DOCUMENT RESUME

ED 309 241 CE 051 995

TITLE	Microcomputer Programs for Business Education Occupations. A Bibliography.
INSTITUTION	Florida State Univ., Tallahassee. Center for Instructional Development and Services.
SPONS AGENCY	Florida State Dept. of Education, Tallahassee. Div. of Vocational, Adult, and Community Education.
REPORT NO	BE-130-BK-88
PUB DATE	Apr 88
NOTE	15p.
PUB TYPE	Reference Materials - Bibliographies (131)
EDRS PRICE	MFC1/PC01 Plus Postage.
DESCRIPTORS	Accounting; *Bookkeeping; *Business Education; Clerical Occupations; *Computer Assisted Instruction; *Computer Software; Data Processing; Disabilities; Disadvantaged; Educational Resources; Instructional Materials; *Keyboarding (Data Entry); Limited English Speaking; *Office Occupations Education; Postsecondary Education; Secondary Education; *Typewriting

ABSTRACT

This bibliography describes 47 materials available for computer-assisted instruction in business education. The materials are suitable for use by regular, disadvantaged, and handicapped students, and by students whose facility in English is limited. Materials are useful for developing tests, testing, reviewing, and vocabulary. Materials for inclusion in the bibliography were located through the Florida Educational Information Service (FEIS), which conducted searches of the Vocational Education Curriculum Materials (VECM) database on Bibliographic Retrieval Service (BRS). For each entry, information is provided on title, date developed, system required, content, and availability (supplier, price, format). Materials suitable for the following areas of business education are included: accounting, keyboarding, typewriting, bookkeeping, data entry, clerical, and data processing. (KC)

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Microcomputer Programs for Business Education Occupations

A Bibliography

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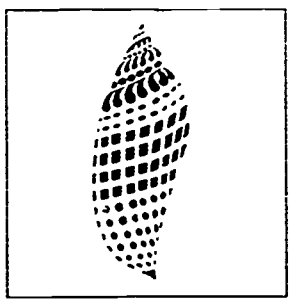

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Florida Department of Education
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Produced by
The Center for Instructional Development and Services
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Dissemination and Diffusion Section
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Microcomputer Programs for Business Education Occupations

A Bibliography

State of Florida
Department of Education
Tallahassee, Florida
Betty Castor, Commissioner
Affirmative action/equal opportunity employer

Division of Vocational, Adult, and Community Education

April 1988

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The Division of Vocational, Adult, and Community Education expresses appreciation to each of the following:

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Introduction

This bibliography describes materials available for computer-assisted instruction. These materials are suitable for use by regular, disadvantaged, and handicapped students and by students whose facility in English is limited; these materials may be used for developing tests, testing, reviewing, and vocabulary.

Included are materials suitable for the following areas of business education. accounting, keyboarding, typewriting, bookkeeping, data entry, file clerk, and data processing.

Materials for inclusion in this bibliography were located through Florida Educational Information Service (FEIS). FEIS conducted searches of computerized information retrieval systems (specifically the VECM—Vocational Education Curriculum Materials—database on BSR—Bibliographic Retrieval Service).

FEIS is sponsored by the Florida Division of Vocational, Adult, and Community Education and is located in the Center for Instructional Development and Services, Florida State University

For additional search information, contact Florida Educational Information Service, The Center for Instructional Development and Services, 2003 Apalachee Parkway, Suite 301, Tallahassee, FL 32301-4829, (800) 428-1194.

Notes for reading an entry. The records in this bibliography have been reproduced as written by database developers No further editing of the texts was done

TITLE ***Accounting Applications for the Microcomputer.***

DATE 1983

ANNOTATION Requires 2 disk drives, 1 printer This courseware package, including 4 disks and a workbook, is correlated with the Accounting Clerk Practice Set Order numbers practice set (CC 07-049197-6), Apple disks (CC 07-025739-6), TRS-80 disks (CC 07-025738-8), workbook (CC 07-0025736-1)

SYS REQ Microcomputer Program, TRS-80 III, Apple II with Applesoft, II +, 32K Memory, RAM, 1 3 DOS TRS-80, 3 3 Apple II +, 4 Disks, 5 1/4 Inch Size

AVAILABILITY Sale $7 95 practice set, $175 00 for disks, $7 95 workbook Computer Marketing Services S-1, McGraw-Hill Book Company Princeton-Hightstown Road Hightstown, NJ 08520 800-437-3715 or (609) 426-5000

TITLE ***Accounting Courseware: Accounting Principles.***

DATE. 1984

ANNOTATION This program clarifies the information flow in the accounting cycle and introduces use of an Electronic Data Processing system Apple (CC 07-059066-4), TRS-80 (CC 07-059077-X)

SYS REQ Microcomputer Program, TRS-80 III, Apple IIe, 48K Memory, Apple, 1 Disk, 5 1/4 Inch Size

