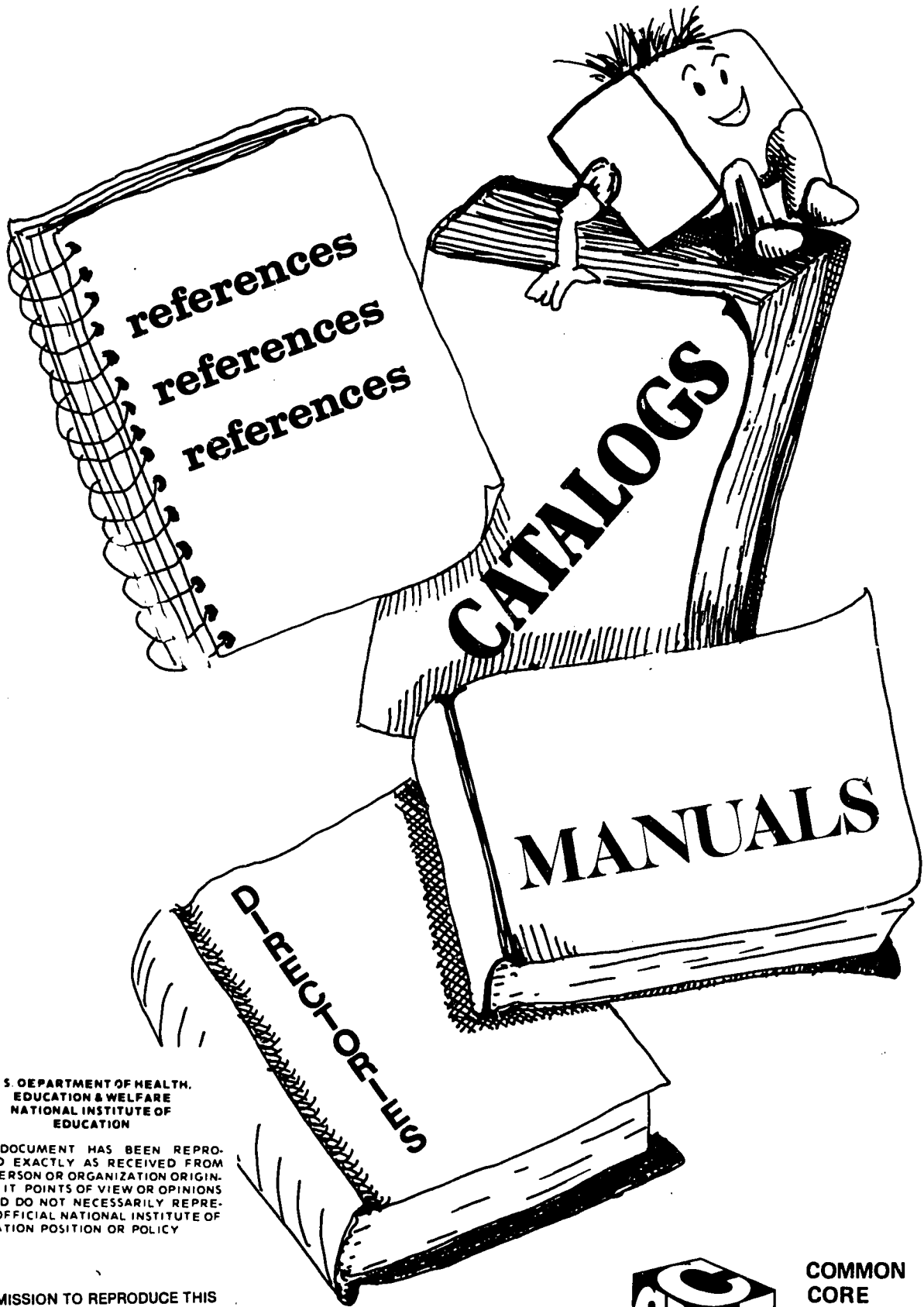
IDENTIFIERS California Business Education Program Guide

ABSTRACT

This secondary unit of instruction on how to use a supply catalog is one of sixteen Common Core Units in Business Education (CCUBE). The units were designed for implementing the sixteen common core competencies identified in the California Business Education Program Guide for Office and Distributive Education. Each competency-based unit is designed to facilitate personalized instruction and may include five types of materials: (1) a teacher's guide, which provides specific strategies for the units as well as suggestions for the use of the materials; (2) a student manual, which directs the student through the unit's activities and jobs and brings the student to the competency level for the unit; (3) working papers, which are consumable materials used in completing the jobs and activities described in the student manual; (4) pre/post tests and quizzes; and (5) suggested electronic media. A strategies manual and the California Business Education Program Guide and supplements are also available--see note. (LRA)

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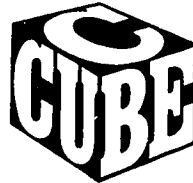


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COMMON
 CORE
 UNITS IN
 BUSINESS
 EDUCATION

CE 027 598

THE SUPPLY CATALOG

Written by

**COLEEN WILLIAMS
Instructor**

**Kennedy High School
Fremont, California**

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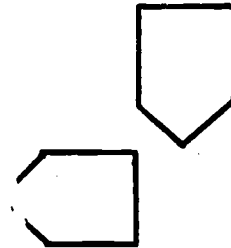
SUPPLY



C A T A L O G

LET'S BUY SOMETHING

Through A Catalog



OR "HOW TO USE A SUPPLY CATALOG"

Let's buy something — through a catalog. We all spend money — everybody does; you do, I do, schools do, churches do, businesses do, and even governments do. We all need things to do things with. Everyone and every business needs supplies.

Pens, pencils, paper, staples, textbooks — all these things are used today in this class. All these things are what your teacher would call **SUPPLIES**. Where did they come from? How did they get to your school? How much did these supplies cost?

Why do you need to know how to use a catalog? Because, all of these *supplies* must be purchased, they were ordered from someone, at some time, from a catalog.



Take a pencil for example; someone made it, but before it could be made, supplies had to be purchased — paint, wood, lead, rubber, and metal.

Everyone in a business office needs supplies — pens, pencils, staples, etc. We need many supplies here at our school. The person who does the ordering of supplies often has the title of SUPPLY CLERK.

A supply clerk lists needed supplies with the catalog number on a purchase order form. He/she checks code numbers and descriptions to see that they are correct and makes sure all the arithmetic is correct. Accuracy and detail are an important part in the job of the supply clerk.

After the purchase order has been checked for accuracy, it is signed and dated by the supervisor.

At some time in your life you will order or purchase an item through a catalog, either for personal or business use. Therefore, you will need to know what you are going to learn in this manual.



What You Will Learn To Do

1. Follow instructions.
2. Locate and list items found in a catalog.
3. Correctly describe and code each item.
4. Determine the unit price, and the quantity price.
5. Total your order and figure the tax.

In this manual we are going to assume you work in the school's business office, and you are the school's Supply Clerk, the person who orders all the supplies for your school, John F. Kennedy High.



Get a Supply Catalog from your instructor and seven (7) Purchase Order forms.

Turn to page 'x' in the Supply Catalog and follow along in it as you read through this manual. This means reading both sets of instructions and a form at the same time.

You will need the following additional information about the school you are working for to successfully complete a purchase order.

A. School's location No.

Your school is John F. Kennedy High School. Every school in the district is given a computer code number. Your number is 52.

B. Department No.

Within your school there are several departments. Each school department is assigned a code number also.

Physical Education451
Fine Arts and Homemaking. . .452

| | |
|-----------------------------|------|
| Industrial Arts | .453 |
| Business Training | .454 |
| Foreign Language | .455 |
| Science | .456 |
| Math | .457 |
| English | .458 |
| Special Education | .459 |
| Social Science | .460 |
| Administration | .470 |
| Library | .471 |

C. Date

Use today's date. Day – Month – Year.

D. Confirming P.O.

This means Purchase Order Number. Confirming means – The finance department has given their okay for you to buy. If some supply is needed in a hurry, this P.O. number can be obtained from the person in charge over the telephone. Normally it is placed on the P. O. (purchase order) after the orders are sent by you, the supply clerk, to the finance office. This means that you do not need to put the order number on your purchase order.



***(Really all of this information is of vital importance.)*

E. Page No. _____ of _____ Pages.

If you had a five page order, your pages would be numbered as follows:

Page No. 1 ___ of ___ 5 ___ pages.

Page No. 2 ___ of ___ 5 ___ pages.

Page No. 3 ___ of ___ 5 ___ pages.

Page No. 4 ___ of ___ 5 ___ pages.

Page No. 5 ___ of ___ 5 ___ pages.



This is an example of what is meant by *sequentially* or *in sequence*. Got the idea? This way you can keep an entire order together, knowing how many pages there are in the order, or should be. It is an easy way to tell if a page is lost or misplaced.



F. Submitted by.

Put your name here. You are the person filling out the order form.

G. Principal.

The Principal is your boss or supervisor. For the activities in this manual, have your teacher sign your orders, since he/she is your supervisor in this class.

H. Item No.

Look at the sample order form. Can you see how each separate thing listed is given an "item no."? See what the district means by their definition. When you make out your order forms, list no more than the (10) items per page.

I. Quantity.

This is how many you want to order of an item. See your sample.

J. Unit of Measure.

For example, a unit of measure could be: A box (bx), a pound (~~#~~), each (ea.), a dozen (dz.), a quire (qr) – a quire is 24, a gross (grs) – a gross is 12 dozen or 144, a carton (ctn).

K. Catalog No.

This is the code number given to each item the company carries. Be very careful when writing down this number: if the number is wrong, it can change the item ordered. See item ~~#~~ 3 on the sample order form, page 9. Its catalog code no. is W663311.

L. Description.

Describe the item, and give the seller's specifications. Specifications means the size or how heavy it is. For example, the size bottle of rubber cement you want to order (see item 1) is a 2½ oz. bottle. When you write out your purchase orders, list the full description as stated in the catalog.

M. Unit Price.

The price for each unit of measure.

N. Total Price.

To make an extension means multiply the quantity times the unit price (2 ea. x \$1.95 = \$3.90). When you total your purchase order forms, total each page separately, after making the extensions. This will give you the sub-total, (the total before the sales tax is added.)

Sales tax. The sales tax is 6% in this area. You can either multiply the sub-total (see your sample) \$37.80 x .06 (6% as a decimal) and get \$2.27, or you can look up the answer on the tax schedule at the back of this manual.



Do you know how to use a tax chart? If your answer is YES, jump over to the paragraph "LET'S CHECK". If your answer is NO, then proceed with the following.

Assume you made a purchase with a sub-total of \$5.82. Look at the tax schedule at the back of the book. In column one entitled 'transaction' – go down the column until you come to the figures of 5.75 – 5.91. \$5.82 falls between these numbers, so look in column two under 'tax' and see that the tax in that column is .35 . . . Very Easy . . .



LET'S CHECK to make sure that you really know how to use a tax chart. What is the tax for the following amounts?

- a. \$.39
- b. \$ 5.50
- c. \$28.50
- d. \$100.05
- e. \$275.86

*This takes some good figuring. If you can't figure out how it is done, see your teacher.

Your answers should be:

- a. \$.02,
- b. \$.33,
- c. \$17.71,
- d. \$6.00,
- e. \$16.55.

Activity 1

Type or Print plainly. Make sure you have a good sharp pencil or a pen.

The Foreign Language Department wishes to order the following items from the school district's supplier, Jones, Lopez & Zung Office Supplies Company:

- 2 bottles of rubber cement, 2½ oz.
- 12 dozen bars of hand soap
- 4 bx. of thermo-fax copy paper, size 8½ x 11.
- 8 reams of white mimeograph paper, size 8½ x 14, 20 weight.
- 10 red ball point pens, fine point

Using all the above information and the information on page 'x' that you have just learned, fill in your first P. O. When you have filled in all the blanks and are satisfied that every detail is complete and correct, turn the page to check it, step-by-step.

READY
SET
GO



STOP!

DON'T
PROCEED
ONE
STEP
FURTHER

U
N
T
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L



UNTIL . . . you have: Filled in all the blank space on the top of your P.O.

UNTIL . . . you have: Written the order out in every detail.

UNTIL . . . you have: Calculated all of your extensions and sub-totaled your order.

UNTIL . . . you have: Added the necessary tax and totaled your order.

NOW ●●●●

Let's check through the activity. Turn to page 9 in this manual. Compare your copy carefully with this sample. First of all, did you place the school's number on the form? Did you remember the number? Look it up if you forgot. Did you include the Foreign Language Department's code number, and use today's date? You are the person filling in the form; it is being submitted by you, so use your name. It is being okayed by whom? What should your number sequence read?

answer... Your answers at this point should be: School 52, Dept. No. 455, today's date, your name, and your teacher's signature. It is only a one page order, so it is "Page No. 1 of 1 Pages.

more... Let's continue on
Notice item No. 1 — we bought 2 bt. catalog #W131805 of rubber cement — 2½ oz. — 18 each. Did you make the extension? Can you see how it was done? Your answer should be $2 \times .18 = .36$.

watch those decimals

(If the decimal is wrong the answer is wrong!) Did you see how all the extensions were made?

be careful

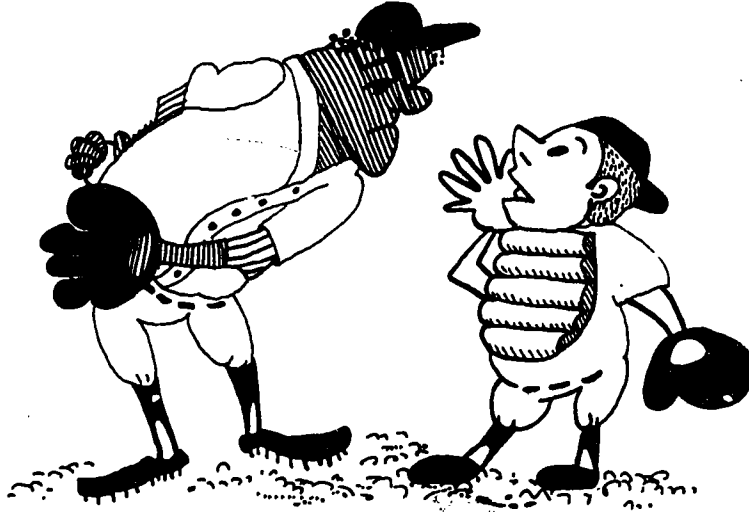
(Don't confuse the item number with the quantity number!)

answer... The sub-total is \$80.76. Does yours agree?
The Grand Total is \$85.61. This answer was obtained by adding the sub-total of \$80.76 and the tax of \$4.85. Do you remember how to use your tax chart? Refer to page 6 if you forgot.

When you have completed this activity turn it in to your instructor. **15**

Activity 2

Type or Print Plainly.



Coach Wes Wrestler in the P.E. Department at Kennedy High School wants to order the following supplies from Al's Sporting Goods Store.

- ½ dozen light bulbs – (lamps) for their filmstrip projector model • DFW 500W
- 2 box of thermo-fax spirit master, 8½ x 11
- 1 garbage can – no lid.
- 1 case soap luron powder
- 24 red checking pencils
- ½ dz. Laundry bag for towels
- 3 doz. Baseballs, high school level
- 3 dz. Basketballs, Official size., Sr.
- 1 doz. Footballs, official size
- 1 Stop Watch
- 6 pints rubbing alchohol
- 4 bx Band Aids
- 2 pkg's Sterilized Cotton Balls
- 1 case Mimeograph paper with 3 holes, white, 8½ x 11, 20 weight.

With the above information fill in your purchase order form, leave nothing blank. Please make the extensions, sub-total, and add the tax from the chart.

You will need to use more than one form for this order; total each page separately. However, keep your item numbers on both pages in order. If you know how to use an adding machine you may use one to total your forms. If so, please attach your tapes.

answer... I hope that you remember to list no more than 10 items on the first page of your order. If you listed them in order, and all of your extensions and the added tax were correct, your answer for page one is \$422.30. If your answer is correct, do the second page, and turn them both in to your instructor.



HOPE THIS ISN'T YOU

If your answer is wrong, follow the procedure listed below to help you discover your mistake:

1. Check your addition.
2. Check your multiplication.
3. Check the tax table; be sure you "picked up" the right amount.
4. Haven't found it yet? If your math calculations are not the problem, then check each item again to be sure it is the right item ordered and that you copied it down correctly. Can you read your numbers or is your printing the problem?
5. If, after doing all of the above, you still can't come up with the solution, see your supervisor (teacher).

FOUND YOUR MISTAKE . . . GREAT!!! Make your corrections neat and legible. Then turn the purchase order in to your instructor for approval and a grade.

GO ON TO ACTIVITY THREE.



Activity 3

Remember to print and be very careful in copying down the exact information. It is a lot easier to do it right the first time.



Mrs. Betty Bacon in the Homemaking Department wants the following items from the Warehouse:

- 3 Dust pans 12"
- 3 Plastic Brooms
- 1 pkg. Steel wool - medium
- 900 Straight pins - 1 1/16 inch
- 6 1/2" oxhair brushes
- 1/2 dz. 3/4" oxhair brushes
- 1 cs. Scouring Cleanser
- 5 gl. Hand liquid soap
- 21 Expense reimbursement requests

When you have checked and double checked your form and you are sure that it is 100% correct, turn this purchase order in to your instructor.

Activity 4

Complete this Purchase Order in the usual manner.

Let's try an order for the Business Training Department. Ms. Biz, the department head, wishes to order the following from San Jose Office Supply:

| | |
|-----------|---|
| 2 | Scissors 9" |
| 6 | Staple removers |
| 2 dz. | Typewriter ribbons for the IBM Selectric, nylon |
| 1000 | Message forms |
| 4 | Teacher plan books |
| 12 cans | Hand Cleaner |
| 1 case | Ditto paper, Goldenrod |
| 1000 | Memo routing slips |
| 2 | Black Board Cleaner |
| 1 bx | Envelopes, white, letter size, 4 1/8 x 9 1/2 |
| 100 rolls | Adding machine tape, 3 1/2" |
| 5 bx | Assorted rubber bands |
| 7 pkgs | Razer blades, single edge |
| 10 | Notebooks, stenograph |
| 1 | Typewriter Cleaner |
| 1 dz | Ditto Correction fluid |
| 1 bx | File labels — canary — roll |
| 12 | Type erasers, pencil style and brush |
| 10 bx | Dittos, Duplicating Masters, 8 1/2 x 11 1/2 |

When you are sure that this order is filled out correctly, turn it in to your instructor for a grade. **GOOD LUCK!**

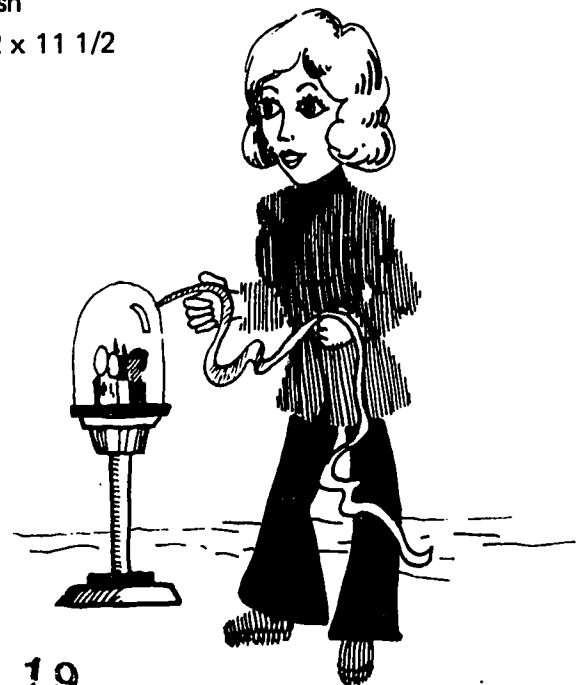
How did you do????? 100% correct! I knew that you could do it.

GREAT!

See what a little confidence in yourself can do.

You are just about through with this unit. All you have to do is answer a few questions, fill in one more order form, and you are done. That is take your Post-Test.

Do you need to do any reviewing? Now may be a good time. Remember to pass this unit you must get a score of 90% or better.



