

Business, Administration, Finance & Information Technology (BIT)

● Grades 10–12

May 2009 (Draft)

ALBERTA EDUCATION CATALOGUING IN PUBLICATION DATA

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The primary intended audience for this document is:

<i>Administrators</i>	
<i>Counsellors</i>	
<i>General Audience</i>	
<i>Parent School Councils</i>	
<i>Parents</i>	
<i>Students</i>	
<i>Teachers</i>	✓

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Note: Additional new resources are in the final stages of the approval process. When they are authorized, they will be included in the next of this listing.

ORGANIZATION OF THIS DOCUMENT

The authorized list of resources for Career and Technology Studies Business, Administration, Finance & Information Technology (BIT) contains listings for each occupational area. The document is organized as follows:

Authorized Resources Listed by Occupational Area (Grades 10–12)

Resources are listed within each occupational area beginning with basic resources, followed by support resources and then teaching resources.

Each entry provides the following information:

- series name (if applicable)
- title of resource
- authorization category (basic, support, teaching)
- LRC order number and price
- occupational areas(s) authorized for.

Annotated Bibliography (listed alphabetically by title)

Each of the resources in this section includes an annotation. Each annotation page identifies the:

- series name (if applicable)
- title of resource
- authorization category (basic, support, teaching)
- type of resource—the annotation has an icon of the type of the resource (e.g., print, video, CD-ROM)
- occupational area(s) authorized for
- LRC order number and price.

RESOURCE AUTHORIZATION CATEGORIES

New CTS Business, Administration, Finance & Information Technology (BIT) Resources

This resource list includes instructional resources for occupational areas within the CTS cluster Business, Administration, Finance & Information Technology (BIT) that have been authorized for use in Alberta schools.

Alberta Education selects and authorizes the best possible instructional resources to support the implementation of approved programs of study. Teachers are encouraged to select resources that meet the diverse learning needs of the students they teach. The resource authorization categories are **student basic**, **student support** or **teaching**.

Student Basic learning resources are those student learning resources authorized by Alberta Education as the most appropriate for addressing the majority of outcomes of the course(s) or substantial components of the course(s); or the most appropriate for meeting general outcomes across two or more grade levels.

Student Support learning resources are those student learning resources authorized by Alberta Education to assist in addressing some of the outcomes of the course(s) or components of the course(s); or to assist in meeting the outcomes across two or more grade levels.

Teaching resources are those teaching resources identified as the best available resources to support the implementation of programs of study and courses; they may be teacher guides to accompany student resources or teacher professional resources. The authorized teaching guides are listed with the student resources.

Note:

Alberta Education strongly recommends that teachers read all selections in the student resources and all activities in the teacher guides prior to using them with students. Careful consideration should be given to the sensitivities of both the student audience and the community, and of the reading levels of students.

Cluster: Business, Administration, Finance & Information Technology (BIT)

Career and Technology Studies Courses by Occupational Areas and Levels

Occupational Area: *Computing Science*

Introductory Courses	Intermediate Courses	Advanced Courses
CSE1010 Computer Science 1	CSE2010 Computer Science 2	CSE3010 Computer Science 3
CSE1110 Structured Programming 1	CSE2110 Procedural Programming 1	CSE3020 Computer Science 4
CSE1120 Structured Programming 2	CSE2120 Data Structures 1	CSE3110 Iterative Algorithm 1
CSE1210 Client-side Scripting 1	CSE2130 Files & File Structures 1	CSE3120 Object-oriented Programming 1
CSE1220 Client-side Scripting 2	CSE2140 Second Language Programming 1	CSE3130 Object-oriented Programming 2
CSE1240 Robotics Programming 1	CSE2210 Client-side Scripting 3	CSE3140 Second Language Programming 2
	CSE2240 Robotics Programming 2	CSE3210 Server-side Scripting 1
		CSE3240 Robotics Programming 3
		CSE3310 Recursive Algorithms 1
		CSE3320 Dynamic Data Structures 1
		CSE3330 Dynamic Data Structures 2
		CSE3340 Dynamic Data Structures 3

Occupational Area: *Enterprise and Innovation*

Introductory Courses	Intermediate Courses	Advanced Courses
ENT1010 Challenge & Opportunity	ENT2010 Analyzing Ventures	ENT3010 Managing the Venture
ENT1020 Elements of a Venture Plan	ENT2020 Financing Ventures	ENT3020 Expanding the Venture
	ENT2030 Marketing the Venture	
	ENT2040 Create the Venture	

Occupational Area: *Financial Management*

Introductory Courses

FIN1010
Personal Financial Information

FIN1015
Accounting Prep

FIN1020
Accounting Cycle 1

FIN1030
Accounting Cycle 2

Intermediate Courses

FIN2020
Retail Accounting 1

FIN2030
Retail Accounting 2

FIN2040
Accounting Software

FIN2060
Personal Taxation

FIN2070
Payroll Accounting

Advanced Courses

FIN3010
Advanced Accounting

FIN3020
Management Accounting

FIN3030
Capital Accounting

FIN3040
Financial Statements

FIN3050
Small Business Taxation

FIN3060
Financial Analysis

FIN3070
Financial Planning

FIN3080
Personal Investment Planning 1

FIN3090
Personal Investment Planning 2

Occupational Area: *Information Processing*

Introductory Courses

INF1030
Word Processing 1

INF1050
Database 1

INF1060
Spreadsheet 1

INF1070
Digital Presentation

Intermediate Courses

INF2020
Keyboarding

INF2050
Word Processing 2

INF2070
Database 2

INF2080
Spreadsheet 2

INF2090
Correspondence

INF2100
Reports

Advanced Courses

INF3010
Hardware & Software Analysis

INF3060
Word Processing 3

INF3080
Project Management Tools

INF3095
Productivity Software Integration

Occupational Area: *Management and Marketing*

Introductory Courses

MAM1010
Marketing & Management

MAM1020
Quality Customer Service

MAM1030
Communication Strategies 1

MAM1040
E-Commerce 1

MAM1050
Agriculture Consumer Products &
Services

Intermediate Courses

MAM2010
Managing for Quality

MAM2030
Visual Merchandising

MAM2040
Retail Operations

MAM2050
Office Systems 1

MAM2060
Communication Strategies 2

MAM2080
Records Management 1

MAM2090
Promotion: Print Advertising

MAM2110
E-Commerce 2

MAM2130
Energy & Resources Supply &
Distribution

Advanced Courses

MAM3010
The Business Organization

MAM3020
Business in the Canadian
Economy

MAM3030
Business in the Global
Marketplace

MAM3040
Promotion: Sales Techniques

MAM3050
Distributing Goods & Services

MAM3060
Setting Up a Retail Store

MAM3070
Office Systems 2

MAM3080
Communication Strategies 3

MAM3090
Records Management 2

MAM3100
Promotion: Broadcast Advertising

MAM3120
E-Commerce 3

MAM3130
Agriculture Marketing

MAM3140
Energy & Resources Market
Basics & Trends

MAM3150
The Forest Marketplace

Occupational Area: *Networking*

Introductory Courses

NET1010
Digital Technology 1

Intermediate Courses

NET2010
Digital Technology 2

NET2020
Workstation Technology &
Operations

NET2030
Network Structures

NET2040
Network Media & Devices

NET2050
Open System Interconnection

NET2060
Network Protocols

NET2070
Local Area Networks

NET2080
Laptops and Peripherals

NET2110
Telecommunications 1

Advanced Courses

NET3010
Digital Technology 3

NET3020
Digital Applications

NET3030
Microprocessors

NET3040
Microprocessor Interface

NET3050
Network Operating Systems

NET3060
Wide Area Networks

NET3070
Routing Fundamentals

NET3080
Internet Processes

NET3090
Network Management

NET3100
Network Media & Devices,
Security

NET3110
Telecommunications 2

Availability

Most of the new Alberta resources are available for purchase from:

Learning Resources Centre (LRC)
12360 – 142 Street, Edmonton, AB T5L 4X9
Telephone: 780-427-5775
Fax: 780-422-9750
Internet: <http://www.lrc.education.gov.ab.ca>

LRC order numbers and prices (as of the printing of this document) are included for each resource.

