Lundgren, Carol A., Ed.
The Business Education Index 1988. Index of Business Education Articles, Research Studies, and Textbooks Compiled from a Selected List of Periodicals, Publishers, and Yearbooks Published During the Year 1988.
Delta Pi Epsilon Society, Little Rock, AR.
89
181p.
Delta Pi Epsilon, P.O. Box 4340, Little Rock, AR 72214 ($20.00).
Reference Materials - General (130) -- Collected Works - Serials (022)
Business Education Index; v49 1988
MF01/PC08 Plus Postage.
*Business Education; *Educational Research; Information Systems; Marketing; *Office Occupations Education; Postsecondary Education; *Research Projects; *Research Utilization; Secondary Education; Teacher Education; Vocational Education

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

1988

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

Volume 49

Edited by

CAROL A. LUNDGREN
Eastern Illinois University
Charleston, IL 61920

Published by
Delta Pi Epsilon
National Honorary Professional Graduate Society in Business Education
A NOTE FROM THE EDITOR:

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

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

Dr Carol Lundgren, Editor
UMC 3515, Utah State University
Logan, UT 84322
(801) 750-2344

EDITORIAL POLICY

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

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

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

Any organization or editor who wishes to have a publication included in the Index should contact the Index editor.
**SUGGESTIONS FOR USING THIS INDEX:**

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

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

**ALPHABETICAL SUBJECT LIST**

<table>
<thead>
<tr>
<th>Subject</th>
<th>Page</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCOUNTING</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ACCREDITATION</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ADMINISTRATION AND SUPERVISION</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Adult education</td>
<td>12</td>
<td></td>
</tr>
<tr>
<td>ASSOCIATIONS</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>Audio-visual aids</td>
<td>86</td>
<td></td>
</tr>
<tr>
<td>Audio-visual reviews</td>
<td>68</td>
<td></td>
</tr>
<tr>
<td>AUTOMATION</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>Book reviews</td>
<td>68</td>
<td></td>
</tr>
<tr>
<td>Bookkeeping</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>Bulletin boards</td>
<td>86</td>
<td></td>
</tr>
<tr>
<td>BUSINESS ADMINISTRATION</td>
<td>7</td>
<td></td>
</tr>
<tr>
<td>Business communication, general</td>
<td>24</td>
<td></td>
</tr>
<tr>
<td>BUSINESS EDUCATION</td>
<td>10</td>
<td></td>
</tr>
<tr>
<td>BUSINESS ENGLISH</td>
<td>30</td>
<td></td>
</tr>
<tr>
<td>Business law</td>
<td>7</td>
<td></td>
</tr>
<tr>
<td>Business mathematics</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>BUSINESS ORGANIZATION AND MANAGEMENT</td>
<td>17</td>
<td></td>
</tr>
<tr>
<td>Career education</td>
<td>12</td>
<td></td>
</tr>
<tr>
<td>CERTIFICATION</td>
<td>23</td>
<td></td>
</tr>
<tr>
<td>Certified Professional Secretaries</td>
<td>23</td>
<td></td>
</tr>
<tr>
<td>Clerical training</td>
<td>87</td>
<td></td>
</tr>
<tr>
<td>College curriculum</td>
<td>34</td>
<td></td>
</tr>
<tr>
<td>COMMUNICATIONS</td>
<td>23</td>
<td></td>
</tr>
<tr>
<td>Community college curriculum</td>
<td>24</td>
<td></td>
</tr>
<tr>
<td>Competency-based education</td>
<td>12</td>
<td></td>
</tr>
<tr>
<td>Consumer education</td>
<td>13</td>
<td></td>
</tr>
<tr>
<td>Cooperative education</td>
<td>14</td>
<td></td>
</tr>
<tr>
<td>Court reporting</td>
<td>73</td>
<td></td>
</tr>
<tr>
<td>CURRICULUM</td>
<td>32</td>
<td></td>
</tr>
<tr>
<td>Data processing</td>
<td>47</td>
<td></td>
</tr>
<tr>
<td>Date+ security</td>
<td>49</td>
<td></td>
</tr>
<tr>
<td>E- case management</td>
<td>50</td>
<td></td>
</tr>
<tr>
<td>Desktop publishing</td>
<td>90</td>
<td></td>
</tr>
<tr>
<td>Dietan</td>
<td>74</td>
<td></td>
</tr>
<tr>
<td>Economics</td>
<td>7</td>
<td></td>
</tr>
<tr>
<td>EDUCATIONAL INSTITUTIONS</td>
<td>36</td>
<td></td>
</tr>
<tr>
<td>Electronic mail</td>
<td>31</td>
<td></td>
</tr>
<tr>
<td>Elementary curriculum</td>
<td>35</td>
<td></td>
</tr>
<tr>
<td>EMPLOYMENT</td>
<td>36</td>
<td></td>
</tr>
<tr>
<td>EQUIPMENT AND SUPPLIES</td>
<td>37</td>
<td></td>
</tr>
<tr>
<td>Ergonomics</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>Ethics</td>
<td>42</td>
<td></td>
</tr>
<tr>
<td>Facsimile</td>
<td>65</td>
<td></td>
</tr>
</tbody>
</table>

Follow-up studies                           | 66   |      |
Forms management                             | 62   |      |
General business                             | 10   |      |
GENERAL EDUCATION                            | 41   |      |
Graduate curriculum                          | 35   |      |
GUIDANCE & COUNSELING                        | 41   |      |
High school curriculum                       | 35   |      |
HUMAN RELATIONS                              | 41   |      |
INFORMATION                                   |      |      |
MANAGEMENT/PROCESSING                        | 43   |      |
International business education             | 14   |      |
Job satisfaction                              | 37   |      |
Junior high curriculum                       | 35   |      |
KEYBOARDING/TYPWRITING                       | 52   |      |
Listening (Business Communications)           | 26   |      |
Mail management                              | 19   |      |
MARKETING                                    | 54   |      |
Marketing education                          | 55   |      |
MICROCOMPUTERS                                | 56   |      |
Micrographics                                 | 63   |      |
Middle school curriculum                    | 35   |      |
MINORITIES                                   | 59   |      |
Occupational information                      | 37   |      |
Office automation                            | 5    |      |
Office management                            | 19   |      |
Office security/safety                        | 21   |      |
Office training                              | 87   |      |
Optical disk                                 | 64   |      |
PARAPROFESSIONALS                            | 60   |      |
Performance evaluation                       | 37   |      |
Personality                                  | 43   |      |
Personnel management                         | 21   |      |
Policies Commission                          | 78   |      |
Postsecondary curriculum                     | 35   |      |
Programming                                  | 51   |      |
Proofreading                                  | 54   |      |
Public relations                             | 22   |      |
Reading                                      | 26   |      |
RECORDS MANAGEMENT                           | 60   |      |
REPROGRAPHICS                                 | 64   |      |
RESEARCH                                     | 66   |      |
REVIEWS                                      | 68   |      |
Salesmanship                                  | 56   |      |
Secondary curriculum                         | 35   |      |
Secretarial training                         | 88   |      |
SECRETARIES                                  | 71   |      |
SHORTHAND                                    | 72   |      |
<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Software</td>
<td>74</td>
</tr>
<tr>
<td>Software reviews</td>
<td>71</td>
</tr>
<tr>
<td>Speaking (Business Communications)</td>
<td>27</td>
</tr>
<tr>
<td>SPECIAL EDUCATION</td>
<td>78</td>
</tr>
<tr>
<td>Spelling (BUSINESS ENGLISH/SPELLING)</td>
<td>30</td>
</tr>
<tr>
<td>STANDARDS</td>
<td>78</td>
</tr>
<tr>
<td>STUDENT ORGANIZATIONS</td>
<td>79</td>
</tr>
<tr>
<td>Surveys</td>
<td>67</td>
</tr>
<tr>
<td>Teacher education</td>
<td>84</td>
</tr>
<tr>
<td>Teachers</td>
<td>85</td>
</tr>
<tr>
<td>TEACHING</td>
<td>79</td>
</tr>
<tr>
<td>TEACHING AIDS</td>
<td>86</td>
</tr>
<tr>
<td>Telecommunications</td>
<td>31</td>
</tr>
<tr>
<td>Temporary help services</td>
<td>22</td>
</tr>
<tr>
<td>TESTING AND EVALUATION</td>
<td>86</td>
</tr>
<tr>
<td>Time management</td>
<td>23</td>
</tr>
<tr>
<td>TRAINING AND DEVELOPMENT</td>
<td>87</td>
</tr>
<tr>
<td>Transcription</td>
<td>74</td>
</tr>
<tr>
<td>University curriculum</td>
<td>34</td>
</tr>
<tr>
<td>Vocational education</td>
<td>15</td>
</tr>
<tr>
<td>Women</td>
<td>59</td>
</tr>
<tr>
<td>WORD PROCESSING</td>
<td>88</td>
</tr>
<tr>
<td>Work experience</td>
<td>37</td>
</tr>
<tr>
<td>Writing (Business Communications)</td>
<td>27</td>
</tr>
</tbody>
</table>

**Key to Abbreviations**

<table>
<thead>
<tr>
<th>Abbreviation</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aug</td>
<td>August</td>
</tr>
<tr>
<td>Ap</td>
<td>April</td>
</tr>
<tr>
<td>bul</td>
<td>bulletin</td>
</tr>
<tr>
<td>co</td>
<td>company</td>
</tr>
<tr>
<td>Dec</td>
<td>December</td>
</tr>
<tr>
<td>dept</td>
<td>department</td>
</tr>
<tr>
<td>ed</td>
<td>edition, editor</td>
</tr>
<tr>
<td>Feb</td>
<td>February</td>
</tr>
<tr>
<td>Ja</td>
<td>January</td>
</tr>
<tr>
<td>Ju</td>
<td>June</td>
</tr>
<tr>
<td>Ji</td>
<td>July</td>
</tr>
<tr>
<td>Jr</td>
<td>Junior</td>
</tr>
<tr>
<td>Mr</td>
<td>March</td>
</tr>
<tr>
<td>My</td>
<td>May</td>
</tr>
<tr>
<td>Nov</td>
<td>November</td>
</tr>
<tr>
<td>no</td>
<td>number</td>
</tr>
<tr>
<td>Oct</td>
<td>October</td>
</tr>
<tr>
<td>pp</td>
<td>pages</td>
</tr>
<tr>
<td>rev</td>
<td>revised, revision</td>
</tr>
<tr>
<td>Sep</td>
<td>September</td>
</tr>
<tr>
<td>vol</td>
<td>volume</td>
</tr>
</tbody>
</table>
ACCOUNTING


Accounting teaching techniques. Gary Gebhart. Inv, Vol. 13, No. 3: 3 Fall 87

Analysis of software and hardware currently used in business accounting courses. Jack Dean Shorter and Dean Edmiston. JEB, Vol. 64, No. 7: 330-332 Ap 88


Auditing: Concepts and Standards, 2nd ed. David N Ricchiute. South-Western, 922 pp., $32.50

Behavioral Accounting. Gary Siegel and Helene Ramanaukas-Marconi. South-Western, 528 pp., $22


Electronic Spreadsheet Applications for Cost Accounting, 2nd ed. Gaylord N. Smith. South-Western, 192 pp., $17


Evaluating accounting software in secondary schools. Marilyn Chalupa. JEB, Vol. 64, No. 2: 73-76 Nov 88


Global Accounting Perspectives. Jagdish Sheth and Abdolreza Eshghi. South-Western, 171 pp., $7.50


Internal auditing in the college classroom. Deborah W. Tanju. JEB, Vol. 64, No. 7: 312-314 Ap 88


Payroll Accounting. Bernard J. Bieg and B. Lewis Keeling, South-Western, 368 pp., $16

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


Principles of Financial and Managerial Accounting 2nd ed., Carl S. Warren and Philip E. Fess, South-Western, 1260 pp, $31


Reduction of math anxiety levels of students enrolled in elementary accounting. Melody Ashenfelter. DPE Proceedings, 57-59 Nov 88

Software and hardware currently being used in intermediate II business accounting courses in AACSBS-accredited schools Jack Dean Shorter J Comp Infosys, Vol 28, No. 3: 39-40 Spring 88

Student learning styles--a teaching consideration in Principles of Accounting courses. Mary Patrice Soroko JEB, Vol. 64, No 6: 248-250 Mr 88


Teaching people skills along with accounting Louise P Lochhead. Bus Ed Forum, Vol 43, No. 2 14-15 Nov 88

Teaching the audit of computer based systems Howard A. Kanter JEB, Vol. 63, No 8 372-375 My 88


Trends in the accounting profession: a summation of controversies and perspectives. Ephraim D. D woretzky. BEA NYJ 1-12 Spring 88


Use of microcomputers in accounting classes in Wisconsin high schools Susan Haugen, Charlotte Kraft and Cynthia Hofacker DPE Proceedings. 67 Nov 88

What does it take to be an auditor? William D. Hall J Accy, Vol 165, No 1 72, 75-76, 78, 80 Ja 88

Bookkeeping

All-Star Professionals: A Computerized Accounting Application for a Single Proprietorship Service Business. David H. Weaver, David Gynn and Virginia Rose, Gregg McGraw-Hill, .28 pp., $5.95, Site license for Apple or IBM PC, 5’ $9

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


Payroll Records and Procedures, 2nd ed , Merle Wood and Sherry Cohen, Gregg McGraw-Hill Kit with 264-page text/workbook and 112-page practice set, $15 40


1988 Business Education Index
1988 Business Education Index

Business mathematics


Electronic Calculators and Office Machines with Business Math Applications, 5th ed., Briggs and Seymour, South-Western, 668 pp., $13


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

TenKey Trainer, John Stalcup and George P Milliken, Gregg McGraw-Hill, manual and software, $200 site license

ACCREDITATION

The accreditation team is coming—are you ready? Patsy C. Smith and William E. Worth. NATEBE Notes, 7-10 Fall 88

ADMINISTRATION AND SUPERVISION


Beyond performance reviews. Mary Riley. Adm Mgmt, Vol. 49, No. 2: 12-14 Mr 88

The camel: a horse designed by a committee. Noojin Walker. Clearings, Vol. 61, No. 7: 329-530 Mr 88


Customer service works! Robert E. Levinson. Mgmt W, Vol. 17, No. 1: 5-14 Ja/Feb 88


Hallmarks of today's business leaders. Viewpts, Vol. 13, No. 5. 2-3 Feb 88


Life with the company. Yoshi Seki. Mgmt W, Vol. 17, No. 1: 17-18 Ja/Feb 88


Qualities of an effective manager. Steven Golen and Jack Mendelson. ABEA J, Vol. 7, No. 1: 56-58 Spring 88


The systematic rotation of principals. Frank D. Aquilla. Clearings, Vol. 61, No. 5: 236-238 Ja 88

Team up with a temp service. Megan Jill Paznik. Adm Mgmt, Vol. 49, No. 1: 25-29 Feb 88


Victim of supervisor's wrongdoing (Response to January's Secretary on the Spot). Sec, Vol. 48, No. 3: 26-27 Mr 88


ASSOCIATIONS

Ask the experts: What are some of the problem areas that a program director must face? Lonnie Eckernacht. Bus Ed Forum, Vol. 43, No. 3: 8-9 Dec 88
Beta Omicron Chapter of DPE earns national recognition. IBEA Reps, Vol. 33, No 1: 2-4 Ja 88
BFMA enhances membership education. Cher Paige F & S Pro, Vol. 1, No. 1: 46 My 88
Business education professional leadership roster Bus Ed Forum, Vol. 43, No. 3: 23-25, 28-42 Dec 88
Directory of professional organizations in information systems. Carol A. Lundgren. IS Ed, Vol. 22, No 1: 5-6 Spring 88
Disseminating research results in National Business Education Association publications James Calvert Scott. DPE Proceedings, 99-103 Nov 88
Guest editorial. Scot Ober. DPE J, Vol. 29, No. 4 1 Winter 88
An interview with new PSI president Sandra Brown CPS. Angela M. Angerosa. Sec, Vol 48, No. 7: 8-10 Aug/Sept 88
Leaders pay the price—what it takes. Michele Egle. Miss BEA Y, Vol. 16: 76-78, 88 Yrbk
A message from MBEA president Robert Landrum Miss BEA Y, Vol. 16 1-2, 88 Yrbk
Minutes of the meetings of the assembly of delegates of SIEC and of the meetings of the pedagogical committee at Sodertalje, Sweden. SIEC Rev, No. 110. 42-46 Nov 87
NBEA members communicate the high-tech way. Bus Ed Forum, Vol 42, No. 4: 29-30 Ja 88

AUTOMATION

Are we shortchanging ourselves? Jim Hail-Sheehy. Info Ctr, Vol 4 No 7. 40,42 Ji 88
Relaxation exercises to put you at ease. David W. Jensen. Off Sys, Vol 5, No 8 60-61 Aug 88
Where will you be when the lights go out? David C. Thewlis Soft Mag, Vol 8, No 12 63-64, 67, 70-72 Oct 88

Ergonomics

Acoustics: the fourth dimension in ergonomics David A. Harms Office, Vol 107, No 6: 82-83 Ju 88
Antiglare filters: a panacea for CRT users. Alan Lustiger Office, Vol. 107, No 3 98, 100 Mr 88
Are we exhausting the potential of ergonomics? J. Eleanor Brydone. Office, Vol 107, No 3: 58-59 Mr 88
1988 Business Education Index


Designing offices for function and comfort Gordon G. Sterling. Office, Vol 107, No 1 111 Ja 88


Employees confront hazards of prolonged VDT use. Judy Nixon and Judy West Sec, Vol. 28, No 5 10-11, 13 My 88


Ergonomic design for work stations Tom Jenkins Off Sys, Vol. 5, No. 3· 40, 42, 44 Mr 88

Ergonomic seating—finding the chair that fits your needs. Patricia M. Fernberg Mod Off Tech, Vol. 33 No 6' 50, 52, 54 Ju 88


Ergonomics. Humanizing the Automated Office Marilyn Joyce and Ulrika Wallersteiner, South-Western, 192 pp., $14


How to get the most from furniture and work stations. Al Schumann. Off Sys, Vol. 5, No 6. 44-52, 54-55 Ju 88

Improving classroom computing environments. Charlene W. Sox. Bus Ed Forum, Vol. 43, No 3. 3-5 Dec 88


Let there be lights! Patricia M. Fernberg Mod Off Tech, Vol 33, No 9: 60, 64, 66 Sep 88

Lighting: its importance in building or renovating. Ronald J. Nuetzel Office, Vol. 107, No 6: 75-76 Ju 88


Modular furniture is your link with productivity. Patricia M. Fernberg. Mod Off Tech, Vol 33, No 8 42-43, 46 Aug 88


Noise in the office it can be controlled. Office, Vol 108, No 6 75-77 Dec 88

Now hear this: "quiet, please." How proper acoustics can ensure speech privacy and maintain productivity in the workplace. David A Harris. Off Sys, Vol 5, No 2: 69-70, 72, 74 Feb 88

Office furniture's effect on employees. E. William Housh Office, Vol 107, No 1: 113 Ja 88

Office seating perfects the fit. Marshall Graham Today's Off, Vol 23, No 5· 8, 10, Oct 88


Pick a design package before making a move. Wilson Pollock Off Sys, Vol 5, No 10 44, 48, 50-51 Dec 88


Quality and quantity are lighting basics. Off Sys, Vol. 5, No 8: 64-67 Aug 88

Renovating a law firm's offices: the challenges. Office, Vol 107, No 6 66-67 Ju 88


What you can do about backaches. Off Sys, Vol 5, No 1: 35-36 Ja 88

Office automation


Are we doing the best we can with our office systems?


Buying only what you need (Office automation reference chart). Mod OffTech, Vol. 33, No. 1: 48, 50, 52 + Ja 88

Computers are still the mainstay of most offices. Erwin Maser. Office, Vol. 107, No. 1: 63 Ja 88


A delphi study to identify the emerging competencies needed by the information processing employee for the automated office in the year 2000. Laura Louise Rickman. University of Missouri-Columbia, Doctoral dissertation, 1987


Doing things right or doing the right things? Steve Adamson. Office, Vol. 107, No. 1: 85 Ja 88


The future of office automation. Bonnie Canning IMCJ, Vol. 24, No. 1: 9-13 Ja/Feb 88

Getting information where it's needed (Information distribution/mail handling chart). Mod Off Tech, Vol. 33, No. 1: 84, 86, 88 + Ja 88

A global view of the engineering market...today and tomorrow. Robert E. Bright. IMC J, Vol. 24, No. 3: 7-14 My/Ju 88


How are we meeting the challenge of preparing teachers and students in office technology? Jean Grever and Helene Zimmerman. DPEJ, Vol. 29, No 4: 2-13 Winter 88

Information systems/office automation practices in leading California companies. Wanda Stitt OSRA J, Vol. 6, No. 2: 23-26 Spring 88


In-plr at reaction to desktop publishing. J. Bryan Powell. Office, Vol. 107, No. 1: 117-118 Ja 88

Insurance firm creates its own OA system to ensure a good fit. David Steinbrecher. Today's Off, Vol. 23, No. 5: 34 Oct 88

K Mart applies automation to information and product distribution. IMC J, Vol. 24, No. 1: 43-44 Ja/Feb 88

Learning OA by participating. Bridget O'Connor. Adm Mgmt, Vol. 49, No. 2: 11 Mr 88


Measuring increased productivity. Shari Lawrence Pfleeger. OSRA J, Vol. 6, No. 2: 1-5 Spring 88


Office automation needs analysis. Jan Duffy. Words: 24-26, 35 Ja/Feb 88


Professional and executive workstations: their impact on managers, executives, professionals' job responsibilities and the organizational environment. Susan Leslie. OSRA J, Vol. 6, No. 1: 19-22 Fall 87


Technology pushes the frontiers (Data processing/calculators chart). Mod OffTech, Vol. 33, No. 1: 66, 68, 70+ Ja 88
1988 Business Education Index

Turning PCs into more powerful workstations. Richard Dalt, Office, Vol. 107, No. 1: 72-74 Ja 88

When the urge to automate 'rites. Peggy Morgan. Mgmt W, Vol. 17, No. 3: 16-18 My/Ju 88

BUSINESS ADMINISTRATION


Business and Society: Corporate Strategy, Public Policy, and Ethics, 6th ed., William C. Frederick and Keith Davis, McGraw-Hill, 626 pp., $36.95

Introduction to Business, 3rd ed., Joseph T. Straub and Raymond F. Attnor, PWS-Kent, 639 pp., $32.75


Management of Investments, 2nd ed., Jack Clark Francis, McGraw-Hill, 842 pp., $41.95

Principles of Corporate Finance, 3rd ed., Richard A. Brealey and Stewart C. Myers, McGraw-Hill, 976 pp., $44.95


Teaching production/operations design: an experiential project approach. Roger J. Gagnon. JEB, Vol. 63, No. 5: 223-228 Feb 88

Values issues in introductory finance George L. Pamental. JEB, Vol. 64, No. 2: 53-55 Nov 88

Business law


Just sign on the dotted line David H. Freeman. Infosys, Vol. 35, No. 1: 10-12 Ja 88

Labor and Employment Law: Text and Cases, 8th ed., David P. Twomey, South-Western, 600 pp., $29.50

Law and Business, 2nd ed., Lawrence C. Clark and Peter D. Kinder, McGraw-Hill, $39.95


Right or wrong in employee relations. Office, Vol. 107, No. 1: 58, 59-60 Ja 88

To Notaries Public: a further word of caution. Frank C. Nelson. NSR, Vol. 49, No. 3: 38-39 Ja 88

Why you need a will Mary J. Rudie. NSR, Vol. 49, No. 5: 65 Mr 88

Economics

Add paperwork to the IRS list of problems. Office, Vol. 107, No. 3: 22 Mr 88

All About Saving by Gerald Krefetz (Book review). J Cons Aff, Vol 21, No. 2: 349-351 Winter 87


An apartment story. to introduce the study of spot, forward, and futures markets, the term structure, and arbitrage. Donald J. Smith J Econ Ed, Vol. 19, No. 3: 275-286 Summer 88


Business teachers: new tax law can mean savings. William D. Keller. JEB, Vol. 64, No. 1: 10-11 Oct 88


A characteristics approach to the evaluation of economics software packages. Keith Lumsdon and Alex Scott. J Econ Ed, Vol. 19, No. 4: 353-362 Fall 88

A checklist to help lower the tax liability of business teachers. W. Terry Dancer. JEB, Vol. 64, No. 6: 256-261 Mr 88


Economics of, versus returns to, scale: a clarification. Christopher Ross Bell. J Econ Ed, Vol. 19, No. 4: 331-335 Fall 88


ESOPs: not doing as well as expected. Office, Vol. 107, No. 2: 22 Feb 88


Financial planning: taking the first step. Mary Rudie. NSR, Vol. 49, No. 8: 72 Ju 88


Introduction to Economic Principles. Rodney H. Mabry and Holley H. Ulbrich, Gregg McGraw-Hill, 576 pp., $23.16; Overhead Transparencies, $100


IRS out to improve payroll tax collections Office, Vol. 107, No. 5: 27 My 88


Is your financial house in order? Barry Salzberg. Sec, Vol. 28, No. 5: 16-17 My 88


Market's slide has third world repercussions. Michael K. Evans. Mod Off Tech, Vol. 33, No. 3: 16, 18 Mr 88

Murder at the Margin and The Fatal Equilibrium by Marshall Jevons; In the Long Run We are All Dead: A Macroeconomic Mystery by M. Wolfson and V. Buraneli; Death on Demand by K. Hill and O. Dale (Book review... Robert Hodgin. J Econ, Vol. 19, No. 3: 287-291 Summer 88


On coming to terms with the rest of the world Michael K. Evans. Mod Off Tech, Vol. 33 No. 6: 16-18 Ju 88


The principles of economics from now until then Carolyn Shaw Bell. J Econ Ed, Vol. 19, No. 2: 133-147 Spring 88

The principles of economics from now until then. a comment. Ryan C. Amacher. J Econ Ed, Vol. 19, No. 2: 152-155 Spring 88


Principles of Macroeconomics, 4th ed., Ryan C. Amacher and Harley H. Ulbrich, South-Western, 560 pp., $19


Taxing matters for hardworking reporters. Jay E. Suddreth. NSR, Vol. 49, No. 5: 36-37 Mr 88


Teaching microeconomics with microcomputer spreadsheets. L. Murphy Smith and L. C. Smith, Jr. J Econ Ed, Vol. 19, No. 4: 363-382 Fall 88


Trapping returns: what to do if the IRS audits you. Mary Cutie. NSR, Vol. 49, No. 6: 80-81 Ap 88


Where the money goes—the new consumer price index explained. Sec, Vol. 48, No. 1: 8 Jan 88

A word to Mr. Bush. Michael K. Evans Mod Off Tech, Vol. 33, No. 8: 14, 16 Aug 88

Your income tax return: want the IRS to do it? Office, Vol. 107, No. 1: 52 Jan 88

General business

Add interest and relevance to the secondary entrepreneurship course. Kawan J. Simpson Ideas, Vol. 4, No. 1: 16-17 Aug/Sep 88

Attitudes are everything. Cathy Ashmore. Ideas, Vol. 3, No. 5: 29 Apr/May 88


The effect of textual aids on retention in general business. Willis S. Vincent. DPE J, Vol. 30, No. 4: 152-164 Fall 88


How to breathe life into basic business courses. John S. Bowdidge Bus Ed Forum, Vol 42, No. 5: 16-17 Feb 88


Music Boosters: An Entrepreneurial Adventure, South-Western, Instructor's Package, $95


Research and basic business. Betty J. Brown. DPE Proceedings, 89-90 Nov 88


So you want to be an entrepreneur? Linda Alford. Bus Exch, Vol. 11, No. 2: 20-21 Spring 88

Student satisfaction in introductory business courses taught by lecture and discussion methods. Lissa S. McRae and Jeffrey D. Young. JEB, Vol. 64, No. 6: 252-255 Mr 88


BUSINESS EDUCATION

Advisory boards... or action boards? Shan L. Peterson and Mary K. Nelson. Bus Ed Forum, Vol. 42, No. 4: 3-5 Ja 88

1988 Business Education Index
Approaches for the encouragement of gifted/talented behaviors in business education. Linda A. Matheny, VBEA J, Vol. 11: 10-22 Spring 88

Ask the experts: Technology has made a shambles of business education curriculum. To assure that business education will remain a strong and viable part of American education...what kind of leadership will be required and where will it come from? Gordon F. Culver, Bus Ed Forum, Vol. 42, No. 7: 10-11 Ap 88

Ask the experts: What is the impact and significance of national commission and group findings relative to the back-to-the-basics educational movement and what does it mean for business education? Betty C. Fry, Bus Ed Forum, Vol. 42, No. 5: 8-9 Feb 88

Assessing your high school business program. Darrell R. Clemmensen, JEB, Vol. 64, No. 1: 15-17 Oct 88


Business education confusion—computer literacy, software, hardware. Dennis E. Bauer, Ohio Bus Tchr, Vol. 48: 26-29 Ap 88


The business of education is business. Frosty Troy Inv, Vol. 13, No. 3: 2 Fall 87


Competencies of four-year office administration graduates as perceived by personnel directors of business organizations in the mid-south. Connie M. Forde, NABTE Rev, No. 15: 31-35, 88 Issue

Consider the facts when designing secondary business curricula. Vicki Poole, Joan W. Blank and Donald K. Zahn, JEB, Vol. 64, No. 1: 18-22 Oct 88

Critical thinking in business education: positive contributor to the business-education combination. Thomas S. Hayes and Connie Schroeder, NJ Obs, 16-20, 87-88 Issue


The future's impact on business education. Thomas H. Inman, Bus Ed Forum, Vol. 43, No. 2: 5-6 Nov 88


How to promote business education: a study of students' perceptions. Jeannette W. Vaughn, NABTE Rev, No. 15: 5-9, 88 Issue


Our challenge to succeed or you can't go forward with your brakes on! Marvin Vasher, ABEA J, Vol. 7, No. 1: 1-3 Spring 88


Preparing students for efficiency, productivity, and quality work. Harry R. Moon, Viewpts, Vol. 14, No. 3: 2-3 Nov 88


Promoting business education--what have you done lately? Albert D. Rossetti, NJ Obs, 44-47, 87-88 Issue


Schools and business: forming productive partnerships. Mary Giovanni and Connee Riley. Bal Sheet, Vol. 69, No. 4: 4-6 Mr/Ap 88


Teaching business principles in a smaller school Frances B. Krouse. Bus Exch, Vol. 12, No. 1: 16-17 Fall 88

This we believe about the promotion of business education. Bus Ed Forum, Vol. 43, No. 1: 7-8 Oct 88

The work of the PCBEE an information resource for business educators. Sharon Lund O'Neil. DPE Proceedings, 91-93 Nov 88

Adult education


Don't rely on tradition in training of adults. Louise Swanson. Office, Vol. 107, No. 3: 46 Mr 88

Keep learning—to stay young. Morton Hunt. NSR, Vol. 49, No. 3: 30-31 Ja 88

Sources of learning that influence instructional methodologies and techniques employed when teaching adults. Carol E. Williams. Southwest Missouri State University, Master's thesis, 1987

Use it. Don't lose it (Book review of Memory Fitness over 40 by Robin West). Ione T. Daniels. NSR, Vol. 49, No. 7: 58, 61 My 88

Career education


Careers in economics. a sample study of AEA members Edward A. Schroeder. J Econ Ed, Vol 19, No. 4: 390-392 Fall 88


Keyboarding—your new passport Mary Ann Long. Bus Exch, Vol 12, No. 1: 22-24 Fall 88


Competency-based education

Affective work competencies of marketing education students. Bob R. Stewart and Gary V. Dill. Mkt Ed J, Vol. 13, No. 1: 36-45 Fall 87


Consumer education


All About Saving by Gerald Krefetz (Book review). J Cons Aff, Vol. 21, No. 2: 349-351 Winter 87


Children as Consumers: Insights and Implications by James U. McNeal (Book review) J Cons Aff, Vol 21, No. 2: 342-344 Winter 87

Comparison shopping: estimating the returns Brenda J. Cude. JEB, Vol. 63, No. 8: 369-371 My 88

Confronting financial illiteracy in secondary schools. Pamela K Rolfs Bal Sheet, Vol 70, No 2: 4-6 Nov/Dec 88


Consumer Behavior: A Decision-Making Approach, C. Glenn Walters and Blaise J. Bergell, South-Western, 576 pp, $29


Household and Economy by Marc Nerlove, Assaf Razin, and Efraim Sadka (Book review). J Cons Aff, Vol. 21, No. 2: 345-346 Winter 87


Informed consumers. a basic educational goal. Debra Kellerman. Bus Ed Forum, Vol. 43, No. 3: 20-22 Dec 88

In-kind food assistance and consumer food choice. James A. Zellner and Larry G. Traub. J Cons Aff, Vol. 21, No. 2: 221-237 Winter 87


Intra household time allocation. the case of grocery shopping James R Blaylock and David M. Smallwood. J Cons Aff, Vol. 21, No. 2. 133-201 Winter 87


The market basket survey. Martin J. Lecker. Bus Exch, Vol. 11, No. 2. 3-5 Spring 88


Read the Label: Reducing Risk by Providing Information by Susan G. Hidden (Book review). J Cons Aff, Vol. 21, No. 2: 347-349 Winter 87


The role of public interest groups in setting the public agenda for the '90s. Michael Pertschul. J Cons Aff, Vol. 21, No. 2: 171-182 Winter 87


Vocational education teachers perceptions of the VIP program. Bernice Harrington. Southern Illinois University at Carbondale, Master's thesis. 1987


Cooperative education


1988 Business Education Index


The on-the-job training program at George Washington High School, Norma Crown. BEA NY J. 56-60 Spring 88

The student internship: turn on or turn off? Isabel M. Siblesz. Bus Ed Forum, Vol. 2, No. 8: 5-6 My 88

A study to determine the feasibility of offering a cooperative office education program at Indian Hills High School. Alice Peikus. Montclair State College, Master's thesis. 1987


Where are your trainees now? Douglas Marks. Bal Sheet, Vol. 69, No. 4: 9-11 Mr/Ap 88


International business education

Adaptation of secretarial work to the modern techniques. Gun Bjuremalm. SIEC Rev, No. 110: 40-41 Ap 88


Business education in Finland. SIEC Rev, No. 110: 11 Nov 87

Business education in Sweden. SIEC Rev, No. 110: 12 Nov 87

Business education with an international flavor. Sandra Kruzel. Bal Sheet, Vol. 69, No. 5: 10-12 My/Ju 88

China's need to train more personnel in business English. Hong Kam. ABC Bul, Vol. 51, No. 3: 27-30 Sep 88

Commercial Academy of Logistics and International Transport, Copenhagen. SIEC Rev, No. 110: 23-36 Nov 87
1988 Business Education Index


Developing intercultural communication skills for the global business community (Ch. 10). Adelina M Gomez. NBEA Yrbk, No. 26. 92-102, 1988 Issue

The EEC policy in favor of student exchanges and aimed at the improvement of the relationships between training centres. Crisantini Morlini and Carmelo Antonucci. SIEC Rev, No. 111: 10-14 Ap 88

Global Accounting Perspectives, Jagdish Sheth and Abdolreza Eshghi, South-Western, 171 pp, $7.50

The history of shorthand in Japan. Yoshiaki Takebe NSR, Vol. 49 No. 6: 36-37 Ap 88


Management by objectives: adaptation to universities Eero Pitkanen. SIEC Rev, No 110. 29-31 Nov 87

Management training: a challenge for the Spanish University. Ramon Adell Ramon SIEC Rev, No. 111. 6-10 Ap 88

Minutes of the meetings of the assembly of delegates of SIEC and of the meetings of the pedagogical committee at Sodertalje, Sweden SIEC Rev, No. 110: 42-46 Nov 87


Perestroika and Khozrachiot. the Russians are managing Walter Kleinschrod. Adm Mgmt, Vol. 49, No 2: 42 Mr 88


The upper secondary school in Norway. SIEC Rev, No. 110: 14-19 Nov 87

The value of international business study tours in business education and internationalization of the business curriculum Yohannan T. Abraham, Terry L. Loveland and Radie G. Punn. NABTE Rev, No. 15: 36-38, 88 Issue


The upper secondary school in Norway. SIEC Rev, No. 110: 14-19 Nov 87

The value of international business study tours in business education and internationalization of the business curriculum Yohannan T. Abraham, Terry L. Loveland and Radie G. Punn. NABTE Rev, No. 15: 36-38, 88 Issue

Vocational education


Advisory boards. or action boards? Shari L. Peterson and Mary K. Nelson. Bus Ed Forum, Vol 42, No. 4: 3-5 Ja 88

Advisory committee: some discoveries. Robert Gryder and Toby Jalowsky ABEA11, Vol 7, No 1: 4-9 Spring 88


An important role for the private sector. Ralph Bregman. Voc Ed J, Vol. 63, No. 4: 30-32 My 88


Is open entry good enough for our students? Thurman Hux. Voc Ed J, Vol. 63, No. 4: 10 My 88


Missouri follows up its graduates. William E. Brandt and John L. Ferguson. Voc Ed J, Vol. 63, No. 2: 14, 16 Mr 88


Not an option, but a mandate. Michael Farley and Joyce Winterton. Voc Ed J, Vol. 63, No. 4: 30 My 88
1988 Business Education Index

Our piece of the dropout puzzle. Donald R. Brannon Voc Ed J, Vol. 63, No. 6: 12, 14 Sep 88


Resource material for the business education curriculum. Shirley A. Chase. JEB, Vol. 63, No. 5: 197-199 Feb 88


Tying it all together. Susan Shelby and Mary Johnson. Voc Ed J, Vol. 63, No. 2: 27-29 Mr 88


When students drop out, we all lose. Edward M. Kennedy. Voc Ed J, Vol. 63, No. 6: 34-35 Sep 88

BUSINESS ORGANIZATION AND MANAGEMENT


Begin the cuisine! Patricia M. Fernberg. Mod Off Tech, Vol. 33, No. 3: 90, 92, 94+ Mr 88

Business benchmarks provide direction. Walter Kleinsehroed Adm Mgmt, Vol. 49, No 1: 44 Feb 88


Business food services put morale on the menu. Walter A. Kleinschroed Today's Off, Vol. 23, No. 4: 6, 11-13 Sep 88


CIOs are climbing a steep ladder. Laura K. Romet Mod Off Tech, Vol. 33, No. 1: 10 Ja/Feb 88


The corporate health kick. Mona Casady and Elaine Griffin. Mgmt W, Vol 17, No. 2: 14 Mr/Ap 88
Restaurant Management, 2nd ed., William O. Smith, Gregg McGraw-Hill, Text-Workbook, 192 pp., 58 88


Shopping for dollars. T. C. Carbenege, Mgmt W, Vol. 17, No. 2: 30-31, 33 Mr/Ap 88


Strategic materials planning crucial for IS. Michael D. Webber. Infosys, Vol. 35, No. 1: 62 Ja 88


Thoughts on buying or selling a reporting business. Marshall S. Jorpeland. NSK, Vol. 49, No. 5: 32 Mr 88


What are business/industry weeks? Anna Laura Bennington. ABEA J, Vol. 7, No. 1: 10-16 Spring 88

When is the right time for a company buyout? Albert Henderson. Off Sys, Vol. 5 No. 7: 24,26 JI 88

When It Hits the Fan: Managing the Nine Crises of Business by Gerald C. Meyers (Book review) Anne Mattison. JEB, Vol. 17 No. 4: 40-39 Jl/Aug 88


Women entrepreneurs: entering the economic mainstream (abstract). Gail Fann ABEAJ, Vol. 7, No. 1: 81 Spring 88

You've got a problem (Two models for solving problems can help information center professionals be better trouble shooters). Peter DeJager. Info Ctr, Vol. 4, No. 10: 26-30, 35 Oct 88

Mail management


Automated parcel-processing sparks the modern mailroom. Office, Vol. 107, No. 4: 104 Ap 88


Envelopes—standard sizes save. F & S Pro, Vol 1, No. 1: 42 My 88


Good mailroom policies "insure" efficiency. Stephen Brindza. Mod Off Tech, Vol. 33, No. 9: 73, 77-78 Sep 88

How to cope with USPS service cuts. Thomas Richey, Jr. Office, Vol. 108, No. 6: 82-93 Dec 88


Know your shipping costs. Tod Snodgrass. Sec, Vol. 48, No. 6: 24 Jul/Jl 88


Mailing list accuracy is honesty. George Whitman. Adm Mgmt, Vol. 49, No. 1: 47 Feb 88


Postal rates are up an average of 16.4%. Off Sys, Vol. 5, No. 5: 92, 94, 96-97 My 88


Writing to congress? Here's how USPS helps. Office, Vol. 108 No. 3: 42, 44 Sep 88

Office management

5 ways to deal with the problem manager. Terry D. Lundgren. Off Sys, Vol. 5, No. 4: 72, 74 Ap 88

12 step planning process Jim Cathcart, WORDS, Vol.16 No. 6: 40 My/Ju 88
14 ways to balance your mailroom costs. Peg Cady. Off Sys, Vol. 5, No. 3: 68 Mr 88


The broken record. DeAnne Rosenberg Mgmt W, Vol. 17, No. 2: 1, 35 Mr/Ap 88

Bureaucratic bungling—it's not for government only. Richard A. Wueste. Mgmt W, Vol. 17 No. 4: 1, 63 I/Aug 88

Changing hands of temporary help Patricia M. Fernberg Mod Off Tech, Vol. 33, No. 5: 58, 60, 64 My 88

Charting your employees' potential. Charles H Gray Mgmt W, Vol. 17, No. 3: 11-12 My/Ju 88

Communication boards let every room be a "boardroom". Teri LoNigro Today's Off, Vol. 23, No. 6: 43-45 Nov 88


A desk manual can ensure a smooth running office. Billy A. Campbell. Sec, Vol. 48, No. 3: 16 Mr 88

A different way to discipline. Mark R. Tavener and Brian H. Kleiner. Mgmt W, Vol. 17 No. 4: 24-25 Ji/Aug 88

Don't wait until you get "burned". Douglas Finlay. Adm Mgmt, Vol. 49, No. 2: 16-22 Mr 88

Don't you deserve some support? William F. Cunningham, Jr. NSR, Vol. 49, No. 7: 37 My 88

Flextime continues to edge upward. Michael Cregar. Mgmt W, Vol. 17 No. 4: 14-15 Ji/Aug 88


Getting back to basics Ken Blanchard Today's Off, Vol. 22, No. 8: 14, 19 Ja 88

The goal is not survival; it is to develop and excel. Ed Rondeau. Office, Vol. 107, No. 1: 96 Ja 88

1988 Business Education Index


How to deal with the problem employee. Rebekah Wolman. Info Ctr, Vol. 4, No. 9: 32-34, 36-37 Sep 88


In offices, "disabled" doesn't mean "unable". Francis J. Lavoie. Mod Off Tech, Vol. 33 No. 6: 92, 94, 96 Ju 88


Lighting a major factor in improving productivity. Gary R. Steffy Office, Vol. 107, No. 1: 92 Ja 88

The mailroom plays its role in office efficiency. Thomas Richey Jr Office, Vol. 107, No. 1: 78 Ja 88


Mastering the art of talking back. Thomas E. Harris. Mgmt W, Vol. 17, No. 3: 9-11 My/Ju 88

Mr & Ms: how different are their leadership styles? Ken Blanchard. Today's Off, Vol. 22, No. 10: 30-31 Mr 88

Multiple mailings save money. Mod Off Tech, Vol. 33, No. 4: 54, 56 Ap 88

Now hear this: "quiet please." How proper acoustics can ensure speech privacy and maintain productivity in the workplace. David A. Harris. Off Sys, Vol. 5, No. 2: 69-70, 72, 74 Feb 88

Owning an office condominium. Doris O. Wong. NSR, Vol. 49, No. 5: 40-41 Mr 88


Right or wrong in employee relations (Temporary workers, training, drugs). Office, Vol. 107, No. 2: 64, 66-68 Feb 88; (Vacation, funeral leave). Office, Vol. 107, No. 3: 64, 66-68 Mr 88


Slamming the door on interruptions. Melanie Oseland and Brian H. Kleiner. Mgmt W, Vol. 17, No. 1: 37-38 Ja/Feb 88

The smoking controversy goes to court. Craig R. Scott. Mgmt W, Vol. 17, No. 1: 13 Ja/Feb 88


Surviving the corporate merger. Francis J. Lavoie. Mod Off Tech, Vol. 33, No. 9: 80, 82, 84, 86 Sep 88

Team up with a temp service. Megan Jill Paznik. Adm Mgmt, Vol. 49, No. 1: 25-29 Feb 88


The wimp manager is made, not born. C. R. Tindal and Pat Doyle. Sec, Vol. 48, No. 2: 14-15 Feb 88


How to make your premises safe and sound. Stephen Leigh. Office, Vol. 107, No. 4: 30 Ap 88


Thieves window shop, too. Mod Off Tech, Vol. 33, No. 12: 30 Dec 88


Allergen flex installation shines (Human resource management systems). Pal Glitzer Soft Mag, Vol. 8, No. 1: 51-52 Ja 88


Beyond performance reviews. Mary Riley. Adm Mgmt, Vol. 49, No. 2: 12-14 Mr 88


Contemporary Supervision: Managing People and Technology. Anne Scott Daughtrey and Betty Roper Ricks. Gregg McGraw-Hill, 480 pp., $27.16

Don't look back (Dwell on your strengths, not your mistakes). Fred Pryor. Mgmt W, Vol. 17, No. 5: 26


Expand or start from scratch (Human resource management systems). Len Horton. Soft Mag, Vol. 8, No. 1: 53-54 Jan 88


How to make anger work in your favor. Lin Grensing. Off Sys, Vol. 5, No. 11: 36-37 Nov 88

How you can get others to get along on the job. Peg C. Ty. Off Sys, Vol. 5, No. 9: 24, 26 Sep 88

Important role model. Vanessa Dean Arnold. Mgmt W, Vol. 17, No. 6: 40, 33 Nov/Dec 88


Picking up the tab (reimbursement for job-related expenses). Jeff Long. Mgmt W, Vol. 17, No. 5: 15-16 Sep/Oct 88


Putting your power to work. Jay Hall. Mgmt W, Vol. 17, No. 6: 21-23 Nov/Dec 88


Selecting a leadership style that works. Ken Blanchard. Today's Off, Vol. 23, No. 4: 14 Sep 88


Workplace humor can make your day. Virginia O. Kooper. Off Sys, Vol. 5, No. 11: 55, 57-60 Nov 88

Public relations

Customer service—key to educational excellence. Ray A. Faidley. Bai Sheet, Vol. 69, No. 5: 4-6 My/Jun 88

Customer service works! Robert E. Levinson. Mgmt W, Vol. 17, No. 1: 5-6 Jan/Feb 88


Temporary help services


Temporary help firms plan now for future challenges. Office, Vol. 107, No. 5: 40, 45 My 88

Temporary help is an asset to auditors. Patricia M. Fernberg. Mod Off Tech, Vol. 33, No. 11: 92, 94, 96 Nov 88
1988 Business Education Index


Temporary services reach beyond staffing. Patricia M. Fernberg. Mod Off Tech, Vol. 33, No. 3: 82, 84, 86 Mr 88

Time management

The coin of time: spend it wisely or waste it. Gail F. Lindsay. Voc Ed J, Vol. 63, No. 5: 30-31 Aug 88

Knowing what’s really important. Paul Scelsi. Mgmt W, Vol. 17, No. 2: 10-11 Mr/Ap 88


Managing your time. Barry G. Clegg. Info Ctr, Vol. 4, No. 3: 48 Mr 88

Procrastinating with style (The trick is to know when the last minute will arrive). Linda D. Smith. Mgmt W, Vol. 17, No. 2: 11 Mr/Ap 88

Slamming the door on interruptions. Melanie Oseland and Brian H. Kleiner. Mgmt W, Vol. 17, No. 1: 37-38 Ja/Feb 88


Time recorders: versatile systems for the office. George Young. Office, Vol. 107, No. 3: 61-62, 80 Mr 88


CERTIFICATION

The benefits of CSR licensing. Mary C. Walters. NSR, Vol. 49, No. 2: 38 Ju 88


Certification testing—fact or fiction. Dolores Capraro Gioffre. NJ Obs, pp. 11-15, 87-88 Issue

Certified forms consultant. F & S Pro, Vol. 1, No. 1: 32 My 88

Computer certification: what’s next? A C. Knizan, L Frances P. Liddell, and Joyce Logan. KBEAJ, Vol. 9, 6-7 Spring 88


Outline for the certified records manager examination. ARMA Qtrly, Vol. 22, No. 1: 136-144 Ja 88


Certified Professional Secretaries

The certification. Allan J. Krueger. Words, 14-15 Ja/Feb 88


Students and business educators alike can benefit from CPS designation. Sherry Schlescher. Bal Sheet, Vol. 69, No. 2: 4-6 Ja/Feb 88

COMMUNICATIONS

Access the world from your desktop (modem and fax card buyer’s guide). Administrmgmt, Vol. 49, No. 1: 33-39 Feb 88


Delivering data. Info Ctr, Vol. 4, No. 3: 16-17 Mr 88


Minimizing communication apprehension (Ch. 7).
Edward G. Thomas and Margaret Hilton Bahniuk.
NBEA Yrbk, No. 26: 57-68, 1988 Issue

A study of accounting competencies of full-time accountants as perceived by business and industry personnel with implications for the occupational accounting curriculum in community colleges (DA8729559). Vince Pelletier.
Northern Illinois University, Doctoral dissertation, 1987

Visual communication is a true art form. Keith W. Bosc.
Office, Vol. 107, No. 5: 67-68 My 88

Business communications, general


Back to the campus: a remedy to biased language on the job. Lloyd Dosit and Linda Munilla. ABC Bul, Vol.51 No. 2: 29-31 Ju 88


Building communication skills with technologies (Ch. 8). Carol A. Lundgren. NBEA Yrbk, No. 26: 69-79,1988 Issue


Business Communication for the Microcomputer, Nelda Shelton, South-Western, 144 pp., $15


Business leaves its trademark on our language. Richard Lederer. NSR, Vol. 49, No. 7: 49 My 88

Business Communications in Business, 5th ed , Walter Wells, PWS-Kent, 632 pp. $31.50


Communications in Business, 5th ed , Walter Wells, PWS-Kent, 632 pp. $31.50

Communications training design: a function of perceived needs. Louis Olivas, Steven Golen and Thomas Innman. ABEA J, Vol. 7, No. 1: 75-78 Spring 88


Conceptualizing the organizational role of technical communicators: a systems approach. Teresa M. Harrison and Mary Beth Debs. JBTC, Vol. 2, No. 2: 5-21 Sep 88


Cross-cultural influences on business communication: applications for teaching and practice. David A. Victor. ABC Bul, Vol. 51, No. 3: 8-10 Sep 88

Current research and trends in business communication. Mary Joyce Burnett. DPE Proceedings, 79-85 Nov 88

Developing intercultural communication skills for the global business community (Ch. 10). Adelina M. Gomez. NBEA Yrbk, No. 26: 92-102, 1988 Issue


Effective Communication in Business, 9th ed , Morris Philip Wolf and Shirley Kuiper, South-Western, 608 pp., $26
Efficient, effective evaluation: grading business communication assignments with the primary trait scoring method. G. Douglas Meyers. ABC Bul, Vol.51 No. 2: 18-21 Ju 88


Essentials of Business Communication, Mary Ellen Guffey, PWS-Kent, 360 pp., $24.75


Facilitating communication for business (Ch. 15). James Calvert Scott. NBEA Yrbk, No. 26. 151-164, 1988 Issue

Focus on self-image improvement in your business communication class. Lena M. Cunningham-Smith. Bal Sheet, Vol. 69, No. 2: 27-31 Ja/Feb 88


Fundamentals of Business Communication, Carol Henson and Thomas L. Means, South-Western, 474 pp., $23.50


How to integrate articles in a business communication class. Steven P. Golen and David H. Lynch. ABC Jul, Vol. 51, No. 1: 26-27 Mr 88

The importance of communication skills in the business world (Ch. 1). Gail C. Brostrom NBEA Yrbk, No 26-10, 1988 Issue

The importance of managerial communication. John D. Stegman. ABC Bul, Vol. 51, No. 3: 25-26 Sep 88

Improve effectiveness in small-group communications. Jean Swanson. NATEBE Notes: 8-10 Spring 88

Improving communication at work. Nancy Wyatt and Deborah F. Atwater. ABC Bul, Vol. 51, No. 4: 2-7 Dec 88

Increasing communication skills of nonnative speakers of English (Ch. 9). Edward Ben McCollough. NBEA Yrbk, No. 26: 80-91, 1988 Issue

Integrating the development of interpersonal, listening, speaking, and written communication skills—concluding the business communication course with realism. Robert B. Mitchell. ABC Bul, Vol.51 No. 2: 27-79 Ju 88


Letter(ing) perfect. Cindy Zwirn. Sec, Vol. 48, No. 8: 10-11 Oct 88


Major business communication challenges: perceptions of importance from an Association of Business Communication (ABC) Delphi panel and sample James Calvert Scott and Diana J. Green DPE Proceedings, 37-52 Nov 88

The need for a general and specialized education plus communication. Debbie C. Norris. Miss BEA Y, Vol. 16: 45-55, 88 Yrbk


The New Writer: Techniques for Writing Well with a Computer, Joan P. Mitchell, Microsoft Press, 256 pp., $8.95


Polishing your students' interpersonal skills. Terri W. Hedgepeth. Bal Sheet, Vol. 69, No. 5: 7-8 My/Ju 88

Presenting the teacher-based case: discourse analysis in the business communication class. John Hagge. ABC Bul, Vol. 51, No. 1: 5-9 Mr 88


Tailoring business communication instruction to the needs of specialized professions: general guidelines and the example of a course for environmental health professionals. Sheila O'Neill. ABC Bul, Vol. 51, No. 4: 8-11 Dec 88


Teaching communication for business at the graduate level (Ch. 14). Gretchen N. Vik. NBEA Yrbk, No 26: 139-150, 1988 Issue

Teaching communication for business at the postsecondary level (Ch. 12). Lois J Bachman. NBEA Yrbk, No 26: 115-124, 1988 Issue

Teaching communication for business at the secondary level (Ch. 11). Susan Maxam NBEA Yrbk, No 26: 103-114, 1988 Issue

Teaching communication for business at the undergraduate level (Ch. 13). Donald J. Leonard. NBEA Yrbk, No. 26: 125-138, 1988 Issue

Teaching intercultural communication "interculturally". Carol C. Gigliotti. ABC Bul, Vol 51, No 1: 1-27-28 Mr 88

Teaching professional communication in the information age: problems in sustaining relevance. Elizabeth Tebeaux. JBTC, Vol. 2, No. 2: 44-58 Sep 88


Toward bridging the gap between theory and practice: analogy and person in technical communication. Candace Soderston and Carol German JBTC, Vol 2, No. 1: 78-102 Ja 88

Understanding applications of organizational communication theory (Ch. 6). Harry Flad. NBEA Yrbk, No. 26: 46-56, 1988 Issue

Updating the business communications classroom. Edwina Jordan. ABC Bul, Vol.51 No. 2: 17 Ju 88


Why can't people communicate? Jo's Ehrenborg. SIEC Rev, No. 111: 46 Ap 88

---

**Business communication, listening**

Developing basic listening skills (Ch. 2). Norma Costner. NBEA Yrbk, No. 26: 11-19, 1988 Issue

Effective listening. Viewpts, Vol. 13, No. 5: 3 Feb 88

Listening—a neglected skill. Ellen G. Hankin. NJ Obs, pp. 78-34, 87-88 Issue


Listening: it can be taught! Sallye Starks Benoit and Laluanna Williams Lee JEB, Vol. 63, No 5: 229-232 Feb 88


Silence can be golden, so listen for results. Cheryl Hamilton and Cordell Packer. Off Sys, Vol. 5, No 3: 46, 50-51 Mr 88


**Business communication, reading**

A celebration of libraries. Richard Lederer NSR, Vol. 49, No. 6: 59 An 88


Developing basic reading skills (Ch. 5). Joan Slive Griggaman and Janice M. Sliva NBEA Yrbk, No. 26: 36-45, 1988 Issue


Motivating the unmotivated to read. Nicholas P. Criscuola. Clearingsh, Vol 61, No 9: 403-405 My 88

Read it and weep. John B Dykeman Mod Off Tech, Vol 33, No 2: 14 Feb 88

The reader in transition. Mary Jane Gray Clearingsh, Vol. 61, No 5: 217-220 Ja 88


Reading in Focus. Learning to Get the Message, 3rd ed., Esta de Fossard, South-Western, Three modules, 511 ea.
1988 Business Education Index

Reading instruction in the schools Elizabeth Haynes and Paul Conrad Berg. Clearinghs, Vol. 61, No 5: 208-210 Ja 88


Business communication. speaking


The Business of Oral Communication, 2nd ed., Gwyn and Gwyn, South-Western

A comparison of graduate business students' grammatical style and usage patterns in similar written and oral presentations. David P Dauwalder. DPE J, Vol.30 No. 2: 58-70 Spring 88

Computerized dictation—the competitive edge. John Schaclenhaden. Off Sys, Vol 5, No. 6: 30, 32 Ju 88

