



# **Applied Commerce Education: Grades 9 to 12**

A Reference for Selecting  
Learning Resources





APPLIED COMMERCE EDUCATION:  
GRADES 9 TO 12

A Reference for Selecting  
Learning Resources

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Any websites referenced in this document are subject to change without notice. Educators are advised to preview and evaluate websites and online resources before recommending them for student use.

This resource is available on the Manitoba Education and Training website at [www.edu.gov.mb.ca/k12/learnres/shortlists.html](http://www.edu.gov.mb.ca/k12/learnres/shortlists.html).

Available in alternate formats upon request.

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## ACKNOWLEDGEMENTS

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# INTRODUCTION

## Reference for Selecting Learning Resources

*Applied Commerce Education: Grades 9 to 12: A Reference for Selecting Learning Resources* is a reference tool provided by Manitoba Education and Training to help educators select student and teacher learning resources to support the curriculum.

## Learning Resources Reviews

Publishers submitted resources for review to the Learning Resources Unit of Instruction, Curriculum and Assessment Branch in response to the Department's request for new learning resources to support provincial curricula. Teachers, nominated by superintendents of school divisions, are selected as teacher-evaluators. Using a collaborative review process, the teacher-evaluators examine the materials according to the resource-selection criteria to make recommendations regarding the suitability of the resources for Manitoba students and teachers.

## Resource Selection Criteria

Learning resources are selected based on the basis of their fidelity with the rationale, philosophy, processes, and learning outcomes identified in each curriculum. Four evaluation criteria are used in selecting learning resources:

- **Curriculum Fit/Content/Philosophy:** the degree to which the content and processes of the resource align with the curriculum, thus providing support for curriculum implementation.
- **Instructional Design:** the degree to which the resource provides for multiple approaches to learning, has a wide range of use, is current, and reflects current pedagogical theory and practice.
- **Social Considerations:** the degree to which the resource is free of bias and stereotyping. The resource is examined for Canadian content, the use of culturally diverse examples, and accurate portrayal of First Nations, Inuit, and Métis peoples. Cautionary notes are added to alert teachers to potentially sensitive curriculum-fit issues or potential community concerns related to the resource.
- **Technical Design:** the degree to which the resource is visually appealing and has a logical and consistent form.

When selecting learning and teaching resources, teachers should consider how the resources meet the learning requirements of students, the perspectives of the student population, and local decisions related to the delivery of potentially sensitive content.

## Terms and Definitions

The following terms and definitions are used to describe the learning resources:

- **Breadth:** identifies learning resources that address a wide range of student learning outcomes for a particular grade.
- **Depth:** identifies learning resources that provide effective learning experiences in greater detail for a narrower grouping of student learning outcomes.
- **Breadth and Depth:** identifies comprehensive learning resources that provide both breadth and depth dimensions for an extensive grouping of student learning outcomes.
- **Teacher Reference:** identifies resources that assist teachers in implementing the curriculum, including background information for teacher use; may identify teaching suggestions and learning activities.
- **Teacher Guide:** identifies a separate guide for teachers or a teacher edition of a student text.

## Purchase of Learning Resources

The learning resources described in the bibliography may be available for purchase at [www.mtbb.mb.ca/catalogue/en](http://www.mtbb.mb.ca/catalogue/en).

For information or assistance regarding the purchase of learning resources, contact:

Manitoba Learning Resources Centre (LRC)  
Box 910  
Souris, MB R0K 2C0  
Toll free: 866-771-6822 (Manitoba and Saskatchewan)  
Telephone: 204-483-5040  
Fax: 204-483-5041  
Email: [mtbb@gov.mb.ca](mailto:mtbb@gov.mb.ca)  
Online catalogue: [www.mtbb.mb.ca/catalogue/en](http://www.mtbb.mb.ca/catalogue/en)

## TITLES AND DESCRIPTIONS

### Accounting 1

**Publisher:** Pearson Canada

#### Subject/Grade

	K	1	2	3	4	5	6	7	8	9	10	11	12
Accounting Essentials 30S												✓	✓
Financial Accounting 40S												✓	✓

