Dunn, James A.

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

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

New York State Education Dept., Albany. Div. of Occupational Education Instruction.

ISSOE-81-04-B

89-3A-1115GS

158p.; For related documents see CE 030 453-456 and the note of ED 199 517.

MF01/PC07· Plus Postage.

*Business Skills; Calculators; Communication Skills; Data Processing; Filing; High Schools; *Instructional Materials; *Job Skills; Office Machines; *Office Occupations Education

Instructional Support System Occupational Educ

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

* * * * *
Instructional Materials
PROJECT STAFF

Robert Frank
Pete Gray
John Bowers
Karen Mitchell

PRINCIPAL INVESTIGATOR

James Dunn
PREFACE

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

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

James A. Dunn
Institute Director and Professor of Education
ISSOE MATERIALS REPORTING FORM

COURSE  Business Office
UNIT   Communication Skills
MODULE  Oral Communication
TASK   Receive and Accommodate Visitors
1979-1980 Task # 02-01-01
1980-1981 Task #

MATERIALS BEST SUITED FOR:
- Individual Instruction
- Group Instruction

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

MATERIALS USED:
- Textbook
- Workbook
- 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 Region 13
V-TECS Number

School Name and Address  Ashville BOCES
Instructor  Gloria Palmer
Phone Number  (716) 763-9208

Metropolitan Area Office
ISSOE MATERIALS REPORTING FORM

COURSE Business Office

UNIT Communication Skills

MODULE Oral Communication

TASK Receive and Accommodate Visitors

1979-1980 Task # 02-01-01

1980-1981 Task #

MATERIALS BEST SUITED FOR:

X Individual Instruction

Group Instruction

INSTRUCTIONAL LEVEL(S):

Introductory

Basic

Advanced

GRADE: 10

11

12

ABILITY:

Below Average Performance

X Average Performance

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: X Student Directions Quizzes Teacher Aids

Teacher Comments: Practice Set
ISSOE MATERIALS REPORTING FORM

COURSE: Business office

UNIT: Communication skills

MODULE: Oral communications

TASK: Receive and accommodate visitors

1979-1980 Task #: 02-01-01

1980-1981 Task #: 

MATERIALS BEST-SUITED FOR:
- Individual Instruction
- Group Instruction
- Other (Describe)

INSTRUCTIONAL LEVEL(S):
- Introductory
- Basic
- Advanced

GRADE:
- Introductory
- Basic
- Advanced

ABILITY:
- Below Average Performance
- Average Performance
- Above Average Performance

MATERIALS USED:
- Textbook
- Workbook
- Other Printed Material (Describe)

Title: Clerical Office Procedures
Author(s): Pasewark, Oliver
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: x Student Directions
Quizzes
Teacher Aids

Teacher Comments:
ISSOE MATERIALS REPORTING FORM

COURSE Business Office

UNIT Communication skills

MODULE Oral communications

TASK Receive, record, & route phone calls

1979-1980 Task # 02-01-02

1980-1981 Task #

MATERIALS BEST SUITED FOR:

□ Individual Instruction

□ Handicapped (Describe)

x Group Instruction

□ Other (Describe)

INSTRUCTIONAL LEVEL(S):

□ Introductory
x 10

□ Basic
x 11

□ Advanced
12

GRADE: 10

ABILITY:

x Below Average Performance

x Average Performance

Above Average Performance

MATERIALS USED:

x Textbook

□ Workbook

□ Other Printed Material (Describe)

□ Audio Visual Material (Describe)

□ Simulations/Demonstrations

□ Other (Equipment, Supplies, Etc.)

Title: Clerical Office Procedures

Author(s): Pasewark, Oliverio

Edition: 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: x Student Directions

Quizzes

x Teacher Aids

Teacher Comments:
ISSOE MATERIALS REPORTING FORM

COURSE  Business Office
UNIT  Communication Skills
MODULE  Oral Communication

TASK Receive, record, route phone calls
1979-1980 Task # 02-01-02
1980-1981 Task #

MATERIALS BEST SUITED FOR:
X Individual Instruction  Handicapped (Describe)
X 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:
X Textbook
Workbook
Other Printed Material (Describe)

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

Title: General Office Procedures
Author(s): Arche, Bracker, Stewart
Edition  4th  Copyright Date 1975
Publisher: McGraw Hill
Cost $9.18

Teacher Comments:
ISSOE MATERIALS REPORTING FORM

COURSE: Business Office

UNIT: Communication Skills

MODULE: Oral Communications

TASK: Receive, record, & route phone calls

1979-1980 Task #: 02-01-02
1980-1981 Task #: 02-01-02

MATERIALS BEST SUITED FOR:

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

INSTRUCTIONAL LEVEL(S):

- Introductory
- Basic X
- Advanced

GRADE: 11

ABILITY:

- Below Average Performance
- Average Performance
- Above Average Performance

MATERIALS USED:

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

Title: Telephone Use Activity Pack

Author(s): J. Weston Walsh, Pub.

Publisher: Portland, ME 04104

Edition

Copyright Date

Cost

Pages used:

COMMENTS:

Content

Clarity

Illustrations

Motivational Qualities

Includes: X Student Directions X Quizzes X Teacher Aids

Teacher Comments:

Title:

Author:

Publisher:

Edition

Copyright Date

Cost

Pages used:

COMMENTS:

Content

Clarity

Illustrations

Motivational Qualities

Includes: X Student Directions X Quizzes X Teacher Aids

Teacher Comments:
ISSOE MATERIALS REPORTING FORM

COURSE Business Office
UNIT Communications skills
MODULE Oral communications
TASK Obtain telephone numbers
1979-1980 Task # 02-01-03
1980-1981 Task #

MATERIALS USED:

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

Title: Clerical Office Procedures
Author(s): Pasewark, Oliverio
Publisher: Southwestern
Pages used: 217-238
Edition 6 Copyright Date 1978
Cost $9.42

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

Teacher Comments:
ISSOE MATERIALS REPORTING FORM

COURSE  Business Office

UNIT  Communications skills

MODULE  Oral communications

TASK  Obtain telephone numbers

1979-1980 Task # 02-01-03

1980-1981 Task #

MATERIALS BEST SUITED FOR:

x  Individual-Instruction

x  Group Instruction

INSTRUCTIONAL LEVEL(S):

x  Introductory

x  Basic

x  Advanced

GRADE:

x  10

x  11

x  12

ABILITY:

x  Below Average Performance

x  Average Performance

x  Above Average Performance

MATERIALS USED:

x  Textbook

x  Workbook

x  Other Printed Material (Describe)

x  Audio Visual Material (Describe)

x  Simulations/Demonstrations

x  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:

x  Student Directions

x  Quizzes

x  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.

School Name and Address: Mt. Vernon H.S.

Instructor  Irene Schindler

Phone Number  (914) 668-6580

ISSOE Region 3S

V-TECS Number
ISSE Materials Reporting Form

Course: Business Office
Unit: Communication Skills
Module: Mail Handling
Task: Process incoming mail

1979-1980 Task # 02-02-01
1980-1981 Task # ________

Materials Best Suited For:
- Individual Instruction
- Group Instruction
- Handicapped (Describe)
- Other (Describe)

Instructional Level(s):
- Introductory
- Basic
- Advanced

Grade: 10

Ability:
- Below Average Performance
- Average Performance
- 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
Publisher:
Edition
Copyright Date 1973
Cost $2.67

Pages used:________

Comments:
- Content
- Organization
- Clarity
- Readability
- Illustrations
- Length
- Motivational Qualities

Includes:
- Student Directions
- Quizzes
- Teacher Aids

Teacher Comments:

9

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ISSOE MATERIALS REPORTING FORM

COURSE: Business Office

UNIT: Communication skills

MODULE: Mail handling

TASK: Process incoming mail

1979-1980 Task #: 02-02-01

1980-1981 Task #: 02-02-01

INSTRUCTOR: Irene Schindler

Phone Number: (914) 668-6580

ISSOE Region: 3S

V-TECS Number:

MATERIALS BEST SUITED FOR:

____ Individual Instruction  ____ Handicapped (Describe)

____ Group Instruction  ____ Other (Describe)

INSTRUCTIONAL LEVEL(S):

____ 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: x Student Directions  Quizzes  x Teacher Aids

Teacher Comments:
ISSOE MATERIALS REPORTING FORM

COURSE: Business Office
UNIT: Communication Skills
MODULE: Mail Handling
TASK: Process incoming mail

1979-1980 Task # 02-02-01
1980-1981 Task #

MATERIALS BEST SUITED FOR:
- Individual Instruction
- Group Instruction
- Handicapped (Describe)
- 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 Office Job Training Program
Author(s): Andrews
Publisher: Gregg/McGraw Hill
Edition Copyright Date 1973
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
UNIT  Communication Skills
MODULE  Mail Handling
TASK  Process incoming mail

School Name and Address  Asheville BOCES
Instructor  Gloria Palmer
Phone Number  (716) 763-9208
ISSOE Region  13
V-TECS Number  

MATERIALS BEST SUITED FOR:

<table>
<thead>
<tr>
<th>Individual Instruction</th>
<th>Handicapped (Describe)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Group Instruction</td>
<td>Other (Describe)</td>
</tr>
</tbody>
</table>

INSTRUCTIONAL LEVEL(S):

<table>
<thead>
<tr>
<th>Introductory</th>
<th>Basic</th>
<th>Advanced</th>
</tr>
</thead>
<tbody>
<tr>
<td>10</td>
<td>11</td>
<td>12</td>
</tr>
</tbody>
</table>

GRADE:

<table>
<thead>
<tr>
<th>Ability</th>
</tr>
</thead>
<tbody>
<tr>
<td>Below Average Performance</td>
</tr>
<tr>
<td>Average Performance</td>
</tr>
<tr>
<td>Above Average Performance</td>
</tr>
</tbody>
</table>

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: 

- 
- 
- 
- 

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ISSOE MATERIALS REPORTING FORM

COURSE: Business Office

UNIT: Communication Skills

MODULE: Mail Handling

TASK: Process outgoing mail

1979-1980 Task #: 02-02-02

1980-1981 Task #: 

MATERIALS BEST SUITED FOR:

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

INSTRUCTIONAL LEVEL(S):

- Introductory
- Basic
- Advanced

GRADE: 10

ABILITY:

- Below Average Performance
- Average Performance
- Above Average Performance

GRADE: 11

GRADE: 12

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:

13 19
ISSE Materials Reporting Form

Course: Business Office

Unit: Communication Skills

Module: Mail Handling

Task: Process outgoing mail

1979-1980 Task #: 02-02-02

1980-1981 Task #: __________

Materials Best Suited For:

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

Instructional Level(s):

- Introductory
- Basic
- Advanced

Grade: 10

Ability:

- Below Average Performance
- Average Performance
- Above Average Performance

Materials Used:

- Textbook
- Workbook
- Audio Visual Material (Describe)
- Simulations/Demonstrations
- Other Printed Material (Describe)
- 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
UNIT Communication Skills
MODULE Mail Handling
TASK Process outgoing mail
1979-1980 Task # 02-02-02
1980-1981 Task #

MATERIALS BEST SUITED FOR:
Individual Instruction
Group Instruction

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

MATERIALS USED:

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

Title: General Office Procedures
Author(s): Archer, Brecker, Stewart
Publisher: McGraw Hill
Edition 4th Copyright Date 1975
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  
**UNIT**: Communication skills  
**MODULE**: Mail Handling  
**TASK**: Process outgoing mail

**School Name and Address**: Mt. Vernon H.S.

**Instructor**: Irene Schindler  
**Phone Number**: (914) 668-6580  
**ISSOE Region**: 36  
**V-TECS Number**: 

**MATERIALS BEST SUITED FOR**:  
- Individual Instruction  
- Group Instruction  
- Handicapped (Describe)  
- Other (Describe)

**INSTRUCTIONAL LEVEL(S)**:  
- Introductory  
- Basic  
- Advanced  

**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**: Clerical Office Procedures  
**Author(s)**: Pasewark; Oliverio  
**Publisher**: Southwestern  
**Edition**: 6  
**Copyright Date**: 1978  
**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**: 

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**School Name and Address**: Mt. Vernon H.S.

**Instructor**: Irene Schindler  
**Phone Number**: (914) 668-6580  
**ISSOE Region**: 36  
**V-TECS Number**: 

**MATERIALS BEST SUITED FOR**:  
- Individual Instruction  
- Group Instruction  
- Handicapped (Describe)  
- Other (Describe)

**INSTRUCTIONAL LEVEL(S)**:  
- Introductory: 10  
- Basic: 11  
- Advanced: 12  

**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**: Clerical Office Procedures  
**Author(s)**: Pasewark; Oliverio  
**Publisher**: Southwestern  
**Edition**: 6  
**Copyright Date**: 1978  
**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**: 

---

**School Name and Address**: Mt. Vernon H.S.

**Instructor**: Irene Schindler  
**Phone Number**: (914) 668-6580  
**ISSOE Region**: 36  
**V-TECS Number**: 

**MATERIALS BEST SUITED FOR**:  
- Individual Instruction  
- Group Instruction  
- Handicapped (Describe)  
- Other (Describe)

**INSTRUCTIONAL LEVEL(S)**:  
- Introductory: 10  
- Basic: 11  
- Advanced: 12  

**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)  
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- Other (Equipment, Supplies, Etc.)

**Title**: Clerical Office Procedures  
**Author(s)**: Pasewark; Oliverio  
**Publisher**: Southwestern  
**Edition**: 6  
**Copyright Date**: 1978  
**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**: 

---

**School Name and Address**: Mt. Vernon H.S.

**Instructor**: Irene Schindler  
**Phone Number**: (914) 668-6580  
**ISSOE Region**: 36  
**V-TECS Number**: 

**MATERIALS BEST SUITED FOR**:  
- Individual Instruction  
- Group Instruction  
- Handicapped (Describe)  
- Other (Describe)

**INSTRUCTIONAL LEVEL(S)**:  
- Introductory: 10  
- Basic: 11  
- Advanced: 12  

**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**: Clerical Office Procedures  
**Author(s)**: Pasewark; Oliverio  
**Publisher**: Southwestern  
**Edition**: 6  
**Copyright Date**: 1978  
**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**: 

---

**School Name and Address**: Mt. Vernon H.S.

**Instructor**: Irene Schindler  
**Phone Number**: (914) 668-6580  
**ISSOE Region**: 36  
**V-TECS Number**: 

**MATERIALS BEST SUITED FOR**:  
- Individual Instruction  
- Group Instruction  
- Handicapped (Describe)  
- Other (Describe)

**INSTRUCTIONAL LEVEL(S)**:  
- Introductory: 10  
- Basic: 11  
- Advanced: 12  

**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**: Clerical Office Procedures  
**Author(s)**: Pasewark; Oliverio  
**Publisher**: Southwestern  
**Edition**: 6  
**Copyright Date**: 1978  
**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**: 

---
COURSE Business Office
UNIT Communication Skills
MODULE Mail Handling
TASK Process packages to be shipped
1979-1980 Task # 02-02-03
1980-1981 Task #

MATERIALS BEST SUITED FOR:
- Individual Instruction
- Group Instruction
- Other (Describe)

INSTRUCTIONAL LEVEL(S):
- Introductory 10
- Basic 11
- Advanced 12

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  
UNIT: Communication Skills  
MODULE: Mail Handling  

TASK: Process packages to be shipped  
1979-1980 Task #: 02-02-03  
1980-1981 Task #: 

MATERIALS BEST SUITED FOR:  
- Individual Instruction  
- Group Instruction  
- Handicapped (Describe)  
- 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  
- Audio Visual Material (Describe)  
- Other Printed Material (Describe)  
- Simulations/Demonstrations  
- Other (Equipment, Supplies, Etc.)  