Developing basic speaking skills (Ch 3). Jean S. Gordon NBEA Yrbk, No. 26: 20-26 , 1988 Issue

Developing Speaking Skill Geraldine Chapey, Gregg McGraw-Hill, 20-30 hour program, text-workbook $7.96; cassette $29

Dictation systems not bound by time or space. Mark C Rowh. Office, Vol. 107, No. 5: 78, 80 My 88

Digital systems dictate efficiency. Patricia M. Fernberg Mod Off Tech, Vol. 33, No. 58, 68, 72 My 88


In-house presentations—an inside how-to look G A Marken. Off Sys, Vol. 5, No 2: 42-44, 46 Feb 88


Persuading after the presentation Stephen D. Boyd Words. 29 Ja/Feb 88

Polite applause or standing ovation? (teaching speaker introductions) Beverly A. Chiodo. Bus Exch, Vol. 12, No. 1: 25-26 Fall 88


Source credibility in persuasive oral communication. Vanessa Dean Arnold JEB, Vol. 64, No. 1: 43-45 Oct 88

Successful interviewing. Grady L. Butler and Daniel R. Boyd. JEB, Vol. 64, No. 6: 282-284 Mr 88

Teaching effective employment interviewing. S. Michael Ralston. ABC Bul, Vol 51, No. 4: 32-33 Dec 88


Using words wisely Alan Paller. Info Ctr, Vol.4 No. 7: 10 Ji 88


Voice messaging comes of age. Belden Menkus. Mod Off Tech, Vol. 33, No. 7. 102, 104 Ji 88

Business communication. writing

Applying business management techniques to report writing classes. William C Sharbrough. JEB, Vol 63, No. 5: 205-208 Feb 88


Avoiding sexism in writing CarolC. Gighotti Sec, Vol. 48, No. 7: 20-21 Aug/Sep 88


Beyond clarity an outer-directed approach to business writing Joseph Harris. ABC Bul, Vol 51, No. 1: 1-4 Mr 88


Dear somebody. Daniel McDonald. ABC Bul, Vol. 51 No. 2: 25 Ju 88


Developing basic writing skills (Ch. 4). C. Glenn Pearce. NBEA Yrbk, No. 26: 27-35, 1988 Issue

Developing persuasive strategies: a different approach to the job application assignment. Ella Ozier Yu. ABC Bul, Vol. 51 No. 2: 24-25 Ju 88

Developing Writing Skill, Marilyn L. Satterwhite and Joseph Tinervia, Gregg McGraw-Hill, 15-30 hr. program, text-workbook $7.16; site license IBM PC or Apple IIc, Ilc $99


Incorporating the journal article into the business communication classroom. Ted J. Hager. ABC Bul, Vol. 51 No. 2: 11-16 Ju 88

Instructor-graded versus computer-graded business letters. Mark Needles. JEP, Vol. 64, No. 6: 269-272 Mr 88


Is your classroom full of authors? Patsy Nichols. KBEA J, Vol. 9. 4-5 Spring 88

Language and Word Processing Applications, Lyn R Clark and James Clark, Gregg McGraw-Hill, text-workbook, 264 pp., $16.96

A letter writing unit that works. Edwina K. Jordan. ABC Bul, Vol. 51, No. 3: 16-17 Sep 88

Manual of Style for Business Letters, Memos, and Reports, 4th ed., Keithley and Flatley, South-Western, 172 pp., $8

A memorandum report assignment involving magazines in students' major fields. Mary Lee Strode. ABC Bul, Vol 51 No 2. 17-18 Ju 88


A middle school teacher's guide to revising and editing. Patricia M. Cunningham. Clearinghs, Vol. 61, No. 5: 202-204 Ja 88

The mixed message: recognizing and eliminating this enemy of clear writing. Chad Hilton. ABC Bul, Vol. 51, No. 1: 18-20 Mr 88


Say "no" with finess. Vanessa Dean Arnold Sec, Vol 48, No. 1: 11 Ja 1988


Weasel words: the art of telling it like it isn't. Richard Lederer. NSR, Vol. 49, No. 5: 54 Mr 1988

What employers want in cover letters and resumes. J. Kenneth Horn. JEB, Vol. 64 No. 2: 90-93 Nov 1988


The word processing lab in the business writing course. Dennis H. Barbour. ABC Bul, Vol. 51, No. 3: 19-20 Sep 1988


Writing a questionnaire report. Marietta Spring. ABC Bul, Vol. 51, No. 5: 18-19 Sep 1988


Weasel words: the art of telling it like it isn't. Richard Lederer. NSR, Vol. 49, No. 5: 54 Mr 1988

What employers want in cover letters and resumes. J. Kenneth Horn. JEB, Vol. 64 No. 2: 90-93 Nov 1988

Will the real job applicant please stand up? Susan Becker and Ewanna Jordan. ABC Bul, Vol. 51, No. 4: 22-26 Dec 1988


The word processing lab in the business writing course. Dennis H. Barbour. ABC Bul, Vol. 51, No. 3: 19-20 Sep 1988


Writing a questionnaire report. Marietta Spring. ABC Bul, Vol. 51, No. 5: 18-19 Sep 1988

Writing and responsibility: a new emphasis for the student "company." Thomas Dukes. ABC Bul, Vol. 51 No. 1: 10-11 Ju 88


Writing in groups. Iris I. Varner. JEB, Vol. 64, No. 6: 274-276 Mr 88


**Business English/spelling**

12,000 Words, a supplement to Webster's Third New International Dictionary Unabridged by Merriam-Webster (Book review). Jane T. Daniels. NSR, Vol. 49, No. 3: 48 Ja 88

Apostrophe. Marcella J. Kocar. NSR, Vol. 49, No. 7: 48 My 88


China's need to train more personnel in business English. Hong Kam. ABC Bul, Vol. 51, No. 3: 27-30 Sep 88


1988 Business Education Index

Comic strip English. Richard Lederer. NSR, Vol. 49 No. 9: 79 Ji 88


Error-spotting p-z. Mary Louise Gilman. NSR, Vol. 49, No. 3: 70, 105 Ja 88


A good spell. Sarah Montoya. Sec, Vol. 48, No. 2: 18-19 Fe 88

Has technology solved the spelling problem? Berle Haggblade. ABC Bul, Vol 51, No. 1: 23-25 Mr 88

Highs and lows of language win 1988 Word Awards Sarah Montoya Sec, Vol. 48, No. 3: 28-29 Mr 88


Modern Business English: A Systems Approach, Mary T. Carbone, PWS-Kent, 308 pp., $23


Personal pronouns. Carol C. Gigliotti. Sec, Vol. 28, No. 5: 22-23 My 88


Romancing the verb. Irving Younger. NSR, Vol. 49, No. 3: 52-53 Ja 88

Some four-letter words Sarah Montoya Sec, Vol. 48, No. 8: 35 Oct 88

The spotted error. Mary Louise Gilman. NSR, Vol. 49, No. 3: 110 Ja 88
1988 Business Education Index

Spring housing. Mary Louise Gilman. NSR, Vol. 49, No 7: 34-35 My 88


Verbs. Carol C. Gigliotti. Sec, Vol. 48, No. 1: 22-23 Ja 88


Who, whom, whose: which to use? Carol C. Gigliotti. Sec, Vol. 48, No. 8: 29 Oct 88

The words of business and the business of words. Ben Rogner. NSR, Vol. 49, No 5: 29-30 Mr 88

Electronic mail

Direction, function, and signature in electronic mail. John Sherblom. J Bus Com, Vol. 25, No. 4: 39-54 Fall 88


Electronic mail offers growing range of uses. Phillip M. Walker. Office, Vol. 107, No. 1: 120 Ja 88


Information services and electronic mail. Thomas J. Hargadon. Office, Vol. 107, No. 5: 22 My 88


Telecommunications

Aerospace firm launches teleconferencing system. Sam Dickey. Today's Cft, Vol.22 No. 1: 40,43 Ju 88

Be careful, be selective in buying a telephone system (Buyer's guide to telephone systems). Patrick Totty. Office, Vol. 108, No. 5: 86-87, 89-92 Sep 88


Communications: the key to productivity. Eddie M. Ashmore. Office, Vol. 107, No. 4: 19 Ap 88

Competition from afar is getting more intense (Telecommunications insights). Thomas J. Hargadon. Office, Vol. 107, No. 6: 20 Ju 88


A crystal ball view of telecommunications. Thomas J. Hargadon. Office, Vol. 107, No. 1: 50 Ja 88; Vol. 107, No. 3: 28 Mr 88

Digital technology fuels the phone market (advertising insert). Francis J. Lavoie. Mod Off Tech, Vol. 33, No. 5: 14, 16, 18 My 88

Early telecommunications firms now a century old. Office, Vol. 107, No. 4: 92 Ap 88

Footing the electronic eavesdropper. Francis J. Lavoie. Mod Off Tech, Vol. 33, No. 2: 60, 62, 64 Feb 88

From Mac to VAX. Merv Adrian. Info Ctr, Vol. 4, No. 8: 58-63 Aug 88


Getting information where it's needed (Information distribution/mail handling chart). Mod Off Tech, Vol. 33, No. 1: 84, 86, 88+ Ja 88


How voice messaging is used. Belden Menkus. Mod Off Tech, Vol. 33, No. 8: 74, 76 Aug 88

Information technology and management goals. Office, Vol. 107, No. 2: 37 Feb 88


ISDN could answer needs of total communications. G. Gordon Long. Off Sys, Vol. 5, No. 5: 38, 42 My 88

Loan agents work faster and more comfortably with phone headsets. William J. Camuti. Today's Off, Vol. 23, No. 5: 45 Oct 88


Now for a word or two on voice recognition. Shelley Bakst. Off Sys, Vol. 5, No. 9: 30-31 Sep 88

The pace of program needs prodding (Telecommunications insights). Thomas J. Hargadon. Office, Vol. 107, No. 2: 19 Feb 88


PBX systems can be key to telecommunications. G. Gordon Long. Off Sys, Vol. 5, No. 3: 52, 58, 60 Mr 88

PBX systems provide voice processing...and more. Bea Scala. Today's Off, Vol. 23, No. 4: 16, 21 Sep 88

PBXs enhance day-to-day business transactions (1988 buyer's guide to PBXs/PABXs). Jeffrey Rosenwald. Adm Mgmt, Vol. 49, No. 2: 33-37 Mr 88


The PC-fax message goes by the boards. Shelley Bakst. Off Sys, Vol. 5, No. 11: 78, 80 Nov 88


Small-system PBX users now have some options. Andres Liana, Jr. Office, Vol. 107, No. 5: 46, 48 My 88


Telecommunications by Arnold Rosen (Book review) Anne Mattison. JEB, Vol. 64, No. 6: 285 Mr 88

The telecommunications fight continues. Infosys, Vol 35, No. 1: 30-33 Ja 88

Telecommunications for Illinois community colleges. IBEA Reps, Vol. 33, No. 1: 5 Ja 88

Telecommunications transcend the boundaries of office work. Harry Green. Office, Vol. 107, No. 1: 80 Ja 88


Telephone costs can be closely monitored. Mary L. Ruch Office, Vol. 107, No. 5: 50-51 My 88


"Thank you for calling " Bruce Witwer. Mgmt W, Vol. 17, No. 1: 8-9 Ja/Feb 88


Voice mail: the "super secretary". Fred A. Rose. Office, Vol. 107, No. 1: 106 My 88

What's a data? Infosys, Vol.35, No. 3: 48-51 Mr 88

What's the latest twist in telephone upgrading? Kim Peckman. Off Sys, Vol. 5, No. 11: 70, 72, 75-76 Nov 88

When in place, ISDN will be global in scope. John S

CURRICULUM


Accept the challenge of office systems education. C. Steven Hunt and Rhonda R. Morgan. Bus Ed Forum, Vol. 43, No. 3 6-7 Dec 88


Advisory boards...or action boards? Shari L. Peterson and Mary K. Nelson. Bus Ed Forum, Vol. 42, No. 4: 3-5 Ja 88


Business education confusion--computer literacy, software, hardware! Dennis E Bauer. Ohio Bus Tchr, Vol 48, 26-29 Ap 88


1988 Business Education Index

A computer class for today...and tomorrow. Elaine Viergever. Kan Bus Tchr, Vol. 41, No. 2: 4-5 Spring 88


Fresh alliances for an information age: business, library science, and computer science. Gary Marotta. BEA NY J: 13-26 Spring 88


Matrix learning: a tool that can return responsibility of learning to students. Douglas A. Goings and A. C. Krizan. KBEA J, Vol. 9: 10-12 Spring 88

Metadata considerations for effective data administration—important issues for the data administration course. Carl Stephen Guynes. J Comp Infosys, Vol. 28, No. 4: 16-18 Summer 88


The need for a general and specialized education plus communication. Debbie C. Norris. Miss BEA Y, Vol. 16: 45-55, 88 Yrbk

NSRA’s educational track—what an experience! Paula Laws. NSR, Vol. 49, No. 3: 32-33 Ja 88


The office procedures course: an essential! Walter A. Brower. NJ Obs, pp 35-37, 87-88 Issue


One from column A. Howard L. Jacobs. Clearinghs, Vol. 61, No. 9: 414-416 My 88


Preparing computer information systems/data processing majors to interact effectively in an automated office environment—an opportunity for office systems educators. Robert B. Mitchell. OSRAJ, Vol. 6, No. 1: 1-6 Fall 87


Resource material for the business education curriculum. Shirley A. Chase. JEB, Vol. 63, No. 5: 197-199 Feb 88

Re-tooling faculty and restructuring curricula for the information age. John J. Stallard and C. Steven Hunt. OSRAJ, Vol. 6, No. 1: 23-25 Fall 87


Revising our curriculum for the secretary's new role. Mary Margaret Hosier. Bus Ed Forum, Vol. 43, No. 3: 16-18 Dec 88

The role of professional organizations in the undergraduate business curriculum. Thomas S. E. Hilton. IS Ed, Vol. 22, No. 1: 8-10 Spring 88

Schools and business: forming productive partnerships. Mary Giovannini and Connee Riley. Bal Sheet, Vol. 69, No. 4: 4-6 Mr/Ap 88

Students' perspectives on tracking. Marc Kerble Clearings, Vol. 61, No. 5: 27" -30 Ja 86

A study of secretarial employment ads in major New Jersey newspapers to facilitate the process of identifying the goals and objectives associated with curriculum development and modification in secretarial programs and/or courses offered in New Jersey public and private schools. Phyllis A. Conneely. Montclair State College, Master's thesis 1986, Beta Phi Rsch, Vol. 10. 5-9 Ju 88


The value of international business study tours in business education and internationalization of the business curriculum. Yohannan T. Abraham, Terry L. Loveland and Radie G. Bunn. NABTE Rev, No. 15: 36-38, 88


Why should we include FBLA/PBL in our business curriculums? Patti S. Abraham. Miss BEA Y, Vol. 16: 83-86, 88 Yrbk

Colleges and universities—curriculum

The AACSB computer applications requirement: meeting the standard. Patricia A. Merrier and Thomas B. Duff. JEB, Vol. 63, No. 8: 363-365 My 88

Business school graduates—do they meet the needs of MIS professionals? Richard Cardinali. Words, Vol. 16, No. 5: 33-34 Mr/Ap 88

A comparison of teacher-directed computer-based instruction and self-directed computer-based instruction in teaching beginning keyboarding to college students. Roberta J. Pesta. DPE Proceedings, 25-27 Nov 88


Internal auditing in the college classroom. Deborah W. Tanju. JEB, Vol. 64, No. 7: 312-314 Ap 88


Management by objectives: adaptation to universities. Eero Pitkanen. SIEC Rev, No. 110: 29-31 Nov 87


Schools and business: forming productive partnerships. Mary Giovannini and Connee Riley. Bal Sheet, Vol. 69, No. 4: 4-6 Mr/Ap 88

Teaching communication for business at the undergraduate level (Ch. 13). Donald J. Leonard. NBEA Yrbk, No. 26: 125-138, 1988 Issue
1988 Business Education Index

Word technology: the wave of the future  
Gerry B. Wilcox. NSR, Vol. 49 No. 9: 52 Jl 88

Elementary—curriculum


A comparison of teacher-directed, computer-based instruction and individualized, computer-based instruction for teaching elementary students the touch method of keyboarding. Lila Prigge. DPE Proceedings, 21-24 Nov 88


How elementary teachers perceive keyboarding for elementary students. Lila Prigge JEB, Vol. 64, No 6 262-268 Mr 88


Graduate school—curriculum

Database in the graduate MIS curriculum Anil K. Aggarwal and Arthur B Kahn. JEB, Vol. 64, No 1: 35-39 Oct 88

Designing graduate programs to prepare the communication leaders of 2000+ George Meese and Billie J Wahlstrom. JBTC, Vol 2, No 1: 21-35 Ja 88


Teaching communication for business at the graduate level (Ch. 12). Lois J. Bachman NBEA Yrbk, No. 26: 115-124, 1988 Issue

Graduate high school—curriculum


Consider the facts when designing secondary business curricula. Vicki Poole, Joan W. Blank and Donald K. Zahn. JEB, Vol. 64, No 1: 18-22 Oct 88


Summer business short courses for college bound students Betty A. Kleen and Mary Tucker Little KBEA J, Vol. 9: 15-16 Spring 88

Postsecondary/community college—curriculum


Teaching communication for business at the postsecondary level (Ch. 12). Lois J. Bachman NBEA Yrbk, No. 26: 115-124, 1988 Issue


Secondary/high school—curriculum


Consider the facts when designing secondary business curricula. Vicki Poole, Joan W. Blank and Donald K. Zahn. JEB, Vol. 64, No 1: 18-22 Oct 88


Summer business short courses for college bound students Betty A. Kleen and Mary Tucker Little KBEA J, Vol. 9: 15-16 Spring 88
Teaching communication for business at the secondary level (Ch. 11). Susan Maxam. NBEA Yrbk, No. 26: 103-114, 1988 Issue


The upper secondary school in Norway. SIEC Rev, No. 110: 14-19 Nov 87

EDUCATIONAL INSTITUTIONS

A call to reduce restrictions on categorical funding. Winifred M. Radigan and Helen Carmody. Clearinghs, Vol. 61, No. 9: 389-393 My 88

Let's hear about the good stuff! School community relations. Annette J. Conners. Clearinghs, Vol. 61, No. 9: 399-402 My 88

Non-traditional credit in business schools. a review. Ronald D. Klein and Robert N. Carter. JEB, Vol. 64, No. 2: 57-60 Nov 88


EMPLOYMENT

5 ways to deal with the problem manager. Terry D. Lundgren. Off Sys, Vol 5, No. 4: 72, 74 Ap 88


Career strategies (Video review). Sec, Vol 48, No 1 13 Ja 88

Charting the latest rates (AMS salary survey). Jeff Long Mgmt W, Vol 17, No. 5: 24-25 Sep/Oct 88

Clerical job satisfaction. Laurdes E. Silva. Viewpts, Vol. 13, No. 4: 3 Ja 88


Determining secretarial pay. N. Elizabeth Fried. Sec, Vol. 48, No 7: 12-13 Aug/Sep 88

Education: the new employee. Alvin Hirschberg. BEA NY J' 41-50 Spring 88

Get motivated! Pamela Laakso and Brian H. Kleiner. Sec, Vol. 48, No. 6: 22 Ju/Jul 88

Giving your boss the edge. Julie Goldstein and Jeri Cohen. Sec, Vol. 48, No. 8: 30-31 Oct 88

How to Find and Apply for a Job, 5th ed., Kushner, South-Western, 70 pp., $4.20

How to manage the boss and still keep your job. Paul S. Strauss. Off Sys, Vol. 5, No. 5: 82, 85-88 My 88

Humor in ads. Sec, Vol 48, No 1: 15-16 Ja 88


Kidic'ing aside: parent assistance is better business. Patricia M. Fernberg. Mod Off Tech, Vol. 33, No. 4: 66-68 Ap 88


Moxie and the art of career planning. Floyd Kemske. Info Ctr, Vol. 4, No. 8: 30-32, 34, 36 Aug 88


Paying taxes when you work for yourself. Mary J. Rudie. NSR, Vol. 49, No. 7: 52 My 88

The perfect job as depicted in a 4s or, You can dream, can't you? Sec, Vol. 48, No 8: 19 Ja 88


Riding on the fast track. Philip T Crotty. Mgmt W, Vol 17, No. 2: 22-23 Mr/Ap 88

Right or wrong in employee relations (employment issues) Office, Vol. 107, 1 o 1. 58, 59-60 Ja 88

Salary outlook for U.S office work force. Sec, Vol. 48, No. 2: 3 Feb 88

**1988 Business Education Index**

**The smoking controversy goes to court.** R. Craig Scott. Mgmt W, Vol. 17, No. 1: 13 Ja/Feb 88

**Smoking policies take off.** Joseph E. McKendrick. Mgmt W, Vol. 17, No. 1: 12-13 Ja/Feb 88

**A study of secretarial employment ads in major New Jersey newspapers to facilitate the process of identifying the goals and objectives associated with curriculum development and modification in secretarial programs and/or courses offered in New Jersey public and private schools.** Phyllis A. Conneely. Montclair State College, Master's thesis 1986, Beta Phi Rsch, Vol. 10: 5-9 Ju 88

**A team approach to the work ethic.** Frederick E. Powers. Voc Ed J, Vol. 63, No. 6: 55-56 Sep 88

**Job satisfaction**


Job search/job satisfaction. Sec, Vol. 48, No. 1: 12 Ja 88


Shaking the underachieved bug. Lester L. Tobins. Mgmt W, Vol. 17, No. 5: 21 Sep/Oct 88

**Occupational Information**

Job market for secretaries exceptionally strong. Sec, Vol. 48, No. 1: 14-15 Ja 88

Picking up the tab (reimbursement for job-related expenses). Jeff Long. Mgmt W, Vol. 17, No. 5 15-15 Sep/Oct 88


**Performance evaluation**


**Work experience**

The benefits of an internship. Andrea Greene. NSR, Vol. 49, No. 3: 25 Ja 88


Commercial Academy of Logistics and International Transport, Copenhagen. SIEC Rev, No. 110: 33-36 Nov 87


MBA internship programs at AACS3-accredited institutions: a national study. Patrick H. McCaskey. JEB, Vol. 63, No. 4: 181-183 Ja 88


**Equipment and Supplies**


Annual buyer's guide to copiers. Today's Off, Vol. 23, No. 4: 55, 58-63 Sep 88


Ben Franklin's curiosity is a 20th century legacy (office machine pads). Office, Vol. 107, No. 6: 10-14 Ju 88

A bright outlook for fax systems. Off Sys, Vol. 5, No. 8: 30, 32, 36 Aug 88

"Bubble jet" printers: how they work, what they do. Office, Vol. 107, No. 6: 78 Ju 88


Buyer's guide to shredders. Today's Off, Vol. 22, No. 8: 58, 60, 62-63 Ja 88

Buying only what you need (office automation reference chart). Mod OffTech, Vol. 33, No. 1: 48, 50, 52 + Ja 88


Comments on purchasing CAT. Sue V. Cook. NSR, Vol. 49, No. 6: 19-20, 23-25 Ap 88

Communication boards let every room be a "boardroom". Teri LoNigro. Today's Off, Vol. 23, No. 6: 43-45 Nov 88


Confidence for CAT. Bruce R. Crockett. NSR, Vol. 49, No. 6: 49-50 Ap 88


Copier and printer supplies duplicate hardware advances. Jeannine Morley. Today's Off, Vol. 23, No. 5: 24, 26, 28 Oct 88

Copier industry responds to the market. Patricia M Fernberg. Mod Off Tech, Vol. 33, No 7: 48-49, 52 Jl 88


Copying machines are cost-effective. Frank G Cannata. Off Sys, Vol. 5, No. 3: 28, 30-32 Mr 88

1988 Business Education Index


DEC would rather give it away. Mike Bucken. Soft Mag, Vol. 8, No. 1: 24 Ja 88

Dietction systems not bound by time or space. Mark C. Rowl. Office, Vol. 107, No. 5: 78, 80 My 88

Document feeder can make a copier more efficient. Clark DuBois. Office, Vol. 107, No. 3: 35 Mr 88


Electronic typewriters bridging technology gap (buyer's guide included). Pamela Jarivis. Office, Vol. 107, No. 5: 82, 84, 86+ My 88

Electronic typewriters: more features, more versatility are hallmarks of today's units. Samuel Jay Kalow. Office, Vol. 108 No. 1: 76, 78 Jl 88

Envelopes are vital to business needs. Terry Moseley. Off Sys, Vol. 5, No. 9: 28-29 Sep 88


Ergonomic seating—finding the chair that fits your needs. Patricia M. Fernberg. Mod Off Tech, Vol. 33, No. 6: 50, 52, 54 Ju 88

ETs find their home in tomorrow's office. Patricia M. Fernberg. Mod Off Tech, Vol. 33, No. 9: 54, 56, 58 Sep 88

ETs please most, our survey finds. Mary R Patton. Off Sys, Vol. 5, No. 9: 32, 39, 41 Sep 88

Fabergi offices reflect firm's quality products. Office, Vol. 107, No. 3: 74-75 Mr 88


Find it fast with filing supplies. Teri LoNigro. Today's Off, Vol. 22, No. 9: 38, 40, 42 Feb 88


For most applications, supplies are essential. Carol Andersen. Off Sys, Vol. 5, No 1: 37-38 Ja 88

The future, according to Wang. Office, Vol. 107, No. 6: 40, 42 Ju 88

1988 Business Education Index

GBC pioneers technology for new binding system. Rudolf Grua. Off Syst. Vol.5 No. 7: 79 Jl 88

Getting information when it's needed (information distribution/mail handling chart). Mod Off Tech, Vol. 33, No. 1: 84, 86, 88+ - Ja 88


Hammermill's bond paper is a 76-year-old staple. Office, Vol. 107, No. 4: 102 Ap 88

Have you got your working papers? Mod Off Tech. Vol. 33, No. 8: 60, 62 Aug 88

Here's the latest in copier features. Richard E. Hanson. Off Sys, Vol.5 No. 7: 30-31, 34, 36-38 11 88

High-speed duplicator, copiers new from Xerox. Office, Vol. 107, No. 5: 93 My 88

How to cut costs (copier supplies). Richard E. Hanson. Off Sys, Vol. 5, No 3: 23, 26 Mr 88

How to get the most from furniture and workstations. Al Schumann. Off Sys, Vol. 5, No. 6: 44-52, 54-55 Ju 88


Image scanners: worth a thousand words. Sam Dickey. Today's Off, Vol. 22, No. 10. 47-48, 50 Mr 88

In offices, "disabled" doesn't mean "unable." Francis J. Lavoie. Mod Off Tech, Vol.33 No. 6: 92, 94, 96 Ju 88


Informal purchases make productivity affordable (office chart design products). Mod Off Tech, Vol. 33, No. 1: 118, 120, 122+ Ja 88


Ion deposition printers meet expectations. Words, Vol. 16, No 5: 17-18 Mr/Ap 88


It's a printer—no, it's a network. Mod OffTech, Vol 33, No. 2. Feb 88


Laptop PCs find their place in the sun. Sam Dickey. Today's Off, Vol. 22, No. 12 27-30, 32-33 My 88


Making a typewriter in steps and 115 years. Darryl Rehr. Office, Vol. 10b, No. 5: 122-123 Nov 88


Managing supplies-side economics (office supplies). Mod Off Tech, Vol. 33, No. 2: 74, 76 Feb 88


Modular furniture is your link with productivity. Patricia M. Fernberg. Mod Off Tech, Vol. 33, No. 3: 42-43, 46 Aug 88


More muscle at the desktop, more security in the files. Laura K. Romei. Mod Off Tech, Vol. 33, No. 4: 57-58, 60 Ap 88


New technology enables typewriters to transcribe shorthand into full text. Sec, Vol. 28, No 4: 14-16 Ap 88


Office desks that deliver. Rick Minicucci Today's Off, Vol. 22, No. 1: 10, 12, 17, 19 Ju 88

Office equipment power has to be harnessed. George L. Beiswinger. Office, Vol.108 No. 8: 88, 93 Jr 88


The office overseas in the '80s: "Historical Office World" exhibit center is established in Cologne. Office, Vol. 107, No. 3: 32 Mr 88


OS/2 will take awhile. Mike Bucken. Soft Mag, Vol. 8, No. 1: 22-23 Ja 88


Postal accounting makes money—legally. Mod Off Tech, Vol. 33, No. 1: 24 Ja 88


Preventing disaster with power protection. Mod Off Tech, Vol. 33 No. 6: 76 Ju 88


The proof is in the paper. Taree Bollinger. F & S Pro, Vol. 1, No. 2: 20-24 Nov 88

Putting the "E.T." in Met Life (transferring from electric to electronic typewriters). Patricia K. Fernberg. Mod Off Tech, Vol. 33, No. 11: 72, 74 Nov 88


Shelving system appeals to law firm. Mod Off Tech, Vol. 33, No. 10: 86 Oct 88


Shredders can ensure confidentiality. Tom Zanca. Off Sys, Vol. 5 No. 7: 64, 66, 68-73 Ju 88


Sourcing your supplies. Stephen Brindza. Mod Off Tech, Vol. 33, No. 8: 54, 56, 58 Aug 88

A stable industry with room for growth (business chart supplies). Mod Off Tech, Vol. 33 No. 1: 156, 158+ Ja 88

The standards remain the same (records management/micrographics chart). Mod Off Tech, Vol. 33, No. 1: 102, 104, 106+ Ja 88


Systems furniture clusters save time and money. Mod Off Tech, Vol. 33, No. 2: 31 Feb 88


Take care and save ware. Kay Howell. NSF, Vol. 49 No. 9: 26 Ji 88

Tailoring the typewriter to the task. Keven Shea. Sec, Vol. 48, No. 3: 10-13 Mr 88

Telephone instruments: many choices await you. Kermit Metzner. Off Sys, Vol 5, No. 9: 60, 62, 64 Sep 88


Users illustrate copiers' versatility. Patricia M. Fernberg. Mod Off Tech, Vol.33 No. 6: 56,60,62 Ju 88


Voice mail: the "super secretary". Fred A. Rose. Office, Vol. 107, No. 5: 106 My 88


What type of ET is best for you? (electronic typewriters) illutm M. Cowan. Off Sys, Vol. 5 No. 7.56,58,60,62 11 88

What you need, when you need them (support products and services chart). Mod Off Tech, Vol. 33, No. 1: 144, 146, 148-149+ Ja 88

Where do old PCs go? Jim Hall-Sheehy. Info Ctr, Vol. 4, No. 3: 12, 41 Mr 88

Word processors--it's a jungle out there. Viewpts, Vol 13, No. 4: 4 Ja 88

Writing instruments add color to your words. Teri Lo-Nigro. Today's Off, Vol. 22, No. 11: 30, 35 Ap 88


GENERAL EDUCATION

Are we shortchanging ourselves? Jim Hall-Sheehy. Info Ctr, Vol.4 No. 7: 40, 42 Ji 88


Motivating the unmotivated to read. Nicholas P. Criscuola. Clearings, Vol. 61, No. 9: 403-405 My 88


Readability: are our textbooks reaching our students? Anita L. Corey and John E. Sy camore. VBEAJ, Vol. 11: 7-9 Spring 88


GUIDANCE AND COUNSELING

Computer-assisted record monitoring and advising in an urban business school. George A. Marcoulides and R. Bryant Mills. JEB, Vol. 64, No. 1: 32-34 Oct 88


Eliminating drug abuse among students. Bill Heron. Clearings, Vol. 61, No 6: 283-284 Feb 88

A chattering coworker (Secretary on the spot). Sec, Vol 48, No. 2: 22 Feb 88

COMEX: The Communication Experience In Human Relations, 2nd ed., Lyle Sussman and Sam Deep, South-Western, 224 pp., $14.50


Coping with Difficult People by Robert M. Bramson (Cassette review). Ione T. Daniels. NSR, Vol. 49, No. 6: 62 An 88


Customer service works! Robert E. Levinson Mgmt W, Vol. 17, No. 1: 5-6 Ja/Feb 88

Dealing with a boss who ignores the rules (response to June/July Secretary on the Spot). Sec, Vol. 48, No. 8:34 Oct 88


Doing things right or doing the right things? Steve Adamson. Office, Vol. 107, No. I: 85 la 88

The fine art of defusing angry people Robyn A. Bair. Sec, Vol. 48, No. 3: 18-19 Mr 88

How to make anger work in your favor. Lin Grensing. Off Sys, Vol. 5, No. 11: 36-37 Nov 88

How you can get others to get along on the job. Peg Cady. Off Sys, Vol. 5, No. 9: 24, 26 Sep 88


Personalities in the IC. Mary A. Sherrell. Info Ctr, Vol. 4, No. 12: 26-29 Dec 88

Polishing your students' interpersonal skills Terr W Hedgepeth. Bal Sheet, Vol 69, No 5: 7-8 My/Ju 88

Psychology: Human Relations and Work Adjustment, 7th ed., Rene V. Dawis, Gregg McGraw-Hill, 448 pp., $23.96


SOS...advancement stifled by bitter boss (Secretary on the spot). Sec, Vol. 28, No. 4: 23 Ap 88


"Thank you for calling." Bruce Witwer. Mgmt W, Vol. 17, No. 1: 8-9 Ja Feb 88

Victim of supervisor's wrongdoing (response to January's Secretary on the Spot). Sec, Vol. 48, No. 3: 26-27 Mr 88


The wimp manager is made. not born. C. R. Tindal and Pat Doyle. Sec, Vol 48, No. 14-15 Feb 88


Workplace humor can make your day. Virginia O. Tooper. Off Sys, Vol. 5, No. 11. 55, 57-60 Nov 88

You've got a problem (Two models for solving problems can help information center professionals be better trouble shooters) Peter Delager. Info Ctr, Vol. 4, No. 10: 26-30, 35 Oct 88

Ethics

Business and Society: Corporate Strategy, Politics, Policy, and Ethics, 6th ed., William C. Frederick and Keith Davis, McGraw-Hill, 626 pp., $36.95


Business ethics, managerial decision making, and corporate culture and values (DA8720133). Nicholas J. Mauro New York University, Doctoral dissertation, 1987

Cheating in academe Gail Tom and Norm Borin. JEB, Vol 63, No. 4: 153-157 Ja 88


Freelancing on company time. Sec, Vol. 48, No. 3: 24-25 Ja 88


Is it time to teach computer ethics in the classroom? Linda M. Lambert. Bus Exch, Vol. 12, No. 1: 9 Fall 88


Teaching work ethics in the classroom: instructional resources and ideas. F. Stanford Wayne. DPE Tips, Vol. 4, No. 1: 1-4 Winter 88


Personality


Myers-Briggs type indicator personality characteristics of business teacher education majors. Gloria Vogt and Birdie Holder. NABTE Rev, No. 15: 39-41, 88 Issue

Personality Development for Work, 6th ed., Wallace and Masters, South-Western, 230 pp., $9.90

INFORMATION MANAGEMENT/PROCESSING


Add paperwork to the IRS list of problems. Office, Vol. 107, No. 3: 22 Mr 88

Another yawn for Unix Hal Glatzer. Soft Mag, Vol. 8, No. 11: 10 Sep 88


Building distributed information systems. Theodore Klein . Info Ctr, Vol. 4, No. 8: 51-54, 56 Aug 88


CD ROM in the information center. Mary-Beth Santarelli. Info Ctr, Vol. 4, No. 3: 18-21 Mr 88

CD ROM 2: Optical Publishing edited by Suzanne Ropiequet, Microsoft Press, 384 pp., $22.95


CIOs are climbing a steep ladder. Lura K. Romei. Mod Off Tech, Vol. 33, No. 1: 10 Ja 88

A company's human resource. Jan Snyders. Infosys, Vol. 35, No. 3: 54-56 Mr 88


Cross-fertilizing vital architectures. Jerry Cashin. Soft Mag, Vol. 8, No. 1: 8, 10 Ja 88


Dealing with user management. Hugh Carter. Info Ctr, Vol. 4, No. 3: 31-33 Mr 88

Delivering data. Info Ctr, Vol. 4, No. 3: 16-17 Mr 88


Do top-level executives use computers to make their decisions? Rhonda Rhodes and Joyce Kupsh. OSRA J, Vol. 6, No. 2: 7-13 Spring 88


The end-user's liaison. Nick Rawlings and Joan Rawlings. Info Ctr, Vol. 4, No. 3: 40-41 Mr 88


Finding the missing link (microcomputer-to-mainframe computer links). Mod Off Tech, Vol. 33, No 9: 90, 92, 94, 96 Sep 88


Have you talked to your kid lately? Carolyn J. Mullins and Robert C. Mullins. Words: 27-28 Ja/Feb 88


The human cost of computing. Jim Hall-Sheehy. Info Ctr, Vol. 4, No. 5: 12, 16 My 88

Hypertext adds non-linear thinking to computers. Michael J. Kleeman. Adm Mgmt, Vol. 49, No. 2: 38-39 Mr 88

The IC-as-car dealership. Patricia M. Engstrom Info Ctr, Vol. 4, No. 1: 8: 12-13 Aug 88

The IC-MIS summit. Rebekah Wolman Info Ctr, Vol. 4, No. 3: 22-23, 26+ Mr 88

If it were crystal clear. Wayne L. Rhodes, Jr. Infosys, Vol. 35, No. 3: 23-24 Mr 88


Implementing an EIS: two stories. Info Ctr, Vol. 4, No. 2: 24-26, 28, 36 Feb 88

Industry changes foster IBM change. Wayne L. Rhodes, Jr. Infosys, Vol. 35, No. 3: 15-16, 18 Mr 88

Information and image management. Mod Off Tech, Vol. 33, No. 1: 36-37, 40-41 Ja 88


Information center salaries. Elizabeth Lindholm. Info Ctr, Vol. 4, No. 8: 26-28 Aug 88

Information processing instruction in Virginia community colleges. Shirley I., all and Jeffrey R. Stewart, Jr. NABTE Rev, No. 15: 10-30, 88 Issue

Information processing with the WP connection. Tom Jenkins. Off Sys, Vol. 5, No. 10: 90, 94, 97 Oct 88


Information systems/office automation practices in leading California companies. Wanda Stitt OSRAJ, Vol 6, No. 2: 23-26 Spring 88

Information technology and management goals. Office, Vol. 107, No 2: 37 Feb 88

In search of connectivity. David H. Freedman Infosys, Vol. 35, No. 3: 21-22 Mr 88


Insight into IBM's ASD. Mike Bucken. Soft Mag, Vol. 8, No 8: 33 Ju 88


It's obvious 'sn't it' (common sense techniques for supporting use;e;). Carolyn J. Mullins and Robert C. Mullins Info Ctr, Vol. 4 No 7: 34-38 Ji 88
Metadata considerations for effective data administration—important issues for the data administration course. Carl S. Sane, J. Comp Inf Sys, Vol. 28, No. 4: 16-18 Summer 88

Microsoft Works on the Apple Macintosh. Charles Rubin, Microsoft Press, 360 pp., $18.95


Music Through MIDI: Using MIDI to Create An Electronic Music System, Michael Boom, Microsoft Press, 304 pp., $19.95


A network server by any other name. J. B. Miles. Info Ctr, Vol. 4, No. 9: 16-17, 19-20 Sep 88

Networks that work—Datapoint (informative advertising insert). Infosys, Vol. 35, No. 3: 12 pp. Mr 88

New era of control. Jerry Cashin Soft Mag, Vol. 8, No. 6: 8, 10 My 88


On the executive's desk. Larry Runge Info Ctr, Vol. 4, No. 6: 34-38 Ju 88

One reporter's thought about artificial intelligence. Roger D. Thome. NSR, Vol. 49 No. 9. 44 JI 88


The OS/2 is in your future, but watch UNIX. Claude F. Whitmyer Office, Vol. 108, No. 4: 27 Oct 88

OSI remains divided Jerry Cashin. Soft Mag, Vol. 8, No. 9: 8,10 JI 88


Power controls: the trend is toward internal systems. Kenneth F. Smith Office, Vol 107, No 2, 83, 85-86 Feb 88
A visionary and a motivator deliver the Case message (Profile: Knowledgeware, Inc.). John Desmond. Soft Mag, Vol. 8, No. 11: 95, 97-98, 102, 104 Sep 88


What are IC managers really like? Here’s one answer. John Kador. Info Ctr, Vol.4 No. 7: 39 JI 88


What if...? Naomi Karten. Info Ctr, Vol.4 No. 7: 41-42 JI 88

What’s a data? Infosys, Vol. 35, No. 3: 48-51 Mr 88

What’s in a name? Naomi Karten info Ctr, Vol. 4, No. 3: 38-39 Mr 88


Women in information processing careers: sex-role identity, attitudes toward women, and other selected variables. Eleanor J. Davidson. OSRA J, Vol. 6, No. 1: 7-13 Fall 87

Working toward cost, resource management Harvey A. Bevime. Soft Mag, Vol. 8, No. 12: 74-75, 78, 81, 87 Oct 88


The year of linking up. Larry R. DeBoever. Soft Mag, Vol. 8, No. 1: 85-87, 90 Ja 88

Your income tax return: want the IRS to do it? Office, Vol. 107, No. 1: 52 Ja 88

You’ve got a problem (Two models for solving problems can help information center professionals be better trouble shooters). Peter DeJager Info Ctr, Vol. 4, No. 10: 26-30, 35 Oct 88

Data processing


The Algorithmic Image—Graphic Visions of the Computer Age, Robert Rivlin, Microsoft Press, 304 pp., $24.95


As VAXs multiply, they must be managed. Mike Bucken. Soft Mag, Vol. 8, No. 1: 80-81, 83 Ja 88

Aspects of Distributed Computer Systems, 2nd ed., Harold Lorin, John Wiley & Sons, 320 pp., $42.95


Case competition is all over the world. Ed Yourdon. Soft Mag, Vol. 8, No. 14: 51-56, 58-60 Nov 88 (extra issue)


Computer information systems programs in British universities and polytechnics John E. Nixon. JEB, Vol. 64, No. 1: 40-42 Oct 88


Covering the Unix bases. Mike Bucken. Soft Mag, Vol. 8, No. 7: 76, 78-79 My 88 (extra issue)


DEC gears up for OLTP. Scott McLarnon. Soft Mag, Vol. 8, No. 7: 71, 74-75 My 88 (extra issue)


Despite course costs, CBT can be a bargain (computer-based training software; authoring systems for mainframe). Robert Knight. Soft Mag, Vol. 8, No 15: 63-64, 66-67 Dec 88
Developing workgroup systems. Tony Gunton. Info Ctr, Vol. 4 No. 7: 28-30 Jul 88


Do you need a LAN? (Do your users really need a LAN or do they want one and how can you tell the difference?) Robert C. Mullins and Carolyn J. Mullins. Info Ctr, Vol. 4, No. 11: 32, 35-37 Nov 88

The DOD's ideal seven computing components. Jerry Cashin. Soft Mag, Vol. 8, No. 10: 12, 14 Aug 88

Easing the EIS burden. Alan Paller. Info Ctr, Vol. 4, No. 4: 12, 18 Apr 88


Expert Systems for Experts. Kamran Parsaye and Marc Chignell, John Wiley & Sons, 462 pp., $29.95


Hidden costs of computing. Jim Hall-Sheehy Info Ctr, Vol. 4, No. 4: 17-18 Apr 88

IBM bullish on EDI. Susan Aluise Soft Mag, Vol. 8, No. 1: 28-29 Jan 88

The IC as catalyst. Randy Casto Info Ctr, Vol. 4, No. 6: 10 Jun 88


Integrated Services Digital Networks: From Concept to Application. John Ronayne, John Wiley & Sons, 230 pp., $34.95

IBM blueprint for success. Infosys, Vol. 35, No. 1: 4-5, insert Ja 88

Insights into consulting needs in information processing, data processing, and word processing in business located in southwestern Ohio. Donna S. Courtney. Ohio Edn Tchr, Vol. 40: 39-44 Apr 88

IRM blueprint for success. Infosys, Vol. 35, No. 1: 1-6 Fall 87

1988 Business Education Index


MIS warning: watch out for your jobs. Mike Bucken. Soft Mag, Vol. 8, No. 1: 31 Ja 88

Model of a workstation data link. Merv Adrian. Info Ctr, Vol. 4, No. 6: 25-31 Jul 88

Never enough space. Hal Glatzer. Soft Mag, Vol. 8, No. 5: 63-64, 67 Apr 88

New animal for MIS. very large-scale LANS. Larry R. DeBoever. Soft Mag, Vol. 8, No. 15: 59-61 Dec 88

New platforms of project management (includes chart of representative project management packages). Soft Mag, Vol. 8, No. 12: 82-84, 87 Oct 88


Norton: don't let data rule us. Soft Mag, Vol. 8, No. 5: 65 Apr 88

Now the customer is king. Robert Knight. Soft Mag, Vol. 8, No. 10: 61-65 Aug 88


Options are few, functions complex. Jerry Cashin. Soft Mag, Vol. 8, No. 10: 43-44, 46, 48-49, 52 Aug 85

OSI Explained. End-to-End Computer Communication Standards, John Hereshall and Sandy Shaw, John Wiley & Sons, 217 pp., $34.95

OSI leaves the nest. Jerry Cashin. Soft Mag, Vol. 8, No. 10: 31, 33 Aug 88


Powerful forces at work. Jerry Cashin. Soft Mag, Vol. 8, No. 5: 74-75 Apr 88

Preparing computer information systems/data processing majors to interact effectively in an automated office environment--an opportunity for office systems educators. Robert B. Mitchell. OSRA J, Vol. 6, No. 1: 1-6 Fall 87

Make it quick, make it easy. Jan Snyders. Infosys, Vol. 35, No. 2: 36-38, 40-45 Feb 88
Quantitative Analysis of Computer Systems, Clement H. C. Leung, John Wiley & Sons, 170 pp., $34.95

Quick Reference Guide to MS-DOS Commands, Van Wolverton, Microsoft Press, 48 pp., $4.95


Re-engineering vs. reverse engineering. William Ulrich. Soft Mag, Vol. 8, No. 11: 8, 10 Sep 88

Rocky Mountain bankcard system. Mod Off Tech, Vol. 33, No. 4: 48-49, 52 Ap 88


The spectrum of link interfaces. Elizabeth Lindholm. Info Ctr, Vol. 4, No. 6: 18-22 Ju 88

Structured Techniques of System Analysis, Design, and Implementation, Sitansu S. Mittra, John Wiley & Sons, 392 pp., $42.95


Supporting the process. Randy Casto. Info Ctr, Vol. 4, No. 4: 15, 18 Ap 88

Survival in a computer environment--the synergistic approach. Janet C. Whitehead and Diann Conyers. JEB, Vol. 22, No. 1: 8-14 Ja 88

Systems Network Architecture, Anton Meijer, John Wiley & Sons, 223 pp., $34.95

Teaching expert knowledge-based system development. J.M. Mockler and D.G. Dologite. JEB, Vol. 54, No. 7: 300-306 Ap 88

Teaching spreadsheets: questions & answers. Nancy Groneman. Database, Vol 6, No. 1: 1, 3-5 Fall 87

Technology pushes the frontiers (data processing/calculators chart). Mod Off Tech, Vol. 33, No. 1 66, 68, 70+ Ja 88

Tools are an alternative to "playing computer". Len Horton. Soft Mag, Vol. 8, No. 1: 58-59, 61 + Ja 88


Two steps forward, one step back. Mike Walsh. Infosys, Vol. 35, No. 1: 52-53 Ja 88


The Unix Operating System, 2nd ed., Kaare Christian, John Wiley & Sons, 455 pp., $29.95


Where will you be when the lights go out? David C. Thelwits. Soft Mag, Vol. 8, No. 12: 63-64, 67, 70-72 Oct 88

Will dictators, mamas pick 'Pick'? Hal Glatzer. Soft Mag, Vol. 8, No. 1: 30 Ja 88


Xenix at Work, JoAnne Woodcock & Michael Halvorson, eds., Microsoft Press, 432 pp. $21.95

Data security

Backing up: a few steps toward safer data. Joshua Tanzer. Adm Mgmt, Vol. 49, No. 2: 27-31 Mr 88


Designing Information Systems Security, Richard Baskerville, John Wiley & Sons, 307 pp., $49.95


How safe is your data? Joseph M. Pujals. Info Ctr, Vol. 4, No. 4: 36-40 Ap 88


Logical and physical data protection. R. E. Johnston. Infosys, Vol. 35, No. 3: 26 Mr 88


No license to copy. Howard Zaharoff. Soft Mag, Vol. 8, No. 8: 3 Ju 88


Preventing disaster with power protection. Mod Off Tech, Vol. 33 No. 6: 76 Ju 88

Preventive measures to ensure PC data security. James F. Krema. Office, Vol. 107, No. 3: 37, 45 Mr 88


Database management


Bringing up baby. George Coronado. Soft Mag, Vol. 8, No. 4: 45-46, 48-51 Mr 88 (extra issue)


Command Performance: R:BASE SystemV Including R:BASE500, Nicho. s M. Baran, Microsoft Press, 336 pp., $21.95


Data Management Through dBASE, Robert T. Grauer and Mary Ann Barber, Greg McGraw-Hill, 600 pp., $21.56

Data prototyping. Deborah L. Brooks. Info Ctr, Vol. 4 No. 7: 31-33 Ji 88

Data, redundancy and credibility. W. H. Inmon. Info Ctr, Vol. 4, No. 5: 34-36 My 88


Database Applications Using Prolog, Robert Lucas, John Wiley & Sons, 159 pp., $37.95

Database in the graduate MIS curriculum. Anil K. Aggarwal and Arthur B Kahn. JEB, Vol. 64, No 1: 35-39 Oct 88

Database management software: tailor it. Sandra Sopko. Office, Vol 107, No. 2: 78, 80 Feb 88


Database managers are managing better. Connie Winkler. Today's Off, Vol. 23, No. 5: 52-53 Oct 88

Database Projects: A Framework for Effective Management, M. A. Shenf, John Wiley & Sons, 138 pp., $38.95


DB2 is faster, more dominant? Mike Bucken. Soft Mag, Vol. 8, No. 8: 32 Ju 88


Hypertext adds non-linear thinking to computers. Michael J. Kleeman. Adm Mgmt, Vol. 49, No. 2: 38-39 Mr 88

IBM's connectivity strategies (controlling the network through patience and SAA). Larry R. DeBoever. Soft Mag, Vol. 8, No. 11: 87, 90-91 Sep 88


Latest technology-and-beyond-sought as Caja Galicia improves information access IMC J, Vol. 24, No. 2: 9-11 Mr/Ap 88

The little silver disk. Glynda Wood. NATEBE Notes: 5-6 Spring 88

Mailing list accuracy is honesty. George Whitman. Adm Mgmt, Vol. 49, No. 1: 47 Feb 88

Managing departmental systems. Netta Carver. Info Ctr, Vol. 4, No. 5: 17-18, 26 My 88

MIS can be gatekeeper to outside databases. Johanna Ambrosio. Soft Mag, Vol. 8, No 1: 73, 75-76, 78 Ju 88

Of time and productivity (Does it take two months or two years to create a report for a user? An atomic level database can speed things up). W. H. Inmon. Info Ctr, Vol. 4, No. 9: 22-23 Sep 88

Paper tigers to corporate lions. Jerry Cashin. Soft Mag, Vol. 8, No. 11: 70-72, 74, 77 Sep 88

Quick Guide to Database Management, Jeffrey R. Stewart, Jr., Nancy M. Melesco and Sandra R. McMinnis, Gregg McGraw-Hill, Text-Workbook, 160 pp., $7.60

Quick Reference Guide to dBase III Plus Commands, Microsoft Press, 72 pp., $5.95


Some choose a hardware DBMS. Robert Knight. Soft Mag, Vol. 8, No. 5: 47-49 Ap 88

Soothing the data headache. Infosys, Vol. 25, No. 2: 30-32 Feb 88


Storing and moving the data resource. Paula McCormick. Soft Mag, Vol. 8, No 3: 48-50, 52-57 Mr 88


Studying in connectivity, Part I. Kurt Christhoff. Info Ctr, Vol. 4, No. 5: 9-10, 16 My 88


Who should have control, personnel or payroll? Bonnie Miller and Sidney H. Simon. Soft Mag, Vol. 8, No. 10: 54-56, 58-59 Aug 88

Programming


4GLs of another color. Kent Lawson. Info Ctr, Vol. 4, No. 4: 26 Ap 88


Advanced MS-DOS: The Microsoft Guide for Assembly Language and C Programmers, Ray Duncan, Microsoft Press, 496 pp., $22.95

Ask the experts: What are the advantages of fourth generation languages (4GLs); why should we teach both 3rd and 4th generation languages; curriculum implications; how can I learn about 4GLs? Richard Aukerman. Bus Ed Forum, Vol. 43, No. 2: 10-11 Nov 88

Back-end tools seek front-end comparisons (Vendors work to make code generators an integrated component in the tool suite). Edith Myers. Soft Mag, Vol. 8, No. 11: 49-50, 59, 63, 68 Sep 88

A child of its times (COBOL85). Jerry Cashin. Soft Mag, Vol. 8, No. 3: 34-37, 39-40 Mr 88

COBOL and graphics. Alan Paller. Info Ctr, Vol. 4, No. 6: 12-13 Ju 88

The computer programmer aptitude battery as a predictor of achievement in Fortran computer programming courses at the two-year college level (DA8720119). Gene Goldstein. New York University, Doctoral dissertation, 1987
Data Structures for Programmers, Milton Rosenstein, John Wiley & Sons, 210 pp., $29.95

The doorway to 4GL enlightenment. Toni La Motta. Info Ctr, Vol. 4, No. 4: 28-30, 33-34 Ap 88


Learning to program computers by learning to solve problems. Gerald E. Evans. JEB, Vol. 64, No. 2: 77-79 Nov 88

Microsoft Quickbasic: Developing Structured Programs with Microsoft's Advanced BASIC, Douglas Hergert, Microsoft Press, 384 pp., $18.95

More ways to say "program." Jerry Cashin Soft Mag, Vol. 8 No. 9: 31-33,35-36,39-40 Jl 88

PC COBOL is in business. Art Campbell. Soft Mag, Vol. 8, No. 3: 43-46 Mr 88

The Peter Norton Programmer's Guide to the IBM PC, Peter Norton, Microsoft Press, 448 pp., $21.95

Proficient C: The Microsoft Guide to Intermediate and Advanced C Programming, Augie Hansen, Microsoft Press, 512 pp., $22.95

A project approach for teaching advanced COBOL. Laurie E. MacDonald and Kenneth Fougere J Comp Infosys, Vol. 19, No. 1: 27-29 Fall 88


Thinking about 4GLs. Kent Lawson. Info Ctr, Vol. 4, No. 1: 29 Ja 88


Variations in C: Programming Techniques for Developing Efficient Professional Applications, Steve Schustack, Microsoft Press, 368 pp., $19.95

KEYBOARDING/TYPINGWRITING


Beyond Australian keyboard challenges: the MARSAN keyboard. An alternative to AZERTY, QWERTY, DVORAK, or Maltron keyboards. Denise Lanen. SIEC Rev, No. 111: 15-23 Ap 88


A comparison of speed and accuracy of first-year word processing students on electric typewriters versus microcomputers with word processing software. Mary Shroyer-Van Vranken North Texas State University, Master's thesis 1986, Alpha Epsilon Rsch, Vol. 28: 2, 1988 Issue

A comparison of teacher-directed, computer-based instruction and individualized, computer-based instruction for teaching elementary students the touch method of keyboarding. Lila Prigge. DPE Proceedings, 21-24 Nov 88

A comparison of teacher-directed computer-based instruction and self-directed computer-based instruction in teaching beginning keyboarding to college students. Roberta J. Barta. DPE Proceedings, 25-27 Nov 88


1988 Business Education Index


Variations in C: Programming Techniques for Developing Efficient Professional Applications, Steve Schustack, Microsoft Press, 368 pp., $19.95

KEYBOARDING/TYPINGWRITING


Beyond Australian keyboard challenges: the MARSAN keyboard. An alternative to AZERTY, QWERTY, DVORAK, or Maltron keyboards. Denise Lanen. SIEC Rev, No. 111: 15-23 Ap 88


A comparison of speed and accuracy of first-year word processing students on electric typewriters versus microcomputers with word processing software. Mary Shroyer-Van Vranken North Texas State University, Master's thesis 1986, Alpha Epsilon Rsch, Vol. 28: 2, 1988 Issue

A comparison of teacher-directed, computer-based instruction and individualized, computer-based instruction for teaching elementary students the touch method of keyboarding. Lila Prigge. DPE Proceedings, 21-24 Nov 88

A comparison of teacher-directed computer-based instruction and self-directed computer-based instruction in teaching beginning keyboarding to college students. Roberta J. Barta. DPE Proceedings, 25-27 Nov 88


1988 Business Education Index


Cost-effective keyboarding at the elementary school level. Patricia Whitman and Richard Martin. Ball Sheet, Vol. 69, No. 2: 7-8 Ja/Feb 88

A determination of the use of a multiplicity of machines and its effects on teaching techniques in beginning typewriting. Jean M. Mincoy. Southwest Missouri State University, Master's thesis, 1987


The Educational Resource Center—An Authentic Rough Draft Simulation, Briggaman, South-Western, Workbook Simulation, $6.50

