Book Reviews

INSTRUCTIONAL SYSTEMS DEVELOPMENT FOR VOCATIONAL AND TECHNICAL TRAINING
by F. Coit Butler
Educational Technology Publications, Englewood Cliffs, N.J. 07632
360-page hardback $9.95

Here's another book that latches onto the "systems" concept of program development. But the author isn't talking about technology. Rather, his book shows that the same systems-engineering concepts so successfully applied to hardware can also be applied to vocational training course development problems. An empirical methodology for the analysis, design, development, and evaluation of vocational curriculum has been evolving.

Training course design decisions now can be based largely on analysis of student performance data. Each step in the development process can be tested and validated against these performance data. Thus, the training course developer has a tool for determining the validity of training objectives, content, sequence, method, media, and achievement. In addition, the book says, training managers can now empirically assess the efficiency and effectiveness of training, rather than use "subjective" opinion alone.

The instructional systems development concept, process, and product are described in detail. The first five chapters cover the learning theory behind it, the elements of an instructional system, and the systems development process. The user gets the needed background for understanding the principles underlying the procedures. The remaining chapters and the appendices provide detailed, how-to-do-it guides for the systems development process.

The trainer is offered here an empirical basis for judging the validity of training course objectives, content, sequence, method, media, and achievement. Although the book's aim is to furnish vocational curriculum developers with concise, step-by-step instructions and decision guides to the procedures involved in instructional systems development, it can also serve as a quality control document.

INTRODUCTION TO GAMING: MANAGEMENT DECISION SIMULATIONS
by J.G. Carlson and M.J. Misshauk
John Wiley & Sons, 605 Third Avenue, New York, N.Y. 10016
184-page hardback $10.95

Simulation exercises! They seem to have taken a major position among training and development methods. That fact alone makes this book worthwhile. It meets the trainer's needs in several areas, as it covers (1) introductory simulation and gaming courses, (2) management decision gaming techniques, (3) model design and decision processing, and (4) management laboratories.

This book is especially well suited for small companies that want to use simulation and gaming techniques, but lack the large computer facilities usually required for this. The modern trainer should understand model design and decision process. This fine basic book offers him an understanding of simulation concepts as well as a guide to developing his own skills in model building.

Chapter 1: Introduction to Gaming — the gaming methodology,

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business gaming, cautions concerning gaming, a gaming format, and computer terminals in gaming.

Chapter 2: Concepts in Game Design — game design, objective, simplicity, realism and credibility, criteria and measures of success.

Chapter 3: Designing a Business Game/Theory and Application — the relationships to be demonstrated, information needed for relationships, types of decisions required, game parameters, feedback, designing a business game (an illustrative example), and IDS Corporation.

Chapter 4: Behavior in Gaming Situations — why study behavior in games, leadership, communication, individual needs, team make-up, the debriefing discussion.

Chapter 5: Management Decision Games — three games are offered in each of five major topical areas; marketing, production, finance, logistics, and general management. All details necessary to play these games are given.

Chapter 6: Briefing Material — pricing, lot, size and reorder points, queueing theory, the transportation model, incremental analysis, reliability, project management and the status index, program evaluation and review technique (PERT).

Appendices include Interest Tables, Random Number Table, Random Normal Number Table, and Time Sharing BASIC Program.

(See also reviews of other books on simulations and gaming, in these back issues of the *Journal:* September, 1970, page 58; May, 1971, page 50; and May, 1972, page 46.)

SMALL-STUDIO VIDEO TAPE PRODUCTION
by Herbert Wolff and John Quick
Addison Wesley Publishing, Reading, Mass. 01867
229-page hardback $11.95

This book will broaden your outlook and sharpen your production capabilities if you own (or contemplate buying) video tape equipment. It shows the best ways to present information effectively and economically.
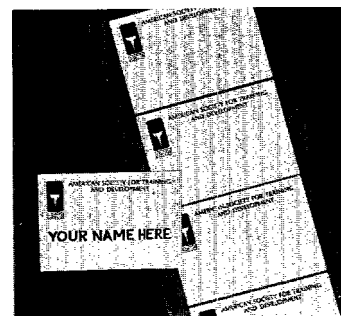
The book tells how to use video tape equipment creatively and intelligently in the production of various kinds of program material. It also explains how to select the best equipment for the job, and how to take full advantage of the many techniques of TV taping.

The authors also demonstrate how to organize and lay out a small studio, and discuss the kinds of people necessary for running equipment and managing the studio. Use of video tape equipment outside the studio and the use of better-equipped, broadcast-quality studios are also covered. Throughout the book, the emphasis is on producing successful tapes for as little money as possible.

This document is made to order for the training director with limited videotaping experience, but also has plenty of good material for the old timer. (See also reviews of two similar books, *Journal,* October 1971, page 51; and February 1971, page 52.)

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