REPORT RESUMES

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OFFICE OCCUPATIONS, INDIVIDUAL INSTRUCTION MATERIALS.
IOWA STATE DEPT. OF PUBLIC INSTR., DES MOINES
REPORT NUMBER 665I-1362VE
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DESCRIPTORS- #OFFICE OCCUPATIONS EDUCATION, #INDIVIDUAL
INSTRUCTION, #BIBLIOGRAPHIES, #INSTRUCTIONAL MATERIALS,

THE 79 ITEMS LISTED IN THIS BIBLIOGRAPHY WERE SELECTED
FOR THE BENEFIT OF TEACHER-COORDINATORS OF OFFICE OCCUPATIONS
PROGRAMS. EXAMPLES OF MATERIAL INCLUDED ARE A COMBINATION
TEXTBOOK-WORKBOOK WHICH PROVIDES TRAINING IN ALPHABETIC
INDEXING, A COMBINATION TEXTBOOK-WORKBOOK WHICH CONTAINS
PENMANSHIP DRILLS AND DIAGNOSTIC DRILLS, A PAPERBOUND BOOK
WHICH INCLUDES 24 LETTER MODELS FOR FURTHER TRAINING IN THE
MECHANICAL PREPARATION OF BUSINESS LETTERS, A KING-SIZE
TYPING WALL CHART THAT DOUBLES AS A PROJECTION SCREEN, A
POCKET-SIZED PAPERBOUND BOOKLET GIVING RULES ON PUNCTUATION,
A SELF-TEACHING PROGRAMMED TEXT ON HOW TO WRITE EFFECTIVE
REPORTS, A WORKBOOK THAT PROVIDES A THOROUGH REVIEW OF THE
FUNDAMENTALS OF MATHEMATICS, A SHORT COURSE OF 31 ASSIGNMENTS
GIVING STUDENTS AN OPPORTUNITY TO IMPROVE THEIR TYPING SKILLS
WITH TRUE-TO-LIFE OFFICE PROBLEMS, A PROGRAMED BUSINESS
MATHEMATICS BOOK, A SET CONSISTING OF 10 DUAL-TRACK 1-HOUR
REELS OF SKILL-BUILDING TAPES FOR TRAINING MEDICAL
SECRETARIAT STUDENTS, A NEW PROGRAMED-STYLE BOOK CONTAINING
FIFTY 15-MINUTE LESSONS FOR A THOROUGH REVIEW OF SPELLING
PRINCIPLES, AND A PROGRAMED BOOK THAT PRESENTS IN
STEP-BY-STEP SEQUENCE THE MAJOR USE OF THE COMMAS. BRIEF
ANNOTATIONS ARE GIVEN. (PS)
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Department of Public Instruction
Des Moines

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BIBLIOGRAPHY OF 79 INDIVIDUAL INSTRUCTION MATERIALS
FOR TEACHER-COORDINATORS OF OFFICE EDUCATION

This bibliography of 79 individual instruction materials is distributed for the benefit of teacher-coordinators of office occupations programs.

It is not at all inclusive of all materials that are available and supplementary lists will be printed.

Each teacher-coordinator is urged to use this booklet in any way they see fit.
BIBLIOGRAPHY OF 79 INDIVIDUAL INSTRUCTION MATERIALS
FOR TEACHER-COORDINATORS OF OFFICE EDUCATION

   Combination textbook-workbook which provides training in alphabetic indexing. Two weeks work.

   Combination workbook-textbook that may be used for a short intensive basic course. Consists of 28 simple alphabetic indexing rules, 20 indexing exercises, 6 card filing jobs, and 2 achievement tests.


   Combination textbook and workbook which develops and strengthens the use of good English.

   Combination textbook-workbook which contains penmanship drills, corrective drills, and diagnostic drills.

   Combination textbook and workbook on punctuation usage.


   Section 1 - Basic Skill and Mastery Drills
   Section 2 - Centering
   Section 3 - Manuscript
   Section 4 - Business Letters
   Section 5 - Tabulation

   Set #20 - Based on 20th Edition
   Set #21 - Based on 21st Edition
   Set #22 - Based on 22nd Edition


13. **Business Practice.** South-Western Publishing Company. Practice set that may be used for record keeping.


15. **Careers in Business Chart.** South-Western Publishing Company. A good chart which can be used for promotional activities and student counselling.


19. **Clerical Practice and Record Keeping** by Kirk-Scott-Lurie. H. M. Rowe Company. A combination textbook-workbook giving drills in arithmetic, handwriting, and spelling. It also gives training in indexing and filing, payroll, and record-keeping of a small business or office.