The electronic typewriter, the microcomputer, the electronic typewriter, the microcomputer, the electronic typewriter... Doralie Reynolds. Kan Bus Tchr, Vol. 42, No. 1: 4-5 Fall 88

Electronic typewriters: more features, more versatility are hallmarks of today's units. Samuel Jay Kalow, Office, Vol. 108, No. 1: 76, 78 11 88


ET's find their home in tomorrow's office. Patricia M Fernberg. Mod Off Tech, Vol. 33, No. 9: 54, 56, 58 Sep 88

ET's please most, our survey finds. Mary R. Patton. Off Sys, Vol. 5, No. 9: 32, 39, 41 Sep 88

Fit for Fun, Document Processing, 6th ed., Mona J Casady, South-Western, Simulation, $18.50,Audio cassette, $15


From typewriter to microcomputer: making the teaching transition easier. Lloyd W. Bartholome. Ball Sheet, Vol 69, No. 5: 36-37 My/Ju 88

Gregg College Typing, Series Six, Lessons 1-25, Keyboarding. Scot Ober, Robert P. Poland and Robert N. Hanson, Gregg McGraw-Hill, Keyboarding Package with 5 1/4" and 3 1/2" student data disks, $12.96

Gregg College Typing, Series Six. Scot Ober, Robert P. Poland and Robert N. Hanson, Gregg McGraw-Hill, 448 pp., $22.36

Gregg College Typing, Series Six, Skill Measurement Timings. Scot Ober, Robert P. Poland and Robert N. Hanson, Gregg McGraw-Hill, IBM, Lessons 1-180 (6 disks, 3 user's guides), $275 site license fee

How elementary teachers perceive keyboarding for elementary students. Lila Prigge. JEB, Vol. 64, No. 6: 262-266 Mr 88


Increased stroking speed—a natural byproduct of advanced word processing. Jean Rockwell Warner. NJObs, pp. 24-29, 87-88 Issue

Individualized instruction: an alternative approach to keyboarding. James DeLoach Ball Sheet, Vol. 69, No. 4: 32-34 Mr/Ap 88


Keyboarding/document processing, building employable skills. T James Crawford Inv, Vol. 13, No. 3: 3 Fall 87


Microcomputers: an alternative to typewriters. Sherry Bever and Sharon Leonard Kan Bus Tchr, Vol. 42, No. 1: 12-14 Fall 88

New technology enables typewriters to transcribe shorthand into full text. Sec, Vol. 28, No. 4: 14-16 Ap 88


Putting the "E.T." in Met Life (& from electric to electronic typewriters). Patricberg. Mod Off Tech, Vol. 33, No. 11: 72, 74


Skillbuilding: Building Speed and Accuracy on the Computer Keyboard, Carole H. Eide, M. Andrea Holmes and V. Wayne Klemien, Gregg McGraw-Hill, IBM PC (2 disks and user's guide), $350 site license fee


A study to determine the extent computer keyboarding skills are needed by business professionals. Rose Mary Wentling. DPE Proceedings, 61-62 Nov 88


A survey of keyboarding instruction to elementary students of Kansas. Marcelle Gass and Helen Hoch. Kan Bus Tchr, Vol. 41, No. 2. 10-11, 19 Spring 88

Tailoring the typewriter to the task. Kevin Shea Sec, Vol. 48, No. 3: 10-13 Mr 88

Type what you like, but type. Fannie Leonard Simmons. Bus Exch, Vol. 11, No. 2: 24 Spring 88

Teaching employability skills in the keyboarding classroom. Sue Sherbet and Mary Giovannini Bal Sheet, Vol. 69, No. 5: 21-22 My/Ju 88

Teaching microapplications to nontypists Becky K Briggs. Bus Ed Forum, Vol. 43, No. 2: 15-18 Nov 88

Teaching more than typing in a typing class. Timerra L. Elmer. Bus Exch, Vol. 11, No. 2: 25-26 Spring 88


1988 Business Education Index

Type what you like, but type. Fannie Leonard Simmons. Bus Exch, Vol. 11, No. 2: 24 Spring 88


Typing is not all typing (The professional edge). Ruth Riley. NATFBE Notes: 3-4 Spring 88


Proofreading

A comparison of four approaches to teaching proofreading to third-semester typewriting students at the high school level. Vivian Arnold. DPEJ, Vol. 30, No. 3: 93-108 Summer 88


A comparison proofreading technique for document production. Shirley Barton. JEB, Vol. 64, No. 2: 87-89 Nov 88


MARKETING

Creating positive perceptions. Naomi Karten. Info Ctr, Vol. 4, No. 5: 14-15 My 88


Customers front and center Robert A. Robinson Ideas, Vol. 3, No. 4 24-25 Feb/Mr 88

Get more for less in your marketing plan. Jeffrey P. Davidson Off Sys, Vol. 5, No. 10: 76, 78-80 Oct 88
1988 Business Education Index


Is your marketing plan "tired"? Lloyd Bakan. Mgmt W, Vol. 17, No. 1: 44-45 Ja/Feb 88


Marketing, Peter D. Bennett, Robert Lamm and Robert A. Fry. McGraw-Hill, 766 pp., $39.95

Marketing, 6th ed., Roy J. Shaw and Richard J. Semenik, South-Western, Textbook, $19

Marketing Decision-Making Using Lotus 1-2-3, John Bedient, South-Western, 241 pp., $13


Marketing Research by David A. Aaker and George S. Day (Book review). Anne Mattison. JEB, Vol. 64, No. 6: 285 Mr 88

Once you've got 'em, never let 'em go. Laura A. Liswood. Ideas, Vol. 4, No. 1: 10-12 Aug/Sep 88


Marketing education


Affective work competencies of marketing education students. Bob R. Stewart and Gary V. Dill. Mkt Ed J, Vol. 13, No. 1: 36-45 Fall 87


Everything is marketing/political! Shirley Grissett. Ideas, Vol. 3, No. 3: 16 Ja 88


Making the most out of field trips. Robert G. Berns. Ideas, Vol. 3, No. 4: 10 Feb/Mr 88

The management of markets orientation Steven B. Corbin. Ideas, Vol. 3, No. 4: 20-21 Feb/Mr 88


Marketing is hot; let's take advantage! Karl Powell. Ideas, Vol. 4, No. 2: 11 Nov 88


Marketing research trends predict future marketing strategies Steven B. Corbin. Ideas, Vol. 3, No. 3: 12-13 Ja 88


Marketing your marketing education program. Malaine Hagemeier. Ideas, Vol. 4, No. 2: 8-10 Nov 88


Sports and big-event marketing. Steven B. Corbin. Ideas, Vol. 4, No. 2: 4 Nov 88


A study comparing academic performance and graduate rate of transfer students with native students in the baccalaureate marketing curricula in the school of business at Ferris State College. Roland R. Ream. Michigan State University, Doctoral dissertation, 1987

A study to determine if the marketing education programs in New Jersey address the basic skills contained in the H.S.P.T. Julie Paliotta-Nealon. Montclair State College, Master’s thesis, 1987


Salesmanship


Selling through China’s open door (book review of How to Sell to the People’s Republic of China by Sal T. Massimino) Off Sys, Vol. 5, No. 4: 26-29 Apr 88


Business Computer Applications, Lewis M. Elia and Kevin C. Zalondek. Milldy Publishing Corp., 24 pp. $5.95, teacher’s answer key including software with projects and free right of duplication, $39.95

Business education confusion—computer literacy, software, hardware! Dennis E. Bauer. Ohio Bus Tchr. Vol. 48: 26-29 Apr 88


Command Performance: Microsoft Excel. Douglas Hergert, Microsoft Press, 544 pp., $24.95

A company’s human resource. Jan Snyder. Infosy, Vol. 35, No. 3: 54, 56 Mr 88


A comparison of speed and accuracy of first-year word processing students on electric typewriters versus microcomputers with word processing software. Mary Shroyer-Vanfraken North Texas State University, Master’s thesis 1986, Alpha Epsilon Rsch, Vol. 28 2, 1988


Antiglare filters: a panacea for CRT users. Alan Lustiger. Office, Vol. 107, No. 3: 98, 100 Mr 88


Business Computer Applications, Lewis M. Elia and Kevin C. Zalondek. Milady Publishing Corp., 24 pp. $5.95, teacher’s answer key including software with projects and free right of duplication, $39.95

Business education confusion—computer literacy, software, hardware! Dennis E. Bauer. Ohio Bus Tchr. Vol. 48: 26-29 Apr 88


Command Performance: Microsoft Excel. Douglas Hergert, Microsoft Press, 544 pp., $24.95

A company’s human resource. Jan Snyder. Infosy, Vol. 35, No. 3: 54, 56 Mr 88


A comparison of speed and accuracy of first-year word processing students on electric typewriters versus microcomputers with word processing software. Mary Shroyer-Vanfraken North Texas State University, Master’s thesis 1986, Alpha Epsilon Rsch, Vol. 28 2, 1988

Computer Applications for Introduction to Business, Ronald S. Burke, Gregg McGraw-Hill, IBM PC, $99 site license fee


Computers are still the mainstay of most offices. Erwin Maser. *Office*, Vol. 107, No. 1: 63 Ja 88


The crucible of analysis (Can the PS/2 live up to its promises?). Elizabeth Lindholm. *Info Ctr*, Vol. 4, No. 9: 24-29 Sep 88


Don't wait until you get "burned". Douglas Finlay. *Adm Mgmt*, Vol. 49, No. 2: 16-22 Mr 88


The electronic typewriter, the microcomputer, the electronic typewriter, the microcomputer, the electronic typewriter... Doralie Reynolds. *Kan Bus Tchr*, Vol. 42, No. 1: 4-5 Fall 88

Excel in Business Number-Crunching Power on the Apple Macintosh. Douglas Cobb, Microsoft Press, 720 pp., $22.95


Factors relating to attitudes toward computers and microcomputer utilization practices of faculty of accredited and nonaccredited members of AACSB. Sue Cloud Evans and Lillian Hunt Chaney. *Ohio Bus Tchr*, Vol. 48: 11-14 Ap 88

From Mac to VAX. Merv Adrian. *Info Ctr*, Vol. 4, No. 8: 58-63 Aug 88


How are we meeting the challenge of preparing teachers and students in technology? Jean Grever and Helene Zimmerman. *DPE J*, Vol. 29, No. 4: 2-13 Winter 88


I knew it was here! Peter deJager. *Info Ctr*, Vol. 4, No. 12: 14-17 Dec 88


Lon Poole’s Mac Insights—Secrets, Shortcuts, and Solutions for the Apple Macintosh, Lon Poole, Microsoft Press, 288 pp., $18.95


Microcomputer education: an integrated approach to curriculum design. Michael S. Lane and Thomas L. Blaskovics. JEB, Vol. 63, No. 8 358-362 My 88

Microcomputer training for teachers and principals Gary Harmon. Miss BEA Y, Vol. 16, 32-40, 88 Yrbk


Microcomputers and project management. Taracad R Sivasankaran and Ralph Ruby, Jr JEB, Vol. 64, No. 7: 315-318 Ap 88

Microsoft Excel with Macros. Maximizing the Power and Speed of Microsoft Excel, Douglas Hertger, Microsoft Press, 288 pp., $21.95

More muscle at the desktop, more security in the file. Lure K. Romei. Mod OffTch, Vol 33, No 4. 57-58, 60 Ap 88

Networking on multi-user PCs. Sal Lanuto. Info Ctr, Vol.4 No. 7: 26-27 JI 88


Occupational computer literacy—how serious are you? John M. Collum, Jr. NATEBE Notes, 4-6 Fall 88


OS/2 will take awhile. Mike Bucken. Soft Mag, Vol. 8, No. 1: 22-23 Ja 88


PC expert system tools. Info Ctr, Vol 4, No. 7 20-21 JI 88


PCs on the half shell: how do you know if a PC expert system shell will do what you want it to do? Lance B. Eliot. Info Ctr, Vol.4, No. 7: 14-16,18,30 JI 88

The PC’s proper place. R. A. Stewart. Info Ctr, Vol. 4, No. 4: 48 Ap 88


Politics and the use of PCs. Jim Hall-Sheehy. Info Ctr, Vol. 4, No. 1. 10, 14 Jl 88


Programmers at Work, Susan Lammers, Microsoft Press, 392 pp., $14 95

Pushing PC platforms. Mike Bucken. Soft Mag, Vol. 8, No. 6: 34, 36-41 My 88

Smaller, but bigger (review of 3 1/2 inch disk drives and various software programs for labeling). Jeff Rossen. NSR, Vol 49, No. 9. 88-89 Jl 88


Solving the information overload problem. Claude F. Whitmyer. Office, Vol 107, No. 5: 54 My 88

A study to determine the extent computer keyboarding skills are needed by business professionals. Rose Mary Wentling. DPE Proceedings, 61-62 Nov 88
1988 Business Education Index


Systems that guard against power woes Brian P Gustafson. Off Sys, Vol 5, No 11: 24, 26 Nov 88

Take care and save ware. Kay Howell NSR, Vol 49, No. 9 86 Ji 88


Tips to facilitate teaching microcomputers. Glynnna E. Morse. NATEBE Notes, 7-8 Spring 88

Turning PCs into more powerful work stations. Richard Dalton Office, Vol.107, No. 1: 72, 74 Ja 88

Two steps forward, one step back. Mike Walsh. Infosys, Vol. 35, No 1: 52-53 Ja 88


UPS protection: insurance for the insurance industry. Mod Off Tech, Vol 33, No. 1: 22 Ja 88


Use of microcomputers in accounting classes in Wisconsin high schools. Susan Haugen, Charlotte Kraft and Cynthia Hofacker. DPE Proceedings, 67 Nov 88

User-Centered Requirements Analysis by Charles F Martin (Book review) J. K. Pierson J Comp Infosys, Vol 28, No. 2: 46-47 Winter 87-88

Using the PC's power to control inactive storage. Carrie Townley-Porter Office, Vol. 108, No 3: 49-50 Sep 88

Utilities punch up PC programs. Sam Dickey. Today's Off, Vol 22, No. 11. 18, 22 Ap 88


The year the DOD tuned into MRP. John Desmond. Soft Mag, Vol. 8, No 3 65-67 Mr 88

MINORITIES


The untapped Hispanic resource. Louis Aranda. ABEA J, Vol 7, No 1 48-55 Spring 88

Women


How far have you come, baby? Carolyn T Murphy. ABC Bul, Vol 51, No 1. 29-31 Mr 88

How society is shaping business. Joan Murphy. Mgmt W, Vol 17, No 1. 42 Ja/Feb 88

Keep learning-to stay young. Morton Hunt NSR, Vol. 49, No 3. 30-31 Ja 88

Kidding aside, parent assistance is better business. Patricia M. Fernberg. Mod off Tech, Vol. 33, No. 4 66- Ap 88


Kidding aside, parent assistance is better business. Patricia M. Fernberg. Mod Off Tech, Vol 33, No.4 66- Ap 88
Women entrepreneurs: entering the economic mainstream (abstract). Gail Farm. ABEA J, Vol. 7, No. 1: 81
Spring 88

Women in information processing careers: sex-role identity, attitudes toward women, and other selected variables. Eleanor J. Davidson. OSRA I, Vol. 6, No. 1: 7-13 Fall 87

PARAPROFESSIONALS


RECORDS MANAGEMENT

Alphabetic Indexing Rules: Application By Computer, 2nd ed., Fosegan, South-Western, Diskettes, $59.50 ea.; Text-Workbook, $4.75

Archives administration and records management in Nigeria: up the decades from amalgamation. G. B. O. Alegbeleye. ARMA Qtrly, Vol.22, No. 3: 26-28,30 JI 88

ARMA international directory of collegiate schools offering courses and majors in records and information management. ARMA Qtrly, Vol.22, No. 3: 49-66 JI 88


CAR at Sapporo University, Japan. Akira Nihira. IMC I, Vol. 24, No 1: 22-23 la/Feb 88

CD ROM in the information center. Mary-Beth Santarelli. Info Ctr, Vol. 4, No. 3. 18-21 Mr 88

Choosing records management software. James V. Davis, Jr. ARMA Qtrly, Vol.22, No. 3: 3-4,6-8,10-11 JI 88


Color filing is loaded with economics. Mod Off Tech, Vol. 33, No. 2: 50, 52, 54 Feb 88

Computer-assisted meeting management and recordkeeping. Roger J Volkema. ARMA Qtrly, Vol. 22, No. 4: 8-11, 40 Oct 88

Computer-assisted record monitoring and advising in an urban business school. George A. Maroulides and R. Bryant Mills. JEB, Vol. 64, No. 1: 32-34 Oct 88


Computer-managed supplies keep a trim bottom line. Patricia M. Fernberg. Mod OffTech, Vol. 33, No. 5: 96, 98 My 88


Corporate "pioneers" see the future in optical systems (advertising insert). Shelley Bakst. Today's Off, Vol. 23, No. 4: 36-c,m Sep 88

Correspondence course for records management. Laura M Reier. The University of North Dakota, Master's thesis, 1987


Cumulative index to The Records Management Quarterly. Gail Pennix and Marti Fischer. ARMA Qtrly, Vol. 22, No 1: 27-122 JI 88

Data safes are answer to vital-record needs. Kermit Mitzner. Off Sys, Vol. 5, No. 6: 57-58, 61-63 Ju 88


Electronic photocopying: the most popular of all color images. Elena A Prokupets. IMC J, Vol. 24, No. 5: 44-46 Sep/Oct 88


Escape from the 4-D Monster ("Dirty Disgusting Document Disposition"). Robert L. Sanders. ARMA Qtrly, Vol. 22, No. 3: 12-14,16 JI 88

Filing and records systems. Off Sys, Vol. 5, No. 1: 68, 70-83 Ja 88

Filing can be key to records management. Joseph Andrew Settanni. Off Sys, Vol. 5, No. 9: 75-76, 77-78 Sep 88

Filing systems must be tailored to fit a need. Malya Harmston. Office, Vol 107, No 3: 40, 42-43 Mr 88
Find it fast with filing supplies. Teri LoNigro, Today's Off, Vol. 22, No. 9: 38, 40, 42 Feb 88

Future trends of computer-based information systems. David (Chi-Chung) Yen and Hung-Lian Tang. ARMA Qtrly, Vol. 22, No. 4: 12-14, 16, 18, 41 Oct 88


A global approach to records management. Kenneth V. Hayes. ARMA Qtrly, Vol. 22, No. 2: 42, 44-45 Apr 88


How long must you keep your business records: Mark Langemo. Off Sys, Vol. 5, No. 4: 40-42, 45-46 Apr 88

I knew it was here! Peter deJager. Info Ctr, Vol. 4, No. 12: 14-17 Dec 88


Information management procedures utilizing features of MS-DOS. Kelly J. Black and Arlene A Motz. ARMA Qtrly, Vol. 22, No. 2: 3-6, 40 Apr 88


Is technology all there is? (Review of three video productions). J. Michael Pemberton. ARMA Qtrly, Vol. 22, No. 4: 50, 52, 59 Oct 88

K Mart applies automation to information and product distribution. IMC J, Vol. 24, No. 1: 45-44, 26-Feb 88


Making records retention decisions: practical and theoretical considerations. David O. Stephens. ARMA Qtrly, Vol. 22, No. 1: 3-7 Ja 88

Manage your records lest they manage you. Denise L. Cascio Office, Vol. 107, No. 6: 104, 106 Jun 88


A new filing system how to know if you need one. Julia Niebuhr Eulenberg Office, Vol. 108, No. 3: 74, 76 Sep 88

A new old system is established. Anne Morddel. ARMA Qtrly, Vol. 22, No. 2: 32, 36 Apr 88


Outline for the certified records manager examination. ARMA Qtrly, Vol. 22, No. 1: 136-144 Ja 88


Passport services automates records process to provide rapid service to customers. Jeanne Nikolaison. IMC J, Vol. 24, No. 3: 33-36 May/Jun 88


Preservation (Book review of Preservation of Historical Records by the National Research Council). Kenneth V. Hayes ARMA Qtrly, Vol. 22, No. 4: 46, 48-49 Oct 88

A program takes charge of records management. Lura K. Romei. Mod Off Tech, Vol. 33, No 3: 70, 72, 74, 78 Mr 88

Quick Guide to Database Management, Jeffrey R. Stewart, Jr., Nancy M. Melesco and Sandra R. McMinnis, Gregg McGraw-Hill, Text-Workbook, 160 pp., $ 7.60


Recordskeeping: The Total Concept by Richard C Laselle (Book review). Anne Mattison. JEB, Vol. 64, No. 7: 334 Ap 88

Records automation. converting documents into computer data. Donnie Canning Viewpts, Vol 13, No 6. 3 Mr 88


Records management and human nature Patricia B Daum. ARMA Qtrly, Vol. 22, No 4 29, 32, 34, 36-37, 49 Oct 88

Records management education with color and style (Book reviews) Kenneth V Hayes ARMA Qtrly, Vol 22, No 1: 130-132 Ja 88

Records management in Switzerland. Anne Morddel ARMA Qtrly, Vol 22, No. 3 36,47 J 188

Records management now & in the future Art Jones Off Sys, Vol. 5, No 5. 100, 102-103 Mr 88

Records managers must be ready for tomorrow Virginia A. Jones Office, Vol. 107, No. 1 68 Ja 88

Regulatory requirements for records Bonnie Canning Adm. Mgmt, Vol 49, No 1 10 Feb 88

The retreat of records management Anne Morddel ARMA Qtrly, Vol 22, No. 4 42, 44 Oct 88

The scope of your recordskeeping responsibilities Donald S. Skupsky ARMA Qtrly, Vol 22, No 4 38, 40 Oct 88

Shelving system appeals to law firm Mod OffTech, Vol 33, No. 10. 86 Oct 88

Survival in a computer environment—the synergistic approach. Janet C. Whitehead and Diann Conyers JEB, Vol. 22, No. 1. 8-14 Ja 88

Tame the office paper monster Gary Richards Sec, Vol 48, No 3: 14-15 Mr 88


Using the PC's power to control inactive storage. Carrie Townley-Porter. Office, Vol. 108, No 3 49-50 Sep 88


A video manual for disaster recovery and taking "AIM" at a useful idea (video review) J Michael Pemberton. ARMA Qtrly, Vol 22, No 1 126, 128-129 Ja 88

Whatever happened to RAMP. Anne Morddel. ARMA Qtrly, Vol 22, No 1 123, 147 Ja 88


Forms management

Best of the best (shows and explains forms for manufacturing, insurance, mailing dept., complaints, service orders, health fair, dental financing) F & S Pro, Vol. 1, No. 2 38-48 Nov 88

The best of winning forms design. F & S Pro, Vol. 1, No 1 48-71 My 88

BFMA enhances membership education Cher Paige. F & S Pro, Vol. 1, No 1 46 My 88


Certified forms consultant F & S Pro, Vol. 1, No 1 32 My 88

Evolution of a one-part business form system Stephen A Singer F & S Pro, Vol. 1, No 1 26-27 Nov 88

Forms and labels (Software reviews of FormTool, FormWorx, Labels Unlimited, and Utility ID) Jeff Rosen NR, Vol 49, No 10 72-73 Aug-Oct 88

Forms design an art, not a science Ken Smith. F & S Pro, Vol. 1, No 1 32 My 88

Forms management a key to improving corporate profits Norman D Chilton F & S Pro, Vol. 1, No 2 12, 14 Nov 88

Forms management software can save $ 1 million John Zitzer F & S Pro, Vol. 1, No 1 36 58 My 88

Forms people need two sets of eyes Douglas Kerrigan F & S Pro, Vol. 1, No 2 36 Nov 88

Forms professionals in action F & S Pro, Vol. 1, No 1 10-12 My 88

Plain language F & S Pro. Vol. 1, No 2 50 Nov 88
Profile of a forms distributor. F & S Pro, Vol. 1, No. 1: 47 My 88

Should that form be carbonless? Kenneth G. Smith  F & S Pro, Vol. 1, No. 1: 72-73 My 88


Tags and labels. F & S Pro, Vol. 1, No. 1: 40-41 My 88

Their policy: managing paper electronically. Patricia M Fernberg. Mod Off Tech, Vol. 33, No. 7: 56, 58 JI 88

Micrographics

AIIM: new images for a new market Mod Off Tech, Vol. 33, No. 4: 42, 44, 46 Ap 88

Automated microfilm system makes winner of customer service at mortgage corporation IMC J, Vol. 24, No. 3: 40-41 My/Ju 88


The correct focus for micrographics. Virginia A Jones Off Sys, Vol. 5, No. 9: 82, 84-87 Sep 88

DEC employs microfilm for engineering drawings IMC J, Vol. 24, No. 6: 34-35 Nov/Dec 88

The development of microfilm in engineering applications. Anthony M. Hendley IMC J, Vol. 24, No. 2: 18-20 Mr/Apr 88


Information and image management Mod Off Tech, Vol. 33, No. 1: 36-37, 40-41 Ja 88


Legal requirements for one-time projects to destroy or microfilm records. Donald S. Skupsky. ARMA Qtrly, Vol. 22, No. 2: 28, 30, 36 Ap 88


Microfilm or optical disk: the choice is between systems, not media. Robert D. Barr IMC J, Vol. 24, No. 2: 7-8 Mr/Apr 88

Microfilm speeds customer service on mortgages. Mod Off Tech, Vol. 33, No. 2: 28 Feb 88

Microfilm systems need research and planning. Virginia A Jones. Office, Vol. 107, No. 4: 76, 80, 82 Ap 88


Micrography and optical disk—friends or foes? John W Frank IMC J, Vol. 24, No. 4: 7-9 Jul/Aug 88

Micrographics readers make the computer connection. Sam Dickey Today’s Off, Vol. 22, No. 8: 38, 40, 42-43 Ja 88

Micrographics takes on a high-tech image (advertising insert). James E. Breuer Today’s Off, Vol. 23, No. 4: 36-40 Sep 88


The standards remain the same (records management/micrographics chart). Mod Off Tech, Vol. 33, No. 1: 102, 104, 105+ Ja 88


Optical disk

Different optical disk formats co-exist to provide end-user applications flexibility. Paul M. Antip. IMC J, Vol 24, No. 2: 13-15 Mr/Ap 88


Microfilm or optical disk: the choice is between systems, not media. Robert D. Barr. IMC J, Vol 24, No 2-7-8 Mr/Ap 88

Micrographics and optical disk--friends or foes? John W. Frank. IMC J, Vol 24, No 4: 7-9 Jl/Aug 88

A nontechnical introduction to integrated document processing systems using optical disks. Al Tauber. ARMA Qtrly, Vol 22, No 2-16-18, 20, 22, 45 A. 88

An objective overview of digital imaging (optical disk) systems procurments. Whitney S. Minkler. ARMA Qtrly, Vol. 24, No. 4: 3-7 Oct 88


Optical disk systems--technology. Terry Plume. IMC J, Vol 24, No 1: 29-32 Ja/Feb 88


Optical disk: vision to payoff. Mason Grigsby. Mod Off Tech, Vol. 33, No. 11: 60, 62, 64, 66 Nov 88


REPROGRAPHICS

Advanced technology hones in on printing. Mod Off Tech, Vol. 33, No. 10: 102, 104, 105 Oct 88


Coded cards monitor use of copiers at the YMCA. Office. Vol. 107, No. 5: 145 My 88


Color copying meets a spectrum of needs. Patricia M. Fernberg. Mod Off Tech, Vol. 33, No 3: 46, 48 Mr 88

Convenient copying in the palm of your hand. Mod Off Tech, Vol. 33, No. 1: 26 Ja 88


Copier industry responds to the market. Patricia M. Fernberg. Mod Off Tech, Vol 33, No 7: 48-49, 52 Jl 88


Copiers a new era will be ushered in. Samuel Jay Kalow. Office. Vol. 107, No. 1: 84 Ja 88

Copying machines are cost-effective. Frank G. Cannata. Off Sys, Vol 5, No 3: 28, 30-32 Mr 88


Curtailing frivolous use--and costs of a copier. David Lefcourt. Office. Vol 107, No 3: 76, 78 Mr 88


The dilemma of unauthorized copying (part 2). Kay Howell. NSR, Vol 49, No. 3: 42, 47 Ja 88

Here's the latest in copier features. Richard E. Hanson. Off Sys. Vol 5 No 7: 30-31, 34, 36-38 Jl 88

High-speed duplicator, copiers new from Xerox. Office. Vol. 107, No 5: 93 My 88


How to cut costs (copier supplier). Richard E. Hanson. Off Sys, Vol. 5, No 3: 23, 26 Mr 88

High volume reproduction causes no ills. Mod Off Tech, Vol. 33, No. 1 26 Ja 88

1988 Business Education Index

Advanced technology hones in on printing. Mod Off Tech, Vol 33, No. 10: 102, 104, 105 Oct 88

Coded cards monitor use of copiers at the YMCA. Office. Vol. 107, No. 5: 145 My 88


Color copying meets a spectrum of needs. Patricia M. Fernberg. Mod Off Tech, Vol. 33, No 3: 46, 48 Mr 88

Convenient copying in the palm of your hand Mod Off Tech, Vol. 33, No. 1: 26 Ja 88


Copier industry responds to the market. Patricia M. Fernberg. Mod Off Tech, Vol 33, No 7: 48-49, 52 Jl 88


Copiers a new era will be ushered in. Samuel Jay Kalow. Office. Vol. 107, No. 1: 84 Ja 88

Copying machines are cost-effective. Frank G. Cannata. Off Sys, Vol 5, No 3: 28, 30-32 Mr 88


Curtailing frivolous use--and costs of a copier. David Lefcourt. Office. Vol 107, No 3: 76, 78 Mr 88

The dilemma of unauthorized copying (part 2). Kay Howell. NSR, Vol 49, No. 3: 42, 47 Ja 88

Here's the latest in copier features. Richard E. Hanson. Off Sys. Vol 5 No 7: 30-31, 34, 36-38 Jl 88

High-speed duplicator, copiers new from Xerox. Office. Vol. 107, No 5: 93 My 88


How to cut costs (copier supplier). Richard E. Hanson. Off Sys, Vol. 5, No 3: 23, 26 Mr 88
Small firms are big on facsimile. Office, Vol. 107, No. 5: 53 My 88


Transferring technology speeds TRW's orders. Mod Off Tech, Vol. 33, No. 2: 32 Feb 88


RESEARCH

Action research to determine skills needed by secretaries. Catherine M. Smith. Viewpts, Vol. 14, No. 1: 2-3 Sep 88

Basic research techniques. Kenneth Brown. DPE Proceedings, 97 Nov 88


Current research and trends in business communication. Mary Joyce Burnett. DPE Proceedings, 79-85 Nov 88


How to teach research. Michael Bruner. DPE Proceedings, 105-117 Nov 88


1988 Business Education Index


Reporting research through Delta Pi Epsilon publications focus on TIPS. Marian C. Crawford. DPE Proceedings, 109 Nov 88

Research and basic business. Betty J. Brown. DPE Proceedings, 89-90 Nov 88


Retrospects, prospects, and effects of research in business education. Leonard J. West. DPE Proceedings, 3-11 Nov 88


Using MIX to conduct research. Carol Major. DPE Proceedings, 111 Nov 88

Follow-up studies


Missouri follows up its graduates. William E. Brandt and John L. Ferguson. Voc Ed J, Vol. 63, No. 2 14, 16 18 Mr 88

Surveys

An analysis of the interrelationships of attitudes toward computers, microcomputer training, and microcomputer utilization practices of faculty of accredited/nonaccredited members of the Assembly of Collegiate Schools of Business. Sue Cloud Evans. Memphis State University, Doctoral dissertation, 1987


Business ethics, managerial decision making, and corporate culture and values (DA8720133). Nicholas J Mauro New York University, Doctoral dissertation, 1987

Competencies of four-year office administration graduates as perceived by personnel directors of business organizations in the mid-South. Connie M. Forde NABTE Rev, No. 15:31-35, 88 Issue


A Delphi study to identify the emerging competencies needed by the information processing employee for the automated office in the year 2000 Laura Louise Ruckman. University of Missouri- Columbia, Doctoral dissertation, 1987

Do top-level executives use computers to make their decisions? Rhonda Riodes and Joyce Kupsh OSRA J, Vol. 6, No. 2: 7-13 Spring 88


Executives' use of formalized procedures in system selection process. Cynthia E. Johnson J Comp Infosys, Vol. 28, No. 4: 6-7 Summer 88


Faculty evaluation: perspectives of deans of business colleges compared with perspectives of deans in other colleges. Marianne J. D'Onofrio, Mark E.Slams and Armen Taschian. DPE J, Vol 30, No 4: 135-142 Fall 88

How to promote business education: a study of students' perceptions. Jeannette W. Vaughn. NABTE Rev, No. 15: 5-9, 88 Issue


Information processing instruction in Virginia community colleges Shirley L. Hall and Jeffrey R. Stewart, Jr. NABTE Rev, No. 15: 28-30, 88 Issue


Measuring increased productivity. Shari Lawrence Pfleeger. OSRA J, Vol. 6, No. 2 1-5 Spring 88

A national study of instructional practices and perceptions of elementary school teachers about typewriting/keyboarding (DPE national research project) Carolee Sormunen, Diane Berg and Mary Ellen Adams. DPE Proceedings, 71-76 Nov 88

Non-traditional credit in business schools: a review. Ronald D. Klein and Robert N. Carter. JEB, Vol. 64, No. 2: 57-60 Nov 88


Pre-employment training on ten-key calculators for accounting personnel do employers require it? Diane Jensen University of Central Arkansas, Master's thesis, 1988


Software and hardware currently being used in intermediate II business accounting courses in AACSBAccredited schools Jack Dean Shorter J Comp Infosys, Vol. 28, No 3: 39-40 Spring 88

Status of word/information processing systems from selected organizations Mona J Casady. NABTE Rev, No 15 20-24, 88 Issue
Students give high marks to industry-based training.

A study comparing academic performance and graduate rate of transfer students with native students in the baccalaureate marketing curriculum in the School of Business at Ferris State College. Roland R. Ream. Michigan State University, Doctoral dissertation, 1987


A study to determine if the marketing education programs in New Jersey address the basic skills contained in the H.S.P.T. Julie Ialiotta-Nealon Montclair State College, Master’s thesis, 1987


Task perceptions of professional machine transcriptionists. Lena M. Cunningham Smith NABTE Rev, No. 15 25-27, 88 Issue

Technology: what should be the emphasis? Marcia L James. OSRA J, Vol. 6, No. 2: 15-21 Spring 88


Use of the scientific approach by businesses in the organization and preparation of written business reports. Donna Walton Luse NABTE Rev, No. 15: 9-15, 88 Issue


What employers want in cover letters and resumes. J. Kenneth Horn. JEB, Vol. 64, No. 2: 90-93 Nov 88

1988 Business Education Index

Use of the scientific approach by businesses in the organization and preparation of written business reports. Donna Walton Luse NABTE Rev, No. 15: 9-15, 88 Issue


What employers want in cover letters and resumes. J. Kenneth Horn. JEB, Vol. 64, No. 2: 90-93 Nov 88

REVIEWS


Audio-visual reviews

Audiovisuals (reviews of insurance & health films in business, cassette storage, bus. coms., typing bulletin board kit) Jane F. White. JEB, Vol 63, No. 5: 238 Feb 88


Career strategies (video review) Sec, Vol 48, No. 13 Ja 88

Coping with Difficult People by Robert M Bramson (cassette review). Ione T. Daniels NSR, Vol. 49, No. 6: 62 Ap 88

Is technology all there is? (Review of three video productions) J Michael Pemberton. ARMA Qtrly, Vol. 22, No. 4: 50, 52, 59 Oct 88


A video manual for disaster recovery and taking "AIIM" at a useful idea (video reviews). J. Michael Pemberton ARMA Qtrly, Vol.22, No.1: 126, 128-9 Ja 88

**Book reviews**

12,000 Words, a supplement to Webster's Third New International Dictionary Unabridged by Merriam-Webster. Reviewed by Ione T Daniels. NSR, Vol 149, No. 3: 48 Ja 88


All About Saving by Gerald Kretch. J Cons Aff, Vol. 21, No. 2: 349-351 Winter 87


Consumer Sovereignty and Human Interests by Peter G. Penz. Reviewed by Roger A. McCain J Cons Aff, Vol 22, No. 1: 182-184 Summer 88


Don't neglect your assets—Happy employees mean satisfied customers (Book review of How to Win Customers and Keep Them for Life by Michael LeBoeuf) Paul Scelsi. Mgmt W, Vol.17, No. 4 36 Jl/Aug 88


Household and Economy by Marc Nerlove, Assaf Razin, and Effraim Sadka J Cons Aff, Vol 21, No 2: 188-190 Winter 88


In Search of New Organizational Paradigms by Alexander J. Matejko. Reviewed by Anne Mattison. JEB, Vol. 64, No. 1: 334 Ap 88


Records management education with color and style (reviews of several books). Kenneth V. Hayes ARMA Qtrly, Vol. 22, No.1: 150-152 Ja 88

Selling through China’s open door (Book review of How to Sell to the People’s Republic of China by Sal T. Massimino). Off Sys, Vol. 5, No. 4: 20 Ap 88


Telecommunications by Arnold Rosen Reviewed by Anne Mattison JEB, Vol 64, No. 6: 285 Mr 88

Thinking on Your Feet: Answering Questions Well, Whether You Know the Answer--Or Not by Marian K. Wood. JEB, Vol 64, No. 6: 115-118 Ap 88


Use it. Don’t Lose it (Book review of Memory Fitness over 40 by Robin West). Jone T Daniel. NSR, Vol. 49, No 7: 56, 61 Mr 88


When It Hits the Fan: Managing the Nine Crises of Business by Gerald C. Meyers Reviewed by Anne Mattison JEB, Vol 64, No. 6 285 Mr 88


Writing for the Technical Professions by Thomas N. Trzyna and Margaret W. Petschelet. Reviewed by Diana C Reep J Bus Com, Vol. 25, No 1: 110 Winter 88


Software reviews

Clearing away the piles (review of Memorymate and Tornado—data management programs) Jeff Rossen. NSR, Vol. 49, No. 6: 67 Ap 88


Editor's choice (reviews of Q & A integrated software, FLASH-CALC spreadsheet, Tandy 1000TX computer). Lewis M. Elia. Viewpts, Vol 13, No. 6 4 Mr 88

Forms and labels (reviews of FormTool, FormWorx, Labels Unlimited, and Utility II). Jeff Rossen NSR, Vol. 49, No. 10. 72-73 Aug-Oct 88

The future is now (review of Uniplex II Plus) -- informative advertisement insert Infosys, Vol 35, No 2 50-53 Feb 88

Graphics "Draw Applause" (review of Draw Applause) Jon Pepper. Soft Mag, Vol. 8, No. 6 72 My 88

Hot Line Two speed phoning Jon Pepper. Soft Mag, Vol.8 No. 9 60-61 Aug 88

"Instaplan", a fine balance (project management software review) Don George Soft Mag, Vol. 8, No 1: 104-105 Ja 88

A look into the future (review of Wisard, a forecasting program for use with Lotus 1-2-3, TM/1 spreadsheet and financial modeling system, and Thoughline, a text outlining program). Michael Francis Adm Mgmt, Vol 49, No 2. 39-41 Mr 88


Sidekick Plus expanded Jon Pepper. Soft Mag, Vol. 8, No 10 80 Aug 88

Silverado. for 1-2-3 users (review of Silverado, an add-in database) Jon Pepper. Soft Mag, Vol. 8, No 8 98 Ju 88

Smaller, but bigger (review of 3 1/2 inch disk drives and various software programs for labeling) Jeff Rossen NSR, Vol.49 No. 9 88-89 Ji 88


Sparkling "window: view of Microsoft Windows). Jon Pepper. Soft M. "ol. 8, No. 3: 78-79 Mr 88

"Stella": stellar performer (review of Stella). Len Horton. Soft Mag, Vol. 8, No. 4: 7- Mr 88 Extra

We're not in Kansas anymore (review of Menu Systems by Cottage Industries, Inc. and XTreePro by Executive Systems). Jeff Rossen. NSR, Vol. 49, No. 7: 66-68 My 88

SECRETARIES


ATTN. attorney/executive FR your secretary RE: a firm's asset Penny J. Betts Sec, Vol 48, No. 2: 8-10, 12-13 Feb 88

The birth of a law office: a secretary's perspective. Claudine Griggs Sec, Vol. 48, No. 8: 12 Oct 88

A chattering co-worker (Secretary on the Spot). Sec, Vol 48, No 2: 22 Feb 88

The composite secretary Sec, Vol 48, No. 1: 17-18 Ja 88

Dealing with a boss who ignores the rules (response to June/July Secretary on the Spot). Sec, Vol 48, No. 8 34 Oct 88

Determining secretarial pay N. Elizabeth Fred. Sec, Vol. 48, No 7 12-13 Aug-Sep 88

Gee No, GTE secretaries. Lee Ann Nay Sec, Vol 28, No. 4: 17-21 Ap 88

Giving your boss the edge Julie Goldstein and Jeri Cohen Sec, Vol 48, No. 8: 30-31 Oct 88


Information security the role of office support employees in protecting vital information Judee A. Timm DPE Proceedings, 33-35 Nov 88

An interview with new PSI president Sandra Brown CPS. Angela M. Angerosa Sec, Vol 48, No 7. 8-10 Aug/Sep 88

Job market for secretaries exceptionally strong Kay Fusselman Sec, Vol 48, No 1: 14-15 Ja 88


The perfect job as depicted in ads or, you can dream, can't you? Sec, Vol 48, No 1 19 Ja 88

Salary outlook for U.S. office work force Sec, Vol. 48, No. 2: 3 Feb 88

Secretaries come of age in the eighties Angela M. Angerosa. Sec, Vol. 48, No. 6: 11-13 Jul/1 88

The secretary: an emerging professional. Debbie D. Dufrene. Sec, Vol 28, No. 4: 13 Ap 88

SOS... advancement stifled by bitter boss (Secretary on the Spot). Sec, Vol. 28, No. 4: 23 Ap 88

A study of secretarial employment ads in major New Jersey newspapers to facilitate the process of identifying the goals and objectives associated with curriculum development and modification in secretarial programs and/or courses offered in New Jersey public and private schools. Phyllis A. Conneely. Montclair State College, Master's thesis, 1986, Beta Phi Rsch, Vol 10: 5-9 Jul 88


Today's secretary moving up. Eleanor P Vreeland. Sec, Vol. 48, No. 6: 14-17 Jul/1 88

Working together, we can make a difference. Angela M Angerosa. Sec, Vol. 28, No. 4: 6-7, 10-11 Ap 88

SHORTHAND


The art of practice, practice, practice. Laune J Rollens. NSR, Vol. 49, No 3 22-23 Ja 88

The benefits of an internship. Andrea Greene NSR, Vol. 49, No. 3: 25 Ja 88

Between speeds. Curt Smothers NSR, Vol. 49, No. 7 110 My 88

A century of Gregg shorthand Leslie Cowan NSR, Vol 49, No. 7: 34-36 My 88

A comparative analysis of the effect of the use of the audio-visual/tactile approach and the audio-visual approach on achievement during the theory presentation phase of first-semester Shorthand I (DA8725584) Freed Elizabeth Thompson University of Maryland, Doctoral dissertation, 1987


1988 Business Education Index


Have you been practicing lately? (Students' Section). Randi C Friedman NSR, Vol. 49, No. 10: 100 Aug/Oct 88

The history of shorthand in Japan. Yoshiaki Takebe. NSR, Vol. 49, No. 6: 36-37 Ap 88

The nature of systematic language errors made by beginning Gregg shorthand writers and an exploration of their relationship to four linguistic ability groups. Doris Dingle. JPE J, Vol. 29, No. 4: 25-35 Winter 88

The need for shorthand as an "occupational survival" skill with implications for school curricula. Dale H. Rosenberg San Francisco State University, Master's thesis, 1987

New products for new technology Kay Howell. NSR, Vol 49, No. 6: 55 Ap 88

New technology enables typewriters to transcribe shorthand into full text. Sec, Vol 28, No. 4: 14-16 Ap 88


Secrets of the masters Otto Lindenmeyer NSR, Vol. 49, No. 5: 107-108 Mr 88


Speedwriting a mountaintop experience. Joe M Pullis. Inv, Vol 13, No 3 3-4 Fall 87

Stay aware. Heywood Wage NSR, Vol. 49, No. 5: 107-108 Mr 88

1988 Business Education Index

The thrill of victory (Students' Section) Nancy Davidson. NSR, Vol 49, No. 10: 101-102 Aug/Oct 88

Court reporting

AAA for beginning reporters: awareness, attitude, attention. Laura R. Rennilla. NSR, Vol. 49, No 8: 78 Jul 88


Be all that you can be: a plea to cottage-industry reporters. William F. Cunningham, Jr NSR, Vol. 49, No. 9: 72 Jul 88


CAT is not for everyone! Gary M Cramer. NSR, Vol. 49, No. 9: 75 Jul 88

CAT options bigger than ever. B. J Shorak. NSR, Vol. 50, No. 1: 40-44 Nov 88

Comments on purchasing CAT. Sue V. Cook. NSR, Vol. 49, No. 6: 19-20, 23-25 Apr 88

Computer magic. Ione Daniels. NSR, Vol. 49, No. 9: 60, 67 Jul 88

Confidence for CAT. Bruce R Crockett. NSR, Vol. 49, No. 6: 49-50 Apr 88


Court reporting at the Salem witchcraft trials. Norah Colton. NSR, Vol. 49, No. 6: 34-35 Apr 88

Courtroom technology for mega-trials. Katherine Bishop. NSR, Vol. 49, No. 9: 90-91 Jul 88

The dilemma of unauthorized copying (part 2). Kay Howell. NSR, Vol. 49, No. 3: 42, 47, Jun 88

The Ear (NSRA continuing education course—test included). NSR, Vol. 49, No. 3: 59-60, 62, Jun 88

Elisabeth (Betty) Willett—interview. NSR, Vol. 50, No. 2: 16-17, 19-20, 22, 25 Dec 88


I like my dinosaur! James A. Wotalla. NSR, Vol. 49, No. 9: 35-36 Jul 88

Interpretive reporting. A.C Iverson. NSR, Vol. 49, No. 7: 23-24 May 88


Is shorthand reporting outdated? NSR, Vol. 49, No. 3: 103-104 Jul 88

Is your CAT a dinosaur? Lynn A. Brooks. NSR, Vol. 49, No. 9: 34-36 Jul 88

Judge Chenault on reporters and videotape. NSR, Vol. 49, No. 9: 56-57 Jul 88

Keeping one stephead. Lorri C. Williamson. NSR, Vol. 49, No. 8: 34-35 Jul 88

The last days of Hitler: reporter Heinz Lorenz was there. Gisela Lorenz. NSR, Vol. 50, No. 2: 50-53 Dec 88


Making the big change. Kathryn S. Vaughn. NSR, Vol. 49, No. 8: 42-43 Jul 88

The meaning of life. Paula Ershler Hogan. NSR, Vol. 50, No. 1: 60-61 Nov 88

Mock depositions benefit everyone. Elizabeth O. Bailey and Deborah A. Brodeur. NSR, Vol. 49, No. 8: 117 Jul 88

More thoughts on cottage-industry reporting. Doris O. Wong. NSR, Vol. 49, No. 9: 72-74 Jul 88

Motivation: a perspective. Dennis W. Hagestrom. NSR, Vol. 49, No. 3: 64, 66, Jun 88

My experiences with transcript editing. Dorothy E. Huffman. NSR, Vol. 49, No. 7: 24-27, May 88


People to people: reporters take part in cultural exchange in China. Doris Wong. NSR, Vol. 50, No. 2: 46, 48 Dec 88

Pro bono—California style. Arnella Sims and Gary M. Cramer. NSR, Vol. 49, No. 8: 50-51 Jun 88

Professionalism and the shorthand reporter. N. Robert Day. NSR, Vol. 49, No. 5: 60-61 Mar 88


Reporting at Hitler's headquarters. Gerhard Herrgessell. NSR, Vol. 49, No. 5: 46-48 Apr 88
Reporting at Hitler's headquarters. (part 2) Gerhard Hertgesell. NSR, Vol. 49, No. 6: 44-46 Ap 88


Reporting at the House of Commons. Peter Walker. NSR, Vol. 50, No. 2: 36-37, 40-47 Dec 88

Reporting in Chicago in the 1870s W. H. Edwards. NSR, Vol. 49, No. 3: 71-72 Ja 88


Reporting in Hong Kong. Julia Ringwood NSR, Vol 49, No. 6: 41 Ap 88

Reporting on the German press. Virgene Biggers. NSR, Vol. 49, No. 2: 54-56 Dec 88


The satellite deposition. Shawn P. Harbaugh NSR, Vol. 49, No. 9: 46-47 Jl 88


The trials of official court reporters. Deborah W. Sneed NSR, Vol. 49, No. 8: 36-37 Ju 88


The well-stocked briefcase. Kay Howell NSR, Vol. 49, No. 8: 82-83 Ju 88

Why are you studying reporting? Cyndi Owen NSR, Vol. 49, No. 7: 108 My 88


Why I taught reporting. James L. Pritchard NSR, Vol. 49, No. 3: 26 Ja 88

Why I teach reporting: what's in it for me? Virgene Koehler Biggers. NSR, Vol. 49, No. 9: 82-84 Jl 88


Dictation

Computerized dictation—the competitive edge. John Scharlau. Off Sys, Vol. 5, No. 6: 30, 32 Ja 88


Firm's expansion dictates upgrade. 4 system. Mod Off Tech, Vol. 33, No. 10: 70, 72 Oct 88


A time and error analysis of the input and process stages of the information cycle. Gregg Condon, Jock Hoggatt and Lorraine Mischung. DPEJ, Vol. 30, No. 4: 143-151 Fall 88


Transcription


Productivity Plus: Computerized Transcription. Gregg McGraw-Hill, IBM Set, Version 2 (5 1/4" disk, 3 1/2" disk, workbook), $19.95

Task perceptions of professional machine transcribers. Lena M. Cunningham Smith. NABTE Rev, No. 15: 25-27, 88 Issue

A time and error analysis of the input and process stages of the information cycle. Gregg Condon, Jock Hoggatt and Lorraine Mischung. DPEJ, Vol. 30, No. 4: 143-151 Fall 88

The transcription zone. Charles A. Boyer. NSR, Vol. 49, No. 6: 54 Ap 88


SOFTWARE

Allergen flex installation shines. (Human resource management systems) Hal Glatzer. Soft Mag, Vol. 8, No. 1: 51-52 Ja 88

Analysis of software and hardware currently used in business accounting courses. Jack Dean Shorter and Dean Edmiston. JEB, Vol. 64, No. 7: 330-332 Ap 88


Ashton-Tate regroups. Mike Bucken. Soft Mag, Vol. 8, No. 1: 26 Ja 88
1988 Business Education Index

AT&T stumps for Ur. Len Horton. Soft Mag, Vol 8, No. 8 28 Ju 88

The black art of CIM Robert Knight. Soft Mag, Vol. 8, No. 8 77, 80 Ju 88


The CASE of the artful dodgers. Jan Snyders Infosys, Vol. 35, No. 3: 28-32 Mr 88

Case standards advancing Steve Polilli Soft Mag, Vol 8, No 8 24, 26-27 Ju 88

A characteristics approach to the evaluation of economics software packages. Keith Lumsden and Alex Scott J Econ Ed, Vol 19, No. 4: 353-362 Fall 88

Choosing records management software. James V. Davis, Jr. ARMA Qtly, Vol.22, No 3 3-4,6-8, 10-11 IJ 88

Clearing away the piles (review of Memorymate and Tornado-data management programs) Jeff Rossen NSR, Vol. 49, No. 6: 67 Ap 88

Command Performance. Appleworks, Charles Rubin, Microsoft Press, 416 pp., $18 95

Computer graphics and the smaller user Bob Cramblitt Off Sys, Vol. 5, No. 6. 85-89 Ju 88

Computer software in the public domain an academic bazaar William Buchholz. ABC Bul, Vol 51, No 4 51-54 Dec 88

Computer viruses: there are ways to combat them. Claude F Whitmyer Office, Vol 108, No 3 28 Sep 88

A conservative profile. federal government uses less software and older systems than Fortune 1000 Walter Pacek. Soft Mag, Vol.8, No. 9 55-56 IJ 88

Database management software: tailor it Sandra Sopko. Office, Vol. 107, No. 2: 78, 80 Feb 88

"Datapefect" finds DB niche (software review) Jon Pepper. Soft Mag, Vol. 8, No. 5 82 Ap 88

DB2 is faster, more dominant? Mike Bucken Soft Mag, Vol. 8, No. 8 32 Ju 88

Did you buy the wrong software? Probably not Deborah Pain. Office, Vol. 107, No 4 91, 93 Ap 88

Editor’s choice (Review of Q & A, integrated software; FLASH-CALC, spreadsheet; Tandy 1000TX computer). Lewis M. Elia. View.,ys, Vol 13, No. 6: 4 Mr 88

Electronic spreadsheets: a course for today’s curriculum. Don Roberts and Ralph Ruby Jr Bal Sheet, Vol 69, No. 5: 13, 15-16 My/Ju 88

Enhance your word processor with INSET. Lewis M Elia. Comp in BE, Vol 5, No 1 4 Sep 88

Evaluating accounting software in secondary schools. Marilyn Chalupa JEB, Vol. 64, No 2: 73-76 Nov 88


Expand or start from scratch (Human resource management systems) Len Horton. Soft Mag, Vol, 8, No 1 53-54 Ja 88

Expert systems: picking your PC’s brain. Thomas J. Martin Today’s Off, Vol. 23, No 4 24, 26, 28 Nov 88

Flexible benefits emerging as HRMS edge (Human resource management systems -- personnel software). Hal Glazer Soft Mag, Vol 8, No 1 37-39, 42+ Ja 88

Focus on software Claude F Whitmyer Office, Vol 107, No 3. 30 Mr 88

Forms management software can save $1 million John Zitzner F & S Pro, Vol 1, No 1 56, 58 My 88

Four common graphics errors Alan Paller. Info Ctr, Vol 4, No 3 14-15 Mr 88


Getting beyond draw, ings Damian Rinaldi Soft Mag, Vol. 8, No 5 51-53, 56, 58 Ap 88

Hardware doesn’t matter Hans W Hartmann. Soft Mag, Vol. 8, No 8 10 Ju 88


How "shell" programs can make DOS easier. Albert Henderson Off Sys, Vol. 5, No 10 26, 30 31 Oct 88

How systems software saves hardware dollars Robert Knight Soft Mag, Vol. 8, No 2 62, 64 Feb 88

How to select software for personal computers. James F Kreza Office, Vol 107, No 2 61-63 Feb 88

IC software holdings Info Ctr, Vol. 4, No 6 32-33 Ju 88

"Instaplace" a fine balance (Project management software review) Don George Soft Mag, Vol. 8, No 1 104-105 Ja 88

Is IBM’s OS/2 a smart move? Jim Seymour. Today’s Off, Vol 22, No 1 45-48 Ju 88

Integrated packages are maturing gracefully Stephen Brindza Mod Off Tech, Vol 33, No 7 92, 94 Ji 88

82
Japan, underdeveloped in software, may be changing. Yoshikata Hiyoshi. Soft Mag, Vol 8, No 14 71-72, 76 Nov 88 (extra issue)

Let's stor, gamma testing on users Caroly J Mullins. Words, vol 16, No 3: 30-31 Oct/Nov/Dec 87

A look into the future (Softare review of Wistand, a forecasting program for use with Lotus 1-2-3, TM/1 spreadsheet and financial modeling system, and Thoughtline, a text outliner program) Michael Francis. Adm Mgmt, Vol. 49, No. 2: 39-41 Mr 88

Looking through windows from PCs, mainframes David C. Thewlis. Soft Mag, Vol. 8, No 8: 46-47, 50, 52, 54-55 Ju 88


Quadratic's Piot (Production and Inventory Optimization System) built with DEC tools. Mary-Beth Santarelli. Soft Mag, Vol. 8, No. 8: 78-79 Ju 88


Make it quick, make it easy. Jan Snyders Infosys, Vol. 35, No. 2: 36-38, 40-45 Feb 88


Maturin along with MIS. Robert Knight. Soft Mag, Vol.8, No. 9: 76 72 Ju 88

Maybe there is a pot of gold at rainbow's end Claude F. Whitmyer Office. Vol. 108, No. 2: 28-29 Aug 88

Memory-resident time-savers worth investigating Claude F. Whitmyer Office, Vol. 107, No. 2: 20 Feb 88


The myth is reborn Werner Frank Soft Mag Vol 8, No. 10: 8, 10 Aug 88


A new twist to an old game. Jan Snyders Infosys, Vol 35, No. 1: 56 Ja 88

New WP features add sizzle to your documents Today's Off, Vol. 22, No. 10: 24, 26-29 Mr 88

The next generation of software is promising James F. Krema Office, Vol. 107, No. 1: 6, 68 Ja 88

No license to copy. Howard Zaharoff. Soft Mag, Vol. 8, No. 8: 8 Ju 88


Not cannibalism, but coexistence with Se 1. Lori W Se 1 Soft Mag, Vol. 8, No. 10: 43-45, 48, 57-59 Oct 88