Those resources that must be purchased directly from the vendor/distributor are so noted on the authorized list and on the annotation. A listing of vendors/distributors is provided at the end of this document.

Business, Administration, Finance & Information Technology (BIT)

**Authorized Resources
Listed by Occupational Area**

 Grades 10–12

May 2009 (Draft)

Computing Science



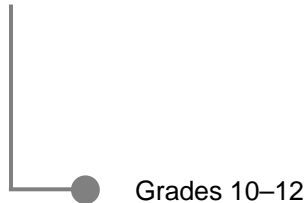
May 2009 (Draft)

Career and Technology Studies

Business, Administration, Finance & Information Technology: Computing Science

Series / Title	Copyright Date	Status / Course(s)	LRC Order No.	Price
Teaching Resources				
Handi-Guide to Alberta's OH & S Act, Regulation and Code (2nd ed.)	2006	Teaching Also for Enterprise and Innovation, Financial Management, Information Processing, Management and Marketing and Networking Occupational Areas.	653130	\$33.65
An Introduction to Object-Oriented Programming with Java (4th ed.)	2006	Teaching	753006	\$126.85
Java Methods A & AB: Object-Oriented Programming and Data Structures	2006	Teaching	753114	\$77.65
SAFESTART: Advanced Safety Awareness Training (2nd Ed.) (Kit)	2007	Teaching Also for Enterprise and Innovation, Financial Management, Information Processing, Management and Marketing and Networking Occupational Areas.	Pending	

Enterprise and Innovation



May 2009 (Draft)

Career and Technology Studies

Business, Administration, Finance & Information Technology: Enterprise and Innovation

Series / Title	Copyright Date	Status / Course(s)	LRC Order No.	Price
Basic Resources				
Building a Dream: A Canadian Guide to Starting Your Own Business (7th ed.) (Student Text)	2008	Basic	753015	\$62.55
Marketing Essentials (Student Text)	2009	Basic Also for Management and Marketing Occupational Area.	754248	\$79.85
The World of Business (5th ed.) (Student Text)	2007	Basic Also for Management and Marketing Occupational Area.	753442	\$77.85
Support Resources				
Buying Advertising (http://www.jedlet.com/find.product.asp?v)	2007	Support Vendor Direct (www.jedlet.com) Also for Management and Marketing Occupational Area.		
Entrepreneurship: Ideas in Action (3rd Ed.)	2006	Support	753459	\$110.85
Go Venture: Small Business	2007	Support Vendor Direct (IBM Canada K-12 Education Team)	715568	
Marketing Essentials (3rd ed.): School-to-Career Activity Workbook	2009	Support Also for Management and Marketing Occupational Area.	754263	\$20.70
Marketing Essentials: BusinessWeek Reader with Case Studies	2009	Support Also for Management and Marketing Occupational Area.	754265	\$35.75
Marketing Essentials: Competitive Events Workbook	2009	Support Also for Management and Marketing Occupational Area.	754264	\$20.70
Marketing Essentials: Interactive Student Edition (Windows / Macintosh Version 1.8.2)	2009	Support Also for Management and Marketing Occupational Area.	754267	\$89.40
Marketing Essentials: Marketing Math Workbook	2009	Support Also for Management and Marketing Occupational Area.	754266	\$14.30
Marketing Essentials: Marketing Research Project Workbook	2009	Support Also for Management and Marketing Occupational Area.	754268	\$17.15
Marketing Essentials: Student Activity Workbook with Academic Integration	2009	Support Also for Management and Marketing Occupational Area.	754262	\$20.10
No Logo: Brands, Globalization & Resistance	2003	Support Also for Management and Marketing Occupational Area.	708688	\$16.00
The World of Business (5th ed.): Student Workbook	2008	Support Also for Management and Marketing Occupational Area.	753444	\$14.70

Career and Technology Studies (continued)

Business, Administration, Finance & Information Technology: Enterprise and Innovation

Series / Title	Copyright Date	Status / Course(s)	LRC Order No.	Price
Teaching Resources				
Building a Dream: A Canadian Guide to Starting Your Own Business (7th ed.): Entrepreneurship & Small Business Management Courses: DVD Videos	2008	Teaching	753018	\$157.85
Building a Dream: A Canadian Guide to Starting Your Own Business (7th ed.): Instructor's Resource CD-ROM	2008	Teaching	753017	\$157.85
Handi-Guide to Alberta's OH & S Act, Regulation and Code (2nd ed.)	2006	Teaching Also for Computing Science, Financial Management, Information Processing, Management and Marketing and Networking Occupational Areas.	653130	\$35.30
Marketing Essentials: ExamView Assessment Suite (Windows / Macintosh Version 5)	2009	Teaching Also for Management and Marketing Occupational Area.	754271	\$218.80
Marketing Essentials: Interactive Chalkboard (Windows / Macintosh Version)	2009	Teaching Also for Management and Marketing Occupational Area.	754272	\$166.65
Marketing Essentials: Student Activity Workbook with Academic Integration: Teacher Annotated Edition	2009	Teaching Also for Management and Marketing Occupational Area.	754273	\$42.95
Marketing Essentials: Teacher Classroom Resources	2009	Teaching Also for Management and Marketing Occupational Area.	754270	\$318.15
Marketing Essentials: Teacher Wraparound Edition	2009	Teaching Also for Management and Marketing Occupational Area.	754269	\$130.45
SAFESTART: Advanced Safety Awareness Training (2nd Ed.) (Kit)	2007	Teaching Also for Computing Science, Financial Management, Information Processing, Management and Marketing and Networking Occupational Areas.	Pending	
The World of Business (5th ed.): Computerized Assessment Bank (Windows / Macintosh Version)	2008	Teaching Also for Management and Marketing Occupational Area.	753454	\$220.90
The World of Business (5th ed.): DVD Package	2008	Teaching Also for Management and Marketing Occupational Area.	753452	\$331.35
The World of Business (5th ed.): Teacher's Resource	2007	Teaching Also for Management and Marketing Occupational Area.	753451	\$220.90
The World of Business (5th ed.): Workbook Answer Key	2008	Teaching Also for Management and Marketing Occupational Area.	753453	\$55.75

Financial Management



May 2009 (Draft)

