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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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80 BA-1115 GS



Managing Student Progress

BUSINESS & OFFICE EDUCATION

ED209462

Instructional Materials

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NATIONAL INSTITUTE OF EDUCATION
EDUCATIONAL RESOURCES INFORMATION
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EDUCATION RESEARCH



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Instructional Materials

Research Pub. 81-04-B

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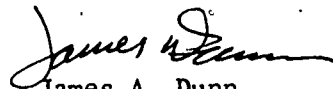
James Dunn

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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



ISSOE MATERIALS REPORTING FORM

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:

Individual Instruction Handicapped (Describe)
 Group Instruction Other (Describe)

INSTRUCTIONAL LEVEL(S):	GRADE:	ABILITY:
<input type="checkbox"/> Introductory	<input type="checkbox"/> 10	<input type="checkbox"/> Below Average Performance
<input type="checkbox"/> Basic	<input type="checkbox"/> 11	<input type="checkbox"/> Average Performance
<input type="checkbox"/> Advanced	<input type="checkbox"/> 12	<input type="checkbox"/> Above Average Performance

MATERIALS USED:

Textbook Workbook Other Printed Material (Describe)
Audio Visual Material (Describe)
Simulations/Demonstrations
Other (Equipment, Supplies, Etc.)

Title: The Receptionist

Author(s): Wood and McKenna Edition _____ Copyright Date 1966

Publisher: McGraw Hill Book Company Cost \$9.40

Pages used: _____

COMMENTS: Content _____ Organization _____
Clarity _____ Readability _____
Illustrations _____ Length _____
Motivational Qualities _____
Includes: Student Directions Quizzes Teacher Aids

Teacher Comments: _____



ISSOE MATERIALS REPORTING FORM

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:

- Individual Instruction _____ Handicapped (Describe) _____
- Group Instruction _____ Other (Describe) _____

INSTRUCTIONAL LEVEL(S):

GRADE:

ABILITY:

- | | | |
|---|--|---|
| <input type="checkbox"/> Introductory | <input type="checkbox"/> 10 | <input type="checkbox"/> Below Average Performance |
| <input checked="" type="checkbox"/> Basic | <input checked="" type="checkbox"/> 11 | <input checked="" type="checkbox"/> Average Performance |
| <input type="checkbox"/> Advanced | <input type="checkbox"/> 12 | <input type="checkbox"/> Above Average Performance |

MATERIALS USED:

- Textbook _____
- Workbook _____
- Other Printed Material (Describe) _____
- Audio Visual Material (Describe) 2 Training Cassettes
- Simulations/Demonstrations _____
- Other (Equipment, Supplies, Etc.) _____

Title: The Receptionist

Author(s): Buller and Smith Edition _____ Copyright Date 1978

Publisher: Southwestern Cost \$6.69

Pages used: _____

- COMMENTS:
- Content _____ Organization _____
 - Clarity _____ Readability _____
 - Illustrations _____ Length _____
 - Motivational Qualities _____
 - Includes: Student Directions Quizzes Teacher Aids

Teacher Comments: Practice Set



ISSOE MATERIALS REPORTING FORM

COURSE Business office

School Name and Address Mt. Vernon H.S.

UNIT Communication skills

MODULE Oral communications

Instructor Irene Schindler

TASK Receive and accomodate visitors

Phone Number (914) 668-6580

1979-1980 Task # 02-01-01

ISSOE Region 3S

1980-1981 Task # _____

V-TECS Number _____

MATERIALS BEST SUITED FOR:

Individual Instruction Handicapped (Describe) _____

Group Instruction Other (Describe) _____

INSTRUCTIONAL LEVEL(S):

GRADE:

ABILITY:

Introductory 10

Below Average Performance

Basic 11

Average 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: Clerical Office Procedures

Author(s): Pasewark, Oliverio Edition 6 Copyright Date 1978

Publisher: Southwestern Cost \$9.42

Pages used: 180-190

COMMENTS: Content Good Organization Good

Clarity Good Readability Appropriate for 10-11

Illustrations Graphic/appropriate Length Satisfactory

Motivational Qualities Attractively presented: interesting

Includes: Student Directions Quizzes Teacher Aids

Teacher Comments: _____



ISSOE MATERIALS REPORTING FORM

COURSE Business Office

School Name and Address Mt. Vernon H.S.

UNIT Communication skills

MODULE Oral communications

Instructor Irene Schindler

TASK Receive, record, & route phone calls

Phone Number (914) 668-6580

1979-1980 Task # 02-01-02

ISSOE Region 3S

1980-1981 Task # _____

V-TECS Number _____

MATERIALS BEST SUITED FOR:

Individual Instruction Handicapped (Describe) _____

Group Instruction Other (Describe) _____

INSTRUCTIONAL LEVEL(S):

GRADE:

ABILITY:

Introductory 10

Below Average Performance

Basic 11

Average 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: Clerical Office Procedures

Author(s): Pasewark, Oliverio Edition 6 Copyright Date 1978

Publisher: Southwestern Cost \$9.42

Pages used: 204-217

COMMENTS: Content Good Organization Good

Clarity Good Readability Appropriate for grade level

Illustrations Numerous/appropriate Length Adequate

Motivational Qualities _____

Includes: Student Directions Quizzes Teacher Aids

Teacher Comments: _____



ISSOE MATERIALS REPORTING FORM

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:

Individual Instruction _____ Handicapped (Describe) _____

Group Instruction _____ Other (Describe) _____

INSTRUCTIONAL LEVEL(S):

GRADE:

ABILITY:

Introductory _____ 10

Below Average Performance

Basic _____ 11

Average 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: General Office Procedures

Author(s): Arche, 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 Directions Quizzes Teacher Aids

Teacher Comments: _____



ISSOE MATERIALS REPORTING FORM

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 Instruction Handicapped (Describe) _____

Group Instruction Other (Describe) _____

INSTRUCTIONAL LEVEL(S):

GRADE:

ABILITY:

Introductory 10

Basic 11

Advanced 12

Below Average Performance

Average Performance

Above Average Performance

MATERIALS USED:

Textbook Workbook Other Printed Material (Describe) 30 pg. teacher material

Audio Visual Material (Describe) 90 minute cassette

Simulations/Demonstrations _____

Other (Equipment, Supplies, Etc.) 12 masters

Title: Telephone Use Activity Pack

Author(s): J. Weston Walsh, Pub. Edition _____ Copyright Date _____

Publisher: Portland, ME 04104 Cost _____

Pages used: _____

COMMENTS: Content Organisation

Clarity Readability

Illustrations Length

Motivational Qualities

Includes: Student Directions Quizzes Teacher Aids

Teacher Comments: _____



ISSOE MATERIALS REPORTING FORM

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:

Individual Instruction Handicapped (Describe) _____

Group Instruction Other (Describe) _____

INSTRUCTIONAL LEVEL(S):

GRADE:

ABILITY:

Introductory 10

Below Average Performance

Basic 11

Average 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: Clerical Office Procedures

Author(s): Pasewark, Oliverio Edition 6 Copyright Date 1978

Publisher: 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: Student Directions Quizzes Teacher Aids

Teacher Comments: _____



ISSOE MATERIALS REPORTING FORM

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:

Individual Instruction _____ Handicapped (Describe) _____

^{OR} Group Instruction _____ Other (Describe) _____

INSTRUCTIONAL LEVEL(S):

GRADE:

ABILITY:

Introductory _____ 10

Below Average Performance

Basic _____ 11

Average Performance

Advanced _____ 12

Above Average Performance

MATERIALS USED:

Textbook Workbook Other Printed Material (Describe) Materials

Audio Visual Material (Describe) _____

Simulations/Demonstrations Simulation

Other (Equipment, Supplies, Etc.) THANK YOU/PLEASE CALL AGAIN SPIRIT MASTER BOOK and model phone directory

Title: Telephone Training for Business Students

Author(s): NY Telephone Company Edition _____ Copyright Date _____

Publisher: N.Y. Telephone Co. Cost Free

Pages used: pp. 28-36 in Using the Directory

COMMENTS: Content Excellent Organization Excellent

Clarity Excellent Readability Excellent

Illustrations Excellent Length Appropriate

Motivational Qualities Is very relevant and well presented

Includes: Student Directions Quizzes Teacher Aids

Teacher Comments: Contact local Telephone Business Office to reserve telephone equipment:

a free supply of handouts, modified directories; and a spirit master book

of telephone and directory information and teaching assistance available to

groups/teachers upon request.



ISSOE MATERIALS REPORTING FORM

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 ____ Handicapped (Describe) _____
____ Group Instruction ____ Other (Describe) _____

INSTRUCTIONAL LEVEL(S):

GRADE:

ABILITY:

____ Introductory ____ 10 ____ Below Average Performance
____ Basic ____ 11 ____ Average Performance
____ Advanced ____ 12 ____ Above Average Performance

MATERIALS USED:

____ Textbook ____ Workbook ____ Other Printed Material (Describe) _____
____ Audio Visual Material (Describe) _____
 Simulations/Demonstrations On the Job Training
____ 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 Directions ____ Quizzes ____ Teacher Aids

Teacher Comments: _____



ISSOE MATERIALS REPORTING FORM

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 Handicapped (Describe) _____

Group Instruction Other (Describe) _____

INSTRUCTIONAL LEVEL(S):

GRADE:

ABILITY:

Introductory 10

Below Average Performance

Basic 11

Average 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: 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: Student Directions Quizzes Teacher Aids

Teacher Comments: _____



ISSOE MATERIALS REPORTING FORM

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 Handicapped (Describe) _____

Group Instruction Other (Describe) _____

INSTRUCTIONAL LEVEL(S):

GRADE:

ABILITY:

Introductory 10

Below Average Performance

Basic 11

Average 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: Gregg Office Job Training Program

Author(s): Andrews Edition _____ Copyright Date 1973

Publisher: Gregg/McGraw Hill Cost \$2.67

Pages used: _____

COMMENTS: Content _____ Organization _____

Clarity _____ Readability _____

Illustrations _____ Length _____

Motivational Qualities _____

Includes: Student Directions Quizzes Teacher Aids

Teacher Comments: _____



ISSOE MATERIALS REPORTING FORM

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 Handicapped (Describe) _____

Group Instruction Other (Describe) _____

INSTRUCTIONAL LEVEL(S):

GRADE:

ABILITY:

Introductory 10

Below Average Performance

Basic 11

Average 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: 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 Directions Quizzes Teacher Aids

Teacher Comments: _____



ISSOE MATERIALS REPORTING FORM

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 Handicapped (Describe) _____

Group Instruction Other (Describe) _____

INSTRUCTIONAL LEVEL(S):

GRADE:

ABILITY:

Introductory 10

Below Average Performance

Basic 11

Average Performance

Advanced 12

Above Average Performance

MATERIALS USED:

Textbook Workbook Other Printed Material (Describe) _____

Audio Visual Material (Describe) _____

Simulations/Demonstrations On 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 Directions Quizzes Teacher Aids

Teacher Comments: _____



ISSOE MATERIALS REPORTING FORM

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 Handicapped (Describe) _____

Group Instruction Other (Describe) _____

INSTRUCTIONAL LEVEL(S):

GRADE:

ABILITY:

Introductory 10

Below Average Performance

Basic 11

Average 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: Gregg Office Job Training Program

Author(s): Andrews Edition _____ Copyright Date 1973

Publisher: Gregg/McGraw Hill Cost \$2.67

Pages used: _____

COMMENTS: Content _____ Organization _____

Clarity _____ Readability _____

Illustrations _____ Length _____

Motivational Qualities _____

Includes: Student Directions Quizzes Teacher Aids

Teacher Comments: _____



ISSOE MATERIALS REPORTING FORM

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 Handicapped (Describe) _____

Group Instruction Other (Describe) _____

INSTRUCTIONAL LEVEL(S):	GRADE:	ABILITY:
<input type="checkbox"/> Introductory	<input type="checkbox"/> 10	<input type="checkbox"/> Below Average Performance
<input type="checkbox"/> Basic	<input type="checkbox"/> 11	<input checked="" type="checkbox"/> Average Performance
<input type="checkbox"/> Advanced	<input type="checkbox"/> 12	<input type="checkbox"/> Above Average Performance

MATERIALS USED:

- Textbook Workbook Other Printed Material (Describe) _____
- Audio Visual 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 Directions Quizzes Teacher Aids

Teacher Comments: _____





ISSOE MATERIALS REPORTING FORM

COURSE 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:

Individual Instruction _____ Handicapped (Describe) _____
or
 Group Instruction _____ Other (Describe) _____

INSTRUCTIONAL LEVEL(S):

GRADE:

ABILITY:

Introductory _____ 10 _____
 Basic _____ 11 _____
 Advanced _____ 12 _____
 Below Average Performance _____
 Average Performance _____
 Above Average Performance _____

MATERIALS USED:

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: p. 380

COMMENTS: Content Good Organization Good

Clarity Good Readability Appropriate for grade level

Illustrations Appropriate Length _____

Motivational Qualities _____

Includes: Student Directions Quizzes Teacher Aids

Teacher Comments: _____



ISSOE MATERIALS REPORTING FORM

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 Handicapped (Describe) _____

Group Instruction Other (Describe) _____

INSTRUCTIONAL LEVEL(S):

GRADE:

ABILITY:

Introductory 10

Below Average Performance

Basic 11

Average Performance

Advanced 12

Above Average Performance

MATERIALS USED:

Textbook Workbook Other Printed Material (Describe) _____

Audio Visual Material (Describe) _____

Simulations/Demonstrations On 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 Directions Quizzes Teacher Aids

Teacher Comments: _____



ISSOE MATERIALS REPORTING FORM

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 Handicapped (Describe) _____
 Group Instruction Other (Describe), _____

INSTRUCTIONAL LEVEL(S):

GRADE:

ABILITY:

Introductory 10 Below Average Performance
 Basic 11 Average 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: Gregg Office Job Training Program

Author(s): Andrews Edition _____ Copyright Date 1973

Publisher: Gregg/McGraw Hill Cost \$2.67 /

Pages used: _____

COMMENTS: Content _____ Organization _____
Clarity _____ Readability _____
Illustrations _____ Length _____
Motivational Qualities _____
Includes: Student Directions Quizzes Teacher Aids

Teacher Comments: _____



ISSOE MATERIALS REPORTING FORM

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 _____ Handicapped (Describe) _____
Group Instruction _____ Other (Describe) _____

INSTRUCTIONAL LEVEL(S):

GRADE:

ABILITY:

Introductory _____ 10 _____ Below Average Performance _____
Basic _____ 11 _____ Average 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: 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 Directions _____ Quizzes _____ Teacher Aids _____

Teacher Comments: _____



ISSOE MATERIALS REPORTING FORM

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 # 1

V-TECS Number _____

MATERIALS BEST SUITED FOR:

Individual Instruction _____ Handicapped (Describe) _____

Group Instruction _____ Other (Describe) _____

INSTRUCTIONAL LEVEL(S):

GRADE:

ABILITY:

Introductory _____ 10

Below Average Performance

Basic _____ 11

Average 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: Clerical Office Procedures

Author(s): Pasewark, Oliverio Edition 6 Copyright Date 1978

Publisher: Southwestern Cost \$9.42

Pages used: 370-395

COMMENTS: Content Good Organization Good

Clarity Good Readability Appropriate for grade level

Illustrations Numerous/appropriate Length _____

Motivational Qualities _____

Includes: Student Directions Quizzes Teacher Aids

Teacher Comments: _____



ISSUE MATERIALS REPORTING FORM

COURSE Business Office.