OS/2: Power User's Guide. Kris Jamisa, Gregg Mc Carrow-Hill. 1000 p., $22.95

OS/2: The Complete Reference Vol 1, Vol 2, Kris Jamisa, Gregg McGraw-Hill, 1000 pp., $24.95 each

Paperback software Good products at good prices Caroly J Mullins. Words. Vol. 16, No 5: 14-16 Mr/Ap 88

Paradox Made Easy Edward Jones, Gregg McGraw-Hill, 500 pp., $19.95


Presentation graphics fly at aircraft firm Mod Off Tech, Vol 33, No. 3: 33 Feb 88


Proper training smooths software use. Megan Jill Adm Mgmt. Vol 49, No 1: 7 Feb 88


Quality software quest Susan Messenheimer and Carol Weissmann. Soft Mag, Vol. 8, No. 2: 29-31, 35-36 Feb 88


Security and software are you fully insured? Claude F Whitmyer Office, Vol. 107 No. 1: 54 Ja 88

Seeking the ideal software platform Mike Bucken. Soft Mag, Vol. 8, No. 4: 59, 61, 64-66 Mr 88 (extra issue)

Selecting and evaluating software Bobbye J. Davis, Donna H. Redmann and Marty R. Seaward. JEB, Vol. 64, No. 2: 81 85 Nov 88

Setting standards for micro software. Hal Glatzer. Soft Ma,. Vol. 8, No. 8: 59-60 Feb 88

Sidekick Plus expanded (Software review) Jon Pepper Soft Mag, Vol. 8, No. 10: 30 Aug 88

Silverado for 1-2-3 users (Software review of Silverado, an add-in database) Jon Pepper Soft Mag, Vol. 8, No 8: 98 Ja 88

Silverlake's software questions (some find porting S/3X software difficult). Mike Bucken Soft Mag, Vol. 8, No. 10: 28-30 Aug 88
"Smart" surveys focus on what customer wants. John Desmond. Soft Mag, Vol. 8, No. 8: 63-66 Ju 88

SNA has arrived, now let's help SAA. Mike Walsh. Infosys, Vol. 35, No. 3: 60-61 Mr 88


Software in 90 days. Johanna Ambrosio. Soft Mag, Vol. 8, No. 1: 34-35 Ja 88

A software love affair. Mike Bucken. Soft Mag, Vol. 8, No. 8: 82-84 87-89 Ju 88

Software propels the selling cycle. Hubert D. Hennessey. Soft Mag, Vol. 8, No. 8: 57-59, 62-64 Ju 88

Software market survey 1988. Soft Mag, Vol. 8, No. 4: 31-38, 40-44 Mr 88 (extra issue)


Software turns you into an office publisher. Mod Off Tch, Vol. 33, No. 1: 19 Ja 88

Special report: top 50 profiles of the leading independent software companies. Susan Messenheimer. Soft Mag, Vol. 8, No. 7: 20-21, 24+ My 88 (extra issue)


Spreadsheets and databases: learning tools and job skills. William Powell. Inv, Vol. 13, No. 3: 4 Fall 87

Super software needed. Herbert Grosch. Soft Mag, Vol. 8, No. 8: 10 Ju 88


Taking the bull out of bullwork (manufacturing software satisfies repetitive and customized jobs). Robert Knight. Soft Mag, Vol. 8, No. 11: 79, 82, 85 Sep 88

Taking the pulse of health care software. Robert Knight. Soft Mag, Vol. 8, No. 2: 51-52, 57 Feb 88

Tax-preparation software. Jeff Rosser. NSR, Vol. 49, No. 5: 66-67 Mr 88


Teaching graphing on MS-DOS computers with Graph In-The-Box—a low-cost alternative to Lotus 1-2-3. Lewis M. Elia. Viewpts, Vol. 13, No. 5: 4 Feb 88

The year in software. Pandora's box or a cornucopia of plenty. Jan Snyder's. Vol. 35, No. 1: 34-36 Ja 88
SPECIAL EDUCATION

Adapting lesson plans for the mainstreamed student Judy W. Wood and Jennifer W. Miederhoff Clearinghs, Vol. 61, No. 6 269-282 Feb 88


The handicapped in business education Doris Skoglund SIEC Rev, No 111 41-44 Ap 88

Improving the education of poor black children Wandalyn Enix. Clearings, Vol. 61, No 5 223-225 Ja 88

In offices, "disabled" doesn't mean "unable " Francis J. Lavoie. Mod Off Tech, Vol 33, No 6 92-94.96 Ju 88


Overcoming resistance to a new remedial program Howard Margolis and Patrick P. McCabe Clearings, Vol. 62, No 3 131-134 Nov 88


Preparing teachers as collaborators in special education Catherine V Morskin Clearings, Vol 61, No 7 317-319 Mr 88

Reaching the under-challenged, marginal, or at-risk student. Charles R Jackard Clearings, Vol 62, No 5 128-130 Nov 88

A school-to-work bridge for the differently abled Margaretta Izzo and Lawrence Dennis Voc Ed J, Vol 63, No 1 35-37 Ja/Feb 88

Serving limited English proficient students in business education Joan E. Friedenberg JEB, Vol 64, No 6 245-247 Mr 88


Understanding the learning styles of the native-American student Frank Ande-a and Beverly Atwell Bal Sheet, Vol 69, No 4. 13-15 Mr/Ap 88

STANDARDS

The AACSB computer applications requirement meeting the standard Patricia A Merrier and Thomas B Duff JEB, Vol 63, No 8 363-365 My 88

The BART recommendations committee. Penny Compher NSR, Vol 49, No 7. 80-81 My 88

Computer proliferation and the changing curriculum H Robert Stocker Bus Ed Forum, Vol 42, No. 6. 1°,19, 22 Mr 88

Emerging standards in connectivity Larry R DeBoeyer Soft Mag, Vol. 8, No 8 69-73, 75 Ju 88

Establishing electronic keyboarding speed and accuracy standards Clarence D. White DPE Proceedings, 29-32 Nov 88

MBA admissions criteria an empirical investigation and validation study Edward S Schwan JEB. Vol 63, No. 4 158-162 Ja 88

On graphics standards Douglas Wang Info Ctr, Vol 4, No 6 48 Ju 88

Setting standards for micro software Hal Glatzer Soft Mag, Vol. 8, No. 2 59-60 Feb 88

Policies Commission


This we believe about business teacher education Bus Ed Forum, Vol 43, No 1 6-7 Oct 88

This we believe about the promotion of business education Bus Ed Forum, Vol 43, No 1 7-8 Oct 88

The work of the PCBEE an information resource for business educators Sharon Lund O'Neill DPE Proceedings, 91-93 Nov 88
1988 Business Education Index

STUDENT ORGANIZATIONS

Action learning: FBLA-PBL in business education
Mary Lynn Fracarou Bus Ed Forum, Vol 42, No. 4. 23-25 '88

FBLA develops future business leaders of America
Nancy Fann Inv, Vol. 13, No 3. 4-6 Fall 87

FBLA Key to improving communication, image and enrollments! Charlotte Nindi Wellins NJ Obs, pp. 21-23, 87-88 Issue


Looking ahead with OEA Sharon Buckner. Bus Ed Forum, Vol 42, No. 4. 25-27 Ja 88


Mississippi FBLA/PBL foundation organized Millie Lester Miss BEA Y, Vol. 16 3-9, 88 Yrbk


Why should we include FBLA/PBL in our business curriculums? Patti S Abraham Miss BEA Y, Vol 16 83-86, 88 Yrbk

TEACHING


Accept the challenge of office systems education C Steven Hunt and Rhonda R Morgan Bus Ed Forum, Vol 43, No 3 6-7 Dec 88


Accounting teaching techniques Gary Gebhart Inv, Vol. 13, No 3 3 fall 87

Adapting lesson plans for the mainstream: student Judy W. Wood and Jennifer W. Miederhoff. Clearingsh, Vol 61, No. 6: 269-282 Feb 88


An analysis of economic concepts important to high school students Robert Gryder and Steven Golen ABEA J, Vol. 7, No. 1 59-74 Spring 88

Applying business management techniques to report writing classes William C Sharbrough. JEB, Vol. 63, No 5 205-208 Feb 88

Are you really prepared to teach? Jennie Hunter Bus Ed Forum, Vol. 42, No 6: 6, 8 Mr 88

Ask the experts. Practical suggestions and advice for first day and first year of teaching. Larae Huser Bus Ed Forum, Vol 42, No 6 9-10 Mr 88


The BART teachers workshop Elaine C Wojcik NSR, Vol 49, No. 3 34-35 Ja 88


The case for self-generated cases. Dorothy Margaret Guinn ABC Bul, Vol 51, No. 2 4-10 Ju 88

Cerebrum consultants: a rhetorical case Bertie E. Fear-jng. JBTC, Vol 2, No 2 78-81 Sep 88


The coin of time spend it wisely or waste it. Gail F. Lindsay. Voc Ed J, Vol 63, No 5 30-31 Aug 88

A comparative study of alpha hand ABC shorthand and principles of speedwriting shorthand with high school students Verna Elizabeth Smith Lorton University of Arkansas, Doctoral dissertation, 1987


A comment on "Grade inflation: a way out". Robert C. Scott J Econ Ed, Vol. 19, No. 3 227-229 Summer 88

A comparative analysis of the effect of the use of the audio-visual/tactile approach and the audio-visual approach on achievement during the theory presentation phase of first-semester Shorthand I (DA8723584). Freeda Elizabeth Thompson University of Maryland, Doctoral dissertation, 1987

A comparison of four approaches to teaching proofreading to third-semester typewriting students at the high school level. Vivian Arnold DPE 1, Vol 30, No 3 93-108 Summer 88

A comparison of four approaches to teaching proofreading to third-semester typewriting students at the high school level. Vivian Arnold DPE 1, Vol 30, No 3 93-108 Summer 88

A comparison of four approaches to teaching proofreading to third-semester typewriting students at the high school level. Vivian Arnold DPE 1, Vol 30, No 3 93-108 Summer 88

A comparison of teacher-directed computer-based instruction and self-directed computer-based instruction in teaching beginning keyboarding to college students. Roberta J. Bara. DPE Proceedings, 25-27 Nov 88


Computer aided productivity tools in teaching system analysis and design. Santosh K. Misra and Andjelka Kovijacic. I Comp Infosys, Vol 28, No. 4 12-15 Summer 88


Conferencing skills: working with parents. Elizabeth Reis. Clearings, Vol. 62, No. 2 81-83 Oct 88


Cross-cultural influences on business communication: applications for teaching and practice David A Victor. ABC Bul, Vol. 51, No 3 8-10 Sep 88

Developing supplemental readings for the strategic management course. Joseph W. Leonard JEB, Vol 64, No. 6 277-281 Mr 88

Developing thinking skills through journal writing Jeffrey K. Ochsankenl. Bal Sheet, Vol. 69, No 4 36-39 Mr/Ap 88


Discipline and the first-year teacher Robert L. Major Clearings, Vol. 61, No 5 221-222 Ja 88


Economics. Eileen Broughton, Haro Decho and Robert A. Ristau. SIEC Rev, No. 111. 38 Ap 88


An effective approach to information systems instruction: conducting project assignments in the real world W. J. Kenny Jih, Charles A. Snyder and Bryan Galway. J Comp Infosys, Vol. 19, No. 1 19-24 Fall 88

Effective teacher techniques: implications for better discipline. Elizabeth Reis Clearings, Vol. 61, No. 8 356-357 Ap 88


Effective use of class time (The "know what's" and "know how's" of teaching) Ruth A. Riley. NATEBE Notes, 14-15 Fall 88


Establishing a program for teaching typewriting/keyboarding on computers. Harriet Augustin Bus Ed Forum, Vol. 43, No 1 23, 26 Oct 88


Excellence in teaching--attainable goal or unrealistic expectation M. Lee Goddard Ohio Bus Tchr, Vol 48 30-37 Ap 88

Excellence through high-quality individualization. Richard W. Burns and Joe Lars Klings edt Clearings, Vol. 61, No. 9 417-418 My 88

Expertise slopover. Jerry L Pulley. Clearings, Vol. 61, No. 5 196 Ja 88

Factors relating to attitudes toward computers and microcomputer utilization practices of faculty of accredited and nonaccredited members of AACSB. Sue Cloud Evans and Lillian Hunt Chaney. Ohio Bus Tchr, Vol. 48 11-14 Ap 88

Formation to teach or not to teach. R. Baird Shuman. Clearings, Vol. 61, No. 6 244 Ja 88

From industry to the classroom: rewards and realities of teaching. Joyce P. Logan Voc Ed J. Vol. 63, No. 5 16, 18 Aug 88

From typewriter to microcomputer: making the teaching transition easier Lloyd W. Bartholome Bal Sheet, Vol. 69, No. 5 36-37 My/Ju 88

Gainin control David Sudol. Clearings, Vol. 61, No. 6 331-333 Mr 88

A good accounting instructor, a student perspective Colleen M Trahan JEB, Vol. 63, No. 5 216-219 Feb 88

Goodlad versus Popham on effective teaching Marlow Ediger. Clearings, Vol. 61, No 5 211-214 Ja 88

The governor's academy for teachers of writing, Tennessee style. Ted Hippie. Clearings, Vol. 61, No. 9 422-423 My 88

1988 Business Education Index

A hands-on approach to introducing DTP techniques. Heidi Perreault. NATEBE Notes, Vol. 48, No. 1: 7-9 Fall 87

Helping pupils overcome homework distractions. Ron Benson. Clearinghs, Vol. 61, No. 8: 370-372 April 88


How to answer when students don’t ask questions. Kathleen G. Carter. Bal Sheet, Vol. 69, No. 4: 40-41 March/April 88

A how-to program for effective spreadsheet and word processing instruction. William T. Harding. Database, Vol. 6, No. 1: 7-9 Fall 87


How to teach research. Michael Bronner. DPE Proceedings, 105-107 November 88


Improving the education of poor black children. Wandalyn Enix. Clearinghs, Vol. 61, No. 5: 223-225 January 88


Keeping one step ahead. Lorri C. Williamson. NSR, Vol. 49, No. 8: 34-35 August 88

A leadership model for teaching work simulation for business education. Peter Strod. BEA NY J. 51-55 Spring 88

Learn well and take 10 for basic skills! John Collum. Voc Ed J, Vol. 63, No. 5: 52 July 88


Making the most out of field trips. Robert G. Berns. Ideas, Vol. 3, No. 4: 10 February/March 88

Matrix learning: a tool that can return responsibility of learning to students. Douglas A. Gongli and A. C. Kizan. KBEA J, Vol. 9: 10-12 Spring 88

Microcomputer education: an integrated approach to curriculum design. Michael S. Lane and Thomas L. Blaskovics. JEB, Vol. 63, No. 8: 358-362 My 88

The micros are coming: getting secretaries ready. Barbara C. Howard. Bus Ed Forum, Vol. 43, No. 1: 19, 22 October 88

Amid school teacher’s guide to revising and editing. Patricia M. Cunningham. Clearinghs, Vol. 61, No. 5: 202-204 January 88

Motivating the unmotivated to read. Nicholas P. Cruscota. Clearinghs, Vol. 61, No. 9: 403-405 My 88

Motivation: a perspective. Dennis W. Hagstrom. NSR, Vol. 49, No. 3: 64, 66 July 88
A national study of instructional practices and perceptions of elementary school teachers about typewriting/keyboarding (DPE national research project) Carolee Sormunen, Diane Berg and Mary Ellen Adams DPE Proceedings, 71-76 Nov 88

A new school year--a new opportunity Harry R Moon. Viewpts, Vol. 14, No 1: 1 Sep 88

New trends in research and teaching in business schools results of an inquiry distributed to business schools worldwide. Juha Kahkonen and Arvi Leponiemi SIEC Rev, No 110: 24-26 Nov 87

No Virginia, there is no super teacher Rosemarie Dion Cleannghs, Vol. 61, No. 7: 292 Mr 88

Norm setting: rules by and for the students Darryl B Yorke Voc Ed J, Vol 63, No 5 32-33, 47 Aug 88

Occupational computer literacy--how serious are you? John M Collum, Jr NATEBE Notes, 4-6 Fall 88

Office procedures teachers let's get specific about output goals. Mary Ellen Oliveno. Bal Sheet. Vol 69, No 5 33-34 My/Ju 88

The old-fashioned way responsibility Juhan Hanscom Champagne Bus Exch, Vol 12, No 1 10 Fall 88


Preparing computer information systems/data processing majors to interact effectively in an automated office environment--an opportunity for office systems educators Robert B Mitchell. OSRAJ, Vol. 6, No 1. 1-6 Fall 87

Preparing student: for efficiency, productivity, and quality work Harry R Moon Viewpts, Vol 14, No 3 2-3 Nov 88

Present and anticipated status of office automation instruction within office administration programs at college institutions Glenn Batley Northern Illinois University, Doctoral dissertation. 1987


A project approach for teaching advanced COBOL Laurie E. MacDoi.ald and Kenneth Fougere J Comp Infosys, Vol 19, No 1: 27-29 Fall 88

Programmatic research on communication barriers to learning Steven P Golen and Alvin C Burns J Bus Com, Vol. 25, No 2: 85-7 Spring 88


Psychopedagogy and instructional approaches necessary to teach keyboarding to elementary students, K-G. Ella J. C vancara The University of North Dakota, Master's thesis, 1987


Quality control and the college business statistics course: some empirical evidence Andrew M. Welki JEB, Vol 63, No. 5 200-204 Feb 88

Readability: are our textbooks reaching our students? Anita L. Corey and John E. Sycamore VBEAJ, Vol. 11. 7-9 Spring 88


Reading instruction in the schools. Elizabeth Haynes Burnett and Paul Conrad Berg Clearinghs, Vol 61, No. 5 208-210 Ja 88


Reduction of math anxiety levels of students enrolled in elementary accounting. Melody Achenfelter. DPE Proceedings, 57-59 Nov 88


Research in business communication a plea for originality and relevance in pedagogic examples Jennifer J. Conner ABC Bul, Vol 51, No 3. 21-24 Sep 88

Serving limited English proficient students in business education Joan E Friedenberg JEB, Vol 64, No 6 245-247 Mr 88

Shaping values in the invisible curriculum. Rose C Wingo Bus Exch, Vol. 12, No 1. 18-19 Fall 88

Shifting responsibilities Naomi Karten Info Ctr, Vol. 4, No. 1. 15 Ja 88

Sources of learning that influence instructional methodologies and techniques employed when teaching adults. Carol E. Williams Southwest Missouri State University, Master's thesis, 1987

Stimulating creativity--the sleeping beauty! Rosemarie McCauley. NJ Obs, pp 52-54, 87-88 Issue

Strategy A's in teaching business education Beverly Oswalt Bus Exch, Vol. 12, No 1. 1-6-2 Fall 58

Stress, burnout and professional development. Ginny Richerson. KBEA J, Vol. 9: 8-9 Spring 88

The structure of schooling and minority dropout rates. Raymond L. Calabrese. Clearinghs, Vol 61, No. 7 325-328 Mr 88


Student learning styles–a teaching consideration in Principles of Accounting courses. Mary Parise Soroko. JEB, Vol. 64, No. 6 248-250 Mr 88

Student satisfaction in introductory business courses taught by lecture and discussion methods. Lissa S. McRae and Jeffrey D. Young. MB, Vol 64, No 6 252-255 Mr 88


Teaching microeconomics with microcomputer spreadsheets. L. Murphy Smith and L. C. Smith, Jr. J Econ Ed, Vol 19, No 4 363-382 Fall 88

Teaching production/operations design: an experiential project approach. Roger J. Gagnon JEB, Vol. 63, No. 5: 223-228 Feb 88

Teaching professional communication in the information age: problems in sustaining relevance. Elizabeth Tebeaux. JBTC, Vol 2, No 2: 44-58 Sep 88

Teaching spreadsheets. questions & answers. Nancy Groneman. Database, Vol 6, No 1-1, 3-5 Fall 87


Teaching students to use word processing software documentation manuals (Part 1). Rita B. Olsen. DPE Tips, Vol 4, No 2 1-4 Spring 88

Teaching students to use word processing software documentation manuals (Part 1). Rita B. Olsen. DPE Tips, Vol 4, No 3 1-4 Summer 88

Teaching work ethics in the classroom: instructional resources and ideas. F. Stanford Wayne. DPE Tips, Vol 4, No. 1: 1-4 Winter 88


There's an easier way to grade assignments. Marguerite Shane-Joyce. Bal Sheet, Vol. 69, No. 2: 42-43 Jan/Feb 88


Three ways to combat combat fatigue. R. Frank Harwood. Miss BEA Y, Vol. 16: 63-69, 88 Yrbk

Tips to facilitate teaching microcomputers. Glynn E Morse. NATEBE Notes: 7-8 Spring 88

Toward asking the right questions. Robert J. Kloss. Clearinghs, Vol. 61, No. 6: 245-248 Feb 88


Two filmstrip sources for information processing instruction. J. Michael Pemberton ARMA Qtrly, Vol 22, No. 3: 42,44,46-47 11 88

Tying it all together. Susan Shelby and Mary Johnson Voc Ed J, Vol. 63, No. 2: 27-29 Mr 88


Understanding the learning style of the native-American student. Frank Andera and Beverly Auwel'i. Bal Sheet, Vol. 69, No. 4: 13-15 Mr/Apr 88


The versatility of a spreadsheet for an elementary statistics course Vereda King. JEB, Vol. 63, No. 4: 188-190 Ja 88


Why I teach reporting: what's in it for me? Virgene Koehler Biggers NSR, Vol. 49, No. 9. 82-84 Ju 88


Teacher education:

"Bridging the gap" proves valuable experience Carmen Broune Bus Ed Forum, Vol. 42, No 4 11-12, 14 Ja 86


Business teacher education: a next step. B. June Schmidt NABTE Rev. No. 15: 3-4 88 Issue


A comment on "Qualifications English departments prefer for new teachers of business and technical writing: Is it time to reassess our degree programs?" Renee T Betz. JBTC, Vol 2, No 2. 91-95 Sep 88

Competencies perceived to be needed by business educators for effective teaching in colleges and universities. Sharon A. Maslowsky Southwest Missouri State University, Master's thesis, 1987


1988 Business Education Index

How are we meeting the challenge of preparing teachers and students in office technology? Jean Greyer and Helene Zimmerman. DPE J, Vol. 29, No. 4: 2-13 Winter 88


Integrating educational technology into the teaching methods curriculum. Jean Dennee. Bal Sheet, Vol 69, No 2. 33-34 Ja/Feb 88


Making teaching a profession. Robert H. Koff. Clearinghs, Vol. 61, No. 7. 297-299 Mr 88


Myers-Briggs type indicator personality characteristics of business teacher education majors. Glona Vogt and Birdie Holder. NABTE Rev, No 15: 39-41, 88 Issue

On-the-job updating: business teachers learn from business and industry. Rose Mary Wending and Joseph Helbling. JEB, Vol. 64, No. 1: 12-14 Oct 88

Plant the seed. Melanie Herbert. Bus Ed Forum, Vol 42, No. 6: 35 Mr 88

Preparing teachers as collaborators in special education. Catherine V Morsink. Clearinghs, Vol. 61, No 7. 317-319 Mr 88


Should I become a teacher? Herbert Latner. Bus Exch, Vol. 11, No. 2: 10-12 Spring 88

Strengthening the role of cooperating teachers. Barbara ufeld, Alma Exley, and Cynthia Jorgensen. Clearinghs, Vol. 61, No 7: 312-314 Mr 88


This we believe about business teacher education. Bus Ed Forum, Vol. 43, No. 1: 6-7 Oct 88

Trends in teacher education. Margaret Early. Clearinghs, Vol. 61, No. 7. 294-296 Mr 88

University-public school collaboration in the preparation of teachers. Carolyn E. Bunting. Clearinghs, Vol. 61, No. 7: 315-316 Mr 88

Update on teacher education and licensing. Jane L. Williams. Inv, Vol. 13, No. 3: 2-3 Fall 87


We'll see it when we believe it. Geraldine E. Larocque. Clearinghs, Vol. 61, No. 7: 303-305 Mr 88


Teachers


Business teachers: new tax law can mean savings. William D. Keller. JEB, Vol 64, No 1: 10-11 Oct 88

The Center for Business Teachers, SFSU: an analytical review. Patricia F. Malan. San Francisco State University, Master's thesis, 1987

A checklist to help lower the tax liability of business teachers. W. Terry Dancer. JEB, Vol. 64, No. 6: 256-261 Mr 88


Faculty evaluation: perspectives of deans of business colleges compared with perspectives of deans in other colleges. Marianne J. D'Onofrio, Mark E. Slama and Armen Taschian. DPE J, Vol. 30, No. 4: 135-142 Fall 88


The remembered teacher. Iris W. Johnson. VBEA J, Vol. 11: 3-6 Spring 88


TEACHING AIDS

The effect of textual aids on retention in general business. Willis, S. Vincent. DPE J, Vol. 30, No. 4: 152-164 Fall 88


For integrating graphs and tables. Alan Palle. Info Ctr., Vol. 4, No. 1: 11, 14 Ja 88

How to use a spreadsheet to keep student grade records. Judith C. Simon. Database, Vol. 6, No. 1: 10-12 Fall 87


Audio-Visual aids


Audiovisuals (legal typing simulation, research guide, video cassette storage library, consumer education, classroom instruction programs). Jane F. White. JEB, Vol. 64, No. 6: 286 Mr 88

Audiovisuals (telecommunications guide and service directory, visual handbooks, business English flashcards, international communication transparencies). Jane F. White. JEB. Vol. 63, No. 8: 380 My 88

The image of a good visual aid. Iris W. Johnson. Bus Ed Forum, Vol. 42, No. 4: 5-7 Ja 88

Bulletins boards


Typing bulletin board kit. Jane F. White. JEB, Vol. 63, No. 5: 238 Feb 88. JEB, Vol. 64 No 6: 286 Mr 88

TESTING AND EVALUATION


The computer programmer aptitude battery as a predictor of achievement in FORTRAN programming courses at the two-year college level (DA8720119). Gene Goldstein. New York University. Doctoral dissertation, 1987


Efficient, effective evaluation grading business communication assignments with the primary trait scoring method. G. Douglas Meyers. ABC Bul, Vol. 51, No. 2: 18-21 Ju 88


Instructor-graded versus computer-graded business letters. Mark Needles. JEB, Vol. 64, No. 6: 269-272 Mt 88

A study to determine the extent computer keyboarding skills are needed by business professionals. Rose Mary Wentling. DPE Proceedings, 6-62 Nov 88

Third-party PC training doesn't cost—it pays. Jim Seymour. Today's IT, Vol 22, No 12: 12-14 My 88


Training with a capital T. Arnold Rosen Words: 18-22 Ja/Feb 88

Clerical training

Clerical satisfaction Lourdes E Silva Viewpts, Vol 13, No. 4 3 Ja 88

Clerical skills needed in selected Phoenix offices Aurelia Gomez ABEAJ, Vol 7, No 1: 17-22 Spring 88

Office training

Are you tired OF or AT work? Sylvia Blatch. Off Sys, Vol 5, No 3 16 Mr 88

Attitudes of office personnel toward human and social information technology issues. Donna L. Kizzier. DPE Proceedings, 15-20 Nov 88

"Bridging the gap" proves valuable experience Carmen D. Browne. Bus Ed Forum, Vol 42, No 4: 11-12, 14 Ja 88

Competencies of four-year office administration graduates as perceived by personnel directors of business organizations in the mid-south Connie M. Forde NABTE Rev, No. 15: 31-35, 88 Issue

Contemporary Medical Office Procedures, Doris D. Humphrey, South-Western, 576 pp., $18 50


Giving your boss the edge Julie Goldstein and Jeri Cohen Sec, Vol 48, No. 8: 30-31 Oct 88

Information management training for the realities of the modern office. Judee A. Rimm JEB, Vol. 64, No. 2: 69-72 Nov 88

It's a jungle out there! Carol C. Gighotti Sec, Vol. 48, No. 2: 23, 25 Feb 88


Medical Office Practice, 4th ed., Phillip S Atkinson and Deborah Begg, South-Western, Practice Set, $14. Audiocassettes, $37 50
Office Procedures and Technology--computer edition, Lewis M. Elia and Kevin C. Zalondek, Milady Publishing Corp., 24 pp., $5.95, teacher's manual including software with projects and free right of duplication, $59.95

The office procedures course: an essential! Walter A. Brower. NJ Obs, pp. 35-37, 87-88 Issue

Office procedures teachers' let's get specific about output goals. Mary Ellen Oliverio. Bal Sheet, Vol. 69, No. 5: 33-34 My/Ju 88


Phone answering techniques that keep them coming back. Steve Ingle. Sec, Vol 48, No. 6: 19-20 Jul/Aug 88

Software Solutions, Inc.: A Practice Set for the Electronic Office, Rosemary T. Fruehling, Gregg McGraw-Hill, Practice Sets 256 pp., $12.48


"Thank you for calling." Bruce Witwer Mgmt W, Vol 17, No. 1: 8-9 Ja/Feb 88


SECRETARIAL TRAINING

Adaptation of secretarial work to the modern techniques Gun Bjuremalm. SIEC Rev, No. 111 40-41 Ap 88

Be the best you can be. Evelyn P. Vincens Sec, Vol 48, No. 7: 23 Aug/Sep 88

The birth of a law office, a secretary's perspective Claudine Griggs Sec, Vol 48, No. 8: 12 Oct 88

How to be an effective team member Barbara Matanic Sec Vol 28, No. 5: 20-21 My 88

Is telephone etiquette obsolete? (Response to March Secretary on the Spot) Sec, Vol 48, No 6: 26-27 Jul/Aug 88


The micros are coming, getting secretaries ready. Barbara C. Howard Bus Ed Forum, Vol 43, No 1: 19, 22 Oct 88

The personal marketing pyramid: a model for secretarial success. Donald W. Caudill Sec, Vol 48, No 7: 11-12 Aug/Sep 88


Revising our curriculum for the secretary's new role. Mary Margaret Hosler Bus Ed Forum, Vol 43, No 3: 16-18 Dec 88

Seven ways to arrange paper clips Ann E. Davis. Sec, Vol. 28, No. 5 18-19 My 88

Should you report on your boss? (Secretary on the Spot). Sec. Vol 28, No. 5: 24 My 88

Updating support staff: one employer's experience Marcia L. James. Sec, Vol 48, No 8: 6-9 Oct 88

WORD PROCESSING

AISP in 3D. Carol A. Green Words, Vol 16, No. 3 41 Oc./Nov/Dec 87

Natural intelligence: a promise of productivity gain at the keyboard. Gregg C Whyte Bus Ed Forum, Vol 43, No. 3: 11-12 Dec 88


Command Performance: Microsoft Word, Nancy Andrews, Microsoft Press, 352 pp., $19.95


A comparison proofreading technique for document production Shirley Barton JEB, Vol 64, No 2, 87-89 Nov 88
In another tongue. Carolyn J. Mullins. Info Ctr, Vol 4, No. 5: 38-41 My 88

Increased stroking speed—a natural byproduct of advanced word processing. Jean Rockwell Warner NJ Obs, pp. 24-29, 87-88 Issue


Information processing with the WP connection. Tom Jenkins. Off Sys, Vol. 5, No. 10: 90, 94, 97 Oct 88

Insights into consulting needs in information processing, data processing, and word processing in businesses located in southwestern Ohio. Donna S. Courtney. Ohio Bus Tchr, Vol 48: 39-44 Ap 88


Language and Word Processing Applications. Lyn R. Clark and James Clark, Gregg McGraw-Hill, Text-Workbook, 264 pp, $16.96


Managing text at a glance (OCRs) Stephen Brindza Mod Off Tech, Vol. 33, ’to: 5 102-104 My 88

Microsoft Word Style Sheets. Peter Rinearson and JoAnne Woodcock, Microsoft Press. 352 pp, $17.95


New WP features add sizzle to your documents Today’s Off, Vol. 22, No: 10: 24, 26-29 Mr 88


Q&A—combining power with ease of use Lewis M. Elia. Viewpts, Vol. 13:No. 5. 4 Feb 88


Status of word/information processing systems from selected organizations. Mona J. Casady NABTE Rev, No. 15: 20-24, 88 Issue

Teaching basic skills for word processing productivity. Robert W. Kusek Viewpts, Vol. 13, No. 5: 1-2 Feb 88


1988 Business Education Index

Competencies needed by beginning word processors in the counties of Beaufort and Jasper in the state of South Carolina. Deloris M. Griffith. Southern Illinois Univ. at Carbondale, Master’s thesis, 1987

Computer magic. Irene T. Daniels. NSR, Vol. 49, No. 9: 60, 67 Jul 88


DisplayWrite 4: A Practical Approach, Donna Woo and Jane Troop, South-Western, Text-Workbook, $16


Employees confront hazards of prolonged VDT use. Judy Nixon and Judy West. Sec, Vol. 28, No 5: 10-11, 13 My 88


ETs please most, our survey finds Mary R. Patton. Off Sys, Vol. 5, No. 9: 32, 39, 41 Sep 88

Fit for Fun, Document Processing, 6th e., Mona J. Casady, South-Western, Simulation, $18 50, Audio cassette, $15


A how-to program for effective spreadsheet and word processing instruction. William T Harding. Database, Vol. 6, No 1: 7-9 Fall 87

Teaching students to use word processing software documentation manuals (Part I) Rita B Olsen DPE Tips, Vol. 4, No. 2 1-4 Spring 88

Teaching students to use word processing software documentation manuals (Part II) Rita B Olsen DPE Tips, Vol. 4, No. 3 1-4 Summer 88

What type of ET is best for you? (electronic typewriters) William M. Cowan Off Sys, Vol 5 No 7 56,58,60,62 Jul 88


Word processing as information management Terry D Lundgren JEB, Vol 64, No 7 327-329 Ap 88

The word processing lab in the business writing course Dennis H Barbour ABC Bul, Vol 51, No 3 19-20 Sep 88


Word processing instruction: a generic approach. Shirley M. Wong Bus Ed For m, Vol 42, No 4 21-22 Ja 88

Word Processing Power with Microsoft Word, 2nd ed. Peter Rinearson, Microsoft Press, 432 pp , $19 95

Word processors--it's a jungle out there! Viewpts, Vol 13, No 4 4 Ja 88


Working with Word Microsoft Word 3 01 for the Apple Macintosh Gordon McComb and Chris Kinata, Microsoft Press, 650 pp , $21 95

WP, DP Don't fix what ain't broken Richard P Berens Office, Vol 108, No 5 112, 118 Nos 88

WP instruction choosing an approach that works Mindy Mass Amnoff Bus Ed Forum, Vol 43, No 3 15-16 Dec 88

The writer's tools Carolyn Mullins Info Ctr, Vol 4, No 1 32-34 Ja 88

Desktop publishing
Bring desktop publishing into the classroom Cathy Small Bus Exch, Vol 12, No 1 2-4 Fall 88

Champagne documents on a beer budget Christine Rivera. Info Ctr, Vol 4, No 10 16-22 Oct 88

Corporate electronic publishing on upswing Rick Friedman Office, Vol 107, No 6 26, 58 Ju 88

Desktop Presentations. Joyce Kupsh, National Instructional Systems, 22 pp (including competencies, lecture notes, learning measurement, and handouts) plus 10 overhead transparencies, $75

Desktop Publishing Joyce Kupsh, National Instructional Systems, 21 pp (including competencies, lecture notes, learning measurement, and handouts) plus 10 overhead transparencies, $75

Desktop publishing a needed classroom competency Nona Berghaus Bus Ed Forum, Vol 42, No 8 11-12 My 88

Desktop publishing drives a high-tech company Mod Off Tech, Vol 33, No 5 80, 85, 88 My 88

Desktop publishing for today's office Frank B Flanders and Maynard J Iverson OSRAJ, Vol 6, No 2 31-33 Spring 88

Desktop publishing has a wealth of new type fonts Naomi Luft Cameron Office, Vol. 108, No 6 53-54 Dec 88

Desktop publishing is freedom from the press. Marilyn V Fleming Office, Vol 107, No 6 49-50 Ju 88

Desktop publishing pretty as a picture Kermit Metzner Off Sys, Vol 5, No 3 33-34, 38 Mr 88

Electronic imaging and information processing Auj Kapoor Office, Vol 108, No 6 28 Dec 88

Electronic publishing can hyperlink corporate images David H Goodstein Office, t of 107, No 2 74-76 Feb 88

Electronic publishing new technologies for new ideas (MOT electronic publishing source list) Mod Off Tech, Vol 33, No 3 50, 55, 56 + Mr 88

Electronic/desktop publishing the maturing years. Sam Diamond Mod Off Tech, Vol 33, No 9 BC 10, 12, 14 (advertising insert) Sep 88

Electronic publishing's future is promising Carl E Hetherington Office, Vol 108, No 6 43-44, 46 Dec 88


Guidelines for helping business education teachers choose a desktop publishing system, Part 1 Janice Schoen Henry and Heidi R Perreault. DPE Tips, Vol 4, No 4 1-4 Fall 88

The Gutenberg 2001 what desktop publishing could mean to business communicators Ross Figgins ABC Bul, Vol 51, No 2 1-4 Ju 88

A hands-on approach to introducing DTP techniques Heidi Perreault NATEBE Notes, 11-13 Fall 88
Letter(ing) perfect Cindy Zwirn Sec, Vol 48, No 8: 10-11 Oct 88

Make desktop publishing pay off Jim Seymour Today's Off, Vol 23, No 2 55-56, 58, 60 JI 88

OA techniques useful for desktop publishing plans. Carolyn J Mullins Words, Vol. 16, No 5 36-37 Mr/ Ap 88

Publications system expands consulting firm's horizons IMC J, Vol 24, No 1 40-41 Ja/Feb 88


Laser printers & software enhance desktop publishing Paul Henry OffSys, Vol 5, No 5 66-68, 73-74 + My 88

An interview with Amy Wohl Patricia Tracy-Callahan Words, Vol.16 No. 6: 33-35 My/Ju 88

In-plant reaction to desktop publishing Bryan J Powell Office. Vol. 107, No 1 117-118 Ja 88

How to learn the ABCs of desktop publishing Peg Cady OffSys, Vol 5, No 10: 82, 84, 86, 88 Oct 88


A high-resolution game of composing and designing Jerry Cashin Soft Mag, Vol 8, No 6 43-45, 48-50 My 88

Have you got your working papers? Mod OffTech. Vol 33, No. 8 60, 62 Aug 88

1988 Business Education Index
Author Entries

--A--

ABLAUF, Henry L
USPS: dominant factor in our corporate mailrooms
Office, Vol. 107, No 1: 103 Ja 88

ABRAHAM, Patti S.
Why should we include FBLA/PE in our business curriculum?
Miss BEA Y, Vol 16 53-86, 88 Yrbk

ABRAHAM, Yohannan T., et al.
The value of international business study tours in business
education and internationalization of the business curriculum
NABTE Rev, No 15 36-38, 88 Issue

ACEVEDO, Sheila
Language skills at the job site Voc Ed J, Vol 63, No 4
18-19 My 88

ADAMS, Mary Ellen, et al
A national study of instructional practices and perceptions
of elementary school teachers about typewriting/keyboarding
(DPE national research project) DPE Proceedings, 71-76 Nov 88

ADAMSON, Steve
Doing things right or doing the right things' Office, Vol
107, No 1: 85 Ja 88

ADRIAN, Merv
The 4GL arena InfoCtr, Vol 4, No 4 20-22, 24 Ap 88
** From Mac to VAX InfoCtr, Vol 4, No 8: 58-63 Aug 88
** Model of a workstation data link InfoCtr, Vol 4, No 6
35-31 Ju 88
** To DOS or not to DOS InfoCtr, Vol 4, No 11 29-31
Nov 88

AGGARWAL, Anil K and Arthur B Kahn
Database in the graduate MIS curriculum JEB, Vol 64,
No. 1: 35-39 Oct 88

AGHAZADEH, Seyed-Mahmoud
A forecasting model of the stock market using the elec-
tronic spreadsheet J Comp Infosys, Vol 28, No 3 35-
38 Spring 88

AHMADI, Seyed Ali
A comparative study of perceived minimum economic
knowledge required upon completion of college intro-
ductory economics University of Houston. Doctoral
dissertation 1987

AICIA, Richard, et al
The principal in the year 2000 a teacher's wish Clean-
ings, Vol 62, No 1 18-19 Sep 88

AKERS, Randall S
Laser printer papers can make a difference Off Svcs, Vol
5, No 10 33, 37 Oct 88

ALBADDAH, Ibrahim Ali
Evaluation of instruction in the Institute of Public Ad-
ministration pre-service and in-service information process-
ing programs, Saudi Arabia (DA8728787) University of
Missouri-Columbia, Doctoral dissertation 1987

ALBERTSON, Dorothy and Cathy Fillmore Host
RPM Unlimited A Business Machines Practice Set, 3rd
ed, Gregg McGraw-Hill, Practice Set, 240 pp., $7 95

ALDAG, Ramon J., et al
Introduction to Business, 2nd ed, South-Western, 704
pp., $26 50

ALDERMAN, Timothy C
Business Communications by Raymond A Dumont and
1 111-112 Winter 88
** Practical Writing A Process Approach to Business and
Technical Communication by Carol Niederlander et al
(book review) J Bus Com, Vol 25, No 1 112-113
Winter 88
** Writing in Organizations: Purposes, Strategies, and
Processes (book review) J Bus Com, Vol 25, No 1:
113-114 Winter 88

ALEGBELEYE, G B O
Archives administration and records management in Nige-
ria; up the decades from amalgamation, ARMA
Qtrly, Vol 22, No 3 26-28, 30 Jl 88

ALFORD, Linda
So you want to be an entrepreneur? Bus Exch, Vol 11,
No 2 20-21 Spring 88
ALLEN, Johnny Mac  
Residual marketing Ideas, Vol 3, No 4 22-23 Feb/Mr 88

ALTREUTER, Ken  
Executive recruiters how to work with one Off Sys, Vol 5, No 8 18-22 Aug 88

ALUISE, Susan  
IBM bullish on EDI Soft Mag. Vol 8, No 1 28-29 Jan 88

ALVEY, C George  

AMACHER, Ryan C  
The principles of economics from now until then a comment J Econ Ed, Vol 19, No 2 152-155 Spring 88

AMBROSIO, Johanna  
Carrying a soft stick Soft Mag, Vol 8, No 10 66-67 Aug 88

ANDERSON, Rolph E , et al  
Professional Sales Management. McGraw-Hill, 635 pp, $22.95

ANDERSON, Ronald A , et al  
Business Law Principles, Cases and Legal Environment. 10th ed , South-Western, 2881 pp $34

ANDERSON, W. Steve and Michael Klei  
Excellent writing educating the whole corporation JBTC, Vol 2, No 1 49-62 Ja 88

ANDERSON, William A  
A pedagogical note on the open economy IS-LM model. J Econ Ed, Vol 1, No 1 82-86 Winter 88

ANDIA, Lynne M  
Proofreading skill or afterthought? bal Sheet, Vol 70, No 2 27-28 Nov/Dec 88

ANDRES, Nancy  
Command Performance  
Microsoft Word, Microsoft Press, 352 pp, $19.95

ANTONUCCIO, Carmelo and Gianni Morlini  
The EEC policy in favour of student exchanges and aimed at the improvement of the relationships between training centers SIEC Rev, No 11 10-14 Ap 88

ARANDA, Luis  
The untapped Hispanic resource ABEA J, Vol 7, No 1 48-55 Spring 88

ARCHER, Stephen H and Halbert S Kerr  
Readings and Cases in Corporate Finance, McGraw-Hill, 363 pp, $12.95

ARNOLD, Vanessa Dean  
Important role model Mgmt Ed, Vol 17, No 6 40-33 Nov/Dec 88

ARQUERO, Stephen H and Alberk S Kerr  
Source credibility in persuasive oral communication JEB, Vol 64, No 1 43-45 Oct 88

ARMAND, John C  
Communication the missing link in the Challenger disaster ABC Bul, Vol 51, No 4 12-14 Dec 88

1 (ii)
BABER, Robert L.
The Spine of Software: Designing Provably Correct Software: Theory and Practice, John Wiley & Sons, 316 pp., $51.95

BACHMANN, Frederick

BACHMAN, Lois J.
Teaching communication for business at the postsecondary level (Ch. 12) NBEA Yrbk, No 26 115-124, 1988 Issue

BAHNIUK, Margaret Hilton and Edward G Thomas
Minimizing communication apprehension (Ch 7) NBEA Yrbk, No. 26 57-68. 1988 Issue

BAILEY, Elizabeth O. and Deborah A Brodeur
Mock depositions benefit everyone NSR. Vol. 49, No. 8: 117 Ju 88

BAILEY, Glenn
Present and aicipated status of office automation instruction within office administration programs at college institutions. Northern Illinois University, Doctoral dissertation 1987

BAILEY, Guy

BALON, Brett J and H. Wayne Gardner
Disaster planning for electronic records, ARMA Qtrly, Vol. 22, No. 3: 20-22, 24-25, 30 Ji 88

BANX, Richard L

BAO-SEN, Ge

BARAN, Nicholas M.
Command Performance R.BASE SystemV Including R.BASE500, Microsoft Press, 336 pp., $21.95

BARBER, Mary Ann and Robert T Grauer
Data Management Through dBASE, Gregg McGraw-1 11, 600 pp., $21.56

BARNARD, Janet
Fighting financial trouble Mgmt W, Vol. 17, No. 3: 30-32 My/Lu 88

BARNES, John A

BARR, Lowell L., et al.
Business teacher education: the aging of the professionals. NABTE Rev, No. 15: 50-52, 88 Issue

BARK, Robert D.
Microfilm or optical disk: the choice is between systems, not media. IMC J, Vol. 24, No. 2: 7-8 Mr/Ap 88

BARRON, Donna

BARRY, John S.
When in place, ISDN will be global in scope. Office, Vol. 107, No. 5: 74, 76 My 88

BARTA, Roberta J.
A comparison of teacher-directed computer-based instruction and self-directed computer-based instruction in teaching beginning keyboarding to college students. DPE Proceedings, 25-27 Nov 88
1988 Business Education Index

BARTH, Roland, et al.
The principal in the year 2000: a teacher's wish Clear-
inghs, Vol. 62, No. 1: 18-19 Sep 88

BARTHOLOME, Lloyd W.
From typewriter to microcomputer: making the teaching transition easier Bal Sheet, Vol. 69, No 5 36-37 My/Ju 88

BARTLETT, Robin L. and Dennis J. Weidenaar
An introduction to the proceedings of the 1987 invita-
tional conference on the principles of economics text-

BARTON, Ben F. and Marthalee S. Barton
Narration in technical communication JBTC, Vol. 2, No. 1: 36-48 Ja 88

BARTON, Marthalee S. and Ben F. Barton
Narration in technical communication JBTC, Vol. 2, No. 1: 36-48 Ja 88

BARTON, Shirley
A comparison proofreading technique for document production JEB, Vol. 64, No 2 87-89 Nov 88
**

BASKERVILLE, Richard
Designing Information Systems Security, John Wiley & Sons, 307 pp., $49 95

BATTEN, Joe D.
Leading by expectation Mgmt W, Vol. 17, No 135-36 la/Feb 88

BAUER, Dennis E.
Business education confusion: computer literacy, software, hardware! Ohio Bus Tchr. Vol 48 26-29 Ap 88

BAUGHMAN, Rowland G
The art of becoming unnecessary Mgmt W, Vol. 17, No 6: 26-27 Nov/Dec 88

BAUMOL, William
Economic education and the critics of mainstream economics J Econ Ed, Vol. 19, No 4 323-330 Fall 88

BECK, Arthur C.
A manager's time shock Mgmt W, Vol. 17, No 2 7-8 Mr/Ap 88

BECKER, Sally
**
--and Steve Glasgow
Telephone and fax systems: low cost, high capability Off Sys., Vol. 5, No 1: 21-22 Ja 88

BECKER, Susan and Edwina Jordan
Will the real job applicant please stand up? A&BC Bul, Vol 51, No 4: 22-26 Dec 88

BEDIENT, John

BEGG, Deborah and Phillip A. Atkinson
Medical Office Practice, 4th ed., South Western, Practice Set, $14, Audiotapes, $37 50

BEHLING, Robert
**
Introduction to Expert Systems by Jay Liebowitz (book review) J Comp Infosys, Vol. 19, No. 1 37 Fall 88
**
Managing computer literacy. J Comp Infosys, Vol. 19, No 1: 15-18 Fall 88
**
Strategic Information Management Planning by Thomas E. Gallo (book review) J Comp Infosys, Vol. 28, No 3 50-51 Spring 88

BEISWINGER, George L
Electron! typewriters are versatile yet easy to use Office, Vol. 108, No 3 32-33, 35 Nov 88
**
Fax manufacturers seek to offer a better mousetrap Office, Vol. 108, No 3 117-118, 121 Sep 88
**
Office equipment power has to be harnessed, Office, Vol. 107, No 3 102-103 Mr 88
**
A sensible approach to protecting your data Office, Vol. 107, No 3 102-103 Mr 88
**
Visual presentations: how to survive giving one on the road Office, Vol. 108, No 4 70-72 Oct 88

BELCHER, Clifton B. and Donald R. Brannon
A North Carolina network finds more than 1,600 friends Voc Ed J, Vol. 63, No 7 41-43 Oct 88

BELL, Carolyn Shaw
The principles of economics from now until then J Econ Ed, Vol. 19, No 2 133-147 Spring 88

BELL, Christopher Ross
Economies of, versus excesses to, scale: a clarification. J Econ Ed, Vol. 19, No 4 331-335 Fall 88

BELL, James, et al.
Teaching business communication skills in large classes J Bus Com, Vol. 25, No 1 65-86 Winter 88

BENDER, Eileen T and Eugene A. Campanale
Project T E A C H: teaching excellence and career help Clearinghs. Vol. 61, No 5 233-235 Ja 88

BENNETT, James C
Research in business education JEB, Vol. 63, No 8 366-368 My 88

BENNETT, Kaye and Steven C. Rhodes
Writing apprehension and writing intensity in business and industry J Bus Com, Vol. 25, No 1 25-39 Winter 88
1988 Business Education Index


BENNINGTON, Anna Laura What are business/industry weeks? ABEAJ, Vol. 7, No. 1: 10-16 Spring 88

BENOIT, Sallye Starks and Lajuana Williams Lede Listening: it can be taught! JEB, Vol. 65, No. 5: 229-232 Feb 88

BENOWITZ, H. Allen Bases, jiddish for reporters. NSR, Vol. 49, No. 7: 42-45

BENSON, Ron Helping pupils overcome homework distractions. Clearinghs, Vol. 61, No. 8: 370-372 Apr 88


BERG, Paul Conrad and Elizabeth Haynes Burnett Reading instruction in the schools. Clearinghs, Vol. 61. No. 5: 208-210 Jan 88

BERGEL, Blaise J. and Glenn C. Walters Consumer Behavior: A Decision-Making Approach, South-Western, 576 pp., $29


BERGMANN, Bob Those dreaded number keys Kan Bus Tchr, Vol. 41, No. 2: 6 Spring 88

BERNIER, Renee' Evaluating computer software. SIEC Rev, No. 111: 44-45 Ap 88

BERNS, Robert G Making the most out of field trips Ideas, Vol. 3, No. 4: 10 Feb/Mar 88

** Marketing education's special day—career day Ideas, Vol 3, No. 5: 9-10 Apr/May 88

** What to do about the basics? Ideas, Vol 3, No. 3: 15 Jan 88


BETZ, Renee T. A comment on "Qualifications English departments prefer for new teachers of business and technical writing: is it time to reassess our degree programs?" JBTC, Vol. 2, No. 2: 91-95 Sep 88

BEVER, Sherry and Sharon Leonard Microcomputers: an alternative to typewriters. Kan Bus Tchr, Vol. 42, No. 1: 12-14 Fall 88

BEVINE, Harvey A Working toward cost, resource management Soft Mag, Vol. 8, No. 12: 74-75, 78, 81, 87 Oct 88


BIEG, Bernard J. and B Lewis Keeling Payroll Accounting, South-Western, 368 pp., $16


BIGGERS, Virgene Koehler Reporting on the German press. NSR, Vol. 50, No. 2: 54-56 Dec 88

** Why! teach reporting: what's in it for me? NSR, Vol. 49, No. 9: 82-84 Jul 88


BISHOP, Katherine Courtroom technology for mega-trials. NSR, Vol. 49, No. 9: 90-91 Jul 88


BJUREMALM, Gun Adaptation of secretarial work to the modern techniques. SIEC Rev, No. 111: 40-41 Ap 88

BLACK, Kelly J. and Arlene A. Motz Information management procedures utilizing features of MS-DOS. ARMA Qtrly, Vol. 22, No. 2: 3-6, 40 Ap 88

BLANCHARD, Ken
Customizing your leadership style Today's Off, Vol. 23, No. 5: 33 Oct 88
**

Getting back to basics. Today's Off, Vol. 22, No. 8: 14
19 Ja 88
**

Getting involved in participative management. Today's Off, Vol. 23, No. 3: 11 Aug 88
**

In a win-lose game, everybody loses. Today's Off, Vol. 22, No. 12: 6, 11 My 88
**

Jelly bean bonuses don't sweeten the pot. Today's Off, Vol. 22, No. 1: 21-21, 24-25 Ju 88
**

Management styles: my way or our way? Today's Off, Vol. 22, No. 11: 36 Ap 88
**

Mr. & Ms.: how different are their leadership styles? Today's Off, Vol. 22, No 10 30-31 Mr 88
**

Selecting a leadership style that works. Today's Off, Vol. 23, No. 4: 14 Sep 88
**

Shaping team s' energy. Today's Off, Vol. 22, No. 9: 6, 11 Feb 88
**

What makes a good manager? Today's Off, Vol. 23, No 2: 34 Ji 88

BLANK, Joan W., et al.
Consider the facts when designing secondary business curricula. JEB, Vol. 64, No. 1. 18-22 Oct 88

BLASKOVICS, Thomas L. and Michael S. Lane
Microcomputer education an integrated approach to curriculum design JEB, Vol. 63, No 8 358-362 My 88

BLAYLOCK, James R. and David M. Smallwood

BLEWETT, Jay A.
Surviving the installation of an office computer network ARMA Qtrly, Vol. 22, No 2 8-10, 50-51 Ap 88

BLISHAK, Sylvia
Are your tired OF or AT work? Off Sys, Vol. 5, No 3 16 Mr 88
**


BLUE, Hatie J
State supervisors... agents of change Bus Ed Forum, Vol. 42, No. 8: 25-26 My 88

BLYLER, Nancy Roundy, et al

BOCHENSKI, Barbara Ann
Shifting direction within expert management systems Soft Mag, Vol. 8, No. 11: 35, 37-41, 44-45 Sep 88

BOLEWARE, Susan
The road map to good leadership. Miss BEA Y, Vol. 16: 87-91, 88 Yrbk

BOLLINGER, Taree
The proof is in the paper F & S Pro, Vol 1, No. 2: 20-24 Nov 88

BONIFACE, Bill

BOOM, Michael
Music Through MIDI Using MIDI to Create An Electronic Music System, Microsoft Press, 304 pp, $19.95

BOONE, James L. Jr.

BORDAS, Richard
Engineering document management systems. today's reality is becoming tomorrow's foundation IMC J, Vol 24, No 2: 43-45 Mr/Ap 88

BORIN, Norm and Gail Tom
Cheating in academe. JEB, Vol 63, No 4 153-157 Ja 88

BOSE, Keith W
An automated mailroom offers cost controls Office, Vol 107, No 4: 32, 35 Ap 88

**

Visual communication is a true art form Office, Vol. 107, No 5 67-68 My 88

BOSKIN, Michael J
Observations on the use of textbooks in the teaching of principles of economics J Econ Ed, Vol 19, No 2 157-164 Spring 88

BOSLEY, Deborah
Writing internships building bridges between academia and business JBTC, Vol. 2, No 1 103-113 Ja 88

BOTT, Paul A.

BOULDING, Kenneth E

BOURQUE, Michael H
A new awareness good design is good business Office, Vol 107, No 1 107-108 Ja 88

BOWDIDGE, John S
How to breathe life into basic business courses Bus Ed Forum, Vol. 42, No 5 16-17 Feb 88

BOWERS, Dan M.

**

Up-to-the-minute time recording systems. Off Sys, Vol. 5, No. 10. 52-56 Dec 88
1988 Business Education Index

BOWMAN, Joel P.
—and Berdine P. Branchaw
Are we teaching communication skills for the next decade? Bus Ed Forum, Vol. 42, No. 4: 17-18 Ja 88
—and Andrew S. Targowski
The layer-based pragmatic model of the communication process. J Bus Com, Vol. 25, No. 1: 5-24 Winter 88

BOYCE, Betty L.

BOYCE, Jeanann S.