Title: Gregg Office Job Training Program  
Author(s): Andrews  
Publisher: Gregg/McGraw Hill  
Pages used: 
Edition  
Copyright Date 1973  
Cost $2.67  

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

Teacher Comments:  

...
COURSE: Business Office

UNIT: Communication Skills

MODULE: Mail Handling

TASK: Process packages to be shipped

1979-1980 Task #: 02-02-03

1980-1981 Task #: 

MATERIALS BEST SUITED FOR:

Individual Instruction

Handicapped (Describe)

Group Instruction

Other (Describe)

INSTRUCTIONAL LEVEL(S):

Introductory

Grade: 10

Ability: Below Average Performance

Basic

Grade: 11

Ability: Average Performance

Advanced

Grade: 12

Ability: 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:

[Blank]

[Blank]
ISSOE MATERIALS REPORTING FORM

COURSE: Business Office

UNIT: Communication skills

MODULE: Mail handling

TASK: Process packages to be shipped

1979-1980 Task # 02-02-03

1980-1981 Task # 1

MATERIALS BEST SUITED FOR:

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

INSTRUCTIONAL LEVEL(S):

- Introductory
- Basic
- Advanced

GRADE:

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): Pasewark, Uliverio

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:

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ISSOE MATERIALS REPORTING FORM

COURSE Business Office

UNIT Filing and Retrieval

MODULE Indexing

TASK Index names for alphabetic filing

1979-1980 Task # 04-01-01

1980-1981 Task #

MATERIALS BEST SUITED FOR:

X Individual Instruction

Handicapped (Describe) Emotional & Physical

Group Instruction

Other (Describe)

INSTRUCTIONAL LEVEL(S):

GRADE:

X Introductory 10

Basic 11

Advanced 12

X Adult

ABILITY:

Below Average Performance

Average Performance

Above Average Performance

MATERIALS USED:

X 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: X Student Directions X Quizzes X Teacher Aids

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

COURSE Business Office
UNIT Filing and Retrieval
MODULE Indexing
TASK Index names for geographic filing
1979-1980 Task #: 04-01-02
1980-1981 Task #

School Name and Address: Onondaga-Madison BOCES
Instructor: David Stallone
Phone Number: (315) 463-9155
ISSOE Region: 9
V-TECS Number:

MATERIALS BEST SUITED FOR:
- Individual Instruction
- Handicapped (Describe): Emotional and Physical
- Group Instruction
- Other (Describe)

INSTRUCTIONAL LEVEL(S):
- Introductory
- Basic
- Advanced
- Adult

GRADE: Ability:
- 10 Below Average Performance
- 11 Average Performance
- 12 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): Jeffery Stewart, Gilbert Kahn
Publisher: McGraw Hill
Edition: 2nd
Copyright Date: 1979
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:

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<table>
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<th>COURSE</th>
<th>Business Office</th>
<th>UNIT</th>
<th>Filing and Retrieval</th>
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<td>TASK</td>
<td>Index addresses and names for geographic filing</td>
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<td>x Individual Instruction</td>
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<td>Other (Describe)</td>
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<td>Copyright Date 1971</td>
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<td>Author(s): Baron/Steinfeld</td>
<td>Publisher: Southwestern</td>
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<td>x Quizzes</td>
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ISSOE MATERIALS REPORTING FORM

COURSE: Business Office

UNIT: Filing and Retrieval

MODULE: Indexing

TASK: Index addresses and names for geographic filing
1979-1980 Task #: 04-01-02
1980-1981 Task #: 04-01-02

MATERIALS BEST SUITED FOR:

- Individual Instruction
- Handicapped (Describe): Emotional & Physical
- 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): 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:
COURSE: Business Office

UNIT: Filing & Retrieval

MODULE: Indexing

TASK: Cross-reference special problem names

1979-1980 Task #: 04-01-03
1980-1981 Task #: 

MATERIALS BEST SUITED FOR:
- Individual Instruction
- Handicapped (Describe) Emotional & Physical
- Group Instruction
- Other (Describe)

INSTRUCTIONAL LEVEL(S):
- Introductory
- Basic
- Advanced

GRADE: 10
ABILITY: Below 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
Publisher: McGraw Hill
Edition: 2nd
Copyright Date: 1979
Cost: $3.70

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
UNIT Filing and Retrieval
MODULE: Alphabetic Filing
TASK: Retrieve correctly filed info.

1979-1980 Task #04-02-01
1980-1981 Task #

MATERIALS BEST SUITED FOR:

x Individual Instruction  x Handicapped (Describe) Emotional & Physical

Group Instruction  Other (Describe)

INSTRUCTIONAL LEVEL(S):

x Introductory  10  x Below Average Performance

Basic  11  Average Performance

Advanced  12  Above Average Performance

MATERIALS USED:

x Textbook  Workbook

Other Printed Material (Describe)

Audio Visual Material (Describe)

Simulations/Demonstrations

Other (Equipment, Supplies, Etc.)

Title: Clerical Office Procedures
Author(s): Pasewark 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: x Student Directions  Quizzes  Teacher Aids

Teacher Comments: Used to demonstrate various ways of filing and retrieving information
ISSOE MATERIALS REPORTING FORM

COURSE Business Office
UNIT Filing and Retrieval
MODULE Alphabetic Filing
TASK Retrieve Correctly Filed Info.

1979-1980 Task 
1980-1981 Task 

MATERIALS BEST SUITED FOR:
- Individual Instruction
- Group Instruction
- Handicapped (Describe) Emotional Physical
- Other (Describe)

INSTRUCTIONAL LEVEL(S):
- Introductory
- Basic
- Advanced

GRADE: 10
ABILITY: Below Average Performance

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/Steinfied
Edition 3rd 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
UNIT: Filing and Retrieval

MODULE: Alphabetic Filing

TASK: Retrieve Correctly Files Information

1979-1980 Task #: 04-02-01
1980-1981 Task #: ____________________________

MATERIALS BEST SUITED FOR:
- [ ] Individual Instruction
- [ ] Group Instruction
- [ ] Handicapped (Describe): Emotional and Physical
- [ ] Other (Describe): ____________________________

INSTRUCTIONAL LEVEL(S):
- [ ] Introductory
- [ ] Basic
- [ ] Advanced
- [ ] Adult

GRADE:
- [ ] 10
- [ ] 11
- [ ] 12

ABILITY:
- [ ] Below Average Performance
- [ ] Average Performance
- [ ] Above Average Performance

MATERIALS USED:
- [ ] Textbook
- [ ] Workbook
- [ ] Audio Visual Material (Describe)
- [ ] Simulations/Demonstrations
- [ ] Other (Equipment, Supplies, Etc.)

Title: Gregg Quick Filing Kit
Author(s): Stewart/Kahn
Publisher: McGraw Hill
Edition: 2nd
Copyright Date: 1979
Cost: $3.70

Pages used: 10

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

UNIT: Filing and Retrieval

MODULE: Alphabetic Filing

TASK: Retrieve misfiled material

1979-1980 Task #: 04-02-02
1980-1981 Task #:

MATERIALS BEST SUIT ED FOR:
- Individual Instruction
- Group Instruction

INSTRUCTIONAL LEVEL(S):
- Introductory
- Basic
- Advanced

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

Teacher Comments: Students will retrieve the misfiled material in the drawer.
ISSOE MATERIALS REPORTING FORM

COURSE Business Office

UNIT Filing and Retrieval

MODULE Alphabetic Filing

TASK Retrieve misfiled material

1979-1980 Task # 04-02-02

1980-1981 Task #

MATERIALS BEST SUITED FOR:

x Individual Instruction  x Handicapped (Describe) Emotional & Psychological

x Group Instruction  x Other (Describe)

INSTRUCTIONAL LEVEL(S):

x Introductory  10  x Below Average Performance

Basic  11  x Average Performance

Advanced  12  x Above Average Performance

MATERIALS USED:

x Textbook  x Workbook  x Other Printed Material (Describe)

x Audio Visual Material (Describe)

x Simulations/Demonstrations

x 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: x Student Directions  x Quizzes  x Teacher Aids

Teacher Comments:
ISSOE MATERIALS REPORTING FORM

COURSE Business Office

UNIT Filing and Retrieval

MODULE Numeric Filing

TASK Arrange correspondence according to beginning-digit filing system

1979-1980 Task # 04-03-01

1980-1981 Task #

MATERIALS BEST SUITED FOR:
- Individual Instruction
- Group Instruction
- Handicapped (Describe) Emotional & Physical
- Other (Describe)

INSTRUCTIONAL LEVEL(S): GRADE: ABILITY:
- Introductory 10
- Basic 11
- Advanced 12

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 good
- Length good

Motivational Qualities

Includes:
- Student Directions
- Quizzes
- Teacher Aids

Teacher Comments:

...
**ISSOE MATERIALS REPORTING FORM**

**COURSE** Business, Office

**UNIT** Filing and Retrieval

**MODULE** Numeric Filing

**TASK** Arrange correspondence according to beginning-digit filing system

1979-1980 Task # 04-03-01.

1980-1981 Task #

**School Name and Address** Onondaga-Madison BOCES

**Instructor** David Stallone

**Phone Number** (315) 463-9155

**ISSOE Region** 9

**V-TECS Number**

**MATERIALS BEST SUITED FOR:**

- [x] Individual Instruction
- [x] Handicapped (Describe) Emotional & Physical

- [ ] Group Instruction
- [ ] Other (Describe)

**INSTRUCTIONAL LEVEL(S):**

- [x] Introductory
- [x] Basic
- [x] Advanced

**GRADE:**

- [10] 10
- [12] 12

**ABILITY:**

- [x] Below Average Performance
- [ ] Average Performance
- [ ] Above Average Performance

**MATERIALS USED:**

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

**Title:** Gregg Quick Filing Kit

**Author(s):** Stewart Kahn

**Edition** 2nd

**Publisher:** McGraw Hill

**Cost:** $3.70

**Copyright Date:** 1979

**Pages used:**

**COMMENTS:**

- Content: Good
- Organization: Good
- Clarity: Good
- Readability: Good
- Illustrations: Good
- Length: Good
- Motivational Qualities: Good

- Includes: [x] Student Directions
- [x] Quizzes
- [x] Teacher Aids

**Teacher Comments:**

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COURSE: Business Office
UNIT: Filing and Retrieval
MODULE: Numeric Filing

TASK: Arrange correspondence according to beginning-digit filing system
1979-1980 Task #: 04-03-01
1980-1981 Task #

MATERIALS BEST SUITED FOR:
- Individual Instruction
- Handicapped (Describe): Emotional and 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: 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

UNIT Filing and Retrieval

MODULE Numeric Filing

TASK Arrange correspondence according to middle-digit filing system
1979-1980 Task # 04-03-02
1980-1981 Task #

MATERIALS BEST SUITED FOR:
- Individual Instruction
- Handicapped (Describe) Emotional & Physical
- Group Instruction
- Other (Describe)

INSTRUCTIONAL LEVEL(S):
- Introductory
- Basic
- Advanced
- 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: x Student Directions x Quizzes x Teacher Aids

Teacher Comments:

Instructor David Stallone
Phone Number (315) 463-9155
ISSOE Region 9
V-TECS Number

School Name and Address: Onondaga-Madison BOCES

...
 ISSOE MATERIALS REPORTING FORM

COURSE Business Office
UNIT Filing and Retrieval
MODULE Numeric Filing

TASK Arrange correspondence according to middle-digit filing system.
1979-1980 Task # 04-03-02
1980-1981 Task #

MATERIALS BEST*SUITED FOR:
- Individual Instruction
- Group Instruction
- Handicapped (Describe) Emotional and Physical
- Other (Describe)

INSTRUCTIONAL LEVEL(S):
- Introductory
- Basic
- Advanced
- Grade:
- 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): Pasewark/Oliverio
Publisher: Southwestern
Edition: 6th
Copyright Date: 1978
Pages used: Unit 7

Cost: $10.00

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 Region: 9
V-TECS Number:

Instructor: David Stallone
Phone Number: (315) 463-9155
School Name and Address: Onondaga-Madison BOCES
ISSOE MATERIALS REPORTING FORM

COURSE Business Office
UNIT Filing and Retrieval
MODULE Numeric Filing
TASK Arrange correspondence according to terminal-digit filing system.
1979-1980 Task # 04-03-03
1980-1981 Task #

MATERIALS BEST SUITED FOR:
× Individual Instruction
 Group Instruction

INSTRUCTIONAL LEVEL(S):
× Introductory
 Basic
 Advanced

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
Publisher: McGraw Hill
Edition 2nd
Copyright Date 1979
Cost $3.70

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

Teacher Comments: 

ISSOE Region 9
V-TECS Number
ISSOE MATERIALS REPORTING FORM

COURSE Business Office

UNIT Filing and Retrieval

MODULE Numeric Filing

TASK Arrange correspondence according to terminal digit filing system.

1979-1980 Task # 04-03-03

1980-1981 Task #

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: 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:
COURSE: Business Office
UNIT: Filing and Retrieval
MODULE: Modern Filing System

TASK: Set up an alphabetic correspondence file
1979-1980 Task #: 04-04-01
1980-1981 Task #: ______

MATERIALS BEST SUITED FOR:
- Individual Instruction
- Handicapped (Describe): Emotional & Physical
- Group Instruction
- Other (Describe)

INSTRUCTIONAL LEVEL(S):
- Introductory
- Basic
- Advanced
- Adult

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: Gregg Quick Filing Kit
Author(s):
Publisher: McGraw Hill
Edition: 2nd
Copyright Date: 1979
Pages used: ______

Cost: $3.70

COMMENTS:
- Content: Good
- Organization: Good
- Clarity: Good
- Readability: Good
- Illustrations: Good
- Length: Good
- Motivational Qualities: Good
- Includes: x 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
- **UNIT**: Filing and Retrieval
- **MODULE**: Modern Filing System
- **TASK**: Set up an alphabetic correspondence file
  - 1979-1980 Task #: 04-04-01
  - 1980-1981 Task #: 

**School Name and Address**: Onondaga-Madison BOCES

- **Instructor**: David Stallone
- **Phone Number**: (315) 463-9155
- **ISSOE Region**: 9
- **V-TECS Number**: 

**MATERIALS BEST SUITED FOR**:
- **x** Individual Instruction
- **x** Handicapped (Describe) Emotional & Physical
- **Group Instruction**
- **Other (Describe)**

**INSTRUCTIONAL LEVEL(S):**
- **x** Introductory
- **Basic**
- **Advanced**
- **Adult**

**GRADE**: 10

**ABILITY**:
- **x** Below Average Performance
- **Average Performance**
- **Above Average Performance**

**MATERIALS USED**:
- **Textbook**
- **Workbook**
- **Other Printed Material (Describe)**
- **Audio Visual Material (Describe)**
- **Simulations/Demonstrations**
- **x** Other (Equipment, Supplies, Etc.) actual desk (file?) drawers

**Title**: 
**Author(s)**: 
**Edition**: 
**Copyright Date**: 
**Publisher**: 
**Cost**: 
**Pages used**: 

**COMMENTS**: 
- **Content**
- **Organization**
- **Clarity**
- **Readability**
- **Illustrations**
- **Length**
- **Motivational Qualities**

**Includes**:
- **Student Directions**
- **Quizzes**
- **Teacher Aids**

**Teacher Comments**: Student files in the front office

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ISSOE MATERIALS REPORTING FORM

COURSE Business Office
UNIT Filing and Retrieval
MODULE Modern Filing System
TASK File and Retrieve correspondence

1979-1980 Task # 04-04-02
1980-1981 Task #

MATERIALS BEST SUITED FOR:
- [ ] Individual Instruction
- [ ] Handicapped (Describe) Emotional & Physical
- [ ] Group Instruction
- [ ] Other (Describe)

INSTRUCTIONAL LEVEL(S):
- [ ] Introductory
- [ ] Basic
- [ ] Advanced
- [ ] Other (Describe)

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
Publisher: McGraw Hill
Edition: 2nd
Copyright Date: 1979
Pages used:
Cost: $3.70

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

UNIT Filing and Retrieval

MODULE Modern Filing System

TASK File and retrieve correspondence

1979-1980 Task #04-04-02

1980-1981 Task #

MATERIALS BEST SUITED FOR:

x Individual Instruction  x Handicapped (Describe)  Emotional & Physical

Group Instruction  Other (Describe)

INSTRUCTIONAL LEVEL(S):

x Introductory  10

Basic  11

Advanced  12

Adult

MATERIALS USED:

x Textbook  Workbook  Other Printed Material (Describe)

Audio Visual Material (Describe)

Simulations/Demonstrations

Other (Equipment, Supplies, Etc.)