TAX SCHEDULE

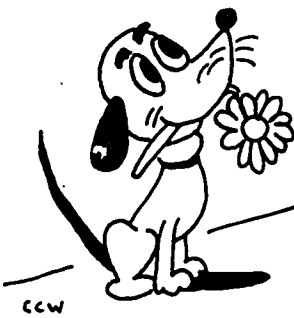
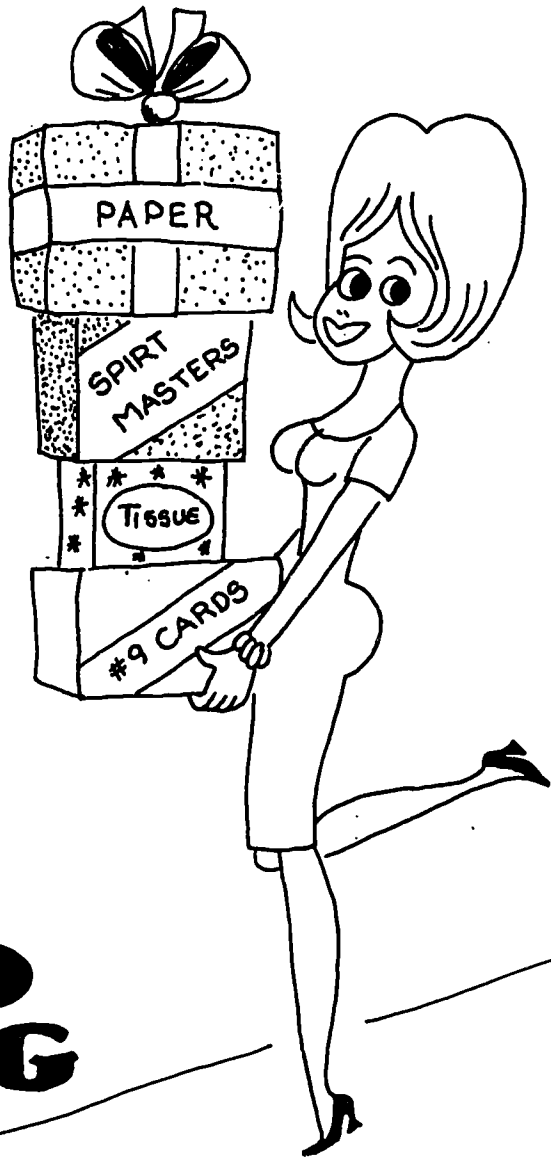
6% TAX SCHEDULE

| Transaction | Tax | Transaction | Tax | Transaction | Tax |
|-------------|-----|-------------|------|-------------|------|
| .01- .10 | .00 | 8.42- 8.58 | .51 | 16.92-17.08 | 1.02 |
| .11- .22 | .01 | 8.59- 8.74 | .52 | 17.09-17.24 | 1.03 |
| .23- .39 | .02 | 8.75- 8.91 | .53 | 17.25-17.41 | 1.04 |
| .40- .56 | .03 | 8.92- 9.08 | .54 | 17.42-17.58 | 1.05 |
| .57- .73 | .04 | 9.09- 9.24 | .55 | 17.59-17.74 | 1.06 |
| .74- .90 | .05 | 9.25- 9.41 | .56 | 17.75-17.91 | 1.07 |
| .91- 1.08 | .06 | 9.42- 9.58 | .57 | 17.92-18.08 | 1.08 |
| 1.09- 1.24 | .07 | 9.59- 9.74 | .58 | 18.09-18.24 | 1.09 |
| 1.25- 1.41 | .08 | 9.75- 9.91 | .59 | 18.25-18.41 | 1.10 |
| 1.42- 1.58 | .09 | 9.92-10.08 | .60 | 18.42-18.58 | 1.11 |
| 1.59- 1.74 | .10 | 10.09-10.24 | .61 | 18.59-18.74 | 1.12 |
| 1.75- 1.91 | .11 | 10.25-10.41 | .62 | 18.75-18.91 | 1.13 |
| 1.92- 2.08 | .12 | 10.42-10.58 | .63 | 18.92-19.08 | 1.14 |
| 2.09- 2.24 | .13 | 10.59-10.74 | .64 | 19.09-19.24 | 1.15 |
| 2.25- 2.41 | .14 | 10.75-10.91 | .65 | 19.25-19.41 | 1.16 |
| 2.42- 2.58 | .15 | 10.92-11.08 | .66 | 19.42-19.58 | 1.17 |
| 2.59- 2.74 | .16 | 11.09-11.24 | .67 | 19.59-19.74 | 1.18 |
| 2.75- 2.91 | .17 | 11.25-11.41 | .68 | 19.75-19.91 | 1.19 |
| 2.92- 3.08 | .18 | 11.42-11.58 | .69 | 19.92-20.08 | 1.20 |
| 3.09- 3.24 | .19 | 11.59-11.74 | .70 | 20.09-20.24 | 1.21 |
| 3.25- 3.41 | .20 | 11.75-11.91 | .71 | 20.25-20.41 | 1.22 |
| 3.42- 3.58 | .21 | 11.92-12.08 | .72 | 20.42-20.58 | 1.23 |
| 3.59- 3.74 | .22 | 12.09-12.24 | .73 | 20.59-20.74 | 1.24 |
| 3.75- 3.91 | .23 | 12.25-12.41 | .74 | 20.75-20.91 | 1.25 |
| 3.92- 4.08 | .24 | 12.42-12.58 | .75 | 20.92-21.08 | 1.26 |
| 4.09- 4.24 | .25 | 12.59-12.74 | .76 | 21.09-21.24 | 1.27 |
| 4.25- 4.41 | .26 | 12.75-12.91 | .77 | 21.25-21.41 | 1.28 |
| 4.42- 4.58 | .27 | 12.92-13.08 | .78 | 21.42-21.58 | 1.29 |
| 4.59- 4.74 | .28 | 13.09-13.24 | .79 | 21.59-21.74 | 1.30 |
| 4.75- 4.91 | .29 | 13.25-13.41 | .80 | 21.75-21.91 | 1.31 |
| 4.92- 5.08 | .30 | 13.42-13.58 | .81 | 21.92-22.08 | 1.32 |
| 5.09- 5.24 | .31 | 13.59-13.74 | .82 | 22.09-22.24 | 1.33 |
| 5.25- 5.41 | .32 | 13.75-13.91 | .83 | 22.25-22.41 | 1.34 |
| 5.42- 5.58 | .33 | 13.92-14.08 | .84 | 22.42-22.58 | 1.35 |
| 5.59- 5.74 | .34 | 14.09-14.24 | .85 | 22.59-22.74 | 1.36 |
| 5.75- 5.91 | .35 | 14.25-14.41 | .86 | 22.75-22.91 | 1.37 |
| 5.92- 6.08 | .36 | 14.42-14.58 | .87 | 22.92-23.08 | 1.38 |
| 6.09- 6.24 | .37 | 14.59-14.74 | .88 | 23.09-23.24 | 1.39 |
| 6.25- 6.41 | .38 | 14.75-14.91 | .89 | 23.25-23.41 | 1.40 |
| 6.42- 6.58 | .39 | 14.92-15.08 | .90 | 23.42-23.58 | 1.41 |
| 6.59- 6.74 | .40 | 15.09-15.24 | .91 | 23.59-23.74 | 1.42 |
| 6.75- 6.91 | .41 | 15.25-15.41 | .92 | 23.75-23.91 | 1.43 |
| 6.92- 7.08 | .42 | 15.42-15.58 | .93 | 23.92-24.08 | 1.44 |
| 7.09- 7.24 | .43 | 15.59-15.74 | .94 | 24.09-24.24 | 1.45 |
| 7.25- 7.41 | .44 | 15.75-15.91 | .95 | 24.25-24.41 | 1.46 |
| 7.42- 7.58 | .45 | 15.92-16.08 | .96 | 24.42-24.58 | 1.47 |
| 7.59- 7.74 | .46 | 16.09-16.24 | .97 | 24.59-24.74 | 1.48 |
| 7.75- 7.91 | .47 | 16.25-16.41 | .98 | 24.75-24.91 | 1.49 |
| 7.92- 8.08 | .48 | 16.42-16.58 | .99 | 24.92-25.08 | 1.50 |
| 8.09- 8.24 | .49 | 16.59-16.74 | 1.00 | 25.09-25.24 | 1.51 |
| 8.25- 8.41 | .50 | 16.75-16.91 | 1.01 | 25.25-25.41 | 1.52 |

6% TAX SCHEDULE

| Transaction | Tax | Transaction | Tax | Transaction | Tax |
|-------------|------|-------------|------|-------------|------|
| 25.42-25.58 | 1.53 | 33.92-34.08 | 2.04 | 42.42-42.58 | 2.55 |
| 25.59-25.74 | 1.54 | 34.09-34.24 | 2.05 | 42.59-42.74 | 2.56 |
| 25.75-25.91 | 1.55 | 34.25-34.41 | 2.06 | 42.75-42.91 | 2.57 |
| 25.92-26.08 | 1.56 | 34.42-34.58 | 2.07 | 42.92-43.08 | 2.58 |
| 26.09-26.24 | 1.57 | 34.59-34.74 | 2.08 | 43.09-43.24 | 2.59 |
| 26.25-26.41 | 1.58 | 34.75-34.91 | 2.09 | 43.25-43.41 | 2.60 |
| 26.42-26.58 | 1.59 | 34.92-35.08 | 2.10 | 43.42-43.58 | 2.61 |
| 26.59-26.74 | 1.60 | 35.09-35.24 | 2.11 | 43.59-43.74 | 2.62 |
| 26.75-26.91 | 1.61 | 35.25-35.41 | 2.12 | 43.75-43.91 | 2.63 |
| 26.92-27.08 | 1.62 | 35.42-35.58 | 2.13 | 43.92-44.08 | 2.64 |
| 27.09-27.24 | 1.63 | 35.59-35.74 | 2.14 | 44.09-44.24 | 2.65 |
| 27.25-27.41 | 1.64 | 35.75-35.91 | 2.15 | 44.25-44.41 | 2.66 |
| 27.42-27.58 | 1.65 | 35.92-36.08 | 2.16 | 44.42-44.58 | 2.67 |
| 27.59-27.74 | 1.66 | 36.09-36.24 | 2.17 | 44.59-44.74 | 2.68 |
| 27.75-27.91 | 1.67 | 36.25-36.41 | 2.18 | 44.75-44.91 | 2.69 |
| 27.92-28.08 | 1.68 | 36.42-36.58 | 2.19 | 44.92-45.08 | 2.70 |
| 28.09-28.24 | 1.69 | 36.59-36.74 | 2.20 | 45.09-45.24 | 2.71 |
| 28.25-28.41 | 1.70 | 36.75-36.91 | 2.21 | 45.25-45.41 | 2.72 |
| 28.42-28.58 | 1.71 | 36.92-37.08 | 2.22 | 45.42-45.58 | 2.73 |
| 28.59-28.74 | 1.72 | 37.09-37.24 | 2.23 | 45.59-45.74 | 2.74 |
| 28.75-28.91 | 1.73 | 37.25-37.41 | 2.24 | 45.75-45.91 | 2.75 |
| 28.92-29.08 | 1.74 | 37.42-37.58 | 2.25 | 45.92-46.08 | 2.76 |
| 29.09-29.24 | 1.75 | 37.59-37.74 | 2.26 | 46.09-46.24 | 2.77 |
| 29.25-29.41 | 1.76 | 37.75-37.91 | 2.27 | 46.25-46.41 | 2.78 |
| 29.42-29.58 | 1.77 | 37.92-38.08 | 2.28 | 46.42-46.58 | 2.79 |
| 29.59-29.74 | 1.78 | 38.09-38.24 | 2.29 | 46.59-46.74 | 2.80 |
| 29.75-29.91 | 1.79 | 38.25-38.41 | 2.30 | 46.75-46.91 | 2.81 |
| 29.92-30.08 | 1.80 | 38.42-38.58 | 2.31 | 46.92-47.08 | 2.82 |
| 30.09-30.24 | 1.81 | 38.59-38.74 | 2.32 | 47.09-47.24 | 2.83 |
| 30.25-30.41 | 1.82 | 38.75-38.91 | 2.33 | 47.25-47.41 | 2.84 |
| 30.42-30.58 | 1.83 | 38.92-39.08 | 2.34 | 47.42-47.58 | 2.85 |
| 30.59-30.74 | 1.84 | 39.09-39.24 | 2.35 | 47.59-47.74 | 2.86 |
| 30.75-30.91 | 1.85 | 39.25-39.41 | 2.36 | 47.75-47.91 | 2.87 |
| 30.92-31.08 | 1.86 | 39.42-39.58 | 2.37 | 47.92-48.08 | 2.88 |
| 31.09-31.24 | 1.87 | 39.59-39.74 | 2.38 | 48.09-48.24 | 2.89 |
| 31.25-31.41 | 1.88 | 39.75-39.91 | 2.39 | 48.25-48.41 | 2.90 |
| 31.42-31.58 | 1.89 | 39.92-40.08 | 2.40 | 48.42-48.58 | 2.91 |
| 31.59-31.74 | 1.90 | 40.09-40.24 | 2.41 | 48.59-48.74 | 2.92 |
| 31.75-31.91 | 1.91 | 40.25-40.41 | 2.42 | 48.75-48.91 | 2.93 |
| 31.92-32.08 | 1.92 | 40.42-40.58 | 2.43 | 48.92-49.08 | 2.94 |
| 32.09-32.24 | 1.93 | 40.59-40.74 | 2.44 | 49.09-49.24 | 2.95 |
| 32.25-32.41 | 1.94 | 40.75-40.91 | 2.45 | 49.25-49.41 | 2.96 |
| 32.42-32.58 | 1.95 | 40.92-41.08 | 2.46 | 49.42-49.58 | 2.97 |
| 32.59-32.74 | 1.96 | 41.09-41.24 | 2.47 | 49.59-49.74 | 2.98 |
| 32.75-32.91 | 1.97 | 41.25-41.41 | 2.48 | 49.75-49.91 | 2.99 |
| 32.92-33.08 | 1.98 | 41.42-41.58 | 2.49 | 49.92-50.08 | 3.00 |
| 33.09-33.24 | 1.99 | 41.59-41.74 | 2.50 | 50.09-50.24 | 3.01 |
| 33.25-33.41 | 2.00 | 41.75-41.91 | 2.51 | 50.25-50.41 | 3.02 |
| 33.42-33.58 | 2.01 | 41.92-42.08 | 2.52 | | |
| 33.59-33.74 | 2.02 | 42.09-42.24 | 2.53 | | |
| 33.75-33.91 | 2.03 | 42.25-42.41 | 2.54 | | |

S U P P L Y C A T A L O G



Y.O.U.R. District Purchase Order form
Instruction For Use . . .

BREAKDOWN OF FORM BY ITEM

- A. **School or Location No.:**
The two digit numbers assigned to that particular destination to which the book, supplies, or equipment are to be delivered.
- B. **Department No.:**
The three digit number assigned to the particular department placing the order.
- C. **Date:**
The date the form is made out. Indicate if for other than the current school year.
- D. **Confirming P.O. :**
The Purchase Order No. will be issued by the Finance Department at a later time – you will not need to complete these activities.
- E. **Page No. ____ of ____ pages:**
Number the pages sequentially for each order to the same vendor.
- F. **Submitted by:**
The name of the person placing the order (you).
- G. **Principal:**
Authorized Supervisor.
- H. **Item No.:**
Assign a number to each item beginning at one (1). If more than one line is used to order one item all lines will have the same item number.
- I. **Quantity:**
The quantity (number) desired.

**Y.O.U.R. District Purchase Order Form
Instruction for use
Breakdown of Form by Item, continued**

J. Unit of Measure:

The unit of measure under which the item is ordered. Please list the same way as in the catalog.

K. Catalog No.:

Y.O.U.R. Supply Catalog number.
Y.O.U.R. Text & Supplement Book catalog.
Catalog number for outside order if applicable.

L. Description:

List the description and vendor specifications.

M. Unit Price:

How much each item costs.

N. Total Price:

Make all extensions and then total.

TYPE OR PRINT PLAINLY!



NOTE: This catalog is used to order from the following companies:

**Al's Sporting Goods
California Chemical Company
San Jose Office Supply
Y.O.U.R. Warehouse**

SUPPLY CATALOG

| STOCK NO. | UNIT PRICE | U/M | ITEM ***** DESCRIPTION |
|-----------|------------|-----|--|
| W752068 | 14.03 | EA | Alum For Swimming Pools 100#/sk |
| W752069 | 1.00 | EA | Bag Laundry Lt. Wt. for Towels |
| W660101 | .27 | BX | Band Rub Asstd 4 oz/bx |
| W660103 | .27 | BX | Band Rub 14 2x1/16 4 oz/bx |
| E660105 | .27 | BX | Band Rub 18 3x1/16 4 oz/bx |
| W821127 | 2.65 | BX | Bandage Gauze Pad 4x4 |
| W821131 | .40 | BX | Bandage Triangular |
| W821139 | .65 | BX | Band-aids 3/4 inch 100/bx |
| W752070 | 1.32 | EA | Baseball, Rubber Covered, 12 inch Jr. High + High School |
| W752071 | 1.32 | EA | Baseball, Rubber Covered, 12 inch for K-6 |
| W752182 | 5.86 | EA | Basketball Sr. Ofcl |
| W752190 | 5.70 | EA | Basketsball Jr. Ofcl |
| W660307 | .38 | EA | Binder Acco Press, Black 8 1/2 x 11 |
| W660308 | 1.42 | EA | Binder Rhino-Flex 11 x 14 7/8 for IBM listings |
| W660311 | .11 | PKG | Blades, Razor single edge |
| W730101 | 2.25 | PKG | Book Comp 6 x 9, 12/pkg |
| W730103 | .56 | EA | Book, Teacher Plan 11 x 9 3/8 |
| W340902 | 2.05 | EA | Broom Household Type Plastic |
| W340920 | 1.15 | EA | Brush Counter Cust 9 in. |
| W340940 | .60 | EA | Brush Deck Scrub 9 in |

26

27

SUPPLY CATALOG

| STOCK NO. | UNIT PRICE | U/M | ITEM ***** DESCRIPTION |
|-----------|------------|-----|--|
| W340942 | 2.60 | EA | Brush Floor 14 in 4 in Bristle |
| W131205 | 2.42 | DZ | Brush Oxhair 1/2 inch |
| W131207 | 4.55 | DZ | Brush Oxhair 3/4 inch |
| W131301 | 6.15 | DZ | Brush Oxhair 1 inch |
| W660790 | .25 | EA | Brush Typewriter |
| W131711 | 2.30 | DZ | Brush Water Color Sz 2 |
| W131715 | 2.68 | DZ | Brush Water Color Sz 4 |
| W131721 | 3.33 | DZ | Brush Water Color Sz 7 |
| W131731 | 6.65 | DZ | Brush Water Color Sz 12 |
| W341109 | 14.60 | EA | Bucket Mop W/Caster 35 Qt. |
| W341303 | 4.45 | EA | Can Garbage 45 GI W/O lid |
| W341305 | 3.70 | EA | Can Trash 50 Gal Lt. Wt. Green Metal |
| W132211 | 1.56 | EA | Clay Moist Buff Firing for Throw and Sculpture 25/lb. sk. |
| W132213 | 1.58 | EA | Clay Moist Red Burning for Throw and Sculpture Ter. Cut. 25/lb Sk. |
| W341518 | 2.10 | EA | Cleaner Blackboard ZEP |
| W661358 | .80 | EA | Cleaner Glass Masterfax 6 oz. |
| W661350 | 1.22 | EA | Cleaner Hand, Pressurized 10 oz. can |
| W341517 | 8.80 | EA | Cleaner Mop Treat 5 Gal Hillyard |
| W341514 | 13.72 | EA | Cleaner Rug Shampoo 5 Gal |
| W661356 | .50 | EA | Cleaner Typewrite, 2 oz. |
| W341516 | 1.35 | QT | Cleaner Vomit Odor Control Compound Qt |
| W341519 | 7.50 | CS | Cleanser Comet 48/cs |
| E822109 | 2.50 | PKG | Cotton Balls 2000/pkg Sterilized Med. Size |

SUPPLY CATALOG

| STOCK NO. | UNIT PRICE | U/M | ITEM ***** DESCRIPTION |
|-----------|------------|-----|--|
| W752191 | 4.11 | EA | Diatomaceous Earth for Swimming Pools 50* sz. |
| W822401 | .05 | EA | Dropper Medicine |
| W661629 | 2.72 | BX | Envelopes, Large letter sz, 4 1/8 x 9 1/2, 500/bx, White |
| W661631 | 6.00 | BX | Envelopes Open-end, Glue Flap, 6 x 9, 500/bx |
| W661633 | 3.00 | BX | Envelopes White, Printed 6 3/4, 500/bx |
| W661635 | 2.95 | BX | Envelopes White Printed S 24 No. 10 500/bx |
| W661637 | 3.70 | BX | Envelopes White Printed Outlook, s24, No. 10 500/bx |
| W661670 | .55 | EA | Eradicator Ink 2 solutions |
| W661705 | .14 | EA | Eraser Typewriter Pencil Shaped w/brush |
| W260566 | .02 | ST | Expense Reimbursement Request 3/st |
| W260576 | .01 | EA | First Aid Notice |
| W661940 | .81 | EA | Fluid Correction Ditto |
| W661960 | .32 | EA | Fluid Correction Mimeo |
| W661980 | 1.05 | GL | Fluid Duplicating |
| W661981 | 17.09 | CS | Fluid Electronix for Savin Machine 200-220-230 |
| W752330 | 6.70 | EA | Football Rubber Covered Ofcl Size |
| W752331 | 6.70 | EA | Football Rubber Covered Intermediate Size PFC-4 Pen |
| W752334 | 6.01 | EA | Football Rubber Covered Jr. Ofcl Size |
| W260581 | .25 | PD | Grade Change NCR 100/pd |

SUPPLY CATALOG

| STOCK NO. | UNIT PRICE | U/M | ITEM ***** DESCRIPTION |
|-----------|------------|-----|--|
| W134999 | 3.17 | BT | Ink, India Black 16 oz. |
| W330801 | .41 | EA | Knife Putty 1½ in |
| W662543 | .30 | BX | Labels roll Cherry 250/bx |
| W662545 | .30 | BX | Labels Roll Manila 250/bx |
| W662547 | .30 | BX | Labels Roll Canary 250/bx |
| W343106 | 1.95 | EA | Lamp Flood 25W 6V Seal Beam for Auxiliary Unit |
| W151252 | .65 | EA | Lamp Exiter BGS |
| W151253 | 3.32 | EA | Lamp Filmstrip Projectors DEK or CFW 500W |
| W151254 | 2.42 | EA | Lamp Flimstrip Projectors CZX 500W |
| W151257 | 3.21 | EA | Lamp Opaque and Ovehead Projectors DRS 1000w |
| W662596 | 1.50 | EA | List Finder Telephone A - Z |
| W662601 | 2.15 | BX | Master Duplicating, Ditto, 8½ x 11 100/bx |
| W662603 | 3.20 | BX | Master Duplicating, Ditto, 8½ x 14 100/bx |
| W260749 | .05 | PD | Memo Routing Slip 100/pd |
| W260756 | .20 | PD | Message Pads 5¼ x 8½ 100/pad |
| | | | Notebook Stenographer 6 x 9 |
| W343770 | .84 | EA | Pan Dust 12 inch |
| W343772 | 1.69 | EA | Pan Dust 16 inch |
| W793147 | .12 | EA | Paper Crepe Mint Green 20 in x 84 fold |
| W822403 | 3.50 | EA | Paper Dispenser for Exam Table Paper |



