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ABSTRACT

This index, changed in the focus of the research as well as in its format, covers business education publications and those related to business education. Priority is given to journals that are essential to research and teaching in the broad business education spectrum with emphasis on information systems (including business communications), business teacher education, and vocational education (primarily marketing education). The publications listed must be available from library sources. Publications are listed alphabetically by subject and by author. Major subjects indexed include accounting; accreditation; administration; associations; automation; business administration; business education; business English; business organization and management; certification; communications; curriculum; educational institutions; employment; equipment and supplies; general education; guidance and counseling; human relations; information management/processing; keyboarding/typewriting; marketing; microcomputers; minorities; paraprofessionals; records management; reprographics; research; reviews; secretaries; shorthand; software; special education; standards; student organizations; teaching; teaching aids; training and development; and word processing. (KC)

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BUSINESS EDUCATION INDEX

1988

Index of Business Education Articles, Research Studies, and Textbooks Compiled from a Selected List of Periodicals, Publishers, and Yearbooks Published During the Year 1988

Volume 49

Edited by

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Charleston, IL 61920

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A NOTE FROM THE EDITOR:

This publication of the *Index* marks a change in the focus of the research interests in business education. The new subject headings, format, and general arrangement of the *Index* reflect that change. My purpose is to make the *Index* as useful as possible for business education researchers. For the past eleven years, Rosemarie McCauley accomplished that task extremely well. I thank her for her years of dedicated service and for helping me in my first year as editor.

In the following pages, you will find information on how to use this *Index*. The editorial policy is stated below. If you have any questions or comments concerning the *Index*, I would welcome your input.

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EDITORIAL POLICY

Publications indexed in the *Business Education Index* will be limited to specific business education publications and those related to business education. Priority will be given to journals that are essential to research and teaching in the broad business education spectrum with emphasis on information systems (including business communications), business teacher education, and vocational education (primarily marketing education).

The publications in the *Index* must provide sufficient information to be of significant use to researchers. Also, the ability to locate journals and magazines from library sources is essential to the research process. Beginning with the 1989 *Index*, state and regional business education publications will be indexed if they meet the following criteria.

1. Publications that are a minimum of 10 pages in length
2. Publications containing at least three substantive articles, preferably research-based.
3. Publications that are distributed to NABTE institutions libraries or to NABTE institution departments in which business education is located
4. Publications that are provided without charge to the editor.

Any organization or editor who wishes to have a publication included in the *Index* should contact the *Index* editor.

SUGGESTIONS FOR USING THIS INDEX:

The following list shows the subjects in alphabetical order followed by the page number on which the entries begin. Major category headings are capitalized. In the following pages, entries are arranged by subject. You may select a major category and search all of the entries under it, beginning with general (miscellaneous) entries. Alternately, you may select a more specific category to search (subcategories under each major heading). The alphabetical listing below will assist you in your search.

All entries have the title, author(s), journal, (volume and number if applicable), inclusive pages, month, and year. In dissertation listings, the order number (if provided) is shown in parentheses. An explanation of the abbreviations for the names of the indexed publications is shown in the "Publications Indexed" section in the back of this Index. Other commonly used abbreviations follow this listing.

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Key to Abbreviations

| | | | |
|------|-----------------|-----|--------------------|
| Aug | August | Jr | Junior |
| Ap | April | Mr | March |
| bul | bulletin | My | May |
| co | company | Nov | November |
| Dec | December | no | number |
| dept | department | Oct | October |
| ed | edition, editor | pp | pages |
| Feb | February | rev | revision, revision |
| Ja | January | Sep | September |
| Ju | June | vol | volume |
| Jul | July | | |

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- Accounting Principles, 3rd ed., Jack L. Smith, Robert M. Keith and William L. Stephens, Gregg McGraw-Hill. 960 pp., \$31.96
- Accounting teaching techniques Gary Gebhart *Inv*, Vol. 13, No. 3: 3 Fall 87
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- Artificial intelligence: its impact on accounting Anna M. Burford and Harold O. Wilson. *Bus Ed Forum*, Vol. 42, No. 6: 11-12 Mr 88
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- Intermediate Accounting, 6th ed., Andrew N. Mosich, Gregg McGraw-Hill, 1360 pp., \$39.96
- Internal auditing in the college classroom. Deborah W. Tanju. *JEB*, Vol. 64, No. 7: 312-314 Ap 88

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Personal Income Tax Procedure. Bower and Langenderfer. *South-Western*, 320 pp., \$15.50

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A Computerized Patient Billing and Recordkeeping Simulation for a Medical Office. Richard A. Robertson, M.D., P.C. Greg Harpole, Gregg McGraw-Hill, 176 pp., \$9.95; IBM PC or XT-DOS 2.0 or higher, 128K, one disk drive, monitor, printer, site license \$250

The development of a competency-based bookkeeping course at Standing Rock College. Levi R. Krein. The University of North Dakota, Master's thesis, 1987

The Grandstand. A Computerized Accounting Application for a Single Proprietorship Merchandising Business. David H. Weaver, Ralph Heathcington and Connie Pettack. Gregg McGraw-Hill, 144 pp., \$5.49; site license for Apple or IBM PC, \$99

Metro Office Systems: A Payroll Practice Set, 2nd ed., Merle Wood and Sherry Cohen, Gregg McGraw-Hill, 112 pp., \$5.40

Payroll Records and Procedures, 2nd ed., Merle Wood and Sherry Cohen, Gregg McGraw-Hill Kit with 264-page text/workbook and 112-page practice set, \$15.40

Spreadsheet Template Disk for Accounting: Principles and Applications, 5th ed., Horace Brock, Charles Palmer and Billie Cunningham, Gregg McGraw-Hill, IBM PC or compatible (requires Lotus 1-2-3 or IBM version of McGraw-Hill Spreadsheet); site license. \$99

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Mathematics for Business Decisions, 2nd ed., David R Peterson and Kathleen N. Miller, Gregg McGraw-Hill, 576 pp., \$20

RPM Unlimited: A Business Machines Practice Set, 3rd ed., Dorothy Albertson and Cathy Fillmore Hoyt, Gregg McGraw-Hill, Practice Set, 240 pp., \$7.95

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