*Accounting 1* is a Canadian student textbook that aligns with the curriculum outcomes for both Accounting Essentials 30S and Accounting Systems 40S. The information is presented in a clear and straightforward manner, with examples and diagrams. At the end of each chapter there are a variety of learning activities that support critical, creative and innovating thinking including practice questions, case studies, challenge questions, group activities, and creative and personalized learning activities. Appropriate technology is infused throughout the book, including spreadsheets and accounting software exercises. Chapters 1–9 cover the key concepts of the accounting cycle for a service business (the focus of Accounting Essentials 30S) while Chapters 10–12 focus on the accounting cycle for a merchandise business (the focus of Accounting Systems 40S). The textbook also includes an appendix on payroll accounting, summary exercises to extend learning, a glossary, and an index. If using for the Accounting Systems 40S course, supplements may be needed for adjustments such as bad debts, accruals, unrecorded revenue, and inventory valuation.

### Accounting 1

**Author(s):** George Syme, B Com., B. Ed., CA, Tim Ireland, BPE, B.Ed., MET, Colin Dodds, B. Com., B.Ed.

**Edition:** 7th Edition

**Year:** 2013

**Pagination:** unpaginated

**ISBN:** 978-0-13-266764-7

**Format:** Print

**Publisher:** Pearson Canada

**Distributor:**

**Audience:** Student

**Date Recommended:** February 23, 2018

Accounting 1: Online Student Resource	
<b>Author(s):</b> George Syme, B Com., B. Ed., CA, Tim Ireland, BPE, B.Ed., MET, Colin Dodds, B. Com., B.Ed.	<b>Audience:</b> Student
<b>Edition:</b> 7th Edition	
<b>Year:</b> n.d.	
<b>Pagination:</b> unpaginated	
<b>ISBN:</b> 9780321936738	
<b>Format:</b> Online Resource	
<b>Publisher:</b> Pearson Canada	<b>Date Recommended:</b> February 23, 2018
<b>Distributor:</b>	

Accounting 1: Online Teacher Resource	
<b>Author(s):</b> George Syme, B Com., B. Ed., CA, Tim Ireland, BPE, B.Ed., MET, Colin Dodds, B. Com., B.Ed.	<b>Audience:</b> Teacher
<b>Edition:</b> 7th Edition	
<b>Year:</b> n.d.	
<b>Pagination:</b> unpaginated	
<b>ISBN:</b> 9780133107715	
<b>Format:</b> Online Resource	
<b>Publisher:</b> Pearson Canada	<b>Date Recommended:</b> February 23, 2018
<b>Distributor:</b>	

Accounting 1: Student Workbook	
<b>Author(s):</b> George Syme, B Com., B. Ed., CA, Tim Ireland, BPE, B.Ed., MET, Colin Dodds, B. Com., B.Ed.	<b>Audience:</b> Student
<b>Edition:</b> 7th Edition	
<b>Year:</b> 2013	
<b>Pagination:</b> 564 p	
<b>ISBN:</b> 978-0-13-266765-4	
<b>Format:</b> Print	
<b>Publisher:</b> Pearson Canada	<b>Date Recommended:</b> February 23, 2018
<b>Distributor:</b>	

Accounting 1: TestGen Test Bank	
<b>Author(s):</b> George Syme, B Com., B. Ed., CA, Tim Ireland, BPE, B.Ed., MET, Colin Dodds, B. Com., B.Ed.	<b>Audience:</b> Teacher
<b>Edition:</b> 7th Edition	
<b>Year:</b> 2014	
<b>Pagination:</b> unp.	
<b>ISBN:</b> 978-0-13-279477-0	
<b>Format:</b> CD-ROM	
<b>Publisher:</b> Pearson Canada	<b>Date Recommended:</b> February 23, 2018
<b>Distributor:</b>	

## The Cartoon Introduction to Economics

**Publisher:** Raincoast Books

### Subject/Grade

	K	1	2	3	4	5	6	7	8	9	10	11	12
Economic Principles 40S													✓

*The Cartoon Introduction to Economics* is a two-volume set including micro and macroeconomics. It correlates with the Manitoba Economics Principles 40S outcomes. Written as a graphic text, it is an enticing read for a teenager and explains economics in a fun and engaging way. Complex economic concepts and principles are explained using theories, examples, and humorous dialogue.

**Cautionary Note:** The books do not contain any student assessment such as questions or activities but does cover the outcomes of the course in detail. These two books use satirical humour and references that not all students may understand. Previewing the book is recommended.

