ED 209 462

CE 030 452

AUTHOR-

Dunn, James A.

Business and Office Education: Instructional Materials. ISSOE Managing Student Progress.

INSTITUTION . Cornell Univ., Ithaca, N.Y. Inst. for Occupational

Education.

SPONS AGENCY New York State Education Dept., Albany. Div. of.

Occupational Education Instruction.

REPORT NO ISSOE-81-04-B

RUB DATE (81]

GRANT 80-3A-1115GS

NOTE 158p.: For related documents see CE 030 453-456 and

the note of ED 199 5/17.

EDRS PRICE ' DESCRIPTORS

MF01/PC07 Plus Postage.

*Business Skills: Calculators: Communication Skills: Data Processing: Filing: High Schools: *Instructional Materials: *Job Skills: Office Machines: *Office

Occupations Education

IDENTIFIERS Instructional Support System Occupational Educ

ABSTRACT

Intended for instructors in occupational education programs, this catalog identifies instructional materials found to be. successful for teaching specific occupational competencies identified, in the Instructional Support System for Occupational Education (ISSOE) in the area of business and office education. Contents include 151 materials reporting forms for materials used in various program areas of business and office education. Forms are organized first by program area and then by ISSOE task numbers arranged sequentially, (A separate form is provided for each task for which the material is used). Program areas/units include communication skills, filing and retrieval, adding and calculating machines, financial and recordkeeping systems, and data processing. The materials reporting form provides this information: course, unit, and module titles: task title and number: school name and address, instructor, and phone number: ISSOE region: V-TECS number: type of instruction materials best suited for: instructional, grade, and ability levels; type of materials used; title of material, author, edition, copyright, date, publisher, cost, and pages used; comments; and written teacher comments. (YLB).

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Managing Student Progress

BUSINESS & OFFICE EDUCATION

Instructional Materials

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NATIONAL INSTITUTE OF EDUCATION
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This catalog of instructional materials was prepared by the Cornell Institute for Occupational Education, a component of the State Research Coordinating Unit, Division of Occupational Education Planning and Information, Research and Evaluation, with funds provided by the Division of Occupational Education Instruction under the terms of grant number 80-3A-1115GS, funded from the Vocational Education Amendments of 1976.

Instructional Materials

Research Pub. 81-04-B

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PROJECT STAFF

Robert Frank

Peter Gray

John Bowers Karen Mitchell

PRINCIPAL INVESTIGATOR

James Dunn

PREFACE

This catalog of instructional materials was gathered in a cooperative effort by members of the New York State Education Department, Division of Occupational and Continuing Education, Cornell Institute for Occupational Education and ISSOE Regional Coordinators. Thanks are extended to all individuals who assisted in this compilation of instructional materials found to be successful for teaching specific occupational competencies. Special thanks are due to Dr. Robert Frank, Institute Coordinator for ISSOE Projects, for his work in directing this project and assembling the catalogs.

· Instructors in occupational education programs will find the catalog useful in identifying those materials which support effective teaching. Materials reporting forms are arranged throughout the catalog by program area, followed by ISSOE task numbers, arranged sequentially. It is hoped that these materials will be valuable to occupational teachers.

James A. Dunn.

Institute Director and

Professor of Education



COURSE Business Office,	School Name and Address Ashville BOCES
UNIT Communication Skills	
MODULE Oral Communication	. Instructor Gloria Palmer
TASK Receive and Accommodate Visit	ors Phone Number (716) 763-9208
1979-1980 Task # 02-01-01	ISSOE Region 13
1980-1981 Task #	V-TECS Number
MATERIALS BEST SUITED FOR:	
x - Individual InstructionH	landicapped (Describe)
	Other (Describe)
INSTRUCTIONAL LEVEL(S): (GRADE	B: ABILITY:
Introductory10	Below Average Performance
Basic 11	Average Performance
Advanced 12	Above Average Performance
MATERIALS USED:	
X Textbook X Workbook	Other Printed Material (Describe)
Audio Visual Material (Describ	be)
Simulations/Demonstrations	
Other (Equipment, Supplies, Et	tc.)
	
Title: The Receptionist 1	
Author(s): Wood and McKenna	EditionCopyright Date 1966
Publisher: McGraw Hill Book Compan	v Cost \$9.40
Pages used:	
COMMENTS: Content	Organization .
Clarity	Readability
Illustrations	
Motivational Qualities	
Includes:Student	Directions Quizzes ,leacher and
Teacher Comments:	- Mary
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COURSE Business Office	School Name and Address Ashville BOCES
UNIT Communication Skills	
MODULE Oral Communication	Instructor Gloria Palmer
TASK Receive and Accommodate Visitors	Phone Number (716) 763-9208
1979-1980 Task # 02-01-01	ISSOE Region 13
1980-1981 Task #	V-TECS Number
MATERIALS BEST SUITED FOR:	
X , Individual Instruction Handicar	oped (Describe)
X Group Instruction Other (I	Describe)
INSTRUCTIONAL LEVEL(S): GRADE:	ABILITY: #
Introductory10 .	Below Average Performance .
X Basic X 11	X Average Performance
Advanced 12	Above Average Performance
MATERIALS USED:	
TextbookWorkbook	Other Printed Material (Describe)
'X Audio Visual Material (Describe) 2 T	raining Cassettes
Simulations/Demonstrations	
Other (Equipment, Supplies, Etc.)	
Title: The Receptionist	
Author(s): Buller and Smith	Edition Copyright Date 1978
Publisher: *Southwestern	Cost \$6.69
Page's used:	
COMMENTS: . Content	Organization
Clarity	
Illustrations	Length
Motivational Qualities	
Includes: X Student Direction	onsQuizzesTeacher Aids
Teacher Comments: Practice Set	• • • • • • • • • • • • • • • • • • • •
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COURSE	Business office	School Name and Address Mt. Vernon H.S.
UNIT	Communication skills	
MODULE	Oral communications	Instructor Irene Schindler
TASKRec	ceive and accomodate visitors.	Phone Number (914) 668-6580
1979-1980	Task # 02-01-01	ISSOE Region 3S
1980-1981	Task #	V-TECS Number
	BEST SUITED FOR: vidual Instruction Handica	pped (Describe)
Grou	p Instruction Other (Describe)
١.	ONAL LEVEL(S): GRADE:	ABILITY:
Intr	oductory 10 10	x. Below Average Performance
<u>x</u> Basi	c <u>x</u> 11	Average Performance
Adva	nced x 12	Above Average Performance
MATERIALS	USED:	
x_Text	book Workbook	Other Printed Material (Describe)
Audi	o Visual Material (Describe)	
Simu	lations/Démonstrations	
Othe	r (Equipment, Supplies, Etc.)	
Title:	Clerical Office Procedures	
Author(s)	Pasewark, Oliverion	Edition 6 Copyright Date 1978
Publisher	: 'Southwestern -	Cost \$9.42
Pages use	d: 180-190	
COMMENTS:	Content Good	Organization Good
>	.Clarity Good -	Readability Appropriate for 10-11
مح .	Illústrations Graphic/appropria	te Length Sarisfactory
•	Motivational Qualities Attract	ively presented: interesting
. • •	Includes: x Student Directi	·
Teacher C	Comments: ,	
••		
		
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COURSE Business Office	School Name and Address Ashville BOCES
UNIT Communication Skills	
MODULE Oral Communication	Instructor Gloria Palmer
TASK Receive, record, route phone calls	Phone Number (716) 763-9208
1979-1980 Task # 02-01-02	ISSOE Region 13
1980-1981 Task #	V-TECS Number
MATERIALS BEST SUITED FOR:	
X Individual Instruction Handicap	ped (Describe)
X Group InstructionOther (De	escribe)
INSTRUCTIONAL LEVEL(S): - GRADE:	ABILITY:
Introductory10	Below Average Performance
Basic11	Average Performance
Advanced ,12	Above Average Performance
MATERIALS USED:	
X Textbook Workbook O	ther Printed Material (Describe)
Audio Visual Material (Describe)	
Simulations/Demonstrations	
Other (Equipment, Supplies, Etc.)	
Title: General Office Procedures	
Author(s): Arche, Brecker, Stewart	Edition 4th Copyright Date 1975
Publisher: McGraw Hill	Cost \$9.18
COMMENTS: Content	Organization
Clarity	Readability
Illustrations	Length
Motivational Qualities	
Includes: Student Direction	ns Quizzes Teacher Aids
-	
Teacher Comments:	
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COURSE Business Office School Name and Address Ashville BOCES
UNIT Communication Skills
MODULE Oral Communications instructor, Gloria Palmer
TASK Receive, record, & route phone calls Phone Number (716) 763-9208
1979-1980 Task # 02-01-02 ISSOE Region 13
1980-1981 Task # V-TECS Number
MATERIALS BEST-SUITED FOR:
Individual InstructionHandicapped (Describe)
Group Instruction Other (Describe)
INSTRUCTIONAL LEVEL(S): GRADE: ABILITY:
Introductory 10Below Average Performance
X Basic X 11 Average Performance
Advanced 12 'Above Average Performance
MATERIALS USED:
Textbook, Workbook X Other, Printed Material (Describe) 30 pg teacher
X Audio Visual Material (Describe) 90 minute cassette material
Simulations/Demonstrations .
X Other (Equipment, Supplies, Etc.) 12 masters
Other (Eddipment, Supplies, Stee)
Title: Telephone Use Activity Pack
Author(s):Copyright DateCopyright Date
Pages used: COMMENTS: Content Organization
)
Mptivational Qualities Includes: X Student Directions X Quizzes X Teacher Aids
Includes: X Student Directions X Quizzes X Teacher Aids
Teacher Comments:



COURSEBusiness Office	School Name and Address Mt. Vernon H.S.
UNIT Communications skills	
MODULE Oral communications	Instructor Irene Schindler
TASK Obtain telephone numbers	Phone Number (914) 668-6580
1979-1980 Task # <u>02-01-03</u>	ISSOE Region 3S
1980-1981 Task #	V-TECS Number
MATERIALS BEST SUITED FOR:	
Individual Instruction . Handi	capped (Describe)
x Group Instruction Other	(Describe)
INSTRUCTIONAL LEVEL(S): GRADE:	ABILITY:
	Below Average Performance
x Basic x 11	Average Performance
Advancedx 12	Above Average Performance
MATERIALS USED:	
x TextbookWorkbook	Other Printed Material (Describe)
Audio Misual Material (Describe)	.`
Simulations/Demonstrations	
Other (Equipment, Supplies, Etc.)	
Citle: Clerical Office Procedure	es
Author(s): Pasewark , Oliverio	Edition 6 Copyright Date 1978
ublisher: Southwestern	Cost \$9.42
Pages used: 217-238	
COMMENTS: Content Good	Organization Good
Clarity Good	Readability Appropriate for grade level
Illustrations	Length
Motivational Qualities	
Includes: x Student Direc	tions Quizzes x Teacher Aids
Teacher Comments:	
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COURSE Business Office	School Name and Address Mt. Vernon H.S.
UNIT Communications skills	·
MODULE Oral communications	Instructor Irene Schindler
TASK Obtain telephone numbers	Phone Number (914) 668-6580
1979-1980 Task # 02-01-03	ISSOE Region 3S
1980-1981 Task #	V-TECS Number
MATERIALS BEST SUITED FOR:	
x Individual Instruction Handic	apped (Describe)
x or Group Instruction Other	(Describe)
INSTRUCTIONAL LEVEL(S): GRADE:	ABILITY:
Introductory x 10	_xBélow Average Performance
<u>x</u> Basic <u>x</u> 11 ,	
Advancedx_T2	Above Average Performance
MATERIALS USED:	•
TextbookWorkbookx	Other Printed Material (Describe) Materials
Audio Visual Material (Describe)	
Simulations/DemonstrationsSimulations	ation '\
	THANK YOU/PLEASE CALL AGAIN SPIRIT MASTER BOOK
`	and model phone directory
Title: Telephone Training for Business S	• • • • • • • • • • • • • • • • • • • •
Author(s): NY Telephone Company	EditionCopyright Date
Publisher: N.Y. Telephone Co.	Cost Free
Pages used: pp. 28-36 in Using the Direct	
COMMENTS: Content Excellent	Organization Excellent
. Clarity · Excellent ·	Readability Excellent
Illustrations Excellent	Length Appropriate
Motivational Qualities Is ve	ery relevant and well presented
Includes: x Student Direct	ions x Quizzes x Teacher Aids
	•
Teacher Comments: Contact local Telephor	ne Business Office to reserve telephone equipment:
a free supply of hando	outs, modified directories; and a spirit master book
, o	ctory information and teaching assistance available to
groups/teachers upon r	-
£ 1	- · · · · · · · · · · · · · · · · · · ·



COURSE Business Office	School Name and Address Ashville BOCES
UNIT Communication Skills	
MODULE Mail Handling	Instructor Gloria Palmer
TASK Process incoming mail	Phone Number (716) 763-9208
1979-1980 Task # 02-02-01	ISSOE Region 13
1980-1981 Task #^	V-TECS Number
MATERIALS BEST SUITED FOR:	Winds of the second of the sec
Individual Instruction Handicap	ped (Describe)
Group InstructionOther (D	escribe)
INSTRUCTIONAL LEVEL(S): GRADE:	ABILITY:
Introductory 10	Below Average Performance
Basic 11	Average Performance
Advanced12	Above Average Performance
MATERIALS USED:	
· TextbookWorkbook0	ther Printed Material (Describe)
Audio Visual Material (Describe)	
The state of the s	
x Simulations/Demonstrations . On the J	ob Training
X Simulations/Demonstrations . On the J	**
X Simulations/Demonstrations. On the J Other (Equipment, Supplies, Etc.)	**
Other (Equipment, Supplies, Etc.)	**
Other (Equipment, Supplies, Etc.) Title: Mail Clerk	
Other (Equipment, Supplies, Etc.) Title: Mail Clerk Author(s): French	EditionCopyright Date_1973
Other (Equipment, Supplies, Etc.) Title: Mail Clerk Author(s): French Publisher:	
Other (Equipment, Supplies, Etc.) Title: Mail Clerk Author(s): French Publisher: Pages used:	Edition Copyright Date 1973 Cost \$2.67
Other (Equipment, Supplies, Etc.) Title: Mail Clerk Author(s): French Publisher: Pages used:	Edition Copyright Date 1973 Cost \$2.67 Organization
Other (Equipment, Supplies, Etc.) Title: Mail Clerk Author(s): French Publisher: Pages used: COMMENTS: Content Clarity	Edition Copyright Date 1973 Cost \$2.67 Organization Readability
Other (Equipment, Supplies, Etc.) Title: Mail Clerk Author(s): French Publisher: Pages used: COMMENTS: Content Clarity Illustrations	Edition Copyright Date 1973 Cost \$2.67 Organization
Other (Equipment, Supplies, Etc.) Title: Mail Clerk Author(s): French Publisher: Pages used: COMMENTS: Content Clarity	Edition Copyright Date 1973 Cost \$2.67 Organization Readability Length
Other (Equipment, Supplies, Etc.) Title: Mail Clerk Author(s): French Publisher: Pages used: COMMENTS: Content Clarity Illustrations	Edition Copyright Date 1973 Cost \$2.67 Organization Readability Length
Other (Equipment, Supplies, Etc.) Title: Mail Clerk Author(s): French Publisher: Pages used:	Edition Copyright Date 1973 Cost \$2.67 Organization Readability Length
Other (Equipment, Supplies, Etc.) Title: Mail Clerk Author(s): French Publisher: Pages used:	Edition Copyright Date 1973 Cost \$2.67 Organization Readability Length
Other (Equipment, Supplies, Etc.) Title: Mail Clerk Author(s): French Publisher: Pages used: COMMENTS: Content Clarity Illustrations Motivational Qualities Includes: Student Direction	Edition Copyright Date 1973 Cost \$2.67 Organization Readability Length Ons Quizzes Teacher Aids
Other (Equipment, Supplies, Etc.) Title: Mail Clerk Author(s): French Publisher: Pages used: COMMENTS: Content Clarity Illustrations Motivational Qualities Includes: Student Direction	Edition Copyright Date 1973 Cost \$2.67 Organization Readability Length Ons Quizzes Teacher Aids
Other (Equipment, Supplies, Etc.) Title: Mail Clerk Author(s): French Publisher: Pages used: COMMENTS: Content Clarity Illustrations Motivational Qualities Includes: Student Direction	Edition Copyright Date 1973 Cost \$2.67 Organization Readability Length Ons Quizzes Teacher Aids





COURSE Business Office	School Name and Address Mt. Vernon H.S.
UNIT Communication skills	
MODULE Mail handling	Instructor Irene Schindler
TASK Process incoming mail	Phone Number (914) 668-6580
1979-1980 Task #02-02-01	ISSOE Region 3S
1980-1981 Task #	V-TECS Number
MATERIALS BEST SUITED FOR:	
Individual Instruction Handica	pped (Describe)
Group InstructionOther (Describe)
INSTRUCTIONAL LEVEL(S): GRADE:	ABILITY:
Introductory 10	Below Average Performance
x Basic x 11.	Average Performance
Advanced 'x 12	Above Average Performance
MATERIALS USED:	
<u>x</u> Textbook Workbook	Other Printed Material (Describe)
Audio Visual Material (Describe)	
Simulations/Demonstrations	*
Other (Equipment, Supplies, Etc.)	
Title: Clerical Office Procedures	
Author(s): Pasewark, Oliverio	Edition 6 Copyright Date 1978
Publisher: Southwestern	Cost \$9.42
Pages used: 370-377	*
COMMENTS: Content - Complete	Organization Good
Clarity Good	Readability Appropriate for 10-11
Illustrations Numerous/in color	and Length
Motivational Qualities black	and white
Includes: x Student Direction	~
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Teacher Comments:	
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COURSE Business Office	School Name and Address Ashville BOCES
UNIT Communication Skills	
MODULE Mail Handling	Instructor Gloria Palmer
TASK Process incoming mail	Phone Number (716) 763-9208
1979-1980 Task # 02-02-01	ISSOE Region 13
1980-1981 Task #	V-TECS Number
MATERIALS BEST SUITED FOR:	
Individual Instruction Hand	icapped (Describe)
Group InstructionOthe	r (Describe)
INSTRUCTIONAL LEVEL(S): GRADE:	ABILITY:
*Introductory10	Below Average Performance
Basic11	Average Performance
Advanced , 12	Above Average Performance
MATERIALS USED:	
Textbook <u>x</u> Workbook	Other Printed Material (Describe)
Audio Visual Material (Describe)	
Simulations/Demonstrations	•
Other (Equipment, Supplies, Etc.)) <u> </u>
Title: Gregg Office Job Training Prog	ram
Author(s): Andrews	EditionCopyright Date 1973
Publisher: Gregg/McGraw Hill	Cost \$2.67
Pages used:	
COMMENTS; Content	Organization
· Clarity	Readability
	Length
' Motivational Qualities	<u> </u>
Includes:Student Dire	ections Quizzes Teacher Aids
•	
Teacher Comments:	
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COURSE Business Office	School Name and Address Ashville BOCES
UNIT Communication Skills	
MODULE Mail Handling	Instructor Gloria Palmer
TASK Process incoming mail	Phone Number (716) 763-9208
1979-1980 Task # 02-02-01	ISSOE Region 13
1980-1981 Task #	V-TECS Number
	pped (Describe)
INSTRUCTIONAL LEVEL(S): GRADE:	ABILITY:\
Introductory10	Below Average Performance
Basic11	Avèrage Performance
Advanced 12	Above Average Performance
MATERIALS USED:	Other Printed Material (Describe)
Simulations/Demonstrations	
Other (Equipment, Supplies, Etc.)	
Title: General Office Procedures	
Author(s): Archer, Brecker, Stewart	Edition 4th Copyright Date 1975
Publisher: McGraw Hill	Cost\$9.18
Pages used:	
COMMENTS: Content	Organization
Clarity	Readability
Illustrations	Length
Motivational Qualities	
Includes:Student Directi	onsQuizzesTeacher Aids
* · · · · · · · · · · · · · · · · · · ·	
Teacher Comments:	7



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COURSE Business Office	School Name and Address Ashville BOCES
UNIT Communication Skills	
MODULE Mail Handling	Instructor Gloria Palmer
TASK Process outgoing mail	Phone Number (716) 763-9208
1979-1980 Task # 02-02-02	ISSOE Region 13
1980-1981 Task #	V-TECS Number
MATERIALS BEST SUITED FOR:	
Individual InstructionHar	ndicapped (Describe)
Group InstructionOth	ner (Describe)
INSTRUCTIONAL LEVEL(S): GRADE:	· · · · · · · · · · · · · · · · · · ·
Introductory10	Below Average Performance
Basic11	Average Performance
Advanced12	Above Average Performance
MATERIALS USED:	
TextbookWorkbook	Other Printed Material (Describe)
Audio Visual Material (Describe)	
X. Simulations/Demonstrations On t	the Job Training Program
Other (Equipment, Supplies, Etc	
Title: Mail Clerk	
Author(s): French	Edition Copyright Date 1973
Publisher:	Cost\$2,67
Pages used:	
COMMENTS: Content	Organization
Clarity	Readability
. Illustrations	Length
Motivational Qualities	
Includes: Student Di	rectionsQuizzesTeacher Aids
Teacher Comments:	• •
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COURSE_Business Office	School Name and Address Ashville BOCES
UNIT Communication Skills	
MODULE Mail Handling	Instructor Gloria Palmer
TASK Process outgoing mail	Phone Number (716) 763-9208
1979-1980 Task # 02-02-02	ISSOE Region 13
1980-1981 Task #	V-TECS Number
MATERIALS BEST SUITED FOR:	* * * * * * * * * * * * * * * * * * *
Individual Instruction Handicap	ped (Describe)
Group Instruction Other (D	escribe)
INSTRUCTIONAL LEVEL(S): GRADE:	ABILITY:
Introductory10	Below Average Performance
Basic11	Average Performance
Advanced12	Above Average Performance
MATERIALS USED:	
·	ther Printed Material (Describe)
Audio Visual Material (Describe)	
Simulations/Demonstrations	•
Other (Equipment, Supplies, Etc.)	
Title: Gregg Office Job Training Program	
	Edition Copyright Date 1973
Publisher: Gregg/McGraw Hill	Cost \$2.67
Pages used:	
COMMENTS: Content	Organization
• Clarity	Readability **
Illustrations	Length
Motivational Qualities	ileg.
Includes:Student Directio	nsQuizzesTeacher Aids
Teacher Comments:	
•	





COURSE Business Office Scho	ol Name and Address Ashville BOCES
UNIT Communication Skills	
MODULE Mail Handling Inst	ructor Gloria Palmer
TASK Process outgoing mail Phon	e Number (716)_763-9208
	E Region 13
	CS Number
MATERIALS BEST SUITED FOR:	· · · · · · · · · · · · · · · · · · ·
	Describe)
•	be)
INSTRUCTIONAL LEVEL(S): GRADE:	ABILITY:
Introductory 10	Below Average Performance
Basic 11	4 Average Performance
Advancéd 12	Above Average Performance
MATERIALS USED:	
	Printed Material (Bescribe)
Audio Wisual Material (Describe)	
Simulations/Demonstrations	\ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \
Other (Equipment, Supplies, Etc.)	
Title: General Office Procedures	Edition 4th Copyright Date 1975
Author(s): Archer, Brecker, Stewart	Cost \$9.18
Publisher: McGraw Hill	Cost
Pages used:	
COMMENTS: Content	Organization
Clarity	Readability
Illustrations	Length
Motivational Qualities	, , , , , , , , , , , , , , , , , , ,
Includes:Student Directions	QuizzesTeacher Aids -
Teacher Comments:	
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ISSÓE MATERIALS REPORTING FORM

COÚRSE Business Office	School Name and Address Mt. Vernon H.S.
UNIT Communication skills	
MODULE Mail Handling	Instructor Irene Schindler
· ·	
TASK Process outgoing mail	Phone Number (914) 668-6580.
1979-1980 Task # 02-02-02	ISSOE Region 35
1980-1981 Task #	V-TECS Number
MATERIALS BEST SUITED FOR:	
——————————————————————————————————————	capped (Describe)
Or :	(Describe)
•	
INSTRUCTIONAL LEVEL(S): GRADE:	ABILITY:
Introductory 10	x_Below Average Performance
x Basic x 11	x_Average Performance
Advanced x 12	Above Average Performance
MATERIALS USED:	
x TextbookWorkbook	Other Printed Material (Describe)
Audio Visual Material (Describe)	<u> </u>
Simulations/Demonstrations	
Other (Equipment, Supplies, Etc.)	
* * * * * * * * * * * * * * * * * * * *	
Title: Clerical Office Procedures *	***************************************
Author(s): Pasewark; Oliverio / •	Edition 6 Copyright Date 1978
Publisher: Southwestern	Gost \$9.42
Pages used: p. 380	
COMMENTS: Content Good	Organization Good
Clarity Good	Readability-Appropriate for grade level
Illustrations Appropriate	Length
Motivational Qualities	
Includes:Student Direct	ionsQuizzes Teacher Aids
· · · · · · · · · · · · · · · · · · ·	
Teacher Comments:	
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COURSE Business Office	School Name and Address Ashville BOCES
UNIT Communication, Skills	
3	Instructor Gloria Palmer
MODULE Mail Handling	
TASK Process packages to be, shipped	Phone Number (716) 763-9208
1979-1980 Task #_02-02-03	ISSOE Region - 13
1980-1981 Task #	V-TECS Number_
MATERIALS BEST SUITED FOR:	
	apped (Describe)
,	(Describe)
INSTRUCTIONAL LEVEL(S): GRADE:	ABILITY:
Introductory10	Below Average Performance
Basic11 ·	Average Performance
Advanced12	Above Average Performance .
MATERIALS USED:	•
	Other Printed Material (Describe)
Audio Vigual Material (Describe)	
X Simulations/Demonstrations On the	
Other (Equipment, Supplies, Etc.)	
Title: Mail Glerk	
	Edition Copyright Date 1973
Author(s): French Publisher: \	Cost \$2.67
Pages used:	
COMMENTS: Contest	Organization
- Clarity	Readability
Illustrations	- Length/
Motivational Qualities	
Includes:Student Direct	tionsQuizzesTeacher Aids
Teacher Comments:	
· ·	,



COURSE Business Office .	School Name and Address Ashville BOCES
UNIT Communication Skills	
MODULE Mail Handling	Instructor 'Gloria Palmer
TASK Process packages to be shipped	↑ Phone Number (716) 763-9208
1979-1980 Task #_02-02-03	ISSOE Region 13
1980-1981 Task #	V-TECS Number
MATERIALS BEST SUITED FOR:	
Individual Instruction Handica	pped (Describe)
Group InstructionOther (Describe),
INSTRUCTIONAL LEVEL(S): GRADE:	ABILITY:
Introductory10	Below Average Performance
Basic 11	. Average Performance
Advanced12	Above Average Performance
MATERIALS USED:	
Textbook Workbook	Other Printed Material (Describe)
Audio Visual Material (Describe)	
Simulations/Demonstrations	
Other (Equipment, Supplies, Etc.)	
Title: Gregg Office Job Training Progr	ram
Author(s): Andrews	Edition Copyright Date 1973
Publiaher: Gregg/McGraw Hill	, , , , , , , , , , , , , , , , , , , ,
Pages used:	
COMMENTS: Content	Organization
Clarity	Readability
Illustrations '	Length
Motivational Qualities	
Includes:Student Directi	ons Quizzes Teacher Aids
Teacher Comments:	
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COURSE Business Office	School Name and Address Ashville BOCES .
UNIT Communication Skills	
MODULE Mail Handling	Instructor Gloria Palmer
TASK Process packages to be shipped	Phone Number (716) 763-9208
1979-1980 Task # 02-02-03	ISSOE Region 13
1980-1981 Task #	V-TECS Number
MATERIALS BEST SUITED FOR:	
Individual Instruction Handic	apped (Describe)
Group InstructionOther	(Describe)
INSTRUCTIONAL LEVEL(S): GRADE:	ABILITY:
Introductory =10 .	Below Average Performance
Basic11	Average Performance
Advanced12	Above Average Performance .
MATERIALS USED:	
	Other Printed Material (Describe)
· · · · · · · · · · · · · · · · · · ·	Other Trineed Imediate (September 1997)
Audio Visual Material (Describe)	
SIMUIACIONS/ Demonstracions	
Other (Equipment, Supplies, Etc.)_	
Title: General Office Procedures	1075
Author(s): Archer, Brecker, Stewart'	Edition 4th Copyright Date 1975
Publisher: McGraw Hill	Cost\$9.18
Pages used:	
COMMENTS: Content	Organization
Clarity	Readability
/ Illustrations	Length
Motivational Qualities	
Includes: Student Direct	ions Quizzes Teacher Aids
(SCINGGE STIGENI IN TECT	Tons outzes teacher area
Includes	
Teacher Comments:	



COURSE Business Office	School Name and Address Mt. Vernon H.S.
UNIT Communication skills	
MODULE Mail handling	Instructor Irene Schindler
TASK Process packages to be shipped	Phone Number (914) 668-6580
1979-1980 Task #_02-02-03	ISSOE Region 3S
:1980-1981 Task #	V-TECS Number
MATERIALS BEST SUITED FOR: * X Individual Instruction Handicapy	ped (Describe)
x Group InstructionOther (De	
INSTRUCTIONAL LEVEL(S): GRADE:	ABILITY:
Introductory19	Below Average Performance
X Basic X 11	x verage Performance
Advancedx' 12	Above Average Performance
MATERIALS USED:	
x TextbookWorkbookO	ther Printed Material (Describe)
Audio Visual Material (Describe)	
Simulations/Demonstrations	
Other (Equipment, Supplies, Etc.)	
Title: Clerical Office Procedures	
Author(s): Pasewark, Oliverio	Edition6Copyright Date1978
Publisher: Southwestern	Cost\$9.42
Pages used: 370-395	
COMMENTS: . Content Good	Organization_Good
* Clarity Good	Readability Appropriate for grade level
\ Illustrations Numerous/appropria	te Length
Motivational Qualities	
Includes:Student Direction	ns Quizzes Teacher Aids
Teacher Comments:	
1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	