AVAILABILITY Sale $16 95 Computer Marketing Services S-1, McGraw-Hill Book Company Princeton-Hightstown Road Hightstown, NJ 08520 800-437-3715 or (609) 426-5000

TITLE ***Accounting Tutorial.***

DATE 1985

ANNOTATION This program provides practice exercises and drills that reinforce basic accounting concepts The five units include Starting an Accounting System, Analyzing Transactions, Cash Journals, 6-Column Worksheet and Financial Statements, and Closing the Ledger This software package will work well with any basic accounting text Order number B196-3 for TRS-80, B197-3 for Apple, B198-1 for IBM, B19 for Workbook, B19M for Teacher Guide

SYS REQ Microcomputer Program, Apple II +, IIe, 48K Memory, IBM PC, 64K Memory, TRS-80 III and IV, 48K Memory, 1 Disk, 5 1/4 Inch Size

AVAILABILITY Sale $59 50, $2 75 Workbook South-Western Publishing Company 5101 Madison Road Cincinnati OH 45227 (800) 543-7672

TITLE ***Accounting. Vocational Mathematics Competency Tests.***

DATE 1984

ANNOTATION One of thirteen programs in the Vocational Mathematics Competency Testing Program They are designed to determine occupationally related mathematics skills in specific vocational areas The tests may be administered and scored using a microcomputer or they may be administered from paper-pencil versions and scored using a microcompute These programs may be used in education or industry to aid in determining a trainee's chances of success and in designing programs to meet the individual needs of the trainees Order 840501

SYS REQ Microcomputer Program, Apple II +, IIe, 48K Memory, 1 Dis': Drive, 3 Disks

AVAILABILITY Sale $295 00, $354 00 with back-up Statewide Teaching Aids PO Box 8241 Alexandria, LA 71306-1241 (318) 445-2572

TITLE ***Advanced Typing Tutor.***

DATE 1984

ANNOTATION This program challenges the best typist to achieve ultimate words-per-minute speeds A companion program to Typing Tutor Order number 98946B

SYS REQ Microcomputer Program, TRS-80 III, 1 Disk, 5 1/4 Inch Size

AVAILABILITY Sale $34 95 EMC Publishing, Changing Times Education Service 300 York Avenue Saint Paul, MN 55101 (800) 328-1452

TITLE ***Alphabetic Indexing Rules: Application by Computer.***

DATE 1984

ANNOTATION Students apply their skills in alphabetizing through a variety of exercises Order numbers text (K64), TRS-80 diskette (K646-3), Apple diskette (K647-3), TRS-80 network diskette (K646-4), IBM diskette (K648-1), teacher's manual (K64M)

SYS REQ Microcomputer Program, TRS-80 III, IV, Apple II +, IIe, IBM PC, 48K Memory, 1 Disk

AVAILABILITY Sale $3 50 text, $59 50 diskette, $250 00 for network diskette Teacher manual is free South-Western Publishing Company 5101 Madison Road Cincinnati, OH 45227 (808) 543-7672

TITLE ***Alphabetic Keyboarding.***

DATE 1984

ANNOTATION Includes punctuation, skill-building drills, and feedback tactics Order numbers TRS-80 (Z026-3), Apple (Z027-3), IBM (Z028-1), TRS-80 network diskettes (7026-4) A shift-key adapter is required to run Apple programs

SYS REQ Microcomputer Program, TRS-80 III, IV, Apple II +, IIe, IBM PC, 2 Disks, 5 1/4 Inch Size

AVAILABILITY Sale $89 50 diskettes, $395 00 for network diskettes South-Western Publishing Company 5101 Madison Road Cincinnati, OH 45227 (800) 543-7672

TITLE ***Bank Street Filer.***

DATE 1985

ANNOTATION A place for everything and everything in its place—that's what you'll get with this data management and electronic filing system Students can quickly store information, find specific items, sort data and print out what they want They can add to and revise the information in the file without messy erasures, and the structure of the file can be changed without losing data On-screen instructions, simple menus and a tutorial program make the Bank Street Filer a snap to learn and easy to use Both 40- and 80-column displays are available Order 4F-107AD (Apple II), 4F-207AD (Apple IIe/IIc)

SYS REQ Microcomputer Program, Apple II, 64K Memory, 1 Disk, 5 1/4 Inch Size, Apple IIe, IIc 128K Memory, 1 Disk, 5 1/4 Incn Size

AVAILABILITY Sale $69 95 Opportunities for Learning, Inc 20417 Nordhoff St Dept RB Chatsworth, CA 91311 (818) 341-2535

TITLE ***Bank Teller. The Boss: Business and Office Microcomputer Job Simulator Series.***

DATE 1983

ANNOTATION The Boss is a series of hands-on simulations of eleven careers of the 80's Bank Teller program shows students about money and paper handling job tasks performed in banks Bill recognition, check identification and verification, and accuracy are stressed Simulations allow the student to count opening cash, cash deposits, cash withdrawals, split deposits, and balance daily accounts Order number CZ401AA for Apple II CZ401EE for Apple IIe, CZ401TT for TRS-80 III