Career and Technology Studies

Business, Administration, Finance & Information Technology: Financial Management

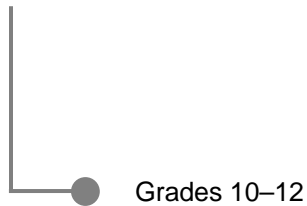
Series / Title	Copyright Date	Status / Course(s)	LRC Order No.	Price
Basic Resources				
Essentials of Business Communication (5th Canadian ed.) (Student Text)	2007	Basic Also for Management and Marketing Occupational Area.	753037	\$69.45
QuickTax® in the Classroom: Student's Learning Guide	2006	Basic Vendor Direct (Intuit Canada)		
QuickTax® in the Classroom: Tax Preparation Software	2005	Basic Vendor Direct (Intuit Canada)		
Simply Accounting 2008 (Premium Education Version) (Windows Version) (English and French)	2007	Basic Vendor Direct (Sage Software)	752914	
Support Resources				
Responsible Citizenship and Canada's Tax System [http://www.cra-arc.gc.ca/tx/ndvdl/dctrs/rs-ct/menu-eng.html]	[2007]	Support		
Taking Credit: Understanding Loans, Credit Cards, and Other Debts	2007	Support	752498	\$151.95
Warren Buffet: The Billionaire Next Door	2006	Support	752499	\$268.80
Business, Management & Administration <i>Career Clusters 4</i>	2007	Support Also for Management and Marketing Occupational Area.	752502	\$151.95
Finance <i>Career Clusters 4</i>	2007	Support Also for Management and Marketing Occupational Area.	752503	\$151.95
Marketing: Sales & Service <i>Career Clusters 4</i>	2007	Support	752506	\$151.95
Teaching Resources				
Business: A Changing World (3rd Canadian Edition) (DVD Video)	2008	Teaching	753021	\$157.85
Business: A Changing World (3rd Canadian Edition) (Student Text)	2008	Teaching	753019	\$85.80
Essentials of Business Communication (5th Canadian ed.): Instructor's Manual with Solution Masters and Testing Materials	2007	Teaching Also for Management and Marketing Occupational Area.	753038	\$157.85
Handi-Guide to Alberta's OH & S Act, Regulation and Code (2nd ed.)	2006	Teaching Also for Computing Science, Enterprise and Innovation, Information Processing, Management and Marketing and Networking Occupational Areas.	653130	\$35.30
Learning About Taxes [http://www.cra-arc.gc.ca/tx/ndvdl/tpcs/lrn-tx/menu-eng.html]	[2008]	Teaching		

Career and Technology Studies (continued)

Business, Administration, Finance & Information Technology: Financial Management

Series / Title	Copyright Date	Status / Course(s)	LRC Order No.	Price
SAFESTART: Advanced Safety Awareness Training (2nd Ed.) (Kit)	2007	Teaching Also for Computing Science, Enterprise and Innovation, Information Processing, Management and Marketing and Networking Occupational Areas.	Pending	
Simply Accounting Curriculum: Teacher's Resource (Windows Version)	2006	Teaching Vendor Direct (Sage Software)	752915	
Teaching Taxes [http://www.cra-arc.gc.ca/tx/ndvdlst/tchtx/tch-eng.html]	[2008]	Teaching		

Information Processing



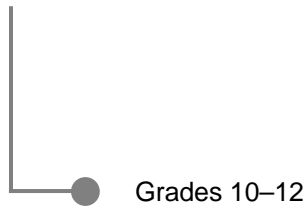
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Career and Technology Studies

Business, Administration, Finance & Information Technology: Information Processing

Series / Title	Copyright Date	Status / Course(s)	LRC Order No.	Price
Basic Resources				
iCheck Microsoft Office 2007 (Student Text) <i>iCheck Series</i>	2008	Basic	753873	\$100.15
Microsoft Office Access 2007: Exam 77-605 <i>Microsoft Official Academic Course</i>	2008	Basic	Pending	
Microsoft Office Excel 2007: Exam 77-602 <i>Microsoft Official Academic Course</i>	2008	Basic	Pending	
Microsoft Office Powerpoint 2007: Exam 77-603 <i>Microsoft Official Academic Course</i>	2008	Basic	Pending	
Microsoft Office Word 2007: Exam 77-601 <i>Microsoft Official Academic Course</i>	2008	Basic	Pending	
Teaching Resources				
Handi-Guide to Alberta's OH & S Act, Regulation and Code (2nd ed.)	2006	Teaching	653130	\$35.30
		Also for Computing Science, Enterprise and Innovation, Financial Management, Management and Marketing and Networking Occupational Areas.		
SAFESTART: Advanced Safety Awareness Training (2nd Ed.) (Kit)	2007	Teaching	Pending	
		Also for Computing Science, Enterprise and Innovation, Financial Management, Management and Marketing and Networking Occupational Areas.		
iCheck Microsoft Office 2007: ExamView Assessment Suite (Windows / Macintosh Version 6) <i>iCheck Series</i>	2008	Teaching	753878	\$218.80
iCheck Microsoft Office 2007: Lesson Planner Plus DVD (Windows / Macintosh Version 1.8) <i>iCheck Series</i>	2008	Teaching	753877	\$318.15
iCheck Microsoft Office 2007: Presentation Plus! DVD (Windows / Macintosh Version) <i>iCheck Series</i>	2008	Teaching	753874	\$166.65
iCheck Microsoft Office 2007: Teacher Annotated Edition <i>iCheck Series</i>	2008	Teaching	753875	\$160.70
iCheck Microsoft Office 2007: Teacher Resource DVD (Windows / Macintosh Version) <i>iCheck Series</i>	2008	Teaching	753876	\$318.15

Management and Marketing



May 2009 (Draft)

Career and Technology Studies

Business, Administration, Finance & Information Technology: Management and Marketing

Series / Title	Copyright Date	Status / Course(s)	LRC Order No.	Price
Basic Resources				
Essentials of Business Communication (5th Canadian ed.) (Student Text)	2007	Basic Also for Financial Management Occupational Area.	753037	\$69.45
International Business (Student Text)	2008	Basic	752988	\$54.80
Marketing Essentials (Student Text)	2009	Basic Also for Enterprise and Innovation Occupational Area.	754248	\$79.85
The World of Business (5th ed.) (Student Text)	2007	Basic Also for Enterprise and Innovation Occupational Area.	753442	\$77.85
Support Resources				
Buying Advertising (http://www.jedlet.com/find.product.asp?v)	2007	Support Also for Enterprise and Innovation Occupational Area.		
Communicating with Tact, Candor, & Credibility	2008	Support	752448	\$16.00
Five Star Customer Service (http://www.jedlet.com/find.product.asp?v)	2007	Support		
Marketing Essentials (3rd ed.): School-to-Career Activity Workbook	2009	Support Also for Enterprise and Innovation Occupational Area.	754263	\$20.70
Marketing Essentials: BusinessWeek Reader with Case Studies	2009	Support Also for Enterprise and Innovation Occupational Area.	754265	\$35.75
Marketing Essentials: Competitive Events Workbook	2009	Support Also for Enterprise and Innovation Occupational Area.	754264	\$20.70
Marketing Essentials: Interactive Student Edition (Windows / Macintosh Version 1.8.2)	2009	Support Also for Enterprise and Innovation Occupational Area.	754267	\$89.40
Marketing Essentials: Marketing Math Workbook	2009	Support Also for Enterprise and Innovation Occupational Area.	754266	\$14.30
Marketing Essentials: Marketing Research Project Workbook	2009	Support Also for Enterprise and Innovation Occupational Area.	754268	\$17.15
Marketing Essentials: Student Activity Workbook with Academic Integration	2009	Support Also for Enterprise and Innovation Occupational Area.	754262	\$20.10
No Logo: Brands, Globalization & Resistance	2003	Support Also for Enterprise and Innovation Occupational Area.	708688	\$16.00
Serving Customers, Helping People	2006	Support	752458	\$198.70

Career and Technology Studies (continued)

Business, Administration, Finance & Information Technology: Management and Marketing

Series / Title	Copyright Date	Status / Course(s)	LRC Order No.	Price
So Help Me Employee Edition (includes: DVD, Training Leader's Guide - Supervisor Edition, Training Leader's Guide - Employee Edition)		Support	753054	
The World of Business (5th ed.): Student Workbook	2008	Support Also for Enterprise and Innovation Occupational Area.	753444	\$14.70
Business, Management & Administration <i>Career Clusters 4</i>	2007	Support Also for Financial Management Occupational Area.	752502	\$151.95
Finance <i>Career Clusters 4</i>	2007	Support Also for Financial Management Occupational Area.	752503	\$151.95