SUPPLY CATALOG

| STOCK NO. | UNIT PRICE | U/M | ITEM ***** DESCRIPTION |
|-----------|------------|-----|--|
| W793701 | .98 | RM | Paper Ditto Pink 8 1/2 x 11, 20 wt, Case of 10 reams |
| W793703 | 1.61 | RM | Paper Ditto Salmon 8 1/2 x 11, 20 wt., Case of 10 reams |
| W793705 | .98 | RM | Paper Ditto Gldrod 8 1/2 x 11, 20 wt., Case of 10 reams |
| W793707 | .98 | RM | Paper Ditto Biue 8 1/2 x 11, 20 wt., Case of 10 reams |
| W822402 | .97 | RL | Paper Medics Examination Table Smooth |
| W795301 | .91 | RM | Paper Mimeo 8 1/2 x 11 White, 20 wt., Case of 10 reams |
| W795501 | .76 | RM | Paper Mimeo 8 1/2 x 11 White, 16 wt., Case of 10 reams |
| W795503 | .90 | RM | Paper Mimeo 8 1/2 x 13 White, 16 wt., Case of 10 reams |
| W795505 | .97 | RM | Paper Mimeo 8 1/2 x 14 White, 16 wt., Case of 10 reams |
| W795507 | 1.00 | RM | Paper Mimeo 8 1/2 x 11 White 3 hole punched 20 wt., Case of 10 reams |
| W795509 | 1.08 | RM | Paper Mimeo 8 1/2 x 13 White, 20 wt., Case of 10 reams |
| W795511 | 1.16 | RM | Paper Mimeo 8 1/2 x 14 White, 20 wt., Case of 10 reams |
| W790721 | .11 | RL | Paper Tape Add Mach 2 1/4 |
| W790723 | .20 | RL | Paper Tape Add Mach 2 1/2 |
| W790725 | .20 | RL | Paper Tape Add Mach 2 3/4 |
| W790727 | .17 | RL | Paper Tape Add Mach 3 3/8 |
| W790729 | .17 | RL | Paper Tape Add Mach 3 1/2 |
| W790731 | .30 | RL | Paper Tape Add Mach 3 7/8 |
| W663127 | 12.90 | BX | Paper Thermo-Fax Copy Standard Buff Type E-11, 8 1/2 x 11, 500/bx |
| W663128 | 3.10 | BX | Paper Thermo-Fax Spirit Masters, Purple, 8 1/2 x 11, 100/bx |
| W663129 | 1.30 | EA | Paper Thermo-Fax Spirit Master Carrier |
| W343901 | 11.45 | CS | Paper Toilet Single Fold 4 1/2 x 5 |

8 3

34

SUPPLY CATALOG

| STOCK NO. | UNIT PRICE | U/M | ITEM ***** DESCRIPTION |
|-----------|------------|-----|--|
| W663311 | .08 | EA | Pen, Ball point, red fine |
| W733701 | .50 | DZ | Pencil Checking Blue |
| W733703 | .50 | DZ | Pencil Checking Red |
| W733705 | 3.60 | GR | Pencil Primary, Large Lead |
| W733713 | .21 | DZ | Pencil Soft, No. 2, Rubber Tipped |
| W664001 | .55 | BX | Pin 1-inch 100/bx |
| W664020 | .22 | TB | Pin Straight, 1 1/16, No. 17, 300/tub |
| W664102 | .28 | EA | Remover Staple |
| W664227 | .45 | EA | Ribbon Typewriter Carbon IBM Electric Std. |
| W664233 | .66 | EA | Ribbon Typewriter Black Royal 2 Spool |
| W664235 | 1.00 | EA | Ribbon Typewriter Black Nylon, Selectric IBM |
| W664243 | .40 | EA | Ribbon Typewriter Blk Royal |
| W820101 | .20 | PT | Rubbing Alcohol |
| W131805 | .18 | EA | Rubber Cement 1 1/2 oz |
| W736501 | .28 | EA | Scissor Blunt Left Hand 4 inch |
| W736503 | .40 | EA | Scissor Blunt 4 1/2 inch |
| W736505 | .43 | EA | Scissor Semi-sharp 5 inch |
| W736507 | .33 | EA | Scissor Sharp Left Hand 5 inch |
| W736509 | 1.23 | EA | Scissor Plain 9 inch |
| W344705 | .13 | EA | Soap Bar Hand |
| W344707 | .69 | PKG | Soap Boraxo Powder 10 Pkg/case |
| W344701 | 5.30 | EA | Soap Liquid 5 Gal Hand |

SUPPLY CATALOG

| STOCK NO. | UNIT PRICE | U/M | ITEM ***** DESCRIPTION |
|-----------|------------|-----|---|
| W344703 | 31.01 | EA | Soap Liquid 30 Gal Drum Hand |
| W344709 | .85 | PKG | Soap Luron Powder 10 Pkg/case |
| W139501 | .55 | EA | Starch Liquid Concentrate Vano 1/2 Gal |
| W129009 | .50 | PKG | Steel Wool lb/pkg No. 0 fine |
| W129013 | .50 | PKG | Steel Wool lb/pkg No. 1 Med |
| W129019 | .50 | PKG | Steel Wool lb/pkg No. 2 Coarse |
| W754191 | 13.45 | EA | Stop Watch |
| W260733 | .02 | EA | Student Data Transmittal Form GR-7-12 |
| W260735 | .35 | PD | Student Data Transmittal Form GR K-6, 50/pd |
| W754290 | 5.96 | EA | Tetherball |
| W737501 | .90 | EA | Thermometer Wall type, 8 inch |
| W754808 | 4.80 | EA | Volley Ball rubber outdoor |
| W754836 | 9.97 | EA | Volley Ball net 25 ft. outdoor |
| W757426 | .73 | EA | Whistle metal |
| W665701 | 3.20 | PKG | Wrapper file, mimeograph 100/pkg |
| W737901 | .53 | EA | Yardstick Plain edge Brass ends w/eyelets |
| W139947 | .82 | EA | Yarn, assorted color 4 oz. |
| W827401 | .37 | BT | Zephiran Chloride 8 fl oz |





I FOUND IT !

THE ZIP CODE DIRECTORY

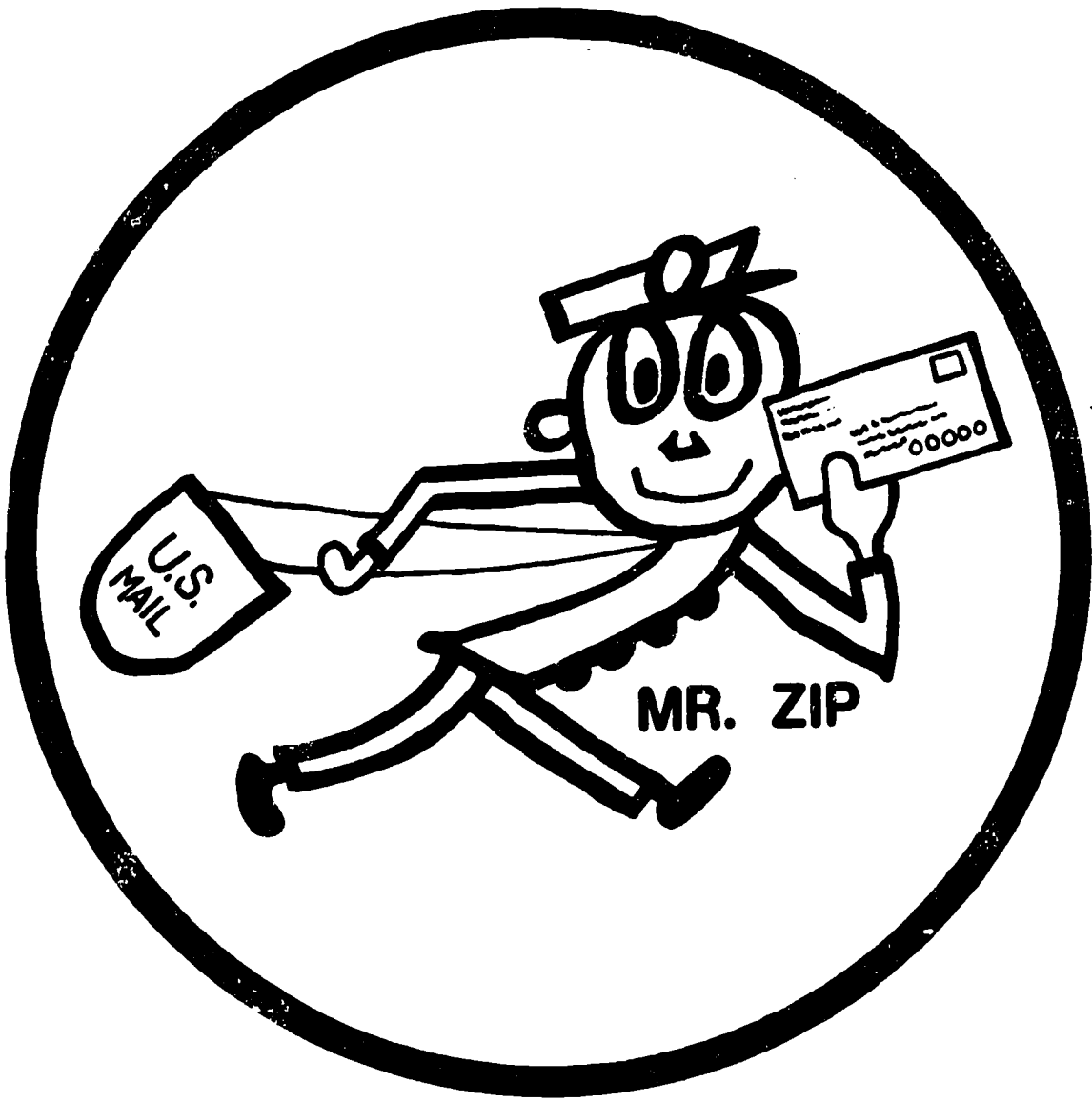
Written by

COLEEN WILLIAMS
Instructor

Kennedy High School
Fremont, California

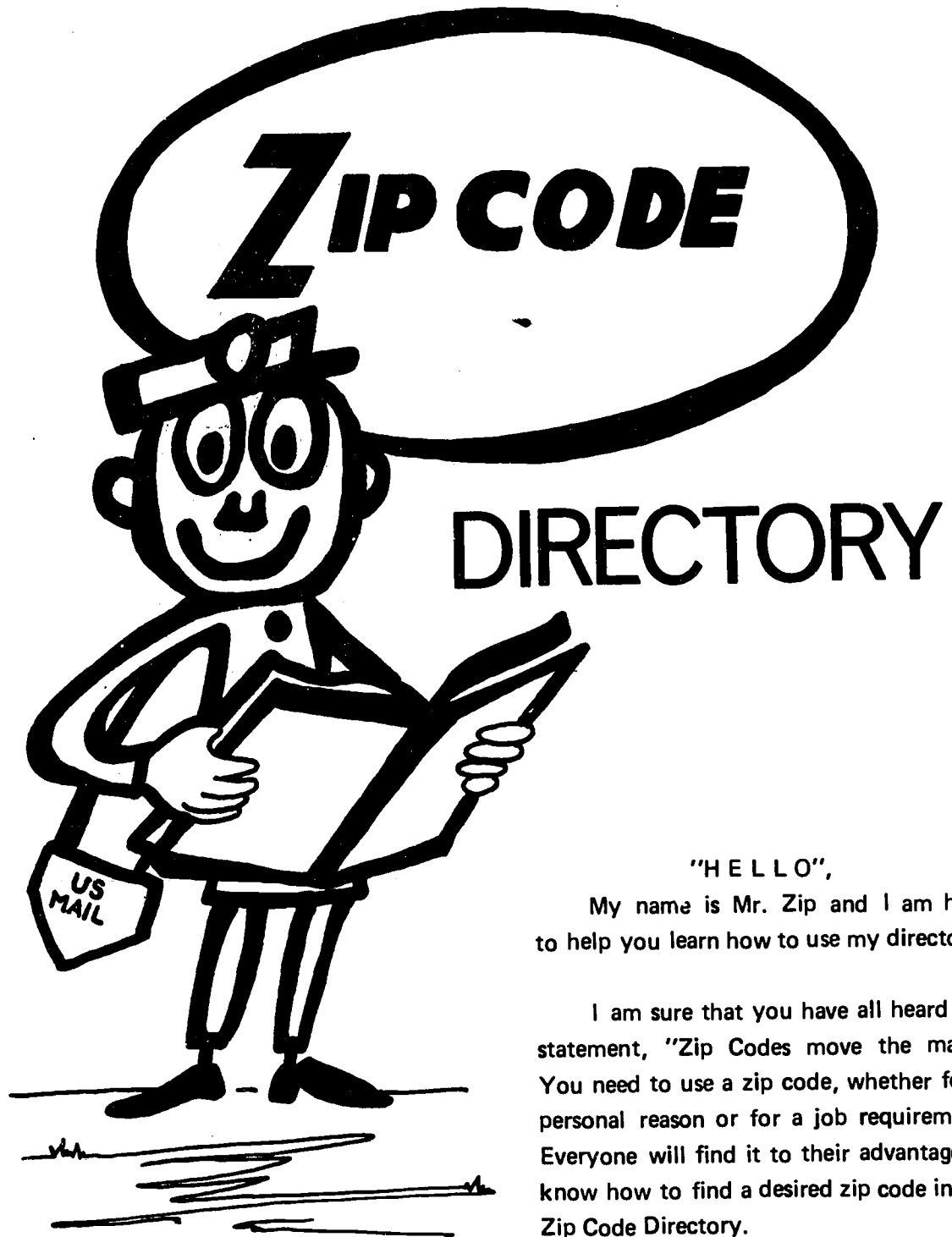
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MR. ZIP

ZIP Code Directory



"HELLO",

My name is Mr. Zip and I am here to help you learn how to use my directory.

I am sure that you have all heard the statement, "Zip Codes move the mail". You need to use a zip code, whether for a personal reason or for a job requirement. Everyone will find it to their advantage to know how to find a desired zip code in the Zip Code Directory.

This unit is important to you because:

(1) Everything that goes through the mail must have a zip code on it. (2) The Zip Code Directory contains other valuable information, such as addresses of important buildings, hotels, and colleges, etc. (3) The new two letter abbreviations for each state are given in this directory.

What You Will Learn To Do

1. Look up Zip Code numbers quickly.
2. Know what each number in the zip code means.
3. Find the new state abbreviations, and learn what they are for several states.
4. Locate the addresses of hotels, government offices, hospitals, colleges in larger cities.

and much more.



GET A ZIP CODE DIRECTORY and an Activity Packet from your teacher. All answers will be written in your best possible handwriting. Zip Codes, numbers, all material must be legible! But please, do not write in this manual.

In this manual, you will be given information followed by a questions or questions to be answered. Write your answers on your answer sheet found in the activity packet. Self-check your answers. You will find the answers to teach question at the end of this first section.

If your answer is correct



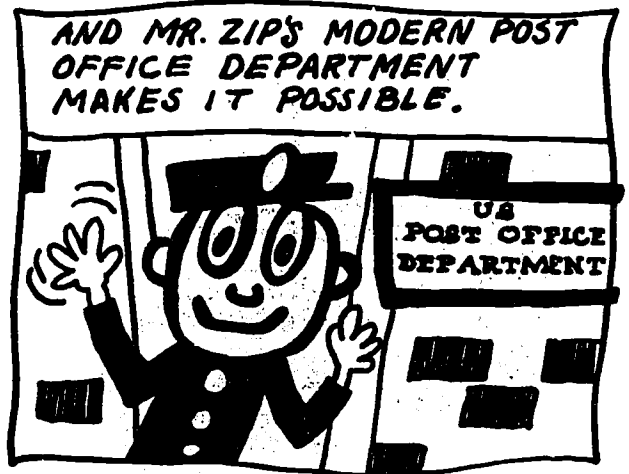
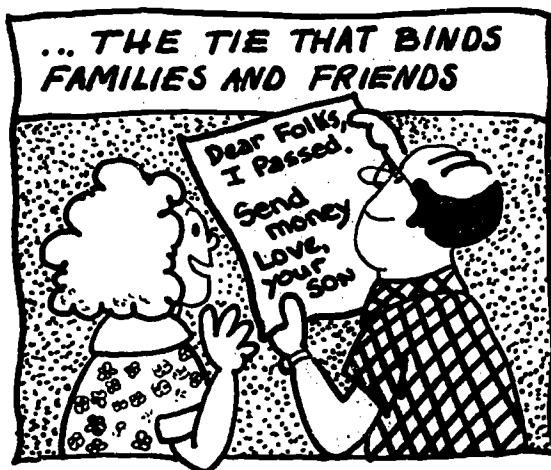
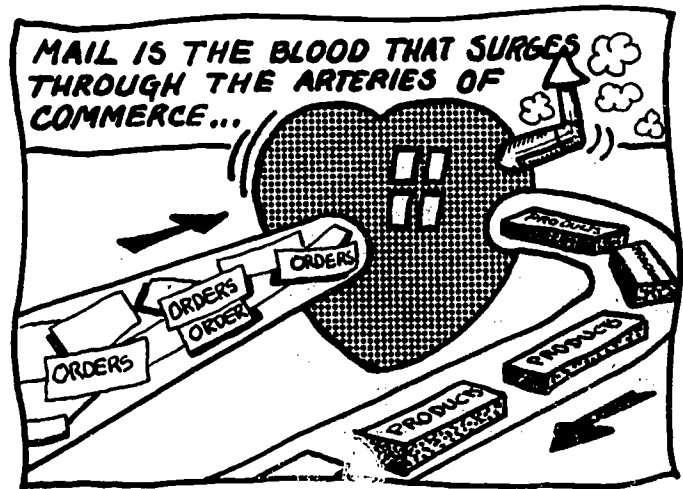
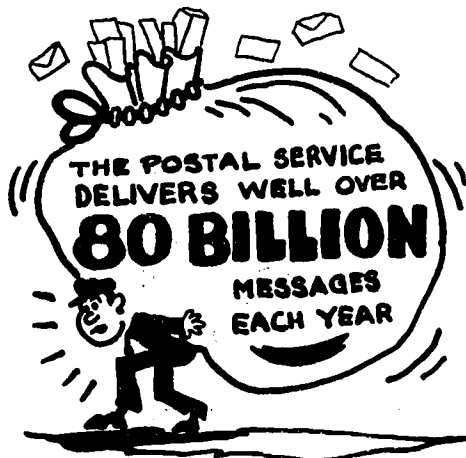
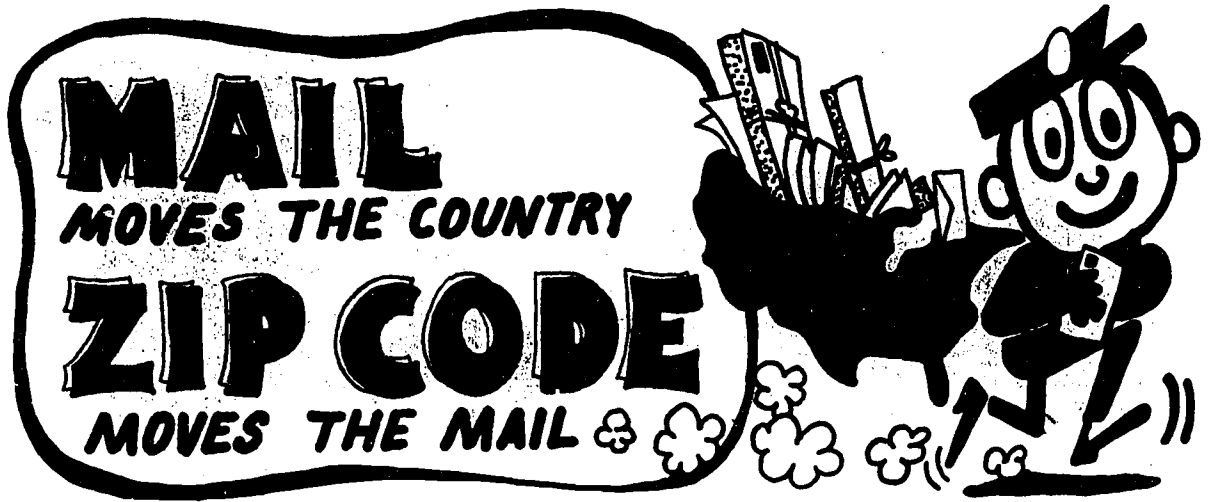
PROCEED.

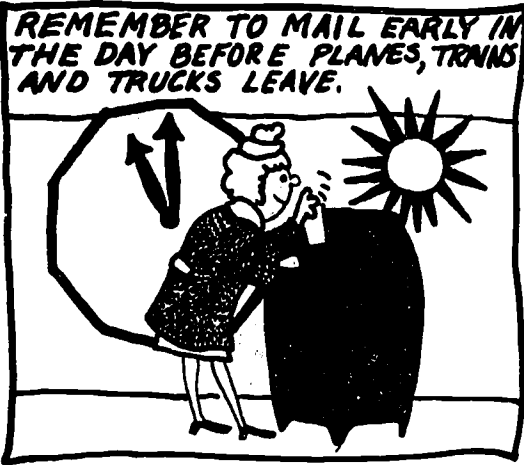
Should your answer be wrong, go back and re-read the information again. If you do not understand a questions, or cannot get the correct answer, see your teacher immediately.