SYS REQ Microcomputer Program, Apple II, IIe, TRS-80 Model III

AVAILABILITY Sale $119 00 with Back-Up Career Aids, Incorporated 20417 Nordhoff Street, Department K65 Chatsworth, CA 91311 (818) 341-8200

TITLE ***Basic Keyboarding and Typewriting Applications.***

DATE 1984

ANNOTATION This courseware package is correlated with the textbooks Basic Keyboarding and Century 21 Typewriting, 3rd Edition A 4-disk version covers microcomputer keyboarding A 2-disk version covers alphabetic keyboarding Order numbers T37 (Basic keyboarding text), T50 (Century 21 text), Z016-3 (TRS-80 4 disk set), Z017-3 (Apple 4 disk set), Z017-4C (Corvus 5 disk set), Z016-4 (TRS-80 4 disk network set), Z018-1 (IBM 4 disk set), Z026-3 (TRS-80 2 disk set), Z027-3 (Apple 2 disk set), Z028-1 (IBM 2 disk set), Z026-4 (TRS-80 2 disk network set)

SYS REQ Microcomputer Program, Apple, TRS-80, IBM

AVAILABILITY Sale Write or call for current prices South-Western Publishing Company 5101 Madison Road Cincinnati, OH 45227 (800) 543-7672

TITLE ***Basic Programming.***

DATE 1982

ANNOTATION Consists of ten units of instruction with emphasis on hands-on activities using the microcomputer It can be used with Radio Shack TRS 80, Apple, Commodore, PET, or IBM PC It is an excellent teaching tool for secondary, post-secondary, and adult education

SYS REQ Microcomputer Programs, TRS 80, Apple, Commodore, PET, IBM PC

AVAILABILITY Sale Write for current price, ED 223 829 Sales Department—Mid-America Vocational Curriculum Consortium 1500 West Seventh Avenue Stillwater, OK 74074 (405) 377-2000 Ext 401, 378, 416

TITLE ***Bookkeeper. The Boss: Business and Office Microcomputer Job Simulator Series.***

DATE 1983

ANNOTATION The Boss is a series of hands-on simulations of eleven careers of the 80's Bookkeeper program allows students to complete drills in the operation of a printing calculator, total employee time cards, and use the computer to prepare a payroll register, enter data on employee earnings, print simulated payroll checks, prepare tax form 941, and complete a quarterly tax payment check Order number CZ203AA for Apple II, CZ203EE for Apple IIe, CZ203TT for TRS-80 III

SYS REQ Microcomputer Program, Apple II, IIe, TRS-80 Model III

AVAILABILITY Sale $95 00 with Back-Up Career Aids, Incorporated 20417 Nordhoff Street, Department K65 Chatsworth, CA 91311 (818) 341-8200

TITLE ***Business and Office Job Readiness Test.***

DATE 1983

ANNOTATION Is an effective way to measure students work skills as they prepare to enter the job market Ideal for pre-employment testing, pre- and post-business testing, and progress testing Results are accumulated in the computer and printed out on a hard-copy profile sheet, thus providing a concise performing readout for use when evaluating skills and performance Order CZ750S Apple II or IIe, CZ750U TRS-80 III or 4, CZ750A IBM PC Contains 1 data disk, 1 utility disk, 1 test disk with 22 tests

SYS REQ Microcomputer Program, Apple II, IIe, 48K Memory, TRS-80 III or B&W, 32K Memory, IBM PC, 64K Memory, 3 Disks, 5 1/4 Inch Size

AVAILABILITY Sale $199 95 Career Aids, Incorporated 20417 Nordhoff Street, Department K65 Chatsworth, CA 91311 (818) 341-8200

TITLE ***Business Education Package I.***

DATE 1980

ANNOTATION Package contains four useful programs, including Loan Amortization, Bank Reconciliation, Depreciation and Stock Market Simulation Teaches how to invest in the stock market and basic financial record keeping Order number MLW 1 B

SYS REQ Microcomputer Program, Apple, Commodore PET, TRS, Commodore 64, IBM

AVAILABILITY Sale $45 00 Cassette or Disk American Micro Media PO Box 306 Red Hook, NY 12571 (914) 758-5567

TITLE ***Business Education Package II.***

DATE 1980

ANNOTATION Four programs in accounting curriculum Accounting I provides basic accounting concepts, and Accounting II introduces journals, ledgers, and financial statements General Ledger is a complete simulation of computerized accounting, Annuities is a program that calculates yield on investments given several variables Order number MLW 2 B

SYS REQ Microcomputer Program, TRS-80 III

AVAILABILITY Sale $45 00 Cassette or Disk American Micro Media PO Box 306 Red Hook, NY 12571 (914) 758-5567