Teaching Resources

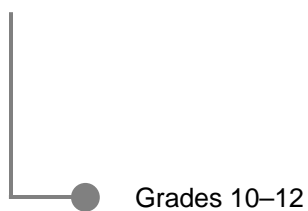
Essentials of Business Communication (5th Canadian ed.): Instructor's Manual with Solution Masters and Testing Materials	2007	Teaching Also for Financial Management Occupational Area.	753038	\$157.85
Handi-Guide to Alberta's OH & S Act, Regulation and Code (2nd ed.)	2006	Teaching Also for Computing Science, Enterprise and Innovation, Financial Management, Information Processing and Networking Occupational Areas.	653130	\$35.30
International Business: ExamView Assessment Suite	2008	Teaching	752991	\$218.80
International Business: Presentation Plus!	2008	Teaching	752989	\$166.65
International Business: Teacher Annotated Edition	2008	Teaching	752990	\$100.15
Marketing Essentials: ExamView Assessment Suite (Windows / Macintosh Version 5)	2009	Teaching Also for Enterprise and Innovation Occupational Area.	754271	\$218.80
Marketing Essentials: Interactive Chalkboard (Windows / Macintosh Version)	2009	Teaching Also for Enterprise and Innovation Occupational Area.	754272	\$166.65
Marketing Essentials: Student Activity Workbook with Academic Integration: Teacher Annotated Edition	2009	Teaching Also for Enterprise and Innovation Occupational Area.	754273	\$42.95
Marketing Essentials: Teacher Classroom Resources	2009	Teaching Also for Enterprise and Innovation Occupational Area.	754270	\$318.15
Marketing Essentials: Teacher Wraparound Edition	2009	Teaching Also for Enterprise and Innovation Occupational Area.	754269	\$130.45
SAFESTART: Advanced Safety Awareness Training (2nd Ed.) (Kit)	2007	Teaching Also for Computing Science, Enterprise and Innovation, Financial Management, Information Processing and Networking Occupational Areas.	Pending	

Career and Technology Studies (continued)

Business, Administration, Finance & Information Technology: Management and Marketing

Series / Title	Copyright Date	Status / Course(s)	LRC Order No.	Price
The World of Business (5th ed.): Computerized Assessment Bank (Windows / Macintosh Version)	2008	Teaching Also for Enterprise and Innovation Occupational Area.	753454	\$220.90
The World of Business (5th ed.): DVD Package	2008	Teaching Also for Enterprise and Innovation Occupational Area.	753452	\$331.35
The World of Business (5th ed.): Teacher's Resource	2007	Teaching Also for Enterprise and Innovation Occupational Area.	753451	\$220.90
The World of Business (5th ed.): Workbook Answer Key	2008	Teaching Also for Enterprise and Innovation Occupational Area.	753453	\$55.75

Networking



May 2009 (Draft)


Career and Technology Studies

Business, Administration, Finance & Information Technology: Networking

Series / Title	Copyright Date	Status / Course(s)	LRC Order No.	Price
Basic Resources				
Digital Electronics: Principles and Applications (7th ed.): Student Text (with MultiSim Windows Version CD-ROM)	2008	Basic	752993	\$152.80
Networking Fundamentals (Student Text)	2005	Basic	Pending	
Support Resources				
CompTIA A+ Complete Study Guide (Deluxe Edition) (with Windows Version CD-ROMs)	2007	Support	752911	\$82.30
Digital Electronics: Principles and Applications (7th ed.): Experiments Manual	2008	Support	752994	\$67.50
Networking Fundamentals: Laboratory Manual	2005	Support	753430	\$27.75
Networking Fundamentals: Study Guide	2005	Support	753431	\$25.00
Teaching Resources				
Digital Electronics: Principles and Applications (7th ed.): Instructor's Productivity Center CD-ROM (Windows Version)	2008	Teaching	752995	\$21.75
Handi-Guide to Alberta's OH & S Act, Regulation and Code (2nd ed.)	2006	Teaching	653130	\$35.30
		Also for Computing Science, Enterprise and Innovation, Financial Management, Information Processing and Management and Marketing Occupational Areas.		
Networking Fundamentals: Instructor's Manual	2005	Teaching	753432	\$59.70
Networking Fundamentals: Instructor's Resource CD (Windows Version)	2005	Teaching	753433	\$265.00
SAFESTART: Advanced Safety Awareness Training (2nd Ed.) (Kit)	2007	Teaching	Pending	
		Also for Computing Science, Enterprise and Innovation, Financial Management, Information Processing and Management and Marketing Occupational Areas.		

Business, Administration, Finance & Information Technology (BIT)

**Annotated Bibliography
(Listed Alphabetically by Title)**


 Grades 10–12

May 2009 (Draft)

Annotated Bibliography Listed Alphabetically by Title

- | | LRC Order No.: | Est. Price: |
|---|----------------|-----------------|
| • Building a Dream: A Canadian Guide to Starting Your Own Business (7th ed.) (Student Text) | 753015 | \$62.55 |
| • Building a Dream: A Canadian Guide to Starting Your Own Business (7th ed.): Entrepreneurship & Small Business Management Courses: DVD Videos | 753018 | \$157.85 |
| • Building a Dream: A Canadian Guide to Starting Your Own Business (7th ed.): Instructor's Resource CD-ROM | 753017 | \$157.85 |

Basic / Teaching Resource Grade(s) 10, 11, 12

 Computing Science	Enterprise and Innovation	Financial Management	Information Processing	Management and Marketing	Networking
	✓				

Building a Dream: A Canadian Guide to Starting Your Own Business, 7th Edition is a comprehensive resource on entrepreneurship and venture start-up that includes a textbook, an instructor's manual and accompanying DVDs.

The resource covers entrepreneurial characteristics, idea generation and opportunity evaluation, forms of business organization, feasibility analysis, start-up financing and business plans.

Graphics, case studies, self-assessments, worksheets, financial spreadsheets, checklists and other activities are available for a wide range of senior high school students.

The textbook is accompanied by an instructor's manual, PowerPoint presentations for each chapter, 11 CBC videos, discussion questions and answers for each video, and online access for student and teacher resources that include four sample business plans for students to analyze and use as exemplars.

Comments:

- This resource is not compatible with Macintosh applications.

Cautions:

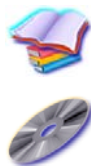
- Students can access other sites while they are using this Web site; therefore, monitoring is advised.

©2008 **Author(s):** Good, W.

LRC Order No.: Est. Price:
753019 \$85.80
753021 \$157.85

- **Business: A Changing World (3rd Canadian Edition) (Student Text)**
- **Business: A Changing World (3rd Canadian Edition) (DVD Video)**

Teaching Resource Grade(s) 10, 11, 12



Computing Science	Enterprise and Innovation	Financial Management	Information Processing	Management and Marketing	Networking
		✓			

Business: A Changing World provides case studies and a DVD with valuable supplementary material for business-related courses.

The text comes with a full supplements package, including an online learning centre (OLC) with study guide material that provides additional review materials, emphasizes skill building and contains an extensive student OLC, as well as full instructor support materials. There are also Video Cases and Video Notes in the Student and Instructor Centres.

Topics covered include the following: Starting and Growing a Business, Managing for Quality and Competitiveness, Creating the Human Resources Advantage, Marketing: Developing Relationships, and Financing the Enterprise.

©2008 Author(s): Ferrell, O.C. et al.

Buying Advertising

Support Resource Grade(s) 10, 11, 12

Computing Science	Enterprise and Innovation	Financial Management	Information Processing	Management and Marketing	Networking
	✓			✓	

Buying Advertising is an online resource that is designed and presented with sound and visual material. The material consists of 28 slides that give an overview of the major forms of advertising mediums, and the cost and techniques of each.