20. **DDC Spelling Aid (Record)** Dictation Disc Company, 170 Broadway, New York, N.Y. 10038

21. **Dictation Disc Sets (Records)** Dictation Disc Company. Each set contains:
   1. Four 45 rpm records
   2. 45 minutes dictation
   3. Three different speeds
   4. Instructions for speed development
   5. Shorthand Achievement Progress Chart

   **BUSINESS LETTERS**
   - Set 40-40, 50, 60
   - Set 400-50, 60, 70
   - Set 41-60, 70, 80
   - Set 410-70, 80, 90
   - SET 450-60, 70, 80, 90, 100
   - SET 460-100, 110, 120, 130, 140
   - SET 461-60, 70, 80, 90
   - SET 462-100, 110, 120, 130

   **5-MINUTE DICTATIONS**
   - SET 40-40, 50, 60
   - SET 400-50, 60, 70
   - SET 41-60, 70, 80
   - SET 410-70, 80, 90
   - SET 450-60, 70, 80, 90, 100
   - SET 460-100, 110, 120, 130, 140
   - SET 461-60, 70, 80, 90
   - SET 462-100, 110, 120, 130
21. (Continued)

Set 42-80,90,100
Set 42B-80,90,100
Set 420-90,100,110
Set 43-100,110,120
Set 44-110,120,130
Set 430-120,130,140
Set 440-130,140,150
Set 441-140,150,160

CHALLENGE SERIES
Set 52-50 to 160
Set 53-50 to 120
Set 54-80 to 150

BRIEF FORM AND PHRASE LETTERS
Set 38-60,70,80,90
Set 380-100,110,120,130

500 COMMONEST WORDS
Set 39-60,70,80,90
Set 390-100,110,120,130

MISCELLANEOUS
Set 49 Reporting 130 to 180
Set 50 Legal 80 to 120
Set 51 Medical 80 to 120


23. Eleven inch by fourteen inch posters: Reprint Department, Today's Secretary, 330 West 42nd Street, New York, N.Y. 10036 Illustrates pictorially the qualities that make up the perfect boss and the perfect secretary. Ideal for bulletin boards in secretarial classrooms.


29. **Gregg Shorthand Course for Speed Development.** Dictaphone Corporation
   A set of 60 dictabelt records.

30. **Gregg Typing Picture Posters.** Gregg Supplies and Recordings Department, McGraw-Hill Book Company. Two sets are available. One, Gregg typing picture posters--personal typing series, and two, Gregg typing picture posters--letter style series.

31. **Gregg Typing Wall Chart.** Gregg Recordings and Supplies Department, McGraw-Hill Book Company. A king-size wall chart that doubles as a projection screen.

32. **How to Find and Apply For A Job** by Kelly and Walters. South-Western Publishing Company. An 84-page paper-bound book containing such topics as (1) First step in selling yourself: Personal Inventory, (2) Discovering your opportunities, (3) Selling yourself in a personal interview, (4) Promoting and selling by your application blank, and (5) Selling your services by a letter of application.

33. **How to Find the Right Secretarial Job.** Today's Secretary. A 64-page complete step-by-step guide to job satisfaction and personal contentment.


36. **How to Write Effective Reports** by Addison-Wesley Publishing Company, Inc., Reading, Massachusetts. A self-teaching programmed text which probably would be used on a limited basis.


38. **Instant Spelling Dictionary.** Career Institute, 30 East Adams, Chicago, Illinois 60603. 320 pages, 4 x 6 inches, 25,000 words spelled, divided and accented.

39. **Intensive Clerical and Civil Service Training** by Fisher. South-Western Publishing Company. Combination textbook-workbook and tests to prepare students to take jobs in business and to pass civil service examinations.

40. **Job Study Guides.** University of Minnesota and the University of Ohio. Available from Nicholson Hall Bookstore, University of Minnesota, Minneapolis, Minnesota.
   (1) OF-1 File Clerk
   (2) OI-1 Insurance Secretary
40. (Continued)
   (3) OL-1 Legal Secretary
   (4) OM-1 Mailing Clerk
   (5) OP-1 Payroll Clerk
   (6) OT-1 Tabulating Clerk
   (7) OA-1 Advertising Office Stenographers
   (8) OB-1 Bank Office Worker (General)
   (9) OD-1 Dental Assistant (Office)

41. **Key-Driven Calculator Course** by Agnew and Pasewark. South-Western Publishing Company. 60 jobs for instruction for Burroughs Calculators, the Comptometer and the Plus Calculator.

42. **Machine Office Practice** by Agnew. South-Western Publishing Company. Contains 40 different jobs using business forms such as checks, sales slips, deposit tickets, invoices, and time cards. For use with any adding or calculating machine after the student obtains reasonable operating skill.

43. **Mathematics Skill Builder** by Briggs. South-Western Publishing Company. Workbook that provides a thorough review of the fundamentals of mathematics.