## The Cartoon Introduction to Economics: Volume One: Microeconomics

<b>Author(s):</b> Grady Klein, Yoram Bauman, PH.D.	<b>Audience:</b> Teacher, Student
<b>Edition:</b>	
<b>Year:</b> 2010	
<b>Pagination:</b> 211 p	
<b>ISBN:</b> 978-0-8090-9481-3	
<b>Format:</b> Print	
<b>Publisher:</b> Raincoast Books	<b>Date Recommended:</b> February 23, 2018
<b>Distributor:</b> Raincoast Books	

## The Cartoon Introduction to Economics: Volume Two: Macroeconomics

<b>Author(s):</b>	Grady Klein, Yoram Bauman, PH.D.	<b>Audience:</b>	Student, Teacher
<b>Edition:</b>			
<b>Year:</b>	2011		
<b>Pagination:</b>	227 p		
<b>ISBN:</b>	978-0-8090-3361-4		
<b>Format:</b>	Print		
<b>Publisher:</b>	Raincoast Books	<b>Date Recommended:</b>	February 23, 2018
<b>Distributor:</b>	Raincoast Books		

## The Dream Team

**Publisher:** B. E. Publishing

### Subject/Grade

	K	1	2	3	4	5	6	7	8	9	10	11	12
Business Communications 30S												✓	

*The Dream Team* is an all-inclusive learning resource designed for secondary students. It is congruent with Manitoba outcomes and well aligned to the Business Communications 30S course. *The Dream Team* is a simulation, where students take on the role of a sports team owner, and is designed to allow students to use and apply many computer applications skills in an integrated, creative, and fun setting. The projects are designed to be completed using many popular software application products and focus on word processing, spreadsheets, presentation, digital publishing, and databases. In addition, the activities encourage students to be creative while communicating in an effective business manner.

### The Dream Team: A Computer Applications & Sports Marketing Simulation

<b>Author(s):</b> Joy Tavano, Todd Toporski	<b>Audience:</b> Student
<b>Edition:</b>	
<b>Year:</b> 2016	
<b>Pagination:</b> 114 p	
<b>ISBN:</b> 978-1-626890-69-5	
<b>Format:</b> Print	
<b>Publisher:</b> B. E. Publishing	<b>Date Recommended:</b> February 23, 2018
<b>Distributor:</b>	



## Entrepreneurship: Building a Business

**Publisher:** Nelson Education Ltd.

Subject/Grade	K	1	2	3	4	5	6	7	8	9	10	11	12
Entrepreneurship 20S											✓		
Venture Development 30S												✓	

*Entrepreneurship: Building a Business* is a comprehensive learning resource designed for secondary students. It is congruent with the Manitoba outcomes and well aligned to Entrepreneurship 20S and Venture Development 30S. The content in this textbook is clear, well-organized, visually appealing, and comprehensive. Each unit includes project goals, content vocabulary, graphic organizers, case studies, and downloadable assessment rubrics. In addition, the textbook allows students to apply their skills in multiple disciplines including mathematics, English language arts, social studies, and science, while encouraging critical thinking, communication, and technological skills. The appendix contains three sections—a business plan section with specific guiding questions for the development of a business plan, a math section explaining specific computations, and a career skills section containing information for acquiring a job.

## Entrepreneurship: Building a Business

<b>Author(s):</b> Kathleen Allen Ph.D., Earl C. Meyer Ph.D	<b>Audience:</b> Teacher
<b>Edition:</b>	
<b>Year:</b> 2015	
<b>Pagination:</b> 633 p	
<b>ISBN:</b> 978-0-02-137767-1	
<b>Format:</b> Print	
<b>Publisher:</b> Nelson Education Ltd.	<b>Date Recommended:</b> February 23, 2018
<b>Distributor:</b>	

## Entrepreneurship

**Publisher:** Goodheart-Willcox Publisher

### Subject/Grade

	K	1	2	3	4	5	6	7	8	9	10	11	12
Entrepreneurship 20S											✓	✓	
Venture Development 30S											✓	✓	