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COURSE Business Office School Name and Address Onondaga-Madison BO	
*UNITFiling and Retrieval	· .
MODULE Indexing Instructor David Stallone	
TASK Index names for alphabetic filing Phone Number (315) 463-9155	
1979-1980 Task # 04-01-01 ISSOE Region 9	•
1980-1981 Task # V-TECS Number	
MATERIALS BEST SUITED FOR:	. ,
X Individual Instruction x Handicapped (Describe) Emotional & Physical	
Group Instruction Other (Describe)	·
INSTRUCTIONAL LEVEL(S): GRADE: ABILITY:	64
x Introductory 10 x Below Average Performance	•
Basic 11Average Performance	
Advanced 12 Above Average Performance	•
MATERIALS USED: X Adult	
Textbook Workbook Other Printed Material (Describe)	
Audio Visual Material (Describe)	
X Simulations/Demonstrations /	
Other (Equipment, Supplies, Etc.)	
	•
Title: Gregg Quick Filing Kit	
	-
Author(s): <u>Jeffery Stewart, Gilbert Kahn</u> <u>Edition 2nd</u> Copyright Date 1979	. •
Author(s): <u>Jeffery Stewart, Gilbert Kahn</u> <u>Edition 2nd</u> Copyright Date 1979 Publisher: <u>McGraw Hill</u> <u>Cost \$3,70</u>	. •
Publisher: McGraw Hill Cost \$3.70	. ,
Publisher: McGraw Hill Cost \$3.70 Pages used:	
Publisher: McGraw Hill Cost \$3.70 Pages used: Organization Good	
Publisher: McGraw Hill Cost \$3.70 Pages used: Organization Good Clarity Good Readability Good	
Publisher: McGraw Hill Cost \$3.70 Pages used: Organization Good Clarity Good Readability Good Illustrations Good Length Good	
Publisher: McGraw Hill Cost \$3.70 Pages used: Organization Good Clarity Good Readability Good Illustrations Good Length Good Motivational Qualities Fair	
Publisher: McGraw Hill Cost \$3.70 Pages used: Organization Good Clarity Good Readability Good Illustrations Good Length Good Motivational Qualities Fair	
Publisher: McGraw Hill Cost \$3.70 Pages used: Organization Good Clarity Good Readability Good Illustrations Good Length Good Motivational Qualities Fair Includes: x Student Directions x Quizzes x Teacher Aids	-
Publisher: McGraw Hill Cost \$3.70 Pages used:	
Publisher: McGraw Hill Cost \$3.70 Pages used:	



UNIT Filing and Retrieval MODULE Indexing Instructor David Stallone TASK Index names for geographic filing Phone Number (315) 463-9155
,
TASK Index names for geographic filing Phone Number (315) 463-9155
1979-1980 Task # 04-01-02 ISSOE Region 9
1980-1981 Task # V-TECS Number
MATERIALS BEST SUITED FOR:
X Individual Instruction x Handicapped (Describe) Emotional and Physical
Group Instruction Other (Describe)
INSTRUCTIONAL LEVEL(S): GRADE: ABILITY:
x Introductory 10 x Below Average Performance
Basic 11Average Performance
Advanced12Above Average Performance
MATERIALS USED: x Adult
TextbookOther Printed Material (Describe)
Audio Visual Material (Describe)
X Simulations/Demonstrations
Other (Equipment, Supplies, Etc.)
Title: Cregg Quick Filing Kit
Author(s): Jeffery Stewart, Gilbert Kahn Edition 2nd Copyright Date 1979
Publisher: McGraw Hill - Cost \$3.70
Pages used:
COMMENTS: Content Good Organization Good
Clarity Good Readability Good
- Illustrations Good Length
. Motivational Qualities Good
Includes: x Student Directions x Quizzes x Teacher Aids
Teacher Comments:



COURSE Business Office	School Name and Address Onondaga-Madison BOCES
UNIT Filing and Retrieval	
MODULE Indexing	Instructor David Stallone
TASK Index addresses and names for geographic filing	* Phone Number (315) 463-9155
1979-1980 Task #04-01-02.	ISSOE Region 9
1980-1981 Task #	V-TECS Number
MATERIALS BEST SUITED FOR:	
A	pped (Describe) <u>Fmotional and Physical</u>
Group InstructionOther (Describe)
INSTRUCTIONAL LEVEL(S): GRADE:	ABILITY:
x/ Introductory10	Below Average Performance
Basic11	Average Performance
Advanced12	Above Average Performance
MATERIALS USED: X Adult	
x Textbook x Workbook	Other Printed Material (Describe)
Audio Visual Material (bescribe)	1
Simulations/Demonstrations	
Other (Equipment, Supplies, Etc.)	<u> </u>
Title: Clerical Recordkeeping I	· • · · · · · · · · · · · · · · · · · ·
Author(s): Baron/Steinfeld	Edition 3rd Copyright Date 1971
Publisher: Southwestern	Cost \$7.80 · · /
Pages used: Chapter 1, Jobs 485	
COMMENTS: Content Good	Organization Fair
Clarity Good	Readability Good
Illustrations Fair	Length Fair
Motivational Qualities	
Includes: x Student Direct	lôns x Quizzes x Teacher Aids -
	3
Teacher Comments: To illustrate va	ried ways to index addresses and names for
geographic filing.	
•	· · · · · · · · · · · · · · · · · · ·
·	



COURSE Business Office	-School Name and Address Onondaga-Madison BOCES
UNIT Filing and Retrieval	
MODULE_ Indexing	Instructor David Stallone
TASK Index addresses and names for geographic filing 1979-1980 Task # 04-01-02	Phone Number (315) 463-9155 ISSOE Region 9
1980-1981 Task #	V-TECS Number
	ped (Describe) <u>Emotional & Physical</u>
INSTRUCTIONAL LEVEL(S): GRADE:	ABILITY:
x Introductory 10	x Below Average Performance
Basic * 11	Average Performance .
Advanced1/2 j.	Above Average Performance
MATERIALS-USED: x Adult	
x Textbook Workbook 0	ther Printed Material (Describe)
Audio 'Visual Material (Describe)	
Simulations/Demonstrations	8
Other (Equipment, Supplies, Etc.)	
Title: Clerical Office Procedures	
Author(s): Pasewark & Oliverio	Edition 6th Copyright Date 1978
Publisher: Southwestern 9	Cost\$10.00
· · · · · · · · · · · · · · · · · · ·	
COMMENTS: Content Good	Organization Good
, Clarity • Fair	Readability Good
Illustrations Fair Fair	Length
- Motivational Qualities Fair Includes: X Student Direction	
includes:Student bilectic	ons
Teacher Comments:	
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COURSE Business Office	School Name and Address Onondaga-Madison BOCES
UNIT Filing & Retrieval	
MODULE Indexing	Instructor David Stallone
TASK Cross-reference special problem names	Phone Number (315) 463-9155
1979-1980 Task # 04-01-03	ISSOE Region 9
1980-1981 Task #	V-TEGS Number_
MATERMALS BEST SUITED FOR:	
X Individual Instruction x Handicap	ped (Describe) <u>Fmotional & Physical</u> .
Group Instruction ,Other (D	Describe)
<pre>INSTRUCTIONAL LEVEL(S): GRADE:</pre>	ABILITY:
x Introductory 10	x_Below Average Performance
Basic 11	Average Performance
Advanced12	Above Average Performance
MATERIALS USED: Adult	
Textbook Workbook 0	Other Printed Materia (Describe)
Audio Visual Material (Describe)	
x Simulations/Demonstrations_ ,	
Other (Equipment, Supplies, Etc.)	
Title: Gregg Quick Filing Kit	
Author(s): Stewart/Kahn	Edition 2nd Copyright Date 1979
Publisher: McGraw Hill	Cost\$3.70
Pages used:	
COMMENTS: Content Good	Organization Good
Clarity Good	Readability Good
Illustrations Good	Length Good
Motivational Qualities: Good	
Includes: x Student Direction	ons <u>x</u> Quizzes x <u>Teacher Aids</u>
	· · · · · · · · · · · · · · · · · · ·
Teacher Comments:	
· · · · · · · · · · · · · · · · · · ·	
	<u> </u>
· <u> </u>	-,
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COURSE Business Office .	School Name and Address Onondaga-Madison BOCES
UNIT Filing and Retrieval	
MODULE Alphabetic Filing	Instructor David Stallone
TASK Retrieve correctly filed info.	Phone Number (315) 463-9155
1979-1980 Task # 04-02-01	ISSOE Region 9
1980-1981 Task #	V-TECS Number
MATERIALS BEST SUITED FOR: x Individual Instruction x Handicap Group InstructionOther (D	ped (Describe) Emotional & Physical
	,
INSTRUCTIONAL LEVEL(S): GRADE:	ABILITY:
x Introductory 10	_xBelow Average Performance
Basic 11 `	Average Performance
Advanced 12	*Above Average Performance
MATERIALS USED: x Adult	
X Textbook Workbook 0	ther Printed Material (Describe)
Audio Visual Material (Describe)	
Simulations/Demonstrations	
Other (Equipment, Supplies, Etc.)	
•	•
Title: Clerical Office Procedures	,
Author(s): Pasework and Oliverio	Edition 6th Copyright Date 1978
Author(s): Pasework and Oliverio Públisher: Southwestern	Edition 6th Copyright Date 1978 Cost \$10.00
· · · · · · · · · · · · · · · · · · ·	1
Públisher: Southwestern	1
Públisher: Southwestern Pages used: Unit 7	Cost_\$10.00
Publisher: Southwestern Pages used: Unit 7 COMMENTS: Content Good	Cost \$10.00 Organization Good
Públisher: Southwestern Pages used: Unit 7 COMMENTS: Content Good Clarity Fair	Cost \$10.00 Organization Good Readability Good Length
Públisher: Southwestern Pages used: Unit 7 COMMENTS: Content Good	Cost \$10.00 Organization Good Readability Good Length
Públisher: Southwestern Pages used: Unit 7 COMMENTS: Content Good Clarity Fair Illustrations Good	Cost \$10.00 Organization Good Readability Good Length
Publisher: Southwestern Pages used: Unit 7 COMMENTS: Content Good Clarity Fair Illustrations Good Motivational Qualities Good Includes: x Student Direction	Cost \$10.00 Organization Good Readability Good Length
Publisher: Southwestern Pages used: Unit 7 COMMENTS: Content Good Clarity Fair Illustrations Good Motivational Qualities Good Includes: x Student Direction Teacher Comments: Used to demonst	Organization Good Readability Good Length Teacher Aids Trate various ways of filing and retrieving
Publisher: Southwestern Pages used: Unit 7 COMMENTS: Content Good Clarity Fair Illustrations Good Motivational Qualities Good Includes: x Student Direction	Cost \$10.00 Organization Good Readability Good Length Ouizzes Teacher Aids
Publisher: Southwestern Pages used: Unit 7 COMMENTS: Content Good Clarity Fair Illustrations Good Motivational Qualities Good Includes: x Student Direction Teacher Comments: Used to demonst	Organization Good Readability Good Length Teacher Aids rate various ways of filing and retrieving





COURSE Business Office	School Name and Address Onondaga Madison BOCES
UNIT Filing and Retrieval	· · /
MODULE Alphabetic Filing	Instructor David Stallone
TASK Retrieve Correctly Filed 1	Info Phone Number (315) 463-9155
1979-1980 Task #-04-02-01	
	V-TECS Number
MATERIALS BEST SUITED FOR:	• •
x. Individual Instruction	Mandicapped (Describe) <u>Emotional Physical</u> Other (Describe)
-	RADE: ABILITY:
	10Below Average Performance
	Average Performance
Advanced	Above Average Performance
MATERIALS USED: Adult	t
	Other Printed Material (Describe)
	cribe)
Simulations/Demonstrations	<u> </u>
· Other (Equipment, Supplies	, Etc.)
•	· ya
Title: Clerical Recordkeeping	I
Author(s): Baron/Steinfied	Edition 3 rd Copyright Date 1971
Rublisher: Southwestern	Cost\$7.80
Pages used: Chapter 1	
COMMENTS: Content Good	Organization Good
. Clarity Good	Readability Good
Illustrations Good	d ; Length Good
Motivational Qualiti	•
Includes: x Stude	ent DirectionsQuizzes _x Teacher Aids
Teacher Comments:	
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COURSE Business Office S	chool Name and Address_Onondaga-Madison BOCES_
UNIT Filing and Retrieval	
	Post deal -
	nstructor David Stallone .
TASK Retrieve Correctly Files Information	hone Number (315) 463-9155+
1979-1980 Task # 04-02-01	SSOE Region 9
1980-1981 Task # V	-TECS Number
MATERIALS BEST SUITED FOR:	
x Individual Instruction x Handicappe	d (Describe) Emotional and Physical
Group InstructionOther (Des	cribe)
INSTRUCTIONAL LEVEL(S): GRADE:	ABILITY:
x Introductory10	x Below Average Performance
Basic11	Average Performance
Advanced 12	Above Average Performance
MATERIALS USED: X Adult	
TextbookOth	er Printed Material (Describe)
Audio Visual Material (Describe)	
Simulations/Demonstrations	• • • • • • • • • • • • • • • • • • • •
Other (Equipment, Supplies, Etc.)	* *
	•
Title: Gregg Quick Filing Kit	•
Author(s): Stewart/Kahn	Edition 2nd Copyright Date 1979
Publisher: McGraw Hill	Cost \$3.70
Pages used:	•
COMMENTS: Content Good	Organization Good *
ClarityGood	ReadabilityCood
Illustrations Good	Length
Motivational Qualities Good	· · · · · · · · · · · · · · · · · · ·
. Includes: \underline{x} Student Directions	x Quizzes x Teacher Aids
Teacher Comments:	o**
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COURSE Business Office	School Name and Address Onondaga-Madison BOCES
UNIT Filing and Retrieval	· · · · · · · · · · · · · · · · · · ·
MODULE Alphabetic Filing	. Instructor David Stallone *
TASK Retrieve misfiled material	Phone Number (315) 463-9155
1979-1980 Task # 04-02-02	ÍSSOE Region 9
1980-1981 Task	V-TECS Number
MATERIALS BEST SUITED FOR:	· · · · · · · · · · · · · · · · · · ·
	apped (Describe) Emotional & Physical
	(Describe)
INSTRUCTIONAL LEVEL(S): GRADE:	ABILITY:
Introductory 10	_xBelow Average Performance
Basic • • • • 3 11	Average Performance
Advanced 12	Above Average Performance
Adult MATERIALS USED:	•
Textbook Workbook	Other Printed Material (Describe)
Audio Visual Material (Describe)	-
Simulations/Demonstrations	an actual file drawer
X\ other (Equipment, Supplies, Ecc.)	8
Title: NA **	Edition Copyright Date
Author(s):	Cost
Publisher:	· · · · · · · · · · · · · · · · · · ·
	Occardention
COMMENTS: Content	Organization
Clarity	Readability
Illustrations	- Length
Motivational Qualities	
Includes: *x Student Direct	ions Quizzes Teacher Aids
Teacher Comments: Students will retr	rieve the misfiled material in the drawer.

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COURSE Business Office	School Name and Address Onondaga-Madison BOCES
UNIT Filing and Retrieval	
MODULE Alphabetic Filing	Instructor David Stallone
TASK Retrieve misfiled material .	Phone Number (315) 463-9155
1979-1980 Task # 04-02-02	ISSOE Region 9
1980-1981 Task #	V-TECS Number
MATERIALS BEST SUITED FOR:	
x Individual Instruction x Handicapp	ped (Describe) Emotional &Physical
Oroup InstructionOther (De	escribe)
INSTRUCTIONAL LEVEL(S): GRADE:	ABILITY:
x ·Introductory 10	Below Average Performance
Basic11	Average Performance
Advanced12	Above Average Performance
MATERIALS USED: X Adults	
TextbookOt	her Printed Material (Describe)
Audio °Visual Material (Describe)	
Simulations/Demonstrations	
Other (Equipment, Supplies, Etc.)	
Title: Gregg Quick Filing Kit	
Author(s): Stewart/Kah	Edition 2nd Copyright Date 1979
Publisher: McGraw Hill	Cost_\$3.70
Pages used:	
COMMENTS: Content_Good	Organization Good.
* Clarity_Good	Readability Good
Illustrations Good	- Length Good
Motivational Qualities	
Includes: x Student Difection	s <u>x Quizzes x Teacher Aids</u>
Washing Orders has	
Teacher Comments:	
•	
••	

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COURSE Business Office	School Name and Address Onondaga-Madison BOCES
UNIT Filing and Retrieval	
MODULE Numeric Filing	Instructor David Stallone
TASK Arrange correspondence according to	Phone Number (315) 463-9155
beginning-digit filing system 1979-1980 Task # 04-03-01	ISSOE Region 9
1980-1981 Task #	V-TECS Number
MATERIALS BEST SUITED FOR:	
x Individual Instruction x Handica	oped (Describe) Emotional & Physical
Group Instruction Other (I	Describe)
INSTRUCTIONAL LEVEL(S): GRADE:	ABILITY:
x Introductory10	Below Average Performance
Basic11	Average Performance
Advanced 12	Above Average Performance
. MATERIALS USED: x Adult	
	Other Printed Material (Describe)
Audio Visual Material (Describe)	
Simulations/Demonstrations	
Other (Equipment, Supplies, Etc.)/	
Title: Clerical Office Procedures	
Author(s): Pasewark/Oliverio	Edition 6th Copyright Date 1978 - •
Publisher: Southwestern	Cost\$10.00
Pages used: Unit 7	,
COMMENTS: Content Good	Organization Good
. Clarity fair	Readability good
Illustrations good	Length good
Motivational Qualities	·
Includes:x Student Direction	onsQuizzesTeacher Aids-
•	•
Teacher Comments:	· · · · · · · · · · · · · · · · · · ·

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COURSE Business Office	School Name and Address Onondaga-Madison BOCES
UNIT Filing and Retrieval	
MODULE Numeric Filing	Instructor David Stallone
TASK Arrange correspondence according to	Phone Number (315) 463-9155
beginning-digit filing system 1979-1980 Task # 04-03-01.	ISSOE Region 9
1980-1981 Task #	V-TECS Number
MATERIALS BEST SUITED FOR:	
x Individual Instruction x Handicap	oped (Describe) Emotional & Physical
Group Instruction Other (Describe)
INSTRUCTIONAL LEVEL(S): GRADE:	ABILITY:
x Introductory10	Below Average Performance
x Basic 11	Average Performance
Advanced12	Above Average Performance
MATERIALS USED: Adult	
	Other Printed Material (Describe)
Audio Visual Material (Describe)	
X Simulations/Demonstrations	
Other (Equipment, Supplies, Etc.)	
Other (Equipment, Supplies, Etc.)	
Other (Equipment, Supplies, Etc.)	
Other (Equipment, Supplies, Etc.) Title: Gregg Quick Filing Kit	
Other (Equipment, Supplies, Etc.)	
Other (Equipment, Supplies, Etc.) Title: Gregg Quick Filing Kit Author(s): Stewart Kahn Publisher: McGraw Hili	Edition 2nd Copyright Date 1979
Other (Equipment, Supplies, Etc.) Title: Gregg Quick Filing Kit Author(s): Stewart/Kahn	Edition 2nd Copyright Date 1979 Cost \$3.70
Other (Equipment, Supplies, Etc.) Title: Gregg Quick Filing Kit Author(s): Stewarf Kahn Publisher: McGraw Hill Pages used:	Edition 2nd Copyright Date 1979 Cost \$3.70
Other (Equipment, Supplies, Etc.) Title: Gregg Quick Filing Kit Author(s): Stewart/Kahn Publisher: McGraw Hill Pages used: COMMENTS: Content Good	Edition 2nd Copyright Date 1979 Cost \$3.70 Organization Good
Other (Equipment, Supplies, Etc.) Title: Gregg Quick Filing Kit Author(s): Stewart/Kahn Publisher: McGraw Hill Pages used: COMMENTS: Content Good Clarity Good	Edition 2nd Copyright Date 1979 Cost \$3.70 Organization Good Readability Good Length Good
Other (Equipment, Supplies, Etc.) Title: Gregg Quick Filing Kit Author(s): Stewart Kahn Publisher: McGraw Hili Pages used: COMMENTS: Content Good Clarity Good Illustrations Good	Edition 2nd Copyright Date 1979 Cost \$3.70 Organization Good Readability Good Length Good
Other (Equipment, Supplies, Etc.) Title: Gregg Quick Filing Kit Author(s): Stewart/Kahn Publisher: McGraw Hill Pages used: COMMENTS: Content Good Clarity Good Illustrations Good Motivational Qualities Good	Edition 2nd Copyright Date 1979 Cost \$3.70 Organization Good Readability Good Length Good
Other (Equipment, Supplies, Etc.) Title: Gregg Quick Filing Kit Author(s): Stewart/Kahn Publisher: McGraw Hill Pages used: COMMENTS: Content Good Clarity Good Illustrations Good Motivational Qualities Good	Edition 2nd Copyright Date 1979 Cost \$3.70 Organization Good Readability Good Length Good
Other (Equipment, Supplies, Etc.) Title: Gregg Quick Filing Kit Author(s): Stewart Kahn Publisher: McGraw Hilf Pages used: COMMENTS: Content Good Clarity Good Illustrations Good Motivational Qualities Good Includes: x Student Directi	Edition 2nd Copyright Date 1979 Cost \$3.70 Organization Good Readability Good Length Good
Other (Equipment, Supplies, Etc.) Title: Gregg Quick Filing Kit Author(s): Stewart Kahn Publisher: McGraw Hili Pages used: COMMENTS: Content Good Clarity Good Illustrations Good Motivational Qualities Good Includes: x Student Directi	Edition 2nd Copyright Date 1979 Cost \$3.70 Organization Good Readability Good Length Good
Other (Equipment, Supplies, Etc.) Title: Gregg Quick Filing Kit Author(s): Stewart Kahn Publisher: McGraw Hilf Pages used: COMMENTS: Content Good Clarity Good Illustrations Good Motivational Qualities Good Includes: x Student Directi	Edition 2nd Copyright Date 1979 Cost \$3.70 Organization Good Readability Good Length Good
Other (Equipment, Supplies, Etc.) Title: Gregg Quick Filing Kit Author(s): Stewart Kahn Publisher: McGraw Hilf Pages used: COMMENTS: Content Good Clarity Good Illustrations Good Motivational Qualities Good Includes: x Student Directi	Edition 2nd Copyright Date 1979 Cost \$3.70 Organization Good Readability Good Length Good One x Quizzes x Teacher Aids
Other (Equipment, Supplies, Etc.) Title: Gregg Quick Filing Kit Author(s): Stewart Kahn Publisher: McGraw Hilf Pages used: COMMENTS: Content Good Clarity Good Illustrations Good Motivational Qualities Good Includes: x Student Directi	Edition 2nd Copyright Date 1979 Cost \$3.70 Organization Good Readability Good Length Good Ons x Quizzes x Teacher Aids



COURSE Business Office • Sc	hool Name and Address Onondaga - Madison BOCES
UNIT Filing and Retrieval	
MODULE Numeric Filing In	structor David Stallone
TASK Arrange correspondence according to Ph	one Number (315) 463-9155
beginning-digit filing system 1979-1980 Task # 04-03-01	SOE Region 9
1980-1981 Task #	TECS Number
MATERIALS BEST SUITED FOR:	•
x Individual Instruction x Handicapped	(Describe) <u>Emotional and Physical</u>
Group Instruction Other (Desc	ribe)
INSTRUCTIONAL LEVEL(S): GRADE:	ABILITY:
x Introductory 10	x Below Average Performance
Basic ·11 '	Average Performance
Advanced 12	Above Average Performance
MATERIALS USED: X Adult	
X Textbook' Workbook ' Othe	r Printed Material (Describe)
Audio Visual Material (Describe)	
Simulations/Demonstrations_	-
- Conce (aquapment) topped to	
Title: Clerical Passadia and T	
Title: Clerical Recordkeeping I Author(s): Baron/Steinfeld	Edition 3rd Convright Date 1971
Publisher: Southwestern Publishing Company	**
Pages used: Chapter 1.	Organization Good
COMMENTS: Content Good	Readability Good
Clarity Good Illustrations Good	
	LengthGodd
	Quizzes Teacher Aids
Includes: x Student Directions	
Teacher Comments:	

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COURSE Business Office	School Name and AddressOnondaga-Madison BOCES
UNIT , Filing and Retrieval	
	David Challer
· rec	Instructor David Stallone
TASK Arrange correspondence according to middle-digit filing system	Phone Number (315) 463-9155
1979-1980 Task # 04-03-02	ISSOE Region 9
1980-1981 Task #	V-TECS Number
MATERIALS BEST SUITED FOR:	
x Individual Instruction x Handicapp	ed (Describe) Emotional & Physical
Oroup InstructionOther (De	scribe)
INSTRUCTIONAL LEVEL(S): GRADE:	ABILITY:
Introductory10	Below Average Performance
Basic11	Average Performance •
Advanced " 12	
MATERIALS USED: Adult,	
	her Printed Material (Describe)
X Simulations/Demonstrations	•
Other (Equipment, Supplies, Etc.)	
•	
Title: Gregg Quick Filing Kit	
Author(s): Stewart/Kahn	Edition Znd Copyright Date 1979
Publisher: McGraw Hill	Cost \$3.70
Pages used:	
COMMENTS: Content Good	Organization Good
Clarity Good	Readability Good
" Illustrations Good	Length Good
Motivational Qualities Good	***************************************
Includes: x Student Direction	s x Quittes x Teacher Aids
Teacher Comments:	

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UNIT Filing and Retrieval MODULE Numeric Filing Instructor David Stallone TASK Arrange correspondence according to middle-digit filing system. 1979-1980 Task # 04-03-02 * ISSOE Region 9 1980-1981 Task V-TECS Number MATERIALS BEST*SUITED FOR: x Individual Instruction x Handicapped (Describe) Emotional and Physical Group Instruction Other (Describe) INSTRUCTIONAL LEVEL(S): GRADE: ABILITY: x Introductory 10 x Below Average Performance Basic 11 Average Performance Advanced 12 Above Average Performance Advanced Adult MATERIALS USED: X Textbook Workbook Other Printed Material (Describe) Simulations/Demonstrations Other (Equipment, Supplies, Etc.) Title: Clerical Office Procedures Author(s): Pasewark/Oliverio Edition 6th Copyright Date 1978 Publisher: Southwestern Cost \$10.00	
TASK Arrange correspondence according to middle-digit filing system. 1979-1980 Task # 04-03-02	
middle-digit filing system. 1979-1980 Task	
1980-1981 Task	<u> </u>
MATERIALS BEST SUITED FOR: x Individual Instruction x Handicapped (Describe) Emotional and Physical Group Instruction Other (Describe) INSTRUCTIONAL LEVEL(S): GRADE: ABILITY: x Introductory 10 x Below Average Performance Basic 11 Average Performance Advanced 12 Above Average Performance Advanced 12 Above Average Performance MATERIALS USED: X Textbook Workbook Other Printed Material (Describe) Simulations/Demonstrations Other (Equipment, Supplies, Etc.) Title: Clerical Office Procedures Author(s): Pasewark/Oliverio Edition 6th Copyright Date 1978 Publisher: Southwestern Cost \$10.00	<u> </u>
x Individual Instruction x Handicapped (Describe) Emotional and Physical Group Instruction Other (Describe) INSTRUCTIONAL LEVEL(S): GRADE: ABILITY: x Introductory 10 x Below Average Performance Basic 11 Average Performance Advanced 12 Above Average Performance Advanced Adult MATERIALS USED: X Textbook Workbook Other Printed Material (Describe) Audio Visual Material (Describe) Simulations/Demonstrations Other (Equipment, Supplies, Etc.) Title: Clerical Office Procedures Author(s): Pasewark/Oliverio Edition 6th Copyright Date 1978 Publisher: Southwestern Cost \$10.00	/
Group Instruction Other (Describe) INSTRUCTIONAL LEVEL(S): GRADE: ABILITY: X Introductory 10 X Below Average Performance Basic 11 Average Performance Advanced 12 Above Average Performance MATERIALS USED: X Textbook Workbook Other Printed Material (Describe) Audio Visual Material (Describe) Simulations/Demonstrations Other (Equipment, Supplies, Etc.) Title: Clerical Office Procedures Author(s): Pasewark/Oliverio Edition 6th Copyright Date 1978 Publisher: Southwestern Cost \$10.00	
INSTRUCTIONAL LEVEL(S): X Introductory	•
X Introductory 10	
Advanced	
MATERIALS USED: X Textbook	
MATERIALS USED: X	,
X Textbook Workbook Other Printed Material (Describe) Audio Visual Material (Describe) Simulations/Demonstrations Other (Equipment, Supplies, Etc.) Title: Clerical Office Procedures Author(s): Pasewark/Oliverio Edition 6th Copyright Date 1978 Publisher: Southwestern Cost \$10.00	
Audio Visual Material (Describe) Simulations/Demonstrations Other (Equipment, Supplies, Etc.) Title: Clerical Office Procedures Author(s): Pasewark/Oliverio Edition 6th Copyright Date 1978 Publisher: Southwestern Cost \$10.00	
Simulations/Demonstrations Other (Equipment, Supplies, Etc.) Title: Clerical Office Procedures Author(s): Pasewark/Oliverio Edition 6th Copyright Date 1978 Publisher: Southwestern Cost \$10.00	*
Other (Equipment, Supplies, Etc.) Title: Clerical Office Procedures Author(s): Pasewark/Oliverio Edition 6th Copyright Date 1978 Publisher: Southwestern Cost \$10.00	
Author(s): Pasewark/Oliverio Edition 6th Copyright Date 1978 Publisher: Southwestern Cost \$10.00	
Author(s): Pasewark/Oliverio Edition 6th Copyright Date 1978 Publisher: Southwestern Cost \$10.00	
Author(s): Pasewark/Oliverio Edition 6th Copyright Date 1978 Publisher: Southwestern Cost \$10.00	
Publisher: Southwestern Cost \$10.00	
Påges used: Ünit 7	•
COMMENTS: Content Good Organization Good	
Clarity Fair Readability Good	
Illustrations Fair Length Good	
Motivational Qualities Good	
Includes: Student Directions Quizzes Teacher Aids	
Teacher Comments:	