How to Order: Individuals subscribe with credit card at <http://www.jedlet.com/find.product.asp?v>. For group orders, contact info@jednm.com or 514-289-1800.

©2007

Career Clusters 4• **Business, Management & Administration****752502 \$151.95**• **Finance****752503 \$151.95**• **Marketing: Sales & Service** (Financial Management Occupational Area only)**752506 \$151.95**

Support Resource Grade(s) 10, 11, 12



Computing Science	Enterprise and Innovation	Financial Management	Information Processing	Management and Marketing	Networking
		✓		✓	

This DVD series demonstrates relevant roles and skills in a workplace, as identified by experts who work in the field, which can assist students in creating and identifying career pathways.

Marketing Sales & Services introduces students to the roles and responsibilities of an account director/senior sales associate, an account director/partner, an associate creative director and *Finance* introduces the roles of wealth management specialists, accountants, bank managers, and stockbrokers. *Business Management & Administration* introduces the roles of a corporate accounting assistant, an administrative assistant, an account director and a principal at a commercial real estate services firm.

©2007

Communicating with Tact, Candor, & Credibility**752448 \$16.00**

Support Resource Grade(s) 10, 11, 12



Computing Science	Enterprise and Innovation	Financial Management	Information Processing	Management and Marketing	Networking
				✓	


Communicating with Tact, Candor and Credibility is a DVD that explains and demonstrates five ineffective styles of business communication (Beggar, Judge, Escape Artist, Commander and Scientist). More effective approaches for communicating with coworkers are then explained and demonstrated.

©2008

LRC Order No.: Est. Price:
752911 \$82.30

CompTIA A+ Complete Study Guide (Deluxe Edition) (with Windows Version CD-ROMs)

Support Resource Grade(s) 10, 11, 12




Computing Science	Enterprise and Innovation	Financial Management	Information Processing	Management and Marketing	Networking
					✓

COMPTIA A+ Complete Study Guide is a textbook with an accompanying CD that covers PC repair and configuration. Each chapter includes sample questions and discussions to help prepare students for the A+ certification exams, the CompTIA A+ Essentials exam, as well as one of three additional exams focusing on specific job roles—IT technician, remote support technician, or depot technician. The resource comes with a CD of instructional videos demonstrating the procedures discussed in the text. The accompanying CD includes all chapter review questions; eight total practice exams; flash cards that can run on PC or handheld devices, and the textbook in searchable and printable PDF.

©2007 Author(s): Docter, Q. et al.

- **Digital Electronics: Principles and Applications (7th ed.): Student Text (with MultiSim Windows Version CD-ROM)** **752993 \$152.80**
- **Digital Electronics: Principles and Applications (7th ed.): Experiments Manual** **752994 \$67.50**
- **Digital Electronics: Principles and Applications (7th ed.): Instructor's Productivity Center CD-ROM (Windows Version)** **752995 \$21.75**

Basic / Support / Teaching Resource Grade(s) 10, 11, 12



Computing Science	Enterprise and Innovation	Financial Management	Information Processing	Management and Marketing	Networking
					✓

The *Digital Electronics Principles and Applications* textbook is designed for use with the lab manual and the instructor's testing CD-ROM. The text covers all entry level digital electronic concepts. The 14 chapters provide the student with an in-depth knowledge of all classes of integrated circuits, including microprocessors. The resource includes hands-on work, computer simulation routines, study resources, visual aids and test questions.

Students will find chapter-based materials to support learning throughout their course in the student Web site <http://www.mhhe.com/ps/ee/bsee/digital/6e/student/index.html>. Instructors will find correlated and supplemental materials in the instructor Web site <http://www.mhhe.com/ps/ee/bsee/digital/6e/instructor.html>.

Cautions:

- The Web sites identified in this resource have not been reviewed or authorized by Alberta Education.

©2008 Author(s): Tokheim, R.

LRC Order No.: Est. Price:
753459 \$110.85

Entrepreneurship: Ideas in Action (3rd Ed.)

Support Resource Grade(s) 10, 11, 12



Computing Science	Enterprise and Innovation	Financial Management	Information Processing	Management and Marketing	Networking
	✓				

Entrepreneurship: Ideas in Action is a textbook that takes students through the process of owning and managing a business.

Students are made aware of various challenges and opportunities that demonstrate the importance of planning, financing and marketing a venture. The resource highlights the real world with examples of the pitfalls and challenges involved in operating a business.

The Web site <http://www.ideas-in-action.swep.com/third/index.html> has student activities, crossword puzzles and video discussion questions.

Comments:

- This resource contains American content that needs to be supplemented with Canadian content.
- The Web site identified in this resource has not been reviewed or authorized by Alberta Education.

©2006 Author(s): Greene, C.L.

- **Essentials of Business Communication (5th Canadian ed.) (Student Text)** **753037 \$69.45**
- **Essentials of Business Communication (5th Canadian ed.): Instructor's Manual with Solution** **753038 \$157.85**

Masters and Testing Materials

Basic / Teaching Resource Grade(s) 10, 11, 12



Computing Science	Enterprise and Innovation	Financial Management	Information Processing	Management and Marketing	Networking
		✓		✓	

Essentials of Business Communication is a comprehensive textbook and instructor's manual containing instruction and assignments for communications courses. Topics covered in the text include letter writing, formal and informal reports, memos, research and face-to-face communication. The material is presented in a logical sequence with practice exercises at the end of each chapter. The subject matter of textbook examples and assignments are current and include Web-based and e-mail-based communication. The instructor's manual contains testing materials and solution masters.

Comments:

- The Web-based content identified in this resource has not been reviewed or authorized by Alberta Education.

©2007 Author(s): Guffey, M.; Almonte, R.

Five Star Customer Service

Support Resource Grade(s) 10, 11, 12

Computing Science	Enterprise and Innovation	Financial Management	Information Processing	Management and Marketing	Networking
				✓	

Five Star Customer Service is an online resource that is designed to illustrate how to give the best customer service. The material consists of 28 slides that give an overview of the steps to provide excellent customer service.

How to Order: Individuals subscribe with credit card at <http://www.jedlet.com/find.product.asp?v>. For group orders, contact info@jednm.com or 514-289-1800.

©2007

Go Venture: Small Business

Support Resource Grade(s) 10, 11, 12

Vendor Direct



Computing Science	Enterprise and Innovation	Financial Management	Information Processing	Management and Marketing	Networking
	✓				

Go Venture: Small Business Simulation is a simulation software program to be used with the student booklet, instructor's guide and software user guide.

In this simulation, students create and manage a venture. They manage products, prices, place and promotion, market research, financing, hiring, firing, employee incentive programs, and inventory control. Students receive feedback on the financial performance of their business, market share, customer satisfaction, employee morale and other measures of business success.

The software also has a short learning tutorial that teaches users how to run the simulation. The software allows teachers to monitor the results of each individual. The set comes with a software user guide, an instructor's guide, and a student booklet that outlines the major concepts of running a business.

©2007

MediaSpark Inc.; 55 Townsend Street, 2nd Floor, SYDNEY, NS B1P 5C6

Telephone: 800-331-2282; 902-562-0042; Internet: <http://www.goventure.com>

Handi-Guide to Alberta's OH & S Act, Regulation and Code (2nd ed.)

Teaching Resource Grade(s) 10, 11, 12



Computing Science	Enterprise and Innovation	Financial Management	Information Processing	Management and Marketing	Networking
✓	✓	✓	✓	✓	✓

The *Handi-Guide to Alberta's OH & S Act, Regulation and Code* resource introduces teachers to safety standards and procedures for workplace safety. The resource covers the identification of roles and responsibilities, how to assess, eliminate and control risks, and the identification of occupational health and safety requirements applicable to all industries. This resource provides teachers with the occupational health and safety framework that can be modeled and reinforced with students in their classrooms.