*Entrepreneurship*, 2nd edition, is recommended as a learning resource for Entrepreneurship 20S and Venture Development 30S. The majority of the concepts presented align with the outcomes in both courses. It is designed and written at an age-appropriate level and the activities complement the Manitoba outcomes. Each chapter concludes with a section for students to check their understanding, review their knowledge, and apply their knowledge to further develop their critical thinking, collaboration, and communication skills. This textbook is available with online instructor resources including instructor materials, answer keys, lesson plans, presentations, and test generator. Student resources include online textbook, workbook, and a companion website, which includes vocabulary, study materials, and interactive quizzes. Topics include entrepreneurial careers, opportunity exploration, building a business, the marketing mix, managing a business, and expanding and exiting a business. There are QR Codes throughout the student text that take students to self-evaluation tools and extended learning materials. Sustainable business practices are highlighted within the text in green feature boxes.

**Cautionary Note:** Teacher may need to supplement some material with Canadian examples and/or resources.

## Entrepreneurship

<b>Author(s):</b> Brenda Clark, Judy Commers	<b>Audience:</b> Student
<b>Edition:</b> Second Edition	
<b>Year:</b> 2018	
<b>Pagination:</b> 560 p	
<b>ISBN:</b> 978-1-63126-635-5	
<b>Format:</b> Print	
<b>Publisher:</b> Goodheart-Willcox Publisher	<b>Date Recommended:</b> February 23, 2018
<b>Distributor:</b>	

### Entrepreneurship: Online Instructor Resources

<b>Author(s):</b> Brenda Clark, Judy Commers	<b>Audience:</b> Teacher
<b>Edition:</b> Second Edition	
<b>Year:</b> 2018	
<b>Pagination:</b> unpaginated	
<b>ISBN:</b> 978-1-63126-785-7	
<b>Format:</b> Access Code	
<b>Publisher:</b> Goodheart-Willcox Publisher	<b>Date Recommended:</b> February 23, 2018
<b>Distributor:</b>	

### Entrepreneurship: Student Workbook

<b>Author(s):</b> Karel Sovak, Irina A. Weisblat	<b>Audience:</b> Student
<b>Edition:</b> Second Edition	
<b>Year:</b> 2018	
<b>Pagination:</b> 136 p	
<b>ISBN:</b> 978-1-63123-639-3	
<b>Format:</b> Print	
<b>Publisher:</b> Goodheart-Willcox Publisher	<b>Date Recommended:</b> February 23, 2018
<b>Distributor:</b>	

## GoogleApps for Learning

**Publisher:** B. E. Publishing

### Subject/Grade

	K	1	2	3	4	5	6	7	8	9	10	11	12
Personal Finance 20S										✓	✓		

*GoogleApps for Learning: Financial Literacy* is an activity book that aligns with the curriculum outcomes for the Personal Finance 20S course. It is suitable as a supplemental resource with hands-on, interactive activities that are related to specific topics such as decision making, goal setting, career exploration, budgeting, interest calculations, bank account monitoring, credit card costs, and investing considerations. Although designed to teach *GoogleApps* specifically, this resource could be easily adapted to other software programs. Students can work independently on each activity and at the conclusion of a section participate in a collaboration project. Each section is clearly laid out with step-by-step instructions and is colour-coded by topic.

**Cautionary Note:** This workbook does not meet all of the outcomes of the course and should be used as an activity supplement for the course. Adaptations will need to be made to reflect more Canadian content in some areas.

## GoogleApps for Learning: Financial Literacy

<b>Author(s):</b> Courtney Snyder	<b>Audience:</b> Student, Teacher
<b>Edition:</b>	
<b>Year:</b> 2017	
<b>Pagination:</b> 127 p	
<b>ISBN:</b> 978-162689199-9	
<b>Format:</b> Print	
<b>Publisher:</b> B. E. Publishing	<b>Date Recommended:</b> February 23, 2018
<b>Distributor:</b>	

## Personal Finance for Teens

**Publisher:** B. E. Publishing

### Subject/Grade

	K	1	2	3	4	5	6	7	8	9	10	11	12
Personal Finance 20S										✓	✓		

*Personal Finance for Teens* is a comprehensive resource that aligns well with the curricular outcomes of the Personal Finance course. It is suitable as a full-class resource or could be used as a teacher resource. The text includes sections on goal setting and decision making, career planning, money management, banking and credit, investing, and assessing risks. Each chapter includes opportunities for students to perform calculations based on the learning of the section, while incorporating technology. The online companion includes downloadable worksheets for students to complete. The text is easy to read for students at various levels. Students will find the text visually appealing with great colours, graphics, and an easy to follow layout.