BOYD, Daniel R.
—and Grady L. Butler
Successful interviewing. JEB, Vol. 64, No. 6: 282-284 Mr 88
—and other authors
Getting your message across. Mgmt W., Vol. 17, No. 4: 7-10 Ji/Aug 88

BOYD, Stephen D.
Persuading after the presentation. W-orders. 29 Ja/Feb 88

BOYER, Charles A
The transcription zone. NSR, Vol. 49, No. 6: 54 Ap 88

BOZEVICH, Ken
Bar code technology: a basic glossary of terms. IMC J, Vol. 24, No. 6: 16-17 Nov/Dec 88

BRACKEN, Josh

BRACKETT, Josh
Modems get the message across—fast. Today’s Off, Vol. 23, No. 5: 48, 50 Oct 88

BRADY, Sharon
School of hard knocks (MRPII products). Soft Mag, Vol. 8, No. 5: 37-44 Ap 88

BRAKER, Harriet B.
Are you a type E? Sec, Vol. 48, No. 8: 25-28 Oct 88

BRANCHAW, Berdine P. and Joel P. Bowman
Are we teaching communication skills for the next decade? Bus Ed Forum, Vol. 42, No. 4: 17-18 Ja 88

BRANDENBURG, Maryanne

Can we improve high schools and save money? Yes! Clearinghs, Vol. 61, No. 8: 341-346 Ap 88

BRANDT, William E. and John L. Ferguson
Missouri follows up its graduates. Voc Ed J, Vol 63, No. 2: 14, 16 18 Mr 88

BRANIGAN, Helen

BRANNON, Donald R
Our piece of the dropout puzzle. Voc Ed J, Vol. 63, No. 6: 12, 14 Sep 88
—and Clifton B. Belcher

BRASWELL, Jackie B

BRATHAL, Daniel A.
—and Mark Langerno
Paper records to microfilm: planning for the conversion. Office, Vol. 107, No. 4: 74, 76 Ap 88

BREALEY, Richard A. and Stewart C. Myers
Principles of Corporate Finance, 3rd ed., McGraw-Hill, 976 pp., $44.95

BREGMAN, Ralph
An important role for the private sector. Voc Ed J, Vol. 63, No. 4: 30-32 My 88

BREITLPE, Bruce E
Vandalism: the carrot instead of the stick. Clearinghs, Vol. 61, No. 8: 380-381 Ap 88


RENNEKE, Judith S., et al.

BRESLOW, Jordan J.

BREUER, James E
Micrographics takes off on a high-tech image. Today’s Off, Vol. 23, No. 4: (Insert pp 36o-p, e) Sep 88

BREWER, Beverly

BRIEDE, Ed and Mike Bicken
Lotus celebrates, contemplates. Soft Mag, Vol. 8, No. 9: 21, 24 Ji 88

BRIGGAMAN, Joan Sliva and Janice M. Sliva
Developing basic reading skills (Ch. 5). NBEA Yrbk, No. 26: 36-45, 1988 Issue
1988 Business Education Index

BRIGGS, Becky K. 
Teaching microapplications to nontypists Bur Ed Forum, Vol. 43, No. 2: 15-18 Nov 88

BRIGHT, Robert E. 
A global view of the engineering market: today and tomorrow. IMC J, Vol. 24, No. 3 7-8 My/Ju 88

BRINDZA, Stephen 
Convenience shredders ease the paper problem Mod Off Tech, Vol. 33, No 4 62, 64 Ap 88
** 
Good mailroom policies "insure" efficiency. Mod Off Tech, Vol. 33, No. 9 73, 77-78 Sep 88
** 
Inactive filing proves invaluable Mod Off Tech, Vol 33, No 7: 88, 90 J1 88
** 
Integrated packages are maturing gracefully Mod Off Tech, Vol. 33, No. 7 9, 94 JI 88
** 
Managing text at a glance (OCR's) Mod Off Tech, Vol 33, No. 5: 102, 104 My 88
** 
Sourcing your supplies. Mod Off Tech, Vol 33, No 8 54, 56, 58 Aug 88

BROADWAY, Dell Mays 
The legal studies curriculum Miss BFA Y, Vol 16: 56-52, 88 Yrbk

BROBECK, Stephen 

BRODMAN, Stuart N. 
Before you sign on the dotted line. Today's Off, Vol 23, No. 5: 41-42 Oct 88

BROUGHTON, Eileen, et al 
Economic. SIEC Rev, No 111: 38 Ap 88

BROEUK, Walter A. 
The office procedures course: an essential NJ Obs 35-37, 87-89 Issue

BROWN, Betty J. 
How can you teach opportunity cost? Bus Exch. Vol 12, No. 1 27-28 Fall 88
** 
Research and basic business DPE Proceedings, 89-90 Nov 88
** 
Research corner preparing a research proposal. DPE J, Vol. 30, No 2: 81-86 Spring 88

BROWN, Gordon W., et al. 
Business Law With UCC Applications. 7th ed., Gregg McGraw-Hill. 688 pp., $23 96

BROWN, Kenneth 
Basic research techniques DPE Proceedings, 97 Nov 88

BROWN, Michael 
How to teach research. DPE Proceedings, 105-107 Nov 88

BROOKS, Deborah A. and Elizabeth O. Bailey 
Mock depositions benefit everyone NSR, Vol 49, No 8: 117 Jb 88

BROOKS, Lynn A. 
Is your CAT a dinosaur? NSR. Vol 49, No 9: 34-36 JI 88

BROSTROM, Gail C. 
The importance of communication skills in the business world (Ch 1) HBEA Yrbk, No 26 1-10, 1988 Issue

BRYDONE, 1. Eleanor 
Are we exhausting the potential of ergonomics?) Office, Vol. 107, No 3: 58-59 Mr 88

BUCHHOLZ, William 
Computer software in the public domain: an academic bazaar ABC Bul, Vol. 51, No. 4: 51-54 Dec 88

BUCKEN, Mike 
As VAXs multiply, they must be managed. Soft Mag, Vol. 8, No. 1 80-81, 83 Jb 88
** 
Ashton-Tate regroups Soft Mag. Vol 8, No 1. 26 Ja 88
** 
Covering the Unix bases. Soft Mag, Vol. 8, No. 7: 76, 78-79 My 88 (extra issue)
** 
DB2 is faster, more dominant? Soft Mag, Vol. 8, No 8: 32 Ju 88 **

BUCSDY, Samuel 
Issues in teacher testing Clearingsh, Vol 61, No 5. 197-201 Ja 88

BRODEUR, Deborah A. and Elizabeth O. Bailey 
Mock depositions benefit everyone NSR, Vol 49, No 8: 117 Jb 88

BRODEUR, Deborah A. and Elizabeth O. Bailey 
Mock depositions benefit everyone NSR, Vol 49, No 8: 117 Jb 88
1988 Business Education Index

BUCKEN, continued
DEC would rather give it away Soft Mag, Vol 8, No 1 24 Ja 88

**
In search of phantom solution—Users clamor for IBM-DEC security products Soft Mag, Vol 8, No 10 25-26 Aug 88

**
MIS warning: watch out for your jobs Soft Mag, Vol 8, No 1 31 Ja 88

**
OS/2 will take awhile Soft Mag, Vol 8, No 1 34, 36-41 My 88

**
Pushing PC platforms Soft Mag, Vol 8, No 6 22-23 Ja 88

**
Seeking the ideal software platform Soft Mag, Vol 8, No 4, 5, 9, 31, 34-46 My 88 (extra issue)

**
Silverlake's software questions (someday porting S/3X software difficult) Soft Mag, Vol 8, No 10 28-30 Aug 88

**
A software love affair Soft Mag, Vol 8, No 8 82-84, 87-89 My 88

**
—and Ed Bride Lotus celebrates, contemplates, Soft Mag, Vol 8, No 9 21, 24 My 88

BUCKNER, Sharon
Looking ahead with OEA Bus Ed Forum, Vol 42, No 4, 25-27 Ja 88

BUDNICK, Frank S

BULLIARD, Adele M and Annette Vincent
A decision-making model for teaching writing Bus Ed Forum, Vol 43, No 2 22-23, 26 Nov 88

BUNN, Radia G
—and Steve R McDiff The impact of the Tax Reform Act of 1986 on business faculty JEB, Vol 64, No 1 5-9 Oct 88

**
—and other authors
The value of international business study tours in business education and internationalization of the business curriculum NABTE Rev, No 15 36-38, 88 Issue

BUNTING, Carolyn E
University-public school collaboration in the preparation of teachers Clearinghs, Vol 61, No 7 315-316 Mr 88

BURFORD, Anna M. and Harold O. Wilson
Artificial intelligence: its impact on accounting Bus Ed Forum, Vol 42, No 6 11-12 Mr 88

BURGESS, John F and Dan Steinhoff

BURKE, Ronald S
Computer Applications for Introduction to Business, Gregg McGraw-Hill, IBM-PC, $99 site license fee

BURLEIGH, Adrienne
New Zealand updates apprenticeship Voc Ed J, Vol 63, No 3 36-38 Ap 88

BURNACZ, Joanne G
Business forms up for paper Today's Off, Vol 23, No 2, 24, 26 Ji 88

**
Cable-management furniture tying up loose ends Today's Off, Vol 23, No 3 16. 18, 20 Aug 88

**
Folders and inserters make mailing magic Today's Off, Vol 23, No 6 36, 38-39 Nov 88

**
Move your mail with meters and scales Today's Off, Vol 22, No 1 22, 24-25 Ja 88

**
Printer stands best performance in a supporting role. Today's Off, Vol 23, No 7 6, 8 Dec 88

**
Recognizing the value of OCR devices Today's Off, Vol 23, No 5 14, 19, 21 Oct 88

**
Sizing up diskettes Today’s Off, Vol 22, No 12 18, 22, 24 My 88

BURNETT, Elizabeth Havnes and Paul Conrad Berg
Reading instruction in the schools Clearinths, Vol 61, No 5 208-210 Ja 88

BURNETT, Mary Joyce
Current research and trends in business communication. DPE Proceedings, 79-85 Nov 88

BURNS, Alvin C and Steven P. Golen
Programmatic research on communication barriers to learning J Bus Com, Vol 25, No 2 85-92 Spring 88

BURNS, Richard W and Joe Lars Klingstedt
Excellence through high-quality individualization. Clearinghs, Vol 61, No 9 417-418 My 88

BUSH, Alan J and others
Professional Sales Management, McGraw-Hill, 635 pp, $22.95

BUTLER, Grady L
—and Daniel R Boyd
Getting off welfare Voc Ed J, Vol 63, No 1 31-32 Ja/ Feb 88

BURNS, Richard W and Joe Lars Klingstedt
Excellence through high-quality individualization. Clearinghs, Vol 61, No 9 417-418 My 88

BUSH, Alan J, et al
Professional Sales Management, McGraw-Hill, 635 pp, $22 95

BUTLER, Grady L
—and Daniel R Boyd
Getting off welfare Voc Ed J, Vol 63, No 1 31-32 Ja/ Feb 88

**
—and other authors
Getting your message across Mgmt W, Vol 17, No 4, 7-10 JI/Aug 88

BUZAWA, Dorothy J
Working with difficult people Mgmt W, Vol 17, No 4, 17-19 JI/Aug 88
BUZZARD, Janet K.  

BUZZELL, Charles H.  
**  
Technical committees: the way to go Voc Ed J, Vol. 63, No. 4: 8 My 88

BYERS, Edward E., et al  

BYRNE, John J.  
Acher's valedictory. Clearinghs, Vol 61, No. 9 588

CADY, Peg  
14 ways to balance your mailroom costs Off Sys, Vol. 5, No. 3: 68 Mr 88
**  
How to learn the ABCs of desktop publishing. Off Sys, Vol. 5, No. 10: 82, 84, 86, 88 Oct 88
**  
How you can get others to get along on the job. Off Sys, Vol. 5, No. 9: 24, 26 Sep 88

CALABRESE, Raymond L  
The structure of schooling and minority dropout rates Clearinghs, Vol. 61, No. 7: 325-328 Mr 88

CAMPBELL, Billy A.  
A desk manual can ensure a smooth running office Sec, Vol. 48, No. 3: 16 Mr 88

CAMPBELL, Gloria and Steve Montross  
Computers don't grow on trees: how to build political and financial support for business education Bus Ed Forum, Vol. 42, No. 5: 3-5 Feb 88

CAMPBELL, Mary  
Using Agenda, Gregg McGraw-Hill, 400 pp., $21.95

CAMPBELL, Melvin E. and Carl E. Jorgensen  
Business classroom and laboratory equipment Bus Ed Forum, Vol. 43, No. 2: 27-41 Nov 88

CAMUTI, William J  
Loan agents work faster and more comfortably with phone headsets Today's Off, Vol 23, No. 5: 45 Oct 88

CANNATA, Frank G.  
Copying machines are cost-effective. Off Sys, Vol. 5, No. 3: 28, 30-32 Mr 88

CANNING, Bonnie  
Coping with down time. IMC J, Vol. 24, No. 6: 9-10 Nov/Dec 78
**  
**  
The future of office automation IMC J, Vol. 24, No. 1: 9-13 Ja/Feb 88
**  
**  
Optical disk systems—new hub for integrated office automation IMC J, Vol. 24, No. 4: 14-18 Jul/Aug 88
**  
Records automation: converting documents into computer data. Viewpts, Vol. 13, No. 6: 3 Mr 88
**  
Regulatory requirements for records Adm Mgmt, Vol. 49, No. 1: 10 Feb 88

CANTALUPI, John D  

CAPWELL, Jerry, et al.  
SABRE Reservations. Basic and Advanced Training, South-Western, 240 pp., $22 50

CARBONE, Mary T.  
Modern Business English A Systems Approach, PWS-Kent, 308 pp.,$23

CARBONE, T.C.  
**  
Shopify; for allars Mgmt W, Vol. 17, No. 2: 30-31, 33 Mr/ Apr 88

CARDINALI, Richard  
Business school graduates—do they meet the needs of MIS professionals? Words, Vol. 16, No. 5: 33-34 Mr/ Apr 88

CARLSON, Les and Norman Kangun  
Demographic discontinuity: another explanation for consumerism? J Cons Aff, Vol. 22, No. 1: 55-73 Summer 88

CARMODY, Helen and Winifred M. Radigan  
A call to reduce restrictions on categorical funding Clearinghs, Vol. 61, No. 9: 389-393 My 88
CARROLL, Jaci
Qualified terooraries greater than ever need Office, Vol. 107, No 1 98 Ja 88

CARROLL, Robert G. and Joan F. Kaywell
Education in the year 2000 possible and preferable futures. Clearinghs, Vol. 62, No 1 11-13 Sep 88

CARTER, Hugh
Dealing with user management Info Ctr, Vol. 4, No. 3: 31-33 Mr 88

CARTER, Joe K.

CARTER, Kathleen G
How to answer when students don’t ask questions Bsl Sheet, Vol. 69, No. 4: 40-41 Mr/Ap 88

CARTER, Robert G. and Joan F. Kaywell
Education in the year 2000 possible and preferable futures. Clearinghs, Vol. 62, No 11-13 Sep 88

CARVER, Belford
The dilemma of information education Words, Vol. 16, No. 3: 36-37 Oct/Nov/Dec 87

CARVER, Netta
Managing departmental systems Info Ctr, Vol 4, No. 5: 17-18, 26 Mr 88

CASADY, Mona and Elaine Griffin
The corporate health kick. Mgmt W, Vol 17, No. 2: 14 Mr/Ap 88

CASADY, Mona J.
Fit for Fun, Document Processing, 6th ed., South-Western, Simulation, $18 50, Audiocassette, $15

How trainers can apply the laws of learning Words, Vol. 16, No. 6: 36-38 My/Ju 88

Status of word/information processing systems from selected organizations NABTE Rev, No. 15, 20-24, 88 Issue


CASBERGUE, Renee and Diane Manning

CASCIO, Denise L.
Manage your records lest they manage you Office, Vol. 107, No. 6: 104, 106 Ju 88

CASE, Karl

CASENTE, Constance L.
We call it lagniappe Voc Ed J, Vol 63, No 5: 26-29 Aug 88

CASHIN, Jerry
Another megatrend IRDS is the future Soft Mag, Vol. 8, No. 13: 35-39 Nov 88

A child of its times (COBOL 85) Soft Mag, Vol. 8, No. 3: 34-57, 39-40 Mr 88

Cross-fertilizing vital architectures. Soft Mag, Vol. 8, No. 1: 8, 10 Ja 88

The DOD's ideal seven computing components. Soft Mag, Vol. 8, No. 10: 12, 14 Aug 88

Forewarned is forearmed (data security products). Soft Mag, Vol. 8, No. 5: 69-73 Ap 88

Goodbye TCP/ID, hello OSI/DOD (computer architecture). Soft Mag, Vol. 8, No. 1: 68-70 Ja 88

A high-resolution game of composing and designing Soft Mag, Vol. 8, No. 9, 31-33, 35-36, 39-40 Ju/Jl 88

New era of control. Soft Mag, Vol. 8, No. 6: 8, 10 My 88

Options are few, functions complex Soft Mag, Vol. 8, No. 10: 43-44, 46, 48-49, 52 Aug 88

OSI leaves the nest. Soft Mag, Vol. 8, No. 10: 31, 33 Aug 88

OSI remains divided. Soft Mag, Vol. 8, No. 9, 8, 10 Jl/88

Paper tigers to corporate lions Soft Mag, Vol. 8, No. 11: 70-72, 74, 77 Sep 88

Powerful forces at work Soft Mag, Vol. 8, No. 5: 74-75 Ap 88

The two faces of DB2 Soft Mag, Vol. 8, No. 14: 62-64, 66, 69 Nov Extra 88

ULANA new name in networking. Soft Mag, Vol. 8, No. 12: 91-92, 94 Oct 88

CASTEEL, Michael A
Scheduling important in HP 3000 world Soft Mag, Vol. 8, No. 10: 48-49 Aug 88

CASTERLINE, Larry

CASTO, Nita
My most difficult assignment NSR, Vol 49, No 10: 28 Aug/Oct 88

CASTO, Randy
The IC as catalyst Info Ctr, Vol. 4, No. 6: 10 Ju 88

The second wave. Info Ctr, Vol. 4, No. 2: 14-15 Feb 88

Supporting the process. Info Ctr, Vol. 4, No. 4: 15, 18 Ap 88
Casurella, Joseph E.

Cates, Ward Mitchell
"Putting student spelling devils out of your misery in three to ten minutes a day" Clearings, Vol 62, No 3: 101-107 Nov 88

Cathcart, Jim
"The personal marketing pyramid: a model for secretarial success." Sec, Vol. 48, No 7: 11-12 Aug/Sep 88

Caudill, Donald W.
"The personal marketing pyramid: a model for secretarial success." Sec, Vol. 48, No 7: 11-12 Aug/Sep 88

Cecchi, W. J.
"The proper role for performance management." Infosys, Vol. 35, No. 3: 45-46 Mr 88

Cecchio, Joseph F.

Challup, Marilyn
"Evaluating accounting software in secondary schools." JEB, Vol. 64, No 2: 73-76 Nov 88

Chaney, Lillian H.
"Factors relating to attitudes toward computers and micro-computer utilization practices of faculty of accredited and non-accredited members of ACSB." Ohio Bus Tchr, Vol. 48: 11-14 Ap 88

Chany, Joseph C. Otto
"Current status of computer utilization in mid-south area businesses." OSRA J, Vol. 6, No. 1: 15-18 Fall 87

Chapey, Geraldine
"Developing Speaking Skill, Gregg McGraw-Hill, 20-30 hour program, text-workbook $7 96. cassette $29

Chapman, Krishna A.

Charles, Paul J.
"Resumes without the clutter." Mgmt W, Vol 17, No. 5: 19-20 Sep/Oct 88

Charsley, Walter F.

Chase, Paul

Chase, Shirley A.

Chen, Catherine
"Microcomputer utilization in non-computer science and non-computer information processing courses at Southern Illinois University at Carbondale. Southern Illinois Univ at Carbondale, Master's thesis 1987

Chern, Wen S. and Mary Y. Hama
"Food expenditure and nutrient availability in elderly households." J Comb Aff, Vol 22, No. 1: 9-13 Jul/Aug 88

Chester, Jeffrey A.
"Corporate, US security up for grabs?" Infosys, Vol 35, No 1: 24-25 Ja 88

Chesley, Walter F.
"Mainframe software with micro flexibility." Infosys, Vol 35, No. 2: 26-27 Feb 88

Choi, Donald W.
"Pointers for midrange bargain hunters." Infosys, Vol 35, No 2: 24-26 Feb 88

A RISCy bet on Unix." Infosys, Vol 35, No 3: 18-21 Mr 88

Chignell, Marc and Kamran Parsa
"Expert Systems for Experts." John Wiley & Sons, 462 pp., $29 95

Chilton, Norm
"Strategy and planning a must for forms professionals." F & S Pro, Vol 1, No. 2: 56-57 Nov 88

Chilton, Norman D.
"Forms management, a key to improving corporate profits." F & S Pro, Vol 1, No. 2: 12, 14 Nov 88

Chiodo, Beverly A.
"Polite applause or standing ovation?" (Teaching speaker introductions). Bus Exch, Vol. 12, No 1: 25-26 25-26

Chow, Gregory C.
"Economic analysis of the People's Republic of China." Econ Ed, Vol 1, No. 1: 53-64 Winter 88

1988 Business Education Index
CHRISTAINSEN, Gregory B.
The natural environment and economic education  

CHRISTIAN, Kaare
The Unix Operating System, 2nd ed, John Wiley & Sons, 455 pp., $29.95

CHRISTOFF, Kurt
The database debate. Info Ctr, Vol 4, No 1, 41-43 Jan 88
**
Expert systems Info Ctr, Vol. 4, No 3: 10-11, 41 Apr 88
**
Studies in connectivity, Part I Info Ctr Vol. 4, No. 5 9-10, 16 My 88
**
Studies in connectivity, Part 2 Info Ctr. Vol 4, No 7 12-13 Ji 88

CHRISTOPH, Richard, et al
The development of information systems ethics: an analysis J Comp Infosys, Vol 28, No 2 20-23 Winter 87-88

CIANCIO, Jean
Literacy: the basic skill Voc Ed J, Vol 63, No 2 41-42 Mar 88

CIANCUTTI, Arthur R
There's no need for excuses Mgmt W, Vol 17, No 4 23, 25 Jul/Aug 88

CICI, Angelo S.
Integrated distributed database publishing systems: fueling the productivity fire IMC J, Vol 24, No 3 21-23 My/Ju 88

CINNAMON, Barry
Optical disk applications IMC J, Vol 24, No 4 22 Jul/Aug 88

CLARK, Donald M
The real reason for industry--education partnerships. Clearinghs, Vol 61, No 8 340 Apr 88

CLARK, Gary L. and F. Stanford Wayne
Ranking of faculty members based on number of publications in four business education journals--1982-1986 NABTE Rev, No 15 42-49, 83 Issue

CLARK, Gary W
Marketing students benefit from real-life experience Bus Ed Forum, Vol 42, No. 4: 20 Ja 88

CLARK, James and Lyn R. Clark
**
Language and Word Processing Applications, Gregg McGraw-Hill, text-workbook 264 pp., $16.96

CLARK, Lawrence S and Peter D. Kinder
Law and Business, 2nd ed., McGraw-Hill, 1.131 pp., $39.95

CLARK, Lyn R and James Clark
**
Language and Word Processing Applications, Gregg McGraw-Hill, text-workbook 264 pp., $16.96

CLARK, Robert H
Reporting at the Constitutional Convention NSR, Vol 49, No. 6 51 Ap 88

CLATANOFF, William and David Fretwell

CLEGG, Barry G
Managing your time Info Ctr, Vol 4, No 3 48 Mr 88

CLEMMENSEN, Darrell R
Assessing your high school business program. JEB, Vol 64, No 1 15-17 Oct 88

COBB, Douglas
Excel in Business: Number-Crunching Power on the Apple Macintosh, Microsoft Press, 720 pp. $22.95
**
--and other authors
Doug Cobb's Tips for Microsoft Excel, Microsoft Press, 384 op., $19.95

COBB, Gena Berg, et al
Doug Cobb's Tips for Microsoft Excel, Microsoft Press, 384 op. $19.95

COGNITO, Justin
Hemlock Bond Mischief on the Orient Express NSR, Vol 49, No 10 46-47 Aug-Oct 88

COHEN, Larry and Julie Goldstein
Giving your boss the edge Sec, Vol 48, No. 8 30-31 Oct 88

COHEN, Sherry and Merle Wood
**

COLF, Catherine A
Consumer Socialization: A Life-Cycle Perspective by George Moschis (Book review) J Cons Aff, Vol 22, No. 1 174-75 Summer 88

COLF, Tamis M
Handbook for the chapter/district adviser of the Future Business Leaders of America Southwest Missouri State University adviser's thesis 1987

CO., Michael T.
A presentation that works wonders Bal Sheet, Vol. 69, No 6 28 My/Ju 88
COLLINS, Allen E. and Marion B W Holmes
Retaining potential dropouts Voc Ed J, Vol. 63, No 1
22-24 Ja/Feb

COLLINS, Stephen H.
Johnigan on thrills; a look at the future of a troubled
industry. J Accy, Vol. 165, No 1
39-40, 42-43 Ja 88

COLLUM, John
Learnwell and take 10 for basic skills! Voc Ed J, Vol. 63,
No. 5: 52 Aug 88

COLLUM, John M. Jr.
Occupational computer literacy—how serious are you?
NATEBE Notes, 4-6 Fall 88

COLTON, Norah
Court reporting at the Salem witchcraft trials NSR, Vol
49, No. 6: 34-35 Ap 88

COLWELL, Norma
U-Haul cuts labor, storage costs with CAR IMC J, Vol
24, No. 6: 36-37 Nov/Dec 88

COMPHER, Penny
The BART recommendations committee NSR, Vol 49,
No. 7: 80-81 My 88

CONNERS, Annette J.
Let’s hear about the good stuff! School community
relations. Clearingshs. Vol. 61, No 9: 399-402 My 88

CONNOR, John L.
The value of assets management Info Ctr, Vol 4, No 10
36-37 Oct 88

CONROY, Alice and Michael T. Conroy
Writing day at Barnes Intermediate School. Clearingshs,
Vol. 61, No. 5: 205-207 Ja 88

CONROY, Michael T and Alice Conroy
Writing day at Barnes Intermediate School Clearingshs,
Vol. 61, No. 5: 205-207 Ja 88

CONYERS, Diann and Janet C. Whitehead
Survival in a computer environment—the synergistic
approach. JEB, Vol. 22, No 1: 8-14 Ja 88

COOK, Sue V.
Comments on purchasing CAT. NSR, Vol 49, No 6.
19-20, 23-25 Ap 88

COPPEDGE, Floyd L. and Paulette Shreck
Teachers as helpers the qualities students prefer Clear-
ingshs, Vol. 62, No. 3: 137-140 Nov 88

CORBIN, Steven B.
Interactions and synergy in the marketplace Ideas, Vol
3, No. 5: 14-15 Ap My 88

COREY, Anita
Space-planning elements of the electronic office. Off
Sys, Vol. 5 No. 2: 24 Feb 88

COREY, Anita L. and John E Sycamore
Readability: are our textbooks reaching our students?
VBEA J, Vol 11: 7-9 Spring 88

CORNFIELD, Susan
Clinical supervision for technique evaluation Bus Ed
Forum, Vol. 42. No. 8: 4-5 My 88

CORNFIELD, Susan E
Pre-writing: business correspondence made easier Bus
Exch, Vol 12, No. 1. 11-12 Fall 88

CORONADO, George
Bringing up baby Soft Mag. Vol 8, No 4 45-46. 48-51
Mr 88 (extra issue)

CORTINA, Joseph, et al.
Comprehending College Textbooks: Understanding and
Remembering What You Read, Gregg McGraw-Hill,
$14.36
COSTELLO, Ronald W. and Sue H. Moeschl

COSTNER, Norma
Developing basic listening skills (Ch. 2) NBEA Yrbk, No. 26: 11-19, 1988 Issue

COTTON, Delores S

COURTNEY, Donna S.
Insights into consulting needs in information processing, data processing, and word processing in business located in Southwestern Ohio. Ohio Bus Tchr, Vol. 48: 39-44 Ap 88

COURTNEY, Jack
Software and service: the two must team up Office, Vol. 107, No. 1: 108, 110 Ja 88

COWAN, Leslie
A century of Gregg shorthand NSR, Vol 49, No 7 34-36 My 88

COWAN, William M
Business papers--a task essential Off Sys, Vol 5, No 10: 40-42, 44, 47 Oct 88
** It's easy to update mailroom procedures Off Sys, Vol. 5, No. 6: 64-70 Ju 88
** Temporary personnel--a permanent resource Off Sys, Vol. 5, No. 6: 78-83 Ju 88
** What type of ET is best for you? (Electronics: typewriters) Off Sys, Vol. 5, No. 7 56, 58, 60, 62 Ju 88

COX, David E. and Floyd G McCormick

CRAMBLITT, Bob
Computer graphics and the smaller user Off Sys, Vol 5, No. 6: 83-89 Ju 88

CRAMER, Gary M
CAT is not for everyone! NSR, Vol 49, No 9 75 Jl 88
** --and Arnella I. Sims
Pro-bono--California style NSR, Vol 49, No 8 50-51 Ju 88

CRANSTON, Neil C
A system-level approach to school review and development. Clearinghs, Vol 62, No 1 32-35 Sep 88

CRAWFORD, Marrian C.
Reporting research through Delta Pi Epsilon publications: focus on TIPS. DPE Proceedings, 109 Nov 88

CRAWFORD, Maurice L and William V Ruch
Business Reports: Written and Oral. PWS-Kent, 388 pp, $28.75

CRAWFORD, T. James
Keyboarding/document processing. Building employable skills Inv, Vol 13, No 3: 3 Fall 87

CREGAN, Michael
Flextime continues to edge upward Mgmt W, Vol. 17, No. 4: 14-15 Jl/Aug 88

CRESAP, Linda M
A correspondence course in business communications. The University of North Dakota, Master's thesis 1987

CRIBBS, Margaret A.
Photographic conservation--an update. ARMA Qtrly, Vol 22, No. 3: 17-19 Ji 88

CRISCUOLO, Nicholas P.
Motivating the unmotivated to read Clearinghs, Vol. 61, No 9 403-405 My 88

CROCKETT, Bruce R
Confidence for CAT NSR, Vol 49, No 6: 49-50 Ap 88

CROSS, Martha
Teaching decision-making skills in business courses Miss BEA Y, Vol 16 79-82, 88 Yrbk

CROTTY, Philip T
Riding on the fast track Mgmt W, Vol 17, No 2 22-23 Mr/Ap 88

CROW, Peter

CROWN, Norma
The on-the-job training program at George Washington High School BEA NY J, 56-60 Spring 88

CUDE, Brenda J
Comparison shopping: estimating the returns JEB, Vol 63, No 8 369-371 My 88
** Reply to "a note on the consumer benefits of information" J Cons MT, Vol 22, No 1 173 Summer 88

CULLEN, Jacqueline L
Helping women make it. Voc Ed J, Vol 63, No 1 33-34 Ja/Feb 88

CULLEN, Scott
Meeting systems requirements of small-to-midsize businesses Off Sys, Vol 5, No 1 10, 14, 16 Ja 88
** Small business award--HCR. Off Sys, Vol 5, No 2: 56-58 Feb 88
** Trans-Lux keeps pace with changing markets Off Sys, Vol 5, No 4 60-63-64 Ap 88

CULVER, Gordon F.
Ask the experts Bus Ed Forum, Vol. 42, No 7 10-11 Ap 88
CULYER, Richard
Accountability as a partnership (professionals, parents, and pupils). Clearinghs, Vol. 61, No 8: 365-369 Ap 88

CUMBLED, Carla, et al.
Mainstreaming volunteers: the learning about handicaps program. Clearinghs, Vol. 61, No. 8: 351-355 Ap 88

CUNNINGHAM, Billie, et al.
Spreadsheet Templet ' Disk for Accounting: Principles and Applications, 5th ed., Gregg McGraw-Hill, IBM PC or compatible (requires Lotus 1-2-3 or IBM version of McGraw-Hill Spreadsheet); site license, $99

CUNNINGHAM, Patricia M.
A middle school teacher's guide to revising and editing. Clearinghs, Vol. 61, No. 5: 202-204 Ja 88

CUNNINGHAM, William F., Jr.
Be all that you can be: a plea to cottage-industry reporters. NSR, Vol. 49, No. 9: 72 J1 88

CUNNINGHAM, William H., et al.
Introduction to Business, 2nd ed., South-Western, 704 pp., $26.50

CURKO, John
A study to determine the status of microcomputer instruction in the business education programs of Bergen County public high schools (summary), Montclair State College, Master's thesis 1986, Beta Phi Rsch. Vol. 10: 10-13 Ju 88

CURRIE, William Scott
LANS Explained: A Guide to Local Area Networks, John Wiley & Sons, 200 pp., $39 95

CVANCARA, Alla J.
Psychopedagogy and instructional approaches necessary to teach keyboarding to elementary students, K-6 The University of North Dakota, Master's thesis 1987

---D---

DAHRINGER, Lee D. and Denise R Johnson

DAINES, Jeanette and Jane Plibal
How to succeed in an overseas assignment Voc Ed J, Vol. 63, No. 3: 32-33 Apr 88

DALTON, Richard
Turnings PCs into more powerful work stations. Office, Vol. 107, No. 1: 72, 74 Ja 88

DANCER, W. Terry
A checklist to help lower the tax liability of business teachers. JEB, Vol. 64, No. 6: 256-261 Mr 88

DANIEL, Coldwell, III

DANIELS, lone T.
12,000 Words, a supplement to Webster's Third New International Dictionary Unabridged by Merriam-Webster (book review). NSR, Vol. 49, No. 3: 48 Ja 88

---and Karla Hawkins Wendelin

DAUGHTREY, Anne Scott and Betty Roper Ricks
Contemporary Supervision: Managing People and Technology, Gregg McGraw-Hill, 480 pp., $27.16

DAUM, Patricia B
Records management and human nature. ARMA Qtrly, Vol 22, No. 4. 29, 32, 34, 36-37, 49 Oct 88

DAUWALDER, David P.
A comparison of graduate business students' grammatical style and usage patterns in similar written and oral presentations DPE J, Vol. 30, No. 2: 58-70 Spring 88

---and Camille Leikowitz
DAVIDSON, Eleanor J
Women in information processing careers: sex-role identity, attitudes toward women, and other selected variables. OSRA J, Vol. 6, No 1: 7-13 Fall 87

DAVIDSON, Jeffrey P.
Boosting your career with politics Mgmt W, Vol. 17, No 5: 11-13 Sep/Oct 88
**
**
Get more for less in your marketing plan. Off Sys, Vol. 5, No 10: 76, 78-80 Oct 88
**
Know office etiquette and play by the rules Off Sys, Vol 5, No 10: 17-18 Dec 88
**
Marketing on the job: anatomy of a promotion Sec, Vol. 28, No. 5: 14-15 My 88

DAVIDSON, Nancy
The thrill of victory (Students' Section) NSR, Vol 49, No. 10 101-102 Aug-Oct 88

DAVIS, Ann E.
Seven ways to arrange paper clips Sec, Vol. 28, No 5: 18-19 My 88

**
Staying one step ahead. Sec. Vol. 48, No 7 14 Aug/Sep 88

DAVIS, Beverly
Time out for reading and math Voc Ed J, Vol 63, No. 2: 18-40 Mr 88
**

DAVIS, Bobbye J., et al.
Selecting and evaluating software JEB, Vol 64, No. 2: 81-85 Nov 88

DAVIS, James V., Jr.
Choosing records management software. ARMA Qtrly, Vol. 22, No. 3: 3-4, 6-8, 10-11 JI 88
**
Computerized management of inactive record centers IMC J, Vol. 24, No 1: 16-18 Ja/Feb 88

DAVIS, Keith A.
**
---and William C. Frederick
Business and Society: Corporate Strategy, Public Policy, and Ethics, 6th ed, McGraw-Hill, 626 pp., $36 95

DAVIS, Reba and Robert F. Renuart

DAVIS, Rene V.

DAY, N. Robert
Professionalism and the shorthand reporter NSR, Vol 49, No. 5: 60-61 Mr 88

DEBOEVER, Larry R.
Data transfer technologies Soft Mag, Vol 8, No 9: 59, 61-62 JI 88
**
**
Emerging standards in connectivity. Soft Mag, Vol. 8, No. 8: 69-73, 75 Ju 88
**
IBM's connectivity strategies (Controlling the network through patience and SAA). Soft Mag, Vol. 8, No. 11: 87, 90-91 Sep 88
**
New animal for MIS: very large-scale LANS. Soft Mag, Vol. 8, No. 15: 59-61 Dec 88
**
Obstacles along the way. Soft Mag, Vol. 8, No. 6: 54-56 My 88
**
**
The year of linking up. Soft Mag, Vol. 8, No. 1. 85-87, 90 Ja 88

DEBRUYN, Katherine Aschner
Effective management of case files IMC J, Vol 24, No 2: 29-31 Mr/Ap 88

DEBS, Mary Beth and Teresa M. Harrison
Conceptualizing the organizational role of technical communicators: a systems approach JBTC, Vol. 2, No 2 5-21 Sep 88

DECHO, Hato, et al.
Economics SIEC Rev, No 111. 38 Ap 88

DEEP, Sam and Lyle Sussman
COMEX: The Communication Experience In Human Relations, 2nd ed., South-Western, 224 pp., $14.50

A profile of accounting department advisory boards JEB Vol 63, No 4 172-174 Ja 88

DE FOSSARD, Esta
Reading in Focus: Learning to Get the Message, 3rd ed., South-Western, Three modules, $11 ea.

DEJAGER, Peter
I knew it was here! Info Ctr, Vol. 4, No. 12: 14-17 Dec 88
**
You've got a problem (Two models for solving problems can help information center professionals be better trouble shooters) Info Ctr, Vol. 4, No. 10: 26-30, 35 Oct 88

DELMAN, Douglas J.
Composing at the keyboard: a planned and structured approach. Bus Exch, Vol 11, No 2. 18-19 Spring 88
**
Plan for success in the typing class Bus Ed Forum, Vol 42, No. 4: 15-17 Ja 88
DELOACH, James
Individualized instruction: an alternative approach to
keyboarding. Balam Sheet, Vol. 69, No. 4 32-34 Mr/Ap 88

DEMARCO, Tom
Looking for lost keys. Soft Mag, Vol. 8, No. 5: 58, 60-
62 Ap 88

DENE, Jean
Integrating educational technology into the teaching
Feb 88

** Interactive videodisk: a new instructional technology.
Bus Ed Forum, Vol. 42, No. 6: 3-5 Mr 88

DENNIS, Lawrence and Margarettha Izzo
A school-to-work bridge for the differently abled. Voc
Ed J, Vol. 63, No. 1: 35-37 Ja/Feb 88

DENTON, D. Keith
Behind the cameras and lights. Mgmt W, Vol. 107, No. 1:
70 Jo 88

DIAMOND, John
Candle gets mileage from MVS mysteries. Soft Mag,
Vol. 8, No. 12: 113,115-116,119,121 Oct 88

** Creeping VAX seeks integration. Soft Mag, Vol. 8, No.
8: 20-21, 24 Ju 88

** The friendly master. Soft Mag, Vol. 8, No. 2: 38-40, 42-
43 Feb 88

** "Smart" surveys focus on what customer wants. Soft
Mag, Vol. 8, No. 8: 63-66 Ju 88

** A visionary and a motivator deliver the case message
(Pro: Knowledgeware, Inc.). Soft Mag, Vol. 8, No.
11: 93, 97-98, 102, 104 Sep 88

** When MIS and AI converge (special report). Soft Mag,
Vol. 8, No. 6: 58-60, 62-67 + My 88

** The year the DOD tuned into MRP Soft Mag, Vol. 8,
No. 3: 65-67 Mr 88

DIAMOND, Arthur S.
Competition stiffens in the toner market Office, Vol
107, No. 1: 70 Ja 88

DIAMOND, Sam
Electronic/desktop publishing: the maturing years. Mod
Off Tech, Vol. 33, No. 9: BC10, 12, 14 Sep 88

DIAMOND, Susan Z.
Colorcoding speeds filing and retrieval. Off Sys, Vol. 5,
No. 9: 66-68, 70, 72, 74 Sep 88

** Productivity tools. Off Sys, Vol. 5, No. 1 63-64, 66-68
Ja 88

DICKEN, Sam
Aerospace firm launches teleconferencing system. To-
day's Off, Vol. 22, No. 1: 40, 43 Ju 88

DICKEY, Patsy A
Version standards vs. machine defaults. Bus Ed For-
rum, Vol. 42, No. 6: 31-34 Mr 88

DICKSON, Roger
Marketing and the Quality of Life Interface edited by
A Coskun Samli (book review) J Cons Aff, Vol 22,
No. 2: 258-348 Winter 87

DILLON, Ray D. and Paul E. White
Sorting through the candidates Mgmt W, Vol 17, No. 6
27-30, 32-33 My 88

DIJKENS, Doris
The nature of systematic language errors made by begin-
ning Gregg shorthand writers and an exploration of their
relationship to four linguistic ability groups DPE 1, Vol
29, No. 4: 25-35 Winter 88

DION, Rosemarie
No Virginia, there is no superteacher. Clearinghs, Vol.
61, No. 7: 292 Mr 88

DIPILLO, Pasquale J. and Vincent J. Skudrina
The merging trend of EDP auditing and the implications
for collegiate accounting education: a 5-year follow-up

DIXON, Debora
Information salvage: the tobacco connection ARMA
Qtrly, Vol. 22, No. 1: 15-17, 132 Ja 88
DODD, William M. and John W. Presley

DODGE, Michael
Coming together: a vision of systems integration. Info Ctr, Vol. 4, No. 5: 20-23, 26 My 88
**
Three for the desktop. Info Ctr, Vol. 4, No. 1: 23, 26 Ja 88

DOLAN, Edwin G.

DOLLAR, Eugene M.

DOLOGITE, D. G. and Robert J. McKler
Teaching expert knowledge-based system development. JEB, Vol. 64, No. 7: 300-306 Ap 88

D'ONOFRIO, Marianne J., et al.
Faculty evaluation: perspectives of deans of business colleges compared with perspectives of deans in other colleges. DPE J, Vol. 30, No. 4: 135-142 Fall 88
**
Making management education relevant: a partners program. JEB, Vol. 63, No. 8: 376-379 My 88

DORNBUSCH, Rudiger, et al.
Economics, 2nd ed., 813 pp., 539.95

DOUGLAS, Rebecca and Ruth Volz

DOUTHITT, Robin A. and Joanne M. Fedyk

DOYLE, Pat and C. R. Tindal
The wimp manager is made, not born. Sec, Vol. 48, No. 2: 14-15 Feb 88

DRANGE, Kenneth

DROKNA, Pamela

DRUMMANN, Marshall E.

DUBOIS, Clark
Document feeder can make a copier more efficient. Office, Vol. 107, No. 3: 35 Mr 88

DUCETT, Jasmin

DUFF, Thomas B. and Patricia A Merrier
The AACSB computer applications requirement: meeting the standard. JEB, Vol. 63, No. 8: 363-365 My 88

DUFFY, Jan
Office automation needs analysis. Words: 24-26, 35 Ja/Feb 88

DUFRENE, Debbie D.
The secretary: an emerging professional. Sec, Vol. 28, No. 4: 13 Ap 88
**
—and Beverly H. Nelson

DUKES, Thomas
**
The Wall Street Journal in the business writing class. ABC Bul, Vol. 51, No. 1: 25-26 Mr 88
**
**
Writing and responsibility: a new emphasis for the student "company". ABC Bul, Vol. 51, No. 2: 10-11 Ju 88

DULEK, Ron and James Suchan

DUNCAN, Ray
Advanced MS-DOS: The Microsoft Guide for Assembly Language and C Programmers, Micro. & Press, 496 pp., $22.95

DUNNING, Richard J. and J. Kenneth Matejka
Team management: changing some traditions. Mgmt W, Vol. 17, No. 2: 6-7 Mr/Ap 88
**
To the rescue? Crises managers and crises don't mix. Mgmt W, Vol. 17, No. 4: 39-40 Ju/Aug 88

DWORETSKY, Ephraim D.
Trends in the accounting profession: a summation of controversies and perspectives. BEA NY J: 1-17 Spring 88

DYE, Charles F.
Ten "don't say" statements for teachers. Bal Sheet, Vol 70, No. 1: 40-41 Sep/Oct 88
DYKEMAN, John B.  
Optical disk: a technology on the move  Mod Off Tech, Vol. 33, No. 6: 82-84, 86, 88 Ju 88  
**  
Read it and weep  Mod Off Tech, Vol. 33, No. 2: 14 Feb 88  

--E--  

EARLY, Margaret  
Trends in teacher education. Clearinghs, Vol. 61, No. 7: 294-296 Mr 88  

EBERT, Dineen  

ECHTERNACHT, Lonnie  
Ask the experts. What are some of the problem areas that a program director must face?  Bus Ed Forum, Vol. 43, No. 3: 8-9 Dec 88  

ECKERT, Sidney W. and Richard D. Howe  

EDDY, Katherine and John M. Mohsnycky  
A whale watch experience. Clearinghs, Vol. 61, No. 5: 231-232 Ja 88  

EDGER, Marlow  
Goodlad versus Popham on effective teaching. Clearinghs, Vol. 61, No. 5: 211-214 Ja 88  

EDMISTON, Dean and Jack Dean Shorter  
Analysis of software and hardware currently used in business accounting courses. JEB, Vol. 64, No. 7: 330-332 Ap 88  

EDMUNDS, Niel  

EDWARDS, Kay P.  

EDWARDS, W. H.  
Reporting in Chicago in the 1870s. NSR, Vol. 49, No. 3: 71-72 Ja 88  

EGAN, Kieran  
Teaching understanding of the USSR. Clearinghs, Vol. 62, No. 2: 74-76 Oct 88  

EHRENBOURG, Jon  
Why can’t people communicate?  SIEC Rev, No. 111: 46 Ap 88  

EIDE, C. H., et al.  
Keyboarding Mailable Letters, 4th ed, Gregg McGraw-Hill, 168 pp., $8.01  

EIDE, Carole H., et al.  
Skillbuilding: Building Speed and Accuracy on the Computer Keyboard, Gregg McGraw-Hill, IBM PC (two disks and user’s guide), $350 site licence fee  

ELDER, Janet, et al.  
Comprehending College Textbooks: Understanding and Remembering What You Read, Gregg McGraw-Hill, $14.36  

ELIA, Lewis M.  
**  
Editor’s choice (reviews of Q & A, integrated software; FLASH-CALC, spreadsheet, Tandy 1000TX computer). Viewpts, Vol. 13, No. 6: 4 Mr 88  
**  
Keep on re-inking  Viewpts, Vol. 13, No. 4: 4 Ja 88  
**  
Q & A–combining power with ease of use. Viewpts, Vol. 13, No. 5: 4 Feb 88  
**  
Teaching graphing on MS-DOS computers with Graph-In-The-Box—a low-cost alternative to Lotus 1-2-3. Viewpts, Vol. 13, No. 5: 4 Feb 88  
**  
—and Kevin C. Zalondek  
Business Computer Applications, Milady Publishing Corp., 24 pp., $5.95; teachers answer key including software with projects and free right of duplication, $59.95  
**  
Office Procedures and Technology–computer edition, Milady Publishing Corp., 24 pp., $5.95; teacher’s manual including software with projects and free right of duplication, $59.95  

ELIOT, Lance B.  
PCs on the half shell. How do you know if a PC expert system shell will do what you want it to do?  Info Ctr, Vol. 4 No. 7: 14-16, 18, 30 JI 88  

ELKIN, Otis and Harmon Tucker  

ELLIOTT, Mark and Nyla Leonard  

ELLIOTT, Thomas R.  

ELMER, Timerra L.  
Teaching more than typing in a typing class. Bus Exch, Vol. 11, No. 2: 25-26 Spring 88  

ELSON, Donald E., et al.  

EMEIGH, Tonya Huber  
EMERING, Janice

ENGSTROM, Patricia M.
The IC as a car dealership. Info Ctr, Vol 4, No. 8: 12-13 Aug 88

ENOX, Wandalyn
Improving the education of poor black children Clear- inghs, Vol. 61, No. 5: 223-225 Ja 88

ENSMAN, Richard G., Jr
Putting your pen to the paper Mgmt W, Vol. 17, No. 4 10-13 Ji/Aug 88

ENTWISTLE, Gary R, et al
What it takes to be tomorrow's manager. Mgmt W, Vol 17, No 1. 40-41 Ja/Feb 88

ERGEO, Michele
Leaders pay the price—what it takes Miss BEA Y, Vol 16: 76-78, 88 Yrbk

ESCHENMANN, K. Kurt

ESHGHI, Abdolreza and Jagdish SF
Global Accounting Perspectives, Eastern-Western, 171 pp., $7.50

ESKESEN, Charlotte Zelanko
What you can do about backaches Off Sys, Vol 5, No. 1. 35-36 Ja 88

ETIER, Faborn, et al
Typewriting Drills for Speed and Accuracy, 5th ed., Gregg McGraw-Hill, 96 pp., $9.06

EULENBERG, Julia Niebuhr
A new filing system: how to know if you need one Office, Vol. 108, No. 3: 74, 76 Sep 88

EVANS, Candy Duncan and Ginny Richerson

EVANS, Gerald E.
Learning to program computers by learning to solve problems. JEB, Vol 64, No 2 77-79 Nov 88

EVANS, Mark O.
A recursive inflation-unemployment model for principles of economics courses J Econ Ed, Vol 19, No. 4. 341-352 Fall 88

EVANS, Michael K.
Deflating inflation. Mod Off Tech, Vol. 33, No. 4: 16, 18 Ap 88


EVANS, continued
Inflation threat: real or imagined? Mod Off Tech. Vol 33, No. 11, 14, 18 Nov 88

-- Is our trade balance really improving? Mod Off Tech, Vol. 33, No 12: 12, 14 Dec 88

-- Market's slide has third world repercussions. Mod Off Tech, Vol. 33, No 3: 16, 18 Mr 88

-- On coming to terms with the rest of the world. Mod Off Tech, Vol. 33, No. 6: 16, 18 Ju 88

-- On the business of politics. Mod Off Tech, Vol. 33, No. 5: 18, 20 My 88

-- Reaping the harvest of a drought year. Mod Off Tech, Vol 33, No. 9: 14, 16 Sep 88

-- Taking stock of this year's market Mod Off Tech, Vol. 33, No 2 16, 18 Feb 88

-- Thumbs down on the gold standard Mod Off Tech, Vol 33 No. 1. 12, 14 Ja 88

-- What President Dukakis would do. Mod Off Tech, Vol. 33, No 7: 16, 18 Ji 88

-- A word to Mr. Bush Mod Off Tech, Vol. 33, No. 8: 14, 16 Ap 88

EVANS, Michael W.
The Software Factory: A Fourth Generation Software Engineering Environment, John Wiley & Sons, 400 pp., $34.95

EVANS, Sherlie
FX in '88: more models, more features Mod Off Tech. Vol 33, No 5 (Insert pp. 3-4, 6) My 88

-- Getting the FX straight in '88. Mod Off Tech, Vol 33, No 9. (Insert pp. BC3-4, 6) Sep 88

EVANS, Sue Cloud
An analysis of the interrelationships of attitudes toward computers, microcomputer training, and microcomputer utilization practices; of faculty of accredited and nonaccredited members of the Assembly of Collegiate Schools of Business. Memphis State University, Doctoral dissertation 1987

-- and Lilian Hunt Cheney
Factors relating to attitudes toward computers and microcomputer utilization practices of faculty of accredited and nonaccredited members of AACSBE. Ohio Bus Tchr, Vol 48 11-14 Ap 88

EWALD, Helen Rothschild, et al

EXLEY, Alma, et al
Strengthening the role of cooperating teachers. Clear- inghs, Vol. 61, No. 7: 312-314 Mr 88
1985 Business Education Index

FAIDLEY, Ray A.
Customer service—key to educational excellence. Bal Sheet, Vol 69, No 5: 4-6 My/Ju 88

FAIN, Deborah
Did you buy the wrong software? Probably not. Office, Vol 107, No 4: 91, 93 Ap 88

FAIRLEY, Frank O.
Computerized accounting in the secondary schools. SIEC Rev, No. III: 50 Ap 88

FALLS, Gregory A. and Debra Drekaik Worden

FANN, Gail
Women entrepreneurs. entering the economic mainstream (abstract). ABEA J, Vol 7, No 1: 81 Spring 88

FANN, Nancy
FBLA develops future business leaders of America. Inv, Vol. 13, No 3: 4-6 Fall 87

FAZARO, Charles J.
The school principal and the administration of justice. Clearinghouse, Vol. 61, No 8: 376-379 Ap 88

FEINBERG, Martin
Inviting involvement. tap your employees' desire to do their best. Mgmt W, Vol 17, No 5: 27 Sep/Oct 88

FERGUSON, John L and William E. Brandt
Missouri follows up its graduates. Voc Ed J, Vol. 63, No 2: 14, 16, 18 Mr 88

FERGUSON, Stewart
NORTHSTAR ONE: United States Destination Geography Using the Microcomputer, South-Western, Textbook and two IBM 5 1/4" Diskettes, $20

FERNBERG, Patricia M
Begin the cuisine! Mod Off Tech, Vol. 33, No 3: 90, 92, 94 Mr 88

FERGUSON, John L and William E. Brandt
Missouri follows up its graduates. Voc Ed J, Vol. 63, No 2: 14, 16, 18 Mr 88

FELLMAN, David M
Nearly everything to know about computer paper. F & S Pro, Vol 1, No 2: 16, 18, 20 Ap 88

FEICK, Lawrence F., et al.
Information sensitive consumers and market information. J Cons Aff, Vol. 21, No 2: 328-341 Winter 87

FEINBERG, Martin
Inviting involvement. tap your employees' desire to do their best. Mgmt W, Vol 17, No 5: 27 Sep/Oct 88

FEDYK, Joanne M. and Robin A Cuthitt

FEICK, Lawrence F., et al.
Information sensitive consumers and market information. J Cons Aff, Vol. 21, No 2: 328-341 Winter 87
1988 Business Education Index

FERNBERG, continued
Putting the "E T." in Met Life (transferring from electric to electronic typewriters). Mod Off Tech, Vol 33, No. 11: 72, 74 Nov 88
**
Temporary help is an asset to auditors. Mod Off Tech, Vol. 33, No. 11: 92, 94, 96 Nov 88
**
Temporary services reach beyond staffing. Mod Off Tech, Vol. 33, No. 5: 82, 84, 86 Mr 88
**
Their policy: managing paper electronically. Mod Off Tech, Vol. 33, No 7: 56, 58 Ji 88
**
Uses to illustrate copiers' versatility. Mod Off Tech, Vol. 33, No 6: 56, 60, 62 Ju 88
**
Where lettering systems make a world of difference. Mod Off Tech, Vol. 33, No. 6 40 Ju 88

FESS, Philip E. and Carl S. Warren
Principles of Financial and Managerial Accounting, 2nd ed., South-Western, 1260 pp., $31

FICO, Ann
A study to determine the status of cooperative office education in Union and Middlesex Counties Montclair State College, Master's thesis 1987

FIDOTEN, Robert E
A prototype interactive video disc system. OSRA J, Vol 6, No. 2: 27-29 Spring 88

FIELDEN, John S.
Letter to the editor (advice on collaborative research and publication opportunities). I Bus Com, Vol. 25, No 2: 7-11 Spring 88

FIGGINS, Ross

FLAD, Harry
Understanding applications of organizational communication theory (Ch 6) NBEA Yrbk, No. 26: 46-56, 1988 Issue

FLANDERS, Frank B and Maynard J. Iverson
Desktop publishing for today's office OSRA J, Vol 6, No. 2: 31-33 Spring 88

FLATLEY, Marie E.
Electronic grade sheet provides instant feedback Bus Ed Forum, Vol. 42, No. 5: 14-15 Feb 88

FLEISCHER, Richard L.
**
Software to cut your mailing costs. Off Sys, Vol. 5, No. 6: 73-74, 76-77 Ju 88

FLEISHER, Gary M

FLEISS, Rosemary C.
Future looks bright for office furniture. Off Sys, Vol 5, No. 9: 90, 92-93 Sep 88

FLEMING, John P. and Carolyn Hollman
Writing a notice of a meeting memo: a simulation. ABC Bul, Vol. 51, No. 4, 33-38 Dec 88

FLEMING, Marilyn V.
Desktop publishing is freedom from the press. Office, Vol. 107, No. 6: 49-50 Ju 88

FLEMING, Michael J.

FORCHT, Karen, et al.

FORDE, Connie M.
Competencies of four-year office administration graduates as perceived by personnel directors of business organizations in the mid-south. NABTE Rev, No 15, 31-35, 88 Issue

management (EIM) industry IMC J, Vol 24, No 4 26-31 Ji/Aug 88

FITZGIBBON, Michael
Support your customer service. Mgmt W, Vol. 17, No. 1: 7-8 Ja/Feb 88

FLAD, Harry
Understanding applications of organizational communication theory (Ch 6) NBEA Yrbk, No. 26: 46-56, 1988 Issue

FLANDERS, Frank B and Maynard J. Iverson
Desktop publishing for today's office OSRA J, Vol 6, No. 2: 31-33 Spring 88

FLATLEY, Marie E.
Electronic grade sheet provides instant feedback Bus Ed Forum, Vol. 42, No. 5: 14-15 Feb 88

FLEISCHER, Richard L.

