This index provides entries for business education articles and research studies compiled from a selected list of periodicals and yearbooks published during 1992. Priority is given to journals 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). All entries have the title, author(s), journal, volume and number (if applicable), inclusive pages, month, and year. Subjects are arranged in alphabetical order first by main category and then by subcategories. Main categories contain miscellaneous entries related to that category; subcategories contain more specific entries. Each article is indexed under at least one and no more than four subjects. Major categories are as follows: accounting, accreditation, administration and supervision, business administration, business education, business communications, curriculum, document design and processing, educational institutions, employment, equipment and supplies, general education, guidance and counseling, human relations, information management/processing, keyboarding/typing, marketing, microcomputers, minorities, office management, professional development, reprographics, research, shorthand, special education, standards, teaching, testing and evaluation, and training and development. An author listing in alphabetical order follows the subject section. (YLB)
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. Therefore, state and regional business education publications will be indexed if they meet the following requirements:

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 institution 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.

Dr. Pat R. Graves, Editor
Business Education Index
Department of Business Education and Administrative Information Systems
Eastern Illinois University
Charleston, IL 61920
217-581-2026
Suggestions For Using The Index

All entries have the title, author(s), journal, (volume and number if applicable), inclusive pages, month, and year. 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 are:

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>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>vol</td>
<td>volume</td>
</tr>
<tr>
<td>yrbk</td>
<td>yearbook</td>
</tr>
</tbody>
</table>

Subject Entries

Subjects are arranged in alphabetical order by main category and then subcategories. Main categories will contain miscellaneous entries related to that topic; subcategories will contain more specific entries. Each article is indexed under at least one and no more than four subjects.

The following list shows the subjects and the page number on which the entries begin. Major category headings are in bold.

Subject List

<p>| Accounting ......................... | 1 |
| Bookkeeping ...................... | 2 |
| Business Mathematics .......... | 3 |
| Finance/Investments ........... | 3 |
| Accreditation ................... | 3 |
| Administration and Supervision | 4 |
| Business Administration ...... | 4 |
| Business Law .................... | 5 |
| Economics ....................... | 6 |
| General Business .............. | 7 |
| Business Education ............ | 8 |
| Adult Education ............... | 9 |
| Career Education .............. | 9 |
| Consumer Education ............ | 10 |
| Cooperative Education ....... | 11 |
| International Business Education | 11 |
| Program Assessment .......... | 12 |
| Technical Preparation Education | 13 |
| Vocational Education .......... | 13 |
| Business Communications ...... | 14 |
| Business English .............. | 16 |
| Computer-based Communication, | 17 |
| Facsimile ...................... | 17 |
| Computer-based Communication, | 18 |
| Graphics ...................... | 18 |
| Computer-based Communication, | 18 |
| Presentations .................. | 18 |
| Computer-based Communication, | 19 |
| Telecommunications ............ | 19 |
| International/Intercultural .. | 19 |
| Listening ...................... | 21 |
| Reading ......................... | 21 |
| Speaking ........................ | 22 |
| Writing ........................ | 22 |
| Curriculum ..................... | 24 |
| Colleges and Universities .... | 26 |
| Elementary ..................... | 27 |
| Graduate ........................ | 27 |
| Junior High/Middle School ..... | 28 |
| Postsecondary/Community College | 28 |
| Secondary/High School ....... | 28 |
| Document Design and Processing | 29 |
| Desktop Publishing Applications | 31 |
| Graphics ...................... | 32 |
| Page Design .................... | 33 |
| Typography ..................... | 33 |
| Word Processing Applications  | 34 |</p>
<table>
<thead>
<tr>
<th>Educational Institutions</th>
<th>36</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employment</td>
<td>36</td>
</tr>
<tr>
<td>Job Satisfaction</td>
<td>37</td>
</tr>
<tr>
<td>Occupational Information</td>
<td>38</td>
</tr>
<tr>
<td>Performance Evaluation</td>
<td>40</td>
</tr>
<tr>
<td>Work Experience</td>
<td>40</td>
</tr>
<tr>
<td>Equipment and Supplies</td>
<td>40</td>
</tr>
<tr>
<td>Purchase Decisions</td>
<td>42</td>
</tr>
<tr>
<td>General Education</td>
<td>43</td>
</tr>
<tr>
<td>At-risk Students</td>
<td>44</td>
</tr>
<tr>
<td>Guidance and Counseling</td>
<td>44</td>
</tr>
<tr>
<td>Human Relations</td>
<td>44</td>
</tr>
<tr>
<td>Ethics and Law</td>
<td>45</td>
</tr>
<tr>
<td>Work Behavior</td>
<td>45</td>
</tr>
<tr>
<td>Information Management/Processing</td>
<td>47</td>
</tr>
<tr>
<td>Data Processing</td>
<td>50</td>
</tr>
<tr>
<td>Data Security</td>
<td>50</td>
</tr>
<tr>
<td>Database Management</td>
<td>51</td>
</tr>
<tr>
<td>Decision Support Systems</td>
<td>51</td>
</tr>
<tr>
<td>Electronic Imaging</td>
<td>51</td>
</tr>
<tr>
<td>Expert Systems</td>
<td>52</td>
</tr>
<tr>
<td>Forms Management</td>
<td>52</td>
</tr>
<tr>
<td>Micrographics</td>
<td>52</td>
</tr>
<tr>
<td>Networks</td>
<td>53</td>
</tr>
<tr>
<td>Optical Disk</td>
<td>53</td>
</tr>
<tr>
<td>Records Management</td>
<td>54</td>
</tr>
<tr>
<td>Keyboarding/Typewriting</td>
<td>55</td>
</tr>
<tr>
<td>Proofreading</td>
<td>55</td>
</tr>
<tr>
<td>Teaching Techniques</td>
<td>55</td>
</tr>
<tr>
<td>Legislative Issues</td>
<td>56</td>
</tr>
<tr>
<td>Marketing</td>
<td>56</td>
</tr>
<tr>
<td>Entrepreneurship Education</td>
<td>56</td>
</tr>
<tr>
<td>Marketing Education</td>
<td>57</td>
</tr>
<tr>
<td>Microcomputers</td>
<td>57</td>
</tr>
<tr>
<td>Hardware</td>
<td>58</td>
</tr>
<tr>
<td>Microcomputer Education</td>
<td>59</td>
</tr>
<tr>
<td>Software</td>
<td>59</td>
</tr>
<tr>
<td>Minorities</td>
<td>61</td>
</tr>
<tr>
<td>Special Needs</td>
<td>62</td>
</tr>
<tr>
<td>Women</td>
<td>62</td>
</tr>
<tr>
<td>Office Management</td>
<td>62</td>
</tr>
<tr>
<td>Ergonomics and Facility Management</td>
<td>64</td>
</tr>
<tr>
<td>Mail Management</td>
<td>65</td>
</tr>
<tr>
<td>Office Automation</td>
<td>65</td>
</tr>
<tr>
<td>Office Security/Safety</td>
<td>66</td>
</tr>
<tr>
<td>Personnel Management</td>
<td>66</td>
</tr>
<tr>
<td>Public Relations</td>
<td>67</td>
</tr>
<tr>
<td>Secretarial Procedures</td>
<td>67</td>
</tr>
<tr>
<td>Temporary Help Services</td>
<td>67</td>
</tr>
<tr>
<td>Time Management</td>
<td>67</td>
</tr>
<tr>
<td>Professional Development</td>
<td>68</td>
</tr>
<tr>
<td>Associations</td>
<td>69</td>
</tr>
<tr>
<td>Certification</td>
<td>69</td>
</tr>
<tr>
<td>Reprographics</td>
<td>69</td>
</tr>
<tr>
<td>Copier</td>
<td>70</td>
</tr>
<tr>
<td>Printer</td>
<td>70</td>
</tr>
<tr>
<td>Research</td>
<td>70</td>
</tr>
<tr>
<td>Shorthand</td>
<td>71</td>
</tr>
<tr>
<td>Court Reporting</td>
<td>71</td>
</tr>
<tr>
<td>Dictation</td>
<td>73</td>
</tr>
<tr>
<td>Transcription</td>
<td>73</td>
</tr>
<tr>
<td>Special Education</td>
<td>73</td>
</tr>
<tr>
<td>Standards</td>
<td>73</td>
</tr>
<tr>
<td>Policies Commission</td>
<td>74</td>
</tr>
<tr>
<td>Teaching</td>
<td>74</td>
</tr>
<tr>
<td>Classroom Management</td>
<td>76</td>
</tr>
<tr>
<td>Instructional Strategies</td>
<td>76</td>
</tr>
<tr>
<td>Media</td>
<td>80</td>
</tr>
<tr>
<td>Student Recruitment</td>
<td>81</td>
</tr>
<tr>
<td>Teacher Education</td>
<td>81</td>
</tr>
<tr>
<td>Teacher Performance</td>
<td>82</td>
</tr>
<tr>
<td>Testing and Evaluation</td>
<td>82</td>
</tr>
<tr>
<td>Training and Development</td>
<td>83</td>
</tr>
<tr>
<td>Needs Assessment</td>
<td>83</td>
</tr>
<tr>
<td>Performance Improvement</td>
<td>84</td>
</tr>
<tr>
<td>Program Evaluation</td>
<td>84</td>
</tr>
<tr>
<td>Workplace Impact</td>
<td>85</td>
</tr>
</tbody>
</table>

**Author Entries**

An author listing in alphabetical order follows the subject section.

For multiple author entries, each author is listed first one time. For three or more authors, the term "et al." follows the author name.
Business Education Index

1992

Subject Entries

Accounting


A curriculum format to meet the AICPA 150-hour requirement. Ceil Moran Pillsbury. JEB, Vol. 67, No. 3: 172-176 Ja/Feb 92

A curriculum in transition; accounting in the 1990s and beyond. Gregory Getter and Claudia B. Gilbertson. Bal Sheet, Vol. 73, No. 4: 5-8 Mr/Ap 92


Accounting education via satellite: has technology made distance learning an acceptable alternative in the 90s? Charlotte J. Wright, Maryanne M. Mowen and Amy H. Lau. SBR, Vol. 1, No. 1: 13-23 Spring 91

Accounting instructors’ perceptions of how they teach versus how they were taught. John Beegle and David Coffee. JEB, Vol. 67, No. 2: 90-94 Nov/Dec 91


An integrated approach to teaching a one-semester course in auditing. Barbara L. Adams. JEB, Vol. 67, No. 5: 291-293 My/Ju 92


Computerized tutorials aid mastery of transaction analysis. Robert D. Hanson. Bal Sheet, Vol. 73, No. 4: 9-11 Mr/Ap 92


Developing and teaching an auditing course in the 1990s. Howard A. Kanter. DPE Proc, 47-52 92


Maccoby's head/heart traits: marketing versus accounting students. C. M. Kochunny, Hudson P. Rogers and Alphonso Ogbeuchi. JEB, Vol. 67, No. 6: 371-376 J1/Aug 92


Perception of Southern Illinois accounting students regarding the role of instructional methods in students dropping or failing accounting courses. Muna Mufrig. Southern Illinois Univ. at Carbondale, Master's thesis 1991


The effect of high school accounting on performance on the first university-level accounting principles course. Sandra D. Clouse. Southwest Missouri State University, Master's thesis 1991


The marketing of an accounting graduate: characteristics most desired by CPA firms. Helen A. Lafrancois. JEB, Vol. 67, No. 4: 206-209 Mr/Ap 92


The relative performance of female and male students in accounting principles classes. Marvin L. Bouillon and B. Michael Doran. JEB, Vol. 67, No. 4: 224-228 Mr/Ap 92

Transferring classroom knowledge to real-world accounting: the savings and loan crisis. Steven F. Cahan and Eric N. Johnson. JEB, Vol. 67, No. 5: 282-286 My/Ju 92


Women's salaries in internal auditing: the glass ceiling has not been shattered. Vicky King, Thomas H. Oxner and Donald E. Edwards. SBR, Vol. 2, No. 2: 49-57 Fall 92


Share ownership and firm operating expenses. Richard H. Fosberg. SBR, Vol. 1, No. 2: 85-98 Fall 91


Balancing act. Cindy Young. WP Mag, 60, 62, 64, 66 Dec 92

Recording billable hours. Kirk Strickland. WP Mag, 75-78 My 92

Simplified salaries. Ruth Stento. WP Mag, 35-36, 38 Aug 92
Business Mathematics


Assessment of the effectiveness of hand-held calculators to develop basic mathematics skills in fourth and sixth grades in an urban school. Franklin Abiloye Olusoji. Lehman College, CUNY, Master's thesis 1991


Teaching mathematics: ethnomathematics, the voice of sociocultural groups. Marcelo C. Borba. Clearinghs, Vol. 65, No. 3: 134-135 Ja/Feb 92

Finance/Investments


A taxing situation. Allen Biehl. WP Mag, 84-87 Feb 92


Business education, an assignment of the saving bank organisation. Gunter Goetzinger. SIEC Rev, No. 120: 30-33 Nov 92


Differential S&L profitability due to diversification and capital risks. Dudley W. Blair, Michael M. Fabritius and Paul M. Mason. SBR, Vol. 1, No. 2: 119-130 Fall 91


Make time for investing. Peter C. Gentry. Sec, Vol. 52, No. 9: 10-12 Nov/Dec 92

Net present value: a financial tool for complicated times. Julie Gable. ARMA Qtrly, Vol. 26, No. 1: 3-5 Ja 92


The cost of the support of college students as affected by their choice of public or private school and residence. Charlotte V. Churaman. Fin. C & P, Vol. 3: 135-156 92


The relative benefits of making a higher down payment or paying points for a lower interest rate. Michael L. Walden. Fin. C & P, Vol. 3: 63-77 92


Accreditation

Accreditation and academic professionalism in business administration. Dorothy P. Moore, Janet S. Adams and Leonard Chatmier. JEB, Vol. 67, No. 4: 218-223 Mr/Apr 92


Administration and Supervision


Educational administration: an overview. Jerry J. Herman and Janice L. Herman. Clearinghs, Vol. 65, No. 3: 133-134 Ja/Feb 92

Educational administration: school-based management. Jerry J. Herman and Janice L. Herman. Clearinghs, Vol. 65, No. 5: 261-263 My/Ju 92


Lessons for administrators from Machiavelli’s The Prince. Gayle A. Wilkinson. Clearinghs, Vol. 65, No. 4: 239-240 Mr/Apr 92


Three broken windows: view from the vice-skipel’s office. Russ McLean. Clearinghs, Vol. No. 4: 209-212 Mr/Apr 92

Business Administration


Accreditation and academic professionalism in business administration. Dorothy P. Moore, Janet S. Adams and Leonard Chusmir. JEB, Vol. 67, No. 4: 218-223 Mr/Ap 92


An investigation of factors that may facilitate or impede exporting activities in the U.S. Dean Elmudi, Yunus Kathawala and Sudhir Chawla. SBR, Vol. 2, No. 1: 35-50 Spring 92

Book review: Father, son & co.: my life at IBM and beyond by Thomas J. Watson, Jr. and Peter Petre. N. L. Reinsch, Jr. J Bus Com, Vol. 28, No. 4: 389-390 Fall 91


Computer use in required business statistics courses at AACSB member schools. Lois M. Shufeldt, Janice E. Parmley and Daniel G. Kopp. JEB, Vol. 67, No. 4: 210-213 Mr/Ap 92


Differential S&L profitability due to diversification and capital risks. Dudley W. Blair, Michael M. Fabritius and Paul M. Mason. SBR, Vol. 1, No. 2: 119-130 Fall 91


Health care—it's a business. Mark J. Williams. NJ BE Obs, Vol. 64: 48-51 91-92


Implementing quality management. Yvonne Stewart Smith, Peter Benziies and Janey Rees. SIEC Rev, No. 120: 21-24 Nov 92


Management in India: changing scenario. Padrakar M. Sapre. ISBE News, Vol. 23, No. 1: 1, 4-5 Fall 92


Share ownership and firm operating expenses. Richard H. Fosberg. SBR, Vol. 1, No. 2: 85-98 Fall 91


Student internships: what AACSB schools say! Nelda Spinks and Barron Wells. SBR, Vol. 1, No. 2: 39-54 Fall 91

The agribusiness industry: new opportunities for business graduates. Daryl Burckel, Michael P. Watters and Zoel Tondkar. SBR, Vol. 1, No. 2: 75-83 Fall 91


The importance of organizational development and leadership to organizational success. Richard Cunningham. University of Minnesota, Master's thesis 1991


Toward greater relevance in business research: the ivory tower and the crystal palace. John Trinkaus and Steve Woolley. SBR, Vol. 2, No. 2: 153-166 Fall 92


Business Law


Does high school economics turn off too many students? J. R. Clark and William L. Davis. JEB, Vol. 67, No. 3: 152-155 Ja/Feb 92

Economic literacy today--what does it mean? Klaus Beck. SIEC Rev, No. 120: 35 Nov 92


Facilitating the transition from graphical to algebraic models: a teaching challenge for intermediate microeconomics. Allen J. Wilkins. J Econ Ed, Vol. 23, No. 4: 317-331 Fall 92


Impact of the Olympic games on the economy of Catalonia. Anna Ronquillo and Ester Subira. SIEC Rev, No. 120: 16-19 Nov 92

Impact of the Olympic games on Catalonia. Ester Subira and Anna Ronquillo. ISBE News, Vol. 23, No. 1: 5-8 Fall 92


International economics in U.S. high schools: results from a national survey. Michael Watts and


The surprising arithmetic of imperfectly competitive trade theory. Steven R. Beckman. J Econ Ed, Vol. 23, No. 4: 333-339 Fall 92


Two propositions on the application of point elasticities to finite price changes. Alan J. Daskin. J Econ Ed, Vol. 23, No. 1: 17-21 Winter 92


General Business


Education in America. Lynne V. Cheney. JCR, Vol. 54, No. 1: 40-43 Nov 92


Hidden agendas for the basic business subjects. Lonnie Echternacht. NBEA Yrbk, No. 30: 50-66 92


Business Education

A need for preparation beyond ... Dawn E. Shults. Kan Bus Tchr, Vol. 43, No. 1: 4-6 Fall 92

A new day is dawning. Janet M. Gandy. ABEA J, Vol. 2, No. 1: 1-10 Spring 92

A ranking of the top 75 misused similar words that business communication students confuse most often. Paula Williams, Jolene D. Scriven and Stan Wayne. ABC Bul, Vol. 54, No. 4: 19-25 Dec 91


Business education, an assignment of the saving bank organisation. Gunter Goetzinger. SIEC Rev, No. 120: 30-33 Nov 92

Business education and the Kentucky Education Reform Act (KERA). Randall Wells. KBE A J, 6-7 Spring 92

Business education history lessons--is it too late to learn? Michael Bronner. NJ BE Obs, Vol. 63: 15-22 90-91


Challenging times for business education. Donna Holmquist. NABTE Rev, No. 19: 3-4 92

Competency testing for business teacher certification and for admission to business teacher preparation programs. Kenneth L. Gorman and J. William Murphy. NABTE Rev, No. 19: 9-12 92


Ethics in business education. Olof Backlund, Irmeli Westermarck, Leena Anjala and Marjatta Yliheljo. SIEC Rev, No. 120: 19-21 Nov 92

Fiscal austerity and the need for creativity. Carol Grant Bronk. Bus Ed Forum, Vol. 46, No. 4: 3-4 Ap 92

Getting the word out--selling the business education story. Donald G. Hays. Bal Sheet, Vol. 73, No. 3: 26-27 Ja/Feb 92


Strategies for promoting business courses in the high school. Gloria J. Scott. Southwest Missouri State University, Master's thesis 1991


The golden years of NJBEA. Larry Roy Fiber. NJ BE Obs, Vol. 63: 7-8 90-91

Teaching the hidden curriculum: an opportunity. Anna M. Burford and Vivian Arnold. NBEA Yrbk, No. 30: 167-175 92


Career Education


Book Review: If it ain't broke...break it by Robert J. Kriegel. Donald F. Kuratko. Mid JB, Vol. 7, No. 2: 59-60 Fall 92

Education and work partnerships. Donald K. Zahn and Vicki A. Poole. NBEA Yrbk, No. 30: 183-195 92


Key career competencies—assimilation '90s style. E. Jean Jillson and Olive D. Church. N & Q, Vol. 17, No. 1: 10-11 Spring 92


Consumer Education


Complaints and disenrollment at a health maintenance organization. Sara J. Solnick and David Hemenway. J Cons Aff, Vol. 26, No. 1: 90-103 Summer 92


Effect of participation in cooperative education on attendance, retention, and achievement. Eloise Paige. Lehman College, CUNY, Master’s thesis 1991

Linking corporate and classroom support skills. Eleanor J. Flanigan. NJ BE Obs, Vol. 64: 41-47 91-92

Making a case for cooperative education. Mike Walsh and Charles Helmer. NJ BE Obs, Vol. 64: 15-19 91-92


Reaching out! Margaret Beninati. NJ BE Obs, Vol. 64: 52-53 91-92


Students helping students—a lesson in cooperative learning. Sandra Blott. WNews, Vol. 41, No. 1: 30 Fall 92

International Business Education


A status report on the internationalizing of business education curricula in Wisconsin secondary schools. Sharon Esqueda, Nancy Krueger and Anita Weir. DPE Proc, 135-146 92


A values constraint in internationalizing the business curriculum. Robert W. Boater. JEB, Vol. 67, No. 3: 147-151 Ja/Feb 92

Bridging the gap in postsecondary international business education. James Calvert Scott. Bal Sheet, Vol. 73, No. 3: 10-11, 13-14 Ja/Feb 92


Business educators in the multicultural classroom. James B. Stull and Beth Von Till. ISBE News, Vol. 22, No. 1: 6-8 Fall 91

Development of the English vocational system. Anne Jones. ISBE News, Vol. 22, No. 1: 9 Fall 91

Entrepreneurial education in Europe. Leo Paul Dana. JEB, Vol. 68, No. 2: 74-78 Nov/Dec 92

Global issues—then and now. William Clark, Jr. ISBE News, Vol. 23, No. 1: 1-3 Fall 92


Infusion of international content into Jamaica's postsecondary business curriculum. Beth Lane. Southern Illinois Univ. at Carbondale, Master's thesis 1991


Internationalization in business education. Ingrid Jacobsen-Ahlnas. SIEC Rev, No. 120: 43-44 Nov 92


Management in India: changing scenario. Padmakar M. Sapre. ISBE News, Vol. 23, No. 1: 1, 4-5 Fall 92


Project schemes in vocational education. Leo Heimler. SIEC Rev, No. 120: 26-27 Nov 92

Thailand, a newly industrializing country, faces major challenges. Jean Grever and Teresa Palmer. ISBE News, Vol. 22, No. 1: 5 Fall 91

The dual system of vocational training in Germany—idea and reality. Rudolf Hambusch and Annelise Apel. SIEC Rev, No. 120: 45 Nov 92


Program Assessment


Interpersonal relationships: teaching hidden skills in the business education curriculum. Gwen Grosskopf and David Thirsten. WNews, Vol. 41, No. 1: 22-26 Fall 92


Opinions of Morris County executives toward selected issues in business education. Charlene Castellano. NJ BE Obs, Vol. 64: 30-40 91-92


The independent business school: remembering our roots! Walter A. Brower and Jack R. Jones. NJ BE Obs, Vol. 64: 1-5 91-92

The status of the professional development of recent business education graduates. Robert E. Wade and Donna R. Everett. NABTE Rev, No. 19: 5-8 92

Technical Preparation Education


Delivery systems for continuing education. Robert Kriebel and Pauline K. Giordano. SIEC Rev, No. 120: 36-37 Nov 92


Linking corporate and classroom support skills. Eleanor J. Flanigan. NJ BE Obs, Vol. 64: 41-47 91-92


Vocational Education


Attitudes of Taiwanese students and parents toward vocational education. Shu Chen Tseng. Mississippi State University, Doctoral dissertation 1991


Development of the English vocational system. Anne Jones. ISBE News, Vol. 22, No. 1: 9 Fall 91


Business Communications

A comparison of faculties' and business executives' perceptions concerning the importance of business communications topic areas to the business communications course, the daily activities of a business executive, and the business curriculum. Carl R. Bridges. DPE Proc, 31-34 92

A comparison of students' business communication grades when students are grouped according to grade level and major. Donna W. Luse and Beverly H. Nelson. ABC Bul, Vol. 55, No. 3: 99-101 Sep 92


A course in desktop publishing. Nancy M. Somerick. ABC Bul, Vol. 55, No. 4: 34-36 Dec 92


A study to determine verbal and nonverbal communication skills considered important for business success and business students' perceptions of the importance of these skills. Martha E. Bradshaw. Memphis State University, Doctoral dissertation 1991

Adapting interactive cases to the business communication classroom. Linda R. Mahin. ABC Bul, Vol. 55, No. 4: 60-64 Dec 92


An analysis of authorship based on number of business communication articles in six journals. F. Stanford Wayne and Robert M. Schramm. NABTE Rev, No. 19: 44-48 92


Are you communicating left or right? Jean C. Swanson. ABC Bul, Vol. 55, No. 3: 67-68 Sep 92


Project schemes in vocational education. Leo Heimerer. SIEC Rev, No. 120: 26-27 Nov 92


The dual system of vocational training in Germany—idea and reality. Rudolf Hambusch and Annelise Apel. SIEC Rev, No. 120. 45 Nov 92

The right chemistry: lawn care project brings science down to earth. David Dollar. Voc Ed J, Vol. 67, No. 6: 40-41, 58 Sep 92

Thoughtful questions lead students to answers. Jim Crowley. Voc Ed J, Vol. 67, No. 6: 36 Sep 92


Business Education Index

A comparison of faculties' and business executives' perceptions concerning the importance of business communication topics to the business communication course, the daily activities of a business executive, and the business curriculum. Carl R. Bridges. DPE Proc, 31-34 92

A comparison of students' business communication grades when students are grouped according to grade level and major. Donna W. Luse and Beverly H. Nelson. ABC Bul, Vol. 55, No. 3: 99-101 Sep 92


A course in desktop publishing. Nancy M. Somerick. ABC Bul, Vol. 55, No. 4: 34-36 Dec 92


A study to determine verbal and nonverbal communication skills considered important for business success and business students' perceptions of the importance of these skills. Martha E. Bradshaw. Memphis State University, Doctoral dissertation 1991

Adapting interactive cases to the business communication classroom. Linda R. Mahin. ABC Bul, Vol. 55, No. 4: 60-64 Dec 92


An analysis of authorship based on number of business communication articles in six journals. F. Stanford Wayne and Robert M. Schramm. NABTE Rev, No. 19: 44-48 92


Are you communicating left or right? Jean C. Swanson. ABC Bul, Vol. 55, No. 3: 67-68 Sep 92


Book review: Father, son & co.: my life at IBM and beyond by Thomas J. Watson, Jr. and Peter Petre. N. L. Reinsch, Jr. J Bus Com, Vol. 28, No. 4: 389-390 Fall 91
Business Education Index


Business communication as an English graduation requirement. Jo Behymer. ABC Bul, Vol. 55, No. 3: 96-98 Sep 92

Business communication as strategy. Annette Shelby. JEB, Vol. 67, No. 5: 279-281 My/Ju 92

Business communication: a major whose time has come. Betty S. Johnson and Debbie D. DuFrene. ABC Bul, Vol. 55, No. 3: 87-92 Sep 92


Communication technologies in corporate settings. Craig J. Hansen. ABC Bul, Vol. 55, No. 4: 3-9 Dec 92

Differing voices in organizations: theoretical and practical implications. Barbara Lynn Werner. ABC Proc, 63-71 91

Do experts and students agree on the importance of verbal and nonverbal communication skills for business success? Martha E. Bradshaw and Lillian H. Chaney. DPEJ, Vol. 34, No. 3: 99-113 Summer 92


Familiarity and marketability of the organizational communication major. Jeffrey Kent Springer. ABC Bul, Vol. 55, No. 3: 93-95 Sep 92


Hand preference and grade outcome in business communication classes. Debbie D. DuFrene, Larry G. Daniel and Marguerite P. Shane-Joyce. JEB, Vol. 67, No. 5: 310-313 My/Ju 92

How to improve learning with a productive method for providing feedback. Kathy Black. ABC Bul, Vol. 55, No. 3: 69-72 Sep 92

How to read nonverbal communication. Patricia A. Thompson and Brian H. Kleiner. ABC Bul, Vol. 55, No. 3: 81-83 Sep 92

Human-computer interactions for business communication: a cognitive model. William B. Chapel. ABC Proc, 95-109 91

Innovation and organizational communication in corporate America: the rhetorical visions of managers, facilitators, and employees on quality circles. Bassey A. Eyo. ABC Bul, Vol. 55, No. 1: 52-63 Mr 92

Integration theory: developing effective "bad news" messages. Pamela R. Johnson and Julie Indvik. ABC Bul, Vol. 55, No. 3: 57-58 Sep 92

Just the fax, ma'am. Richard Holder. WP Mag, 48-51 Mr 92


My favorite assignment - an international perspective of the United States. Moni Casady. ABC Bul, Vol. 55, No. 1: 20-26 Mr 92

My favorite assignment - company research. Karin McCallum. ABC Bul, Vol. 55, No. 1: 20 Mr 92


My favorite assignment - the professional journal assignment. Kathleen M. Hiemstra. ABC Bul, Vol. 55, No. 3: 31-32 Sep 92

My favorite assignment - using collaborative writing groups to teach analysis of an RFP. Judith Scheffler. ABC Bul, Vol. 55, No. 2: 26-28 Ju 92

Network characteristics of high-performing organizations. Reed E. Nelson and K. Michael Mathews. I Bus Corn, Vol. 28, No. 4: 367-386 Fall 91

New technology is changing how meetings are conducted. Michael Finley. OffSys, Vol. 9, No. 5: 44-47 My 92

Predicting success in the introductory business communication course. Gerald Siegel and Brian J. Furio. ABC Proc, 13-18 91

Productivity rankings for institutions, departments, and individuals based on number of business communication articles in six journals. Robert M. Schramm and F. Stanford Wayne. DPEJ, Vol. 34, No. 1: 1-12 Winter 92

ERIC

Resumes, application letters, and interview behavior: feedback to students. Douglas C. Smith. KBEA J, 9-11 Spring 92

Simulating the corporate strategic planning function in the business communication curriculum. H. J. Scheiber and Peter J. Hager. ABC Bul, Vol. 55, No. 3: 46-48 Sep 92

Special section on technology and business communication. Ann Hill Duin, Craig J. Hansen and Kitty O. Locker. ABC Bul, Vol. 55, No. 4: 1-2 Dec 92

Student-researchers in business communication: using primary research to teach students about the workplace. Maggy Smith. ABC Bul, Vol. 55, No. 3: 23-25 Sep 92


Teaching in the electronic boardroom. Annette George Easton and Michael Hergert. JEB, Vol. 67, No. 3: 137-140 Ja/Feb 92


The communication competencies listed in job descriptions. Vanessa Dean Arnold. ABC Bul, Vol. 55, No. 2: 15-17 Jul 92


The development of secretarial oral and written business communication supplemental materials with emphasis in composing at the keyboard at the postsecondary level. Paula "vnish. The University of North Dakota, Master's thesis 1991

The hidden agenda for communication. W. Dale Brower and Linda Bloom. NBEA Yrbk, No. 30: 67-76 Sep 92


The mind, synectics, and business communication. Pamela R. Johnson. ABC Proc, 123-130 91


The relationship between scores on a diagnostic writing skills test and success in a basic business communication course. Virginia Richerson and Kenneth Sutruck. ABC Bul, Vol. 55, No. 3: 102-107 Sep 92

The status of business communication and technology: a bibliography. Al Williams and Dianne Ross. ABC Bul, Vol. 55, No. 4: 45-47 Dec 92

The structure and content of the introductory business communication course. Beverly H. Nelson, Donna W. Luse and Debbie D. DuFrane. ABC Bul, Vol. 55, No. 3: 7-14 Sep 92


Vital communication skills and competencies in the workforce of the 1990s. F. Stanford Wayne, Robert B. Mitchell and Jolene D. Scriven. JEB, Vol. 67, No. 3: 141-146 Ja/Feb 92


Business English

A comparison of most frequent misuses of selected grammar skills identified by business communication experts with misuses by college-level students enrolled in a business communication course. Wanda H. Tharp. Memphis State University, Doctoral dissertation 1991


An experiment to determine the impact of an intensive-editing approach on business-communication students' grammar proficiencies. Ted D. Stoddard and R. DerMont Bell. ABC Proc, 3-12 91


Even as we speak. Sarah Montoya. Sec, Vol. 52, No. 2: 26 Feb 92
Gains and pains. Sarah Montoya. Sec, Vol. 52, No. 3: 26-27 Mr 92

Hi-tech communication demands accuracy. Mona J. Casady and Duane Moses. Sec, Vol. 52, No. 3: 19-20 Mr 92


Studies cite need to improve workplace literacy skills. Miriam Shubin. Sec, Vol. 52, No. 3: 21-23 Mr 92


The extent to which students' reactions to usage errors change as a result of having completed a business communication course. Patricia A. Merrier. ABC Bul, Vol. 54, No. 4: 27-30 Dec 91

The relationship between knowledge and application of grammar and punctuation principles in writing business communication. Colleen Vawdrey and Lloyd W. Bartholome. NABTE Rev, No. 19: 36-38 92


The relationship between students' knowledge of basic grammar and punctuation principles and the ability to apply those principles when editing and writing business documents. Colleen Vawdrey. Utah State University, Doctoral dissertation 1990

Using an English and spelling pretest to maximize performance in business communication classes. Mona J. Casady. ABC Bul, Vol. 54, No. 4: 11-18 Dec 91

What activities help to improve your writing? Some unsettling student responses. Mary Cullinan and Cecelia T. Landoli. ABC Bul, Vol. 54, No. 4: 8-10 Dec 91

Developing a style for e-mail communications. Renee B. Horowitz and Marian G. Barchilon. ABC Proc, 51-62 91

E-mail--its impact on communications. Erik Mortensen. Office, Vol. 116, No. 3: 60-61 Sep 92

E-mail: vital technology to today's business. Marie E. Flatley. Bus Ed Forum, Vol. 47, No. 2: 21-23 Dec 92

Electronic junk mail. John T. Phillips, Jr. ARMA Qtrly, Vol. 26, No. 3: 38, 40-41, 52, 60 J1 92

Get animated. Kim Best. WP Mag, 60-64 My 92

Interactive horizons--individual to global new communication technology vistas. Warren C. Weber. ABC Proc, 189-203 91

Mastering voice mail. Stephen Taylor. Sec, Vol. 52, No. 5: 19-20 My 92

Minding your manners on-line. Howard Rheingold. Publish, Vol. 7, No. 3: 36, 38 Mr 92


Computer-based Communication, Facsimile

6 or 8? Fax publishing follies. Janet Waegel. Bus Pub, Vol. 8, No. 3: 36, 38, 40 Mr 92

800 uses for a fax machine. Leon Fricke. OffSys, Vol. 9, No. 11: 56-57 Nov 92


Buyers' guide to facsimile systems. Office, Vol. 115, No. 1: 68, 70-72 Ja 92

Buyers' guide to facsimile systems. Office, Vol. 115, No. 5: 46, 48-49 My 92

Computer-based Communication, Electronic Mail

Computer-mediated communication and high-apprehensive writers: rethinking the collaborative process. Mark Mabrito. ABC Bul, Vol. 55, No. 4: 26-30 Dec 92
Buying a fax machine for a home office or small business. Peter J. Davidson. Off Sys, Vol. 9, No. 5: 20, 22, 24, 26 My 92


Don't let cost cloud the purchase of a fax. Janet Endrijonas. Office, Vol. 115, No. 5: 43-44 My 92


How you use your fax machine is more important than its price. Peter Davidson. OffSys, Vol. 9, No. 11: 33, 38, 40 Nov 92

Just the fax ma'am. Patricia I. Wilson, Rita Davis and Kawanna Simpson. KBEA J, 17-19 Spring 92

Just the fax, ma'am. Richard Holder. WP Mag, 48-51 Mr 92

LAN fax offers relief from fax fatigue. Peter Davidson. OffSys, Vol. 9, No. 9: 55-57, 59 Sep 92


The need to rapidly transfer paper makes fax essential. Tom Jenkins. OffSys, Vol. 9, No. 1: 32-33, 35-36 Ja 92

Using your facsimile machine strategically. Leslie Townsend. OffSys, Vol. 9, No. 5: 48, 50, 52 My 92


Computer-based Communication, Graphics


Integrating business computer graphics in the communication curriculum. Marsha L. Bayless and Libbyrose D. Clark. ABC Bul, Vol. 55, No. 4: 31-33 Dec 92


Business Education Index

Computer-based Communication, Presentations


Author! Author! Steve Rosenthal. Publish, Vol. 7, No. 9: 54, 56, 58, 60 Sep 92

CD audio dynamite. Tony Bove and Cheryl Rhodes. Publish, Vol. 7, No. 8: 42, 44 Aug 92


Good presentations at reasonable cost. George L. Beiswenger. Office, Vol. 115, No. 5: 63-64 My 92

Introducing WordPerfect Presentations 2.0. Steve Dyson. WP Mag, 40-43, 46 Dec 92


Multimedia: our modern day bard. Howard Rheingold. Publish, Vol. 7, No. 1: 36, 38, 40 Ja 92


Computer-based Communication, Telecommunications

A framework for teaching telecommunications concepts and skills. Constance Pollard. DPE INSTR, Vol. 8, No. 5: 1-4 Sep 92

Buyers' guide to telephone systems. Office, Vol. 115, No. 1: 62, 64-65 Ja 92


Call-accounting: how it can control costs. Office, Vol. 115, No. 3: 14, 16, 22 Mr 92

Calling cards facilitate global communication. Stephen E. Raville. Sec, Vol. 52, No. 5: 13-14 My 92

Cellular telephones: coming into their own. Rick Friedman. Office, Vol. 115, No. 3: 10, 12 Mr 92


Curbing telecom costs with network servers. Andres Liana, Jr. Office, Vol. 115, No. 5: 70, 91 My 92


Interactive horizons-individual to global new communication technology vistas. Warren C. Weber. ABC Proc, 189-203 91

Is there anything we're not charged for these days? Thomas J. Hargadon. Office, Vol. 116, No. 6: 26 Dec 92

Managing teleconferences. Carolynn Boss. Sec, Vol. 52, No. 3: 7-9 Mr 92


Networking telecommunications into the business curriculum: activities and student objectives. Dennis Labonty and Cheri A. Jimeno. NBEA Yrbk, No. 30: 196-204 92

Reach out and see someone. Daniel Tynan. Publish, Vol. 7, No. 11: 48-50 Nov 92


Talk is cheap except when it's long distance. Keith McDonald. OffSys, Vol. 9, No. 7: 45-47 Jl 92

Teaching about telecommunication. Mary Robek, Randall Wells and Janet Allison. SIEC Rev, No. 120: 37-40 Nov 92

Teaching technology: hands-on telecommunications. Nancy Groneman and Dennis LaBonty. Bal Sheet, Vol. 73, No. 4: 19-21 Mr/Ap 92


The impact of voice mail on communications. Heidi R. Perreault. TBEA J, Vol. 1, No. 1: 15-17 Spring 92


Ubiquitous telecommunications, a success story. Margaret O. Bennett. WNews, Vol. 41, No. 1: 20-21 Fall 92


Voice messaging is quality 'lip service'. Patricia A. LaRosa. Office, Vol. 115, No. 5: 10, 12 My 92


International/Intercultural


British perspectives on organizing bad-news letters: organizational patterns used by major U.K. companies. James Calvert Scott and Diana J. Green. ABC Bul, Vol. 55, No. 1: 17-19 Mr 92

Business across borders: international etiquette for the effective global secretary. Dean Foster. Sec, Vol. 52, No. 8: 20-24 Oct 92

Computer assisted design of basic organizational management structure: an example of use of information technology in Poland. Stefan Trzcielinski, Wita Wojtkowski and John Wilson. J CIS, Vol. 32, No. 4: 20-24 Summer 92


"Englises" in cross-cultural business communication. Naoki Kameda. ABC Bul, Vol. 55, No. 1: 3-8


Experts' consensus concerning the content for an intercultural business communication course. Jeanette S. Martin and Lillian H. Chaney. ABC Proc, 19-25 91

Experts' consensus concerning the content for an intercultural business communication course. Jeanette Martin. Memphis State University, Doctoral dissertation 1991

Foreign languages and international business correspondence: perspectives for the business communities of two English-speaking nations. James Calvert Scott and Diana J. Green. DPE Proc, 85-93 92

"I'd like to work in the UK. Why not in China?" Factors influencing choice of overseas assignments. Joao S. Neves and Rajib N. Sanyal. ABC Proc, 133-141 91


International business correspondence: British practices and perspectives. James Calvert Scott and Diana J. Green. ABC Proc, 159-173 91


International written communication practices of American business. Myrcyna Jennings and Janna Vice. KBEA J, 14-17 Spring 92

Internationalizing the business communication curriculum. David L. Sturges. ABC Bul, Vol. 55, No. 1: 30-39 Mr 92

Internationalizing the business curriculum: suggestions and insights into securing funding from the U.S. Department of Education's Title VI undergraduate international studies and foreign language program. Steven J. Loughrin-Sacco. ABC Proc, 27-40 91


Sasin simulation: putting management communication concepts and skills to work. Daryl Chansuthus, Kenneth Pas and Rochelle Powtong. ABC Proc, 219-227 91


Students will benefit from incorporating international studies into business communication classes. Dona Vasa and Donna Holmquist. N & Q, Vol. 16, No. 1: 12-13 Spring 91


The socially acceptable British business letter. James Calvert Scott. ABC Proc, 175-187 91

Women managers in the Far East: their communication and managerial environment in China. Herbert W. Hildebrandt. ABC Proc, 143-158 91

Listening


Classroom speaking techniques that help students listen better. C. Glenn Pearce. ABC Bul, Vol. 54, No. 4: 80-81 Dec 91

Experts' consensus on verbal and nonverbal communication skills needed for business success. Martha E. Bradshaw and Lillian H. Chaney. ABC Proc, 247-255 91

Improving listening skills: instructional resources and strategies. Jean Mauchund and Susan Timm. DPE INSTR, Vol. 8, No. 3: 1-4 My 92

In lieu of... Mary Gelinas. ABC Bul, Vol. 55, No. 3: 32-34 Sep 92

Listening: a partner for career enhancement and establishment. Anna Laura Bennington. NBEA Yrbk, No. 30: 77-87 92

The critical need for listening skills and the role of the business teacher in developing such skills. Carolyn A. Richards. Southwest Missouri State University, Master's thesis 1991

Reading


Hidden agendas for reading skills. Rita B. Olsen. NBEA Yrbk, No. 30: 31-35 92


The corporate illiterates: the hidden illiterates of Silicon Valley. Sharon Chase. ABC Bul, Vol. 54, No. 4: 31-35 Dec 91

The effect of a report reader's cognitive style on decision making and the use of graphic aids in a report. Paula E. Brown. DPE Proc, 63-65 92


### Speaking

<table>
<thead>
<tr>
<th>Title</th>
<th>Authors</th>
<th>Source</th>
</tr>
</thead>
<tbody>
<tr>
<td>Communication apprehension and performance in oral briefings: identif...</td>
<td>Gail Fann Thomas, Kenneth W. Thomas and Thomas N. Williams.</td>
<td>ABC Proc, 81-94 91</td>
</tr>
<tr>
<td>Employment interviewing: a job search course.</td>
<td>Daryl L. Kerr.</td>
<td>ABC Bul, Vol. 55, No. 2: 5-7 Ju 92</td>
</tr>
<tr>
<td>Experts’ consensus on verbal and nonverbal communication skills need...</td>
<td>Martha E. Bradshaw and Lillian H. Chaney.</td>
<td>ABC Proc, 247-255 91</td>
</tr>
<tr>
<td>Gender and management level differences in oral communication patterns...</td>
<td>Laura MacLeod, Jolene Scriven and F. Stanford Wayne.</td>
<td>J Bus Com, Vol. 29, No. 4: 343-365 92</td>
</tr>
<tr>
<td>In lieu of ...</td>
<td>Mary Gelinas.</td>
<td>ABC Bul, Vol. 55, No. 3: 32-34 Sep 92</td>
</tr>
<tr>
<td>Perceptions of University of North Dakota Toastmasters members regard...</td>
<td>M. D. Isley.</td>
<td>The University of North Dakota, Master’s thesis 1991</td>
</tr>
<tr>
<td>Strategies for establishing an effective persona: an analysis of appea...</td>
<td>Larry Beason.</td>
<td>J Bus Com, Vol. 28, No. 4: 326-346 Fall 91</td>
</tr>
<tr>
<td>Supervisory-subordinate communication when mediated by audio-graphics...</td>
<td>Larry R. Smeltzer.</td>
<td>J Bus Com, Vol. 29, No. 2: 161-178 Spring 92</td>
</tr>
<tr>
<td>Teaching management information systems through oral presentatio...</td>
<td>Janet F. Larabee.</td>
<td>ABC Bul, Vol. 55, No. 4: 41-44 Dec 92</td>
</tr>
<tr>
<td>Teaching techniques to help managers overcome stagefright in oral presentatio...</td>
<td>Chi-Jung Tsui.</td>
<td>ABC Bul, Vol. 55, No. 3: 77-80 Sep 92</td>
</tr>
</tbody>
</table>

### Writing

<table>
<thead>
<tr>
<th>Title</th>
<th>Authors</th>
<th>Source</th>
</tr>
</thead>
<tbody>
<tr>
<td>A comparison to face-to-face and groupware meeting approaches on a coll...</td>
<td>Heidi R. Perreault and Duane R. Moses.</td>
<td>DPEJ, Vol. 34, No. 4: 151-166 Fall 92</td>
</tr>
<tr>
<td>A ranking of the top 75 misused similar words that business communication...</td>
<td>Paula Williams, Jolene D. Scriven and Stan Wayne.</td>
<td>ABC Bul, Vol. 54, No. 4: 19-25 Dec 91</td>
</tr>
<tr>
<td>A writing-intensive project for teaching retailing management.</td>
<td>Jean C. Darian, Katharine T. Hoff and Judy Cohen.</td>
<td>ABC Bul, Vol. 55, No. 3: 1-6 Sep 92</td>
</tr>
<tr>
<td>An experiment to determine the impact of an intensive-editing approach on...</td>
<td>Ted D. Stoddard and R. DerMont Bell.</td>
<td>ABC Proc, 3-12 91</td>
</tr>
<tr>
<td>Book review: Speak no evil: the promotional heritage of nuclear risk communication...</td>
<td>Louis Gwin.</td>
<td>J Bus Com, Vol. 28, No. 4: 391-394 Fall 91</td>
</tr>
<tr>
<td>British perspectives on organizing bad-news letters: organizati...</td>
<td>James Calvert Scott and Diana J. Green.</td>
<td>ABC Bul, Vol. 55, No. 1: 17-19 Mr 92</td>
</tr>
<tr>
<td>Business writing made simple.</td>
<td>Marguerite P. Shane-Joyce.</td>
<td>ABC Bul, Vol. 55, No. 4: 72-73 Dec 92</td>
</tr>
<tr>
<td>Casing a method for news.</td>
<td>Marilyn Faulkenburg</td>
<td>ABC Bul, Vol. 54, No. 4: 71-72 Dec 91</td>
</tr>
</tbody>
</table>