**Cautionary Note:** This book does include American content. Adaptations will need to be made to reflect more Canadian content.

## Personal Finance for Teens

**Author(s):** Nancy Olesen

**Edition:**

**Year:** 2017

**Pagination:** 248 p

**ISBN:** 978-1-626891-15-9

**Format:** Print

**Publisher:** B. E. Publishing

**Distributor:**

**Audience:** Teacher, Student

**Date Recommended:** February 23, 2018

## Popcorn Cinema

**Publisher:** B. E. Publishing

### Subject/Grade

	K	1	2	3	4	5	6	7	8	9	10	11	12
Business Communications 30S												✓	

*Popcorn Cinema* is an activity book for the Business Communications 30S course. The text allows students to work through a simulation where they are creating promotional materials, written communication, spreadsheets, and databases for a movie theatre. The activities and projects outlined in the text could be used in the visual and written communications learning outcomes of the course. The projects include creating letters, application forms, calendars, tickets, ticket sales analysis, promotional materials, gift cards, member databases, and surveys. The activities encourage critical thinking and problem solving. Students of various learning levels are able to complete the activities. The activities are easy to read and clearly laid out. This book could be used to supplement learning throughout a course or as a summation project.

## Popcorn Cinema

**Author(s):** Diane Silvia

**Audience:** Student

**Edition:**

**Year:** 2017

**Pagination:** 101 p

**ISBN:** 978-1-626891-06-7

**Format:** Print

**Publisher:** B. E. Publishing

**Date Recommended:** February 23, 2018

**Distributor:**

## Principles of Accounting

**Publisher:** Pearson Canada

### Subject/Grade

	K	1	2	3	4	5	6	7	8	9	10	11	12
Accounting Essentials 30S												✓	
Accounting Systems 40S													✓

*Principles of Accounting* is a comprehensive Canadian student textbook that aligns with the curriculum outcomes for both Accounting Essentials 30S and Accounting Systems 40S. The information is presented in a clear and straightforward manner, with examples and diagrams. At the end of each chapter there are a variety of learning activities that support critical, creative, and innovative thinking including practice questions, case studies, challenge questions, group activities, career profiles, and creative and personalized learning activities. Opportunities exist for the integration of technology using spreadsheets and computerized accounting software. Chapters 1–6 cover the key concepts of the accounting cycle for a service business (the focus of Accounting Essentials 30S) while Chapters 7–11 focus on the accounting cycle for a merchandise business (the focus of Accounting Essentials 40S). The textbook also includes chapters on payroll accounting, financial analysis, cash flows, manufacturing and corporate accounting, summary exercises to extend learning, a glossary, and an index. The text is colour-coded for readability.

Teachers may need to enhance this resource with additional computerized accounting software resources for the Accounting Systems 40S course.

## Principles of Accounting

**Author(s):** Vic D'Amico, HBA, M. Ed,  
Ted Palmer, HBD, M. Ed, Tom  
D'Amico, BPE, BE, MPE (Admin)

**Edition:** Fourth Edition

**Year:** 2013

**Pagination:** 794 p

**ISBN:** 978-0-13-266762-3

**Format:** Print

**Publisher:** Pearson Canada

**Distributor:**

**Audience:** Student

**Date Recommended:** February 23, 2018

Principles of Accounting: Online Student Resource	
<b>Author(s):</b> Vic D'Amico, HBA, M. Ed, Ted Palmer, HBD, M. Ed, Tom D'Amico, BPE, BE, MPE (Admin)	<b>Audience:</b> Student
<b>Edition:</b> Fourth Edition	
<b>Year:</b> n.d.	
<b>Pagination:</b> unpaginated	
<b>ISBN:</b> 978-0-13-313236-6	
<b>Format:</b> Print	
<b>Publisher:</b> Pearson Canada	<b>Date Recommended:</b> February 23, 2018
<b>Distributor:</b>	