COURSE Business Office School Name and Address Onondaga-Madison BOCES
UNIT Filing and Retrieval
MODULE Numeric Filing . Instructor David Stallone
TASK Arrange correspondence according to Phone Number (315) 463-9155 terminal-digit filing system.
1979-1980 Task # 04-03-03 - ISSOE Region 9
1980-1981 Task # V-TECS Number
MATERIALS BEST SUITED FOR:
x Individual Instruction x: Handicapped (Describe) Emotional
Group InstructionOther (Describe)
INSTRUCTIONAL LEVEL(S): GRADE: ABILITY:
x Introductory 10 x Below Average Performance
Basic11Average Performance
Advanced ·12 Above Average Performance
MATERIALS USED:
TextbookWorkbookOther Printed Material (Describe)
Audio Visual Material (Describe)
X Simulations/Demonstrations
Other (Equipment, Supplies, Etc.)
Title: Gregg Quick Filing Kit
Author(s): Stewart/Kahn • Edition 2nd Copyright Date 1979
Author(s): Stewart/Kahn • Edition 2nd Copyright Date 1979 Publisher: McGraw Hill • Cost \$3.70
Publisher: McGraw Hill Cost \$3.70 Pages used: Organization Good
Publisher: McGraw Hill Cost \$3.70 Pages used:
Publisher: McGraw Hill Cost \$3.70 Pages used: Organization Good
Publisher: McGraw Hill Cost \$3.70 Pages used: Organization Good Clarity Good Readability Good
Publisher: McGraw Hill Cost \$3.70 Pages used: Organization Good Clarity Good Readability Good Illustrations Good Length Good
Publisher: McGraw Hill Cost \$3.70 Pages used: COMMENTS: Content Good Organization Good Clarity Good Readability Good Illustrations Good Length Good
Publisher: McGraw Hill Cost \$3.70 Pages used: COMMENTS: Content Good Organization Good Clarity Good Readability Good Illustrations Good Length Good
Publisher: McGraw Hill Cost \$3.70 Pages used:
Publisher: McGraw Hill Cost \$3.70 Pages used:

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COURSE	Business Office	School Name and Address Onondaga-Madison BOCES
UNIT	Filing and Retrieval	· • • • • • • • • • • • • • • • • • • •
MODULE	Numeric Filing	Instructor David Stallone
TASK Arr	ange correspondence according to minal digit filing system.	Phone Number (315) 463-9155
	0 Task #_04_03_03	ISSOE Region 9
1980-198	1 Task	V-TECS Number_
MATERIAL	S BEST SUITED FOR:	
	•	pped (Describe) Emotional & Physical
Gro	up InstructionOther (I	Describe)
INSTRUCT	IONAL LEVEL(S): GRADE:	ABILITY:
x Int	roductorý 10	x_ Below Average Performance
Bas	····	Average Performance
(F	anced 12	Above Average Performance
	Ādult	
MATERIAL		•
X_Tex		Other Printed Material (Describe)
•	io Visual Material (Describe)	*
Oth	er (Equipment, Supplies, Etc.)	
•	•	
Title:	Clerical Office Procedures	,
Author(s): Pasewark/Oliverio	Edition 6th Copyright Date 1978
	r: Southwestern	
	ed: Unit 8	
COMMENTS	· · ·	Organization Good
•	Clarity Fair	Readability Good
•	Lllustrations Fair	Length Good
	Motivational Qualities Fair	
	· · ·	Outness Transland Adda
	Includes:Student Direction	onsQuizzesTeacher Aids .
	•	
Teacher	Comments:	
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COURSE Business Office	School Name and Address Onondaga-Madison BOCES
UNIT Filing and Retrieval	
MODULE Modern Filing System	Instructor David Stallone
TASK Set up an alphabetic correspondence	Phone Number (315) 463-9155
1979-1980 Task # 04-04-01	ISSOE Region 9
1980-1981 Task_#	V-TECS Number
MATERIALS BEST SUITED FOR:	
x Individual Instruction x Handicap	ded (Describe) Emorional & Physical
_ .	escribe)
INSTRUCTIONAL LEVEL(S): GRADE:	ABILITY:
x Introductory10	x Below Average Performance
Basic11	Average Performance
Advanced 12	Above Average Performance
MATERIALS USED:	
TextbookWorkbook \O	ther Printed Material (Describe)
Audio Visual Material (Describe)	
X Simulations/Demonstrations	
Other (Equipment, Supplies, Etc.)	
	. /
Title: Gregg Quick Filing Kit	
Author(s):	Edition 2nd Copyright Date 1979
Publisher: McGraw Hill	. Cost \$3.70.
Pages used:	•
COMMENTS: Content Good	• Ørganization Good
Clarity Good	Readability Good
Illustrations Good	Length Good
Motivational Qualities Good	:
Includes: x Student Direction	ns x Quizzes x Teacher Aids.
Teacher Comments: Student firs arrang	es files alphabetically, per filing kit, then
sets up his own files	
sees up his own liles	ac his desk.
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COURSE Business Office	School Name and Address Onondaga-Madison BOCES
UNIT Filing and Retrieval	
MODULE Modern Filing System	Instructor David Stallone
TASK Set up an alphabetic corresponder	nce Phone Number (315) 463-9155
1979-1980 Task #_04-04-01	- ISSOE Region , 9
1980-1981 Task #	V-TECS Number
MATERIALS BEST SUITED FOR:	* *
x Individual Instruction x Hand	icapped (Describe) <u>Emotional & Physical</u>
	r (Describe)
INSTRUCTIONAL LEVEL(S): GRADE:	AILITY:
x Introductory 10	_xBelow Average Performance
Basic11	Average Performance
Advanced12	Above Average Performance
MATERIALS USED:	
	Other Printed Maserial (Describe)
Audio Visual Material (Describe)	
Simulations/Demonstrations	•
X Other (Equipment, Supplies, Etc.)	actual desk (file?) drawers
	•
Title:	
Author(s):	Edition Copyright Date
Publisher:	Cost
Pages used:	•
COMMENTS: Content	Organization
Clarity	Readability
· Illustrations	Length
Motivational Qualities:	
Includes:Student Dire	ctionsQuizzesTeacher Aids
•	
Teacher Comments: Student files in th	ne front office
;	
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COURSE Business Office	School Name and Address Onondaga-Madison BOCES
UNIT Filing and Retrieval	
MODULE Modern Filing System	Instructor David Stallone ;
TASK File and Retrieve correspondence	Phone Number (315) 463-9155
1979-1980 Task # 04-04-02	ISSOE Region 9
1980-1981 Task #	'V-TECS Number
MATERIALS BEST SUITED FOR:	•
x Individual Instruction x Handica	apped (Describe) Emotional & Physical
Group Instruction Other	(Describe)
INSTRUCTIONAL LEVEL (S): GRADE:	ABILITY:
x Introductory 10	Below Average Performance
Basic 11	Average Performance
Advanced12	Above Average Performance
MATERIALS ÛSED:	
TextbookWorkbook	Other Printed Material (Describe)
Audio Visual Material (Describe)	
X Simulations/Demonstrations	
Other (Equipment, Supplies, Etc.)	
	. •
Title: Gregg Quick Filing Kit	•
	Edition 2nd Copyright Date 1979
Publisher: McGraw Hill	Cost\$3.70
Pages used:	, ,
COMMENTS: Content Good	Organization Good
Clarity Good* •	—Readability Good
Illustrations Good	Length Good
Motivational Qualities Good	<u> </u>
. Includes: x Student Direct	ions x Quizzes x Teacher Aids
Teacher Comments: 1) Student will file	100 cards from kit and retrieve them in his
exercise.	,
	file degree to file and materiage
2) Then use an actual	file drawer to file and retrieve
·	
•	*



COURSE Business Office	School Name and Address Onondaga-Madison BOCES
UNIT Filing and Retrieval .	
MODULE Modern Filing System	Instructor David Stallone
TASK File and retrieve correspondence	Phone Number (315) 463-9155
1979-1980 Task # 04-04-02	ISSOE Region 9
1980-1981 Task #	V-TECS Number_
MATERIALS BEST SUITED FOR:	•
	apped (Describe) Emotional & Physical -
-	(Describe)
INSTRUCTIONAL LEVEL(S): GRADE:	ABILITY:
x Introductory 10	_xBelow Average Performance
Basic 11	Average Performance
Advanced12	Aboye Average Performance
MATERIALS USED: Adult	
	_Other Printed Material (Describe)
Audio Visual Material (Describe)	·
Simulations/Demonstrations	
Other (Equipment, Supplies, Etc.)	
Title: Clerical Office Procedures	
Author(s): Passwark/Oliverio	Edition 6th Copyright Date 1978
Publisher: Southwestern	Cost \$10.00
Pages used: Unit 8	\ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \
COMMENTS: Content Good	Organization Good.
Clarity Fair	Readability Good
Illustrations Fair	Length Good
Motivational Qualities Fair	
Includes:Student Direct	ionsQuizzesTeacher Aids
· · · · · · · · · · · · · · · · · · ·	
Teacher Comments: Book gives example	of modern filing systems and how they are used.
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COURSE Business Office	School Name and Address Onondaga-Madison BOCES
UNIT Filing and Retrieval	
MODULE Modern Filing System	Instructor David Stallone
TASK File and retrieve correspondence	Phone Number (315) 463-9155
1979-1980 Task # 04-04-02	ISSOE Region 9
1980-1981 Task #	V-TECS Number
•	oped (Describe) <u>Emotional & Physical</u> Describe)
-	<u> </u>
INSTRUCTIONAL LEVEL(S): GRADE:	ABILITY:
x Introductory 10 Basic 11	x Below Average Performance Average Performance
Advanced 12	Above Average Performance
MATERIALS USED: x Adult .	
	Other Printed Material (Describe)
Audio Visual Material (Describe)	•
Simulations/DemonstrationsX_Other (Equipment, Supplies, Etc.)	an actual file drawer
Title:	
Author(s):	EditionCopyright Date
Publisher:	· £ Cost
Pages used:	
COMMENTS: Content	Organization
Clarity	Readability
Illustrations	Length
Motivational Qualities	
Includes:Student Direction	onsQuizzesTeacher Aids
Teacher Comments: use to set up ow	n files
- for practice	,
•	
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COURSE Business Office	School Name and Address_Jamestown High School
UNIT Adding & Calculating Machines	
MODULE Adding Machines	Instructor Jean Bobo
TASK Solve problems using 10-key adding/	Phone Number (716) 483-4384
1979-1980 Task # 06-01-01 machines	ISSOE Region 13
1980-1981 Task	V-TECS Number
MATERIALS BEST SUITED FOR:	
	pped (Describe)
☐Group Instruction Other (I	Describe)
INSTRUCTIONAL LEVEL(S): GRADE:	ABILITY:
Introductory • 10	Below Average Performance
Basic11	Average Performance
Advanced12	Above Average-Performance
MATERIALS USED:	
•	Other Printed Material (Describe)
Audio Visual Material (Describe)	
Simulations/Demonstrations_	
Other (Equipment, Supplies, Etc.)	. ,
Title: How to Use Adding and Calculating	Machines -
Author(s): Walker, Roach, Hanna	Edition 4th Copyright Date
Publisher:	and the second s
Pages used:	
COMMENTS: Content	Organization
Clarity	Readability
	Length
Motivational Qualities:	<u> </u>
Includes:Student Direction	ons Quizzes Teacher Aids
Teacher Comments:	
	•
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COURSE Pusiness Office School Name and Address Jamestown High School
UNIT Adding and Calculating Machines
MODULE Adding Machines 'Instructor Jean Bobo
TASK Solve problems using 10-key adding/ Phone Number (716) 483-4384
listing machines 1979-1980 Task # 06-01-01 ISSOE Region. 13
1980-1981 Task * V-TECS Number
MATERIALS BEST SUITED FOR:
Individual Instruction Handicapped (Describe)
Group InstructionOther (Describe)
INSTRUCTIONAL LEVEL(S): GRADE: ABILITY:
Introductory 10Below Average Performance
Basic11Average Performance
Advanced 12 Above Average Performance
MATERIALS USED:
Textbook Workbook Other Printed Material (Describe)
Audio Visual Material (Describe)
Simulations/Demonstrations
Other (Equipment, Supplies, Etc.)
Title: Comprehensive Rustiness Machine Couract
Title: Comprehensive Business Machine Course Edition Copyright Date 1968
1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1
20 400
Pages used:Organization
**Clarity Readability
Illustrations Length
Motivational Qualities
Includes: Student DirectionsQuizzesTeacher Aids
includes: Student birections
Toucher Comments:
Teacher Comments:

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COURSE' Business Office	School Name and Address Jamestown High School
UNIT Adding & Galculating Machines	• •
MODULE Adding Machines	Instructor Jean Bobo
TASK Solve problems using 10-key adding/	Phone Number (716) 483-4384
listing machines 1979-1980 Task #_06-01-01	ISSOE Region 13
1980-1981 Task #	V-TECS Number
MATERIALS BEST SUITED FOR:	•
Individual InstructionHandicap	ped (Describe)
Oroup InstructionOther (D	escribe)
INSTRUCTIONAL LEVEL(S): GRADE:	· ABILITY:
Introductory10	Below Average Performance
Basic11	Average Performance
Advanced 612 .	Above Average Performance
MATERIALS USED:	
	ther Printed Material (Describe)
Audio Visual Material (Describe)	
Simulations/Demonstrations	
Other (Equipment, Supplies, Etc.)	
· ,	· .
Title: Full Keyboard Adding Machine Cours	Edition 1968 Commishe Bata 1968
Author(s): Pactor and Johnson	Edition 1968 Copyright Date 1968
Publisher: Fearon - Pitman	Cost \$2.20/1.65
Pages used:	
COMMENTS: Content	Organization
Clarity	Readability .
Illustrations	Length 96 pages
Motivational Qualities	•
Includes: Student Direction	ons Quizzes Teacher Aids
* 2	
Teacher Comments: No description given	in catalog **
reacher Comments.	
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COURSE _ Business Office	School Name and Address Jamestown High School
UNIT Adding & Calculating Machines.	
MODULE, Adding Machines	Instructor Jean Bobo
TASK Solve problems using 10-key adding/ listing machines	
	ISSOE Region 13
1980-1981 Task #/	V-TECS Number
MATERIALS BEST SUITED FOR:	- · · · · · · · · · · · · · · · · · · ·
Individual Instruction Handicap	ped (Describe) 4
Group InstructionOther (I	escribe)
INSTRUCTIONAL LEVEL(S): GRADE:	ABILITY:
Introductory 10	Below Average Performance
Basic 11	Average Performance
Advanced 12	Above Average Performance
MATERIALS USED:	<u> </u>
	Other Printed Material (Describe)
Audio Visual Material (Describe)	,
Other (Equipment, Supplies, Etc.)	
Title: Ten Key Adding Machine	
Author(s): Pactor and Johnson	Edition Copyright Date 1976
Publisher: Fearon - Pitman	Cost_\$4.20/3.15
Pages used:	•
COMMENTS: Content	Organization.
Clarity	Readability
Illustrations x	Length 73 pages
Motivational Qualities	
Includes: Student Direction	ons Quizzes x Teacher Aids
,	, , , , , , , , , , , , , , , , , , ,
Teacher Comments: 72 pages paperbound -	lots of drill and practical business
problems according to	the catalog description. Do not have a copy of this
book.	•
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COURSE Business Office	School Name and Address Jamestown High School
UNIT Adding & Calculating Machines	
MODULE Adding Machines	Instructor Jean Bobo
TASK Solve problems using 10-key adding/	Phone Number (716) 483-4384
listing machine 1979-1980 Task # 06-01-01	
1980-1981 Task #	V-TECS Number
MATERIALS BEST SUITED FOR:	
Individual Instruction Handicar	
Group InstructionOther (I	Describe)
INSTRUCTIONAL LEVEL(S): GRADE:	ABILITY:
Introductory10	Below Average Performance
Basic 11	Average Performance
Advanced 12	Above Average Performance
MATERIALS USED:	
 .	Other Printed Matermal (Describe)
Audio Visual Material (Describe)	. •
Simulations/Demonstrations_	
Other (Equipment, Supplies, Etc.)	
Title: Ten Key Adding - Listing Machines	
	Edition 4th Copyright Date
Publisher: Southwestern	Cost \$4.24/3.18
Pages used:	4
COMMENTS: Content	Organization
Clarity	Readability
· — · · · · · · · · · · · · · · · · · ·	Length
Illustrations	nengtu -
Motivational Qualities Includes: x Student Direction	ons X Quizzes x Teacher Aids
. 6	post⇔test ,
Teacher Comments: Text - and workbook - I	do not have this book
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COURSE_Business Office `	School Name and Address Jamestown High School
UNIT Adding & Calculating Machines	
MODULE Adding Machines	Instructor Jean Bobo
TASK Solve problems using 10-key adding/	Phone Number (716) 483-4384
1979-1980 Task # 06-01-01	ISSOE Region 13.
1980-1981 Task #	V-TECS Number
MATERIALS BEST SUITED FOR:	
Individual InstructionHandicap	ped (Describe)
Oroup InstructionOther (D	eșcribe)
'INSTRUCTIONAL LEVEL(S): GRADE:	ABILITY:
Introductory10	Below Average Performance
Basic11	Average Performance
Advanced 12	Above Average Performance
MATERIALS USED:	
TextbookO	ther Printed Material (Describe)
Audio Visual Material (Describe)	
Simulations/Demonstrations	3 8
Other (Equipment, Supplies, Etc.)	
•	
Title: How to Use Adding Machines	the state of the s
Author(s): Meehan and Kahn	Edition 4 Copyright Date 1979
Publisher: - McGraw Hill	Cost \$8.56/6.42
Pages used:	
COMMENTS: Content	Organization
Clarity	Readability
Illustrations.	Length
Motivational Qualities	
Includes: · X Student Direction	ns X Quizzes X Teacher Aids
includesstudent bilection	no datadeo internativa
mand an Oranga was. I do not have this hook	. I went by the description in the catalog
which gives a good desc	repeton of the contents.



COURSE Business Office	School Name and Address Mt. Vernon H.S.
UNIT Adding and Calculating Machines	
MODULE Adding machines	Instructor Irene Schindler
TASK Solve problems using 10-key adding/	Phone Number (914) 668-6580
1979-1980 Task # 06-01-01	ISSOE Region 3S
1980-1981 Task #	V-TECS Number
MATERIALS BEST SUITED FOR:	•
x Individual InstructionHandicap	ped (Describe)
· · · · · · · · · · · · · · · · · · ·	Describe)
INSTRUCTIONAL LEVEL (S): GRADE:	ABILITY:
Introductory »10	Below Average Performance
x Basic x 11	x Average Performance
Advanced x 12	Above Average Performance
MATERIALS USED:	
x Textbook www. Workbook 0	ther Printed Material (Describe)
Audio Visual Material (Describe)	
Simulations/Demonstrations /	
Other (Equipment, Supplies, Etc.)	•
Title: Ten-Key Adding-Listing Machine	Course
Author(s): Pasewark, Cornelia	Edition 4 Copyright Date
Publisher: Southwestern ,	Cost_ \$3.36
Pages used: All 122 pages as time permits	•
COMMENTS: Content Excellent	Organization Excellent
Clarity Good	Readability Appropriate
Illustrations Numerous/appropri	-
Motivational Qualities Lots of	
Includes: x Student Directio	•
Teacher Comments: Very complete book: usua	ally not needed in its entirety: functions
	onnection with other functions of an electronic
are usually taught in co	winderton Atth other renorrans or an electronic
calculator; adding machi	ines being phased out.
	**



COURSE Business Office -	School Name and Address Mt. Vernon H.S.
UNIT Adding and calculating machines	•
MODULE Adding machines	Instructor Irene Schindler
TASK Solve problems using ten-key adding/ listing machine	Phone Number (914) 668-6580
1979-1980 Task #_06-01-01	ISSOE Region 3S
1980-1981 Task #	V-TECS Number.
MATERIALS BEST SUITED FOR:	
x Individual Instruction Handicap	oped (Describe)
	Describe)
INSTRUCTIONAL LEVEL(S): GRADE:	ABILITY:
Introductory • 10	Below Average Performance
x Basic x 11	x_Average Performance
Advancedx 12	Above Average Performance
MATERIALS USED:	, ,
	Other Printed Material (Describe)
Audio Visual Material (Describe)	
Simulations/Demonstrations	
Other (Equipment, Supplies, Etc.)	
Title: How to Use Adding and Calculat	
Author(s) : Walker, Roach and Hanna	Edition 4 Copyright Date 1979
Publisher: Gregg/McGraw Hill	Cost\$8.56
Pages used: * 99-123 *	·* .
COMMENTS: Content_complete	Organization Good
Clarity_Good	Readability Appropriate for average 11-12
[llustrations Satisfactory	Length Satisfactory
Motivational Qualities Timed p	rogress checkgood motivational device
Includes: x Student Direction	ons x Quizzes x Teacher Aids
Teacher Comments:	
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COURSE Business Office	School Name and Address Jamestown High School
UNIT Adding & Calculating Machines	•
MODULE Calculating Machines	Instructor Jean Bobo -
TASK Solve problems w/ 10-key electronic printing calculator	Phone Number (716) 483-4384
1979-1980 Task # <u>06-02-01</u> • .	ISSOE Region 13
1980-1981 Task #	V-TECS Number
MATERIALS BEST SUITED FOR:	
x. Individual Instruction Handica	pped (Describe)
	Describe)
INSTRUCTIONAL LEVEL(S): GRADE:	ABILITY:
Introductory10	Below Average Performance
Basic 11	Average Performance
Advanced 22	Above Average Performance
MARRIED AND MICEN.	-
MATERIALS, USED:	Other Printed Material (Describe)
	•
Audio Visual Material (Describe)	
Other (Equipment, Supplies, Etc.)	
	• • • • • • • • • • • • • • • • • • • •
Title: How to Use Adding and Calculating Author(s): Walker, Roach, Hanna	Machines Edition 4th Copyright Date 1979
· •	· · · · · · · · · · · · · · · · · · ·
Publisher: Gregg - McGraw Hill -	Cost \$8.56/6.42
Påges used:	
COMMENTS: Content	Organization
Clarity	Readability
Illustrations	Length 224 pages
Motivational Qualities "oper	
Includes: x Student Directi	ons x Quizzes x Teacher Aids
•.	• • • • • • • • • • • • • • • • • • • •
Teacher Comments:	
•	<i>*</i>
	
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COURSE Business Office .	School Name and Address Jamestown High School
UNIT Adding & Calculating Machines	
MODULE Calculating Machines	Instructor Jean Bobo
TASK Solve problems using the ten-key electronic calculator	Phone Number (716) 483-4384
1979-1980 Task # 06-02-01	ISSOE Region 13
1980-1981 Task #	V-TECS Number
MATERIALS BEST SUITED FOR:	•
•	ped (Describe)
	escribe)
INSTRUCTIONAL LEVEL(S): GRADE:	ABILITY:
Introductory10	Below Average Performance
Basic11	Average Performance
Advanced 12	Above Average Performance
MATERIALS USED:	•
x Textbook x Workbook . 0	ther Printed Material (Describe)
Audio Visual Material (Describe)	
Simulations/Demonstrations	
Other (Equipment, Supplies, Etc.)	
Title: Electronic Calculator	·
Author(s): Pactor -	Edition Copyright Date 1976
Publisher: Fearon Pitman Publishing Company	ny,Cost_\$4.20/3.15
Pages used:	•
COMMENTS: Content	Organization
Clarity	Readability
Illustrations x	Length 112 pages
Motivational Qualities	<u> </u>
Includes: x Student Direction	ns Quizzes Teacher Aids
·	
Teacher Comments:	
•	· · · · · · · · · · · · · · · · · · ·

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COURSE Business Office	School Name and Address Mt. Vernon H.S.
UNIT Adding & Calculating Machines	
MODULE Calculating Machines	Instructor Irene Schindler
TASK Solve problems using the ten-key ele	c-Phone Number (914) 668-6580
1979-1980 Task # 06-02-01	ISSOB Region 3S
1980-1981 Task #	V-TECS Number
MATERIALS BEST SUITED FOR:	
x Individual Instruction Handica	pped (Describe)
x ^{or} Group InstructionOther (Describe)
INSTRUCTIONAL LEVEL(S): GRADE:	ABILITY:
Introductory10	Below Average Performance
x_Basicx_ 11 '	_x Average Performance
Advanced <u>x</u> 12	Above Average Performance
MATERIALS USED:	
x Textbook Workbook	Other Printed Material (Describe)
Audio Visual Material (Describe)	
Simulations/Demonstrations_	·
Other (Equipment, Supplies, Etc.)	<u></u>
Title: How to Use Adding and Calculati	ng Machines
Author(s): Walker, Roach, Hanna	Edition 4 Copyright Date 1979
Publisher: Gregg/McGraw, Hill	Cost_ \$8.56
Pages used: 147-161	
COMMENTS: Content Complete	Organization Good
Clarity Good	Readability Appropriate .
Illustrations Satisfactory	Length Satisfactory
Motivational Qualities Timed P	rogress Check enables students to measure their
mastery of each machine and se Includes: x Student Directi	e their progression in skill on a lesson-to-lesson ons x Teacher Alds basis.
Teacher Comments:	N A
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COURSE Business Office		School Name and	Address_Jamestown	High School
UNIT Adding & Calculating Mach	ines .		····	
MODULE Calculating Machines		Instructor_	Jean Bobo	
TASK Solve problems using the electronic printing calculations.		Phone Number	(716) 483-4384	
1979-1980 Task #_06-02-01	-	ISSOE Region	13	
1980-1981 Task #		V-TECS Number		•
MATERIALS BEST SUITED FOR:		, •		•
Individual Instruction	Handica	pped (Describe)		
Group Instruction	Other ()	Describe)	· '	
INSTRUCTIONAL LEVEL(S):	GRADE:	· ÄBILITY:	•	
	10		w Average Performanc	e
Basic	11		age Performance	
Advanced '	12 ·	Above	e Average Performano	e ·
MATERIALS USED:		* , <u>ca</u>	•	. •e
x Textbook x Workbook	ok	Other Printed Mate	erial (Describe) Pre-	-test,Post-test
Audio Visual Material (Do	escribe)	ş. (+	199 ,	
Simulations/Demonstration	ns		·	
Other (Equipment, Supplie	es, Etc.)			·
Title: Electronic and Mechani	ical Printing	Calculator Cours	se •	
Author(s): Pasewark		Edition	Copyright Dat	e
Publisher: Southwestern	• / ~ .		Cost\$5.16/3	. 87
Pages used:_ <	\	•	.: 7	
COMMENTS: Content	· ·	Organizati	on_,	
Clarity		Readabilit	у	
Illustrations	•	Length	30 jobs	
Motivational Quali	ties <u>·</u>	s 5)	4	
Includes: <u>×</u> Stu	dent Directi	ons x Quizzes	x Teacher Aids	\$
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Teacher Comments:		,	······································	·
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· ·	igh School
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InstructorJean Bobo	
Phone Number (716) 483-4384	
ISSOE Region 13	
V-TECS Number	
	(
capped (Describe)	
(Describe)	
ABILITY:	•
Below Average Performance	
Average Performance	
Above Average Performance	
Market B. C.	.0
Other Printed Material (Describe)	
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n in catalog I have.	
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n in catalog I have.	
	Phone Number (716) 483-4384 ISSOE Region 13 V-TECS Number





COURSE Business Office	School Name and Address Jamestown High School
UNIT Adding & Calculating Machines	·
MODULE Calculating Machines	Instructor Jean Bobo
TASK Solve problems using the ten key electronic printing calculator	Phone Number (716) 483-4384
1979-1980 Task # 06-02-01	ISSOE Region 13
1980-1981 Task #	V-TECS Number
MATERIALS BEST SUITED FOR:	
Individual InstructionHandica	pped (Describe)
Group InstructionOther (Describe)
INSTRUCTIONAL LEVEL(S): GRADE:	ABILITY:
Introductory 10	Below Average Performance
Basic11	Average Performance
Advanced12	Above Average Performance
MATERIALS USED:	• • • • • • • • • • • • • • • • • • • •
·	Other Printed Material (Describe)
	-
	Imstrip- Set of 25 for use with all machines which record amounts on tape.
Other (Equipment, Supplies, Etc.)	
	•
Title: Ten Key Touch Training Course —	
Author'(s):	Edition . Copyright Date 1959
Publisher: Gregg/McGraw Hill	Cost
Pages used:	
COMMENTS: Content	Organization
Clarity	Readability
Illustrations	Length Set of 25 film strips
Motivational Qualities	· · · · · · · · · · · · · · · · · · ·
Includes: Student Directi	lons Quizzes Teacher Aids
Teacher Comments:	$f^{(a)}$
	K W.
	