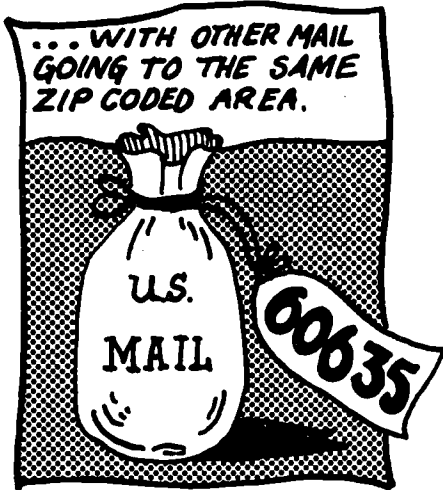
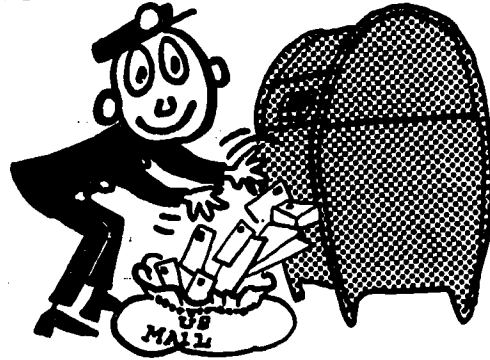
Ready? LET'S READ WHAT I HAVE TO SAY
ON THE SUBJECT







YOUR LETTER GOES FROM HERE...

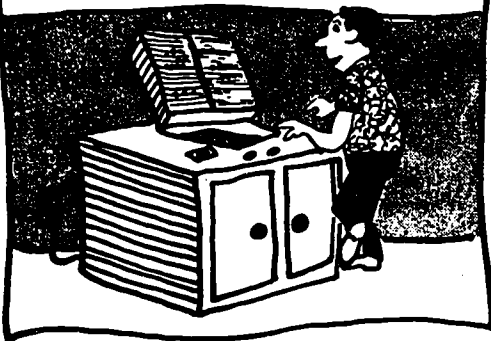


...RIGHT TO THE POST OFFICE

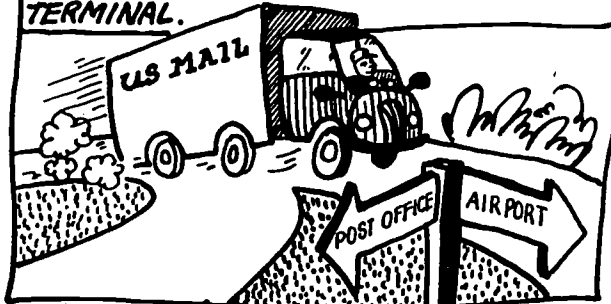
WHERE IT IS CANCELLED, SORTED, AND SACKED ...



IN SOME LARGE POST OFFICES, EQUIPMENT READS AND SORTS MACHINE PRINTED ZIP CODED ADDRESSES ON LETTERS

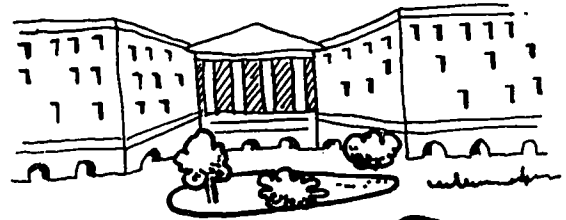


LARGE VOLUMES OF BUSINESS MAIL ALREADY PRESORTED BY THE CODES BYPASS THE POST OFFICE AND GO STRAIGHT TO THE TRANSPORTATION TERMINAL.





THERE IS A FIVE NUMBER
CODE FOR EVERY ADDRESS



20260

THIS IS THE ZIP CODE FOR THE
POSTMASTER GENERAL'S ADDRESS
IN WASHINGTON, D. C.

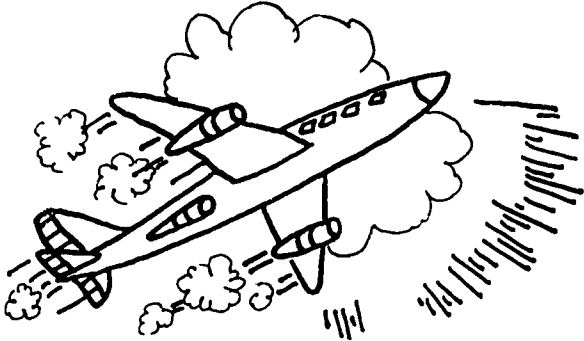


HERE'S HOW ZIP CODE WORKS

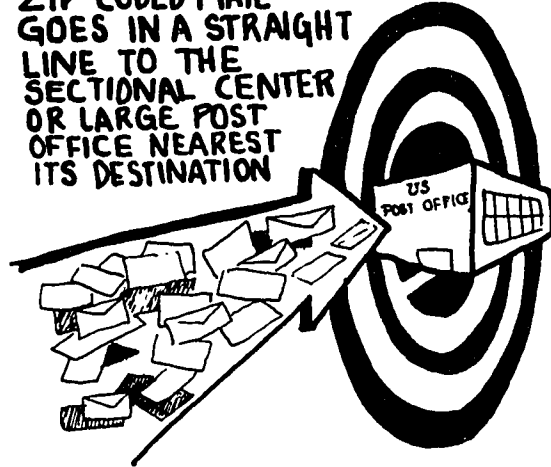
SUPPOSE THE ZIP CODE IS 60635
THE "6" SAYS IT GOES TO THE
MIDWEST.
THE "06" NARROWS IT DOWN
TO CHICAGO.
"35" PINPOINTS A LOCAL
POST OFFICE... THIS ELIMINATES
MANY HANDLINGS. THE LETTER IS
SORTED FASTER AND SENT MORE
DIRECTLY TO ITS DESTINATION.

A map of the United States divided into regions, each labeled with a number from 1 to 9. Region 1 is the Northeast, 2 is the Southeast, 3 is the South, 4 is the Midwest, 5 is the West, 6 is the Northwest, 7 is the Southwest, 8 is the West, and 9 is the Far West. The word "CHICAGO" is written in the region labeled "4".

**THEN IT'S ON
ITS WAY...**



**ZIP CODED MAIL
GOES IN A STRAIGHT
LINE TO THE
SECTIONAL CENTER
OR LARGE POST
OFFICE NEAREST
ITS DESTINATION**



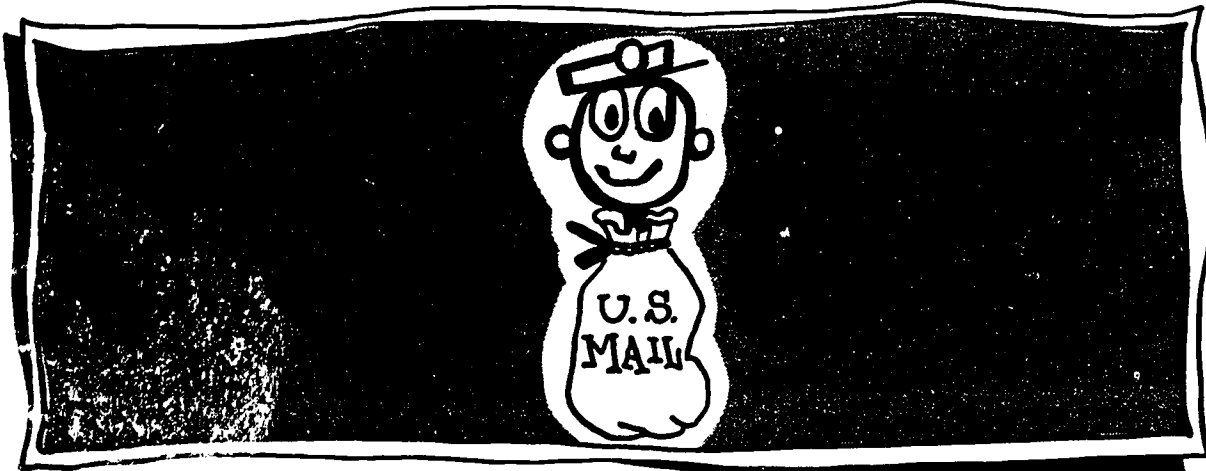
**NEXT STOP, THE LOCAL
POST OFFICE WHERE
A LETTER CARRIER
PICKS IT UP FOR
DELIVERY**



**... TO THE
PROPER
ADDRESS**



**REGULAR POSTAGE
PLUS ZIP CODE...
THAT'S ALL
IT TAKES**



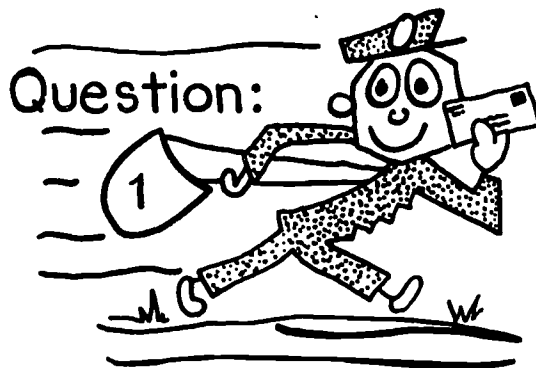
THE ZIP CODE DIRECTORY

For many years, the United States Post Office Department has been trying to speed up all mail delivery by streamlining its zoning procedures. In the latter part of 1962 the real breakthrough occurred with the beginning of ZIP CODE NUMBERS. The letters Z I P stand for Zone Improvement Program.

The initials Z I P stand for

DO NOT WRITE
IN THIS MANUAL
USE YOUR
ANSWER SHEET

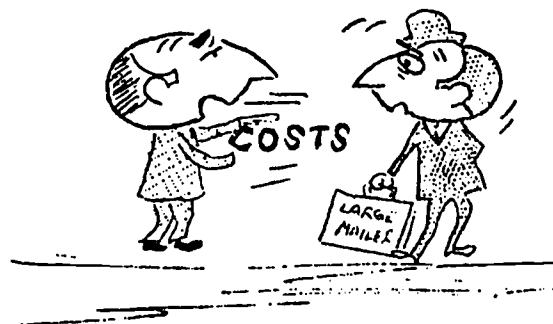
(check your answer where?)

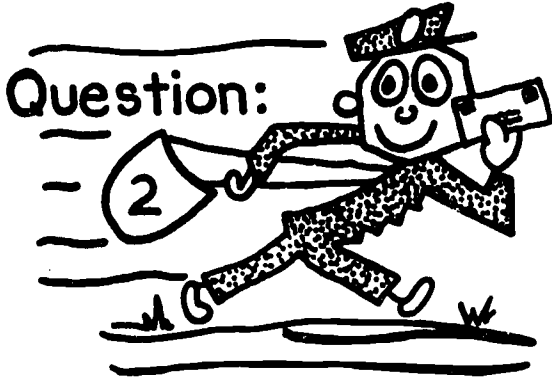


The Zone Improvement Program has three objectives:

1. To give better, more dependable service.
2. To hold down postal operating costs.
3. To move the mail faster.

In other words, the Zip Code is important and of value to everyone because it makes our mail go faster and it is cheaper. Zip codes are used to speed up delivery of the United States mail. Without the Zip Codes, your letter may be delayed several days because eight to ten postal employees must handle the letter.



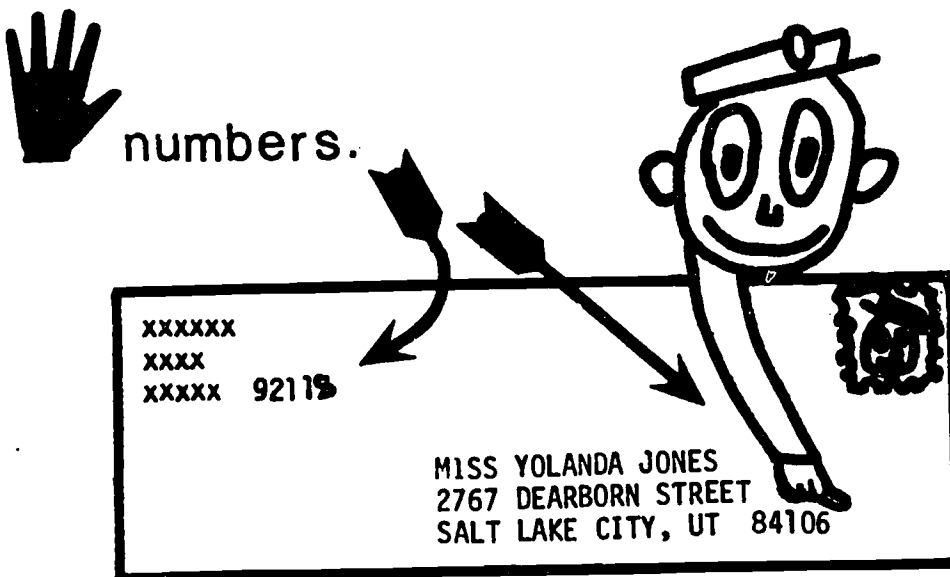


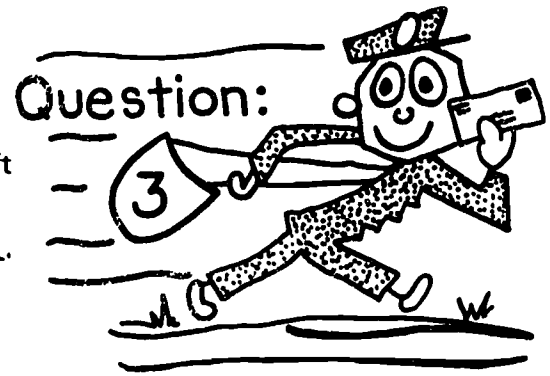
The purpose of the ZIP Code is to provide mail service that is _____, _____ and _____.

Remember — that ZIP Codes save time and money. The ZIP Code eliminates reading and sorting by many postal employees. Money is saved when unnecessary handling is eliminated. A person living in California sending a letter to Minnesota (MN) can save as much as two days of mailing time by using a ZIP Code. Properly ZIP Coded letters will normally arrive several days earlier than un-ZIP Coded letters.

The ZIP Code uses five numbers which are easily identified by postal employees and their optical scanning equipment. The ZIP Code ALWAYS FOLLOWS the city and state when typed or written on an envelope.

The following is an actual address:





What two numbers on the envelope at your left are the ZIP Codes?

_____ and _____.

Look on the following page and notice how the United States and its territories are divided into ten (10) large geographic areas. Each area consists of three or more states or possessions and is given a number between 0 – 9. This is the first digit in any given ZIP Code.

Because of favorable transportation facilities, key post offices in each area are designated as *sectional* centers. Sectional center means the center of an area. Each sectional center post office receives and distributes mail moving between post offices within its section.

Together, the first three digits of any ZIP Code number stand for a particular sectional center.

The last two digits of any ZIP Code number stand for one of the post offices in the sectional center, and the last digit stands for your area post office.

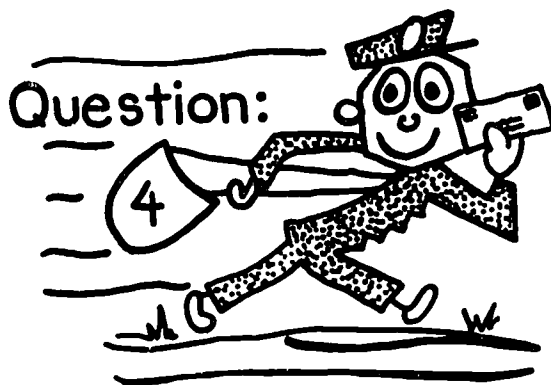
Or:

9
Area

4
State

5
City

38
Local Zone

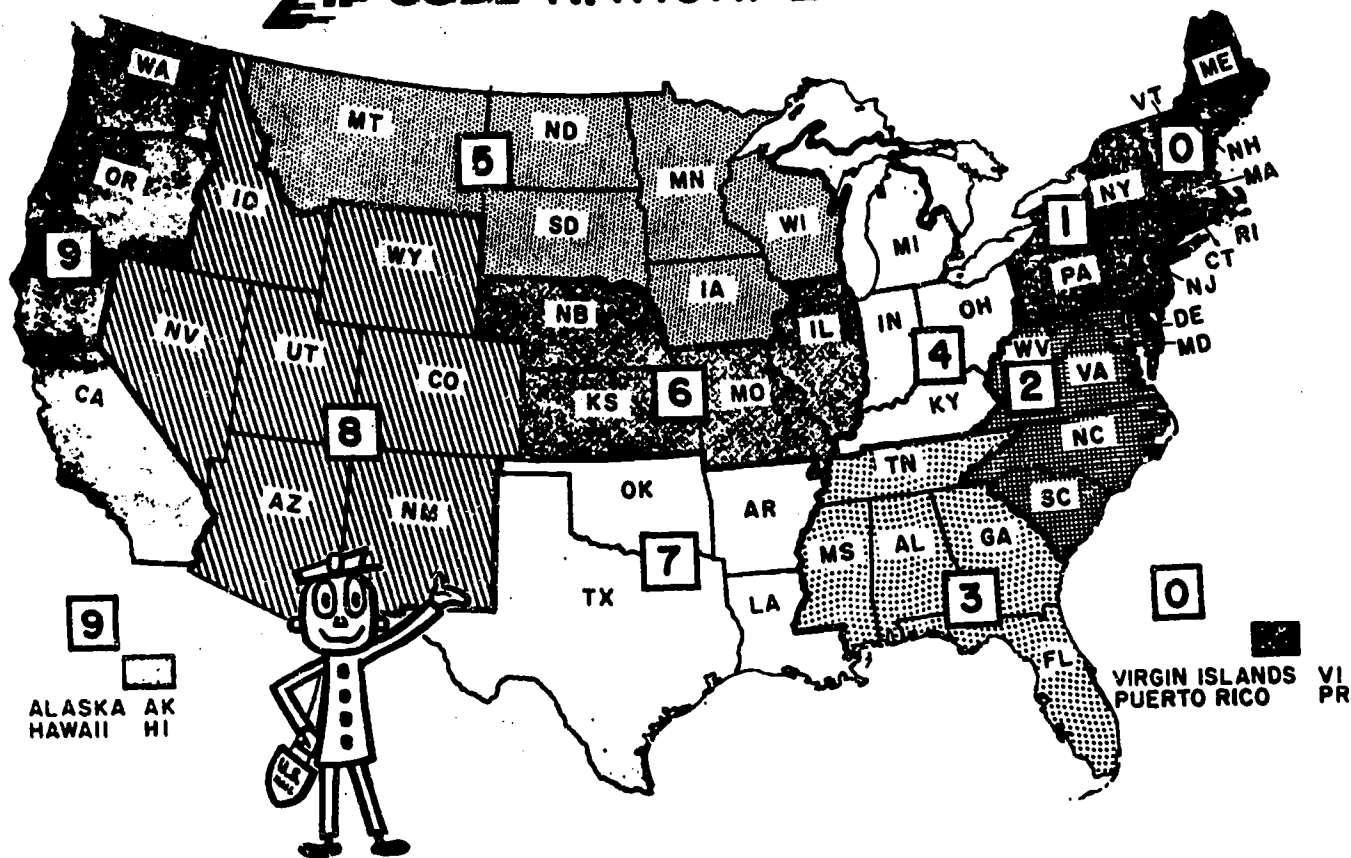


(a) If a ZIP Code started with the number 2, it would mean that the geographical area was located in the _____ part of the U. S.

CHOOSE the correct answer:

- Northern
- Eastern
- Southern
- Western

ZIP CODE NATIONAL AREAS



TWO-LETTER STATE ABBREVIATIONS

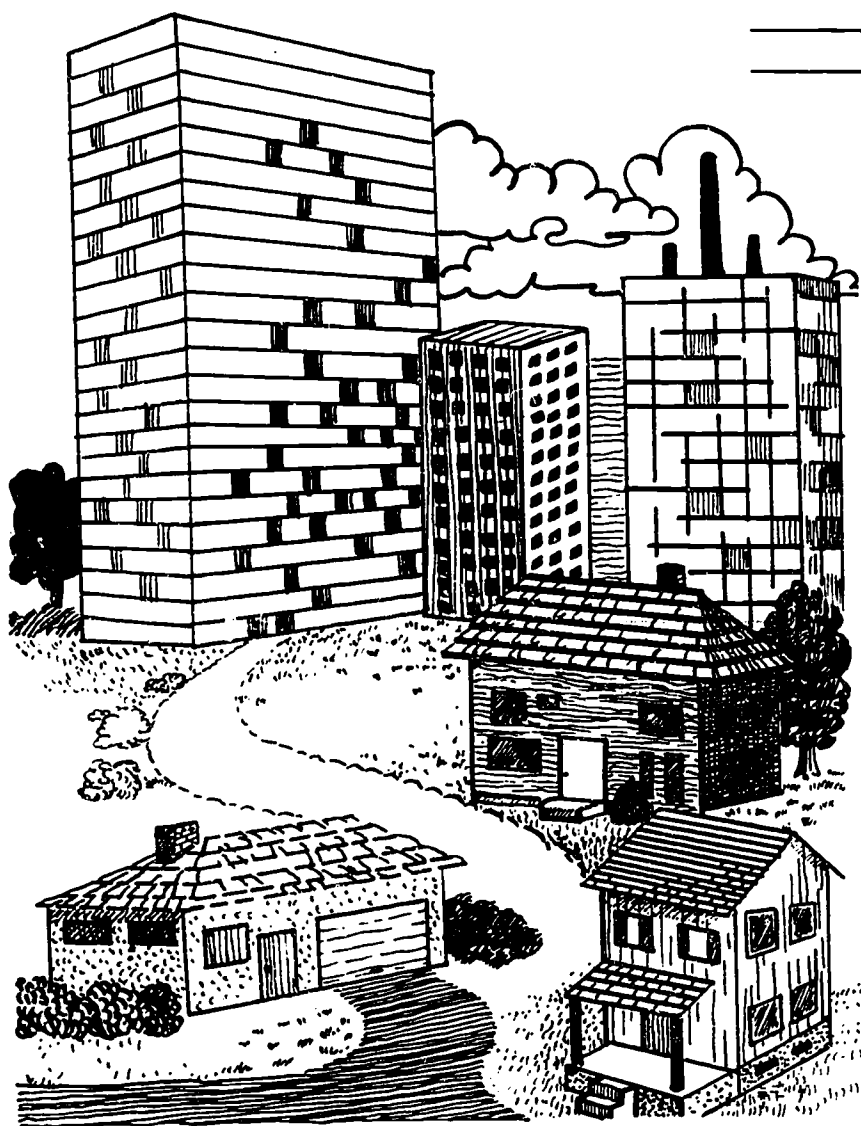
| | | | | | |
|--------------------------------|----|--------------------------|----|--------------------------|----|
| Alaska | AK | Kentucky | KY | Oklahoma | OK |
| Alabama | AL | Louisiana | LA | Oregon | OR |
| Arizona | AZ | Maine | ME | Pennsylvania | PA |
| Arkansas | AR | Maryland | MD | Puerto Rico | PR |
| California | CA | Massachusetts | MA | Rhode Island | RI |
| Canal Zone | CZ | Michigan | MI | South Carolina | SC |
| Colorado | CO | Minnesota | MN | South Dakota | SD |
| Connecticut | CT | Mississippi | MS | Tennessee | TN |
| Delaware | DE | Missouri | MO | Texas | TX |
| District of Columbia | DC | Montana | MT | Utah | UT |
| Florida | FL | Nebraska | NE | Vermont | VT |
| Georgia | GA | Nevada | NV | Virginia | VA |
| Guam | GU | New Hampshire | NH | Virgin Islands | VI |
| Hawaii | HI | New Jersey | NJ | Washington | WA |
| Idaho | ID | New Mexico | NM | West Virginia | WV |
| Illinois | IL | New York | NY | Wisconsin | WI |
| Indiana | IN | North Carolina | NC | Wyoming | WY |
| Iowa | IA | North Dakota | ND | | |
| Kansas | KS | Ohio | OH | | |

The above 2-letter State abbreviations in all cases have been authorized for use in conjunction with ZIP Code. These specially authorized abbreviations will be coming into increasing usage and everyone should be familiar with them. The Canal Zone, District of Columbia, Guam, Puerto Rico, and Virgin Islands are included. Numerals shown on map represent first number of the ZIP Code which identifies the National geographic area.