School Name and Address Onondaga-Madison BOCES

UNIT Filing 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:

Individual Instruction Handicapped (Describe) Emotional & Physical
 Group Instruction Other (Describe) _____

INSTRUCTIONAL LEVEL(S):

GRADE:

ABILITY:

Introductory _____ 10
 Basic _____ 11
 Advanced _____ 12

Below Average Performance
 Average Performance
 Above Average Performance

MATERIALS USED:

Adult

Textbook Workbook Other Printed Material (Describe) _____
 Audio Visual Material (Describe) _____
 Simulations/Demonstrations _____
 Other (Equipment, Supplies, Etc.) _____

Title: Gregg 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 Good
Motivational Qualities Fair
Includes: Student Directions Quizzes Teacher Aids

Teacher Comments: Student will index 100 cards, with business and individual names
for alphabetic filing.



ISSOE MATERIALS REPORTING FORM

COURSE Business Office

School Name and Address Onordaga-Madison BOCES

UNIT Filing and Retrieval

MODULE Indexing

Instructor David Stallone

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:

Individual Instruction Handicapped (Describe) Emotional and Physical
 Group Instruction Other (Describe) _____

INSTRUCTIONAL LEVEL(S):

GRADE:

ABILITY:

Introductory _____ 10
 Basic _____ 11
 Advanced _____ 12

Below Average Performance
 Average Performance
 Above Average Performance

Adult

MATERIALS USED:

Textbook Workbook Other Printed Material (Describe) _____
 Audio Visual Material (Describe) _____
 Simulations/Demonstrations _____
 Other (Equipment, Supplies, Etc.) _____

Title: Gregg 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: Student Directions Quizzes Teacher Aids

Teacher Comments: _____



ISSOE MATERIALS REPORTING FORM

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:

Individual Instruction Handicapped (Describe) Emotional and Physical
 Group Instruction Other (Describe) _____

INSTRUCTIONAL LEVEL(S):

GRADE:

ABILITY:

Introductory _____ 10
 Basic _____ 11
 Advanced _____ 12

Below Average Performance
 Average Performance
 Above Average Performance

Adult

MATERIALS USED:

Textbook Workbook _____ Other Printed Material (Describe) _____
 Audio Visual Material (Describe) _____
 Simulations/Demonstrations _____
 Other (Equipment, Supplies, Etc.) _____

Title: Clerical Recordkeeping I

Author(s): Baron/Steinfeld

Edition 3rd Copyright Date 1971

Publisher: Southwestern

Cost \$7.80

Pages used: Chapter 1, Jobs 4&5

COMMENTS: Content Good Organization Fair
Clarity Good Readability Good
Illustrations Fair Length Fair
Motivational Qualities _____
Includes: Student Directions Quizzes Teacher Aids

Teacher Comments: To illustrate varied ways to index addresses and names for geographic filing.



ISSOE MATERIALS REPORTING FORM

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:

Individual Instruction Handicapped (Describe) Emotional & Physical
 Group Instruction Other (Describe) _____

INSTRUCTIONAL LEVEL(S):

GRADE:

ABILITY:

Introductory _____ 10
 Basic _____ 11
 Advanced _____ 12
 Adult

Below Average Performance
 Average Performance
 Above Average Performance

MATERIALS-USED:

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

Pages used: Units: 7 part III, 8 part 3

COMMENTS: Content Good Organization Good
Clarity Fair Readability Good
Illustrations Fair Length _____
Motivational Qualities Fair
Includes: Student Directions _____ Quizzes Teacher Aids

Teacher Comments: _____



ISSOE MATERIALS REPORTING FORM

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

MATERIALS BEST SUITED FOR:

Individual Instruction Handicapped (Describe) Emotional & Physical
 Group Instruction Other (Describe)

INSTRUCTIONAL LEVEL(S):

GRADE:

ABILITY:

Introductory 10 Below Average Performance
 Basic 11 Average Performance
 Advanced 12 Above Average Performance

Adult

MATERIALS USED:

Textbook Workbook Other 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
Clarity Good Readability Good
Illustrations Good Length Good
Motivational Qualities: Good
Includes: Student Directions Quizzes Teacher Aids

Teacher Comments:



ISSOE MATERIALS REPORTING FORM

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:

Individual Instruction Handicapped (Describe) Emotional & Physical
 Group Instruction Other (Describe) _____

INSTRUCTIONAL LEVEL(S):

GRADE:

ABILITY:

Introductory _____ 10
 Basic _____ 11
 Advanced _____ 12

Below Average Performance
 Average Performance
 Above Average Performance

MATERIALS USED:

Adult

Textbook Workbook Other 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

Publisher: Southwestern Cost \$10.00

Pages used: Unit 7

COMMENTS: Content Good Organization Good
Clarity Fair Readability Good
Illustrations Good Length _____
Motivational Qualities Good
Includes: Student Directions Quizzes Teacher Aids

Teacher Comments: Used to demonstrate various ways of filing and retrieving information



ISSOE MATERIALS REPORTING FORM

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:

Individual Instruction Handicapped (Describe) Emotional Physical
 Group Instruction Other (Describe) _____

INSTRUCTIONAL LEVEL(S): GRADE:

Introductory _____ 10
 Basic _____ 11
 Advanced _____ 12

ABILITY:

Below Average Performance
 Average Performance
 Above Average Performance

MATERIALS USED: Adult

Textbook Workbook Other Printed Material (Describe) _____
 Audio Visual Material (Describe) _____
 Simulations/Demonstrations _____
 Other (Equipment, Supplies, Etc.) _____

Title: Clerical Recordkeeping I

Author(s): Baron/Steinfied Edition 3 rd Copyright Date 1971

Publisher: Southwestern Cost \$7.80

Pages used: Chapter 1

COMMENTS: Content Good Organization Good
Clarity Good Readability Good
Illustrations Good Length Good
Motivational Qualities _____
Includes: Student Directions Quizzes Teacher Aids

Teacher Comments: _____



ISSOE MATERIALS REPORTING FORM

COURSE Business Office

School Name and Address Onondaga-Madison BOCES

UNIT Filing and Retrieval

MODULE Alphabetic Filing

Instructor David Stallone

TASK Retrieve Correctly Files Information Phone Number (315) 463-9155

1979-1980 Task # 04-02-01

ISSOE Region 9

1980-1981 Task # _____

V-TECS Number _____

MATERIALS BEST SUITED FOR:

Individual Instruction Handicapped (Describe) Emotional and Physical
 Group Instruction Other (Describe) _____

INSTRUCTIONAL LEVEL(S):

GRADE:

ABILITY:

Introductory _____ 10
 Basic _____ 11
 Advanced _____ 12

Below Average Performance
 Average Performance
 Above Average Performance

X Adult

MATERIALS USED:

Textbook Workbook Other 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
Clarity Good Readability Good
Illustrations Good Length _____
Motivational Qualities Good

Includes: Student Directions Quizzes Teacher Aids

Teacher Comments: _____



ISSOE MATERIALS REPORTING FORM

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:

Individual Instruction Handicapped (Describe) Emotional & Physical
 Group Instruction Other (Describe) _____

INSTRUCTIONAL LEVEL(S):

GRADE:

ABILITY:

Introductory _____ 10
 Basic _____ 11
 Advanced _____ 12
Adult

Below Average Performance
 Average Performance
 Above Average Performance

MATERIALS USED:

Textbook Workbook Other Printed Material (Describe) _____
 Audio Visual Material (Describe) _____
 Simulations/Demonstrations _____
 Other (Equipment, Supplies, Etc.) an actual file drawer

Title: NA

Author(s): _____ Edition _____ Copyright Date _____

Publisher: _____ Cost _____

Pages used: NA

COMMENTS: Content _____ Organization _____
Clarity _____ Readability _____
Illustrations _____ Length _____
Motivational Qualities _____

Includes: Student Directions Quizzes Teacher Aids

Teacher Comments: Students will retrieve the misfiled material in the drawer.



ISSOE MATERIALS REPORTING FORM

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:

Individual Instruction Handicapped (Describe) Emotional & Physical
 Group Instruction Other (Describe) _____

INSTRUCTIONAL LEVEL(S):

GRADE:

ABILITY:

Introductory _____ 10
 Basic _____ 11
 Advanced _____ 12

Below Average Performance
 Average Performance
 Above Average Performance

MATERIALS USED:

Adults

Textbook Workbook Other 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

Clarity Good Readability Good

Illustrations Good Length Good

Motivational Qualities _____

Includes: Student Directions Quizzes Teacher Aids

Teacher Comments: _____



ISSOE MATERIALS REPORTING FORM

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 beginning-digit filing system
1979-1980 Task # 04-03-01

Phone Number (315) 463-9155

1980-1981 Task # _____

ISSOE Region 9

V-TECS Number _____

MATERIALS BEST SUITED FOR:

Individual Instruction Handicapped (Describe) Emotional & Physical
 Group Instruction Other (Describe) _____

INSTRUCTIONAL LEVEL(S):

GRADE:

ABILITY:

Introductory _____ 10 Below Average Performance
 Basic _____ 11 Average Performance
 Advanced _____ 12 Above Average Performance

MATERIALS USED:

Adult

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

Pages used: Unit 7

COMMENTS: Content Good Organization Good
Clarity fair Readability good
Illustrations good Length good
Motivational Qualities _____

Includes: Student Directions Quizzes Teacher Aids

Teacher Comments: _____



ISSOE MATERIALS REPORTING FORM

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 beginning-digit filing system Phone Number (315) 463-9155
 1979-1980 Task # 04-03-01 ISSOE Region 9
 1980-1981 Task # _____ V-TECS Number _____

MATERIALS BEST SUITED FOR:

Individual Instruction Handicapped (Describe) Emotional & Physical
 _____ Group Instruction _____ Other (Describe) _____

INSTRUCTIONAL LEVEL(S):

Introductory _____ 10
 Basic _____ 11
 _____ Advanced _____ 12
 _____ Adult

ABILITY:

Below Average Performance
 _____ Average Performance
 _____ Above Average Performance

MATERIALS USED:

_____ Textbook _____ Workbook _____ Other 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
 Clarity Good Readability Good
 Illustrations Good Length Good
 Motivational Qualities Good
 Includes: Student Directions Quizzes Teacher Aids

Teacher Comments: _____



ISSOE MATERIALS REPORTING FORM

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 beginning-digit filing system

Phone Number (315) 463-9155

1979-1980 Task # 04-03-01

ISSOE Region 9

1980-1981 Task # _____

V-TECS Number _____

MATERIALS BEST SUITED FOR:

Individual Instruction Handicapped (Describe) Emotional and Physical
 Group Instruction Other (Describe) _____

INSTRUCTIONAL LEVEL(S):

GRADE:

ABILITY:

Introductory _____ 10
 Basic _____ 11
 Advanced _____ 12

Below Average Performance
 Average Performance
 Above Average Performance

Adult

MATERIALS USED:

Textbook Workbook Other Printed Material (Describe) _____
 Audio Visual Material (Describe) _____
 Simulations/Demonstrations _____
 Other (Equipment, Supplies, Etc.) _____

Title: Clerical Recordkeeping I

Author(s): Baron/Steinfeld Edition 3rd Copyright Date 1971

Publisher: Southwestern Publishing Company Cost \$7.80

Pages used: Chapter 1

COMMENTS: Content Good Organization Good
Clarity Good Readability Good
Illustrations Good Length Good
Motivational Qualities Good
Includes: Student Directions Quizzes Teacher Aids

Teacher Comments: _____



ISSOE MATERIALS REPORTING FORM

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 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:

Individual Instruction Handicapped (Describe) Emotional & Physical
 _____ Group Instruction _____ Other (Describe) _____

INSTRUCTIONAL LEVEL(S):

GRADE:
 Introductory _____ 10
 _____ Basic _____ 11
 _____ Advanced _____ 12

ABILITY:

Below Average Performance
 _____ Average Performance
 _____ Above Average Performance

MATERIALS USED:

_____ Textbook _____ Workbook _____ Other 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
 Clarity Good Readability Good
 Illustrations Good Length Good
 Motivational Qualities Good
 Includes: Student Directions Quizzes Teacher Aids

Teacher Comments: _____



ISSOE MATERIALS REPORTING FORM

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 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:

Individual Instruction Handicapped (Describe) Emotional and Physical
 Group Instruction Other (Describe) _____

INSTRUCTIONAL LEVEL(S):

GRADE:

ABILITY:

Introductory _____ 10
 Basic _____ 11
 Advanced _____ 12
Adult

Below Average Performance
 Average Performance
 Above Average Performance

MATERIALS USED:

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

Pages used: Unit 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: _____



ISSOE MATERIALS REPORTING FORM

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 terminal-digit filing system. Phone Number (315) 463-9155
 1979-1980 Task # 04-03-03 ISSOE Region 9
 1980-1981 Task # _____ V-TECS Number _____

MATERIALS BEST SUITED FOR:

Individual Instruction Handicapped (Describe) Emotional
 _____ Group Instruction _____ Other (Describe) _____

INSTRUCTIONAL LEVEL(S):

GRADE:

ABILITY:

Introductory _____ 10 _____ Below Average Performance
 _____ Basic _____ 11 _____ Average Performance
 _____ Advanced _____ 12 _____ Above Average Performance
 _____ Adult

MATERIALS USED:

_____ Textbook _____ Workbook _____ Other 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
 Clarity Good Readability Good
 Illustrations Good Length Good
 Motivational Qualities: Good
 Includes: Student Directions Quizzes Teacher Aids

Teacher Comments: _____



ISSUE MATERIALS REPORTING FORM

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 terminal digit filing system.

Phone Number (315) 463-9155

1979-1980 Task # 04-03-03

ISSOE Region 9

1980-1981 Task # _____

V-TECS Number _____

MATERIALS BEST SUITED FOR:

Individual Instruction Handicapped (Describe) Emotional & Physical
 Group Instruction Other (Describe) _____

INSTRUCTIONAL LEVEL(S):

GRADE:

ABILITY:

Introductory _____ 10
 Basic _____ 11
 Advanced _____ 12
Adult

Below Average Performance
 Average Performance
 Above Average Performance

MATERIALS USED:

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

Pages used: Unit 8

COMMENTS: Content Good Organization Good

Clarity Fair Readability Good

Illustrations Fair Length Good

Motivational Qualities: Fair

Includes: _____ Student Directions _____ Quizzes _____ Teacher Aids

Teacher Comments: _____



ISSOE MATERIALS REPORTING FORM

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 file

Phone Number (315) 463-9155

1979-1980 Task # 04-04-01

ISSOE Region 9

1980-1981 Task # _____

V-TECS Number _____

MATERIALS BEST SUITED FOR:

Individual Instruction Handicapped (Describe) Emotional & Physical
 Group Instruction Other (Describe) _____

INSTRUCTIONAL LEVEL(S):

GRADE:

ABILITY:

Introductory _____ 10
 Basic _____ 11
 Advanced _____ 12
Adult

Below Average Performance
 Average Performance
 Above Average Performance

MATERIALS USED:

Textbook Workbook Other Printed Material (Describe) _____
 Audio Visual Material (Describe) _____
 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 Organization Good
Clarity Good Readability Good
Illustrations Good Length Good
Motivational Qualities Good
Includes: Student Directions Quizzes Teacher Aids

Teacher Comments: Student first arranges files alphabetically, per filing kit, then sets up his own files at his desk.