COURSE Business Office	School Name and Address Mt. Nernon H.S.
·UNIT Adding & Calculating Machines	<u> </u>
MODULE Calculating Machines	Instructor Irene Schindler
TASK Solve problems using the ten-key elec- tronic printing calculator	Phone Number (914) 668-6580
1979-1980 Task #06-02-01	ISSOE Region 3S
1980-1981 Task #	V-TECS Number
MATERIALS BEST SUITED FOR:	
Individual InstructionHandicap	ped (Describe)
Group Instruction Other (D	escribe)
INSTRUCTIONAL LEVEL(S): GRADE:	ABILITY:
Introductory10	Below Average Performance
x Basic x 11	x Average Performance .
Advancedx 12	Above Average Performance ^ "
MATERIALS USED:	
	ther Printed Material (Describe)
Audio Visual Material (Describe)	
Simulations/Demonstrations	
x Other (Equipment, Supplies, Etc.) T	ests
*	
Title: Office Machines Course	
Author(s): Cornelia, Pasewark	Edition5_Copyright Date_1979
Publisher: Southwestern	Cost_\$4.47
Pages used: 1-39	
COMMENTS: Content Excellent	Organization Excellent
Clarity Good	Readability Appropriate for 11-12
Illustrations Good	Length Appropriate
Motivational Qualities Student	s see results; checkups and reinforcement
Includes: x Student Direction	nsk x Quizzes - x Teacher Aids
Teacher Comments: A good spiral bound boo	k students may put answers on answersheets
rather than in bookth	us, two-three years of use is possible.
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COURSE Business Office	School Name and Address Jamestown High School.
UNIT Adding & Calculating Machines	
MODULE Calculating Machines	Instructor Jean Bobo
TASK Solve problems with the 10 key elec	- Phone Number (716) 483-4384
tronic calculator involving the me	mory function ISSOE Region 13
1980-1981 Task #	V-TECS Number
MATERIALS BEST SUITED FOR:	18 .
Individual Instruction Handica	pped (Describe)
Group Instruction. Other (Describe)
INSTRUCTIONAL LEVEL(S): GRADE:	ABILITY:
Introductory 10	Below Average Performance
Basic 11	Average Rerformance
Advanced 12	Above Average Performance
MATERIALS USED:	
· ——————	Other Printed Material (Describe)
Audio Visual Material (Describe)	
Simulations/Demonstrations_	
•	
Title: Solving Business Problems on t	he Electronid Calculator
	Edition 3 rd Copyright Date 1975
Publisher: Gregg/McGraw Hill	Cost \$7.44/5.58
Pages used:	
COMMENTS: Content	Organization
Clarity	Readability
Illustrations	Length 256 pages
Motivational Qualities	
Includes:Student Directi	lonsQuizzes X Teacher Aids
Teacher Comments:	
· · · · · · · · · · · · · · · · · · ·	
• •	



COURSE Business Office	School Name and Address Jamestown High School
UNIT Adding & Calculating Machines	·•
MODULE Calculating Machines	Instructor <u>Jean Bobo</u>
	ey elec- Phone Number (716) 483-4384
tronic calculator involving 1979-1980 Task # 06-02-02	the memory function ISSOE Region 13
1980-1981 Task #	V-TECS Number
MATERIALS BEST SUITED FOR:	
Individual Instruction	Handicapped (Describe)
Group Instruction	Other (Describe)
INSTRUCTIONAL LEVEL(S): GRADI	E: ABILITY:
Introductory1	0Below Average Performance
Basic1	1Average Performance
Advanced	2Above Average Performance
MATERIALS USED:	
x Textbook x Workbook	x Other Printed Material (Describe)Pre-Post Tests
Audio Visual Material (Descri	be)
Simulations/Demonstrations	•
Other (Equipment, Supplies, E	Etc.)
A	• • • • • • • • • • • • • • • • • • • •
Title: . Electronic Display Calcu	ulator Course
Author(s): Pasewark	EditionCopyright Date
Publisher: Southwestern 34.	Cost \$5.16/3.87
Deband and	
COMMENTS: Content	Organization
.Clarity	Readability
Illustrations	Length30 jobs
Motivational Qualities_	" " " " " " " " " " " " " " " " " " "
. Includes: X' Student	Directions X Quizzes X Teacher Aids
Teacher Comments:	
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COURSE Business Office	School Name and Address Jamestown High School
UNIT Adding & Calculating Machines	·
MODULE Calculating Machines	Instructor Jean Bobo
TASK Solve problems w/ 10-key electronic calculator, involving memory functi	
1979-1980 Task # 06-02-02	ISSOE Region 13
1980-1981 Task #	V-TECS Number
MATERIALS BEST' SUITED FOR:	· ·
x Individual Instruction Handic	capped (Describe)
x /Group InstructionOther	(Describe)
INSTRUCTIONAL LEVEL(S): GRADE:	ABILITY:
Introductory10	Below Average Performance
Basic11	Average Performance
Advanced12	Above Average Performance,
MATERIALS USED:	
* Textbook Workbook	Other Printed Material (Describe)
Audio Visual Material (Describe)	
Other (Equipment, Supplies, Etc.)	
Title: How to Use Adding and Calculatin	g Machines
Author(s): Walker, Roach, Hanna	
Publisher: Gregg - McGraw Hill	Cost \$8.56/6.42
Pages used:	
COMMENTS: Content	Organization
Clarity	Readability ~~~
Illustrations	Length 224 pages
Motivational Qualities	
Includes:x Student Direct	tions <u>x. Quizzes x Teacher Aids</u>
:	
Teacher Comments:	35
. t.	• • • • • • • • • • • • • • • • • • • •
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COURSE Business Office	School Name and Address Jamestown High School
UNIT Adding & Calculating Machines	
MODULE Calculating Machines	Instructor Jean Bobo
TASK Solve probléms using the 10-key electronic calculator, involving sens	Phone Number (716) 483-4384
1979-1980 Task # 06-02-02	ISSOE Region 13
1980-1981 Task #	V-TECS Number
MATERIALS BEST SUITED FOR: Individual Instruction Handica	pped (Describe)
Group Instruction Other (Describe)
INSTRUCTIONAL LEVEL(S): GRADE:	ABILITY:
Introductory10	Below Average Performance
Basic 11	Average Performance +
Advanced12	Above Average Performance
MATERIALS USED:	
x. Textbook x Workbook .	Other Printed Material (Describe)
Audio Visual Material (Describe)	
Simulations/Demonstrations	
Other (Equipment, Supplies, Etc.)	
	•
Title: Electronic Calculator	
Author(s): Pactor	Edition Copyright Date 1976
Publisher: Fearon Pitman Publishing Com	
Pages used:	, , , , , , , , , , , , , , , , , , , ,
COMPRESS Content	Organization
COMMENTS: Content Clarity	Readability
	Length 112,
", Motivational Qualities	Digities and the second
Includes: x 1 Student Directi	ons Quizáes Teacher Aids
includes: X 1 student writecti	one datases
Teacher Comments:	

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COURSE Business Office	School Name and Address Mt. Vernon H.S.
UNIT Adding & Calculating Machines	
MODULE Calculating Machines	Instructor Irene Schindler
TASK Solve problems using the 10-key elec	- Phone Number (914) 668-6580
tronic calculator, involving the mem 1979-1980 Task # 06-02-02.	ory function ISSOE Région 3S
1980-1981 Task #	V-TECS Number
MATERIALS BEST SUITED FOR:	4.
x Individual Instruction Handica	pped (Describe)
x ^{or} Group InstructionOther (Describe)_
INSTRUCTIONAL LEVEL(S): GRADE:	ABILITY:
Introductory 10	Below Average Performance
x Basicx 11	Average Performance
Advanced 12	. Above' Average Performance
MATERIALS USED:	
x Textbook Workbook	Other Printed Material (Describe)
Audio Visual Material (Describe)	·
Simulations/Demonstrations	
Other (Equipment, Supplies, Etc.)	
Title: Office Machines Course	
Author(s): Cornelia, Pasewark,	Edition 5 Copyright Date 1979
Publisher: Southwestern · · ·	Cos.t\$4.47
Pages used: pp. 35-42.	
COMMENTS: Content Excellent	Organization <u>Excellent</u>
Clarity Satisfactory	Readability Appropriate for 11-12
Illustrations Appropriate	Length Appropriate
· · · · · · · · · · · · · · · · · · ·	variety; real/stic problems.
Includes: x Student Directi	ons x Quizzes * x Teacher Aids
Teacher Comments: Very good, complete ma	chines course. Spiral back book
	s if answers are put on separate
answer sheets or tapes a	re collected.
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COURSE Business Office .	School Name and Address Jamestown High School
UNIT Adding & Calculating Machines	
MODULE Calculating Machines:	Instructor Jean Bobo.
TASK Solve problems using the 10-key	
electronic calculator, involving the m	memory function 13 13
1980-1981 Task #	V-TECS Number
MATERIALS BEST- SUITED FOR:	
Individual Instruction Handicar	oped (Describe)
Group Instruction Other (I	Describe)
INSTRUCTIONAL LEVEL(S): GRADE:	ABILITY:
Introductory 10	Below Average Performance
Basic 11	Average Performance
Advanced 12	Above Average Performance
MATERIALS USED:	
	Other Printed Material (Describe) Pre-Post Tests
Audio Visual Material (Describe)	and the same of th
Simulations/Demonstrations	
Other (Equipment, Supplies, Etc.)	
Title: Electronic and Mechanical Printing	Calculator Course
Author(s): Pasewark	Copyright Date
Publisher: *Southwestern	Cost \$5.16/\$3.87
Pages used:	
COMMENTS: Content	Organization
Clarity	Readability
Illustrations	Length 30 Jobs
Motivational Qualities **	· · · · · · · · · · · · · · · · · · ·
Includes: x Student Direction	ons x Quizzes x Teacher Aids
	<u> </u>
Teacher Comments:	



COURSE Business Office	School Name and Address Jamestown High	School
UNIT Adding & Calculating Mach	ines	**
MODULE Calculating Machines	Instructor - Jean Bobo _	
TASK Solve problems using the 1 electronic calculator, inv	O-key Phone Number (716) 483-4384	<u>. </u>
1979-1980 Task #_06-02-02	- · · · · · · · · · · · · · · · · · · ·	
1980-1981 Task #	V-TECS Number	
MATERIALS BEST SUITED FOR:		· •
Individual Instruction	Handicapped (Describe)	· ` `
Group Instruction	Other (Describe)	
INSTRUCTIONAL LEVEL(S):	GRADE: ABILITY:	•
Introductory	10Relow Average Performance	
	11 Average Performance	
	12 Above Average Performance	•
MATERIALS USED:		,
	kOther Printed Material (Describe)Pre-Post	<u>te</u> sts
	scribe)	 , .
Simulations/Demonstrations		
Other (Equipment, Supplies	* **	- 4
	•	
Title: Electronic and Mechanic	al Printing Calculator Course	
Author(s): Pasewark	•	
Publisher: Southwestern	Cost \$5.16/3.87	
Pages used:		\
COMMENTS: Content	Organization	
Clarity	Readability	
Illustrations	Length 30 jobs	•
Motivational Qualit	ieş	<u>.</u>
✓ Includes: X Student	• • • • • • • • • • • • • • • • • • • •	75
•		
Teacher Comments:	• • · _ · · _ · · _ · · _ ·	
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•	School Name and Address Mt. Vernon H.S.
UNIT Adding & Calculating Machines	
	
MODULE Calculating Machines	Instructor Irene Schindler
TASK Solve problems using the ten-key	
tronic calculator, involving the 1979-1980 Task # 06-02-02	ISSOE Region 3S
1979-1980 Task #	1550E Region 55
1980-1981 Task #	V-TECS Number
MATERIALS BEST SUITED FOR:	
x Individual Instruction Hand	icapped (Describe)
x Group Instruction Othe	r (Describe)
INSTRUCTIONAL LEVEL(S): GRADE:	ABILITY:
 .	•
Introductory 10 +	Below Average Performance
x Basic x 11	x ·Average Performance
Advanced <u>x</u> 12	Above Average Performance
MATERIALS USED:	A Commence of the Commence of
x Textbook Workbook	Other Printed Material (Describe)
	Testing material has pretest on arithmatic funda-
	,
	mentals and a final test for each calculating
Other (Equipment, Supplies, Etc.)	machine covered
Title: How to Use Adding and Ca	
Author(s): Walker, Roach, Hanna	2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2
Addition (3).	Edition 4 Copyright Date 1979
	Cost \$8.56
Publisher: Gregg/McGraw Hill	 -
Publisher: Gregg/McGraw Hill Pages used: 18-123	
Publisher: Gregg/McGraw Hill Pages used: 18-123 COMMENTS: Content Complete	Cost \$8.56 Organization Good
Publisher: Gregg/McGraw Hill Pages used: 18-123 COMMENTS: Content Complete Clarity Good	Cost \$8.56 Organization Good Readability Appropriate for average11-12
Publisher: Gregg/McGraw Hill Pages used: 18-123 COMMENTS: Content Complete Clarity Good Illustrations Satisfactory	Cost \$8.56 Organization Good Readability Appropriate for average11-12 Length Satisfactory
Publisher: Gregg/McGraw Hill Pages used: 18-123 COMMENTS: Content Complete Clarity Good Illustrations Satisfactory Motivational Qualities Ti	Cost \$8.56 Organization Good Readability Appropriate for average11-12 Length Satisfactory med progress check-good motivational device
Publisher: Gregg/McGraw Hill Pages used: 18-123 COMMENTS: Content Complete Clarity Good Illustrations Satisfactory	Cost \$8.56 Organization Good Readability Appropriate for average11-12 Length Satisfactory med progress check-good motivational device
Publisher: Gregg/McGraw Hill Pages used: 18-123 COMMENTS: Content Complete Clarity Good Illustrations Satisfactory Motivational Qualities Tight Includes: X Student Directory	Cost \$8.56 Organization Good Readability Appropriate for average11-12 Length Satisfactory med progress check-good motivational device
Publisher: Gregg/McGraw Hill Pages used: 18-123 COMMENTS: Content Complete Clarity Good Illustrations Satisfactory Motivational Qualities Ti	Cost \$8.56 Organization Good Readability Appropriate for average11-12 Length Satisfactory med progress check-good motivational device
Publisher: Gregg/McGraw Hill Pages used: 18-123 COMMENTS: Content Complete Clarity Good Illustrations Satisfactory Motivational Qualities Tight Includes: X Student Directory	Cost \$8.56 Organization Good Readability Appropriate for average11-12 Length Satisfactory med progress check-good motivational device
Publisher: Gregg/McGraw Hill Pages used: 18-123 COMMENTS: Content Complete Clarity Good Illustrations Satisfactory Motivational Qualities Ti Includes: X Student Dire	Cost \$8.56 Organization Good Readability Appropriate for average11-12 Length Satisfactory med progress check-good motivational device
Publisher: Gregg/McGraw Hill Pages used: 18-123 COMMENTS: Content Complete Clarity Good Illustrations Satisfactory Motivational Qualities Ti Includes: X Student Dire	Cost \$8.56 Organization Good Readability Appropriate for average11-12 Length Satisfactory med progress check-good motivational device

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COURSE Business Office	School Name and Address, Jamestown High School
UNIT Adding & Calculating Machines	
MODULE Calculating Machines	Instructor Jean Bobo
TASK Solve problems w/ 10-key electronic calculator, involving constant functi	Phone Number (716) 483-4384
1979-1980 Task # 06-02-03	ISSOE Region 13
1980-1981 Task #	V-TECS Number
MATERIALS BEST SUITED FOR: Individual Instruction Handicap Group Instruction Other (I	opped (Describe)
INSTRUCTIONAL LEVEL(S): GRADE:	ABILITY:
Introductory 10	Below Average Performance.
Basic 11	Average Performance
Advanced 12	Above Average Performance
MATERIALS USED:	
	Other Printed Material (Describe) Pre-POst Tests
Other (Equipment, Supplies, Etc.)	
•	•
Title: Electronic and Mechanical Printing	Calculator Course '
Author(s): Pasewark	EditionCopyright Date
Publisher: Southwestern	Cost \$5.16/3.87
Pages used:	
COMMENTS: Content	Organization
· Clarity	Readability
Illustrations	Length 30 jobs.
Motivational Qualities	
Includes: x Student Direction	ons x Quizzes ' x Weacher Aids'
•	
Teacher Comments:	·
	186
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OURSE Business Office	School Name and Address <u>Jamestown High School</u>
NIT Adding & Calculating Machines	
	· · · · · · · · · · · · · · · · · · ·
DULE Calculating Machines	Instructor Jean Robo
ASK Solve problems with the 10-key ele tronic calculator involving the co	c- Phone Number (716) 483-4384
979 –19 80 Task # <u>06–02–03</u>	ISSOE Region 13
980-1981 Task #	V-TECS Number
ATERIALS BEST SUITED FOR:	
Individual InstructionHandid	capped (Describe)
Group InstructionOther	(Describe)
NSTRUCTIONAL LEVEL(S): GRADE:	ABILITY:
Introductory °10	Below Average Performance
11	Average Performance
Advanced 12	Above Average Performance
ATERIALS USED:	
x Textbook x Workbook x	Other Printed Material (Describe)Pre-Post Tests
	achievement tests
Simulations/Demonstrations_	•
Other (Equipment, Supplies, Etc.)	,
	•
Citle: <u>Electronic Display Calculator</u>	Course
uthor(s): Pasewark	Date to Commission Date (
ublisher: Southwestern	AF 16/2 97
ages used:	
- ,	Organization
COMMENTS: Content	•
Tiluatrations	I en oth .
•	Length
Motivational Qualities	
Motivational Qualities	
Motivational Qualities Includes:xStudent Direc	
Motivational Qualities Includes:x _Student Direc	
Motivational Qualities	
Motivational Qualities Includes:x _Student Direc	
Motivational Qualities Includes:x _Student Direc	

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COURSE Business Office .	School Name and Address Jamestown High School	1
UNIT Adding & Calculating Machines	* ""	
MODULE Calculating Machines	Instructor Jean Bobo	- -
TASK Solve problems with the 10-key electronic calculator involving the con	-Phone Number (716) 483-4384	
1979-1980 Task #_06-02-03	ISSOE Region 13	
1980-1981 Task #	V-TECS Number	
MATERIALS BEST SUITED FOR:	•	
Individual Instruction Handicap	oped (Describe)	<u>^</u>
Group Instruction ' Other (I	Describe)	
INSTRUCTIONAL LEVEL(S): GRADE:	ABILITY:	(
Introductory10	Below Average Performance	
Basic 11 · ·	Average Performance	
Advanced 12	Above Average Performance	
MATERIALS USED:	•	
· ———————	Other Printed Material (Describe)	
Audio Visual Material (Describe)	· · · · · · · · · · · · · · · · · · ·	_
Simulations/Demonstrations		
Other (Equipment, Supplies, Etc.)	<u> </u>	
•	•	
Title: Solving Business Problems on t	he Electronic Calculator	·
Author(s): James Meehan and Allan Doerr	Edition 3rd Copyright Date 1967	
Publisher: \Gregg/McGraw Hill	Cost\$7.44/5.58	
Pages used:	1	•
COMMENTS: Content	Organization 6	
- Clarity	Readability	
Illustrations	Length 256 Pages	
Motivational Qualities	*	
Includes:Student Direction	ons Quizzes x Teacher Aids	
· · · · · · · · · · · · · · · · · · ·		, 4
Teacher Comments:		• •
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COURSE Business Office	School Name and Address Jamestown High School
UNIT Adding & Calculating Machines .	· · · · · · · · · · · · · · · · · · ·
MODULE Calculating Machines	Instructor Jean Bobo
TASK Solve problems with the 10-key electronic calculator involving the const	
1979-1980 Task # 06-02-03	ISSOE Region 13
1980-1981 Task #	V-TECS Number
MATERIALS BEST SUITED FOR:	
Individual Instruction _ Handica	pped (Describe)
Group Instruction Other (Describe)
INSTRUCTIONAL LEVEL(S): GRADE:	ABILITY:
Introductory10	Below Average Performance
Basic 11	Average Performance
Advanced 12	Above Average Performance
MATERIALS USED:	•
x Textbook x Workbook	Other Printed Material (Describe)
Audio Visual Material (Describe)	·
. Simulations/Demonstrations	
Other (Equipment, Supplies, Etc.)	
	, , ,
Title: Electronic Calculator	
	Edition Copyright Date 1976
Publisher: Fearon Pitman Publishing Comp	<u> </u>
Pages used:	•
COMMENTS: Content	Organization
Clarity	Readability
Illustrations*	Length 112 pages
Motivational Qualities	, ,
Includes: X Student Directi	ons QuizzesTeacher Aids
Teacher Comments:	
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COURSE Business Office	School Name and Address Jamestown High School
UNIT Adding & Calculating Machines	•
MODULE Calculating Machines	Instructor Jean Bobo
TASK Solve problems using the 10-key electronic calculator involving const	Phone Number (716) 483-4384
1979-1980 Task #_06-02-03	SISSOE Region 13
1980-1981 Task #	V-TECS Number
MATERIALS BEST SUITED FOR: .	
_x Individual InstructionHandica	pped (Describe)
x Group InstructionOther (Describe)
INSTRUCTIONAL LEVEL(S): GRADE:	ABILITY:
Introductory 10	Below Average Performance .
Basic11	Average Performance
Advanced 12	Above Average Performance
MATERIALS USED:	
x_TextbookWorkbook	Other Printed Material (Describe)
Audio_Visual Material (Describe)	
Simulations/Demonstrations	
Other (Equipment, Supplies; Etc.)	
	· · · · · · · · · · · · · · · · · · ·
Title: How to Use Adding and Calculating	
Author(s): Walker, Roach, Hanna	Edition 4th Copyright Date 1979 Cost \$8.56/6.42
Publisher: Gregg - McGraw Hill	Cost_\$8.56/6.42
Pages used:	Antonion of the second of the
COMMENTS: Content	Organization
Clarity	*Readability
· · Illustrations	Length 224 Pages
Motivational Qualities	
Includes: X Student Directi	ons X Quizzes X Teacher Aids
Teacher Comments:	·
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COURSE Business Office	School Name and Address Mt. Vernon H.S.
UNIT Adding & Calculating Machines	· · · · · · · · · · · · · · · · · · ·
MODULE Calculating Machines	Instructor Irene Schindler
TASK Solve problems using the ten-key electronic calculator, involving the cons 1979-1980 Task # 06-02-03	e-Phone Number (914) 668-6580 Stant function ISSOE Region 38
1980-1981 Task #	V-TECS Number
MATERIALS BEST SUITED FOR:	
x Individual Instruction Handica	pped (Describe)
x Group InstructionOther (Describe)
INSTRUCTIONAL LEVEL(S): GRADE:	ABILITY:
Introductory10	Below Average Performance
x Basic x 11	
Advanced 12	Above Average Performance
MATERIALS USED:	
x Textbook Workbook	Other Printed Material (Describe)
	
Simulations/Demonstrations	
Other (Equipment, Supplies, Etc.)	
	7
Title: How to Use Adding and Calculation	ng Machines
Author(s): Walker Peach Horse	Edition 4 Copyright Date 1979
•	/ 0 An FC
Publisher: Gregg/McGraw Hill **	
Pages used: 31–39	Ofganization Satisfactory
COMMENTS: Content Good	Readability Appropriate
Clarity Good	
7	- Length Satisfactory
	progress checks are popular motivators
Includes: x Student Direct	lons x Quizzes x Teacher Aids
Teacher Comments:	
	an and a second an
· · · ·	manning announce and a second
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COURSE Business Office School Name and Address Mt. Vernon H.S.
UNIT Adding & Calculating Machines
MODULE Calculating Machines Instructor Irene Schindler
TASK Solve problems using the ten-key elec-Phone Number (914) 668-6580 tronic calculator, involving the constant function 1979-1980 Task # 06-02-03 ISSOE Region 3S
1980-1981 Task # V-TECS Number
'MATERIAL'S BEST SUITED FOR:
x Individual Instruction Handicapped (Describe)
x Group Instruction Other (Describe)
INSTRUCTIONAL LEVEL(S): GRADE: ABILITY:
Introductory10Below Average Performance '
x Basic x 11 x Average Performance
Advanced x 12Above Average Performance
MATERIALS-USED:
x Textbook Workbook Other Printed Material (Describe)
Audio Visual Material (Describe)
Simulations/Demonstrations
Other (Equipment, Supplies, Etc.')
other (2401phone, opproved
Title: Office Machines Course
Author(s): Cornelia, Pasewark, Edition 5 Copyright Date 1979
Publisher: Southwestern Cost \$4.47
Pages used: 17-20 & 55-56
COMMENTS: Content Excellent Organization Excellent
Clarity Excellent Readability Appropriate for 11-12
Illustrations Appropriate Length Satisfactory
** Motivational Qualities Realistic problems
Includes: X Student Directions X Quizzes X Teacher Aids
Includes.
Teacher Comments:
Teacher Comments.

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COURSE Business Office	School Name and Address Mt. Vernon H.S.
UNIT Financial and Recordkeeping	Systems
MODULE Petty Cash Fund	Instructor Irene Schindler
TASK Establish a petty cash fund	Phone Number (914) 668-6580
1979-1980 Task # 07-01-01	ISSOE Region 3S.
1980-1981 Task #	, V-TECS Number
MATERIALS BEST SUITED FOR:	
x Individual Instruction	Handicapped (Describe)
x: Group Instruction	Other (Describe)
INSTRUCTIONAL LEVEL(S): GRAD	<u>ABILITY</u> :
	0Below Average Performance
Basic x1	1Average Performance
Advanced1	Above Average Performance
MATERIALS USED:	
x TextbookWorkbook	Other Printed Material (Describe)
Audio Visual Material (Descri	be)
Simulations/Demonstrations/	
Other (Equipment, Supplies, E	Stc.)
Title: Secretarial Office P	rocedures
Author(s): Oliverio and Pasewar	kEdition9 Copyright Date_ 1978
Publisher: Southwestern	Cost\$9.39
Pages used: 557-559	- 0 .
COMMENTS: Content Brief treatme	nt Organization Satisfactory
Clarity Satisfactory	Readability appropriate for 11/12
Illustrations Clear/app	ropriate Length brief
Motivational Qualities	
Includes: -x Student	Directions Quizzes x Teacher Aids
· · · · · · · · · · · · · · · · · · ·	••••
Tead Comments:	
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COURSE Business Office Scho	ol Name and Address Mt. Vernon H.S.
UNIT Financial and Recordkeeping Systems	
MODULE Petty cash fund Inst	ructor Irene Schindler
TASK Establish a petty cash fund Phon	Number (914) 668-6580
1979-1980 Task # 07-01-01 ISSO	Region 3S
1980-1981 Task #	CS Number
MATERIALS BEST SUITED FOR:	-
Individual Instruction Handicapped (Describe)
x Group Instruction Other (Descri	ne)
INSTRUCTIONAL LEVEL(S): GRADE:	ABILITY:
Introductoryx 10	x Below Average Performance
<u>x</u> Basic <u>x</u> 11	x Average Performance
Advanced12	Above Average Performance
MATERIALS USED:	
<u>× Textbook</u> Workbook <u>*</u> Other	Printed Material (Describe)
Audio Visual Material (Describe)	
Simulations/Demonstrations	
Other (Equipment, Supplies, Etc.)	
	*
Title: Practical Recordkeeping Course I (No	t available until winter of 1981
Author(s): Baron, Steinfeld, Schultheis .	Edition 5 Copyright Date 1979.
Publisher: Southwestern	Cost_\$9.60
Pages used:	
COMMENTS: Content	_Organization
	_Readability
Illustrations .	Length
Motivational Qualities	·
, Includes: - Student Directions	QuizzesTeacher Aids
	,
Teacher Comments:	
	
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ISSOE MATERIALS REPORTING FORM

COURSE Business Office	School Name and Address Mt. Vernon H.S.
UNIT Financial & Recordkeeping Systems	
MODULE Petty cash fund	Instructor Irene Schindler
TASK Maintain & operate a petty cash fund	Phone Number (914) 668-6580
1979-1980 Task # 07-01-02	ISSOE Region 3S.
1980-1981 Task #	V-TECS Nümber
MATERIALS BEST SUITED FOR:	
Individual InstructionHandicap	ped (Describe)
x Group Instruction - Other (D	escribe)
INSTRUCTIONAL LEVEL(S): . GRADE:	ABILITY:
Introductory 10'	Below Average Performance
_x Basic _x 11	Average Performance .
Advanced 12	Above Average Performance
MATERIALS USED:	
 	Other Printed Material (Describe)
Audio Visual Material (Describe)	· · · · · · · · · · · · · · · · · · ·
Simulations/Demonstrations.	,
Other (Equipment, Supplies, Etc.)	
	
Title: 4. Accounting 10/42	·) 4444
• -	Smiley Edition 3 Copyright Date 1977
Publisher: Gregg/McGraw·Hill	Cost \$9.57
Pages used: *145-148	
COMMENTS: Content Clear/complete	Organization Good
Charity good examples including	
Illustrations of petty cash sy	stem Length (
Motivational Qualities,	
Includes: X Student Direction	onsQuizzes _x_Teacher Aids
	• ,
/Teacher Comments	
	,•
<u></u>	
	<u> </u>
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ERIC Full Text Provided by ERIC



COURSE Business Office School Name and Address Mt. Vernon H.S.
UNIT Financial & Recordkeeping Systems
MODULE Petty cash fund Instructor Irene Schindler
TASK Maintain & operate a petty cash fund Phone Number (914) 668-6580
1979-1980. Task # 07-01-02 ISSOE Region 3S
1980-1981 Task #
MATERIALS BEST SUITED FOR: Individual Instruction
INSTRUCTIONAL LEVEL(S): GRADE: ABILITY:
x Basicx 11
Advanced12Above Average Performance
MATERIALS USED:
x Textbook x Workbook Other Printed Material (Describe)
Audio Visual Material (Describe)
Simulations/Demonstrations
Other (Equipment, Supplies, Etc.)
Title: General Recordkeeping
Author(s): Huffman and Stewart Edition 7 Copyright Date 1976
Publisher: Gregg/McGraw Hill Cost \$9.57
Pages used: pp. 200-208 COMMENTS: Content Very good Organization Good
Clarity Good Readability Appropriate for 10-11
Illustrations Numerous/Appropriate Length
Motivational Qualities
Includes: x Student Directions x Quizzes x Teacher Aids
Teacher Comments:

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OURSE Business Office	School Name and Address Mt. Vernon H.S.
UNIT Financial & Recordkeeping Systems	• • • • • • • • • • • • • • • • • • • •
MODULE Petty cash fund	Instructor Irene Schindler
TASK: Replenish the petty cash fund	Phone Number (914) 668-6580
1979–1980 Task #07–01–03	ISSOE Region 3S
1980-1981 Task #	V-TECS Number
MATERIALS BEST SUITED FOR:	
 	oped (Describe)
,	Describe)
INSTRUCTIONAL LEVEL(S): GRADE:	ABILITY:
Introductory <u>x</u> 10	Below Average Performance
<u>x</u> Basic <u>x</u> 11	x Average Performance
Advanced 12	Above Average Performance
MATERIALS USED:	***
x Textbook Workbook	Other Printed Material (Describe)
Audio Visual Matèrial (Déscribe)	
Simulations Demonstrations	•
Other (Equipment, Supplies, Etc.)	
3.	
Title: Modern Bookkeeping and Accou	ın ting
Author(s): Morris, Miller and Janis	Edition2_Copyright_Date1973
Publisher: Fearon-Pitman	Cost_\$8.97
Pages used: 457-471	•
COMMENTS: ContentComplete	Organization Very good
Clarity Good	Readability Appropriate for grade level
Filustrations Numerous/in color	Length Good
Motivational Qualities Attract	
	ons <u>x x Quizzes x Teacher Aids</u>
Teacher Comments:	
J .,	



COURSE Business Office Sc	hool Name and Address BOCES South Center.
UNIT Financial & Recordkeeping Systems	Box 424B Windfall Road Olean, NY 14760
MODULE Payroll Procedures In	structor 3hortencarier
TASK Determine Gross Earnings Ph	one Number
1979-1980 Task # 07-02-01 IS	SOE Region 13
1980-1981 Task # V-	TECS Number
MATERIALS BEST SUITED FOR:	
x Individual Instruction Handicapped	(Describe)
x Group InstructionOther (Desc	ribe),
INSTRUCTIONAL LEVEL(S): GRADE:	ABILITY:
Introductory 10 ·	Below Average Performance
x Basic x 11	Average Performance
Advanced12	Above Average Performance
MATERIALS USED:	
X Textbook x Workbook 2 Othe	er Printed Material (Describe)
Audio Visual Material (Describe)	
$\frac{1}{100}$ Simulation's/Demonstrations/Clerical Pays	oll Procedures/Village Garden Center Peghoard
Other (Equipment, Supplies, Etc.)	· · · · · · · · · · · · · · · · · · ·
Title: Century 21 Accounting	Edition 2nd Copyright Date 1977
Author(s): Boynton, Swanson, Ross, Hanson	Cost \$10.17
Publisher: Southwestern	Workbook cost\$ 5.46
Pages used: 379-418	Organization
COMMENTS: Content	Organizacion .
· Clarity	Readability ,
Illustrations	Length
Motivational Qualities	• • •
Includes:Student Directions	QuizzesTeacher Aids
Teacher Comments: *Clerical Payroll Procedure	(text/workbook). 8th ed., 19/79, published
	is probably the best simulation.*
· · · · · · · · · · · · · · · · · · ·	board Payroll System (Simulation) by
Southwestern at \$5.73 is	another good one.