Title: Clerical Office Procedures

Author(s): 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

**UNIT** Filing and Retrieval

**MODULE** Modern Filing System

**TASK** File and retrieve correspondence

**1979-1980 Task #** 04-04-02

**1980-1981 Task #**

**MATERIALS BEST SUITED FOR:**
- Individual Instruction
- Group Instruction
- Handicapped (Describe): Emotional & Physical
- Other (Describe):

**INSTRUCTIONAL LEVEL(S):**
- Introductory
- Basic
- Advanced
- Adult

**MATERIALS USED:**
- Textbook
- Workbook
- Other Printed Material (Describe)
- Audio Visual Material (Describe)
- Simulations/Demonstrations
- Other (Equipment, Supplies, Etc.): actual file drawer

**Title:**

**Author(s):**

**Edition**

**Copyright Date**

**Publisher:**

**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

**School Name and Address** Onondaga-Madison BOCES

**Instructor** David Stallone

**Phone Number** (315) 463-9155

**ISSOE Region** 9

**V-TECS Number**
ISSOE MATERIALS REPORTING FORM

COURSE Business Office
UNIT Adding & Calculating Machines
MODULE Adding Machines
TASK Solve problems using 10-key adding/multiplying machines

1979-1980 Task # 06-01-01
1980-1981 Task #

MATERIALS BEST SUITED FOR:
- Individual Instruction
- Group Instruction

INSTRUCTIONAL LEVEL(S):
- Introductory
- Basic
- Advanced

GRADE:
- 10
- 11
- 12

ABILITY:
- Below Average Performance
- Average Performance
- Above Average Performance

MATERIALS USED:
- Textbook
- Workbook
- 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
Publisher:
Pages used:

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

Teacher Comments:

Instructor Jean Bobo
Phone Number (716) 483-4384
ISSOE Region 13
V-TECS Number

School Name and Address Jamestown High School

Jean Bobo
(716) 483-4384

Jean Bobo
(716) 483-4384
COURSE: Business Office  
UNIT: Adding and Calculating Machines  
MODULE: Adding Machines  

TASK: Solve problems using 10-key adding/multiplying machines  
1979-1980 Task #: 06-01-01  
1980-1981 Task #:  

MATERIALS BEST SUITED FOR:  
- Individual Instruction  
- Group Instruction  
- Handicapped (Describe)  
- 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: Comprehensive Business Machine Course  
Author(s): Factor & Johnson  
Edition:  
Copyright Date: 1968  
Publisher: Pearson - Pitman  
Cost: $6.80/5.10  
Pages used:  

COMMENTS:  
- Content  
- Organization  
- Motivational Qualities  
- Includes: Student Directions Quizzes Teacher Aids  

Teacher Comments:  

School Name and Address: Jamestown High School  
Instructor: Jean Bobo  
Phone Number: (716) 483-4384  
ISSOE Region: 13  
V-TECS Number:  

Title: Comprehensive Business Machine Course  
Author(s): Factor & Johnson  
Edition:  
Copyright Date: 1968  
Publisher: Pearson - Pitman  
Cost: $6.80/5.10  
Pages used:  

COMMENTS:  
- Content  
- Organization  
- Motivational Qualities  
- Includes: Student Directions Quizzes Teacher Aids  

Teacher Comments:  

Title: Comprehensive Business Machine Course  
Author(s): Factor & Johnson  
Edition:  
Copyright Date: 1968  
Publisher: Pearson - Pitman  
Cost: $6.80/5.10  
Pages used:  

COMMENTS:  
- Content  
- Organization  
- Motivational Qualities  
- Includes: Student Directions Quizzes Teacher Aids  

Teacher Comments:
ISSOE MATERIALS REPORTING FORM

COURSE: Business Office
UNIT: Adding & Calculating Machines
MODULE: Adding Machines

TASK: Solve problems using 10-key adding/listing machines
1979-1980 Task #: 06-01-01
1980-1981 Task #: 

MATERIALS BEST SUITED FOR:
- Individual Instruction
- Handicapped (Describe)
- Group Instruction
- Other (Describe)

INSTRUCTIONAL LEVEL(S):
- Introductory
- Basic
- Advanced

GRADE: 10

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: Full Keyboard Adding Machine Course
Author(s): Pactor and Johnson
Edition: 1968
Copyright Date: 1968
Publisher: Fearon - Pitman
Cost: $2.20/1.65

Pages used: 96 pages

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

UNIT: Adding & Calculating Machines

MODULE: Adding Machines

TASK: Solve problems using 10-key adding/ listing machines

1979-1980 Task # 06-01-01

1980-1981 Task #

MATERIALS BEST SUITED FOR:

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

INSTRUCTIONAL LEVEL(S):

- Introductory
- Basic
- Advanced

GRADING:

- Grade:
- 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: Ten Key-Adding Machine

Author(s): Factor and Johnson

Publisher: Fearon - Pitman

Edition Cost

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

UNIT Adding & Calculating Machines

MODULE Adding Machines

TASK Solve problems using 10-key adding/ listing machines

1979-1980 Task # 06-01-01

1980-1981 Task #

ISSOE Region 13

V-TECS Number

MATERIALS BEST SUITED FOR:

__ Individual Instruction __ Handicapped (Describe)

__ Group Instruction __ Other (Describe)

INSTRUCTIONAL LEVEL(S):

__ Introductory __ 10 __ Below Average Performance

__ Basic __ 11 __ Average Performance

__ Advanced __ 12 __ Above Average Performance

MATERIALS USED:

__ X Textbook __ X Workbook __ Other Printed Material (Describe)

__ X Audio Visual Material (Describe) __

__ Simulations/Demonstrations __

__ Other (Equipment, Supplies, Etc.) __

Title: Ten Key Adding - Listing Machines

Author(s): Pasewark & Greenia

Edition 4th Copyright Date

Publisher: Southwestern

Cost $4.24/3.18

Pages used:

COMMENTS: Content Organization

Clarity Readability

Illustrations Length

Motivational Qualities

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

pre-test post-test

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

__

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ISSOE MATERIALS REPORTING FORM

COURSE: Business Office

UNIT: Adding & Calculating Machines

MODULE: Adding Machines

TASK: Solve problems using 10-key adding/listing machines

1979-1980 Task #: 06-01-01

1980-1981 Task #: 0

MATERIALS BEST SUITED FOR:

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

INSTRUCTIONAL LEVEL(S):

- Introductory
- Basic
- Advanced

GRADE: 10

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 Machines

Author(s): Meehan and Kahn

Publisher: McGraw Hill

Edition: 4

Copyright Date: 1979

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.

Phone Number: (716) 483-4384

ISSOE Region: 13

V-TECS Number:

School Name and Address: Jamestown High School
ISSOE MATERIALS REPORTING FORM

COURSE: Business Office
UNIT: Adding and Calculating Machines
MODULE: Adding machines
TASK: Solve problems using 10-key adding/listing machine

1979-1980 Task #: 06-01-01
1980-1981 Task #: __________________________

MATERIALS BEST SUITED FOR:
- x Individual Instruction
- x Group Instruction
- Handicapped (Describe) ___________
- Other (Describe) ________________

INSTRUCTIONAL LEVEL(S):
- Introductory ________ 10
- Basic ________ 11
- Advanced ________ 12

ABILITY:
- Below Average Performance
- Average Performance
- Above Average Performance

MATERIALS USED:
- x Textbook
- x 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
Publisher: Southwestern
Edition: 4
Copyright Date: __________________________

Pages used: All 122 pages as time permits

COMMENTS:
- Content Excellent
- Organization Excellent
- Readability Appropriate
- Illustrations, Numerous/appropriate
- Length Satisfactory
- Motivational Qualities Lots of good, realistic material
- Includes: x Student Directions
- Quizzes: x
- 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

UNIT: Adding and calculating machines

MODULE: Adding machines

TASK: Solve problems using ten-key adding/ listing machine

1979-1980 Task # 06-01-01

1980-1981 Task #

ISSOE Region 3S

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: How to Use Adding and Calculating Machines

Author(s): Walker, Roach and Hanna

Edition: 4

Copyright Date: 1979

Publisher: Gregg/McGraw Hill

Pages used: 99-123

Cost: $8.56

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:

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ISSOE MATERIALS REPORTING FORM

COURSE: Business Office

UNIT: Adding & Calculating Machines

MODULE: Calculating Machines

TASK: Solve problems w/ 10-key electronic printing calculator

1979-1980 Task # 06-02-01

1980-1981 Task #

MATERIALS BEST SUITED FOR:

- Individual Instruction
- Group Instruction

INSTRUCTIONAL LEVEL(S):

- Introductory
- Basic
- Advanced

GRADE: 10

ABILITY:

- Below Average Performance
- Average Performance
- Above Average Performance

MATERIALS USED:

- Textbook
- Workbook
- Other Printed Material

Audio Visual Material

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: x Student Directions x Quizzes x Teacher Aids

Teacher Comments:

51 57
COURSE: Business Office

UNIT: Adding & Calculating Machines

MODULE: Calculating Machines

TASK: Solve problems using the ten-key electronic calculator

1979-1980 Task # 06-02-01

1980-1981 Task #

INSTRUCTOR: Jean Bobo

Phone Number: (716) 483-4384

ISSOE Region: 13

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): Pacior               Edition              Copyright Date 1976

Publisher: Fearon Pitman Publishing Company  Cost $4.20/3.15

Pages used:

COMMENTS: Content  Organization  

Clarity  Readability

Illustrations  x  Length  112 pages

Motivational Qualities

Includes:  x  Student Directions  ___ Quizzes  ___ Teacher Aids

Teacher Comments:

________________________________________________________________________

________________________________________________________________________
<table>
<thead>
<tr>
<th>COURSE</th>
<th>Business Office</th>
<th>School Name and Address</th>
<th>Mt. Vernon H.S.</th>
</tr>
</thead>
<tbody>
<tr>
<td>UNIT</td>
<td>Adding &amp; Calculating Machines</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MODULE</td>
<td>Calculating Machines</td>
<td>Instructor</td>
<td>Irene Schindler</td>
</tr>
<tr>
<td>TASK</td>
<td>Solve problems using the ten-key electronic printing</td>
<td>Number</td>
<td>(914) 668-6580</td>
</tr>
<tr>
<td></td>
<td>calculator</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1979-1980 Task #</td>
<td>06-02-01</td>
<td>ISSOE Region</td>
<td>3S</td>
</tr>
<tr>
<td>1980-1981 Task</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**MATERIALS BEST SUITED FOR:**
- [X] Individual Instruction
- [ ] Group Instruction

**INSTRUCTIONAL LEVEL(S):**
- [X] Introductory
- [X] Basic
- [X] Advanced

**GRADE:**
- [10] Introductory
- [12] Advanced

**ABILITY:**
- [ ] Below Average Performance
- [X] Average Performance
- [ ] Above Average Performance

**MATERIALS USED:**
- [X] Textbook
- [X] 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 progress in skill on a lesson-to-lesson basis.

**Teacher Comments:**

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**ISSOE MATERIALS REPORTING FORM**

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**ISSOE MATERIALS REPORTING FORM**

**COURSE** Business Office

**UNIT** Adding & Calculating Machines

**MODULE** Calculating Machines

**TASK** Solve problems using the 10-key electronic printing calculator

1979-1980 Task # 06-02-01

1980-1981 Task #

**MATERIALS BEST SUITED FOR:**

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

**INSTRUCTIONAL LEVEL(S):**

- Introductory
- Basic
- Advanced

**GRADE:**

- 10 Below Average Performance
- 11 Average Performance
- 12 Above Average Performance

**ABILITY:**

**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

**Publisher:** Southwestern

**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

UNIT Adding & Calculating Machines

MODULE Calculating Machines

TASK Solve problems using the ten key electronic printing calculator

1979-1980 Task # 06-02-01

1980-1981 Task #

MATERIALS BEST SUITED FOR:

___ Individual Instruction ___ Handicapped (Describe)

___ Group Instruction ___ Other (Describe)

INSTRUCTIONAL LEVEL(S):

___ 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/Demodstrations

___ Other (Equipment, Supplies, Etc.)

Title: Printing Calculator Workbook Course

Author(s): Factor Edition0254-6 Copyright Date 1969

Publisher: Fearon - Pitman Publishing Company Cost $3.26/2.40

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.
COURSE: Business Office

UNIT: Adding & Calculating Machines

MODULE: Calculating Machines

TASK: Solve problems using the ten key electronic printing calculator

1979-1980 Task # 06-02-01

1980-1981 Task #

MATERIALS REPORTING FORM

School Name and Address: Jamestown High School

Instructor: Jean Bobo

Phone Number: (716) 483-4384

ISSOE Region: 13

V-TECS Number:

MATERIALS BEST SUITED FOR:

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

INSTRUCTIONAL LEVEL(S):

- Introductory
- Basic
- Advanced

GRADE: 10

ABILITY:

- Below Average Performance
- Average Performance
- Above Average Performance

MATERIALS USED:

- Textbook
- Workbook
- Other Printed Material (Describe)
- X 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: Cost

Publisher: Gregg/McGraw Hill

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

UNIT Adding & Calculating Machines

MODULE Calculating Machines

TASK Solve problems using the ten-key electric printing calculator

1979-1980 Task # 06-02-01

1980-1981 Task #

ISSOE Region 38

V-TECS Number

MATERIALS BEST SUITED FOR:

Individual Instruction Handicapped (Describe)

Group Instruction Other (Describe)

INSTRUCTIONAL LEVEL(S):

Introduction x Basic x Advanced

GRADE: 10 11 12

ABILITY: Below Average Performance Average Performance Above Average Performance

MATERIALS USED:

x Textbook x 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

Publisher: Southwestern

Edition 5 Copyright Date 1979

Cost $4.47

Pages used: 1-19

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: x Student Directions x Quizzes x 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.