Escaping the authoritative reader: writing to small groups. Adam J. Frisch. *ABC Bul*, Vol. 54, No. 4: 36-38 Dec 91


Open-ended cases and collaborative learning in the business communication course. H. J. Scheiber. *ABC Bul*, Vol. 54, No. 4: 60-64 Dec 91


Project administration techniques for successful classroom collaborative writing. LeeAnne Giannone Kryder. ABC Bul, Vol. 54, No. 4: 65-66 Dec 91


Relevant secondary research assignments. Carol Brown, Jean Mincey Mauschund and Paula C. Williams. ABC Bul, Vol. 55, No. 4: 51-52 Dec 92


Resumes: a student handout. Edna Zwick Boris. ABC Bul, Vol. 54, No. 4: 76-79 Dec 91


Say it write! Jean Harmon. WP Mag, 68-72 Aug 92

Selected characteristics affecting the collaborative writing of Administrative Management Society members in Iowa, Kansas, Missouri, and Nebraska. Jacqueline M. Schliefer. University of Nebraska-Lincoln, Doctoral dissertation 1991

Selected characteristics affecting the collaborative writing of Administrative Management Society members in Iowa, Kansas, Missouri, and Nebraska. Jacqueline M. Schliefer. DPE Proc, 131-134 92

Student research in the classroom: solving the teacher/researcher dilemma. Bonnie L. Blake. ABC Bul, Vol. 54, No. 4: 73-75 Dec 91

Teaching management information systems through oral presentations and writing projects. Janet F. Larbee. ABC Bul, Vol. 55, No. 4: 41-44 Dec 92

The case for writing assignments in computer education. Mark G. Simkin. JCIS, Vol. 32, No. 2: 15-19 Winter 91-92

The communications process at a think tank. Robert M. Brown. ABC Proc, 111-122 91

The corporate illiterates: the hidden illiterates of Silicon Valley. Sharon Chase. ABC Bul, Vol. 54, No. 4: 31-35 Dec 91

The extent to which students' reactions to usage errors change as a result of having completed a business communication course. Patricia A. Merrier. ABC Bul, Vol. 54, No. 4: 27-30 Dec 91


The role of cooperative writing in the business communication classroom: a research direction for the 1990s. Lloyd J. Rieber. ABC Bul, Vol. 55, No. 2: 32-34 Ju 92

The socially acceptable British business letter. James Calvert Scott. ABC Proc, 175-187 91


Use of overhead transparencies in collaborative business writing. Randolph T. Barker, Marilyn Finnemore-Bello and Barbara S. Hall. ABC Bul, Vol. 54, No. 4: 67-70 Dec 91

Using an English and spelling pretest to maximize performance in business communication classes. Mona J. Casady. ABC Bul, Vol. 54, No. 4: 11-18 Dec 91


What activities help to improve your writing? Some unsettling student responses. Mary Cullinan and Ceci I. Andoli. ABC Bul, Vol. 54, No. 4: 8-10 Dec 91

What to tell your students about copyright. Paulette Bochnig Sharkey. Clearinghs, Vol. 65, No. 4: 213-214 Mr/Ap 92

Wide-area computer-mediated communication in business writing. Tharon Howard. ABC Bul, Vol. 55, No. 4: 10-12 Dec 92


Curriculum

Active learning through structured grouping in the classroom. Galen Miller and Carol Monthei. NBEA Yrbk, No. 30: 107-114 92

Characteristics of learning and associated outcomes. H. Dalton Drennan and Joe E. Sawyer. NBEA Yrbk, No. 30: 100-106 92
Business Education Index


Defining the work force of the 1900s: implications for curriculum development and instructional practice. Thomas Haynes. NBEA Yrbk, No. 30: 7-20 92

Desktop publishing competencies needed in the business world. Paula J. Walker and Lonnie Echternacht. DPE Proc, 35-40 92

Education and work partnerships. Donald K. Zahn and Vicki A. Poole. NBEA Yrbk, No. 30: 183-195 92

Education for employment. Clay V. Sink and Sanjiv Dugal. NBEA Yrbk, No. 30: 159-166 92

Employer assessments of strengths and weaknesses of recent business graduates. Leslie J. Davison, James M. Brown and Mark L. Davison. DPE Proc, 75-80 92

Enhancing our student's success: building employability skills. David Hyslop. NJ BE Obs, Vol. 63: 70-74 90-91


Hidden agenda for proofreading skills. Randy L. Joyner. NBEA Yrbk, No. 30: 36-49 92

Hidden agendas for reading skills. Rita B. Olsen. NBEA Yrbk, No. 30: 31-35 92

Hidden agendas for the basic business subjects. Lonnie Echternacht. NBEA Yrbk, No. 30: 50-66 92


Lifelong learning. Donna J. Cochrane. NBEA Yrbk, No. 30: 115-126 92

Listening: a partner for career enhancement and establishment. Anna Laura Bennington. NBEA Yrbk, No. 30: 77-87 92

Networking telecommunications into the business curriculum: activities and student objectives. Dennis Labonty and Cheri A. Jimeno. NBEA Yrbk, No. 30: 196-204 92


Outcomes resulting from the application of two occupational analysis models to entrepreneurship: a comparison. Robert G. Berns and Inge M. Klopping. DPE J, Vol. 34, No. 4: 194-208 Fall 92


Social and personality development. Lila L. Prigge and Charles M. Ray. NBEA Yrbk, No. 30: 145-158 92

Teaching the hidden curriculum in technology courses. James F. Clark and Judy D. Winzurk. NBEA Yrbk, No. 30: 167-175 92


The hidden agenda for communication. W. Dale Brewer and Linda Bloom. NBEA Yrbk, No. 30: 67-76 92

The hidden curriculum: an opportunity. Anna M. Burford and Vivian Arnold. NBEA Yrbk, No. 30: 1-6 92


The need to incorporate the work ethic and ethics into business education curricula. F. Stanford Wayne and Patricia H. Chapman. NBEA Yrbk, No. 30: 127-144 92

The occupational profile and on-the-job experiences/perceptions of office management technology associate degree graduates and their employers and the resulting curriculum implications. Shirley Barton and Alice Citano. DPE Proc, 107-112 92

The teacher as facilitator of the hidden curriculum. Sharon Lund O’Neil and B. June Schmidt. NBEA Yrbk, No. 30: 21-30 92

Using broader community resources to promote more career possibilities. Morton Tener. NJ BE Obs, Vol. 63: 65-66 90-91

Youth organizations and their role in enhancing elements of the hidden curriculum. Linda J. Newton. NBEA Yrbk, No. 30: 176-182 92

Colleges and Universities

A comparison of faculties’ and business executives’ perceptions concerning the importance of business communications topic areas to the business communication course, the daily activities of a business executive, and the business curriculum. Carl R. Bridges. DPE Proc, 31-34 92

A curriculum format to meet the AICPA 150-hour requirement. Ceil Moran Pillsbury. JEB, Vol. 67, No. 3: 172-176 J-/Feb 92

A values construct in internationalizing the business curriculum. Robert W. Bottler. JEB, Vol. 67, No. 3: 147-151 Jr./Feb 92


An assessment of the OSRA model office systems curriculum based upon Mississippi office systems managers’ perceptions. Debbie C. Norris. The University of Mississippi, Doctoral dissertation 1990

Applicability of MIS curriculums to the business environment: an examination of business criticism and an academic response. Stan Gambill and Wade Jackson. JCIS, Vol. 33, No. 1: 13-17 Fall 92


Case study: the need to define the major in terms of today’s job market—the process of curricular change. Sarah K. Rohrer. OSRA Proc. Vol. 11: 132-146 92


Computer use in required business statistics courses at AACSB member schools. Lois M. Shufeldt, Janice E. Parmley and Daniel G. Kopp. JEB, Vol. 67, No. 4: 210-213 Mr/Ap 92

Curriculum conversion from clock hours to the credit system. Sharon Rae Anderson. University of Minnesota, Master’s thesis 1991


Developing and teaching an auditing course in the 1990s. Howard A. Kanter. DPE Proc, 47-52 92


Information systems curricula: a southeast Asian perspective. Ang Yang Ang. JCIS, Vol. 32, No. 4: 10-19 Summer 92

Integration of computers and information systems into the business school curriculum: a case study. William H. Delone and George E. Biles. JEB, Vol. 67, No. 2: 111-115 Nov/Dec 91

Internationalizing the business communication curriculum. David L. Sturges. ABC Bul, Vol. 55, No. 1: 30-39 Mr 92


Keeping curriculum current: job titles and descriptions in office information systems and their impact on a university degree in OIS. Arlene August. OSRA Proc., Vol. 11: 89-123 92

Linked courses: a method to reinforce basic skills. Linda Gammill, Carol Hansen and Sarah Tinkler. JEB, Vol. 67, No. 6: 358-360 Jul/Aug 92

Maintaining computer-based systems: a case and prescription for computer information systems curriculum. Steven M. Zeltmann and Michael L. Vineyard. JCIS, Vol. 33, No. 1: 41-45 Fall 92


Outcome measures of collegiate business curricula: a comparison of two instruments. Demetrios Karathanos. JEB, Vol. 67, No. 2: 100-104 Nov/Dec 91


Status of in-house training programs for office support staff with implications for office systems curricula. Diane C. Davis. OSRJ, Vol. 10, No. 1: 15-21 Fall 91


Student internships: what AACSB schools say! Nelda Spinks and Barron Wells. SBR, Vol. 1, No. 2: 39-54 Fall 91


The domain of MIS: how are the boundaries of the MIS discipline established? David B. Meinert, Robert V. Reich and Scott J. Vitell. JCIS, Vol. 33, No. 1: 52-55 Fall 92


The introductory computer course: business majors' perceived importance of topics. Chung S. Kim and Dane Peterson. JEB, Vol. 67, No. 6: 361-365 Jul/Aug 92

The strategic decision framework: effect on students' business ethics. Kamlesh Kumar, Christine Borycki, Sarah A. Nonis and Charles Yauger. JEB, Vol. 67, No. 2: 74-79 Nov/Dec 91


### Elementary

Building keyboarding skills at the elementary level. Truman H. Jackson. Bal Sheet, Vol. 73, No. 2: 19-21 Winter 91

Double duty with DrawPerfect. Linda Houser Rohrbough. WP Mag, 60-62 Feb 92


### Graduate


Can personality-type instruments profile majors in management programs? Fred A. Rowe, Max L.
Business Education Index

Postsecondary/Community College


Bridging the gap in postsecondary international business education. James Calvert Scott. Bal Sheet, Vol. 73, No. 3: 10-11, 13-14 Ja/Feb 92


The development of secretarial oral and written business communication supplemental materials with emphasis in composing at the keyboard at the postsecondary level. Paula Yanish. The University of North Dakota, Master's thesis 1991

Secondary/High School


A need for preparation beyond ... Dawn E. Shults. Kan Bus Tchr, Vol. 46, No. 1: 4-6 Fall 92

A one-semester entrepreneurship curriculum designed for North Dakota secondary program. Kevin Reisenauer. The University of North Dakota, Master's thesis 1991


Junior High/Middle School

Developing information-processing skills in the middle school. Gail A. Caissey. Clearinghs, Vol. 65, No. 3: 149-151 Ja/Feb 92


The relationship between an accelerated program with enrichment activities and levels of motivation, achievement and self-concept of gifted seventh-grade mathematics students. Ines A. Soave. Lehman College, CUNY, Master's thesis 1991


A Study of Writing Skills in Business Education... William S. Minor and Carol S. Gustafson. The University of North Dakota, Master's thesis 1991

A successful high school mentorship program. John S. Backes. Clearinghs, Vol. 65, No. 4: 222-224 Mr/Ap


Data processing education in secondary schools in the United States—an historical perspective. Eugene Alan Ehrlich. NJ BE Obs, Vol. 63: 73-76 Fall 91


Does high school economics turn off too many students? J. R. Clark and William L. Davis. JEB, Vol. 67, No. 3: 152-155 Nov/Dec 91


Opinions of Morris County executives toward selected issues in business education. Charlene Castellano. NJ BE Obs, Vol. 64: 30-40 1991


The secondary school office technology course in Southwest Missouri. Aleta Jo Platner. Southwest Missouri State University, Master’s thesis 1991

Document Design and Processing


All systems go! John Battelle. Publish, 86-87 Summer 92

All the proof you need. Steve Hannaford. Publish, Vol. 7, No. 8: 64-68 Aug 92


Art a la modern. John Battelle. Publish, 74-75 Summer 92


Big ideas on small budgets. Ronnie Shushan and Don Wright. Publish, Vol. 7, No. 2: 36-38 Feb 92


CAD among the ruins. Clair Whitmer. Publish, 82-83 Summer 92


Desktop designers, start your engines. Clair Whitmer. Publish, 55, 57 Summer 92


Doing it right the first time. Alden Chang and Wesley Cheng. Bus Pub, Vol. 8, No. 6: 48-53 Ju 92


Faster than a speeding newsvan. John Battelle. Publish, 33-34 Summer 92


Go buy the book. Ronnie Shushan and Don Wright. Publish, Vol. 7, No. 3: 30, 32, 34 Mr 92


Hey, hey, it's the Monkees. Pamela Pfiffner. Publish, Vol. 7, No. 3: 50-51 Mr 92


In-house document processing offers control, confidentiality and cost savings. Tom S. Fitzsimons. OffSys, Vol. 9, No. 6: 29-30, 32 Ju 92

Is there an imagesetter in the house? Steve Hannaford and Linnea Dayton. Publish, Vol. 7, No. 3: 74-78, 80, 82 Mr 92


One-stop shop. John Battelle. Publish, 89-90 Summer 92

Out at the new old-fashioned ballpark. Ronnie Shushan and Don Wright. Publish, Vol. 7, No. 8: 38-40 Aug 92


PC palette. Jean Harmon. WP Mag, 60-65 Oct 92


Recycled paper: do you dare? Courtney Cosgrove. Business Education Index, Vol. 8, No. 3: 44, 46 Mr 92


Scanners: it's a buyer's market. James Karney. Business Education Index, Vol. 8, No. 3: 26, 28, 30-33 Mr 92


Shopping for something new? Check out the Amiga, Atari, Unix, Next. Business Education Index, Vol. 8, No. 1: 15-21 Ja 92

Should you take this step? Pat Allen. Business Education Index, Vol. 8, No. 7: 40, 42-44 JI 92

Show your true colors. Clair Whitmer. Publish, 84-85 Summer 92

Solutions of the year. Business Education Index, Vol. 8, No. 12: 18-27, 30-31 Dec 92

Some day my prints will come. Skye Lininger. Publish, Vol. 7, No. 11: 54, 56, 58, 60 Nov 92


Stepping up to the plate. Robert Hollis. Publish, 93-95 Summer 92


The computer as crystal ball. John Battelle. Publish, 77-78 Summer 92

The fable of the pebble and the pond. Howard Rheingold. Publish, Vol. 7, No. 5: 38, 40 My 92


The hallowed halls of DTP. Tom Eisenhart. Business Education Index, Vol. 8, No. 11: 26-29, 32-33 Nov 92


Training for transition to desktop publishing. Reva V. Schlissinger. Office, Vol. 116, No. 5: 60-61 Nov 92


Under pressure. Jim Schmal. Publish, Vol. 7, No. 5: 76-78, 80, 82, 84 My 92

Unlock your mind. Ronnie Shushan and Don Wright. Publish, Vol. 7, No. 6: 34, 36 Ju 92


Who needs postscript? Business Education Index, Vol. 8, No. 8: 35-41 Aug 92


Desktop Publishing Applications

A course in desktop publishing. Nancy M. Somerick. ABC Bul, Vol. 55, No. 4: 34-36 Dec 92


Capital idea. Dennis Wyss. Publish, 36-37 Summer 92

Color publishing. Pamela Pfiffner. Publish, Vol. 7, No. 6: 67-70, 72, 74, 76 Ju 92

Come together: from DTP to DTV. Tony Bove and Cheryl Rhodes. Publish, Vol. 7, No. 6: 38, 40 Ju 92

Creativity cubed. Eric J. Adams. Publish, 60-61 Summer 92

Desktop publishing competencies needed in the business world. Paula J. Walker and Lonnie Echternacht. DPE Proc, 35-40 92


Desktop publishing’s software is improved. Rochelle Theophano. Office, Vol. 115, No. 2: 36-37 Feb 92


Do you really need desktop publishing? Anne Lexington. Office, Vol. 115, No. 5: 30, 32 My 92

Every picture tells a story. Robert Hollis. Publish, 70-71, 73 Summer 92


I want to turn you on-line. Howard Rheingold. Publish, Vol. 7, No. 2: 40, 42 Feb 92

It’s not all black and white. Scott G. Echols and Ron Hemberger. WP Mag, 71, 73-74 Ju 92

Junior achievement. Dennis Wyss. Publish, 65-66 Summer 92

Made the American way. Dennis Wyss. Publish, 28-30 Summer 92


One-Mac band. Dennis Wyss. Publish, 62-63 Summer 92


Six ways to shoot an eagle. David Sheffield. Bus Pub, Vol. 8, No. 9: 30-38 Sep 92

State of the art. Bruce Fraser. Publish, 11-20 Summer 92

Study finds growing interest in desktop publishing. Richard D. Featheringham, Larry L. Thomas and Susan Switzer. Sec, Vol. 52, No. 8: 18-19 Oct 92

That’s entertainment! John Battelle. Publish, 50-52 Summer 92


The good news is digital. John Battelle. Publish, 39, 41 Summer 92


Time fora change. Pamela Pfirffer, Stuart Silverstone and Jane Hundertmark. Publish, Vol. 7, No. 9: 14-23 Sep 92

Time marches on. Dennis Wyss. Publish, 44-45 Summer 92

Tracking the wild workgroup. Michael Roney. Publish, Vol. 7, No. 9: 64, 66, 68, 70, 72 Sep 92


Graphics


Equation for success. Clair Whitmer. Publish, 80-81 Summer 92


In living color. Scott G. Echols. WP Mag, 58, 60-61 Nov 92

Introducing WordPerfect presentations 2.0. Steve Dyson. WP Mag, 40-43, 46 Dec 92


Selecting the right graphics supplier. Stuart Van Dorn. Sec. Vol. 52, No. 4: 14-16 Ap 92

Sneak preview. Roger Gagon. WP Mag, 34-37, 40-41 Nov 92


The effect of a report reader's cognitive style on decision making and the use of graphic aids in a report. Paula E. Brown. DPE Proc, 63-65 92


Page Design

Aborder forall seasons. Julie Westergren. WP Mag, 54-56, 58 Oct 92

Classic calendars. John Dowe. WP Mag, 32-37 Ja 92

Designer Mouli Matur uses the bizarre to lure a captive audience. Courtney Cosgrove. Bus Pub, Vol. 8, No. 2: 40-44 Feb 92

Don't blow your cover (sheet). John Dowe. WP Mag, 46-48, 50 J1 92


More than meets the eye. A. A. *Andy* Garrison, Jr. WP Mag, Vol. 4, No. 8: 49-51 Sep 92

Most wanted memos. Lisa Downs Bearson and Dennis Kessinger. WP Mag, 38-41, 44 Oct 92

Suitable for framing. Becky J. Beck and Zelma Frankhouser. WP Mag, 60-62 Ja 92


Typography

6 or 8? Fax publishing follies. Janet Waegel. Bus Pub, Vol. 8, No. 3: 36, 38, 40 Mr 92


Composing special characters. Debra White. WP Mag, 79-80 My 92


Dress up your documents. Karen Lee. WP Mag, 69-71 Oct 92


Fonts at your fingertips. Becky J. Beck and Lynne Torgersen. WP Mag, 36-38 Mr 92

Fonts on the Nile. Clair Whitmer. Publish, 46-48 Summer 92


Mixing typefaces: beyond the ransom note. Ronnie Shushan and Don Wright. Publish, Vol. 7, No. 5: 34, 36 My 92


Star treatment for your text. Paul Maloy. WP Mag, 49-51, 53 Nov 92

Ten tips on typefaces. S. Scott Zimmerman. WP Mag, 109-110, 112 Aug 92


Exams with class. Scott Jon McHardy. WP Mag, 39-41 Ju 92

Finding duplicates. Matt Beck. WP Mag, 42-45 Feb 92

Fonts at your fingertips. Becky J. Beck and Lynne Torgersen. WP Mag, 36-38 Mr 92

From bytes to bites. Fran Gardner and Gayle G. Humpherys. WP Mag, 42-47 Nov 92

Get a job! Resumes that get interviews. Kim Best. WP Mag, 36-39 Ap 92

Going shopping. Lisa Deadmond. WP Mag, 57-58 J1 92

Hebrew and Arabic. Corey Freebairn. WP Mag, 56-57 Aug 92

Help (F3) is on the way. Nigel Geary. WP Mag, 23-24 J1 92

Just add water. J. David Kiser. WP Mag, 64-66 Aug 92

Just the fax, ma'am. Richard Holder. WP Mag, 48-51 Mr 92

Learn how to create interactive macros. S. Scott Zimmerman. WP Mag, 21-23 Feb 92

Learning the ropes II: envelope basics. Becky J. Beck. WP Mag, 48-51 Dec 92

Learning the ropes. Becky J. Beck. WP Mag, 32-36 J1 92


Let your tables do the walking. Ralph Blodgett. WP Mag, Vol. 4, No. 8: 31-33 Sep 92

Lightning labels. Shari Wiginton. WP Mag, 33-36 Ju 92

Loop-the-loop macro. S. Scott Zimmerman. WP Mag, 23, 25-27 Aug 92

Macros that make decisions. S. Scott Zimmerman. WP Mag, 21-24 My 92

Macros that use variables. S. Scott Zimmerman. WP Mag, 17, 19, 21 Ju 92

Magic markers in list (F5). Ken Faekler. WP Mag, 50-53 Feb 92

Mighty mini macros. Ed Leibenthal. WP Mag, Vol. 4, No. 8: 36-39 Sep 92

Mind your margins. Kelly M. Lyne. WP Mag, Vol. 4, No. 8: 73, 75 Sep 92

More muscle for WP WIN. Steve Jeffery. WP Mag, 54-56 J1 92

Multiple choice merge. S. Scott Zimmerman. WP Mag, 25-26, 28 J1 92

Once in a {while} ... S. Scott Zimmerman. WP Mag, Vol. 4, No. 8: 21-23 Sep 92

One to one. Ralph Decker. WP Mag, 48-52 My 92

Organizational charts with tables. Kelly P. Merrill. WP Mag, 29-31 Feb 92

Personalized form letters? Debbi Johnson. WP Mag, 40-41, 44-46 Mr 92

Preventing printing problems. Roger Gagon. WP Mag, Vol. 4, No. 8: 77-79 Sep 92

Print your own postcards. Carol R. Shearn. WP Mag, 65, 67-68 J1 92

Put your money where your merge is. Kelly L. Wadsworth. WP Mag, 51-54 Ap 92

Putting codes in their place. Victoria James. WP Mag, 75-76 J1 92

Questionnaires with 5.1 tables. Donna Butler. WP Mag, 69-72 J1 92

Recording billable hours. Kirk Strickland. WP Mag, 75-78 My 92

Relieve the indexing headache. Elden C. Nelson. WP Mag, 93-95 Feb 92


Rotated text in tables. Ray Myers. WP Mag, 61-63 Mr 92

Say it write! Jean Harmon. WP Mag, 68-72 Aug 92

Searching multiple files. Brian Mahoney. WP Mag, 29-31 J1 92

Secretarial use of word processing in Kingston, Jamaica. Jennifer Yee-Sing. Southern Illinois Univ. at Carbondale, Master's thesis 1991

Sheet feeders, bins, and paper locations. Marie D. Cummings. WP Mag, 25-27 J1 92

Simplified salaries. Ruth Stento. WP Mag, 35-36, 38 Aug 92

Magazine articles and books related to word processing and secretarial work.
Educational Institutions


Productivity rankings for institutions, departments, and individuals based on number of business communication articles in six journals. Robert M. Schramm and F. Stanford Wayne. DPEJ, Vol. 34, No. 1: 1-12 Winter 92


The cost of the support of college students as affected by their choice of public or private school and residence. Charlotte V. Churaman. Fin. C & P, Vol. 3: 135-156 92

University admissions tracking system. Adolph I. Katz and Joseph W. Pereira. JCIS, Vol. 33, No. 1: 56-64 Fall 92

Employment

A new day is dawning. Janet M. Gandy. ABEA J, Vol. 2, No. 1: 1-10 Spring 92


Defining the work force of the 1900s: implications for curriculum development and instructional practice. Thomas Haynes. NBEA Yrbk, No. 30: 7-20 92


Education for employment. Clay V. Sink and Sanjiv Dugal. NBEA Yrbk, No. 30: 159-166 92


Employer assessments of strengths and weaknesses of recent business graduates. Leslie J. Davison, James M. Brown and Mark L. Davison. DPE Proc, 75-80 92

Employer perceptions of secretarial graduates from community colleges and proprietary schools in the greater Chicago area. Donna Ford. Southern Illinois Univ. at Carbondale, Master's thesis 1991

Employment interviewing: a job search course. Daryl L. Kerr. ABC Bul, Vol. 55, No. 2: 5-7 Ju 92


Enhancing our student's success: building employability skills. David Hyslop. NJ BE Obs, Vol. 63: 70-74 90-91

Get a job! Resumes that get interviews. Kim Best. WP Mag, 36-39 Ap 92


Letters of application and resumes: what small companies say! Nelda Spinks and Barron Wells. ABC Proc, 257-271 91


Relationship of employee perceptions of work and adherence/nonadherence to Protestant work ethic and contemporary work values. F., Stanford Wayne and Robert B. Mitchell. DPE Proc, 113-116 92


Student internships: what AACSB schools say! Nelda Spinks and Barron Wells. SBR, Vol. 1, No. 2: 39-54 Fall 91

Temporary help: the need is still there. Office, Vol. 116, No. 4: 30, 36 Oct 92

The communications process at a think tank. Robert M. Brown. ABC Proc, 111-122 91

The occupational profile and on-the-job experiences/perceptions of office management technology associate degree graduates and their employers and the resulting curriculum implications. Shirley Barton and Alice Citano. DPE Proc, 107-112 92


Vital communication skills and competencies in the workforce of the 1990s. F. Stanford Wayne, Robert B. Mitchell and Jolene D. Scriven. JEB, 'vol. 67, No. 3: 141-146 Ja/Feb 92

Where are they? The search for higher education faculty at colleges and universities. Betty S. Rogers. NABTE Rev, No. 19: 16-19 92


Work can be fun. Mark Towers. Sec, Vol. 52, No. 4: 25-26 Ap 92

Job Satisfaction

A cross-cultural investigation of exit, voice, loyalty and neglect as responses to dissatisfying job condi-
Business Education Index


Factors that influence business students’ attitudes toward the mommy track concept for women managers. Olukemi O. Sawyerr, Mary S. Thibodeaux and Aline Arnold. SBR, Vol. 2, No. 2: 59-72 Fall 92

For the common good. Sec, Vol. 52, No. 4: 21 Apr 92


I wish I’d reported it. Colleen M. Drury and Charlotte Orcutt. JCR, Vol. 53, No. 5: 43 Mr 92

"I’d like to work in the UK." "Why not in China?" Factors influencing choice of overseas assignments. Joao S. Neves and Rajib N. Sanyal. ABC Proc, 133-141 91

Identification of current and future entry-level office equipment skills to determine if training on automated equipment plays a major role for entry-level employment in office occupations with implications for curriculum revision. Kandy L. Bauer. Central Michigan University, Master’s thesis 1991


Innovating the service sector: an information age myopia. Michael F. Kohl. ARMA Qtrly, Vol. 26, No. 1: 6-8, 13 Ja 92
Integrating the work environment of the 1900s into today's classroom. Fred D'Ignazio. Bal Sheet, Vol. 74, No. 1: 26-27 Sep/Oct 92


Keeping curriculum current: job titles and descriptions in office information systems and their impact on a university degree in OIS. Arlene August. OSRA Proc, Vol. 11: 89-123 92

Learning by satellite. Jennie Ball. Sec, Vol. 52, No. 8: 15-17 Oct 92


Minding your own business. Lisa Downs Bearmson. WP Mag, 33-36 Feb 92

Murder, she scoped. Debra Schiff. JCR, Vol. 54, No. 2: 49 Dec 92


Novacaine nightmare. Kathie Duffee. JCR, Vol. 53, No. 4: 36-37 Feb 92


Prime yourself for promotion. Valerie Sokolosky. Sec, Vol. 52, No. 3: 24 Mr 92


Recruitment to the profession: a key to developing the records management field. J. Michael Pemberton. AMAR Qtrly, Vol. 26, No. 1: 46, 48-49 Ja 92

Relevant secondary research assignments. Carol Brown, Jean Mincey Mausehund and Paula C. Williams. ABC Bul, Vol. 55, No. 4: 51-52 Dec 92

Reporters and the perfectionist personality. Barbara Barnett. JCR, Vol. 53, No. 4: 41 Feb 92

Secretaries as producers of texts. Ronald E. Smith. ABC Bul, Vol. 55, No. 4: 70-71 Dec 92

Secretaries in the 90's: which skills are important? Walter Creighton, Margaret Kilcoyne and Julie McDonald. DPE Proc, 127-130 92

Skills needed by office support staff as perceived by trainers. Diane C. Davis. DPEJ, Vol. 34, No. 1: 13-23 Winter 92


Starting over. Joanne E. Huntley. Sec, Vol. 52, No. 3: 15-18 Mr 92

Staying on the cutting edge. Mark L. Ward, Sr. Sec, Vol. 52, No. 4: 8-11 Ap 92

Studies cite need to improve workplace literacy skills. Miriam Shobin. Sec, Vol. 52, No. 3: 21-23 Mr 92


Teaching attorneys and public about our technologies. Scott Dean. JCR, Vol. 53, No. 6: 26-30 Ap 92


The career development and aspirations of women in middle-level management positions in business firms. Rose Mary Wentling. OSRJ, Vol. 10, No. 2: 21-32 Spring 92


The communication competencies listed in job descriptions. Vanessa Dean Arnold. ABC Bul, Vol. 55, No. 2: 15-17 Ju 92

The corporate contribution. Sec, Vol. 52, No. 6: 33-35 Ju/Jl 92

The expert's opinion: an interview with Alton Brantley. IRMJ, Vol. 5, No. 2: 36-38 Spring 92


The marketing of an accounting graduate: characteristics most desired by CPA firms. Helen A. Lafrancois. JEB, Vol. 67, No. 4: 206-209 Mr/Ap 92


Will the real CIO please stand up? J. Michael Pemberton. ARMA Qtrly, Vol. 26, No. 4: 40, 42-45 Oct 92

Women managers in the Far East: their communication and managerial environment in China. Herbert W. Hildebrandt. ABC Proc, 143-158 91


Performance Evaluation


Organizational factors affecting the evaluation of information systems performance. Carol Saunders and Jack William Jones. IRMJ, Vol. 5, No. 4: 5-21 Fall 92

Performance indicators in business decision making. Debra L. Tate and Daniel J. McLinden. PIQ, Vol. 5, No. 1: 25-34 92


Resumes, application letters, and interview behavior: feedback to students. Douglas C. Smith. KBEA J, 9-11 Spring 92

The measurement of work. Fraser Boyd. ARMA Qtrly, Vol. 26, No. 2: 20-22 Ap 92

The relationship between thinking mode and employee effectiveness: some preliminary findings. R. Wayne Pace, Eric Stephan and Michael J. Swenson. ABC Proc, 73-79 91


Work Experience

3M secretaries hit the paper trail. Linda Grams. Sec, Vol. 52, No. 4: 22-23 Ap 92


Expediting treaties and hostage releases. Marlene Curtain. Sec, Vol. 52, No. 5: 8-10 My 92

Float to the top. Laura Barnsley Edwards. Sec, Vol. 52, No. 7: 25-26 Aug/Sep 92

If the phone rings, don't answer it. Judy Hobart. JCR, Vol. 53, No. 3: 26 Ja 92


Meet Evelyne Thompson CPS. Tracy Fellin Savidge. Sec, Vol. 52, No. 8: 9-11 Oct 92


Pro bono of another kind. Mark Nimigan. JCR, Vol. 53, No. 3: 24-25 Ja 92

Rover secretary. Barbara Herling. Sec, Vol. 52, No. 5: 11-12 My 92

The way it was. Pat Ladnier. Sec, Vol. 52, No. 6: 36-37 Jul/1192

Equipment and Supplies


Accessories are making offices more user friendly. Flora F. Scafli. OfiSys, Vol. 9, No. 8: 39, 41-42 Aug 92

All systems go. Allen Biehl. WP Mag, 49-50 Ja 92

Can one printer serve everyone’s needs? Michael Weiss. Bus Pub, Vol. 8, No. 7: 21-26 Ji 92

Choosing the right paper for a small or midsize business. William M. Cowan. OffSys, Vol. 9, No. 9: 31, 35-36 Sep 92

Copier supplies should be ample and readily available. William M. Cowan. OffSys, Vol. 9, No. 7: 34, 36, 38 Ji 92


Equipment can lower mailing costs via speedier processing, less manpower. Office, Vol. 115, No. 3: 46 Mr 92

Fax paper undergoes revolution. Allen Mahmarian. Sec, Vol. 52, No. 6: 38 Ju/Ji 92

Is leasing equipment better than buying it? Sandra Sopko. Office, Vol. 115, No. 3: 41, 77 Mr 92

Is your display faltering and flickering? David W. Buell and James Karney. Bus Pub, Vol. 8, No. 7: 30-383192

Just the fax, ma’am. Richard Holder. WP Mag, 48-51 Mr 92

LAN fax offers relief from fax fatigue. Peter Davidson. OffSys, Vol. 9, No. 9: 55-57, 59 Sep 92


No more nightmares. Elden C. Nelson. WP Mag, 44-46 Ap 92

PC accessories: what they do for the user. Office, Vol. 116, No. 5: 8-10 Nov 92


Preventing printing problems. Roger Gagon. WP Mag, Vol. 4, No. 8: 77-79 Sep 92

PW or PC: do you need one or both? Sandra Sopko. Office, Vol. 116, No. 5: 12-14 Nov 92


Research for the stars. Elden C. Nelson. WP Mag, 40-42, 45, 48 Ja 92

Satisfaction guaranteed. Marc E. Young. Sec, Vol. 52, No. 5: 21 My 92

Selecting the right graphics supplier. Stuart Van Dorn. Sec, Vol. 52, No. 4: 14-16 Ap 92

Sheet feeders, bins, and paper locations. Marie D. Cummings. WP Mag, 25-27 Ja 92


Shredders offer security. Tom Jenkins. OffSys, Vol. 9, No. 7: 40-44 Ji 92

Surface landing. Jeff Hadfield. WP Mag, 45, 48 Ja 92

The corporate contribution. Sec, Vol. 52, No. 6: 33-35 Ju/Ji 92

The stuff dreams are made of. Craig Butler. WP Mag, 41-43 Ap 92

The way it was. Pat Ladnier. Sec, Vol. 52, No. 6: 36-37 Ju/Ji 92


Top gun cartridges. Paul Maloy. WP Mag, Vol. 4, No. 8: 52-56 Sep 92


What’s new and what’s next in plain-paper fax machines. Peter Davidson. OffSys, Vol. 9, No. 9: 20, 22, 24, 28 Sep 92


Who needs postscript? Bus Pub, Vol. 8, No. 8: 35-41 Aug 92

Why we aren't green yet—some myths about recycling. Frank Bredell. OffSys, Vol. 9, No. 9: 38, 40 Sep 92

Purchase Decisions


Buyers' guide to copier control systems. Office, Vol. 115, No. 1: 53-54 Ja 92

Buyers' guide to copying equipment. Office, Vol. 115, No. 1: 46, 49-51 Ja 92

Buyers' guide to copying equipment. Office, Vol. 116, No. 1: 38, 40, 42 Ji 92

Buyers' guide to dictation equipment. Office, Vol. 115, No. 1: 91-92 Ja 92

Buyers' guide to dictation equipment. Office, Vol. 116, No. 3: 70-71 Sep 92


Buyers' guide to facsimile systems. Office, Vol. 115, No. 1: 68, 70-72 Ja 92

Buyers' guide to facsimile systems. Office, Vol. 115, No. 5: 46, 48-49 My 92


Buyers' guide to full-color copiers. Office, Vol. 115, No. 1: 44 Ja 92


Buyers' guide to PC & business computers. Office, Vol. 115, No. 1: 56-60 Ja 92


Buyers' guide to telephone systems. Office, Vol. 115, No. 1: 62, 64-65 Ja 92

Buyers' guide to telephone systems. Office, Vol. 116, No. 3: 48-50 Sep 92

Buyers' guide to typing systems. Office, Vol. 115, No. 1: 80-81 Ja 92


Buying a fax machine for a home office or small business. Peter J. Davidson. OffSys, Vol. 9, No. 5: 20, 22, 24, 26 My 92


Copiers meet a wide variety of office needs. Karen Wormald. OffSys, Vol. 9, No. 7: 22-24, 26 Ji 92

Evaluating financing options. Tod Snodgrass. Sec, Vol. 52, No. 2: 28 Feb 92


Going shopping. Lisa Deadmond. WP Mag, 57-58 Ji 92


Making intelligent choices about copiers and supplies. OffSys, Vol. 9, No. 11: 42-45 Nov 92


Quill wins battle over state taxes. Brian Lewis. OffSys, Vol. 9, No. 8: 12, 19 Aug 92

Scanners: it's a buyer's market. James Karney. Bus Pub, Vol. 8, No. 3: 26, 28, 30-33 Mr 92


Selecting software for word processing. Duane E. Whitmire. Office, Vol. 116, No. 5: 16 Nov 92

Star treatment for your text. Paul Maloy. WP Mag, 49-51, 53 Nov 92


High school seniors tell why they are "stressed out." John Amen and Gary Reglin. Clearinghs, Vol. 66, No. 2: 27-29 Nov/Dec 91


Magnet schools and issues of education quality. Rolf K. Blank and Douglas A. Archbald. Clearinghs, 81-86 Nov/Dec 92


The constitutionality of choice under the establishment clause. Stephen H. Freid. Clearinghs, 92-95 Nov/Dec 92

The good, the bad, and the esoteric: leftist educational criticism and the perpetuation of the status quo. Jack Baldermann. Clearinghs, Vol. 65, No. 5: 272, 274-275 My/Ju 92


The relationship between an accelerated program with enrichment activities and levels of motivation, achievement and self-concept of gifted seventh-grade mathematics students. Ines A. Soave. Lehman College, CUNY, Master’s thesis 1991


Twenty-five years after the Coleman Report: what should we have learned? James M. Towers. Clearinghs, Vol. 65, No. 3: 138-140 Ja/Feb 92

University admissions tracking system. Adolph I. Katz and Joseph W. Pereira. JCIS, Vol. 33, No. 1: 56-64 Fall 92

What’s really at stake in the school choice debate? Charles L. Glenn. Clearinghs, 75-78 Nov/Dec 92


At-risk Students


Solving the at-risk problem: healthy schools can make the difference. Aretha B. Pigford. Clearinghs, Vol. 65, No. 3: 156-158 Ja/Feb 92


Guidance and Counseling

Can personality-type instruments profile majors in management programs? Fred A. Rowe, Max L. Waters, Michael P. Thompson, and Kaye Hanson. JEB, Vol. 68, No. 1: 10-14 Sep/Oct 92


Human Relations


Etiquette to go. Randi Marie Freidig. Sec, Vol. 52, No. 7: 21-22 Aug/Sep 92

Human relations in organizations: collaborative writing by beginners. Taggart Smith. ABC Bul, Vol. 55, No. 2: 29-31 Ju 92

Interactive horizons: individual to global–new communication technology vistas. Warren C. Weber. ABC Proc, 189-203 91


Micro-political competence: how teachers can change the status quo. Elizabeth Bondy and Dorene D. Ross. Clearinghs, Vol. 66, No. 1: 10-14 Sep/Oct 92


Ethics and Law

A view of computer ethics by managers and students. Wallace A. Wood. JCIS, Vol. 32, No. 2: 7-10 Winter 91-92

ARMA international’s code of professional responsibility. J. Michael Pemberton. ARMA Qtly, Vol. 26, No. 3: 42, 44-45, 52 JI 92


Book Review: If it ain’t broke...break it by Robert J. Kriegel. Donald F. Kuratko. Mid IB, Vol. 7, No. 2: 59-60 Fall 92


Can union-member work be rightly given over to management personnel? Office, Vol. 116, No. 6: 30, 32, 34 Dec 92


Confronting ethical dilemmas. Nan DeMars. Sec, Vol. 52, No. 9: 7-9 Nov/Dec 92

Controlling software piracy. Albert S. King. ABC Bul, Vol. 55, No. 3: 35-40 Sep 92


Ethics in business education. Olof Backlund, Irmeli Westermarck, Leena Anjala and Marjatta Ylihelo. SIEC Rev, No. 120: 19-21 Nov 92


Knowledge and attitudes of management students toward software piracy. Richard A. Reid, Judith K. Thompson and Jeanne M. Logsdon. JCIS, Vol. 33, No. 1: 46-51 Fall 92

Maccoby’s head/heart traits: marketing versus accounting students. C. M. Kochunny, Hudson P. Rogers and Alphonso Ogbehi. JEB, Vol. 67, No. 6: 371-376 JI/Aug 92


The ethical problems, conflicts and beliefs of small business information systems personnel. Donald L. Davis and Scott J. Vitell. JCIS, Vol. 32, No. 4: 53-57 Summer 92

The need to incorporate the work ethic and ethics into business education curricula. F. Stanford Wayne and Patricia H. Chapman. NBEA Yrbk, No. 30: 127-144 92


What to tell your students about copyright. Paulette Bochig Sharkey. Clearinghs, Vol. 65, No. 4: 213-214 Mr/Apr 92

Work Behavior


Dealing with difficult people. Linda Petrocchi. Sec, Vol. 52, No. 3: 12-14 Mr 92

Delegate to get ahead. Joan Pastor and Risa Gechman. Sec, Vol. 52, No. 1: 15-16 Ja 92


Differing voices in organizations: theoretical and practical implications. Barbara Lynn Werner. ABC Proc, 63-71 91

Do people like working with you? Richard G. Ensman, Jr. Sec, Vol. 52, No. 7: 20 Aug/Sep 92

Electronic monitoring: is this good work. Lila Waldman. OSRA Proc, Vol. 11: 202-211 92

Getting to know your manager(s). Joan H. Linder. Sec, Vol. 52, No. 3: 25 Mr 92

How to defuse emotional outbursts. Lin Grensing. OffSys, Vol. 9, No. 6: 14, 16, 21 Ju 92

Human-computer interactions for business communication: a cognitive model. William B. Chapel. ABC Proc, 95-109 91


Innovation and organizational communication in corporate America: the rhetorical visions of managers, facilitators, and employees on quality circles. Bassey A. Eyo. ABC Bul, Vol. 55, No. 1: 52-63 Mr 92


Management information and control systems: an organizational systems framework linking productivity with strategic change. Jagannathan V. Iyengar. JCIS, Vol. 33, No. 1: 1-4, 6-8 Fall 92


On guard. Bob Thurman. Sec, Vol. 52, No. 5: 15-17 My 92


Organize your boss. Lisa Kanarek. Sec, Vol. 52, No. 1: 14 Ja 92

Relationship of employee perceptions of work and adherence/nonadherence to Protestant work ethic and contemporary work values. F., Stanford Wayne and Robert B. Mitchell. DPE Proc, 113-116 92

Say it with feeling. David Lindo. OffSys, Vol. 9, No. 11: 14, 16 Nov 92


Sophisticated information processing technology: its relationship with an organization's environment structure, and culture. Thomas L. Koon, Gary S. Vazzana and Thomas E. Slocombe. IRMJ, Vol. 5, No. 4: 23-31 Fall 92


The relationship between thinking mode and employee effectiveness: some preliminary findings. R. Wayne Pace, Eric Stephan and Michael J. Swenson. ABC Proc, 73-79 91


Using information technology to implement strategic systems planning as a knowledge-based group support process. Edward J. Szewczak. IRMJ, Vol. 5, No. 2: 17-24 Spring 92

What they forgot to tell you in the o.d. workshop: your job is not everything. Robert L. Sanders. ARMA Qtrly, Vol. 26, No. 3: 46, 48-52 JI 92

Using information technology to implement strategic systems planning as a knowledge-based group support process. Edward J. Szewczak. IRMJ, Vol. 5, No. 2: 17-24 Spring 92


A survey of faculty attitudes toward personal computer software copying. Mark Wickham, John Plotnicki and Susan Athey. J CIS, Vol. 32, No. 4: 47-52 Summer 92

A theoretical explanation of the evolving role of users in shaping corporate information systems. Mohammed H. A. Taifi. J EUC, Vol. 4, No. 4: 17-23 Fall 92


Aperture card scanning in an engineering environment. A. J. Wicks. IMCJ, Vol. 28, No. 4: 16-19 Ju/Aug 92


Archiving: the busier you are, the more you need it! Linda S. Fifteld and Doris O. Wong. JCR, Vol. 53, No. 9: 32 JI 92


Bar code a cure for hospital patient billing problems. Mike Kelly. IMCJ, Vol. 28, No. 6: 24-25 Nov/Dec 92


Calling cards facilitate global communication. Stephen E. Raville. Sec, Vol. 52, No. 5: 13-14 My 92


Computer assisted design of basic organizational management structure: an example of use of information technology in Poland. Stefan Trzcielinski, Wita Wojtkowski and John Wilson. J CIS, Vol. 32, No. 4: 20-24 Summer 92

Creating a successful document management system. Han Yuh Liu and Edward Chen. IMC J, Vol. 28, No. 2: 4-6 Mt/Ap 92

Developing information-processing skills in the middle school. Gail A. Caissy. Clearinghs, Vol. 65, No. 3: 149-151 Ja/Feb 92


Finding the needle in a haystack. Allen Biehl. WP Mag, 54-59 Ja 92


How to analyze, organize and implement computer output on multiple media. Kevin Sykes. IMC J, Vol. 28, No. 1: 6-8 Ja/Feb 92

Improve your memory. Elden Nelson. WP Mag, 54-59 Ju 92


Integrating conceptual and analytical decision styles into computer information systems coursework. Stephen J. Baumgartner, George H. Jacobson and Margaret A. Batchelor. JCIS, Vol. 32, No. 2: 56-58 Winter 91-92

Letting the air out. Steve Jeffery. WP Mag, 45-46, 48 Ju 92


Maintaining computer-based systems: a case and prescription for computer information systems curricula. Steven M. Zeltmann and Michael L. Vineyard. JCIS, Vol. 33, No. 1: 41-45 Fall 92

Management information and control systems: an organizational systems framework linking productivity with strategic change. Jagannathan V. Iyengar. JCIS, Vol. 33, No. 1: 1-4, 6-8 Fall 92


Mastering voice mail. Stephen Taylor. Sec, Vol. 52, No. 5: 19-20 My 92

Measurement of information technology sophistication in small manufacturing businesses. Louis Raymond and Guy Pare. IRMJ, Vol. 5, No. 2: 4-16 Spring 92


On challenges of reverse engineering for large software systems. Hossein Saeidjan, Mansour Zand and James Welborn. JCIS, Vol. 33, No. 1: 37-40 Fall 92


Organizational factors affecting the evaluation of information systems performance. Carol Saunders and Jack William Jones. IRMJ, Vol. 5, No. 4: 5-21 Fall 92


Parallel futures chart imaging growth in clerical automation and decision support roles. Harvey Jeane. IMC J, Vol. 28, No. 5: 26-28 Sep/Oct 92


Quality in information systems education: do alumni perceive that corporate input is beneficial? Tom Richards and Richard Yellen. JCIS, Vol. 32, No. 3: 24-28 Spring 92


Selecting the right graphics supplier. Stuart Van Dorn. Sec, Vol. 52, No. 4: 14-16 Ap 92

Sophisticated information processing technology: its relationship with an organization's environment structure, and culture. Thomas L. Keon, Gary S. Vazzana and Thomas E. Slocombe. IRMJ, Vol. 5, No. 4: 23-31 Fall 92


Staying on the cutting edge. Mark L. Ward, Sr. Sec, Vol. 52, No. 4: 8-11 Ap 92


Teaching management information systems through oral presentations and writing projects. Janet F. Laribee. ABC But, Vol. 55, No. 4: 41-44 Dec 92


The case for writing assignments in computer education. Mark G. Simkin. JCIS, Vol. 32, No. 2: 15-19 Winter 91-92


The domain of MIS: how are the boundaries of the MIS discipline established? David B. Meinert, Robert V. Reich and Scott J. Vitell. JCIS, Vol. 33, No. 1: 52-55 Fall 92

The ethical problems, conflicts and beliefs of small business information systems personnel. Donald L. Davis and Scott J. Vitell. JCIS, Vol. 32, No. 4: 53-57 Summer 92

The expert’s opinion: an interview with Alton Brantley. IRMJ, Vol. 5, No. 2: 36-38 Spring 92
The expert's opinion: case study on executive information systems. Thomas M. McCarthy. IRMJ, Vol. 5, No. 1: 35-38 Winter 92

The IMC at 30. IMC J, Vol. 28, No. 6: 7-9 Nov/Dec 92


The information age has arrived or "much ado about everything." April Dmytrenko. ARMA Qtrly, Vol. 26, No. 4: 20-22, 24-25 Oct 92


The role of management in the controllership function. Steven Golen and Michael Garverick. ABEAJ, Vol. 2, No. 1: 29-34 Spring 92


The value of enhanced service in cost justification. Ron Lacharite. ARMA Qtrly, Vol. 26, No. 3: 8-12, 14-16, 18-19 J1 92

The visiting professorship in MIS. Daniel M. Norris. JCIS, Vol. 33, No. 1: 18-22 Fall 92


University admissions tracking system. Adolph I. Katz and Joseph W. Pereira. IRMJ, Vol. 5, No. 1: 56-64 Fall 92

Using end user characteristics to facilitate effective management of end user computing. Donald L. Amoroso. J EUC, Vol. 4, No. 4: 5-15 Fall 92

Will the real CIO please stand up? J. Michael Pemberton. ARMA Qtrly, Vol. 26, No. 4: 40, 42-45 Oct 92


Data Security


If it shouldn't be posted ... it should be shredded. Kermit Metzner. Office, Vol. 115, No. 1: 27, 29-30 Ja 92

Knowledge and attitudes of management students toward software piracy. Richard A. Reid, Judith K. Thompson and Jeanne M. Logsdon. JCIS, Vol. 33, No. 1: 46-51 Fall 92


Surge protectors and UPSs can save time and money. Kathy Yakal. OffSys, Vol. 10, No. 2: 38-41 Feb 92


The virus threat can be contained. Noel Strong. Office, Vol. 116, No. 5: 64 Nov 92

Virus protection. Marsha Bayless. N & Q, Vol. 17, No. 1: 3-4 Spring 92

Database Management

Are we teaching database design properly? Donald A. Carpenter. JCIS, Vol. 33, No. 1: 9-12 Fall 92

Compact disc technology offers new distribution option. Mark Schmukler. IMCJ, Vol. 28, No. 5: 24-25 Sep/Oct


How computer data bases can help any sales staff. Jacquelyn Denalli. OffSys, Vol. 9, No. 9: 16, 18 Sep 92


Storing patient data at Humboldt Hospital. Eberhard Buhl. IMC J, Vol. 28, No. 5: 9-12 Sep/Oct 92


Decision Support Systems

Decision automata: towards a theoretical foundation of decision support systems. Chen-Hua Chung. JCIS, Vol. 33, No. 1: 71-81 Fall 92


Electronic Imaging

Automated data entry at Avon. IMC J, Vol. 28, No. 4: 26-27 Ju/Aug 92


California HMO integrates imaging with claims processing. IMCJ, Vol. 28, No. 2: 21-22 Mr/Ap 92

CIG sets its sights on imaging. IMC J, Vol. 28, No. 2: 14-16 Mr/Ap 92

Compact disc technology offers new distribution option. Mark Schmukler. IMCJ, Vol. 28, No. 5: 24-25 Sep/Oct 92

Digital workation helps bank speed service to its customers. IMC J, Vol. 28, No. 4: 20-22 Ju/Aug 92


Document image processing system at Eurotunnel. IMC J, Vol. 29, No. 3: 30-31 My/Ju 92


EDI adoption and implementation: a focus on interorganizational linkages. Carol Stoak Saunders and Sharon Clark. IRMJ, Vol. 5, No. 1: 9-19 Winter 92


Freight auditors find microimaging is easy client service to add. IMC J, Vol. 29, No. 3: 27-29 My/Ju 92


Imaging and claims processing at Trygg Hansa. IMC J, Vol. 28, No. 6: 22-23 Nov/Dec 92


Irish bank adopts imaging for home loan administration. IMC J, Vol. 29, No. 3: 35-36 My/Ju 92
Knox county register of deeds imaging system. IMC J, Vol. 28, No. 2: 9-10 Mr/Ap 92


Parallel futures chart imaging growth in clerical automation and decision support roles. Harvey Jean. IMC J, Vol. 28, No. 5: 26-28 Sep/Oct 92


Six ways to shoot an eagle. David Sheffield. Bus Pub, Vol. 8, No. 9: 30-38 Sep 92


Expert Systems


An expert on strategic marketing for executive education. Emilio Gonzaga and Gianfranco Benati. SIEC Rev, No. 120: 42 Nov 92


Expert systems: an inevitable innovation for the knowledge-based society. C. Steven Hunt, Anna M. 