COURSE Business Office	School Name and Address Mt. Vernon H.S.
UNIT Financial & Recordkeeping Systems	
MODULE Payroll procedures	Instructor Irene Schindler
TASK Determine gross earnings	Phone Number (914) 668-6580
1979-1980 Task # 07-02-01	ISSOE Region 3S'
1980-1981, Task #	V-TEC\$ Number
MATERIALS BEST SUITED FOR:	• • • •
Individual InstructionHandicap	ped (Describe)
	escribe)
*INSTRUCTIONAL LEVEL(S): GRADE:	ABILITY:
Introductory x 10	Below Average Performance
x Basic x 11	x Average Performance
Advanced 12	Above Average Performance
MATERIALS USED: 7	
	ther Printed Material (Describe)
Audio Visual Material (Deseribe)	
Simulations/Demonstrations	* ,
Other (Equipment, Supplies, Etc.)	No.
Title: Applied Business Mathematics	
Author(s): Fairbanks and Schulthesis	EditionCopyright Date_1980
Publisher: Southwestern	Cost_\$9.54
Pages used: 369-373	
COMMENTS: Content Good	Organization Good
Clarity Good	Readability Appropriate
Illustrations Numerous/in color	Length Satisfactory,
Motivational Qualities Plenty	of student activities
Includes: X Student Direction	. •
	· · · · · · · · · · · · · · · · · · ·
Teacher Gómmights:	



COURSE Business Office	School Name and Address Mt. Vernon H.S.
UNIT Financial & Recordkeeping Systems	
MODULE Payroll procedures	Instructor Irene Schindler
TASK Determine gross earnings	Phone Number (914) 668-6580
1979-1980 Task #_07-02-01	ISSOE Region_,3S
1980-1981 Task #	V-TECS Number,
MATERIALS BEST SUITED FOR:	•
Individual InstructionHandicap	pped (Describe)
Group Instruction 'Other (I	escribe)
INSTRUCTIONAL LEVEL(S): GRADE:	ABILITY:
Introductory x 10	Below Average Performance
x_Basic11	Average Performance
Advanced12	Above Average Performance
MATERIALS USED:	
x Textbook Workbook	Other Printed Material (Describe)
Audio Visual Material (Describe)	
Simulations/Demonstrations	
Other (Equipment, Supplies, Etc.)	
Title: Business Mathematics	
Author(s): Rosenberg, Lewis, Poe	Edition8_Copyright Date1975
Publisher: Gregg/McGraw Hill	Cost_\$9.24
Pages used: 163-192.	
COMMENTS: Content Good	Organization Satisfactory .
glarity Good	Readability Appropriate for 10th grade
Illustrations Not as many as	some Length * Satisfactory
Motivational Qualities	
ricludes: X Student Direction	ons <u>* Quizzes * Teacher Aids</u>
Teacher Comments:	
70	





COURSE Business Office	School Name and Address Mt. Vernon H.S.
UNIT Financial & Recordkeeping Systems	
MODULE Payroll procedures	Instructor Irene Schindler
TASK Determine gross pay	Phone Number (914) 668-6580
1979-1980 Task # 07-02-01	ISSOE Region. 3S
1980-1981 Task #	V-TECS Number
MATERIALS BEST SUITED FOR:	
x Individual Instruction Handicar	oped (Describe)
x Group InstructionOther (I	Describe)
INSTRUCTIONAL LEVEL(S): GRADE:	ABILITY:
Introductory x 10	° x Below Average Performance
x Basic ·11	Average Performance
Advanced 12	Above Average Performance
VACCEDIAL C. MCDD.	
MATERIALS, USED: Text-Workbook Combination	Other Printed Material (Describe)
	• •
Audio Visual Material (Describe)	
Simulations/Demonstrations	
Other (Equipment, Supplies, Etc.)	
Puntana Mathada fan t	he Cangunan
Title: Business Mathematics for t	
Author(s): Guthrie, Selden, and Kamer	- Ar 00
Publisher: Fearon-Pitman ,	Cost\$5.22
Pages used: 237-244	
COMMENTS: Content Adequate	Organization Satisfactory
Clarity_Good	ReadabilityAppropriate for slower learner
Tilustrations Few	Length Satisfactory
Motivational Qualities Not vo	ery attractive; but utilitarian
Includes:Student Direction	onsQuizzesTeacher Aids
Teacher Comments: Consumable book, with	every class
	•



COURSE Business Office	School Name and Address BOCES-South Center
UNIT Financial & Recordkeeping Systems	Box 424B Windfall Rd. Olean, NY
MODULE Payroll Procedures	Instructor Weatherbee/Shortencarier
TASK Make deductions for fringe benefits to get gross pay	Phone Number
1979–1980 Task #_07–02–02	ISSOE Region 13
1980-1981 Task #	V-TECS Number
MATERIALS BEST SUITED FOR:	
•	oped (Describe)
X Group InstructionOther (I	Describe)
INSTRUCTIONAL LEVEL(S): GRADE:	ABILITY:
Introductory10	Below Average Performance
x Basic x 11	x Average Performance
Advanced x 12	Above Average Performance
MATERIALS USED: %	
X. Textbook X Workbook X (Other Printed Material (Describe)
Audio Visual Material (Describe)	
x Simulations/Demonstrations Clerical I	Payroll Procedures/Village Carden Center Pegboard
Other (Equipment, Supplies, Etc.)	
Title: Century 21 Accounting	<u>*</u>
Author(s): Boynton, Swanson, Ross, Hanson	*
Publisher: Southwestern	Cost \$10.17
Pages used: 379-418	Workbook Cost \$ 5.46
COMMENTS: Content_	Organization
Clarity *	Readability
Illustrations	Length
Motivational Qualities	
'Includes: Student Direction	onsQuizzesTeacher Aids
Teacher Comments: * Clerical Payroll Proce	
published by Southwest	tern at \$3.42 is probably the best simulation.*
Village Garden Center	Pegboard Payroll System (simulation) by
Southwestern at \$5.73	is another good one.
	





COURSE Business Office	School Name and Address Mt. Vernon H.S.
UNIT Financial & Recordkeeping Systems	
MODULE Payroll procedures	Instructor Irene Schindler
TASK Make deductions for fringe benefits	Phone Number (914) 668-6580
to get net pay	ISSOE Region 3S
•	V-TECS Number
MATERIALS BEST SUITED FOR:	
Individual InstructionHandicappe	ed (Describe)
× Group Instruction Other (Des	scribe)
INSTRUCTIONAL LEVEL(S): GRADE:	ABILITY:
Introductory x 10 '	Below Average Performance
Basic 11 .	x_Average Performance
Advanced12	Above Average Performance
MATERIALS USED:	
x Textbook 'x Workbook Otl	her Printed Material (Describe)
Audio Visual Material (Describe)	
Simulations/Demonstrations	
Other (Equipment, Supplies, Etc.)	
Title: Business Mathematics	
•	Edition • 8 Copyright Date 1975
Publisher: Gregg/McGraw Hill	Cost Workbook: \$9.24
Pages used: \$\frac{1}{57-69}	-NOTROUGHT STOY
COMMENTS: Content Good	Organization Good
Clarity Good	Readability Good for 10-11
Illustrations Satisfactory	Length Appropriate A
Motivational Qualities Lots o	
. Includes: x Student Direction	
Teacher Comments:	
• • • • • • • • • • • • • • • • • • • •	



COURSE Business Office	School Name and Address Mt. Vernon H.S.
UNIT Financial & Recordkeeping Systems	
MODULE Payroll procedures	. Instructor Irene Schindler
TASK Make deductions for fringe benefits	Phone Number (914) 668-6580
to get net pay 1979-1980, Task # . 07-02-02	ISSOE Region 3S
1980-1981 Task.#	V TECS Number .
MATERIALS BEST SUITED FOR:	
	pped (Describe)
	Describe)
•	ABILITY:
INSTRUCTIONAL LEVEL(S): GRADE:	* Below Average Performance
Introductoryx 10	
x Basic x 11	x Average Performance
Advanced 12	Above Average Performance
MATERIALS USED:	
x Textbook Workbook	Other Printed Material (Describe)
Audio Visual Material (Describe)	
Simulations/Demonstrations	
Other (Equipment, Supplies, Etc.)	
Title: . Applied Business Mathematics	
Author(s): Fairbanks and Schulthesis	Edition 11th Copyright Date 1980
Publisher: Southwestern	Cost \$9.54
Pages used: 369-373	
COMMENTS: Content Good	Organization Good
Clarity Good	Readability Appropriate for 10-11
. Illustrations Numerous/in colo	
Motivational Qualities	· · · · · · · · · · · · · · · · · · ·
Includes: x Student Directi	ons Quizzes Teacher Aids
intiddes. <u>*X</u> ocadene biroses	
Markey Comments	
Teacher Comments:	* *
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COURSE Business Office	School Name and Address Mt. Vernon H.S.
UNIT Financial & Recordkeeping Systems:	
MODULE Payroll procedures	Instructor Trene Schindler
TASK. Make deductions for fringe benefits	Phone Number (914) 668-6580
to get net pay 1979-1980 Task # 07-02-02	ISSOE Region 3S
1980-1981 Task #	V-TECS Number
MATERIALS BEST SUITED FOR:	
x Individual Instruction Handica	oped (Describe)
x ^{or} Group InstructionOther (1	Describe)
INSTRUCTIONAL LEVEL(S): GRADE:	ABILITY:
Introductoryx 10	x Below Average Performance
x Basic11	Average Performance
Advanced12	Above Average Performance . •
MATERIAL'S USED:	•
Text-Workbook Combination X Textbook X Workbook	Other Printed Material (Describe)
Audio Visual Material (Describe)	
Simulations/Demonstrations	
Other (Equipment, Supplies, Etc.)	
Title: Business Mathematics for the C	onsumer •
	Edition 2nd Copyright Date 1975
Publisher: Fearon-Pitman	Cost \$5.22
Pages used: 237-238:	
	Organization <u>Satisfactory</u>
COMMENTS: Content Brief	Readability Approp. for 10th
. Clarity OK	
Illustrations Satisfactory	
Motivational Qualities None	The state of the s
Includes: . Student Directi	onsQuizzesTeacher Aids
Teacher Comments: Consumable rext-workh	ook combination
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COURSE_ Business Office	School Name and Address BOCES South Center
UNIT Financial & Recordkeeping Systems	Box 424B Windfall Road Olean, NY 14760
MODULE Payroll Procedures .	Instructor / Shortencarier
TASK Issue paychecks	Phone Number
1979-1980 Task #_07-02-03	ISSOE Region 13
1980-1981 Task #	V-TECS Number
MATERIALS BEST SUITED FOR:	
X Individual Instruction Handicap	ped (Describe)
x Group InstructionOther (D	escribe)
INSTRUCTIONAL LEVEL(S): GRADE:	ABILITY:
Introductory10	Below Average Performance
<u>x</u> Basic <u>x</u> 11.	x Average Performance
Advanced x 12	Above Average Performance
MATERIALS USED:	
· X Textbook, x Workbook x 0	ther Printed Material (Describe)
Audio Visual Material (Describe)	,
x Simulations/Demonstrations Clerical P.	ayroll Procedures/Village Garden-Center Pegboard
Other (Equipment, Supplies, Etc.)	
,	
Titles, Century 21 Accounting	
Author(s): Boynton, Swanson, Ross, Hanson	Edition2ndCopyright Date_ 1977
Publisher: Southwestern	Cost\$10.17
Page's used: 379-418	WorkbookCost\$ 5.46 .
COMMENTS: Content	Organizatión
Glarity	Readability
"Illustrations	Length
, Motivational Qualities	1 characteristics
Includes: Student Direction	ns · Quizzes Teacher Aids
Teacher Comments: *Clerical Payroll Proced	lures (tex/workbook), 8th ed., 1979, published .
-	2 is probably the best sumulation.*
Village Garden Center H	Pegboard Payroll System (simulation) by South-
· / western at \$5.73 is and	other good one.
- Control of the Cont	

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COURSE Business Office	School Name and Address Mt. Vernon H.S.
UNIT_ Financial & Recordkeeping Systems	<u> </u>
MODULE Payroll procedures	Instructor Irene Schindler
TASK Post to payroll register and employe	e Phone Number (914) 668-6580
earnings record 1979-1980 Task # 07-02-03	ISSOE Region 38
1980, 1981 Task #	V-TECS Number
MATERIALS BEST SULTED FOR:	
Individual Instruction Handica	pped (Describe)
x Group Instruction Other (Describe)
INSTRUCTIONAL LEVEL(S): GRADE:	ABILITY:
Introductory x 10	Below Average Performance
'X Basic _x 11	Average Performance _ o
Advanced 12	Above Average Performance
MATERIALS USED:	
x Textbook x Workbook	Other Printed Material (Describe)
Audio Visual Material (Describe)	
Simulations/Demonstrations	
Other (Equipment, Supplies, Etc.)	
Title: Business Mathematics	
Author(s): Rosenberg, Lewis, Poe	Edition 8 Copyright Date 1975 Textbook: \$9.24
Publisher: Gregg/ McGraw Hill	Textbook: \$9.24 Cost Workbook: \$3.84
Pages used: 65-69	/ · · · · · · · · · · · · · · · · · · ·
COMMENTS: Contént Good	Organization Good
· Clarity Good	Readability Appropriate for 10-11
Illustrations Satisfactory	Length Satisfactory
Motivational Qualities	
Includes: ** Student Directi	ons x Quizzes · x Teacher Aids ,
Teacher Comments:	

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COURSE Business Office	School Name and Address Mt. Vernon H.S.
UNIT Financial & Recordkeeping Systems	
MODULE Payroll procedures	Instructor Irene Schindler
TASK Post to payroll register and employee earnings record	Phone Number (914) 668-6580
1979-1980 Task #07-02-03	ISSOE Region 3S
1980-1981 Task #	V-TECS Number
MATERIALS BEST SUITED FOR:	
Individual InstructionHandicapp	ed (Describe)
x Group Instruction Other (De	scribe)
INSTRUCTIONAL LEVEL(S): GRADE:	\
•	Below Average Performance
x Basic x 11	x_Average Performance
Advanced X 12	Above Average Performance
MATERIALS ÜSED:	
x Textbook Workbook Ot	her Printed Material (Describe)
Audio Visúal Materdal (Describe)	
Simulations/Démonstrations	
Other (Equipment, Supplies, Etc.)	
Title: Applied Business Marhematics	
Author(s): Fairbanks and Schulthesis	Édition 11th Copyright Date 1980
Publisher: Southwestern	
1 dollare	Cost \$9.54
Pages used: 369-373	
Pages used: 369-373 COMMENTS: Content Good	Cost \$9.54
Pages used: 369-373	Organization Good Readability Appropriate for 10-11
Pages used: 369-373 COMMENTS: Content Good Clarity Good	Organization Good Readability Appropriate for 10-11 Length Satisfactory
Pages used: 369-373 COMMENTS: Content Good Clarity Good Illustrations Numerous/ in color	Organization Good Readability Appropriate for 10-11 Length Satisfactory of student activities
Pages used: 369-373 COMMENTS: Content Good Clarity Good Illustrations Numerous/ in color Motivational Qualities Plenty	Organization Good Readability Appropriate for 10-11 Length Satisfactory of student activities



COURSE Business Office	School Name and Address Mt. Vern	on H.S.
UNIT Financial & Recordkeeping Systems		
MODULE Payroll procedures	Instructor Irene Schindler	•••
TASK Post to payroll register and employed earnings record	eePhone Number (914) 668-6580	· · · · · · · · · · · · · · · · · · ·
1979-1980 Task # 07-02-03	ISSOE Region 3S	
1980-1981 Task #	V-TECS Number	
MATERIALS BEST SUITED FOR:		×
x Individual Instruction Handica	pped (Describe)	
x ^{or} Group InstructionOther (1	Describe)	
INSTRUCTIONAL LEVEL(S): GRADE:	ABILITY:	* * *
Introductoryx_10	Below Average Performance	e .
x Basic 11	Average Performance	
Advanced12	Above Average Performanc	e , ,
MATERIALS USED: Text-workbook combination	on ·	
TextbookWorkbook	Other Printed Material (Describe)	
Audio Visual Material (Describe)		
Simulations/Demonstrations		
Other (Equipment, Supplies, Etc.)	1,1	
	4	* * *
Title: Business Mathematics for the	Consumer	
Author(s): Guthrie, Seldon, Kamer	Edition2ndCopyright Dat	é <u>1975 </u>
Publisher: Fearon-Pitman	Cost \$5:22	• • •
Pages used: 237-238		•
COMMENTS: Content Brief treatment of pa	ayroll Organization Fair	3
Clarity Satisfactory	Readability Satisfactory	
Illustrations Few/dull.	Length Brief-treatmen	t of topics
Motivational Qualities None		
	ions Quizzes Teacher Aids	
Includes:Student Directi	- Restaura	
		1 2 200
Teacher Comments: Consumable text-world		
		A. 30

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COURSE Business Office	School Name and Address Mt. Vernon H.S.
UNIT Financial & Recordkeeping Systems	
MODULE Payroll procedures	Instructor Irene Schindler
TASK Issue paychecks	Phone Number (914) 66826580
1979-1980 Task #_07-02-04	ISSOE Region 35
1980-1981 Task #	V-TECS Number
MATERIALS BEST SUITED FOR:	
Individual' Instruction Handicap	ped.(Describe)
x Group Instruction Other (D	escribe) .
INSTRUCTIONAL LEVEL(S): GRADE:	ABILITY:
Introductoryx 10	Below Average Performance
x Sasic x 11 °	x Average Performance
Advanced . 12	Above Average Performance
MATERIALS USED:	
x Textbook Workbook 0	ther Printed Material (Describe)
Audio Visual Material (Describe)	
Simulations/Demonstrations	
Other (Equipment, Supplies, Etc.)	
Title Applied Business Mathematics	The state of the s
Author(s): Fairbanks and Schulthesis	Edition 11th Copyright Date 1980
Publisher: Southwestern	, Cost 99 52
Pages used: 369-373	
COMMENTS Content Good	Organization Good
Clarity Good	Readability Appropriate for 10-11
Illustrations Numerous/in color	Length
Motivational Qualities Plenty	
Includes: x Student Direction	
Teacher Comments:	



	me and Address Mt. Vernon H.S.
UNIT Financial & Recordkeeping Systems	
	r Irene Schindler
	ber (914) 668-6580
1979-1980 Task # 07-02-04. ISSOE Reg	tion 3S
1980-1981 Task # V-TECS Nu	mber
MATERIALS BEST SUITED FOR:	
Individual Instruction Handicapped (Descr	:ibe)
x, Group Instruction Other, (Describe)	• ,
INSTRUCTIONAL LEVEL(S): GRADE: ABI	LITY:
Introductory x 10	Below Average Performance
x Basic x 11 x	Average Performance
Advanced 12	Above Average Performance
MATERIALS USED:	
x Textbook x Workbook Other Print	ed Material (Describe)
Audio Visual Material (Describe)	
. Simulations/Demonstrations	.9.
Other (Equipment, Supplies, Etc.)	• • • • • • • • • • • • • • • • • • • •
Other (Edathment, Self-Lee, Self-Lee	
Title: Business Mathematics	Copyright Date 1070
Menor (5) - Motomotely Monroe 155	Edition 8 Copyright Date 1975
Publisher: <u>eregg/McGraw Hill</u>	Cost Text: \$9.24 Workbook: \$3.84,
Pages used: pp. 57-69	WOLKDOOK: \$3.04,
	anizationGood
Clarity Good Read	dability. Good for 10-11
* **	gthAppropriate
Motivational Qualities Lost of reinforce	
, ,	Quizzes <u>x</u> Teacher Aids
Includes: x Student Directions x	Values X reacher mass
Teacher Comments:	
~	
- Ann	• •
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COURSE Business Office	School Name and Address Mt. Vernon H.S.
UNIT Financial & Recordkeeping Systems	
MODULE Payroll procedures	Instructor Irene Schindler
TASK Issue paychecks	Phone Number (914) 668-6580
1979-1980 Task # 07-02-04	ISSOE Region 3S
1980-1981 Task #	V-TECS Number
MATERIALS BEST SUITED FOR:	
Individual Instruction Handicap	ped (Describe)
Group InstructionOther (I	escribe)
INSTRUCTIONAL LEVEL(S): GRADE:	ABILITY:
Introductory, 10	Below Average Performance
Basic11	Average Performance
Advanced 12 .	Above Average Performance
MATERIALS USED:	
	other Printed Material (Describe).
Audio Visual Material (Describe)	
Simulations/Demonstrations	
Other (Equipment, Supplies, Etc.)	
Title: Business Mathematics for the	Consumer
Author(s): Guthrie, Selden, Kamer	Edition 2nd Copyright Date 1975
Publisher: Fearon-Pitman	Cost\$5.22
Pages used:	
COMMENTS: Content	Organizarion
Clarity	Readabili¢y
Illustrations°	Length
Motivational Qualities	
Includes:Student Direction	ons Quizzes Teacher A s
Teacher Comments: There is some coverage	of payroll procedures for withholding taxes,
social security, etc	but I don't see anything on actural issuing of
paychecks.	
	-

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COURSE Business Office	School Name and Address Mt. Vernon H.S.
UNIT Financial & Recordkeeping Systems	
MODULE Banking procedures	Instructor Irene Schindler
TASK Maintain checking account/records	Phone Number (914) 668-6580
•	•
1979-1980 Task # 07-03-01	ISSOE Region 3S
1980-1981 Task #	V-TECS Number
MATERIALS BEST SUITED FOR:	
Individual InstructionHandica	apped (Describe)
x Group InstructionOther ((Describe)
INSTRUCTIONAL LEVEL(S): GRADE:	ABILITY:
Introductory 10	Below Average Performance
x Basic x 11	Average Performance.
Advanced12	Above Average Performance
MATERIALS USED:	
	Other Printed Material (Describe)
Audio Visual Material (Describe)	/
Simulations/Demonstrations	
Other (Equipment, Supplies, Etc.)	
6	
Title: Business Mathematics	
Author(s): Rosenberg, Lewis, Poe	Edition 8 Copyright Date 1975
Publisher:Gregg/McGraw Hill	Cost Textbook: \$9.24
Pages used: 79-83 ,	Workbook: \$3.84
COMMENTS: Content Good	Organization Good
Clarity Good	Readability Appropriate for 10-11
Illustrations Satisfactory	LengthSatisfactory
Motivational Qualities	ions x Quizzes x Teacher Aids
Includes: x. Student Direct	ions x Quizzes x reacher and
Teacher Comments:	
- 4	
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ť	School Name and Address Rushford Central School
UNIT Financial & Recordkeeping Systems	
MODULE Banking Procedures	> Instructor Jane Hill
TASK Maintain Checking Account Records	Phone Number (716) 437-2217
1979-1980 Task #07-03-01	ISSOE Region 13
1980-1981:/Task #	V-TECS Númber
MATERIALS BEST SUITED FOR:	
Individual InstructionHandica	apped (Describe)
X Group InstructionOther	(Describe)
INSTRUCTIONAL LEVEL(S): GRADE:	ABILITY:
X Introductory X 10	X Below Average Performance
X Basic X 11	X Average Performance
Advanced or X 12	Above Average Performance
* * * * * * * * * * * * * * * * * * *	
MATERIALS USED: In Press	
	_Other Printed Material (Describe) <u>Tests available</u> (In Press)
Audio Visual Material (Describe)	
Simulations/Demonstrations .	
Other (Equipment, Supplies, Etc.)	· · · · · · · · · · · · · · · · · · ·
	
Title: Practical Recordkeeping Course I	
	
Author(s): Baron, Steinfeld, Schulthers	
Author(s): Baron, Steinfeld, Schulthers Publisher: Southwestern	Edition 5th Copyright Date
Author(s): Baron, Steinfeld, Schulthers Publisher: Southwestern Pages used:	Edition 5th Copyright Date
Author(s): Baron, Steinfeld, Schulthers Publisher: Southwestern Pages used: Content	Edition 5th Copyright Date Cost \$9.60 (1981 price) Organization
Author(s): Baron, Steinfeld, Schulthers Publisher: Southwestern Pages used: Content Clarity	Edition 5th Copyright Date Cost \$9.60 (1981 price) Organization Readability
Author(s): Baron, Steinfeld, Schulthers Publisher: Southwestern Pages used: Content	Edition 5th Copyright Date Cost \$9.60 (1981 price) Organization Readability
Author(s): Baron, Steinfeld, Schulthers Publisher: Southwestern Pages used: Content Clarity Illustrations	Edition 5th Copyright Date Cost \$9.60 (1981 price) Organization Readability Length
Author(s): Baron, Steinfeld, Schulthers Publisher: Southwestern Pages used: Content Clarity Illustrations Motivational Qualities	Edition 5th Copyright Date Cost \$9.60 (1981 price) Organization Readability Length
Author(s): Baron, Steinfeld, Schulthers Publisher: Southwestern Pages used: Content Clarity Illustrations Motivational Qualities	Edition 5th Copyright Date Cost \$9.60 (1981 price) Organization Readability Length
Author(s): Baron, Steinfeld, Schulthers Publisher: Southwestern Pages used: Content Clarity Illustrations Motivational Qualities Includes: X Student Directions	Edition 5th Copyright Date Cost \$9.60 (1981 price) Organization Readability Length
Author(s): Baron, Steinfeld, Schulthers Publisher: Southwestern Pages used: Content Clarity Illustrations Motivational Qualities Includes: X Student Directions	Edition 5th Copyright Date Cost \$9.60 (1981 price) Organization Readability Length

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COURSE Business Office	School Name and Address Rushford Central School
UNIT Financial & Recordkeeping Systems	
MODULE Banking Procedures	Instructor Jane Hill
, ,	
TASK Maintain Checking Account Record	Phone Number (716). 437-2217
1979-1980 Task # 07-03-01	ISSOE Region 13
1980-1981 Task #	V-TECS Number
MATERIALS BEST. SUITED FOR	
	pped (Describe)
X group Instruction	Describe)
INSTRUCTIONAL LEVEL(S): GRADE:	ABILITY:
X Introductory X 10	X Below Average Performance
X Basic X 11	X Average Performance
Advanced or X 12	Above Average Performance
MATERIALS USED:	
	Other Printed Material (Describe) Source Book and
Audio Visual Material (Describe) Tra	Tests.
Simulations/Demonstrations :	
Other (Equipment, Supplies, Etc.)	
Title: General Recordkeeping	8th Edition • 1981
Author(s): Huffman & Stewart	Édition 7th Copyright Date 1976
Publisher: Gregg	Cost_\$10.47 text (tent.)
Pages used: 544	
COMMENTS: Content	Organization Easy-to-follow format
Clarity	Readability
Illustrations Large-sized	Length
Motivational Qualities	
Includes: X Student Direct:	ions X Quizzes X Teacher Aids
Teacher Comments:	
AND THE RESERVE TO TH	
• • • • • • • • • • • • • • • • • • • •	