Title: Office Machines Course

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ISSOE MATERIALS REPORTING FORM

COURSE: Business Office

UNIT: Adding & Calculating Machines

MODULE: Calculating Machines

TASK: Solve problems with the 10-key electronic calculator involving the memory function

1979-1980 Task #: 06-02-02

1980-1981 Task #: __________

ISSOE Region: 13

V-TECS Number: __________

MATERIALS BEST SUITED FOR:

Individual Instruction

Handicapped (Describe)

Group Instruction

Other (Describe)

INSTRUCTIONAL LEVEL(S):

Introductory

Basic

Advanced

GRADE: 10

ABILITY: Below Average Performance

11 Average Performance

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 Mechen and Allan Doerr

Edition: 3rd

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: __________

---

58 64
COURSE: Business Office

UNIT: Adding & Calculating Machines

MODULE: Calculating Machines

TASK: Solve problems with the kO-key electronic calculator involving the memory function

Phone Number: (716) 483-4384

1979-1980 Task #: 06-02-02

1980-1981 Task #: 

MATERIALS BEST SUITED FOR:

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

INSTRUCTIONAL LEVEL(S):

- Introductory
- Basic
- Advanced

GRADE: 10

ABILITY: Below Average Performance

ABILITY: Average Performance

ABILITY: 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

Pages used:

Cost: $5.16/3.87

COMMENTS:

Content

Organization

Clarity

Readability

Illustrations

Length: 30 jobs

Motivational Qualities

Includes:

- Student Directions
- Quizzes
- Teacher Aids

Teacher Comments:

59
COURSE: Business Office
UNIT: Adding & Calculating Machines
MODULE: Calculating Machines

TASK: Solve problems w/ 10-key electronic calculator, involving memory function
1979-1980 Task #: 06-02-02
1980-1981 Task #: __________

MATERIALS BEST SUITED FOR:
 x Individual Instruction
 x Group Instruction

INSTRUCTIONAL LEVEL(S):
 Introductory
 Basic
 Advanced

GRADE:
 10
 11
 12

ABILITY:
 Below Average Performance
 Average Performance
 Above Average Performance

MATERIALS USED:
 x Textbook
 x Workbook

Title: How to Use Adding and Calculating Machines
Author(s): Walker, Roach, Hanna
Edition: 4th
Copyright Date: 1979
Publisher: Gregg - McGraw Hill
Pages used: __________

COMMENTS:
 Content
 Clarity
 Illustrations
 Motivational Qualities
 Includes: x Student Directions x Quizzes x Teacher Aids

Teacher Comments: __________
ISSOE MATERIALS REPORTING FORM

COURSE: Business Office
UNIT: Adding & Calculating Machines
MODULE: Calculating Machines

TASK: Solve problems using the 10-key electronic calculator, involving sensory function
1979-1980 Task #06-02-02
1980-1981 Task #

MATERIALS BEST SUITED FOR:
- Individual Instruction
- Group Instruction
- Handicapped (Describe)
- 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
- Audio Visual Material (Describe)
- Simulations/Demonstrations
- Other (Equipment, Supplies, Etc.)

Title: Electronic Calculator
Author(s): Factor
Edition
Publisher: Fearon Pitman Publishing Company
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
UNIT: Adding & Calculating Machines
MODULE: Calculating Machines

Instructor: Irene Schindler

TASK: Solve problems using the 10-key electronic calculator, involving the memory function
1979-1980 Task # 06-02-02.
1980-1981 Task #

ISSOE Region: 38

MATERIALS BEST SUITED FOR:
- Individual Instruction
- Handicapped (Describe)
- Group Instruction
- Other (Describe)

INSTRUCTIONAL LEVEL(S):
- Introductory
- Basic
- Advanced

GRADE: 10
ABILITY: Below 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
- 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.
ISSOE MATERIALS REPORTING FORM

COURSE  Business Office
UNIT  Adding & Calculating Machines
MODULE  Calculating Machines
TASK  Solve problems: using the 10-key electronic calculator, involving the memory function

1979-1980 Task # 06-06-02
1980-1981 Task #

INSTRUCTOR  Jean Bobo.

School Name and Address  Jamestown High School

Phone Number  (716) 483-4384

ISSUE Region  13

1979-1980 Task # 06-06-02

V-TECS Number

MATERIALS BEST-SUITED FOR:

Individual Instruction
Group Instruction

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)
Pre-Post Tests

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

Title:  Electronic and Mechanical Printing Calculator Course
Author(s):  Pasewark
Publisher:  Southwestern
Cost $5.16/$3.87

Publication Date

EDUCATION RESOURCES INFORMATION CENTER (ERIC)
ISSOE MATERIALS REPORTING FORM

COURSE: Business Office
UNIT: Adding & Calculating Machines
MODULE: Calculating Machines
TASK: Solve problems using the 10-key electronic calculator, involving the
1979-1980 Task # 06-02-02
1980-1981 Task #__________

MATERIALS BEST SUITED FOR:
_____ Individual Instruction  _____ Handicapped (Describe)
_____ Group Instruction  _____ Other (Describe)

INSTRUCTIONAL LEVEL(S): GRADE: ABILITY:
_____ Introductory  _____ Basic: 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
Publisher: Southwestern
Edition: Copyright Date: 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: ____________________________

School Name and Address: Jamestown High School
Instructor: Jean Bobo
Phone Number: (716) 483-4384
ISSOE Region: 13
V-TECS Number: ____________
ISSOE MATERIALS REPORTING FORM

COURSE: Business Office

UNIT: Adding & Calculating Machines

MODULE: Calculating Machines

Instructor: Irene Schindler

TASK: Solve problems using the ten-key electronic calculator, involving the memory function

1979-1980 Task #: 06-02-02

1980-1981 Task #: __________

ISSOE Region: 35

V-TECS Number: __________

MATERIALS BEST SUITED FOR:

Individual Instruction  ____________________________  Handicapped (Describe)

Group Instruction  ____________________________  Other (Describe)

INSTRUCTIONAL LEVEL(S):

Introductory  __________  Grade:  __________

Basic  __________  Advanced  __________

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.) 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 $8.56

Pages used: 18-123

COMMENTS:

Content Complete  __________  Organization Good

Clarity Good  __________  Readability  __________

Illustrations Satisfactory  __________  Length Satisfactory

Motivational Qualities: Timed progress check-good motivational device

Includes:  __________  Student Directions  __________  Quizzes  __________  Teacher Aids

Teacher Comments:

__________________________

__________________________

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ISSOE MATERIALS REPORTING FORM

COURSE Business Office
UNIT Adding & Calculating Machines
MODULE Calculating Machines

Task Solve problems w/ 10-key electronic calculator, involving constant function
1979-1980 Task # 06-02-03
1980-1981 Task #

MATERIALS BEST SUITED FOR:

Individual Instruction
Group Instruction

INSTRUCTIONAL LEVEL(S):

Introductory
Basic
Advanced

GRADE: ABILITY:
10 Below Average Performance
11 Average Performance
12 Above Average Performance

MATERIALS USED:

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

Title: Electronic and Mechanical Printing Calculator Course
Author(s): Pasewark
Publisher: Southwestern
Cost $5.16/3.87

Teacher Comments:
ISSOE MATERIALS REPORTING FORM

COURSE: Business Office  
UNIT: Adding & Calculating Machines  
MODULE: Calculating Machines  

School Name and Address: Jamestown High School

Instructor: Jean Bobo

Phone Number: (716) 483-4384

ISSOE Region: 13

V-TECS Number:  

1979-1980 Task #: 06-02-03

1980-1981 Task #:  

MATERIALS BEST SUITED FOR:

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<td>Other (Describe)</td>
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INSTRUCTIONAL LEVEL(S):

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<td>Below-Average Performance</td>
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<td>Advanced</td>
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<td>Average Performance</td>
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ABILITY:

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GRADE:

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ABILITY:

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<th>Above Average Performance</th>
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MATERIALS USED:

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<th>Simulations/Demonstrations</th>
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Title: Electronic Display Calculator Course

Author(s): Pasewark

Publisher: Southwestern

Pages used:  

Edition:  

Copyright Date:  

Cost $5.16/3.87

COMMENTS:

<table>
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<thead>
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<th>Motivational Qualities</th>
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</table>

Includes: x Student Directions  x Quizzes  x Teacher Aids

Teacher Comments:

67 73
COURSE Business Office
UNIT Adding & Calculating Machines
MODULE Calculating Machines

TASK Solve problems with the 10-key electronic calculator involving the constant function
1979-1980 Task # 06-02-03
1980-1981 Task #

MATERIALS BEST SUITED FOR:
- Individual Instruction
- Group Instruction
- Handicapped (Describe)
- Other (Describe)

INSTRUCTIONAL LEVEL(S):
- Introductory
- Basic
- Advanced

GRADE: 10
ABILITY: Below 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

COMMENTS: Content Organization
- Clarity Readability
Illustrations Length 256 Pages
Motivational Qualities
Includes: Student Directions Quizzes x Teacher Aids

Teacher Comments:
ISSOE MATERIALS REPORTING FORM

COURSE  Business Office

UNIT  Adding & Calculating Machines

MODULE  Calculating Machines

TASK  Solve problems with the 10-key electronic calculator involving the constant function

1979-1980 Task # 06-02-03

1980-1981 Task #

ISSOE Region 13

V-TECS Number

MATERIALS BEST SUITED FOR:

Individual Instruction  Handicapped (Describe)

Group Instruction  Other (Describe)

INSTRUCTIONAL LEVEL(S):

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):  Factor  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:  x  Student Directions  Quizzes  Teacher Aids

Teacher Comments:

69  75
ISSOE MATERIALS REPORTING FORM

COURSE Business Office
UNIT Adding & Calculating Machines
MODULE Calculating Machines

Task: Solve problems using the 10-key electronic calculator involving constant function
1979-1980 Task # 06-02-03
1980-1981 Task #

MATERIALS BEST SUITED FOR:
- Individual Instruction
- Group Instruction

INSTRUCTIONAL LEVEL(S):
- Introductory
- Basic
- Advanced

GRADE: 10 Below Average Performance
11 Average Performance
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
Includes: Student Directions Quizzes Teacher Aids

Teacher Comments:
ISSOE MATERIALS REPORTING FORM

COURSE: Business Office

UNIT: Adding & Calculating Machines

MODULE: Calculating Machines

TASK: Solve problems using the ten-key electronic calculator, involving the constant function

1979-1980 Task #: 06-02-03

1980-1981 Task #: 

MATERIALS BEST SUITED FOR:

- Individual Instruction
- Group Instruction

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

Publisher: Gregg/McGraw Hill

Edition: 4 Copyright Date: 1979

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: x Student Directions x Quizzes x Teacher Aids

Teacher Comments:
ISSOE MATERIALS REPORTING FORM

COURSE: Business Office

UNIT: Adding & Calculating Machines

MODULE: Calculating Machines

TASK: Solve problems using the ten-key electronic calculator, involving the constant function.

1979-1980 Task #: 06-02-03

Instructor: Irene Schindler

School Name and Address: Mt. Vernon H.S.

Phone Number: (914) 668-6580

ISSOE Region: 3S

1980-1981 Task #: ________

V-TECS Number: ________

MATERIALS BEST SUITED FOR:

- Individual Instruction
- Group Instruction
- Handicapped (Describe)
- 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: Office Machines Course

Author(s): Cornelia, Pasewark

Publisher: Southwestern

Edition: 5

Copyright Date: 1979

Cost: $4.47

Pages used: 17-20 & 55-56

COMMENTS:

- Content: Excellent
- Organization: Excellent
- Clarity: Excellent
- Readability: Appropriate for 11-12
- Illustrations: Appropriate
- Length: Satisfactory
- Motivational Qualities: Realistic problems

Includes: x Student Directions x Quizzes x Teacher Aids

Teacher Comments:
ISSOE MATERIALS REPORTING FORM

COURSE: Business Office

UNIT: Financial and Recordkeeping Systems

MODULE: Petty Cash Fund

TASK: Establish a petty cash fund

1979-1980 Task #: 07-01-01
1980-1981 Task #: 

MATERIALS BEST SUIT ED FOR:
- Individual Instruction [ ]
- Group Instruction [X]
- Handicapped (Describe) 
- Other (Describe) 

INSTRUCTIONAL LEVEL(S):
- Introductory
- Basic [X]
- Advanced [X]

GRADE: 11

ABILITY:
- Below Average Performance [ ]
- Average Performance [X]
- Above Average Performance [ ]

MATERIALS USED:
- Textbook [X]
- 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 [X] Brief treatment Organization Satisfactory
Clarity Satisfactory Readability appropriate for 11/12
Illustrations Clear/appropriate Length brief
Motivational Qualities 
Includes: [X] Student Directions [ ] Quizzes [X] Teacher Aids

Teacher Comments: 

School Name and Address: Mt. Vernon H.S. 
Instructor: Irene Schindler 
Phone Number: (914) 668-6580 

ISSOE Region: 35.
V-TECS Number: 

73
**ISSOE MATERIALS REPORTING FORM**

**COURSE**: Business Office

**UNIT**: Financial and Recordkeeping Systems

**MODULE**: Petty cash fund

**TASK**: Establish a petty cash fund

**School Name and Address**: Mt. Vernon H.S.

**Instructor**: Irene Schindler

**Phone Number**: (914) 668-6580

**ISSOE Region**: 3S

**V-TECS Number**: 0

**1979-1980 Task #**: 07-01-01

**1980-1981 Task #**: 

**MATERIALS BEST SUITED FOR**:

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

**INSTRUCTIONAL LEVEL(S)**:

- Introductory
- Basic
- Advanced

**GRADE**: 10

**ABILITY**: Below 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**: 

---

74

80
ISSOE MATERIALS REPORTING FORM

COURSE Business Office

UNIT Financial & Recordkeeping Systems

MODULE Petty cash fund

TASK Maintain & operate petty cash fund Phone Number (914) 668-6580

1979-1980 Task # 07-01-02

1980-1981 Task #

School Name and Address Mt. Vernon H.S.