ISSOE MATERIALS REPORTING FORM

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 file

Phone Number (315) 463-9155

1979-1980 Task # 04-04-01

ISSOE Region 9

1980-1981 Task # _____

V-TECS Number _____

MATERIALS BEST SUITED FOR:

Individual Instruction Handicapped (Describe) Emotional & Physical
 Group Instruction Other (Describe) _____

INSTRUCTIONAL LEVEL(S):

GRADE:

ABILITY:

Introductory _____ 10
 Basic _____ 11
 Advanced _____ 12
Adult

Below Average Performance
 Average Performance
 Above Average Performance

MATERIALS USED:

Textbook Workbook Other Printed Material (Describe) _____
 Audio Visual Material (Describe) _____
 Simulations/Demonstrations _____
 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 Directions Quizzes Teacher Aids

Teacher Comments: Student files in the front office



ISSOE MATERIALS REPORTING FORM

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:

Individual Instruction Handicapped (Describe) Emotional & Physical
 Group Instruction Other (Describe) _____

INSTRUCTIONAL LEVEL(S):

GRADE:

ABILITY:

Introductory _____ 10
 Basic _____ 11
 Advanced _____ 12
Adult

Below Average Performance
 Average Performance
 Above Average Performance

MATERIALS USED:

Textbook Workbook Other 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
Clarity Good Readability Good
Illustrations Good Length Good
Motivational Qualities Good

Includes: Student Directions Quizzes Teacher Aids

Teacher Comments: 1) Student will file 100 cards from kit and retrieve them in his exercise.

2) Then use an actual file drawer to file and retrieve



ISSOE MATERIALS REPORTING FORM

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:

Individual Instruction Handicapped (Describe) Emotional & Physical
 Group Instruction Other (Describe) _____

INSTRUCTIONAL LEVEL(S):

Introductory _____ 10
 Basic _____ 11
 Advanced _____ 12
 _____ Adult

ABILITY:

Below Average Performance
 Average Performance
 Above Average Performance

MATERIALS USED:

Textbook _____ Workbook _____ 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 Directions Quizzes Teacher Aids

Teacher Comments: Book gives example of modern filing systems and how they are used.



ISSOE MATERIALS REPORTING FORM

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:

Individual Instruction Handicapped (Describe) Emotional & Physical
 Group Instruction Other (Describe) _____

INSTRUCTIONAL LEVEL(S):

GRADE:

ABILITY:

Introductory _____ 10
 Basic _____ 11
 Advanced _____ 12

Below Average Performance
 Average Performance
 Above Average Performance

Adult

MATERIALS USED:

Textbook Workbook Other Printed Material (Describe) _____
 Audio Visual Material (Describe) _____
 Simulations/Demonstrations _____
 Other (Equipment, Supplies, Etc.) an actual file drawer

Title: _____

Author(s): _____ Edition _____ Copyright Date _____

Publisher: _____ Cost _____

Pages used: _____

COMMENTS: Content _____ Organization _____

Clarity _____ Readability _____

Illustrations _____ Length _____

Motivational Qualities _____

Includes: Student Directions Quizzes Teacher Aids

Teacher Comments: - use to set up own files

- for practice



ISSOE MATERIALS REPORTING FORM

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

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 Instruction Handicapped (Describe) _____

Group Instruction Other (Describe) _____

INSTRUCTIONAL LEVEL(S):

GRADE:

ABILITY:

Introductory 10

Below Average Performance

Basic 11

Average 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: How to Use Adding and Calculating Machines

Author(s): Walker, Roach, Hanna Edition 4th Copyright-Date _____

Publisher: _____ Cost _____

Pages used: _____

COMMENTS: Content _____ Organization _____

Clarity _____ Readability _____

Illustrations _____ Length _____

Motivational Qualities: _____

Includes: Student Directions Quizzes Teacher Aids

Teacher Comments: _____



ISSOE MATERIALS REPORTING FORM

COURSE Business 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/ listing machines

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 Instruction Handicapped (Describe) _____
 Group Instruction Other (Describe) _____

INSTRUCTIONAL LEVEL(S):

GRADE:

ABILITY:

Introductory 10
 Basic 11
 Advanced 12

Below Average Performance
 Average Performance
 Above Average Performance

MATERIALS USED:

Textbook Workbook Other Printed Material (Describe) _____
 Audio Visual Material (Describe) _____
 Simulations/Demonstrations _____
 Other (Equipment, Supplies, Etc.) _____

Title: Comprehensive Business Machine Course

Author(s): Pactor & Johnson Edition _____ Copyright Date 1968

Publisher: Fearon - Pitman Cost \$6.80/5.10

Pages used: _____

COMMENTS: Content _____ Organization _____
Clarity _____ Readability _____
Illustrations _____ Length _____
Motivational Qualities _____

Includes: Student Directions Quizzes Teacher Aids

Teacher Comments: _____



ISSOE MATERIALS REPORTING FORM

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

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 Instruction Handicapped (Describe)

Group Instruction Other (Describe)

INSTRUCTIONAL LEVEL(S):

GRADE:

ABILITY:

Introductory 10

Below Average Performance

Basic 11

Average 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: Full Keyboard Adding Machine Course

Author(s): Pactor and Johnson Edition 1968 Copyright Date 1968

Publisher: Fearon - Pitman Revised _____ Cost \$2.20/1.65

Pages used: _____

COMMENTS: Content _____ Organization _____

Clarity _____ Readability _____

Illustrations _____ Length 96 pages

Motivational Qualities _____

Includes: Student Directions Quizzes Teacher Aids

Teacher Comments: No description given in catalog



ISSOE MATERIALS REPORTING FORM

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

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 Instruction Handicapped (Describe) _____
 Group Instruction Other (Describe) _____

INSTRUCTIONAL LEVEL(S):

GRADE:

ABILITY:

Introductory 10 Below Average Performance
 Basic 11 Average 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: Ten Key Adding Machine

Author(s): Factor and Johnson Edition _____ Copyright Date 1976

Publisher: Fearon - Pitman Cost \$4.20/3.15

Pages used: _____

COMMENTS: Content _____ Organization _____
Clarity _____ Readability _____
Illustrations Length 73 pages
Motivational Qualities _____
Includes: Student Directions Quizzes 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.



ISSOE MATERIALS REPORTING FORM

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 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 Instruction _____ Handicapped (Describe) _____

____ Group Instruction _____ Other (Describe) _____

INSTRUCTIONAL LEVEL(S):	GRADE:	ABILITY:
____ Introductory	____ 10	____ Below Average Performance
____ Basic	____ 11	____ Average 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: Ten Key Adding - Listing Machines

Author(s): Pasework & Crenelia Edition 4th Copyright Date _____

Publisher: Southwestern Cost \$4.24/3.18

Pages used: _____

COMMENTS: Content _____ Organization _____

Clarity _____ Readability _____

Illustrations _____ Length _____

Motivational Qualities _____

Includes: Student Directions Quizzes Teacher Aids

pre-test

post-test

Teacher Comments: Text - and workbook - I do not have this book



ISSOE MATERIALS REPORTING FORM

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

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 Instruction Handicapped (Describe) _____

Group Instruction Other (Describe) _____

INSTRUCTIONAL LEVEL(S):

GRADE:

ABILITY:

Introductory 10

Below Average Performance

Basic 11

Average 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: How to Use Adding Machines

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: Student Directions Quizzes Teacher Aids

Teacher Comments: I do not have this book. I went by the description in the catalog

which gives a good description of the contents.



ISSOE MATERIALS REPORTING FORM

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/
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:

Individual Instruction Handicapped (Describe) _____
 ^{OR} Group Instruction Other (Describe) _____

INSTRUCTIONAL LEVEL(S):

GRADE:

ABILITY:

Introductory 10 Below Average Performance
 Basic 11 Average 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: 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/appropriate Length Satisfactory

Motivational Qualities Lots of good, realistic material

Includes: Student Directions Quizzes Teacher Aids

Teacher Comments: Very complete book; usually not needed in its entirety; functions

are usually taught in connection with other functions of an electronic

calculator; adding machines being phased out.



ISSOE MATERIALS REPORTING FORM

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:

Individual Instruction _____ Handicapped (Describe) _____
 Group Instruction _____ Other (Describe) _____

INSTRUCTIONAL LEVEL(S):

GRADE:

ABILITY:

____ Introductory _____ 10 _____ Below Average Performance
 Basic _____ 11 _____ Average 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: How to Use Adding and Calculating Machines

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

Illustrations Satisfactory Length Satisfactory

Motivational Qualities Timed progress check--good motivational device

Includes: Student Directions _____ Quizzes _____ Teacher Aids _____

Teacher Comments: _____



ISSOE MATERIALS REPORTING FORM

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 # 06-02-01

ISSOE Region 13

1980-1981 Task # _____

V-TECS Number _____

MATERIALS BEST SUITED FOR:

Individual Instruction _____ Handicapped (Describe) _____

Group Instruction _____ Other (Describe) _____

INSTRUCTIONAL LEVEL(S):

GRADE:

ABILITY:

Introductory _____ 10

Below Average Performance

Basic _____ 11

Average 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: How to Use Adding and Calculating Machines

Author(s): Walker, Roach, Hanna Edition 4th Copyright Date 1979

Publisher: Gregg - McGraw Hill Cost \$8.56/6.42

Pages used: _____

COMMENTS: Content _____ Organization _____

Clarity _____ Readability _____

Illustrations _____ Length 224 pages

Motivational Qualities "operating models"

Includes: Student Directions Quizzes Teacher Aids

Teacher Comments: _____



ISSOE MATERIALS REPORTING FORM

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:

Individual Instruction

Handicapped (Describe) _____

Group Instruction

Other (Describe) _____

INSTRUCTIONAL LEVEL(S):

GRADE:

ABILITY:

Introductory

10

Below Average Performance

Basic

11

Average 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: Electronic Calculator

Author(s): Pactor

Edition _____

Copyright Date 1976

Publisher: Fearon Pitman Publishing Company

Cost \$4.20/3.15

Pages used: _____

COMMENTS: Content _____

Organization _____

Clarity _____

Readability _____

Illustrations

Length 112 pages

Motivational Qualities _____

Includes: Student Directions

Quizzes

Teacher Aids

Teacher Comments: _____



ISSOE MATERIALS REPORTING FORM

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 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 Instruction _____ Handicapped (Describe) _____
 ^{OR} Group Instruction _____ Other (Describe) _____

INSTRUCTIONAL LEVEL(S):	GRADE:	ABILITY:
<input type="checkbox"/> Introductory	<input type="checkbox"/> 10	<input type="checkbox"/> Below Average Performance
<input checked="" type="checkbox"/> Basic	<input checked="" type="checkbox"/> 11	<input checked="" type="checkbox"/> Average Performance
<input type="checkbox"/> Advanced	<input checked="" type="checkbox"/> 12	<input type="checkbox"/> Above Average Performance

MATERIALS USED:

Textbook _____ Workbook _____ 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 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 Progress Check enables students to measure their mastery of each machine and see their progression in skill on a lesson-to-lesson basis.
Includes: Student Directions Quizzes Teacher Aids

Teacher Comments: _____





ISSOE MATERIALS REPORTING FORM

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 printing calculator 1979-1980 Task # 06-02-01

Phone Number (716) 483-4384

ISSOE Region 13

1980-1981 Task # _____

V-TECS Number _____

MATERIALS BEST SUITED FOR:

Individual Instruction Handicapped (Describe) _____
 Group Instruction Other (Describe) _____

INSTRUCTIONAL LEVEL(S):

GRADE:

ABILITY:

Introductory 10 Below Average Performance
 Basic 11 Average Performance
 Advanced 12 Above Average Performance

MATERIALS USED:

Textbook Workbook Other Printed Material (Describe) Pre-test, Post-test
 Audio Visual Material (Describe) _____
 Simulations/Demonstrations _____
 Other (Equipment, Supplies, Etc.) _____

Title: Electronic and Mechanical Printing Calculator Course

Author(s): Pasewark Edition _____ Copyright Date _____

Publisher: Southwestern Cost \$5.16/3.87

Pages used: _____

COMMENTS: Content _____ Organization _____
Clarity _____ Readability _____
Illustrations _____ Length 30 jobs
Motivational Qualities _____
Includes: Student Directions Quizzes Teacher Aids

Teacher Comments: _____



ISSOE MATERIALS REPORTING FORM

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 Instruction Handicapped (Describe) _____

Group Instruction Other (Describe) _____

INSTRUCTIONAL LEVEL(S):

GRADE:

ABILITY:

Introductory

10

Below Average Performance

Basic

11

Average 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: Printing Calculator ~~Course~~ Course

Author(s): Pactor Edition 0254-6 Copyright Date 1969

Publisher: Fearon - Pitman Publishing Company Cost \$3.20/2.40

Pages used: _____

COMMENTS: Content _____ Organization _____

Clarity _____ *Readability _____

Illustrations _____ Length 160 pages

Motivational Qualities _____

Includes: Student Directions Quizzes Teacher Aids

Teacher Comments: Answer key is more than text \$3.36/2.52

No description given in catalog I have.



ISSOE MATERIALS REPORTING FORM

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 Instruction _____ Handicapped (Describe) _____
____ Group Instruction _____ Other (Describe) _____

INSTRUCTIONAL LEVEL(S):	GRADE:	ABILITY:
____ Introductory	____ 10	____ Below Average Performance
____ Basic	____ 11	____ Average Performance
____ Advanced	____ 12	____ Above Average Performance

MATERIALS USED:

____ Textbook _____ Workbook _____ Other Printed Material (Describe) _____
 Audio Visual Material (Describe) filmstrip- Set of 25 for use with all machines which record amounts on tape.
____ Simulations/Demonstrations _____
 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 Directions _____ Quizzes _____ Teacher Aids _____

Teacher Comments: _____



ISSOE MATERIALS REPORTING FORM

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 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 Instruction Handicapped (Describe) _____

Group Instruction Other (Describe) _____

INSTRUCTIONAL LEVEL(S):

GRADE:

ABILITY:

Introductory 10 Below Average Performance

Basic 11 Average Performance

Advanced 12 Above Average Performance

MATERIALS USED:

Textbook Text-workbook combination Other Printed Material (Describe) _____

Audio Visual Material (Describe) _____

Simulations/Demonstrations _____

Other (Equipment, Supplies, Etc.) Tests

Title: Office Machines Course

Author(s): Cornelia Pasewark Edition 5 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 Students see results; checkups and reinforcement.

Includes: Student Directions Quizzes Teacher Aids

Teacher Comments: A good spiral bound book-- students may put answers on answer-sheets rather than in book--thus, two-three years of use is possible.