FLEISHER, Gary M

FLEISS, Rosemary C.
Future looks bright for office furniture. Off Sys, Vol 5, No. 9: 90, 92-93 Sep 88

FLEMING, John P. and Carolyn Hollman
Writing a notice of a meeting memo: a simulation. ABC Bul, Vol. 51, No. 4, 33-38 Dec 88

FLEMING, Marilyn V.
Desktop publishing is freedom from the press. Office, Vol. 107, No. 6: 49-50 Ju 88

FLEMING, Michael J.

FLORIAN, Doris

FOGARTY, Donald M., et al
Production and Operations Management, South-Western, 704 pp., $31

FORCHT, Karen, et al.

FORDE, Connie M.
Competencies of four-year office administration graduates as perceived by personnel directors of business organizations in the mid-south. NABTE Rev, No 15, 31-35, 88 Issue

management (EIM) industry IMC J, Vol 24, No 4 26-31 Ji/Aug 88

FITZGIBBON, Michael
Support your customer service. Mgmt W, Vol. 17, No. 1: 7-8 Ja/Feb 88

FLAD, Harry
Understanding applications of organizational communication theory (Ch 6) NBEA Yrbk, No. 26: 46-56, 1988 Issue

FLANDERS, Frank B and Maynard J. Iverson
Desktop publishing for today's office OSRA J, Vol 6, No. 2: 31-33 Spring 88

FLATLEY, Marie E.
Electronic grade sheet provides instant feedback Bus Ed Forum, Vol. 42, No. 5: 14-15 Feb 88

FLEISCHER, Richard L.

FLEISHER, Gary M

FLEISS, Rosemary C.
Future looks bright for office furniture. Off Sys, Vol 5, No. 9: 90, 92-93 Sep 88

FLEMING, John P. and Carolyn Hollman
Writing a notice of a meeting memo: a simulation. ABC Bul, Vol. 51, No. 4, 33-38 Dec 88

FLEMING, Marilyn V.
Desktop publishing is freedom from the press. Office, Vol. 107, No. 6: 49-50 Ju 88

FLEMING, Michael J.

FLORIAN, Doris

FOGARTY, Donald M., et al
Production and Operations Management, South-Western, 704 pp., $31

FORCHT, Karen, et al.

FORDE, Connie M.
Competencies of four-year office administration graduates as perceived by personnel directors of business organizations in the mid-south. NABTE Rev, No 15, 31-35, 88 Issue
FORDE, continued
-and other authors
Are your students learning effective body language skills needed in today's business world? Bus Ed Forum, Vol. 43, No. 2: 3-4 Nov 88

FOSTER-HAVERCAMP, Mary

FOUGERE, Kenneth and Laurie E. MacDonald
A project approach for teaching advanced COBOL. J Comp Infosys, Vol. 19, No. 1: 27-29 Fall 88

FOWLER, Larry

FOX, Ivan, et al.
Business Law: Principles, Cases and Legal Environment, 10th ed., South-Western, 2,881 pp., $34

FRACAROU, Mary Lynn

FRANCIS, Jack Clark
Management of Investments, 2nd ed., McGraw-Hill, 842 pp., $41.95

FRANCIS, Michael
A look into the future (software review of Wisard, a forecasting program for use with Lotus 1-2-3, TM/1 spreadsheet and financial modeling system, and Thoughtline, a text outliner program). Adm Mgmt, Vol 49, No. 2: 39-41 Mr 88


FRANK, John W.
Micrographics and optical disks - friends or foes? IMC J, Vol. 24, No. 4: 7-9 II/Aug 88

FRANK, Werner
The myth is born. Soft Mag, Vol. 8, No. 10: 8, 10 Aug 88

FRANTZ, Nevin P., Jr., et al.

FREDERICK, William C. and Keith Davis
Business and Society: Corporate Strategy, Public Policy, and Ethics, 6th ed., McGraw-Hill, 626 pp., $36.95

FREDERICKSON, Patricia A.

FREEDMAN, David H.

** In search of connectivity. Infosys, Vol. 35, No. 3: 21-22 Mr 88

FREEDMAN, continued
Just sign on the dotted line. Infosys, Vol. 35, No. 1: 10-12 Ja 88
**
One theory of general connectivity. Infosys, Vol. 35, No. 2: 16-17 Feb 88

** A peek behind IBM's veil. Infosys, Vol. 35, No. 2: 12-15 Feb 88

** Smoothing user, IS, vendor differences. Infosys, Vol. 35, No. 1: 27 Ja 88

** Taking high tech on the road. Infosys, Vol. 35, No. 2: 18-23 Feb 88

FRETWELL, David and William Cleatanoff

FRIED, N. Elizabeth
Determining secretarial pay. Sec, Vol. 48, No. 7: 12-13 Aug/Seq 88

FRIEDENBERG, Joan E.
Serving limited English proficient students in business education. JEB, Vol. 64, No. 6: 243-247 Mr 88

** -and Robert A. Gordon

FRIEDERICH, Jackie L
Innovation for change. Voc Ed J, Vol. 63, No. 2: 12-13 Mr 88

FRIEDMAN, Monroe and Jennifer Rees

FRIEDMAN, Randi C
Have you been practicing lately? (Student's Section). NSR, Vol. 49, No. 10: 100 Aug-Oct 88

FRIEDMAN, Rick
Computer graphics: the image of things to come. Office, Vol. 107, No. 3: 137-138 Mr 88

** Corporate electronic publishing on upswing. Office, Vol. 107, No. 6: 86, 88 Ju 88

FRIELENBURG, Joan E.
Advanced manufacturers tailor approach to CIM. Soft Mag, Vol. 8, No. 15: 55-57 Dec 88

FRUEHLING, Rosemary T
Software Solutions, Inc. A Practice Set for the Electronic Office. Gregg McGraw-Hill, Practice Set, 256 pp., $12.48


** and Roy W. Poe
1988 Business Education Index

FRY, Robert A., et al.
Marketing, McGraw-Hill, 763 pp., $39.95

FUCHS, Gordon E. and Louise P. Moore
Collaboration for understanding and effectiveness
Clearings, Vol. 61, No. 9: 410-413 My 88

FUCB, Gordon E. and Louise P. Moore
Collaboration for understanding and effectiveness
Clearings, Vol. 61, No. 9: 410-413 My 88

FUSSELMAN, Kay
Job market for secretaries exceptionally strong. Sec,
Vol. 48, No. 1: 14-15 Ja 88

GABRIELSON, Heidi
108, No. 3: 32, 29 Sep 88

GAGNON, Roger
Teaching production/operations design: an experiential
project approach. JEB, Vol. 63, No. 5: 223-228 Feb 88

GaMBLE, Michael
Introducing Mass Communications, 2nd ed., Gregg
McGraw-Hill, 480 pp. $19.96

GAO, Youngquiang
The Use of Computers in Hotel Businesses in Metro-
Chicago. Southern Illinois Univ at Carbondale, Mas-
ter's thesis 1987

GARCIA, Nelda C.
Steps for the improvement of listening ABEA J, Vol. 7,
No. 1: 23-33 Spring 88

GARDNER, H. Wayne and Brett J. Balon
Disaster planning for electronic records: ARMA Qtrly.,
Vol. 22, No. 3: 20-22, 24-25, 30 Ji 88

GARFIELD, Lyla
Striking a balance: technology and humanism in the
office practice room. Balf Sheet, Vol. 69, No. 2: 17-19 Ja/
Feb 88

GARRETT, Deborah
A public relations effort with impact. NSR, Vol. 49,
No. 30 88-Aug-Oct 88

GARSOMBEKE, H. Perrin and Leah R. Pietron
The IRM course: what MBA program directors and MIS
faculty think. J Comp Infosys., Vol. 19, No. 1: 31-36 Fall
88

GASS, Marc, and Helen Hoth
A survey of keyboarding instruction to lementary stu-
dents of Kansas. Kan Bus Tchr, Vol. 41, No. 2: 10-11, 19
Spring 88

GEBHART, Gary
"Instaplane": a fine balance (Project management soft-
ware review). Soft Mag, Vol. 8, No. 1: 104-105 Ja 88

GEORGE, Paul
Education 2000: which way the middle school? Clear-
ings, Vol. 62, No. 1: 14-17 Sep 88

GERKE, Eugene E., et al.
What it takes to be tomorrow's manager. Mgmt W, Vol.
17, No. 1: 80-81 Ja/Feb 88

GERMAN, Carol and Candace Soderston
Toward bridging the gap between theory and practice:
analogy and person in technical communication. JBTC,
Vol. 2, No. 1: 78-102 Ja 88

GEWIRZ, Marilyn
Training after training. Info Ctr, Vol. 4, No. 10: 41 Oct
88

GIESELMAN, Robert D
Persuasion: Understanding, Practice, and Analysis by
No. 3: 96-97 Summer 1988

--- Professional Writing: Toward a College Curriculum by
Barbara Couture (book review). J Bus Com, Vol. 25,
No. 3: 97-98 Summer 1988

GILLOT, J. Carol C.
Avoiding sexism in writing Sec, Vol. 48, No. 7: 20-21
Aug/Sep 88

--- Capitalization. Sec, Vol. 48, No. 2: 20-21 Feb 88

--- It's a jungle out there! Sec, Vol. 48, No. 5: 23, 25 Feb 88

--- Personal Pronouns Sec, Vol. 28, No. 5: 22-23 My 88

--- Teaching intercultural communication "interculturally"
ABBC Bul, Vol. 51, No. 1: 27-28 Mr 88

--- Verbs. Sec, Vol. 48, No. 1: 22-23 Ja 88

--- Who, whom, whose. which to use Sec, Vol. 48, No. 8
29 Oct 88

GILLEN, Stephen E.
Copyrights and copywrongs: a teacher's guide to safe

GILLIS, M. Arthur
Same old story, still turmoil and uncertainty (banking
software) Soft Mag, Vol. 8, No. 13: 68-70, 72-74 Nov
88

GILLY, Mary C.
Postcomplaint processes from organizational response
to repurchase behavior. J Cons Aff, Vol. 21, No. 2: 292-
313 Winter 87
GILMAN, Mary Louise
Court crostic (Puzzle). NSR (every issue)

**
Error-spotting quiz. NSR, Vol 49, No. 3: 70, 105 Ja 88

**
Our language: ever-changing, ever-inconsistent (Battle of the hyphens). NSR, Vol. 49, No. 9: 70-71 Ji 88

**
The spotted error. NSR, Vol. 49, No. 3: 110 Ja 88

**
Spring housecleaning. NSR, Vol 49, No 7: 54-55 My 88

GINAL, Mary A.
Serving on an instructors’ committee Voc Ed J, Vol. 63, No. 4: 34-35 My 88

GINTER, James L., et al.
A market efficiency study of used car reliability and prices. J Cons Afr, Vol. 21, No 2: 258-276 Winter 87

GIOFFRE, Dolores Capraro
Certification testing—fact or fiction NJ Obs 11-15, 87-88 Issue

GIOVANNINI, Mary
and Connee Riley
Schools and business: forming productive partnerships Bal Sheet, Vol. 69, No. 4: 4-6 Mr/Ap 88

— and Sue Sherbet
Teaching employability skills in the keyboarding classroom. Bal Sheet, Vol. 69, No 5: 21-22 My/Ju 88

GLAGOW, Steve
Functions to look for in telephone systems. Off Sys, Vol. 5, No. 6: 22, 24 Ju 88

— and Sally Becker
Telephone and fax systems: low cost, high capability Off Sys, Vol. 5, No. 1: 21-22 Ja 88

GLATTHORN, Allan A
A curriculum for the twenty-first century Cleannghs, Vol. 62, No. 1: 7-10 Sep 88

GLATZ, Hal

Another yawn for Unix. Soft Mag, Vol. 8, No 11: 10 Sep 88

**
Closet PC programmers can learn from DP veterans. Soft Mag, Vol. 8, No. 10: 65-69 Aug 88

**
Flexible benefits emerging as HRMS edge (human resource management systems—personnel software) Soft Mag, Vol. 8, No. 1: 37-39, 42+ Ja 88

**
Never enough space. Soft Mag, Vol. 8, No 5: 63-64, 67 Ap 88

**
Setting standards for micro software. Soft Mag, Vol. 8, No. 2: 59-60 Feb 88

GOLDSTEIN, Gene
The computer programmer aptitude battery as a predictor of achievement in Fortran computer programming courses at the two-year college level (DA8720119). New York University, Doctoral dissertation 1987

GOLDSTEIN, Julie and Jeri Cohen
Giving your boss the edge. Sec. Vol. 48, No. 8: 30-31 Oct 88

GOLDSTEIN, Lauri F.
1988 Business Education Index

GOLEN, Steven P.  
—and Alvin C. Burns  
**  
—and Robert Gryder  
An analysis of economic concepts important to high school students. ABEAJ, Vol. 7, No. 1: 59-74 Spring 88  
**  
—and David H. Lynch  
How to integrate articles in a business communication class. ABC Bul, Vol. 51, No. 1: 26-27 Mr 88  
**  
—and Jack Mendelson  
Qualities of an effective manager. ABEAJ, Vol. 7, No. 1: 56-58 Spring 88  
**  
—and Carolena L Smith  
Preparing procedural manuals for information systems professional ABEAJ, Vol. 7, No. 1: 34-40 Spring 88  
**  
—and other authors  
Communications training design: a function of perceived needs. ABEAJ, Vol. 7, No 1: 75-78 Spring 88  
GOMEZ, Adelina M.  
Developing intercultural communication skills for the global business community (Ch 10) NBEA Yrbk, No 26: 92-102, 1988 Issue  
GOMEZ, Aurelia  
Clerical skills needed in selected Phoenix offices ABEAJ, Vol. 7, No 1: 17-22 Spring 88  
GONNELLA, Gary  
Making expensive decisions Info Ctr, Vol 4, No. 10. 32-35 Oct 88  
GONNET, Katherine, et al  
Comprehending College Textbooks: Understanding and Remembering What You Read, Gregg McGraw-Hill, $14.36  
GONZALES, Carlos A.  
JTPA and economic development links Voc Ed J, Vol. 63, No. 4: 44 My 88  
GOODRICH, Elizabeth A.  
Researching the organization— the career library and the application letter ABC Bul, Vol. 51, No 2: 22-23 Ju 88  
GOODSTEIN, David H.  
Electronic publishing can heighten corporate images Office, Vol. 107, No. 2. 74-76 Feb 88  
GOODWIN, Karen F. and Robert O. Riggs  
The federal role in financing secondary education: the Reagan years and beyond. Clearinghs, Vol 62, No. 3. 121-123 Nov 88  
GORDON, Carl L., et al.  
The usage and impact of fourth generation languages and microcomputers. J Comp Infosys, Vol. 28, No 2 1-7 Winter 87-88  
GORDON, Jean S.  
Developing basic speaking skills (Ch 3). NBEA Yrbk, No. 26: 20-26, 1988 Issue  
GORDON, Robert A. and Joan E. Friedenberg  
GORDON, Ronald D.  
The difference between feeling defensive and feeling understood. J Bus Com, Vol. 25, No 1: 53-64 Winter 88  
GOSLAR, Martin D  
Certification of computer personnel: implications and ramifications. J Comp Infosys, Vol. 28, No. 3 27-33 Spring 88  
GOSSAGE, Loyce C.  
GOULD, Catherine R and Clifford L. Wills  
GOULD, Stephen J.  
Consumer attitudes toward health and health care: a differential perspective J Cons Aff, Vol 22, No. 1: 96-118 Summer 88  
GRADY, Marilyn L. and Sandra J. LeSourd  
Principal leadership for instructional goal attainment. Clearinghs, Vol. 62, No. 2 61-64 Oct 88  
GRAGG, Ellen L.  
**  
What to look for in business papers. Off Sys, Vol. 5, No. 6. 34-36, 38, 40 Ju 88  
GRAHAM, Marshall  
Office seating perfects the fit: Today's Off, Vol. 23, No. 5-8, 10, Oct 88  
GRAHAM, Sandra L.  
Identification of student competencies in general business pertaining to Region IV of the State of Illinois Illinois State University, Master's thesis 1988  
GRAHAM, Trudy  
Managing information systems in the small office. Words, Vol. 16, No. 3. 38 Oct/Nov/Dec 87  
GRANDELIS, F A  
GRAUER, Robert T. and Mary Ann Barber  
Data Management Through dBASE, Gregg McGraw-Hill, 600 pp., $21.56  
GRAY, Charles H.  
Charting your employees' potential. Mgmt W, Vol. 17, No 3: 11-12 My/Jul 88  
GRAY, Davis and John Katsantonis  
Along life...ad for micrographics storage Office, Vol. 108, No. 3: 58, 60 Sep 88  

126
Business & Society: Perspectives on Ethics & Social Responsibility, 3rd ed, South-Western, 624 pl., $20

GRAY, Mary Jane  
The reader in transition. Clearinghs, Vol. 61, No. 5: 217-220 Ja 88

GREEN, Carol A.  
AISP in 3D. Words, Vol. 16, No. 3: 41 Oct/Nov/Dec 87

GREEN, Diana J. and James Calvert Scott  
Major business communication challenges: perceptions of importance from an Association of Business Communication (ABC) Delphi panel and sample. DPE Proceedings, 37-52 Nov 88

GREEN, Harry  
Telecommunications transcend the boundaries of office work. Office, Vol. 107, No 1: 80 Ja 88

GREEN, Judith Scharle and Jeffrey R Stewart Jr  

GREENBERG, Eric Rolfe  
How far, how fast? (Special report on information centers). Info Ctr, Vol. 4, No. 8: 20-22, 24 Aug 88

GREENE, Andrea  
The benefits of an internship. NSR, Vol. 49, No. 3: 28-88

GREENE, Judith, et al.  
Records and Database Management, 4th ed, Gregg McGraw-Hill, Text, $14.20

GREENWOOD, Scott C.  
Learning contracts in middle school developmental reading classes. Clearinghs, Vol. 61, No 9: 405-409 My 88

GREENBERG, Eric Rolfe  
How far, how fast? (Special report on information centers). Info Ctr, Vol. 4, No. 8: 20-22, 24 Aug 88

GRIGSBY, Mason  
Optical disk: vision to payoff. Mod Off Tech, Vol 33, No. 11: 60, 62, 64, 66 Nov 88

GRISSETT, Shirley  
Everything is marketing/political! Ideas, Vol. 3, No. 3: 16 Ja 88

GROGG, Patricia Marcum and Iris I. Varner  

GRONEMAN, Nancy  
Teaching spreadsheets: questions & answers. Database, Vol. 6, No 1: 1, 3-5 Fall 87

---and Susan Owen  

---and Jack D. Shorter  
Trends in local area networks with implications for the business classroom. DPE Proceedings, 63-66 Nov 88

GROCH, Herbert  
Super software needed. Soft Mag, Vol 8, No. 8: 10 Ju 88

GROSS, Daniel  

GRU, Rudolph  
GBC pioneers technology for new binding system. Off Sys, Vol 5, No 7: 79 Ju 88

GRUNENWALD, Joseph P and Paul Y Kim  
Introduction to business. has its time passed? Bus Ed Forum, Vol. 42, No 8: 12-14 My 88

GRUNKEMEYER, Florence B  

GRYDER, Robert  
---and Steven Golen  
An analysis of economic concepts important to high school students. ABEA J, Vol 7, No 1: 59-74 Spring 88

---and Toby Jalowsky  
Advisory committee. some discoveries. ABEA J, Vol 7, No 1: 4-9 Spring 88

---and other authors  
Report writing guidelines for business educators. NJ Obs, 48-51 87-88

GUERRIERI, Donald J  

GUFFEY, Jurel  
Comparative study of teaching keyboarding to elementary students and high school students. University of Central Arkansas, Master's thesis 1988
1988 Business Education Index

GUFFEY, Mary Ellen
Essentials of Business Communication, PWS-Kent, 360 pp., $24.75

GUILTINAN, Joseph P.

GUINN, Dorothy Margaret
The case for self-generated cases. ABC Bul, Vol. 51, No. 2: 4-10 Ju 88

GUITON, Bonnie

GUNTON, Tony
Developing workgroup systems. Info Ctr, Vol. 4, No. 7: 28-30 Ji 88

GUTTMAN, Mindi
An gallery chain links stores with fax network. Today's Off, Vol. 23, No. 4: 37 Sep 88

GUYNES, Carl Stephen
Metadata considerations for effective data administration—important issues for the data administration course. J Comp Infosys, Vol. 28, No. 4: 16-18 Summer 88

GYNN, David
Proud past, promising future (Ohio Business Teachers Assoc.). Ohio Bus Tchr, Vol. 48: 2-6 Ap 88

**
--and other authors
All-Star Professionals: A Computerized Accounting Application for a Single Proprietorship Service Business, Gregg McGraw-Hill, 128 pp., $4.95, Site license for Apple or IBM PC, $99

G-YOHANNES, Arefaine
The derivation of simple formulas for comparing investment alternatives with and without loan and account fees. J Cons Aff, Vol. 22, No. 2: 333-341 Winter 88

**

-H-

HAGEMEIER, Malaine
Marketing your marketing education program. Ideas, Vol. 4, No. 2: 8-10 No 88

HAGEN, Gary D

HAGER, Peter J.
Incorporating the journal article into the business communication classroom. ABC Bul, Vol. 51, No. 2: 11-16 Ju 88

HAGESTROM, Dennis W
Motivation: a perspective. NSR, Vol. 49, No. 3: 64, 66 Ja 88

HAGGblade, Berle
Has technology solved the spelling problem? ABC Bul, Vol. 51, No. 1: 23-25 Mr 88

HAGGE, John
Presenting the teacher-based case discourse analysis in the business communication class. ABC Bul, Vol. 51, No. 1: 5-9 Mr 88

HAIR, Joseph F., et al.
Professional Sales Management, McGraw-Hill, 635 pp., $22.95

HALL, Alix-Marie, et al.
Information Processing: Work Kit, 3rd ed., Gregg McGraw-Hill, Practice Set, $8.88

**

HALL, Jane and Edward L. Vockell

HALL, Jay
Putting your power to work. Mgmt W, Vol. 17, No. 6: 21-23 Nov/Dec 88

HALL, Shirley L. and Jeffrey R. Stewart Jr.
Information processing instruction in Virginia community colleges. NABTE Rev, No. 15: 28-30, 88 Issue

HALL, Thomas N.

HALL, William D
What does it take to be an auditor? J Accy, Vol. 165, No. 1: 72, 75-76, 78, 80 Ja 88

HALLAM, Stephen F., et al.
What executives perceive they really need to know about information systems. J Comp Infosys, Vol. 28, No. 2: 39-45 Winter 87-88

HALLEEN, Gary

HALL-SHEEHY, Jim
Are we shortchanging ourselves? Info Ctr, Vol. 4, No. 7: 40, 42 Ji 88

**
Hidden costs of computing. Info Ctr, Vol. 4, No. 4: 17-18 Ap 88

**
The human cost of computing. Info Ctr, Vol. 4, No. 5: 12, 16 My 88

**
Managing project management. Info Ctr, Vol. 4, No. 10: 8-9 Oct 88
HALPERN, Jeanne W.
Getting in deep: using qualitative research in business and technical communication. JBTC, Vol 2, No. 2: 22-43 Sep 88

HAMA, Mary Y. and Wen S. Chern
Food expenditure and nutrient availability in elderly households. J Cons Aff, Vol. 22, No 1: 3-19 Summer 88

HAMILTON, Cheryl and Cordell Parker
Silence can be golden, so listen for results. Off Sys, Vol. 5, No. 3: 46, 48, 50-51 Mr 88

HAMMANN, Kenneth R.
Department’s computer network is avenue to cost containment. Office, Vol 108, No 3: 77-79 Sep 88

HAMMOCK, Edwin H.
Reminiscences: fortunate accidents. NSR, Vol. 49, No. 9: 46-47 Summer 88

HANKIN, Ellen G.
Listening—a neglected skill. NJ Obs: 30-34 Apr 88

HANNA, Michael, et al.
Math anxiety in the marketing curriculum. JEB, Vol. 64, No. 7: 719-322 Ap 88

HANNA, Sherman

HANSON, Richard E.
Here’s the latest in copier features. Off Sys, Vol. 5, No. 7: 30-31, 34, 36-38 Jul 88

HANSON, Robert D. and Kenton E. Ross

HANSON, Robert N., et al
Gregg College Typing, Series Six, Gregg McGraw-Hill, 448 pp., $22.36

HARRICOURT, Jules
A new cross-cultural communication course: communicating in the international business environment. ABC Bul, Vol. 51, No. 3: 11-13 Sep 88

HARGADON, Thomas J
Competition from afar is getting more intense (Telecommunications insights). Office, Vol. 107, No. 6: 20 Jul 88

HARGADON, Thomas J
A great opportunity for the next administration. Office, Vol. 108, No. 3: 27 Sep 88

HANSEN, Gary F. and Grant M. Hill

HANSEN, Gary W.

HANSEN, W Lee

HANSEN, W Lee

HANSON, Robert N., et al
Gregg College Typing, Series Six, Gregg McGraw-Hill, 448 pp., $22.36

HARNACK, Edwin H.
Reminiscences: fortunate accidents. NSR, Vol. 49, No. 9: 46-47 Summer 88

HARCOYT, Jules
A new cross-cultural communication course: communicating in the international business environment. ABC Bul, Vol. 51, No. 3: 11-13 Sep 88
HARGADON, continued

** Information services and electronic mail. Office, Vol. 107, No. 5: 22 My 88
** Long-distance billers: time to shape up Office, Vol. 107, No. 4: 28 Ap 88
** The pace of progress needs prodding (Telecommunications insights). Office, Vol. 107, No. 2: 19 Feb 88
** Switching station fire makes the front pages Office, Vol. 108, No. 1: 28 T1 88
** A vain search for groupware at MacWorld Office, Vol. 108, No. 4: 22 Oct 88

HARMAN, Jan and Mary Lynn H. Nichols

HARMON, Gan,

HARMSTON, Maralyn
Filing systems must be tailored to fit a need Office, Vol. 107, No. 3: 40, 42-43 Mr 88

HARPER, Stephen C
Becoming an objective-minded manager Mgmt 'V, Vol. 17, No 3: 25-26 My/Ju 88

HARPOLE, Greg
A Computerized Patient Billing and Recordkeeping Simulation for a Medical Office: Richard A. Robertson, M.D., P.C., Gregg McGraw-Hill, 176 pp., $9.95; IBM PC or XT-DOS 2.0 or higher, 128K, 1 disk drive, monitor, printer, site license $250

HARRINGTON, Bernice
Vocational Education Teachers Perceptions of the VIP Program. Southern Illinois Univ. at Carbondale, Master's thesis 1987

HARRIS, David A.
Acoustics: the fourth dimension in ergonomics Office, Vol. 107, No. 6: 82-83 Ju 88
** Now hear this: "quiet, please " How proper acoustics can ensure speech privacy and maintain productivity in the workplace. Off Sys, Vol. 5, No. 2: 69-70, 72, 74 Feb 88

HARRIS, Joseph
Beyond clarity: an outer-directed approach to business writing. ABC Bul, Vol. 51, No 1: 1-4 Mr 88

HARRIS, Larry R.

HARRIS, Morton and Robert Dansby

HARRIS, Thomas E.
Mastering the art of talking back. Mgmt W, Vol 17, No 3: 9-11 My/Ju 88

HARRISON, Don

HARRISON, Teresa M. and Mary Beth Debs
Conceptualizing the organizational role of technical communicators: a systems approach. JBTC, Vol. 2, No. 2: 5-21 Sep 88

HARRISON, William, et al.

HARSHA, Ken and Wayne V. Klevin
PC Applications: Comprehensive Problems and Review, Gregg McGraw-Hill, 344 pp., $16

HART, Roger

HART, Sara A
Computer usage in accounting education at AACSB-accredited universities JEB, Vol. 63, No. 4: 163-167 Ja 88

HARTMANN, Hans W.
Hardware doesn't matter Soft Mag, Vol. 8, No. 8: 10 Ju 88

HARWOOD, R. Frank
Three ways to combat combat fatigue Miss BEA Y, Vol. 16: 63-69, 88 Yrbk

HASSELL, Lanny W.

HATCH, Richard A. and Alexis Koster
PROLOG as every business-person's programming language: a survey of the language. J Comp Infosys, Vol. 28, No. 3 1-5 Spring 88
** PROLOG as every businessperson's programming language: an evaluative study J Comp Infosys, Vol. 28, No. 4: 2-5 Summer 88

HAUGEN, Susan, et al.
Use of microcomputers in accounting classes in Wisconsin high schools. DPE Proceedings, 67 Nov 88

HAUSAUS, Cheryl O. and Frances M. Smith

HAY, Robert D., et al.
Business & Society: Perspectives on Ethics & Social Responsibility, 3rd ed., South-Western, 624 pp., $20
HAYES, Kenneth V.  
A global approach to records management. ARMA Qtrly, Vol. 22, No. 2: 42, 44-45 Ap 88

HAYES, Kenneth V.  

Preservation (Book review of Preservation of Historical Records by the National Research Council). ARMA Qtrly, Vol. 22, No. 4: 46, 48-49 Oct 88


HAYNES, Thomas S.  


—and Connie Schroeder  
Critical thinking in business education: positive contributor to the business-education combination. NJ Obs 16-20 87-88

HEATH, Betty  

—and William T. Price, Jr.  
Perceived problems encountered by first year Virginia secondary marketing teachers. Mkt Ed J, Vol 13, No 1: 23-35 Fall 87

HEATHERINGTON, Ralph, et al.  
The Grandstand: A Computerized Accounting Application for a Single Proprietorship Merchandising Business, Gregg McGraw-Hill, 144 pp., $5.49; site license for Apple or IBM PC, $99

HEDGEPETH, Terri W.  
Polishing your students' interpersonal skills Bal Sheet, Vol. 69, No. 5: 7-8 My/Ap 88

HEIEN, Dale and Cathy Roheim Wessells  

HELBLING, Joseph and Rose Mary Wentling  
On-the-job updating: business teachers learn from business and industry. JEB, Vol. 64, No. 1: 12-14 Oct 88

HENDERSON, Albert  
How "shell" programs can make DOS easier Off Sys, Vol. 5, No. 10: 26, 30-31 Oct 88

When is the right time for a company buyout? Off Sys, Vol. 5, No. 7: 24, 26 Jl 88

HENDLEY, Anthony M.  
The development of microfilm in engineering applications. IMC J, Vol. 24, No. 2: 18-20 Mr/Ap 88

HENDRICKSON, Jo M., et al.  
The multidisciplinary team: training educators to serve middle school students with special needs. Clearinghs, Vol. 62, No. 2: 84-86 Oct 88

HENNESSEY, Hubert D.  
Software propels the selling cycle Soft Mag, Vol. 8, No. 8: 57-59. 62-64 Ju 88

HENRY, Carol  
Using MIX to conduct research. DPE Proceedings, 111 Nov 88

HENRY, Janet  
JTSA: performance-based vocational education Bal Sheet, Vol. 69, No. 4: 7-8 Mr/Ap 88

HENRY, Janice Schoen  
Perceptions of careers in secretarial office occupations held by secondary school students and business teachers DPE Proceedings. 53-55 Nov 88

—and Heidi R. Perreault  
Guidelines for helping business education teachers choose a desktop publishing system, Part I. DPE Tips, Vol. 4, No. 4: 1-4 Fall 88

HENRY, Linvol G., et al.  
Accounting internships: a practical framework. JEB, Vol 64, No. 1: 28-31 Oct 88

HENRY, Paul D.  
Databases offer PCs a world of information. Off Sys, Vol. 5, No. 8: 62-63 Aug 88

—and William T. Price, Jr.  
Laser printers & software enhance desktop publishing. Off Sys, Vol. 5, No. 5: 66-68, 73-74 + My 88

HE NISSLALL, John and Sandy Shaw  
OSI Explained: End-to-End Computer Communication Standards, John Wiley & Sons, 217 pp, $34.95

HENSON, Carol and Thomas L. Means  
Fundamentals of Business Communication, South-Western, 484 pp., $23.50

HERBERT, Mellanie  
Plant the seed. Bus Ed Forum, Vol. 42, No. 35 Mr 88

HERBERT, Douglas  
Command Performance: Microsoft Excel, Microsoft Press, 544 pp, $24.95

—and William T. Price, Jr.  
Microsoft Excel with Macros: Maximizing the Power and Speed of Microsoft Excel, Microsoft Press, 288 pp, $21.95

—and William T. Price, Jr.  
Microsoft Quickbasic: Developing Structured Programs with Microsoft's Advanced BASIC, Microsoft Press, 384 pp, $18.95
HERON, Bill
Eliminating drug abuse among students. Clearinghs, Vol. 61, No. 5: 215-216 Ja 88

HERRGESSELL, Gerhard
Reporting at Hitler's headquarters (Part I). NSR, Vol. 49, No. 5: 46-48 Mr 88
**
Reporting at Hitler's headquarters (Part II) NSR, Vol. 49, No. 6: 44-46 Ap 88

HERRING, lv^ W and William A Jones, Jr.
Personal expansion. Mgmt W, Vol 17, No. I: 48Ja/Feb 88

HERRINGTON, Linda, et al

HETHERINGTON, Carl E.
Electronic publishing's future is promising Office. Vol. 108, No. 6: 43-44, 46 Dec 88

HIBLER, Joe Anna
Ask the experts: What kind of leadership do our national board and president provide? Bus Ed Forum, Vol. 42, No. 8: 9-10 My 88

HICKEY, Judith, et al.

HIGHSMITH, Robert J.
Professional developments and opportunities J Econ Ed, Vol. 1, No. 1: 97-100 Winter 88
**
--and other authors

HIGIE, Robin A., et al
Information sensitive consumers and market information. J Cons Aff, Vol. 21, No. 2 328-341 Winter 87

HILDEBRANDT, Herbert W

HILL, Grant M. and Gary F. Hansen

HILTON, Chad
The mixed message: recognizing and eliminating this enemy of clear writing ABC But, Vol 51, No. 1: 18-20 Mr 88

HILTON, Thomas S. E.
The role of professional organizations in the undergraduate business curriculum IS Ed, Vol 22, No 1: 8-10 Spring 88

HIPPLE, Ted
The governor's academy for teachers of writing, Tennessee style. Clearinghs, Vol. 61, No. 9: 422-423 My 88

HIRSCHBERG, Alvin
Education: the new employee. BEA NY J: 41-50 Spring 88

HIYOSHI, Yoshikata
Japan, underdeveloped in software, may be changing. Soft Mag, Vol. 8, No. 14: 71-72, 74 Nov 88 (extra issue)

HLEBOWITSH, Peter S.

HODGE, Bartow
A blueprint for software development. Info Ctr, Vol. 4, No. 12: 18-20, 22, 24 Dec 88

HODGIN, Robert

HOERNER, James L
What the future has in store for us Voc Ed J, Vol 63, No. 5 49-51 Aug 88

HOFFAKER, Cynthia, et al.
Use of microcomputers in accounting classes in Wisconsin high schools DPE Proceedings, 67 Nov 88

HOFFERBER, Michael
The desktop options for integrating voice and data. Office, Vol. 107, No 2. 71-73 Feb 88
**
**
**
Word processing: is it time to upgrade? Office, Vol. 107, No 4 56-57 Ap 88

HOFMANN, George D.
Choosing the future of information management IMC I, Vol 24, No 1: 7-8 Ja/Feb 88

Production and Operations Management, South-Western, 704 pp., $31

HOGAN, Paula Ershler
The meaning of life. NSR, Vol. 50, No 1: 60-61 No 88

HOGGATT, Jack, et al
HOGGATT, Jack, et al.
A time and error analysis of the input and process stages of the information cycle. DPEJ, Vol. 30, No. 4: 143-151 Fall 88

HOGG-HARTMAN, Emogene M.
Why is change so hard for people to accept? Office, Vol. 108, No. 3: 122 Sep 88

HOKO, J. Aaron
Merit pay--in search of the pedagogical widget. Clearinghs, Vol. 62, No. 1: 29-31 Sep 88

HOLCOMB, Tom R.
A profile of accounting department advisory boards. JEB, Vol. 63, No. 4: 172-174 Ja 88

HOLCOMBE, Melinda, et al.
Apprehensions of substitute teachers Clearinghs, Vol. 62, No. 2: 89-91 Oct 88

HOLDER, Birdie H.
Computer competencies for business education students Bal Sheet, Vol. 69, No. 4: 27-30 Mr/Ap 88

HOLLMAN, Carolyn and John P. Fleming
Writing a notice of a meeting memo: a simulation. ABC Bul, Vol. 51, No. 4: 33-38 Dec 88

HOLMAN, Donna
Issues '87: Kansas students learn about participatory democracy. Clearinghs, Vol. 61, No. 9: 424-425 My 88

HOLMES, M. A., et al.

HOLMES, M. Andrea, et al.

HOLMES, Marion B. W. and Allen E. Collins

HOLT, Milford O. and Carolyn Kelley

HOLTZMAN, Henry and Louis Papa

HONG, Dora

HOPGOOD, Andrew

HOPKINS, Robert L.
How to prevent unauthorized transcript copying. NSR, Vol. 49, No. 5: 62 Mr 88

HORN, J. Kenneth
What employers want in cover letters and resumes. JEB, Vol. 64, No. 2: 90-95 Nov 88

HORTON, Len
Apple's "hypercard": promise equals hype. Soft Mag., Vol. 8, No. 2: 72 Feb 88

HORSEY, Len
Expand or start from scratch (Human resource management systems). Soft Mag., Vol. 8, No. 1: 53-54 Ja 88

HORST, Helen and Marcelle Gass
A survey of keyboarding instruction to elementary students of Kansas. Kan Bus Tchr, Vol. 41, No. 10-11, 19 Spring 88

HOUGHTON, George
Can you get there from here? Kan Bus Tchr, Vol. 42, No. 1: 6, 9 Fall 88

HOURCADE, Jack J., et al.
Stress sources among student teachers Clearinghs, Vol. 61, No. 8: 347-350 Ap 88

HOUSH, E. William
Office furniture's effect on employees. Office, Vol. 107, No. 1: 113 Ja 88

HOVERLAND, Hal, et al.
Accounting internships: a practical framework. JEB, Vol. 64, No. 1: 28-31 Oct 88

HOVEY, Rich

HOWARD, Barbara C.
The micros are coming: getting secretaries ready. Bus Ed Forum, Vol. 43, No. 1: 19, 22 Oct 88
HOWARD, Geoffrey S.
Toward a general taxonomy of MIS research: a progress report on defining the discipline. J Comp Inf Syst, Vol. 19, No. 1: 9-14 Fall 88

HOWE, Ann C.
Current issues in science teacher education. Clearinghs, Vol. 61, No. 7: 309-311 Mr 88

HOWE, Richard D. and Sidney W. Eckert

HOLLOWELL, David W.
PASSPORT: An Introduction to the Travel & Tourism Industry, South-Western, 416 pp., $23

HOLLOWELL, Kay
The dilemma of unauthorized copying (Part 2). NSR, Vol. 49, No. 3: 42, 47 Ja 88

**
New products for new technology. NSR, Vol. 49, No. 6: 55 Ap 88

**
Take care and save ware. NSR, Vol. 49, No. 9: 86 Jl 88

**
The typewriter: a story of vision and action. NSR, Vol. 49, No. 7: 53 My 88

**
The well-stocked briefcase. NSR, Vol. 49, No. 8: 82-83 Ju 88

HOYT, Cathy Fillmore and Dorothy Albertson

HU, Teh-wei

HUANG, Jyhchyn
Job satisfaction of business education graduates of Southern Illinois University at Carbondale Southern Illinois Univ. at Carbondale, Master's thesis 1987

HUBBARTT, William S.
Be sure employees know of workplace hazards Off Svs, Vol. 5, No. 5: 98-99 My 88

**
How competitive is your pay plan? Off Svs, Vol. 5, No. 2: 86, 88 Feb 88

**
Make safety your top priority. Off Svs, Vol. 5, No. 6: 26, 28 Ju 88

HUFFMAN, Dorothy E.
My experiences with transcript editing. NSR, Vol. 49, No. 7: 24-27 My 88

HUMPHREY, Doris D.
Contemporary Medical Office Procedures, South-Western, 576 pp., $18.50

HUNSAKER, Johanna S.
It's no joke: using humor in the classroom. Clearinghs, Vol. 61, No. 6: 285-286 Feb 88

HUNT, C. Steven
--and Rhonda R. Morgan
Accept the challenge of office systems education. Bus Ed Forum, Vol. 43, No. 3: 6-7 Dec 88

**
--and John J. Stallard
Retooling faculty and restructuring curricula for the information age. OSRA J, Vol. 6, No. 1: 23-25 Fall 87

HUNT, Morton
Keep learning-to stay young. NSR, Vol. 49, No. 3: 30-31 Ja 88

HUNTER, Jennie
Are you really prepared to teach? Bus Ed Forum, Vol. 42, No. 6: 6-8 Mr 88

HUNTER, William L.
Relieving the pain of performance appraisals. Mgmt W, Vol. 17, No. 3: 7-9 My/Ju 88

HURSTON, Clifford J.
Job reconstruction in progress. Mgmt W, Vol. 17, No. 2: 19-20 Mr/Ap 88

HURT, Robert, et al.
Spreadsheet Template Disk for Accounting: Principles and Applications, 5th ed., Gregg McGraw-Hill, IBM PC or compatible (requires Lotus 1-2-3 or IBM version of McGraw-Hill Spreadsheet); site license, $99

HURWITZ, Emanuel, et al.

HUSBAND, Robert W., et al.
IDMS/R Systems Desk Reference, (SRS Network, Inc.), John Wiley & Sons, 523 pp., $39 95

HUSER, Larae
Ask the experts: Practical suggestions and advice for first day and first year of teaching. Bus Ed Forum, Vol. 42, No. 6: 9-10 Mr 88

HUX, Thurman
Is open entry good enough for our students? Voc Ed J, Vol. 63, No. 4: 10 My 88

HYSLOP, David J.

**
HUX, Thurman
Is open entry good enough for our students? Voc Ed J, Vol. 63, No. 4: 10 My 88

HYSLOP, David J.

--I--

INGLE, Steve
Phone answering techniques that keep them coming back. Sec, Vol. 48, No. 6: 19-20 Ju/Jl 88

INMAN, Thomas H.
The future's impact on business education. Bus Ed Forum, Vol. 43, No. 2: 5-6 Nov 88

134
INMAN, continued
-and other authors
Communications training design: a function of perceived needs. ABEA J, Vol. 7, No. 1: 75-78 Spring 88

INMON, W. H.
Data, redundancy and credibility. Info Ctr, Vol. 4, No. 5: 34-36 My 88
**
Of time and productivity (Does it take two months or two years to create a report for a user? An atomic level database can speed things up). Info Ctr, Vol. 4, No. 9 22-23 Sep 88

IUCULANO, Deborah A.
A follow-up study of the data processing course sequence at Lakeland Regional High School. Montclair State College, Master's thesis 1987

IVERSON, A. C.
Interpretive reporting. NSR, Vol. 49, No. 7: 23-24 My 88
**
Those pesky spelling problems. NSR, Vol. 19, No. 10: 30 Aug-Oct 88

IVERSON, Maynard J. and Frank B. Flanders
Desktop publishing for today's office. OSRA J, Vol. 6, No. 2: 31-33 Spring 88

IZZO, Margaretta and Lawrence Denms

JACOBS, Howard L.
One from column A . . . Clearinghs, Vol. 61, No. 9 414-416 My 88

JACOBS, Rhoda

JACOBY, Joynelene, et al.
Report writing guidelines for business educators. NJ Obs: 48-51 87-88

JACOBY, Karen
A tale of three committees. NSR, Vol. 49, No. 6 78-79 Ap 88

JALICS, Paul J.

JALOWSKY, Toby and Robert Grunder
Advisory committee: some discoveries. ABEA J, Vol. 7, No. 1: 49-50 Spring 88

JAMES, Marcia L.
Technology: what should be the emphasis? OSRA J, Vol. 6, No. 2: 15-21 Spring 88
**
Updating support staff: one employer's experience. Sec, Vol. 48, No. 8: 6-9 Oct 88

JAMSA, Kris
**
OS/2: The Complete Reference, Vols 1 & 2, Gregg McGraw-Hill, 1,000 pp. each, $24.95 each

JARVIS, Pamela
**
Electronic typewriters bridging technology gap (buyer's guide included). Office, Vol. 107, No. 5: 82, 84, 86+ My 88
**
Writing instruments continue to make lasting impression. Office, Vol. 108, No. 5: 90, 92-93 Nov 88

JASSO, Gayle
Students give high marks to industry-based training. Voc Ed J, Vol. 63, No. 7 22-24 Oct 88

JENKINS, Tom
Ergonomic design for work stations. OffSys, Vol. 5, No. 4 40, 42, 44 Mr 88
**
How sex grows with the times. OffSys, Vol. 5, No. 2: 82, 84 Feb 88
**
Information processing with the WP connection. OffSys, Vol. 5, No. 10: 90, 94, 97 Oct 88
**

JENSEN, David W.
Relaxation exercises to put you at ease. OffSys, Vol. 5, No. 8: 60-61 Aug 88

JENSEN, Diane
Pre-employment training on ten-key calculators for accounting personnel: do employers require it? University of Central Arkansas, Master's thesis 1988

An effective approach to information systems instruction: conducting project assignments in the real world. J Comp Infosys, Vol. 19, No. 1: 19-24 Fall 88

JOHNSON, Cynthia E.
Executives' use of formalized procedures in system selection process. J Comp Infosys, Vol. 28, No. 4: 6-7 Summer 88
JOHNSON, Denise R. and Lee D. Dahringer

JOHNSON, George
Machinery of the Mind—Inside the New Science of Artificial Intelligence, Microsoft Press, 352 pp, $9.95

JOHNSON, Iris W.
The image of a good virtual aid. Bus Ed Forum, Vol. 42, No. 4: 5-7 Ja 88
**
The remembered teacher. VBEA J, Vol. 11: 3-6 Spring 88

JOHNSON, Jeff
Hospital automates records, speeds flow of information. Office, Vol. 108, No. 3: 15, 18, 20 Sep 88

JOHNSON, Joan Root and Marilyn Francis Scholl

JOHNSON, Julie M., et al
Apprehensions of substitute teachers Clearnghs, Vol 62, No. 2: 89-91 Oct 88

JOHNSON, Louis M. Jr and Parthasarati Dileepan
Planning academic microcomputer laboratory resources: a simulation approach. JEB, Vol. 63, No 5: 210-214 Feb 88

JOHNSON, Mary and Susan Shelby

JOHNSON, Jean
Japanese firms in the U.S adapting the persuasive message. ABC Bul, Vol. 51, No 3: 33-34 Sep 88

JOHNSON, R. E.
Controlling dialup access. Infosys, Vol 35, No 1-2 28 Ja 88
**
Logical and physical data protection Infosys, Vol. 35, No. 3: 26 Mr 88
**
The micro community matures Infosys. Vol 35, No 2: 34 Feb 88

JONES, Art
Records management now & in the future Off Sys, Vol 5, No. 5: 100, 102-103 My 88

JONES, Edward
Paradox Made Easy, Gregg McGraw-Hill. 500 pp., $19.95

JONES, Virginia A.
The correct focus for micrographics Off Sys, Vol 5, No. 9: 82, 84-87 Sep 88
**
Microfilm systems need research and planning Office, Vol. 107, No. 4: 78, 80, 82 Ap 88
**
Records managers must be ready for tomorrow. Office, Vol. 107, No. 1: 68 Ja 88

JONES, William A Jr. and Lynn W Herring
Personal expansion. Mgmt W, Vol. 17, No. 1: 48 Ja/Feb 88

JORDAN, Edwina K.
A letter writing unit that works. ABC Bul, Vol. 51, No 3: 16-17 Sep 88
**
 Updating the business communications classroom. ABC Bul, Vol 51, No. 2. 17Ju 88
**
—and Susan Becker
Will the real job applicant please stand up? ABC Bul, Vol, 51, No. 4: 22-26 Dec 88

JORDAN, Jacqueline

JORGENSEN, Carl E. and Melvin E Campbell

JORGENSEN, Cynthia, et al.
Strengthening the role of cooperating teachers. Clearnghs, Vol. 61, No. 7: 312-314 Mr 88

JORGENSON, Carl E.

JORPELAND, Marshall S.
Thoughts on buying or selling a reporting business. NSR, Vol. 49, No. 5: 32 Mr 88

JOYCE, Marilyn and Ulrika Wallersteiner
Ergonomics. Humanizing the Automated Office, South-Western, 192 pp, $14

JURIST, Rodney G.
Bringing out the best in people Viewpts, Vol. 13, No. 6: 1-2 Mr 88; NJ Obs: 6-10, 87-88 Issue

—**:–

KADOR, John
**
What are IC managers really like? Here's one answer. Info Ctr, Vol 4, No. 7: 39 Ji 88

KAGAN, Donna
How do teachers define students at risk? Clearnghs, Vol 61, No 7 570-524 Mr 88

KAKHONEN, Juha and Arvi Leponiemi
New trends in research and teaching in business schools: results of an inquiry distributed to business schools world wide. SIEC Rev, No. 110: 24-26 Nov 87

KAHN, Arthur B. and Anil K. Aggarwal
Database in the graduate MIS curriculum. JEB, Vol. 64, No. 1: 35-39 Oct 88
KALE-ADENOWO, Salabi O

KALOW, Samuel Jay
Copiers: a new era will be ushered in. Office, Vol. 107, No. 1: 84 Ja 88
**
**
Electronic typewriters: more features, more versatility are hallmarks of today's units. Office, Vol. 108, No. 1: 76, 78 Ju 88
**
How to pick a printer from an awesome array. Office, Vol. 108, No. 5: 87-88 Nov 88
**

KALTHOFF, Robert J.
—and Richard D. Fisher
Perspective '88: The electronic information and image management (EIM) industry. IMC J, Vol. 24, No. 4: 26-31 Aug/Aug 88

KAM, Hong
China's need to train more personnel in business English. ABC Bul, Vol. 51, No. 3: 27-30 Sep 88

KANCHIER, Carole

KANGUN, Norman and Les Carlson
Demographic discontinuity: another explanation for consumerism? J Cons Off, Vol. 22, No. 1: 55-73 Summer 88

KANTER, Howard A
Teaching the audit of computer-based systems. JEB, Vol. 63, No. 8: 372-375 My 88

KAPLAN, Jeffrey M.

KAPOOR, Ajit

KARJALA, Jeanette A.

KARLOVITS, Joseph R.
Let TEDDi help you with your CAT selection. NSR, Vol. 49, No. 9: 30-32 Ji 88

KARTEN, Naomi
Creating positive perceptions. Info Ctr. Vol. 4, No. 5: 14-15 My 88
**
Shifting responsibilities. Info Ctr. Vol. 4, No. 1: 15 Ja 88
**
What if...? Info Ctr, Vol. 4, No. 7: 41-42 Ji 88
**
What's in a name? Info Ctr, Vol. 4, No. 3: 38-39 Mr 88

KARETS ANTONIS, John P.
**
—and Davis Gray

KAYWELL, Joan F. and Robert G. Carroll

KEATLEY, Marjorie
Development of a computer-assisted instructional program to teach word processing terminology (AAC871120). Virginia Polytechnic Inst. & State Univ., Doctoral dissertation 1987

KEELING, B. Lewis and Bernard J. Bieg
Payroll Accounting, South-Western, 568 pp., $16

KEER, Karen M.

KEITH, Robert M., et al.

KELLER, William D.
Business teachers: new tax law can mean savings. JEB, Vol. 64, No. 1: 10-11 Oct 88

KELLERMAN, Debra

KELSLEY, Carolyn and Milford O. Holt

KELLY, Rick

KEMSKE, Floyd
Moxie and the art of career planning. Info Ctr, Vol. 4, No. 8: 30-32, 34, 36 Aug 88

KENNEDY, Edward M.
When students drop out, we all lose. Voc Ed J, Vol. 63, No. 6: 34-35 Sep 88

KENT, William J.
1988 Business Education Index

KEOGH, Carole E.
Routing & managing of incoming calls Off Sys, Vol. 5, No. 2: 60, 64, 66 Feb 88

KEOGH, James
Paradox: The Complete Reference, Gregg McGraw-Hill, 650 pp., $26.95

KERBLE, Marc
Students' perspectives on tracking. Clearinghs, Vol. 61, No. 5: 227-230 Ja 88

KERR, Halbert S. and Stephen H. Archer
Readings and Cases in Corporate Finance, McGraw-Hill, 363 pp., $12.95

KERRIGAN, Douglas
Forms people need two sets of eyes F & S Pro, Vol. 1, No. 2: 36 Nov 88

KESIM, Suzan N.

KHOSCOPOUR, Mehdi

KILMER, Karen
A comparison of achievement of students receiving competency-based instruction and students receiving traditional instruction. Southern Illinois Univ. at Carbondale, Master's thesis 1987

KILPATRICK, Retha H. and Edna C Ward
Issues in teaching business subjects. JEB, Vol 63, No. 5 220-222 Feb 88

KIM, Paul Y and Joseph P. Grunenwald
Introduction to business. has its time passed? Bus Ed Forum, Vol. 42, No. 8: 12-14 My 88

KINATA, Chris and Gordon McComb
Working with Word: Microsoft Word 3 01 for the Apple Macintosh, Microsoft Press, 650 pp., $21.95

KINDER, Peter D. and Lawrence S. Clark
Law and Business, 2nd ed., McGraw-Hill, 1,131 pp., $39.95

KING, Tony

KING, Vereda
The versatility of a spreadsheet for an elementary statistics course. JEB, Vol 63, No. 4 188-190 Ja 88

KINGSTON, Carmela C., et al
An overview of articulation NJ Obs 38-43 87-88

KINOSITA, Koteo
Language habits of the Japanese. ABC Bul, Vol 51, No. 3: 35-40 Sep 88

KIZZIER, Donna L.
Attitudes of office personnel toward human and social information technology issues. DPE Proceedings, 15-20 Nov 88

KLASNIC, Jack
Binding & lettering systems for in-house reprographics. Off Sys, Vol. 5, No. 5: 60, 64 My 88

KLEEMAN, Michael J.
Hypertext adds non-linear thinking to computers. Adm Mgmt, Vol 49, No. 2: 38-39 Mr 88

KLEEN, Betty A. and Mary Tucker Little
Summer business short courses for college bound students. KBEAJ, Vol. 9: 15-16 Spring 88

KLEIN, Ronald D. and Robert N. Carter
Non-traditional credit in business schools: a review. JEB, Vol 64, No. 2: 57-60 Nov 88

KLEIN, Theodore
Building distributed information systems. Info Ctr, Vol. 4, No 8: 51-54, 56 Aug 88

KLEINE, Michael and W. Steve Anderson
Excellent writing: educating the whole corporation. JBTC, Vol. 2, No. 1: 49-62 Ja 88

KLEINER, Brian H.
--and Pamela Laakso
Get motivated! Sec, Vol. 48, No. 6: 22 Ju/Jl 88

--and Melanie Osland
Slamming the door on interruptions Mgmt W, Vol 17, No 1: 37-38 Ja/Feb 88

--and June M. Stogsdill
Turning away unwanted politics Mgmt W, Vol. 17, No. 5: 14 Sep/Oct 88

--and Mark R. Tavernier
A different way to discipline. Mgmt W, Vol. 17, No. 4: 24-25 Jl/Aug 88

KLEINSCHROD, Walter
Business benchmarks provide direction. Adm Mgmt, Vol 49, No. 1: 44 Feb 88

"Business food services put morale on the menu. Today's Off, Vol. 23, No 4: 6, 11-13 Sep 88

"Perestroika and Khozratsch, the Russians are managing. Adm Mgmt, Vol 49, No. 2: 42 Mr 88


KLEMIN, Wayne
--and Ken Harsha
KLEMIN, continued
-and other authors

KLINGSTEDT, Joe Lars and Richard W. Burns
Ecellence through high-quality individualization
Clearinghs, Vol. 61, No. 9: 417-418 My 88

KLOSS, Robert J.
Toward asking the right questions Clearinghs, Vol. 61, No. 6: 245-248 Feb 88

KMETZ, Keith R.
Increase your impact with serial matrix printers Today's Off, Vol. 23, No. 4: 31-32, 34 Sep 88

KNASTER, Barry, et al.

KNIGHT, Robert
The black art of CIM. Soft Mag, Vol. 8, No. 8: 77, 80 Ju 88
**
Despite course costs, CBT can be a bargain (computer-based training software; authoring systems for mainframe). Soft Mag, Vol. 8, No. 15: 63-64, 66-67 Dec 88
**
How systems software saves hardware dollars Soft Mag, Vol. 8, No. 2: 62, 64 Feb 88
**
Maturing along with MIS. Soft Mag, Vol. 8, No. 9: 70-72 Ji 88
**
Now the customer is king Soft Mag, Vol. 8, No. 10: 61-63 Aug 88
**
A quiet $100 million utility tool supplier (Profile of Compuware Corporation) Soft Mag, Vol. 8, No. 15: 68-71 Dec 88
**
Some choose a hardware DBMS. Soft Mag, Vol. 8, No. 5: 47-49 Ap 88
**
Taking the bull out of bullwork (Manufacturing software satisfies repetitive and customized jobs). Soft Mag, Vol. 8, No. 11: 79, 82, 85 Sep 88
**
Taking the pulse of health care software Soft Mag, Vol. 8, No. 2: 51-52, 57 Feb 88

KOCAR, Marcella J
Apostrophe. NSR, Vol. 49, No. 7: 48 My 88

KOFF, Robert H.
Making teaching a profession. Clearinghs, Vol. 61, No. 7: 297-299 Mr 88

KOHL, John P. and David B. Stephens
The problem of anti-union bias. teaching managers to negotiate effectively JEB, Vol. 63, No. 8: 352-356 My 88

KOLENCE, Kenneth W.
Towards the 21st century: today's products focus on MVS, leaving many unmet needs in the marketplace. Soft Mag, Vol. 8, No. 9: 43-44, 50, 52 Ji 88

KOONTZ, Earl S.