Instructor Irene Schindler

ISSOE Region 38

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: Accounting 10/12

Author(s): Weaver, Hanna, Freeman, Browser, 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

75
COURSE: Business Office
UNIT: Financial & Recordkeeping-Systems
MODULE: Petty cash fund
TASK: Maintain & operate petty cash fund

INSTRUCTOR: Irene Schindler
Phone Number: (914) 668-6580

MATERIALS BEST SUITED FOR:

INDIVIDUAL INSTRUCTION

GROUP INSTRUCTION

INSTRUCTIONAL LEVEL(S):

- Introductory
- Basic
- Advanced

GRADE:

ABILITY:

- Below Average Performance
- Average Performance
- Above Average Performance

MATERIALS USED:

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

Title: General Recordkeeping
Author(s): Huffman and Stewart
Edition: 7
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
UNIT: Financial & Recordkeeping Systems
MODULE: Petty cash fund
TASK: Replenish the petty cash fund

School Name and Address: Mt. Vernon H.S.
Instructor: Irene Schindler
Phone Number: (914) 668-6580
ISSOE Region: 38
V-TECS Number:

1979-1980 Task #: 07-01-03
1980-1981 Task #

MATERIALS BEST SUITED FOR:
- Individual Instruction
- Group Instruction
- Handicapped (Describe)
- Other (Describe)

INSTRUCTIONAL LEVEL(S):
- Introductory
- Basic
- Advanced

GRADE:
- x 10
- x 11
- x 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: Modern Bookkeeping and Accounting
Author(s): Morris, Miller and Janis
Edition: 2
Copyright Date: 1973
Publisher: Aaron-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: x Student Directions, x Quizzes, x Teacher Aids

Teacher Comments:

ERIC
ISSOE MATERIALS REPORTING FORM

COURSE Business Office
UNIT Financial & Recordkeeping Systems
MODULE Payroll Procedures
TASK Determine Gross Earnings

1979-1980 Task # 07-02-01
1980-1981 Task #

MATERIALS BEST SUITED FOR:
- Individual Instruction
- Group Instruction
- Handicapped (Describe)
- 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

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  
**Instructor**  Irene Schindler  

**MODULE**  Payroll procedures  
**Phone Number**  (914) 668-6580  

**TASK**  Determine gross earnings  
**ISSOE Region**  38  

**1979-1980 Task #**  07-02-01  
**V-TECS Number**  

**1980-1981 Task #**  

**MATERIALS BEST SUITED FOR:**  
- Individual Instruction  
- Handicapped (Describe)  
- Group Instruction  
- Other (Describe)  

**INSTRUCTIONAL LEVEL(S):**  
- Introductory  
- Basic  
- Advanced  

**GRADE:**  
- x 10  
- x 11  
- 12  

**ABILITY:**  
- Below Average Performance  
- Average Performance  
- Above Average Performance  

**MATERIALS USED:**  
- x Textbook  
- Workbook  
- Other Printed Material (Describe)  
- Audio Visual Material (Describe)  
- Simulations/Demonstrations  
- Other (Equipment, Supplies, Etc.)  

**Title:**  Applied Business Mathematics  
**Author(s):**  Fairbanks and Schulthesis  
**Edition**  Copyright Date 1980  
**Publisher:**  Southwestern  

**Cost**  $9.50  

**Pages used:**  369-373  

**COMMENTS:**  
- Content  Good  
- Organization  Good  
- Clarity  Good  
- Readability  Appropriate  
- Illustrations Numerous/in color  
- Length  Satisfactory  
- Motivational Qualities: Plenty of student activities  
- Includes:  
  - x Student Directions  
  - Quizzes  
  - Teacher Aids  

**Teacher Comments:**  

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[Image of page 85]
ISSOE MATERIALS REPORTING FORM

COURSE: Business Office

UNIT: Financial & Recordkeeping Systems

MODULE: Payroll procedures

TASK: Determine gross earnings
1979-1980 Task #: 07-02-01
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

Publisher: Gregg/McGraw Hill

Pages used: 163-192

Copyright Date: 1975

Cost: $9.24

 COMMENTS: Content: Good  Organization: Satisfactory

Clarity: Good  Readability: Appropriate for 10th grade

Illustrations: Not as many as some texts  Length: Satisfactory

Motivational Qualities: Includes: _____ Student Directions  _____ Quizzes  _____ Teacher Aids

Teacher Comments:
ISSOE MATERIALS REPORTING FORM

COURSE Business Office

UNIT Financial & Recordkeeping Systems

MODULE Payroll procedures

TASK Determine gross pay

1979-1980 Task # 07-02-01

1980-1981 Task #

School Name and Address Mt. Vernon H.S.

Instructor Irene Schindler

Phone Number (914) 668-6580

ISSOE Region 3S

V-TECS Number

MATERIALS BEST SUITED FOR:

x Individual Instruction

x Group Instruction

Other (Describe)

INSTRUCTIONAL LEVEL(S):

x Introductory

x Basic

x Advanced

GRADE: 10

11

12

ABILITY:

x Below Average Performance

Average Performance

Above Average Performance

MATERIALS USED:

x Textbook

x Workbook

Other Printed Material (Describe)

Audio Visual Material (Describe)

Simulations/Demonstrations

Other (Equipment, Supplies, Etc.)

Title: Business Mathematics 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

81 87
ISSOE MATERIALS REPORTING FORM

COURSE Business Office

UNIT Financial & Recordkeeping Systems

MODULE Payroll Procedures

TASK Make deductions for fringe benefits to get gross pay
1979-1980 Task # 07-02-02
1980-1981 Task #

MATERIALS BEST SUITED FOR:

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

INSTRUCTIONAL LEVEL(S):

- Introductory
- Basic
- Advanced

GRADE: 10

ABILITY:

- 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

Publisher: Southwestern

Copyright Date 1977

Cost $10.17

Workbook Cost $5.46

Pages used: 379-418

COMMENTS:

- Content
- Organization
- Clarity
- Readability
- Illustrations
- Length
- Motivational Qualities

Includes: Student Directions Quizzes Teacher Aids


Village Garden Center Pegboard Payroll System (simulation) by Southwestern at $5.73 is another good one.
ISSOE MATERIALS REPORTING FORM

COURSE Business Office
UNIT Financial & Recordkeeping Systems
MODULE Payroll procedures
TASK Make deductions for fringe benefits to get net pay
1979-1980 Task # 07-02-02
1980-1981 Task # 

MATERIALS BEST SUITED FOR:
- Individual Instruction
- Group Instruction

INSTRUCTIONAL LEVEL(S):
- Introductory
- Basic
- Advanced

INSTRUCTOR.

GRADE: 

TEXTBOOK:
Publisher: Gregg/McGraw Hill
Cost: $9.24

WORKBOOK:
Cost: $3.84

PRINTED MATERIAL:

AUDIO VISUAL MATERIAL:

SIMULATIONS/Demonstrations:

OTHER (Equipment, Supplies, Etc.):

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

CONTENT: Good
CLARITY: Good
ILLUSTRATIONS: Satisfactory

COMMENTS: Content Good Organization Good
Clarity Good Readability Good for 10-11
Illustrations Satisfactory Length Appropriate
Motivational Qualities Lots of reinforcement
Includes: x Student Directions x Quizzes x Teacher Aids.

Teacher Comments:

ISSOE Region 3S

V-TECS Number

Mt. Vernon H.S.

Instructor Irene Schindler

Phone Number (914) 668-6580

83
COURSE: Business Office
UNIT: Financial & Recordkeeping Systems
MODULE: Payroll procedures

TASK: Make deductions for fringe benefits to get net pay
1979-1980 Task #: 07-02-02
1980-1981 Task #: 

MATERIALS BEST SUITED FOR:
- Individual Instruction
- Group Instruction
- Handicapped (Describe)
- 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 Schultheiss 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

UNIT Financial & Recordkeeping Systems

MODULE Payroll procedures

TASK Make deductions for fringe benefits to get net pay

1979-1980 Task # 07-02-02

1980-1981 Task #

MATERIALS BEST SUITED FOR:

x Individual Instruction
x Group Instruction

x Handicapped (Describe)

x Other (Describe)

INSTRUCTIONAL LEVEL(S): GRADE: ABILITY:

x Introductory x 10 x Below Average Performance
x Basic 

x Advanced 11 

x Average Performance

x Above Average Performance

MATERIALS USED:

x Textbook 

x Text-Workbook Combination

x Other Printed Material (Describe)

Audio Visual Material (Describe)

Simulations / Demonstrations

Other (Equipment, Supplies, Etc.)

Title: Business Mathematics for the Consumer

Author(s): Gothrie, Selden, Kamer

Edition 2nd Copyright Date 1975

Publisher: Fearon-Pitman

Cost $5.22

Pages used: 237-238

COMMENTS:

Content Brief 

Clarity: OK 

Organization Satisfactory

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 Region 35

Phone Number (914) 668-6580

V-TECS Number
ISSOE MATERIALS REPORTING FORM

COURSE: Business Office

UNIT: Financial & Recordkeeping Systems

MODULE: Payroll Procedures

TASK: Issue paychecks

1979-1980 Task #: 07-02-03

1980-1981 Task #: 07-02-03

MATERIALS BEST SUITED FOR:

- Individual Instruction
- Group Instruction
- Handicapped (Describe)
- 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 (Describe)
- Clerical Payroll Procedures/Village Garden Center Pegboard
- Other (Equipment, Supplies, Etc.)

Title: 'Century 21 Accounting'

Author(s): Boynton, Swanson, Ross, Hansd

Publisher: Southwestern

Edition: 2nd

Copyright Date: 1977

Pages used: 379-418

COMMENTS: Content

- Organization

- Readability

- Length

Motivational Qualities

Includes: Student Directions, Quizzes, Teacher Aids

Teacher Comments:


- Village Garden Center Pegboard Payroll System (simulation) by Southwestern at $5.73 is another good one.
ISSOE MATERIALS REPORTING FORM

COURSE: Business Office

UNIT: Financial & Recordkeeping Systems

MODULE: Payroll procedures

TASK: Post to payroll register and employee earnings record

1979-1980 Task #: 07-02-03

1980-1981 Task #: 10-01-03

MATERIALS BEST SUITED FOR:

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

INSTRUCTIONAL LEVEL(S):

- Introductory
- Basic
- Advanced

GRADE:

10

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: Business Mathematics

Author(s): Rosenberg, Lewis, Poe

Publisher: Gregg/ McGraw Hill

Pages used: 65-69

Edition & Copyright Date: Edition 8 1975

Textbook: $9.24

Cost Workbook: $3.84

COMMENTS:

- Content: Good
- Organization: Good
- Clarity: Good
- Readability: Appropriate for 10-11
- Illustrations: Satisfactory
- Length: Satisfactory
- Motivational Qualities:

Includes: 

- x Student Directions
- x Quizzes
- x Teacher Aids

Teacher Comments:
ISSOE MATERIALS REPORTING FORM

COURSE Business Office
UNIT Financial & Recordkeeping Systems
MODULE Payroll procedures

School Name and Address  Mt. Vernon H.S.

Instructor  Irene Schindler

Task Post to payroll register and employee earnings record
1979-1980 Task #  07-02-03
1980-1981 Task #

ISSOE Region 38
V-TECS Number

MATERIALS BEST SUITED FOR:

- Individual Instruction
- Group Instruction

INSTRUCTIONAL LEVEL(S):
- Introductory
- Basic
- Advanced

GRADE: 10
ABILITY: Below 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 Schultheis
Edition 11th
Copyright Date 1980
Publisher: Southwestern
Cost 89.54
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: x Student Directions
Quizzes
Teacher Aids

Teacher Comments:
ISSOE MATERIALS REPORTING FORM

COURSE Business Office
UNIT Financial & Recordkeeping Systems
MODULE Payroll procedures

School Name and Address: Mr. Vernon H.S.
Instructor: Irene Schindler

TASK Post to payroll register and employee earnings record:
1979-1980 Task #: 07-02-03
1980-1981 Task #: 

MATERIALS BEST SUITED FOR:
_x_ Individual Instruction
_x_ Group Instruction
\nHandicapped (Describe) 
Other (Describe)

INSTRUCTIONAL LEVEL(S): GRADE: ABILITY:
_x_ Introductory
_x_ Basic
_x_ Advanced

_x_ 10 Below Average Performance
_x_ 11 Average Performance
_x_ 12 Above Average Performance

MATERIALS USED:
_x_ Textbook
_x_ Workbook

Text-workbook combination

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: $5.72
Pages used: 237-238

COMMENTS: Content: Brief treatment of payroll
Organization: Fair
Clarity: Satisfactory
Readability: Satisfactory
Illustrations: Not 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
UNIT Financial & Recordkeeping Systems
MODULE Payroll procedures
TASK Issue paychecks
1979-1980 Task #: 07-02-04
1980-1981 Task #: __________________________

MATERIALS BEST SUITED FOR:
- Individual Instruction
- Handicapped (Describe)
- Group Instruction
- Other (Describe)

INSTRUCTIONAL LEVEL(S):
- Introductory
- Basic
- Advanced

GRAGE:
- x 10
- x 11
- 12

ABILITY:
- Below Average Performance
- x Average Performance
- Above Average Performance

MATERIALS USED:
- x Textbook
- Workbook
- Other Printed Material (Describe)
- Audio Visual Material (Describe)
- Simulations/Demonstrations
- Other (Equipment, Supplies, Etc.)

Title: Applied Business Mathematics
Author(s): Fairbanks and Schulthesis
Edition: 11th
Copyright Date: 1980
Publisher: Southwestern
Pages Used: 369-372
Cost: $0.5

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: x Student Directions __ Quizzes __ Teacher Aids

Teacher Comments: ____________________________________________
COURSE: Business Office  
UNIT: Financial & Recordkeeping Systems  
MODULE: Payroll procedures  
TASK: Issue paychecks  
1979-1980 Task #: 07-02-04  
1980-1981 Task #:   

MATERIALS BEST SUITED FOR:  
- Individual Instruction  
- Group Instruction  

INSTRUCTIONAL LEVEL(S):  
- Introductory  
- Basic  
- Advanced  

GRADE:  
- 10  
- 11  
- 12  

MATERIALS USED:  
- Textbook  
- Workbook  

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  
Workbook: $3.84  
Pages used: pp. 57-69  

COMMENTS:  
Content: Good  
Organization: Good  
Clarity: Good  
Readability: Good for 10-11  
Illustrations: Satisfactory  
Length: Appropriate  
Motivational Qualities: Lost of reinforcement  
Includes: x Student Directions  x Quizzes  x Teacher Aids  

Teacher Comments:
<table>
<thead>
<tr>
<th>COURSE</th>
<th>BUSINESS OFFICE</th>
</tr>
</thead>
<tbody>
<tr>
<td>UNIT</td>
<td>Financial &amp; Recordkeeping Systems</td>
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<tr>
<td>MODULE</td>
<td>Payroll procedures</td>
</tr>
<tr>
<td>TASK</td>
<td>Issue paychecks</td>
</tr>
<tr>
<td>1979-1980 Task #</td>
<td>07-02-04</td>
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<td>1980-1981 Task #</td>
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<thead>
<tr>
<th>MATERIALS BEST SUITED FOR:</th>
<th>Handicapped (Describe)</th>
<th>Other (Describe)</th>
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<tbody>
<tr>
<td>Individual Instruction</td>
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<td>Group Instruction</td>
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<th>INSTRUCTIONAL LEVEL(S):</th>
<th>GRADE: 10</th>
<th>ABILITY: Below Average Performance</th>
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<tr>
<td>Introductory</td>
<td>10</td>
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<tr>
<td>Basic</td>
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<td>Above Average Performance</td>
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<td>Advanced</td>
<td>12</td>
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<th>MATERIALS USED:</th>
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<th>Other Printed Material (Describe)</th>
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<td>Audio Visual Material (Describe)</td>
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<td>Simulations/Demonstrations</td>
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<td>Other (Equipment, Supplies, Etc.)</td>
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<table>
<thead>
<tr>
<th>Title:</th>
<th>Business Mathematics for the Consumer</th>
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<tr>
<td>Author(s):</td>
<td>Guthrie, Selden, Kamer</td>
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<tr>
<td>Publisher:</td>
<td>Fearon-Pitman</td>
</tr>
<tr>
<td>Edition:</td>
<td>2nd</td>
</tr>
<tr>
<td>Copyright Date:</td>
<td>1975</td>
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<td>Cost</td>
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<table>
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<th>COMMENTS: Content</th>
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<td>Illustrations</td>
<td>Length</td>
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<td>Motivational Qualities</td>
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</table>

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
UNIT Financial & Recordkeeping Systems
MODULE Banking procedures

TASK Maintain checking account records
1979-1980 Task 0 07-03-01
1980-1981 Task 0

Instructor Irene Schindler
Phone Number (914) 668-6580
ISSOE Region 3S
V-TECS Number

MATERIALS BEST SUITED FOR:
- Individual Instruction
- Group Instruction
- Handicapped (Describe)
- 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: Business Mathematics
Author(s): Rosenberg, Lewis, Poe
Edition 8
Copyright Date 1975
Publisher: Gregi/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:

93 99
COURSE Business Office
UNIT Financial & Recordkeeping Systems
MODULE Banking Procedures
TASK Maintain Checking Account Records
1979-1980 Task # 07-03-01
1980-1981 Task #

MATERIALS BEST SUITED FOR:
Individual Instruction
Group Instruction

INSTRUCTIONAL LEVEL(S):
Introductory
Basic
Advanced

MATERIALS USED:
Textbook
Workbook
Audio Visual Material
Simulations/Demonstrations
Other (Equipment, Supplies, Etc.)