TITLE ***Business Education Package III.***

DATE 1980

ANNOTATION Package offers complete, sophisticated computerized general ledger system Comes with an established chart of accounts and account balances The student can open new accounts, delete accounts, make journal entries, print a trial balance, print an income statement or balance sheet, and more Requires an 80-column printer for Disk only Order number MLW 3 B

SYS REQ Microcomputer Program, Apple II, II+, IIe, TRS-80 III, IBM PC

AVAILABILITY Sale $45 00 Cassette or Disk American Micro Media PO Box 306 Red Hook, NY 12571 (914) 758-5567

TITLE ***Career Exploration. The Boss: Business and Office Microcomputer Job Simulator Series.***

DATE 1983

ANNOTATION The Boss is a series of hands-on simulations of eleven careers of the 80's Career Exploration is a computer literacy course which gives instructions for the use of the other programs in the series It is recommended that this program be used before any of the others in the series This program is free when you order six or more of the others Order number CZCEAA for Apple II. CZCEEE for Apple IIe, CZCETT for TRS-80 III

SYS REQ Microcomputer Program Apple II IIe TRS-80 Model III

AVAILABILITY Sale $79 95 with Back-Up Career Aids Incorporated 20417 Nordhoff Street, Department K65 Chatsworth. CA 91311 (818) 341-8200

TITLE ***Cashier. The Boss: Business and Office Microcomputer Job Simulator Series.***

DATE 1983

ANNOTATION The Boss is a series of hands-on simulations of eleven careers of the 80's Cashier program introduces students to the work tasks of a retail cashier The student learns to count money and to place it properly in a cash drawer Opening and closing a cash drawer for the day and the completion of necessary work forms are shown Order number CZ208AA for Apple II. CZ208EE for Apple IIe, CZ208TT for TRS-80 III

SYS REQ Microcomputer Program, Apple II, IIe, TRS-80 Model III

AVAILABILITY Sale $119 00 with Back-Up Career Aids. Incorporated 20417 Nordhoff Street, Department K65 Chatsworth. CA 91311 (818) 341-8200

TITLE ***Change Maker.***

DATE 1983

ANNOTATION Program provides practice in making change The student is given an amount of purchase (less than $100), the amount of payment, and asked to make change If the change is incorrect, the student may try again or learn what the correct change should be If the change is correct, but not efficient, the student may then choose to see the more efficient amount alongside the change indicated Order MW2256 Apple II or IIe, MW2257 TRS-80 Model III or 4, MW2261 PET. MW2263 Commodore 64

SYS REQ Microcomputer Program, Apple II. IIe. TRS-80 Model III or 4, PET, 8K Memory, Commodore 64, 1 Disk. 5 1/4 Inch Size

AVAILABILITY Sale $25 00 Career Aids, Incorporated 20417 Nordhoff Street, Department K65 Chatsworth, CA 91311 (818) 341-8200

TITLE ***Client Billing Manager. Business Applications.***

DATE 1984

ANNOTATION One of five programs available in the Business Applications Series Program gives users the help they need in areas often vital to success Each program saves time by handling quickly—and accurately—what takes hours or days manually IBMPC-CC07-067020-X, TRS-80-CC07-067008-0, Apple-CFO-CC07-066996-1

SYS REQ Microcomputer Program, IBM PC, TRS-80 III, Apple II, II+, IIe, 1 Disk, 5 1/4 Inch Size, 1 Disk Drive

AVAILABILITY Sale $49 95 McGraw-Hill Book Company, Computer Marketing Services S-1 Princeton-Hightstown Road Hightstown, NJ 08520 (800) 437-3715

TITLE ***Computerized Inventory Procedures.***

DATE 1986

ANNOTATION Students develop their understanding of inventory terminology and concepts, the importance of sound inventory management, and common inventory methods Included is a program and extra disk space for any inventory which students might want to develop for added experience or actual use An 80-column card is required on the IBM PCjr Order Number(s). S04, Text-Workbook, S046-3, TRS-80 (Individual), S046-3D, TRS-80 (Driver), S047-3, Apple (Individual), S047-3D Apple (Driver), S048-1, IBM PC and PCjr (Individual), S048-1D, IBM PC and Tandy 1000 (Driver), S04M Teachers Manual

SYS REQ Microcomputer Program, TRS-80 III + B&W, 48K Memory, 2 Disks, 5 1/4 Inch Size; Color, Apple II Plus, IIe, IIc, 48K Memory, 2 Disks; 5 1/4 Inch Size, Color; IBM PC +, PCjr; 128K Memory, 1 Film, 2 0, 2 Film, 3.0 DOS, 2 Disks, 5 1/4 Inch Size, Color, Tandy 1000; 256K Memory, 2 11 DOS; 2 Disks, 5 1/4 Inch Size.