Principles of Accounting: Online Teacher Resource	
<b>Author(s):</b> Vic D'Amico, HBA, M. Ed, Ted Palmer, HBD, M. Ed, Tom D'Amico, BPE, BE, MPE (Admin)	<b>Audience:</b> Teacher
<b>Edition:</b> Fourth Edition	
<b>Year:</b> n.d.	
<b>Pagination:</b> unpaginated	
<b>ISBN:</b> 978-0-13-310774-6	
<b>Format:</b> Print	
<b>Publisher:</b> Pearson Canada	<b>Date Recommended:</b> February 23, 2018
<b>Distributor:</b>	



### Principles of Accounting: Study Guide and Working Papers

<b>Author(s):</b>	Vic D'Amico, HBA, M. Ed, Ted Palmer, HBD, M. Ed, Tom D'Amico, BPE, BE, MPE (Admin)	<b>Audience:</b>	Teacher, Student
<b>Edition:</b>	Fourth Edition		
<b>Year:</b>	2013		
<b>Pagination:</b>	513 p		
<b>ISBN:</b>	978-0-13-266763-0		
<b>Format:</b>	Print		
<b>Publisher:</b>	Pearson Canada	<b>Date Recommended:</b>	February 23, 2018
<b>Distributor:</b>			

### Principles of Accounting: TestGen Test Bank

<b>Author(s):</b>	Vic D'Amico, HBA, M. Ed, Ted Palmer, HBD, M. Ed, Tom D'Amico, BPE, BE, MPE (Admin)	<b>Audience:</b>	Teacher, Student
<b>Edition:</b>	Fourth Edition		
<b>Year:</b>	2014		
<b>Pagination:</b>	unp.		
<b>ISBN:</b>	978-0-13-279478-7		
<b>Format:</b>	CD-ROM		
<b>Publisher:</b>	Pearson Canada	<b>Date Recommended:</b>	February 23, 2018
<b>Distributor:</b>			

## Principles of Business, Marketing, and Finance

**Publisher:** Goodheart-Willcox Publisher

### Subject/Grade

	K	1	2	3	4	5	6	7	8	9	10	11	12
Business Innovations 10S											✓		

*Principles of Business Marketing and Finance* is a comprehensive learning resource designed for secondary students. It is congruent with Manitoba outcomes and well aligned to the Creative Promotions 20S course. The content is presented clearly, concisely and in a visually appealing manner in the hardcopy student text and workbooks. Each section of the text includes activities for students to check their understanding of concepts and ends with activities that allow them to review and apply those concepts. The resources encourage students to think creatively while communicating in an effective business and promotional manner. Activities for writing, speaking, listening, reading, and critical thinking skills are embedded in content involving the roles of promotions, advertising, and marketing. The student workbook and student textbook are resources students can use to reinforce learning as it applies to their assignments and project learning.

Although this resource is American-based, the textbook does an excellent job in presenting key promotional concepts that help students develop an understanding of promotions that can be applied in a Canadian context. This includes the promotional mix, market segmentation, and promotional design. This resource also covers content in other Applied Commerce courses related to marketing and finance topics.

## Principles of Business, Marketing, and Finance

<b>Author(s):</b> Robert L. Dansby, Chris Gassen, Brenda Clark	<b>Audience:</b> Teacher
<b>Edition:</b>	
<b>Year:</b> 2017	
<b>Pagination:</b> 544 p	
<b>ISBN:</b> 978-1-63126-455-9	
<b>Format:</b> Print	
<b>Publisher:</b> Goodheart-Willcox Publisher	<b>Date Recommended:</b> February 23, 2018
<b>Distributor:</b>	

## Principles of Business, Marketing, and Finance: Student Workbook

<b>Author(s):</b> Chris Gassen	<b>Audience:</b> Student
<b>Edition:</b>	
<b>Year:</b> 2017	
<b>Pagination:</b> 226 p	
<b>ISBN:</b> 978-1-63126-456-6	
<b>Format:</b> Print	
<b>Publisher:</b> Goodheart-Willcox Publisher	<b>Date Recommended:</b> February 23, 2018
<b>Distributor:</b>	