COURSE Business Office .	School Name and Address Rushford Central School
UNIT Firancial & Recordkeeping Systems	
MODULE Banking Procedures	Instructor Jane Hill
TASK Maintain Checking Account Records	Phone Number (716): 437-2217
1979-1980 Task #07-03-01	ISSOE Region 13
1980-1981 Task #	V-TECS Number
MATERIALS BEST SUITED FOR:	
X Individual Instruction . Handica	pped (Describe)
4	Des¢ribe)
INSTRUCTIONAL LEVEL(S): GRADE:	ABILITY:
X Introductory X 10	X Below Average Performance
X Basic or X 11	X Average Performance
Adyan ced X 12	Above Average Performance
MATERIALS USED:	
	Other Printed Material (Describe)
Audio Visual Material (Describe)	
Simulations/Demonstrations	
Other (Equipment, Supplies, Etc.)	
Title: Clerical Recordkeeping Practice	et'
	Edition 5th Copyright Date In Press
Publisher: Southwestern	Cost
Pages used:	
COMMENTS: Content	Organization
Clarity	Readability
N Illustrations	Length
Motivational Qualities	
Includes:Student Direct	ionsQuizzesTeacher Aids
·	• • • • •
Teacher Comments:	
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COURSE Business Office .	School Name and Address Rushford Central School
UNIT Financial & Recordkeeping Systems	
MODULE Banking Procedures	Instructor Jane Hill
TASK Maintain Checking Account Records	Phone Number (716) 437-2217
1979-1980 Task #07-03-01	ISSOE Region 13
1980-1981 Task #	V-TECS Number
MATERIALS BEST SUITED FOR:	
X Individual Instruction . Handic	capped (Describe)
	(Describe)
INSTRUCTIONAL LEVEL(S): GRADE:	ABILITY:
X Introductory X 10	X Below Average Performance
X Basic or X 11	X Average Performance
Advanced X 12.	Above Average Performance
* 	
MATERIALS USED:	
Textbook X Workbook	_Other Printed Material (Describe)
Audio Visual Material (Describe)	•
Simulations/Demonstrations	
Other (Equipment, Supplies, Etc.)_	·
·	
Title: Clerical Recordkeeping Practice	6et :
Author(s): Baggett .	
Publisher: Southwestern	Cost
Pages used:	
COMMENTS: Content	Organization
Clarity	Readability
· 	Length
a Illustrations	Length
Motivational Qualities	maratan Atla
Includes:Student Direct	tionsQuizzesTeacher Aids
· · · · · · · · · · · · · · · · · · ·	
Teacher Comments:	
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COURSE Business Office School Name and Address Rushford Central School	01
UNIT Financial & Recordkeeping Systems	·
MODULE Banking Procedures Instructor Jane Hill	
TASK Maintain Checking Account Records Phone Number (716) 437-2217	•
1979-1980 Task # . 07-03-01 ISSOE Region 13	——
1980-1981 Task # V-TECS Number	·
MATERIALS BEST SUITED FOR:	•
Individual InstructionHandicapped (Describe)	
X Group Instruction - Other (Describe)	
INSTRUCTIONAL LEVEL(S): GRADE: ABILITY:	
X Introductory 10 X Below Average Performance	
Basic N Average Performance	
Advanced12Above Average Performance	
MATERIALS USED: X 9	4
Textbook Workbook Other Printed Material (Describe)	
X Audio Visual Material (Describe) . film 22 minutes	·
Simulations/Demonstrations	
Other (Équipment, Supplies, Etc.)	
Title: Consumer Economics: Banking	
Author(s): Churchill Films , Edition Copyright Date	
Publisher: Allegany Co. BOCES catalog # 894 Cost	
Pages used:	
COMMENTS: Content Organization	
Clarity Readability	· ·
Illustrations Length 22 min.	•
Motivational Qualities	
Includes: Student Directions Quizzes Teacher Aids	
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Teacher Comments: Humorous - Presented more on a junior high level - grades 7-9	
(possibly 10th grade).	
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COURSE Business Office	School Name and Address Rushford Central School
UNIT Financiál & Recordkeeping Systems	
MODULE Banking Procedures	Instructor Jane Hill
TASK Maintain Checking Account Records	Phone Number (716) 437-2217
1979-1980 Task 07-03-01	ISSOE Region 13
1980-1981 Task #	V-TECS Number
MATERIALS BEST SUITED FOR:	
Individual Instruction Handicar	oped (Describe)
X Group Instruction Other (I	Describe)
INSTRUCTIONAL LEVEL(S): GRADE:	ABILITY:
X Introductory X 10	Below Average Performance .
Basic11	X Average Performance
Advanced12	Above Average Performance
MATERIALS USED:	
TextbookWorkbook	Other Printed Material (Describe)
X Audio Visual Material (Describe) film	. 15 minutes
Simulations/Demonstrations	
Other (Equipment, Supplies, Etc.)	-
Other (Equipment, Supplies, 2007)	
, /,	
Title: Banks: The Money Movers	
Author(s) > BFA Educational Media	Copyright Date
Publisher: (Allegany Co. BOCES catalog #	1179)
Pages used:	
COMMENTS: Content	Organization
Clarity	Readability .
Illustrations	Length 15 min.
Motivational Qualities	·
Includes: Student Directi	onsQuizzesTeacher Aids
Teacher Comments: Mimorous. Contemporar	satire on Dicken's character, Scrooge.
reactier commences.	1 500-20-50-50-50-50-50-50-50-50-50-50-50-50-50
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COURSE Business Office	School Name and Address Rushford Central School
UNIT Financial & Recordkeeping Systems	
MODULE Banking Procedures	Instructor Jane Hill
TASK Maintain Checking Account Records	Phone Number (716) 437-2217
1979-1980 Task # 07-03-01	ISSOE Region 133
1980-1981 Task #	V-TECS Number
MATERIALS BEST SUITED FOR: Individual Instruction Handicap X Group Instruction Other (December 2)	ped (Describe)
INSTRUCTIONAL LEVEL(S): GRADE:	ABILITX
Introductory X 10 X Basic X 11 X Advanced X 12 MATERIALS USED: Workbook 0	X Below Average Performance X Average Performance X Above Average Performance ther Printed Material (Describe)
Audio Visual Material (Describe)X Simulations/Demonstrations, field tri	p and/or resource person
Other (Equipment, Supplies, Etc.)	,
*	
Title:	Pathian Commish's Pope
Author(s): Contact local commercial bank	EditionCopyright Date
Publisher:Pages used:	cost
COMMENTS: Content	Organization .
Clarity	Readability
Illustrations .	Length
Motivational Qualities	
Includes:Student Direction	nsQuizzes :Teacher Aids
Teacher Comments:	. •
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COURSE Business Office	School Name and Address Rushford Central School
UNIT Financial & Recordkeeping Systems	
MODULE Banking Procedures	Instructor Jane Hill
TASK Maintain Checking Account Records	Phone Number (716) 437-2217
1979-1980 Task # 07-03-01	ISSOE Region 13
1980-1981 Task #	V-TEC\$ Number_
MATERIALS BEST SUITED FOR:	
Individual InstructionHandicap	oped (Describe)
X Group InstructionOther (I	Describe)
INSTRUCTIONAL LEVEL(S): GRADE:	ABILITY:
X Introductory r . X 10	X Below Average Performance
X Basic X X 11 1.	X Average Performance
X Advanced X 12	X Above Average Performance
MATERIALS USED:	
Textbook Workbook	Other Printed Material (Describe)
Audio Visual Material (Describe)	
Simulations/Demonstrations	<u>, , , , , , , , , , , , , , , , , , , </u>
y Other (Equipment, Supplies, Etc.) Bul	letin board display of different checking account
records, a bank	statement, and a reconciliation that has been
Title:	
Author(s):	Edition Copyright Date
Publisher:	Cost
Pages used:	
COMMENTS: Content	Organization
Clarity	Readability
Illustrations .	Length
Motivational Qualities	
Includes:Student Directi	ons Ouizzes Teacher Aids
· · · · · · · · · · · · · · · · · · ·	
Teacher Comments:	
reacher Comments.	
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COURSE Business Office / School Name and Address Pioneer High School	_(
UNIT Financial & Recordkeeping Systems	_ `
MODULE Banking Procedures Instructor Remy Orffeo	_
TASK Maintain Checking Account Records Phone Number (716) 492-4600	
1979-1980 Task # 07-03-01 ISSOE Region 13	· —,
1980-1981 Task # V-TECS Number	· _
MATERIALS BEST SUITED FOR:	
Individual InstructionHandicapped (Describe)	
x Croup InstructionOther (Describe)	_
INSTRUCTIONAL LEVEL(S): GRADE: ABILITY:	
x Introductory x 10 x Below Average Performance	
Basic 11Average Performance .	•
Advanced12Above Average Performance	
MATERIALS USED:	
X Textbook Workbook X Other Printed Material (Describe) worksheets	<u> </u>
Audio Visual Material (Describe)	_
Simulations/Demonstrations	
Other (Equipment, Supplies, Etc.)	
Title: Applied Business Mathematics	<u>.</u>
Author(s): Fairbank, Schulthers, Piper Edition 10th Copyright Date	
Publisher: Southwestern Cost 12.95	
Pages used: Unit 1	,
COMMENTS: Content Good Organization poor in some aspects	<u>.</u>
Clarity Good . Readability Good	
. Illustrations Length	<u>.</u>
Motivational Qualities	
Includes x Student Directions Quizzes Teacher Aids	
Teacher Comments: Use - Identify parts of checks, stub reconciliation of bank statement	



COURSE Business Office	School Name and Address Mt. Vernon H.S.
UNIT Financial & Recordkeeping System	ns
MODULE Banking procedures	Instructor Irene Schindler
TASK Maintain checking account record	ls Phone Number (914) 668-6580
1979-1980 Task # 07-03-01	ISSOE Region 3S
1980-1981 Task #	V-TECS Number
MATERIALS BEST SUITED FOR:	
Individual InstructionHand	dicapped (Describe)
	er (Describe)
INSTRUCTIONAL LEVEL(S): GRADE:	ABILITY:
Introductory 10	Below Average'Performance
x_Basicx_11	and xAverage Performance
Advanced 12	Above Average Performance
MATERIALS USED:	
	Other Printed Material (Describe)
· Audio Visual Maerial (Describe)	* /
Simularra Demonstrations_	The state of the s
Other (Equipment, Supplies, Etc.	· · · · · · · · · · · · · · · · · · ·
Title: General Recordkeeping	The state of the s
Author(s): Huffman and Stewart	Edition 77 Copyright Date 1976
Publisher: Gregg/McGraw Hill ·	Cost \$9.57
Pages used: pp. 75-81	
COMMENTS: ContentGood	Organization Good .
Clarity Good	Readability Appropriate for 10-11
. * Illustrations Adequate/App	proriate Length Covers topic adequately
Motivational Qualities	
Includes: x Student Dir	rections x Quizzes x Teacher Aids
Includes:	
Teacher Comments:	*
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COURSE_ Business Office	School Name and Address Mt. Vernon H.S.
UNIT Financial & Recordkeeping Systems	
NODULE Banking procedures	Instructor Irene Schindler ?
TASK Maintain checking account records	Phone Number (914) 668-6580
19 9-1980 Task # 07-03-01	ISSOE Region 3S
1980-1981 Task #	V-TECS Number
MATERIALS BEST SUITED FOR:	
	ped (Describe)
x Group InstructionOther (D	escribe)
INSTRUCTIONAL LEVEL(S): GRADE:	ABILITY:
Introductory 9 and 10	Below Average Performance
x Basic 11 .	x Average Performance
Advanced 12	Above Average Performance
MATERIALS USED:	
x Textbook Workbook C	ther Printed Material (Describe)
Audio Visual Material (Describe)	
Simulations/Demonstrations	
Other (Equipment, Supplies, Etc.)	
Title: General Business for Today's W	orld
Author(s): Conover, Wakin, Zimmerman	EditionCopyright Date1977
Publisher: Allyn and Bacon	Cost
Pages used: pp. 243-264	
COMMENTS: Content Complete/Interesting	Organization Logical Steps
Clarity <u>Very Good</u>	Readability Appropriate for 9-10
Illustrations Numerous/Appropria	ate Length Covers topic adequately
Motivational Qualities Attract	ive/Easy to follow/plenty of activities "
Includes: x Student Direction	ons Quizzes Teacher Aids .
Teacher Comments:	
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COURSE Business Office	School Name and Address Mt. Vernon H.S.
UNIT Financial & Recordkeeping Systems	· · · · · · · · · · · · · · · · · · ·
MODULE Banking procedures	Instructor Irene Schindler
TASK Maintain checking account records	Phone Number (914) 668-6580
1979-1980 Task # 07-03-01	ISSOE Region 3S
1980-1981 Task #	V-TECS Number
MATERIALS BEST SUITED FOR:	
x Individual Instruction Handicar	oped (Describe)
or Group InstructionOther (I	Describe)
INSTRUCTIONAL LEVEL(S): GRADE:	, ABILITY:
Introductory <u>x</u> 10	* Below Average Performance
x Basic 11	Average Performance ,~~
Advanced12	Above Average Performance
•	
MATERIALS USED: Text-workbook combinat	ion Other Printed Material (Describe) *
• • • • • • • • • • • • • • • • • • • •	Ther Frinced material (bescribe)
Audio Visual Material (Describe)	
Simulations/Demonstrations	
Other (Equipment, Supplies, Etc.)	
•	
Title: Business Mathematics for	•
Author(s): Guthrie, Selden, Kamer	Edition 2nd Copyright Date
Publisher: Fearon-Pitman	Cost\$5.22
Pages used: 169-170	
COMMENTS: Content Fair	Organization Satisfactory
Clarity Fair	Readability Satisfactory for grade 9-10
Illustrations Few	Length Sparse for this particular task
Motivational Qualities <u>none</u>	in particular
Includes:Student Directi	onsQuizzesTeacher Aids
, , , , , , , , , , , , , , , , , , , 	The state of the s
.Teacher Comments: Consumable book	
A CONTRACTOR OF THE PARTY OF TH	
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COURSE Business Office	School Name and Address Pioneer High School
UNIT Financial & Recordkeeiping Systems	
MODULE Banking Procedures	Instructor Remy Orffeo
TASK Reconcile a bank statement	Phone Number (716) 492-4600
1979-1980 Task #_07-03-02	ISSOE Region 13
-1980-1981 Task #	V-TECS Number
MATERIALS BEST SUITED FOR	
Individual InstructionHandicap	
x Group InstructionOther (I	Describe)
INSTRUCTIONAL LEVEL(S): GRADE:	ABILITY:
x Introductory . x 10	x Below Average Performance
Basic 11	Average Performance
Advanced 12	Above Average Performance
MATERIALS USED:	
X Textbook Workbook x x	Other Printed Material (Describe)worksheets
Audio Visual Material (Describe)	
Simulations/Demonstrations	
Simulations/Demonstrations Other (Equipment, Supplies, Etc.)	
Other (Equipment, Supplies, Etc.)	
Other (Equipment, Supplies, Etc.)	
Other (Equipment, Supplies, Etc.) Title: Applied Business Mathematics	Edition10th_Copyright Date
Other (Equipment, Supplies, Etc.) Title: Applied Business Mathematics Author(s): Fairbank, Schulthers, Piper	
Other (Equipment, Supplies, Etc.) Title: Applied Business Mathematics Author(s): Fairbank, Schulthers, Piper Publisher: Southwestern	Edition 10th Copyright Date
Other (Equipment, Supplies, Etc.) Title: Applied Business Mathematics Author(s): Fairbank, Schulthers, Piper Publisher: Southwestern Pages used: Unit 1	Edition 10th Copyright DateCost_\$12.95
Other (Equipment, Supplies, Etc.) Title: Applied Business Mathematics Author(s): Fairbank, Schulthers, Piper Publisher: Southwestern Pages used: Unit 1 COMMENTS: Content Good	EditionCopyright DateCost_\$12.95 Organization_poor_in_some_aspects
Other (Equipment, Supplies, Etc.) Title: Applied Business Mathematics Author(s): Fairbank, Schulthers, Piper Publisher: Southwestern Pages used: Unit 1 COMMENTS: Content Good Clarity Gbod	Edition 10th Copyright Date
Other (Equipment, Supplies, Etc.) Title: Applied Business Mathematics Author(s): Fairbank, Schulthers, Piper Publisher: Southwestern Pages used: Unit 1 COMMENTS: Content Good Clarity Good Illustrations	EditionCopyright DateCost_\$12.95 Organization_poor_in_some_aspects
Other (Equipment, Supplies, Etc.) Title: Applied Business Mathematics Author(s): Fairbank, Schulthers, Piper Publisher: Southwestern Pages used: Unit 1 COMMENTS: Content Good Clarity Gbod Illustrations Motivational Qualities	EditionCopyright Date
Other (Equipment, Supplies, Etc.) Title: Applied Business Mathematics Author(s): Fairbank, Schulthers, Piper Publisher: Southwestern Pages used: Unit 1 COMMENTS: Content Good Clarity Good Illustrations	EditionCopyright Date
Other (Equipment, Supplies, Etc.) Title: Applied Business Mathematics Author(s): Fairbank, Schulthers, Piper Publisher: Southwestern Pages used: Unit 1 COMMENTS: Content Good Clarity Gbod Illustrations Motivational Qualities Includes: X Student Directi	EditionCopyright Date
Other (Equipment, Supplies, Etc.) Title: Applied Business Mathematics Author(s): Fairbank, Schulthers, Piper Publisher: Southwestern Pages used: Unit 1 COMMENTS: Content Good Clarity Gbod Illustrations Motivational Qualities	EditionCopyright Date
Other (Equipment, Supplies, Etc.) Title: Applied Business Mathematics Author(s): Fairbank, Schulthers, Piper Publisher: Southwestern Pages used: Unit 1 COMMENTS: Content Good Clarity Gbod Illustrations Motivational Qualities Includes: X Student Directi	EditionCopyright Date
Other (Equipment, Supplies, Etc.) Title: Applied Business Mathematics Author(s): Fairbank, Schulthers, Piper Publisher: Southwestern Pages used: Unit 1 COMMENTS: Content Good Clarity Gbod Illustrations Motivational Qualities Includes: X Student Directi	EditionCopyright Date
Other (Equipment, Supplies, Etc.) Title: Applied Business Mathematics Author(s): Fairbank, Schulthers, Piper Publisher: Southwestern Pages used: Unit 1 COMMENTS: Content Good Clarity Gbod Illustrations Motivational Qualities Includes: X Student Directi	EditionCopyright Date





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COURSE Business Office	School Name and Address Mt. Vernon H.S.
UNIT Financial & Recordkeeping Systems	
MODULE Banking procedures	Instructor Irene Schindler
TASK Reconcile a bank statement	Phone Number (914) 668-6580
1979-1980 Task # 07-03-02	ISSOE Region 3S
1980-1981 Task #	V-TECS Number
MATERIALS BEST SUITED FOR:	
/ Individual Instruction Handica	pped (Describe)
-x Group InstructionOther (Describe)
INSTRUCTIONAL LEVEL(S): GRADE:	ABILITY:
Introductoryx 10	x Below Average Performance
Basic x, 11	x Average Performance
Advanced 12	Above Average Performance
MATERIALS USED:	
x Textbook x Workbook	Other Printed Material (Describe)
Audio Visual Material (Describe)	
Simulations/Demonstrations	
Other (Equipment, Supplies, Etc.)	*
4	•
Title: General Recordkeeping	
Author(s): Huffman and Stewart	Edition 7 Copyright Date 1976
Publisher: ** Gregg/McGraw Hill	Cost_ \$9.57
Pages used:	
COMMENTS: Content Complete	Organization Logical
Clarity Excellent	Readability Appropriate for 10-11
Illustrations Numerous/appropr	riate Length Brief
	of satisfaction when statement balances
	ionsQuizzesTeacher Aids
Teacher Comments:	
Teacher commences.	
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COURSE Business Office	School Name and Addres Mt. Vernon H.S.
UNIT Financial & Recordkeeping Systems	
MODULE Banking procedures	Instructor_ Irene Schindler
TASK Reconcile a bank statement	Phone Number (914) 668-6580
1979-1980 Task # 07-03-02 :	ISSOE Region 3S:
1980-1981 Task #	V-TECS Number
MATERIALS BEST SUITED FOR:	
ndividual Instruction Handica	
	Describe)
INSTRUCTIONAL LEVEL(S): GRADE:	ABILITY:
	- x Below Average Performance
x Basic x 11	x Average Performance
Advanced 12	Above Average Performance
MATERIALS USED:	
x Textbook x Workbook	Other Printed Material (Describe)
Audio Visual Material (Describe)	
*Simulations/Demonstrations	
Other (Equipment, Supplies, Etc.)	
Other (Equipment, Supplies, Etc.)	
Other (Equipment, Supplies, Etc.)	
Other (Equipment, Supplies, Etc.) Title: General Recordkeeping	
Other (Equipment, Supplies, Etc.) Title: General Recordkeeping Author(s): Huffman and Stewart	Edition 7 Copyright Date_1976.
Other (Equipment, Supplies, Etc.) Title: General Recordkeeping Author(s): Huffman and Stewart Publisher: Gregg-McGraw Hill	
Other (Equipment, Supplies, Etc.) Title: General Recordkeeping Author(s): Huffman and Stewart Publisher: Gregg-McGraw Hill Pages used: pp. 83-88	Edition 7 Copyright Date_1976. Cost \$9.57
Other (Equipment, Supplies, Etc.) Title: General Recordkeeping Author(s): Huffman and Stewart Publisher: Gregg-McGraw Hill Pages used: pp. 83-88 COMMENTS: Content Complete	Edition 7 Copyright Date_1976. Cost \$9.57 Organization Logical
Other (Equipment, Supplies, Etc.) Title: General Recordkeeping Author(s): Huffman and Stewart Publisher: Gregg-McGraw Hill Pages used: pp. 83-88	Edition 7 Copyright Date_1976. Cost \$9.57
Other (Equipment, Supplies, Etc.) Title: General Recordkeeping Author(s): Huffman and Stewart Publisher: Gregg-McGraw Hill Pages used: pp. 83-88 COMMENTS: Content Complete Clarity Excellent	Edition 7 Copyright Date_1976. Cost \$9.57 Organization Logical
Other (Equipment, Supplies, Etc.) Title: General Recordkeeping Author(s): Huffman and Stewart Publisher: Gregg-McGraw Hill Pages used: pp. 83-88 COMMENTS: Content Complete Clarity Excellent Illustrations Numerous/Appropri	Edition 7 Copyright Date_1976 Cost \$9.57 Organization Logical Readability Appropriate for 10-11
Other (Equipment, Supplies, Etc.) Title: General Recordkeeping Author(s): Huffman and Stewart Publisher: Gregg-McGraw Hill Pages used: pp. 83-88 COMMENTS: Content Complete Clarity Excellent Illustrations Numerous/Appropri	Edition 7 Copyright Date_1976. Cost \$9.57 Organization Logical Readability Appropriate for 10-11 riate Length Brief
Other (Equipment, Supplies, Etc.) Title: General Recordkeeping Author(s): Huffman and Stewart Publisher: Gregg-McGraw Hill Pages used: pp. 83-88 COMMENTS: Content Complete Clarity Excellent Illustrations Numerous/Appropri	Edition 7 Copyright Date_1976 Cost \$9.57 Organization Logical Readability Appropriate for 10-11 riate Length Brief of satisfaction when statement balances
Other (Equipment, Supplies, Etc.) Title: General Recordkeeping Author(s): Huffman and Stewart Publisher: Gregg-McGraw Hill Pages used: pp. 83-88 COMMENTS: Content Complete Clarity Excellent Illustrations Numerous/Appropri	Edition 7 Copyright Date_1976 Cost \$9.57 Organization Logical Readability Appropriate for 10-11 riate Length Brief of satisfaction when statement balances
Other (Equipment, Supplies, Etc.) Title: General Recordkeeping Author(s): Huffman and Stewart Publisher: Gregg-McGraw Hill Pages used: pp. 83-88 COMMENTS: Content Complete Clarity Excellent Illustrations Numerous/Appropri	Edition 7 Copyright Date_1976 Cost \$9.57 Organization Logical Readability Appropriate for 10-11 riate Length Brief of satisfaction when statement balances
Other (Equipment, Supplies, Etc.) Title: General Recordkeeping Author(s): Huffman and Stewart Publisher: Gregg-McGraw Hill Pages used: pp. 83-88 COMMENTS: Content Complete Clarity Excellent Illustrations Numerous/Appropri	Edition 7 Copyright Date_1976. Cost \$9.57 Organization Logical Readability Appropriate for 10-11 riate Length Brief of satisfaction when statement balances lons X Quizzes X Teacher Aids
Other (Equipment, Supplies, Etc.) Title: General Recordkeeping Author(s): Huffman and Stewart Publisher: Gregg-McGraw Hill Pages used: pp. 83-88 COMMENTS: Content Complete Clarity Excellent Illustrations Numerous/Appropri	Edition 7 Copyright Date_1976. Cost \$9.57 Organization Logical Readability Appropriate for 10-11 riate Length Brief of satisfaction when statement balances lons X Quizzes X Teacher Aids
Other (Equipment, Supplies, Etc.) Title: General Recordkeeping Author(s): Huffman and Stewart Publisher: Gregg-McGraw Hill Pages used: pp. 83-88 COMMENTS: Content Complete Clarity Excellent Illustrations Numerous/Appropri	Edition 7 Copyright Date_1976 Cost \$9.57 Organization Logical Readability Appropriate for 10-11 riate Length Brief of satisfaction when statement balances ions x Quizzes x Teacher Aids

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COURSE Business Office	School Name and Address Mt. Vernon H.S.
UNIT Financial & Recordkeeping Systems	1
MODULE Banking procedures	Instructor Irene Schindler
TASK Reconcile a bank statement	Phone Number (914) 668-6580
1979-1980 Task # 07-03-02	ISSOE Region 3S
1980-1981 Task #	V-TECS Number
MATERIALS BEST SUITED FOR:	
Individual InstructionHandica	apped (Describe)
x Group Instruction . • Other	(Describe)
INSTRUCTIONAL LEVEL(S): GRADE:	ABILITY:
Introductory x 101	x_Below Average Performance .
x_Basicx_11	x Average Performance
Advanced * 12	Above Average Performance
MATERIALS USED:	
x Textbook x Workbook	Other Printed Material (Describe),
Audio Visual Material (Describe)	
Simulations/Demonstrations	
Other (Equipment, Supplies, Etc.)	
	available yetsupposed to be off the press
Author(s): Baron, Steinfeld, Schulthesis	
Publisher: Southwestern	Cost
Pages used:	
COMMENTS: Content	Organization
Clarity*	Readability
Illustrations	Length
Motivational Qualities	
Includes:Student Direct	ionsQuizzes Teacher Aids
Teacher Comments:	
· · · · · · · · · · · · · · · · · · ·	
· · · · · · · · · · · · · · · · · · ·	

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COURSE Business Office	School Name and Address Rushford Central School
UNIT Financial & Recordkeeping Systems	·
MODULE Banking Procedures	Instructor Jane Hill
TASK Reconcile a bank statement	Phone Number (716) 437-2217
1979-1980 Task # 07-03-02	ISSOE Region 13
1980-1981 Task #	V-TECS Number
MATERIALS BEST SUITED FOR: Individual Instruction Handicapp	ed (Describe)
X Group Instruction Other (De	scribe)
INSTRUCTIONAL LEVEL(S): GRADE:	ABILITY:
X Introductory X 10	X Below Average Performance
<u>X</u> Basic <u>X</u> 11	X Average Performance
Advanced X 12	Above Average Performance
MATERIALS USED: X Textbook X Workbook Ot Audio Visual Material (Describe)	her Printed Material (Describe) <u>Tests available</u> Spring 1981
Simulations/Demonstrations	·
Other (Equipment, Supplies, Etc.)	
Other (Equipment, Supplies, Etc.)	
Other (Equipment, Supplies, Etc.) Title: Practical Record Keeping Course I	
	Edition 5th Copyright Date
Title: Practical Record Keeping Course I	
Title: Practical Record Keeping Course I Author(s): Baron, Steinfeld, Shultheis	Edition 5th Copyright Date
Title: Practical Record Keeping Course I Author(s): Baron, Steinfeld, Shultheis Publisher: Southwestern	Edition 5th Copyright Date Cost \$9.60 (1981 catalog) Organization
Title: Practical Record Keeping Course I Author(s): Baron, Steinfeld, Shultheis Publisher: Southwestern Pages used:	Edition 5th Copyright Date Cost \$9.60 (1981 catalog) Organization Readability
Title: Practical Record Keeping Course I Author(s): Baron, Steinfeld, Shultheis Publisher: Southwestern Pages used: COMMENTS: Content Clarity Illustrations	Edition 5th Copyright Date Cost \$9.60 (1981 catalog) Organization Readability Length
Title: Practical Record Keeping Course I Author(s): Baron, Steinfeld, Shultheis Publisher: Southwestern Pages used: COMMENTS: Content Clarity	Edition 5th Copyright Date Cost \$9.60 (1981 catalog) Organization Readability Length
Title: Practical Record Keeping Course I Author(s): Baron, Steinfeld, Shultheis Publisher: Southwestern Pages used: COMMENTS: Content Clarity Illustrations	Edition 5th Copyright Date Cost \$9.60 (1981 catalog) Organization Readability Length
Title: Practical Record Keeping Course I Author(s): Baron, Steinfeld, Shultheis Publisher: Southwestern Pages used: COMMENTS: Content Clarity Illustrations Motivational Qualities Includes:Student Direction	Edition 5th Copyright Date Cost \$9.60 (1981 catalog) Organization Readability Length
Title: Practical Record Keeping Course I Author(s): Baron, Steinfeld, Shultheis Publisher: Southwestern Pages used: COMMENTS: Content Clarity Illustrations Motivational Qualities	Edition 5th Copyright Date Cost \$9.60 (1981 catalog) Organization Readability Length
Title: Practical Record Keeping Course I Author(s): Baron, Steinfeld, Shultheis Publisher: Southwestern Pages used: COMMENTS: Content Clarity Illustrations Motivational Qualities Includes:Student Direction	Edition 5th Copyright Date Cost \$9.60 (1981 catalog) Organization Readability Length
Title: Practical Record Keeping Course I Author(s): Baron, Steinfeld, Shultheis Publisher: Southwestern Pages used: COMMENTS: Content Clarity Illustrations Motivational Qualities Includes:Student Direction	Edition 5th Copyright Date Cost \$9.60 (1981 catalog) Organization Readability Length
Title: Practical Record Keeping Course I Author(s): Baron, Steinfeld, Shultheis Publisher: Southwestern Pages used: COMMENTS: Content Clarity Illustrations Motivational Qualities Includes:Student Direction	Edition 5th Copyright Date Cost \$9.60 (1981 catalog) Organization Readability Length





COURSE Business Office	School Name and Address Rushford Central School
UNIT Financial & Recordkeeping Systems	
MODULE Banking Procedures	Instructor Jane Hill
TASK Reconcile a bank statement	Phone Number (716) 437-2217
1979-1980 Task # 07-03-02	ISSOE Region 13
1980-1981 Task #	V-TECS Number
MATERIALS. BEST SUITED FOR:	
Individual InstructionHandica	apped (Describe)
X Group Instruction - Other	(Describe)
INSTRUCTIONAL LEVEL(S): GRADE:	ABILITY:
X Introductory X 10	X Below Average Performance
X Basic X 11	X Average Performance
Advanced X 12	Above Average Performance
MATERIALS USED:	
X Textbook X Workbook	Other Printed Material (Describe) Source book and
Audio Visual Material (Describe)_Tr	ansparencies available tests
Simulations/Demonstrations	
· · · · · · · · · · · · · · · · · · ·	***
Other (Equipment, Supplies, Etc.)_	
	8th Ed. 1981
Title: General Record Keeping	8th Ed. 1981
Author(s): Huffman & Stewart	Edition 7th Copyright Date 1976
Publisher: Gregg	Cost \$10.47 text (tent.)
Pages used: 544	
COMMENTS: Gentent	Organization Easy-to-follow
Clarity	Readability
Illustrations Plenty, large	
Motivational Qualities	
Includes: X Student Direct	ions y Ouizzes y Teacher Aids
Includes: X Student Direct	Tolls X Quizzes X
Teacher Comments:	



COURSE Business Office	School Name and Address Rushford Central School
UNIT_Financial & Recordkeeping Systems.	<u> </u>
MODULE Banking Procedures	Instructor Jane Hill
TASK Reconcile a bank statement	Phone Number (716) 437-2217
1979-1980 Task # 07-03-02	ISSOE Region 13
1980-1981 Task #	V-TECS Number
MATERIALS BEST SUITED FOR:	
X Individual Instruction Handica	apped (Describe)
Group Instruction Other	(Describe)
INSTRUCTIONAL LEVEL(S): GRADE:	ABILITY:
X .Introductory X 10	Below Average Performance
X Basic X 11	X Average Performance
Advanced X 12	Above Average Performance
MATERIALS USED:	
	Other Printed Material (Describe)
- Audio Visual Material (Describe)	
X Simulations/Demonstrations	*
Other (Equipment, Supplies, Etc.))
, ,	
Title: Security First Bank, A Banking Cus	stomer Simulation
Author(s): Sargent & Ward	Edition Copyright Date 1980
Publisher: Southwestern	Cost \$3.96 (1981)
Pages used: 60 pp.	
COMMENTS: Content	Organization.
Clarity \	Readability
Illustrations Plenty	Length >
Motivational Qualities	
Includes: X.Student Direct	ionsQuizzes Teacher Aids
Teacher Comments:	
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COURSE Business Office	School Name and Address Rushford Central Schoo
UNIT Financial & Recordkeeping Systems	*
MODULE Banking Procedures	Instructor Jane Hill
TASK Reconcile a bank statement	Phone Number (716) 437-2217
1979-1980 Task # 07-03-02	ISSOE Region 13
1980-1981 Task #	V-TECS Number
MATERIALS BEST SUITED FOR:	
X Individual Instruction Handica	pped (Describe)
Group Instruction Other (Describe)
INSTRUCTIONAL LEVEL(S): GRADE:	- ABILITY:
Introductory . X 10	Below Average Performance .
X Basic y 11	
Advanced X 12	Above Average Performance
MATERIALS USED:	1
The state of the s	Other Printed Material (Describe)
Audio Visual Material (Describe)	
. Simulations/Demonstrations	
Other (Equipment, Supplies, Etc.)	
other (Eddipment, papping, 1997)	
Title: Clerical Record Keeping Practice S	The state of the s
Author(s): Baggett	
	Cost
Pages used:	· · · · · · · · · · · · · · · · · · ·
COMMENTS: Content	Organization
Clarity	Readability
Illustrations	
Motivational Qualities	
Includes:Student Directi	
	••
Teacher Comments:	
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COURSE Business Office	School Name and Address Rushford Central School
UNIT Financial & Recordkeeping Systems	
MODULE Banking Procedures	Instructor Jane Hill
TASK Reconcile a bank statement	Phone Number (716) 437-2217
1979-1980 Task #07-03-02	ISSOE Region 13
1980-1981 Task #	V-TECS Number
MATERIALS BEST SUITED FOR:	
,	Oped (Describe)
INSTRUCTIONAL LEVEL(S): GRADE:	ABILITY:
∑ Introductory	X Below Average Performance
Basic11	X Average Performance
Advanced 12	Above Average Performance •<
MATERIALS USED:	
TextbookWorkbook(Other Printed Material (Describe)
X Audio Visual Material (Describe) fi	lm, 22 minutés
Simulations/Demonstrations	
Other (Equipment, Supplies, Etc.)	
Title: Consumer Economics: Banking	
Author(s): Churchill Films	Edition Copyright Date
Publisher: Allegany Co. BOCES	Cost
Pages used: catalog #1191	
COMMENTS: Content	Organization
Clarity	Readability
Illustrations	. Length
Motivational Qualities	
Includes:Student Direction	ons QuizzesTeacher Aids
· v	
Teacher Comments:	
	90.