---

Business Education Index


Using information technology to implement strategic systems planning as a knowledge-based group support process. Edward J. Szewczak. IRMJ, Vol. 5, No. 2: 17-24 Spring 92

Forms Management

Converting hard copy to 'electronic paper'. Kathryn Alessandri. Office, Vol. 115, No. 5: 51-52 My 92


Questionnaires with 5.1 tables. Donna Butler. WP Mag, 69-72 Ja 92

Rotated text in tables. Ray Myers. WP Mag, 61-63 Mr 92

Micrographics


Carpet maker's growth spurs installation of automated microfilm systems. IMC J, Vol. 28, No. 2: 11-13 Mr/Ap 92

Converting files from fiche to disk at Norwich Union. IMC J, Vol. 28, No. 5: 22-23 Sep/Oct 92

Depuy uses new bar code scanning system to improve document storage and retrieval. IMC J, Vol. 28, No. 1: 23-26 Ja/Feb 92

Digital workstation helps bank speed service to its customers. IMC J, Vol. 28, No. 4: 20-22 Ju/Aug 92

Henkel's time and space saving system. IMC J, Vol. 28, No. 1: 16-19 Ja/Feb 92


Microfilm-to-fax capabilities help trucking firm in the long haul. IMC J, Vol. 28, No. 1: 12-14 Ja/Feb 92


Storing patient data at Humboldt Hospital. Eberhard Buhl. IMC J, Vol. 28, No. 5: 9-12 Sep/Oct 92


Networks


Can we talk? Elden Nelson. WP Mag, 44-45 Jl 92


Curbing telecom costs with network servers. Andres Liana, Jr. Office, Vol. 115, No. 5: 70, 91 My 92

EDI adoption and implementation: a focus on interorganizational linkages. Carol Stoak Saunders and Sharon Clark. IRMJ, Vol. 5, No. 1: 9-19 Winter 92

I want to turn you on-line. Howard Rheingold. Publish, Vol. 7, No. 2: 40, 42 Feb 92


Organizational computing--implications for business communication. Ann Hill Duin and Craig J. Hanson. ABC Bul, Vol. 54, No. 4: 4-6 Dec 91


Wide-area computer-mediated communication in business writing. Tharon Howard. ABC Bul, Vol. 55, No. 4: 10-12 Dec 92


Optical Disk


Old world meets new in massive new optical storage project. IMC J, Vol. 29, No. 3: 32-34 My/Ju 92


Records Management


Company records are financial resources. Joseph A. Scuanni. OffSys, Vol. 9, No. 6: 50, 52-53 Ju 92


Destruction of records ... your legal obligations! Donald S. Skupsky. ARMA Qtrly, Vol. 26, No. 1: 30, 32, 34, 56 Oct 92


From on-line transaction processing to on-line paper processing. David B. Black. ARMA Qtrly, Vol. 26, No. 1: 14-16, 18 Ja 92

How bar coding can be used in records management. Virginia A. Jones. OffSys, Vol. 9, No. 10: 47-48, 50 Oct 92


Innovating the service sector: an information age myopia. Michael F. Kohl. ARMA Qtrly, Vol. 26, No. 1: 6-8, 13 Ja 92


Legal requirements for records prepared for internal investigations and audits. Donald S. Skupsky. ARMA Qtrly, Vol. 26, No. 2: 34, 36-38, 44 Ap 92

Legal requirements for records retention when litigation is foreseeable. Donald S. Skupsky. ARMA Qtrly, Vol. 26, No. 1: 36, 38-39, 59 Ja 92

Legislative interpretation when developing a records retention programme. John C. Anderson. ARMA Qtrly, Vol. 26, No. 4: 16-18 Oct 92


Mobile files add to capacity, cut costs. Christopher J. Sheehan. Office, Vol. 116, No. 4: 14, 16 Oct 92

On the cutting edge of technology. Kenneth V. Hayes. ARMA Qtrly, Vol. 26, No. 1: 50 Ja 92

Parallel futures chart imaging growth in clerical automation and decision support roles. Harvey Jeane. IMC J, Vol. 28, No. 5: 26-28 Sep/Oct 92


Recruitment to the profession: a key to developing the records management field. J. Michael Pemberton. ARMA Qtrly, Vol. 26, No. 1: 46, 48-49 Ja 92

Secrets to filing success. Sec, Vol. 52, No. 1: 12-13 Ja 92


The bankruptcy of records retention schedules. Fred V. Diers. ARMA Qtrly, Vol. 26, No. 2: 3-4, 6-8, 10 Ap 92

The best evidence rule is dead ... except in the mind of the law! Donald S. Skupsky. ARMA Qtrly, Vol. 26, No. 3: 32, 34-36 Ji 92


The measurement of work. Fraser Boyd. ARMA Qtrly, Vol. 26, No. 2: 20-22 Ap 92


**Keyboarding/Typewriting**


Building keyboarding skills at the elementary level. Truman H. Jackson. Bal Sheet, Vol. 73, No. 2: 19-21 Winter 91


Buyers' guide to typing systems. Office, Vol. 115, No. 1: 80-81 Ja 92

Computerizing your keyboard instruction: how to get started. Mary Alice Eisch and Lila Waldman. Bal Sheet, Vol. 73, No. 2: 8-11 Winter 91


New model combines keyboarding and word processing skills. Susie H. VanHuss. Bal Sheet, Vol. 73, No. 2: 4-6 Winter 91

Perceptions of Crookston elementary and junior high teachers on keyboarding instruction in the Crookston school district. Toni Jean Grove. The University of North Dakota, Master's thesis 1991


The effect of special composition drills and activities on secondary students' selection of the typewriter keyboard for composition. Janet Scaglione. DPEJ, Vol. 34, No. 18-14 Winter 92

**Proofreading**

Checking it twice with spell. Maxine Lipner. WP Mag, 61-63 Jl 92


Hi-tech communication demands accuracy. Mona J. Casady and Duane Moses. Sec, Vol. 52, No. 3: 19-20 Mr 92

Hidden agenda for proofreading skills. Randy L. Joyner. NBEA Yrbk, No. 30: 36-49 92

The proofreader's curse. Jim LaBate. JCR, Vol. 53, No. 5: 26 Mr 92

**Teaching Techniques**


Brain dominance and the ability to touch typewrite. Marilyn S. Achelpohl. Southern Illinois Univ. at Carbondale, Master's thesis 1991


Review of research on the Dvorak simplified keyboard. Scot Ober. DPEJ, Vol. 34, No. 4: 167-182 Fall 92


Legislative Issues

Driving to work: taxing in more ways than one. Office, Vol. 116, No. 6: 24 Dec 92


Is the attorney responsible for your bill. Mary Beth Wheeler. JCR, Vol. 53, No. 8: 36-38 Ju 92


The legality of reducing student grades as a disciplinary measure. Gardner J. Hobbs. Clearinghs, Vol. 65, No. 4: 204-205 Mr/ Ap 92

Marketing


An expert on strategic marketing for executive education. Emilio Gonzaga and Gianfranco Benati. SIEC Rev, No. 120: 42 Nov 92


How computer data bases can help any sales staff. Jacquelyn Denalli. OffSys, Vol. 9, No. 9: 16, 18 Sep 92

International marketing. Birger Vikoren and Julie Ann Svenkerud. SIEC Rev, No. 120: 41 Nov 92


Entrepreneurship Education

A one-semester entrepreneurship curriculum designed for North Dakota secondary program. Kevin Reisnauer. The University of North Dakota, Master's thesis 1991


Entrepreneurial education in Europe. Leo Paul Dana. JEB, Vol. 68, No. 2: 74-78 Nov/Dec 92


Knowledge of entrepreneurship: vocational business and marketing teachers as compared to other vocational teachers. Robert G. Burns and Inge M. Klopping. DPE Proc, 95-99 92

Measurement of information technology sophistication in small manufacturing businesses. Louis
Raymond and Guy Pare. IRMJ, Vol. 5, No. 2: 4-16 Spring 92


Outcomes resulting from the application of two occupational analysis models to entrepreneurship: a comparison. Robert G. Berns and Inge M. Klopping. DPE J, Vol. 34, No. 4: 194-208 Fall 92


Marketing education


A writing-intensive project for teaching retailing management. Jean C. Darian, Katharine T. Hoff and Judy Cohen. ABC Bul, Vol. 55, No. 3: 1-6 Sep 92


An involvement-oriented approach in a medium-sized marketing principles class. Denny E. McCorkle, M. F. Diriker and Joe F. Alexander. JEB, Vol. 67, No. 4: 197-205 Mr/Ap 92

Business students' perceptions of ethics in marketing. Ralph M. Gaedcke, Craig A. Kelley and Dennis H. Tootelian. JEB, Vol. 67, No. 5: 294-299 My/Ju 92

Maccoby's head/heart traits: marketing versus accounting students. C. M. Kochunny, Hudson P. Rogers and Alphonso Ogbuehi. JEB, Vol. 67, No. 6: 371-376 Ji/Aug 92


The effects of advertising education on business students' attitudes toward advertising. Denny E. McCorkle and Joe F. Alexander. JEB, Vol. 67, No. 2: 105-110 Nov/Dec 91

The tangible and symbolic attributes of the marketing education program as identified by marketing and non-marketing students. Maria K. Hatzios and Betty Heath-Camp. Mkt Educ J, Vol. 17: 2-14 91

Microcomputers


Accessories provide improved efficiency, security and maintenance for computers. Mark Rowh. OffSys, Vr. 9, No. 12: 28, 30 Dec 92

An analysis of computer usage in Girl Scout councils in the tri-state area. Marcel Marie Robles. The University of North Dakota, Master's thesis 1991


Buyers' guide to pc & business computers. Office, Vol. 115, No. 1: 56-60 Ja 92

CAD among the ruins. Clair Whitmer. Publish, 82-83 Summer 92


Computerizing your keyboard instruction: how to get started. Mary Alice Eisich and Lila Waldman. Bal Sheet, Vol. 73, No. 2: 8-11 Winter 91


Making a case for computers. Rick Ratliff. JCR, Vol. 53, No. 5: 30 Mr 92


No more nightmares. Elden C. Nelson. WP Mag, 44-46 Ap 92

PC accessories: what they do for the user. Office, Vol. 116, No. 5: 8-10 Nov 92


Physically challenged. Joseph J. Lazzaro. WP Mag, 80-84 Aug 92

Practical ASCII. Gary Robson. JCR, Vol. 53, No. 9: 28-29 Ji 92

PWP or PC: do you need one or both? Sandra Sopko. Office, Vol. 116, No. 5: 12-14 Nov 92

Reach out and see someone. Daniel Ynan. Publish, Vol. 7, No. 11: 48-50 Nov 92


Surge protectors and UPSs can save time and money. Kathy Yakal. OffSys, Vol. 10, No. 2: 38-41 Feb 92

Take good care of your pc. John Gilroy. Sec, Vol. 52, No. 2: 10-11 Feb 92


The management of end-user computing documents: the urgent task of keeping track. Cherackal Chacko. JEB, Vol. 67, No. 3: 177-181 Ja/Feb 92

The stuff dreams are made of. Craig Butler. WP Mag, 41-43 Ap 92

Virus protection. Marsha Bayless. N & Q, Vol. 17, No. 1: 3-4 Spring 92


### Hardware


Is your display faltering and flickering? David W. Buehl and James Karney. Bus Pub, Vol. 8, No. 7: 30-38 Ji 92


Shopping for something new? Check out the Amiga, Atari, Unix, Next. Bus Pub, Vol. 8, No. 1: 15-21 Jan 92


**Microcomputer Education**


Computer use in required business statistics courses at AACSB member schools. Lois M. Shufeldt, Janice E. Parmley and Daniel G. Kopp. JEB, Vol. 67, No. 4: 210-213 Mar/Apr 92


Integration of computers and information systems into the business school curriculum: a case study. William H. Delone and George E. Biles. JEB, Vol. 67, No. 2: 111-115 Nov/Dec 91

Linking corporate and classroom support skills. Eleanor J. Flanigan. NJ BE Obs, Vol. 64: 41-47 91-92


Perceived academic needs of the nontraditional student in a microcomputer applications course. Melody Webler. DPE J, Vol. 34, No. 2: 77-82 Spring 92


The case for writing assignments in computer education. Mark G. Simkin. JCIS, Vol. 32, No. 2: 15-19 Winter 91-92

The introductory computer course: business majors’ perceived importance of topics. Chung S. Kim and Dane Peterson. JEB, Vol. 67, No. 6: 361-365 Jul/Aug 92

The need for programming skills. Norman A. Garrett and Terry D. Lundgren. Bus Ed Forum, Vol. 46, No. 4: 11-13 Apr 92


**Software**

A comparison to face-to-face and groupware meeting approaches on a collaborative writing project. Heidi R. Perreault and Duane R. Moses. DPEJ, Vol. 34, No. 4: 151-166 Fall 92


A survey of faculty attitudes toward personal computer software copying. Mark Wickham, John Pionicki and Susan Athey. J CIS, Vol. 32, No. 4: 47-52 Summer 92


A taxing situation. Allen Biehl. WP Mag, 84-87 Feb 92


Assistware for DOS pc basics for beginners and beyond. Mgt World, Vol. 20, No. 1: 12 Winter 92


Author! Author! Steve Rosenthal. Publish, Vol. 7, No. 9: 54, 56, 58, 60 Sep 92


Bridging the gap. Derrick Shadel. WP Mag, 58-60 JI 92

C.P.R. software. Paul Maloy. WP Mag, 52-56 Dec 92


CEU supplement: office computer software. Sec, Vol. 52, No. 5: 22-27 My 92

Comparing electronic dictionaries. Elden C. Nelson. WP Mag, 52-54, 56-57 Mr 92


Computerized tutorials aid mastery of transaction analysis. Robert D. Hanson. Bal Sheet, Vol. 73, No. 4: 9-11 Mr/Ap 92

Controlling software piracy. Albert S. King. ABC Bul, Vol. 55, No. 3: 35-40 Sep 92

Converting hard copy to 'electronic paper.' Kathryn Alesandrini. Office, Vol. 115, No. 5: 51-52 My 92

Cracking the shell. Peter Gordon. WP Mag, 58-61 Aug 92


Desktop publishing's software is improved. Rochelle Theophano. Office, Vol. 115, No. 2: 36-37 Feb 92


DOS 5.0—things you should know. Elden C. Nelson. WP Mag, 56-58 Feb 92


Finding the needle in a haystack. Allen Biehl. WP Mag, 54-59 Ja 92

Get animated. Kim Best. WP Mag, 60-64 My 92

Going shopping. Lisa Deadmond. WP Mag, 57-58 JI 92

Hebrew and Arabic. Corey Freebairn. WP Mag, 56-57 Aug 92

How computer data bases can help any sales staff. Jacquelyn Denalli. OffSys, Vol. 9, No. 9: 16, 18 Sep 92

Improve your memory. Elden Nelson. WP Mag, 54-59 Ju 92

Letting the air out. Steve Jeffery. WP Mag, 45-46, 48 Ju 92


More muscle for WP WIN. Steve Jeffery. WP Mag, 54-56 JI 92


On challenges of reverse engineering for large software systems. Hossein Saeidian, Mansour Zend and James Welborn. JCIS, Vol. 33, No. 1: 37-40 Fall 92


PC palette. Jean Harmon. WP Mag, 60-65 Oct 92


Say it right! Jean Harmon. WP Mag, 68-72 Aug 92

Selecting software for word processing. Duane E. Whitmire. Office, Vol. 116, No. 5: 16 Nov 92


Software can be tailored to suit any business need. Clif Garboden. OffSys, Vol. 9, No. 8: 21-22, 24 Aug 92


Solutions of the year. bus Pub, Vol. 8, No. 12: 18-27, 30-31 Dec 92


Text retrieval software. Allen Bichl. WP Mag, 54-58 My 92


Tracking the wild workgroup. Michael Roney. Publish, Vol. 7, No. 9: 64, 66, 68, 70, 72 Sep 92


Trends in the use and management of application package software. Robert Klepper and Curt Hartog. IRMJ, Vol. 5, No. 4: 33-37 Fall 92

Utilities to the rescue. Courtney Cosgrove. Bus Pub, Vol. 8, No. 6: 27-29 Ju 92


WordPerfect to go. Anna Marie Kirkpatrick-Wilkey. WP Mag, 46-48 Oct 92

Minorities


The effect of selected academic preparation factors on passing the core battery section of the NTE for prospective black teachers. Beverly McNeely. Lehman College, CUNY, Master's thesis 1991


Disability disclosure in employment communication: what human resource managers advise. Patricia A. Merrier, Linda E. Parry and LeAnd H. Rutherford. DPE Proc, 53-57 92


More on real time in Missouri. Judy Larson. JCR, Vol. 53, No. 4: 26-27 Feb 92


**Women**


Differing voices in organizations: theoretical and practical implications. Barbara Lynn Werner. ABC Proc, 63-71 91

Factors that influence business students' attitudes toward the mommy track concept for women managers. Olukemi O. Sawyerr, Mary S. Thibodeaux and Aline Arnold. SBR, Vol. 2, No. 2: 59-72 Fall 92


Women managers in the Far East: their communication and managerial environment in China. Herbert W. Hildebrandt. ABC Proc. 143-158 91

Women's salaries in internal auditing: the glass ceiling has not been shattered. Vicky King, Thomas H. Oxner and Donald E. Edwards. SBR, Vol. 2, No. 2: 49-57 Fall 92

**Office Management**

3M secretaries hit the paper trail. Linda Grams. Sec, Vol. 52, No. 4: 22-23 Ap 92


Accounting for space costs. David K. Lindo. OffSys, Vol. 9, No. 6: 40, 42. Ju 92

An assessment of the OSRA model office systems curriculum based upon Mississippi office systems managers' perceptions. Debbie C. Norris. The University ofMississippi, Doctoral dissertation 1990


Copiers fulfill a variety of vital office functions. Mark Rowh. OffSys, Vol. 9, No. 11: 26, 28, 30. Nov 92


 Destruction of records ... your legal obligations! Donald S. Skupsky. AKMA Qtrly, Vol. 26, No. 4: 30, 32, 34, 56. Oct 92


How offices can aid the recycling cause. Frederick W. Nevin. Office, Vol. 115, No. 1: 42. Ja 92

How you use your fax machine is more important than its price. Peter Davidson. OffSys, Vol. 9, No. 11: 33, 38, 40. Nov 92

Human-computer interactions for business communication: a cognitive model. William B. Chapel. ABC Proc, 95-109. 91

If it shouldn't be posted ... it should be shredded. Kermit Metzner. OffSys, Vol. 9, No. 1: 27, 29-30. Ja 92


Legal requirements for records prepared for internal investigations and audits. Donald S. Skupsky. ARMA Qtrly, Vol. 26, No. 2: 34, 36-38, 44. Ap 92


New technology is changing how meetings are conducted. Michael Finley. OffSys, Vol. 9, No. 5: 44-47. My 92


Business Education Index


Why we aren't green yet—some myths about recycling. Frank Bredell. OffSys, Vol. 9, No. 9: 38, 40 Sep 92

Ergonomics and Facility Management

Accessories are making offices more user friendly. Flora F. Scaff. OffSys, Vol. 9, No. 8: 39, 41-42 Aug 92


ARMA international’s code of professional responsibility. J. Michael Pemberton. ARMA Qtrly, Vol. 26, No. 3: 42, 44-45, 52 Jl 92

Ergonomics in the automated office: a study of the difference in perceptions between managers and subordinates. Kayla M. Ledbetter. Southwest Missouri State University, Master’s thesis 1991


Good office acoustics need a systems approach. David A. Harris, Office, Vol. 115, No. 4: 32-33 Ap 92

Good office design can keep both your workers and your bottom line healthy. Harry Chevan. OffSys, Vol. 9, No. 12: 23-24, 27 Dec 92

Guerrilla ergonomics. Marilyn Dainoff and Marvin Dainoff. WP Mag, 43-45 My 92


On the cutting edge of technology. Kenneth V. Hayes. ARMA Qtrly, Vol. 26, No. 1: 50 Ja 92


Quill wins battle over state taxes. Brian Lewis. OffSys, Vol. 9, No. 8: 12, 19 Aug 92

Talk is cheap except when it’s long distance. Keith McDonald. OffSys, Vol. 9, No. 7: 45-47 Jl 92

The best evidence rule is dead... except in the mind of the law! Donald S. Skupsky. ARMA Qtrly, Vol. 26, No. 3: 32, 34-36 Jl 92


The occupational safety and health law as it applies to the office environment. Debbie D. DuFrene and Nancy J. Wilmeth. OSR J, Vol. 10, No. 1: 22-29 Fall 91


The secondary school office technology course in Southwest Missouri. Aleta Jo Platner. Southwest Missouri State University, Master’s thesis 1991


Improving the workplace. Paul T. Cornell. Sec, Vol. 52, No. 7: 14-16 Aug/Sep 92

In-house food service is easy on the pocket. Sandra Sopko. Office, Vol. 115, No. 4: 54-55 Ap 92


Mobile files add to capacity, cut costs. Christopher J. Sheehan. Office, Vol. 116, No. 4: 14, 16 Oct 92

New office design for an old company. Office, Vol. 116, No. 6: 8, 12 Dec 92


Office design and layout accommodate new growth. Brian Lewis. OffSys, Vol. 10, No. 3: 29-30 Mr 92

Office furniture is now both functional and comfortable. Flora F. Scafli. OffSys, Vol. 9, No. 5: 14-16, 18 My 92


Technology is changing the way people sit. Rani Fleiss. OffSys, Vol. 9, No. 9: 43-44, 46-47 Sep 92


The race for space is over, or is it? Joseph Cacarillo. Office, Vol. 115, No. 4: 47, 76 Ap 92


Efficient mail centers can help a company's bottom line. Harry Chevan. OffSys, Vol. 9, No. 10: 64-65, 67 Oct 92

Entrepreneur's mail is his big business. Office, Vol. 116, No. 2: 34, 36 Aug 92

Equipment can lower mailing costs via speedier processing, less manpower. Office, Vol. 115, No. 3: 46 Mr 92

Everyone wins when mail flows efficiently. Mark Rowh. OffSys, Vol. 10, No. 3: 52, 55-57 Mr 92


How smaller mailers can gain automation discounts. Harry Whitehouse. OffSys, Vol. 9, No. 1: 44, 46, 48-49 Ja 92

Is your mailroom a help or hinderance? Gail D. Nickel. Office, Vol. 115, No. 5: 14, 16, 18 My 92

Meet the mailing challenges of the '90s with automation. Michael D. Maguire. OffSys, Vol. 9, No. 5: 31-32, 34-35 My 92


Reusable nylon envelopes. OffSys, Vol. 10, No. 2: 47 Feb 92


The modern mailroom and corporate needs. Warren J. Burke and Richard W. Pavely. Office, Vol. 115, No. 3: 42, 44 Mr 92

The occupational safety and health law as it applies to the office environment. Debbie D. DuFrene and Nancy J. Wilmeth. OSRJ, Vol. 10, No. 1: 22-29 Fall 91

The western stagecoach. OffSys, Vol. 9, No. 5: 37 My 92

Office Automation

CEU supplement: office computer software. Sec, Vol. 52, No. 5: 22-27 My 92

Identification of current and future entry-level office equipment skills to determine if training on automated equipment plays a major role for entry-level employment in office occupations with implications for curriculum revision. Kandy L. Bauer. Central Michigan University, Master’s thesis 1991

In-house document processing offers control, confidentiality and cost savings. Tom S. Fitzsimons. OffSys, Vol. 9, No. 6: 29-30, 32 Ju 92


The secret of office productivity. Ira A. Penn. ARMA Qtrly, Vol. 26, No. 1: 20-21, 58 Ja 92

The state of office automation in selected small businesses. J. Lee Dye, Thomas M. Harris and Rodney E. Davis. OSR J, Vol. 10, No. 1: 13-14 Fall 91


Office Security/Safety


On guard. Bob Thurman. Sec, Vol. 52, No. 5: 15-17 My 92


Shredders offer security. Tom Jenkins. OffSys, Vol. 9, No. 7: 40-44 J1 92

Personnel Management

Dealing with difficult people. Linda Petrocchi. Sec, Vol. 52, No. 3: 12-14 Mr 92

Delegate to get ahead. Joan Pastor and Risa Gechtman. Sec, Vol. 52, No. 1: 15-16 Ja 92

Factors and perceptions that influence supervisor support staff development programs. Patricia Orp. Southern Illinois Univ. at Carbondale, Master’s thesis 1991


How a human-resources department can save the company the company real money. David K. Undo. OffSys, Vol. 9, No. 9: 60, 62 Sep 92

How to defuse emotional outbursts. Lin Grensing. OffSys, Vol. 9, No. 6: 14, 16, 21 Ju 92

Managing from a distance. Lin Grensing. OffSys, Vol. 9, No. 7: 14, 16, 20 J1 92

Modern time recorders: models of versatility. Mark Rowh. Office, Vol. 115, No. 3: 30-32 Mr 92


Public Relations


Make "thank you" say more. Jay Jones. Sec, Vol. 52, No. 7: 23-24 Aug/Sep 92

Secretarial Procedures


Confronting ethical dilemmas. Nan DeMars. Sec, Vol. 52, No. 9: 7-9 Nov/Dec 92

Employer perceptions of secretarial graduates from community colleges and proprietary schools in the greater Chicago area. Donna Ford. Southern Illinois Univ. at Carbondale, Master’s thesis 1991

Getting to know your manager(s). Joan H. Linder. Sec, Vol. 52, No. 3: 25 Mr 92

How to avoid being an office packrat. Jeff Davidson. OffSys, Vol. 9, No. 11: 53-54 Nov 92

How to become a quality secretary. Joan M. Burge. Sec, Vol. 52, No. 9: 15-17 Nov/Dec 92

Legal secretaries adopt a legal mindset. Jean Higgins. Sec, Vol. 52, No. 2: 17-18 Feb 92

Make time for investing. Peter C. Gentry. Sec, Vol. 52, No. 9: 10-12 Nov/Dec 92

New model combines keyboarding and word processing skills. Susie H. VanHuss. Bal Sheet, Vol. 73, No. 2: 4-6 Winter 91

Organize your boss. Lisa Kanarek. Sec, Vol. 52, No. 1: 14 Ja 92


Prime yourself for promotion. Valerie Sokolosky. Sec, Vol. 52, No. 3: 24 Mr 92

Purge your desk. Stephanie Culp. Sec, Vol. 52, No. 1: 9-11 Ja 92


Secretaries in the 90’s: which skills are important? Walter Creighton, Margaret Kilcoyne and Julie McDonald. DPE Proc, 127-130 92


Stepping over. Joanne E. Huntley. Sec, Vol. 52, No. 3: 15-18 Mr 92

The development of secretarial oral and written business communication supplemental materials with emphasis in composing at the keyboard at the postsecondary level. Paula Yanish. The University of North Dakota, Master’s thesis 1991


Understanding what the boss wants. Connie Sitterly. Sec, Vol. 52, No. 2: 16 Feb 92

Temporary Help Services


Managing from a distance. Lin Grensing. OffSys, Vol. 9, No. 7: 14, 16, 20 JI 92


Temporary help: the need is still there. Office, Vol. 116, No. 4: 30, 36 Oct 92


Time Management

Desert day planning. Angela D. Ash. WP Mag, 50-52, 54-55 Aug 92
Professional Development

A discourse on quality and professionalism. Stephen R. Edmondson. JCR, Vol. 53, No. 5: 24-25 Mr 92

A follow-up of a university’s office administration graduates. Judith Lyles, Michael W. Winchel and Lucille Holcomb. OSRJ, Vol. 10, No. 1: 38-42 Fall 91


Are our professional meetings meeting today’s needs? Walter A. Brower. NJ BE Obs, Vol. 63: 80-83 90-91


Business across borders: international etiquette for the effective global secretary. Dean Foster. Sec, Vol. 52, No. 8: 20-24 Oct 92


For the common good. Sec, Vol. 52, No. 4: 21 Apr 92

Good old professionalism or what is professional. Rodney Jurist. NJ BE Obs, Vol. 63: 48-50 90-91

How well are we supporting teaching in the business school? Robert C. Ford, Marlene M. Reed and Andrew C. Rucks. DPEJ, Vol. 34, No. 3: 114-122 Summer 92

Interpersonal relationships: teaching hidden skills in the business education curriculum. Gwen Grosskopf and David Thirsten. WNews, Vol. 41, No. 1: 22-26 Fall 92

Is there ever enough time? Twelve time-management tips for teachers. Frank D. Aquila. Clearinghs, Vol. 65, No. 4: 201-203 Mr/Ap 92

Lifelong learning. Donna J. Cochrane. NBEA Yrbk, No. 30: 115-126 92


My favorite assignment - the professional journal assignment. Kathleen M. Hiemstra. ABC Bul, Vol. 55, No. 3: 31-32 Sep 92

Planning and implementing a sabbatical leave abroad. James Calvert Scott. JEB, Vol. 67, No. 4: 238-242 Mr/Ap 92


Professional secretaries week programs place greater emphasis on education. Sec, Vol. 52, No. 9: 26-28 Nov/Dec 92


Social and personality development. Lila L. Prigge and Charles M. Ray. NBEA Yrbk, No. 30: 145-158 92

The educated professional (is there any other?). Stephen R. Edmondson. JCR, Vol. 53, No. 6: 38-39 Ap 92


The hallowed halls of DTP. Tom Eisenhart. Bus Pub, Vol. 8, No. 11: 26 29, 32-33 Nov 92


The real world of real time. Marianne Lindley. JCR, Vol. 53, No. 9: 49 Ji 92
The value of collegiate professional association activities and the factors that influence students to join as perceived by educational and business representatives. Wally D. Borgen. Northern Illinois University, Doctoral dissertation 1991

User groups: another route to professionalism. Ted Seaton. JCR, Vol. 53, No. 7: 34-36 My 92

Associations


Big smile on NCSA'S new face. Stephen R. Edmondson. JCR, Vol. 54, No. 1: 48 Nov 92


Captioning the Jerry Lewis MDA telethon. Jacqueline Carey. JCR, Vol. 54, No. 2: 45 Dec 92

Conference evaluations can be meaningful. Barbara Railsback. Kan Bus Tchr, Vol. 46, No. 1: 14-15 Fall 92

Education in America. Lynne V. Cheney. JCR, Vol. 54, No. 1: 40-43 Nov 92

Interesteno—our worldwide companion. Harry J. Foster. JCR, Vol. 53, No. 3: 37 Ja 92


Pro bona, just a step on life's road. Stephen Edmonston. JCR, Vol. 54, No. 2: 40-41 Dec 92

PSI celebrates 50 years of progress. Sandy Sabo. Sec, Vol. 52, No. 6: 24-28 Jul/Jl 92


Making the milestones. Sandy Sabo. Sec, Vol. 52, No. 6: 24-28 Jul/Jl 92

Practical advice for passing a CSR or RPR exam. Royal D. Smith. JCR, Vol. 53, No. 4: 33 Feb 92

Recertify "as you go." Pattie Cruvant. Sec, Vol. 52, No. 2: 27 Feb 92


Reprographics

Choosing the right paper for a small or midsize business. William M. Cowan. OffSys, Vol. 9, No. 9: 31, 35-36 Sep 92


**Copier**


Buyer should consider copy machine volume, ease of use and speed. Tom Jenkins. *OffSys*, Vol. 10, No. 3: 37, 39, 41 Mr 92


Buyers' guide to copier control systems. *Office*, Vol. 115, No. 3: 63-64 Mr 92


Copier supplies should be ample and readily available. William M. Cowan. *OffSys*, Vol. 9, No. 7: 34, 36, 38 JI 92

Copiers fulfill a variety of vital office functions. Mark Rowh. *OffSys*, Vol. 9, No. 11: 26,28,30 Nov 92


**Printer**


Inliving color. Scott G. Echols. *WP Mag*, 58, 60-61 Nov 92


Some day my prints will come. Skye Lininger. *Publish*, Vol. 7, No. 11: 54, 56, 58, 60 Nov 92

Stepping up to the plate. Robert Hollis. *Publish*, 93-95 Summer 92


**Research**


An analysis of authorship based on number of business communication articles in six journals. F.


Does research enhance or inhibit teaching? an exploratory study. Peter Richardson, R. Stephen Parker and Gerald G. Udell. JEB, Vol. 68, No. 2: 79-83 Nov/Dec 92

How to write a research report for journal publication. Leonard J. West. JEB, Vol. 67, No. 3: 132-136 Ja/Feb 92

Internationalizing the business curriculum: suggestions and insights into securing funding from the U.S. Department of Education’s Title VI undergraduate international studies and foreign language program. Steven J. Loughrin-Sacco. ABC Proc, 27-40 91

Management-faculty research productivity and perceived teaching effectiveness. John R. Tanner, Herman Manakyan and Daniel G. Hotard. JEB, Vol. 67, No. 5: 261-265 My/Ju 92

Opportunities for applied student research in higher education. Lainie Schukar, Kttie Watson and Judy E. Lease. ABC Bul, Vol. 55, No. 4: 54-59 Dec 92

Personal and institutional characteristics affecting research productivity of academic accountants. Alan S. Levitan and Russ Ray. JEB, Vol. 67, No. 6: 335-341 Ji/Aug 92


Student-researchers in business communication: using primary research to teach students about the workplace. Maggy Smith. ABC Bul, Vol. 55, No. 3: 23-25 Sep 92


The role of cooperative writing in the business communication classroom: a research direction for the 1990s. Lloyd J. Rieber. ABC Bul, Vol. 55, No. 2: 32-34 Ju 92

Toward greater relevance in business research: the ivory tower and the crystal palace. John Trinkaus and Steve Woolley. SBR, Vol. 2, No. 2: 153-166 Fall 92


Interesteno—our worldwide companion. Harry J. Foster. JCR, Vol. 53, No. 3: 37 Ja 92

John Robert Gregg’s exceptional life and career. Margherita R. Cunningham. JCR, Vol. 53, No. 3: 36 Ja 92


A discourse on quality and professionalism. Stephen R. Edmondson. JCR, Vol. 53, No. 5: 24-25 Mr 92

A little story about justice in the courtroom. Stephen R. Edmondson. JCR, Vol. 53, No. 5: 38-40 Mr 92

Aprés deposition at the Hi-Ho. Arthur L. Watts. JCR, Vol. 53, No. 4: 117 Feb 92

Archiving: the busier you are, the more you need it! Linda S. Fifield and Doris O. Wong. JCR, Vol. 53, No. 9: 32 Ji 92


Big smile on NCSA’S new face. Stephen R. Edmondson. JCR, Vol. 54, No. 1: 48 Nov 92


Court reporters. Daniel M. Kimmel. JCR, Vol. 55, No. 5: 34-35 Mr 92


Dream a real-time dream with me. Marcia Simmons. JCR, Vol. 53, No. 7: 42-43 My 92

Education:: America. Lynne V. Cheney. JCR, Vol. 54, No. 1: 40-43 Nov 92


Shorthand

Court Reporting

Business Education Index
I wish I'd reported it. Colleen M. Drury and Charlotte Orcutt. JCR, Vol. 53, No. 5: 43 Mr 92

If the phone rings, don't answer it. Judy Hobart. JCR, Vol. 53, No. 3: 26 Ja 92

Innovative partnership produces technology laboratory. Cassie Lee Bichy. JCR, Vol. 53, No. 5: 28 Mr 92

Is the attorney responsible for your bill. Mary Beth Wheeler. JCR, Vol. 53, No. 8: 36-38 Ju 92

Just a minute! William Boniface. JCR, Vol. 53, No. 5: 31 Mr 92


Making a case for computers. Rick Ratliff. JCR, Vol. 53, No. 5: 30 Mr 92

Mining a golden opportunity. Benjamin M. Rogner. JCR, Vol. 53, No. 8: 40-41 Ju 92

More on real time in Missouri. Judy Larson. JCR, Vol. 53, No. 4: 26-27 Feb 92

Murder, she sapped. Debra SchilT. JCR, Vol. 54, No. 2: 49 Dec 92


Novacaine nightmare. Kathie Duffee. JCR, Vol. 53, No. 4: 36-37 Feb 92

Practical advice for passing a CSR or RPR exam. Royal D. Smith. JCR, Vol. 53, No. 4: 33 Feb 92

Practical ASCII. Gary Robson. JCR, Vol. 53, No. 9: 28-29 JI 92

Practice makes permanent. Donna Cole. JCR, Vol. 53, No. 8: 46-47 Ju 92

Pro bona, just a step on life's road. Stephen Edmondson. JCR, Vol. 54, No. 2: 40-41 Dec 92

Pro bono of another kind. Mark Nimigan. JCR, Vol. 53, No. 3: 24-25 Ja 92


Real time & deaf awareness. Heywood Waga. JCR, Vol. 53, No. 7: 44 My 92


Reporters and the perfectionist personality. Barbara Barnett. JCR, Vol. 53, No. 4: 41 Feb 92

Reporters or tape? JCR, Vol. 54, No. 2: 28-30 Dec 92

Reporting and technology in Italy. Maura Baldocchi. JCR, Vol. 53, No. 9: 38-39 JI 92


Rules of the reporting road. Scott Dean. JCR, Vol. 53, No. 8: 42-45 Ju 92

Sandy McFate is '92 DSA. Abraham "Al" Weinstein. JCR, Vol. 54, No. 1: 49 Nov 92


Teaching attorneys and public about our technologies. Scott Dean. JCR, Vol. 53, No. 6: 26-30 Ap 92

The ALDAcon experience. Heywood Waga. JCR, Vol. 54, No. 2: 42-43 Dec 92


The educated professional (is there any other?). Stephen R. Edmondson. JCR, Vol. 53, No. 6: 38-39 Ap 92


The many applications of videoconferencing. H. Allen Benowitz. JCR, Vol. 53, No. 9: 34-36 JI 92

The proofreader's curse. Jim LaBate. JCR, Vol. 53, No. 5: 26 Mr 92

The real-time market wide open, and not that scary. JCR, Vol. 53, No. 10: 36-37 Aug/Oct 92

The real world of real time. Marianne Lindley. JCR, Vol. 53, No. 9: 49 JI 92

Total access courtroom unveiled in New Jersey. Stanley Rizman. JCR, Vol. 54, No. 2: 36-37, 39 Dec 92
Up the ladder to a court reporting career. Robert Lee Hopkins. JCR, Vol. 53, No. 5: 49 Mr 92

User groups: another route to professionalism. Ted Seatrom. JCR, Vol. 53, No. 7: 34-36 My 92

Who or what is "real-time ready"? Judith H. Brentano. JCR, Vol. 53, No. 4: 25 Feb 92


Writing about your profession. Holt. T. Hurd. JCR, Vol. 53, No. 5: 32 Mr 92

Dictation

A stranger among us. Maria Mihailovich. JCR, Vol. 54, No. 2: 47 Dec 92

Buyers' guide to dictation equipment. Office, Vol. 116, No. 3: 70-71 Sep 92

Buyers' guide to dictation equipment. Office, Vol. 115, No. 1: 91-92 Ja 92


Transcription


More on real time in Missouri. Judy Larson. JCR, Vol. 53, No. 4: 26-27 Feb 92

Who or what is "real-time ready"? Judith H. Brentano. JCR, Vol. 53, No. 4: 25 Feb 92

Special Education


Captioning the Jerry Lewis MDA telethon. Jacqueline Carey. JCR, Vol. 54, No. 2: 45 Dec 92

Dream a real-time dream with me. Marcia Simmons. JCR, Vol. 53, No. 7: 42-43 My 92


Mainstreaming the visually impaired student into a business education classroom. Ginny Richerson and Christy Bruce. KBEA J, 7-8 Spring 92


Physically challenged. Joseph J. Lazzaro. WP Mag, 80-84 Aug 92

Real time & deaf awareness. Heywood Waga. JCR, Vol. 53, No. 7: 44 My 92


Total access courtroom unveiled in New Jersey. Stanley Rizman. JCR, Vol. 54, No. 2: 36-37, 39 Dec 92

Standards


Policies Commission

This we believe about teaching ethics for business. Bus Ed Forum, Vol. 47, No. 1: 17-18 Oct 92


Teaching


A new day is dawning. Janet M. Gandy. ABEA J, Vol. 2, No. 1: 1-10 Spring 92


An analysis of computer use by four-year university faculty members. Thomas B. Duff, Patricia A. Merrier and Linda K. Williams. DPE Proc, 3-8 92


Are we teaching database design properly? Donald A. Carpenter. JCIS, Vol. 33, No. 1: 9-12 Fall 92

Assessing the development of critical thinking. Carolee Sormunen. DPE Proc, 161-167 92