QUESTION 4 CONTINUED . . .

(b) Since the United States is divided into 10 geographic areas, what is the number of the geographic area assigned to the following areas or states?

- _____ Rhode Island
- _____ Texas
- _____ Utah
- _____ Virgin Islands
- _____ Florida
- _____ Virginia
- _____ New York



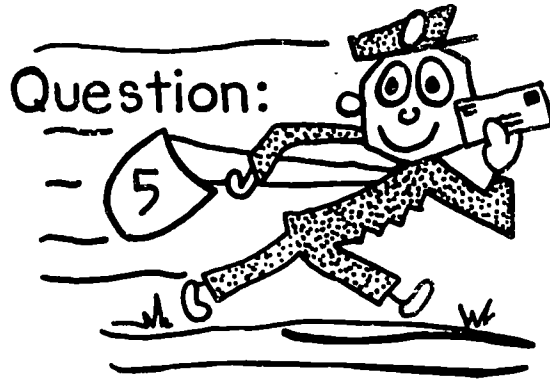
As you have seen the last two digits in a ZIP Code refer to a specific delivery zone within a city. This is commonly called a Local Zone. Some cities are small and have only one local Zone number.

Other cities are large and could have as many as 99 different local zones within its limits.

(a) Which of the following cities would you guess to have more than one local zone number or only one zip code for the whole city?

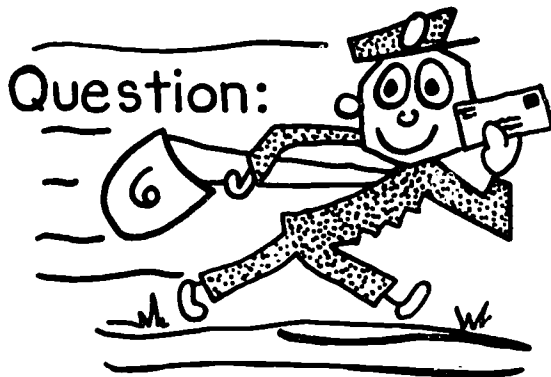
- Los Angeles, CA
- Minneapolis, MN
- Toledo, OH
- All of the above.

(b) How many local zone numbers or zip codes does your city have?



To find ZIP Codes for business and personal use, most people use a NATIONAL ZIP CODE DIRECTORY which contains the ZIP codes for all cities in the United States and its possessions. It is very easy to use as you will see.

If you do not have a copy of the ZIP Code Directory, now is the time to go and get one.



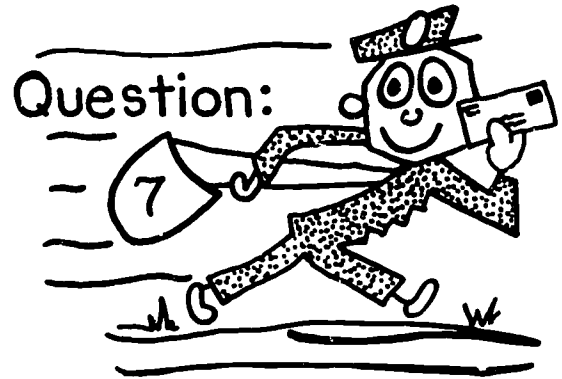
All states and territories within the ZIP Code Directory are listed alphabetically. All cities within a state are listed alphabetically.

You are working with three states:
ALABAMA, ARIZONA, ALASKA.

1. Which state is listed first in the Directory? _____
2. Which state is listed second? _____
3. Which state is listed third? _____

Please turn to the very first page of the California listings in your directory. You will quickly see that each city is listed alphabetically. At the beginning of each state, all of the cities located in that state are listed just as the ones in California, beginning with the letters A—B—C—etc. Larger states may have many pages to list all of their cities.

State sections begin with a list of all the _____
_____ in the state. Cities are listed in what order?
_____.



State List of Post Offices

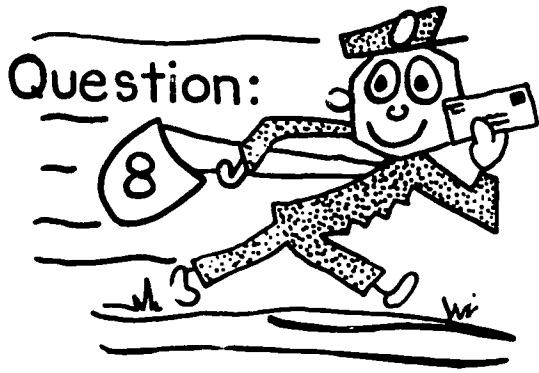
VIRGINIA
(Abbreviation: VA)

| | |
|---|-------|
| Abingdon (1st)..... | 24210 |
| Accomac..... | 23301 |
| Achilles..... | 23001 |
| Achsah, R. Br. Madison..... | 22708 |
| Alton..... | 22920 |
| Alberta..... | 23821 |
| Aldie..... | 22001 |
| ALEXANDRIA (1st) (see appendix)..... | |
| Alfonso..... | 22421 |
| Alisonia..... | 24310 |
| Alps..... | 22422 |
| Altavista (1st)..... | 24517 |
| Alton..... | 24520 |
| Alum Ridge..... | 24051 |
| Amburg, R. Br. Deltaville..... | 23044 |
| Amelia Court House..... | 23002 |
| Amherst..... | 24521 |
| Amssville..... | 22002 |
| Ammon..... | 23822 |
| Amonate..... | 24601 |
| Amptill, Br. Richmond..... | 23234 |
| Andersonville..... | 23911 |
| Andover..... | 24215 |
| Annandale (1st)..... | 22003 |

Notice that the cities located on the first page have their ZIP Code listed directly to the right of the listing. This means there is only *one* local zone number for that entire city.

Notice that some cities have the words "See Appendix" in parentheses instead of the ZIP Code number. These cities have more than one local zone number and are listed alphabetically in the appendix pages. Appendix pages are those pages that follow the state list of post offices.





How many cities on the first page of California have more than one ZIP Code? _____

List the first seven.

REMEMBER DON'T
WRITE IN THIS
MANUAL

Please find the first appendix page for Anaheim, California, a city with many Zip Codes. Look at and compare Anaheim and Alhambra. You will see that Anaheim has many divisions of information (8) where Alhambra only has a couple.

The appendix for each city in the directory lists the following:

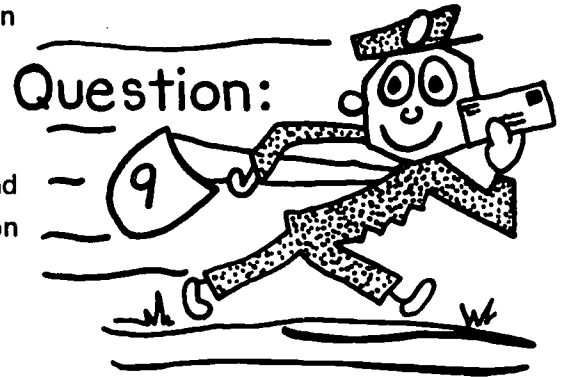


1. Post Office boxes,
2. Rural routes, (remember the T.V. show MayBerry R.F.D.?)
3. Apartments, hotels,
4. Buildings, and newspapers.
5. Hospitals.
6. Government Offices.
7. Military Installations.
8. Universities and Colleges
9. Named Streets
10. Numbered Streets.

(a) Assume you are looking for the ZIP Code of the City Hall located in Anaheim. Under what division would you look? _____

(b) You want to write a letter to Disneyland to inquire about group rates. Under what division would you look for the correct ZIP Code?

(c) An advertisement in the newspaper, to which you wish to apply for a job, gives only the name and a post office box number. Under what division would you look for the ZIP? _____



Anaheim CALIFORNIA

Appendix

| | |
|------------------------------|----|
| Anaheim City | 01 |
| Acacia, 830 N Euclid Ave. | 01 |
| White Towers, 280 N | |
| Wilshire | 01 |
| GOVERNMENT OFFICES | |
| Anaheim City Hall, 204 E | |
| Broadway | 05 |
| Anaheim Fire Dept, 500 E | |
| Broadway | 05 |
| Anaheim Police Department, | |
| 400 S Harbor Blvd. | 05 |
| Municipal Court, 1170 N | |
| Anaheim Blvd. | 01 |
| HOSPITALS | |
| Lutheran Home Convalescent | |
| Hospital, 1004 W Ball Rd. | 02 |
| Martin Luther Hospital, 1925 | |
| W Romero Dr. | 01 |
| Parkview Convalescent | |
| Hospital, 1514 E Lincoln | 02 |
| West Anaheim Community | |
| 3005 W Orange | 04 |
| NAMED STREETS | |
| Acacia | 05 |
| Acacia | 04 |
| Acacia | 02 |
| Acacia | 04 |
| Acacia | 05 |
| Acacia | 02 |
| Acacia Ave. Cir & Dr. | 02 |
| Acacia | 05 |

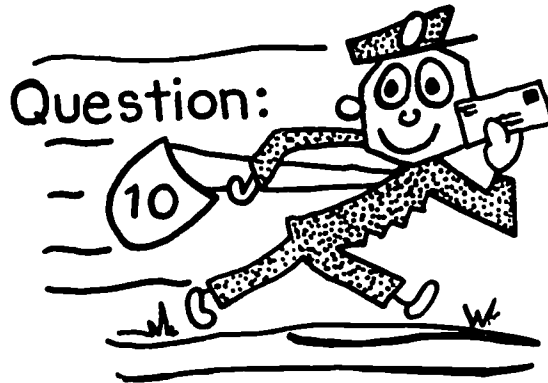
Next, look at the division, "Named Streets." Notice the two numbers to the right of each listing, for example,

Acacia 05 In some Zip Code directories, the first three numbers of the ZIP Code 928 are found at the top of each column. The three numbers at the top of the column plus the two numbers of the division make up the ZIP CODE. The Zip Code for Acacia is 92805.

Under the division, "Hospitals," you will see Martin Luther Hospital. The two numbers to the right are 01, and the three numbers at the top of the column are 928. Therefore, the ZIP CODE IS 92801. Got it?

Looking in the first two columns of the Anaheim listing, find and complete the following addresses: street and ZIP Code.

- (a) Parkview Convalescent Hospital
- (b) Whilshire Towers Apt. Bld.
- (c) Disneyland



Assume you want to write a letter requesting information for admission to the Brigham Young University in Provo, Utah, but you do not know the ZIP Code. The quickest way to obtain the correct ZIP Code would be to call your local post office or to call the public library.

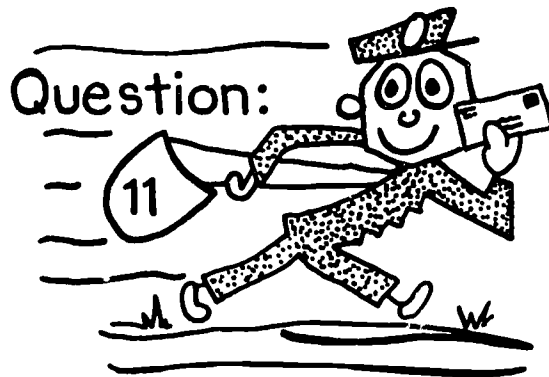
Each branch of the public library system has a National ZIP Code directory available and any employee will be happy to look up the information for you quickly.



(a) What is the ZIP Code for the Brigham Young University in Provo, UTah?

(b) The quickest way to obtain the correct address if you don't have a ZIP Code directory would be to: (list one of the following answers)

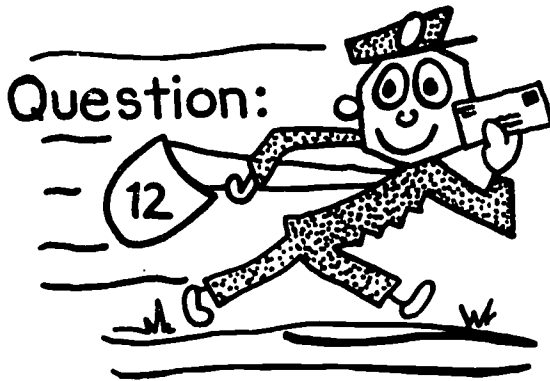
1. Call the telephone information operator
2. Call the Post Office



QUESTION 11 CONTINUED

3. Call the library.
4. Call a school counselor.
5. Look it up yourself in a ZIP Code Directory.

Another important advantage to using Zip Codes with addresses is that all states and territories can be abbreviated with two letters. For example, California can be written or typed CA.

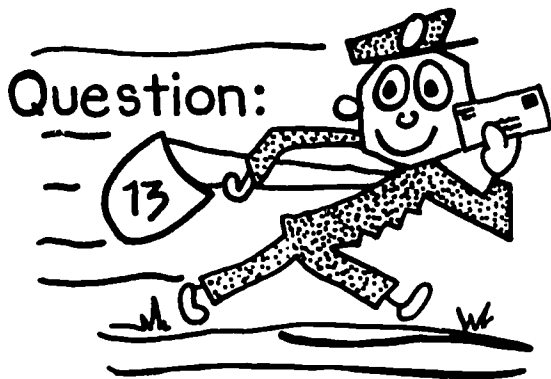


What do you think the state abbreviation is for Minnesota? _____

(Be careful, make sure you check your answer on this one.)

Turn to the page in your ZIP Code Directory entitled "Address Abbreviations" (on or about page vii). Notice where the information is found. This information is found in the front pages of your directory before the listing of states and cities. Never guess at a state abbreviation — your letter or package could be returned to you because of your error.

Also on this page are listed abbreviations for streets and for words that appear frequently in place names. Look them over!



(a) List the 2-letter state abbreviations for the following states and territories:

- Canal Zone _____
- Puerto Rico _____
- New York _____
- Alaska _____
- Utah _____

(b) Show the abbreviations for the following words:

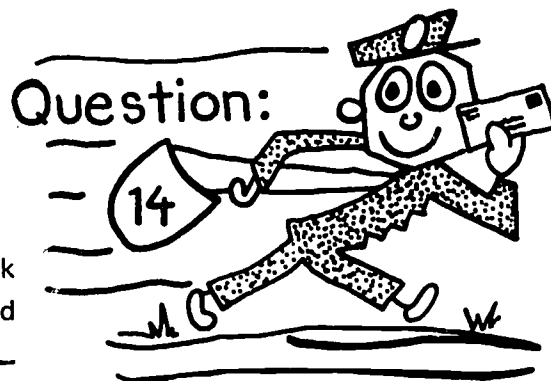
- Ranch _____
- Furnace _____
- Trailer _____
- Meeting _____
- Seminary _____
- Lakes _____

Now is a good time to check how well you can recall the information presented. Do you think you could find a ZIP CODE by yourself? Check yourself to see if you can. Let's assume you are looking for a Zip Code for the following address:

1435 Lexington Avenue
St. Louis, Mo ?????

(a) What does MO stand for?

(b) Where is the first place you would look after you found out what the abbreviation MO stood for? _____



QUESTION 14 CONTINUED.

(c) Because St. Louis is a large city, no Zip Code can be found in the first pages of the listing. The notation across from St. Louis will read

_____ .

(d) What is the next step you must follow to find the correct Zip Code for St. Louis, Missouri?

_____ .

(e) After you have found the city, you will recall that the address is 1435 Lexington Avenue. The sub-division which you would look under would be the one that is entitled

_____ .

Can you remember that the three digits appearing at the top of each column should precede the two digits listed opposite the street entries? Where there are no house numbers shown, the entire street is within the area of the Zip Code indicated.

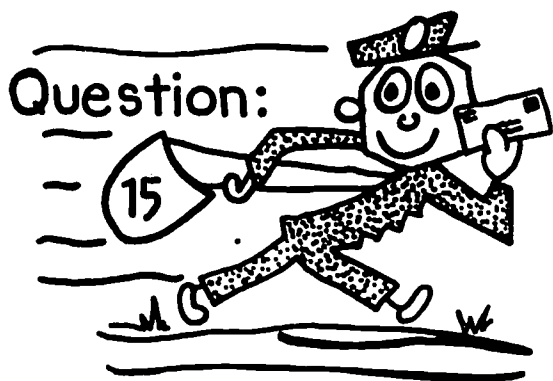


When the word "OUT" appears after a number, that number and any higher number on that street is within the Zip Code indicated. For example,

| | |
|----------------------|----------|
| | ZIP Code |
| | 945 |
| Washington Ave. | |
| 1100 – OUT | .03 |

indicates all house numbers on Washington Avenue from 1100 upward have Zip Code 94503.

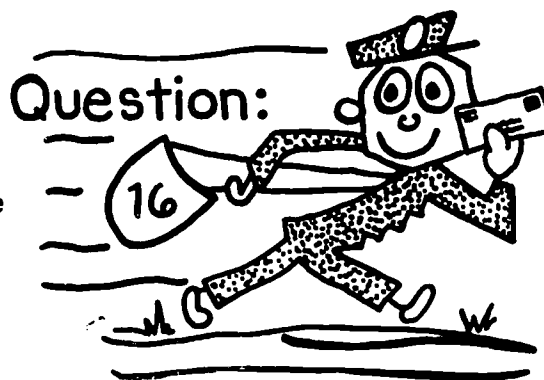
All listings not specifically designated as avenue, court, lane, drive, etc., are streets.



Question:

When the word "OUT" appears after a number, what does it mean? _____

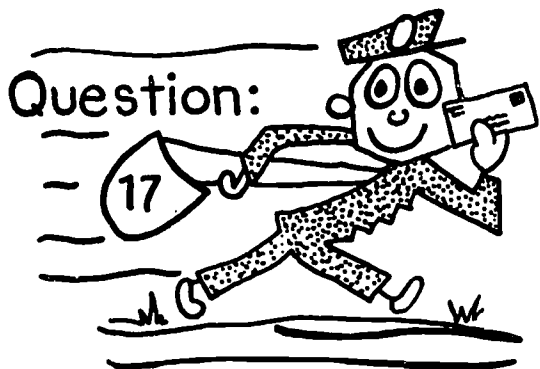
If a name does not have a court, lane or circle written after it, what should its designation be?



Question:

Following the State Alphabetical Listings, clear at the end of your directory, you will find the following:

1. Pacific Islands – Virgin Islands
2. Numerical Listing of Post Offices and Sectional Centers
3. Names of Discontinued Postal Units.
4. Zip Codes for Army and Air Force Installations.



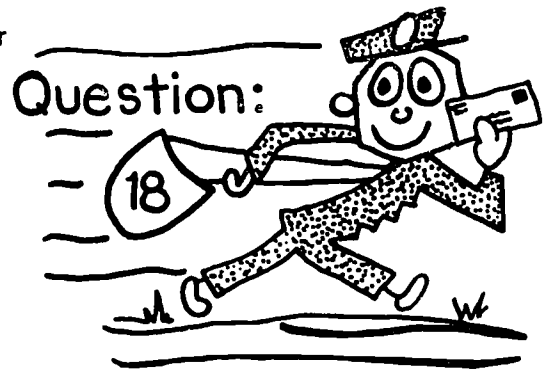
Question:

List the Zip Codes for the following:

1. Ponape, Caroline Island _____
2. Yona, Station Agana _____
3. Eastern District Branch,
Pago Pago, Samoa _____

List the Zip Codes for the following Army and Air Force Installations, APO's, FPO's:

1. Fort Ord _____
2. Travis Air Force Base _____
3. Long Beach Municipal
Airport _____
4. Hill Air Force Base _____
5. Scranton Army Ammunition
Plant _____



This is the end of the first section of this unit. I hope you have enjoyed it and became interested in learning about my Zip Codes.



Make sure you have answered all the questions correctly, do any reviewing if you need to, then turn in your answer sheets.



However, before you leave this unit — Let's see how well you have understood the information I have presented. As a challenge, use your copy of the Zip Code Directory and do the activities starting on Page 27.



ANSWERS

QUESTION 1: Zone Improvement Program

QUESTION 2: Did you have the words faster, cheaper, and more dependable? Very Good. The rest is just as easy.