COURSE Business Office	School Name and Address Rushford Central School
UNIT Financial & Recordkeeping Systems	
MODULE Banking Procedures	Instructor - Jane Hill
TASK Reconcile a bank statement	Phone Number (716) 437-2217
1979-1980 Task # 07-03-02	ISSOE Region 13
1980-1981 Task #	V-TECS Number
MATERIALS BEST SUITED FOR:	
Individual Instruction Handicapp	ed (Describe)
Group Instruction Other (De	• • • • • • • • • • • • • • • • • • • •
INSTRUCTIONAL LEVEL(S): GRADE:	ABILITY:
7 Introductory 10	Below Average Performance
Basic11	Average Performance
Advanced12	Above Average Performance
	•
MATERIALS USED: 0	
	her Printed Material (Describe)
X Audio Visual Material (Describe) film	n, 15 minutes
Other (Equipment, Supplies, Etc.)	
5.	
Title: Banks: The Money Movers	
Author(s): BFA Educational Media	Edition Copyright Date :
Publisher: Allegany Co. BOCES	
Pages used: catalog #1179	
	Organization
COMMENTS: Content	Readability
· Clarity	
Illustrations.	Lengt'h '
, Motivational Qualities	
. Includes:Student Direction	ns Quizzes Teacher Aids
Teacher Comments: Not as abolicable to th	is task as some other tasks in this module.
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COURSE Business Office *	School Name and Address Rushford Central School
UNIT Financial & Recordkeeping Systems	
MODULE Banking Procedures	Instructor Jane H111
TASK Reconcile a bank statement	Phone Number (716) 437-2217
1979-1980 Task # 07-03-02	ISSOE Region 13
1980-1981 Task # 4.	V-TECS Number_
MATERIALS BEST SUITED FOR:	
Individual Instruction Handica	oped (Describe)
X Group Instruction Other (Describe)
INSTRUCTIONAL LEVEL(S): GRADE:	ABILITY:
Introductory · X 10	X Below Average Performance
X Basic X 11	X Average Performance
X Advanced X 12	X Above Average Performance
MATERIALS USED:	
TextbookWorkbook	Other Printed Material (Describe)
Audio Visual Material (Describe)	
X Simulations/Demonstrations field tr	ip and/or resource person
Other (Equipment, Supplies, Etc.)	
Title:	
Author(s): Contact local commercial bank	EditionCopyright Date
Publisher:	Cost
Pages used:	n
COMMENTS: Content	Organization
Clarity	Readability
. Illustrations	Length
Motivational Qualities	
Includes:Student Directi	onsQuizzesTeacher Aids
Teacher Comments:	
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COURSE Business Office	School Name and Address Rushford Central School
UNIT_Financial & Recordkeeping Systems	
MODULE Banking Procedures	InstructorJane Hill
TASK Reconcile a bank statement	Phone Number (716) 437-2217
1979-1980 Task # 07-03-02	ISSOE Region 13
1980-1981 Task #	V-TECS Number
MATERIALS BEST SUITED FOR:	,
Individual Instruction Handica	apped (Describe)
X Group Instruction Other	(Describe)
INSTRUCTIONAL LEVEL(S): GRADE:	ABILITY:
X Introductory X 10	<u>x</u> Below Average Performance
X Basic X 11	
X Advanced X 12	X Above Average Performance
MATERIALS USED:	. * 5
· TextbookWorkbook	Other Printed Material (Describe)
Audio Visual Material (Describe)	·
•	
X Other (Equipment, Supplies, Etc.) Bu records, a bank statement. Title:	ulletin board display of different checking account nt, and a reconciliation that has been completed
Author(s):	EditionGopyright Date
Publisher:	Cost
Pages used:	
COMMENTS: Content	Organization
• Clarity	Readability
` Illustrations	Length
Motivational Qualities	
* Includes: Student Direct	ionsQuizzesTeacher Aids
	•
ATeacher Comments:	Δ
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COURSE Business Office School Name and	Address Pioneer High School
UNIT Financial & Recordkeeping Systems	· · ·
MODULE Inventory Instructor	George Pryor
TASK Maintain a perpetual stock inventory Phone Number	(716) 492–4600
1979-1980 Task # 07-04-01 ISSOE Region	13
1980-1981 Task # V-TECS Number	
MATERIALS BEST SUITED FOR: Individual Instruction Handicapped (Describe) Group Instruction Other (Describe)	
<u>INSTRUCTIONAL_LEVEL(S)</u> : <u>GRADE</u> : <u>ABILITY</u> :	•
Introductory 10 Belo	w Average Performance
x Basic x 11 x Aver	age Performance
x Advanced x 12 Abov	e Average Performance
MATERIALS USED: TextbookWorkbookOther Printed Material (Describe)Simulations/Demonstrations	
Other (Equipment, Supplies, Etc.)	
Title: Typewriting Office Practice Set	
	6th Copyright Date
Publisher: Southwestern	Cost
Pages used:	2
COMMENTS: Content Organizati	<u> </u>
ClarityReadabilit	y
Illustrations Length	•
Motivational Qualities	Y manhan Atta
Includes: X Student Directions X Quizzes Teacher Comments: Use - practical applications	X Teacher Aids
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COURSE Business Office	School Name and Address Pioneer High School
UNIT Financial & Recordkeeping Systems	<u> </u>
MODULE Inventory	Instructor George Pryor
TASK Maintain a perpetual stock inventory	Phone Number (716) 492-4600
1979-1980 Task # <u>07-04</u> -01	ISSOE Region 13
1980-1981 Task #	V-TECS Number
MATERIALS BEST SUITED FOR:	
x Individual Instruction Handica	pped (Describe)
Oroup Instruction	Describe)
INSTRUCTIONAL LEVEL(S): GRADE?	ABILITY:
Introductory 10	Below Average Performance
Basicx 11	x Average Performance
x Advanced x 12	Above Average Performance
MATERIALS USED:	
- 	Other Printed Material (Describe)
Audio Visual Material (Describe)	\
X Simulations/Demonstrations include	
Other (Equipment, Supplies, Etc.)	A
	-
Title: LAB Material, Cycle 3&4	
Author(s):	Edition Copyright Date
Publisher: Southwestern	Cost
Pages used:	
COMMENTS: Content	Organization
Clarity ***	Readability
Illustrations	Length
Motivational Qualities	
	ons,Quizzesx Teacher Aids ~
	
Teacher Comments: Used for demonstration	on & use of material
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COURSE Business Office .	School Name and Address Mt. Vernon H.S.
UNIT Financial & Recordkeeping Systems	
MODULE Inventory	Instructor Irene Schindler
TASK Maintain a perpetual stock inventory	Phone Number (914) 668-6580 -
1979-1980 Task # 07-04-01	ISSOE Region 3S
1980-1981 Task #	V-TECS Number
MATERIALS BEST SUITED FOR:	i de la companya del companya de la companya del companya de la co
Individual InstructionHandicap	ped (Describe)
x Group Instruction Other (De	escribe)
INSTRUCTIONAL LEVEL(S): GRADE:	ABILITY:
Introductory <u>x</u> 10	x Below Average Performance .
x_Basicx_11	x Average Performance
Advanced12	Above Average Performance
MATERIALS USED:	· · · · · · · · · · · · · · · · · · ·
x Textbook x Workbook 0	ther Printed Material (Describe)
Audio Visual Material (Describe)	
Simulations/Demonstrations	
Other (Equipment, Supplies, Etc.)	
	• a,
Title: General Recordkeeping	
Author(s): Huffman and Stewart	f Edition 7 Copyright Date 1976
Publisher: Gregg/McGraw Hill	Cost\$9.57
Pages used: `pp. 485-488	
COMMENTS: Content_ Clear & Complete	Organization Good .
ClarityGood	Readability Appropriate for 10-11
Illustrations Appropriate.	Length Brief
Motivational Qualities	
Includes: . x Student Direction	ns <u>x</u> Quizzes <u>x</u> Teacher Aids
• •	
Teacher Comments:	
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COURSE Business Office	Mr. Worman H. C.
COURSE_Business Office.	School Name and Address Mt. Vernon H.S.
UNIT_Financial & Recordkeeping Systems	*
MODULE Inventory	Instructor Irene Schindler
TASK Maintain a perpetual stock invento	ryPhone Number (914) 668-6580
1979-1980 Task # 07-04-01	ISSOE Region 3S
1980-1981 Task #	V-TECS Number_
MATERIALS BEST SUITED FOR:	•
Individual InstructionHandica	pped (Describe)
(x Group Instruction)Other (Describe)
INSTRUCTIONAL LEVEL(S): GRADE:	ABILITY;
Introductoryx 10	Below Average Performance
<u>x</u> Basic <u>x</u> 11	<u>x</u> Average Performance
Advanced 1212 12 12	Above Average Performance
MATERIALS USED:	
X Textbook X Workbook	
Audio Visual Material (Describe)	
Simulations/Demonstrations	
Other (Equipment, Supplies, Etc.)	
>	
Title: General Recordkeeping	1076
Author(s): Huffman and Stewart	Edition 7 Copyright Date 1976 .
Publisher: Gregg/McGraw Hill	Costsg_57
Pages used: 251-253	
COMMENTS: Content Good	.Organization
Clarity <u>Satisfactory</u>	ReadabilityAppropriate to 10-11
Illustrations Numerous/in col	Length Safisfactory
Motivational Qualities	
Includes:Student Directi	onsQuizzesTeacher Aids
Teacher Comments:	
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COURSE Business Office	School Name and Address Mt. Vernon H.S.
UNIT Financial & Recordkeeping S	
MODULE Inventory	Instructor Irene Schindler
TASK Maintain a perpetual stock	inventory Phone Number (914) 668-6580
1979-1980 Task #07-04-01	ISSOE Region 3S
1980-1981 Task #	V-TECS Number
MATERIALS BEST SUITED FOR:	
Individual Instruction	Handicapped (Describe)
Group Instruction	Other (Describe)
INSTRUCTIONAL LEVEL(S): GR	ADE: ABILITY:
Introductory ·	10Below Average Performance
Basic	11Average Performance
Advanced	12Above Average Performance
MATERIALS USED:	
TextbookWorkbook	Other Printed Material (Describe)
Audio Visual Material (Desc	ribe)
*	Etc.)
1	
Title: Learning Activity Pac	eket
Author(s):	Edition Copyright Date
Publisher:	Cost
Pages used:) · · · · · · · · · · · · · · · · · · ·
COMMENTS: Content	Organization • •
Clarity	Readability
Illustrations	Length
Motivational Qualities	s
Includes:Studen	t Directions QuizzesTeacher Aids
Teacher Comments:	
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COURSE Business Office	School Name and Address Mt. Vernon H.S.
UNIT Financial & Recordkeeping Systems	
MODULE Inventory	InstructorIrene Schindler
TASK Maintain a perpetual stock invento	pryhone Number_(914) 668-6580
1979-1980 Task # 07-04-01	ISSOE Region 3S
1980-1981 Task #	V-TECS Number
MATERIALS LEST SUITED FOR:	
Individual Instruction Handica	pped (Describe)
Oroup InstructionOther (Dėscri b e)
INSTRUCTIONAL LEVEL(S): GRADE:	ABILITY:
Introductory10	Below Average Performance
Basic ·11	Average Performance
Advanced12	Above Average Performance
MATERIALS USED:	- w.
	Other Printed Material (Describe)
Audio Visual Material (Describe)	•
Simulations/Demonstrations	
Other (Equipment, Supplies, Etc.)	-
Title: Practical Recordkeeping	· · · · · · · · · · · · · · · · · · ·
Author(s): Baron, Steinfeld, Schulther	sis Edition Copyright Date 1980
Publisher: Southwestern	Cost
Pages used:	
COMMENTS: Content	Organization
Clarity	Readability
Illustrations	Length
Motivational Qualities	
Includes:Student Directi	ons QuizzesTeacher Aids
Teacher Comments:	
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Provided by ERIC	129



COURSE Business Office	School Name and Address Mt. Vernon H.S.
UNIT Financial & Recordkeeping Systems	· · · · · · · · · · · · · · · · · · ·
MODULE Inventory	Instructor Irene Schindler
TASK Maintain a perpetual stock inventory	Phone Number (914) 668-6580
1979-1980 Task #_ 07-04-01	ISSOE Region 3S
1980-1981 Task #	V-TECS Number
MATERIALS BEST SUITED FOR:	
Individual Instruction Handicap	ped (Describe)
x Group Instruction - Other (D	escribe)
INSTRUCTIONAL LEVEL(S): GRADE:	ABILITY:
Introductory x 10	Below Average Performance
<u>x</u> Basic <u>x</u> 11	x Average Performance
Advanced12	Above Average Performance
MATERIALS USED: Text-workbook combination	•
	ther Printed Material (Describe)
Audio Visual Material (Describe)	
Simulations/Demonstrations	
Other (Equipment, Supplies, Etc.)	•
Title: Developing Bookkeeping skil	
Title: Developing Bookkeeping skil	
Title: Developing Bookkeeping skil	
Title: Developing Bookkeeping skil. Author(s): Wallace W. Kravitz	Edition lst Copyright Date 1978
Title: Developing Bookkeeping skil. Author(s): Wallace W. Kravitz ~ Publisher: AMSCO School Publications	Edition lst Copyright Date 1978
Title: Developing Bookkeeping skil Author(s): Wallace W. Kravitz Publisher: AMSCO School Publications Pages used: 339-351	Edition lst Copyright Date 1978 Cost \$5.65 Organization Text-workbook Readability Good for 10-11
Title: Developing Bookkeeping skil. Author(s): Wallace W. Kravitz Publisher: AMSCO School Publications Pages used: 339-351 COMMENTS: Content Satisfactory Clarity Satisfactory	Edition 1st Copyright Date 1978 Cost \$5.65 Organization Text-workbook Readability Good for 10-11
Title: Developing Bookkeeping skil. Author(s): Wallace W. Kravitz Publisher: AMSCO School Publications Pages used: 339-351 COMMENTS: Content Satisfactory	Edition 1st Copyright Date 1978 Cost \$5.65 Organization Text-workbook Readability Good for 10-11
Title: Developing Bookkeeping skil: Author(s): Wallace W. Kravitz Publisher: AMSCO School Publications Pages used: 339-351 COMMENTS: Content Satisfactory Clarity Satisfactory Illustrations Numerous/all in	Edition 1st Copyright Date 1978 Cost \$5.65 Organization Text-workbook Readability Good for 10-11 Clack Length Not too attractive, but does the job
Title: Developing Bookkeeping skil. Author(s): Wallace W. Kravitz Publisher: AMSCO School Publications Pages used: 339-351 COMMENTS: Content Satisfactory Clarity Satisfactory Illustrations Numerous/all in Motivational Qualities and who	Edition 1st Copyright Date 1978 Cost \$5.65 Organization Text-workbook Readability Good for 10-11 Clack Length Not too attractive, but does the job
Title: Developing Bookkeeping skil. Author(s): Wallace W. Kravitz Publisher: AMSCO School Publications Pages used: 339-351 COMMENTS: Content Satisfactory Clarity Satisfactory Illustrations Numerous/all in Motivational Qualities and who	Edition 1st Copyright Date 1978 Cost \$5.65 Organization Text-workbook Readability Good for 10-11 Clack Length Not too attractive, but does the job
Title: Developing Bookkeeping skil. Author(s): Wallace W. Kravitz Publisher: AMSCO School Publications Pages used: 339-351 COMMENTS: Content Satisfactory Clarity Satisfactory Illustrations Numerous/all in Motivational Qualities and the Includes: Student Directions	Edition 1st Copyright Date 1978 Cost \$5.65 Organization Text-workbook Readability Good for 10-11 Clack Length Not too attractive, but does the job
Title: Developing Bookkeeping skil. Author(s): Wallace W. Kravitz Publisher: AMSCO School Publications Pages used: 339-351 COMMENTS: Content Satisfactory Clarity Satisfactory Illustrations Numerous/all in Motivational Qualities and the Includes: Student Directions	Edition 1st Copyright Date 1978 Cost \$5.65 Organization Text-workbook Readability Good for 10-11 Clack Length Not too attractive, but does the job
Title: Developing Bookkeeping skil. Author(s): Wallace W. Kravitz Publisher: AMSCO School Publications Pages used: 339-351 COMMENTS: Content Satisfactory Clarity Satisfactory Illustrations Numerous/all in Motivational Qualities and the Includes: Student Directions	Edition 1st Copyright Date 1978 Cost \$5.65 Organization Text-workbook Readability Good for 10-11 Clack Length Not too attractive, but does the job

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COURSE. Business Office	School Name and Address Rushford Central School
UNIT Financial & Recordkeeping Systems	
MODULE Inventory	Instructor Jane Hill
TASK Maintain a perpetual stock inventory	Phone Number (716) 437-2217
1979-1980 Task # 07-04-01	ISSOE Region 13
~1980-1981 Task #	V-TECS Number
X Group Instruction Other (Instructional Level(S): GRADE: X Introductory X 10 X Basic X 11 Advanced X 12 MATERIALS USED:	Describe) ABILITY: X Below Average Performance X Average Performance Above Average Performance Other Printed Material (Describe) Source Book and tests
Simulations/Demonstrations Other (Equipment, Supplies, Etc.) Title: General Recordkeeping Author(a): Huffman & Stewart	8th Ed., 1981 Edition 7th Copyright Date 1976
Author(s): Rublisher: Gregg	Cost\$10.47
Pages used: 544 COMMENTS: Content Clarity	Organization Easy to follow format Readability
Illustrations Large-sized	Length
Motivational Qualities Includes: X Student Directi Teacher Comments:	
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COURSE Business Office School Name and Address Rushford Central School
UNIT_Financial & Recordkeeping Systems
MODULE Inventory Instructor . Jane Hill
TASK Maintain a perpetual stock inventory Phone Number (716) 437-2217
1979-1980 Task # 07-04-01 ISSOE Region 13
1980-1981 Task # V-TECS Number
MATERIALS BEST SUITED FOR: Individual Instruction Handicapped (Describe)
X Group Instruction Other (Describe)
INSTRUCTIONAL LEVEL(S): GRADE: ABILITY:
X Introductory X 10 X Below Average Performance
X Basic X 11 X Average Performance
Advanced X 12Above Average Performance
MATERIALS USED: In Press
<u>X Textbook</u> Other Printed Material (Describe) <u>Tests.available</u>
Audio Visual Material (Describe) (in press)
Simulations/Demonstrations
Other (Equipment, Supplies, Etc.)
Title: Practical Recordkeeping, Course I
Author(s): Baron Steinfeld Schulthesis Edition 5th Copyright Date
Publisher: Southwestern Cost \$9.60 (1981)
Pages used:
COMMENTS: Content Organization
Clarity Readability
Illustrations Length
Motivational Qualities
Includes: X Student Directions X Quizzes X Teacher Aids
Teacher Comments:



COURSE Business Office	School Name and Address Rushford Central School
UNIT Financial & Recordkeeping Systems	, .
MODULE Inventory	Instructor Jane Hill
TASK Maintain a perpetual stock inventory	Phone Number (716) 437-2217
1979-1980 Task # 07-04-01	ISSOE Region 13
1980-1981 Task #	V-TECS Number
MATERIALS BEST SUITED FOR:	
Individual InstructionHandica	oped (Describe)
· · · · · · · · · · · · · · · · · · ·	Describe)
INSTRUCTIONAL LEVEL(S); GRADE:	ABILITY:
Introductory X 10	Below Average Performance
X Basic X 11	X Average Performance
Advanced X 12	Above Average Performance
MATERIALS USED:	
Textbook Workbook X	Other Printed Material (Describe) practice set
Audio Visual Material (Describe)	
Simulations/Demonstrations_	
Other (Equipment, Supplies, Etc.)	
Title: Business Recordkeeping, Practice S	Set
Author(s): Noble Fritz	-Edition 2nd Copyright Date 1974
Publisher: Gregg	Cost \$4.47 (1981)
Pages used:	
COMMENTS: Content	Organization,
Clarity	
. Illustrations	Length
Motivational Qualities	<u> </u>
Includes: X Student Direct	ons X Quizzes X Teacher Aids
Teacher Comments: This practice set has	been updated by "Supersonic Sounds, A Business
Recordkeeping Practic	e Set", Third Ed., Fritz & Werth, c. 1981,
cost \$4.47 (tent.)	
cost 54.47. (tent.)	
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COURSE Business Office	School Name and Address Rushford Central School
UNIT Financial & Recordkeeping Systems	
MODULE Inventory	Instructor Jane Hill
TASK Maintain a Perpetual Stock Inventory	Phone Number (716) 437-2217
1979-1980 Task # 07-04-01	ISSOE Region 13
1980-1981 Task #	V-TECS Number
	oped (Describe)
• • • •	
INSTRUCTIONAL LEVEL(S): *GRADE:	ABILITY:
X Introductory X 10	X Below Average Performance
X Basic X 11 X 12	X Average Performance
X Advanced X 12	Above Average Performance
MATERIALS USED:	
TextbookWorkbookC	Other Printed Material (Describe)
Audio Visual Material (Describe)	
.'X Simulations/Demonstrations Bulletin	board display of stock record
•.	pleted cards showing merchandise received, issued and
Title:	balances
Author(s):	Edition Copyright Date 2
Publisher:	
Pages used:	
COMMENTS: Content	Organization '
Clarity	Readability
Illustrations	Length
Motivational Qualities	
Includes:Student Direction	onsQuizzesTeacher Aids
Teacher Comments:	
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COURSE_Bus	iness Office		School Na	ame and	Address_P	ioneer High S	School
UNIT Financ	ial & Recordkeepi	ng Systems	٧	٠	1		8
	hases & Sales Doc		Instructo	or	George Pryo	r	
TASK . Compl	ete a purchase or	der	Phone Nur	nber	(716) 492-4	600	
	Task #_0705:-01		· ISSOE Reg		13		
1 980–198 1 1	•	`	V-TECS No		•		, , , , , , , , , , , , , , , , , , ,
MATERIALS 1	BEST SUITED FOR:	Handica	pped (Desci	ribe)	1	· 	<u> </u>
	Instruction -	Other (/		•		
INSTRUCTION	NAL LEVEL(S):	GRADE:	AB	ILITY:		•	•
Intro	ductory	<u> </u>		Below	Average P	erformance	
Basic	~	í1	X	Avera	age Perform	ance /	
<u> </u>	ced	x 12	*	Above	e Average P	erforman¢e	.,
MATERIALS	USED:		•	• • • • • • • • • • • • • • • • • • • •		·	• ,
X Textb	ook - x Work	book <u> </u>	Other Prin	ted Mate	erial (Desc	ribe)	
Audio	Visual Material	(Describe)	<u> </u>		٠ '		
	ations/Demonstrat			<u>.</u>		<u>·.</u>	
Other	(Equipment, Supp				155	* **	
			٧. ـ		• ,	, ,	
Title: Ce	entury 21 Account	ing Advanced	Course.		/		
				Edition	2nd Copy	right Date	
	Southwestern		T	٠ ځم		·	···
	<u> </u>		•	•	•	•	•
COMMENTS:	Content		Org	anizati	on`		
	Clarity	, ,	Rea	dabilit	у		<u> </u>
. •	Illustrations ?		Len	gth		<u> </u>	
J	Motivational Qua	•				<u> </u>	<u>,</u>
	Includes:x_S	tudent Direct	ions <u>x</u>	Quizzes	· xTea	cher Aids	, *
1		•		-		٠.,	•
Teacher Co	omments:		· • •		k		<u> </u>
• •			٠,	•	- 13.		4
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COURSE · Business Office	School Name and Address Mt. Vernon H.S.
UNIT Financial & Recordkeeping Systems	
MODULE Purchases & sales documents	Instructor Irene Schindler
TASK Complete a purchase order	Phone Number (914) 668-6580
1979-1980 Task #07-05-01 ·	ISSOE Region 3S
1980-1981 Task #	V-TECS Number
MATERIALS BEST SUITED FOR:	
Individual InstructionHandica	pped (Describe)
_x Group InstructionOther (Describe)
INSTRUCTIONAL LEVEL(S): GRADE:	ABILITY:
	Below Average Performance
	x Average Performance
Advanced 12	Above Average Performance
MATERIALS USED:	
x Textbook Workbook	Other Printed Material (Describe)
Audio Visual Material (Describe)	
Simulations/Demonstrations	The same of the sa
Other (Equipment, Supplies, Etc.)	
	•
Title: Accounting 10/12	
Author(s): Weaver, Hanna, Freeman, Brow	er, Smiley Edition 3 Copyright Date 1977
Publisher: Gregg/McGraw Hill	Cost_\$9.57
Pages used: 234-240	
COMMENTS: Content Complete	Cood Good
Clarity Good	Readability Fairly difficult
' Illustrations Numerous / effective	e use Length Satisfactory
Motivational Qualities of col	
Includes:Student Directi	ons Quizzes Teacher Aids
4.	
Teacher Comments:	
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COURSE Business Office	School Name and Address Pioneer High School
UNIT Financial & Recordkeeping Systems	·
MODULE Purchases & Sales Documents .	Instructor George Pryor
TASK Complete a purchase order	Phone Number (716) 492-4600
1979-1980 Task # <u>07-05-01</u>	ISSOE Region 13
1980-1981 Task #	V-TECS_Number
MATERIALS BEST SUITED FOR:	· · · · · · · · · · · · · · · · · · ·
x Individual Instruction Handic	apped (Describe)
Group InstructionOther	(Describe)
INSTRUCTIONAL LEVEL(S): GRADE:	· ABILITY:
Introductory 10	Below Average Performance
Basic 11	x Average Performance
x Advanced x 12	Above Average Performance
MATERIALS USED:	•
Textbook X Workbook	Other Printed Material (Describe)
Audio Visual Material (Describe)	
Simulations/Demonstrations	<u>• </u>
Other (Equipment, Supplies, Etc.)	
Title: Typewriting, Office Practice Set	
Author(s):	
Publisher: Southwestern	- W
Pages used:	
COMMENTS: Content	Organization
Clarity	~ Readability
-	Length
Motivational Qualities	
Includes:x Student Direct	ions Quizzes x Teacher Aids
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Teacher Comments	the said
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COURSE Business Office	School Name and Address Mt. Vernon H.S.
UNIT Financial & Recordkeeping Systems	
MODULE Purchases and sales documents	Instructor Irene Schindler
TASK Complete a purchase order	Phone Number (914) 668-6580
1979-1980 Task # 07+05-01	ISSOE Region 3S
1980-1981 Task #	V-TEES Number
MATERIALS BEST SUITED FOR:	•
Individual Instruction Handicap	ped (Describe)
	escribe)
INSTRUCTIONAL LEVEL(S): GRADE:	ABÎLITY:
Introductory x10	Below Average Performance
x Basic ,x 11	x Average Performance
Advanced12	Above Average Performance
MATERIALS USED:	
	ther Printed Material (Describe)
Audio Visual Material (Describe) .	constitution interest (beset ibe)
Simulations/Demonstrations	
Other (Equipment, Supplies, Etc.)	
Title: Modern Bookkeeping and Account	nting
, ,	Edition 2. Copyright Date 1973
Publisher: Fearon-Pitman	Cost \$8.97.
Pages used: 231-235	
COMMENTS: Content Good	Organization ood
Clarity Satisfactory	Readability · Aphropriate for 10-11
Illustrations <u>Numerous/in color</u>	Length Satisfactory,
Motivational Qualities Attrac	etive , , , , ,
Includes:Student Direction	nsQuizzesTeacher Aids
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Teacher Comments:	<u> </u>
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COURSE Business Office School Name and Address Whitesville Central
UNITFinancial & Recordkeeping systems
MODULE Purchases & Sales Documents Instructor Louise Rogers
TASK Complete a purchase order Phone Number (607) 356-3301
1979-1980 Task # 07-05-01 ISSOE Region 13
1980-1981 Task # V-TECS Number
MATERIALS BEST SUITED FOR:
X Individual InstructionHandicapped (Describe)
X Group Instruction Other (Describe)
INSTRUCTIONAL LEVEL(S): GRADE: ABILITY:
Introductory X 10 ° Below Average Performance
X Basic 'X 11 X Average Performance
Advanced . X 12Above Average Performance
MATERIALS USED
Audio Visual Material (Describe)
Simulations/Demonstrations
Other (Equipment, Supplies, Etc.)
Other (Equipment, Supplies, Ecc.)
Title: Century 21 Typing Textbook
Author(s): Lessenberry, Crawford, Erickson, Beaumon Edition Copyright Date 1972
Publisher: Southwestern Robinson Cost
Pages used: pp. 273-279 problems and illustrations
COMMENTS: ContentOrganization
ClarityReadability
Illustrations Length
Motivational Qualities
Includes:Student DirectionsQuizzesTeacher Aids
American
Teacher Comments:
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COURSE Business Office	School Name and Address Whitesville Central
UNIT Financial and recordkeeping systems	
MODULE Purchases and sales documents	Instructor Louise Rogers
TASK 5 Complete a purchase order	Phone Number (607) 356-3301
1979-1980 Task # 07-05-01	ISSOE Region 13
1980-1981 Task #	V-TECS Number
,	Describe)ABILITY:
Introductory X 10	Below Average Performance
X Basic X 11	X Average Performance
AdvancedX 12	Above Average Performance
MATERIALS USED:	
	Other Printed Material (Describe)
Audio Visual Material (Describe)	
Simulations/Demonstrations	
Other (Equipment, Supplies, Etc.)	
Title: Gregg Typing, Series 6 Typin	ng 1
·	Edition Copyright Date 1977
Publisher: McGraw-Hill	Cost
Pages used: _ pp. 128-129 problems and il	lustrations
COMMENTS: Content	Organization
Clarity	Readability
Illustrations	Length
Motivational Qualities	<u> </u>
Includes:Student Direction	ons <u>Quizzes</u> <u>Teacher Aids</u>
Teacher Comments:	·
· · · ·	<u> </u>
	