GRADE:
10
11
12

ABILITY:
Below Average Performance
Average Performance
Above Average Performance

COMMENTS:
Content
Organization
Clarity
Readability
Illustrations
Length
Motivational Qualities

Includes:
Student Directions
Quizzes
Teacher Aids

Teacher Comments:
ISSOE MATERIALS REPORTING FORM

COURSE Business Office
UNIT Financial & Recordkeeping Systems
MODULE Banking Procedures
TASK Maintain Checking Account Record
1979-1980 Task # 07-03-01
1980-1981 Task #

MATERIALS BEST. SUITED FOR:
Individual Instruction
X Group Instruction

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

MATERIALS USED:
X Textbook X Workbook Other Printed Material (Describe)
Audio Visual Material (Describe) Transparencies available
Simulations/Demonstrations
Other (Equipment, Supplies, Etc.)

Title: General Recordkeeping
Author(s): Huffman & Stewart
Publisher: Gregg
Pages used: 544

Edition 7th Copyright Date 1976

Edition 8th Copyright Date 1981

Cost $10.47 text (tent.)

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

Teacher Comments:

School Name and Address Rushford Central School
Instructor Jane Hill
Phone Number (716) 437-2217
ISSOE Region 13
V-TECS Number

Handicapped (Describe)
Other (Describe)

Rushford Central School
Jane Hill
(716) 437-2217

Handicapped

Other

Below Average Performance
X Average Performance
Above Average Performance

Textbook Workbook

X

X

Simulations/Demonstrations

Quizzes
Teacher Aids
ISSOE MATERIALS REPORTING FORM

COURSE Business Office

UNIT Financial & Recordkeeping Systems

MODULE Banking Procedures

TASK Maintain Checking Account Records

1979-1980 Task # 07-03-01

1980-1981 Task #

MATERIALS BEST SUITED FOR:
X Individual Instruction  Handicapped (Describe)
Group Instruction  Other (Describe)

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

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

Title: Clerical Recordkeeping Practice 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:

Title:

97
COURSE: Business Office

UNIT: Financial & Recordkeeping Systems

MODULE: Banking Procedures

TASK: Maintain Checking Account Records

1979-1980 Task #: 07-03-01

1980-1981 Task #: 

MATERIALS BEST SUITED FOR:

- Individual Instruction
- Handicapped (Describe)

- Group Instruction
- Other (Describe)

INSTRUCTIONAL LEVEL(S):

- Introductory
- Basic
- Advanced

GRADE:

- 10
- 11

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 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

School Name and Address: Rushford Central School

Instructor: Jane Hill

Phone Number: (716) 437-2217

ISSOE Region: 13

V-TECS Number: 

ERIc
ISSOE MATERIALS REPORTING FORM

COURSE Business Office

UNIT Financial & Recordkeeping Systems

MODULE Banking Procedures

TASK Maintain Checking Account Records

1979-1980 Task # 07-03-01

1980-1981 Task #

MATERIALS BEST SUITEd FOR:

Individual Instruction

Group Instruction

X Handicapped (Describe)

Other (Describe)

INSTRUCTIONAL LEVEL(S):

X Introductory

Basic

Advanced

GRADE: 10

ABILITY:

11

X Below Average Performance

12

X Average Performance

Above Average Performance

MATERIALS USED:

X Textbook

Workbook

Other Printed Material (Describe)

X Audio Visual Material (Describe) film 22 minutes

Simulations/Demonstrations

Other (Equipment, Supplies, Etc.)

Title: Consumer Economics: Banking

Author(s): Churchill Films

Publisher: Allegany Co. BOCES catalog # 894

Edition Copyright Date

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  
**UNIT**: Financial & Recordkeeping Systems  
**MODULE**: Banking Procedures  
**TASK**: Maintain Checking Account Records  

<table>
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<th>Task</th>
<th>ISBN</th>
<th>Phone Number</th>
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<tr>
<td>1979-1980</td>
<td>07-03-01</td>
<td>(716) 437-2217</td>
<td></td>
</tr>
<tr>
<td>1980-1981</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**MATERIALS BEST SUITED FOR**:  
- Individual Instruction  
- Handicapped (Describe)  
- Group Instruction  
- Other (Describe)

**INSTRUCTIONAL LEVEL(S):**  
- Introductory  
- Basic  
- Advanced

**INSTRUCTIONAL LEVEL(S):**  
- Grade:  
  - x 10  
  - 11  
  - 12

**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

**Publisher**: Allegany Co. BOCES catalog # 1179  
**Edition** | **Copyright Date** | **Cost**
--- | --- | ---

**Pages used**:  
- 10-

**COMMENTS**:  
- Content
  - Organization
- Clarity
  - Readability
- Illustrations
  - Length: 15 min.
- Motivational Qualities
- Includes:  
  - Student Directions
  - Quizzes
  - Teacher Aids

**Teacher Comments**: Humorous. Contemporary satire on Dickson's character, Scrooge.
ISSOE MATERIALS REPORTING FORM

COURSE: Business Office
UNIT: Financial & Recordkeeping Systems
MODULE: Banking Procedures
TASK: Maintain Checking Account Records

1979-1980 Task # 07-03-01
1980-1981 Task # __________

MATERIALS BEST SUITED FOR:
- Individual Instruction
- 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, 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: ________

School Name and Address: Rushford Central School
Instructor: Jane Hill
Phone Number: (716) 437-2217
ISSOE Region: 13
V-TECS Number: ________

Handicapped (Describe) ________
Other (Describe) ________

ABILITIES:
- Below Average Performance
- Average Performance
- 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
UNIT: Financial & Recordkeeping Systems
MODULE: Banking Procedures
TASK: Maintain Checking Account Records

1979-1980 Task #: 07-03-01
1980-1981 Task #: ___

MATERIALS BEST SUITED FOR:

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

INSTRUCTIONAL LEVEL(S):  GRADE:  ABILITY:

___ Introductory  X 10  ___ Below Average Performance
___ Basic  X 11  ___ Average Performance
___ Advanced  X 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: ___

101  107
COURSE Business Office
UNIT Financial & Recordkeeping Systems
MODULE Banking Procedures
TASK Maintain Checking Account Records
1979-1980 Task #: 07-03-01
1980-1981 Task #

MATERIALS BEST SUITED FOR:
- Individual Instruction
- Group Instruction
- Handicapped (Describe)
- 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
Publisher: Southwestern
Edition 10th
Copyright Date
Cost 12.95

Pages used: Unit 1

COMMENTS:
Content Good
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
COURSE: Business Office
UNIT: Financial & Recordkeeping Systems
MODUL: Banking procedures
TASK: Maintain checking account records
1979-1980 Task: 07-03-041
1980-1981 Task: 0

MATERIALS BEST SUITED FOR:
- Individual Instruction
- Group Instruction
- Handicapped (Describe)
- Other (Describe)

INSTRUCTIONAL LEVEL(S):
- Introductory
- Basic
- Advanced

GRADE: 10

ABILITY:
- x Below Average Performance
- x Average Performance
- x Above Average Performance

MATERIALS USED:
- x Textbook
- x Workbook
- Other Printed Material (Describe)
- Audio Visual Material (Describe)
- Simulations/Demonstrations
- Other (Equipment, Supplies, Etc.)

Title: General Recordkeeping
Author(s): Huffman and Stewart
Publisher: Gregg/McGraw Hill
Edition 7
Copyright Date: 1976
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:
- x Student Directions
- x Quizzes
- x Teacher Aids

Teacher Comments:
COURSE. Business Office

UNIT Financial & Recordkeeping Systems

MODULE Banking procedures

TASK Maintain checking account records

1979-1980 Task # 07-03-01

1980-1981 Task #

MATERIALS BEST SUITED FOR:

x Individual Instruction

Handicapped (Describe)

Other (Describe)

INSTRUCTIONAL LEVEL(S):

Introductory 9 and 10

Basic 11

Advanced 12

GRADE:

ABILITY:

Below Average Performance

x Average Performance

Above Average Performance

MATERIALS USED:

x 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: x Student Directions Quizzes Teacher Aids

Teacher Comments:
ISSOE MATERIALS REPORTING FORM

COURSE Business Office

UNIT Financial & Recordkeeping Systems

MODULE Banking procedures

TASK Maintain checking account records

1979-1980 Task # 07-03-01

1980-1981 Task #

MATERIALS BEST SUITED FOR:

x Individual Instruction

of Group Instruction

INSTRUCTIONAL LEVEL(S):

- Introductory
- Basic
- Advanced

GRADE: 10

ABILITY: % Below Average Performance

% Average Performance

% Above Average Performance

MATERIALS USED:

x Textbook

x Workbook

Other Printed Material, (Describe)

Audio Visual Material, (Describe)

Simulations/Demonstrations

Other (Equipment, Supplies, Etc.)

Title: Business Mathematics 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

Instructor Irene Schindler

Phone Number (914) 668-6580

ISSOE Region 3S

V-TECS Number

School Name and Address Mr. Vernon H.S.

Mt Vernon H.S.
ISSOE MATERIALS REPORTING FORM

COURSE Business Office
UNIT Financial & Recordkeeping Systems
MODULE Banking Procedures
TASK Reconcile a bank statement
1979-1980 Task # 07-03-02
1980-1981 Task #

MATERIALS BEST SUITED FOR:

Individual Instruction
Group Instruction

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

MATERIALS USED:

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

Title: Applied Business Mathematics
Author(s): Fairbank, Schulthers, Piper
Publisher: Southwestern
Edition 10th
Copyright Date
Pages used: Unit 1

COMMENTS:
Content Good Organization poor in some aspects
Clarity Good Readability Good
Illustrations Length
Motivational Qualities
Includes: x Student Directions x Quizzes x Teacher Aids

Teacher Comments:

ISSOE Region 13 V-TECS Number

Instructor Remy Orfeo Phone Number (716) 492-4600

School Name and Address Pioneer High School

Product(s):

Publisher:

Edition

Copyright Date

Cost $12.95

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COURSE Business Office

UNIT Financial & Recordkeeping Systems

MODULE Banking procedures

TASK Reconcile a bank statement

1979-1980 Task # 07-03-02

1980-1981 Task #

MATERIALS BEST SUITED FOR:

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

INSTRUCTIONAL LEVEL(S):

- Introductory
- Basic
- Advanced

GRADE: 10

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: 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:
Irene Schindler
(914) 668-6580

Mt. Vernon H.S.

ISSE Region 38.

V-TECS Number

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: x Student Directions x Quizzes x Teacher Aides

Teacher Comments:
**ISSOE MATERIALS REPORTING FORM**

**COURSE** Business Office

**UNIT** Financial & Recordkeeping Systems

**MODULE** Banking procedures

**TASK** Reconcile a bank statement

1979-1980, Task # 07-03-02

1980-1981 Task #________

**MATERIALS BEST SUITED FOR:**

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

**INSTRUCTIONAL LEVEL(S):**

- Introductory
- Basic
- Advanced

**GRADE:**

- Introductory
- Basic
- Advanced

**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: Practical Recordkeeping ready for fall of 1981

Author(s): Baron, Steinfeld, Schulthess 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:

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**ISSOE MATERIALS REPORTING FORM**

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<th>COURSE</th>
<th>Business Office</th>
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<tr>
<td>UNIT</td>
<td>Financial &amp; Recordkeeping Systems</td>
</tr>
<tr>
<td>MODULE</td>
<td>Banking Procedures</td>
</tr>
<tr>
<td>TASK</td>
<td>Reconcile a bank statement</td>
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<td>1979-1980 Task #</td>
<td>07-03-02</td>
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**School Name and Address** Rushford Central School

<table>
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<tr>
<th>Instructor</th>
<th>Jane Hill</th>
</tr>
</thead>
<tbody>
<tr>
<td>Phone Number</td>
<td>(716) 437-2217</td>
</tr>
<tr>
<td>ISSOE Region</td>
<td>13</td>
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**MATERIALS BEST SUITED FOR:**

- [ ] Individual Instruction
- [X] Handicapped (Describe)
- [ ] Group Instruction
- [ ] Other (Describe)

**INSTRUCTIONAL LEVEL(S):**

- [X] Introductory
- [X] Basic
- [X] Advanced

**GRADE:** 10

**ABILITY:**

- [X] Below Average Performance
- [X] Average Performance
- [ ] Above Average Performance

**MATERIALS USED:**

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

**Tests available**: Spring 1981

**Title**: Practical Record Keeping Course I

**Author(s)**: Baron, Steinfeld, Shultheis

**Edition**: 5th

**Copyright Date**: 1981

**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**: 

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ISSOE MATERIALS REPORTING FORM

COURSE: Business Office

UNIT: Financial & Recordkeeping Systems

MODULE: Banking Procedures

TASK: Reconcile a bank statement

1979-1980 Task #: 07-03-02

1980-1981 Task #: __________

MATERIALS BEST SUITED FOR:

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

INSTRUCTIONAL LEVEL(S):

- Introductory
- Basic
- Advanced

GRADE:___

ABILITY:

- Below Average Performance
- Average Performance
- Above Average Performance

MATERIALS USED:

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

Title: General Record Keeping

Edition: 7th Ed.