Comments:

- Teachers should be familiar with current national, provincial and local health and safety-related agencies, departments and organizations, e.g., research agencies for related duties and responsibilities, such as the Workers' Compensation Board (WCB) and Occupational Health and Safety (OHS), as they relate to the content of this resource for their instructional area.
- This safety resource is also authorized for CTR1010.

©2006

iCheck Series

- | | | |
|--|---------------|-----------------|
| • iCheck Microsoft Office 2007 (Student Text) | 753873 | \$100.15 |
| • iCheck Microsoft Office 2007: Presentation Plus! DVD (Windows / Macintosh Version) | 753874 | \$166.65 |
| • iCheck Microsoft Office 2007: Teacher Annotated Edition | 753875 | \$160.70 |
| • iCheck Microsoft Office 2007: Teacher Resource DVD (Windows / Macintosh Version) | 753876 | \$318.15 |
| • iCheck Microsoft Office 2007: ExamView Assessment Suite (Windows / Macintosh Version 6) | 753878 | \$218.80 |
| • iCheck Microsoft Office 2007: Lesson Planner Plus DVD (Windows / Macintosh Version 1.8) | 753877 | \$318.15 |

Basic / Teaching Resource Grade(s) 10, 11, 12



Computing Science	Enterprise and Innovation	Financial Management	Information Processing	Management and Marketing	Networking
			✓		

Microsoft Office 2007—Advanced Concepts & Techniques consists of a textbook and an accompanying DVD that describe advanced functions and commands for Word, Excel, Access and software integration. The annotated screen shots enable students to work independently and at their own pace, if required. Multiple starting points allow for flexibility. The DVD has a lesson planner component.

Comments:


- This resource is not compatible with Macintosh applications.
- The ExamView Assessment Suite installed on Vista can only be used by a single user.

©2008 **Author(s):** Schultz, J.; Wooldridge, L.

LRC Order No.:	Est. Price:
752988	\$54.80
752990	\$100.15
752991	\$218.80
752989	\$166.65

- **International Business (Student Text)**
- **International Business: Teacher Annotated Edition**
- **International Business: ExamView Assessment Suite**
- **International Business: Presentation Plus!**

Basic / Teaching Resource Grade(s) 10, 11, 12



Computing Science	Enterprise and Innovation	Financial Management	Information Processing	Management and Marketing	Networking
				✓	

International Business is a textbook with accompanying DVDs that covers all major topics relating to business in the global economy.

With numerous graphics, short company case studies, side bars, concept reviews, chapter objectives, career profiles, lists of key terms, and chapter “Quick Check” questions, the resource is appropriate for senior high school students. Each of the five units ends with a thematic project that integrates the concepts. The annotated teacher’s edition provides ideas for course planning and structuring units, as well as lesson plans and answer keys.

One DVD included with the resource provides PowerPoint slides summarizing major concepts of each chapter, PowerPoint slides with multiple choice questions for each chapter, and a number of handouts. Test creation software is also included.

Online access to additional student and teacher resources is available through the publisher’s Web site, <http://glencoe.mcgraw-hill.com/sites/0078685435/>.

Comments:

- This is an American resource that needs to be supplemented with Canadian content.
- This resource is not compatible with Macintosh applications.
- Exam View when installed on a Windows platform can only be used by a single user.

Cautions:


- The Web site identified in this resource has not been reviewed or authorized by Alberta Education.

©2008 Author(s): Baack, D.

An Introduction to Object-Oriented Programming with Java (4th ed.)

753006 \$126.85

Teaching Resource Grade(s) 10, 11, 12



Computing Science	Enterprise and Innovation	Financial Management	Information Processing	Management and Marketing	Networking
✓					

An Introduction to Object-oriented Programming with Java is a teacher resource that addresses two cluster indexes: Computer Science, and Computer Science and Programming. This resource deals with binary files, text files and the modelling of algorithmic development. Source code examples are provided.

©2006 Author(s): Wu, C.

LRC Order No.: Est. Price:
753114 \$77.65

Java Methods A & AB: Object-Oriented Programming and Data Structures

Teaching Resource Grade(s) 10, 11, 12



Computing Science	Enterprise and Innovation	Financial Management	Information Processing	Management and Marketing	Networking
✓					

Java Methods A & AB AP Edition is a textbook that concentrates on programming covering the essentials of Java.

This edition covers both introductory Java/OOP A-level material and AB-level topics (data structures and algorithms). The book follows Java 5.0 and incorporates many other changes to reflect the current priorities of the AP computer science program. This edition offers an early focus on object-oriented programming and design, and an expanded discussion of the Java collections framework.

This book is an AP edition.

©2006 Author(s): Litvin, M.; Litvin, G.

Learning About Taxes [<http://www.cra-arc.gc.ca/tx/ndvdl/tpcs/lrn-tx/menu-eng.html>]

Teaching Resource Grade(s) 10, 11, 12

Computing Science	Enterprise and Innovation	Financial Management	Information Processing	Management and Marketing	Networking
		✓			

Learning About Taxes Web Site at <http://www.cra-arc.gc.ca/tx/ndvdl/dctrs/menu-eng.html> is a Web site that provides free teacher resources for helping students understand the fundamentals of the Canadian tax system and how to file a basic income tax return. Teachers can subscribe to the site and request copies of student workbooks.

Comments:

- Students can access other sites while they are using this Web site; therefore, monitoring is advised.

©[2008]

	LRC Order No.:	Est. Price:
• Marketing Essentials (Student Text)	754248	\$79.85
• Marketing Essentials (3rd ed.): School-to-Career Activity Workbook	754263	\$20.70
• Marketing Essentials: BusinessWeek Reader with Case Studies	754265	\$35.75
• Marketing Essentials: Competitive Events Workbook	754264	\$20.70
• Marketing Essentials: Interactive Student Edition (Windows / Macintosh Version 1.8.2)	754267	\$89.40
• Marketing Essentials: Marketing Math Workbook	754266	\$14.30
• Marketing Essentials: Marketing Research Project Workbook	754268	\$17.15
• Marketing Essentials: Student Activity Workbook with Academic Integration	754262	\$20.10
• Marketing Essentials: Teacher Wraparound Edition	754269	\$130.45
• Marketing Essentials: Teacher Classroom Resources	754270	\$318.15
• Marketing Essentials: ExamView Assessment Suite (Windows / Macintosh Version 5)	754271	\$218.80
• Marketing Essentials: Interactive Chalkboard (Windows / Macintosh Version)	754272	\$166.65
• Marketing Essentials: Student Activity Workbook with Academic Integration: Teacher Annotated Edition	754273	\$42.95

Basic / Support / Teaching Resource Grade(s) 10, 11, 12



Computing Science	Enterprise and Innovation	Financial Management	Information Processing	Management and Marketing	Networking
	✓			✓	

Marketing Essentials is a comprehensive resource that includes a textbook, a teacher wraparound edition, five student workbooks, a case study reader and a CD-ROM.

The textbook is supported by extensive student and teacher resources providing classroom and student activities, handouts, case studies, student projects, lesson plans, reproducible figures, graphic organizers and assessments. The student activity workbooks provide chapter-by-chapter activities such as “school-to-career” activities, competitive events, marketing math exercises and market research projects. The “Marketing Research Project Workbook” guides students through the theory and application of consumer questionnaires and focus groups, as well as result reporting. The “Case Study Reader” features 38 case studies from *Business Week*, each matched to a chapter of the textbook and accompanied by questions and extension activities.