ISSOE MATERIALS REPORTING FORM

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 memory function

1979-1980 Task # 06-02-02

ISSOE Region 13

1980-1981 Task # _____

V-TECS Number _____

MATERIALS BEST SUITED FOR:

Individual Instruction _____ Handicapped (Describe) _____

Group Instruction _____ Other (Describe) _____

INSTRUCTIONAL LEVEL(S):

GRADE:

ABILITY:

Introductory _____ 10

Below Average Performance

Basic _____ 11

Average 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: Solving Business Problems on the Electronic Calculator

Author(s): James Mechan and Allan Doerr 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 Directions _____ Quizzes _____ Teacher Aids

Teacher Comments: _____



ISSOE MATERIALS REPORTING FORM

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 kO-key elec- Phone Number (716) 483-4384
tronic calculator involving the memory function

1979-1980 Task # 06-02-02

ISSOE Region 13

1980-1981 Task # _____

V-TECS Number _____

MATERIALS BEST SUITED FOR:

Individual Instruction Handicapped (Describe) _____

Group Instruction Other (Describe) _____

INSTRUCTIONAL LEVEL(S):

GRADE:

ABILITY:

Introductory 10

Below Average Performance

Basic 11

Average Performance

Advanced 12

Above Average Performance

MATERIALS USED:

Textbook Workbook Other Printed Material (Describe) Pre-Post Tests

Audio Visual Material (Describe) _____

Simulations/Demonstrations _____

Other (Equipment, Supplies, Etc.) _____

Title: Electronic Display Calculator Course

Author(s): Pasewark Edition _____ Copyright Date _____

Publisher: Southwestern Cost \$5.16/3.87

Pages used: _____

COMMENTS: Content _____ Organization _____

Clarity _____ Readability _____

Illustrations _____ Length 30 jobs

Motivational Qualities _____

Includes: Student Directions Quizzes Teacher Aids

Teacher Comments: _____





ISSOE MATERIALS REPORTING FORM

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 function

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 _____ Handicapped (Describe) _____
- Group Instruction _____ Other (Describe) _____

INSTRUCTIONAL LEVEL(S):

GRADE:

ABILITY:

- | | | |
|---------------------------------------|-----------------------------|--|
| <input type="checkbox"/> Introductory | <input type="checkbox"/> 10 | <input type="checkbox"/> Below Average Performance |
| <input type="checkbox"/> Basic | <input type="checkbox"/> 11 | <input type="checkbox"/> Average Performance |
| <input type="checkbox"/> Advanced | <input type="checkbox"/> 12 | <input type="checkbox"/> Above Average Performance |

MATERIALS USED:

- Textbook _____ Workbook _____ 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 1979

Publisher: Gregg - McGraw Hill Cost \$8.56/6.42

Pages used: _____

COMMENTS: Content _____ Organization _____

Clarity _____ Readability _____

Illustrations _____ Length 224 pages

Motivational Qualities _____

Includes: Student Directions Quizzes Teacher Aids

Teacher Comments: _____



ISSOE MATERIALS REPORTING FORM

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 sensory function

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 Handicapped (Describe) _____
 Group Instruction Other (Describe) _____

INSTRUCTIONAL LEVEL(S):

Introductory
 Basic
 Advanced

GRADE:

10
 11
 12

ABILITY:

Below Average Performance
 Average Performance
 Above Average Performance

MATERIALS USED:

Textbook 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 Company

Cost \$4.20/3.15

Pages used: _____

COMMENTS: Content _____ Organization _____
Clarity _____ Readability _____
Illustrations Length 112
Motivational Qualities _____
Includes: Student Directions Quizzes Teacher Aids

Teacher Comments: _____



ISSOE MATERIALS REPORTING FORM

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 electronic calculator, involving the memory function

Phone Number (914) 668-6580

1979-1980 Task # 06-02-02

ISSOE Region 3S

1980-1981 Task # _____

V-TECS Number _____

MATERIALS BEST SUITED FOR:

Individual Instruction _____ Handicapped (Describe) _____

^{OR} Group Instruction _____ Other (Describe) _____

INSTRUCTIONAL LEVEL(S):

GRADE:

ABILITY:

____ Introductory

____ 10

____ Below Average Performance

Basic

11

Average 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: Office Machines Course

Author(s): Cornelia Pasewark

Edition 5

Copyright Date 1979

Publisher: Southwestern

Cost \$4.47

Pages used: pp. 35-42

COMMENTS: Content Excellent Organization Excellent

Clarity Satisfactory Readability Appropriate for 11-12

Illustrations Appropriate Length Appropriate

Motivational Qualities Good variety; realistic problems

Includes: Student Directions Quizzes Teacher Aids

Teacher Comments: Very good, complete machines course. Spiral back book

can be used for 2/3 years if answers are put on separate

answer sheets or tapes are collected.



ISSQE MATERIALS REPORTING FORM

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

Phone Number (716) 483-4384

electronic calculator, involving the memory function

1979-1980 Task # 06-06-02

ISSQE Region 13

1980-1981 Task # _____

V-TECS Number _____

MATERIALS BEST SUITED FOR:

Individual Instruction _____ Handicapped (Describe) _____

Group Instruction _____ Other (Describe) _____

INSTRUCTIONAL LEVEL(S):

GRADE:

ABILITY:

Introductory _____ 10 _____

Below Average Performance

Basic _____ 11 _____

Average Performance

Advanced _____ 12 _____

Above Average Performance

MATERIALS USED:

Textbook Workbook Other Printed Material (Describe) Pre-Post Tests

Audio Visual Material (Describe) _____

Simulations/Demonstrations _____

Other (Equipment, Supplies, Etc.) _____

Title: Electronic and Mechanical Printing Calculator Course

Author(s): Pasewark Edition _____ Copyright Date _____

Publisher: Southwestern Cost \$5.16/\$3.87

Pages used: _____

COMMENTS: Content _____ Organization _____

Clarity _____ Readability _____

Illustrations _____ Length 30 Jobs

Motivational Qualities _____

Includes: Student Directions Quizzes Teacher Aids

Teacher Comments: _____



ISSOE MATERIALS REPORTING FORM

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 memory function 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 Handicapped (Describe) _____

Group Instruction Other (Describe) _____

INSTRUCTIONAL LEVEL(S):

GRADE:

ABILITY:

Introductory 10 Below Average Performance

Basic 11 Average Performance

Advanced 12 Above Average Performance

MATERIALS USED:

Textbook Workbook Other Printed Material (Describe) Pre-Post tests

Audio Visual Material (Describe) _____

Simulations/Demonstrations _____

Other (Equipment, Supplies, Etc.) _____

Title: Electronic and Mechanical Printing Calculator Course

Author(s): Pasewark Edition _____ Copyright Date _____

Publisher: Southwestern Cost \$5.16/3.87

Pages used: _____

COMMENTS: Content _____ Organization _____

Clarity _____ Readability _____

Illustrations _____ Length 30 jobs

Motivational Qualities _____

Includes: Student Directions Quizzes Teacher Aids

Teacher Comments: _____



ISSOE MATERIALS REPORTING FORM

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 memory function

1979-1980 Task # 06-02-02 ISSOE Region 3S

1980-1981 Task # _____ V-TECS Number _____

MATERIALS BEST SUITED FOR:

Individual Instruction _____ Handicapped (Describe) _____
 ^{OR} Group Instruction _____ Other (Describe) _____

INSTRUCTIONAL LEVEL(S):

GRADE:

ABILITY:

____ Introductory _____ 10 _____ Below Average Performance
 Basic _____ 11 _____ Average Performance
____ Advanced _____ 12 _____ Above Average Performance

MATERIALS USED:

Textbook _____ Workbook _____ Other Printed Material (Describe) _____
____ Audio Visual Material (Describe) Testing material has pretest on arithmetic funda-
____ Simulations/Demonstrations _____ mentals and a final test for each calculating
____ Other (Equipment, Supplies, Etc.) _____ machine covered

Title: How to Use Adding and Calculating Machines

Author(s): Walker, Roach, Hanna Edition 4 Copyright Date 1979

Publisher: Gregg/McGraw Hill Cost \$.56

Pages used: 18-123

COMMENTS: Content Complete Organization Good
Clarity Good Readability Appropriate for averagell-12
Illustrations Satisfactory Length Satisfactory
Motivational Qualities Timed progress check-good motivational device
Includes: Student Directions Quizzes Teacher Aids

Teacher Comments: _____





ISSOE MATERIALS REPORTING FORM

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 function

Phone Number (716) 483-4384

1979-1980 Task # 06-02-03

ISSOE Region 13

1980-1981 Task # _____

V-TECS Number 5

MATERIALS BEST SUITED FOR:

Individual Instruction Handicapped (Describe) _____

Group Instruction Other (Describe) _____

INSTRUCTIONAL LEVEL(S):

GRADE:

ABILITY:

Introductory

10

Below Average Performance.

Basic

11

Average Performance

Advanced

12

Above Average Performance

MATERIALS USED:

Textbook Workbook Other Printed Material (Describe) Pre-Post Tests

Audio Visual Material (Describe) _____

Simulations/Demonstrations _____

Other (Equipment, Supplies, Etc.) _____

Title: Electronic and Mechanical Printing Calculator Course

Author(s): Pasewark Edition _____ Copyright Date _____

Publisher: Southwestern Cost \$5.16/3.87

Pages used: _____

COMMENTS: Content _____ Organization _____

Clarity _____ Readability _____

Illustrations _____ Length 30 jobs.

Motivational Qualities _____

Includes: Student Directions Quizzes Teacher Aids

Teacher Comments: _____



ISSOE MATERIALS REPORTING FORM

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 constant function 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 _____ Handicapped (Describe) _____
Group Instruction _____ Other (Describe) _____

INSTRUCTIONAL LEVEL(S):

GRADE:

ABILITY:

Introductory _____ 10 _____ Below Average Performance
Basic _____ 11 _____ Average Performance
Advanced _____ 12 _____ Above Average Performance

MATERIALS USED:

Textbook Workbook Other Printed Material (Describe) Pre-Post Tests
Audio Visual Material (Describe) achievement tests
Simulations/Demonstrations
Other (Equipment, Supplies, Etc.)

Title: Electronic Display Calculator Course

Author(s): Pasewark Edition _____ Copyright Date _____

Publisher: Southwestern Cost \$5.16/3.87

Pages used: _____

COMMENTS: Content _____ Organization _____

Clarity _____ Readability _____

Illustrations _____ Length _____

Motivational Qualities _____

Includes: Student Directions Quizzes Teacher Aids

Teacher Comments: _____



ISSOE MATERIALS REPORTING FORM

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 constant function 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 Handicapped (Describe) _____

Group Instruction Other (Describe) _____

INSTRUCTIONAL LEVEL(S):

GRADE:

ABILITY:

Introductory 10

Below Average Performance

Basic 11

Average 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: Solving Business Problems on the 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: _____

COMMENTS: Content _____ Organization _____

Clarity _____ Readability _____

Illustrations _____ Length 256 Pages

Motivational Qualities _____

Includes: Student Directions Quizzes Teacher Aids

Teacher Comments: _____



ISSOE MATERIALS REPORTING FORM

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 constant function 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 _____ Handicapped (Describe) _____

____ Group Instruction _____ Other (Describe) _____

INSTRUCTIONAL LEVEL(S):

GRADE:

ABILITY:

____ Introductory _____ 10 _____ Below Average Performance

____ Basic _____ 11 _____ Average 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: Electronic Calculator

Author(s): Pactor Edition _____ Copyright Date 1976

Publisher: Fearon Pitman Publishing Company Cost \$4.20/3.15

Pages used: _____

COMMENTS: Content _____ Organization _____

Clarity _____ Readability _____

Illustrations _____ Length 112 pages

Motivational Qualities _____

Includes: Student Directions _____ Quizzes _____ Teacher Aids _____

Teacher Comments: _____



ISSOE MATERIALS REPORTING FORM

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 constant function 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 _____ Handicapped (Describe) _____
 Group Instruction _____ Other (Describe) _____

INSTRUCTIONAL LEVEL(S):	GRADE:	ABILITY:
<input type="checkbox"/> Introductory	<input type="checkbox"/> 10	<input type="checkbox"/> Below Average Performance
<input type="checkbox"/> Basic	<input type="checkbox"/> 11	<input type="checkbox"/> Average Performance
<input type="checkbox"/> Advanced	<input type="checkbox"/> 12	<input type="checkbox"/> Above Average Performance

MATERIALS USED:

Textbook _____ Workbook _____ 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 1979

Publisher: Gregg - McGraw Hill Cost \$8.56/6.42

Pages used: _____

COMMENTS: Content _____ Organization _____
Clarity _____ Readability _____
Illustrations _____ Length 224 Pages _____
Motivational Qualities _____
Includes: Student Directions Quizzes Teacher Aids

Teacher Comments: _____



ISSOE MATERIALS REPORTING FORM

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 _____

MATERIALS BEST SUITED FOR:

Individual Instruction _____ Handicapped (Describe) _____

Group Instruction _____ Other (Describe) _____

INSTRUCTIONAL LEVEL(S):

GRADE:

____ Introductory _____ 10

Basic _____ 11

____ Advanced _____ 12

ABILITY:

____ Below Average Performance

Average Performance

____ Above Average Performance

MATERIALS USED:

Textbook _____ Workbook _____ 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 4 Copyright Date 1979

Publisher: Gregg/McGraw Hill Cost \$8.56

Pages used: 31-39

COMMENTS: Content Good Organization Satisfactory

Clarity Good Readability Appropriate

Illustrations Good Length Satisfactory

Motivational Qualities Timed progress checks are popular motivators

Includes: Student Directions Quizzes Teacher Aids

Teacher Comments: _____



ISSOE MATERIALS REPORTING FORM

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 _____

MATERIALS BEST SUITED FOR:

Individual Instruction _____ Handicapped (Describe) _____

Group Instruction _____ Other (Describe) _____

INSTRUCTIONAL LEVEL(S):

GRADE:

ABILITY:

____ Introductory _____ 10

Basic _____ 11

____ Advanced _____ 12

____ Below Average Performance

Average Performance

____ Above Average Performance

MATERIALS USED:

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 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: Student Directions Quizzes Teacher Aids

Teacher Comments: _____



ISSOE MATERIALS REPORTING FORM

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:

Individual Instruction _____ Handicapped (Describe) _____
 Group Instruction _____ Other (Describe) _____

INSTRUCTIONAL LEVEL(S):

GRADE:

ABILITY:

Introductory _____ 10 _____ Below Average Performance
 Basic _____ 11 Average 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: Secretarial Office Procedures

Author(s): Oliverio and Pasewark Edition 9 Copyright Date. 1978

Publisher: Southwestern Cost \$9.39

Pages used: 557-559

COMMENTS: Content Brief treatment Organization Satisfactory

Clarity Satisfactory Readability appropriate for 11/12

Illustrations Clear/appropriate Length brief

Motivational Qualities _____

Includes: Student Directions _____ Quizzes _____ Teacher Aids _____

Teacher Comments: _____



ISSOE MATERIALS REPORTING FORM

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:

____ Individual Instruction _____ Handicapped (Describe) _____
 Group Instruction _____ Other (Describe) _____

INSTRUCTIONAL LEVEL(S):

GRADE:

ABILITY:

____ Introductory _____ 10 _____ Below Average Performance
 Basic _____ 11 _____ Average 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: Practical Recordkeeping Course I (Not 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 _____

Clarity _____ Readability _____

Illustrations _____ Length _____

Motivational Qualities _____

Includes: Student Directions _____ Quizzes _____ Teacher Aids _____

Teacher Comments: _____



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 Number _____

MATERIALS BEST SUITED FOR:

____ Individual Instruction _____ Handicapped (Describe) _____
 Group Instruction _____ Other (Describe) _____

INSTRUCTIONAL LEVEL(S): GRADE: ABILITY:
____ Introductory _____ 10 _____ Below Average Performance
 Basic _____ 11 Average 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: Accounting 10/12
Author(s): Weaver, Hanna, Freeman, Brower, Smiley Edition 3 Copyright Date 1977
Publisher: Gregg/McGraw-Hill Cost \$9.57
Pages used: 145-148

COMMENTS: Content Clear/complete Organization Good
Clarity good examples including flow Readability _____
Illustrations chart of petty cash system Length _____
Motivational Qualities _____
Includes: Student Directions _____ Quizzes _____ Teacher Aids

Teacher Comments _____





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 Number _____

MATERIALS BEST SUITED FOR:

Individual Instruction Handicapped (Describe)
 Group Instruction Other (Describe)

INSTRUCTIONAL LEVEL(S): GRADE: ABILITY:
Introductory 10 Below Average Performance
 Basic 11 Average 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: 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: Student Directions Quizzes Teacher Aids

Teacher Comments: _____





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 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:

Individual Instruction _____ Handicapped (Describe) _____

Group Instruction _____ Other (Describe) _____

INSTRUCTIONAL LEVEL(S):	GRADE:	ABILITY:
<u>Introductory</u>	<input checked="" type="checkbox"/> <u>10</u>	<u>Below Average Performance</u>
<input checked="" type="checkbox"/> <u>Basic</u>	<input checked="" type="checkbox"/> <u>11</u>	<input checked="" type="checkbox"/> <u>Average Performance</u>
<u>Advanced</u>	<u>12</u>	<u>Above Average Performance</u>

MATERIALS USED:

Textbook _____ Workbook _____ Other Printed Material (Describe) _____

Audio Visual Material (Describe) _____

Simulations/Demonstrations _____

Other (Equipment, Supplies, Etc.) _____

Title: Modern Bookkeeping and Accounting

Author(s): Morris, Miller and Janis Edition 2 Copyright Date 1973

Publisher: Fearon-Pitman Cost \$8.97

Pages used: 457-471

COMMENTS: Content Complete Organization Very good

Clarity Good Readability Appropriate for grade level

Illustrations Numerous/in color Length Good

Motivational Qualities Attractive; plenty of activities;

Includes: Student Directions Quizzes Teacher Aids

Teacher Comments: _____



ISSOE MATERIALS REPORTING FORM

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 Determine Gross Earnings

Phone Number _____

1979-1980 Task # 07-02-01

ISSOE Region 13

1980-1981 Task # _____

V-TECS Number _____

MATERIALS BEST SUITED FOR:

Individual Instruction _____ Handicapped (Describe) _____
 Group Instruction _____ Other (Describe) _____

INSTRUCTIONAL LEVEL(S):

GRADE:

ABILITY:

____ Introductory _____ 10
 Basic 11
____ Advanced 12

____ Below Average Performance
 Average Performance
____ Above Average Performance

MATERIALS USED:

Textbook Workbook Other Printed Material (Describe) _____
____ Audio Visual Material (Describe) _____
 Simulations/Demonstrations Clerical Payroll Procedures/Village Garden Center Pegboard
____ Other (Equipment, Supplies, Etc.) _____

Title: Century 21 Accounting

Author(s): Boynton, Swanson, Ross, Hanson Edition 2nd Copyright Date 1977

Publisher: Southwestern Cost \$10.17

Pages used: 379-418 Workbook cost \$ 5.46

COMMENTS: Content _____ Organization _____
Clarity _____ Readability _____
Illustrations _____ Length _____
Motivational Qualities _____
Includes: _____ Student Directions _____ Quizzes _____ Teacher Aids _____

Teacher Comments: *Clerical Payroll Procedures (text/workbook), 8th ed., 1979, published
by Southwestern at \$3.24 is probably the best simulation.*
Village Garden Center Pegboard Payroll System (simulation) by
Southwestern at \$5.73 is another good one.