## Professional Communication

**Publisher:** Goodheart-Willcox Publisher

### Subject/Grade

	K	1	2	3	4	5	6	7	8	9	10	11	12
Business Communications 30S												✓	

*Professional Communication* is a comprehensive learning resource designed for secondary students. It is congruent with Manitoba outcomes and well aligned to the Business Communications 30S course. The content is presented clearly, concisely, and in a visually appealing manner in the online, hardcopy student text, workbook, and companion website and videos. Each section of the text includes activities for students to check their understanding of concepts and ends with activities that allow them to review and apply those concepts. The resources encourage students to think creativity while communicating in an effective business manner. Activities for writing, speaking, listening, reading, and critical thinking skills are embedded in content involving digital citizenship, professional communication and writing for specialized purposes, writing basics including grammar and style, portfolio development, presentation skills, communication careers, and career preparation. There are QR Codes throughout the student text that take students to self-evaluation tools and extended learning materials. Sustainable business practices are highlighted within the text in green feature boxes.

## Professional Communication

<b>Author(s):</b>	<b>Audience:</b> Student
<b>Edition:</b>	
<b>Year:</b> 2017	
<b>Pagination:</b> 496 p	
<b>ISBN:</b> 978-1-63126-128-2	
<b>Format:</b> Print	
<b>Publisher:</b> Goodheart-Willcox Publisher	<b>Date Recommended:</b> February 23, 2018
<b>Distributor:</b>	

**Professional Communication: Online Instructor Resources:  
Instructor Access Key Code**

<b>Author(s):</b>		<b>Audience:</b>	Teacher
<b>Edition:</b>			
<b>Year:</b>	2017		
<b>Pagination:</b>	unp.		
<b>ISBN:</b>	978-1-63126-709-3		
<b>Format:</b>	Access Code		
<b>Publisher:</b>	Goodheart-Willcox Publisher	<b>Date Recommended:</b>	February 23, 2018
<b>Distributor:</b>			

**Professional Communication: Student Workbook**

<b>Author(s):</b>		<b>Audience:</b>	Student
<b>Edition:</b>			
<b>Year:</b>	2017		
<b>Pagination:</b>	156 p		
<b>ISBN:</b>	978-1-63126-132-9		
<b>Format:</b>	Print		
<b>Publisher:</b>	Goodheart-Willcox Publisher	<b>Date Recommended:</b>	February 23, 2018
<b>Distributor:</b>			

## The Restaurant Entrepreneur

**Publisher:** B. E. Publishing

### Subject/Grade

	K	1	2	3	4	5	6	7	8	9	10	11	12
Business Communications 30S										✓	✓	✓	

*The Restaurant Entrepreneur* is a computer applications activity book that takes students through the start-up of a new restaurant concept. The project focuses on business topics such as entrepreneurship and marketing, while students learn and develop word processing, spreadsheet, database, desktop publishing, and presentation skills. The exercises are engaging and encourage creative and critical thinking. The lessons are clearly laid out in an easy-to-read format with step-by-step instructions. This resource could be used to teach concepts throughout the course or as a final project activity.

## The Restaurant Entrepreneur

**Author(s):** B.E. Publishing, Todd Toporski

**Audience:** Teacher, Student

**Edition:**

**Year:** 2014

**Pagination:** 86 p

**ISBN:** 978-1-934422-57-1

**Format:** Print

**Publisher:** B.E. Publishing

**Date Recommended:** February 23, 2018

**Distributor:**

## Retailing and E-tailing

**Publisher:** Goodheart-Willcox Publisher

### Subject/Grade

	K	1	2	3	4	5	6	7	8	9	10	11	12
Retail Perspectives 30S												✓	

*Retailing and E-tailing* coincides with the majority of the outcomes in the Retailing Perspectives 30S course. The content is presented in a clear and concise manner, and is visually appealing. Each chapter includes activities where students can check their understanding, apply their knowledge, and collaborate to develop creative and innovative ideas. At the end of each chapter, students have the opportunity to apply their knowledge to complete a variety of project-based activities. Unit topics include retail operations, market place strategies, marketing mix, visual merchandising, managing the business, and retail careers. The appendix section includes a detailed math skills handbook focused on numeracy skills and math concepts prevalent in retailing and commerce. The textbook is accompanied by a workbook, teacher guide, resource CD, and website that helps to reinforce and extend learning. There are QR Codes throughout the student text that take students to self-evaluation tools and extended learning materials. Sustainable business practices are highlighted within the text in green feature boxes.