Comments:

- This is an American resource that needs to be supplemented with Canadian content particularly in the areas of marketing legislation and regulations.
- The *ExamView Assessment Suite* will be a security risk when installed in a multi-user environment.

©2009 Author(s): Farese, L. et. al.

Microsoft Official Academic Course**Microsoft Office Access 2007: Exam 77-605****Pending**

Basic Resource Grade(s) 10, 11, 12

Computing Science	Enterprise and Innovation	Financial Management	Information Processing	Management and Marketing	Networking
			✓		

Microsoft Office Access 2007 Specialist Courseware is a textbook and CD-ROM resource that introduces students to the basic commands, functions and capabilities of Microsoft Access 2007, as well as advanced features and topics. This resource is Microsoft Office Specialist (MOS) Approved Courseware and prepares students for MOS certification. MOS is a globally recognized standard for demonstrating desktop skills and validating expertise with the Microsoft Office Suite of business productivity programs. This resource may be especially useful for new teachers as it covers basic and advanced Access techniques.



Comments:

- This resource is not compatible with Macintosh applications.

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Microsoft Official Academic Course**Microsoft Office Excel 2007: Exam 77-602****Pending**

Basic Resource Grade(s) 10, 11, 12

Computing Science	Enterprise and Innovation	Financial Management	Information Processing	Management and Marketing	Networking
			✓		

Microsoft Office Excel 2007 Specialist Courseware introduces students to the basic commands, functions and capabilities of Microsoft Excel 2007. This resource is Microsoft Office Specialist (MOS) Approved Courseware and prepares students for MOS certification. MOS is a globally recognized standard for demonstrating desktop skills and validating expertise with the Microsoft Office Suite business productivity programs



Comments:

- This resource is not compatible with Macintosh applications.

©2008

Microsoft Official Academic Course**Microsoft Office Powerpoint 2007: Exam 77-603****Pending**

Basic Resource Grade(s) 10, 11, 12

Computing Science	Enterprise and Innovation	Financial Management	Information Processing	Management and Marketing	Networking
			✓		

Microsoft Official Academic Course: Microsoft Office PowerPoint 2007 is a textbook and CD-ROM resource that introduces students to the basic commands, functions and capabilities of Microsoft PowerPoint 2007, and also deals with advanced features and topics. This resource is Microsoft Office Specialist (MOS) Approved Courseware and prepares students for MOS certification. MOS is a globally recognized standard for demonstrating desktop skills and validating expertise with the Microsoft Office Suite of business productivity programs.



Comments:

- This resource is not compatible with Macintosh applications.

©2008

Microsoft Official Academic Course**Microsoft Office Word 2007: Exam 77-601****Pending**

Basic Resource Grade(s) 10, 11, 12

Computing Science	Enterprise and Innovation	Financial Management	Information Processing	Management and Marketing	Networking
			✓		

Microsoft Official Academic Course Word with CD-ROM is a textbook with an accompanying CD-ROM that introduces students to the basic commands, functions and capabilities of Microsoft Office Word 2007, as well as advanced features and topics. This resource has been approved by the Microsoft Certified Application Specialist program, and upon completion of the courseware, students are eligible to take an exam for MCAS qualification.

Comments:

- This resource is not compatible with Macintosh applications.

©2008

LRC Order No.: Est. Price:

- **Networking Fundamentals (Student Text)**
- **Networking Fundamentals: Study Guide**
- **Networking Fundamentals: Laboratory Manual**
- **Networking Fundamentals: Instructor's Manual**
- **Networking Fundamentals: Instructor's Resource CD (Windows Version)**

Pending
753431 \$25.00
753430 \$27.75
753432 \$59.70
753433 265.00

Basic / Support / Teaching Resource Grade(s) 10, 11, 12



Computing Science	Enterprise and Innovation	Financial Management	Information Processing	Management and Marketing	Networking
					✓

This set of resources focuses on vendor-neutral networking technologies, so it is not tied to the Cisco curriculum. Nevertheless, it would be a valuable resource for teachers in networking classes. The manuals provide support materials, and the CD-ROM provides instructional strategies, quizzes, reproducible masters and PowerPoint transparencies that would ease the workload for teachers providing students with support materials.

Comments:

- This resource is not compatible with Macintosh applications.
- Exam view installed on the Windows platform can be used by one user only.

©2005 Author(s): Roberts, M.R.

No Logo: Brands, Globalization & Resistance

708688 \$16.00

Support Resource Grade(s) 10, 11, 12



Computing Science	Enterprise and Innovation	Financial Management	Information Processing	Management and Marketing	Networking
	✓			✓	

Naomi Klein, award-winning Canadian author and social theorist, reveals the factors behind the backlash against multinational corporations such as Wal-Mart and Nike. Based upon her book, *No Logo*, Klein discusses the marketing strategies of transnational corporations and the effects that these strategies have had on workers in developing countries. Marketing by branding a lifestyle and an image, rather than merely promoting a product, is demonstrated with case studies focusing on Richard Branson's Virgin Group and Disney's housing developments. This video is segmented into four sections: *No Space*, *No Choice*, *No Jobs* and *No Logo*. Each of these sections may be used independently in a classroom setting.

Comments:

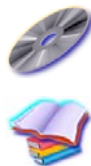
- Naomi Klein represents the global justice movement, and this resource does not present multiple perspectives of the issues.
- The anti-globalization viewpoint is presented in this video.

©2003

- **QuickTax® in the Classroom: Tax Preparation Software**
- **QuickTax® in the Classroom: Student's Learning Guide**

Basic Resource Grade(s) 10, 11, 12

Vendor Direct



Computing Science	Enterprise and Innovation	Financial Management	Information Processing	Management and Marketing	Networking
		✓			

Intuit Canada's *QuickTax in the Classroom* program is a free and current online resource that is updated yearly. The resource introduces students to the process of preparing personal tax returns in hard copy and electronic formats. Personal taxation and taxation for small businesses is covered. Students learn how to use QuickTax software and CRA (Canada Revenue Agency) forms to prepare tax returns specific to a variety of situations, and are given strategies on how to maximize tax savings.

Visit the Web site at <http://www.intuiteducation.ca>, and then choose the link for QuickTax.

Comments:

- Students can access other sites while they are using this Web site; therefore, monitoring is advised.

©2005 Author(s): Woodcroft, D.

Intuit Canada; 7008 Roper Road, EDMONTON, AB T6B 3H2

Telephone: 888-829-8689; Internet: www.intuiteducation.ca

Responsible Citizenship and Canada's Tax System

[<http://www.cra-arc.gc.ca/tx/ndvdl/dctrs/rs-ct/menu-eng.html>]

Support Resource Grade(s) 10, 11, 12

Computing Science	Enterprise and Innovation	Financial Management	Information Processing	Management and Marketing	Networking
		✓			

Responsible Citizenship and Canada's Tax System Web Site at <http://www.cra-arc.gc.ca/tx/ndvdl/dctrs/menu-eng.html> is a Web site that provides free teacher resources for helping Canadian students learn and understand where their tax dollars go, obtain some basic information about the tax system, and understand how they can legally influence government decisions.

Comments:

- Students can access other sites while they are using this Web site; therefore, monitoring is advised.