Business education history lessons—is it too late to learn? Michael Bronner. NJ BE Obs, Vol. 63: 15-22 90-91


Computer-mediated communication and high-apprehensive writers: rethinking the collaborative process. Mark Mabrito. ABC Bul, Vol. 55, No. 4: 26-30 Dec 92

Determination of attributes of an effective business education teacher as perceived by Georgia high school business education teachers and high school business education students. Wanda L. Stitt-Gohdes and Melinda M. Kelly. DPE Proc, 41-46 92


Does research enhance or inhibit teaching?—an exploratory study. Peter Richardson, R. Stephen Parker and Gerald G. Udell. JEB, Vol. 68, No. 2: 79-83 Nov/Dec 92


Information technology and the collaborative writing process in the classroom. Linda A. Jorn and Ann Hill Duin. ABC Bul, Vol. 55, No. 4: 13-20 Dec 92

Integrating the work environment of the 1900s into today's classroom. Fred D'Ignazio. Bal Sheet, Vol. 74, No. 1: 26-27 Sep/Oct 92
Business Education Index


Junior achievement. Dennis Wyss. Publish, 65-66 Summer 92


Problem identification in research about teaching problem solving. Judith J. Lambrecht. DPE Proc, 167-177 92


Teaching mathematics: ethnomathematics, the voice of sociocultural groups. Marcelo C. Borba. Clearinghs, Vol. 65, No. 3: 134-135 Ja/Feb 92


The good, the bad, and the esoteric: leftist educational criticism and the perpetuation of the status quo. Jack Baldermann. Clearings, Vol. 65, No. 5: 272, 274-275 My/Ju 92


The visiting professorship in MIS. Daniel M. Norris. JCIS, Vol. 33, No. 1: 18-22 Fall 92


Classroom Management


The legality of reducing student grades as a disciplinary measure. Gardner J. Hobbs. Clearings, Vol. 65, No. 4: 204-205 Mr/Ap 92


Instructional Strategies


A framework for teaching telecommunications concepts and skills. Constance Pollard. DPE INSTR, Vol. 8, No. 5: 1-4 Sep 92

A research agenda for studying technologically mediated instructional strategies in business and education. Donna L. Kizzier and Constance Pollard. DPE Proc, 117-125 92

A spreadsheet model for teaching regression analysis. William C. Wood and Sharon L. O’Hare. JEB, Vol. 67, No. 4: 233-237 Mr/Ap 92


A very hot day: using an opinionnaire to promote discussion in a literature class. Larry R. Johannessen. Clearings, Vol. 66, No. 1: 47-50 Sep/Oct 92


Accounting education via satellite: has technology made distance learning an acceptable alternative in the 90s? Charlotte J. Wright, Maryanne M. Mowen and Amy H. Lau. SBR, Vol. 1, No. 1: 13-23 Spring 91
Active learning through structured grouping in the classroom. Galen Miller and Carol Monthei. NBEA Yrbk, No. 30: 107-114 92

Adapting interactive cases to the business communication classroom. Linda R. Mahin. ABC Bul, Vol. 55, No. 4: 60-64 Dec 92

An integrated approach to teaching a one-semester course in auditing. Barbara L. Adams. JEB, Vol. 67, No. 5: 291-293 My/Ju 92

An involvement-oriented approach in a medium-sized marketing principles class. Denny E. McCorkle, M. F. Diriker and Joe F. Alexander. JEB, Vol. 67, No. 4: 197-205 Mr/Ap 92


Business educators in the multicultural classroom. James B. Stull and Beth Von Till. ISBE News, Vol. 22, No. 1: 6-8 Fall 91

Casing a method for news. Marilyn Faulkenburg. ABC Bul, Vol. 54, No. 4: 71-72 Dec 91

Characteristics of learning and associated outcomes. H. Dalton Drennan and Joe E. Sawyer. NBEA Yrbk, No. 30: 100-106 92

Classroom speaking techniques that help students listen better. C. Glenn Pearce. ABC Bul, Vol. 54, No. 4: 80-81 Dec 91


"Count me in, too": Math instructional strategies for the discouraged learner. Karen A. Bosch and Rebecca S. Bowers. Clearings, 104-106 Nov/Dec 92


Defining the work force of the 1900s: implications for curriculum development and instructional practice. Thomas Haynes. NBEA Yrbk, No. 30: 7-20 92


Education and work partnerships. Donald K. Zahn and Vicki A. Poole. NBEA Yrbk, No. 30: 183-195 92

Education for employment. Clay V. Sink and Sanjiv Dugal. NBEA Yrbk, No. 30: 159-166 92

Effects of teacher directed versus individualized instruction and locus of control on word processing achievement and attitudes toward computers at the postsecondary level in Puerto Rico. Myriam Burgos. New York University, Doctoral dissertation 1991

Engineering students write science books for children. Herman A. Estrin. ABC Bul, Vol. 55, No. 4: 49-51 Dec 92

Enhancing our student's success: building employability skills. David Hyslop. NJ BE Obs, Vol. 63: 70-74 90-91


Extra! Extra! Unit resource notebooks put teachers in a bind(er). Margaret E. McIntosh and Susan M. Vaughn. Clearings, Vol. 66, No. 1: 19-21 Sep/Oct 92

Facilitating the transition from graphical to algebraic models: a teaching challenge for intermediate microeconomics. Allen J. Wilkins. J Econ Ed, Vol. 23, No. 4: 317-331 Fall 92


Hidden agenda for proofreading skills. Randy L. Joyner. NBEA Yrbk, No. 30: 36-49 92

Hidden agendas for reading skills. Rita B. Olsen. NBEA Yrbk, No. 30: 31-35 92

Hidden agendas for the basic business subjects. Lonnie Echnacht. NBEA Yrbk, No. 30: 50-66 92


Improving listening skills: instructional resources and strategies. Jean Mauthund and Susan Timm. DPE INSTR, Vol. 8, No. 3: 1-4 My 92

In lieu of... Mary Gelinas. ABC Bul, Vol. 55, No. 3: 32-34 Sep 92

Integrating conceptual and analytical decision styles into computer information systems coursework. Stephen J. Baumgartner, George H. Jacobson and Margaret A. Batchelor. JCIS, Vol. 32, No. 2: 56-58 Winter 91-92


Is art to draw, to paint, to sculpt...? Helping students respond to the concept of art. Robert L. Adams. Clearinghs, Vol. 65, No. 6: 367-370 Jul/Aug 92


Jazz: a multicultural phenomenon. Bruce Mitchell. Clearinghs, Vol. 65, No. 4: 236-238 Mr/Apr 92

Learn students' names during the first class. Janet K. Winter. ABC Bul, Vol. 55, No. 3: 61-62 Sep 92


Lifelong learning. Donna J. Cochrane. NBEA Yrbk, No. 30: 115-126 92

Listening: a partner for career enhancement and establishment. Anna Laura Bennington. NBEA Yrbk, No. 30: 77-87 92


Managing stress and enhancing learning through humor in the classroom: strategies and resources. Carolyn Hagler and Bobbye J. Davis. DPE INSTR, Vol. 8, No. 6: 1-4 Nov 92


My favorite assignment - an international perspective of the United States. Mona Casady. ABC Bul, Vol. 55, No. 1: 20-26 Mr 92

My favorite assignment - company research. Karin McCallum. ABC Bul, Vol. 55, No. 1: 20 Mr 92

My favorite assignment - developing a demand reduction campaign. Joan M. Gaulard. ABC Bul, Vol. 55, No. 3: 30-31 Sep 92


My favorite assignment - the professional journal assignment. Kathleen M. Hiemstra. ABC Bul, Vol. 55, No. 3: 31-32 Sep 92

My favorite assignment - using collaborative writing groups to teach analysis of an RFP. Judith Scheffler. ABC Bul, Vol. 55, No. 2: 26-28 Jun 92

Networking telecommunications into the business curriculum: activities and student objectives. Dennis Labonty and Cheri A. Jimeno. NBEA Yrbk, No. 30: 196-204 92


Open-ended cases and collaborative learning in the business communication course. H. J. Scheiber. ABC Bul, Vol. 54, No. 4: 60-64 Dec 91
Opportunities for applied student research in higher education. Lainie Schukar, Kittle Watson and Judy E. Lease. ABC Bull, Vol. 55, No. 4: 54-59 Dec 92

Over their heads: transparencies help students comprehend and master concepts. Daniel H. Passalacqua. Bal Sheet, Vol. 73, No. 4: 26 Mr/Ap 92


Project administration techniques for successful classroom collaborative writing. LeAnne Giannone Kryder. ABC Bull, Vol. 54, No. 4: 65-66 Dec 91

Sasin simulation: putting management communication concepts and skills to work. Daryl Chansuthus, Kenneth Pas and Rochelle Powtong. ABC Proc, 219-227 91

Simulating the corporate strategic planning function in the business communication curriculum. H. J. Scheiber and Peter J. Hager. ABC Bull, Vol. 55, No. 3: 46-48 Sep 92

Simulations as a fundamental teaching tool: striking the appropriate balance. Lawrence W. Hugenberg. ABC Bull, Vol. 55, No. 4: 65-69 Dec 92


Social and personality development. Lila L. Prigge and Charles M. Ray. NBEA Yrbk, No. 30: 145-158 92

Student research in the classroom: solving the teacher/researcher dilemma. Bonnie L. Blake. ABC Bull, Vol. 54, No. 4: 73-75 Dec 91

Teach your students video-camera control. Neil Hamisch and Margaret McLaren. ABC Bull, Vol. 55, No. 3: 59-60 Sep 92

Teaching about telecommunication. Mary Robek, Randall Wells and Janet Allison. SIEC Rev, No. 120: 37-40 Nov 92

Teaching and evaluating nontechnical skills. Thaddeus McEwen, Beryl C. McEwen, Joyce L. Sheets and Marcia Anderson-Yates. DPE INSTR, Vol. 8, No. 4: 1-4 Jul 92


Teaching techniques to help managers overcome stagefright in oral presentations. Chia-Jung Tsui. ABC Bull, Vol. 55, No. 3: 77-80 Sep 92

Teaching technology: hands-on telecommunications. Nancy Groneman and Dennis LaBonty. Bal Sheet, Vol. 73, No. 4: 19-21 Mr/Ap 92

Teaching the hidden curriculum in technology courses. James F. Clark and Judy D. Winzurk. NBEA Yrbk, No. 30: 167-175 92


The hidden agenda for communication. W. Dale Brewer and Linda Bloom. NBEA Yrbk, No. 30: 67-76 92

The hidden curriculum: an opportunity. Anna M. Burford and Vivian Arnold. NBEA Yrbk, No. 30: 1-6 92

The need to incorporate the work ethic and ethics into business education curricula. F. Stanford Wayne and Patricia H. Chapman. NBEA Yrbk., No. 30: 127-144 92


The teacher as facilitator of the hidden curriculum. Sharon Lund O’Neil and B. June Schmidt. NBEA Yrbk, No. 30: 21-30 92

The use of technology in Indiana business classrooms with implications for training. Carolee Sormunen and Marilyn Chalupa. DPE Proc, 155-158 92


Thoughtful questions lead students to answers. Jim Crowley. Voc Ed J, Vol. 67, No. 6: 36 Sep 92

Tips to improve your teaching. Joyce P. Logan and A. C., "Buddy" Krizan. KBEA J, 5-6 Spring 92

Use of overhead transparencies in collaborative business writing. Randolph T. Barker, Marilyn Finnemore-Bello and Barbara S. Hall. ABC Bul, Vol. 54, No. 4: 67-70 Dec 91


Using dialogue journals to help students deal with their problems. Terrell A. Young and Mary Lynn Crow. Clearinghs, Vol. 65, No. 5: 307-310 My/Ju 92

Using media and models to motivate high school students. Daisy F. Reed and Sheary D. Johnson. Clearinghs, Vol. 65, No. 4: 225-228 Mr/Ap 92


Youth organizations and their role in enhancing elements of the hidden curriculum. Linda J. Newton. NBEA Yrbk, No. 30: 176-182 92

Media


Encouraging the switch to informational television. David M. Memory. Clearinghs, Vol. 65, No. 5: 302-306 My/Ju 92


Instructional television: does it affect student attitudes? Teresa Beed, Larry Gianchetta and Richard Witycombe. JEB, Vol. 67, No. 3: 164-167 Ja/Feb 92


Learning by satellite. Jennie Ball. Sec, Vol. 52, No. 8: 15-17 Oct 92


Teach your students video-camera control. Neil Harnisch and Margaret McLaren. ABC Bul, Vol. 55, No. 3: 59-60 Sep 92

Teaching in the electronic boardroom. Annette Easton, George Easton and Michael Hergert. JEB, Vol. 67, No. 3: 137-140 Ja/Feb 92

Using media and models to motivate high school students. Daisy F. Reed and Sheary D. Johnson. Clearinghs, Vol. 65, No. 4: 225-228 Mr/Ap 92
Student Recruitment


Getting the word out--selling the business education story. Donald G. Hays. Bal Sheet, Vol. 73, No. 3: 26-27 Ja/Feb 92


Teacher Education


Accounting instructors' perceptions of how they teach versus how they were taught. John Beegle and David Coffee. JEB, Vol. 67, No. 2: 90-94 Nov/Dec 91


An analysis of undergraduate coursework completed by prospective business teachers. B. June Schmidt, Curtis R. Finch and J. Dale Oliver. DPE Proc, 9-12 92


An instructor education program in selected visual merchandising topics. Marcia E. R. Lunde. The University of North Dakota, Master's thesis 1991


Competency testing for business teacher certification and for admission to business teacher preparation programs. Kenneth L. Gorman and J. William Murphy. NABTE Rev, No. 19: 9-12 92


Good old professionalism or what is professional. Rodney Jurist. NJ BE Obs, Vol. 63: 48-50 90-91


Interpersonal relationships: teaching hidden skills in the business education curriculum. Gwen Grosskopf and David Thirsten. WNews, Vol. 41, No. 1: 22-26 Fall 92


Knowledge of entrepreneurship: vocational business and marketing teachers as compared to other vocational teachers. Robert G. Berns and Inge M. Klopping. DFE Proc, 95-99 92


Micro-political competence: how teachers can change the status quo. Elizabeth Bondy and Dorene D. Ross. Clearinghs, Vol. 66, No. 1: 10-14 Sep/Oct 92


Good old professionalism or what is professional. Rodney Jurist. NJ BE Obs, Vol. 63: 48-50 90-91


Interpersonal relationships: teaching hidden skills in the business education curriculum. Gwen Grosskopf and David Thirsten. WNews, Vol. 41, No. 1: 22-26 Fall 92


Knowledge of entrepreneurship: vocational business and marketing teachers as compared to other vocational teachers. Robert G. Berns and Inge M. Klopping. DFE Proc, 95-99 92


Micro-political competence: how teachers can change the status quo. Elizabeth Bondy and Dorene D. Ross. Clearinghs, Vol. 66, No. 1: 10-14 Sep/Oct 92


The demand for business education teachers in Washington state. Catherine L. Bertelson and F.
The effect of selected academic preparation factors on passing the core battery section of the NTE for prospective black teachers. Beverly McNeely. Lehman College, CUNY, Master's thesis 1991


Teacher Performance


How well are we supporting teaching in the business school? Robert C. Ford, Marlene M. Reed and Andrew C. Rucks. DPE J, Vol. 34, No. 3: 114-122 Summer 92

Management-faculty research productivity and perceived teaching effectiveness. John R. Tanner, Herman Manakyan and Daniel G. Hotard. JEB, Vol. 67, No. 5: 261-265 My/Ju 92

Peer rating in higher education. W. Terry Dancer and Jesse Dancer. JEB, Vol. 67, No. 5: 306-309 My/Ju 92

Personal and institutional characteristics affecting research productivity of academic accountants. Alan S. Levitan and Russ Ray. JEB, Vol. 67, No. 6: 335-341 Jul/Aug 92


Business Education Index

The use of technology in Indiana business classrooms with implications for training. Carolee Sormunen and Marilyn Chalupa. DPE Proc, 155-158 92


Testing and Evaluation


Exams with class. Scott Jon McHardy. WP Mag, 39-41 Jul 92


Outcome measures of collegiate business curricula: a comparison of two instruments. Demetrius Karathanos. JEB, Vol. 67, No. 2: 100-104 Nov/Dec 91

Peer rating in higher education. W. Terry Dancer and Jesse Dancer. JEB, Vol. 67, No. 5: 306-309 My/Ju 92

Teaching and evaluating nontechnical skills. Thaddeus McEwen, Beryl C. McEwen, Joyce L. Sheets, and Marcia Anderson-Yates. DPE INSTR, Vol. 8, No. 4: 1-4 Jul 92


Skills needed by office support staff as perceived by trainers. Diane C. Davis. DPEJ, Vol. 34, No. 1: 13-23 Winter 92


Status of in-house training programs for office support staff with implications for office systems curricula. Diane C. Davis. OSRJ, Vol. 10, No. 1: 15-21 Fall 91


The hallowed halls of DTP. Tom Eisenhart. Bus Pub, Vol. 8, No. 11: 26-29, 32-33 Nov 92


What topics need to be in business communication classes—what and how much? Larry R. Honl and Larry G. Pagel. LBEJ, Vol. 2, No. 1: 45-53 Spring 92

Needs Assessment


Communication apprehension and performance in oral briefings: indentifying dysfunctional thought patterns. Gail Fann Thomas, Kenneth W. Thomas and Thomas N. Williams. ABC Proc, 81-94 91


Identifying a range of performance improvement solutions through evaluation research. Peter J. Dean, Martha Ray Dean and Elizabeth C. Guman. PIQ, Vol. 5, No. 4: 16-31 92


Training: a bottom-line decision. Barbara Colmer. OffSys, Vol. 9, No. 5: 38, 40, 42 My 92


Performance Improvement


Identifying a range of performance improvement solutions through evaluation research. Peter J. Dean, Martha Ray Dean and Elizabeth C. Guman. PIQ, Vol. 5, No. 4: 16-31 92


Organizational factors affecting the evaluation of information systems performance. Carol Saunders and Jack William Jones. IRMJ, Vol. 5, No. 4: 5-21 Fall 92

Performance indicators in business decision making. Debra L. Tate and Daniel J. McLinden. PIQ, Vol. 5, No. 1: 25-34 92


Training for impact: improving the quality of staff's performance. Sonia Acosta-Amad and Dale M. Brethower. PIQ, Vol. 5, No. 2: 2-12 92

Work can be fun. Mark Towers. Sec, Vol. 52, No. 4: 25-26 Ap 92

Program Evaluation

A taxonomic approach to integrating job analysis with training-front-end analysis. Arthur L. Korotkin. PIQ, Vol. 5, No. 3: 26-34 92


Assessment of the effectiveness and appropriateness of an evaluation instrument developed to evaluate computer-assisted instructional packages used in the remediation of basic skills in job training programs. La Verne Gamble. Lehman College, CUNY, Master's thesis 1991


Conference evaluations can be meaningful. Barbara Railsback. Kan Bus Tchr, Vol. 46, No. 1: 14-15 Fall 92

Customizing and implementing training evaluation. Catherine M. Sleezer, Denise Cipicchio and Denise Pitonyak. PIQ, Vol. 5, No. 4: 55-75 92


Valuing cultural diversity training workshop designed for training the Minnesota Department of Public Safety employees conducting service in a multicultural society. Lena Hsie. University of Minnesota, Master's thesis 1991

What should high-risk operations evaluate relative to safety and safety training. Roger Kaufman and Jac Kaufman. PIQ, Vol. 5, No. 3: 16-25 92

Workplace Impact


Author Entries

ABDUL-GADER, Abdullah H.
End-user computing success factors: further evidence from a developing nation. J Micro Sys, Vol. 4, No. 3: 4-13 Summer 92

ABERNATHY, Aileen

ABLONDI, William F.

ACHELPOHL, Marilyn S.
Brain dominance and the ability to touch typewrite. Southern Illinois Univ. at Carbondale, Master's thesis 1991

ACKERSON, R. Irene, et al.
Telecommunications technology management in major U.S. corporations. JCIS, Vol. 32, No. 2: 11-14 Winter 91-92

ACOSTA-AMAD, Sonia and Dale M. Brethower
Training for impact: improving the quality of staff's performance. PIQ, Vol. 5, No. 2: 2-12 92

ADAMS, Barbara L.
An integrated approach to teaching a one-semester course in auditing. JEB, Vol. 67, No. 5: 291-293 My/Ju 92

ADAMS, Charles F.

ADAMS, Eric J.
Creativity cubed. Publish, 60-61 Summer 92

ADAMS, Janet S., et al.
Accreditation and academic professionalism in business administration. JEB, Vol. 67, No. 4: 218-223 Mr/Ap 92

ADAMS, Jeff
The play's the thing. Voc Ed J, Vol. 67, No. 8: 32-33 Nov/Dec 92

ALEXANDER, Joe F.
--and Denny E. McCorkle
The effects of advertising education on business students' attitudes toward advertising. JEB, Vol. 67, No. 2: 105-110 Nov/Dec 91

**
--and other authors
An involve-ment-oriented approach in a medium-sized marketing principles class. JEB, Vol. 67, No. 4: 197-205 Mr/Ap 92

ADKINS, Tony

AGRAWAL, Surendra P. and Philip H. Siegel
Introduction to accounting: an experiment in experiential learning theory. SBR, Vol. 1, No. 2: 99-118 Fall 91

AHNA, Barbara, et al.
Developing an environmental perspective within business curricula. JEB, Vol. 68, No. 2: 70-73 Nov/Dec 92

AHERNS, Judith D. and Samuel D. Strum

AIKEN, Milam and Luvai Motiwalla
Xmail: an intelligent electronic mail system. J Micro Sys, Vol. 4, No. 2: 2-12 Spring 92

ALEGRE, Mitchell R. and Gary C. Brice

ALESANDRINI, Kathryn
Converting hard copy to electronic paper. Office, Vol. 115, No. 5: 51-52 My 92

ALESANDRINI, Kathryn

--and Jerry L. Young

VOICE MESSAGING can improve productivity. Office, Vol. 116, No. 3: 32, 41, 43 Sep 92
ALIO, Al and Joseph Sanacore

ALLEN, Pat

ALTMAN, Rick

ANDERSON, Sharon Rae
Curriculum conversion from clock hours to the credit system. University of Minnesota, Master's thesis 1991

ANDERSON, Wayne L.
Teaching business organizational structures. Bus Ed Forum, Vol. 46, No. 3: 3-4 Feb 92

ANDERSON-YATES, Marcia A.
--and other authors
Business educators' perceptions regarding the integration of business education and academic courses. DPE Proc, 13-23 92

ANDREES, Lynn Ann

ANDREWS, Donald R., et al.
Selection of commercial bank CEOs in the deregulated environment: influential factors. Mid JB, Vol. 7, No. 2: 25-31 Fall 92

ANG, Ang Yang

ANTONE, Peggy Ann

** and other authors
Teaching and evaluating nontechnical skills. DPE INSTR, Vol. 8, No. 4: 1-4 Jl 92
APEL, Annelise and Rudolf Hambusch
The dual system of vocational training in Germany—idea and reality. SIEC Rev, No. 120: 45 Nov 92

APOSTOLOU, Nicholas G. and David W. Cornell
An investigation of the impact of alternative presentations of cash flow on credit decisions. SBR, Vol. 2, No. 1: 23-33 Spring 92

AQUILA, Frank D.
Is there ever enough time? Twelve time-management tips for teachers. Clearinghs, Vol. 65, No. 4: 201-203 Mr/Ap 92

ARCHBALD, Douglas A. and Rolf K. Blank
Magnet schools and issues of education quality. Clearinghs, 81-86 Nov/Dec 92

ARMSTRONG, Coleen

ARNETT, Kirk P. and Mary C. Jones

ARNOLD, Aline, et al.
Factors that influence business students' attitudes toward the mommy track concept for women managers. SBR, Vol. 2, No. 2: 59-72 Fall 92

ARNOLD, Vanessa D. and Terry D. Roach
Organizational behavior: coping with difficult coworkers. JEB, Vol. 67, No. 3: 160-163 Ja/Feb 92

ARNOLD, Vanessa Dean
The communication competencies listed in job descriptions. ABC Bul, Vol. 55, No. 2: 15-17 Ju 92

--- and Anna M. Burford
The hidden curriculum: an opportunity. NBEA Yrbk, No. 30: 1-6 92

--- and other authors
Establishing electronic keyboarding speed and accuracy standards for postsecondary timed writings. DPE Proc, 81-83 92

ASH, Angela D.
Create a desktop calendar. WP Mag, 34-39 Dec 92

---
Desert day planning. WP Mag, 50-52, 54-55 Aug 92

---
Using long document names. WP Mag, 25-26 My 92

---
Columns vs. tables. WP Mag, 25-26 Feb 92

---
Billing with a keyboard merge. WP Mag, 65, 67-68 Ju 92

---
Sharing tables and labels. WP Mag, 71-73 Ji 92

---

---

ASHER, Cheryl Carleton

ATHEY, Susan, et al.
A survey of faculty attitudes toward personal computer software copying. J CIS, Vol. 32, No. 4: 47-52 Summer 92

ATKINSON, June S.
Making the walls come tumbling down. LBEJ, Vol. 2, No. 1: 16-19 Spring 92

AUGUST, Arlene
Keeping curriculum current: job titles and descriptions in office information systems and their impact on a university degree in OIS. OSRA Proc, Vol. 11: 89-123 92

AVRAMOVICH, Michael, et al.

B

BACHNER, John P.
Office lighting for the 1990s. OffSys, Vol. 9, No. 12: 35-37 Dec 92

BACKES, John S.
A successful high school mentorship program. Clearinghs, Vol. 65, No. 4: 222-224 Mr/Ap 92

BACKLUND, Olof, et al.
Ethics in business education. SIEC Rev, No. 120: 19-21 Nov 92

BADEAUX, Alan J. and Reynaldo L. Martinez, Jr.

BADGER, Joe
Anablet merge. WPMag, Vol. 4, No. 8: 41-42, 44-45 Sep 92

BAHL, Harish C. and Mohamma Dadashzadeh
A framework for improving effectiveness of MIS steering committees. IRMJ, Vol. 5, No. 3: 31-44 Summer 92

BAKER, Gregory
Income tax planning for retirement. Mgt World, Vol. 20, No. 1: 9 Winter 92

BAKER, Ciara Mac, et al.
Nontechnical competency instruction in Illinois secondary and postsecondary business education. DPE Proc, 101-105 92

BAKER, Gregory
Income tax planning for retirement. Mgt World, Vol. 20, No. 1: 9 Winter 92

BAKER, Sandi, et al.
Everything you always wanted to know about seps. Publish, Vol. 7, No. 6: 48-50, 62 Ju 92

---
BALDERMANN, Jack
The good, the bad, and the esoteric: leftist educational criticism and the perpetuation of the status quo. Clearinghs, Vol. 65, No. 5: 272, 274-275 My/Ju 92

BALDOCCHI, Maura
Reporting and technology in Italy. JCR, Vol. 53, No. 9: 36-39 Ji 92

BALDWIN, Duane and Virginia H. Bidgood
Effects of retirement on supply of accounting educators during the 1990s. JEB, Vol. 67, No. 2: 84-89 Nov/Dec 91

BALIGA, B. R. and Gary J. Castrogiovanni
Turnaround success: an assessment of top-management change effects. SBR, Vol. 1, No. 2: 13-27 Fall 91

BALL, Jennie
Learning by satellite. Sec, Vol. 52, No. 8: 15-17 Oct 92

BANCROFT, D. Stuart, et al.
Developing an environmental perspective within business curricula. JEB, Vol. 68, No. 2: 70-73 Nov/Dec 92

BARBEE, Cliff and Jack W. Cunningham

BARBER, Carla J. and Beverly J. Oswalt
Desktop publishing design and layout. TBEAJ, Vol. 1, No. 1: 11-14 Spring 92

BARBEZAT, Debra A.

BARCHILON, Marian G. and Renee B. Horowitz
Developing a style for e-mail communications. ABC Proc, 51-62 92

BARTHOLOME, Lloyd W. and Colleen Vawdrey
The relationship between knowledge and application of grammar and punctuation principles in writing business communication. NABTE Rev, No. 19: 36-38 92

BARTON, Shirley

BARRESE, Edward F.

BARTHELHEIM, Frederick J.

BAYLESS, Marsha
Virus protection. N & Q, Vol. 17, No. 1: 3-4 Spring 92

BAYLESS, Marsha L.
--and Mary E. Murray
An imperative for the office systems classroom: be aware of technology and the law. TBEA J, Vol. 1, No. 1: 1-4 Spring 92

--and Libbyrose D. Clark
Integrating business computer graphics in the communication curriculum. ABC Bul, Vol. 55, No. 4: 31-33 Dec 92

BEAMER, Linda

BEARNSON, Lisa Downs
Building a better cursor. WP Mag, 25-26 Mr 92

**
Minding your own business. WP Mag, 33-36 Feb 92

--and Dennis Kessinger
Most wanted memos. WP Mag, 38-41, 44 Oct 92

BEASON, Larry

BEATTY, Warren A. and Arthur A. Rasher

BEAUDIN, Barbara Q., et al.

BECK, Becky J.

**
Basic tools for building tables. WP Mag, 61-63 Ju 92

**
Learning the ropes II: envelope basics. WP Mag, 48-51 Dec 92

**
Learning the ropes. WP Mag, 32-36 Ji 92

The basics of advance. WP Mag, 23-25 Dec 92

--and Deidre Calhoun
Accounting for your customers. WP Mag, 38-41 Ji 92

--and Lynne Torgersen
Fonts at your fingertips. WP Mag, 36-38 Mr 92

--and Zelma Frankhouser
Suitable for framing. WP Mag, 60-62 Ja 92

BECK, Klaus
Economic literacy today—what does it mean? SIEC Rev, No. 120: 35 Nov 92

BECKER, Robert A.

BECKER, William E.

**

BECKMAN, Steven R.
The surprising arithmetic of imperfectly competitive trade theory. J Econ Ed, Vol. 23, No. 4: 333-339 Fall 92

BEDNAR, Anne K.
Abstract at the least. PIQ, Vol. 5, No. 4: 76-78 92

BEDORE, Gerry L. and James A. O'Brien

BEED, Teresa, et al.
Instructional television: does it affect student attitudes? JEB, Vol. 67, No. 3: 164-167 Ja/Feb 92

BEEGLE, John and David Coffee
Accounting instructors' perceptions of how they teach versus how they were taught. JEB, Vol. 67, No. 2: 90-94 Nov/Dec 91

BEHYMER, Jo
Business communication as an English graduation requirement. ABC Bul, Vol. 55, No. 3: 96-98 Sep 92

BEHYMER, Jo
--and John C. Schafer
Cross purposes. Voc Ed J, Vol. 67, No. 5: 36-37, 47 My 92

**
--and Raholanda White

--and other authors

BEISEL, John L., et al.
Applying exchange theory to the management information systems department. JCIS, Vol. 33, No. 1: 31-36 Fall 92

BEIS,WINGER, George L.

**
Dictation equipment paced by technology. Office, Vol. 115, No. 1: 90 Ja 92

BECKWING, Andrew
Finding duplicates. WP Mag, 42-45 Feb 92

JO, Matt
Reading duplicates. WP Mag, 42-45 Feb 92
Good presentations at reasonable cost. Office, Vol. 115, No. 5: 63-64 My 92

Shredders are now double-duty units. Office, Vol. 116, No. 4: 38-39 Oct 92


BELL, James
The ABCs of training. Bus Pub, Vol. 8, No. 5: 18-24 Mr 92

BELL, R. DorMont and Ted D. Stoddard
An experiment to determine the impact of an intensive-editing approach on business-communication students' grammar proficiencies. ABC Proc, 3-12 91

BELL, Terrel H. and Donna L. Elnquist

BENATI, Gianfranco and Emilio Gonzaga
An expert on strategic marketing for executive education. SIEC Rev, No. 120: 42 Nov 92

BENNET, Garner R.
Scanning market update. IMC J, Vol. 28, No. 1: 9-11 Ja/Feb 92

BENNETT, Margaret O.
Ubiquitous telecommunications, a success story. WNews, Vol. 41, No. 1: 20-21 Fall 92

BENNINGTON, Anna Laura
Listening: a partner for career enhancement and establishment. NBEA Yrbk, No. 30: 77-87 92

BENOIT, Sally S. and Betty A. Kleen
An information support systems course for the MBA program. OSRA Proc, Vol. 11: 124-131 92

BERGHAN, H. Allen
The many applications of videoconferencing. JCR, Vol. 53, No. 9: 34-36 Ji 92

BERNHARDT, Regis G. and Nancy H. Ellis

BERNHARDT, Stephen A.

BERNS, Robert G.

BERTELSEN, Catherine L. and F. Ross Byrd
The demand for business education teachers in Washington state. DPEJ, Vol. 34, No. 3: 123-134 Summer 92

BEST, Pam

BEUS, Curtis E. and Riley E. Dunlap

BEVILL, Sandra
Nontraditional business students: meeting their needs in the 90s. TBEA J, Vol. 1, No. 1: 5-8 Spring 92

BIALASZEWSKI, Dennis, et al.

BICHY, Cassie Lee
Innovative partnership produces technology laboratory. JCR, Vol. 53, No. 5: 28 Mr 92

Biography of the ERIC Clearinghouse on Higher Education, etc. Clearinghshs, Vol. 65, No. 3: 179-182 Ja/Feb 92
BIDANI, Bent: and John J. Siegfried
Differences between economics programs located in
liberal arts colleges and in business schools. J Econ
Ed, Vol. 23, No. 2: 181-188 Spring 92

BIDGOOD, Virginia H. and Duane Baldwin
Effects of retirement on supply of accounting educa-
tors during the 1990s. JEB, Vol. 67, No. 2: 84-89
Nov/Dec 91

BIEDEMAN, Daniel K.
23, No. 1: 23-33 Winter 92

BIEHL, Allen
A taxing situation. WP Mag, 84-87 Feb 92

All systems go. WP Mag, 49-50 Ja 92

Dial M for modem. WP Mag, 59-62 Ap 92

Finding the needle in a haystack. WP Mag, 54-59 Ja
92

Text retrieval software. WP Mag, 54-58 My 92

BIHLMAYER, Lee, et al.
Everything you always wanted to know about seps.
Publish, Vol. 7, No. 6: 48-50, 62 Ju 92

BILDERBACK, Terry L.
Teaching styles of the fresh and inventive: the
personal touch eases anxiety of adult students. Voc
Ed J, Vol. 67, No. 6: 34-35, 57 Sep 92

BILES, George E. and William H. Delo\nas;
Integration of computers and information systems
into the business school curriculum: a case study.
JEB, Vol. 67, No. 2: 111-115 Nov/Dec 91

BJORKQUIST, David C.
Training needs in corporate takeovers. PIQ, Vol. 5,
No. 1: 70-89 92

-and Theodore Lewis
5, No. 4: 33-54 92

BLACK, David B.
From on-line transaction processing to on-line paper
processing. ARMA, Vol. 26, No. 1: 14-16, 18
Ja 92

BLACK, Homer S. and Kenneth E. Everard
The academy of administrative management: path to
professional management certification. Mgt World,
Vol. 20, No. 1: 1, 6-7, 12 Winter 92

BLACK, Kathy
How to improve learning with a productive method
for providing feedback. ABC Bul, Vol. 55, No. 3:
69-72 Sep 92

BLAIR, Dudley W., et al.
Differential S&L profitability due to diversification
and capital risks. SBR, Vol. 1, No. 2: 119-130 Fall
91

BLAKE, Bonnie L.
Student research in the classroom: solving the teacher/
researcher dilemma. ABC Bul, Vol. 54, No. 4: 73-
75 Dec 91

BLAKELY, Gerald L. and Cindy Lee Martinez
Executive development: corporate response to business
ethics. JEB, Vol. 68, No. 2: 110-114 Nov/Dec 92

BLAKNEY, Vicki L. and William S. Sekely
The influence of household/buyer characteristics on
Fall 92

BLANK, Mary Ann and Nancy Sindelar
Mentoring as professional development: from theory
to practice. Clearinghs, Vol. 66, No. 1: 22-26 Sep/
Oct 92

BLANK, Rolf K. and Douglas A. Archbald
Magnet schools and issues of education quality.
Clearinghs, 81-86 Nov/Dec 92

BLASZCZYNSKI, Carol
Information rich/poor: a challenge for business and
education. OSRA Proc, Vol. 11: 212-224 92

BLOCK, Burel
They murdered the pigeons! The failure of state-
mandated teacher appraisal systems. Clearinghs,
Vol. 66, No. 1: 35-36 Sep/Oct 92

BLOCK, Pamela J. and Sheryl Jedlinski
Business and tech prep. Voc Ed J, Vol. 67, No. 4:
30-31, 53 Ap 92

BLODGETT, Ralph
Let your tables do the walking. WP Mag, Vol. 4,
No. 8: 31-33 Sep 92

BLOOM, Linda and W. Dule Brewer
The hidden agenda for communication. NBEA Yrbk,
No. 30: 67-76 92

BLOTT, Sandra
Students helping students--a lesson in cooperative
learning. WNews, Vol. 41, No. 1: 30 Fall 92

BLOUNT, Frank
67, No. 1: 22-23, 52 Ja 92

BOATLER, Robert W.
A values constraint in internationalizing the business
curriculum. JEB, Vol. 67, No. 3: 147-151 Ja/Feb 92

BOCK, Douglas B. and Ed R. Joyner
Combining socio-technical analysis with participa-
tive information systems design: a research case. J
CIS, Vol. 32, No. 3: 60-66 Spring 92
BODINO, Angela Adamides and Carol K. Mauermeyer
Constructing in the business curriculum: using writing to teach critical thinking. NJ BE Obs, Vol. 63: 60-64 90-91

BOGER, Ruth E. and Dennis E. Bauer

BONDS, Charles W., et al.

BONDS, Lella Gant, et al.

BONDY, Elizabeth and Dorene D. Ross
Micro-political competence: how teachers can change the status quo. Clearinghs, Vol. 66, No. 1: 10-14 Sep/Oct 92

BONE, Pamela S., et al.

BONIFACE, William
Just a minute! JCR, Vol. 53, No. 5: 31 Mr 92

BONNER, Patricia A. and Edward J. Metzen

BONIFACE, William
Just a minute! JCR, Vol. 53, No. 5: 31 Mr 92

BONNER, Patricia A. and Edward J. Metzen

BONSA, Marcelo C.

BORGGEN, Wally D.
The value of collegiate professional association activities and the factors that influence students to join as perceived by educational and business representatives. Northern Illinois University, Doctoral dissertation 1991

BORZO, Jeanette and Robert Luhn
Are they just NT promises? Publish, Vol. 7, No. 10: 70, 72, 74, 76 Oct 92

BOSCH, Karen A. and Rebecca S. Bowers
"Count me in, too": math instructional strategies for the discouraged learner. Clearinghs, 104-106 Nov/Dec 92

BOSCHEE, Floyd

BOSS, Carolyn
Managing teleconferences. Sec, Vol. 52, No. 3: 7-9 Mr 92

BOTTOMS, Gene

BOUVILLON, Marvin L. and B. Michael Doran
The relative performance of female and male students in accounting principles classes. JEB, Vol. 67, No. 4: 224-228 Mr/Ap 92

BOUNDS, Betty C.

BOUTIN, France and Chris A. Chinien
Cognitive style FD/FI as a learner selection criterion in formative evaluation: a qualitative analysis. PIQ, Vol. 5, No. 2: 24-33 92

BOVE, Tony
--and Cheryl Rhodes
CD audio dynamite. Publish, Vol. 7, No. 8: 42, 44 Aug 92

--and Cheryl Rhodes
Come together: from DTP to DTV. Publish, Vol. 7, No. 6: 38, 40 Ju 92

BOWERS, Rebecca S. and Karen A. Bosch
"Count me in, too": math instructional strategies for the discouraged learner. Clearinghs, 104-106 Nov/Dec 92

BOWMAN, Joel P.
The influence of electronic transmission on written communication. Mid JB, Vol. 7, No. 2: 3-10 Fall 92

BOYD, Fraser
The measurement of work. ARMA Qtrly, Vol. 26, No. 2: 20-22 Ap 92

BRADSHAW, Martha E.
A study to determine verbal and nonverbal communication skills considered important for business success and business students' perceptions of the importance of these skills. Memphis State University, Doctoral dissertation 1991

BORS, Edna Zwick
Resumes: a student handout. ABC Bul, Vol. 54, No. 4: 76-79 Dec 91

BORN, Richard G.

BORYCKI, Christine, et al.
The strategic decision framework: effect on students' business ethics. JEB, Vol. 67, No. 2: 74-79 Nov/Dec 91

BORZO, Jeanette and Robert Luhn
Are they just NT promises? Publish, Vol. 7, No. 10: 70, 72, 74, 76 Oct 92
and Lillian H. Chaney
Do experts and students agree on the importance of verbal and nonverbal communication skills for business success? DPE J, Vol. 34, No. 3: 99-113 Summer 92

--and Lillian H. Chaney
Experts' consensus on verbal and nonverbal communication skills needed for business success. ABC Proc, 247-255 91

BRANCHAW, Bernadine P.
Business letters of the apocalypse: revelations from the past. NJ BE Obs, Vol. 63: 29-34 90-91

BRAUN, Ellen
Computer printers: more power, less cost. Office, Vol. 115, No. 3: 23, 29 Mr 92

BREDELL, Frank
Why we aren't green yet—some myths about recycling. OffSys, Vol. 9, No. 9: 38, 40 Sep 92

BRENNER, Brad
LAN fever: how to protect your business from computer viruses. OffSys, Vol. 9, No. 1: 23 Ja 92

BRENNER, Robert C.
New computers speed flow of information. OffSys, Vol. 9, No. 1: 38, 40, 42 Ja 92

BRENTANO, Judith H.
Who or what is "real-time ready"? JCR, Vol. 53, No. 4: 25 Feb 92

BRETHOWER, Dale M. and Sonia Acosta-Amad
Training for impact: improving the quality of staff's performance. PIQ, Vol. 5, No. 2: 2-12 92

BREUER, Jim

BREWER, W. Dale and Linda Bloom
The hidden agenda for communication. NBEA Yrbk, No. 30: 67-76 92

BROOKEY, Lori D. and Jerry D. Hofmann
Creating an acronym glossary (ag). WP Mag, 29, 31, 33-35 My 92

BROWER, Walter A.
Are our professional meetings meeting today's needs? NJ BE Obs, Vol. 63: 80-83 90-91

BRONN, Carol Grant
Fiscal austerity and the need for creativity. Bus Ed Forum, Vol. 46, No. 4: 3-4 Ap 92

BRONNER, Michael
Business education history lessons—is it too late to learn? NJ BE Obs, Vol. 63: 15-22 90-91

BROOKEY, Lori D. and Jerry D. Hofmann
Creating an acronym glossary (ag). WP Mag, 29, 31, 33-35 My 92

BROWN, Carol E.

BROWN, Duane

BROWN, James M., et al.
Employer assessments of strengths and weaknesses of recent business graduates. DPE Proc, 75-80 92

BROWN, Paula E.
The effect of a report reader's cognitive style on decision making and the use of graphic aids in a report. DPE Proc, 63-65 92

BROWN, Robert M.
The communications process at a think tank. ABC Proc, 111-122 91
BROWNELL, Judi
--and Michael Fitzgerald
Teaching ethics in business communication: the effective/ethical balancing scale. ABC Bul, Vol. 55, No. 3: 15-20 Sep 92

BROWNING, William G.
The WordPerfect challenge II. WP Mag, 51-52 Ju 92

BRUCE, Christy and Ginny Richerson
Mainstreaming the visually impaired student into a business education classroom. KBEA J, 7-8 Spring 92

BRUNO, James E. and Marilyn Kourilsky
Implementing mandates in economics: a model and diagnostic protocol for teacher training. JEB, Vol. 67, No. 3: 182-188 Ja/Feb 92

BUCKMASTER, Dale
FASB damage control for small and medium-size firms: a strategy to influence rule-making. Mid JB, Vol. 7, No. 2: 11-17 Fall 92

BUDAI, Greta McGree
Beyond our shores: globalizing American business education. Bal Sheet, Vol. 73, No. 2: 4-8 Ja/Feb 92

BUELL, David W. and James Karney
Is your display faltering and flickering? Bus Pub, Vol. 8, No. 7: 30-38 11 92

BUETHE, Chris
Meet Boosun Vic Multaily, esq. Clearinghs, Vol. 65, No. 3: 137 Ja/Feb 92

BUHL, Eberhard
Storing patient data at Humboldt Hospital. IMC J, Vol. 28, No. 5: 9-12 Sep/Oct 92

BUNN, Douglas N., et al.

BUNTING, Carolyn

BURCKEL, Daryl, et al.

BURFORD, Anna M.
--and Vivian Arnold
The hidden curriculum: an opportunity. NBEA Yrbk, No. 30: 1-6 92

BURGE, Joan M.
How to become a quality secretary. Sec, Vol. 52, No. 9: 15-17 Nov/Dec 92

BURGER, Jeff
Designing for the screen. Publish, Vol. 7, No. 11: 64, 66, 68-69 Nov 92

BURGOS, Myriam
Effects of teacher directed versus individualized instruction and locus of control on word processing achievement and attitudes toward computers at the postsecondary level in Puerto Rico. New York University, Doctoral dissertation 1991

BURKE, Warren J. and Richard W. Pavely
The modern mailroom and corporate needs. Office, Vol. 115, No. 3: 42, 44 Mr 92

BURTON, Gene E.

BUSH, Chandler M., et al.
Assessing university students' ethical behavior relative to computer viruses. JCIS, Vol. 33, No. 1: 65-70 Fall 92

BUSH, Ronald F., et al.
Business educators' use of conferences, journals, and textbooks. JEB, Vol. 67, No. 6: 366-370 11/Aug 92

BUSHMAN, John H.

BUSSE, Roger
The new basics. Voc Ed J, Vol. 67, No. 5:24-25, 47 My 92

BUTLER, Craig
The stuff dreams are made of. WP Mag, 41-43 Ap 92

BUTLER, Donna
Questionnaires with 5.1 tables. WP Mag, 69-72 Ja 92

BYKOWSKI, Donna
A study to determine the status of desktop publishing in New Jersey public high schools. Montclair State College, Master's thesis 1991

BYRD, F. Ross and Catherine L. Bertelson
The demand for business education teachers in Washington state. DPE J, Vol. 34, No. 3: 129-134 Summer 92
C

CACARILLO, Joseph
The race for space is over, or is it? Office, Vol. 115, No. 4: 47, 76 Ap 92

CAHAN, Steven F. and Eric N. Johnson
Transferring classroom knowledge to real-world accounting: the savings and loan crisis. JEB, Vol. 67, No. 5: 282-286 My/Ju 92

CAISSY, Gail A.
Developing information-processing skills in the middle school. Clearinghs, Vol. 65, No. 5: 149-151 Ja/Feb 92

CALERO, Lisa M.
An office relocation needs a project team. Office, Vol. 115, No. 4: 52-53 Ap 92

CALHOUN, Deidre and Becky J. Beck
Accounting for your customers. WP Mag, 38-41 J1 92

CALICA, Ben

CANLAR, Mehmet and William K. Jackson

CANTOR, Jeffery A.
Evaluation of human performances in critical-skills occupations: criteria and issues. PIQ, Vol. 5, No. 3: 3-15 92

**
Preface to the special issue on high-risk, critical-skills training evaluation. PIQ, Vol. 5, No. 3: 1-2 92

**
—and other authors

CAREY, Jacqueline
Captioning the Jerry Lewis MDA telethon. JCR, Vol. 54, No. 2: 45 Dec 92

CARR, Houston, et al.
Trends in information centers. IRMJ, Vol. 5, No. 3: 3-16 92

CARR, Mark D.
Employment via an effective resume. ABEAJ, Vol. 2, No. 1: 40-43 Spring 92

CARR, Ruth Ann and Elizabeth P. Davis
Budgeting practices over the life cycle. Fin. C & P, Vol. 3: 3-16 92

CARRINGTON, David, et al.