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
UNIT Financial & Recordkeeping Systems
MODULE Banking Procedures
TASK Reconcile a bank statement
1979-1980 Task # 07-03-02
1980-1981 Task # 

INSTRUCTOR Jane Hill
Phone Number (716) 437-2217
ISSOE Region 13
V-TECS Number

MATERIALS BEST SUITED FOR:
X Individual Instruction
Group Instruction

INSTRUCTIONAL LEVEL(S):
X Introductory
X Basic
Advanced

GRADE: ABILITY:
X 10 _ Below Average Performance
X 11 _ Average Performance
X 12 _ Above Average Performance

MATERIALS USED:
Textbook Workbook Other Printed Material (Describe)
Audio Visual Material (Describe)
X 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: X Student Directions Quizzes X Teacher Aids

Teacher Comments:
COURSE: Business Office

UNIT: Financial & Recordkeeping Systems

MODULE: Banking Procedures

TASK: Reconcile a bank statement

1979-1980 Task #: 07-03-02

1980-1981 Task #: 

MATERIALS BEST SUITED FOR:
- Individual Instruction
- Group Instruction

INSTRUCTIONAL LEVEL(S):
- Introductory
- Basic
- Advanced

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 Recordkeeping Practice Set

Author(s): Baggett

Edition: 5th

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
UNIT Financial & Recordkeeping Systems
MODULE Banking Procedures
TASK Reconcile a bank statement

1979-1980 Task # 07-03-02
1980-1981 Task #

MATERIALS BEST SUITED FOR:
_____ Individual Instruction   _____ Handicapped (Describe)   
X    Group Instruction   _____ Other (Describe)

INSTRUCTIONAL LEVEL(S):

- Introductory
- Basic
- Advanced

GRADE:
X 10 or 9   X 11        X 12

ABILITY:
X Below Average Performance   X Average Performance   X Above Average Performance

MATERIALS USED:

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

Title: Consumer Economics: Banking
Author(s): Churchill Films
Publisher: Allegany Co. BOCES

Edition Copyright Date Cost

Pages used: catalog #1191

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

Teacher Comments:

ISSOE Region
V-TECS Number

School Name and Address Rushford Central School
Instructor Jane Hill
Phone Number (716) 437-2217
ISSOE MATERIALS REPORTING FORM

COURSE Business Office
UNIT Financial & Recordkeeping Systems
MODULE Banking Procedures
TASK Reconcile a bank statement
1979-1980 Task 7 07-03-02
1980-1981 Task 0

MATERIALS BEST SUITED FOR:
- Individual Instruction
- Handicapped (Describe)
- Group Instruction
- Other (Describe)

INSTRUCTIONAL LEVEL(S):
- Introductory 10
- Basic 11
- Advanced 12

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: Allegany 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.

ERI C
COURSE Business Office
UNIT Financial & Recordkeeping Systems
MODULE Banking Procedures
TASK Reconcile a bank statement
1979-1980 Task # 07-03-02
1980-1981 Task # 4

MATERIALS BEST SUIT ED FOR:
Individual Instruction
X Group Instruction

INSTRUCTIONAL LEVEL(S):
X Introductory
X Basic
X Advanced

GRADE:
X 10
X 11
X 12

ABILITY:
X Below Average Performance
X Average Performance
X Above Average Performance

INSTRUCTOR Jane Hill
Phone Number (716) 437-2217
V-TECS Number

MATERIALS USED:
X Textbook
X Workbook
X Other Printed Material (Describe)

Audio Visual Material (Describe)
X Simulations/Demonstrations
X Other (Equipment, Supplies, Etc.)

TITLE:
Author(s): Contact local commercial bank
Publisher:
Pages used:

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

Teacher Comments:
COURSE Business Office
UNIT Financial & Recordkeeping Systems
MODULE Banking Procedures
TASK Reconcile a bank statement

1979-1980 Task # 07-03-02
1980-1981 Task #

MATERIALS BEST SUITED FOR:
- Individual Instruction
- Group Instruction
- Handicapped (Describe)
- Other (Describe)

INSTRUCTIONAL LEVEL(S):
- Introductory
- Basic
- Advanced

GRADE:
- X 10
- X 11
- X 12

ABILITY:
- X Below Average Performance
- X Average Performance
- X 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):
Publisher:
Edition
Copyright Date
Cost

Pages used:

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

Teacher Comments:

117 123
ISSOE MATERIALS REPORTING FORM

COURSE  Business Office  

UNIT  Financial & Recordkeeping Systems  

MODULE  Inventory  

TASK  Maintain a perpetual stock inventory  

1979-1980 Task  07-04-01  

1980-1981 Task  

MATERIALS BEST SUITED FOR:  

x  Individual Instruction  

x  Group Instruction  

INSTRUCTIONAL LEVEL(S):  

x  Introductory  

x  Basic  

x  Advanced  

GRADE:  

ABILITY:  

x  Below Average Performance  

x  Average Performance  

x  Above Average Performance  

MATERIALS USED:  

x  Textbook  

x  Workbook  

x  Audio Visual Material (Describe)  

x  Other Printed Material (Describe)  

x  Simulations/Demonstrations  

x  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:  

x  Student Directions  

x  Quizzes  

x  Teacher Aids  

Teacher Comments:  Use - practical applications  

118 124
ISSOE MATERIALS REPORTING FORM

COURSE Business Office

UNIT Financial & Recordkeeping Systems

MODULE Inventory

TASK Maintain a perpetual stock inventory

1979-1980 Task # 07-04-01

1980-1981 Task #

MATERIALS BEST SUITED FOR:

- Individual Instruction
- Group Instruction
- Handicapped (Describe)
- 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 include transparencies (T802)

- Other (Equipment, Supplies, Etc.)

Title: LAB Material, Cycle 3&4

Author(s): 

Publisher: Southwestern

Copyright Date

Edition

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

119
COURSE: Business Office

UNIT: Financial & Recordkeeping Systems

MODULE: Inventory

TASK: Maintain a perpetual stock inventory

School Name and Address: Mt. Vernon H.S.

Instructor: Irene Schindler

Phone Number: (914) 668-6580

ISSOE MATERIALS REPORTING FORM

1979-1980 Task #: 07-04-01

1980-1981 Task #: ____________

ISSOE Region: 3S

V-TECS Number: ____________

MATERIALS BEST SUITED FOR:

- Individual Instruction
- Group Instruction

INSTRUCTIONAL LEVEL(S):

- Introductory
- Basic
- Advanced

GRADE: 10

ABILITY:

- Below Average Performance
- Average Performance
- Above Average Performance

MATERIALS USED:

- Textbook
- Workbook
- Audio Visual Material (Describe)
- Simulations/Demonstrations
- Other Printed Material (Describe)

TITLE: General Recordkeeping

Author(s): Huffman and Stewart

Edition: 7

Publisher: Gregg/McGraw Hill

Copyright Date: 1976

Cost: $9.57

Pages used: pp. 485-488

COMMENTS:

Content: Clear & Complete
Clarity: Good
Illustrations: Appropriate
Motivational Qualities: Includes:

- Student Directions
- Quizzes
- Teacher Aids

Teacher Comments:
ISSOE MATERIALS REPORTING FORM

COURSE Business Office
UNIT Financial & Recordkeeping Systems
MODULE Inventory

Task Maintain a perpetual stock inventory
MTTEC Region 3S

1979-1980 Task # 07-04-01
1980-1981 Task #

School Name and Address Mt. Vernon H.S.

Instructor Irene Schindler

Phone Number (914) 668-6580

MATERIALS BEST SUITED FOR:

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

INSTRUCTIONAL LEVEL(S):

- Introductory x 10
- Basic x 11
- Advanced x 12

GRADE: ABILITY:

- Below Average Performance
- Average Performance
- Above Average Performance

MATERIALS USED:

- Textbook x
- Workbook x
- 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:
COURSE: Business Office

UNIT: Financial & Recordkeeping Systems

MODULE: Inventory

TASK: Maintain a perpetual stock inventory

1979-1980 Task #: 07-04-01

1980-1981 Task #: __________

MATERIALS BEST SUITTED FOR:

- Individual Instruction
- Group Instruction
- Handicapped (Describe)
- 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: 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: __________________________

Issuer: ___________ Date: __________

School Name and Address: Mt. Vernon H.S.

Instructor: Irene Schindler

Phone Number: (914) 668-6580

ISSOE Region: 3S

V-TECS Number: __________
**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
- **1980-1981 Task #**: ______

**ISSOE Region**: 3S

**V-TECS Number**: ______

**MATERIALS BEST SUITTED FOR:**
- Individual Instruction
- Handicapped (Describe)
- Group Instruction
- Other (Describe)

**INSTRUCTIONAL LEVEL(S):**
- Introductory
- Basic
- Advanced

**GRADE**: 10

**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**: Practical Recordkeeping

**Author(s)**: Baron, Steinfeld, Schulthesis

**Edition**: ______

**Publisher**: Southwestern

**Copyright Date**: 1980

**Cost**: ______

**Pages used**: ______

**COMMENTS:**
- Content
- Organization
- Clarity
- Readability
- Illustrations
- Length
- Motivational Qualities

**Includes**: Student Directions

**Teacher Comments**: ______

---

**Title**: Practical Recordkeeping

**Author(s)**: Baron, Steinfeld, Schulthesis

**Edition**: ______

**Publisher**: Southwestern

**Copyright Date**: 1980

**Cost**: ______

**Pages used**: ______

**COMMENTS:**
- Content
- Organization
- Clarity
- Readability
- Illustrations
- Length
- Motivational Qualities

**Includes**: Student Directions

**Teacher Comments**: ______
ISSOE MATERIALS REPORTING FORM

COURSE_ Business Office_ School Name and Address Mt. Vernon H.S._

UNIT_Financial & Recordkeeping Systems_ Instructor Irene Schindler

MODULE_ Inventory_

TASK_Maintain a perpetual stock inventory Phone Number (914) 668-6580

1979-1980 Task # 07-04-01 ISSOE Region 3S

1980-1981 Task #

MATERIALS BEST SUITED FOR:

_ Individual Instruction Handicapped (Describe)_

_ Group Instruction Other (Describe)_

INSTRUCTIONAL LEVEL(S): GRADE: ABILITY:

_ Introductory x 10 _ Below Average Performance

_ Basic x 11 _ Average Performance

_ Advanced x 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: 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:

124
ISSOE MATERIALS REPORTING FORM

COURSE: Business Office
UNIT: Financial & Recordkeeping Systems
MODULE: Inventory

TASK: Maintain a perpetual stock inventory
1979-1980 Task #: 07-04-01
1980-1981 Task #: 

MATERIALS BEST SUITED FOR:
- Individual Instruction
- Group Instruction
- Handicapped (Describe)
- 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: General Recordkeeping
Author(s): Huffman & Stewart
Publisher: Gregg
Edition: 7th
Copyright Date: 1976
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

UNIT Financial & Recordkeeping Systems

MODULE Inventory

TASK Maintain a perpetual stock inventory

1979-1980 Task # 07-04-01

1980-1981 Task #

MATERIALS BEST SUITED FOR:

__ Individual Instruction __ Handicapped (Describe)

__ Group Instruction __ Other (Describe)

INSTRUCTIONAL LEVEL(S): GRADE: ABILITY:

__ Introductory __ X 10 __ X Below Average Performance

__ Basic __ X 11 __ x Average Performance

__ Advanced __ X 12 __ Above Average Performance

MATERIALS USED:

__ Textbook __ In Press __ Other Printed Material (Describe)

__ Workbook __ X __ Tests available (in press)

__ Audio Visual Material (Describe) __ Simulations/Demonstrations

__ Other (Equipment, Supplies, Etc.) __

Title: Practical Recordkeeping, Course I

Author(s): Baron, Steinfeld, Schulthess

Edition 5th Copyright Date

Publisher: Southwestern

Cost $9.60 (1981)

Pages used:

COMMENTS:

Content Organization

Clarity Readability

Illustrations Length

Motivational Qualities

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

Teacher Comments:

________________________________________

________________________________________

________________________________________

126

132
**ISSOE MATERIALS REPORTING FORM**

**COURSE:** Business Office  
**UNIT:** Financial & Recordkeeping Systems  
**MODULE:** Inventory  
**TASK:** Maintain a perpetual stock inventory  
1979-1980 Task # 07-04-01  
1980-1981 Task #  

**MATERIALS BEST SUITED FOR:**  
- Individual Instruction  
- Group Instruction  
- Handicapped (Describe)  
- Other (Describe)  

**INSTRUCTIONAL LEVEL(S):**  
- Introductory  
- Basic  
- Advanced  

**GRADE:**  
- X 10'  
- X 11  
- X 12  

**MATERIALS USED:**  
- Textbook  
- Workbook  
- Audio Visual Material (Describe)  
- Simulations/Demonstrations  
- Other (Equipment, Supplies, Etc.)  
- Other Printed Material (Describe) practice set  

**Title:** Business Recordkeeping, Practice Set  
**Author(s):** Noble Fritz  
**Edition:** 2nd  
**Copyright Date:** 1974  
**Publisher:** Gregg  
**Pages used:**  

**COMMENTS:**  
- Content  
- Organization  
- Clarity  
- Readability  
- Illustrations  
- Length  
- Motivational Qualities  
- Includes:  
  - X Student Directions  
  - X Quizzes  
  - X 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

UNIT Financial & Recordkeeping Systems

MODULE Inventory

TASK Maintain a Perpetual Stock Inventory

1979-1980 Task #: 07-04-01

1980-1981 Task #: __________

MATERIALS BEST SUITED FOR:

Individual Instruction

Handicapped (Describe)

Group Instruction

Other (Describe)

INSTRUCTIONAL LEVEL(S):

Introductory

Basic

Advanced

GRADE: X 10

X 11

X 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
UNIT Financial & Recordkeeping Systems
MODULE Purchases & Sales Documents
TASK Complete a purchase order
1979-1980 Task # 07-05-01
1980-1981 Task #

MATERIALS BEST SUITED FOR:
- X Individual Instruction
- X Group Instruction

INSTRUCTIONAL LEVEL(S):
- Introductory
- Basic
- X Advanced

GRADE: 10

ABILITY:
- Below Average Performance
- Average Performance
- Above Average Performance

MATERIALS USED:
- X Textbook
- X Workbook
- X Audio Visual Material
- Other Printed Material (Describe)
- Simulations/Demonstrations
- Other (Equipment, Supplies, Etc.)

Title: Century 21 Accounting Advanced Course
Author(s): Edition 2nd
Publisher: Southwestern
Copyright Date

Pages used:

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

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

Teacher Comments:

129
ISSOE MATERIALS REPORTING FORM

COURSE: Business Office
UNIT: Financial & Recordkeeping Systems
MODULE: Purchases & sales documents
TASK: Complete a purchase order

1979-1980 Task # 07-05-01
1980-1981 Task #

MATERIALS BEST SUITED FOR:
- Individual Instruction
- Group Instruction

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

MATERIALS USED:
- Textbook
- Workbook
- Audio Visual Material (Describe)
- Simulations/Demonstrations
- Other (Equipment, Supplies, Etc.)

Title: Accounting 10/12
Author(s): Weaver, Hanna, Freeman, Brower, Smiley Edition 3
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

UNIT: Financial & Recordkeeping Systems

MODULE: Purchases & Sales Documents

TASK: Complete a purchase order

1979-1980 Task #: 07-05-01

1980-1981 Task #

MATERIALS BEST SUITED FOR:

x Individual Instruction

Group Instruction

Other (Describe)

INSTRUCTIONAL LEVEL(S):

GRADE:

x Introductory

Basic

Advanced

ABILITY:

Below Average Performance

Average Performance

Above Average Performance

MATERIALS USED:

Textbook

x Workbook

Audio Visual Material (Describe)

Simulations/Demonstrations

Other (Equipment, Supplies, Etc.)