KOOTCHICK, Rebecca
Not a shred of evidence against them (a report on the types and uses of paper shredders). F & S Pro, Vol. 1, No. 2: 72-73 Nov 88

KOROSTOFF, Kathryn C.

KOSTELNICK, Charles

KOSTER, Alexis and Richard A. Hatch
PROLOG as everyone's businessperson's programming language: an evaluative study. J Comp Infosys, Vol. 28, No. 4: 2-5 Summer 88
**

KOVAJANIC, Andjelka and Santosh K. Misra
Computer aided productivity tools in teaching system analysis and design J Comp Infosys Vol. 28, No. 4: 12-15 Summ 98

KOWALCZYK, Mary Jane, et al
An overview of articulation. NJ Obs: 38-43, 87-88 Issue

KRAF T, Charlotte, et al
Use of microcomputers in accounting classes in Wisconsin high schools. DPE Proceedings, 67 Nov 88

KRA GEL, Ronald L.
Economical excursions. Mgmt W, Vol. 17, No. 5: 16-17 Sep/Oct 88

KRAMER, Melinda G.

KRAUSE, R., et al.

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

KREMA, James F.
How to select software for personal computers. Office, Vol. 107, No. 2: 61-63 Feb 88
The next generation of software is promising Office. Vol. 107, No. 1: 66, 68 Ja 88

Office printers, what the next generation offers Office. Vol. 107, No. 6: 14, 19 Ju 88

Preventive measures to ensure PC data security Office. Vol. 107, No. 3: 37, 45 Mr 88

KRIZAN, A. C.

—and Douglas A. Goings
Matrix learning: a tool that can return responsibility of learning to students. KBEA J, Vol. 9, 10-12 Spring 88

—and other authors
Computer certification—what’s next? KBEA J, Vol. 9, 6-75 Spring 88

KROIN, Matthew E.
The ever-changing focus of office design and its effect on employee productivity. Office, Vol. 108, No 4: 82-83 Oct 88

KROUSE, Frances B.
Teaching business principles in a smaller school. Bus Exch, Vol. 12, No 1: 16-17 Fall 88

KROUGER, Allan J.
The ever-changing focus of office design and its effect on employee productivity. Office, Vol. 108, No 4: 82-83 Oct 88

Letters, we get letters. Words, Vol. 16, No 3: 43 Oct/Nov/Dec 87

What, me worry? I’m certified. Words, Vol. 16, No 5: 12-13 Mr/Ap 88

KRUZEL, Sandra
Business education with an international flavor. Ball Sheet, Vol. 69, No. 5: 10-12 My/Ju 88

KUBY, Margaret S. and Jane Dele Oliver

KUHLMAN, Edw ard
Agonistic educational struggle and success Clearinghs, Vol. 61, No. 8: 173-375 Ap 88

KUIPER, Shirley
Gender representation in corporate annual reports and perceptions of corporate climate J Bus Com, Vol 25, No. 3: 87-94 Summer 1988

—and Cheryl M. Luke

—and Morris Philip Wol
Effective Communication in Business, 9th ed., South-Western, 608 pp., $26

KUPSH, Joyce
Desktop Presentations, National Instructional Systems, 22 pp. (including competencies, lecture notes, learning measurement, and handouts) plus 10 overhead transparencies $75

Desktop Publishing, National Instructional Systems, 21 pp. (including competencies, lecture notes, learning measurement, and handouts) plus 10 overhead transparencies, $75

—and Rhonda Rhodes
Do top-level executives use computers to make their decisions? OSRA J, Vol. 6, No. 2: 7-13 Spring 88

KURTH, Linda
Message responses as functions of communications mode: a comparison of electronic mail and typed memos. Arizona State University, Doctoral dissertation 1987

KUSEK, Robert W.
Teaching basic skills for word processing productivity. Viewpts, Vol 13, No. 5: 1-2 Feb 88

KUTSKO, Jackie

—L—

LAASO, Pamela and Brian H. Klein
Get motivated! Sec, Vol. 48, No. 6: 22 Ju/J 88

LABONTY, Jan and Kathy Everts Danielson

LACY, John

—and other authors

LAMBERT, Linda M.
Is it time to teach computer ethics in the classroom? Bus Exch, Vol 12, No. 1: 9 Fall 88

LAMM, Robert, et al.
Marketing, McGraw-Hill, 763 pp. $39.95

LAMMERS, Susan
Programmers at Work, Microsoft Press, 392 pp., $14.95

LA MOTT A, Toni
The doorway to 4GL enlightenment Info Ctr, Vol. 4, No 4: 28-30, 33-34 Ap 88

LANDMAN, Robert S., et al.
LANDRUM, Robert
A message from MBEA president. Miss BEA Y, Vol. 16: 1-2, 88 Yrbk

LANE, Michael S. and Thomas L. Blaskovics
Microcomputer education: an integrated approach to curriculum design. JEB, Vol. 63, No 8: 358-362 My 88

LANEN, Denise
Beyond Australian keyboard challenges: the MARSAN keyboard. An alternative to AZERTY, QWERTY, Dvorak, or Maltron keyboards. SIEC Rev, No. 111: 15-23 Ap 88

LANEY, James D.

LANGAN, John

**
Reading and Study Skills, Form A, 4th ed., Gregg McGraw-Hill, 576 pp, $16 16

**

LANGEMO, Mark

**

**
---and Daniel A. Brathal
Paper records to microfilm: planning for the conversion Office, Vol. 107, No. 4: 74, 76 Ap 88

LANUTO, Sal
Networking on multi-user PCs Info Ctr, Vol. 4, No. 7: 26-27 Ji 88

LAPONTE, Bruce H.

LAROCQUE, Geraldine E
We'll see it when we believe it. Clearnghs, Vol 61, No 7: 303-305 Mr 88

LARUE, Adella C.

LATNER, Herbert
Should I become a teacher? Bus Exch, Vol 11, No 2. 10-12 Spring 88

LATOCHA, Walter
Electronic mail: slow start but moving now. Office, Vol. 108, No. 2: 56 Aug 88

LAWER, Jachim, et al
What executives perceive they really need to know about information systems. J Comp Infosys, Vol. 28, No. 2: 39-45 Winter 87-88

LAVOIE, Francis J.
Digital technology fuels the phone market. Mod Off Tech, Vol. 33, No. 5: (Insert pp. 14, 16, 18) My 88

**
Foiling the electronic eavesdropper. Mod Off Tech, Vol. 33, No. 2: 60-62, 64 Feb 88

**
In offices, "disabled" doesn't mean "unable". Mod Off Tech, Vol. 33, No. 6: 92, 94, 96 Ju 88

**
Setting goals for management performance Mod Off Tech, Vol 33, No. 11: 86, 88, 90 Nov 88

**
Surviving the corporate merger. Mod Off Tech, Vol. 33, No. 9: 80, 82, 84, 86 Sep 88

**
Today's telecommunication is sophisticated & affordable Mod Off Tech, Vol. 33, No. 11. 76, 78 Nov 88

LAWLOR, Mary Ann, et al.

LAWS, Paula
NSRA's educational track--what an experience! NSR, Vol. 49, No. 3: 32-33 Ja 88

LAWSON, Kent
4GLs of another color. Info Ctr, Vol. 4, No. 4: 26 Ap 88

**
Thinking about 4GLs. Info Ctr, Vol 4, No. 1 29 Ja 88

LECKER, Martin J
The market basket survey. Bus Exch, Vol. 11, No. 2 3-5 Spring 88

LEDERER, Richard
Business leaves its trademark on our language. NSR, Vol 49, No. 7: 49 My 88

**
A celebration of libraries. NSR, Vol 49, No. 6: 53-59 Ap 88

**
A comedy of errors. NSR, Vol. 49, No. 3: 13, 15 Ja 88

**
Comic strip English NSR, Vol. 49, No 9: 78 11 88

**
The English language means business. NSR, Vol 49, No. 8: 555 Ju 88

**
The return of Rip Van Winkle. NSR, Vol. 50, No. 2. 74, 76 Dec 88

**
Weasel words: the art of telling it like it isn't. NSR, Vol. 49, No. 5: 54 Mr 88

**

LEE, David W., et al.
What executives perceive they really need to know about information systems. J Comp Infosys, Vol. 28, No. 2: 39-45 Winter 87-88

141
LEE, Lallans Williams and Sallye Starks Benoit
Listening: it can be taught! J EB. Vol. 63, No. 5: 229-232
Feb 88

LEE, Wendy, et al.
SABRE Reservations: Basic and Advanced Training, South-Western, 240 pp., $22.50

LEED, Theodore W., et al.
What it takes to be tomorrow's manager Mgmt W, Vol. 17, No. 1: 40-41 Ja/Feb 88

LEFCOURT, David
Curbing frivolous use—and costs of a copier. Office, Vol. 107, No. 3: 76, 78 Mr 88

**
In-house food service answers a need of corporate America. Office, Vol. 108, No 1: 15-17, 32 Ji 88

LEFKOWITZ, Camille and Rachel Dardis

LEHMAN, Carol M., et al.
Are your students learning effective body language skills needed in today's business world? Bus Ed Forum, Vol 43, No. 2: 3-4 Nov 88

LEHMAN, Mark W., et al
Are your students learning effective body language skills needed in today's business world? Bus Ed Forum, Vol. 43, No. 2: 3-4 Nov 88

LEIGH, Stephen
How to make your premises safe and sound Office, Vol. 107, No 4: 30 Ap 88

**
Making a conference room: earn its place Office, Vol. 107, No. 2: 27 Feb 88

**
Planning your office. Office, Vol. 107, No 3. 27 Mr 88

LENNON, Ronald
An investigation based on the Engel, Kollat, and Blackwell model for consumer behavior as a framework for the teaching of credit. University of Maryland, Doctoral dissertation 1987

LEONARD, Donald J.
Teaching communication for business at the undergraduate level (Ch. 13) NBEA Yrk, No 26 125-138, 1988 Issue

LEONARD, Joseph
Developing supplemental readings for the strategic management course JEB, Vol 64, No 6. 277-281 Mr 88

LEONARD, Nyla and Mark Elliott
Upgraded library skills needed by office personnel Bus Ed Forum, Vol. 42, No. 5: 17-18 Feb 88

LEONARD, Sharon and Sherry Bever
Microcomputers: an alternative to typewriters Kan Bus Tchr, Vol 42, No 1: 12-14 Fall 88

LEPONIEMI, Arvi and Juha Kahkonen
New trends in research and teaching in business schools: results of an inquiry distributed to business schools worldwide. SIEC Rev, No. 110: 24-26 Nov 87

LESLIE, Susan
Professional and executive workstations: their impact on managers, executives, professionals' job responsibilities and the organizational environment. OSRA J, Vol. 6, No. 1: 19-22 Fall 87

LESOURLD, Sandra J. and Marilyn L. Grady
Principal leadership for instructional goal attainment. Clearinghs, Vol. 62, No. 2: 61-64 Oct 88

LESTER, Millie
Mississippi FBLA/PBL Foundation organized. Miss BEA Y, Vol. 16: 3-9, 88 Yrbk

LEUNG, Clement H. C.
Quantitative Analysis of Computer Systems, John Wiley & Sons, 170 pp., $34.95

LEVEDAHL, J William
Coupon redeemers: are they better shoppers? J Cons Aff, Vol. 22, No. 2. 264-283 Winter 88

LEVINSON, Robert E.
Customer service works! Mgmt W, Vol. 17, No 1: 5-6 Ja/Feb 88

LEWIS, Evelyn G.

LEWIS, Karron G., et al.
Teaching business communication skills in large classes. J Bus Com, Vol. 25, No. 1. 65-86 Winter 88

LEWIS, Marilyn H. and N. L. Reinsch, Jr.

LEWIS, Stephen D., et al.
Getting your message across. Mgmt W, Vol 17, No 4: 7-10 Ji/Aug 88

LEYSER, Yona, et al

LIDDELL, L. Frances P., et al

LIEBOWITZ, Jay
Teaching an expert system course for the graduate business program J Comp Infosys, Vol. 19, No 1: 4-8 Fall 88

LIEBTAG, Bill

LINDENMEYER, Otto
Secrets of the masters NSR, Vol 49, No. 5: 107-108 Mr 88
1988 Business Education Index

LONIGRO, continued
In-home binding systems keep you out of a bind. Today's Off, Vol. 23, No. 3: 13-14 Aug 88
**
**
**
Writing instruments add color to your words. Today's Off, Vol. 22, No. 11: 30, 35 Ap 88

LORENZ, Gisela
The last days of Hitler: reporter Heinz Lorenz was there. NSR, Vol. 50, No. 2: 50-53 Dec 88

LORIN, Harold
Aspects of Distributed Computer Systems, 2nd ed., John Wiley & Sons, 320 pp., $42.95

LORTON, Paul, Jr. and Eugene J. Muñiz
Information Processing Microcomputer Applications, 2nd ed., Gregg McGaw-Hill, $99 site license fee

LORTON, Verna Elizabeth Smith
A comparative study of alpha hand ABC shorthand and principles of speedwriting shorthand with high school students. University of Arkansas, Doctoral dissertation 1987

LOUGHRAN, Jo Ann D
A study to determine the need for shorthand instruction in secondary schools as perceived by business education supervisors and personnel directors in Ocean and Monmouth Counties, Montclair State College, Master's thesis 1986, Beta Phi Rsch. Vol. 10. 17-20 Ju 88

LOVELAND, Terry L., et al.
The value of international business study tours in business education and internationalization of the business curriculum. NABTE Rev, No. 15. 36-38, 88 Issue

LU, Cary
The Apple Macintosh Book, 2nd ed., Microsoft Press, 448 pp., $19.95

LUCAS, Robert
Database Applications Using Prolog, John Wiley & Sons, 159 pp., $37.95

LUCETT, Dudley G.
A pedagogical note on the use of margin credit J Econ Ed, Vol. 19, No. 4: 337-340 Fall 88

LUFT, Roger L., et al.
Business teacher education: the aging of the professionals. NABTE Rev, No. 15. 50-52, 88 Issue

LUKANEN, Peggy C.

LUKE, Cheryl M. and Shirley Kuiper

LUMSDEN, Keith and Alex Scott
A characteristics approach to the evaluation of economics software packages. J Econ Ed, Vol 19, No. 4: 353-362 Fall 88

Employment skills in the basic business communication course. ABC Bul, Vol. 51, No. 4: 27-31 Dec 88

LUNGREN, Carol A.
Building communication skills with technologies (Ch. 8). NBEA Yrbk, No. 26: 69-79, 1988 Issue
**
Directory of professional organizations in information systems IS Ed, Vol. 22, No. 1: 5-6 Spring 88

LUNGREN, Terry D.
5 ways to deal with the problem manager. Off Sys, Vol 5, No. 4: 72, 74 Ap '84
**
Professional societies vs the information manager. IS Ed, Vol. 22, No. 1: 8 Spring 88
**
Word processing as information management JEB, Vol 64, No. 7: 327-329 Ap 88

LUNE, Diana
Use of a scientific approach by businesses in the organization and preparation of written business reports. NABTE Rev, No. 15: 9-15, 88 Issue

LUSTIGER, Alan
Antiglare filters: a panacea for CRT users. Office, Vol. 107, No. 3: 98, 100 Mr 88

LYNCH, David H.
Techniques students can use to emphasize their ideas in writing. ABEA J, Vol. 7, No 1: 41-47 Spring 88
**
-- and Steven P. Golen
How to integrate articles in a business communication class. ABC Bul, Vol. 51, No 1: 26-27 Mr 88

LYNCH, Richard L
The role of marketing education. Ideas, Vol. 3, No 4: 12-13 Feb/Mr 88

LYONS, Richards
Marketing trivia Ideas, Vol. 3, No 3: 17 Ja 88

--M--

MABRY, Rodney H. and Holley H. Ulbrich

MACDONALD, James E. and E. K. Valentia
MACDONALD, Laurie E. and Kenneth Fougere
A project approach for teaching advanced COBOL. J Comp Infomsys, Vol. 19, No. 1: 27-29 Fall 88

MACDOWELL, Michael A.

MADSEN, Russell
Looking back on the first ten years of the DPE research foundation. Bal Sheet, Vol. 69, No. 2: 37-40 Ja/Feb 88

MAGISOS, Joel H. and Valija M. Axelrod

MAJOR, Michael J.
No. 1 in its field. Soft Mag, Vol 8, No. 6: 51-53 My 88

MAJOR, Robert L.
Discipline and the first-year teacher. Clearmihs, Vol. 61, No. 5: 221-222 Ja 88

MALKLEY, William K.

MALIGNI, Valeria F.
The Center for Business Teachers, SFSU: an analytical review. San Francisco State University, Master's thesis 1987

MANSELL, Albers J. Jr
International travel: the terrorism threat (How to protect yourself on business trips abroad and what to do if hijackers strike). Off Sys, Vol. 5, No. 4: 66, 69, 71 Ap 88

MARCELLO, Albert J. Jr
International travel: the terrorism threat (How to protect yourself on business trips abroad and what to do if hijackers strike). Off Sys, Vol. 5, No. 4: 66, 69, 71 Ap 88

MARCOULIDES, George A and R Bryant Mills
Computer-assisted record monitoring and advising in an urban business school. JEB, Vol. 64, No. 1: 32-34 Oct 88

MARGOLIS, Howard and Patrick P. McCabe
Overcoming resistance to a new remedial program Clearings, Vol. 62, No. 3: 131-134 Nov 88

MARKEN, G. A.
In-house presentations—an inside how-to look. Off Sys, Vol. 5, No. 2: 42-44, 46 Feb 88

MARKS, Douglas
Where are your trainees now? Bal Sheet, Vol. 69, No. 4: 9-11 Mr/Ap 88

MAROTTA, Gary
Fresh alliances for an information age: business, library science, and computer science. BEA NY J: 13-26 Spring 88

MARSTON, James D.
Solving the problem of inbound call-handling Office, Vol. 107, No. 2: 7-8 Ja/Feb 88

MARTIN, Edward
Using Computers’ Lab Manual, South-Western, 303 pp., $11

MARTIN, Marle P. and Kirk P. Arnott

MARTIN, Richard and Patricia Whitm.
Cost-effective keyboarding at the elementary school level Bal Sheet, Vol. 69, No. 2: 7-8 Ja/Feb 88

MARTIN, Robert A.

MARTIN, The ass J.
Expert systems picking your PC’s brain. Today’s Off, Vol. 23, No. 6: 24, 26, 28 Nov 88

MASCOLINI, Marcia
Excellence in communication: a factor in corporate profitability. DPE J, Vol. 29, No. 4. 36-42 Winter 88

MASER, Erwin
Computers are still the main way of most offices Office, Vol. 107, No. 1: 63 Ja 88

MASLOWSKY, Sharon A.
Competencies perceived to be needed by business educators for effective teaching in colleges and universities. Southwest Missouri State University, Master’s thesis 1987

MASON, Louis D.

MARTIN, Jeff, et al.
1988 Business Education Index

MATANIC, Barbara
How to be an effective team member. Sec, Vol 28, No. 5: 20-21 My 88

MATEJKA, J. Kenneth and Richard J. Dunsing
Time management: changing some traditions. Mgmt W, Vol. 17, No. 2: 6-7 Mr./ 88
**
To the rescue? Crises managers and crises don't mix. Mgmt W, Vol. 17, No. 4: 39-40 Jul/Aug 88

MATHENY, Linda A.
Approaches for the encouragement of gifted/talented behaviors in business education. VBEA J, Vol. 11: 10-22 Spring 88

MATHISEN, Marilyn
Apparel and Accessories, 2nd ed., Gregg McGraw-Hill, Text-Workbook, 256 pp., $8.88

MATTHEWS, Carole Boggs and Martin S. Matthews

MATTHEWS, Martin S. and Carole Boggs Matthews

MATTISON, Anne
In Search of New Organizational Paradigms by Alexander J. Matejko (book review). JEB, Vol. 64, No. 7: 3'4 Ap 88
**
Marketing Research by David A. Aaker and George S. Day (book review). JEB, Vol. 64, No. 6: 285 Mr 88
**
**
Telecommunications by Arnold Rosen (book review). JEB, Vol. 64, No. 6: 285 Mr 88
**
When It Hits the Fan: Managing the Nine Crises of Business by Gerald C. Meyers (book review). JEB, Vol. 64, No. 6: 285 Mr 88

MAURO, Nicholas J.
Business ethics, managerial decision making, and corporate culture and values (DA87201331. New York University, Doctoral dissertation 1987

MAXAM, Susan
**
Teaching communication for business at the secondary level (Ch. 11). NBEA Yrbk, No. 26: 103-114, 1988 Issue

MAYER, Kenneth P.

MAYER, Robert N.

MAZHIN, Reza, et al.

MCALISTER, M. Khris and Blaine M. McCormick
Encouraging interaction between IS executives and academia: one institution's approach. J Comp Infosys, Vol. 19, No. 1: 25-26 Fall 88

MCARTHUR, D. W.
Computer companies come up to bat again. IMCJ, Vol. 24, No. 6: 7-8 Nov/Dec 88

MCARTHUR, Zona A.
Reporting a landmark civil rights case. NSR, Vol. 49, No. 10: 35 Aug- Oct 88

MCCABE, Patrick P and Howard Margolis
Overcoming resistance to a new remedial program Clearings, Vol. 62, No. 3: 131-134 Nov 88

MCCAIN, Roger A
Consumer Sovereignty and Human Interests by G. Peter Penz (book review) JCons Aff, Vol. 22, No. 1: 182-184 Summer 88

MCCARTHY, Tammie

MCCASKETT, Rosemarie
Stimulating creativity—the sleeping beauty! NJ Obs: 52-54, 87-88 Issue

MCCAULEY, Edward Ben
Increasing communication skills of nonnative speakers of English (Ch. 9). NBEA Yrbk, No. 26: 80-91, 1988 Issue

MCCOMB, Gordon and Chris Kinata
Working with Word: Microsoft Word 3.01 for the Apple Macintosh, Microsoft Press, 650 pp., $21.95

MCCONKEY, C. William and William E. Warren

MCCONNEL, Campbell R.

MCCOOEY, Eileen
Copiers show their true colors. Today's Off, Vol. 23, No. 2: 17-19, 22-23 Ji 88
**
Furniture made to measure for today's PCs. Today's Off, Vol. 22, No 9: 32, 35-36 Fe 88
**

146
MENKUS, Belden
Cleaninghouse. Mod Off Tech, Vol. 33, No. 3: 106, 108 Mr 88

How voice messaging is used. Mod Off Tech, Vol. 33, No. 8: 74, 76 Aug 88

Managing the evolution of voice messaging. Mod Off Tech, Vol. 33, No. 10: 54, 56 Oct 88

Voice messaging comes of age. Mod Off Tech, Vol. 33, No. 7: 102, 104 Nov 88

MERCER, Cecil D., et al.
The multidisciplinary team: training educators to serve middle school students with special needs. Clearinghouse, Vol. 62, No. 2: 84-86 Oct 88

MERRIER, Patricia A.

-and Thomas B. Duff
The AACSB computer applications requirement: meeting the standard. JEB, Vol. 63, No. 8: 363-365 My 88

MESSENHEIMER, Susan
Special report: top 50 profiles of the leading independent software companies. Soft Mag, Vol. 8, No. 7: 20-21, 24 My 88 (extra issue)

-and Carol Weiszmann
Quality software quest Soft Mag, Vol. 8, No. 2: 29-31, 35-36 Feb 88

METZEN, Edward J.

METZNER, Kermit
Data safes are answer to vital-record needs. Off Sys, Vol. 5, No. 6: 57-58, 61-63 Jun 88

Desktop publishing: pretty as a picture. Off Sys, Vol. 5, No. 3: 33-34, 38 Mr 88

Telephone instruments: many choices await you. Off Sys, Vol. 5, No. 9: 60, 62, 64 Sep 88

Telephone-system selection: an opportunity for tomorrow. Off Sys, Vol. 5, No. 8: 38, 40, 42, 44 Aug 88


Meyer, Christian G.
Automation: now's the time to put it together. Office, Vol. 107, No. 1: 122-123 Ja 88

MEYERS, G. Douglas
Efficient, effective evaluation: grading business communication assignments with the primary trait scoring method. ABC Bul, Vol. 51, No. 2: 18-21 Ju 88

Using criterion-based and reader-based peer-review sheets. ABC Bul, Vol. 51, No. 1: 35-39 Mr 88

MIEDEHOFF, Jennifer W. and Judy W. Wood
Adapting lesson plans for the mainstreamed student. Clearinghouses, Vol. 1, No. 6: 269-282 Feb 88

MILES, J. B.
A network server by any other name. Info Ctr, Vol. 4, No. 9: 16-17, 19-20 Sep 88

MILLER, Andrea J.

MILLER, Bonnie and Sidney H. Simon
Who should have control, personnel or payroll? Soft Mag, Vol. 8, No. 10: 54-56, 58-59 Aug 88

MILLER, Kathleen N. and David R. Peterson

MILLER, Patrick W.

MILLER, Ruth and J. W. Smith
Defining your professional competencies. Miss BEA Y, Vol. 16: 70-75, 88 Yrbk

MILLIKEN, George P. and John Stalcup
TenKey Trainer, Gregg McGraw-Hill, manual and software $200 site license fee

MILLS, Daniel Quinn

MILLS, R. Bryant and George A. Marcoulides
Computer-assisted record monitoring and advising in an urban business school. JEB, Vol. 64, No. 1: 32-34 Oct 88

MIMS, Julian L.

MINCEY, Jean M.
A determination of the use of a multiplicity of machines and its effects on teaching techniques in beginning typewriting. Southwest Missouri State University, Master’s thesis 1987

MINICUCCI, Rick

Buying PCs: juggling costs and features. Today’s Off, Vol. 23, No. 5: 37, 39-40 Oct 88

Getting a fix on personal fax. Today’s Off, Vol. 22, No. 8: 21-22, 24-26 Ja 88

MINICUCCI, continued
**
Leasing lives! Today's Off, Vol. 23, No. 2: 11-14 Jl 88
**
Office desks that deliver. Today's Off, Vol. 22, No. 1: 10, 12, 17, 19 Ju 88
**
Screen-based electronic typewriters: how do they stack up to PCs? Today's Off, Vol. 22, No. 9: 24-26, 28-30 Feb 88

MINKLER, Whitney S.
An objective overview of digital imaging (optical disk) systems procurements. ARMA Qtrly, Vol. 22, No. 4: 3-7 Fe 88

MISRA, Santosh K. and Andjelka Kovijanic
Computer aided productivity tools in teaching system analysis and design. J Comp Infosys, Vol. 28, No. 4: 12-15 Summer 88

MISSLING, Lorraine, et al.
A time and error analysis of the input and process stages of the information cycle. DPE J, Vol. 30, No. 4: 143-151 Fall 88

MITCHELL, Joan P.
The New Writer: Techniques for Writing Well with a Computer, Microsoft Press, 256 pp., $8.95

MITCHELL, Robert B.
Analysis of office automation systems in Fortune 500 companies with implications for business curriculum development. NABTE Rev, No. 15: 16-20, 88 Issue
**
Integrating the development of interpersonal, listening, speaking, and written communication skills—concluding the business communication course with realism. ABC Bul, Vol. 51, No. 2: 27-29 Ju 88
**
Preparing computer information systems/data processing majors to interact effectively in an automated office environment—an opportunity for office systems educators. OSRA J, Vol. 6, No. 1: 1-6 Fall 87
**
—and Jolene D. Scriven
Meeting critical challenges through implementation of Policies Commission statements. Bus Ed Forum, Vol. 43, No. 1: 9-10 Oct 88

MITCHELL, Stephen

MITTRA, Sitansu S.
Structured Techniques of System Analysis, Design, and Implementation, John Wiley & Sons, 392 pp., $42 95

MOCKLER, Robert J. and D. G. Dologie
Teaching expert knowledge—based system development. JEB, Vol. 64, No. 7: 300-306 Ap 88

MOESCHL, Sue H. and Ronald W. Costello

MOHAMED, Dominic A.

MOHAMED, Khainizam
The frequency of occurrence of alphabetic letters and alphabetic-letter combinations in Bahas Malaysia business correspondence in the surrounding areas of Kuala Lumpur and Petaling Jaya, Lelangor, Malaysia. Central Michigan University, Master's thesis 1987

MOHNACKY, John M. and Katherine Eddy
A whale watch experience. Clearinghs, Vol. 61, No. 5: 231-232 Ja 88

MONACO, Fred and Philip Parr

MONTOYA, Sarah
British versus American English: who's right? Sec, Vol. 28, No. 5: 26 My 88
**
Defining the dictionary. Sec, Vol. 48, No. 1: 20-21 Ja 88
**
The fascinating origin of words. Sec, Vol. 28, No. 4: 22 Ap 88
**
A good spell. Sec, Vol. 48, No. 2: 18-19 Feb 88
**
**
News and views, part II (grammar). Sec, Vol. 48, No. 7: 22 Aug/Sep 88
**
Some four-letter words. Sec, Vol. 48, No. 8: 35 Oct 88

MONTROSS, Steve and Gloria Campbell
Computers don’t grow on trees: how to build political and financial support for business education. Bus Ed Forum, Vol. 42, No. 5: 3-5 Feb 88

MOON, Harry R.
**
**
Preparing students for efficiency, productivity, and quality work. Viewpts, Vol. 14, No. 3: 2-3 Nov 88
**

MOORE, Connie

MOORE, Louise P. and Gordon E. Fuchs
Collaboration for understanding and effectiveness. Clearinghs, Vol. 61, No. 9: 410-413 My 88

MOORE, Thomas
Oaths & affirmations. NSR, Vol. 49, No. 7: 46-47 My 88
MOORMAN, Jerry W.
Teaching entrepreneurship: what do students really need to know? Bal Sharet, Vol. 70, No. 1: 11-13 Sep/Oct 88

MORDDEL, Anne
A new old system is established. ARMA Qtrly, Vol. 22, No. 3: 36, 47 Jul 88
**
The retreat of records management ARMA Qtrly, Vol. 22, No. 4: 42, 44 Oct 88
**
Whatever happened to RAMP. ARMA Qtrly, Vol. 22, No. 1: 123, 147 Jan 88

MORGAN, James N.

MORGAN, Peggy
When the urge to automate strikes. Mgmt W, Vol. 17, No. 3: 16-18 My/Ju 88

MORGAN, Rhonda R. and Steven C. Hunt
Accept the challenge of office systems education. Bus Ed Forum, Vol. 43, No. 3: 6-7 Dec 88

MORLEY, Jeanine
Copier and printer supplies duplicate hardware advances. Today's Off, Vol. 23, No. 5: 24, 26, 28 Oct 88
**
Mobile storage systems glide toward greater efficiency. Today's Off, Vol. 23, No. 6: 16, 18, 20 Nov 88
**
Show your style with desk accessories. Today's Off, Vol. 23, No. 7: 32-35 Dec 88

MORLINI, Gianni and Carmelo Antonuccio
The EEC policy in favour of student exchanges and aimed at the improvement of the relationships between training centres. SIEC Rev, No. III: 10-14 Apr 88

MORRISON, Pamela Porter

MORSE, Glynnia E.
Tips to facilitate teaching microcomputers. NATEBE Notes, 7-8 Spring 88

MORSINK, Catherine V.
Preparing teachers as collaborators in special education. Clearings, Vol. 61, No. 7: 317-319 Mr 88

MORTENSEN, Erik
The CD-ROM debate: what is its potential value? Office, Vol. 107, No. 5: 71-72, 144 My 88
**

MOSELEY, Terry
Envelopes are vital to business needs. Off Sys, Vol. 5, No. 9: 28-29 Sep 88

MOSICH, Andrew N.

MOSKOWITZ, Robert
Simpler, but not perfect. Soft Mag, Vol. 8, No. 3: 58-62 Mr 88

MOTZ, Arielle A. and Kelly J. Black
Information management procedure utilizing features of MS-DOS. ARMA Qtrly, Vol. 22, No. 2: 3-6, 40 Apr 88

MUDGETT, John G.

MUDORE, Connie
Computers, ethics, and the school counselor. Clearings, Vol. 61, No. 6: 283-284 Feb 88

MUELLER, Robert
**
Overnight delivery: service surpasses speed. Today's Off, Vol. 22, No. 10: 16, 18, 22 Mr 88

MULLER, Nathan J.
Don't gamble on high-risk suppliers. Infosys, Vol. 35, No. 3: 14-15 Mr 88
**
"Smart" data switches are networking PCs. Off Sys, Vol. 5, No. 4: 27-28 Apr 88

MULLER-SAALA, Heinz
Computer-supported microfilm systems in emergency dispatch installations. IMC J, Vol. 24, No. 2: 23-25 Mr/ Apr 88

MULLINS, Carolyn J.
In another tongue. Info Ctr, Vol. 4, No. 5: 38-41 My 88
**
Let's stop gamma testing on users. Words, Vol. 16, No. 3: 30-31 Oct/Nov/Dec 87
**
Microsoft word: the first of a new breed. Words, Vol. 16, No. 6: 16-17 My/Ju 88
**
OA techniques useful for desktop publishing plans. Words, Vol. 16, No. 5: 36-37 Mr/Apr 88
**
Paperback software Good products at good prices. Words, Vol. 16, No. 5: 14-16 Mr/Apr 88
**
The writer's tools. Info Ctr, Vol. 4, No. 1: 32-34 Ja 88
**
--and Robert C. Mullins
Do you need a LAN? (Do your users really need a LAN or do they want one and how can you tell the difference?). Info Ctr, Vol. 4, No. 11: 32, 35-37 Nov 88
**
Have you talked to your kid lately? Words: 27-28 Ja/Feb 88
**
It's obvious, isn't it? (Common sense techniques for supporting users). Info Ctr, Vol. 4, No. 7: 34-38 Jul 88
MULLINS, Robert C. and Carolyn J. Mullins
Do you need a LAN? (Do your users really need a LAN or do they want one and how can you tell the difference?). Info Ctr, Vol. 4, No. 11: 32, 35-37 Nov 88

** Have you talked to your kid lately? Words. 27-28 Ja/Feb 81

It's Obvious...isn't it? (Common sense techniques for supporting users) Info Ctr, Vol. 4, No 7: 34-38 Jl 88

MUNDRAKE, George A.
Testing and evaluation: the academic payroll Bus Ed Forum, Vol. 42, No. 8: 3-4 My 88

MUNILLA, Lind_ and Lloyd Dosier
Back to the campus: a remedy to biased language on the job. ABC Bul, Vol. 51, No 2: 29-31 Ju 88

MURPHY, J. William
A four-step approach to improve student thinking ABC Bul, Vol. 51 No 2: 26-27 Ju 88

MURPHY, Joan
How society is shaping business Mgmt W, Vol 17, No 1: 42 Ja/Feb 88

MURRAY, Jim
Can we talk? Mod Off Tech, Vol 33, No 2 40, 42, 44, 46 Feb 88

MUSCAT, Eugene, et al.
Information Processing Work Kit, 3rd ed, Gregg McGraw-Hill, Practice Set, $8 88


--and Paul Lorton, Jr

MYERS, Carol E. and Annette A. Ward
Why teachers join professional associations Voc Ed J, Vol 63, No 6 16, 18 Sep 88

MYERS, Edith
Back-end tools seek front-end compensations (Vendors work to make code generators an integrated component in the tool suite). Soft Mag, Vol 8, No 11 49-50 59, 63, 68 Sep 88

MYERS, Edith D
EIS provides critical details--without paper. Adm Mgmt, Vol. 49, No. 2: 23-26 Mr 88

MYERS, Jeffrey

MYERS, Stewart C and Richard A. Brealey
Principles of Corporate Finance, 3rd ed., McGraw-Hill, 976 pp., $44.95

MYNHIER, Judy, et al.
Doug Cobb's Tips for Microsoft Excel, Microsoft Press, 384 pp., $19.95

--N--

NAGATA, Miyuki
Differences in elementary keyboarding instruction for primary grade and intermediate grade students. Southern Illinois Univ. at Carbondale, Master's thesis 1987

NAY, Lee Ann
Gee. No, GTE secretaries Sec, Vol. 28 No. 4. 17-21 Ap 88

NFALY, William and C. Martin McKinley
An investigation of the effectiveness of teaching typing -> microcomputers vs. traditional electronic typewriters. Miss BEA Y, Vol 16. 23-31, 88 Yrbk

NEBUS, James
Unix in increments Info Ctr, Vol 4, No 4. 10, 12 Oct 88

NECCO, Charles R, et al
The usage and impact of fourth generation language and microcomputers. J Comp Infosys, Vol. 28. No. 2 1-7 Winter 87-88

NEEDLES, Mark
Instructor-graded versus computer-graded business letters. JEB, Vol 64, No 6- 269-272 Mr 88

NEFF, Betty
Enter the Montana nanny--starting a successful program. Voc Ed J, Vol 63, No. 5 35-37 Aug 88

NELLETT, Jane B.
An identification of factors which influence high school students to enroll in business education classes. Central Michigan University, Master's thesis 1987

NELSON, Beverly H and Debine D Darer...

NELSON, Edwin L
Instructional programs in marketing education: ideas. Voc J, Vol 3, No. 3 8-9 Jl 88

NELSON, Frank O
Is shorthand reporting becoming Shorthand reporting? NSR, Vol. 49, No 3 73-74 Jl 88

** The sleeping giant: a misnomer NSR, Vol 50, No 2 47-48 Dec 88

** To Notaries Public a further word of caution. NSR, Vol 49, No 3 38-39 Jl 88

17
NELSON, Mary K. and Shari L. Peterson
Advisory boards... or action boards? Bus Ed Forum, Vol. 42, No. 4: 3-5 Ja 88

NEUFELD, Barbara, et al.
Strengthening the role of cooperating teachers. Clearinghs, Vol. 61, No. 7: 312-314 Mr 88

NICHOLS, Mary Lynn H. and Jan Harman

NICHOLS, Patsy
Is your classroom full of authors? KBEA J, Vol. 9: 4-5 Spring 88

NIETZKE, Doug
The ancient new method. Clearinghs, Vol. 61, No. 9: 419-421 My 88

NIHIRA, Akira
CAR at Sapporo University, Japan IMC J, Vol. 24, No. 5: 47-49 Sep/Oct 88

NIKULAISON, Jeanne
Passport services automates records process to provide rapid service to customers. IMC J, Vol. 24, No. 3: 33-36 My/Jul 88

NIKULAISON, Ray
University's approach to information-handling. Office, Vol. 108, No. 5: 120, 125-126, 128 Nov 88

NIMIGAN, Mark J.
Applauds retraining. NSR, Vol. 49, No. 6: 50 Ap 88

NIXON, John E.
Computer information systems programs in British universities and polytechnics. JEB, Vol. 64, No. 1: 40-42 Oct 88

NIXON, Judy and Judy West
Employees confront hazards of prolonged VDT use. Sec, Vol. 28, No. 5: 10 11, 13 My 88

NOLL, Cheryl L.

NORMAN, Ronald J.
Lighting: its importance in building or renovating. Office, Vol. 107, No. 6: 75-76 Ju 88

NUETZEL, Ronald J.

NORRIS, Debbie C.

OECHSANKEL, Jeffrey K.
Learning OA by participating. Adm Mgmt, Vol. 49, No. 2: 11 Mr 88

ODEHALN, Stanley T.
Health insurer gets checks in mail--last. Today's Off, Vol. 22, No. 9: 56-57 Feb 88

OGBAZI, N.J. and C.O. Osu


OLIVERIO, Mary Ellen Office procedures teachers: let's get specific about output goals. Bal Sheet, Vol. 69, No 5: 33-34 My/Ju 88

OLSEN, Rita B. Teaching students to use word processing software documentation manuals (Part I). DPE Tips, Vol. 4, No 2: 1-4 Spring 88

OLSEN, Rita B. Teaching students to use word processing software documentation manuals (Part II). DPE Tips, Vol. 4, No 3: 1-4 Summer 88


O'NEIL, Sharon Lund The work of the PCBEE an information resource for business educators. DPE Proceedings, 91-93 Nov 88

O'NEILL, Sheila Tailoring business communication instruction to the needs of specialized professions: general guidelines and the example of a course for environmental health professionals. ABC Bul, Vol. 51, No. 4 8-11 Dec 88


OSBORNE, Jayne E. Round up your recruits. Mgmt W, Vol 17, No 6: 7-9 Nov/Dec 88

OSELAND, Melanie and Brian H Kleiner Slamming the door on interruptions. Mgmt W, Vol 17, No 1: 37-40 Ja/Feb 88


OSWALT, Beverly Business education needs a technology lift Bal Sheet, Vol. 69, No 4 20-22 Mr/Ap 88

OSWALT, continued Straight A's in teaching business education. Bus Exch, Vol. 12, No. 1: 6-8 Fall 88


OTTO, Joseph C. The identification of essential competencies for a model course in microcomputer business applications. Memphis State University, Doctoral dissertation 1987

and Lillian H. Chaney Current status of computer utilization in mid-south area businesses. OSRA J, Vol. 6, No. 1: 15-18 Fall 87


OWEN, Cyndi Why are you studying reporting? NSR, Vol. 49, No. 7: 108 My 88

OWEN, Susan and Nancy Groneman Teaching computer applications: acquainting your students with business software Bal Sheet, Vol 70, No. 1: 18-20 Sep/Oct 88

OWENS, James Matrix organization structure. JEB, Vol 64, No. 2: 61-68 Nov 88

OWNBY, Arnola C. Examining evaluation in basic business classes. Bus Forum, Vol. 43, No 2. 19-21 Nov 88

PAGE, Bruce Voice/data integration and the promise of telematics. Office, Vol. 107, No. 5: 69-70 My 88

PAGEL, Larry G Sex stereotyping of careers as perceived by selected high school students University of North Dakota, Doctoral dissertation 1986, Alpha Epsilon Rsch, Vol 28: 10, 1988 Issue

PAGET, Neil Using case methods effectively JEB, Vol 63, No. 4: 175-180 Ja 88

PAIGE, Cher BFMA enhances membership education F & S Pro, Vol 1, No 1 46 My 88
PALIOTTA-NEALON, Julie
A study to determine if the marketing education programs in New Jersey address the basic skills contained in the H.S.P.T., Montclair State College, Master's thesis 1987

PALLER, Alan
COBOL and graphics. Info Ctr, Vol. 4, No. 6, 12-13 Ju 88
**
Easing the EIS burden. Info Ctr, Vol. 4, No. 4: 12, 18 Ap 88
**
Four common graphics errors. Info Ctr, Vol. 4, No. 3: 14-15 Mr 88
**
**
Success and the EIS. Info Ctr, Vol. 4, No. 2: 16-17 Feb 88
**
Using words wisely. Info Ctr, Vol. 4, No. 7: 10 Ti 88

PALMER, Charles, et al.
**
Spreadsheet Template Disk for Accounting: Principles and Applications, 5th ed., Gregg McGraw-Hill, IBM PC or compatible (requires Lotus 1-2-3 or IBM version of McGraw-Hill Spreadsheet); $99 site license fee

PALMER, J. Jesse and Randall K. Little

PAMENTHAL, George L.
Values in the policy course a missing ingredient. JEB, Vol. 64, No. 7: 323-326 Ap 88
**
Values issues in introductory finance. JEB, Vol. 64, No. 2: 53-55 Nov 88

PAPA, Louis
**
-and Henry Holtzman
**
Legal eagles--or turkeys? (Book review of The Terrible Truth about Lawyers by Mark H. McCormack). Mod Off Tech, Vol. 33, No. 3: 110 Mr 88

PAPA, Michael J. and Ethel C. Glenn
Listening ability and performance with new technology: a case study. J Bus Com, Vol. 25, No. 4: 5-15 Fall 88

PAPPAS, Ted P.
Designing future offices: the architect's challenge Office, Vol. 107, No. 1: 88 Ja 88

PARADICE, David B.

PARETTE, Howard P., Jr., et al.

PARKER, Cordell and Cheryl Hamilton
Silence can be golden, so listen for results. Off Sys, Vol. 5, No. 3: 46, 48, 50-51 Mr 88

PARMLEY, Janice E. and William K. Parmley
Computer expertise: are university accounting graduates prepared? J Comp Infosys, Vol. 28, No. 4: 8-11 Summer 88

PARMLEY, William K. and Janice E. Parmley
Computer expertise: are university accounting graduates prepared? J Comp Infosys, Vol. 28, No. 4: 8-11 Summer 88

PARR, Philip and Fred Monaco

PARSAVE, Kamran and Marc Chignell
Expert Systems for Experts, John Wiley & Sons, 462 pp., $29.95

PATTON, Mary R.
ETS please most, our survey finds Off Sys, Vol. 5, No. 9: 32, 39, 41 Sep 88
**

PATTIN, Ruth Volz and Rebecca Douglass

PAYNE, Richard D. and Charles L. Skoro
Mathematical preparation/aptitude and performance in principles of economics courses. JEB, Vol. 64, No. 7: 307-311 Ap 88

PAZNIK, Megan Jill
**
Proper training smooths software use. Adm Mgmt, Vol. 49, No. 1: 7 Feb 88
**
Team up with a temp service. Adm Mgmt, Vol. 49, No. 1: 25-29 Feb 88
PEARCE, C. Glenn
Developing basic writing skills (Ch 1) NBEA Yrbk, No. 26: 27-35, 1988 Issue

PECKMAN, Kim
What's the latest twist in telephone upgrading? Off Sys, Vol. 5, No. 11: 70, 72, 75-76 Nov 88

PEFAROS, Kenneth

PELLETIER, Vince
A study of accounting competencies of full-time accountants as perceived by business and industry personnel with implications for the occupational accounting curriculum in community colleges (DA8729559). Northern Illinois University, Doctoral dissertation 1987

PEMBERTON, J. Michael
Is technology all there is? (Review of three video productions). ARMA Qtrly, Vol. 22, No. 4: 50, 52, 59 Oct 88


** Two filmstrip sources for information processing instruction. ARMA Qtrly, Vol. 22, No. 3: 42, 44, 46-47 JI 88

** A video manual for disaster recovery and taking "ALIM" at a useful idea (Video review). ARMA Qtrly, Vol. 22, No. 1: 126, 128-129 Ja 88

PENN, Ira A.
Managing information: who does it and why? Office, Vol. 107, No. 3: 15, 18 Mr 88

PENNIX, Galil and Marti Fischer

PEPPER, Jon
"Dataperfect" finds DB niche (software review). Soft Mag, Vol. 8, No. 5: 82 Ap 88

** Graphics "draw applause" (Software review of Draw Applause). Soft Mag, Vol. 8, No. 6: 72 My 88

** "Hot Line Two": speed phoning (software review). Soft Mag, Vol. 8, No. 9: 80 JI 88

** PC PageMaker 3.0 responds Soft Mag, Vol. 8, No. 11: 128 Sep 88

** Sidekick Plus expanded (software review). Soft Mag, Vol. 8, No. 10: 80 Aug 88

** Silverado: for 1-2-3 users (Software review of Silverado, an add-in database). Soft Mag, Vol. 8, No. 8: 98 Ju 88

** Sparkling "windows" (Software review of Microsoft Windows). Soft Mag, Vol. 8, No. 3 78-79 Mr 88

PERFETTO, Edda L.
Instructional design for machine transcription at the secondary level (AAC8712510). New York University, Doctoral dissertation 1987

PERISCO, John

PERL, Harold

PERREAULT, Heidi
A hands-on approach to introducing DTP techniques. "ATEBE Notes, 11-13 Fall 88

** and Janice Schoen Henry
Guidelines for helping business education teachers choose a desktop publishing system, Part 1. DPE Tips, Vol. 4, No. 4: 1-4 Fall 88

PERRONE, Giovanni
Primary product in the development life cycle. Soft Mag, Vol. 8, No. 10: 35-38, 40-41 Aug 88


PERSCHUK, Michael
The role of public interest groups in setting the public agenda for the '90s. JCo.is Aff, Vol 21, No. 2: 171-182 Winter 87

PETERS, Cortez

PETERSON, David R. and Kathleen N Miller

PETERSON, Shari L and Mary K. Nelson
Advisory boards... or action boards? Bus Ed Forum, Vol 42, No. 4: 3-5 Ja 88

PETKUS, Alice
A study to determine the feasibility of offering a cooperative college education program at Indian Hills High School. Montclair State College, Master's thesis 1987

PETLACK, Connie, et al
The Grandstand: A Computerized Accounting Application for a Single Proprietorship Merchandising Business, Gregg McGraw-Hill, 144 pp., $5.49; site license for Apole or IBM PC, $99

PEUGH, Pat
PLUME, Terry
Optical disk systems—technology. IMC J, Vol. 24, No. 1: 29-32 Ja/Feb 88

POE, Roy W. and Rosemary T. Fruchling

POLAND, Robert P., et al.
Gregg College Typing, Series Six, Gregg McGraw-Hill, 448 pp., $22.36

POLLOCK, Wilson
Pick a design package before making a move. Off Sys, Vol. 5, No. 10: 44, 48, 50-51 Dec 88

POOLI, William
Database a learning tool and a vocational competence. JEB, Vol. 63, No. 4: 168-171 Fall 88
POWELL, continued
Spreadsheets and databases: learning tools and job skills.
Inv, Vol. 13, No. 3: 4 Fall 87

POWERS, Frederick E.

PRESLEY, John W. and William M. Dodd

PRESTEBAK, Georgia, et al.
Use of microcomputers in accounting classes in high schools. DPE Proceedings, 67 Nov

PRICE, Linda L., Lawrence F. Feick, and Robin A. Higie
Information sensitive consumers and marketing information. J Cons Aff, Vol. 21, No. 2: 328-331 Winter 87

PRICE, William T., Jr.

---and Barry L. Reece
Reinventing the marketing education program ideas. Inv, Vol. 13, No. 3: 18, 20 Aug/Sep 88

---and Betty Heath
Perceived problems encountered by first year Virginia secondary marketing teachers Mkt Ed J, Vol. 13, No. 1: 23-35 Fall 87

PRIGGE, Lila
A comparison of teacher-directed, computer-based instruction and individualized, computer-based instruction for teaching elementary students the touch method of keyboarding. DPE Proceedings, 21-24 Nov 88

---and others
How elementary teachers perceive keyboarding for elementary students. JEB, Vol. 64, No. 6 262-268 Mr 88

PRINCE, Delma Jo
Nine easy, efficient bulletin boards. VBEA J, Vol. 11: 23-26 Spring 88

PRITCHARD, Janice L.
Why I teach reporting. NSR, Vol. 49, No. 3: 26 Ja 88

PRITZ, Sandra G

PROKUPETS, Elena A.

---and others
A national study of instructional practices and perceptions of elementary school teachers about typewriting/keyboarding (DPE national research project). DPE Proceedings, 71-76 Nov 88

---and others
Teaching effective employment interviewing. ABC Bul, Vol. 51, No. 4: 32-33 Dec 88

RAMANAUSKAS-MARCONI, Helene and Gary Siegel
Behavioral Accounting, South-Western, 528 pp., $22

RAMON, Ramon Adell

RANDEL, Mark
Magnetic media industry instep with technology. Office, Vol. 108, No. 5: 36, 38 Nov 88

---and others
The marketing equations. Info Ctr, Vol. 4, No. 2: 31-33, 35 Feb 88

RANDELL, Mark
Magnetic media industry instep with technology. Office, Vol. 108, No. 5: 36, 38 Nov 88

---and others

---and others
Teaching effective employment interviewing. ABC Bul, Vol. 51, No. 4: 32-33 Dec 88

---and others
Can we improve high schools and save money? Yes! Clearinghs, Vol. 61, No. 8: 341-346 Ap 88

---and others
Teaching effective employment interviewing. ABC Bul, Vol. 51, No. 4: 32-33 Dec 88

---and others
Teaching effective employment interviewing. ABC Bul, Vol. 51, No. 4: 32-33 Dec 88
RANDEL, continued

RASMUS, Daniel W.
Alternate tools for managing the interface Office, Vol. 107, No. 4: 15, 18 Ap 88

RAWLINGS, Joan
Divide and conquer Info Ctr, Vol. 4, No. 5: 42 My 88
**
—and Nick Rawlings
The mature consultant. Info Ctr, Vol. 4, No. 1: 17 Ja 88
**
The e. d. r's liaison. Info Ctr, Vol. 4, No. 3: 40-41 Mr 88

RAWLINGS, Nick and Joan Rawlings
The mature consultant. Info Ctr, Vol. 4, No. 4: 17 Ja 88
**
The end-user's liaison. Info Ctr, Vol. 4, No. 3: 40-41 Mr 88

RAY, Darrel W.
Important impressions. Mgmt W, Vol. 17, No. 2: 34-35 Mr/Ap 88

RAY, Virginia
Opportunities in accounting Kan Bus Tchr, Vol. 41, No. 2: 18-19 Spring 88

RAZZOUK, Maimi Y., et al
Accounting internships: a practical framework JEB, Vol. 64, No. 1: 8-31 Oct 88

REDFANN, Donna H., et al
Selecting and evaluating software JEB, Vol. 64, No. 2: 81-85 Nov 88

REECE, Barry L.
**
—and William T Price Jr
Reinventing the marketing education program. Ideas, Vol. 4, No. 1: 18, 20 Aug/Sept 88

REEF, Diana C

REGAN, Dorothy
Overcoming the polyester image Ideas, Vol. 5: 16-18 Ap/My 88

REHR, Darryl
Making a typewriter in five steps and 115 years. Office, Vol. 108, No. 5: 122-123 Nov 88

REIERSON, Laura M.
Correspondence course for records management. The University of North Dakota, Master's thesis 1987

REIFSnyder, Jimmy
Think ahead in buying a personal computer. Office, Vol. 107, No. 4: 54-55 Ap 88

REINSCH, N. L., Jr. and Marilyn H. Lewis

REIS, Elizabeth
**
Effective teacher techniques: implications for better discipline. Clearinghs, Vol. 61, No. 8: 356-357 Ap 88

RENNILLA, Louis R.
AAA for beginning reporters: awareness, attitude, attention. NSR, Vol. 49, No. 8: 78 Ju 88

RENSHAW, Debbie A
A comparison of the effectiveness of two written in-class assignments in collegiate level business communication. DPEJ, Vol. 30, No. 3: 120-130 Summer 88

RENTFRO, Terry
Curriculum changes to facilitate office automation in selected Southern Illinoisan community colleges. Southern Illinois Univ at Carbondale, Master's thesis 1987

RENUART Robert F., and Reba Davis

RESNICK, Barry, et al.
SABRE Reservations: Basic and Advanced Training, South-Western, 240 pp., $22 50

REYNOLDS, Doralie
The electronic typewriter, the microcomputer, the electronic typewriter, the microcomputer, the electronic typewriter ... Kin Bus Tchr, Vol. 63, No. 7: 5-29 Fall 88

RHEN, Dennis P. and John A. Polto
Full-scale curriculum integration Voc Ed J, Vol. 63, No. 2: 50-52 Mr 88

RHODES, Rhonda and Joyce Kupsh
Do top-level executives use computers to make their decisions? OSRA J, Vol. 6, No. 2: 7-13 Spring 88

RHODES, Steven C. and Kaye Bennett
Writing apprehension and writing intensity in business and industry J Bus Com, Vol. 25, No. 1: 25-39 Winter 88
RHODES, Wayne L., Jr.
If it were crystal clear. Infosys, Vol. 35, No. 3 73-74 Mr 88

Industry changes foster IBM change. Infosys, Vol. 35, No. 3: 15-16, 18 Mr 88

RICCHIUTE, David N.
Auditing: Concepts and Standards, Rev 2nd ed., South-Western, 922 pp., $32.50

RICH, John Martin
Punishment and classroom control. Cleannghs, Vol. 61, No. 6: 261-264 Feb 88

RICH, Mary L.