ISSOE MATERIALS REPORTING FORM

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 Instruction _____ Handicapped (Describe) _____

Group Instruction _____ Other (Describe) _____

INSTRUCTIONAL LEVEL(S):

GRADE:

ABILITY:

____ Introductory _____ 10

Basic _____ 11

Advanced _____ 12

____ Below Average Performance

Average Performance

____ Above Average Performance

MATERIALS USED:

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 _____ Copyright 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: Student Directions _____ Quizzes _____ Teacher Aids _____

Teacher Comments: _____



ISSOE MATERIALS REPORTING FORM

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 Instruction _____ Handicapped (Describe) _____

____ Group Instruction _____ Other (Describe) _____

INSTRUCTIONAL LEVEL(S):

GRADE:

ABILITY:

____ Introductory _____ x 10 _____ Below Average Performance

x Basic _____ 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: Business Mathematics

Author(s): Rosenberg, Lewis, Poe Edition 8 Copyright Date 1975

Publisher: Gregg/McGraw Hill Cost \$9.24

Pages used: 163-192

COMMENTS: Content Good Organization Satisfactory

Clarity Good Readability Appropriate for 10th grade

Illustrations Not as many as some texts. Length Satisfactory

Motivational Qualities _____

Includes: x Student Directions x Quizzes x Teacher Aids

Teacher Comments: _____



ISSOE MATERIALS REPORTING FORM

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:

Individual Instruction _____ Handicapped (Describe) _____

Group Instruction _____ Other (Describe) _____

INSTRUCTIONAL LEVEL(S):

GRADE:

ABILITY:

Introductory _____ 10 _____ Below Average Performance _____

Basic _____ 11 _____ Average Performance _____

Advanced _____ 12 _____ Above Average Performance _____

MATERIALS USED:

Textbook Text-Workbook Combination Workbook _____ Other Printed Material (Describe) _____

Audio Visual Material (Describe) _____

Simulations/Demonstrations _____

Other (Equipment, Supplies, Etc.) _____

Title: Business Mathematics for the Consumer

Author(s): Guthrie, Selden, and Kamer Edition 2nd Copyright Date 1975

Publisher: Fearon-Pitman Cost \$5.22

Pages used: 237-244

COMMENTS: Content Adequate Organization Satisfactory

Clarity Good Readability Appropriate for slower learner

Illustrations Few Length Satisfactory

Motivational Qualities Not very attractive; but utilitarian

Includes: Student Directions Quizzes Teacher Aids

Teacher Comments: Consumable book with every class



ISSOE MATERIALS REPORTING FORM

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:

Individual Instruction _____ Handicapped (Describe) _____

Group Instruction _____ Other (Describe) _____

INSTRUCTIONAL LEVEL(S):

GRADE:

ABILITY:

Introductory _____ 10

_____ Below Average Performance

Basic _____ 11

Average Performance

Advanced _____ 12

_____ Above Average Performance

MATERIALS USED:

Textbook _____ Workbook _____ Other Printed Material (Describe) _____

_____ Audio Visual Material (Describe) _____

Simulations/Demonstrations Clerical Payroll Procedures/Village Garden Center Pegboard

_____ Other (Equipment, Supplies, Etc.) _____

Title: Century 21 Accounting

Author(s): Boynton, Swanson, Ross, Hanson Edition 2nd Copyright Date 1977

Publisher: Southwestern Cost \$10.17

Pages used: 379-418 Workbook Cost \$ 5.46

COMMENTS: Content _____ Organization _____

Clarity _____ Readability _____

Illustrations _____ Length _____

Motivational Qualities _____

Includes: Student Directions Quizzes Teacher Aids

Teacher Comments: * Clerical Payroll Procedures (text/workbook) 8th ed., 1979,

published by Southwestern at \$3.42 is probably the best simulation.*

Village Garden Center Pegboard Payroll System (simulation) by

Southwestern at \$5.73 is another good one.



ISSOE MATERIALS REPORTING FORM.

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 to get net pay

Phone Number (914) 668-6580

1979-1980 Task # 07-02-02

ISSOE Region 3S

1980-1981 Task # _____

V-TECS Number _____

MATERIALS BEST SUITED FOR:

____ Individual Instruction ____ Handicapped (Describe) _____
 Group Instruction ____ Other (Describe) _____

INSTRUCTIONAL LEVEL(S):

GRADE:

ABILITY:

____ Introductory 10
 Basic 11
____ Advanced ____ 12

____ Below Average Performance
 Average Performance
____ Above Average Performance

MATERIALS USED:

Textbook 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

Publisher: Gregg/McGraw Hill Cost Textbook: \$9.24
Workbook: \$3.84

Pages used: 57-69

COMMENTS: Content Good Organization Good

Clarity Good Readability Good for 10-11

Illustrations Satisfactory Length Appropriate

Motivational Qualities Lots of reinforcement

Includes: Student Directions Quizzes Teacher 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 Payroll procedures

Instructor Irene Schindler

TASK Make deductions for fringe benefits to get net pay

Phone Number (914) 668-6580

1979-1980 Task # 07-02-02

ISSOE Region 3S

1980-1981 Task # _____

VTECS Number _____

MATERIALS BEST SUITED FOR:

Individual Instruction Handicapped (Describe) _____
 Group Instruction Other (Describe) _____

INSTRUCTIONAL LEVEL(S):

GRADE:

ABILITY:

Introductory 10
 Basic 11
 Advanced 12

Below Average Performance
 Average Performance
 Above Average Performance

MATERIALS USED:

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 color Length Satisfactory
Motivational Qualities _____
Includes: Student Directions Quizzes Teacher Aids

Teacher Comments: _____



ISSOE MATERIALS REPORTING FORM

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 to get net pay

Phone Number (914) 668-6580

1979-1980 Task # 07-02-02

ISSOE Region 3S

1980-1981 Task # _____

V-TECS Number _____

MATERIALS BEST SUITED FOR:

Individual Instruction Handicapped (Describe) _____

Group Instruction Other (Describe) _____

INSTRUCTIONAL LEVEL(S):

GRADE:

ABILITY:

Introductory 10

Below Average Performance

Basic 11

Average Performance

Advanced 12

Above Average Performance

MATERIALS USED:

Textbook Text-Workbook Combination Workbook 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: 237-238

COMMENTS: Content Brief Organization Satisfactory

Clarity OK Readability Approp. for 10th

Illustrations Satisfactory Length Brief treatment

Motivational Qualities None obvious

Includes: Student Directions Quizzes Teacher Aids

Teacher Comments: Consumable text-workbook combination



ISSOE MATERIALS REPORTING FORM

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:

Individual Instruction Handicapped (Describe)
 Group Instruction Other (Describe)

INSTRUCTIONAL LEVEL(S):

GRADE:

ABILITY:

<u>Introductory</u>	<u>10</u>	<u>Below Average Performance</u>
<input checked="" type="checkbox"/> <u>Basic</u>	<input checked="" type="checkbox"/> <u>11</u>	<input checked="" type="checkbox"/> <u>Average Performance</u>
<u>Advanced</u>	<input checked="" type="checkbox"/> <u>12</u>	<u>Above Average Performance</u>

MATERIALS USED:

Textbook, Workbook, Other Printed Material (Describe) _____
 _____ Audio Visual Material (Describe) _____
 Simulations/Demonstrations Clerical Payroll Procedures/Village Garden Center Pegboard
 _____ Other (Equipment, Supplies, Etc.) _____

Title: Century 21 Accounting
 Author(s): Boynnton, Swanson, Ross, Hanson Edition 2nd Copyright Date 1977
 Publisher: Southwestern Cost \$10.17
 Pages used: 379-418 Workbook Cost \$ 5.46

COMMENTS: Content _____ Organization _____
 Clarity _____ Readability _____
 Illustrations _____ Length _____
 Motivational Qualities _____
 Includes: Student Directions Quizzes Teacher Aids

Teacher Comments: *Clerical Payroll Procedures (tex/workbook), 8th ed., 1979, published by Southwestern at \$3.42 is probably the best simulation.*
Village Garden Center Pegboard Payroll System (simulation) by Southwestern at \$5.73 is another good one.



ISSOE MATERIALS REPORTING FORM

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 35

1980-1981 Task # _____

V-TECS Number _____

MATERIALS BEST SUITED FOR:

Individual Instruction Handicapped (Describe) _____

Group Instruction Other (Describe) _____

INSTRUCTIONAL LEVEL(S):

GRADE:

ABILITY:

Introductory 10 Below Average Performance

Basic 11 Average 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: Business Mathematics

Author(s): Rosenberg, Lewis, Poe Edition 8 Copyright Date 1975

Publisher: Gregg/ McGraw Hill Textbook: \$9.24

Pages used: 65-69 Cost Workbook: \$3.84

COMMENTS: Content Good Organization Good

Clarity Good Readability Appropriate for 10-11

Illustrations Satisfactory Length Satisfactory

Motivational Qualities _____

Includes: Student Directions Quizzes Teacher Aids

Teacher Comments: _____



ISSOE MATERIALS REPORTING FORM

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 Instruction _____ Handicapped (Describe) _____

Group Instruction _____ Other (Describe) _____

INSTRUCTIONAL LEVEL(S):

GRADE:

ABILITY:

____ Introductory _____ 10 _____ Below Average Performance

Basic _____ 11 _____ Average 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: 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 color Length Satisfactory

Motivational Qualities Plenty of student activities

Includes: Student Directions _____ Quizzes _____ Teacher Aids _____

Teacher Comments: _____



ISSOE MATERIALS REPORTING FORM

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 35

1980-1981 Task # _____ V-TECS Number _____

MATERIALS BEST SUITED FOR:

Individual Instruction _____ Handicapped (Describe) _____
 Group Instruction _____ Other (Describe) _____

INSTRUCTIONAL LEVEL(S):

GRADE:

ABILITY:

Introductory _____ 10 _____ Below Average Performance _____
 Basic _____ 11 _____ Average Performance _____
 Advanced _____ 12 _____ Above Average Performance _____

MATERIALS USED:

Textbook _____ Text-workbook combination _____
 Audio Visual Material (Describe) _____
 Simulations/Demonstrations _____
 Other (Equipment, Supplies, Etc.) _____

Title: Business Mathematics for the Consumer

Author(s): Guthrie, Seldon, Kamer Edition: 2nd Copyright Date: 1975

Publisher: Fearon-Pitman Cost: \$5.22

Pages used: 237-238

COMMENTS: Content Brief treatment of payroll Organization Fair

Clarity Satisfactory Readability Satisfactory

Illustrations Few/dull Length Brief treatment of topics

Motivational Qualities None that are obvious

Includes: Student Directions _____ Quizzes _____ Teacher Aids _____

Teacher Comments: Consumable text-workbook



ISSOE MATERIALS REPORTING FORM

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 Handicapped (Describe)
 Group Instruction Other (Describe)

INSTRUCTIONAL LEVEL(S):

GRADE:

ABILITY:

Introductory x 10
 Basic x 11
 Advanced 12

Below Average Performance
 Average Performance
 Above Average Performance

MATERIALS USED:

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 color Length Satisfactory

Motivational Qualities Plenty of practice situations

Includes: Student Directions Quizzes Teacher Aids

Teacher Comments:



ISSOE MATERIALS REPORTING FORM

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-Q2-04

ISSOE Region 3S

1980-1981 Task # _____

V-TECS Number _____

MATERIALS BEST SUITED FOR:

Individual Instruction _____ Handicapped (Describe) _____
 Group Instruction _____ Other (Describe) _____

INSTRUCTIONAL LEVEL(S):

GRADE:

ABILITY:

Introductory _____ 10
 Basic _____ 11
Advanced _____ _____ 12

Below Average Performance _____
 Average Performance _____
Above Average Performance _____

MATERIALS USED:

Textbook 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

Publisher: Gregg/McGraw Hill Cost Text: \$9.24

Pages Used: pp. 57-69 Workbook: \$3.84

COMMENTS: Content Good Organization Good

Clarity Good Readability Good for 10-11

Illustrations Satisfactory Length Appropriate

Motivational Qualities Lost of reinforcement

Includes: Student Directions Quizzes Teacher Aids

Teacher Comments: _____



ISSOE MATERIALS REPORTING FORM

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

____ Handicapped (Describe) _____

____ Group Instruction

____ Other (Describe) _____

INSTRUCTIONAL LEVEL(S):

GRADE:

ABILITY:

____ Introductory

____ 10

____ Below Average Performance

____ Basic

____ 11

____ Average 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: 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 _____

Organization _____

Clarity _____

Readability _____

Illustrations _____

Length _____

Motivational Qualities _____

Includes: _____ Student Directions

____ Quizzes

____ Teacher Aids

Teacher Comments: There is some coverage of payroll procedures for withholding taxes,

social security, etc...but I don't see anything on actual issuing of

paychecks.



ISSOE MATERIALS REPORTING FORM

COURSE Business Office

School Name and Address Mt. Vernon H.S.

UNIT Financial & Recordkeeping Systems

Instructor Irene Schindler

MODULE Banking procedures

Phone Number (914) 668-6580

TASK Maintain checking account records

ISSOE Region 3S

1979-1980 Task # 07-03-01

V-TECS Number _____

1980-1981 Task # _____

MATERIALS BEST SUITED FOR:

Individual Instruction Handicapped (Describe) _____

Group Instruction Other (Describe) _____

INSTRUCTIONAL LEVEL(S):

GRADE:

ABILITY:

Introductory 10

Below Average Performance

Basic 11

Average 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: 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 Length Satisfactory

Motivational Qualities _____

Includes: Student Directions Quizzes Teacher Aids

Teacher Comments: _____



ISSOE MATERIALS REPORTING FORM

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:

 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 or X 12

 Above Average Performance

MATERIALS USED:

X Textbook In Press X Workbook Other Printed Material (Describe) Tests available (In Press)

 Audio Visual Material (Describe)

 Simulations/Demonstrations

 Other (Equipment, Supplies, Etc.)