Title: Typewriting, Office Practice Set

Author(s): 

Publisher: Southwestern

Pages used: 

COMMENTS:

Content

Organization

Clarity

Readability

Illustrations

Length

Motivational Qualities

Includes: 

x Student Directions

Quizzes.

x Teacher Aids

Teacher Comments:

137
COURSE: Business Office
UNIT: Financial & Recordkeeping Systems
MODULE: Purchases and sales documents
TASK: Complete a purchase order

School Name and Address: Mt. Vernon H.S.
Instructor: Irene Schindler
Phone Number: (914) 668-6580
ISSOE Region: 35
V-TECS Number

1979-1980 Task #: 07+05-01
1980-1981 Task #: __________________

MATERIALS BEST SUITED FOR:
- Individual Instruction
- Handicapped (Describe)
- Group Instruction
- Other (Describe)

INSTRUCTIONAL LEVEL(S): GRADE: ABILITY:
- Introductory: x 10 - Below Average Performance
- Basic: x 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

UNIT: Financial & Recordkeeping systems

MODULE: Purchases & Sales Documents

TASK: Complete a purchase order

1979-1980 Task #: 07-05-01

1980-1981 Task #: __________

School Name and Address: Whitesville Central

Instructor: Louise Rogers

Phone Number: (607) 356-3301

ISSOE Region: 13

V-TECS Number: __________

MATERIALS BEST SUITED FOR:

X Individual Instruction

X Group Instruction

Handicapped (Describe): __________

Other (Describe): __________

INSTRUCTIONAL LEVEL(S): GRADE: ABILITY:

X Introductory 10 Below Average Performance

X Basic 11 Average Performance

X 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

Publication: 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: __________

133 139
COURSE: Business Office
UNIT: Financial and recordkeeping systems
MODULE: Purchases and sales documents
TASK: Complete a purchase order

1979-1980 Task #: 07-05-01
1980-1981 Task #: __________________

MATERIALS BEST SUITED FOR:
- X Individual Instruction
- X Group Instruction

INSTRUCTIONAL LEVEL(S):
- Introductory
- Basic
- Advanced

GRADE:
- X 10
- X 11
- X 12

ABILITY:
- Below Average Performance
- X Average Performance
- Above Average Performance

MATERIALS USED:
- X 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
Publisher: McGraw-Hill
Edition
Copyright Date: 1977
Cost

Pages used: pp. 128-129

 COMMENTS: ContentOrganization
ClarityReadability
IllustrationsLength
Motivational Qualities

Includes: Student Directions Quizzes Teacher Aids

Teacher Comments:

134 140
ISSOE MATERIALS REPORTING FORM

COURSE Business:Office

UNIT Financial & Recordkeeping systems

MODULE Purchases and sales documents

TASK Complete a purchase order

1979-1980 Task # 07-05-01

1980-1981 Task #

School Name and Address Whitesville Central

Instructor Louise Rogers

Phone Number (607) 356-3301

ISSOE Region 13

V-TECS Number

MATERIALS BEST SUITED FOR:

X Individual Instruction Handicapped (Describe)

X Group Instruction Other (Describe)

INSTRUCTIONAL LEVEL(S):

X Introductory X 10

X Basic X 11

X Advanced X 12

GRADE:

ABILITY:

X Below Average Performance

X Average Performance

X Above Average Performance

MATERIALS USED:

X Textbook Workbook Other Printed Material (Describe)

Audio Visual Material (Describe)

Simulations/Demonstrations

Other (Equipment, Supplies, Etc.)

Title: Applied Business Mathematics

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

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:

135
<table>
<thead>
<tr>
<th>COURSE</th>
<th>Business Office</th>
<th>School Name and Address</th>
<th>Whitesville Central</th>
</tr>
</thead>
<tbody>
<tr>
<td>UNIT</td>
<td>Financial &amp; Recordkeeping systems</td>
<td>Instructor Louise Rogers</td>
<td></td>
</tr>
<tr>
<td>MODULE</td>
<td>Purchases and sales documents</td>
<td>Phone Number (607) 356-3301</td>
<td></td>
</tr>
<tr>
<td>TASK</td>
<td>Complete a purchase order</td>
<td>ISSOE Region 13,</td>
<td></td>
</tr>
<tr>
<td>1979-1980 Task #</td>
<td>07-05-01</td>
<td>V-TECS Number</td>
<td></td>
</tr>
<tr>
<td>1980-1981 Task #</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**MATERIALS BEST SUITED FOR:**

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

**INSTRUCTIONAL LEVEL(S):**

- Introductory
- Basic
- Advanced

**GRADE:**

- X 10
- X 11
- X 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.) 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:**

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136 142
ISSOE MATERIALS REPORTING FORM

COURSE: Business Office
UNIT: Financial and Recordkeeping systems
MODULE: Purchases and sales documents
TASK: Complete a purchase order
1979-1980 Task #: 07-05-01
1980-1981 Task #

MATERIALS BEST SUITED FOR:
X Individual Instruction
X Group Instruction

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

MATERIALS USED:
Textbook
Workbook X Other Printed Material (Describe) Stenographers
Audio Visual Material (Describe)
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:

School Name and Address: Whitesville Central
Instructor: Louise Rogers
Phone Number: (607) 356-3301
ISSOE Region: 13
V-TECS Number: 

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

137 143
COURSE: Business Office

UNIT: Financial & Recordkeeping systems

MODULE: Purchasing and sales documents

TASK: Complete an invoice

1979-1980 Task #: 07-05-02

1980-1981 Task #

MATERIALS BEST SUITED FOR:
- X Individual Instruction
- X Group Instruction
- Handicapped (Describe)
- Other (Describe)

INSTRUCTIONAL LEVEL(S):
- Introductory
- Basic
- Advanced

GRADE:
- X 10
- X 11
- X 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: 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:

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ISSOE MATERIALS REPORTING FORM

School Name and Address: Whitesville Central

Instructor: Louise Rogers

Phone Number: (607) 356-3301

ISSOE Region: 13

V-TECS Number:

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138 144
COURSE: Business Office          School Name and Address: Pioneer High School
UNIT: Financial & Recordkeeping Systems
MODULE: Purchase & Sales Documents
TASK: Complete an invoice

1979-1980 Task #: 07-05-02
1980-1981 Task #: 

INSTRUCTIONAL LEVEL(S): GRADE: ABILITY:
1. Introductory: 10: Below Average Performance
2. Basic: x 11: Average Performance
3. Advanced: x 12: Above Average Performance

MATERIALS BEST SUITED FOR:
1. Individual Instruction
2. Group Instruction
3. Handicapped (Describe)
4. Other (Describe)

MATERIALS USED:
1. Textbook
2. Workbook
3. Other Printed Material (Describe)
4. Audio Visual Material (Describe)
5. Simulations/Demonstrations
6. 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: x Student Directions x Quizzes x Teacher Aids

Teacher Comments: 

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ISSOE MATERIALS REPORTING FORM

COURSE Business Office

UNIT Financial & Recordkeeping Systems

MODULE Purchases and Sales Documents

TASK Complete an invoice

1979-1980 Task # 07-05-02

1980-1981 Task #

MATERIALS BEST SUITED FOR:

Individual Instruction

Group Instruction

INSTRUCTIONAL LEVEL(S):

Introductory

Basic

Advanced

GRADE: 11

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: Typewriting Office Practice Set

Author(s): 

Edition 6th

Publisher: Southwestern

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

UNIT Financial & Recordkeeping Systems

MODULE Purchases & sales documents

TASK Complete an invoice

1979-1980 Task # 07-05-02

1980-1981 Task #

MATERIALS BEST SUITED FOR:
- Individual Instruction
- Group Instruction
- Other (Describe)

INSTRUCTIONAL LEVEL(S):
- Introductory
- Basic
- Advanced

GRADE:

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: 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: x Student Directions x Quizzes x Teacher Aids

Teacher Comments:

147
ISSOE MATERIALS REPORTING FORM

COURSE: Business Office  
UNIT: Financial & Recordkeeping Systems  
MODULE: Purchases & sales documents  
TASK: Complete an invoice  
1979-1980 Task #: 07-05-02  
1980-1981 Task #:  

MATERIALS BEST SUITED FOR:
- Individual Instruction  
- Group Instruction  
Handicapped (Describe)  
Other (Describe)  

INSTRUCTIONAL LEVEL(S):
- Introductory  
- Basic  
- Advanced  
GRADE: x 10  
ABILITY: x 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: Modern Bookkeeping and Accounting  
Author(s): Morris, Miller, Janis  
Edition: 2  
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
UNIT Financial & Recordkeeping Systems
MODULE Purchases & Sales Documents
TASK Complete a bill of lading

1979-1980 Task # 07-05-03
1980-1981 Task #

School Name and Address Pioneer High School

Instructor George Pryor
Phone Number (716) 492-4600
ISSOE Region 13
V-TECS Number

MATERIALS BEST SUITED FOR:

Individual Instruction
Group Instruction

Handicapped (Describe)
Other (Describe)

INSTRUCTIONAL LEVEL(S):

Introductory
Basic
Advanced

GRADE:

10
x
11
x

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: 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: x Student Directions x Quizzes x Teacher Aids

Teacher Comments:
ISSE MATERIALS REPORTING FORM

COURSE: Business Office

UNIT: Financial & Recordkeeping Systems

MODULE: Purchases & Sales Documents

TASK: Complete a bill of lading

1979-1980 Task #: 07-05-03

1980-1981 Task #: 11

MATERIALS BEST SUITED FOR:

- Individual Instruction
- Group Instruction

INSTRUCTIONAL LEVEL(S): GRADE:

- Introductory
- Basic
- Advanced

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: 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: x Student Directions x Quizzes x Teacher Aids

Teacher Comments:

(Handwritten notes)

14150
BUSINESS OFFICE

UNIT: Financial & Recordkeeping systems

MODULE: Purchases & sales documents

TASK: Complete a bill of lading

1979-1980 Task #: 07-05-03

1980-1981 Task #: 07-05-03

MATERIALS BEST SUITED FOR:

X Individual Instruction

Handicapped (Describe)

X Group Instruction

Other (Describe)

INSTRUCTIONAL LEVEL(S):

X Introductory

X Basic

X Advanced

GRADE:

X 10

X 11

X 12

ABILITY:

X Below Average Performance

X Average Performance

X Above Average Performance

MATERIALS USED:

X Textbook

X Workbook

Other Printed Material (Describe)

Audio Visual Material (Describe)

Simulations/Demonstrations

Other (Equipment, Supplies, Etc.)

Title: Century 21 Typing Textbook

Author(s): Lessenberry, Crawford, Erickson, Beaumont

Edition: Robinson

Copyright Date: 1972

Publisher: Southwestern

Cost

Copyright Date: 1972

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

UNIT: Financial & Recordkeeping systems

MODULE: Purchases and sales documents

TASK: Complete a customer's statement

1979-1980, Task #: 07-05-04
1980-1981 Task #: _____________

MATERIALS BEST SUITED FOR:

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

INSTRUCTIONAL LEVEL(S):

- __ Introductory
- X Basic
- Advanced

GRADE: 10

ABILITY:

- X Below Average Performance
- X Average Performance
- X Above Average Performance

MATERIALS USED:

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

Title: Applied Business Mathematics

Author(s): Piper, Fairbank, Gruber

Edition: 9

Copyright Date: 1970

Publisher: Southwestern

Cost

Pages used: 428-430

COMMENTS:

Content

Organization

Clarity

Readability

Illustrations

Length

Motivational Qualities

Includes: ___ Student Directions ___ Quizzes ___ Teacher Aids

Teacher Comments:

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__________________________
ISSOE MATERIALS REPORTING FORM

COURSE: Business Office

UNIT: Financial & Recordkeeping Systems

MODULE: Purchases & Sales Documents

TASK: Complete a customer's statement

1979-1980 Task #: 07-05-04
1980-1981 Task #: 

MATERIALS BEST SUITED FOR:
- Individual Instruction
- Group Instruction
- Handicapped (Describe)
- Other (Describe)

INSTRUCTIONAL LEVEL(S):
- Introductory
- Basic
- Advanced

GRADE: 10
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: 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:

147 153
# ISSOE Materials Reporting Form

## Course Information
- **COURSE**: Business Office
- **UNIT**: Financial & Recordkeeping Systems
- **MODULE**: Purchases & Sales Documents
- **TASK**: Complete a customer's statement

## Instructor Information
- **Instructor**: George Pryor
- **Phone Number**: (716) 492-4600

## Task Information
- **1979-1980 Task**: 07-05-04
- **1980-1981 Task**: 

## Materials Best Suited For:
- **Individual Instruction**: X
- **Handicapped (Describe)**: 
- **Group Instruction**: X
- **Other (Describe)**: 

## Instructional Level(s):
- **Introductory**: 
- **Basic**: 11
- **Advanced**: 12

## Instructional Level(s) and Ability:
- **Grade**: 10
- **Ability**: Below Average Performance
- **Ability**: Average Performance
- **Ability**: Above Average Performance

## Materials Used:
- **Textbook**: X
- **Workbook**: X
- **Other Printed Material (Describe)**: 
- **Audio Visual Material (Describe)**: 
- **Simulations/Demonstrations**: 
- **Other (Equipment, Supplies, Etc.)**: 

## Title:
- **Century 21 Accounting Advanced Course**

## Author(s):

## Publisher:
- **Southwestern**

## Cost:

## Pages used:

## Comments:
- **Content**: 
- **Organization**: 
- **Clarity**: 
- **Readability**: 
- **Illustrations**: 
- **Length**: 
- **Motivational Qualities**: 
- **Includes**: 
  - **Student Directions**: X
  - **Quizzes**: X
  - **Teacher Aids**: X

## Teacher Comments:

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**ERIC**

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ISSOE MATERIALS REPORTING FORM

COURSE: Business Office

UNIT: Financial & Recordkeeping Systems

MODULE: Purchases & Sales Documents

TASK: Complete a customer's statement

1979-1980 Task #: 07-05-04
1980-1981 Task/#

MATERIALS BEST SUITED FOR:

- Individual Instruction
- Group Instruction

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. 698-518

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.
Course: Business Office

Unit: Financial & Recordkeeping Systems

Module: Purchases and sales documents

Task: Complete a customer's statement

School Name and Address: Mt. Vernon H.S.

Instructor: Irene Schindler

Phone Number: (914) 668-6580

1979-1980 Task #: 07-05-04

1980-1981 Task #: ____________

MATERIALS BEST SUITED FOR:

x Individual Instruction

Handicapped (Describe) ____________

x Group Instruction

Other (Describe) ____________

INSTRUCTIONAL LEVEL(S):

x Introductory

x Basic

x Advanced

GRADE: ____________

abilitY:

x Below Average Performance

x Average Performance

x Above Average Performance

MATERIALS USED:

x 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

Includes: x Student Directions

Quizzes: ____________

Teacher Aids: x Teacher Aids

Teacher Comments: ____________________________
COURSE: Business Office

UNIT: Data Processing

MODULE: Keypunch machine

TASK: Develop and use a program card

1979-1980 Task #: 08-01-02

1980-1981 Task #: 08-01-02

MATERIALS BEST SUITED FOR:

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

INSTRUCTIONAL LEVEL(S):

- Introductory
- Basic
- Advanced

GRADE: 10

ABILITY: Below Average Performance

MATERIALS USED:

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

Title: Card Punch Practice Exercises (SR25-1627-1)

Author(s): IBM Corp.

Edition: Copyright Date: 1975

Publisher: 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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