	

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COURSE Business: Office School Name and Address Whitesville Central	
UNIT Financial & Recordkeeping systems	
MODULE Purchases and sales documents Instructor Louise Royers	<u>.</u>
TASK Complete a purchase order Phone Number (607) 356-3301	
1979-1980 Task # 07-05-01 ISSOE Region 13	<u>.</u>
1980-1981 Task # V-TECS Number	
MATERIALS BEST SUITED FOR:	•
X Individual Instruction Handicapped (Describe)	
X Group Instruction Other (Describe)	
INSTRUCTIONAL LEVEL(S): GRADE: ABILITY:	
Introductory X 10Below Average Performance	
X Basic X 11 X Average Performance	
Advanced X 12 Above Average Performance	
MATERIALS USED:	
'X Textbook Workbook Other Printed Material (Describe)	
Audio Visual Material (Describe)	
Simulations/Demonstrations	
Other (Equipment, Supplies, Etc.)	
Title: Applied Business Mathematics	·
Author(s): Piper, Fairbank, Gruber Edition 9 Copyright Date 1970	<u> </u>
Publisher: Southwestern Cost	
Pages used: pp. 372-396 problems and illustrations	•
COMMENTS: ContentOrganization	
ClarityReadability	
Illustrations Length .	
Motivational Qualities	
Includes:Student DirectionsQuizzes /Teacher Aids	
Teacher Comments:	
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COURSE Business Office	School Name and Address Whitesville Central
UNIT_Financial & Recordkeeping systems	
MODULE Purchases and sales documents	Instructor Louise Rogers
TASK Complete a purchase order	Phone Number (607) 356-3301
1979-1980 Task #07-05-01	ISSOE Region 13.
1980-1981 Task #	V-TECS Number .
· · · · · · · · · · · · · · · · · · ·	ped (Describe)
INSTRUCTIONAL LEVEL(S): GRADE:	ABILITY:
IntroductoryX 10	Below Average Performance
X Basic X 11	X Average Performance
Advanced X 12	Above Average Performance
Audio Visual Material (Describe)	ther Printed Material (Describe)
Simulations/DemonstrationsxOther (Equipment, Supplies, Etc.)	overhead projector
a other (hadring buppines, beet)	overnead projector
Title:	
Author(s):	
12001102 (0) 1	EditionCopyright Date
Publisher:	Edition Copyright Date Cost
Publisher:	
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Publisher: Pages used:	Cost
Publisher: Pages used: COMMENTS: Content	Organization
Publisher: Pages used: COMMENTS: Content Clarity	Organization
Publisher: Pages used: COMMENTS: Content Clarity / Illustrations Motivational Qualities Includes: Student Direction	Organization Readability Length
Publisher: Pages used: COMMENTS: Content Clarity Illustrations Motivational Qualities	Organization Readability Length
Publisher: Pages used: COMMENTS: Content Clarity / Illustrations Motivational Qualities Includes: Student Direction	Organization Readability Length Duizzes Teacher Aids
Publisher: Pages used: COMMENTS: Content Clarity / Illustrations Motivational Qualities Includes:Student Direction	Organization Readability Length Teacher Aids
Publisher: Pages used: COMMENTS: Content Clarity / Illustrations Motivational Qualities Includes: Student Direction	Organization Readability Length Duizzes Teacher Aids

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COURSE Business Office	School Name and Address Whitesville Central
UNIT Financial and Recordkeeping systems	
MODULE Purchases and sales documents	Instructor Louise Rogers
TASK Complete a purchase order	Phone Number (607) 356-3301
1979-1980 Task # 07-05-01	ISSOE Region 13
1980-1981 Task #	V-TECS Number
MATERIALS BEST SUITED FOR:	anned (Describe)
X Individual Instruction Handic	apped (Describe)
X Group InstructionOther	(Describe)
INSTRUCTIONAL LEVEL(S): GRADE:	ABILITY:
Introductory X 10	Below Average Performance
X Basic X 11	Average Performance
Advanced X 12	Above Average Performance
MATERIALS USED:	•
	Other Printed Material (Describe) Stenographers
Audio Visual Material (Describe)	
Simulations/Demonstrations	
Other (Equipment, Supplies, Etc.)	
Center (Equipment)	
Title:	
Author(s):	Edition Copyright Date
Publisher:	
Pages used:	
COMMENTS: Content	Organization
Clarity	Readability
. Illustrations	Length
Motivational Qualities	
Includes: Student Direct	tionsQuizzesTeacher Aids
Teacher Comments:	· · · · · · · · · · · · · · · · · · ·
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COURSE Business Office School Name and Address Whitesville Central Course
UNITFinancial & Recordkeeping systems
MODULE Purchases and sales documents Instructor Louise Rogers
TASK Complete an invoice Phone Number (607) 356-3301
1979-1980 Task # 07-05-02 ISSOE Region 13
1980-1981 Task # V-TECS Number
MATERIALS BEST SUITED FOR:
X Individual InstructionHandicapped (Describe)
X Group Instruction Other (Describe)
INSTRUCTIONAL LEVEL(S): .GRADE: ABILITY:
Introductory X 10Below Average Performance
χ Basic χ 11 χ Average Performance
AdvancedX 12Above Average Performance
MATERIALS USED:
TextbookWorkbookOther Printed Material (Describe)
Audio Visual Material (Describe)
Simulations/Demonstrations
Other (Equipment, Supplies, Etc.)
Title: Century 21 Typing Textbook
Author(s): Lessenberry, Crawford, Beaumont, Robinson Edition Copyright Date 1972
Publisher: Cost Cost
Pages-used: 201
COMMENTS: Content Organization
Clarity Readability
Illustrations Length -
Motivational Qualities
Includes:Student DirectionsQuizzesTeacher Aids
Teacher Comments:

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COURSE Business Office	School Name an	d Address Pioneer High School
UNIT Financial & Recordkeeping Systems		
MODULE Purchese & Sales Documents	, Instructor	George Pryor
TASK Complete an invoice	· Phone Number_	(716) 492-4600
1979-1980 Task # 07-05-02	ISSOE Region_	13
1980-1981 Task #	V-TECS Number_	
MATERIALS BEST SUITED FOR:	-	
x Individual Instruction Handic	apped (Describe)_	<u> </u>
x Group InstructionOther	(Describe)	
INSTRUCTIONAL LEVEL(S): GRADE:	ABILITY:	• •
Introductory 10	Bel	ow Average Performance
Basic x 11 \	x Ave	erage Performance
X Advanced x 12	· Abo	ove Average Performance
		v
MATERIALS USED:		Anna (December)
		aterial (Describe)
Audio Visual Material (Describe)		
	<u>, , , , , , , , , , , , , , , , , , , </u>	
Other (Equipment, Supplies, Etc.)		
		•
Title: Century 21 Accounting Advanced C		
Author(s):	Editio	on 2nd Copyright Date
Publisher: Southwestern	1	Cost
Pages used:		
COMMENTS: Content	Organiza	tion
Clarity	Readabil	ity
. Illustrations	Length	
Motivational Qualities		
Includes: x Student Direct	ions v Ouizz	es <u>x</u> Teacher Aids
Includes. A stateme street	1	
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Teacher Comments:		
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<i>y</i>	•	· · · · ·
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COURSE_Business Office	School Name and Address Pioneer High School
UNIT_Financial & Recordkeeping Systems	The state of the s
MODULE Purchases and Sales Documents	Instructor George Pryor
TASKComplete an invoice	Phone Number (716)492-4600
1979-1980 Task #_07-05-02	ISSOE Region - 13
1980-1981 Task #.	V-TECS Number
•	oped (Describe)
INSTRUCTIONAL LEVEL(S): GRADE:	ABILITY:
Introductory10	Below Average Performance
Basic 11x Advanced x 12	x Average Performance Above Average Performance
MATERIALS USED: TextbookX Workbook(
Typowniting Office	
Title: Typewriting Office Practice Set Author(s):	Edition 6th Copyright Date
Publisher: Southwestern	Edition oth Copya Ight Date
Pages used:	Organization
Clarity/-	Readability
Illustrations	Length
Motivational Qualities	
Includes: X Student Direction	ons x Quizzes x Teacher Aids
Teacher Comments:	
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COURSE Business Office School	1 Name and Address Mt. Vernon H.S.
UNIT_Financial & Recordkeeping Systems	
MODULE Purchases & sales documents Instr	uctor Irene Schindler
TASK Complete an invoice Phone	Number (934) 668-6580
1979-1980 Task # 07-05-02 ISSOE	Regton 3S
1980-1981 Task #	S Number
MATERIALS BEST SUITED FOR:	•
Individual InstructionHandicapped (I	escribe)
`	e)
INSTRUCTIONAL LEVEL(S): GRADE:	ABILITY:
Introductory × 10	Below Average Performance
	X Average Performance
	Above Average Performance
Advanced12	T
MATERIALS USED:	
x Textbook Workbook Other	rinted Material (Describe)
Audio Visual Material (Describe)	
Simulations/Demonstrations	
Other (Equipment, Supplies, Etc.)	
Title: Accounting 10/12	
Author(s): Weaver, Hanna, Freeman, Brower, Smiley	Edition3Copyright Date1977
Publisher: Gregg/McGraw Hill	Cost <u>\$9.57</u>
Pages used: 240-241; 285-286; 435; 440; 237-238	3; 280–282
COMMENTS: Content Complete	Organization Very good
Clarity Good	Readability Appropriate to 10-11
Illustrátions Numerous/appropriate	Length
Motivational Qualities	
Includes: x Student Directions	Quizzes x Teacher Aids ,
Teacher Comments:	,
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UNIT_Financial & Recordkeeping Systems MODULE Purchases & sales documents
TASK Complete an invoice Phone Number (914) 668-6580 1979-1980 Task # 07-05-02 ISSOE Region 3S 1980-1981 Task # V-TECS Number MATERIALS BEST SUITED FOR: Individual Instruction Handicapped (Describe) x Group Instruction Other (Describe) INSTRUCTIONAL LEVEL(S): GRADE: ABILITY: Introductory x 10 Below Average Performance x Basic x 11 x Average Performance Advanced 12 Above Average Performance MATERIALS USED: x Textbook Workbook Other Printed Material (Describe) Audio Visual Material (Describe)
1979-1980 Task # 07-05-02 ISSOE Region. 3S 1980-1981 Task # V-TECS Number
MATERIALS BEST SUITED FOR: Individual InstructionHandicapped (Describe)
MATERIALS BEST SUITED FOR: Individual Instruction
MATERIALS BEST SUITED FOR: Individual Instruction
X Group Instruction Other (Describe) INSTRUCTIONAL LEVEL(S): GRADE: ABILITY: Introductory x 10 Below Average Performance X Basic x 11 x Average Performance Advanced 12 Above Average Performance MATERIALS USED: X Textbook Workbook Other Printed Material (Describe) Audio Visual Material (Describe)
INSTRUCTIONAL LEVEL(S): GRADE: Introductory x 10 Below Average Performance x Basic Advanced 12 Above Average Performance MATERIALS USED: x Textbook Morkbook Other Printed Material (Describe) Audio Visual Material (Describe)
Introductory x 10 Below Average Performance x Basic x 11 x Average Performance Advanced 12 Above Average Performance MATERIALS USED: x Textbook Workbook Other Printed Material (Describe) Audio Visual Material (Describe)
x Basic x 11 x Average Performance Advanced 12 Above Average Performance MATERIALS USED: x Textbook Workbook Other Printed Material (Describe) Audio Visual Material (Describe)
Advanced 12 Above Average Performance MATERIALS USED: x Textbook Workbook Other Printed Material (Describe) Audio Visual Material (Describe)
MATERIALS USED: x Textbook Workbook Other Printed Material (Describe) Audio Visual Material (Describe)
x Textbook Workbook Other Printed Material (Describe) Audio Visual Material (Describe)
Audio Visual Material (Describe)
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Cl. Laster Bone comparisons
Simulations/Demonstrations
Other (Equipment, Supplies, Etc.)
Title: Modern Bookkeeping and Accounting
Author(s): Morris, Miller, Janis Edition 2 Copyright Date 1973
Publisher: Fearon-Pitman ° Cost \$8.97
Pages used: 234-235
COMMENTS: Content Good Organization Good
Clarity Satisfactory Readability Appropriate for 10-11
Illustrations Good Length Satisfactory
Motivational Qualities Attractive; easy to follow
Includes:Student DirectionsQuizzesTeacher Aids
Teacher Comments:





COURSE Business Office	School Name and Address Pioneer High School
UNIT Financial & Recordkeeping Systems	
MODULE Purchases & Sales Documents	Instructor George Pryor
TASK Complete a bill of lading	Phone Number (716) 492-4600
1979-1980 Task # 07-05-03	ISSOE Region 13
1980-1981 Task #	V-TECS Number .
MATERIALS BEST SUITED FOR:	
Individual Instruction Handica	pped (Describe)
	Describe)
INSTRUCTIONAL LEVEL(S): GRADE:	ABILITY:
	Below Average Performance
	- X Average Performance
◆ Basic , x 1·1	
\underline{x} Advanced \underline{x} 12	Above Average Performance
MATERIALS USED:	
Textbook <u>X</u> Workbook	Other Printed Material (Describe)
Audio Visual Material (Describe)	
Simulations/Demonstrations	
Other (Equipment, Supplies, Etc.)	
Title: Typewriting Office Practice Set	**
Author(s):	Edition 6th Copyright Date `
	Cost
Publisher: Southwestern	
Pages used:	
COMMENTS: Content	• Organization *
Clarity	Readability
Illustrations	Length
Motivational Qualities	
Includes: x Student Direct	ions x Quizzes x Teacher Aids
Teacher Comments:	۲. /
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COURSE Business Office	School Name and Address Pioneer High School
UNIT Financial & Recordkeeping Systems	
MODULE Purchases & Sales Documents	Instructor George Pryor
TASK Complete a bill of lading	Phone Number (716) 492-4600
1979-1980 Task #_07-05-03	ISSOE Region 13
1980-1981 Task #	V-TECS Number_
MATERIALS BEST SUITED FOR:	
	pped (Describe)
Oroup InstructionOther (I	Describe)
INSTRUCTIONAL LEVEL(S): GRADE:	ABILITY:
Introductory10	Below Average Performance
Basic11	Average Performance
X_Advanced 12 ``	Above Average Performance
MATERIALS USED:	
X Textbook x Workbook	Other Printed Material (Describe)
Simulations/Demonstrations	
Other (Equipment, Supplies, Etc.)	<u> </u>
-Title: Century 21 Accounting Advanced Cou	urse
	Edition 2nd Copyright Date
	Cost 4
Pages used:	
COMMENTS: Content	Organization
Clarity	Readability
Illustrations	Length *
Motivational Qualities · ·	
Includes: _x Student Direction	ons <u>x</u> Quizzes <u>x</u> Teacher Aids
,	
Teacher Comments:	,
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UNIT_Financial & Recordkeeping systems MODULE_Purchases & sales documents	
MODULE Purchases & sales documents TASK Complete a bill of lading 1979-1980 Task # 07-05-03 1980-1981 Task # 07-05-03 1980-1981 Task # V-TECS Number MATERIALS BEST SUITED FOR: X Individual Instruction	
TASK Gomplete a bill of lading Phone Number (607) 356-3301 1979-1980 Task # 07-05-03 ISSOE Region 13 1980-1981 Task # V-TECS Number MATERIALS BEST SUITED, FOR: X Todividual Instruction	
1979-1980 Task # 07-05-03 ISSOE Region 13 1980-1981 Task # V-TECS Number MATERIALS BEST SUITED FOR: X Group Instruction	
MATERIALS BEST SUITED, FOR: X**Individual Instruction	
MATERIALS BEST SUITED, FOR: X Group Instruction Other (Describe) INSTRUCTIONAL LEVEL(S): GRADE: ABILITY: Introductory X 10 Below Average Performance X Basfc X 11 Average Performance Advanced X: 12 Above Average Performance MATERIALS USED: X Textbook Workbook Other Printed Material (Describe) Simulations/Demonstrations Other (Equipment, Supplies, Etc.) Title: Century 21 Typing Textbook Author(s): Lessenberry, Crawford, Erickson, Beaumont, Edition Copyright Date 19 Publisher: Southwestern Robinson Cost Pages used: 273-274 COMMENTS: Content Organization	
Martical Content Content Content	
INSTRUCTIONAL LEVEL(S): GRADE: Introductory X 10 Below Average Performance X Basic Advanced X 11 Average Performance Above Average Performance MATERIALS USED: x Textbook Audio Visual Material (Describe) Simulations/Demonstrations Other (Equipment, Supplies, Etc.) Title: Century 21 Typing Textbook Author(s): Lessenberry, Crawford, Erickson, Beaumont Edition Robinson Cost Pages used: 273-274 COMMENTS: Content Organization	
Introductory X 10 Below Average Performance X Basic X 11 Average Performance Advanced X: 12 Above Average Performance MATERIALS USED: x Textbook Workbook Other Printed Material (Describe) Audio Visual Material (Describe) Simulations/Demonstrations Other (Equipment, Supplies, Etc.) Title: Century 21 Typing Textbook Author(s): Lessenberry, Crawford, Erickson, Beaumont Edition Copyright Date 19 Publisher: Southwestern Cost Pages used: 273-274 COMMENTS: Content Organization	· ·
X Basic X 11 Average Performance	· ·
Advanced X: 12 Above Average Performance MATERIALS USED: x Textbook Workbook Other Printed Material (Describe) Audio Visual Material (Describe) Simulations/Demonstrations Other (Equipment, Supplies, Etc.) Title: Century 21 Typing Textbook Author(s): Lessenberry, Crawford, Erickson, Beaumont Edition Copyright Date 19 Publisher: Southwestern Robinson Cost Pages used: 273-274 COMMENTS: Content Organization	÷
MATERIALS USED: x Textbook	
Audio Visual Material (Describe) Simulations/Demonstrations Other (Equipment, Supplies, Etc.) Title: Century 21 Typing Textbook Author(s): Lessenberry, Crawford, Erickson, Beaumont, Edition Copyright Date 19 Robinson Cost Pages used: 273-274 COMMENTS: Content Organization	
Audio Visual Material (Describe) Simulations/Demonstrations Other (Equipment, Supplies, Etc.) Title: Century 21 Typing Textbook Author(s): Lessenberry, Crawford, Erickson, Beaumont, Edition Copyright Date 19 Robinson Cost Pages used: 273-274 COMMENTS: Content Organization	•
Other (Equipment, Supplies, Etc.) Title: Century 21 Typing Textbook Author(s): Lessenberry, Crawford, Erickson, Beaumont Edition Copyright Date 19 Publisher: Southwestern Cost Pages used: 273-274 COMMENTS: Content Organization	
Other (Equipment, Supplies, Etc.) Title: Century 21 Typing Textbook Author(s): Lessenberry, Crawford, Erickson, Beaumont Edition Copyright Date 19 Robinson Cost Pages used: 273-274 COMMENTS: Content Organization	<u> </u>
Title: Century 21 Typing Textbook Author(s): Lessenberry, Crawford, Erickson, Beaumont, Edition Copyright Date 19 Publisher: Southwestern Robinson Cost Pages used: 273-274 COMMENTS: Content Organization	
Author(s): Lessenberry, Crawford, Erickson, Beaumont Edition Copyright Date 19 Publisher: Southwestern Cost Pages used: 273-274 COMMENTS: Content Organization	
Author(s): Lessenberry, Crawford, Erickson, Beaumont, Edition Copyright Date 19 Publisher: Southwestern Cost Pages used: 273-274 COMMENTS: Content Organization	
Publisher: Southwestern Cost Pages used: 273-274 COMMENTS: Content Organization	72
COMMENTS: Content Organization	
COMMENTS: Content Organization	·
ClarityReadability	
· Il·lustrations Length	
Motivational Qualities	
Includes:Student DirectionsQuizzesTeacher Aids	
Teacher Comments:	
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COURSE Business Office	School Name and Address Whitesville Central
UNIT Financial & Recordkeeping systems	
MODULE Purchases and sales documents : .	Instructor Louise Rogers
TASK Complete a customer's statement.	Phone Number (607) 356-3301
1979-1980 Task # 07-05-04	ISSOE Region13
1980-1981 Task #	V-TECS Number_
MATERIALS BEST SUITED FOR:	•••
*X Individual Instruction Handicap	pped (Describe)
X Group InstructionOther (I	Describe)
INSTRUCTIONAL LEVEL(S): GRADE:	ABILITY:
Introductory X 10	Below Average Performance
X Basic X 11	Average Performance
Advanced X 12	Above Average Performance
MATERIALS USED:	
X Textbook Workbook C	Other Printed Material (Describe)
Audio Visual Material (Describe)	
Simulations/Demonstrations	
Other (Equipment, Supplies, Ec.)	·
,	•
Title: Applied Business Mathemati	cş , , , , , , , , , , , , , , , , , , ,
Author(s): Piper, Fairbank, Gruber	Edition 9 Copyright Date 1970
Publisher: Southwestern	Cost
Pages used: 428-430	•
COMMENTS: Content	Organization
Clarity	Readability
Illustrations	Length
Motivational Qualities	
Includes:Student Direction	ns Quizzes Teacher Aids
Teacher Comments:	
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COURSE Business Office	School Name and Address Pioneer High School
UNIT Financial & Recordkeeping Systems	
MODULE Purchases & Sales Documents	Instructor George Pryor
TASK Complete a customer's statement	Phone Number (716) 492-4600
1979-1980 Task # <u>07-05-04</u>	ISSOE Region 13
1980-1981 Task #	V-TECS Number
MATERIALS BEST SUITED FOR: Individual Instruction Handica Group Instruction Other (pped (Describe)
INSTRUCTIONAL LEVEL(S): GRADE:	ABILITY:
, `~ Introductory10	Below Average Performance
Basic x 11	x Average Performance ≺
x Advanced x 12	Above Average Performance
MATERIALS USED:	• -
Textbook <u>x</u> Workbook	Other Printed Material (Describe)
Audio Visual Material (Describe)	
Simulations/Demonstrations	
Other (Equipment, Supplies, Etc.)	<u> </u>
Title: Typewriting Office Practice Set	
Author(s):	Edition Copyright Date
Publisher: Southwestern	Cost
Pages used:	
COMMENTS: Content	Organization
Clarity	Readability
Illustrations	Length
Motivational Qualities	<u> </u>
Includes: x Student Direct:	ions <u>x Quizzes x Teacher Aids</u>
Teacher Comments:	·
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COURSE Business. Office	School Name and Address Pioneer High School
UNIT Financial & Recordkeeping Systems	
MODULE Purchases & Sales Documents	Instructor George Pryor
TASK Complete a customer's statement	Phone Number (716) 492-4600
1979-1980 Task #_07-05-04	ISSOE Region 13
1980-1981 Task,#	V-TECS Number
	pped (Describe)
<u>INSTRUCTIONAL LEVEL(S)</u> : <u>GRADE</u> :	ABILITY:
Introductory 10	Below Average Performance
Basicx 11	x Average Performance
X Advanced x 12,7	Above Average Performance
MATERIALS USED: X Textbook x Workbook .	Other Printed Material (Describe)
Audio Visual Material (Describe)	
Simulations/Demonstrations	•
Other (Equipment, Supplies, Etc.)	
Title: Century 21 Accounting Advanced Cou	•
	Edition_2ndCopyright Date:
Publisher: Southwestern	Cost
Pages used:	
COMMENTS: Content_	Organization
Clarity	Readability
Illustrations	Length
Motivational Qualities Includes: x Student Directi	ons x Quizzes x Teacher Aids
Teacher Comments:	<u> </u>
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COURSE Business Office	School Name and Address Mt. Vernon H.S.
UNIT Financial & Recordkeeping Systems	
MODULE Purchases & sales documents	Instructor Irene Schindler
TASK Complete a customer's statement	Phone Number (914) 668-6580
1979-1980 Task #07-05-04	ISSOE Region 3S
1980-1981 Task/#	V-TECS Number
MATERIALS BEST SUITED FOR:	, , , , , , , , , , , , , , , , , , ,
x Individual Instruction Handfca	pped (Describe)
	Describe)
INSTRUCTIONAL LEVEL(S): GRADE:	ABILITY:
Introductory10	x Below Average Performance
x Basic x 11	x Average Performance
Advanced 12	Above Average Performance
MATERIALS USED:	• • •
	Other Printed Material (Describe)
Audio Visual Material (Describe)	
Simulations/Demonstrations	•
Other (Equipment, Supplies, Etc.)	
	 ,
Title: Clerical Office Procedures	
Author(s): Meehan, Pasewark, Oliverio	Edition 6th Copyright Date 1978
Publisher: Southwestern	Cost\$9.42
Pages used: P8 498-518	
COMMENTS: Content Good	Organization Good
Clarity Good	. Readability Appropriate for grade level
· · · · · · · · · · · · · · · · · · ·	erous Length
•	·
Motivational Qualities	ions Quizzes Teacher Aids
Includes: Student Direct	ionsquizzesieacher Aids
Teacher Comments: Chapter Topics review	Important points and cover basics
well on improving arith	metic and language skills; also
· covers decision making	and human relations.
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COURSE Business Office	School Name and Address Mt. Vernon H.S.
UNIT_Financial & Recordkeeping Systems	
MODULE Purchases and sales documents	Instructor Irene Schindler
TASK Complete a customer's statement	Phone Number (914) 668-6580°
1979-1980 Task # 07-05-04	ISSOE Region 3S
1980-1981 Task #	V-TECS Number
MATERIALS BEST SUITED FOR: Individual Instruction Handicap	ped (Describe)
,	escribe)
INSTRUCTIONAL LEVEL(S): GRADE:	ABILITY:
Introductory x 10	Below Average Performance
x Basic x 11	x Average Performance
Advanced 12	Above Average Performance
MATERIALS USED:	
Textbook Workbook0	ther Printed Material (Describe)
Audio Visual Material (Déscribe)	
01 1-61 10	
Other (Equipment, Supplies, Etc.)	
TMtle: Accounting 10/12	
Author(s): Weaver, Hanna, Freeman, Brower, St	niley Edition 3 Copyright Date 1977
Publisher: Gregg/McGraw Hill	Cost_\$9.57
Pages used:pg. 286 - 288	· • • • • • • • • • • • • • • • • • • •
COMMENTS: Content Complete	Organization Very good
Clarity Satisfactory	ReadabilityAbove-average
Illustrations Good-flowcharting	LengthSatisfactory
Motivational Qualities is effe	ctive Good activities
Includes: x Student Direction	nsQuizzes _x Teacher Aids
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Teacher Comments:	
	• •
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COURSE . Business Office	School Name and Address Mt. Vernon H.S.
UNIT. Data Processing	· · · · · · · · · · · · · · · · · · ·
MODULE Keypunch machine	Instructor Irene Schindler
TASK Develop and use a program card	Phone Number (914) 688-6580
1979-1980 Task #08-01-02	ISSOE Region 3S
1980-1981 Task #	V-TECS Number
MATERIALS BEST SUITED FOR:	
. Individual InstructionHandicap	oped (Describe)
Group InstructionOther (I	Describe)
INSTRUCTIONAL LEVEL(S): GRADE:	ABILITY:
Infroductory10	Below Average Performance
Basic 11	Average Performance
Advanced 12	Above Average Performance
MATERIALS USED:	. \ _
	Other Printed Material (Describe) Practice exercises
Audio Visual Material (Describe)	•
Simulations/Demonstrations	•
Other (Equipment, Supplies, Etc.)	
Title: Card Punch Practice Exercises (SR25-1627-1)
Author(s): IBM Corp.	EditionCopyright Date1975
Publisher: DPD Education Development Publi Education Center, South Road P	
Pages used:	oughkeepsie, iiiii 12002
COMMENTS: Content	Organization .
Clarity_	
Illustrations	Y t-
Motivational Qualities	<u></u>
Includes:Student Directi	ons Quizzes Teacher Aids
*	
Teacher Comments:	
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INSTITUTE STAFF

James A. Dunn, Director

RESEARCH ASSOCIATES

Vernon Beuke
John Bowers
Mary Margaret Carmichael
Gloria Cooper
Robert Frank
Peter Gray
Dennis Ridley
Helen Veres
Clinton Walker

RESEARCH ASSISTANTS

Jeffrey Claus
Philip Harrington
Patricia Kuntz
Elizabeth Martini
Karen Mitchell
Lucy Savitzky
Frances Schorr

SECRETARIAL SUPPORT

Susan Alexander Sharon Bobnick Madeline Dean Cynthia Moore Lois Snyder Michelle Woodcock

EDITORS

Doreet Hopp Eva Kaufman Johanna Pank