CARTER, John Marshall
Pop cultural literacy: students and teachers empowering each other. Clearinghs, Vol. 65, No. 5: 319-321 My/Ju 92

CARTER, John S.

CASE, K. E., et al.
Consistent comparisons between monopoly and perfect competition. J Econ Ed, Vol. 23, No. 3: 255-261 Summer 92

CASTELLANO, Charlene
Opinions of Morris County executives toward selected issues in business education. NJ BE Obs, Vol. 64: 30-40 91-92

**
A study to determine the opinions of Morris County business executives toward selected issues in busi-
CASTROGIOVANNI, Gary J. and B. B. Baliga
Turnaround success: an assessment of top-management change effects. SBR, Vol. 1, No. 2: 13-27 Fall 91

CATANIA, Barbara A.
A study of current recruitment techniques used to promote business education in Bergen County public high schools. Montclair State College, Master’s thesis 1991

CATEGORIES, Ward M.
Instructional technology. Clearinghs, Vol. 65, No. 2: 70-71 Nov/Dec 91

-- Instructional technology: making sense of high-tech acronyms. Clearinghs, Vol. 65, No. 5: 260-261 My/Ju 92

CAUDILL, Steven B., et al.

CHACKO, Cherackal
The management of end-user computing documents: the urgent task of keeping track. JEB, Vol. 67, No. 3: 177-181 Ja/Feb 92

CHAE, Jung Sook, et al.

CHALLENGER, James E.
Telecommuters risk becoming invisible workers. Mgt World, Vol. 20, No. 1: 8, 10 Winter 92

CHALUPA, Marilyn

-- and Carolee Sormunen
Current technology use in Indiana business schools. JEB, Vol. 68, No. 2: 120-125 Nov/Dec 92

-- and Carolee Sormunen
The use of technology in Indiana business classrooms with implications for training. DPE Proc, 155-158 92

CHANLEY, Lillian H.
-- and Jeannette S. Martin

-- and Martha E. Bradshaw
Do experts and students agree on the importance of verbal and nonverbal communication skills for business success? DPE J, Vol. 34, No. 3: 99-113 Summer 92

- and Jeanette S. Martin
Experts’ consensus concerning the content for an intercultural business communication course. ABC Proc, 19-25 91

- and Martha E. Bradshaw
Experts’ consensus on verbal and nonverbal communication skills needed for business success. ABC Proc, 247-255 91

- and Catherine R. Gould
Performance appraisal for secretaries. OSR J, Vol. 10, No. 1: 30-37 Fall 91

- and Clifford L. Wills

- and Clifford L. Wills
Trainee preferences related to software training session. OSRA Proc, Vol. 11: 160-171 92

- and Dorothy L. Peters

CHANG, Alden and Wesley Cheng
Doing it right the first time. Bus Pub, Vol. 8, No. 6: 48-53 Ju 92

CHANG, Yu-Chun Regina, et al.

CHANSUTHUS, Daryl, et al.
Sasin simulation: putting management communication concepts and skills to work. ABC Proc, 219-227 91


- and Clifford L. Wills
Trainee preferences related to software training session. OSRA Proc, Vol. 11: 160-171 92

- and Dorothy L. Peters

CHAPMAN, William B.
Human-computer interactions for business communication: a cognitive model. ABC Proc, 95-109 91

CHAPMAN, Margaret

CHAPMAN, Patricia H. and F. Stanford Wayne
The need to incorporate the work ethic and ethics into business education curricula. NBEA Yrbk, No. 30: 127-144 92

CHASE, Sharon
The corporate illiterates: the hidden illiterates of Silicon Valley. ABC Bul, Vol. 54, No. 4: 31-35 Dec 91

CHAWLA, Sudhir, et al.
An investigation of factors that may facilitate or impede exporting activities in the U.S. SBR, Vol. 2, No. 1: 35-50 Spring 92
CHEN, Edward and Han Yuh Liu
Creating a successful document management system. IMC J, Vol. 28, No. 2: 4-6 Mr/Ap 92

CHEN, Ling, et al.

CHENEY, Lynne V.
Education in America. JCR, Vol. 54, No. 1: 40-43 Nov 92

CHENG, T. C. E. and V. Kanabar
On some issues of information resource management in the 1990s. IRMJ, Vol. 5, No. 1: 21-33 Winter 92

CHENG, Wesley and Alden Chang
Doing it right the first time. Bus Pub, Vol. 8, No. 6: 48-53 Ju 92

CHERRY, Kathleen and John G. Williams

CHEYAN, Harry
Efficient mail centers can help a company’s bottom line. OffSys, Vol. 9, No. 10: 64-65, 67 Oct 92
**
Good office design can keep both your workers and your bottom line healthy. OffSys, Vol. 9, No. 12: 23-24, 27 Dec 92
**
**

CHINEN, Chris A. and France Boutin
Cognitive style as a criterion of learning in formative evaluation: a qualitative analysis. PIQ, Vol. 5, No. 2: 24-33 92

CHIPMAN, Bruce
"Which is faster...?" an educational anecdote about plain teaching. Clearinghs, Vol. 65, No. 6: 351-352 JI/Aug 92

CHIPMAN, Calvin H.
A macro-launching macro. WP Mag, 46-49 Aug 92
**
The ABCs of sort. WP Mag, 105, 107-108 Aug 92

CHIRI, Judith A.

CHISEK, Janene

CHO, Yong-Kil and Kenneth E. Kendall
**

CHONG, John K. S.
—and Bo K. Wong
**
—and John J. Vitton

CHOTIGEAT, T., et al.
Risk-based commercial bank loan pricing for small business. SBR, Vol. 1, No. 1: 69-80 Summer 91

CHRISTIAN, John

CHRISTIANSEN, K., et al.

CHU, Hsiu-Yen (Grace)

CHUNG, Chen-Hua
Decision automata: a theoretical foundation of decision support systems. JCIS, Vol. 33, No. 1: 71-81 Fall 92

CHUNG, Young Sook, et al.

CHURAMAN, Charlotte V.
**
The cost of the support of college students as affected by their choice of public or private school and residence. Fin. C & P, Vol. 3: 135-156 92

CHURCH, C., et al.
AIDS-related knowledge, attitudes, and beliefs of learning disabled, gifted and average students. Clearinghs, Vol. 65, No. 6: 358-362 JI/Aug 92

CHURCH, Olive D.
Communication course puts education in the foreground. Bal Sheet, Vol. 73, No. 4: 23-25 Mr/Ap 92
**
—and E. Jean Jillson
Key career competencies—assimilation '90s style. N & Q, Vol. 17, No. 1: 10-11 Spring 92
COOROUGH, Calleen  

CORBIN, Warren S.  
Alternative certification programs: problems and prospects. Clearinghs, Vol. 65, No. 4: 241-244 Mr/Ap 92

CORBITT, Walter  

CORNELL, David W. and Nicholas G. Apostololu  
An investigation of the impact of alternative presentations of cash flow on credit decisions. SBR, Vol. 2, No. 1: 23-33 Spring 92

CORNELL, Paul T.  
Improving the workplace. Sec, Vol. 52, No. 7: 14-16 Aug/Sep 92

CORTOPASSI, Kathy A.  
Certification & professionalism. JCR, Vol. 53, No. 8: 50 Ju 92

COWAN, William M.  

CORNELLS, Stephanie R. and Beverly Lavergneau  
Choice as a vehicle for urban educational change in the 1990s. Clearinghs, 79-80 Nov/Dec 92

COWAN, William M.  
Choosing the right paper for a small or midsize business. OffSys, Vol. 9, No. 9: 31, 35-36 Sep 92  
**  
Copier supplies should be ample and readily available. OffSys, Vol. 9, No. 7: 34, 36, 38 Ju 92  
**  
Visual control boards are a key management tool. OffSys, Vol. 9, No. 10: 70-72 Oct 92

COX, Clifford T.  

CROW, Galen B. and Robert L. Rariden  
Strengthening the computer information systems curriculum through cooperative education. J CIS, Vol. 32, No. 3: 52-55 Spring 92

CROW, Mary Lynn and Terrell A. Young  
Using dialogue journals to help students deal with their problems. Clearinghs, Vol. 65, No. 5: 307-310 My/Ju 92

CROWLEY, Jim  
Thoughtful questions lead students to answers. Voc Ed J, Vol. 67, No. 6: 27-29 Ju 92

COSGROVE, Courtney  
**  
**  
Designer Mouli Marrur uses the bizarre to lure a captive audience. Bus Pub, Vol. 8, No. 2: 40-44 Feb 92  
**  
**  
**  
Recycled paper: do you dare? Bus Pub, Vol. 8, No. 3: 44, 46 Mr 92  
**  
Utilities to the rescue. Bus Pub, Vol. 8, No. 6: 27-29 Ju 92

COSGROVE, Nancy Dunn  
**  
The office at home has inviting sound. Office, Vol. 115, No. 4: 42-43 Ap 92  
**  
With copiers, it’s service that counts. Office, Vol. 115, No. 3: 65, 67 Mr 92

COTRELL, Howard W., et al.  
xer aerobics: just for the fun of it. Clearinghs, 65, No. 3: 167-171 Ja/Feb 92

CRUVANT, Pattie  
Recertify "as you go." Sec, Vol. 52, No. 2: 27 Feb 92

CRUICKSHANK, Donald R.  
Be good! Start by being clear. Clearinghs, Vol. 65, No. 5: 311-314 My/Ju 92

CRUZ-CAPELES, Nicasio  
CULLEN, Scott W.

CULLINAN, Mary and Ce Ce landoli
What activities help to improve your writing? Some unsettling student responses. ABC Bul, Vol. 54, No. 4: 8-10 Dec 91

CULP, Stephanie
Purge your desk. Sec, Vol. 52, No. 1: 9-11 Ja 92

CUMMINGS, H. Wayland, et al.

CUMMINGS, Marie D.
Sheet feeders, bins, and paper locations. WP Mag, 25-27 Ja 92

CUNNINGHAM, Jack W. and Cliff Barbec

CUNNINGHAM, Karon L. and Arnola C. Ownhy

CUNNINGHAM, Richard
The importance of organizational development and leadership to organizational success. University of Minnesota, Master's thesis 1991

CURRAN, Michael G., Jr.
Why professional organizations. LBEJ, Vol. 2, No. 1: 9-13 Spring 92

CURTAIN, Marlene
Expediting treaties and hostage releases. Sec, Vol. 52, No. 5: 8-10 My 92

D

D'LGNAZIO, Fred
Integrating the work environment of the 1900s into today's classroom. Bal Sheet, Vol. 74, No. 1: 26-27 Sep/Oct 92

DADASHZADEH, Mohammad

DAINOFF, Marilyn and Marvin Dainoff
Guerrilla ergonomics. WP Mag, 43-45 My 92

DANKO, Kenneth, et al.
Predicting student performance in accounting classes. JEB, Vol. 67, No. 5: 306-309 My/Ju 92

DARIAN, Jean C., et al.
A writing-intensive project for teaching retailing management. ABC Bul, Vol. 55, No. 3: 1-6 Sep 92

DART, Jack and Kathleen McFadden
Time management skills of undergraduate business students. JEB, Vol. 68, No. 2: 84-88 Nov/Dec 92

DASKIN, Alan J.
Two propositions on the application of point elasticities to finite price changes. J Econ Ed, Vol. 23, No. 1: 17-21 Winter 92

DAUGHTREY, Zoel, et al.
DENISI, Mary Sullivan
The relationship between learning styles of keyboarding students and feedback assessment strategies. Lehman College, CUNY, Master's thesis 1991

DEVIX, Marie
The ideal tool for a documentalist. IMC J, Vol. 28, No. 6: 19 Nov/Dec 92

DIAMANTEs, Thomas
Alternatives to corporal punishment. Clearinghs, Vol. 65, No. 4: 233-235 Mr/Ap 92

DIAMOND, Stanley C.
Resolving teacher-student conflict: a different path. Clearinghs, Vol. 65, No. 3: 141-143 Ja/Feb 92

DIBBLEE, David A.
Development of a graduate-level MIS program: a case study. JEB, Vol. 67, No. 4: 229-232 Mr/Ap 92

DICKMAN, Chris

DIERS, Fred V.
The bankruptcy of records retention schedules. ARMA Qtrly, Vol. 26, No. 2: 3-4, 6-8, 10 Ap 92

DILLON, W. Tracy
Nuclear sentences: teaching cohesion to L2 business writers. ABC Bul, Vol. 55, No. 1: 9-15 Mr 92

DION, Paul A.

DIRIKER, M. F., et al.
An involvement-oriented approach in a medium-sized marketing principles class. JEB, Vol. 67, No. 4: 197-205 Mr/Ap 92

DIRKS, Ruthann

DITTMAN, Nancy A.
Technology used by American firms in southeast Asia and Australia. OSRA Proc, Vol. 11: 53-58 92

DKUPSKY, Donald S.
 Destruction of records... your legal obligations! ARMA Qtrly, Vol. 26, No. 4: 30, 32, 34, 36 Oct 92

DMYTRENKO, April
The information age has arrived or "much ado about everything." ARMA Qtrly, Vol. 26, No. 4: 20-22, 24-25 Oct 92

DOLLAR, David
The right chemistry: lawn care project brings science down to earth. Voc Ed J, Vol. 67, No. 6: 40-41, 58 Sep 92

DON, Abbe
Cinematics. Publish, Vol. 7, No. 5: 50-55, 57 My 92

DONAHUE, Mary Ellen
There's no key like home. WP Mag, 71, 73 Ap 92

DONNER, Martin E.
Should your company outsource its payroll-tax filing? OffSys, Vol. 9, No. 4: 52 Ap 92

DORAN, B. Michael and Marvin L. Bouillon
The relative performance of female and male students in accounting principles classes. JEB, Vol. 67, No. 4: 224-228 Mr/Ap 92

DORAZIO, Patricia
Preparing technical proposals: planning and prewriting considerations. ABC Bul, Vol. 55, No. 3: 49-52 Sep 92

DON, Stuart Van
Selecting the right graphics supplier. Sec, Vol. 52, No. 4: 14-16 Ap 92

DOSIER, Larry and Linda Munilla

DOUCETTE, Denise L.
Professional attire: looking good. JCR, Vol. 53, No. 7: 32-33 My 92

DOUTHITT, Robin A. and Maurice MacDonald

DOWE, John
Classic calendars. WP Mag, 32-37 Ja 92

DRENNAN, H. Dalton and Joe E. Sawyer
Characteristics of learning and associated outcomes. NBEA Yrbk, No. 30: 100-106 92

DUANGPLOY, Orapin, et al.

DUFF, Thomas B., et al.
An analysis of computer use by four-year university faculty members. DPE Proc, 3-8 92
DUFFEE, Kathie
Novocaine nightmare. JCR, Vol. 53, No. 4: 36-37
Feb 92

DUFFY, Michael F. and Steven Lysonski
Summer 92

DUFRENE, Debbie D. and Betty S. Johnson
Business communication: a major whose time has come. ABC Bul, Vol. 55, No. 3: 87-92 Sep 92

DUFRENE, Debbie D.
Developing legal and ethical awareness of software piracy: a classroom research project. OSRA Proc, Vol. 11: 183-190 92
**

- and Nancy J. Wilmeth
The occupational safety and health law as it applies to the office environment. OSRJ, Vol. 10, No. 1: 22-29 Fall 91
**

- and other authors
Hand preference and grade outcome in business communication classes. JEB, Vol. 67, No. 5: 310-313 My/Ju 92
**

- and other authors
The structure and content of the introductory business communication course. ABC Bul, Vol. 55, No. 3: 7-14 Sep 92

DUGAL, Sanjiv and Clay V. Sink
Education for employment. NBEA Yrbk, No. 30: 159-166 92

DUGGAL, Vijaya G., et al.

DUN, Ann Hill
The launching of the information design association: a trip report. ABC Bul, Vol. 55, No. 1: 1-2 Mr 92
**

- and Linda A. Jorn
Information technology and the collaborative writing process in the classroom. ABC Bul, Vol. 55, No. 4: 13-20 Dec 92
**

- and Craig J. Hansen
Organizational computing—implications for business communication. ABC Bul, Vol. 54, No. 4: 4-6 Dec 91
**

- and other authors
Special section on technology and business communication. ABC Bul, Vol. 55, No. 4: 1-2 Dec 92

DUKAS, Stella
The effects of mentoring junior assignment secretaries at Coopers & Lybrand. Lehman College, CUNY, Master's thesis 1991

DUKE, Joanne C., et al.
Predicting student performance in accounting classes. JEB, Vol. 67, No. 5: 270-274 My/Ju 92

DUNLAP, Riley E. and Curtis E. Beus

DUNN, Rita, et al.

DYER, Frederick B. and Charles M. Lampman
Are you game for a local area network. Office, Vol. 116, No. 5: 26, 28-29 Nov 92

DYKMAN, Ann
From keyboards to the key of c: opera star sings voc ed’s praises. Voc Ed J, Vol. 67, No. 6: 26-27 Sep 92
**


DYSON, Steve
Introducing WordPerfect Presentations 2.0. WP Mag, 40-43, 46 Dec 92

DZUJNA, Charlotte Caseb
Food service vendors focus on health. Office, Vol. 116, No. 6: 36-37 Dec 92

EASTON, Annette, et al.
Teaching in the electronic boardroom. JEB, Vol. 67, No. 3: 137-140 Ja/Feb 92

EASTON, George, et al.
Teaching in the electronic boardroom. JEB, Vol. 67, No. 3: 137-140 Ja/Feb 92

EASTWOOD, David B. and Christanna M. Cook

ECHOLS, Scott G.
In living color. WP Mag, 58, 60-61 Nov 92
**

- and Ron Hemberger
It’s not all black and white. WP Mag, 71, 73-74 Ju 92

ECHTERNACHT, Lonnie
Business education—meeting the challenges of international business. NJ BE Obs, Vol. 63: 55-59 90-91
**
Hidden agendas for the basic business subjects. NBEA Yrbk, No. 30: 50-66 92
**
--and Paula J. Walker
Desktop publishing competencies needed in the business world. DPE Proc, 35-40 92
**
--and John C. Schafer
**
--and Michael A. Hignite
Computer attitudes and literacy assessment: are tomorrow's business teachers prepared? JEB, Vol. 67, No. 4: 249-252 Mr/Ap 92
**
--and John C. Schafer
Work attitudes of business teacher educators in NABTE and non-NABTE institutions. NABTE Rev, No. 19: 13-15 92

EDDISON, Peter
Full-text information retrieval: an overview. IMC J, Vol. 28, No. 5: 6-8 Sp-Oct 92

EDMONDSON, Stephen
Professionalism: can it be measured by service? JCR, Vol. 53, No. 7: 38-39 My 92
**
QIP'd in McLean: the '91 state leadership conference. JCR, Vol. 53, No. 4: 40 Feb 92
**
A discourse on quality and professionalism. JCR, Vol. 53, No. 5: 24-25 Mr 92
**
A little story about justice in the courtroom. JCR, Vol. 53, No. 5: 38-40 Mr 92
**
Big smile on NCSA'S new face. JCR, Vol. 54, No. 1: 48 Nov 92
**
The convention experience. JCR, Vol. 54, No. 1: 32-37 Nov 92
**
The educated professional (is there any other?). JCR, Vol. 53, No. 6: 38-39 Ap 92
**
Pro bona, just a step on life's road. JCR, Vol. 54, No. 2: 40-41 Dec 92

EDWARDS, Bonnie K.
Intercultural communication requirements in international business corporations. University of Minnesota, Master's thesis 1991

EDWARDS, Donald E., et al.
Women's salaries in internal auditing: the glass ceiling has not been shattered. SBR, Vol. 2, No. 2: 49-57 Fall 92

EDWARDS, Laura Barnsley
Float to the top. Sec, Vol. 52, No. 7: 25-26 Aug/Sep 92

EHRLICH, Eugene Alan
Data processing education in secondary schools in the United States—an historical perspective. NJ BE Obs, Vol. 63: 23-26 90-91

EIN-DOR, Phillip and Eli Segev

EISCH, Mary Alice and Lila Waldman
Computerizing your keyboard instruction: how to get started. Bal Sheet, Vol. 73, No. 2: 8-11 Winter 91

EISENHART, Tom
The hallowed halls of DTP. Bus Pub, Vol. 8, No. 11: 26-29, 32-33 Nov 92

ELDER, Beth
Illinois' proprietary/career school program completers. Southern Illinois Univ. at Carbondale, Master's thesis 1991

ELIAS, Julie A. and Bob R. Stewart
The effects of similarity and dissimilarity of student and teacher personality type on student grades. Mkt Educ J, Vol. 17: 42-51 91

ELLINGTON, Lucien and Richard Rice
International experiences for educators: a study tour to Japan. Clearinghs, Vol. 65, No. 3: 183-185 Ja/Feb 92

ELLIS, Nancy H. and Regis G. Bernhardt

ELLISON, Sara, et al.
The changing office support curriculum: preparing students for the future. Bal Sheet, Vol. 74, No. 1: 5-8 Sep/Oct 92

ELMQUIST, Donna L. and Terrell H. Bell

ELMUTI, Dean, et al.
An investigation of factors that may facilitate or impede exporting activities in the U.S. SBR, Vol. 2, No. 1: 35-50 Spring 92

ELSBERRY, Richard B.
Time recorders protect employees and employers. OffSys, Vol. 9, No. 12: 38-41 Dec 92
**
Turn trash into cash. OffSys, Vol. 10, No. 3: 32-34 Mar 92

ELWOOD, Roger
He's a novel printer. Bus Pub, Vol. 8, No. 11: 35-37 Nov 92
ENDRIJONAS, Janet  
Copier controls and bottom-line savings. Office,  
Vol. 115, No. 1: 52 Ja 92

Don't let cost cloud the purchase of a fax. Office,  
Vol. 115, No. 5: 43-44 My 92

Magnetic media changed our world in 11 years. Office,  
Vol. 115, No. 2: 20-21 Feb 92

The telephone market: battle of added value. Office,  
Vol. 116, No. 3: 44, 46 Sep 92

ENGLISH, John B., et al.  
Applying exchange theory to the management information systems department. JCIS,  
Vol. 33, No. 1: 31-36 Fall 92

ENSMAN, Richard G., Jr.  
Do people like working with you? Sec, Vol. 52, No. 7: 20 Aug/Sep 92

ERICKSON, Steven  

ESPINOSA, Shelly Ann  
Make office interruptions work for you. Sec, Vol. 52, No. 3: 10-11 Mr 92

ESQUEDA, Sharon, et al.  
A status report on the internationalizing of business education curricula in Wisconsin secondary schools. DPE Proc, 135-146 92

ESSEX, Nathan L.  

ESTRIN, Herman A.  
Engineering students write science books for children. ABC Bul, Vol. 55, No. 4: 49-51 Dec 92

EURE, Jack D. and T. J. Halatin  
Building a realistic business vocabulary: a challenge for educators. JEB, Vol. 67, No. 5: 275-278 My/Ju 92

EVANS, Mark O.  

EVANS, Poppy  

EVANS, William, et al.  

EVERARD, Kenneth E. and Homer S. Black  
The Academy of Administrative Management: path to professional management certification. Mgt World,  
Vol. 20, No. 1: 1, 6-7, 12 Winter 92

EVERETT, Donna R. and Robert E. Gades  
The status of the professional development of recent business education graduates. NABTE Rev, No. 19: 5-8 92

EVERS-LUSH, Mary Jean  
Factors including curriculum that relate to test anxiety experienced by secondary students: a study based on high school and beyond. Virginia Polytechnic Inst. and St. Univ., Doctoral dissertation 1991

EVERTS-DANIELSON, Kathy  
Alternative assessment and feedback techniques in methods courses. Clearinghs, Vol. 65, No. 3: 186-190 Ja/Feb 92

EWING, Marilyn  
Will our students be prepared for a successful career in accounting? Kan Bus Tchr, Vol. 45, No. 2: 4, 24 Spring 92

EYO, Bassey A.  
Innovation and organizational communication in corporate America: the rhetorical visions of managers, facilitators, and employees on quality circles. ABC Bul, Vol. 55, No. 1: 52-63 Mr 92

F

FABRITIUS, Michael M., et al.  
Differential S&L profitability due to diversification and capital risks. SBR, Vol. 1, No. 2: 119-130 Fall 91

FACKLER, Ken  
Magic markers in list (F5). WP Mag, 50-53 Feb 92

FAN, Xiaojing Jessie, et al.  

FANSLOW, Alyce M., et al.  

FARMER, Gerald  
Automated data capture & deposit system utilizes OCR for hand-printed tax forms. IMC J, Vol. 28, No. 2: 23-26 Mr/Ap 92

FARRIS, Pamela J. and Marjorie R. Hancock  
The role of literature in reading achievement. Clearinghs, Vol. 65, No. 2: 114-117 Nov/Dec 91

FAULDS, David J. and Orlen Grunewald  
An empirical analysis of brand label, product quality, and package size as determinants of unit price for frequently purchased consumer packaged goods. SBR, Vol. 2, No. 2: 13-26 Fall 92

FAULDS, David J. and Orel Grunewald  
An empirical analysis of brand label, product quality, and package size as determinants of unit price for frequently purchased consumer packaged goods. SBR, Vol. 2, No. 2: 13-26 Fall 92

FAULKENBURG, Marilyn  
Casing a method for news. ABC Bul, Vol. 54, No. 4: 71-72 Dec 91


FELDFAUER, Harriet and Joan M. Hofmann Involving veteran teachers in a state induction program. Clearinghs, 101-103 Nov/Dec 92

FELDMAN, Patti Make your first impressions count with desktop publishing. Off Sys, Vol. 9, No. 10: 40, 42, 44 Oct 92


FELLER, Rich and Joe Daly Counselors tackle the new basics. Voc Ed J, Vol. 67, No. 2: 24-25, 55 Feb 92

FERTIG, Kevin and Marcia Write Kassner Executive MBA alumni perceptions on current trends in program content. JEB, Vol. 67, No. 4: 243-248 Mr/Ap 92

FIBER, Larry Roy The golden years of NJBEA. NJ BE Obs, Vol. 63: 7-8 90-91


FIFIELD, Linda S. and Doris O. Wong Archiving: the busier you are, the more you need it! JCR, Vol. 53, No. 9: 32 Ji 92


FINLAY, Douglas Optical disk: good but not dominating. Office, Vol. i, No. 4: 18, 23 Oct 92


FINLEY, Michael New technology is changing how meetings are conducted. OffSys, Vol. 9, No. 5: 44-47 My 92

FINNEMORE-BELLO, Marilyn, et al. Use of overhead transparencies in collaborative business writing. ABC Bul, Vol. 54, No. 4: 67-70 Dec 91

FIREWORKER, Robert B. and Patrick Ceier The use of transportation methods to achieve efficiencies in data placement. ARMA Qtrly, Vol. 26, No. 3: 15-20 Sep 92

FITZGerald, Michael and Judi Brownell Teaching ethics in business communication: the effective/ethical balancing scale. ABC Bul, Vol. 55, No. 3: 15-20 Sep 92

FITZSIMONS, Tom S. In-house document processing offers control, confidentiality and cost savings. OffSys, Vol. 9, No. 6: 29-30, 32 Ju 92

FLAHERTY, Geraldine The learning curve: why textbook teaching doesn't work for all kids. Voc Ed J, Vol. 67, No. 6: 32-33, 56 Sep 92

FLANAGAN, Michael P. What's in it for me? ARMA Qtrly, Vol. 26, No. 1: 26-28, 30, 32, 34 Ja 92

FLANIGAN, Eleanor J. Linking corporate and classroom support skills. NJ BE Obs, Vol. 64: 41-47 91-92

FLATLEY, Maria E. E-mail: vital technology to today's business. Bus Ed Forum, Vol. 47, No. 2: 21-23 Dec 92

FLATLEY, Maria E. Is the future in your hands? NJ BE Obs, Vol. 63: 90-93 90-91

FLEISS, Rafi Technology is changing the way people sit. OffSys, Vol. 9, No. 9: 43-44, 46-47 Sep 92

FORD, Donna Employer perceptions of secretarial graduates from community colleges and proprietary schools in the greater Chicago area. Southern Illinois Univ. at Carbondale, Master's thesis 1991


FORD, John M. and Larry E. Wood Structuring and documenting interactions with subject-matter experts. PIQ, Vol. 5, No. 1: 2-24 92
FORD, Robert C., et al.  
How well are we supporting teaching in the business school? DPEJ, Vol. 34, No. 3:114-122 Summer 92

FORTUNE, Robert E.  

FOSBERG, Richard H.  
Share ownership and firm operating expenses. SBR, Vol. 1, No. 2: 85-98 Fall 91

FOSTER, Dean  
Business across borders: international etiquette for the effective global secretary. Sec, Vol. 52, No. 8: 20-24 Oct 92

FOSTER, Harry J.  
Interesteno—our worldwide companion. JCR, Vol. 53, No. 3: 37 Ja 92

FRANKHOUSE, Zelma and Becky J. Beck  
Suitable for framing. WP Mag, 60-62 Ja 92


FRANZ, David P.  
—and Jiunn C. Huang  
Alternative spreadsheet applications: student learning and attitudes. JEB, Vol. 67, No. 6: 377-382 Ji/Aug 92

—and other authors  
Predicting student performance in accounting classes. JEB, Vol. 67, No. 5: 270-274 My/Ju 92

FRASER, Bruce  
Color code. Publish, Vol. 7, No. 8: 52-56 Aug 92

—and other authors  
Color copiers: the demand will pick up. Office, Vol. 115, No. 4: 12-13, 21 Ap 92

FRED, Stephen H.  
The constitutionality of choice under the establishment clause. Clearingsh, 92-95 Nov/Dec 92

FREIDIG, Randi Marie  
Etiquette to go. Sec, Vol. 52, No. 7: 21-22 Aug/Sep 92

FRIAS, Leon  
800 uses for a fax machine. OffSys, Vol. 9, No. 7: 56-57 Nov 92

FRIEDMAN, Lee A.  
The case for document metrics. IMCJ, Vol. 28, No. 5: 17-18 Sep/Oct 92

FRIEDMAN, Monroe  

FRIEDMAN, Rick  

 Cellular telephones: coming into their own. Office, Vol. 115, No. 3: 10, 12 Mr 92

 Electronic typewriters continue to serve well. Off Sys, Vol. 115, No. 1: 79 Ja 92


 State of the art. Publish, 11-20 Summer 92

FRIEDA, Robert L.  
The inverted fisher effect and alternative assets. SBR, Vol. 2, No. 2: 111-124 Fall 92

FRUSCIONE, James J.  
EIM support frameworks, a statewide perspective. ARMA Qtrly, Vol. 26, No. 2: 28-32 Ap 92

Frysinger, Kirsten  
A closet full of styles. WP Mag, 30-33 Mr 92

FRIEDA, Robert L.  
The inverted fisher effect and alternative assets. SBR, Vol. 2, No. 2: 111-124 Fall 92

FRUSCIONE, James J.  
EIM support frameworks, a statewide perspective. ARMA Qtrly, Vol. 26, No. 2: 28-32 Ap 92

FULLER, Ralph E., et al.  
FURIO, Brian J. and Gerald Siegel
Predicting success in the introductory business communication course. ABC Proc, 13-18 91

G

GABLE, Gene
**
**
Use a font, go to jail. Publish, Vol. 7, No. 12: 46-48 Dec 92

GABLE, Julie
Net present value: a financial tool for complicated times. ARMA Qtrly, Vol. 26, No. 1: 3-5 Ja 92

GABRIS, Patsy Lynette

GADES, Robert E. and Donna R. Everett
The status of the professional development of recent business education graduates. NABTE Rev, No. 19 5-8 92

GAMBLE, La Verne
Assessment of the effectiveness and appropriateness of an evaluation instrument developed to evaluate computer assisted instructional packages used in the remediation of basic skills in job training programs. Lehman College, CUNY, Master's thesis 1991

GAMMILL, Linda, et al.
Linked courses: a method to reinforce basic skills. JEB, Vol. 67, No. 6: 358-360 Ji/Aug 92

GANDY, Janet M.
A new day is dawning. ABEA J, Vol. 2, No. 1: 1-10 Spring 92

GANNON, Alice
Know your merchandise: the records management inventory. ARMA Qtrly, Vol. 26, No. 2: 12-19 Ap 92

GARBODEN, Clif
Users light the way for small businesses. OffSys, Vol. 9, No. 6: 22-24, 27 Ju 92
**
Remote diagnostics takes today's copiers more efficient than ever. OffSys, Vol. 9, No. 11: 20, 22, 24 Nov 92
**
Should you invest in desktop publishing? OffSys, Vol. 10, No. 3: 22, 24, 26-27 Mr 92
**
Software can be tailored to suit any business need. OffSys, Vol. 9, No. 8: 21-22, 24 Aug 92

GARDNER, Fran and Gayle G. Humpherys
From bytes to bities. WP Mag, 42-47 Nov 92

GARRETT, Mary, et al.

GARRETT, Norman A.
— and Terry D. Lundgren
**
— and Terry D. Lundgren

More than meets the eye. WP Mag, Vol. 4, No. 8: 49-51 Sep 92

GARVERICK, Michael and Steven Golen
The role of management in the controllership function. ABEA J, Vol. 2, No. 1: 29-34 Spring 92

GASEN, Jean B., et al.
GASKI, Dan

GATENBY, Bev
My favorite assignment - group dynamics in practice: a formal meeting. ABC Bul, Vol. 55, No. 2: 24-26 Ju 92

GATENBY, Beverly and Margaret C. McLaren
A comment and a challenge. J Bus Corn, Vol. 29, No. 3: 305-308 92

GAUGHAN, Timothy O. and Pat Allen

GAULARD, Joan M.
In lieu of... ABC Bul, Vol. 55, No. 3: 30-31 Sep 92

GEARY, Nigel
Help (F3) is on the way. WP Mag, 23-24 JI 92

GECHTMAN, Risa and Joan Pastor
Delegate to get ahead. Sec, Vol. 52, No. 1: 15-16 Ja/92

GEIER, Patrick and Robert B. Fireworker
The use of transportation methods to achieve efficiencies in data placement. ARMA Qtrly, Vol. 26, No. 3: 20-22, 24, 36-37 JI 92

GELINAS, Mary
In lieu of... ABC Bul, Vol. 55, No. 3: 32-34 Sep 92

GENTRY, Peter C.
Make time for investing. Sec, Vol. 52, No. 9: 10-12 Nov/Dec 92

GERARDI, Robert J., et al.
A successful overseas exchange program. Clearinghs, Vol. 65, No. 6: 340-341 JI/Aug 92

GERARDI, Robert J., Jr., et al.
An effective process for handling serious disciplinary cases. Clearinghs, Vol. 65, No. 3: 165-166 Ja/92

GERSTEIN, Martin and Jim Reynolds

GETTER, Gregory and Claudia B. Gilbertson
A curriculum in transition: accounting in the 1990s and beyond. Bal Sheet, Vol. 73, No. 4: 5-8 Mr/Ap 92

GIACALONE, Robert A. and Stephen L. Payne

GIANCHETTA, Larry, et al.
Instructional television: does it affect student attitudes? JEB, Vol. 67, No. 3: 164-167 Ja/Feb 92

GILBERT, Joseph T.
Teaching business ethics: what, why, who, where, and when. JEB, Vol. 68, No. 1: 5-8 Sep/Oct 92

GILBERTSON, Claudia B. and Gregory Getter
A curriculum in transition: accounting in the 1990s and beyond. Bal Sheet, Vol. 73, No. 4: 5-8 Mr/Ap 92

GILLAN, Bob
Technology review: Anti-Virus. JCIS, Vol. 32, No. 2: 71 Winter 91-92

GILBERTSON, Claudia B. and Gregory Getter
A curriculum in transition: accounting in the 1990s and beyond. Bal Sheet, Vol. 73, No. 4: 5-8 Mr/Ap 92

GILLOTTE, Robert P.
Paper is still necessary in the age of the computer. OffSys, Vol. 9, No. 12: 32, 34 Dec 92

GILROY, John
Take good care of your pc. Sec, Vol. 52, No. 2: 10-11 Feb 92

GIORDANO, Pauline K. and Robert Kriebel
Delivery systems for continuing education. SIEC Rev, No. 120: 36-37 Nov 92

GLENN, Laura Lee
Office-related baccalaureate curricula: a qualitative perspective. Arizona State University, Doctoral dissertation 1991

GODELL, James, et al.

GODWIN, Deborah D. and Joan C. Koonce

GOETZINGER, Gunter
Business education, an assignment of the saving
Business Education Index

bank organisation. SIEC Rev, No. 120: 30-33 Nov 92

GOLDBERG, Cheryl J.
Computers to go—portables meet needs of a mobile work force. OffSys, Vol. 9, No. 8: 26, 28, 31 Aug 92

GOLEN, Steven
—and David H. Lynch
Peer evaluation of writing in business communication classes. JEB, Vol. 68, No. 1: 44-48 Sep/Oct 92
—and Michael Garverick
The role of management in the controllership function. ABEA J, Vol. 2, No. 1: 29-34 Spring 92

GONZAGA, Emilio and Gianfranco Bonati
An expert on strategic marketing for executive education. SIEC Rev, No. 120: 42 Nov 92

GONZALEZ, Jorge G.

GOODSON, Jane R., et al.
Giving appropriate performance feedback to managers: an empirical test on content and outcomes. J Bus Com, Vol. 29, No. 4: 329-342 92

GORDON, Peter
Cracking the shell. WP Mag, 58-61 Aug 92

GORECKI, Estella and Hettic Lou Martin
Pride of Arkansas—FBLA and PBL. Bus Ed Forum, Vol. 47, No. 1: 5-7 Oct 92

GOREE, Keith

GORGONE, John T. and Satya Prakash Saraswat
Teaching business data communications: a project oriented approach. J CIS, Vol. 32, No. 4: 29-34 Summer 92

GORMAN, Kenneth L. and J. William Murphy
Competency testing for business teacher certification and for admission to business teacher preparation programs. NABTE Rev, No. 19: 9-12 92-93

GOULD, Catherine R. and Lillian H. Chancy
Performance appraisal for secretaries. OSR 1, Vol. 10, No. 1: 30-37 Fall 91

GRAHAM, Michael and Max Ruhl

GRAMS, Linda
3M secretaries hit the paper trail. Sec, Vol. 52, No. 4: 22-23 Apr 92

GRAVES, Michael E.

GRAVES, Pat R. and Marilyn Wilkens
Ethics and software use. OSRA Proc, Vol. 11: 173-182 92

GRAY, David E., et al.
Technological excellence: time required and compensation received. DPE Proc, 147-153 92

GRAY, Penny and William A. Streshly
Some common sense about statewide testing programs. Clearinghs, Vol. 66, No. 1: 15-18 Sep/Oct 92

GRAY, Tara
Women in labor economics textbooks. J Econ Ed, Vol. 23, No. 4: 362-373 Fall 92

GREEN, Denise and Doug Green

GREEN, Diana J.
—and James Calvert Scott
British perspectives on organizing bad-news letters: organizational patterns used by major U.K. companies. ABC Bul, Vol. 55, No. 1: 17-19 Mr 92
—and James Calvert Scott
Foreign languages and international business correspondence: perspectives for the business communities of two English-speaking nations. DPE Proc, 85-93 92
—and James Calvert Scott
International business correspondence: practices and perspectives. ABC Proc, 159-173 91
—and James Calvert Scott

GREEN, Doug and Denise Green

GREEN, John S., et al.
GREENLAW, Paul S. and John P. Kohl

GREER, Thomas V.

GREGG, John Robert

GRENKO, Kevin
Basic merge questions. WP Mag, 65, 67, 69 Mr 92

GRENN, Tommye Lou

GRENSING, Lin
Don't delay start today. OffSys, Vol. 10, No. 2: 44-45 Feb 92

GROSS, James R. and Bruce C. Raymond
Microcomputer support of educational objectives in POM education. JEB, Vol. 68, No. 1: 49-54 Sep/Oct 92

HADFIELD, Jeff
Surface landing. WP Mag, 45, 48 Ja 92
HAFSTROM, Jeanne L., et al.

HAGER, Peter J. and H. J. Scheiber
Simulating the corporate strategic planning function in the business communication curriculum. ABC Bul, Vol. 55, No. 3: 46-48 Sep 92

HAGLER, Carolyn and Bobby J. Davis
Managing stress and enhancing learning through humor in the classroom: strategies and resources. DPE INSTR, Vol. 8, No. 6: 1-4 Nov 92

HAINES, Darla K., et al.
Issues and practices in management job rotation program as perceived by HRD professionals. PIQ, Vol. 5, No. 1: 49-69 92

HAIPT, Mildred

HALATIN, T. J. and Jack D. Eure
Building a realistic business vocabulary: a challenge for educators. JEB, Vol. 67, No. 5: 275-278 My/Ju 92

HALL, Barbara S., et al.
Use of overhead transparencies in collaborative business writing. ABC Bul, Vol. 54, No. 4: 67-70 Dec 91

HALLAM, Stephen F. and Mark M. Misic
LAN implementation in an academic setting: overcoming the most troublesome non-technical hurdles. J CIS, Vol. 32, No. 4: 35-39 Summer 92

HAMBUSCH, Rudolf and Annelise Apel
The dual system of vocational training in Germany—idea and reality. SIEC Rev, No. 120: 45 Nov 92

HAMILTON, Robert H.

HAMILTON, Sandra L.

HAMMER, L. H., et al.
Accounting education via satellite: has technology made distance learning an acceptable alternative in the 90s? SBR, Vol. 1, No. 1: 13-23 Spring 91

HANCOCK, Marjorie R. and Pamela J. Ferris
The role of literature in reading achievement. Clearinghs, Vol. 65, No. 2: 114-117 Nov/Dec 91

HANES, Raenelle
Teaching about ethics in the workplace. N & Q, Vol. 16, No. 1: 4-5 Spring 91

HANNA, Mark D., et al.
Extending cost-volume breakeven analysis to include flexibility. Mid JB, Vol. 7, No. 2: 47-54 Fall 92

HANNA, Sherman, et al.

HANNAFORD, Steve
All the proof you need. Publish, Vol. 7, No. 5: 64-68 Aug 92

HANSBARGER, J. Clark

HANSEN, Carol, et al.
Linked courses: a method to reinforce basic skills. JEB, Vol. 67, No. 6: 358-360 II/Aug 92

HARDCOURT, Jules
Resume content: a comparison of personnel administrators' and hiring officials' preferences. SBR, Vol. 1, No. 2: 55-74 Fall 91

HARGADON, Thomas J.
Is there anything we're not charged for these days? Office, Vol. 116, No. 6: 26 Dec 92
HARMON, Jean
PC palette. WP Mag, 60-65 Oct 92
**
Say it right! WP Mag, 68-72 Aug 92

HARNISCH, Neil and Margaret McLaran
Teach your students video-camera control. ABC Bul, Vol. 55, No. 3: 59-60 Sep 92

HARREL, William D. and Angela D. Ash
Billing with a keyboard merge. WP May, 65, 67-68 Jun 92

HARRELL, Gilbert D. and Diane M. McConocha

HARRIS, David A.

HARRIS, Manker R.
Records managers and the information age. Office, Vol. 115, No. 1: 40 Ja 92

HARRIS, Rick

HARRISON, Betty C.

HARRISON, Thomas C.
**
School counseling: student assistance programs. Clearinghs, Vol. 65, No. 5: 263-264 My/Ju 92

HART, Sara A., et al.
A survey of chief executive officers' perceptions of international business education. ABC Proc, 241-245 91

HART, William R. and T. Windsor Fields

HARTE, Grail A.
How do you start a school/business partnership? Betting is the answer. NJ BE Obs, Vol. 63: 67-69 90-91
**
Partnership startup-keep it simple. NJ BE Obs, Vol. 64: 26-29 91-92

HARTMAN, Larry D.
Business communication and the case method: toward integration in accounting and MBA graduate programs. ABC Bul, Vol. 55, No. 3: 41-45 Sep 92

HARTOG, Curt and Robert Klepper
Trends in the use and management of application package software. IRMJ, Vol. 5, No. 4: 33-37 Fall 92

HARTZELL, Gary N. and Thomas A. Petrie
The principal and discipline: working with school structures, teachers, and students. Clearinghs, Vol. 65, No. 6: 376-380 Ju/Aug 92

HASTIE, Peter Andrew

HATCH, Richard A. and William R. Feeney
Using visualization techniques to report business information. JCIS, Vol. 33, No. 1: 23-30 Fall 91

HATZIOS, Maria K. and Betty Heath-Camp
The tangible and symbolic attributes of the marketing education program as identified by marketing and non-marketing students. Mkt Educ J, Vol. 17: 2-14 91

HAVERSTOCK, Mark
WordPerfect's white-out. WP Mag, 55-56 Nov 92

HAVICE, Jacque

HAWKINS, Laraine and William J. Standring

HAYES, Carolyn S.

HAYES, Kenneth V.
**
On the cutting edge of technology. ARMA Qtrly, Vol. 26, No. 1: 59 Ja 92

HAYES, Rodney L., et al.
Ohio study looks at workplace discrimination. Sec, Vol. 52, No. 7: 17-19 Aug/Sep 92

HAYNES, Jim
How to improve your filing system. OffSys, Vol. 9, No. 10: 24-25, 28, 30 Oct 92
**
Shrink your files-save time, save money. OffSys, Vol. 9, No. 6: 44, 46, 48-49 Ju 92

HAYNES, Kimarie, et al.
Development of an instrument for assessing MIS

HAYNES, Thomas
Defining the work force of the 1900s: implications for curriculum development and instructional practice. NBEA Yrbk, No. 30: 7-20 92


HAYS, Donald G.
Getting the word out—selling the business education story. Bal Sheet, Vol. 73, No. 3: 26-27 91-92

HEATH-CAMP, Betty and Maria K. Hatziou
The tangible and symbolic attributes of the marketing education program as identified by marketing and non-marketing students. Mkt Educ J, Vol. 17: 2-14 91

HEGER, Herbert K.