RICHARDS, Gary
Tame the office paper monster. Sec, Vol. 48, No. 3: 14-15 Mr 88

RICHERSON, Ginny
Stress, burnout and professional development. KBEA J, Vol. 9: 8-9 Spring 88

--and Candy Duncan Evans

RICHLEY, Thomas, Jr.
How to cope with UPS service cuts. Office, Vol. 108, No. 6: 82-83 Dec 88

--The mailroom plays its role in office efficiency. Office, Vol. 107, No. 1: 78 Ja 88

RICKMAN, Laura Louise
A Delphi study to identify the emerging competencies needed by the information processing employees for the automated office in the year 2000. University of Missouri-Columbia, Doctoral dissertation 1987

RINGWOOD, Julia
Reporting in Hong Kong. NSR, Vol. 49, No. 6, 41 Ap 88

RITCHEY, James F., et al.
What it takes to be tomorrow’s manager. Mgmt W, Vol. 17, No. 1: 40-41 Ja/Feb 88

RIVERA, Christine
Champagne documents on a beer budget. Info Or, Vol. 4, No. 10, 16-22 Oct 88

RINGWOOD, Julia
Reporting in Hong Kong. NSR, Vol. 49, No. 6. 41 Ap 88

RISTAU, Robert A., et al.
Economics. SIEC Rev, No. 111 38 Ap 88

ROBBINS, Renee M.
Disaster recovery trial by flood. Infosys, Vol. 35, No. 1 40-42, 44-46 Ja 88

--Power protection price & feature war. Infosys, Vol. 35, No. 2 54, 56-60 Feb 88

ROBERTS, Don and Ralph Ruby, Jr.
Electronic spreadsheets: a course for today’s curriculum. Bal Sheet, Vol. 69, No. 5: 15-16 My/Ju 88

ROBICHAUD, Beryl, et al.
Information Processing Work Kit, 3rd ed., Gregg McGraw-Hill, Practice Set, $8 88


ROBINSON, Bettye and Robert Robinson
Office systems/information systems. Miss BEA Y, Vol. 16: 10-15, 88 Yrbk
1988 Business Education Index

ROBINSON, Robert and Bettye Robinson
Office systems/information systems. Miss BEA Y, Vol. 16: 10-15, 88 Yrbk

ROBINSON, Robert A.
Customers front and center. Ideas, Vol. 3, No. 4: 24-25 Feb/Mr 88

RODERICK, Joan C.
Merging "town and gown" in the job search process. Bus Ed Forum, Vol. 43, No. 3: 18-20 Dec 88

ROETTER, Martyn F.
Enhance your PC's communication skills with a fax board. Today's Off, Vol. 23, No. 7: 27-29 Dec 88

ROGERS, Stephen E.

RÖNDER, Marlyn F.
Enhance your PC's communication skills with a fax board. Today's Off, Vol. 23, No. 7: 27-29 Dec 88

ROGNER, Ben
Reporting in England: a whole new ball game NSR, Vol. 50, No. 2: 32-34 Dec 88

ROLLEN, Berit and Anita Winberg
AMU-a new organization for adult vocational training in Sweden. SIEC Rev, No 110: 6-8 Nov 87

ROLLINS, Laurie J.
The art of practice, practice, practice. NSR. Vol. 49, No. 5: 16-23 Ja 88

ROMEL, Lars K.
CIOs are climbing a steep ladder Mod Off Tech, Vol. 33, No. 1: 10 Ja 88

LAN offers savings through sharing Mod Off Tech, Vol. 33, No. 6: 64-65 Ju 88

More muscle at the desktop, more security in the files. Mod Off Tech, Vol. 33, No 4: 57-58, 60 Ap 88

A program takes charge of records management. Lars K. Romei. Mod OffTech, Vol. 33, No 3: 70, 72. 74, 78 Mr 88


RONAYNE, John
Integrated Services Digital Networks. From Concept to Application, John Wiley & Sons, 230 pp., $34.95

RONDEAU, Ed
The goal is not survival; it is to develop and excel. Office, Vol. 107, No. 1: 96 Ja 88

ROSE, Dennis M.

ROSE, Fred A.
Voice mail: the "super secretary". Office, Vol. 107, No. 5: 106 My 88

ROSE, Virginia, et al.
All-Star Professionals: A Computerized Accounting Application for a Single Proprietorship Service Business, Gregg McGraw-Hill, 128 pp., $4.95, Site license for Apple or IBM PC, $99

ROSEN, Arnold
Training with a capital T. Words: 18-22 Ja-Feb 88

ROSENBERG, Arthur M. and Jim Murray
Can we talk? Mod OffTech, Vol. 33, No. 2: 40, 42, 44, 46 Feb 88

ROSENBERG, Dale H.
The need for shorthand as an "occupational survival" skill with implications for school curricula. San Francisco State University, Master's thesis 1987

ROSENBERG, DeAnne
The broken record. Mgmt W, Vol. 17, No. 2: 1, 35 Mr/Ap 88

ROSENSTEIN, Milton
Data Structures for Programmers, John Wiley & Sons, 210 pp., $29.95

ROSENTHAL, Mort
Whither OS/2? Info Ctr, Vol. 4, No 5: 29-30, 32-33 My 88

ROSENWALD, Jeffrey
Getting the FAX straight Adm Mgmt, Vol. 49, No. 1: 41-42 Feb 88

PBXs enhance day-to-day business transactions (1988 buyer's guide to PBXs/PABXs). Adm Mgmt, Vol. 49, No. 2: 33-37 Mr 88

ROSS, John J., et al.
The multidisciplinary team: training educators to serve middle school students with special needs. Clearinghs, Vol. 62, No. 2: 84-86 Oct 88

ROSS, Kenton E. and Robert D. Hanson

ROSS, Novella
Rural America in the twentieth century: implications for business education. JEB, Vol 64, No. 7: 293-299 Ap 88

ROSENFELD, Jeff
Clearing away the piles (Review of Memorymate and Tornado--data management programs). NSR, Vol. 49, No. 6: 67 Ap 88

Forms and labels (Software reviews of FormTool, FormWorx, Labels Unlimited, and Utility II). NSR, Vol. 49, No. 10: 72-73 Aug-Oct 88

Smaller, but bigger (Review of 3 1/2 inch disk drives and various software programs for labeling). NSR, Vol. 49, No. 9: 88-89 Ji 88
1988 Business Education Index

SANTARELLI, Mary-Beth
CD ROM .a the information center. Info Ctr, Vol. 4, No. 3: 18-21 Mr 88
**
M&D's Pios (Production and Inventory Optimization System) built with DEC tools. Soft Mag, Vol. 8, No. 8. 78-79 Ju 88

SANTOSUS, Cathleen
Color copiers: three basic technologies to choose from. Office, Vol. 108, No. 1: 51-52, 70 1l 88

SARTI, Frank
This is a computer-compatible theory? NSR, Vol. 49, No. 9: 122 Jl 88

SATTERWHITE, Marilyn L. and Joseph Tinervia
Developing Writing Skill, Gregg McGraw-Hill, 15-30 hr. program, text-workbook $7.16; site license IBM PC or Apple IIe, l t $99

SAUNDERS, Phillip

SCALA, Bea
PBX systems provide voice processing, and more. Today's Off, Vol. 23, No. 4: 16, 21 Sep 88

SCELISI, Paul
Don't neglect you assets—Happy employees mean satisfied customers (Book review of How to Win Customers and Keep Them for Life by Michael LeBoeuf). Mgmt W, Vol. 17, No. 4: 36 Jul/Aug 88
**
A full-time challenge for temp services Mgmt W, Vol. 17, No. 3: 13-14 My/Ap 88
**
Knowing what's really important Mgmt W, Vol. 17, No. 2: 10-11 Mr/Ap 88
**
Time is money—loss of it Mgmt W, Vol. 17, No. 6 19-20 Nov/Dec 88

SCHATTKE, Rudolph

SCHERIE, D. J.

SCHENKEL, Peter

SCHILLER, Bradley

SCHLEICHER, Sherry
Students and business educators alike can benefit from CPS designation. Bal Sheet, Vol. 69, No. 2: 4-6 Ja/Feb 88

SCHMALENSEE, Richard, et al.
Economics, 2nd ed., 813 pp., $39.95

SCHMIDT, B. June
Business teacher education: a next step NABTE Rev., No. 15: 3-4, 88 Issue
**

SCHMIDT, Jim

SCHOLL, Marilyn Francis and Joan Root Johnson

SCHRAY, Vickie
Promoting marketing ed brings positive results. Bus Ed Forum, Vol. 42, No. 5: 11-12, 14 Feb 88

SCHROEDER, Connie and Thomas S. Haynes
Critical thinking in business education: positive contributor to the business-education combination. NJ Obs: 16:20 87-88
**

SCHROEDER, Edward A

SCHTACLENHAUFEN, John
Computerized dictation—the competitive edge. Off Sys, Vol. 5, No. 5: 30-32, 34 Ju 88

SCHUMANN, Al
How to get the most from furniture & work stations. Off Sys, Vol. 5, No. 6: 44-52, 54-55 Ju 88

SCHUSTACK, Steve
Variations in C: Programming Techniques for Developing Efficient Professional Applications. Microsoft Press, 368 pp., $19.95

SCHWAN, Edward S
MBA admissions criteria: an empirical investigation and validation study JEB, Vol. 63, No. 4: 158-162 Ja 88

SCHWOEGLER, Mark J
Getting organized at the micro level. Office, Vol. 107, No. 2: 77 Feb 88

SCOTT, Alex and Keith Lumdsen
A characteristics approach to the evaluation of economics software packages J Econ Ed, Vol. 19, No. 4: 353-362 Fall 88

SCOTT, James Calvert
Disseminating research results in National Business Education Association publications. DPE Proceedings, 99-103 Nov 88

162
SCOTT, continued
Facilitating communication for business (Ch. 15). NBEA Yrbk, No. 26: 151-164, 1988 Issue
**
**
—and Diana J. Green
Major business communication challenges: perceptions of importance from an Association of Business Communication (ABC) Delphi panel and sample. DPE Proceedings, 37-52 Nov 88

SCOTT, R. Craig
The smoking controversy goes to court. Mgmt W, Vol. 17, No. 1: 13 Ja/Feb 88

SCOTT, Robert C.
A comment on "Grade inflation: a way out". J Econ Ed, Vol. 19, No. 3: 227-229 Summer 88

SCRIVEN, Jolene D. and Robert B. Mitchell
Meeting critical challenges through implementation of Policies Commission statements. Bus Ed Forum, Vol. 43, No. 1: 9-10 Oct 88

SEALS, Georgi.a L.

SEARLE, Gary
How much is your co-op student worth? Bus Ed Forum, Vol. 43, No. 2: 21-22 Nov 88

Selecting and evaluating software. JEB, Vol. 64, No. 2: 81-85 Nov 88

SEKI, Kiyoshi
Life with the company. Mgmt W, Vol 17, No 1: 1 Ja/Feb 88

SEKIMO, Sirkka
International marketing. SIEC Rev, No. 111: 39-40 Ap 88

SELLER, Jay

SEMENIK, Richard J. and Roy J. Shaw
Marketing, 6th ed., South-Western, Textbook, $19

SEFTANNI, Joseph Andrew
Filing can be key to records management. Off Sys, Vol. 5, No. 9: 75-76, 77-78 Sep 88

SEXTON, Richard J. and Terri A. Sexton
Theoretical and methodological perspectives on consumer response to electricity information. J Cons Aff, Vol. 21, No. 2: 238-257 Winter 87

SEXTON, Terri A. and Richard J. Sexton
Theoretical and methodological perspectives on consumer response to electricity information. J Cons Aff, Vol. 21, No. 2: 238-257 Winter 87

SEYMOUR, Jim
IBM’s PS/2’s: separating substance from sizzle. Today’s Off, Vol. 22, No. 11: 46, 48-50 Ap 88
**
Installing a local area network? Think small. Today’s Off, Vol. 22, No. 10: 34-36, 38-39 Mr 88
**
Is IBM’s OS/2 a smart move? Today’s Off, Vol. 22, No. 1: 45-48 Ju 88
**
**
Make desktop publishing pay off. Today’s Off, Vol. 23, No. 2: 55-56, 58, 60 JI 88
**
PC graphics make magic with business numbers. Today’s Off, Vol. 22, No. 8: 32-37 Ja 88
**
**
**
Third-party PC training doesn’t cost—-it pays. Today’s Off, Vol. 22, No. 12: 12-14 My 88

SEYMOUR, Tom

SHANE-JOYCE, Marguerite P.
There’s an easier way to grade assignments. Bal Sheet, Vol. 69, No. 2: 42-43 Ja/Feb 88
**
Typewriting basics vs. computer frills. Miss BEA Y, Vol. 16: 16-22, 88 Yrbk

SHANTON, John Lynn

SHAO, Yanli

SHARBROUGH, William C.
Applying business management techniques to report writing classes. JEB, Vol. 63, No. 5: 205-208 Feb 88

SHAW, Kenneth J.

SHAW, Roy J. and Richard J. Semenik
Marketing. 6th ed., South-Western, Textbook, $19

SHAW, Sandy and John Henshall
OSI Explained: End-to-End Computer Communication. Standa.Js, John Wiley & Sons, 217 pp., $34.95
1988 Business Education Index

SHEA, Kevin
Tailoring the typewriter to the task. Sec, Vol. 48, No. 3: 10-13 Mr 88

SHELBY, Annette N.

SHELBY, Susan and Mary Johnson
Tying it all together. Voc Ed J, Vol. 63, No. 2: 27-29 Mr 88

SHELTON, Nelda
Business Communication for the Microcomputer, South-Western, 144 pp., $15

SHERBET, Sue and Mary Giovannini
Teaching employability skills in the keyboarding classroom. Bal Sheet, Vol. 69, No. 5: 21-22 Mr 88

SHERBLOM, John
Direction, function, and signature in electronic mail. J Bus Com, Vol. 25, No. 4: 39-54 Fall 88

SHERIF, M. A.
Database Projects: A Framework for Effective Management, John Wiley & Sons, 138 pp., $38.95

SHERMAN, Edward W.
Inventory and change management (Do you know what's in your network or how to change it if you need to?) Info Ctr, Vol. 4, No. 8: 64, 66, 68 Aug 88

SHERRELL, Mary A.
Personalities in the IC. Info Ctr, Vol. 4, No. 12: 26-29 Dec 88

SIBLESZ, Isabel M.
The student internship. turn on or turn off? Bus Ed Forum, Vol. 42, No. 8: 5-6 My 88

SICHEL, Werner

SIEGEL, Gary and Helene Ramanauskas-Marconi
Behavioral Accounting, South-Western, 528 pp., $22

SHROYER-VAN VRANKEN, Mary
A comparison of speed and accuracy of first-year word processing students on electric typewriters versus microcomputers with word processing software. North Texas State University, Master's thesis 1986, Alpha Epsilon Rsch, Vol 28: 2, 1988 Issue

SHUPTRINE, F. Kelly

SHORTER, Jack Dean
How to use a spreadsheet to keep student grade records. Database, Vol. 6, No. 1: 10-12 Fall 87

SHORTER, continued
-and Dean Edmiston
Analysis of software and hardware currently used in business accounting courses. JEB, Vol. 64, No. 7: 330-332 A, 98

--and Nancy Groneman
Trends in local area networks with implications for the business classroom. DPE Proceedings, 63-66 Nov 88

SHRECK, Paulette and Floyd L. Coppedge

SHRODE, Eric

SIBLEZ, Isabel M.
The student internship. turn on or turn off? Bus Ed Forum, Vol. 42, No. 8: 5-6 My 88

SILVA, Lourdes E.
Clerical job satisfaction. View pts, Vol. 13, No. 4: 3 Ja 88

SILVA, Lourdes E.

SIMMONS, Fannie Leonard
Type what you like, but type. Bus Exch, Vol. 11, No. 2: 24 Spring 88

SIMMONS, Susan A. and Sara A. Hart
Computer usage in accounting education at AACSB-accredited universities. JEB, Vol. 63, No. 4: 163-167 Ja 88

SIMON, Judith C.
Type what you like, but type. Bus Exch, Vol. 11, No. 2: 24 Spring 88
SLAMA, and other authors continued
Faculty evaluation: perspectives of deans of business
colleges compared with perspectives of deans in other
colleges. DPE J, Vol. 30, No. 4 135-142 Fall 88

SLIVA, Jane M. and Joan Sliva Briggaman
Developing basic reading skills (Ch. 5). NBEA Yrbk,
No. 26, 36-45, 1988 Issue

SMALL, Cathy
Bring desktop publishing into the classroom. Bus Exch,
Vol. 12, No. 1: 2-4 Fall 88

SMALLWOOD, David M. and James R. staylock
Intrahousehold time allocation: the case of grocery shopping.
J Cons Aff, Vol. 21, No. 2: 183-201 Winter 87

SMARTSCHAN, Glenn F
Coping with change: an educational perspective. Clear-
nings, Vol. 62, No. 1: 4 Sep 88

SMELTZER, Larry R. and John L. Waltman
Do good grammar skills predict success in a
business-communications course? JBTC, Vol. 2, No. 2
59-69 Sep 88

SMETANA, Joan G.
The potential employability of business/management
majors from selected Roman Catholic colleges for
women in mid-management and upper-level manage-
ment positions. Temple University, Doctoral dissertation
1987

SMITH, Alan D.
5, No. 10: 56, 58, 61 Oct 88

SMITH, Carolena L. and Steven Golen
Preparing procedural manuals for information systems
professionals. ABEA J, Vol. 7, No 1. 34-40 Spring 88

SMITH, Catherine M.
Action research to determine skills needed by secretaries.
Vwrs., Vol. 14, No. 1 2-3 Sep 88

SMITH, David C
The urgent agenda: reform of preservice teacher prepa-
ration. Clearnings, Vol. 61, No. 7: 300-302 Mar 88

SMITH, Donald J.
An apartment story. to introduce the study of spot,
forward, and future markets, the term structure, and
88

SMITH, Douglas Charles
Error detection in keyboarded text: a perceptual approach
Arizona State University, Doctoral dissertation
1986, Alpha Epsilon Rsch, VII 28: 14, 1988 (see

SMITH, Elise
Why I attended an NSRA-approve program NSR, Vol.
49, No. 6: 71-72 Ap 88

SMITH, Frances M. and Cheryl? Huisaha.
Science and home economics new partners in Iowa. Voc
Ed J, Vol 63, No. 6 20-22 Sep 88
SMITH, Gaylord N.
Electronic Spreadsheet Applications for Cost Accounting, 2nd ed., South-Western, 192 pp., $17

SMITH, J. W. and Ruth Miller
Defining your professional competencies. Miss PEA Y, Vol. 16: 70-75, 88 Yrbk

SMITH, Jack L., et al.

SMITH, John Moss

SMITH, Julian D., et al
A profile of accounting department advisory boards JEB, Vol. 63, No. 4: 172-174 Ja 88

SMITH, Ken
Forms design, an art, not a science. F & S Pro, Vol. 1, No. 1: 44 My 88

SMITH, Kenneth F.

" Power controls: the trend is toward internal systems. Office, Vol. 107, No. 2: 83, 85-86 Feb 88

" Where will facsimile go? Not everyone is certain Office, Vol. 108, No. 5: 79-81 Nov 88

SMITH, Kenneth G.
Should that form be carbonless? F & S Pro, Vol. 1, No. 1: 72-73 My 88

SMITH, L. C. Jr. and L. Murphy Smith
Teaching microeconomics with microcomputer spreadsheets. J Econ Ed, Vol. 19, No. 4: 363-382 Fall 88

SMITH, L. Murphy and L. C Smith Jr.
Teaching microeconomics with microcomputer spreadsheets. J Econ Ed, Vol. 19, No. 4: 363-382 Fall 88

SMITH, Lena Cunningham
Focus on self-image improvement in your business communications class. Bal Sheet, Vol. 69, No. 2: 27-31 Ja/Feb 88

" Task perceptions of professional machine transcriptionists. NABTE Rev, No. 15: 25-27, 88 Issue


SMITH, Linda D
Procrastinating with style (The trick is to know when the last minute will arrive). Mgmt W, Vol. 17, No. 2: 11 Mr/ Ap 88

SMITH, Pat V. and William E. Worth
The accreditation team is coming . . are you ready? NATEBE Notes, 7-10 Fall 88

SMITH, Paul H., et al.
Business & Society: Perspectives on Ethics & Social Responsibility, 3rd ed., South-Western, 624 pp., $20

SMITH, William O.
Restaurant Management, 2nd ed., Gregg McGraw-Hill, Text-Workbook, 192 pp., $8 88

SMYOT, Oliver R.

SMOTHERS, Curt
Between speeds. NSR, Vol. 49, No. 7: 110 My 88

SNEED, Deborah W.
The trials of official court reporters. NSR, Vol. 49, No. 3: 36-37 Ju 88

SNELLING, Robert O.
Standing out: show why you deserve that raise or promotion. Mgmt W, Vol. 17, No. 3: 29 My/Ju 88

SNODGRASS, Tod
Know your shipping costs. Sec, Vol. 48, No. 6: 24 Ju/Ju 88

SNYDER, Charles A., et al.
An effective approach to information systems instruction: conducting project assignments in the real world. J Comp Infosys, Vol. 19, No. 1: 19-24 Fall 88

SNYDERS, Jan
The CASE of the artful dodgers. Infosys, Vol. 35, No. 3: 28-32 Mr 88

" A company's human resource Infosys, Vol. 35, No. 3: 54, 56 Mr 88

" M. ke: ' quick, make it easy. Infosys, Vol. 35, No. 2: 36-38, 40-45 Feb 88

" A new twist to an old game Infosys, Vol. 35, No. 1: 56 Ja 88

" The year in software. pandora's box or a cornucopia of plenty Infosys, Vol. 35, No. 1: 34-36 Ja 88

SODERSTON, Candace and Carol German
Toward bridging the gap between theory and practice: analogy and person in technical communication. JBTC, Vol. 2, No. 1: 78-102 Ja 88

SOI OW, Robert M.

SOPER, John C., --and William B. Walstad
What is high school economics? Posttest knowledge, attitudes, and course content J Econ Ed, Vol. 1, No. 1: 37-51 Winter 88

" What is high school economics?TEL revision and pretest findings. J Econ Ed, Vol. 1, No. 1: 24-36 Winter 88
SOPER, and other authors continued
A research and evaluation agenda for DEEP and precollege economic education. J Econ Ed, Vol 1, No. 1-5-13
Winter 88

SOPKO, Sandra
Database management software: tailor it Office, Vol. 107, No. 2: 78, 80 Feb 88
**
Lettering systems for a lasting impression. Office, Vol. 107, No. 3: 48, 50, 52 Mr 88
**
Mailroom operations and their effect on profits Office, Vol. 107, No. 4: 65-67 Ap 88
**
**
Sheet-feeders: important to copiers and printers. Office, Vol. 108, No. 1: 82-83 Jl 88
**

SORENSEN, Nels, et al

SORMUNEN, Carolee
**
--and other authors
A national study of instructional practices and perceptions of elementary school teachers about typewriting/keyboarding (DPI. national research project) DPE Proceedings, 71-76 Nov 88

SPITZ, Vivien R.

SPRING, Manetta
Writing a questionnaire report. ABC Bul, Vol 51, No. 3: 18-19 Sep 88

SPRINGER, T. J.

STALCUP, John and George P. Milhiken
TenKey Trainer, Gregg McGraw-Hill, manual and software $200 site license fee

STALLARD, John J.
Retooling faculty and restructuring curricula for the information age. OSRA J, Vol 6, No. 1: 23-25 Fall 87

STANLEY, Patricia

STEFFEN, Marjorie J.

STEFFY, Gary R.
Lighting: a major factor in improving productivity. Office, Vol. 107, No. 1: 92 Ja 88

STEIGMAN, John D
The importance of managerial communication ABC Bul, Vol. 51, No. 3: 25-26 Sep 88

STEINBRECHER, David
Departmental mins bridge the PC-mainframe gap Today's Off, Vol. 22, No. 8: 45-46, 48 Ja 88
**
Insurance firm creates its own OA system to ensure a good fit. Today's Off, Vol. 23, No. 5: 34 Oct 88

STEINHOF, Dan and John F. Burgess

STEPHENS, David B. and John P. Kohl
The problem of anti-union bias. teaching managers to negotiate effectively. JEB, Vol 63, No 8: 352-356 My 88

STEPHENS, William L., et al
STERKEL, Karen S.
Integrating intercultural communication and report writing in the communication class. ABC Bul, Vol. 51, No. 3: 14-16 Sep 88
**
The relationship between gender and writing style in business communications. J Bus Com, Vol. 25, No 4 17-38 Fall 88

STERLING, G. Gordon
Designing offices for function and comfort. Office, Vol. 107, No. 1: 111 Ja 88
**
Making office furniture to match employee needs. Office, Vol. 108, No. 4: 15, 18 Oct 88

STEWART, Bob R. and Gary V. Dill
Affective work competencies of marketing education students. Mkt Ed J, Vol. 13, No 1 36-45 Fall 87

STEWART, Jeffrey R. Jr
Information processing instruction in Virginia community colleges. NABTE Rev, No. 15 28-30, 88 Issue 4

STEWART, R. A.
The PC's proper place. Info Ctr, Vol 4, No 4 48 Ap 88

STIGLITZ, Joseph E.

STIREWALT, Bruce
Business education curriculum structure for Mississippi. Miss BEA Y, Vol 16 41-44, 88 Yrbk

STITT, Wanda L.
Information systems/office automation practices in leading California companies. OSRA J, Vol 6, No 2 23-26 Spring 88
**
Management utilization of automated office equipment and microcomputers. DPE J, Vol 50, No 2 71-80 Spring 88

STOCKER, H. Robert
**
Professional organizations for high school teachers. IS Ed, Vol. 22, No 1: 7 Spring 88

STOCKS, Marlene H.
Do-it-yourself promotions for small businesses. Mgmt W, Vol. 17, No 6: 15-18 Nov/Dec 88

STOGSDILL, June M. and Brian H. Kleiner

STONE, Benjamin
We all live in a converting world. Soft Mag, Vol 8, No 15: 48-53 Dec 88

STONE, James R. III
Contributions of marketing education to business and society: a philosophical and theoretical perspective. Mkt Ed J, Vol 13, No 1: 2-12 Fall 87
**

STONEBRAKER, Peter W., et al
Production and Operations Management. South-Western, 704 pp, $31

STORY, Neil and Lynn M. Ward
American Business Law and the Regulatory Environment. South-Western, 1,440 pp, $35

STRAUB, Joseph T. and Raymond F. Attner
Introduction to Business. PWS-Kent, 639 pp, $32.75

STRAUSS, Paul S
How to manage the boss and still keep your job. Off Sys, Vol 5, No 5: 82, 85-88 My 88
**
When risk-taking can spell success. Off Sys, Vol 5, No 2: 76, 78, 81 Feb 88

STICKLAND, Deborah C., et al

STICKMAN, Danielle, et al

STRODE, Mary Lee
A mem andom report assignment involving magazines in students' major fields. ABC Bul, Vol 51, No 2: 17-18 Ju 88

STRODL, Peter
A leadership model for teaching. Work simulation for business education. BEA NY J, 51-55 Spring 88

STURGILL, D.
An unusual fairy godmother. Ideas, Vol 3, No 3: 10-11 Ja 88
SUCHAN, James and Ron Dulek
Toward a better understanding of reader analysis J Bus
Corn, Vol. 25, No 2. 29-45 Spring 88

SUDDRETH, Jay E.
Taxing matters for hardworking reporters NSR, Vol
49, No. 5: 36-37 Mr 88

SUDOL, David
Gaining control. Clearnghs, Vol. 61, No 7: 331-333 Mr
88

SULLIVAN, Lois A., et al
An overview of articulation NJ Obs: 38-43 87-88

SULLIVAN, Richard and Jerry L Wircerski
50 tips on motivating students Voc Ed J, Vol. 63, No 5:
39-40 Aug 88

SUSSMAN, Lyle and Sam Deep
COMEX: The Communication Experience In Human
Relations, 2nd ed., South-Western, 124 pp., $14.50

SWANSON, G A. and Norman C Williams
Topical interface between managerial finance and mana-
gerial accounting JEB, Vol. 64, No 1 23-27 Oct 88

SWANSON, Gordon I.
Reflections on the international scene Voc Ed J, Vol 63
No. 3: 16, 18 Ap 88

SWANSON, Jean
Improve effectiveness in small-group communications
NATEBE Notes 8-10 Spring 88

TAND, Hung-Lian and Chi-Chung (David) Yen
Clarifications between rule-based systems and database
systems. ARMA Qtrly, Vol. 22, No 2: 11-12, 14-15 Ap
88

TANG, Andrew S. and Joel P Bowier
The layer-based pragmatic model of the communication
process J Bus Com, Vol 25, No. 1 5-24 Winter 88

TAVERNIER, Mark R and Brian H Kleiner
A different way to discipline Mgmt W, Vol 17, No 4. 24-25
11/Aug 88

TAUBER, Al
Teaching professional communication in the information
trade; problems in sustaining relevance JBTC, Vol. 2,
No 2: 44-58 Scp 88

TEBEAUX, Elizabeth
Entrepreneurs describe using measures of personality;
Myers-Briggs type indicator, survey of interpersonal
values, and survey of personal values University of
North Dakota, Doctoral dissertation 1986, Alpha Epsi-
on Rsch, Vol 28. 15, 1988 Issue

TEJA, Edward R
From PC to fax machine. Info Ctr, Vol 4, No. 3: 34-35
Mr 88
THACKERAY, Gail
Computer security. the menace is from inside. Office, Vol 108, No. 4: 45-48 Oct 88

THARALLS, Charlotte, et al.

THEWLIS, David C.
Looking through windows from PCs, mainframes. Soft Mag, Vol. 8, No. 8: 46-47, 50, 52, 54-55 Ju 88
**
Where will you be when the lights go out? Soft Mag, Vol. 8, No. 12: 63-64, 67, 70-72 Oct 88

THIEDERMAN, Sondra
Breaking through to foreign-born employees. Mgmt W, Vol. 17, No. 3: 22-23 My/Ju 88

THOMAS, Catherine A.
Copier supplies and their demands. Off Sys, Vol 5, No. 7: 48, 50, 52 JI 88
**
Emerging technologies in the copier field. Off Sys, Vol 5, No. 11: 31-32, 35 Nov 88

THOMAS, Edward G and Margaret Hilton Bahnum Minimizing communication apprehension (Ch 7) NBEA Yrbk, No 26: 57-68, 1988 Issue

THOME, Roger D.
One reporter's thought about artificial intelligence NSR.

THOMPSON, Freeda Elizabeth
A comparative analysis of the effect of the use of the audio-visual/tactile approach and the audio-visual approach on achievement during the theory presentation phase of first-semester Shorthand I (DA8725584). University of Maryland, Doctoral dissertation 1987

THOMPSON, Howard H.

THOMPSON, Jim
A strategic approach to copier selection Off Sys, Vol 5, No. 11: 38, 42, 46-47 Nov 88

THOMp., N. Steven L.
Finicky eaters, computers rely on clean power diets Office, Vol. 108, No. 4. 40-43 Oct 88

TIMBERS, Michael J
Optical disk technology aids information access Office, Vol 107, No 1 106Ja 88

TIMM, Jucate A
Information management training for the realities of the modern office. JEB, Vol. 64, No 2 69-72 Nov 88
**
Information security the role of office support employees in protecting vital information DPE Proceedings, 33-35 Nov 88

TINDAL, C. R. and Pat Doyle
The wimp manager is made, not born Sec, Vol 48, No 2: 14-15 Feb 88

TINERVIA, Joseph and Marilyn L. Satterwhite Developing Writing Skill, Gregg McGraw-Hill, 15-30 hr. program, text-workbook $7.16; site license IBM PC or Apple Ile, Ile $99

TOBIAS, Arthur
**
**
Ergonomic accessories keep users in the pink. Today's Off, Vol. 22, No 8: 53-54, 56 Ja 88
**
Multinationals spearheading worldwide financial thrust. Soft Mag, Vol. 8, No. 7: 64-66, 68-70 My 88 (extra issue)
**

TOBIAS, Lester L
Shaking the underachievement bug Mgmt W, Vol. 17, No 5. 21 Sep/Oct 88

TOM, Gail and Norm Borin

TONGREn, Hale N.

TOOPER, Virginia O
Workplace humor can make your day. Off Sys, Vol. 5, No. 11: 55, 57 60 Nov 88

TOTTY, Patrick
Be careful, be selective in buying a telephone system (Buyer's guide to telephone systems) Office, Vol 108, No 3: 86-87, 89-92 Sep 88
**
Facsimile the hottest office machine to date. Office, Vol 107, No 2: 15-16, 24 Feb 88
**
Service is critical to copier sales stability Office, Vol. 108, No 5: 83-86 Nov 88

TOWNLEY-PORTER, Came
Using the PC!, power to control inactive storage. Office, Vol 108, No. 3. 106Ja 88

TRACY, Ama Lee and Wilma Wilcoxson
Excellence in action Bus Ed Forum, Vol. 42, No. 5: 6 Feb 88

TRACY-CALLAHAN, Patricia
An interview with Amy Wohl Words. Vol 16, No 33-35 My/Ju 88
1988 Business Education Index

VASTINE, William J., et al.
What it takes to be tomorrow's manager. Mgmt W, Vol. 17, No. 1: 40-41 Ja/Feb 88

VAUGHAN, Michael B
The arc elasticity of demand: a note and comment J Econ Ed, Vol. 19, No. 3: 254-258 Summer 88

VAUGHAN, Jeanette W.
How to promote business education: a study of students' perceptions. NABTE Rev, No. 15: 5-9, 88 Issue

VAUGHAN, Kathryn S.
Making the big change. NSR, Vol. 49, No. 6: 42-43 Ju 88

VELLA, Carolyn M.

VETTER, Max
Strategy for Data Modelling Application-- and Enterprise-Wide, John Wiley & Sons, 344 pp., S53.95

VICTOR, David A
Cross-cultural influences on business communication applications for teaching and practice ABC Bul, Vol. 51, No. 3: 8-10 Sep 88

VIELHABER, Mary E.

**

**

VIERGEVER, Elaine
A computer class for today... and tomorrow Kan Bus Tcher, Vol. 41, No. 2 4-5 Spr 88

VIK, Gretchen N.
Teaching communication for business at the graduate level (Ch. 14). NBEA Yrbk, No. 26: 139-150, 1988 Issue

VINCENT, Annette and Adele M. Bullard
A decision-making model for teaching writing. Bus Ed Forum, Vol. 43, No. 2: 22-23, 26 Nov 88

VINCENT, Willis Shea

**
The effect of textual aids on retention in general business DPE J, Vol. 30, No. 4: 152-164 Fall 88

VOCKELL, Edward L. and Jane Hall

VOGT, Gloria and Birdie Holder
Myers-Briggs type indicator personality characteristics of business teacher education majors NABTE Rev, No. 15: 39-41, 88 Issue

VOLKEMA, Roger J.
Computer-assisted meeting management and recordkeeping. ARMA Qtrly, Vol. 22, No. 4: 8-11, 40 Oct 88

VOLPONE, Paul
The great Pc cleanup. Today's Off, Vol. 22, No. 10: 41-42, 44 Mr 88

VREELAND, Eleanor P.
Today's secretary. moving up Sec, Vol. 48, No. 6: 14-17 Ju/Jl 88

-W-
WAGA, Heywood
Stay aware NSR, Vol. 49, No. 5: 42 Mr 88

WAHLSTROM, Billie J. and George Meese
Designing graduate programs to prepare the communication leaders of 2000+. JBTC, Vol. 2, No. 1: 21-35 Ja 88

WAITE, Valene
Captioning: a career worth pursuing and preserving. NSR, Vol. 49, No. 6: 48-49 Ap 88

WAKIN, Edward
Cast yourself as the hero in your company's cast of characters. Today's Off, Vol. 23, No. 6: 60, 62-63 Nov 88

**

**
Pinpointing productive days Today's Off, Vol. 23, No. 4: 65-66 Sep 88

**
Winning the war against interruptions. Today's Off, Vol. 22, No. 9: 21-22 Feb 88

WALBERT, Mark S and Thomas J. Bierma
The permits game. conveying the logic of marketable pollution permits. J Econ Ed, Vol. 19, No. 4: 383-389 Fall 88

WALDEN, Michael L.
Why unit prices of supermarket products vary J Cons Aff, Vol. 22, No. 1: 74-84 Summer 88

WALKER, Noojin
The camel a horse designed by a committee Clearinghs, Vol. 61, No. 7: 329-330 Mr 88

WALKER, Noojin
The camel a horse designed by a committee Clearinghs, Vol. 61, No. 7: 329-330 Mr 88

WALKER, Peter Reporting at the House of Commons. NSR, Vol. 50, No. 2: 36-37, 40-42 Dec 88

WALKER, Phillip M. Electronic mail offers growing range of uses. Office, Vol. 107, No. 1: 120 Ja 88

WALLERSTEINER, Ulrike and Marilyn Joyce Ergonomics: Humanizing the Automated Office, South-Western, 192 pp., $14

WALLINGTON-NUENKAMP, Kristy Using the mailroom as a corporate profit center Office, Vol. 108, No. 6: 78-80 Dec 88


** SNA has arrived, now let's help SAA. Infosys, Vol. 35, No. 3: 60-61 Mr 88
** Two steps forward one step back Infosys, Vol. 35, No. 1: 52-53 Ja 88


** -and John C. Soper What is high school economics? Posttest knowledge, attitudes, and course content J Econ Ed, Vol. 1, No. 1 37-51 Winter 88
** Why high school economics? TEL revision and pretest fin J Econ Ed, Vol. 1, No. 1. 24-36 Winter 88
** -and other authors A research and evaluation agenda for DEEP and procollege economic education. J Econ Ed, Vol. 1, No. 1. 5-13 Winter 88

WALTER, Gerry An overview: technology and application status of optical disk systems. IJ'CJ, Vol. 24, No. 4. 10-13 Ji/Aug 88

WALTERS, C. Glenn and Blaise J Bergeil Consumer Behavior: A Decision-Making Approach, South-Western, 576 pp., $29

WALTERS, Mary C. The benefits of CSR licensing NSR, Vol. 49, No 8: 38 Ju 88


WANG, Douglas On graphics standards. Info Ctr, Vol. 4, No 6: 48 Ju 88

WARD, Annette A and Carol E. Myers Why teachers join professional associations Voc Ed J, Vol. 63, No. 6: 16, 18 Sep 88

WARD, Edna C. and Retha H Kilpatrick Issues in teaching business subjects JEB, Vol. 63, No. 5. 220-222 Feb 88

WARD, John W. Bar coding. F & S Pro, Vol. 1, No. 2: 32-33 Nov 88

WARD, Lynn M. and Neil Story American Business Law and the Regulatory Environment, South-Western, 1440 pp , $35

WARD, Steve, et al. Knowledge-based system provides sales support to timber products brokers J Comp Infosys, Vol 28, No. 2. 24-27 Winter 87-88

WARNER, Jean Rockwell Increased stroking speed—a natural byproduct of advanced word processing. NJ Obs: 24-29, 87-88 Issue


WARREN, Carl S and Philip E Fess Principles of Financial and Managerial Accounting, 2nd ed., South-Western, 1,260 pp., $31


WATLAND, Arnold E. Professionalism and job satisfaction perceptions of middle school teachers in Alaska, Norway, and Wales. Clearinghs, Vol. 61, No. 8: 358-362 Ap 88

WATTS, Michael W., et al

WAYNE, F. Stanford
Teaching work ethics in the classroom--instructional resources and ideas. DPETips, Vol. 4, No 1-4 Winter 88
**
--and Gary L. Clark
Ranking of faculty members based on number of publications in four business education journals--1982-1986. NABTE Rev, No. 15: 42-49, 88 Issue

WEAGLEY, Robert O.

WEAVER, David H., et al
All-Star Professionals A Computerized Accounting Application for a Single Proprietorship Service Business, Gregg McGraw-Hill, 128 pp, $4.95: site license for Apple or IBM PC, $99
**

WEBBER, Michael D.
Strategic materials planning crucial for IS. Infosys, Vol. 35, No. 1: 62 Ja 88

WEBER, James M.
**
Instructional methods in business education classrooms. JEB, Vol. 63, No 8: 341-351 My 88
**

WEEKS, Marie P.
Create excitement in your introductory business class. Bal Sheet, Vol 70, No 2, 10-11 Nov-Dec 88

WEIDENAAR, Dennis J and Robin L. Bartlett

WEIDENBAUM, Murray L

WEILERSTEIN, Kenny
Magnetic media more for less. Off Sys, Vol. 5, No 8 23-24, 26, 28 Aug 88

WEINBERGER, Jerome
On the nature of users. Info Ctr, Vol 4, No 5: 48 My 88

WEISS, Tim shy
Promoting a cause. ABC Bul, Vol 51, No. 1: 13-15 Mr 88

WEISZMANN, Carol and Susan E. Rosenheimer

WEITZ, Lori
Not cannibalism, but coexistence with Case. Soft Mag, Vol. 8, No 12: 43-45, 48, 57-59 Oct 88

WELDON, Ward, et al.

WELKI, Andrew M.
Quality control and the college business statistics course: some empirical evidence. JEB, Vol. 63, No. 5: 200-204 Feb 88

WELLINS, Charlotte Nindl
FBLA: Key to improving communication, image, and enrollments. NJ Obs: 21-23, 87-88 Issue

WELLS, Barron and Nelda Wells

WELLS, Walter
Communications in Business, 5th ed., PWS-Kent, 632 pp, $31.50

WENDELIN, Karla Hawkins and Kathy E. Dantelse
Improving home-school links in reading by communicating with parents. Clearinghs, Vol. 61, No. 6: 265-268 Sep 88

WENTLING, Rose Mary
A study to determine the extent computer keyboarding skills are needed by business professionals. DPE Proceedings, 61-62 Nov 88
**
--and Joseph Helbling
On-the-job updating. Business teachers learn from business and industry. JEB, Vol. 64, No. 1: 12-14 Oct 88

WESSELS, Cathy Rohm and Dale Heien
The nutritional impact of the dairy price support program. J Cons Aff, Vol 22, No. 2: 201-219 Winter 88

WEST, Judy and Judy Nixon
Employees confront hazards of prolonged VDT use. Sec, Vol 28, No. 5: 10-11. 13 My 88

WEST, Leonard J
Retrospects, prospects, and effects of research in business education. DPE Proceedings, 3-11 Nov 88

WESTON, Anita, et al.
A time and error analysis of the input and process stages of the information cycle. DPEJ, Vol 30, No 4: 143-151 Fall 88

WHALEN, John C., et al.
When users resist change. Info Ctr, Vol. 4, No. 8, 44-46, 48, 50 Aug 88

WHEATMAN, Victor S
Just getting started. Soft Mag, Vol. 8, No. 4: 52-53, 56-58 March 88 (extra issue)
WHEELER, Susan

WHIPPLE, William III, et al.

WHITAKER, Linda M.

WHITE, Clarence D.
Establishing electronic keyboarding speed and accuracy standards. DPE Proceedings, 29-32 Nov 88

WHITE, Jane F.
Audiovisuals (Reviews of insurance & health, films in business, cassette storage, brs. coms., typing bulletin board kit). JEB, Vol. 63, No. 5: 238 Feb 88

WHITE-MEANS, Shelley I.

WHITMAN, George
Mailing list accuracy is honesty. Adm Mgmt, Vol. 49, No. 1: 47 Feb 88

WHITMAN, Patricia and Richard Martin
Cost-effective keyboarding at the elementary school level. Bal Sheet, Vol. 69, No. 2: 7-8 Jan/Feb 88

WHITMYER, Claude F.
Computer viruses: there are ways to combat them. Office, Vol. 108, No. 3: 28 Sep 88

WHITNEY, Eugene P.

WHITEHEAD, Janet C. and Diann Conyers
Survival in a computer environment—the synergistic approach. JEB, Vol. 22, No. 1: 8-14 Jan 88

WHITENI AN, Gilbert L.
Communication is an art that many fail to acquire. Office, Vol. 108, No. 1: 102, 104 Jul 88

WHYTE, Gregg C.

WIESNER, Philip J.
WILCOX, Gerry B.  
Word technology: the wave of the future. NSR, Vol. 49, No. 9: 52-53 Oct 88

WILCOXSON, Wilma and Anna Lee Tracy  

WILLIAMS, Barbara  

WILLIAMS, Brian K., et al.  

WILLIAMS, Carol E.  
Sources of learning that influence instructional methodologies and techniques employed when teaching adults. Southwest Missouri State University, Master’s thesis 1987

WILLIAMS, Jane D. and J. Howard Jackson  

WILLIAMS, Jane L.  
Update on teacher education and licensing. Inv, Vol. 13, No. 3: 2-3 Fall 87

WILLIAMS, Norman C and G. A. Swanson  
Topical interface between managerial finance and managerial accounting. JEB, Vol. 64, No. 1: 23-27 Oct 88

WILLIAMSON, Daniel P. and Alden F. Shiers  

WITKIN, Ruth K.  
Managing Your Business with Multiplan: Practical Business Solutions to Using Microsoft’s Award-Winning PC Spreadsheet, 2nd ed., Microsoft Press, 544 pp., $19.95

WITWER, Bruce  
"Thank you for calling." Mgmt W, Vol. 17, No. 1: 8-9 Ja/Feb 88

WOHL, Lawrence A. and Victor J. Tremblay  

WOITALLA, James A.  
"I like my dinosaur! NSR, Vol 49, No. 9: 35-36 Jun 88

WOJCICK, Elaine C.  
The BART teachers workshop. NSR, Vol. 49, No. 3: 34-35 Ja 88

WOLF, Morris Philip and Shirley Kuiper  
Effective Communication in Business, 9th ed., South-Western, 608 pp., $26

WOLOSZYK, Carl A.  
A strategic approach to marketing your program. Ideas, Vol. 4, No. 1: 14-15 Aug/Sep 88
WOLVERSON, Van
Quick Reference Guide to MS-DOS Commands, Microsoft Press, 48 pp. $4.95

**
Running MS-DOS, 2nd ed. The Microsoft Guide to Getting the Most Out of the Standard Operating System for the IBM PC and 50 other Personal Computers, Microsoft, 448 pp. $21.95

**

WC NG, Doris O.
More thoughts on cottage-industry reporting NSR, Vol. 49, No. 9: 72-74 Jul 88

**
Owning an office condominium NSR, Vol. 49, No. 5: 40-41 Mr 88

**
People to people: reporters take part in cultural exchange in China. NSR, Vol. 50, No. 2, 46, 48 Dec 88

WONG, Shirley M.

WOO, Donna and Jane Troop
DisplayWrite 4: A Practical Approach, South-Western, Text-Workbook, $16

WOOD, Glynda
The little silver disk. NATEBE Notes, 5-6 Spring 88

WOOD, Judy W. and Jennifer W Miederhoff
Adapting lesson plans for the mainstreamed student. Clearinghs, Vol. 51, No 6: 269-282 Feb 88

WOOD, Merle and Sherry Cohen

**

WOODCOCK, JoAnne and Peter Rinearson
Microsoft Word Style Sheets, Microsoft Press, 352 pp., $17.95

WOODWARD, Paul, et al
Teaching business communication skills in large classes J Bus Com, Vol. 25, No 1: 65-66 Winter 88

WOOG, Dan

**

WOOTEN, Judith C., et al
IDMS/R Systems Desk Reference, (SRS Network, Inc.), John Wiley & Sons, 523 pp., $39 95

WORDEN, Debra Drecnik and Gregory A. Falls

WORMS, Carolyn Litchfield
Concerns about certification of marketing educators. Bus Ed Forum, Vol. 43, No. 3, 14-15 Dec 88

WORMWALD, Karen

WORTH, William E. and Patsy C. Smith
The accreditation team is coming. . .are you ready? NATEBE Notes, 7-10 Fall 88

WRIGHT, Jill D

WRIGHT, Robert G.

WRISLEY, Albert L. et al
What it takes to be tomorrow's manager Mgmt W, Vol. 17, No. 1: 40-41 Ja/Feb 88

WUESTE, Richard A.
Bureaucratic bungling--it's not for government only Mgmt W, Vol. 17 No 4, 1, 6 II/Aug 88

**
A matter of inconsequence Mgmt W, Vol. 17, No. 2, 40, 39 Mr/Ap 88

**
Memos on the loose! Mgmt W, Vol. 17, No 5, 40, 39 Sep/Oct 88

WYATT, Nancy and Deborah F Atwater
Improving communication at work ABC Bul, Vol. 51, No 4, 2-7 Dec 88

- Y -

YAKATTIS, Paul
A study to determine the extent to which fast-food restaurant employment applications meet EEOC guidelines. Central Michigan University, Master's thesis 1987

YAREMKA, James F
Make a plan for PC disaster recovery Office, Vol. 107, No 3 54, 56, 96 Mr 88

YEN, Chi-Chung (David) and Hung-Lian Tang
Clarifications between rule-based systems and database systems ARMA Qtrly, Vol. 22, No 2 11-12, 14-15 Ap '8

**
Future trends of computer-based information systems ARMA Qtrly, Vol. 22, No. 4 12-14, 16, 18, 41 Oct 88

YOCHUM, Kathleen
Optical disk jukeboxes: how they work, what they can do IMC J, Vol. 24, No 5 50-51 Sep/Oct 88
1988 Business Education Index

YORKE, Darryl B.

YOST, Linda


YOUNG, George
Time recorders: versatile systems for the office. Office, Vol. 107, No. 3: 61-62, 80 Mr 88

YOUNG, Jeffrey D. and Lissa S. McRae
Student satisfaction in introductory business courses taught by lecture and discussion methods. JEB, Vol. 64, No. 6: 252-255 Mr 88

YOUNG, Murray A., et al.
A market efficiency study of used car reliability and prices. J Cons Aff, Vol. 21, No. 2: 258-276 Winter 87

YOUNGER, Irving
Romancing the verb. NSR, Vol. 49, No. 3: 52-53 Ja 88

YOURDON, Ed
Case competition is all over the world. Soft Mag, Vol. 8, No. 14: 51-56, 58-60 Nov 88 (extra issue)

YU, Ella Ozier
Developing persuasive strategies a different approach to the job application assignment ABC Bul, Vol. 51, No. 2: 24-25 Ju 88

ZAHAROFF, Howard
No license to copy. Soft Mag, Vol. 8, No. 8 8 Ju 88

ZAHN, Donald K., et al
Consider the facts when designing secondary business curricula. JEB, Vol. 64, No. 1: 18-22 Oct 88

ZALONDEK, Kevin C. and Lewis M. Elia
Business Computer Applications, Milady Publishing Corp., 24 pp $5.95, teachers answer key including software with projects and free right of duplication, $59.95

Office Procedures and Technology—computer edition. Milady Publishing Corp., 24 pp $5.95, teacher's manual including software with projects and free right of duplication, $59.95

ZANCA, Tom
Shredders can ensure confidentiality. Off Sys, Vol. 5, No. 7: 64, 66, 68-73 II 88

ZANCANELLA, James, et al.
Business teacher education: the aging of the professionals. NABTE Rev, No. 15: 50-52, 88 Issue

ZANGENEHZDEH, Hamid

Reply to "Grade inflation: a way out". J Econ Ed, Vol. 19, No. 3: 230 Summer 88

ZEDLITZ, Robert H.
Getting a Job in the Travel Industry, South-Western, Instructional Kit, $9 50

ZELL, Alan J.

ZELLNER, James A. and Larry G. Traub
In-kind food assistance and consumer food choice. J Cons Aff, Vol. 21, No. 2: 221-237 Winter 87

ZIMMERMAN, Helene and Jean Grever
How are we meeting the challenge of preparing teachers and students in office technology? DPE J, Vol. 29, No. 4: 2-13 Winter 88

ZITZNER, John
Forms management software can save $1 million. F & S Pro. Vol 1, No. 1: 36, 38 My 88

ZOUBEK, Charles E. and Gregg Condon


ZWIRN, Cindy
Letter(ing) perfect Sec, Vol 48, No 8. 10-11 Oct 88
PUBLICATIONS Indexed

ABC Bul--BULLETIN OF THE ASSOCIATION FOR BUSINESS COMMUNICATION, Henrett Shirk, Editor, Dept. of English, 406 Holmes Hall, Northeastern University, Boston, MA 02115; Robert Gieselman, Exec. Dir., Association for Business Communication, 100 English Building, 608 South Wright Street, Urbana, IL 61801

ABEA J--ARIZONA BUSINESS EDUCATION ASSOCIATION JOURNAL, Robert Gryder, Editor, College of Business, Dept of General Business, Arizona State University, Tempe, AZ 85287

Adm Mgmt--ADMINISTRATIVE MANAGEMENT, Don S. Johnson, Editor, Dalton Publications Co., 1123 Broadway, New York, NY 10010

Alpha Epsilon Rsch--ALPHA EPSILON CHAPTER RESEARCH ISSUE, Marcia L. James, Editor, Div. of Occupational and Vocational Education, Box 13857, North Texas State University, Denton, TX 76203

ARMA Qtrly--RECORDS MANAGEMENT QUARTERLY, Ira A. Penn, Editor, Association of Records Managers and Administrators, Suite 215, 4200 Somerset Dr., Prairie Village, KS 66208

Bal Sheet--BALANCE SHEET, Donald H. Fox, Editor, South-Western Publishing Co., 5101 Madison Rd, Cincinnati, OH 45227

BEA NY J--BUSINESS EDUCATION ASSOCIATION OF METROPOLITAN NEW YORK JOURNAL, Blanche Ettiger, Editor, Bronx Community College, University Ave & West 181 St., Bronx, NY 10453

Beta Phi Rsch--BETA PHI RESEARCH EXCHANGE, Stephen Cyrus, Editor, Dept. of Business Education & Office Systems Administration, Montclair State College, Upper Montclair, NJ 07043

Bus Ed Forum--BUSINESS EDUCATION FORUM, Diana A. Stein, Editor, National Business Education Association, 1914 Association Drive, Reston, VA 22091

Bus Exch--BUSINESS EXCHANGE, Richard DeBruin, Editor, Lorraine-Mifflin Co., One Beacon St, Boston, MA 02108

Clearengs--THE CLEARING HOUSE, Louise Dudley, Editor, Heldref Publications, 4000 Albemarle St., N.W., Washington, DC 20016

Database--DATA BASE, Dennis Kokoruda, Editor, South-Western Publishing Co., 5101 Madison Road, Cincinnati, OH 45227

DPE J--DELTA Pi EPSILON JOURNAL, B June Schmid, Editor, Virginia Polytechnic Institute & State University, 213 Lane Hall, Blacksburg, VA 24061

DPE Proc--DElTA Pi EPSILON PROCEEDINGS ON DELTA Pi EPSILON SCIENCE CONFERENCE, Robert B. Mitchell, Exec. Dir., Delta Pi Epsilon National Office, P.O. Box 4340, Little Rock, AR 72214

DPE TIPS--TIPS NEWSLETTER of Delta Pi Epsilon, Robert B. Mitchell, Exec. Dir., Delta Pi Epsilon National Office, P.O. Box 4340, Little Rock, AR 72214

F & S Pro--FORMS AND SYSTEMS PROFESSIONAL, Robert A. Mascro, Editor, North American Publishing Co., 401 Broad St., Philadelphia, PA 19108

IBEA Reps--ILLINOIS BUSINESS EDUCATION ASSOCIATION REPORTS, Ethel Holloway, Editor, Route 1, Box 90, Du Quoin, IL 62832

Ideas--IDEAS FOR MARKETING EDUCATORS, Marketing Education Resource Center, The Ohio State University, 1375 King Avenue, P.O. Box 12226, Columbus, OH 43212-0226

IMC J--IMC JOURNAL, Nancy Boyer, Editor, International Information Management Congress, 345 Woodchuck Dr., Fairport, NY 14450

Info Ctr--INFORMATION CENTER, Floyd Kemski, Editor, Wurtzarten Publications, Inc., 38 Chauncey St., Boston, MA 02111

Infosys--INFOSYSTEMS, Wayne L. Rhodes, Jr., Editor, Hitchcock Publishing Co., Hitchcock Building, Wheaton, IL 60188 (Ceased publication May 1989)

Inv--THE INVOICE, Hamilton McQueen & Sue Evans, Editors, P.O. Box 4477, Austin Peay State University, Clarksville, TN 37044

IS Ed--INFORMATION SYSTEMS EDUCATOR, Thomas R. Hutton, Editor, UMC 3515, Utah State University, Logan, UT 84322

J Acct--JOURNAL OF ACCOUNTANCY, Susan Z Frayman, Editor, 1211 Avenue of the Americas, New York, NY 10036-8775

J Bus Com--JOURNAL OF BUSINESS COMMUNICATION, Charlotte Thralls and Nancy Blyer, Editors, English Dept., Iowa State University, Ames, IA 50011

J Bus Comm--JOURNAL OF BUSINESS COMMUNICATION, Phil Lewis, Editor, Dept. of Management Sciences, Abilene Christian University, Abilene, TX

J Comp Infosys--JOURNAL OF COMPUTER INFORMATION SYSTEMS, Jeretta A. Horn, Editor, College of Business Administration, Oklahoma State University, Stillwater, OK 74078
DIRECTORY OF CONTRIBUTING PUBLISHERS

Gregg Division, McGraw-Hill Book Company, 1221 Avenue of the Americas, New York, NY 10020

John Wiley & Sons, Inc., 605 Third Avenue, New York, NY 10158

McGraw-Hill Book Company, 1221 Avenue of the Americas, New York, NY 10020

Microsoft Press, (for desk copies Attn. Stephanie Ideta, 16011 N. E. 36th Way, Box 97017, Redmond, WA 98073-9717)

Milady Publishing Corporation, 3839 White Plains Road, Bronx, NY 10467

National Instructional Systems, Inc., 21842 Harbor Breeze Lane, Huntington Beach, CA 92646

PWS-Kent Publishing Co., 20 Park Plaza, Boston, MA 02116

South-Western Publishing Company, 5101 Madison Road, Cincinnati, OH 45227