AVAILABILITY Sale $42 50, TRS 80 (Individual), Apple, IBM PC and PCjr, $62 50, TRS 80 (Driver), Apple, IBM PC and Tandy 1000, $8 50, Text-Workbook and Teachers Manual South-Western Publishing Company 5101 Madison Road Cincinnati, OH 45227 (513) 271-8811, Ohio (800) 543-7672

TITLE ***Computerized Payroll Procedures.***

DATE 1984

ANNOTATION This program contains two simulations. Thick 'N' Cheesy Pizza and Hitech Personal Stereos As employees, students handle typical payroll accounting transactions for several pay periods, gaining experience in processing several different methods of employee compensation The two simulations require about 25 hours of class time to complete Order number B18 for Text-Workbook, B186-3 for TRS-80 Diskette, B186-3D for TRS-80 Driver Diskette, B187-3 for Apple Diskette, B187-3D for Apple Driver Diskette. B188-1 for IBM Diskette, B188-1D for IBM Driver Diskette, B18M for Teacher Manual

SYS REQ Microcomputer Program, Apple II, II+, IIe, 48K Memory. TRS-80 III and IV, 48K Memory, IBM PC, 64K Memory, 1 Disk

AVAILABILITY Sale $42 50 Apple, IBM and TRS-80 Diskettes, $59 50 Apple, IBM and TRS-80 Driver Diskettes, $2 95 Text-Workbook South-Western Publishing Company 5101 Madison Road Cincinnati, OH 45227 (800) 543-7672

TITLE ***Courseware Evaluation: Form and Guide for Vocational and Technical Education.***

DATE 1984

ANNOTATION Decision-making tool for conducting microcomputer courseware evaluations The form consists of three parts—Part A Description, Part B Evaluation, and Part C. Summary The Guide assists in the use of the Form Order number SN 44

AVAILABILITY Sale $2 50 The National Center for Research in Vocational Education, Program Information Office. 1960 Kenny Road, Columbus, OH 43210 800-848-4815 or (614) 486-3655.

TITLE. ***Courseware Evaluation Form for Vocational and Technical Education.***

DATE. 1984

ANNOTATION Decision-making tool for conducting microcomputer courseware evaluations The form consists of three parts—Part A Description Part B Evaluation, and Part C Summary Applewriter IIe is required to run the program

SYS REQ Microcomputer Program, Apple IIe, 1 Disk, 5 1/4 Inch Size

AVAILABILITY Loan 2 weeks Shirley A Chase, The National Center for Vocational Education 1960 Kenny Road Columbus, OH 43210 800-848-4815 or (614) 486-3655

TITLE ***Customer Records Manager. Business Applications.***

DATE 1984

ANNOTATION One of five programs available in the Business Applications Series Program gives users the help they need in areas often vital to success Each program saves time by handling quickly—and accurately—what takes hours or days manually IBMPC-CC07-067018-8, TRS-80-CC07-067006-4, Apple-CFO-CC07-066994-5

SYS REQ Microcomputer Program, IBM PC, TRS-80 III, Apple II, II+, IIe, 1 Disk, 5 1/4 Inch Size, 1 Disk Drive

AVAILABILITY Sale $49 95 McGraw-Hill Book Company, Computer Marketing Services S-1 Princeton-Hightstown Road Hightstown, NJ 08520 (800) 437-3715

TITLE ***Data Entry Activities for the Microcomputer.***

DATE 1983

ANNOTATION Helps your students acquire the kinds of skills needed to perform various jobs in data entry Text-workbook helps students to develop dexterity and accuracy in keyboarding characters and numerals Disk is used to help students practice these skills Information is recorded, and the student receives feedback relating to the percentage of accuracy, types of errors made in entering data, and words per minute in recording the information Results may be displayed on the computer screen or printed A printer is required Order SWJ057A Apple II or IIe, SWJ058B IBM PC SWJ056T TRS-80 Model III

SYS REQ Microcomputer Program, Apple II, IIe, IBM PC TRS-80 Model III, 1 Disk, 5 1/4 Inch Size

AVAILABILITY Sale $59 50 Career Aids, Incorporated 20417 Nordhoff Street, Department K65 Chatsworth, CA 91311 (818) 341-8200

TITLE ***Data Entry Job Skills.***

DATE 1983

ANNOTATION This program is designed to prepare your students to work in the data entry field Complete with 10 skill options, the first 5 levels build as well as screen data entry skills Levels 6-10 teach actual data entry job skills The program is menu driven and requires a Clock Card Order number ILDEJSA for Apple, ILDEJSB for Apple with Clock Card, ILDEJSC for TRS-80, ILDEJSD for TRS-80 with Clock Card

SYS REQ Microcomputer Program, Apple II, IIe, TRS-80 III, 4, 48K Memory, 1 Disk, 5 1/4 Inch Size

AVAILABILITY Sale $100 00, $250 00 with Clock Card Career Aids, Incorporated 20417 Nordhoff Avenue, Department Z98 Chatsworth, CA 91311 (818) 341-8200

TITLE ***Data Preparation-Entry Clerk. The Boss: Business and Office Microcomputer Job Simulator Series.***