Title: Practical Recordkeeping Course I

Author(s): Baron, Steinfeld, Schulthers Edition 5th Copyright Date

Publisher: Southwestern Cost \$9.60 (1981 price)

Pages used:

COMMENTS: Content Organization

Clarity Readability

Illustrations Length

Motivational Qualities

Includes: X Student Directions X Quizzes X Teacher Aids

Teacher Comments:



ISSOE MATERIALS REPORTING FORM

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:

Individual Instruction Handicapped (Describe) _____

Group Instruction Other (Describe) _____

INSTRUCTIONAL LEVEL(S):

GRADE:

ABILITY:

Introductory 10

Below Average Performance

Basic 11

Average Performance

Advanced or 12

Above Average Performance

MATERIALS USED:

Textbook Workbook Other Printed Material (Describe) Source Book and Tests

Audio Visual Material (Describe) Transparencies available

Simulations/Demonstrations _____

Other (Equipment, Supplies, Etc.) _____

Title: General Recordkeeping 8th Edition 1981

Author(s): Huffman & Stewart Edition 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: Student Directions Quizzes Teacher Aids

Teacher Comments: _____



ISSOE MATERIALS REPORTING FORM

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:

Individual Instruction _____ Handicapped (Describe) _____
 Group Instruction _____ Other (Describe) _____

INSTRUCTIONAL LEVEL(S):

GRADE:

ABILITY:

Introductory _____ 10 _____ Below Average Performance _____
 Basic _____ or 11 _____ Average 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: Clerical Recordkeeping Practice Set

Author(s): Baggett Edition 5th Copyright Date In Press

Publisher: Southwestern Cost _____

Pages used: _____

COMMENTS: Content _____ Organization _____
Clarity _____ Readability _____
Illustrations _____ Length _____
Motivational Qualities _____
Includes: Student Directions Quizzes Teacher Aids

Teacher Comments: _____



ISSOE MATERIALS REPORTING FORM

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:

Individual Instruction _____ Handicapped (Describe) _____
 Group Instruction _____ Other (Describe) _____

INSTRUCTIONAL LEVEL(S):

GRADE:

ABILITY:

Introductory

10

Below Average Performance

Basic

or 11

Average 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: Clerical Recordkeeping Practice Set

Author(s): Baggett Edition 5th Copyright Date In Press

Publisher: Southwestern Cost _____

Pages used: _____

COMMENTS: Content _____ Organization _____
Clarity _____ Readability _____
Illustrations _____ Length _____
Motivational Qualities _____
Includes: Student Directions Quizzes Teacher Aids

Teacher Comments: _____



ISSOE MATERIALS REPORTING FORM

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:

____ Individual Instruction _____ Handicapped (Describe) _____
 Group Instruction _____ Other (Describe) _____

INSTRUCTIONAL LEVEL(S):

GRADE:

ABILITY:

Introductory _____ 10 _____
 Basic _____ 11 _____
 Advanced _____ 12 _____
 9 _____

or Below Average Performance
 Average Performance
 Above Average Performance

MATERIALS USED:

____ Textbook _____ Workbook _____ Other Printed Material (Describe) _____
 Audio Visual Material (Describe) film 22 minutes
____ Simulations/Demonstrations _____
____ Other (Equipment, Supplies, Etc.) _____

Title: Consumer Economics: Banking

Author(s): Churchill Films Edition _____ Copyright Date _____

Publisher: Allegheny Co. BOCES catalog # 894 Cost _____

Pages used: _____

COMMENTS: Content _____ Organization _____

Clarity _____ Readability _____

Illustrations _____ Length 22 min.

Motivational Qualities _____

Includes: _____ Student Directions _____ Quizzes _____ Teacher Aids _____

Teacher Comments: Humorous - Presented more on a junior high level - grades 7-9

(possibly 10th grade).



ISSOE MATERIALS REPORTING FORM

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 Handicapped (Describe) _____

Group Instruction Other (Describe) _____

INSTRUCTIONAL LEVEL(S):

GRADE:

ABILITY:

Introductory 10

Below Average Performance

Basic 11

Average Performance

Advanced 12

Above Average Performance

MATERIALS USED:

Textbook Workbook Other Printed Material (Describe) _____

Audio Visual Material (Describe) film, 15 minutes

Simulations/Demonstrations _____

Other (Equipment, Supplies, Etc.) _____

Title: Banks: The Money Movers

Author(s): BFA Educational Media Edition _____ Copyright Date _____

Publisher: (Allegheny Co. BOCES catalog # 1179) Cost _____

Pages used: _____

COMMENTS: Content Organization _____

Clarity _____ Readability _____

Illustrations _____ Length 15 min.

Motivational Qualities _____

Includes: Student Directions Quizzes Teacher Aids

Teacher Comments: Humorous. Contemporary satire on Dicken's character, Scrooge.



ISSOE MATERIALS REPORTING FORM

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:

Individual Instruction Handicapped (Describe) _____
 Group Instruction Other (Describe) _____

INSTRUCTIONAL LEVEL(S):	GRADE:	ABILITY:
<input type="checkbox"/> Introductory	<input checked="" type="checkbox"/> 10	<input checked="" type="checkbox"/> Below Average Performance
<input checked="" type="checkbox"/> Basic	<input checked="" type="checkbox"/> 11	<input checked="" type="checkbox"/> Average Performance
<input checked="" type="checkbox"/> Advanced	<input checked="" type="checkbox"/> 12	<input checked="" type="checkbox"/> Above Average Performance

MATERIALS USED:

Textbook Workbook Other Printed Material (Describe) _____
 Audio Visual Material (Describe) _____
 Simulations/Demonstrations, field trip and/or resource person
 Other (Equipment, Supplies, Etc.) _____

Title: _____

Author(s): Contact local commercial bank Edition _____ Copyright Date _____

Publisher: _____ Cost _____

Pages used: _____

COMMENTS: Content _____ Organization _____
 Clarity _____ Readability _____
 Illustrations _____ Length _____
 Motivational Qualities _____
 Includes: Student Directions Quizzes Teacher Aids

Teacher Comments: _____



ISSOE MATERIALS REPORTING FORM

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:

Individual Instruction Handicapped (Describe) _____
 Group Instruction Other (Describe) _____

INSTRUCTIONAL LEVEL(S):

GRADE:

ABILITY:

Introductory 10 Below Average Performance
 Basic 11 Average Performance
 Advanced 12 Above Average Performance

MATERIALS USED:

Textbook Workbook Other Printed Material (Describe) _____
 Audio Visual Material (Describe) _____
 Simulations/Demonstrations _____
 Other (Equipment, Supplies, Etc.) Bulletin board display of different checking account records, a bank statement, and a reconciliation that has been completed

Title: _____

Author(s): _____ Edition _____ Copyright Date _____

Publisher: _____ Cost _____

Pages used: _____

COMMENTS: Content _____ Organization _____

Clarity _____ Readability _____

Illustrations _____ Length _____

Motivational Qualities _____

Includes: Student Directions Quizzes Teacher Aids

Teacher Comments: _____



ISSOE MATERIALS REPORTING FORM

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 Instruction _____ Handicapped (Describe) _____
 Group Instruction _____ Other (Describe) _____

INSTRUCTIONAL LEVEL(S):

Introductory
 _____ Basic
 _____ Advanced

GRADE:

10
 _____ 11
 _____ 12

ABILITY:

Below Average Performance
 _____ Average Performance
 _____ Above Average Performance

MATERIALS USED:

Textbook _____ Workbook Other Printed Material (Describe) worksheets
 _____ Audio Visual Material (Describe) _____
 _____ Simulations/Demonstrations _____
 _____ Other (Equipment, Supplies, Etc.) _____

Title: Applied Business Mathematics
 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
 Clarity Good Readability Good
 Illustrations _____ Length _____
 Motivational Qualities _____
 Includes: Student Directions _____ Quizzes _____ Teacher Aids _____

Teacher Comments: Use - Identify parts of checks, stub reconciliation of bank statement



ISSOE MATERIALS REPORTING FORM

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 Instruction Handicapped (Describe) _____

Group Instruction Other (Describe) _____

INSTRUCTIONAL LEVEL(S):

GRADE:

ABILITY:

Introductory 10

Below Average Performance

Basic 11

and Average 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: General Recordkeeping

Author(s): Huffman and Stewart Edition 7 Copyright Date 1976

Publisher: Gregg/McGraw Hill Cost \$9.57

Pages used: pp. 75-81

COMMENTS: Content Good Organization Good

Clarity Good Readability Appropriate for 10-11

Illustrations Adequate/Appropriate Length Covers topic adequately

Motivational Qualities _____

Includes: Student Directions Quizzes Teacher Aids

Teacher Comments: _____



ISSOE MATERIALS REPORTING FORM

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 Instruction Handicapped (Describe) _____

Group Instruction Other (Describe) _____

INSTRUCTIONAL LEVEL(S):

GRADE:

ABILITY:

Introductory 9 and 10 Below Average Performance

Basic 11 Average 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: General Business for Today's World

Author(s): Conover, Wakin, Zimmerman Edition _____ Copyright Date 1977

Publisher: Allyn and Bacon Cost _____

Pages used: pp. 243-264

COMMENTS: Content Complete/Interesting Organization Logical Steps

Clarity Very Good Readability Appropriate for 9-10

Illustrations Numerous/Appropriate Length Covers topic adequately

Motivational Qualities Attractive/Easy to follow/plenty of activities

Includes: Student Directions Quizzes Teacher Aids

Teacher Comments: _____



ISSOE MATERIALS REPORTING FORM

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 Instruction _____ Handicapped (Describe) _____

or Group Instruction _____ Other (Describe) _____

INSTRUCTIONAL LEVEL(S):

GRADE:

ABILITY:

____ Introductory _____ 10

Below Average Performance

Basic _____ 11

____ Average Performance

____ Advanced _____ 12

____ Above Average Performance

MATERIALS USED:

Text-workbook combination

Textbook Workbook _____ 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 _____

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 none in particular

Includes: _____ Student Directions _____ Quizzes _____ Teacher Aids

Teacher Comments: Consumable book



ISSOE MATERIALS REPORTING FORM

COURSE Business Office

School Name and Address Pioneer High School

UNIT Financial & Recordkeeping 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 Instruction Handicapped-(Describe) _____
 Group Instruction Other (Describe) _____

INSTRUCTIONAL LEVEL(S):

GRADE:

ABILITY:

Introductory 10 Below Average Performance
 Basic 11 Average Performance
 Advanced 12 Above Average Performance

MATERIALS USED:

Textbook Workbook Other Printed Material (Describe) worksheets
 Audio Visual Material (Describe) _____
 Simulations/Demonstrations _____
 Other (Equipment, Supplies, Etc.) _____

Title: Applied Business Mathematics

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
Clarity Good Readability Good
Illustrations _____ Length _____
Motivational Qualities _____
Includes: Student Directions Quizzes Teacher Aids

Teacher Comments: _____



ISSOE MATERIALS REPORTING FORM

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 _____ Handicapped (Describe) _____
 Group Instruction _____ Other (Describe) _____

INSTRUCTIONAL LEVEL(S):

GRADE:

ABILITY:

Introductory _____ 10 _____ Below Average Performance _____
 Basic _____ 11 _____ Average 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: 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/appropriate Length Brief
Motivational Qualities Sense of satisfaction when statement balances
Includes: Student Directions Quizzes Teacher Aids

Teacher Comments: _____



ISSOE MATERIALS REPORTING FORM

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 Handicapped (Describe) _____
 Group Instruction Other (Describe) _____

INSTRUCTIONAL LEVEL(S):

GRADE:

ABILITY:

Introductory 10 Below Average Performance
 Basic 11 Average 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: General Recordkeeping

Author(s): Huffman and Stewart Edition 7 Copyright Date 1976

Publisher: Gregg-McGraw Hill Cost \$9.57

Pages used: pp. 83-88

COMMENTS: Content Complete Organization Logical
Clarity Excellent Readability Appropriate for 10-11
Illustrations Numerous/Appropriate Length Brief
Motivational Qualities Sense of satisfaction when statement balances
Includes: Student Directions Quizzes Teacher Aids

Teacher Comments: _____



ISSOE MATERIALS REPORTING FORM

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 Handicapped (Describe) _____
 Group Instruction Other (Describe) _____

INSTRUCTIONAL LEVEL(S):

GRADE:

ABILITY:

Introductory 10
 Basic 11
 Advanced 12

Below Average Performance
 Average Performance
 Above Average Performance

MATERIALS USED:

Textbook Workbook Other Printed Material (Describe) _____
 Audio Visual Material (Describe) _____
 Simulations/Demonstrations _____
 Other (Equipment, Supplies, Etc.) _____

Not available yet---supposed to be off the press

Title: Practical Recordkeeping ready for fall of 1981

Author(s): Baron, Steinfeld, Schulthesis Edition _____ Copyright Date 1980

Publisher: Southwestern Cost _____

Pages used: _____

COMMENTS: Content _____ Organization _____
Clarity _____ Readability _____
Illustrations _____ Length _____

Motivational Qualities _____

Includes: Student Directions Quizzes Teacher Aids

Teacher Comments: _____



ISSOE MATERIALS REPORTING FORM

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 _____ 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 12

____ Above Average Performance

MATERIALS USED:

X Textbook _____ In Press _____
X Workbook _____ Other Printed Material (Describe) Tests available

____ Audio Visual Material (Describe) _____ Spring 1981

____ Simulations/Demonstrations _____

____ Other (Equipment, Supplies, Etc.) _____

Title: Practical Record Keeping Course I

Author(s): Baron, Steinfeld, Shultheis Edition 5th Copyright Date _____

Publisher: Southwestern Cost \$9.60 (1981 catalog)

Pages used: _____

COMMENTS: Content _____ Organization _____

Clarity _____ Readability _____

Illustrations _____ Length _____

Motivational Qualities _____

Includes: _____ Student Directions _____ X Quizzes _____ Teacher Aids _____

Teacher Comments: _____



ISSOE MATERIALS REPORTING FORM

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 _____ Handicapped (Describe) _____
 Group Instruction _____ Other (Describe) _____

INSTRUCTIONAL LEVEL(S): GRADE: ABILITY:
 Introductory 10 Below Average Performance
 Basic 11 Average Performance
 Advanced 12 Above Average Performance

MATERIALS USED:

Textbook Workbook _____ Other Printed Material (Describe) Source book and tests
_____ Audio Visual Material (Describe) Transparencies available
_____ Simulations/Demonstrations _____
_____ Other (Equipment, Supplies, Etc.) _____

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: Content Organization Easy-to-follow
Clarity Readability _____
Illustrations Plenty, large Length _____
Motivational Qualities _____
Includes: Student Directions Quizzes Teacher Aids

Teacher Comments: _____



ISSOE MATERIALS REPORTING FORM

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 _____ Handicapped (Describe) _____
 Group Instruction _____ Other (Describe) _____

INSTRUCTIONAL LEVEL(S):

GRADE:

ABILITY:

Introductory _____ 10 _____ Below Average Performance
 Basic _____ 11 _____ Average 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: Security First Bank, A Banking Customer 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: Student Directions _____ Quizzes _____ Teacher Aids _____