HEIDE, Ashlyn and Timothy J. Newby
The value of mentoring. PIQ, Vol. 5, No. 4: 2-15 92

HEIMERER, Leo
Project schemes in vocational education. SIEC Rev, No. 120: 26-27 Nov 92

HELLISON, Donald and Kay M. Williamson

HELLRieGEL, Don and Richard Menger
Commercial bank planning under turbulence: contingencies for effectiveness. SBR, Vol. 1, No. 2: 131-142 Fall 91

HEllwIG, Harold H.
Job interviewing: process and practice. ABC Bul, Vol. 55, No. 2: 8-14 92

HELMER, Charles and Mike Walsh
Making a case for cooperative education. NJ BE Obs, Vol. 64: 15-19 91-92

HELMS, Marilyn M. and Judy C. Nixon
An evaluation of business communication and business policy/strategic planning textbooks: readability measures. ABC Bul, Vol. 54, No. 4: 48-54 Dec 91

HELTON, Betty G.

HEMBERGER, Ron and Scott G. Echols
It's not all black and white. WP Mag, 71, 73-74 Ju 92

HEMENWAY, David and Sara J. Solnick
Complaints and disenrollment at a health maintenance organization. J Cons Aff, Vol. 26, No. 1: 90-103 Summer 92

HENRY, David C.
Internship: an effective program for business education students. NJ BE Obs, Vol. 64: 6-14 91-92

HERGERT, Michael, et al.
Teaching in the electronic boardroom. JEB, Vol. 67, No. 3: 137-140 Ja/Feb 92

HERING, Barbara
Rover secretary. Sec, Vol. 52, No. 5: 11-12 My 92

HERMAN, Janice L.
— and Jerry J. Herman
Educational administration: an overview. Clearinghs, Vol. 65, No. 3: 133-134 Ja/Feb 92

— and Jerry J. Herman
Educational administration: school-based management. Clearinghs, Vol. 65, No. 5: 261-263 My/Ju 92

HERMAN, Jerry J.
— and Janice L. Herman
Educational administration: an overview. Clearinghs, Vol. 65, No. 3: 133-134 Ja/Feb 92

HERKICK, Michael J.
Writing requires reflection. Clearinghs, Vol. 65, No. 3: 144-145 Ja/Feb 92

HEWITT, Debra Y.
Who hired this person? ARMA Qtrly, Vol. 26, No. 4: 26-28, 39 Oct 92

HEMSTRA, Kathleen M.
My favorite assignment - the professional journal assignment. ABC Bul, Vol. 55, No. 3: 31-32 Sep 92

HIcKINSON, Thomas J. and Robert P. Waxler
Business schools and a management exercise approach to learning. ABC Bul, Vol. 55, No. 1: 47-50 Mr 92

HIGHSMITH, Robert and Michael Watts

HIGHTY, Michael A.
HOFFMAN, Ken and Connie Viebrock
Training and development courses at NABTE institutions. NABTE Rev, No. 19: 20-22 92

HOFMANN, Jerry D. and Lori D. Brookey
Creating an acronym glossary (ag). WP Mag, 29, 31, 33-35 Mr 92

HOFMANN, Joan M. and Harriet Feldhauser
Involving veteran teachers in a state induction program. Clearinghs, 101-103 Nov/Dec 92

HOLCOMB, Lucille, et al
A follow-up of a university's office administration graduates. OSR J, Vol. 10, No. 1: 38-42 Fall 91

HODER, Richard
Just the fax, ma'am. WP Mag, 48-51 Mr 92

HOLLY, Robert
Every picture tells a story. Publish, 70-71, 73 Summer 92
**
Stepping up to the plate. Publish, 93-95 Summer 92

HOLQUIST, Donna
Challenging times for business education. NABTE Rev, No. 19: 3-4 92
**
**
**
--and Dona Vasa
Students will benefit from incorporating international studies into business communication classes. N & Q, Vol. 16, No. 1: 12-13 Spring 91

HONL, Larry R. and Larry G. Pagel
What topics need to be in business communication classes—what and how much? LBEJ, Vol. 2, No. 1: 45-53 Spring 92

HOOD, Jerry M., et al.
Selection of commercial bank CEOs in the deregulated environment: influencing factors. Mid JB, Vol. 7, No. 2: 25-31 Fall 92

HOOK, Richard

HOPKINS, Robert Lee
Up the ladder to a court reporting career. JCR, Vol. 53, No. 5: 49 Mr 92

HOPKINS, Scott and Kenneth D. Moore

Hoffman, Ken and Connie Viebrock
Training and development courses at NABTE institutions. NABTE Rev, No. 19: 20-22 92

Hoffman, Jerry D. and Lori D. Brookey
Creating an acronym glossary (ag). WP Mag, 29, 31, 33-35 My 92

Hoffman, Joan M. and Harriet Feldhauser
Involving veteran teachers in a state induction program. Clearinghs, 101-103 Nov/Dec 92

Holcomb, Lucille, et al
A follow-up of a university's office administration graduates. OSR J, Vol. 10, No. 1: 38-42 Fall 91

Hodder, Richard
Just the fax, ma'am. WP Mag, 48-51 Mr 92

Holly, Robert
Every picture tells a story. Publish, 70-71, 73 Summer 92
**
Stepping up to the plate. Publish, 93-95 Summer 92

Holquist, Donna
Challenging times for business education. NABTE Rev, No. 19: 3-4 92
**
**
**
--and Dona Vasa
Students will benefit from incorporating international studies into business communication classes. N & Q, Vol. 16, No. 1: 12-13 Spring 91

Honl, Larry R. and Larry G. Pagel
What topics need to be in business communication classes—what and how much? LBEJ, Vol. 2, No. 1: 45-53 Spring 92

Hood, Jerry M., et al.
Selection of commercial bank CEOs in the deregulated environment: influencing factors. Mid JB, Vol. 7, No. 2: 25-31 Fall 92

Hook, Richard

Hopkins, Robert Lee
Up the ladder to a court reporting career. JCR, Vol. 53, No. 5: 49 Mr 92

Hopkins, Scott and Kenneth D. Moore

Hoffman, Ken and Connie Viebrock
Training and development courses at NABTE institutions. NABTE Rev, No. 19: 20-22 92

Hoffman, Jerry D. and Lori D. Brookey
Creating an acronym glossary (ag). WP Mag, 29, 31, 33-35 My 92

Hoffman, Joan M. and Harriet Feldhauser
Involving veteran teachers in a state induction program. Clearinghs, 101-103 Nov/Dec 92

Holcomb, Lucille, et al
A follow-up of a university's office administration graduates. OSR J, Vol. 10, No. 1: 38-42 Fall 91

Hodder, Richard
Just the fax, ma'am. WP Mag, 48-51 Mr 92

Holly, Robert
Every picture tells a story. Publish, 70-71, 73 Summer 92
**
Stepping up to the plate. Publish, 93-95 Summer 92

Holquist, Donna
Challenging times for business education. NABTE Rev, No. 19: 3-4 92
**
**
**
--and Dona Vasa
Students will benefit from incorporating international studies into business communication classes. N & Q, Vol. 16, No. 1: 12-13 Spring 91

Honl, Larry R. and Larry G. Pagel
What topics need to be in business communication classes—what and how much? LBEJ, Vol. 2, No. 1: 45-53 Spring 92

Hood, Jerry M., et al.
Selection of commercial bank CEOs in the deregulated environment: influencing factors. Mid JB, Vol. 7, No. 2: 25-31 Fall 92

Hook, Richard

Hopkins, Robert Lee
Up the ladder to a court reporting career. JCR, Vol. 53, No. 5: 49 Mr 92

Hopkins, Scott and Kenneth D. Moore
HORNADAY, Robert W.

HOROWITZ, Renee B. and Marian G. Barchilon
Developing a style for e-mail communications. ABC Proc, 51-62 91

HORRIGAN, Jeremiah
Furniture makers feature discounts and improved service. OffSys, Vol. 9, No. 1: 12, 14 Ja 92

HORVATH, Jane, et al.

HOSLER, Mary Margaret

HOTARD, Daniel G., et al.
Management-faculty research productivity and perceived teaching effectiveness. JEB, Vol. 67, No. 5: 261-265 My/Ju 92

HOWARD, Tharon
Wide-area computer-mediated communication in business writing. ABC Bul, Vol. 55, No. 4: 10-12 Dec 92

HSIE, Lena
Valuing cultural diversity training workshop designed for training the Minnesota Department of Public Safety employees conducting service in a multicultural society. University of Minnesota, Master's thesis 1991

HUANG, Jiunn C. and David P. Franz
Alternative spreadsheet applications: student learning and attitudes. JEB, Vol. 67, No. 6: 377-382 Ji/Aug 92

HUEDELSON, Dale

HUGENBERG, Lawrence W.
Simulations as a fundamental teaching tool: striking the appropriate balance. ABC Bul, Vol. 55, No. 4: 65-69 Dec 92

HULAK, Jon
Copier quality rises to meet high consumer expectations. OffSys, Vol. 10, No. 3: 16-18, 20 Mr 92

HUMPHREYS, Gayle G. and Fran Gardner
From bytes to bites. WP Mag, 42-47 Nov 92

HUNDERTMARK, Jane
Stellar animation. Publish, Vol. 7, No. 9: 26-31 Sep 92

**

IANDOLI, Ce Ce and Mary Cullinan
What activities help to improve your writing? Some unsettling student responses. ABC Bul, Vol. 54, No. 4: 8-10 Dec 91

IMPERIA, Giovanna and Claire J. Anderson
INDVIK, Julie and Pamela R. Johnson
Integration theory: developing effective "bad news" messages. ABC Bul, Vol. 55, No. 3: 57-58 Sep 92

INMAN, Thomas H.

ISLAM, Anisul, et al.

ISLEY, M. D.
Perceptions of University of North Dakota Toastmasters members regarding communication and leadership development. The University of North Dakota, Master's thesis 1991

IVARIE, Ted, et al.

IVERSON, Joneen

IYENGAR, Jagannathau V.
Management information and control systems: an organizational systems framework linking productivity with strategic change. JCIS, Vol. 33, No. 1: 1-4, 6-8 Fall 92

J

JABLIN, Fredric M. and Jaesub Lee
A cross-cultural investigation of exit, voice, loyalty and neglect as responses to dissatisfying job conditions. J Bus Com, Vol. 29, No. 3: 203-228 92

JACKSON, Frances L.

JACKSON, Truman H.
Building keyboarding skills at the elementary level. Bal Sheet, Vol. 73, No. 2: 19-21 Winter 91

JACKSON, Wade and Stan Gambill
Applicability of MIS curriculums to the business environment: an examination of business criticism and an academic response. JCIS, Vol. 33, No. 1: 13-17 Fall 92

JACKSON, William K. and Mehmet Canlar

JACOBS, David
--and Amy Shelton
Sound advice. Publish, Vol. 7, No. 11: 72, 74, 76, 78 Nov 92

--and Amy Shelton
Make your move. Publish, Vol. 7, No. 6: 81-84, 86 Ju 92

JACOBSEN-AHLNAS, Ingrid
Internationalisation in business education. SIEC Rev, No. 120: 43-44 Nov 92

JACOBSEN, Joyce P. and Gary M. Cramer
Survey reveals ER's negative effects on women and minorities. JCR, Vol. 53, No. 10: 26-30 Aug/Oct 92

JACOBSON, George H., et al.
Integrating conceptual and analytical decision styles into computer information systems coursework. JCIS, Vol. 32, No. 2: 56-58 Winter 91-92

JADERSTROM, Susan, et al.
The changing office support curriculum: preparing students for the future. Bal Sheet, Vol. 74, No. 1: 5-8 Sep/Oct 92

JAEGELS, M., et al.
Technological excellence: time required and compensation received. DPE Proc, 147-153 92

JAEGGLI, Mathaniel D.
Multimedia systems. Voc Ed J, Vol. 67, No. 3: 30-31 Mr 92

JAMES, Marcia L.

JAMES, Victoria
Putting codes in their place. WP Mag, 75-76 Ja 92

JAMESON, Daphne A.


--Book Review: Handbook of international and intercultural communication by Molefi K. Asante
JOHNSON, Leone

JOHNSON, Pamela R.
The mind, synectics, and business communication. ABC Proc, 123-130 91
**
--and Julie Indvik
Integration theory: developing effective "bad news" messages. ABC Bul, Vol. 55, No. 3: 57-58 Sep 92

JOHNSON, Ronald D. and Shirley H. Tucker

JOHNSON, Samuel E.
Facility managers: their stature grows. Office, Vol. 115, No. 1: 37 Ja 92

JOHNSON, Sheary D. and Daisy F. Reed
Using media and models to motivate high school students. Clearings, Vol. 65, No. 4: 223-228 Mr/ Ap 92

JONES, Anne
Development of the English vocational system. ISBE News, Vol. 22, No. 1: 9 Fall 91

JONES, Jack R. and Walter A. Brower
The independent business school: remembering our roots! NJ BE Obs, Vol. 64: 1-5 91-92

JONES, Jack William and Carol Saunders
Organizational factors affecting the evaluation of information systems performance. IRMJ, Vol. 5, No. 4: 5-21 Fall 92

JONES, Jay
Make "thank you" say more. Sec, Vol. 52, No. 7: 23-24 Aug/Sep 92

JONES, Mary C. and Kirk P. Arnett

JONES, Mary Gardiner

JONES, Virginia A.
How bar coding can be used in records management. OffSys, Vol. 9, No. 10: 47-48, 50 Oct 92
**
Micrographics: still an alternative to paper. Office, Vol. 116, No. 4: 8, 12 Oct 92

JORAS, Ed
The right sizing of photographs. Bus Pub, Vol. 8, No. 8: 26-33 Aug 92

JORN, Linda A. and Ann Hill Duin
Information technology and the collaborative writing process in the classroom. ABC Bul, Vol. 55, No. 4: 13-20 Dec 92

JOYNER, Ed R. and Douglas B. Bock

JOYNER, Randy L.
Hidden agenda for proofreading skills. NBEA Yrbk, No. 30: 36-49 92
**
--and other authors
Establishing electronic keyboarding speed and accuracy standards for postsecondary timed writings. DPE Proc, 81-83 92

JU, In-Sook and Jean M. Lown

JURIST, Rodney
Good old professionalism or what is professional. NJ BE Obs, Vol. 63: 48-50 90-91

K

KALISKI, Burton S.

KALOW, Samuel Jay

KALTHOFF, Robert
The role of electronic imaging in concurrent engineering. IMC J, Vol. 28, No. 4: 13-15 Ji/Aug 92

KAMEDA, Naoki
"Englishes" in cross-cultural business communication. ABC Bul, Vol. 55, No. 1: 3-8 Mr 92

KANABAR, V. and T. C. E. Cheng
On some issues of information resource management in the 1990s. IRMJ, Vol. 5, No. 1: 21-33 Winter 92

KANAREK, Lisa
Organize your boss. Sec, Vol. 52, No. 1: 14 Ja 92
**

KANTER, Howard A.
Developing and teaching an auditing course in the 1990s. DPE Proc, 47-52 92

KARATHANOS, Demetrius
Outcome measures of collegiate business curricula: a comparison of two instruments. JEB, Vol. 67, No. 2: 100-104 Nov/Dec 91

KARLINSKY, Stewart S., et al.
KARLOVITS, Joseph R.
TAC and its effect on our profession. JCR, Vol. 53, No. 9: 24-25 J1 92

KARNEY, James
**
Scanners: it's a buyer's market. Bus Pub, Vol. 8, No. 3: 26, 28, 30-33 Mr 92
**
—and Jim Maivald
And what's your storage system? Bus Pub, Vol. 8, No. 6: 16-24 Ju 92
**
—and David W. Buell
Is your display flickering and flickering? Bus Pub, Vol. 8, No. 7: 30-38 1192

KARPINSKI, Linda D.
An experiment to compare the effectiveness of two methods of improving basic business math problem-solving skills in introduction to business classes. Montclair State College, Master's thesis 1991

KASER, Ken
Recruit! Recruit! Recruit! N & Q, Vol. 17, No. 1: 4-5, 12 Spring 92

KASSNER, Marcia Wright and Kevin Fettig
Executive MBA alumni perceptions on current trends in program content. JEB, Vol. 67, No. 4: 243-248 Mr/Ap 92

KASTL, John, et al.
Developing conceptual thinking: the concept attainment model. Clearinghs, 117-121 Nov/Dec 92

KASTL, R., et al.
Developing conceptual thinking: the concept attainment model. Clearinghs, 117-121 Nov/Dec 92

KATHAWALA, Yunus, et al.
An investigation of factors that may facilitate or impede exporting activities in the U.S. SBR, Vol. 2, No. 1: 35-50 Spring 92

KATZ, Adolph I. Pereira, Joseph W.
University admissions tracking system. JCIS, Vol. 33, No. 1: 56-64 Fall 92

KAUFFMAN, Maury S.
Fax broadcasting gets your message across. Office, Vol. 115, No. 5: 41 My 92

KAUFFMAN, Jac and Roger Kaufman
What should high-risk operations evaluate relative to safety and safety training. PIQ, Vol. 5, No. 3: 16-25 92

KAUFFMAN, Roger and Jac Kaufman
What should high-risk operations evaluate relative to safety and safety training. PIQ, Vol. 5, No. 3: 16-25 92

KAZANS, H. C., et al.
Issues and practices in management job rotation program as perceived by HRD professionals. PIQ, Vol. 5, No. 1: 49-69 92

KEASLER, Terrill R.
The impact of socially responsible corporate decisions on shareholders wealth: the case of South Africa. SBR, Vol. 1, No. 1: 45-52 Spring 91

KEELLET, Carol, et al.

KELLEY, Craig A., et al.
Business students' perceptions of ethics in marketing. JEB, Vol. 67, No. 5: 294-299 My/Ju 92

KELLY, Melinda M. and Wanda L. Stitt-Gohdes
Determination of attributes of an effective business education teacher as perceived by Georgia high school business education teachers and high school business education students. DE Proc, 41-46 92

KELLY, Mike

KEVIN, Patricia R. and Scott A. Leonard
Computer-assisted writing classes: problems among the promises. ABC Bul, Vol. 55, No. 4: 21-25 Dec 92

KEMMERER, Barbara E. and Marilyn S. Oglesby
A model for multicultural communication for the 1990's: think locally--act globally. ABC Proc, 205-216 91

KENNEDY, Kenneth E. and Yong-Kil Cho

KENNEDY, Charles K., Jr.
The stamp of justice. WP Mag, 42-45 Aug 92

KEON, Thomas L., et al.
Sophisticated information processing technology: its relationship with an organization's environment structure, and culture. IRMJ, Vol. 5, No. 4: 23-31 Fall 92

KERR, Daryl L.
Employment interviewing: a job search course. ABC Bul, Vol. 55, No. 2: 5-7 Ju 92

KESSENINGER, Dennis and Lisa Downs Beanison
Most wanted memos. WP Mag, 38-41, 44 Oct 92

KETCHEAM, Allen F., et al.
KETLER, Karen and Robert D. Smith  

KHOSROWPOUR, Mehdi and Mohammed Dadashzadeh  

KILCOYNE, Margaret, et al.  
Secretaries in the 90’s: which skills are important? DPE Proc, 127-130 92

KIM, Chung S. and Youngho Yoon  

KIM, Chung S. and Dane Peterson  
The introductory computer course: business majors’ perceived importance of topics. JCIS, Vol. 32, No. 6: 361-365 J1/Aug 92

KIMMEL, Betty A.  
evaluation: a tool for learning and identifying talent. NBEA Yrbk, No. 30: 88-99 92

KLEEN, Brian H.  
** Identification of English-related objectives taught in business education. NABTE Rev, No. 19: 28-30 Sep 92

KLEINSCHROD, Walter A.  
Digital copiers—have they finally arrived? OffSys, Vol. 9, No. 7: 28, 30, 33 J1 92

KOCH, Bruce S., et al.  

KOEHLER, Herbert  

KUFF, J. David  
Just add water. WP Mag, 64-66 Aug 92

KUZSILL, Donna  

KULIKOV, Mikhail  
** A research agenda for studying technologically mediated instructional strategies in business and education. DPE Proc, 117-125 92
KOHL, Michael F.
Innovating the service sector: an information age myopia. ARMA Qtrly, Vol. 26, No. 1: 6-8, 13 Ja 92

KOHUT, Gary F. and Albert H. Segars

KOLBERG, William and Foster Smith
Our unsung Olympic hero. Voc Ed J, Vol. 67, No. 5: 54 My 92

KOLSTAD, Rosemarie K., et al.

KOOHANG, Alex, et al.

KOROTKIN, Arthur L.
A taxonomic approach to integrating job analysis with training front-end analysis. PIQ, Vol. 5, No. 3: 26-34 92

KOROTZER, Leonard J.
The availability and use of supervisory performance appraisal training materials within selected organizations. University of Houston, Master's thesis 1991

KRANE, Thomas and John F. Rice
Project administration techniques for successful classroom collaborative writing. ABC Bul, Vol. 54, No. 4: 65-66 Dec 91
KUBE, Betty Ann and Gary Ratigan
Does your school have a clue? Putting the attendance policy to the test. Clearinghs, Vol. 65, No. 6: 348-350 J/Aug 92

KUEHN, Ralph, et al.
Strategic environmental uncertainty and small business CEO scanning habits. SBR, Vol. 2, No. 1: 69-82 Spring 92

KUENY, Todd R. and Mary F. Laplante
Are you publishing stale documents? Bus Pub, Vol. 8, No. 6: 32-38 Ju 92

KUMAR, Kamalesh, et al.
The strategic decision framework: effect on students' business ethics. JEB, Vol. 67, No. 2: 74-79 Nov/Dec 91

KURATKO, Donald F.
Book Review: If it ain't broke...break it by Robert J. Kriegel. Mid JB, Vol. 7, No. 2: 59-60 Fall 92

KURTH, Linda A. and Martha H. Rader
Using computer simulation—a high-tech tool for teaching business communication. DPE INSTR, Vol. 8, No. 2: 1-4 Mr 92

LABATE, Jim
The proofreader's curse. JCR, Vol. 53, No. 5: 26 Mr 92

LABONTY, Dennis
—and Cheri A. Jimeno
Networking telecommunications into the business curriculum: activities and student objectives. NBEA Yrbk, No. 30: 196-204 92

— and Nancy Groneman
Teaching technology: hands-on telecommunications. Bal Sheet, Vol. 73, No. 4: 19-21 Mr/Ap 92

LABONTY, Jan
Alternative assessment and feedback techniques in methods courses. Clearinghs, Vol. 65, No. 3: 186-190 Ja/Feb 92

LACHARITE, Ron
The value of enhanced service in cost justification. ARMA Qtrly, Vol. 26, No. 3: 8-12, 14-16, 18-19 Ji 92

LADNIER, Pat
The way it was. Sec, Vol. 52, No. 6: 36-37 Ju/JI 92

LAFRANCOIS, Helen A.
The marketing of an accounting graduate: characteristics most desired by CPA firms. JEB, Vol. 67, No. 4: 206-209 Mr/Ap 92

LAMBERG, Judith J.
Problem identification in research about teaching problem solving. DPE Proc, 167-177 92

LAMDEIN, Douglas J.

LAMPMAN, Charles M. and Frederick B. Dyer
Are you game for a local area network. Office, Vol. 116, No. 5: 26, 28-29 Nov 92

LANE, Beth
Infusion of international content into Jamaica's postsecondary business curriculum. Southern Illinois Univ. at Carbondale, Master's thesis 1991

LANGEMO, Mark
Developing state-of-the-art filing systems for paper records. Sec, Vol. 52, No. 2: 19-25 Feb 92

— Ten steps for improving your filing system. OffSys, Vol. 9, No. 4: 18-20, 22 Ap 92

—and Guy H. Thomas
A new look at information systems and records management. ARMA Qtrly, Vol. 26, No. 3: 3-4, 6-7 Ji 92

LAPLANTE, Mary F. and Todd R. Kueny
Are you publishing stale documents? Bus Pub, Vol. 8, No. 6: 32-38 Ju 92

LARIBEE, Janet F.
Teaching management information systems through oral presentations and writing projects. ABC Bul, Vol. 55, No. 4: 41-44 Dec 92

LARKIN, Joseph M. and James A. Schweikart

LAROSA, Patricia A.
Voice messaging is quality 'lip service.' Office, Vol. 115, No. 5: 10, 12 My 92

LARSON, Eric A.
An analysis of the relationship between class location and attitudes/opinions toward their college as perceived by Illinois community college students. Northern Illinois University, Doctoral dissertation 1991

LARSON, Judy
More on real time in Missouri. JCR, Vol. 53, No. 4: 26-27 Feb 92

LAW, Amy H., et al.
Accounting education via satellite: has technology made distance learning an acceptable alternative in the 90s? SBR, Vol. 1, No. 1: 13-23 Spring 91
LAUER, Jim and David Graf  
Analysis of MIS courses in the MBA curriculum.  
J CIS, Vol. 32, No. 4: 40-46 Summer 92

LAUER, William  
Business education can remain alive and well with community cooperation. NJ BEObs, Vol. 64: 54-57 91-92

LAVERGNEAU, Beverly and Stephanie R. Counts  
Choice as a vehicle for urban educational change in the 1990s. Clearinghs, 79-80 Nov/Dec 92

LAW, Guy and Elizabeth Perry  
Sorting parallel columns with block protect. WP Mag, 27, 29, 31 Ju 92

LAZZARO, Joseph J.  
Physically challenged. WP Mag, 80-84 Aug 92

LEASE, Judy E., et al.  
Opportunities for applied student research in higher education. ABC Bul, Vol. 55, No. 4: 54-59 Dec 92

LEAVINS, John  
---and other authors  
---and other authors  

LEDBETTER, Kayla M.  
Ergonomics in the automated office: a study of the difference in perceptions between managers and subordinates. Southwest Missouri State University, Master's thesis 1991

LEDGER, Richard  
Is English sexist? JCR, Vol. 53, No. 4: 55-56 Feb 92  **  
Reading enhances the quality of your work—and life. JCR, Vol. 53, No. 6: 32-33 Ap 92

LEE, Daniel Y.  

LEE, Jaesub and Fredric M. Jablin  
A cross-cultural investigation of exit, voice, loyalty and neglect as responses to dissatisfying job conditions. J Bus Com, Vol. 29, No. 3: 203-228 92

LEE, Karen  
Dress up your documents. WP Mag, 69-71 Oct 92  **  
Understanding backup options. WP Mag, 23-25 Ju 92

LEE, Paulette  
The dream team. Voc Ed J, Vol. 67, No. 8: 30-31, 72 Nov/Dec 92

LEE, Thomas F.  
Records control in local government using INMAGIC and SearchMAGIC software. ARMA Qtrly, Vol. 26, No. 1: 22-24, 57 Ja 92

LEFTWICH, Kathy  
Outlook: where the jobs are. Voc Ed J, Vol. 67, No. 2: 18-21, 55 Feb 92

LEGALLEE, Julie  
Copier control systems do more than curb waste. Office, Vol. 115, No. 3: 61-62 Mr 92  **  
Power protection now, not after a disaster. Office, Vol. 115, No. 2: 40-41 Feb 92

LEGRE, Peter J., et al.  
The development and evaluation of a job aid to support mobile subscriber radio-telephone terminal (MSRT). PIQ, Vol. 5, No. 1: 90-105 92

LEHMAN, Helane G.  

LEHNER, Franz  

LEIBERTHAL, Ed  
Mighty mini macros. WP Mag, Vol. 4, No. 8: 36-39 Sep 92

LELAND, Douglas C.  

LEMLEY, Don  
Precautions and safe practices for records storage systems. ARMA Qtrly, Vol. 26, No. 2: 24-27 Ap 92

LEONARD, Judith J., et al.  

LEONARD, Scott A.  
Firsthand experience with independent contractor issue. JCR, Vol. 54, No. 2: 32-33 Dec 92  **  
---and Patricia R. Kelvin  
Computer-assisted writing classes: problems among the promises. ABC Bul, Vol. 55, No. 4: 21-25 Dec 92

LEVERNIER, William, et al.  
Effects of AACSB accreditation on academic salaries. JEB, Vol. 68, No. 1: 55-60 Sep/Oct 92
LEVITAN, Alan S. and Russ Ray
Personal and institutional characteristics affecting research productivity of academic accountants. JEB, Vol. 67, No. 6: 335-341 Jul/Aug 92

LEVY, Howard
Practices used by teachers, guidance counselors, and chairpersons to promote high school business education. Lehman College, CUNY, Master's thesis 1991

LEWIS, Ann
Impact of increasing high school graduation and college entrance requirements on secondary business education enrollments. Southern Illinois Univ. at Carbondale, Master's thesis 1991

LEWIS, Brian
**
**
Quill wins battle over state taxes. OffSys, Vol. 9, No. 8: 12, 19 Aug 92

LEWIS, Theodore and David C. Bjorkquist
Needs assessment—a critical reappraisal. PIQ, Vol. 5, No. 4: 33-54 92

LEXINGTON, Anne
Do you really need desktop publishing? Office, Vol. 115, No. 5: 30, 32 May 92

LIEBERTHAL, Ed
Taming the index beast. WP Mag, 64-68 Jan 92

LIMBACK, E. Rebecca, et al.
Technological excellence: time required and compensation received. DPE Proc, 147-153 92

LIN, Z. Jun and Al Hunter

LINDER, Joan H.
Balancing multiple roles. Sec, Vol. 52, No. 9: 22 Nov/Dec 92
**
Getting to know your manager(s). Sec, Vol. 52, No. 3: 25 Mar 92

LINDLEY, Marianne
The real world of real time. JCR, Vol. 53, No. 9: 49 Jul 92

LINDO, David K.
Say it with feeling. OffSys, Vol. 9, No. 11: 14, 16 Nov 92
**
Accounting for space costs. OffSys, Vol. 9, No. 6: 40, 42 Jun 92
**

How a human-resources department can save the company the company real money. OffSys, Vol. 9, No. 9: 60, 62 Sep 92

Measuring the cost of management decisions. OffSys, Vol. 9, No. 7: 49-50 Jul 92


LININGER, Skye
**
Some day my prints will come. Publish, Vol. 7, No. 11: 54, 56, 58, 60 Nov 92
**
Type troubleshooting on the PC. Publish, Vol. 7, No. 1: 65-69 Jan 92

LINO, Mark

LIPNER, Maxine
Checking it twice with spell. WP Mag, 61-63 Jul 92

LITTLE, James A. and Virginia S. Wilson
**
Social studies teaching: from eclecticism to cohesion. Clearinghs, Vol. 65, No. 4: 198-199 Mar/Apr 92

LITSHEIM, Lucille M.
Maintaining quality despite extra stress. JCR, Vol. 53, No. 6: 36-37 Apr 92

LITTLETON, Mark, et al.

LIU, Han Yuh and Edward Chen
Creating a successful document management system. IMC J, Vol. 28, No. 2: 4-6 Mar/Apr 92

LLANA, Andres, Jr.
Curbing telecom costs with network servers. Office, Vol. 115, No. 5: 70, 91 My 92

LOCKER, Kitty O., et al.
Special section on technology and business communication. ABC Bul, Vol. 55, No. 4: 1-2 Dec 92

LOGAN, Joyce P. and A. C. "Buddy" Krizan
Tips to improve your teaching. KBEA J, 5-6 Spring 92

LOGSDON, Jeanne M., et al.
Knowledge and attitudes of management students toward software piracy. JCIS, Vol. 33, No. 1: 46-51 Fall 92
LOH, Seong Serene Sow
Recruitment strategies for attracting successful personnel. Southern Illinois Univ. at Carbondale, Master's thesis 1991

LONG, Gordon G.
Call-accounting systems can curb telephone costs. OffSys, Vol. 10, No. 2: 8, 10-11 Feb 92
**
Imagine what imaging can do. OffSys, Vol. 9, No. 4: 36, 38-392, 41 Ap 92
**
Voice mail improves employee productivity and customer satisfaction. OffSys, Vol. 9, No. 4: 14, 16 Ap 92

LOUGHRIN-SACCO, Steven J.
Internationalizing the business curriculum: suggestions and insights into securing funding from the U.S. Department of Education's Title VI undergraduate international studies and foreign language program. ABC Proc, 27-40 91

LOWN, Jean M. and In-Sook Ju

LU, Debra H. and Ming-te Lu

LU, Ming-te and Debra H. Lu

LUCIER, Richard L.

LUFT, Roger, et al.

LUHN, Robert and Jeanette Borzo
Are they just NT promises? Publish, Vol. 7, No. 10: 70, 72, 74, 76 Oct 92

LUNDE, Marci L. R.
An instructor education program in selected visual merchandising topics. The University of North Dakota, Master's thesis 1991

LUNDGREN, Terry D.
--and Norman A. Garrett
**
--and Carol A. Lundgren
**
--and Carol A. Lundgren
The extent and nature of computer-based records management in the United States. IRMJ, Vol. 5, No. 1: 1-7 Winter 92

LUNDGREN, Terry D.
--and Norman A. Garrett
**
--and other authors

LUSE, Donna W.
--and Beverly H. Nelson
A comparison of students' business communication grades when students are grouped according to grade level and major. ABC Bul, Vol. 55, No. 3: 99-101 Sep 92
**
--and other authors
The structure and content of the introductory business communication course. ABC Bul, Vol. 55, No. 3: 7-14 Sep 92

LUTZ, Charles M. and Thomas Hilton
Helping students overcome the fear of business writing. ABC Bul, Vol. 55, No. 3: 63-66 Sep 92

LYLES, Judith, et al.
A follow-up of a university's office administration graduates. OSR J, Vol. 10, No. 1: 38-42 Fall 91

LYNCH, David H. and Steven Golen
Peer evaluation of writing in business communication classes. JEB, Vol. 68, No. 1: 44-48 Sep/Oct 92

LYNE, Kelly M.
Mind your margins. WP Mag, Vol. 4, No. 8: 73, 75 Sep 92

LYNN, Monty L. and N. L. Reinsch, Jr.

LYSONSKI, Steven and Michael F. Duffy
MABRITO, Mark
Computer-mediated communication and high-
apprehensive writers: rethinking the collaborative
process. ABC Bul, Vol. 55, No. 4: 26-30 Dec 92

MACDONALD, Maurice and Robin A. Douthitt
Consumption theories and consumers' assessments
2: 243-261 Winter 92

MACKERY, John
Link to the future. OffSys, Vol. 9, No. 1: 25 Ja 92

MACLEOD, Laura, et al.
Gender and management level differences in the oral
communication patterns of bank managers. J Bus
Com. Vol. 29, No. 4: 343-365 92

MACMURREN, Harold, et al.
Learning style and equal protection: the next fron-

MAGAL, Simha R., et al.
Trends in information centers. IRMJ, Vol. 5, No. 3:
5-14 Summer 92

MAGUIRE, Michael D.
How a fully automated mail center can help any
Aug 92
**
Meet the mailing challenges of the '90s with automa-
tion. OffSys, Vol. 9, No. 5: 31-32, 34-35 My 92

MAHAFFIE, John B.
The workplace of the future. Sec, Vol. 52, No. 6: 29-
32 Ju/JI 92

MAHIN, Linda R.
Adapting interactive cases to the business communica-
tion classroom. ABC Bul, Vol. 55, No. 4: 60-64
Dec 92

MAHMARIAN, Allen
Fax paper undergoes revolution. Sec, Vol. 52, No.
6: 38 Ju/JI 92

MAHONEY, Brian
Searching multiple files. WP Mag, 29-31 Ja 92

MAIO, Olga
Computerized keyboarding instruction and software
evaluation in public elementary schools in Morris
County. Montclair State College, Master's thesis
1991

MAIVALD, Jim
A skewed perspective. Bus Pub, Vol. 8, No. 7: 45
JI 92
**
Documents to go. Bus Pub, Vol. 8, No. 3: 48-49 Mr
92
**

MANN, Gary J. and Richard G. Schroeder
Developing a decision model for the feasibility of a
maquiladora operation. SBR, Vol. 2, No. 1: 51-68
Spring 92

MARANVILLE, Steven
Entrepreneurship in the business curriculum. JEB,
Vol. 68, No. 1: 27-31 Sep/Oct 92

92
**
Pagemaker 4.2 provides precision. Bus Pub, Vol. 8,
No. 4: 26-27 Ap 92
**
Resolution booster. Bus Pub, Vol. 8, No. 9: 45 Sep
92
**
--- and James Karney
And what's your storage system? Bus Pub, Vol. 8,
No. 6: 16-24 Ju 92

MAJORS, Randall E. and Steve D. Ugbah
Influential communication factors in employment
Spring 92

MALITO, Robert T.
1: 51-52 Sep/Oct 92

MALONEY, Janice
Designer in motion. Publish, Vol. 7, No. 1: 75-78
Ja 92
**
92

MALOY, Paul
C.P.R. software. WP Mag, 52-56 Dec 92
**
Start treatment for your text. WP Mag, 49-51, 53 Nov
92
**
Top gun cartridges. WP Mag, Vol. 4, No. 8: 52-56
Sep 92

MALUCHNIK, Randy Paul
Development of an adult education customer service
workshop curriculum. The University of North
Dakota, Master's thesis 1991

MANAKYAN, Herman, et al.
Management-faculty research productivity and per-
ceived teaching effectiveness. JEB, Vol. 67, No. 5:
261-265 My/JI 92

MANCINI, Richard
116, No. 1: 56-57, 68 Ji 92
**
116, No. 2: 59, 68 Aug 92

MANN, Gary J. and Richard G. Schroeder
Developing a decision model for the feasibility of a
maquiladora operation. SBR, Vol. 2, No. 1: 51-68
Spring 92

Business Education Index
MARCOURLIDES, George A. and Mark G. Simkin
Evaluating student papers: the case for peer review.
JEB, Vol. 67, No. 2: 80-83 Nov/Dec 91

MARCZELY, Bernadette
Student freedom of expression in the wake of
Hazelwood and Bethel. Clearinghs, Vol. 65, No. 5:
269-271 My/Ju 92

MARSHALL, Kevin
Creating barcodes with macros and merge. WP
Mag, 27-28, 30-32 Ap 92

MARTIN, Charles L.
Manufacturer responsiveness to consumer correspon-
dence: an empirical investigation of consumer
Summer 92

MARTIN, Edward G.
A view from the back of the room: videotaping
teachers in action. Clearinghs, 114-116 Nov/Dec 92

MARTIN, Hettie Lou and Estella Gorecki
Pride of Arkansas—FBLA and PBL. Bus Ed Forum,
Vol. 47, No. 1: 5-7 Oct 92

MARTIN, Jeanette S.
Experts' consensus concerning the content for an
intercultural business communication course. Memphis
State University, Doctoral dissertation 1991

Teaching interculturally. TBEAJ, Vol. 1, No. 1: 9-
10 Spring 92

—and Lillian H. Chaney
Determination of content for a collegiate course in
intercultural business communication by three Delphi

—and Lillian H. Chaney
Experts' consensus concerning the content for an
intercultural business communication course. ABC
Proc, 19-25 91

MARTINDALE, Bobbie Cook, et al.
Tax law complexity: the impact of style. J Bus Com,
Vol. 29, No. 4: 383-400 92

MARTINEC, Cindy Lee and Gerald L. Blakely
Executive development: corporate response to business
ethics. JEB, Vol. 68, No. 2: 110-114 Nov/Dec 92

MARTINEZ, Reynaldo L., Jr.
5: 30-32 My 92

—and Alan J. Badeaux
Sparking interest in academics. Voc Ed J, Vol. 67,
No. 8: 34-35, 71 Nov/Dec 92

MARTINSON, David L. and Lillian Lodge
Kopenhaver
How school superintendents view student press
rights. Clearinghs, Vol. 65, No. 3: 159-164 Ja/Feb 92

MASON, Nancy K.
67, No. 2: 22-23, 55 Feb 92

MASON, Paul M., et al.
Differential S&L profitability due to diversification
and capital risks. SBR, Vol. 1, No. 2: 119-130 Fall 91

MATAZZONI, Joe
Books in a new light. Publish, Vol. 7, No. 10: 16-
21 Oct 92

MATHEWS, K. Michael and R. ed E. Nelson
Network characteristics of high-performing organiza-
tions. J Bus Com, Vol. 28, No. 4: 367-386 Fall 91

MAUERMeyer, Carol K. and Angela Adamides
Bodino
Constructing in the business curriculum: using writing
to teach critical thinking. NJ BE Obs, Vol. 63:
60-64 90-91

MAUSEHUND, Jean and Susan Timm
Improving listening skills: instructional resources and strategies. DPE INSTR, Vol. 8, No. 3: 1-4 My 92

MAUSEHUND, Jean Mincey, et al.
Relevant secondary research assignments. ABC Bul,
Vol. 55, No. 4: 51-52 Dec 92

MAY, Claire B. and Gordon S. May
Implications of the CPA exam writing assessment for teachers of business communication. ABC Proc,
41-47 91

MAY, Gordon S. and Claire B. May
Implications of the CPA exam writing assessment for teachers of business communication. ABC Proc,
41-47 91

MAYER, Kenneth R.
Printing technology and document design principles. OBT, Vol. 52: 10-13 Ap 92

MAYERSON, Fredric L.
A view from the back of the room: videotaping
teachers in action. Clearinghs, 114-116 Nov/Dec 92

MAYO, Herbert B.
The need for risk analysis in investment games. NJ
BE Obs, Vol. 63: 41-43 90-91

MCBRIDE, Gary and Robert Rademacher
No. 3: 1-5 Spring 92
MCBRIDE, Janet I.
Continuing education needs of office support staff for updated microcomputer skills. Southern Illinois Univ. at Carbondale, Master's thesis 1991

MCCALLUM, Karin
My favorite assignment - company research. ABC Bul, Vol. 55, No. 1: 20 Mr 92

MCCARTHY, Thomas M.
The expert's opinion: case study on executive information system. IRMJ, Vol. 5, No. 1: 35-38 Winter 92

MCCARTY, Betty Jo

MCCASLIN, John

MCCONOCHA, Diane M. and Gilbert D. Harrel

MCCORD, Elizabeth A.
Meeting the reader's needs: audience response through reader-focused testing. ABC Bul, Vol. 54, No. 4: 39-45 Dec 91

MCCORKLE, Denny E.
—and Joe F. Alexander
The effects of advertising education on business students' attitudes toward advertising. JEB, Vol. 67, No. 2: 105-110 Nov/Dec 91

MCCRARY, Sally, et al.

MCDONALD, Julie, et al.
Secretaries in the 90's: which skills are important? DPE Proc, 127-130 92

MCLINDEN, Daniel J. and Debra L. Tate
Performance indicators in business decision making. PIQ, Vol. 5, No. 1: 25-34 92

MCLLROY, Thad

— and other authors
Teaching and evaluating nontechnical skills. DPE INSTR, Vol. 8, No. 4: 1-4 92

MCEWEN, Thaddeus
—and other authors
Business educators' perceptions regarding the integration of business education and academic courses. DPE Proc, 13-23 92

MCGEE, Gail W., et al.
Giving appropriate performance feedback to managers: an empirical test on content and outcomes. J Bus Com, Vol. 29, No. 4: 329-342 92

MCGREW, Linda G. and Judith C. Simon
Guidelines for planning a successful conference. OBT, Vol. 52: 20-26 92

MCHARDY, Scott Jon
Exams with class. WP Mag, 39-41 Ju 92

MCLAREN, Margaret
—and Neil Hartnisch
Teach your students video-camera control. ABC Bul, Vol. 55, No. 3: 59-60 92

MCLLROY, Thad

— and other authors
Teaching and evaluating nontechnical skills. DPE INSTR, Vol. 8, No. 4: 1-4 92

MCEWEN, Thaddeus
—and other authors
Business educators' perceptions regarding the integration of business education and academic courses. DPE Proc, 13-23 92

MCFADDEN, Kathleen and Jack Dart
Time management skills of undergraduate business students. JEB, Vol. 68, No. 2: 84-88 Nov/Dec 92
MCNEELY, Beverly
The effect of selected academic preparation factors on passing the core battery section of the NTE for prospective black teachers. Lehman College, CUNY, Master's thesis 1991

MCNUTT, Diane

MEDSKER, Karen L.
Network for excellent teaching: a case study in university instructional development. PIQ, Vol. 5, No. 1: 35-48 92

MEIER, Peter

MEINERT, David B., et al.
The domain of MIS: how are the boundaries of the MIS discipline established? JCIS, Vol. 33, No. 1: 52-55 Fall 92

MEMORY, David M.
Encouraging the switch to informational television. Clearingshs, Vol. 65, No. 5: 302-306 My/Ju 92

MENGER, Richard and Don Hellriegel
Commercial bank planning under turbulence: contingencies for effectiveness. SBR, Vol. 1, No. 2: 131-142 Fall 91

MERRIER, Patricia A.
The extent to which students' reactions to usage errors change as a result of having completed a business communication course. ABC Bul, Vol. 54, No. 4: 27-30 Dec 91

--and other authors
An analysis of computer use by four-year university faculty members. DPE Proc, 3-8 92

--and other authors
Disability disclosure in employment communication: what human resource managers advise. DPE Proc, 53-57 92

MERRILL, Douglas
Alt-macro over-load? WP Mag, 50-53 Oct 92

MERRILL, Kelly P.
Organizational charts with tables. WP Mag, 29-31 Feb 92

MESSMER, Brian A.
Perceptions of North Dakota vocational educators related to competency based education. The University of North Dakota, Master's thesis 1991

METZNER, Kermit
If it shouldn't be posted ... it should be shredded. OffSys, Vol. 9, No. 1: 27, 29-30 Ja 92

MEYER, Earl C.

MIHAIOVICH, Maria
A stranger among us. JCR, Vol. 54, No. 2: 47 Dec 92

MILBURN, Ken

--New dimensions in drawing. Publish, Vol. 7, No. 9: 44-46 Sep 92


MILES, Morgan P., et al.
Effects of AACSB accreditation on academic salaries. JEB, Vol. 68, No. 1: 55-60 Sep/Oct 92

MILLEN, Robert B.
and F. Stanford Wayne
Relationship of employee perceptions of work and adherence/nonadherence to Protestant work ethic and contemporary work values. DPE Proc, 113-116 92

--and other authors
Vital communication skills and competencies in the workforce of the 1990s. JEB, Vol. 67, No. 3: 141-146 My/Fb 92

MOEN, David H., et al.
Introducing expert systems into the business school curriculum. JEB, Vol. 68, No. 2: 92-100 Nov/Dec 92
MOGHARREBAN, Namdar, et al.

MOHAGEN, Roberta Barta

MOKHTARI, Manouchehr

MOLONEY, William J.
A public school superintendent's case for choice. Clearinghs, 87-89 Nov/Dec 92

MONTANINO, Linda

MONTHEI, Carol and Galen Miller
Active learning through structured grouping in the classroom. NBEA Yrbk, No. 30: 107-114 92

MONTOYA, Sarah
Absurdities and ambiguities. Sec, Vol. 52, No. 9: 23 Nov/Dec 92
Even as we speak. Sec, Vol. 52, No. 2: 26 Feb 92
Gains and pains. Sec, Vol. 52, No. 3: 26-27 Mr 92

MOORE, Dorothy P., et al.
Accreditation and academic professionalism in business administration. JEB, Vol. 67, No. 4: 218-223 Mr/Ap 92

MOORE, Kenneth D. and Scott Hopkins

MORRISON, James L.
Networking literacy and the workplace: gaining the competitive edge. NJ BE Obs, Vol. 63: 1-6 90-91

MORSE, Betty, et al.