DATE 1983

ANNOTATION The Boss is a series of hands-on simulations of eleven careers of the 80's Data Preparation-Entry Clerk program develops keypad entry skills Job tasks simulated include entry and verification of clerk data, credit card vouchers, insurance invoices, and utility payment cards Simulates a typical computer terminal with input feedback and error messages Order number CZ301AA for Apple II, CZ301EE for Apple IIe, CZ301TT for TRS-80 Model III

SYS REQ Microcomputer Program, Apple II, IIe, TRS-80 Model III

AVAILABILITY Sale $119 00 with Back-Up Career Aids, Incorporated 20417 Nordhoff Street, Department K65 Chatsworth, CA 91311 (818) 341-8200

TITLE ***Duplicating Room Worker. Stepping Stones Series.***

DATE 1981

ANNOTATION One in a series of ten career awareness programs for intermediate level limited English students from junior high level to adults These materials introduce students to the world of work and help students improve basic reading and language skills Students read short books which focus on particular entry-level jobs The books are written at a low third grade level and each page contains an illustration of the content A picture dictionary is included at the end of each book Each disk contains 11 lessons relating to career, comprehension, vocabulary, and language skills Corrective feedback for lessons is presented in a job-oriented format The computer keeps track of the student's responses and reports results

SYS REQ Microcomputer Program, Apple II+, IIe, IIc 48K Memory, 3 3 DOS, 1 Disk, 5 1/4 Inch Size

AVAILABILITY Sale $30 00 disk, $5 00 teacher guide, $4 00 vocational reader, $670 00 for series (includes 10 disks, 10 teacher guides, and 10 vocational readers) CEEDE, The University of Iowa N 345 Oakdale Hall Oakdale, IA 52319 (319) 353-4200

TITLE ***Educalc and Educalc Templates.***

DATE 1986

ANNOTATION An electronic spreadsheet tutorial designed specifically for beginners Students create budgets, charts, schedules and tables using a spreadsheet of up to 26 columns by 99 rows This self-paced program helps students learn the basics of entering numbers and formulas, defining constants, sorting information alphanumerically, and more Educalc Templates, used with Educalc, let students input spreadsheet information for all curriculum areas Also available is Docucalc, an oversized table of pre-printed spreadsheet forms Order A9-400AD (Apple), A9-400CD (C64)

SYS REQ Microcomputer Program, Apple II, 48K Memory, 1 Disk, 5 1/4 Inch Size, Commodore 64, 64K Memory, 1 Disk, 5 1/4 Inch Size

AVAILABILITY Sale $64 95 for Educalc, $19 95 for Educalc Templates Opportunities for Learning, Inc 20417 Nordhoff St Dept RB Chatsworth CA 91311 (818) 341-2535

TITLE ***Exercises for the Microcomputer Using "Scripsit."***

DATE 1983

ANNOTATION This manual was developed in an effort to prepare students for entry-level positions in the newer office environments where microcomputers are used

AVAILABILITY Loan 2 weeks Librarian, Southeast Curriculum Coordination Network PO Drawer DX Mississippi State, MS 39762

TITLE ***File Clerk. The Boss: Business and Office Microcomputer Job Simulator Series.***

DATE 1983

ANNOTATION The Boss is a series of hands-on simulations of eleven careers of the 80's File Clerk program introduces students to work tasks of a file clerk, using the computer as an electronic indexing system Students organize files alphabetically, numerically, and according to the Dewey Decimal System Order number CZ210TT

SYS REQ Microcomputer Program, TRS-80 Model III

AVAILABILITY Sale $95 00 with Back-Up Career Aids, Incorporated 20417 Nordhoff Street, Department K65 Chatsworth, CA 91311 (818) 341-8200

TITLE ***Financial Cookbook.***

DATE 1986

ANNOTATION This program is an excellent tool for covering all areas of personal finance There are 32 "recipes" that answer a variety of complex questions Once the student enters in the necessary data, the Cookbook analyzes savings, mortgage, and many other investment questions Also available is a Text-Workbook (Financial Cookbook—A Consumer's Guide) designed to help teachers and students understand the capabilities of the software program Order Number(s) H487-3, Apple, H488-1, IBM PC, IBM XT, IBM PCjr, COMPAQ and Tandy 1000, H489 6, Commodore 64, H48, Text-Workbook, H48M, Teacher's Manual

SYS REQ Microcomputer Program, Apple II Plus, II, IIe, and IIc, 64K Memory, 1 Disk, 5 1/4 Inch Size IBM PC, IBM XT, IBM PCjr, 128K Memory, 1 Disk, 5 1/4 Inch Size, COMPAQ, COMPAQ Deskpro, 128K Memory, 1 Disk, 5 1/4 Inch Size, Tandy 1000, 256K, 1 Disk, 5 1/4 Inch Size, Commodore, 64K Memory, 1 Disk, 5 1/4 Inch Size

AVAILABILITY Sale $42 50 Disk, $5 00 Text-Workbook, Teacher's Manual South-Western Publishing Company 5101 Madison Road Cincinnati, OH 45227 (513) 271-8811, Ohio (800) 543-7672