©[2007]

SAFESTART: Advanced Safety Awareness Training (2nd Ed.) (Kit)**Pending**

Teaching Resource Grade(s) 10, 11, 12



Computing Science	Enterprise and Innovation	Financial Management	Information Processing	Management and Marketing	Networking
✓	✓	✓	✓	✓	✓

The *SafeStart* resource series includes a leader's guide with an accompanying DVD, five training workbooks, an overview DVD, Video Units 1–5, three support DVDs—On the Road, Taking SafeStart Home and Hurt at Home—and self-check cards. This is a generic safety program appropriate for all areas of Career and Technology Studies. The program aims to create a culture of safety awareness by changing personal behaviour and attitudes toward safety. The content focuses on four personal states—rushing, frustration, fatigue and complacency—that can cause or contribute to the following critical errors that increase the risk of injury: eyes not on task, mind not on task, line of fire and balance/traction/grip. This teacher resource series presents health and safety instruction through five modules that include content and occupational scenarios. This is generally an employee-based program that can be adapted for students. The support DVDs (On the Road, Taking SafeStart Home and Hurt at Home) introduce safety concepts for teenagers, child care and the home, and may also act as resources for parents. An online course format and Web site are available with additional resources.

Comments:

- The Advanced Safety Awareness Training DVD has scenarios from industrial plants, hospitals and the home for students to review and discuss with each other.
- The On the Road DVD has concerns using the SafeStart concepts to prevent driving injuries.
- The Taking SafeStart Home DVD discusses safety in the home and is more appropriate for students in junior high school.
- The Hurt at Home DVD is designed for parents to discuss safety with young children.
- This safety program does not discuss safety rules and regulations; rather, it deals with personal behaviour and attitudes to prevent injury.
- Teachers should be familiar with national, provincial and local health and safety-related agencies, departments and organizations, e.g., research agencies for related duties and responsibilities, such as the Workers' Compensation Board (WCB) and Occupational Health and Safety (OHS), as they relate to the content of this resource for their instructional area.
- This safety resource is also authorized for CTR1010.

Cautions:

- Teachers should be aware that some terms referring to people with disabilities are inappropriate.
- There is occasional inclusion of some inappropriate language in the scripted scenarios that mention, 'old man', etc. referenced in the resources.

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Serving Customers, Helping People**752458 \$198.70**

Support Resource Grade(s) 10, 11, 12




Computing Science	Enterprise and Innovation	Financial Management	Information Processing	Management and Marketing	Networking
				✓	

Serving Customers—Helping People is a DVD resource that outlines the codes and etiquette of customer service. Strong emphasis on courtesy and listening is explored in this lecture-format DVD. Customer service with callers and face-to-face customer service are discussed and demonstrated.

©2006

- **Simply Accounting 2008 (Premium Education Version) (Windows Version) (English and French)**
- **Simply Accounting Curriculum: Teacher's Resource (Windows Version)**

Basic / Teaching Resource Grade(s) 10, 11, 12

Vendor Direct


Computing Science	Enterprise and Innovation	Financial Management	Information Processing	Management and Marketing	Networking
		✓			

Simply Accounting Pro 2008 is a Canadian industry standard financial software program that is provided free of charge from Sage Software. A case study binder is also provided free of charge to test student understanding of financial software concepts and functions. The Web site for educators is available at <http://www.simplyaccounting.com/partners/educationalpartners/Educators/>.

Comments:

- The Web site identified in this resource has not been reviewed or authorized by Alberta Education.
- This resource is not compatible with Macintosh applications.


©2007

Sage Software; 13888 Wireless Way, Suite 120, RICHMOND, BC V6V 0A3

Telephone: 800-256-8807; Internet: www.simplyaccounting.com

So Help Me Employee Edition (includes: DVD, Training Leader's Guide - Supervisor Edition, Training Leader's Guide - Employee Edition)

Support Resource Grade(s) 10, 11, 12

Vendor Direct


Computing Science	Enterprise and Innovation	Financial Management	Information Processing	Management and Marketing	Networking
				✓	

The video provides solutions that satisfy everyone: the customer, the organization and the employee. These solutions include working with policy to solve problems, helping customers outside one's department, actively listening, treating every customer as one's own, and defining customer needs. The guide provides pre- and post-video worksheets and has individual and group discussion activities.

Comments:

- The material is geared toward employees presently in the field but, as stated above, would be a useful resource for teaching customer service techniques.

RG Training Resources; 1132 Greenoaks Drive, MISSISSAUGA, ON L5J 3A2

Telephone: 866-269-9662; 905-855-3600; Internet: www.rgtraining.ca

Taking Credit: Understanding Loans, Credit Cards, and Other Debts

Support Resource Grade(s) 10, 11, 12



Computing Science	Enterprise and Innovation	Financial Management	Information Processing	Management and Marketing	Networking
		✓			

Taking Credit: Understanding Loans, Credit Cards, and Other Debt is a DVD resource that explores credit and budgeting.

The DVD is organized into subsections, such as credit card management, which would promote discussion within a classroom setting. Additional areas covered include personal loans and monthly budgeting strategies.

©2007

Teaching Taxes [<http://www.cra-arc.gc.ca/tx/ndvdlS/tchtx/tch-eng.html>]

Teaching Resource Grade(s) 10, 11, 12

Computing Science	Enterprise and Innovation	Financial Management	Information Processing	Management and Marketing	Networking
		✓			

The *Teaching Taxes Program* at <http://www.cra-arc.gc.ca/tx/ndvdlS/dctrs/menu-eng.html> is a Web site that provides free teacher resources for introducing senior high school students to Canada's tax system. Teachers can subscribe to the site and request copies of student workbooks.

Comments:

- Students can access other sites while they are using this Web site; therefore, monitoring is advised.

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LRC Order No.: Est. Price:
752499 \$268.80

Warren Buffet: The Billionaire Next Door

Support Resource Grade(s) 10, 11, 12



Computing Science	Enterprise and Innovation	Financial Management	Information Processing	Management and Marketing	Networking
		✓			


Warren Buffett: The Billionaire Next Door is a DVD that provides an overview of the life and times of the “Oracle of Omaha.”

Billionaire Warren Buffett outlines some of the strategies and methods behind his successful investment techniques. An emphasis on ethics within business ventures and endeavors is highlighted throughout the DVD. This DVD can be used as a springboard to help forward discussion and thought regarding investment concepts and strategies, as well as business analysis.

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	LRC Order No.:	Est. Price:
• The World of Business (5th ed.) (Student Text)	753442	\$77.85
• The World of Business (5th ed.): Student Workbook	753444	\$14.70
• The World of Business (5th ed.): Teacher's Resource	753451	\$220.90
• The World of Business (5th ed.): Workbook Answer Key	753453	\$55.75
• The World of Business (5th ed.): Computerized Assessment Bank (Windows / Macintosh Version)	753454	\$220.90
• The World of Business (5th ed.): DVD Package	753452	\$331.35

Basic / Support / Teaching Resource Grade(s) 10, 11, 12

	Computing Science	Enterprise and Innovation	Financial Management	Information Processing	Management and Marketing	Networking
		✓			✓	

The World of Business is a comprehensive Canadian business resource that includes a textbook, a student workbook, an answer key and a teacher's resource guide.

An accompanying DVD series is designed to support the key concepts covered in each unit. This DVD series includes an instructor's resource guide with pre- and post-video teacher support material. The test bank CD-ROM includes multiple choice, true/false and situational questions, all with answer keys. Also included on the CD-ROM is the ability to generate teacher-driven questions, a student manager, and access to online test material.

There is online information and Web-based content to provide teacher support for this resource. There is also a site for students where they will find tools and Web-based content to support their learning.

Comments:

- This resource is not compatible with Macintosh applications.
- Exam view, when installed on a Windows platform, can be used only by a single user because of security issues.

Cautions:

- The Web-based content identified in this resource has not been reviewed or authorized by Alberta Education.
- Teachers need to preview DVDs as there is occasional profanity and sexual images; e.g., bare-breasted women and inappropriate touching of breasts.

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Business, Administration, Finance & Information Technology (BIT)

Vendors/Distributors



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VENDORS/DISTRIBUTORS

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