MORTENSEN, Erik
E-mail—its impact on communications. Office, Vol. 116, No. 3: 60-61 Sep 92

The big surprise in business software. Office, Vol. 115, No. 1: 36 Ja 92
The widening world of multifunction systems. Office, Vol. 116, No. 1: 14-16 Ji 92

MOSES, Duane R.
Hi-tech communication demands accuracy. Sec, Vol. 52, No. 3: 19-20 Mr 92
--and Mona J. Casady
A comparison to face-to-face and groupware meeting approaches on a collaborative writing project. DPE J, Vol. 34, No. 4: 151-166 Fall 92

MOSKOWITZ, Robert
Defending your company from the attack of the computer hackers. OffSys, Vol. 9, No. 11: 47-48, 50 Nov 92

MOTTWALLA, Luva and Milam Aiken
Xmail: an intelligent electronic mail system. J Micro Sys, Vol. 4, No. 2: 2-12 Spring 92

MOWEN, Maryanne M., et al.
Accounting education via satellite: has technology made distance learning an acceptable alternative in the 90s? SBR, Vol. 1, No. 1: 13-23 Spring 91

MUEHSAM, Mitchell J., et al.
A survey of chief executive officers' perceptions of international business education. ABC Proc, 241-245 91

MURFRI, Mina
Perception of Southern Illinois accounting students regarding the role of instructional methods in students dropping or failing accounting courses. Southern Illinois Univ. at Carbondale, Master's thesis 1991

MUNDAY, Robert, et al.

MUNDAY, Linda and Lloyd Dosier

MURPHY, David S.
A comparison of the pedagogical effectiveness of system design and system use projects in an accounting information systems course. JCIS, Vol. 32, No. 2: 23-25 Winter 91-92

MURPHY, J. William and Kenneth L. Gorman
Competency testing for business teacher certification and for admission to business teacher preparation programs. NABTE Rev, No. 19: 9-12 92-93

MURPHY, John H. and Jef I. Richards
MURRAY, Mary Ellen
**
—and Marsha L. Bayless
An imperative for the office systems classroom: be aware of technology and the law. TBEA J, Vol. 1, No. 1: 1-4 Spring 92

MURVIN, Harry J. and Richard L. Price

MUSKO, Kenneth

MYERS, John L.
—and Robert Gryder
**
—and Robert Gryder
Teach ethics—we must. NJ BE Obs., Vol. 63: 44-47 90-91

MYERS, Ray
Rotated text in tables. WP Mag, 61-63 Mr 92

N

NANTZ, Karen
My favorite assignment - a student-developed writing checklist. ABC Bul, Vol. 55, No. 3: 28-30 Sep 92

NATH, Ravinder, et al.

NATHAN, Joe
Eight myths about school choice. Clearinghs, 71-74 Nov/Dec 92

NEELY, Robert O. and Duane Alm
Meeting individual needs: a learning styles success story. Clearinghs, 109-113 Nov/Dec 92

NELLERMORE, Donald A.

NELSON, Beverly H.
—and Donna W. Luse
A comparison of students' business communication grades when students are grouped according to grade level and major. ABC Bul, Vol. 55, No. 3: 99-101 Sep 92
**
—and other authors

The structure and content of the introductory business communication course. ABC Bul, Vol. 55, No. 3: 7-14 Sep 92

NELSON, Elden C.
Can we talk? WP Mag, 44-45 J1 92
**
Improve your memory. WP Mag, 54-59 Ju 92
**
Comparing electronic dictionaries. WPMag, 52-54, 56-57 Mr 92
**
DOS 5.0—things you should know. WP Mag, 56-58 Feb 92
**
No more nightmares. WP Mag, 44-46 Ap 92
**
Relieve the indexing headache. WP Mag, 93-95 Feb 92
**
Research for the stars. WP Mag, 40-42, 45, 48 Ja 92

NELSON, Frank O.
Business meeting. JCR, Vol. 54, No. 1: 38-39 Nov 92

NELSON, Reed E. and K. Michael Mathews
Network characteristics of high-performing organizations. J Bus Com, Vol. 28, No. 4: 367-386 Fall 91

NESMITH, Susan K.

NEVES, Joao S. and Rajib N. Sanyal
“I'd like to work in the UK.” “Why not in China?” Factors influencing choice of overseas assignments. ABC Proc, 133-141 91

NEVIN, Frederick W.
How offices can aid the recycling cause. Office, Vol. 115, No. 1: 42 Ja 92
**

NEWBY, Timothy J. and Ashlyn Heide
The value of mentoring. PIQ, Vol. 5, No. 4: 2-15 92

NEWMAN, W. Rocky, et al.
Extending cost-volume break-even analysis to include flexibility. Mid JB, Vol. 7, No. 2: 47-54 Fall 92

NEWTON, Linda J.
Youth organizations and their role in enhancing elements of the hidden curriculum. NBEA Yrbk., No. 30: 176-182 92

NICHOLS, Len M., et al.
Consistent comparisons between monopoly and perfect competition. J Econ Ed, Vol. 23, No. 3: 255-261 Summer 92
NICKEL, D., Gail
Is your mailroom a help or hinderance? Office, Vol. 115, No. 5: 14, 16, 18 My 92

NIELSEN, Laura
Can one program do it all? Bus Pub, Vol. 8, No. 10: 42-44 Oct 92
Can you trust a temp? Bus Pub, Vol. 8, No. 9: 46-48 Sep 92

NIELSON, Norma L.

NIMIGAN, Mark
Pro bono of another kind. JCR, Vol. 53, No. 3: 24-25 Ja 92

NIXON, Judy C. and Marilyn M. Helms
An evaluation of business communication and business policy/strategic planning textbooks: readability measures. ABC Bul, Vol. 54, No. 4: 48-54 Dec 91

NOEL, Rita Thomas
My favorite assignment - international training manual. ABC Bul, Vol. 55, No. 1: 26-28 Mr 92

NOLL, Cheryl L.

NONIS, Sarah A., et al.
The strategic decision framework: effect on students' business ethics. JEB, Vol. 67, No. 2: 74-79 Nov/Dec 91

NORD, G. Daryl, et al.
Telecommunications technology management in major U.S. corporations. JCIS, Vol. 32, No. 2: 11-14 Winter 91-92

NORD, Jeretta Horn et al.
Telecommunications technology management in major U.S. corporations. JCIS, Vol. 32, No. 2: 11-14 Winter 91-92

NORD, Kristin
Extend the boundaries of your brain power. OffSys, Vol. 10, No. 2: 42-43 Feb 92

NORMAN, Ronald J. and David J. Jankowski
Computer-aided software engineering (CASE) technology in the information systems curriculum: current practice. JCIS, Vol. 32, No. 3: 6-14 Spring 92

NORRIS, Daniel M.
The visiting professorship in MIS. JCIS, Vol. 33, No. 1: 18-22 Fall 92

NORRIS, Debbie C.
An assessment of the OSRA model office systems curriculum based upon Mississippi office systems managers' perceptions. The University of Mississippi, Doctoral dissertation 1990

NORTON, Curtis and Kurt Reding
Predicting success in collegiate accounting courses. JEB, Vol. 67, No. 5: 314-316 My/Au 92

NOTARANTONIO, Elaine M.

NOURIE, Barbara L.
Ten truths about teaching. Clearinghs, Vol. 65, No. 5: 265-268 My/Au 92

NUSSER, Dennis W.
Properly designed work stations pay dividends. Office, Vol. 115, No. 2: 26-292 Feb 92

O'BRIEN, James A. and Gerry L. Bedore

O'CONNOR, Patrick J.
Managing those facsimile costs. Office, Vol. 115, No. 3: 68, 77, 88 Mr 92

O'DELL, John A., et al.
AIDS-related knowledge, attitudes, and beliefs of learning disabled, gifted and average students. Clearinghs, Vol. 65, No. 6: 358-362 Ji/Aug 92

O'HARE, Sharon L.
--and William C. Wood
A spreadsheet model for teaching regression analysis. JEB, Vol. 67, No. 4: 233-237 Mr/Ap 92
--and other authors

O'NEIL, Sharon Lund
--and Maryann Pringle
--and B. June Schmidt
The teacher as facilitator of the hidden curriculum. NBEA Yrbk, No. 30: 21-30 92
O'NEILL, Tony C.
Aren't you done with school yet? JCR, Vol. 53, No. 4: 32 Feb 92

OBARSIU, Mark
Computerized training needs of personnel in marketing occupations. University of Minnesota, Master's thesis 1991

OBER, Dixie A.

OBER, Scot
Microwriting: a guidance approach to developing business writing skills. ABC Bull, Vol. 55, No. 1: 42-46 Mr 92

ODGERS, Pattie
Practical office skills for the 1990s. ABEAJ, Vol. 2, No. 1: 35-39 Spring 92

OGBUEHI, Alphonso, et al.
Maccoby's head/heart traits: marketing versus accounting students. JEB, Vol. 67, No. 6: 371-376 Jul/Aug 92

OGLESBY, Marilyn S. and Barbara E. Kemmerer
A model for multicultural communication for the 1990's: think locally-act globally. ABC Proc, 205-216 91

OKONKWO, Patrick A. and G. Dean Kortge
Linking marketing strategy to new-product development. JEB, Vol. 68, No. 1: 21-26 Sep/Oct 92

OLFMAN, Lorne and Robert L. Hurt
The effects of computer-assisted instruction on anxiety in first-year undergraduate accounting students. DPE Proc, 67-73 92

OLIVER, J. Dale, et al.
An analysis of undergraduate coursework completed by prospective business teachers. DPE Proc, 9-12 92

OLSEN, Janet L.
Review of literature on word processing in the composition process. University of Minnesota, Master's thesis 1991

OLSEN, Rita B.
Hidden agendas for reading skills. NBEA Yrbk, No. 30: 31-35 92

OLUSOJI, Franklin Atiloye
Assessment of the effectiveness of hand-held calculators to develop basic mathematics skills in fourth and sixth grades in an urban school. Lehman College, CUNY, Master's thesis 1991

ORCUTT, Charlotte and Colleen M. Drury
I wish I'd reported it. JCR, Vol. 53, No. 5: 43 Mr 92

ORNSTEIN, Allan C.
Essay tests: use, development, and grading. Clearinghs, Vol. 65, No. 3: 175-177 Ja/Feb 92

ORNSTEIN, Allan C.

ORP, Patricia
Factors and perceptions that influence supervisor support staff development programs. Southern Illinois Univ. at Carbondale, Master's thesis 1991

ORR, Claudia, et al.

OSTROSKY, Anthony L. and J. Lon Carlson

OSWALT, Beverly

---and Carla J. Barber
Desktop publishing design and layout. TBEAJ, Vol. 1, No. 1: 11-14 Spring 92

OWNBY, Arnola C.
---and Heidi R. Perceault
Effects of collaborative and independent writing on student attitudes toward writing and instructor's effectiveness. NABTE Rev, No. 19: 31-35 92

---and Karon L. Cunningham

OXNER, Thomas H., et al.
Women's salaries in internal auditing: the glass ceiling has not been shattered. SBR, Vol. 2, No. 2: 49-57 Fall 92

PACE, R. Wayne, et al.
The relationship between thinking mode and employee effectiveness: some preliminary findings. ABC Proc, 73-79 91

PACK, Gary
PAGEL, Larry G. and Larry R. Honl
What topics need to be in business communication classes—what and how much? LBEJ, Vol. 2, No. 1: 45-53 Spring 92

PAIGE, Eloise
Effect of participation in cooperative education on attendance, retention, and achievement. Lehman College, CUNY, Master's thesis 1991

PAKSOY, Christie H., et al.
Assessing university students' ethical behavior relative to computer viruses. JCIS, Vol. 33, No. 1: 65-70 Fall 92

PALCHINSKY-MAGENNIS, Jo

PALMER, Janet J.
Internationalizing business education. NJ BE Obs, Vol. 63: 51-54 90-91

PALMER, Janet J.

PALMER, Leslie, et al.
technological excellence: time required and compensation received. DPE Proc, 147-153 92

PALMER, Teresa and Jean Grever
Thailand, a newly industrializing country, faces major challenges. ISBE News, Vol. 22, No. 1: 5 Fall 91

PANKO, Raymond R.
The office workforce: a structural analysis. OSR J, Vol. 10, No. 2: 3-20 Spring 92

PAPA, Michael J. and Wendy H. Papa

PAPA, Wendy H. and Michael J. Papa

PARE, Guy and Louis Raymond
Measurement of information technology sophistication in small manufacturing businesses. IRMJ, Vol. 5, No. 2: 4-16 Spring 92

PARKER, Marilyn

PARKER, R. Stephen, et al.
Does research enhance or inhibit teaching?—an exploratory study. JEB, Vol. 68, No. 2: 79-83 Nov/Dec 92

PARMLEY, Janice E., et al.
Computer use in required business statistics courses at AACSB member schools. JEB, Vol. 67, No. 4: 210-213 Mr/Ap 92

PARNELL, Dale
Every student a winner. Voc Ed J, Vol. 67, No. 4: 24-26, 52 Ap 92

PAROY, Andre

PARRY, Linda E., et al.
Disability disclosure in employment communication: what human resource managers advise. DPE Proc, 53-57 92

PARSEGIAN, Elsa V. and Ray L. Ross

PASKALACQUA, Daniel H.
Over their heads: transparencies help students comprehend and master concepts. Bal Sheet, Vol. 73, No. 4: 26 Mr/Ap 92

PAS, Kenneth, et al.
Sasin simulation: putting management communication concepts and skills to work. ABC Proc, 219-227 91

PARKER, Daniel, et al.
Applying exchange theory to the management information systems department. JCIS, Vol. 33, No. 1: 31-36 Fall 92
137

** Postal changes and mailroom management. Office, Vol. 115, No. 1: 41 Ja 92

--and J. Warren Burke

The modern mailroom and corporate needs. Office, Vol. 115, No. 3: 42, 44 Mr 92

PAYNE, Richard M.

Business papers: the time to recycle is now. Office, Vol. 115, No. 4: 28-30 Ap 92

PAYNE, Stephen L. and Robert A. Giacalone


PEACHe, Walter, et al.


PEARCE, C. Glenn

Classroom speaking techniques that help students listen better. ABC Bul, Vol. 54, No. 4: 80-81 Dec 91

PEARSON, Olen R.

Give that old pc a new lease on life. Office, Vol. 115, No. 2: 14, 16 Feb 92

PEMBERTON, J. Michael

ARMA international's code of professional responsibility. ARMA Qtrly, Vol. 26, No. 3: 42, 44-45, 52 JI 92

** Recruitment to the profession: a key to developing the records management field. AMAR Qtrly, Vol. 26, No. 1: 46, 48-49 Ja 92

** The importance of theory and research to records and information management. ARMA Qtrly, Vol. 26, No. 2: 46, 48-49, 58 Ap 92

** Will the real CIO please stand up? ARMA Qtrly, Vol. 26, No. 4: 40. 42-45 Oct 92

PENKETHMAN, Douglas S., et al.

An effective process for handling serious disciplinary cases. Clearinghs, Vol. 65, No. 3: 165-166 Ja/ Feb 92

PENKETHMAN, Robert H.

--and other authors

A successful overseas exchange program. Clearinghs, Vol. 65, No. 6: 340-341 JI/Aug 92

** --and other authors

An effective process for handling serious disciplinary cases. Clearinghs, Vol. 65, No. 3: 165-166 Ja/ Feb 92

PENN, Ira A.

The secret of office productivity. ARMA Qtrly, Vol. 26, No. 1: 20-21, 58 Ja 92

PERKINS, W. E.


PERREault, Heidi R.

The impact of voice mail on communications. TBEA J, Vol. 1, No. 1: 15-17 Spring 92

--and Duane R. Moses

A comparison to face-to-face and groupware meeting approaches on a collaborative writing project. DPE J, Vol. 34, No. 4: 151-166 Fall 92

--and Arnola C. Ownby

Effects of collaborative and independent writing on student attitudes toward writing and instructor’s effectiveness. NABTE Rev, No. 19: 31-35 92

PERRY, Elizabeth and Guy Law

Sorting parallel columns with block protect. WP Mag, 27, 29, 31 Ju 92

PERVAN, Graham P.


PETERS, Dorothy L. and Lillian H. Chaney


PETERSON, Billee

Your civic duty: communicating with members of the legislature. N & Q, Vol. 17, No. 1: 8-10 Spring 92

PETERSON, Dane and Chung S. Kim

The introductory computer course: business majors' perceived importance of topics. JEB, Vol. 67, No. 6: 361-365 JI/Aug 92

PETERSON, Norris A.

The high school economics course and its impact on economic knowledge. J Econ Ed, Vol. 23, No. 1: 5-16 Winter 92

PETRICK, Joseph A.

Organizational ethics development: implications for human resource professionals. JEB, Vol. 67, No. 6: 330-334 JI/Aug 92

PETRIE, Thomas A. and Gary N. Hartzell

The principal and discipline: working with school structures, teachers, and students. Clearinghs, Vol. 65, No. 6: 376-380 JI/Aug 92

PETROCCHI, Linda

Dealing with difficult people. Sec, Vol. 52, No. 3: 12-14 Mr 92

PFIFFNER, Pamela

Color publishing. Publish, Vol. 7, No. 6: 67-70, 72, 74, 76 Ju 92

**
Hey, hey, it's the Monkees. Publish, Vol. 7, No. 3: 50-51 Mr 92

--and other authors
Time for a change. Publish, Vol. 7, No. 9: 14-23 Sep 92

PFISTER, Guenter G.


PHILLIPS, Eva M.
Comparison of effectiveness of two in-house corporate training methods for teaching microcomputer skills to employees. OSRA Proc, Vol. 11: 147-159 92

PHILLIPS, John T., Jr.
Electronic forms software. ARMA Qtrly, Vol. 26, No. 1: 40, 44-45 Ja 92

Electronic junk mail. ARMA Qtrly, Vol. 26, No. 3: 38, 40-41, 52, 60 Jl 92

Managing project records. ARMA Qtrly, Vol. 26, No. 4: 36, 38-39 Oct 92

Outsourcing high tech services. ARMA Qtrly, Vol. 26, No. 2: 40, 42-44 Ap 92

PHILLIPS, Mary Ellen

PIERSON, J. K.


PIETTE, Michael J. and Kevin L. Ross

PIGFORD, Aretha B.
Solving the at-risk problem: healthy schools can make the difference. Clearinghs, Vol. 65, No. 3: 156-158 Ja/Feb 92

PILLSBURY, Ceil Moran
A curriculum format to meet the AICPA 150-hour requirement. JEB, Vol. 67, No. 3: 172-176 Ja/Feb 92

PINT, John J.
Documentos en espanol? si si si! WP Mag, Vol. 4, No. 8: 59-61 Sep 92

PITONYAK, Denise, et al.
Customizing and implementing training evaluation. PIQ, Vol. 5, No. 4: 53-75 92

PLATNER, Aletha Jo
The secondary school office technology course in Southwest Missouri. Southwest Missouri State University, Master's thesis 1991

PLOTNICKI, John, et al.
A survey of faculty attitudes toward personal computer software copying. J CIS, Vol. 32, No. 4: 47-52 Summer 92

PLUMMER, Kecia H., et al.
The development and evaluation of a job aid to support mobile subscriber radio-telephone terminal (MSRT). PIQ, Vol. 5, No. 1: 90-105 92

POHL, Norval F., et al.
The AIDS epidemic: business schools' response. JEB, Vol. 67, No. 5: 300-305 My/Ju 92

POLIFRONE, Anthony F.
Good news for buyers: copiers are improving. Office, Vol. 115, No. 1: 43 Ja 92

POLKINGHORNE, Stuart, et al.
Simulations: selection and development. PIQ, Vol. 5, No. 2: 47-64 92

POLLARD, Constance
A framework for teaching telecommunications concepts and skills. DPE INSTR, Vol. 8, No. 5: 1-4 Sep 92

An evaluation of interactive videodisc as an instructional strategy for teaching a word processing program. University of Nebraska-Lincoln, Doctoral dissertation 1990

--and Donna L. Kizzier

--and Donna L. Kizzier
A research agenda for studying technologically mediated instructional strategies in business and education. DPE Proc, 117-125 92

POOLE, Vicki A. and Donald K. Zahn
Education and work partnerships. NBEA Yrbk, No. 30: 183-195 92

PORTER, Tod S. and Teresa M. Riley
CAI in economics: what happened to the revolution? J Econ Ed, Vol. 23, No. 4: 374-378 Fall 92

POTTLE, Jean L.

POWELL, John E., et al.
Introducing expert systems into the business school
POWLEY, Roger, et al.
Simulations: selection and development. PIQ, Vol. 5, No. 2: 47-64 92

POWTONG, Rochelle, et al.
Satir simulation: putting management communication concepts and skills to work. ABC Proc, 219-227 91

PRASAD, V. Kanti and Rajshekhar G. Javalgi
Understanding needs and concerns of the elderly regarding Medicare health maintenance organizations. J Cons Aff, Vol. 26, No. 1: 47-68 Summer 92

PREBLE, John F.

PRESTON, Nancy R.
ERIC research abstracts. PIQ, Vol. 5, No. 4: 89-96 92

PRICE, Richard L. and Harry J. Murvin

PRICE, Sandra F., et al.
A strategy for teaching critical-thinking skills in business communication. ABC Bul, Vol. 55, No. 3: 20-22 Sep 92

PRIGGE, Lila L. and Charles M. Ray
Social and personality development. NBEA Yrbk, No. 30: 145-158 92

PRINGLE, Maryann and Sharon Lund O'Neil

PROCTOR, Larry M. and Richard W. Sherman
An overlooked teaching tool: the analytically adjusted debt-to-equity ratio. JEB, Vol. 67, No. 6: 342-348 Jul/Aug 92

PUDICHERY, Joseph P.

QUDDUS, Munir
Changing perceptions of American graduate education in economics. J Econ Ed, Vol. 23, No. 4: 357-361 Fall 92
RAVILE, Stephen E.
Calling cards facilitate global communication. Sec, Vol. 52, No. 5: 13-14 My 92

RAY, Charles M.
**
--and Janet J. Palmer
**
--and Lila L. Prigge
Social and personality development. NBEA Yrbk, No. 30: 145-158 92
**
--and other authors
Human resource managers’ perceptions regarding criteria for employment of business graduates. ABC Proc, 229-240 91

RAY, Russ and Alan S. Levitan
Personal and institutional characteristics affecting research productivity of academic accountants. JEB, Vol. 67, No. 6: 335-341 Jl/Aug 92

RAYMOND, Bruce C. and James R. Gross
Microcomputer support of educational objectives in POM education. JEB, Vol. 68, No. 1: 49-54 Sep/Oct 92

RAYMOND, John
Add-on faxboards give pc-to-fax market a boost. Office, Vol. 116, No. 3: 28, 30 Sep 92
**
**

RAYMOND, Louis and Guy Pare
Measurement of information technology sophistication in small manufacturing businesses. IRMJ, Vol. 5, No. 2: 4-16 Spring 92

REDDING, Kurt and Curtis Norton
Predicting success in collegiate accounting courses. JEB, Vol. 67, No. 5: 314-316 My/Ju 92

REED, Daisy F. and Sheary D. Johnson
Using media and models to motivate high school students. Clearinghs, Vol. 65, No. 4: 225-228 Mr/Ap 92

REED, Marlene M., et al.
How well are we supporting teaching in the business school? DPE J, Vol. 34, No. 3: 114-122 Summer 92

REES, Janey, et al.
Implementing quality management. SIEC Rev, No. 120: 21-24 Nov 92

REGLIN, Gary and John Amen
High school seniors tell why they are "stressed out." Clearinghs, Vol. 66, No. 1: 27-29 Sep/Oct 92

REHR, Darryl C.

REIBER, William B.

REICH, Robert V., et al.
The domain of MIS: how are the boundaries of the MIS discipline established? JCIS, Vol. 33, No. 1: 52-55 Fall 92

Knowledge and attitudes of management students toward software piracy. JCIS, Vol. 33, No. 1: 46-51 Fall 92

REIFLER, Kevin
News bureau opens with bi-coastal CIC introductions. JCR, Vol. 53, No. 3: 40-41 Ja 92

REINSCH, N. Lamar, Jr.
Book review: Father, son & co.: my life at IBM and beyond by Thomas J. Watson, Jr. and Peter Petre. J Bus Com, Vol. 28, No. 4: 389-390 Fall 91
**
Editorial: what is business communication? J Bus Com, Vol. 28, No. 4: 305-310 Fall 91
**
--and Monty L. Lynn

REISENAUER, Kevin
A one-semester entrepreneurship curriculum designed for North Dakota secondary program. The University of North Dakota, Master’s thesis 1991

REISING, Robert W., et al.
Factors affecting minority education and rural economic development. Clearinghs, Vol. 65, No. 5: 298-301 My/Ju 92

RENICK, Patricia R.

REYNOLDS, Jim and Martin Gerstein

REYNOLDS, Rick
Bleeding edge. Publish, Vol. 7, No. 9: 97 Sep 92
**
The CJ-10: Canon’s triple threat. Publish, Vol. 7, No. 11: 82-83 Nov 92
**
**Business Education Index**

- Jake Widman

RHEINGOLD, Howard
  I want to turn you on-line. Publish, Vol. 7, No. 2: 40, 42 Feb 92
  **
  Minding your manners on-line. Publish, Vol. 7, No. 3: 36, 38 Mr 92
  **
  Multimedia: our modern day bard. Publish, Vol. 7, No. 1: 36, 38, 40 Ja 92
  **
  The fable of the pebble and the pond. Publish, Vol. 7, No. 5: 38, 40 My 92
  **

RHEIGOLD, Howard
  Want to turn you on-line. Publish, Vol. 7, No. 2: 40, 42 Feb 92

RHODES, Cheryl
  - and Tony Bove
  CD audio dynamite. Publish, Vol. 7, No. 8: 42, 44 Aug 92
  **
  - and Tony Bove
  Come together: from DTP to DTV. Publish, Vol. 7, No. 6: 38, 40 Ju 92

RIBBERS, Pieter M.
  Strategic vision, globalization, and the office systems. OSRA Proc, Vol. 11: 2-15 92

RICE, Richard and Lucien Ellington
  International experiences for educators: a study tour to Japan. Clearings, Vol. 65, No. 3: 183-185 Ja/Feb 92

RICHARDS, Carolyn A.
  The critical need for listening skills and the role of the business teacher in developing such skills. Southwest Missouri State University, Master's thesis 1991

RICHARDS, Jef I, and John H. Murphy

RICHARDS, Tom and Richard Yellen
  Quality in information systems education: do alumni perceive that corporate input is beneficial? J CIS, Vol. 32, No. 3: 24-28 Spring 92

RICHARDSON, Peter, et al.
  Does research enhance or inhibit teaching?--an exploratory study. JEB, Vol. 68, No. 2: 79-83 Nov/Dec 92

RICHERSON, Virginia
  - and Christy Bruce
  Mainstreaming the visually impaired student into a business education classroom. KBEA J, 7-8 Spring 92
  **
  -- and Kenneth Sutrick
  The relationship between scores on a diagnostic writing skills test and success in a basic business communication course. ABC Bul, Vol. 55, No. 3: 102-107 Sep 92
  **
  -- and other authors
  A national study of middle managers' assessment of organization communication quality. J Bus Com, Vol. 28, No. 4: 348-365 Fall 91

RIEBER, Lloyd J.
  The role of cooperative writing in the business communication classroom: a research direction for the 1990's. ABC Bul, Vol. 55, No. 2: 32-34 Ju 92

RILEY, James D.

RILEY, Teresa M. and Tod S. Porter
  CAI in economics: what happened to the revolution? J Econ Ed, Vol. 23, No. 4: 374-378 Fall 92

RISTAU, Robert A.

RIZMAN, Stanley
  Total access courtroom unveiled in New Jersey. JCR, Vol. 54, No. 2: 36-37, 39 Dec 92

ROACH, Terry D. and Vanessa D. Arnold
  Organizational behavior: coping with difficult co-workers. JEB, Vol. 67, No. 3: 160-163 Ja/Feb 92

ROBBINS, Stephanie S., et al.
  Assessing university students' ethical behavior relative to computer viruses. JCIS, Vol. 33, No. 1: 65-70 Fall 92

ROBEK, Mary, et al.
  Teaching about telecommunication. SIEC Rev, No. 120: 37-40 Nov 92

ROBLES, Marcel Marie
  An analysis of computer usage in Girl Scout councils in the tri-state area. The University of North Dakota, Master's thesis 1991

ROBSON, Gary
  Practical ASCII. JCR, Vol. 53, No. 9: 28-29 JI 92

ROCKAFELLOW, Deborah S.

RODERICK, Joan C. and Herbert M. Jellie
  An innovative method for teaching resume design. ABC Bul, Vol. 55, No. 2: 1-4 Ju 92

ROGERS, Betty S.
  Where are they? The search for higher education
faculty at colleges and universities. NABTE Rev, No. 19: 16-19 92-93

ROGERS, Hudson P., et al.
Maccoby's head/heart traits: marketing versus accounting students. JEB, Vol. 67, No. 6: 371-376 Aug 92

ROGNER, Benjamin M.
Mining a golden opportunity. JCR, Vol. 53, No. 8: 40-41 Ju 92

ROHRBOUGH, Linda Houser
Double duty with DrawPerfect. WP Mag, 60-62 Feb 92

ROHRER, Sarah K.
Case study: the need to define the major in terms of today's job market the process of curricular change. OSRA Proc, Vol. 11: 132-146 92

RONEY, Michael
Tracking the workgroup. Publish, Vol. 7, No. 9: 64, 66, 68, 70, 72 Sep 92

RONQUILLO, Anna
Impact of the Olympic games on Catalonia. ISBE News, Vol. 23, No. 1: 5-8 Fall 92

RONQUILLO, Anna and Ester Subira
Impact of the Olympic games on Catalonia. SIEC Rev, No. 120: 16-19 Nov 92

ROSENBERG, Donald L. and Kenneth J. Smith
Inventory audit risk minimization and use of specialists. SBR, Vol. 1, No. 1: 53-68 Spring 91

ROSENTHAL, Steve
Author! Author! Publish, Vol. 7, No. 9: 54, 56, 58, 60 Sep 92

ROSS, Dianne and Al Williams
The status of business communication and technology: a bibliography. ABC Bul, Vol. 55, No. 4: 45-47 Dec 92

ROSS, Dorene D. and Elizabeth Bondy
Micro-political competence: how teachers can change the status quo. Clearinghs, Vol. 66, No. 1: 10-14 Sep/Oct 92

ROSS, Kevin L. and Michael J. Piette

ROSS, Ray L. and Elsa V. Parsegian

ROTHWELL, William J., et al.
Issues and practices in management job rotation program as perceived by HRD professionals. PIQ, Vol. 5, No. 1: 49-69 92

ROWE, Fred A., et al.
Can personality-type instruments profile majors in management programs? JEB, Vol. 68, No. 1: 10-14 Sep/Oct 92

ROWE, Joyce M.
High-tech training issues in developing third-world nations. JCIS, Vol. 32, No. 2: 32-37 Winter 91-92

ROWE, Robert N.
Homosexual teachers in the classroom: the debate continues. Clearinghs, Vol. 65, No. 2: 72 Nov-Dec 91

ROWH, Mark
Accessories provide improved efficiency, security and maintenance for computers. OffSys, Vol. 9, No. 12: 28, 30 Dec 92

ROWLAND, Gordon
RUBENSON, George C.
Helping students evaluate management alternatives: the debate. JEB, Vol. 67, No. 5: 287-290 My/Ju 92

RUCKER, Jim
Teaching elementary students to keyboard. Kan Bus Tchr, Vol. 46, No. 1: 7-9 Fall 92

RUCKS, Andrew C., et al.
How well are we supporting teaching in the business school? DPE J, Vol. 34, No. 3: 114-122 Summer 92

RUEHL, Kenneth

RUHL, Max and Michael Graham

RUHLAND, Sheila K.

RUTHERFORD, LeAne H., et al.
Disability disclosure in employment communication: what human resource managers advise. DPE Proc, 53-57 92

RUTLEDGE, Daniel

SABER, M. A.

SABO, Sandy
Making the milestones. Sec, Vol. 52, No. 6: 24-28 Ju/I 92
** PSI celebrates 50 years of progress. Sec, Vol. 52, No. 6: 15-23 Ju/I 92

SACCO, Samuel R.
** Today’s temporary-help employees are essential to business. OffSys, Vol. 9, No. 10: 52, 54, 56 Oct 92

SADLER, Wendell C.

SAIEDIAN, Hossein, et al.
On challenges of reverse engineering for large software systems. JCIS, Vol. 33, No. 1: 37-40 Fall 92

SANACORE, Joseph and Al Alio

SANCHEZ, Dorothy Ann

SANDERS, Corazon
Characteristics of computer training for lawyers and office support staff in selected Illinois legal offices. Southern Illinois Univ. at Carbondale, Master’s thesis 1991

SANDERS, M. G., et al.
The development and evaluation of a job aid to support mobile subscriber radio-telephone terminal (MSRT). PIQ, Vol. 5, No. 1: 90-105 92

SANYAL, Rajib N. and Joao S. Neves
“I’d like to work in the UK.” “Why not in China?” Factors influencing choice of overseas assignments. ABC Proc, 133-141 91

SAPRE, Padmakar M.
Management in India: changing scenario. ISBE News, Vol. 23, No. 1: 1, 4-5 Fall 92

SARASWAT, Satya Prakash
Telecommunications technology and the competitive advantage: an organizational perspective. JCIS, Vol. 32, No. 2: 2-5 Winter 91-92
** –and John T. Gorgone
Teaching business data communications: a project oriented approach. J CIS, Vol. 32, No. 4: 29-34 Summer 92

SAUER, Michael
European telecom and U.S. business. Office, Vol. 116, No. 3: 10, 14, 16-17 Sep 92

SAUNDERS, Carol
—and Jack William Jones
Organizational factors affecting the evaluation of information systems performance. IRMJ, Vol. 5, No. 4: 5-21 Fall 92

--- and Sharon Clark

EDI adoption and implementation: a focus on interorganizational linkages. IRMJ, Vol. 5, No. 1: 9-19 Winter 92

SAVIDGE, Tracy Fellin
Meet Evelyne Thompson CPS. Sec, Vol. 52, No. 8: 9-11 Oct 92

SAWYER, Joe E. and H. Dalton Drennan
Characteristics of learning and associated outcomes. NBEA Yrbk, No. 30: 100-106 92

SAWYER, Olukemi O., et al.
Factors that influence business students' attitudes toward the mommy track concept for women managers. SBR, Vol. 2, No. 2: 59-72 Fall 92

SCAFFI, Fiora F.

--- Accessories are making offices more user friendly. OffSys, Vol. 9, No. 8: 39, 41-42 Aug 92

--- Office furniture is now both functional and comfortable. OffSys, Vol. 9, No. 5: 14-16, 18 My 92

SCAGLIONE, Janet

--- The effect of special composition drills and activities on secondary students' selection of the typewriter keyboard for composition. DPE J, Vol. 34, No. 1: 38-48 Winter 92

SCHAEFER, Carl J.
Advisory committees and quality control. Voc Ed J, Vol. 67, No. 3: 62 Mr 92

SCHAFER, John C.
Work attitudes of business teacher educators in National Association for Business Teacher Education institutions and non-National Association for Business Teacher Education institutions. University of Missouri-Columbia, Doctoral dissertation 1991

--- and Lonnie J. Echternacht

--- and Jo Behymer
Cross purposes. Voc Ed J, Vol. 67, No. 5: 36-37, 47 My 92

--- and Lonnie J. Echternacht
Work attitudes of business teacher educators in NABTE and non-NABTE institutions. NABTE Rev, No. 15: 13-15 92

SCHANTZ, Herbert F.

SCHANTZ, James E.

SCHIFFER, Judith
My favorite assignment – using collaborative writing groups to teach analysis of an RFP. ABC Bul, Vol. 55, No. 2: 26-28 Ju 92

SCHIEBER, H. J.
Open-ended cases and collaborative learning in the business communication course. ABC Bul, Vol. 54, No. 4: 60-64 Dec 91

--- and Peter J. Hager
Simulating the corporate strategic planning function in the business communication curriculum. ABC Bul, Vol. 55, No. 3: 46-48 Sep 92

SCHILL, Douglas W., et al.
Factors affecting minority education and rural economic development. Clearings, Vol. 65, No. 5: 298-301 My/Ju 92

SCHIFF, Debra
Murder, she scoped. JCR, Vol. 54, No. 2: 49 Dec 92

SCHLESSINGER, Reva V.
Training for transition to desktop publishing. Office, Vol. 116, No. 5: 60-61 Nov 92

SCHLIEFER, Jacqueline M.
Selected characteristics affecting the collaborative writing of Administrative Management Society members in Iowa, Kansas, Missouri, and Nebraska. University of Nebraska-Lincoln, Doctoral dissertation 1991

--- Selected characteristics affecting the collaborative writing of Administrative Management Society members in Iowa, Kansas, Missouri, and Nebraska. DPE Proc, 131-134 92

SCHMAL, Jim
Under pressure. Publish, Vol. 7, No. 5: 76-78, 80, 82, 84 My 92

SCHMIDT, B. June

--- and Sharon Lund O'Neil
The teacher as facilitator of the hidden curriculum. NBEA Yrbk, No. 30: 31-30 92

--- and other authors
An analysis of undergraduate coursework completed by prospective business teachers. DPE Proc, 9-12 92
SCHUMKLER, Mark
Compact disc technology offers new distribution option. IMC J, Vol. 28, No. 5: 24-25 Sep/Oct 92

SCHNEIDER, Arnold and Neil Wilner
Evidence of auditing as a deterrent to financial reporting irregularities. Mid JB, Vol. 7, No. 1: 24-28 Spring 92

SCHOOLEY, Robert E., et al.

SCHORR, Dennis A., et al.
Survey of stress management programs in industry. SBR, Vol. 1, No. 1: 25-35 Spring 91

SCHRAMM, Robert M.
--and F. Stanford Wayne
An analysis of authorship based on number of business communication articles in six journals. NABTE Rev, No. 19: 44-48 92

--and Jolene Scriven

--and F. Stanford Wayne
Productivity rankings for institutions, departments, and individuals based on number of business communication articles in six journals. DPE J, Vol. 34, No. 1: 1-12 Winter 92

--and Donald K. Zahn
Student perception of teacher effectiveness based on teacher employment and course skill level. Bus Ed Forum, Vol. 46, No. 3: 16-18 Feb 92

SCHROEDER, Edward M.
Mr. Schroeder's wild ride: Disney honoree makes classroom a magic kingdom of learning. Voe Ed J, Vol. 67, No. 6: 28-29, 55 Sep 92

SCHROEDER, Richard G. and Gary J. Mann
Developing a decision model for the feasibility of a maquiladora operation. SBR, Vol. 2, No. 1: 51-68 Spring 92

SCHUKAR, Lainie, et al.
Opportunities for applied student research in higher education. ABC Bul, Vol. 55, No. 4: 54-59 Dec 92

SCHULTHEIS, Robert A.

SCHWEIKART, James A. and Joseph M. Larkin

SCOTT, Gloria J.
Strategies for promoting business courses in the high school. Southwest Missouri State University, Master's thesis 1991

SCOTT, James Calvert

**

Bridging the gap in postsecondary international business education. Bal Sheet, Vol. 73, No. 3: 10-11, 13-14 Ja/Feb 92

**

Languages for business purposes: some useful strategies from the United Kingdom. JEB, Vol. 67, No. 2: 95-99 Nov/Dec 91

**

Planning and implementing a sabbatical leave abroad. JEB, Vol. 67, No. 4: 238-242 Mr/Ap 92

**

The socially acceptable British business letter. ABC Proc, 175-187 91

--- and Diana J. Green
British perspectives on organizing bad-news letters: organizational patterns used by major U.K. companies. ABC Bul, Vol. 55, No. 1: 17-19 Mr 92

--- and Diana J. Green
Foreign languages and international business correspondence: perspectives for the business communities of two English-speaking nations. DPE Proc, 85-93 92

--- and Diana J. Green
International business correspondence: British practices and perspectives. ABC Proc, 159-173 91

--- and Diana J. Green

SCRIVEN, Jolene
--- and Robert M. Schramm

--- and Carl Remus Bridges

--- and other authors
A ranking of the top 75 misused similar words that business communication students confuse most often. ABC Bul, Vol. 54, No. 4: 19-25 Dec 91

--- and other authors
Vital communication skills and competencies in the workforce of the 1990s. JEB, Vol. 67, No. 3: 141-146 Ja/Feb 92

--- other authors
-and other authors

Gender and management level differences in the oral communication patterns of bank managers. J Bus Com, Vol. 29, No. 4: 343-365 92

SEATROM, Ted

User groups: another route to professionalism. JCR, Vol. 53, No. 7: 34-36 My 92

SEERS, Anson, et al.

Giving appropriate performance feedback to managers: an empirical test on content and outcomes. J Bus Com, Vol. 29, No. 4: 329-342 92

SEGARS, Albert H. and Gary F. Kohut


SEGEV, Eli and Phillip Ein-Dor


SEKELY, William S. and Vicki L. Blakney

The influence of household/buyer characteristics on shopping mode choice. SBR, Vol. 2, No. 2: 27-48 Fall 92

SETTANNI, Joseph A.

Company records are financial resources. OffSys, Vol. 9, No. 6: 50, 52-53 Ju 92

SEYMOUR, Tom

Information technology and the manager. J CIS, Vol. 32, No. 3: 35, 38 Spring 92

SHADEL, Derrick

Bridging the gap. WP Mag, 58-60 Ji 92

SHAIRER, Nancy C.

The good news. Sec, Vol. 52, No. 9: 13-14 Nov/Dec 92

SHANE-JOYCE, Marguerite P.

Business writing made simple. ABC Bul, Vol. 55, No. 4: 72-73 Dec 92

SHARKEY, Paulette Bochnig

What to tell your students about copyright. Clearinghs, Vol. 65, No. 4: 213-214 Mr/Ap 92

SHARP, William L. and Norma L. Conner

Restructuring schools: will there be a place for women? Clearinghs, Vol. 65, No. 6: 337-339 Ji/Aug 92

SHAW, Stan, et al.

Teaching study skills to students with mild handicaps: the role of the classroom teacher. Clearinghs, Vol. 65, No. 5: 280-284 My/Ju 92

SHEA, Thomas C., et al.


SHEARNS, Carol R.

Print your own postcards. WP Mag, 65, 67-68 Ji 92

SHEEHAN, Christopher J.

Buy a copier as you would an investment. Office Vol. 115, No. 4: 44-45 Ap 92

**


**

Mobile files add to capacity, cut costs. Office, Vol. 116, No. 4: 14, 16 Oct 92

**


SHED, Cyndcy

Managing your writing. Mgt World, Vol. 20, No. 1: 11 Winter 92
SHIN, Tai S., et al.
The control phase of the capital budgeting process: post-completion audits. SBR, Vol. 1, No. 2: 75-83 Fall 91

SHIREMAN, Annette

SHORE, Barry

SHORTER, Jack Dean, et al.
The pc local area network: the results & analysis of three studies. JCIS, Vol. 32, No. 2: 38-45 Winter 91-92

SHUBIN, Miriam
Studies cite need to improve workplace literacy skills. Sec, Vol. 52, No. 3: 21-23 Mr 92

SHUFELDT, Lois M., et al.
Computer use in required business statistics courses at AACSB member schools. JEB, Vol. 67, No. 4: 210-213 Mr/Ap 92

SHULTS, Dawn E.
A need for preparation beyond ... Kan Bus Tchr, Vol. 46, No. 1: 4-6 Fall 92

SHUSHAN, Ronnie
Getting the picture. Publish, Vol. 7, No. 5: 60-65, 68 My 92
**
—and Don Wright
Big ideas on small budgets. Publish, Vol. 7, No. 2: 36-38 Feb 92
**
—and Don Wright
**
—and Don Wright
Go buy the book. Publish, Vol. 7, No. 3: 30, 32, 34 Mr 92
**
—and Don Wright
Lessons learned. Publish, Vol. 7, No. 4: 38, 40 Ap 92
**
—and Don Wright
Mixing typefaces: beyond the ransom note. Publish, Vol. 7, No. 5: 34, 36 My 92
**
—and Don Wright
Out at the new old-fashioned ballpark. Publish, Vol. 7, No. 8: 38-40 Aug 92
**
—and Don Wright
Unlock your mind. Publish, Vol. 7, No. 6: 34, 36 Ju 92

SIEGEL, David
Digital mastery. Publish, Vol. 7, No. 5: 42, 44, 46 My 92

SIEGEL, Gerald and Brian J. Furio
Predicting success in the introductory business communication course. ABC Proc, 13-18 91

SIEGEL, Philip H.
—and Surenda P. Agrawal
Introduction to accounting: an experiment in experiential learning theory. SBR, Vol. 1, No. 2: 99-118 Fall 91
**
—and other authors

SIEGFRIED, John J. and Benu Bidani

SILVERSTONE, Stuart, et al.
Time for a change. Publish, Vol. 7, No. 9: 14-23 Sep 92

SIMKIN, Mark G.
The case for writing assignments in computer education. JCIS, Vol. 32, No. 2: 15-19 Winter 91-92
**
—and George A. Marcoulides
Evaluating student papers: the case for peer review. JEB, Vol. 67, No. 2: 80-83 Nov/Dec 91

SIMMONS, Marcia
Dream a real-time dream with me. JCR, Vol. 53, No. 7: 42-43 My 92

SIMON, Judith C. and Linda G. McGrew

SIMONOFF, Warren
Court ing catastrophe. JCR, Vol. 53, No. 4: 66-68 Feb 92

SIMPSON, Kawanna, et al.
Just the fax ma'am. KBFA 1, 17-19 Spring 92

SIMPSON, Ronald D.
**

SINS, Brenda R. and Stephen Guice
SINDELAR, Nancy and Mary Ann Blank

SINK, Clay V. and Sanjiv Dugal
Education for employment. NBEA Yrbk, No. 30: 159-166 92

SISAYE, Scieishi

SITTERLY, Connie
Understanding what the boss wants. Sec, Vol. 52, No. 2: 16 Feb 92

SIVASANKARAN, Tarnacad

SKILLMAN, Juanita M.
A pr plan for records managers. ARMA Qtrly, Vol. 26, No. 3: 30-31, 37 Ji 92

SKUPSKY, Donald S.
Legal requirements for records prepared for internal investigations and audits. ARMA Qtrly, Vol. 26, No. 2: 34, 36-38, 44 Ap 92
**
Legal requirements for records retention when litigation is foreseeable. ARMA Qtrly, Vol. 26, No. 1: 36, 38-39, 59 Ja 92
**
The best evidence rule is dead ... except in the mind of the law! ARMA Qtrly, Vol. 26, No. 3: 32, 34-36 Ji 92

SLEEZER, Catherine M.
**
—and other authors
Customizing and implementing training evaluation. PIQ, Vol. 5, No. 4: 55-75 92

SLOCOMBE, Thomas E., et al.
Sophisticated information processing technology: its relationship with an organization’s environment structure, and culture. IRMJ, Vol. 5, No. 4: 23-31 Fall 92

SLONAKER, William M., et al.
Ohio study looks at workplace discrimination. Sec, Vol. 52, No. 7: 17-19 Aug/Sep 92

SMALL-SOLOWAY, Cathy L.
Access to skills: keyboarding for students with disabilities. Bal Sheet, Vol. 73, No. 2: 12-14 Winter 91

SMART, Denise T.