Teacher Comments: _____



ISSOE MATERIALS REPORTING FORM

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 _____ Handicapped (Describe) _____
 Group Instruction _____ Other (Describe) _____

INSTRUCTIONAL LEVEL(S):

GRADE:

ABILITY:

Introductory _____ 10 _____ Below Average Performance _____
 Basic _____ 11 _____ Average 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: Clerical Record Keeping Practice Set

Author(s): Baggett Edition 5th Copyright Date _____

Publisher: Southwestern Cost _____

Pages used: _____

COMMENTS: Content _____ Organization _____

Clarity _____ Readability _____

Illustrations _____ Length _____

Motivational Qualities _____

Includes: Student Directions Quizzes Teacher Aids

Teacher Comments: _____



ISSOE MATERIALS REPORTING FORM

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 Handicapped (Describe) _____

Group Instruction Other (Describe) _____

INSTRUCTIONAL LEVEL(S):

GRADE:

ABILITY:

Introductory

10 or 9

Below Average Performance

Basic

11

Average Performance

Advanced

12

Above Average Performance

MATERIALS USED:

Textbook Workbook Other Printed Material (Describe) _____

Audio Visual Material (Describe) film, 22 minutes

Simulations/Demonstrations _____

Other (Equipment, Supplies, Etc.) _____

Title: Consumer Economics; Banking

Author(s): Churchill Films Edition _____ Copyright Date _____

Publisher: Alléagony Co. BOCES Cost _____

Pages used: catalog #1191

COMMENTS: Content _____ Organization _____

Clarity _____ Readability _____

Illustrations _____ Length _____

Motivational Qualities _____

Includes: Student Directions Quizzes Teacher Aids

Teacher Comments: _____



ISSOE MATERIALS REPORTING FORM

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 Handicapped (Describe) _____
 Group Instruction Other (Describe) _____

INSTRUCTIONAL LEVEL(S):

GRADE:

ABILITY:

Introductory 10 Below Average Performance
 Basic 11 Average Performance
 Advanced 12 Above Average Performance

MATERIALS USED:

Textbook Workbook Other Printed Material (Describe) _____
 Audio Visual Material (Describe) film, 15 minutes
 Simulations/Demonstrations _____
 Other (Equipment, Supplies, Etc.)) _____

Title: Banks: The Money Movers

Author(s): BFA Educational Media Edition _____ Copyright Date _____

Publisher: Allegheny Co. BOCES Cost _____

Pages used: catalog #1179

COMMENTS: Content _____ Organization _____
Clarity _____ Readability _____
Illustrations _____ Length _____
Motivational Qualities _____
Includes: Student Directions Quizzes Teacher Aids

Teacher Comments: Not as applicable to this task as some other tasks in this module.



ISSOE MATERIALS REPORTING FORM

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 Handicapped (Describe) _____
 Group Instruction Other (Describe) _____

INSTRUCTIONAL LEVEL(S):

GRADE:

ABILITY:

Introductory 10 Below Average Performance
 Basic 11 Average Performance
 Advanced 12 Above Average Performance

MATERIALS USED:

Textbook Workbook Other Printed Material (Describe) _____
 Audio Visual Material (Describe) _____
 Simulations/Demonstrations field trip and/or resource person
 Other (Equipment, Supplies, Etc.) _____

Title: _____

Author(s): Contact local commercial bank Edition _____ Copyright Date _____

Publisher: _____ Cost _____

Pages used: _____

COMMENTS: Content _____ Organization _____

Clarity _____ Readability _____

Illustrations _____ Length _____

Motivational Qualities _____

Includes: Student Directions Quizzes Teacher Aids

Teacher Comments: _____



ISSOE MATERIALS REPORTING FORM

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 Handicapped (Describe) _____

Group Instruction Other (Describe) _____

INSTRUCTIONAL LEVEL(S):

GRADE:

ABILITY:

Introductory

10

Below Average Performance

Basic

11

Average Performance

Advanced

12

Above Average Performance

MATERIALS USED:

Textbook Workbook Other Printed Material (Describe) _____

Audio Visual Material (Describe) _____

Simulations/Demonstrations _____

Other (Equipment, Supplies, Etc.) Bulletin board display of different checking account records, a bank statement, and a reconciliation that has been completed

Title: _____

Author(s): _____ Edition _____ Copyright Date _____

Publisher: _____ Cost _____

Pages used: _____

COMMENTS: Content _____ Organization _____

Clarity _____ Readability _____

Illustrations _____ Length _____

Motivational Qualities _____

Includes: Student Directions Quizzes Teacher Aids

Teacher Comments: _____



ISSOE MATERIALS REPORTING FORM

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) _____

INSTRUCTIONAL LEVEL(S):

GRADE:

ABILITY:

Introductory _____ 10 _____ Below Average Performance
 Basic _____ 11 _____ Average 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: Typewriting Office Practice Set

Author(s): _____ Edition 6th Copyright Date _____

Publisher: Southwestern Cost _____

Pages used: _____

COMMENTS: Content _____ Organization _____
Clarity _____ Readability _____
Illustrations _____ Length _____
Motivational Qualities _____
Includes: Student Directions Quizzes Teacher Aids

Teacher Comments: Use - practical applications



ISSOE MATERIALS REPORTING FORM

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) _____

INSTRUCTIONAL LEVEL(S):

GRADE:

ABILITY:

Introductory _____ 10

Below Average Performance

Basic 11

Average Performance

Advanced 12

Above Average Performance

MATERIALS USED:

Textbook Workbook Other Printed Material (Describe) _____

Audio Visual Material (Describe) _____

Simulations/Demonstrations include transparencies (T802)

Other (Equipment, Supplies, Etc.) _____

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 _____

Includes: Student Directions _____ Quizzes _____ Teacher Aids _____

Teacher Comments: Used for demonstration & use of material



ISSOE MATERIALS REPORTING FORM

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 Handicapped (Describe) _____
 Group Instruction Other (Describe) _____

INSTRUCTIONAL LEVEL(S):

GRADE:

ABILITY:

Introductory 10 Below Average Performance
 Basic 11 Average 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: General Recordkeeping

Author(s): Huffman and Stewart Edition 7 Copyright Date 1976

Publisher: Gregg/McGraw Hill Cost \$9.57

Pages used: pp. 485-488

COMMENTS: Content Clear & Complete Organization Good

Clarity Good Readability Appropriate for 10-11

Illustrations Appropriate Length Brief

Motivational Qualities _____

Includes: Student Directions Quizzes Teacher Aids

Teacher Comments: _____



ISSOE MATERIALS REPORTING FORM

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 _____ Handicapped (Describe) _____

Group Instruction _____ Other (Describe) _____

INSTRUCTIONAL LEVEL(S):

GRADE:

ABILITY:

____ Introductory _____ 10 _____ Below Average Performance

Basic _____ 11 _____ Average 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: General Recordkeeping

Author(s): Huffman and Stewart Edition 7 Copyright Date 1976

Publisher: Gregg/McGraw Hill Cost \$9.57

Pages used: 251-253

COMMENTS: Content Good Organization Good

Clarity Satisfactory Readability Appropriate to 10-11

Illustrations Numerous/in color Length Satisfactory

Motivational Qualities _____

Includes: _____ Student Directions _____ Quizzes _____ Teacher Aids

Teacher Comments: _____



ISSOE MATERIALS REPORTING FORM

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 Handicapped (Describe) _____
 Group Instruction Other (Describe) _____

INSTRUCTIONAL LEVEL(S):

GRADE:

ABILITY:

Introductory 10 Below Average Performance
 Basic 11 Average 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: Learning Activity Packet

Author(s): _____ Edition _____ Copyright Date _____

Publisher: _____ Cost _____

Pages used: _____

COMMENTS: Content _____ Organization _____

Clarity _____ Readability _____

Illustrations _____ Length _____

Motivational Qualities _____

Includes: Student Directions Quizzes Teacher Aids

Teacher Comments: _____



ISSOE MATERIALS REPORTING FORM

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 _____ Handicapped (Describe) _____
Group Instruction _____ Other (Describe) _____

INSTRUCTIONAL LEVEL(S): GRADE: ABILITY:
Introductory _____ 10 _____ Below Average Performance
Basic _____ 11 _____ Average 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: Practical Recordkeeping

Author(s): Baron, Steinfeld, Schulthesis Edition _____ Copyright Date 1980

Publisher: Southwestern Cost _____

Pages used: _____

COMMENTS: Content _____ Organization _____
Clarity _____ Readability _____
Illustrations _____ Length _____
Motivational Qualities _____
Includes: _____ Student Directions _____ Quizzes _____ Teacher Aids _____

Teacher Comments: _____



ISSOE MATERIALS REPORTING FORM

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 Handicapped (Describe) _____
 Group Instruction Other (Describe) _____

INSTRUCTIONAL LEVEL(S):

GRADE:

ABILITY:

Introductory 10 Below Average Performance
 Basic 11 Average Performance
 Advanced 12 Above Average Performance

MATERIALS USED:

Textbook Text-workbook combination Workbook Other Printed Material (Describe) _____
 Audio Visual Material (Describe) _____
 Simulations/Demonstrations _____
 Other (Equipment, Supplies, Etc.) _____

Title: Developing Bookkeeping skills

Author(s): Wallace W. Kravitz Edition 1st Copyright Date 1978

Publisher: AMSCO School Publications Cost \$5.65

Pages used: 339-351

COMMENTS: Content Satisfactory Organization Text-workbook
Clarity Satisfactory Readability Good for 10-11
Illustrations Numerous/all in black Length _____
Motivational Qualities and white Not too attractive, but does the job
Includes: Student Directions Quizzes Teacher Aids

Teacher Comments: _____



ISSOE MATERIALS REPORTING FORM

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) _____
 Group Instruction Other (Describe) _____

INSTRUCTIONAL LEVEL(S):

GRADE:

ABILITY:

Introductory 10 Below Average Performance
 Basic 11 Average Performance
 Advanced 12 Above Average Performance

MATERIALS USED:

Textbook Workbook Other Printed Material (Describe) Source Book and tests
 Audio Visual Material (Describe) Transparencies available
 Simulations/Demonstrations _____
 Other (Equipment, Supplies, Etc.) _____

Title: General Recordkeeping
Author(s): Huffman & Stewart Edition 8th Ed. 1981
7th Copyright Date 1976
Publisher: Gregg Cost \$10.47
Pages used: 544

COMMENTS: Content Organization. Easy to follow format
Clarity Readability
Illustrations Large-sized Length _____
Motivational Qualities _____
Includes: Student Directions Quizzes Teacher Aids

Teacher Comments: _____



ISSOE MATERIALS REPORTING FORM

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) _____

Group Instruction Other (Describe) _____

INSTRUCTIONAL LEVEL(S):

Introductory GRADE: 10

Basic 11

Advanced 12

ABILITY:

Below Average Performance

Average Performance

Above Average Performance

MATERIALS USED:

Textbook In Press Workbook Other Printed Material (Describe) Tests available

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: Student Directions Quizzes Teacher Aids

Teacher Comments: _____



ISSOE MATERIALS REPORTING FORM

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) _____
 Group Instruction Other (Describe) _____

INSTRUCTIONAL LEVEL(S):

GRADE:

ABILITY:

Introductory 10
 Basic 11
 Advanced 12

Below Average Performance
 Average Performance
 Above Average Performance

MATERIALS USED:

Textbook Workbook Other Printed Material (Describe) practice set
 Audio Visual Material (Describe) _____
 Simulations/Demonstrations _____
 Other (Equipment, Supplies, Etc.) _____

Title: Business Recordkeeping, Practice Set

Author(s): Noble Fritz Edition 2nd Copyright Date 1974

Publisher: Gregg Cost \$4.47 (1981)

Pages used: _____

COMMENTS: Content _____ Organization _____
Clarity _____ Readability _____
Illustrations _____ Length _____
Motivational Qualities _____

Includes: Student Directions Quizzes Teacher Aids

Teacher Comments: This practice set has been updated by "Supersonic Sounds, A Business Recordkeeping Practice Set", Third Ed., Fritz & Werth, c. 1981, cost \$4.47 (tent.)



ISSOE MATERIALS REPORTING FORM

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) _____
 Group Instruction _____ Other (Describe) _____

INSTRUCTIONAL LEVEL(S):

Introductory
 Basic
 Advanced

GRADE:

10
 11
 12

ABILITY:

Below Average Performance
 Average Performance
____ Above Average Performance

MATERIALS USED:

____ Textbook _____ Workbook _____ Other Printed Material (Describe) _____
____ Audio Visual Material (Describe) _____
 Simulations/Demonstrations Bulletin board display of stock record
 Other (Equipment, Supplies, Etc.) completed cards showing merchandise received, issued and balances

Title: _____

Author(s): _____ Edition _____ Copyright Date _____

Publisher: _____ Cost _____

Pages used: _____

COMMENTS: Content _____ Organization _____

Clarity _____ Readability _____

Illustrations _____ Length _____

Motivational Qualities _____

Includes: _____ Student Directions _____ Quizzes _____ Teacher Aids _____

Teacher Comments: _____



ISSOE MATERIALS REPORTING FORM

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 # 07-05-01

ISSOE Region 13

1980-1981 Task # _____

V-TECS Number _____

MATERIALS BEST SUITED FOR:

Individual Instruction _____ Handicapped (Describe) _____
 Group Instruction _____ Other (Describe) _____

INSTRUCTIONAL LEVEL(S):

GRADE:

ABILITY:

Introductory _____ 10 _____ Below Average Performance
 Basic _____ 11 Average 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: Century 21 Accounting Advanced Course

Author(s): _____ Edition 2nd Copyright Date _____

Publisher: Southwestern Cost _____

Pages used: _____

COMMENTS: Content _____ Organization _____
Clarity _____ Readability _____
Illustrations _____ Length _____
Motivational Qualities _____
Includes: Student Directions Quizzes Teacher Aids

Teacher Comments: _____



ISSOE MATERIALS REPORTING FORM

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 Instruction Handicapped (Describe) _____
 Group Instruction Other (Describe) _____

INSTRUCTIONAL LEVEL(S): GRADE: ABILITY:
 Introductory 10 Below Average Performance
 Basic 11 Average 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: Accounting 10/12

Author(s): Weaver, Hanna, Freeman, Brower, Smiley Edition 3 Copyright Date 1977

Publisher: Gregg/McGraw Hill Cost \$9.57

Pages used: 234-240

COMMENTS: Content Complete Organization Good
Clarity Good Readability Fairly difficult
Illustrations Numerous/effective use Length Satisfactory
Motivational Qualities of color
Includes: Student Directions Quizzes Teacher Aids

Teacher Comments: _____



ISSOE MATERIALS REPORTING FORM

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 # 07-05-01 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>
<input type="checkbox"/> Introductory	<input type="checkbox"/> 10	<input type="checkbox"/> Below Average Performance
<input type="checkbox"/> Basic	<input checked="" type="checkbox"/> 11	<input checked="" type="checkbox"/> Average Performance
<input checked="" type="checkbox"/> Advanced	<input checked="" type="checkbox"/> 12	<input type="checkbox"/> Above Average Performance

MATERIALS USED:

Textbook 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 _____

Publisher: Southwestern Cost _____

Pages used: _____

COMMENTS: Content _____ Organization _____
Clarity _____ Readability _____
Illustrations _____ Length _____
Motivational Qualities _____

Includes: Student Directions _____ Quizzes _____ Teacher Aids

Teacher Comments: _____





ISSOE MATERIALS REPORTING FORM

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-TECS Number _____

MATERIALS BEST SUITED FOR:

Individual Instruction Handicapped (Describe) _____
 Group Instruction Other (Describe) _____

INSTRUCTIONAL LEVEL(S):

GRADE:

ABILITY:

Introductory 10 Below Average Performance
 Basic 11 Average 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: Modern Bookkeeping and Accounting
Author(s): Morris, Miller, Janis Edition 2 Copyright Date 1973
Publisher: Fearon-Pitman Cost \$8.97
Pages used: 231-235

COMMENTS: Content Good Organization Good
Clarity Satisfactory Readability Appropriate for 10-11
Illustrations Numerous/in color Length Satisfactory
Motivational Qualities Attractive
Includes: Student Directions Quizzes Teacher Aids

Teacher Comments: _____





ISSOE MATERIALS REPORTING FORM

COURSE Business Office School Name and Address Whitesville Central

UNIT Financial & 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:

Individual Instruction _____ Handicapped (Describe) _____

Group Instruction _____ Other (Describe) _____

INSTRUCTIONAL LEVEL(S):

GRADE:

ABILITY:

Introductory _____ 10 _____ Below Average Performance

Basic _____ 11 _____ Average 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: Century 21 Typing Textbook

Author(s): Lessenberry, Crawford, Erickson, Beaumont Edition _____ Copyright Date 1972

Publisher: Southwestern Robinson Cost _____

Pages used: pp. 273-279 problems and illustrations

COMMENTS: Content _____ Organization _____

Clarity _____ Readability _____

Illustrations _____ Length _____

Motivational Qualities _____

Includes: Student Directions Quizzes Teacher Aids

Teacher Comments: _____



ISSOE MATERIALS REPORTING FORM

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:

Individual Instruction Handicapped (Describe) _____
 Group Instruction Other (Describe) _____

INSTRUCTIONAL LEVEL(S):

GRADE:

ABILITY:

Introductory 10 Below Average Performance
 Basic 11 Average 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: Gregg Typing, Series 6 Typing 1

Author(s): Lloyd, Winger, Rowe Edition _____ Copyright Date 1977

Publisher: McGraw-Hill Cost _____

Pages used: pp. 128-129 problems and illustrations

COMMENTS: Content _____ Organization _____
Clarity _____ Readability _____
Illustrations _____ Length _____
Motivational Qualities _____
Includes: Student Directions Quizzes Teacher Aids

Teacher Comments: _____





ISSOE MATERIALS REPORTING FORM

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 _____

MATERIALS BEST SUITED FOR:

Individual Instruction _____ Handicapped (Describe) _____
 Group Instruction _____ Other (Describe) _____

INSTRUCTIONAL LEVEL(S):

GRADE:

ABILITY:

Introductory _____ 10 _____ Below Average Performance
 Basic _____ 11 _____ Average 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: Applied Business Mathematics

Author(s): Piper, Fairbank, Gruber Edition 9 Copyright Date 1970

Publisher: Southwestern Cost _____

Pages used: pp. 372-396 problems and illustrations

COMMENTS: Content _____ Organization _____
Clarity _____ Readability _____
Illustrations _____ Length _____
Motivational Qualities _____
Includes: Student Directions Quizzes Teacher Aids

Teacher Comments: _____



ISSOE MATERIALS REPORTING FORM

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 _____

MATERIALS BEST SUITED FOR:

Individual Instruction Handicapped (Describe)

Group Instruction Other (Describe)

INSTRUCTIONAL LEVEL(S):

GRADE:

ABILITY:

Introductory

10

Below Average Performance

Basic

11

Average Performance

Advanced

12

Above Average Performance

MATERIALS USED:

Textbook

Workbook

Other Printed Material (Describe)

Audio Visual Material (Describe)

Simulations/Demonstrations

Other (Equipment, Supplies, Etc.) overhead projector

Title: _____

Author(s): _____

Edition _____

Copyright Date _____

Publisher: _____

Cost _____

Pages used: _____

COMMENTS:

Content _____

Organization _____

Clarity _____

Readability _____

Illustrations _____

Length _____

Motivational Qualities _____

Includes: Student Directions

Quizzes

Teacher Aids

Teacher Comments: _____



ISSOE MATERIALS REPORTING FORM

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:

Individual Instruction _____ Handicapped (Describe) _____

Group Instruction _____ Other (Describe) _____

INSTRUCTIONAL LEVEL(S):

GRADE:

ABILITY:

Introductory _____ 10

Below Average Performance

Basic _____ 11

Average Performance)

Advanced _____ 12

Above Average Performance

MATERIALS USED:

Textbook Workbook Other Printed Material (Describe) Stenographers

Audio Visual Material (Describe) _____ reference manual

Simulations/Demonstrations _____

Other (Equipment, Supplies, Etc.) _____

Title: _____

Author(s): _____ Edition: _____ Copyright Date _____

Publisher: _____ Cost _____

Pages used: _____

COMMENTS: Content _____ Organization _____

Clarity _____ Readability _____

Illustrations _____ Length _____

Motivational Qualities _____

Includes: Student Directions Quizzes Teacher Aids

Teacher Comments: _____



ISSOE MATERIALS REPORTING FORM

COURSE Business Office

School Name and Address Whitesville Central

UNIT Financial & 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:

Individual Instruction

Handicapped (Describe) _____

Group Instruction

Other (Describe) _____

INSTRUCTIONAL LEVEL(S):

GRADE:

ABILITY:

Introductory

10

Below Average Performance

Basic

11

Average 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: Century 21 Typing Textbook

Author(s): Lessenberry, Crawford, Beaumont, Robinson Edition

Copyright Date 1972

Publisher: Southwestern

Cost _____

Pages-used: 201

COMMENTS:

Content

Organization

Clarity

Readability

Illustrations

Length

Motivational Qualities _____

Includes: Student Directions

Quizzes

Teacher Aids

Teacher Comments: _____



ISSOE MATERIALS REPORTING FORM

COURSE Business Office

School Name and Address Pioneer High School

UNIT Financial & Recordkeeping Systems

MODULE Purchase & 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:

Individual Instruction _____ Handicapped (Describe) _____
 Group Instruction _____ Other (Describe) _____

INSTRUCTIONAL LEVEL(S):

GRADE:

ABILITY:

____ Introductory _____ 10 _____ Below Average Performance
____ Basic _____ x 11 _____ x Average Performance
____ x Advanced _____ x 12 _____ Above Average Performance

MATERIALS USED:

Textbook Workbook _____ Other Printed Material (Describe) _____
____ Audio Visual Material (Describe) _____
____ Simulations/Demonstrations _____
____ Other (Equipment, Supplies, Etc.) _____

Title: Century 21 Accounting Advanced Course

Author(s): _____ Edition 2nd Copyright Date _____

Publisher: Southwestern Cost _____

Pages used: _____

COMMENTS: Content _____ Organization _____
Clarity _____ Readability _____
Illustrations _____ Length _____
Motivational Qualities _____
Includes: Student Directions Quizzes Teacher Aids

Teacher Comments: _____



ISSOE MATERIALS REPORTING FORM

COURSE Business Office

School Name and Address Pioneer High School

UNIT Financial & Recordkeeping Systems

MODULE Purchases and 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:

Individual Instruction Handicapped (Describe) _____

Group Instruction Other (Describe) _____

INSTRUCTIONAL LEVEL(S):

GRADE:

ABILITY:

Introductory 10 Below Average Performance

Basic 11 Average 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: Typewriting Office Practice Set

Author(s): _____ Edition 6th Copyright Date _____

Publisher: Southwestern Cost _____

Pages used: _____

COMMENTS: Content _____ Organization _____

Clarity _____ Readability _____

Illustrations _____ Length _____

Motivational Qualities _____

Includes: Student Directions Quizzes Teacher Aids

Teacher Comments: _____



ISSOE MATERIALS REPORTING FORM

COURSE Business Office

School Name and Address Mt. Vernon H.S.

UNIT Financial & Recordkeeping Systems

MODULE Purchases & sales documents

Instructor Irene Schindler

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) _____
 Group Instruction Other (Describe) _____

INSTRUCTIONAL LEVEL(S):

GRADE:

ABILITY:

Introductory 10 Below Average Performance
 Basic 11 Average 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: Accounting 10/12

Author(s): Weaver, Hanna, Freeman, Brower, Smiley Edition 3 Copyright Date 1977

Publisher: Gregg/McGraw Hill Cost \$9.57

Pages used: 240-241; 285-286; 435; 440; 237-238; 280-282

COMMENTS: Content Complete Organization Very good

Clarity Good Readability Appropriate to 10-11

Illustrations Numerous/appropriate Length _____

Motivational Qualities: _____

Includes: Student Directions Quizzes Teacher Aids

Teacher Comments: _____



ISSOE MATERIALS REPORTING FORM

COURSE Business Office

School Name and Address Mt. Vernon H.S.

UNIT Financial & Recordkeeping Systems

MODULE Purchases & sales documents

Instructor Irene Schindler

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) _____
 Group Instruction Other (Describe) _____

INSTRUCTIONAL LEVEL(S):

GRADE:

ABILITY:

Introductory 10 Below Average Performance
 Basic 11 Average 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: 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 Directions Quizzes Teacher Aids

Teacher Comments: _____



ISSOE MATERIALS REPORTING FORM

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 Handicapped (Describe) _____

Group Instruction Other (Describe) _____

INSTRUCTIONAL LEVEL(S):

GRADE:

ABILITY:

Introductory 10 Below Average Performance

Basic 11 Average 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: Typewriting Office Practice Set

Author(s): _____ Edition 6th Copyright Date _____

Publisher: Southwestern Cost _____

Pages used: _____

COMMENTS: Content Organization

Clarity Readability

Illustrations Length

Motivational Qualities

Includes: Student Directions Quizzes Teacher Aids

Teacher Comments: _____



ISSOE MATERIALS REPORTING FORM

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 _____ Handicapped (Describe) _____
 Group Instruction _____ Other (Describe) _____

INSTRUCTIONAL LEVEL(S):

GRADE:

ABILITY:

Introductory _____ 10 _____ Below Average Performance
 Basic _____ 11 _____ Average 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: Century 21 Accounting Advanced Course

Author(s): _____ Edition 2nd Copyright Date _____

Publisher: Southwestern Cost _____

Pages used: _____

COMMENTS: Content _____ Organization _____
Clarity _____ Readability _____
Illustrations _____ Length _____
Motivational Qualities _____
Includes: Student Directions Quizzes Teacher Aids

Teacher Comments: _____



ISSOE MATERIALS REPORTING FORM

COURSE Business Office School Name and Address Whitesville Central

UNIT Financial & Recordkeeping systems

MODULE Purchases & sales documents Instructor Louise Rogers

TASK Complete 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:

Individual Instruction _____ Handicapped (Describe) _____
 Group Instruction _____ Other (Describe) _____

INSTRUCTIONAL LEVEL(S):	GRADE:	ABILITY:
<input type="checkbox"/> Introductory	<input checked="" type="checkbox"/> 10	<input type="checkbox"/> Below Average Performance
<input checked="" type="checkbox"/> Basic	<input checked="" type="checkbox"/> 11	<input type="checkbox"/> Average Performance
<input type="checkbox"/> Advanced	<input checked="" type="checkbox"/> 12	<input type="checkbox"/> Above Average Performance

MATERIALS USED:

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 1972

Publisher: Southwestern Robinson Cost _____

Pages used: 273-274

COMMENTS: Content _____ Organization _____
Clarity _____ Readability _____
Illustrations _____ Length _____
Motivational Qualities _____
Includes: Student Directions Quizzes Teacher Aids

Teacher Comments: _____



ISSOE MATERIALS REPORTING FORM

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 Region 13

1980-1981 Task # _____ V-TECS Number _____

MATERIALS BEST SUITED FOR:

Individual Instruction _____ Handicapped (Describe) _____
 Group Instruction _____ Other (Describe) _____

INSTRUCTIONAL LEVEL(S):

GRADE:

ABILITY:

____ Introductory 10 _____ Below Average Performance
 Basic 11 _____ Average 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: Applied Business Mathematics

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 Directions _____ Quizzes _____ Teacher Aids _____

Teacher Comments: _____



ISSOE MATERIALS REPORTING FORM

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 _____

MATERIALS BEST SUITED FOR:

____ Individual Instruction _____ Handicapped (Describe) _____
____ Group Instruction _____ Other (Describe) _____

INSTRUCTIONAL LEVEL(S):

GRADE:

ABILITY:

____ Introductory _____ 10 _____ Below Average Performance
____ Basic _____ x 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 _____
____ Other (Equipment, Supplies, Etc.) _____

Title: Typewriting Office Practice Set

Author(s): _____ Edition _____ Copyright Date _____

Publisher: Southwestern Cost _____

Pages used: _____

COMMENTS: Content _____ Organization _____
Clarity _____ Readability _____
Illustrations _____ Length _____
Motivational Qualities _____

Includes: x Student Directions x Quizzes x Teacher Aids

Teacher Comments: _____



ISSOE MATERIALS REPORTING FORM

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 _____

MATERIALS BEST SUITED FOR:

Individual Instruction _____ Handicapped (Describe) _____

Group Instruction _____ Other (Describe) _____

INSTRUCTIONAL LEVEL(S):

GRADE:

ABILITY:

____ Introductory _____ 10 _____ Below Average Performance

____ Basic _____ 11 _____ Average 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: Century 21 Accounting Advanced Course

Author(s): _____ Edition 2nd Copyright Date: _____

Publisher: Southwestern Cost _____

Pages used: _____

COMMENTS: Content _____ Organization _____

Clarity _____ Readability _____

Illustrations _____ Length _____

Motivational Qualities _____

Includes: Student Directions Quizzes Teacher Aids

Teacher Comments: _____



ISSOE MATERIALS REPORTING FORM

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:

Individual Instruction _____ Handicapped (Describe) _____
 or
 Group Instruction _____ Other (Describe) _____

INSTRUCTIONAL LEVEL(S):

____ Introductory
 Basic
 ____ Advanced

GRADE:

____ 10
 11
 12

ABILITY:

Below Average Performance
 Average Performance
 ____ Above Average Performance

MATERIALS USED:

Textbook _____ Workbook _____ 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: PG. 498-518

COMMENTS: Content Good Organization Good
 Clarity Good Readability Appropriate for grade level
 Illustrations Appropriate/numerous Length _____
 Motivational Qualities _____
 Includes: Student Directions Quizzes Teacher Aids

Teacher Comments: Chapter Topics review important points and cover basics
well on improving arithmetic and language skills; also
covers decision making and human relations.



ISSOE MATERIALS REPORTING FORM

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 _____ Handicapped (Describe) _____
 Group Instruction _____ Other (Describe) _____

INSTRUCTIONAL LEVEL(S):

GRADE:

ABILITY:

____ Introductory _____ 10 _____ Below Average Performance
 Basic _____ 11 _____ Average 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: Accounting 10/12

Author(s): Weaver, Hanna, Freeman, Brower, Smiley 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 Readability Above-average

Illustrations Good-flowcharting Length Satisfactory

Motivational Qualities is effective Good activities _____

Includes: Student Directions _____ Quizzes _____ Teacher Aids _____

Teacher Comments: _____



ISSOE MATERIALS REPORTING FORM

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 Instruction Handicapped (Describe) _____

Group Instruction Other (Describe) _____

INSTRUCTIONAL LEVEL(S):

GRADE:

ABILITY:

Introductory

10

Below Average Performance

Basic

11

Average Performance

Advanced

12

Above Average Performance

MATERIALS USED:

Textbook Workbook 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. Edition _____ Copyright Date 1975

Publisher: DPD Education Development Publication Services Cost _____

Pages used: Education Center, South Road Poughkeepsie, N.Y. 12602

COMMENTS: Content _____ Organization _____

Clarity _____ Readability _____

Illustrations _____ Length _____

Motivational Qualities _____

Includes: Student Directions Quizzes Teacher Aids

Teacher Comments: _____

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