QUESTION 3: Oh – I hope you put 84106 and 92118 as your answer. If not, you goofed. Remember, the Zip Code always follows the city and state.

QUESTION 4a: Eastern is correct.

4b: Rhode Island 0 , Texas 7 , Utah 8 , Virgin Islands 0 , Florida 3 , Virginia 2 , and New York 1 .

QUESTION 5a: Because all of the cities listed were large, the correct answer would be ALL OF THESE. If you missed this question, don't worry. Many individuals are unfamiliar with some of these cities and their size. Actually, Los Angeles has almost 70 separate local zone numbers while the other two have 20 or more.

5b: My city has _____ zone numbers.

QUESTION 6: If you know the alphabet – this was a cinch. The states would be listed as follows: 1. ALABAMA 2. ALASKA 3. ARIZONA

ABCDEFGHIJKLMNOPQRSTUVWXYZ!

QUESTION 7: Cities are listed in alphabetical order.

QUESTION 8: The answer is 21 . If you did not have this answer correct – please look at the first page again and see where you made your mistake.

The first seven cities are: Albany, Alhambra, Anaheim, Baily, Bakersfield, Berkeley, Beverly Hills.

QUESTIONS 9a: Under the division Government Offices.

9b: Under the division Buildings.

9c: Under the division Post Office Boxes.

QUESTION 10a: Parkview Convalescent Hospital
1514 E. Lincoln Street
Anaheim, CA 92805

10b: Whilsire Towers
280 North Whilsire
Anaheim, CA 92801

10c: Disneyland
1313 So. Harbor
Anaheim, CA 92802 or 92803

QUESTION 11a: Provo Utah is a one Zip City. Its ZIP Code is 84601.

11b: The quickest way to obtain the correct address and Zip Code would be to *look it up* in the National Zip Code Directory. If a Zip Code Directory is not available, call the Post Office.

The telephone operator is primarily working with phone numbers and many times will not give an address to you. If she did, it certainly would not have the Zip Code.

A school counselor may have the correct catalog for the school in which you are interested, but she may be difficult to reach.

DON'T WASTE TIME – PLAY IT SAFE, look it up yourself.

QUESTION 12: Most people would write the letters MI. Unfortunately, this would be incorrect. Minnesota is abbreviated MN; I tried to fool you for a reason. Never guess at the correct abbreviation for a state. Always check to be sure. In many cases, even though the Zip Code is correct, the machinery or an employee doing a mail sort will use the state abbreviation as the main guide in sorting the mail. Don't guess – when in doubt – check to be sure.

QUESTIONS 13a: The correct abbreviations are: Canal Zone CZ , Puerto Rico PR , New York NY , Alaska AK , and Utah UT .

13b: The word abbreviations are: Ranch RNCH , Furnace FURN , Trailer TRLR , Meeting MTG , Seminary SMNRY , and Lakes LKS .

Now let's try a review. Return to page 18.

QUESTION 14a: MO = Missouri.

14b: If you said under the opening (first) pages for the state of Missouri where all the the cities are listed – Good, keep going.

14c: "See Appendix"

14d: Look in the Appendix where the cities are listed. All large cities with more than one zip code are listed alphabetically after the opening pages for any state.

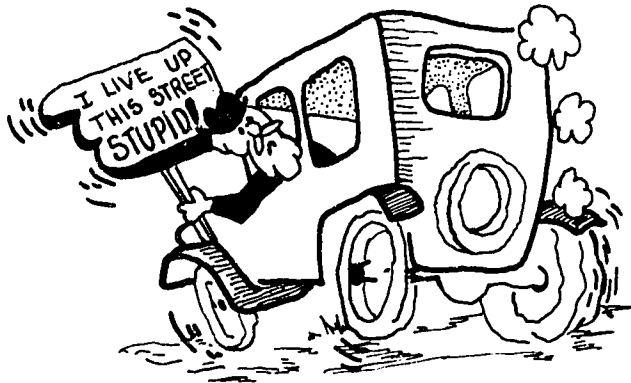
14e: Named Streets and Avenues must be correct. I am confident you had the correct answer. If not, possibly you thought that Avenues might be a separate division. This is possible, but normally the Post Office combines streets and avenues whether they are named or numbered.

QUESTION 15: When the word "OUT" appears after a number in the Zip Code Directory, that number and any higher number on that street is within the Zip Code indicated. For example, 1154 Washington Avenue would have the same Zip Code as 1100 Washington Avenue.

QUESTION 16: Street.

QUESTION 17: The Zip Codes are: Caroline Island 96941 , Station Agana 96910 Pago Pago, Samoa 96920 , or 96799 depending upon the year of your Zip Code Directory.

QUESTION 18: The Zip Codes are: Fort Ord 93941 , Travis Air Force Base 94535 , Long Beach Municipal Airport 90806 , Hill Air Force Base 84401 , Scranton Army Ammunition Plant 18501 .



ACTIVITIES



ACTIVITY

DO NOT WRITE IN THIS MANUAL

Using your Zip Code Directory, list the two letter state abbreviations for the following:

Alaska _____
Arizona _____
California _____
Colorado _____
Guam _____
Hawaii _____
Idaho _____
Montana _____
Nevada _____
Oregon _____
Utah _____
Washington _____
Wyoming _____

Canal Zone _____
Florida _____
Maine _____
Michigan _____
Minnesota _____
Missouri _____
Mississippi _____
Vermont _____
Wisconsin _____
Pennsylvania _____
Samoa _____
New Mexico _____
Nebraska _____



ACTIVITY

Make a list of at least 30 two letter state abbreviations. Memorize them. When you have them memorized, report to your teacher, who will quiz you on them. You must get them 100% correct.



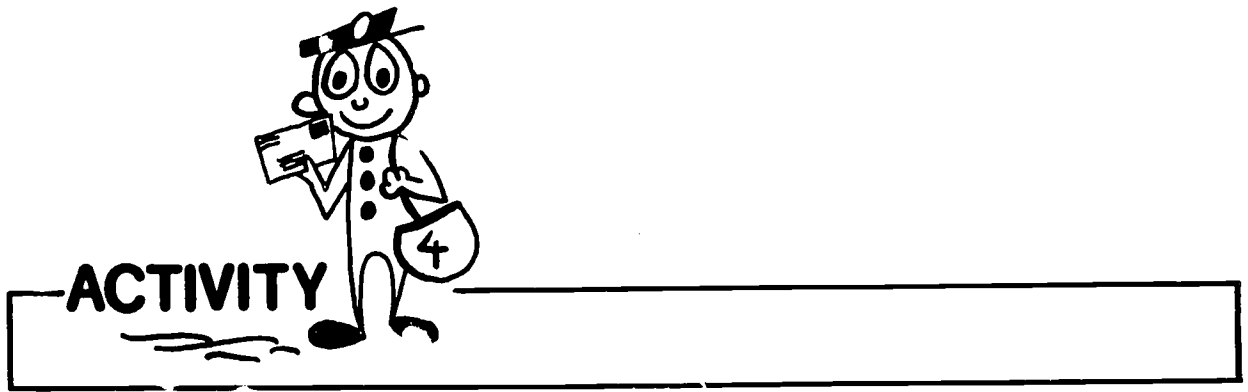
ACTIVITY

Show the abbreviations for the following words:

Airport _____
Lodge _____
Station _____
Mission _____
Harbor _____

Show the words for the following abbreviations:

INST _____
UN'Y _____
CWSY _____
BYP _____
HGLDS _____



What are the Zip Codes for the following addresses?

Dr. Kiko L. Chun
672 32nd N.
Philadelphia, PA _____

Ms. Lelani Tofu
1942 Papette Way
Pago Pago, Samoa _____

Mr. Bugs Bunny
% Great American
Santa Clara, CA _____

Mr. Ruben Rodrigues
United States Courthouse
1710 Spieibush Blvd.
Toledo, OH _____

Mr. Peter Van de Vorren
Barret & Company
Aiken Avenue
Lowell, MA _____

Mrs. Jackson Williams
4593 Zenity Ave.
Cave in Rock, IL _____

Dr. Sherman Karpen
Mount Sinai Hospital
Chicago, IL _____

Mr. Gordon Lightfoot
P. O. Box 24
Iron Mountain, WY _____

Miss Samantha Jones
1976 Washington Avenue
Manzano Air Force Base
Albuquerque, NM _____

Mr. Frank Martins Osgood
1169 Orange Grove Blvd., East
Pasadena, CA _____

Miss Jane Stewart
200 Negley Avenue North
Pittsburgh, PA _____

Mr. C. B. Polson
Ramada Inn
Albuquerque, NM _____
(Please forward)

Tracy Loan & Trust Company
268 South Main Street
Salt Lake City, UT _____

Mrs. Barbara B. Rabbitt
104 Burns Street North
Gadsen, AL _____



ACTIVITY

Write out the COMPLETE ADDRESS AND ZIP CODE FOR:

1. Primary Children's Hospital, Salt Lake City, Utah.
2. Hilton Hwaiian Village in Honolulu, Hawaii.
3. The College of San Mateo, California
4. Lord & Taylor Department Store, New York, New York.
5. URS (Your own name and address.)
6. IBM, Nashville, Tennessee.
7. The State Capitol Building of California



ACTIVITY

Answer the following questions.

1. Z I P stands for _____
2. How are states, U.S. Territories, and cities listed in the directory? _____
3. How many numbers are in a Zip Code? _____
4. Why are Zip Codes used? _____
5. How many letters are used in a state abbreviation? _____
6. If a city is very small and has only one local zone, where do you look? _____
7. If a Zip Code started with a number 7, where would it be geographically located? _____
8. Assume you are looking for the Zip Code for a bank in Kansas City. Under what division would you look? _____
9. What is the quickest way to find the correct address of San Jose State? _____



ACTIVITY

Write the Zip Codes and the two-letter State abbreviations for each of the following addresses:

Marshall Bell Company
384 Market Street
San Francisco, California _____

Mrs. Betsy Ornoga
1927 Kalakaua Towers
Honolulu, Hawaii _____

Sgt. Juan Hernandez
P. O. Box AF
Hato Rey Station
San Juan, Puerto Rico _____

Mr. R. E. Christensen
724 North 7th East
Provo, Utah _____

Sheraton Towers
505 North Michigan Blvd.
Chicago, Illinois _____

President George Washington
The White House
Washington, D. C. _____

Mrs. Tony Sealukk
125 2nd Street
Bethel, Alaska _____

Five-Mile Lodge
R. F. D. 2
Denver, Colorado _____

Mrs. James Bond
Bond and Company
72 Spring Field Drive
Holyoke, Massachusetts _____

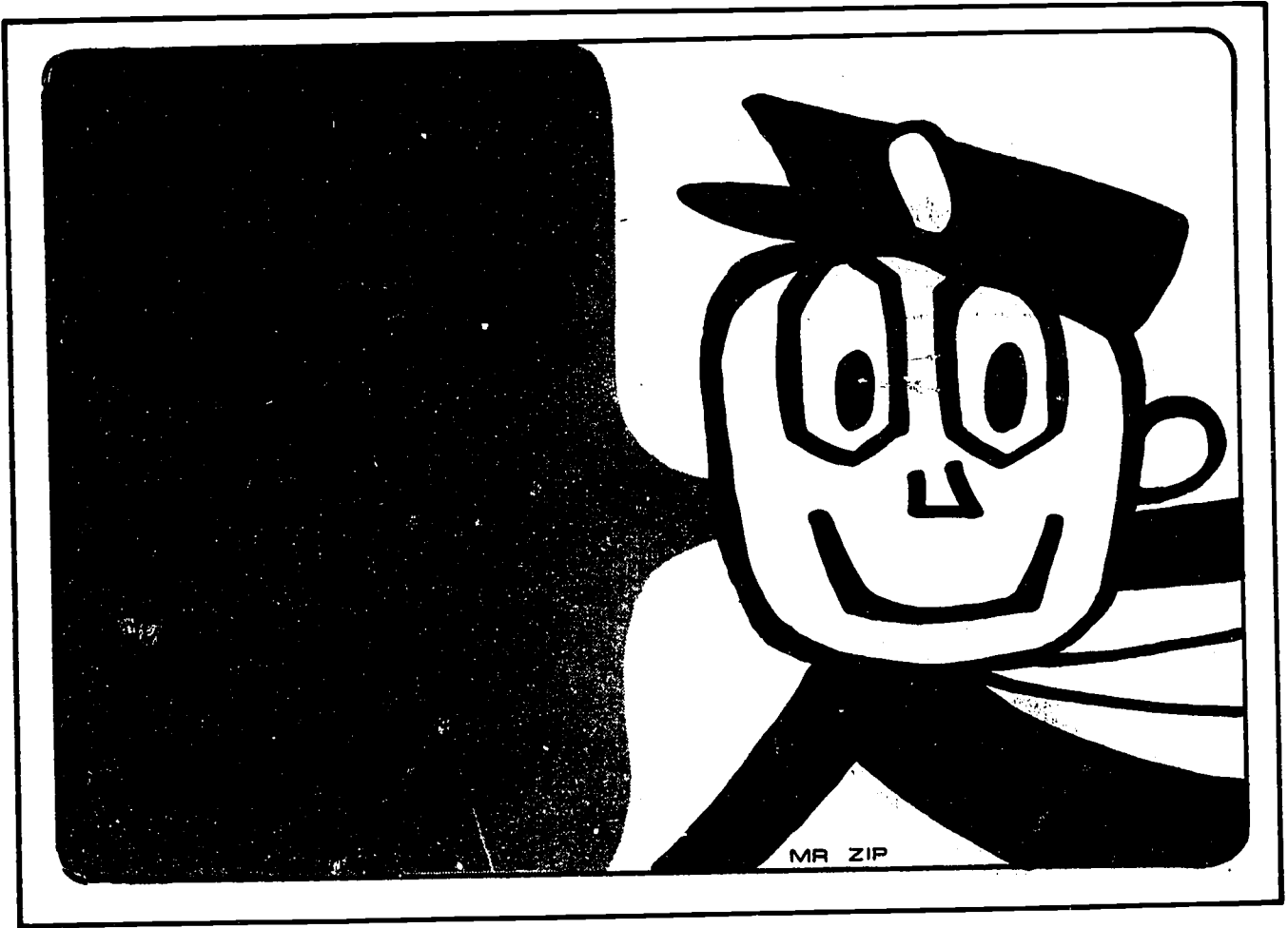
Prof. Phillippee Popescu
2322 Alumni Hall
Memphis State University
Memphis, Tennessee _____

Mr. Van Aster
Waldorf Astoria Hotel
New York, New York _____

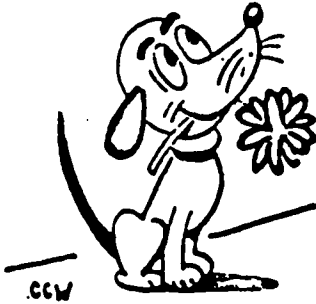
Miss Myrtle Christie
% R. J. Smoot
419 Second South
Boise, Idaho _____

Mrs. J. J. Hays
C. W. Lyons, Inc.
Bemidji, Minnesota _____

Barstow-Birdett Witmer
715 Arthur Avenue
Oakland, California _____



THE END



THE SUPPLY CATALOG

Teacher's Guide

- OBJECTIVES:** The student will be able to:
- Follow written instructions
 - Locate and list items found in a catalog
 - Correctly describe and code each item, as listed in the supply catalog
 - Determine the unit price, and the quantity price, make extensions
 - Total an order and figure the tax.

TIME. 5 – 7 clock hours

GRADING Your students will find this an interesting unit to do. It will require some thought on their part. Grading should include some points for legibility.

Each form requires your signature. Look the P.O. over quickly, before signing it. Can you read it, is it complete, are all the blanks filled in, are the extensions reasonable?

It is suggested that you grade Activity 3 and 4. You may grade all of them or none of them. If you grade them it is suggested that you use 90% for a passing grade of "C", one (1) point for each blank to be filled in.

If you elect to grade none or only part of them, then set up the answer KEYS in a self-check form that the student can use.

It is suggested that the self-check forms be done 100% accurately, re-doing the ones they missed until they are all done correctly.

If a student challenges a unit, takes the pre-test, it must be passed 100%.

It is also suggested that you have the students check their P. O. forms with a red checking pencil — that way you can see at a glance where the mistakes were made.

MATERIALS

Each student will need a Supply Catalog; it comes with this unit. The same catalog is used for all the Supply Companies mentioned in the manual.

Each student will need six (6) purchase order forms. All of the forms completed by the student should be printed or typed.

Each student will need a good sharp pencil or pen, and a red checking pencil to complete their work.

You may wish to augment this unit with additional exercises you create by using a Sears or J.C. Penney catalog, or one of a similar nature.

CONTENTS

The total Supply Catalog unit consists of:

- A Teacher Guide containing:
 - ... General Information
 - ... A Pre-Test
 - ... Two Post Tests; Post-Test A, and an alternate Post-Test B.
 - ... Answers to the Pre- and Post-Tests.
 - ... Answers to the four Student Activities.
 - ... A suggested teacher check-sheet for recording grades.
 - ... A suggested certificate to award the student upon completion of the unit.
- A non-consumable student manual containing:
 - ... What is to be learned.
 - ... Answers to Activity one and two, page 1.
 - ... Activities. Projects to reinforce learning. These should be graded.
 - ... A tax rate schedule
- A non-consumable Supply Catalog.
 - ... Instructions on how to use the catalog.
 - ... Supplies, stating code number, price, unit measure and a description of each item.
- A consumable Purchase Order Form.

PREPARATION Decide if your students should be given the pre-test or not. It is suggested that a student only be pre-tested if they feel that they already know how to use a Supply Catalog of a business nature. The author feels that the majority of students using these materials will benefit by completing the unit.

Duplicate or have sufficient quantities of the working papers, pre-tests, and post-tests printed for your students and your type of program.

The author suggests that you have as a minimum one supply catalog printed for every three students going to use the materials.

Preview the manual and correlated working papers so that you will be familiar with the content. You must be able to answer questions and evaluate student progress. If the procedures used in this manual differ from your experience, remember that few companies have the same procedure. This is a fact that may be emphasized to your students.

It is suggested that you do not return tests to the students. If they do not pass it the first time, let them review it under your supervision or in a testing area, and take notes to study from. Then give them the Alternate Post-Test B.

Require all students to turn in all working papers before giving them the Post-Test. Look these over and see that they have all been completed and graded.

Remember — the forms must be completed in "catalog language".

Y. O. U. R. UNIFIED SCHOOL DISTRICT

BUSINESS TRAINING CENTER
For instructions refer to page 'x'
of your supply catalog.

KEY

P. O. No. XXXX

PRINT OR TYPE PLAINLY

Page No. 1 of 1 Pages.

School or location No. 52 Department No. 452 Date: TODAY'S Submitted by STUDENT'S NAME

Principal TEACHER'S NAME

| Item No. | Quant. | Unit of Meas. | Catalog No. | Company name: <u>WAREHOUSE</u> | Unit Price | Total Price |
|----------|-----------|---------------|----------------|---|-------------|--------------|
| | | | | Address: <u>39999 COLEMAN AVE. FREMONT, CA. 94538</u> | | |
| | | | | Description | | |
| <u>1</u> | <u>2</u> | <u>EA.</u> | <u>W139501</u> | <u>STARCH LIQUID CONCENTRATE VAND 1/2 GAL</u> | <u>.55</u> | <u>1.10</u> |
| <u>2</u> | <u>1</u> | <u>BT.</u> | <u>W134999</u> | <u>INK-INDIA BLACK 16 OZ.</u> | <u>3.17</u> | <u>3.17</u> |
| <u>3</u> | <u>5</u> | <u>EA.</u> | <u>W330801</u> | <u>KNIFE PUTTY 1/2"</u> | <u>.41</u> | <u>2.05</u> |
| <u>4</u> | <u>10</u> | <u>EA.</u> | <u>W132211</u> | <u>CLAY MOIST BUFF FIRING FOR THROW</u> | <u>1.56</u> | <u>15.60</u> |
| | <u>-</u> | <u>-</u> | <u>-</u> | <u>AND SCULPTURE 25/LB SK.</u> | | |
| <u>5</u> | <u>4</u> | <u>EA.</u> | <u>W132213</u> | <u>CLAY MOIST RED BURNING FOR THROW</u> | <u>1.58</u> | <u>6.32</u> |
| | <u>-</u> | <u>-</u> | <u>-</u> | <u>AND SCULPTURE TER. CUT 25/LB SK.</u> | | |
| <u>6</u> | <u>2</u> | <u>EA.</u> | <u>W151257</u> | <u>LAMP OPAQUE PROJECTOR #DRS 1000W</u> | <u>3.21</u> | <u>6.42</u> |
| <u>7</u> | <u>2</u> | <u>EA.</u> | <u>W343772</u> | <u>PAN DUST 16 in</u> | <u>1.69</u> | <u>3.38</u> |
| <u>8</u> | <u>2</u> | <u>PK</u> | <u>W129013</u> | <u>STEEL WOOL 16/PKG. NO.1 MED.</u> | <u>.50</u> | <u>1.00</u> |
| | | | | | | |
| | | | | | | |

activity ✱ PRE-TEST
POST-TEST A

| | |
|----------|----------------|
| Subtotal | <u>39.04</u> |
| Tax | <u>2.34</u> |
| Total | <u>\$41.38</u> |

* DESCRIPTION MUST READ EXACTLY AS STATED IN THE CATALOG.

77

Y. O. U. R. UNIFIED SCHOOL DISTRICT

BUSINESS TRAINING CENTER

For instructions refer to page 'x'
of your supply catalog.

KEY

P. O. No. XXXX

Page No. 1 of 1 Pages.