SMELTZER, Larry R.

SMITH, Douglas C.
A description of classroom interaction and gender disparity in secondary business education instruction. DPE J, Vol. 34, No. 4: 183-193 Fall 92
**
Resumes, application letters, and interview behavior: feedback to students. KBEA J, 9-11 Spring 92

A strategy for teaching critical-thinking skills in business communication. ABC Bul, Vol. 55, No. 3: 20-22 Sep 92

SMITH, Foster and William Kolberg
Our unsung Olympic hero. Voc Ed J, Vol. 67, No. 5: 54 My 92

SMITH, Harold T.
Local area network user satisfaction: comparison of an organization with low satisfaction with fourteen other organizations. OSRA Proc, Vol. 11: 59-87 92

SMITH, Kenneth J. and Donald L. Rosenberg
Inventory audit risk minimization and use of specialists. SBR, Vol. 1, No. 1: 53-68 Spring 91

SMITH, Lois

SMITH, Maggy
Student-researchers in business communication: using primary research to teach students about the workplace. ABC Bul, Vol. 5., No. 3: 23-25 Sep 92

SMITH, Marcia M.
A study of high school business law course objectives and content in the state of Washington. Central Washington University, Master's thesis 1991

SMITH, Robert D. and Karen Ketler

SMITH, Ronald E.
Secretaries as producers of texts. ABC Bul, Vol. 55, No. 4: 70-71 Dec 92

SMITH, Royal D.
Practical advice for passing a CSR or RPR exam. JCR, Vol. 53, No. 4: 33 Feb 92
SMITH, Ruth Perry

SMITH, Taggart
Human relations in organizations: collaborative writing by beginners. ABC Bul, Vol. 55, No. 2: 29-31 Ju 92

SMITH, Yvonne Stewart, et al.
Implementing quality management. SIEC Rev, No. 120: 21-24 Nov 92

SNODGRASS, Coral
Book Review: International dimensions of information systems and technology. IRMJ, Vol. 5, No. 4: 42-43 Fall 92

SNODGRASS, Tod
Evaluating financing options. Sec, Vol. 52, No. 2: 28 Feb 92

SOAVE, Iones A.
The relationship between an accelerated program with enrichment activities and levels of motivation, achievement and self-concept of gifted seventh-grade mathematics students. Lehman College, CUNY, Master's thesis 1991

SOKOLOSKY, Valerie
Prime yourself for promotion. Sec, Vol. 52, No. 3: 24 Mr 92

SOLNICK, Sara J. and David Hemenway
Complaints and disenrollment at a health maintenance organization. J Cons Aff, Vol. 26, No. 1: 90-103 Summer 92

SPROXTON, Ralph

SRIDHARAN, Sri V., et al.
Extending cost-volume breakeven analysis to include flexibility. Mid JB, Vol. 7, No. 2: 47-54 Fall 92

STALLARD, John J.
—and other authors
A strategy for teaching critical-thinking skills in
business communication. ABC Bul, Vol. 55, No. 3: 20-22 Sep 92

Human resource managers' perceptions regarding criteria for employment of business graduates. ABC Proc, 229-240 91

STANDRING, William J. and Laraine Hawkins

STANLEY, Patricia, et al.

STANLEY, Thomas O., et al.
Risk-based commercial bank loan pricing for small business. SBK, Vol. 1, No. 1: 69-80 Spring 91

STEIGLER, C. B.
Business education on the move in the 90's. NJ BE Obs, Vol. 63: 94-97 90-91

STENBERG, Laurie and Jerry Tuchscherer

STENTO, Ruth
Simplified salaries. WP Mag, 35-36, 38 Aug 92

STEPHAN, Eric, et al.
The relationship between thinking mode and employee effectiveness: some preliminary findings. ABC Proc, 73-79 91

STERN, Bruce L., et al.
Business educators' use of conferences, journals, and textbooks. JEB, Vol. 67, No. 6: 366-370 Ji/Aug 92

STERN, Jerry L.
Card tricks. WP Mag, 37-40 My 92

STEVENS, Kathleen C., et al.

STEVENS, Kevin T., et al.

STEWART, Bob R. and Julie A. Elias
The effects of similarity and dissimilarity of student and teacher personality type on student grades. Mkt Educ J, Vol. 17: 42-51 91

STEWART, R. Wayne

STILES, Martha C., et al.

STITT-GOHDES, Wanda L. and Melinda M. Kelly
Determination of attributes of an effective business education teacher as perceived by Georgia high school business education teachers and high school business education students. DPE Proc, 41-46 92

STODDARD, Ted D. and R. DerMont Bell
An experiment to determine the impact of an intensive-editing approach on business-communication students' grammar proficiencies. ABC Proc, 3-12 91

STOECKL, Shelley J.
Making a commitment to lifelong education. Sec, Vol. 52, No. 2: 12-15 Feb 92

STOLER, Robert Dennis
Perceptions of regular education teachers toward inclusion of all handicapped students in their classrooms. Clearinghs, Vol. 66, No. 1: 60-62 Sep/Oct 92

STONE, Robert

STRATTON, Gail
Legal word processing specialists simulation. University of Minnesota, Master's thesis 1991

STRESHLY, William A. and Penny Gray
Some common sense about statewide testing programs. Clearinghs, Vol. 66, No. 1: 15-18 Sep/Oct 92

STRICKLAND, Kirk
Recording billable hours. WP Mag, 75-78 My 92

STRIEDL, Marianne
Tracking vehicle mileage. WP Mag, 65, 67-69 Ap 92

STROBER, Myra H. and Allen Cook

STRONG, Noel
The virus threat can be contained. Office, Vol. 116, No. 5: 64 Nov 92

STRUM, Samuel D. and Judith D. Ahtens
STULL, James B. and Beth Von Till
Business educators in the multicultural classroom. ISBE News, Vol. 22, No. 1: 6-8 Fall 91

STURGES, David L.
Internationalizing the business communication curriculum. ABC Bul, Vol. 55, No. 1: 30-39 Mr 92

SUBIRA, Ester
Impact of the Olympic games on Catalonia. ISBE News, Vol. 23, No. 1: 5-8 Fall 92

STURRE, Kevin J.
How to analyze, organize and implement computer output in multiple media. IMC J, Vol. 28, No. 1: 6-8 Ja 92

SUEN, Wing

SULLIVAN, Richard L.
It's a H.I.T (humor in teaching). Voc Ed J, Vol. 67, No. 3: 36-38 Mr 92

SULLIVAN, Virginia
The impact of the computer on the role of administrative support. NABTE Rev, No. 19: 23-27 Sep 92

SUMMERVILLE, John R.
Records management: a "now" kinda thing? ARMA Qtrly, Vol. 26, No. 1: 10-13 Ja 92

SURETT, Kevin J.

SUTRICK, Kenneth and Virginia Richerson
The relationship between scores on a diagnostic writing skills test and success in a basic business communication course. ABC Bul, Vol. 55, No. 3: 102-107 Sep 92

SUTTON, Kyle Diane
Profanity in schools: academic freedom and the First Amendment. Clearinghs, Vol. 65, No. 3: 146-148 Ja/Feb 92

SVENKERUD, Julie Ann and Birger Vikoren
International marketing. SIEC Rev, No. 120: 41 Nov 92

SWANSON, Jean C.
Are you communicating left or right? ABC Bul, Vol. 55, No. 3: 67-68 Sep 92

SWENSON, Michael J., et al.
The relationship between thinking mode and employee effectiveness: some preliminary findings. ABC Proc, 73-79 91

SWETNAM, Leslie A.
Media distortion of the teacher image. Clearinghs, Vol. 66, No. 1: 30-32 Sep/Oct 92

SWIFT, David L.
CD recordable builds on role of film in data processing environment. IMC J, Vol. 28, No. 2: 7-8 Mr/Ap 92

SWITZER, Susan, et al.
Study finds growing interest in desktop publishing. Sec, Vol. 52, No. 8: 18-19 Oct 92

SYKES, Kevin
Using information technology to implement strategic systems as a knowledge-based group support process. IRMJ, Vol. 5, No. 2: 17-24 Spring 92

TAFTI, Mohammed H. A.
A theoretical explanation of the evolving role of users in shaping corporate information systems. J EUC, Vol. 4, No. 4: 17-23 Fall 92

TAILLON, Marilyn
Across the tables. PIQ, Vol. 5, No. 4: 79-88 92

TALLY-FOOS, Kay, et al.

TANNA, J.
Imaging: the way forward. IMC J, Vol. 28, No. 4: 10-12 Jul/Aug 92

TANNER, John R., et al.
Management-faculty research productivity and perceived teaching effectiveness. JEB, Vol. 67, No. 5: 261-265 My/Ju 92

TATE, Debra L. and Daniel J. McLinden
Performance indicators in business decision making. PIQ, Vol. 5, No. 1: 25-34 92
TATE, Uday, et al.
Selection of commercial bank CEOs in the deregulated environment: influencing factors. Mid JB, Vol. 7, No. 2: 25-31 Fall 92

TAUBE, Paul M.
An assessment of Hispanic interest in business doctoral education. SBR, Vol. 1, No. 1: 37-44 Spring 91

TAYLOR, Bryan
Image processing can work for you. Office, Vol. 115, No. 4: 18-19 Ap 92

TAYLOR, Frank A., III, et al.

TAYLOR, L., et al.
Technological excellence: time required and compensation received. DPE Proc, 147-153 92

TAYLOR, Stephen
Mastering voice mail. Sec, Vol. 52, No. 5: 19-20 My 92

TENER, Morton
Using broader community resources to promote more career possibilities. NJ BE Obs, Vol. 63: 65-66 90-91

TESINSKY, Suzanne, et al.

TEWEL, Kenneth J.

THARP, Wanda H.
A comparison of most frequent misuses of selected grammar skills identified by business communication experts with misuses by college-level students enrolled in a business communication course. Memphis State University, Doctoral dissertation 1991

**
The relationship between selected demographic factors and errors identification by students enrolled in business communication classes. TBEA J, Vol. 1, No. 1: 18-22 Spring 92

THERERATHORN, Pochara, et al.

THEILHEIMER, Rachel
Involving students in their own learning. Clearinghs, Vol. 65, No. 2: 123-125 Nov/Dec 91

THEOPHANO, Rochelle
Desktop publishing's software is improved. Office, Vol. 115, No. 2: 36-37 Feb 92

THIBODEAUX, Mary S., et al.
Factors that influence business students' attitudes toward the mommy track concept for women managers. SBR, Vol. 2, No. 2: 59-72 Fall 92

THIRSTEN, David and Gwen Grosskopf
Interpersonal relationships: teaching hidden skills in the business education curriculum. WNews, Vol. 41, No. 1: 22-26 Fall 92

THOMAS, Gail Fann, et al.
Communication apprehension and performance in oral briefings: identifying dysfunctional thought patterns. ABC Proc, 81-94 91

THOMAS, Guy H. and Mark Langemo
A new look at information systems and records management. ARMA Qtrly, Vol. 26, No. 3: 3-4, 6-7 Ji 92

THOMAS, John C., et al.

THOMAS, Kenneth W., et al.
Communication apprehension and performance in oral briefings: identifying dysfunctional thought patterns. ABC Proc, 81-94 91

THOMAS, Larry L., et al.
Study finds growing interest in desktop publishing. Sec, Vol. 52, No. 8: 18-19 Oct 92

THOMPSON, Judith K., et al.
Knowledge and attitudes of management students toward software piracy. JCIS, Vol. 33, No. 1: 46-51 Fall 92

THOMPSON, Michael P., et al.
Can personality-type instruments profile majors in management programs? JEB, Vol. 68, No. 1: 10-14 Sep/Oct 92

THOMPSON, Patricia A. and Brian H. Kleiner
How to read nonverbal communication. ABC Bul, Vol. 55, No. 3: 81-83 Sep 92

THORNTON, Susan
Creating crosswords. WP Mag, 46-49 Feb 92

THURMAN, Bob
On guard. Sec, Vol. 52, No. 5: 15-17 My 92

TIMM, Susan and Jean Mauschund
Improving listening skills: instructional resources and strategies. DPE INSTR, Vol. 8, No. 3: 1-4 My 92

TINKEL, Kathleen
Putting multiple masters to work. Publish, Vol. 7, No. 9: 48, 50, 52-53 Sep 92

**
Type on display. Publish, Vol. 7, No. 8: 46, 48-49 Aug 92

**
Type troubleshooting on the Mac. Publish, Vol. 7, No. 1: 59-63 Ja 92
TINKLER, Sarah, et al.
Linked courses: a method to reinforce basic skills. JEB, Vol. 67, No. 6: 358-360 Jl/Aug 92

TODD, Daniel
Advertisers go interactive. Publish, Vol. 7, No. 11: 30-35 Nov 92
**
Multimedia U. Publish, Vol. 7, No. 12: 56, 58, 60, 62 Dec 92
**

TORGANazzINI, Norman C.
A 10-part plan for buying office supplies. OffSys, Vol. 9, No. 8: 52, 54, 57 Aug 92

TOMAL, Annette

TONDkar, Rasoul H., et al.
The control phase of the capital budgeting process: post-completion audits. SBR, Vol. 1, No. 2: 75-83 Fall 91

TOOTELIAN, Dennis H.
--and other authors
Business educators’ use of conferences, journals, and textbooks. JEB, Vol. 67, No. 6: 366-370 Jl/Aug 92
**
--and other authors
Business students’ perceptions of ethics in marketing. JEB, Vol. 67, No. 5: 294-299 My/Ju 92

TORGersen, Lynne and Becky J. Beck
Fonts at your fingertips. WP Mag, 36-38 Mr 92

TOWERS, James M.
Twenty-five years after the Coleman Report: what should we have learned? Clearinghs, Vol. 65, No. 3: 138-140 Ja/Feb 92

TOWERS, Mark
Empower thyself. Sec, Vol. 52, No. 7: 10-11 Aug/Sep 92
**
Work can be fun. Sec, Vol. 52, No. 4: 25-26 Ap 92

TOWNSEND, James B. and Robert J. Paul
Early retirement: current thought and practice from an employer perspective. SBR, Vol. 1, No. 2: 29-38 Fall 91

TOWNSEND, Leslie
Using your facsimile machine strategically. OffSys, Vol. 9, No. 5: 48, 50, 52 My 92

TRACY, Stephen C.

TRAPP, Phillip R.
Imaging’s impact broadens, deepens. Office, Vol. 115, No. 1: 74 Ja 92

TRAVERS, Jan
**

TRINKAUS, John and Steve Woolley
Toward greater relevance in business research: the ivory tower and the crystal palace. SBR, Vol. 2, No. 2: 153-166 Fall 92

TRZCIELINSKI, Stefan, et al.
Computer assisted design of basic organizational management structure: an example of use of information technology in Poland. J CIS, Vol. 32, No. 4: 20-24 Summer 92

TSENG, Shu Chen
Attitudes of Taiwanese students and parents toward vocational education. Mississippi State University, Doctoral dissertation 1991

TSUI, Chi-Jung
English business communication skills training needs of non-native English-speaking managers: a case in Taiwan. ABC Bul, Vol. 55, No. 1: 40-41 Mr 92
**
Teaching techniques to help managers overcome stagefright in oral presentations. ABC Bul, Vol. 55, No. 3: 77-80 Sep 92

TUCHSCHERER, Jerry and Laurie Stenberg

TUCKER, Shirley H.
—and Ronald D. Johnson
**
—and other authors
A survey of chief executive officers’ perceptions of international business education. ABC Proc, 241-245 91

TULLOUS, Raydel and Stephen E. Werling
Assessment of the Wallace-Fay model for evaluating job worth. SBR, Vol. 2, No. 1: 95-104 Spring 92

TURNER, John
Analysis of pre-training needs of financial planning accountants. University of Minnesota, Master’s thesis 1991

TURNER, Larry
Punch card to bar code: improving tax bill processing at Contra Costa county. IMC J, Vol. 29, No. 3: 22-23 My/Ju 92

TURNQUIST, Phillip, et al.
TYNAN, Daniel
Reach out and see someone. Publish, Vol. 7, No. 11: 48-50 Nov 92

UDELL, Gerald G., et al.
Does research enhance or inhibit teaching? an exploratory study. JEB, Vol. 68, No. 2: 79-83 Nov/Dec 92

UGBAH, Steve D.
My favorite assignment - teaching report writing by linking student reports to the employment search process. ABC Bul, Vol. 55, No. 2: 23-24 Jun 92

VAUGHN, Susan M. and Margaret E. McIntosh

VAWDREY, Colleen
The relationship between students’ knowledge of basic grammar and punctuation principles and the ability to apply those principles when editing and writing business documents. Utah State University, Doctoral dissertation 1990

VAWDREY, Colleen and Lloyd W. Bartholome
The relationship between knowledge and application of grammar and punctuation principles in writing business communication. NABTE Rev, No. 19: 36-38 92

VAZZANA, Gary S., et al.
Sophisticated information processing technology: its relationship with an organization’s environment, structure, and culture. IRMJ, Vol. 5, No. 4: 23-31 Fall 92

VAN AUKEN, Philip M.
Leading in four arenas. Mgt World, Vol. 20, No. 1: 14 Winter 92

VANCE, Charles M., et al.
Survey of stress management programs in industry. SBR, Vol. 1, No. 1: 25-35 Spring 91

VANCE, Richard, et al.
Factors affecting minority education and rural economic development. Clearinghs, Vol. 65, No. 5: 298-301 My/Ju 92

VANHUS, Susie H.
New model combines keyboarding and word processing skills. Bal Sheet, Vol. 73, No. 2: 4-6 Winter 91

VANSICKLE, Ronald L.
Learning to reason with economics. J Econ Ed, Vol. 23, No. 1: 56-64 Winter 92

VARALLO, J. Edward

VASA, Dona and Donna Holmquist
Students will benefit from incorporating international studies into business communication classes. T & Q, Vol. 16, No. 1: 12-13 Spring 91

VAZITTON, John J. and John K. S. Chong

VOGT, Gayle H. and Stacy Zelman Customizing word processing manuals for business writing instruction. ABC Bul, Vol. 55, No. 4: 37-40 Dec 92

VOLLMART, Sarah How to implement a pc security system. Office, Vol. 116, No. 1: 54-55 II 92

VON TILL, Beth and James B. Stull Business educators in the multicultural classroom. ISBE News, Vol. 22, No. 1: 6-8 Fall 91


WADSWORTH, Kelly L. Put your money where your merge is. WP Mag, 51-54 Ap 92

WAEGEL, Janet 6 or 8? Fax publishing follies. Bus Pub, Vol. 8, No. 3: 36, 38, 40 Mr 92
** A gaggle of garamonds: the dozen. Bus Pub, Vol. 8, No. 6: 39-41, 44 Ju 92
** Cheape... the dozen. Bus Pub, Vol. 8, No. 10: 38-41 Oct 92
** Entering the third dimension. Bus Pub, Vol. 8, No. 11: 38-40 Nov 92
** Line length logic. Bus Pub, Vol. 8, No. 8: 44-46 Aug 92
** Line length logic. Bus Pub, Vol. 8, No. 8: 44-46 Aug 92
** The case of the deco logo. Bus Pub, Vol. 8, No. 7: 46-48 Ji 92
** The problem with text faces. Bus Pub, Vol. 8, No. 9: 40, 42-45 Sep 92

WAGA, Heywood Real time & deaf awareness. JCR, Vol. 53, No. 7: 44 My 92
** The ALDAcon experience. JCR, Vol. 54, No. 2: 42-43 Dec 92


WALDEN, Michael L. The relative benefits of making a higher down payment or paying points for a lower interest rate. Fin. C & P, Vol. 3: 63-77 92

WALDMAN, Lila Electronic monitoring: is this good work. OSRA Proc, Vol. 11: 202-211 92
** Computerizing your keyboard instruction: how to get started. Bal Sheet, Vol. 73, No. 2: 8-11 Winter 91

WALFORD, Lynn Ask questions when buying a computer. Office, Vol. 116, No. 5: 48-49 Nov 92
** PC software and records management. Office, Vol. 116, No. 4: 54-55 Oct 92


WALKER, P., et al.  
Technological excellence: time required and compensation received. DPE Proc, 147-153 92

WALKER, Paula J. and Lonnie Echternacht  
Desktop publishing competencies needed in the business world. DPE Proc, 35-40 92

WALSH, Anne T., et al.  

WALSH, Mike and Charles Helmer  
Making a case for cooperative education. NJ BE Obs, Vol. 64: 15-19 91-92

WAMBA, Nathalis  
An analysis of the perceptions of a group of low-income urban youth towards work and their work experiences. New York University, Doctoral dissertation 1991

WANER, Karen, et al.  

WARD, Darrell L.  
Interactive multimedia technology in accounting education. Bal Sheet, Vol. 73, No. 4: 12-14 Mr/Ap 92

WARD, Mark L., Sr.  
Staying on the cutting edge. Sec, Vol. 52, No. 4: 8-11 Ap 92

WARLAUMONT, Hazel G.  
Problem-solving strategies in the classroom: a business writing paradox. ABC Bul, Vol. 54, No. 4: 55-59 Dec 91

WASSON, Ruth Ann  

WATERS, Harry, Jr.  
Minority leadership problems. JEB, Vol. 68, No. 1: 15-20 Sep/Oct 92

WATERS, Max L., et al.  
Can personality-type instruments profile majors in management programs? JEB, Vol. 68, No. 1: 10-14 Sep/Oct 92

WATSON, Kittie, et al.  
Opportunities for applied student research in higher education. ABC Bul, Vol. 55, No. 4: 54-59 Dec 92

WATTERS, Michael P., et al.  

WATTIER, Mark J., et al.  
A national study of middle managers' assessment of organization communication quality. J Bus Com, Vol. 28, No. 4: 348-365 Fall 91

WATTS, Arthur L.  
Après deposition at the Hi-Ho. JCR, Vol. 53, No. 4: 117 Feb 92

WATTS, Michael and Robert Highsmith  

WAXLER, Robert P. and Thomas J. Higginson  
Business schools and a management exercise approach to learning. ABC Bul, Vol. 55, No. 1: 47-50 Mr 92

WAYNE, F. Stanford  
--and Robert M. Schramm  
An analysis of authorship based on number of business communication articles in six journals. NABTE Rev, No. 19: 44-48 92

WAYNE, F. Stanford  
--and Robert B. Mitchell  
Relationship of employee perceptions of work and adherence/nonadherence to Protestant work ethic and contemporary work values. DPE Proc, 113-116 92

WAYNE, F. Stanford  
--and Patricia H. Chapman  
The need to incorporate the work ethic and ethics into business education curricula. NBEA Yrbk, No. 30: 127-144 92

Mental aerobics: just for the fun of it. Clearinghs, Vol. 65, No. 3: 167-171 Ja/Feb 92

WEBB, R.  
How smart is your building? OffSys, Vol. 9, No. 12: 42-46 Dec 92
WEBER, Warren C.
Interactive horizons: individual to global—new communication technology vistas. ABC Proc, 189-203 91

WEBLER, Melody
**
Perceived academic needs of the nontraditional student in a microcomputer applications course. DPEJ, Vol. 34, No. 2: 77-82 Spring 92
**
—and Robert Underwood
Teaching business communication to Japanese students. JEB, Vol. 68, No. 2: 89-91 Nov/Dec 92

WEEKS, Robert W.

WEINSTEIN, Abraham "Al"
Sandy McFate is '92 DSA. JCR, Vol. 54, No. 1: 49 Nov 92

WEIR, Anita, et al.
A status report on the internationalizing of business education curricula in Wisconsin's secondary schools. DPE Proc, 135-146 92

WEISS, Michael
Can one printer serve everyone's needs? Bus Pub, Vol. 8, No. 7: 21-26 JI 92

WEISTROFFER, H. Roland, et al.

WELBORN, James, et al.
On challenges of reverse engineering for large software systems. JCIS, Vol. 33, No. 1: 37-40 Fall 92

WELLS, Barron
—and Nelda Spinks
**
—and Nelda Spinks
Letters of application and resumes: what small companies say! ABC Proc, 257-271 91
**
—and Nelda Spinks
Readability: theory and practice. ABC Bul, Vol. 54, No. 4: 46-47 Dec 91
**
—and Nelda Spinks
Student internships: what AACSB school: say! SBR, Vol. 1, No. 2: 39-54 Fall 91

WELLS, Randall
Business education and the Kentucky Education Reform Act (KERA). KBEA J, 6-7 Spring 92
**
—and other authors
Teaching about telecommunication. SIEC Rev, No. 120: 37-40 Nov 92

WELSH, Greg
**

WENDELIN, Karla Hawkins and Kathy Everts Danielson
The writing preferences of young adults. Clearinghs, Vol. 65, No. 4: 245-252 Mr/Ap 92

WENTD, Ann C., et al.
Ohio study looks at workplace discrimination. Sec, Vol. 52, No. 7: 17-19 Aug/Sep 92

WENTLING, Rose Mary
**
The career development and aspirations of women in midde-level management positions in business firms. OSR J, Vol. 10, No. 2: 21-32 Spring 92

WENTZ, Patricia J.

WERLING, Stephen E. and Raydel Tullos
Assessment of the Wallace-Fay model for evaluating job worth. SBR, Vol. 2, No. 1: 95-104 Spring 92

WERNER, Barbara Lynn
Differing voices in organizations: theoretical and practical implications. ABC Proc, 63-71 91

WERNER, William J. and Walter Rosenthal
Use of a "board of directors" in a graduate management simulation course. JEB, Vol. 67, No. 5: 266-269 My/Ju 92

WEST, Leonard J.
How to write a research report for journal publication. JEB, Vol. 67, No. 3: 132-136 Ja/Feb 92

WESTERGREN, Julie
A border for all seasons. WP Mag, 54-56, 58 Oct 92
**
Connect the tables. WP Mag, 31-33 Nov 92

WESTERMARCK, Irmeli, et al.
Ethics in business education. SIEC Rev, No. 120: 19-21 Nov 92

WESTGAARD, Odin
Allow me to introduce ... Roger Kaufman. PIQ, Vol. 5, No. 4: 97-101 92

WHEELER, Mary Beth
Is the attorney responsible for your bill. JCR, Vol. 53, No. 8: 36-38 Ju 92
WHITE, Bonnie, et al.  
The changing office support curriculum: preparing students for the future. Bal Sheet, Vol. 74, No. 1: 5-8 Sep/Oct 92

WHITE, C., et al.  
Establishing electronic keyboarding speed and accuracy standards for postsecondary timed writings. DPE Proc, 81-83 92

WHITE, Debra  
Composing special characters. WP Mag, 79-80 My 92
**
The great escape. WP Mag, 66, 68 Oct 92

WHITE, John B., et al.  
Effects of AACSB accreditation on academic salaries. JEB, Vol. 68, No. 1: 55-60 Sep/Oct 92

WHITE, John G.  

WHITE-MEANS, Shelley I.  

WHITE, Raholanda  
**
--and Jo Behymers  

WHITEHEAD, David J.  

WHITEHOUSE, Harry  
How smaller mailers can gain automation discounts. OffSys, Vol. 9, No. 1: 44,46, 48-49 Ja 92

WHITMER, Duane E.  
Selecting software for word processing. Office, Vol. 116, No. 5: 16 Nov 92

WHITMYER, Claude F.  
An operating environment has evolved--at last. Office, Vol. 116, No. 6: 22 Dec 92

WHITNEY, Eugene P.  

WHITSON, B. Alan  
Making a smart move. Sec, Vol. 52, No. 7: 12-13 Aug/Sep 92

WHITWORTH, Jerry  

WHYTE, Gregg C.  
Burnout and business education. NJ BE Obs, Vol. 63: 84-89 90-91

WICKHAM, Mark, et al.  
A survey of faculty attitudes toward personal computer software copying. J CIS, Vol. 32, No. 4: 47-52 Summer 92

WICKS, A. J.  
Aperture card scanning in an engineering environment. IMC J, Vol. 28, No. 4: 16-19 Ju/Aug 92

WIDMAN, Jake  
All systems go! Publish, Vol. 7, No. 11: 38-43 Nov 92
**
--and Rick Reynolds  
**
--and Paul Worthington  
**
--and other authors  
Everything you always wanted to know about seps. Publish, Vol. 7, No. 6: 48-50, 62 Ju 92

WIERSBA, R. K.  

WIGGS, Linda Henson  
**

WIGINTON, Shari  
Lightning labels. WP Mag, 33-36 Ju 92

WILEY, David A.  
Implementing a one-year science-technology-society course. Clearings, Vol. 65, No. 2: 102-104 Nov/Dec 91

WILKINS, Allen J.  
Facilitating the transition from graphical to algebraic models: a teaching challenge for intermediate
microeconomics. J Econ Ed, Vol. 23, No. 4: 317-331 Fall 92

WILKINS, Marilyn
Spreadsheet usage of office systems and other business graduates. OSRJ, Vol. 10, No. 2: 33-40 Spring 92

**

--and Pat R. Graves
Ethics and software use. OSRA Proc, Vol. 11: 173-182 92

WILKINSON, Gayle A.
Lessons for administrators from Machiavelli’s The Prince. Clearinghs, Vol. 65, No. 4: 239-240 Mr/Ap 92

WILLIAMS, Al and Dianne Ross
The status of business communication and technology: a bibliography. ABC Bul, Vol. 55, No. 4: 45-47 Dec 92

WILLIAMS, C. J.

WILLIAMS, John G. and Kathleen Cherry

WILLIAMS, Linda K., et al.
An analysis of computer use by four-year university faculty members. DPE Proc, 3-8 92

WILLIAMS, Mark J.
Health care—it’s a business. NJ BEObs, Vol. 64: 48-51 91-92

WILLIAMS, Mary L., et al.

WILLIAMS, Paula C.
--and other authors
A ranking of the top 75 misused similar words that business communication students confuse most often. ABC Bul, Vol. 54, No. 4: 19-25 Dec 91

**

--and other authors
Relevant secondary research assignments. ABC Bul, Vol. 55, No. 4: 51-52 Dec 92

WILLIAMS, Thomas N., et al.
Communication apprehension and performance in oral briefings: identifying dysfunctional thought patterns. ABC Proc, 81-94 91

WILLIAMSON, Kay M. and Donald Hellison

WILLS, Clifford L.
--and Lillian H. Chaney

**

--and Lillian H. Chaney
Trainee preferences related to software training session. OSRA Proc, Vol. 11: 160-171 92

WILMETH, Nancy J. and Debbie D. DuFrene
The occupational safety and health law as it applies to the office environment. OSRJ, Vol. 10, No. 1: 22-29 Fall 91

WILNER, Neil and Arnold Schneider
Evidence of auditing as a deterrent to financial reporting irregularities. Mid JB, Vol. 7, No. 1: 24-28 Spring 92

WILSON, Blaine R.

WILSON, Donald O.

WILSON, Harold O., et al.

WILSON, John, et al.
Computer assisted design of basic organizational management structure: an example of use of information technology in Poland. J CIS, Vol. 32, No. 4: 20-24 Summer 92

WILSON, Patricia I., et al.
Just the fax ma’am. KBEA J, 17-19 Spring 92

WILSON, Rick L.

WILSON, Virginia S. and James A. Little

WINCHEL, Michael W., et al.
A follow-up of a university’s office administration graduates. OSRJ, Vol. 10, No. 1: 38-42 Fall 91

WINDHAM, Robert, et al.

WINFIELD, Sean
WINTER, Janet K.
Learn students’ names during the first class. ABC Bul, Vol. 55, No. 3: 61-62 Sep 92

WINZURK, Judy D. and James F. Clark
Teaching the hidden curriculum in technology courses. NBEA Yrbk, No. 30: 167-175 92

WITHYCOMBE, Richard, et al.
Instructional television: does it affect student attitudes? JEB, Vol. 67, No. 3: 164-167 Ja/Feb 92

WITMER, Dorothy M.

WOJTOWSKI, Wita, et al.
Computer assisted design of basic organizational management structure: an example of use of information technology in Poland. J CIS, Vol. 32, No. 4: 20-24 Summer 92

WOLAEVER, Rob, et al.

WOLF, Alvin

WOMACK, Sid T.
Demographics and attitudes of Arkansas educators. Clearinghs, Vol. 65, No. 3: 152-155 Ja/Feb 92

WONG, Bo K. and John K. S. Chong

WONG, Doris O. and Linda S. Fifield
Archiving: the busier you are, the more you need it! JCR, Vol. 53, No. 9: 32 JI 92

WOOD, Larry E. and John M. Ford
Structuring and documenting interactions with subject-matter experts. PIQ, Vol. 5, No. 1: 2-24 92

WOOD, Wallace A.
A view of computer ethics by managers and students. JCIS, Vol. 32, No. 2: 7-10 Winter 91-92

WOOD, William C.
—and Sharon L. O’Hare
A spreadsheet model for teaching regression analysis. JEB, Vol. 67, No. 4: 233-237 Mr/Ap 92

——and other authors

WOODS, Myra

WOLLEY, Steve and John Trinkaus
Toward greater relevance in business research: the ivory tower and the crystal palace. SBR, Vol. 2, No. 2: 153-166 Fall 92

WORKMAN, Becky J. and Angela D. Ash
Combining tables and labels. WP Mag, 71-73 Jl 92

WORMALD, Karen

WORTHINGTON, Paul
3-D at a clip. Publish, Vol. 7, No. 3: 86-89 Mr 92

——and Jake Widman

WRAY, Ralph D.
Collaboration in business writing: strengths and weaknesses as perceived by selected college students. DPE Proc, 25-30 92

WREATHALL, John and Edward M. Connelly

WRIGHT, Charlotte J., et al.
Accounting education via satellite: has technology made distance learning an acceptable alternative in the 90s? SBR, Vol. 1, No. 1: 13-23 Spring 91

WRIGHT, Don
—and Ronnie Shushan
Big ideas on small budgets. Publish, Vol. 7, No. 2: 36-38 Feb 92

——and Ronnie Shushan

——and Ronnie Shushan
Go buy the book. Publish, Vol. 7, No. 3: 30, 32, 34 Mr 92

——and Ronnie Shushan
Lessons learned. Publish, Vol. 7, No. 4: 38, 40 Ap 92

——and Ronnie Shushan
Mixing typefaces: beyond the ransom note. Publish, Vol. 7, No. 5: 34, 36 My 92

——and Ronnie Shushan

——and Ronnie Shushan
Lessons learned. Publish, Vol. 7, No. 4: 38, 40 Ap 92

——and Ronnie Shushan
Mixing typefaces: beyond the ransom note. Publish, Vol. 7, No. 5: 34, 36 My 92

——and Ronnie Shushan
Lessons learned. Publish, Vol. 7, No. 4: 38, 40 Ap 92

——and Ronnie Shushan
Mixing typefaces: beyond the ransom note. Publish, Vol. 7, No. 5: 34, 36 My 92
<table>
<thead>
<tr>
<th>Author</th>
<th>Title and Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>YAKAL, Kathy</td>
<td>Surge protectors and UPSs can save time and money. OffSys, Vol. 10, No. 2: 38-41 Feb 92</td>
</tr>
<tr>
<td>YANISH, Paula</td>
<td>The development of secretarial oral and written business communication supplemental materials with emphasis in composing at the keyboard at the postsecondary level. The University of North Dakota, Master's thesis 1991</td>
</tr>
<tr>
<td>YEE-SING, Jennifer</td>
<td>Secretarial use of word processing in Kingston, Jamaica. Southern Illinois Univ. at Carbondale, Master's thesis 1991</td>
</tr>
<tr>
<td>YELLEN, Richard and Tom Richards</td>
<td>Quality in information systems education: do alumni perceive that corporate input is beneficial? J CIS, Vol. 32, No. 3: 24-28 Spring 92</td>
</tr>
<tr>
<td>YOON, Youngohe</td>
<td>--and Tor Guimaraes Developing knowledge-based systems: an object-oriented organizational approach. IRMJ, Vol. 5, No. 3: 15-32 Summer 92</td>
</tr>
<tr>
<td>YOUNG, Cindy</td>
<td>Balancing act. WP Mag, 60, 62, 64, 66 Dec 92</td>
</tr>
<tr>
<td>YOUNG, Marc E.</td>
<td>Satisfaction guaranteed. Sec, Vol. 52, No. 5: 21 My 92</td>
</tr>
<tr>
<td>YOUNG, Terrell A. and Mary Lynn Crow</td>
<td>Using dialogue journals to help students deal with their problems. Clearinghs, Vol. 65, No. 5: 307-310 My/Ju 92</td>
</tr>
</tbody>
</table>
ZAHN, Donald K. and Vicki A. Poole
Education and work partnerships. NBEA Yrbk, No. 30: 183-195 92
**

--and Robert M. Schramm
Student perception of teacher effectiveness based on teacher employment and course skill level. Bus Ed Forum, Vol. 46, No. 3: 16-18 Feb 92

ZAND, Mansour, et al.
On challenges of reverse engineering for large software systems. JCIS, Vol. 33, No. 1: 37-40 Fall 92

ZELCER, Constance L.
The mystery of fibromyalgia. JCR, Vol. 53, No. 8: 48-49 Ju 92

ZELMAN, Stacy and Gayle H. Vogt
Customizing word processing manuals for business writing instruction. ABC Bul, Vol. 55, No. 4: 37-40 Dec 92

ZELTMANN, Steven M. and Michael L. Vineyard
Maintaining computer-based systems: a case and prescription for computer information systems curricula. JCIS, Vol. 33, No. 1: 41-45 Fall 92

ZIMMER, Theresa M., et al.
testing communication skills on the CPA exam. JEB, Vol. 67, No. 3: 168-171 Ja/Feb 92

ZIMMERMANN, S. Scott
A crash course in macro editing. WP Mag, 21-24 Mr 92
**

A look at programming commands. WP Mag, 21-24 Ap 92

**

Cracking the area code. WP Mag, 18-20, 22 Nov 92

**

Learn how to create interactive macros. WP Mag, 21-23 Feb 92

**

Loop-the-loop macro. WP Mag, 23, 25-27 Aug 92

**

Macros that make decisions. WP Mag, 21-24 My 92

**

Macros that use variables. WP Mag, 17, 19, 21 Ju 92

**

Multiple choice merge. WI' Mag, 25-26, 28 Ji 92

**

Once in a {while}.... WP Mag, Vol. 4, No. 8: 21-23 Sep 92

**

Starting a macro library. WP Mag, 19-20, 23 Ja 92

**

Target your text. WP Mag, 18-21 Oct 92

**

Ten tips on typefaces. WP Mag, 109-110, 112 Aug 92

**

Using {case} and {call}. WP Mag, 17, 19-21 Ji 92

**

What's white on black and read all over? WP Mag, 18-21 Dec 92

**
ABC Bul--BULLETIN OF THE ASSOCIATION FOR BUSINESS COMMUNICATION, Henrietta Shirk, Editor, Dept. of English, Boise State University, Boise, ID 83725

ABC Proc--ABC CONFERENCE PROCEEDINGS, Sam Bruno, Editor, School of Business and Public Administration, University of Houston-Clear Lake, Houston, TX 77058

ABEA J--ARIZONA BUSINESS EDUCATION ASSOCIATION JOURNAL, Robert Gryder, Editor, College of Education, Div. of Curriculum & Instruction, Tempe, AZ 85287-1911

Bal Sheet--BALANCE SHEET, Dale W. Hanson, Editor, South-Western Publishing Co., 5101 Madison Rd., Cincinnati, OH 45227

Bus Ed Forum--BUSINESS EDUCATION FORUM, Regina M. McDowell, Editor, National Business Education Association, 1914 Association Drive, Reston, VA 22091

Bus Ed Dig--BUSINESS EDUCATION DIGEST, Don Bright, Editor, Business Education Department, Bowling Green State University, Bowling Green, OH 43403-0263

Bus Pub--BUSINESS PUBLISHING, Pat Allen, Editor, Hitchcock Publishing Company, 191 S. Gary Ave., Carol Stream, IL 60188

Clearinghs--THE CLEARING HOUSE, Judy Cusick, Managing Editor, Heldref Publications, 1319 18th Street, N.W., Washington, DC 20036-1802

DPE J--DELTA PI EPSILON JOURNAL, David Daumalder, Editor, School of Business and Economics, California State University-Los Angeles, 5151 State University Drive, Los Angeles, CA 90032

DPE INSTR--INSTRUCTIONAL STRATEGIES: AN APPLIED RESEARCH SERIES OF DPE, F. Stanford Wayne, Editor, Southwest Missouri State University, Springfield, MO 65804

DPE Proc--DELTA PI EPSILON RESEARCH CONFERENCE PROCEEDINGS, Delta Pi Epsilon National Office, P.O. Box 4340, Little Rock, AR 72214

Fin. C & P--FINANCIAL COUNSELING AND PLANNING, Sherman Hanna, Editor, Family Resource Management Dept., 174 Campbell, The Ohio State University, 1787 Neil Avenue, Columbus, OH 43210-1295.

IMC J--IMC JOURNAL, William McArthur, Editor, International Information Management Congress, 1650 38th Street, Suite 205W, Boulder, CO 80301

IRMJ--INFORMATION RESOURCES MANAGEMENT JOURNAL, Mehdi Khostroupour, Editor in Charge, Pennsylvania State University at Harrisburg, Middletown, PA 17057

ISBE News--INTERNATIONAL SOCIETY FOR BUS ED NEWSLETTER, Dr. Wanda Blockhus, Editor, College of Business, San Jose State University, San Jose, CA 95192

J Bus Com--JOURNAL OF BUSINESS COMMUNICATION, Lamar Reinsch, Editor, Dept. of Management Sciences, Abilene Christian University, Abilene, TX 79699

J CIS--JOURNAL OF COMPUTER INFORMATION SYSTEMS, Marianne D'Onofrio, Executive Editor, Center Connecticut State University, New Britain, CT 06050

J Cons Aff--JOURNAL OF CONSUMER AFFAIRS, Carole J. Makela, Editor, 164 Aylesworth, Colorado State University, Fort Collins, CO 80523

J CR--JOURNAL OF COURT REPORTING, Benjamin Rogner, Editor, 1324 West Albion Street, Chicago, IL 60626

J Econ Ed--JOURNAL OF ECONOMIC EDUCATION, William Becker, Editor, Department of Economics, Indiana University, Bloomington, IN 47405

JEB--JOURNAL OF EDUCATION FOR BUSINESS, Isabella Owen, Managing Editor, Heldref Publications, 1319 Eighteenth St., N.W., Washington, DC 20036-1802

J EUC--JOURNAL OF END USER COMPUTING, Mehdi Khostroupour, Editor in Charge, Pennsylvania State University at Harrisburg, Middletown, PA 17057

Kan Bus Tchr--KANSAS BUSINESS TEACHER, Nona Berghaus, Editor, School of Business, Emporia State University, 2074 Fanestil, Emporia, KS 66801

KBEA J--KENTUCKY BUSINESS EDUCATION ASSOCIATION JOURNAL, Kenneth W. Utley, Editor, Dept. of Administrative Office Systems, Western Kentucky University, Bowling Green, KY 42101

KBEA J--LOUISIANA BUSINESS EDUCATION JOURNAL, Dr. Donna Redmann, Editor, Louisiana State University, Baton Rouge, LA 70803
Mgt World--MANAGEMENT WORLD, Peter Rolph, Editor, Administrative Management Society, 1101 14th Street NW, Washington, DC 20005

MEJ--Marketing Educators' Journal, Robert Berns, Editor, Bowling Green State University, Bowling Green, OH 43403

Mid-Amer J Bus--MID-AMERICAN JOURNAL OF BUSINESS, Dr. Raymond Gorman, Editor in Chief, Dept. of Finance, Miami University, Oxford, OH 45056

N & Q--NOTES AND QUOTES, Mountain-Plains Business Education Assoc., Dr. Mary Zimmerer, Editor, Mesa State College, P.O. Box 2647, Grand Junction, CO 81501-7682

NABTE Rev--NABTE REVIEW, Donna Holmquist, Editor, Business Education Department, University of Nebraska--Lincoln, Lincoln, NE 68501

NBEA Yrbk--YEARBOOK OF THE NATIONAL BUSINESS EDUCATION ASSOCIATION, National Business Education Association, 1914 Association Drive, Reston, VA 22091

NJ BE Obs--NEW JERSEY BUSINESS EDUCATION ASSOCIATION OBSERVER, Carole Holden, Co-Editor Country College of Morris, Randolph, NJ 07869, and Arlene Inglis, Co-Editor, Morristown High School, Morristown, NJ 07960

OBT--OHIO BUSINESS TEACHER, Robert C. Campbell, Editor of Publications, Ohio Business Teachers Association, Business Education Dept., Youngstown State University, Youngstown, OH 44505-0001

Office--THE OFFICE, Frederick Nevin, Associate Editor, Office Publications, Inc., 1600 Summer Street, Stamford, CT 06905

Off Sys--OFFICE SYSTEMS '92, William M. Hogan, Editor, 941 Danbury Rd., Box 150, Georgetown, CT 06829-0150

OSRA Proc--OFFICE SYSTEMS RESEARCH ASSOCIATION CONFERENCE PROCEEDINGS, Office Systems Research Association, Southwest Missouri State University, Administrative Office Systems, 901 S. National Avenue, Springfield, MO 65804-0089

PIQ--PERFORMANCE IMPROVEMENT QUARTERLY, Boyd Richards, Editor, Learning Systems Institute, 919 W. College R-19, Florida State University, Tallahassee, FL 32306

Pub--PUBLISH, Editorial Department, 501 Second Street, San Francisco, CA 94107

Recs Mgmt Qrtly--RECORDS MANAGEMENT QUARTERLY, Ira A. Penn, Editor, Association of Records Managers and Administrators, Suite 215, 4200 Somerset Dr., Prairie Village, KS 66208

Sec--THE SECRETARY, Linda Daily, Features Editor, Professional Secretaries International, 10502 NW Ambassador Dr., P.O. Box 20404, Kansas City, MO 64195-0404


SBR--SOUTHWEST BUSINESS REVIEW, Joan C. Roderick, Editor, School of Business, Southwest Texas State University, San Marcos, TX 78666

TBEAJ--TENNESSEE BUSINESS EDUCATION JOURNAL, Lillian H. Chaney and Glynn Morse, Editors, Management Department, Fogelman College of Business & Economics, Memphis State University, Memphis, TN 38152

Voc Ed J--VOCATIONAL EDUCATION JOURNAL, Paul Plawin, Editor, American Vocational Association, 1410 King St., Alexandria, VA 22314

WNW--WISCONSIN BUSINESS EDUCATION ASSOC. NEW AND VIEWS, Lisa Olson, Editor, Hartford High School, 805 Cedar Street, Hartford, WI 53027

WP Mag--WORDPERFECT MAGAZINE, Clair Rees, Editor-in-Chief, WordPerfect Magazine, 270 West Center Street, Orem, UT 84057.