TITLE ***Friendly Filer: A Database Tutor.***

DATE 1985

ANNOTATION A stimulating way for students to learn the basics of database management and data processing, the most widely used computer applications Challenging questions are asked which the student answers by searching a built-in practice database While creating, editing, adding to, saving and printing files, the pupil learns first-hand about database management Order A9-200AD (Apple), A9-200CD (C64)

SYS REQ Microcomputer Program, Apple II, 48K Memory, 1 Disk, 5 1/4 Inch Size, Commodore 64, 64K Memory, 1 Disk, 5 1/4 Inch Size

AVAILABILITY Sale $59 95 Opportunities for Learning, Inc 20417 Nordhoff St Dept RB Chatsworth, CA 91311 (818) 341-2535

TITLE ***General Finance. Computer Words at Work—General Terms.***

DATE 1984

ANNOTATION One of two programs in the Computer Words at Work—General Terms Series Includes three lessons which teach the vocabulary related to general finance Order MW 92-23

SYS REQ Microcomputer Program, Apple II, II +, IIe, IIc

AVAILABILITY Sale $150 00 Southwest Tele-Computer Corporation 5845 Gardner Highway Alexandria, LA 71303 (318) 445-2572

TITLE ***General Secretary. The Boss: Business and Office Microcomputer Job Simulator Series.***

DATE 1983

ANNOTATION The Boss is a series of hands-on simulations of eleven careers of the 80's General Secretary program serves as a simulator, generating situations including reception of visitors, response to telephone calls, and entering of documents dictated from an audiocassette and transcribed in shorthand or script Order number CZ221AA for Apple II, CZ221EE for Apple IIe CZ221TT for TRS-80 III

SYS REQ Microcomputer Program, Apple II, IIe, TRS-80 Model III

AVAILABILITY Sale $95 00 with Back-Up Career Aids, Incorporated 20417 Nordhoff Street, Department K65 Chatsworth, CA 91311 (818) 341-8200

TITLE ***Gregg Keyboard for Information Processing.***

DATE 1982

ANNOTATION Increases productivity Computer increases skills, highlights errors, and repeats lines as needed Requires 1 disk and color or black-white monitor Order numbers Apple disks (CC 07-026109-1), TRS-80 disks (CC 07-026108-3)

SYS REQ Microcomputer Program, TRS-80 III, Apple II with Applesoft, II +, 48K Memory, RAM, 1 3 DOS TRS-80, 3 3 Apple II +, 3 Disks, 5 1/4 Inch Size

AVAILABILITY Sale $200 00 Computer Marketing Services S-1, McGraw-Hill Book Company Princeton-Hightstown Road Hightstown, NJ 08520 800-437-3715 or (609) 426-5000

TITLE ***Gregg Personal Keyboarding.***

DATE 1984

ANNOTATION Tutorial program Speeds reaction time Includes a practice section Order numbers TRS-80 disk (CC 07-079993-8), Apple disk (CC 07-079994-6)

SYS REQ Microcomputer Program, Apple II, TRS-80, 1 Disk, 5 1/4 Inch Size

AVAILABILITY Sale $36 70, Disk and Book Computer Marketing Services S-1, McGraw-Hill Book Company Princeton-Hightstown Road Hightstown, NJ 08520 800-437-3715 or (609) 426-5000

TITLE. ***How Fast Can You Type Right?***

DATE 1984.

ANNOTATION Improves keyboarding skills with sixteen sets of one minute, three minute, and five minute timed writing tests based on text from sixteen popular careers The computer corrects typing and allows the user to try again for a better score

SYS REQ Microcomputer Program, IBM PC, PC jr, BASIC Language, 2 1 DOS, Color, Apple II, BASIC Language, 3 3 DOS, 1 Disk, 5 1/4 Inch Size, Commodore 64 PET, BASIC Language, 16K Memory, 1 Disk, 5 1/4 Inch Size, Color

AVAILABILITY Sale $39 95 Barron Enterprises 714 Willow Glen Road Santa Barbara, CA 93105 (805) 687-5873

TITLE ***Keyboarding.***

DATE 1983

ANNOTATION This program is a series of twenty lessons which present a systematic and progressive approach to learning the keyboard The system uses an alphabetical approach which has proven especially beneficial with slow or disadvantaged students Order number CP-22000 for 5 Cassettes, number DK-22000 for 4 Diskettes with back-ups

SYS REQ Microcomputer Program, Apple, TRS-80

AVAILABILITY Sale $119 00 Cassettes, $149 00 Diskettes with Back-ups Educational Activities, Incorporated PO Box 392 Freeport, NY 11520 (300) 645-3739

TITLE ***Keyboard Tutor. The Boss: Business and Office Microcomputer Job Simulator Series.***