PRINT OR TYPE PLAINLY

School or location No. 52 Department No. 456 Date: TODAY'S Submitted by STUDENT'S NAME

Principal TEACHER'S NAME

| Item No. | Quant. | Unit of Meas. | Catalog No. | Company name: CALIFORNIA CHEMICALS | Unit Price | Total Price |
|----------|--------|---------------|-------------|---------------------------------------|------------|-------------|
| | | | | Address: | | |
| | | | | Description | | |
| 1 | 1 | EA. | W341109 | BUCKET MOP W/CASTER 35 QT. | 14.60 | 14.60 |
| 2 | 7 | EA. | W151254 | LAMP FILMSTRIP PROJECTOR C.ZX 500W | 2.42 | 16.94 |
| 3 | 10 | PK. | W822109 | COTTON BALLS 2000/PK STERILIZED | 2.50 | 25.00 |
| | - | - | - | MED. SIZE | | - |
| 4 | 144 | EA. | W822401 | DROPPER MEDICINE | .05 | 7.20 |
| 5 | 20 | PK. | W344707 | SOAP BORAXO PWD 10/PKG/CS | .69 | 13.80 |
| 6 | 10 | EA. | W736509 | SCISSORS PLAIN 9 INCH | 1.23 | 12.30 |
| 7 | 2 | DZ. | W733701 | PENCIL CHECKING BLUE | .50 | 1.00 |
| 8 | 1 | EA. | W664233 | RIBBON TYPEWRITER BLACK ROYAL 2 SPOOL | .66 | .66 |
| 9 | 10 | RM. | W793707 | PAPER DITTO BLUE 8 1/2 x 11 20 WT. | .98 | 9.80 |
| 10 | 10 | RM. | W795505 | PAPER MIMED 8 1/2 x 14 WHITE 16 WT. | .97 | 9.70 |

| | |
|-----------|----------|
| Sub-total | 111.00 |
| Tax | 6.66 |
| Total | \$117.66 |

activity ✕ POST-TEST B

79

80

Y. O. U. R. UNIFIED SCHOOL DISTRICT

KEY

BUSINESS TRAINING CENTER

For instructions refer to page 'x'
of your supply catalog.

P. O. No. XXXX

PRINT OR TYPE PLAINLY

Page No. 1 of 2 Pages.

School or location No. 52 Department No. 451 Date: TODAY'S

Submitted by STUDENT'S NAME

Principal TEACHER'S SIGNATURE

| Item No. | Quant. | Unit of Meas. | Catalog No. | Company name: <u>AL'S SPORTING GOODS</u> | Unit Price | Total Price |
|----------|--------|---------------|-------------|--|------------|-------------|
| | | | | Address: | | |
| | | | | Description | | |
| 1 | 6 | EA | W151258 | LAMP FILMSTRIP PROJECTORS DFW 500W | 3.32 | 19.92 |
| 2 | 2 | BX | W663128 | PAPER THERMO-FAX SPIRIT MASTERS | | |
| | - | - | - | PURPLE 8 1/2 x 11 100/BX | 3.10 | 20 |
| 3 | 1 | EA | W341303 | CAN GARBAGE 45 GAL W/D LID | 4.45 | 4.45 |
| 4 | 10 | PK | W344709 | SOAP LURON POWDER | .85 | 8.50 |
| 5 | 2 | DZ | W733703 | PENCIL CHECKING RED | .50 | 1.00 |
| 6 | 6 | EA | W752069 | BAG LAUNDRY LT. WT. FOR TOWELS | 1.00 | 6.00 |
| 7 | 36 | EA | W752070 | BASEBALLS RUBBER CVD. 12" HIGH SCHOOL | 1.32 | 47.52 |
| 8 | 36 | EA | W752182 | BASKETBALLS SR. OFCL | 5.86 | 210.96 |
| 9 | 12 | EA | W752330 | FOOTBALLS RUBBER CVD. OFCL SIZE | 6.70 | 80.40 |
| * 10 | 1 | EA | W754191 | STOP WATCH | 13.45 | 13.45 |

| | |
|-----------|-----------|
| Sub-total | 398.40 |
| Tax | 23.90 |
| Total | \$ 422.30 |

* NOTE: ONLY 10 ITEMS PER PAGE.

activity # 2

Y. O. U. R. UNIFIED SCHOOL DISTRICT

KEY

BUSINESS TRAINING CENTER
For instructions refer to page 'x'
of your supply catalog.

P. O. No. XXXX

Page No. 1 of 1 Pages.

PRINT OR TYPE PLAINLY

School or location No. 52 Department No. 452 Date: TODAY'S

Submitted by STUDENT'S NAME

Principal TEACHER'S SIGNATURE

| Item No. | Quant. | Unit of Meas. | Catalog No. | Company name: <u>WAREHOUSE</u> | Unit Price | Total Price |
|----------|--------|---------------|-------------|------------------------------------|------------|-------------|
| | | | | Address: | | |
| | | | | Description | | |
| 1 | 3 | EA | W343770 | PAN ODST 12" | .84 | 2.52 |
| 2 | 3 | EA | W340902 | BROOM HOUSEHOLD TYPE PLASTIC | 2.05 | 6.15 |
| 3 | 1 | PK | W120913 | STEEL WOOL LB/P#6 NO.1 MEDIUM | .50 | .50 |
| 4 | 3 | TB | W664020 | PIN STRAIGHT 1/16 NO.17 300/TUB | .22 | .66 |
| * 5 | 6 | EA | W131205 | BRUSH OXHAIR 1/2 IN | * - | 1.21 |
| * 6 | 6 | EA | W131207 | BRUSH OXHAIR 3/4 IN | * - | 2.28 |
| 7 | 1 | CS | W341519 | CLEANSER COMET 48/CS | 7.50 | 7.50 |
| 8 | 1 | EA | W344701 | SOAP LIQUID 56AL HAND | 5.30 | 5.30 |
| 9 | 7 | ST | W260566 | EXPENSE REIMBURSEMENT REQUEST 3/ST | .02 | .14 |
| | | | | | | |
| | | | | | | |
| | | | | | | |

| | |
|-----------|----------|
| Sub-total | 26.26 |
| Tax | 1.58 |
| Total | \$ 27.84 |

* CAN ALSO BE WRITTEN 1/2 DZ activity #3

NOTE: PRICE STATED BY THE DCZEN-
UNIT PRICE AWKWARD TO FIGURE. - OKAY TO HAVE UNIT PRICE IF 1/2 DZ.

Y. O. U. R. UNIFIED SCHOOL DISTRICT

KEY

BUSINESS TRAINING CENTER
For instructions refer to page 'x'
of your supply catalog.

P. O. No. XXX

Page No. 1 of 2 Pages.

PRINT OR TYPE PLAINLY

School or location No. 52 Department No. 454 Date: TODAY'S

Submitted by STUDENT'S NAME
Principal TEACHER'S SIGNATURE

| Item No. | Quant. | Unit of Meas. | Catalog No. | Company name: <u>SAN JOSE OFFICE SUPPLY</u> | | Unit Price | Total Price |
|----------|--------|---------------|-------------|---|--|------------|-------------|
| | | | | Address: | | | |
| | | | | Description | | | |
| 1 | 2 | EA | W736509 | SCISSORS PLAIN 9" | | 1.23 | 2.46 |
| 2 | 6 | EA | W664102 | REMOVER STAPLE | | .28 | 1.68 |
| 3 | 24 | EA | W664235 | RIBBON TYPEWRITER BLACK NYLON SELECTRIC | | 1.00 | 24.00 |
| 4 | 10 | PD | W260756 | MESSAGE PADS 5 1/4 x 8 1/2 100/PD | | .20 | 2.00 |
| 5 | 4 | EA | W730103 | BOOK PLAN 11 x 9 1/8 | | .56 | 2.24 |
| 6 | 12 | EA | W661350 | CLEANER 1:1:1 NO. PRESSURIZED 10OZ CAN | | 1.22 | 14.64 |
| 7 | 10 | RM | W793705 | PAPER DITTO GLOBO 8 1/2 x 11 S20 | | .98 | 9.80 |
| 8 | 10 | PD | W260749 | MEMO ROUTING SLIP 100/PD | | .05 | .50 |
| 9 | 2 | EA | W341510 | CLEANER BLACKBOARD ZEP | | 2.10 | 4.20 |
| 10 | 1 | BX | W661629 | ENVELOPES WHITE 4 1/8 x 7 1/2 500/BOX | | 2.72 | 2.72 |
| | | | | | | Sub-total | 64.24 |
| | | | | | | Tax | 3.85 |
| | | | | | | Total | \$ 68.09 |

activity # 4

Y. O. U. R. UNIFIED SCHOOL DISTRICT

KEY

BUSINESS TRAINING CENTER

For instructions refer to page 'x'
of your supply catalog.

P. O. No. XXXX

PRINT OR TYPE PLAINLY

Page No. 2 of 2 Pages.

School or location No. 52 Department No. 454 Date: TODAY'S Submitted by STUDENT'S NAME

Principal TEACHER'S SIGNATURE

| Item No. | Quant. | Unit of Meas. | Catalog No. | Company name: <u>SAN JOSE OFFICE SUPPLY</u> | Unit Price | Total Price |
|----------|--------|---------------|-------------|---|------------|-------------|
| | | | | Address: | | |
| | | | | Description # | | |
| 11 | 100 | RL | W79 0729 | PAPER TAPE ADD MACH 3 1/2 | .17 | 17.00 |
| 12 | 5 | BX | W66 0101 | BAND RUB ASSTD 402/BX | .27 | 1.35 |
| 13 | 7 | PK | W66 0311 | BLADES, RAZOR SINGLE EDGE | .11 | .77 |
| 14 | 10 | EA | W66 0750 | NOTEBOOK, STENOGRAPHER 6x9 | .15 | 1.50 |
| 15 | 1 | EA | W66 1356 | CLEANER TYPEWRITER 2-02. | .50 | .50 |
| 16 | 12 | EA | W66 1940 | FLUID CORRECTION DITTO | .81 | 9.72 |
| 17 | 1 | BX | W66 2547 | LABELS ROLL CANARY 250/BX | .30 | .30 |
| 18 | 12 | EA | W66 1705 | ERASER TYPEWRITER PENCILSHAPED | | |
| | - | - | - | W/BRUSH | .14 | 1.68 |
| 19 | 10 | BX | W66 2601 | MASTERS DPLCTING 8 1/2 x 11 1/2 100/BX | 2.15 | 21.50 |

| | |
|-----------|----------|
| Sub-total | 54.32 |
| Tax | 3.26 |
| Total | \$ 57.58 |

activity # 4 cont'd.

* DESCRIPTION MUST BE WRITTEN
IN CATALOG LANGUAGE.

THE SUPPLY CATALOG
CHECK SHEET

NAME _____ (period)

Date _____

Date Finished _____

Pre-Test _____

FINAL GRADE _____

Credits/Points _____

Activity 1 (✓) _____ (self-check)

Activity 2 (Grade) _____ (Page 2 only)

Activity 3 (Grade) _____

Activity 4 (Grade) _____

Post Test "A" _____

Post Test "B" _____

Comments: _____

Supply Catalog

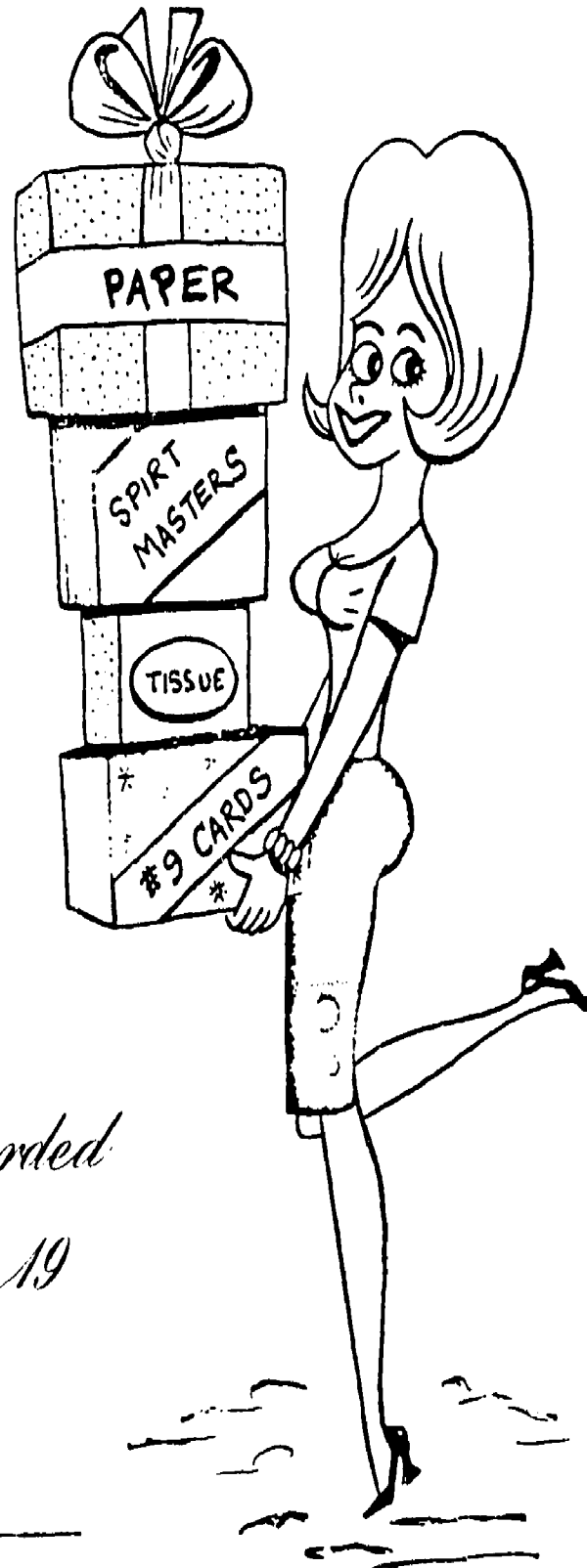
Certificate

This Certifies that

*has completed the Course
and made a satisfactory grade.*

*In Testimony Thereof this certificate is awarded
on this day of 19*

Approved by _____



THE ZIP CODE DIRECTORY



Teacher's Guide

OBJECTIVES

The student will be able to:

- Look up Zip Code numbers quickly.
- Know what each number in the Zip Code means.
- Find the new state abbreviations, and learn the abbreviations for at least 30 states.
- Locate the addresses of hotels, government offices, hospitals, and colleges in larger cities.

TIME

3 – 5 clock hours.

GRADING

This unit should be easy for your students to do. It is suggested that you use 90% for a passing grade on the Post-Test; to receive points, credits or a letter grade of "C".

It is suggested by the author that the self-check questions in the manual be done 100% accurately, re-doing the ones they missed until they are all done correctly.

It is suggested that each of the Activities be graded using 90% as a passing grade of "C".

It is extremely important that accuracy be stressed, along with legibility. If a Zip Code cannot be read or if it is incorrect, it has no value.

MATERIALS

A NATIONAL ZIP CODE DIRECTORY. It is suggested that you have at least one copy for each 5 – 10 students in your class. (If you contact your local post office in the first part of October, you will find that they will probably have a last year's copy that they will give you. Tell them who you are and what you are going to do with it. They may even supply you with more if you are lucky. This is the time of year that businesses trade in their old copies for the new edition. If you buy a copy, it may be traded in each year. **Note, you may find that Zip Codes differ for each edition of the directory. The post office is constantly revising the Zip Codes as an area grows.)

You may wish to augment this unit with a cassette presentation that is available from Western Tape, Palo Alto, CA.

CONTENTS

The total Zip Code Directory unit consists of:

- A Teacher Guide containing:
 - ... General Information.
 - ... Answers to the Pre- and Post-Tests
 - ... Answers to the Student Activities
 - ... A suggested teacher check-sheet for recording grades
 - ... A suggested certificate to award the student upon completion of the unit.

- A non-consumable student manual containing:
 - ... What is to be learned
 - ... Answer to the questions in the manual. These may be left in the manual for student reinforcement, or removed as the author suggests, and if the teacher so desires, remove the answers and make them into a self-check KEY available to the students.
 - ... Activities. Projects to reinforce the learning, and to review all the materials taught. These should be graded.

- A consumable set of answer sheets containing:
 - ... Answer sheets for the manual questions
 - ... Answer sheets for the Activities. Sheets so arranged so that the student does the work on the pages provided.
 - ... A Pre-Test
 - ... Two Post-Tests; Post-Test A, and an alternate, Post-Test B.

PREPARATION You will need to fill in the answers to questions 5b, page 12/23 in the manual, and the answer to Activity 5, page 30. These questions pertain to your local area.

You and/or an aid will need to give the students an oral quiz on the Zip Code Abbreviations of their choice. This is Activity 2.

Decide if your students should be given the pre-test or not. It is suggested by the author that a student only be pre-tested if he/she feels that they already know how to use The Zip Code Directory. The author feels that the majority of students using these materials will benefit by completing the unit.

Duplicate or have sufficient quantities of the working papers, pre-tests, and post-tests printed for your students and your type of program.

Review the manual and correlated working papers so that you will be familiar with the content. You must be able to answer questions and evaluate student progress. If the alternate post-test is given, it is given orally. You must know the answers to the questions.

It is suggested that you do not return tests to the students. If they do not pass it the first time, let them review it under your supervision or in a testing area, and take notes to study from. Then give them the Alternate Post-Test B, orally.

Require students to turn in all working papers before giving them the post-test. Look these over and see that they have all been completed and graded.

CREDITS The author wishes to give special thanks to the Business Education staff of Claremont High School, Claremont, California, for use of their ideas and help on this unit.



NAME KEY

THE ZIP CODE DIRECTORY
PRE-TEST - POST-TEST "A"

Part I. Directions: You will need a copy of the NATIONAL ZIP CODE DIRECTORY. Find the following two-letter state abbreviations (where necessary) and the Zip Codes.

- | | |
|--|---|
| 1. Mr. Joe Tosumi P. O. Box 135 Agana, Guam <u>GU 96910</u> | 8. Honorable James Joyce Court House Reno, Nevada <u>NV 89501 or 89101</u> |
| 2. Mrs. Mary Beth Taylor University of Miami Miami, Florida <u>FL 33124</u> | 9. Captain Fred Williams Veterans Hospital Durham, NC <u>27705</u> |
| 3. Mrs. Juanita Gallego Box 65, Route 2 Medicine Bow, WY <u>WY 82329</u> | 10. Mrs. Martin Luther Jones Ball-Delten Company Zanesville, Ohio <u>OH 43701</u> |
| 4. John May Company 14 Dearborn Drive Los Angeles, Calif. <u>CA 90028</u> <u>or 90068</u> | 11. General Community Store Chouteau, MO <u>63110</u> |
| 5. Dr. James Blake More 15 Laurel Court Madison, WI <u>53705</u> | 12. Mr. Allen C. Fray Acme, Incorporated 1415 Southbound Street Winston-Salem, NC <u>27101</u> |
| 6. Miss Elfreda Witmer 807 First Avenue Seattle, WA <u>98109</u> | 13. Mr. Allan A. Ackerman 201 Alabama Road Alexander, AR <u>72002</u> |
| 7. Z.C.M.I.'s 5-25 South Main Street Salt Lake City, UT <u>84111</u> | 14. Ms. Edith E. Everett 1710 Seventh Elizabeth, NJ <u>07201 or 07203</u> |

Answers may vary from year to year as the directory changes.

Part II. Directions: Using your Zip Code Directory, answer the following:

1. BUILDINGS Assume you are looking for the Zip Code for a bank in San Francisco, under what division would you look?
2. 5 What is the geographic area for North Dakota?
3. 6 How many colleges and universities are there in San Diego?
4. DISNEYLAND What is the complete address of DISNEYLAND in Anaheim?
1313 SO. HARBOR BLVD.
ANAHEIM, CA 92802 or 92803
5. FASTER
CHEAPER
MORE DEPENDABLE SERVICE What are the three main benefits to using Zip Codes?
6. 5 How many numbers are there in a Zip Code?
7. ALPHABETIC How are the states, territories and cities listed?

Part III. Directions: Answer the following questions, True or False.

1. TRUE There is a listing of all the post offices in any given state?
2. FALSE Large cities have only one Zip Code number?
3. TRUE Efficient use of the Zip Code Directory is an important asset in an office?
4. TRUE Vermont has only a one page listing in the Directory?
5. TRUE The word abbreviation for Causeway is CWSY?
6. TRUE Zip Codes for Army and Air Force Installations are found in the Zip Code Directory?

67

NAME _____

THE ZIP CODE DIRECTORY

POST-TEST "B"

Part I. *Directions:* You will need a copy of the NATIONAL ZIP CODE DIRECTORY. Find the following two-letter state abbreviations (where necessary) and the Zip Codes. Record your answer on a separate answer sheet.

- | | |
|--|---|
| <p>1. Dr. Donald D. Dedman 1908 Dodds Drive Durbin, ND <u>58023</u></p> <p>2. Master Frederick Pheiffer 620 First Street Fern Park, Florida <u>FL 32730</u></p> <p>3. George G. Gage, PHD 711 Gregg Gardens Hephzibah, Georgia <u>GA 30815</u></p> <p>4. Mr. Dean Harrison H. Hale Notre Dam Hospital No. 1612 Manchester, NH <u>03102</u></p> <p>5. Z.C.M.'s 5-25 South Main Street Salt Lake City, UT <u>84111</u></p> <p>6. Mr. Otto Hoover Williams Village Motel State Highway 119 Boulder, CO <u>* 80322 or 80303</u></p> <p>7. Three Best Grocers Grand Island, NE <u>68801</u></p> | <p>8. Mrs. Ruth Torriap 5828 River Road No. 11c Richmond, Virginia <u>VA 23226</u></p> <p>9. Adams Bros. & Sons 1425 Hampden Newark, NJ <u>07103</u></p> <p>10. Ms. Samantha R. Cosby General Delivery Cruz Bay, Virgin Islands <u>VI 00830</u></p> <p>11. Honorable Martha Mitchell 1111 Capitol Heights Blvd., NE District of Columbia <u>DC 20027</u></p> <p>12. Master Travis Coleman P. O. Box 19 Joiner, Arkansas <u>AR 72350</u></p> <p>13. Rural Hills Center R. F. D. No. 1 Bismark, ND <u>58501</u></p> <p>14. Mr. C. Handley Barton Barlow, Barton & Barnes 14 Judge Building Athens, Ohio <u>OH 45701</u></p> |
|--|---|

** any answers may vary as directory changes from year to year.*

* Remember -- this part is given orally.