44. **Medical Secretary Course for Speed Development**. Dictaphone Corporation. A set of 10 dictabelt records.

45. **Office Career Notebook** by Bernard M. Ohm and Dr. Ralph E. Masson. Interstate Printers and Publishers Inc., Danville, Illinois 61834. A notebook which may be used by each student enrolled in a vocational on-the-job business education program, that will acquaint them with their business.

46. **Office Machines Course** by Agnew and Cornelia. South-Western Publishing Company. 10 jobs for full-keyboard adding-testing machines, 10 jobs for ten-key adding-listing machines, 15 jobs for rotary calculators, and 15 jobs for key-driven calculators.

47. **Office Practice For Typists**. H. M. Rowe Company. A short course--31 assignments--giving students an opportunity to improve their typing skills to true-to-life office problems.


49. **Opportunities in Office Occupations** by Estelle L. Papham. Vocational Guidance Manuals. Educational Books Division of Universal Publishing and Distributing Corporation, 800 Second Avenue, New York, N.Y.


51. **Programmed Instruction Units**. Argyle Publishing Corporation, 605 Third Avenue, New York, N.Y. 10016. Units included are:
   (1) Improving Your Written Communication
   (2) Methods Improvement in Work Controls
   (3) The Secretary--Jill Of All Trades
   (4) Understanding Public Relations
   (5) Introduction to PERT
   (6) Cutting Office Costs
51. (Continued)
(7) Application on Reliability Techniques
(8) Selling to Business and Industry
(9) Conducting Employee Interviews

52. **Projects in Clerical Practice** by Goodfellow and Rosenberg. South-Western Publishing Company. Textbook-workbook containing 6 projects involving writing checks, keeping purchase invoice register, taking stock, calculating, tax deductions, preparing cash register tallies, reports of past-due accounts, alphabetic and numerical indexes, daily and periodic summary sheets for salesmen and handling complaints and making adjustments.

53. **Record Keeping for Small Businesses**. South-Western Publishing Company. A complete, self-contained bookkeeping outfit emphasizing record keeping for small businesses--36 hours of work.

54. **Reference Manual for Office Employees** by Larsen and Koebeler. South-Western Publishing Company. 150-page paper-bound book that is reasonable for all students. Covers topics such as mail, style letters, capitalization, care of typewriter, abbreviations, and punctuation.


58. **Rowe Filing Practice Set**. H.M. Rowe Company. A set consisting of an instruction book, a file box, and an envelop of miniature letters and cross reference sheets that teaches both alphabetic and geographic filing.

59. **Shorthand Transcription Studies** by Balsley and Wanous. South-Western Publishing Company. Textbook that leads the student from simple to complex matter.

60. **Specialized Dictation Tapes for Medical Secretaries**, Gregg Division of McGraw-Hill Book Company. The set consists of ten dual-track one-hour reels of skill-building tapes for training medical secretarial students.


62. **Statistical Typing by Wanous**. South-Western Publishing Company. Recommended for special emphasis in tabulating. Well-planned with special review drills followed by exercises which emphasize special problems in centering and tabulating.
63. **Successful Devices for Teaching Shorthand** by Wayne A. Alston. J. Weston Walch Co., Box 1075, Portland, Maine.


65. **Ten-Key Adding-Listing Machine and Printing Calculator Course** by Agnew and Pasewark. South-Western Publishing Company. 30 jobs for instruction on the standard manual, the standard electric, the automatic multiplier, and the printing calculator.


67. **20,000 Words** by Louis A. Leslie. Gregg Publishing Company. Pocket-sized book that spells and divides more than 20,000 frequently used words. 256 pages.


70. **Typing For Accuracy**. H. M. Rowe Company. A book giving corrective drills to help students cut down errors and build up speed.


73. **Various Bookkeeping Practice Sets**. South-Western Publishing Company. The teacher should write to this address for price list of these bookkeeping practice sets--5001 West Harrison Street, Chicago, Illinois. 60644

74. **Various Recordings for Gregg Shorthand**. Gregg Recordings and Supplies Department of McGraw-Hill Book Company. Teachers should write for a listing of records that are available.

75. **Various Typewriting Recordings**. Gregg Recordings and Supplies Department of McGraw-Hill Book Company. Teachers should write for a listing of records that are available.
76. **Word Division Manual** by J. E. Silverthorn. South-Western Publishing Company. Recommended for supplementary use; serves two purposes: "Basic Word List" for correct spelling and division of words and "High Frequency Word List" for frequency of words used in business.

77. **Word Finder** by Anderson, Straub, and Gibson. Prentice-Hall, Inc. Englewood Cliffs, New Jersey. The entire word list in this reference book has been up-dated to conform to the most recent trends in word division, pronunciation, and spelling. 244 pages.