DATE 1983

ANNOTATION The Boss is a series of hands-on simulations of eleven careers of the 80's Keyboard Tutor program teaches universal keyboard use through drills utilizing words composed only of learned characters Order number CZ200AA for Apple II, CZ200EE for Apple IIe, CZ200TT for TRS-80 III

SYS REQ Microcomputer Program, Apple II, IIe, TRS-80 Model III

AVAILABILITY Sale $99.00 with Back-Up Career Aids, Incorporated 20417 Nordhoff Street, Department K65 Chatsworth, CA 91311 (818) 341-8200

TITLE ***Keystrokes.***

DATE 1984

ANNOTATION This program teaches and reinforces keyboarding skills for information entry Order number 2-18756 for Apple, 2-18767 for IBM, 2-18765 for TRS-80, 2-18762 for Teacher's Guide

SYS REQ Microcomputer Program, Apple II, IBM PC, TRS-80 III, 4, 1 Disk, 5 1/4 Inch Size

AVAILABILITY Sale $39 00, $ 84 Teacher Guide Houghton Mifflin Company 1900 South Batavia Avenue Geneva, IL 60134 (312) 232-2550

TITLE ***Master Type.***

DATE 1981

ANNOTATION Program teaches touch-typing with a bang, requiring the user to type a word in a box before missiles blow up the box Missiles become faster and more accurate as the typist improves Features 17 progressive tutorials, interactive guidance, problem diagnoses, automatic scoring, and control over speed and difficulty Order number SBS 21 B for Apple, Atari and Commodore 64 Order number SBS 22 B for IBM PC

SYS REQ Microcomputer Program, Apple II, II +, IIe Atari, Commodore 64, IBM PC

AVAILABILITY Sale $39 95 Cassette or Disk for Apple, Atari and Commodore 64, $49 95 Disk for IBM PC American Micro Media PO Box 306 Red Hook, NY 12571 (914) 758-5567

TITLE ***Microcomputer Accounting Applications.***

DATE 1983

ANNOTATION Requires 1 disk drive, printer Covers general ledger-financial reporting, accounts receivable, accounts payable, and payroll Order numbers Apple disks (CC 07-025816-3), TRS-80 disks (CC 07-025815-5), Text-Workbook (CC 07-025818-x), Teacher Manual with key (CC 07-025817-5)

SYS REQ Microcomputer Program, TRS-80 III, Apple II with Applesoft, II +, 32K Memory, RAM Apple, 3 3 DOS Apple, 4 Disks, 5 1/4 Inch Size

AVAILABILITY Sale $175 00 disks, $5 96 text, $3 40 teacher manual with key Computer Marketing Services S-1, McGraw-Hill Book Company Princeton-Hightstown Road Hightstown, NJ 08520 800-437-3715 or (609) 426-5000

TITLE ***Microcomputer Activities for Office Procedures.***

DATE 1984

ANNOTATION Includes records management, sorting routines, data entry, payroll processing, processing business forms, interest calculations, inventory management, checkbook management, and customer billing Order numbers text (K22), TRS-80 diskette (K226-3), Apple diskette (K227-3), teacher's manual (K22M)

SYS REQ Microcomputer Program, 1 Disk

AVAILABILITY Sale $4 50 text, $59 50 diskette, $250 00 for network Diskette Teacher manual is free South-Western Publishing Company 5101 Madison Road Cincinnati, OH 45227 (800) 543-7672

TITLE ***Microcomputer Activities for Recordkeeping.***

DATE 1984

ANNOTATION This program includes eight record keeping applications to train students for modern office electronic record keeping Order number 2-33569 for Apple, 2-33572 for IBM, 2-33568 for TRS-80, 2-33560 for Workbook, 2-33562 for Teacher Guide Correlated with "Recordkeeping The Total Concept." but can be used with any record keeping textbook

SYS REQ Microcomputer Program, Apple II, IBM PC, TRS-80 III, 4, 2 Disks

AVAILABILITY Sale $70 20, $4 98 Workbook, $3 24 Teacher Guide Houghton Mifflin Company 1900 South Batavia Avenue Geneva, IL 60134 (312) 232-2550

TITLE ***Microcomputer Applications in Vocational Education: Business, Marketing, and Management.***

DATE 1983

ANNOTATION Series of programs include critical path method, capital funding, inventory analysis, production method comparisons, income tax reduction, depreciation analysis, present future value, name and address processing, financial ratio analy comparative analysis purchase of auto return

investment, expected value computations, job pricing-bidding, equipment purchase business forecasting, breakdown analysis, and lease-buy

SYS REQ Microcomputer Program, Apple II +, TRS-80 III, Commodore PET Basic Size, 48K Memory, 4040 Disk Drive, 1 to 3 Disks, 5 1/4 Inch Size

AVAILABILITY Sale Apple $6 25, TRS-80 $11 25, PET $6 25, printed documentation $2 00 Curriculum Publications Clearinghouse, Western Illinois University 46 Horrabin Hall Macomb, IL 61455 (309) 298-1917 or 800-322-3905 (IL only)

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