POSSIBLE ANSWERS -- POST-TEST "B"

1. Zip Codes are used by the Post Office because: It is faster, you get more depend and it is cheaper.

2. The cities, states and territories are listed ALPHABETICALLY.

3. The major contents of the directory are:

- | | |
|-----------------------------------|--------------------------------------|
| 1. Table of contents | 6. Army and Air Force Installations |
| 2. How to use the book | 7. Numerical Zip Code listings |
| 3. Two letter state abbreviations | 8. Discontinued Post Offices |
| 4. State listings and appendix | 9. How to use Zip Codes in addresses |

**See table of contents for others.

4. Procedure for finding a Zip Code:

1. Turn to the very first page of the city
2. Find the Zip or see the words "See Appendix".
3. If referred to the Appendix, go there
4. In the appendix look under the appropriate division
5. Find the "street" name.
6. To the right of the "street" find the two digit number, look to the top of that same column and find the first three digits.
7. Memorize the following western states, state abbreviations:

| | | | |
|------------|----|------------|------|
| Oregon | OR | Montana | MT |
| Washington | WA | Utah | UT |
| California | CA | Wyoming | WY |
| Idaho | ID | Colorado | CO |
| Nevada | NV | New Mexico | NM |
| Arizona | AZ | Hawaii | HI ? |

7 59



NAME KEY

DATE _____

ACTIVITY 2

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____
11. _____
12. _____
13. _____
14. _____
15. _____
16. _____
17. _____
18. _____
19. _____
20. _____
21. _____
22. _____
23. _____
24. _____
25. _____
26. _____
27. _____
28. _____
29. _____
30. _____

ACTIVITIES
ANSWER
SHEETS

ACTIVITY 1

| | |
|-----------|---------------|
| <u>AK</u> | <u>CA</u> |
| <u>AZ</u> | <u>FL</u> |
| <u>CA</u> | <u>ME</u> |
| <u>CO</u> | <u>MI</u> |
| <u>G</u> | <u>MN</u> |
| <u>HI</u> | <u>MO</u> |
| <u>ID</u> | <u>MS</u> |
| <u>MT</u> | <u>VT</u> |
| <u>NV</u> | <u>WI</u> |
| <u>OR</u> | <u>PA</u> |
| <u>UT</u> | <u>*SAMOA</u> |
| <u>WA</u> | <u>NM</u> |
| <u>WY</u> | <u>NE</u> |

**no abbreviation*

**MEMORIZE & RECITE
30 STATE ABBREVIATIONS
TO TEACHER.**

ACTIVITY 3

WORDS:

ARPRT
LDG
STA
MSN
HBR.

ABBREVIATIONS:

INSTITUTE
UNIVERSITY
CAUSEWAY
BYPASS
HIGHLANDS

ACTIVITY 4

| | | | |
|-------|--------------|----|--------------|
| PA | <u>19104</u> | WY | <u>82062</u> |
| Samoa | <u>96920</u> | NM | <u>87115</u> |
| CA* | | CA | <u>91104</u> |
| OH | <u>43624</u> | PA | <u>15206</u> |
| MA | <u>01850</u> | NM | <u>87108</u> |
| IL | <u>62919</u> | UT | <u>84101</u> |
| IL | <u>60608</u> | AL | <u>35904</u> |

* if not in book
answer should
be: Call Post Office.

ACTIVITY 5

1. Primary Children's Hospital
320 12th Avenue
Salt Lake City, UT 84103

2. Hilton Hawaiian Village
2005 Kalia Rd.
Honolulu, HI 96815

3. College of San Mateo
1700 W. Hillsdale Blvd.
San Mateo, CA 94502

4. Lord & Taylor
5th Avenue & West 38th
New York, N.Y 10018

5. YOUR ADDRESS

6. International Business Machines
450 James Robertson Parkway
Nashville, TN 37219

7. California State Capitol Building
10th at L & N
Sacramento, CA 95814

NAME

KEY

ACTIVITY 6

ACTIVITY 7

1. ZONE IMPROVEMENT PROGRAM
2. ALPHABETICALLY
3. 5
4. FASTER, CHEAPER & DEPENDABLE
5. 2
6. OPENING OR FIRST PAGE OF EACH STATE
7. SOUTH
8. BUILDING
9. LOOK IT UP IN THE ZIP CODE DIRECTORY

| | | |
|----------------------|-----------|-----------------------|
| California | <u>CA</u> | <u>94111</u> |
| Puerto Rico | <u>PR</u> | <u>00919 or 00917</u> |
| Illinois | <u>IL</u> | <u>60611</u> |
| Alaska | <u>AK</u> | <u>99559</u> |
| Massachusetts | <u>MA</u> | <u>01040</u> |
| New York | <u>NV</u> | <u>10022</u> |
| Minnesota | <u>MN</u> | <u>56601</u> |
| Hawaii | <u>HI</u> | <u>96815</u> |
| Utah | <u>UT</u> | <u>84601</u> |
| District of Columbia | <u>DC</u> | <u>20500</u> |
| Colorado | <u>CO</u> | <u>80222</u> |
| Tennessee | <u>TN</u> | <u>38111 or 38152</u> |
| Idaho | <u>ID</u> | <u>83706</u> |
| California | <u>CA</u> | <u>94605</u> |



NAME KEY

DATE _____

10a. Parkview Convalescent Hospital
1514 E. Lincoln Street
Anaheim, CA 92805

10b. Whilsire Towers
280 North Whilsire
Anaheim, CA 92801

10c. Disneyland
313 So. Harbor
Anaheim, CA 92802 or 92803

11a. Provo, UT 84601

11b. look it up
telephone operator
librarian or school counselor

12. Minnesota - MN

13a. Canal Zone CZ Puerto Rico PR
New York NY Alaska AK
Utah UT

13b. Ranch Rnch
Furnace Furn
Trailer Trlr
Meeting Mtg
Seminary Smnry
Lakes Lks

14a. MO = Missouri

14b. opening first pages

14c. "See Appendix"

14d. Look in Appendix where the cities are listed.

14e. Named streets & Avenues

1. Zone Improvement Program

2. faster, cheaper
more dependable

3. 84106 & 92118

4a. Eastern

4b. Rhode Island 0 Texas 7
Utah 8 Virgin Island 0
Florida 3 Virginia 2
New York 1

5a. All of these

5b. _____

6. Alabama, Alaska, Arizona

7. cities, alphabetical

8. 21
Albany, Alhambra, Anaheim,
Baily, Bakersfield, Berkeley,
Beverly Hills

9a. Government Offices

9b. Buildings

9c. Post Office Boxes

15. that number and any
higher number on
that street

16. street

17. Caroline Island 96941
Station Agana 96910
Pago Pago, Samoa 96920 or 96799

18. Fort Ord 93941
Travis Air Force Base 94535
Long Beach Airport 90806
Scranton Army Ammunition 18501

When you are sure that you have learned all there is to know about Zip Codes, and all your answers above are correct, or have been corrected.— TURN IN THIS ANSWER SHEET.

You are now ready to proceed with the ACTIVITIES.

NOTES

THE ZIP CODE DIRECTORY
CHECK SHEET

NAME _____
(period)

Date Started _____

Date Finished _____

Pre-Test _____

FINAL GRADE _____

Credits/Points _____

Question – Answer sheet () _____(self-check)

Activity 1 (grade) _____

Activity 2 (grade) _____(to be given orally by the teacher or aid)

Activity 3 (grade) _____

Activity 4 (grade) _____

Activity 5 (grade) _____

Activity 6 (grade) _____

Activity 7 (grade) _____

Post Test "A" _____

Post Test "B" _____

Comments: _____

National ZIP CODE Code Directory

Certificate



This Certifies That

*has completed the Course
and made a satisfactory grade.*

*In Testimony Thereof this certificate is awarded
on this _____ day of _____ 19 ____ .*

Approved by _____

100

THE SUPPLY CATALOG
PRE-TEST

In order to test your ability to use a Supply Catalog and thereby determine your need for completing this unit, answer the following questions. Be sure to use correct spelling, PRINT OR TYPE PLAINLY.

Get a copy of the supply catalog from your instructor, and one (1) order form.

Fill in the order form with the following information. It must be 100% correct to pass.

Mr. Clay Potter of the Art Department, code No. 452 — at J. F. Kennedy High School, code No. 52 — wishes to order the following supplies from the school's warehouse, located at 39999 Coleman Avenue, Fremont, CA 94538.

| | |
|-----------|---|
| 1 gal. | Liquid starch |
| 1 lg. bt. | India Ink |
| 5 | Putty knives |
| 250 lbs. | Buff Clay |
| 100 lbs. | Red Clay |
| 2 | Opaque projector lamps 4 DRS 1000W |
| 2 | Dust pans 16" |
| 2 pk. | Med. Steel wool |

Make the extensions

Sub-total

Add 6% tax

Total

Take to your teacher for correction.



THE SUPPLY CATALOG
POST TEST "A"

Get a copy of the supply catalog from your instructor, and one (1) order form. Fill in the order form with the following information. It must be completed with 90% accuracy in order to pass this unit.

Use correct spelling, PRINT OR TYPE PLAINLY, all of the blanks must be filled in.

Mr. Clay Potter of the Art Department, code No. 452 – at J. F. Kennedy High School, code No. 52 – wishes to order the following supplies from the school's warehouse, located at 39999 Coleman Avenue, Fremont, CA 94538.

| | |
|-----------|------------------------------------|
| 1 gal. | Liquid starch |
| 1 lg. bt. | India Ink |
| 5 | Putty knives |
| 250 lbs. | Buff Clay |
| 100 lbs. | Red Clay |
| 2 | Opaque projector lamps # DRS 1000W |
| 2 | Dust pans 16" |
| 2 pk. | Med. Steel wool |

Make the extensions
Sub-total
Add 6% tax
Total

Take to your teacher for correction.



THE SUPPLY CATALOG
POST TEST "B"

Get a copy of the Supply Catalog from your instructor, and one (1) order form. Fill in the purchase order form with the following information. It must be completed with 90% accuracy in order to pass this unit.

Use correct spelling, PRINT OR TYPE PLAINLY, all of the blanks must be filled in before submitting it for a grade.

Mr. Bunson Burner, a teacher in the Science Department at Kennedy High School, wishes to order the following supplies from California Chemical Company:

- 1 Mop bucket with casters
- 7 Lamps for filmstrip projector CZX 500W
- 10 pk. Cotton balls – med. size
- 1 gr. Dropper – medicine
- 20 pk. Borax Powdered Hand Soap
- 10 pr. Scissors nine inch
- 2 dz. Blue checking Pencils
- 1 Royal Typewriter ribbon 2 spool
- 1 cs. Ditto Paper Blue 8½ x 11
- 1 cs. Mimeo paper White 8½ x 14, 16 weight

Make your extension, Sub-total, add the tax and Total. When you are sure that it is 100% correct, submit to your instructor for a grade.



ACTIVITY 3

WORDS:

ABBREVIATIONS:

ACTIVITY 4

| | |
|-------------|----------|
| PA _____ | WY _____ |
| Samoa _____ | NM _____ |
| CA _____ | CA _____ |
| OH _____ | PA _____ |
| MA _____ | NM _____ |
| IL _____ | UT _____ |
| IL _____ | AL _____ |

ACTIVITY 5

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

7. _____

NAME _____

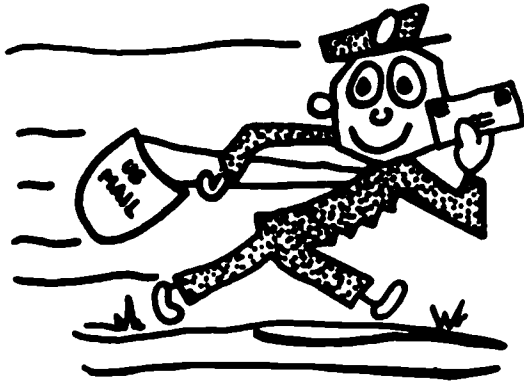
ACTIVITY 6

1. _____
2. _____
3. _____
4. _____, _____ & _____
5. _____
6. _____

7. _____
8. _____

ACTIVITY 7

- | | | |
|-------------------------|-------|-------|
| California | _____ | _____ |
| Puerto Rico | _____ | _____ |
| Illinois | _____ | _____ |
| Alaska | _____ | _____ |
| Massachusetts | _____ | _____ |
| New York | _____ | _____ |
| Minnesota | _____ | _____ |
| Hawaii | _____ | _____ |
| Utah | _____ | _____ |
| District of Columbia | _____ | _____ |
| Colorado | _____ | _____ |
| Tennessee | _____ | _____ |
| Idaho | _____ | _____ |
| California | _____ | _____ |



ANSWER SHEET

NAME _____

DATE _____

1. _____
2. _____
3. _____ & _____
- 4a. _____
- 4b. Rhode Island _____ Texas _____
Utah _____ Virgin Island _____
Florida _____ Virginia _____
New York _____
- 5a. _____
- 5b. _____
6. _____, _____, _____
7. _____
8. _____
_____, _____, _____
_____, _____, _____

- 9a. _____
- 9b. _____
- 9c. _____

- 10a. Parkview Convalescent Hospital

- Anaheim, CA _____
- 10b. Whilsire Towers

- Anaheim, CA _____
- 10c. Disneyland

- Anaheim, CA _____
- 11a. Provo, UT _____
- 11b. _____

12. Minnesota = _____
- 13a. Canal Zone _____ Puerto Rico _____
New York _____ Alaska _____
Utah _____
- 13b. Ranch _____
Furnace _____
Trailer _____
Meeting _____
Seminary _____
Lakes _____
- 14a. MO = _____
- 14b. _____
- 14c. _____
- 14d. _____

- 14e. _____

15. _____

16. _____

17. Ponape, Caroline Island _____
Station Agana _____
Pago Pago, Samoa _____

18. Fort Ord _____
Travis Air Force Base _____
Long Beach Airport _____
Scranton Army Ammunition _____

When you are sure that you have learned all there is to know about Zip Codes, and all your answers above are correct, or have been corrected — **TURN IN THIS ANSWER SHEET.**

You are now ready to proceed with the **ACTIVITIES.**

NOTES**

NAME _____

THE ZIP CODE DIRECTORY

POST-TEST "B"

Part I. *Directions:* You will a copy of the NATIONAL ZIP CODE DIRECTORY. Find the following two-letter state abbreviations (where necessary) and the Zip Codes.

- | | |
|--|---|
| 1. Dr. Donald D. Dedman 1908 Dodds Drive Durbin, ND _____ | 8. Mrs. Ruth Torriap 5828 River Road # 11c Richmond, Virginia _____ |
| 2. Master Frederick Pheiffer 620 First Street Fern Park, Florida _____ | 9. Adams Bros. & Sons 1425 Hampden Newark, NJ _____ |
| 3. George G. Gage, PHD 711 Gregg Gardens Hephzibah, Georgia _____ | 10. Ms. Samantha R. Cosby General Delivery Cruz Bay, Virgin Islands _____ |
| 4. Mr. Dean Harrison H. Hale Notre Dam Hospital No. 1612 Manchester, NH _____ | 11. Honorable Martha Mitchell 1111 Capitol Heights Blvd., NE District of Columbia _____ |
| 5. Z.C.M.I.'s 5-25 South Main Street Salt Lake City, UT _____ | 12. Master Travis Coleman P. O. Box 19 Joiner, Arkansas _____ |
| 6. Mr. Otto Hoover Williams Village Motel State Highway 119 Boulder, CO _____ | 13. Rural Hills Center R. F. D. # 1 Bismark, ND _____ |
| 7. Three Best Grocers Grand Island, NE _____ | 14. Mr. C. Handley Barton Barlow, Barton & Barnes 14 Judge Building Athens, Ohio _____ |

Part II Directions: Once you have successfully completed Part I of the test, you will take the next part with your teacher. This test is oral. You will verbally discuss it from memory with your teacher.

Get a copy of the Zip Code Directory, and look up the answers to the following questions. You may wish to write down any personal notes to study from before taking this test.

1. Why are Zip Codes used by the Post Office?
2. Describe how the states, territories and cities are listed in the Zip Code Directory. You may wish to show the answer to your teacher.
3. List the major contents of the directory. What does the book contain. There are about 9 different items.
4. Outline in detail the specific procedure you will follow in finding a zip code for the following address.

Z.C.M.I.'s
5-25 So. Main Street
Salt Lake City, Utah

5. Memorize the two-letter state abbreviations for the western part of the United States.

Directions: Now that you are ready to take the test, put your notes away, and take the Zip Code Directory to your teacher. Ask her/him to give you the above test.

NAME _____

THE ZIP CODE DIRECTORY

POST-TEST "A"

Part I *Directions:* You will need a copy of the NATIONAL ZIP CODE DIRECTORY. Find the following two-letter state abbreviations (where necessary) and the Zip Codes.

- | | |
|--|--|
| 1. Mr. Joe Tosumi P. O. Box 135 Agana, Guam _____ | 8. Honorable James Joyce Court House Reno, Nevada _____ |
| 2. Ms. Mary Beth Taylor University of Miami Miami, Florida _____ | 9. Captain Fred Williams Veterans Hospital Durham, NC _____ |
| 3. Mrs. Juanita Gallegos Box 65 Route 2 Medicine Bow, WY _____ | 10. Mrs. Martin Luther Jones Ball-Delten Company Zanesville, Ohio _____ |
| 4. John May Company 14 Dearborn Drive Los Angeles, Calif. _____ | 11. General Community Store Chouteau, MO _____ |
| 5. Dr. James Blake More 15 Laurel Court Madison, WI _____ | 12. Mr. Allen C. Fray Acme, Incorporated 1415 Southbound Street Winston-Salem, NC _____ |
| 6. Miss Elfreda Witmer 807 First Avenue, Seattle, WA _____ | 13. Mr. Allan A. Ackerman 201 Alabama Road Alexander, AR _____ |
| 7. Z.C.M.I's 5-25 South Main Street Salt Lake City, UT _____ | 14. Ms. Edith E. Everett 1710 Seventh Elizabeth, NJ _____ |

Part II. Directions: Using your Zip Code Directory, answer the following:

1. _____ Assume you are looking for the Zip Code for a bank in San Francisco, under what division would you look?
2. _____ What is the geographic area for North Dakota?
3. _____ How many colleges and universities are there in San Diego?
4. _____ What is the complete address of DISNEYLAND in Anaheim?

_____, _____
5. _____ What are the three main benefits to using Zip Codes?

6. _____ How many numbers are there in a Zip Code?
7. _____ How are the states, territories and cities listed?

Part III. Directions: Answer the following Questions, True or False:

1. _____ There is a listing of all post offices in any given state?
2. _____ Large cities have only one Zip Code number?
3. _____ Efficient use of the Zip Code Directory is an important asset in an office?
4. _____ Vermont has only a one page listing in the Directory?
5. _____ The word abbreviation for Causeway is CWSY?
6. _____ Zip Codes for Army and Air Force Installations are found in the Zip Code Directory?

THE ZIP CODE DIRECTORY

PRE-TEST

Part I, *Directions*: In order to test your ability to use the Zip Code Directory and thereby determine your need for completing this unit, find the following two letter states abbreviations (where necessary) and the ZIP CODES.

** You will need a copy of the NATIONAL ZIP CODE DIRECTORY.
It must be 100% correct to pass.

- | | |
|--|--|
| 1. Mr. Joe Tosumi P. O. Box 135 Agana, Guam _____ | 8. Honorable James Joyce Court House Reno, Nevada _____ |
| 2. Ms. Mary Beth Taylor University of Miami Miami, Florida _____ | 9. Captain Fred Williams Veterans Hospital Durham, NC _____ |
| 3. Mrs. Juanita Gallegos Box 65 Route 2 Medicine Bow, WY _____ | 10. Mrs. Martin Luther Jones Ball-Delten Company Zanesville, Ohio _____ |
| 4. John May Company 14 Dearborn Drive Los Angeles, Calif. _____ | 11. General Community Store Chouteau, MO _____ |
| 5. Dr. James Blake More 15 Laurel Court Madison, WI _____ | 12. Mr. Allen C. Fray Acme, Incorporated 1415 Southbound Street Winston-Salem, NC _____ |
| 6. Miss Elfreda Witmer 807 First Avenue, Seattle, WA _____ | 13. Mr. Allan A. Ackerman 201 Alabama Road Aixander, AR _____ |
| 7. Z.C.M.I's 5-25 South Main Street Salt Lake City, UT _____ | 14. Ms. Edith E. Everett 1710 Seventh Elizabeth, NJ _____ |

Part II. Directions: Using your Zip Code Directory, answer the following:

1. _____ Assume you are looking for the Zip Code for a bank in San Francisco, under what division would you look?
2. _____ What is the geographic area for North Dakota?
3. _____ How many colleges and universities are there in San Diego?
4. _____ What is the complete address of DISNEYLAND in Anaheim?

_____ , _____
5. _____ What are the three main benefits to using Zip Codes?

6. _____ How many numbers are there in a Zip Code?
7. _____ How are the states, territories and cities listed?

Part III. Directions: Answer the following Questions, True or False:

1. _____ There is a listing of all post offices in any given state?
2. _____ Large cities have only one Zip Code number?
3. _____ Efficient use of the Zip Code Directory is an important asset in an office?
4. _____ Vermont has only a one page listing in the Directory?
5. _____ The word abbreviation for Causeway is CWSY?
6. _____ Zip Codes for Army and Air Force Installations are found in the Zip Code Directory?