**Cautionary Note:** The ethics and law sections may need to be supplemented with more Canadian specific content.

## Retailing and E-tailing

<b>Author(s):</b> Mickey Kosloski, Sharon R. Davis	<b>Audience:</b> Student, Teacher
<b>Edition:</b>	
<b>Year:</b> 2015	
<b>Pagination:</b> 512 p	
<b>ISBN:</b> 978-1-61960-330-1	
<b>Format:</b> Print	
<b>Publisher:</b> Goodheart-Willcox Publisher	<b>Date Recommended:</b> February 23, 2018
<b>Distributor:</b>	

<b>Retailing and E-tailing: Instructor's Annotated Workbook</b>	
<b>Author(s):</b> Chris Gassen	<b>Audience:</b> Teacher
<b>Edition:</b>	
<b>Year:</b> 2015	
<b>Pagination:</b> 168 p	
<b>ISBN:</b> 978-1-61960-336-3	
<b>Format:</b> Print	
<b>Publisher:</b> Goodheart-Willcox Publisher	<b>Date Recommended:</b> February 23, 2018
<b>Distributor:</b>	

<b>Retailing and E-tailing: Instructor's Resource CD</b>	
<b>Author(s):</b> Mickey Kosloski, Sharon Davis	<b>Audience:</b> Teacher
<b>Edition:</b>	
<b>Year:</b> 2015	
<b>Pagination:</b> unpaginated	
<b>ISBN:</b> 978-1-61960-339-4	
<b>Format:</b> CD-ROM	
<b>Publisher:</b> Goodheart-Willcox Publisher	<b>Date Recommended:</b> February 23, 2018
<b>Distributor:</b>	

<b>Retailing and E-tailing: Student Workbook</b>	
<b>Author(s):</b> Chris Gassen	<b>Audience:</b> Student
<b>Edition:</b>	
<b>Year:</b> 2015	
<b>Pagination:</b> 168 p	
<b>ISBN:</b> 978-1-61960-335-6	
<b>Format:</b> Print	
<b>Publisher:</b> Goodheart-Willcox Publisher	<b>Date Recommended:</b> February 23, 2018
<b>Distributor:</b>	



## Understanding Economics: A Contemporary Perspective

**Publisher:** Nelson Education Ltd.

### Subject/Grade

	K	1	2	3	4	5	6	7	8	9	10	11	12
Economic Principles 40S													✓

*Understanding Economics: A Contemporary Perspective* is a comprehensive Canadian student text for Economic Principles 40S. This is important when talking about fiscal, monetary, and Canadian government policy. The text covers a wide range of topics related to micro and macroeconomics and how they influence Canadian economic policy. The content is presented clearly and in a visual appealing manner. Each chapter contains a series of comprehensive word-based problems to enhance student understanding of the topics.

The text is accompanied by a companion website that includes student resources such as a glossary of terms, quizzes, an instructor's guide, power point presentations, and a test bank.

## Understanding Economics: A Contemporary Perspective

<b>Author(s):</b> Mark Lovewell	<b>Audience:</b> Student, Teacher
<b>Edition:</b> Seventh Edition	
<b>Year:</b> 2015	
<b>Pagination:</b> unpaginated	
<b>ISBN:</b> 978-125903080-2	
<b>Format:</b> Print	
<b>Publisher:</b> Nelson Education Ltd.	<b>Date Recommended:</b> February 23, 2018
<b>Distributor:</b>	

## AUDIENCE

### Student

#### Accounting 1

*Accounting 1*  
*Accounting 1: Online Student Resource*  
*Accounting 1: Student Workbook*

#### The Cartoon Introduction to Economics

*The Cartoon Introduction To Economics: Volume One: Microeconomics*  
*The Cartoon Introduction To Economics: Volume Two: Macroeconomics*

#### The Dream Team: A Computer Applications & Sports Marketing Simulation

#### Entrepreneurship

*Entrepreneurship*  
*Entrepreneurship: Student Workbook*

#### GoogleApps: for Learning

*GoogleApps for Learning: Financial Literacy*

#### Personal Finance for Teens

#### Popcorn Cinema

#### Principles of Accounting

*Principles of Accounting*  
*Principles of Accounting: Online Student Resource*  
*Principles of Accounting: Study Guide and Working Papers*  
*Principles of Accounting: TestGen Test Bank*

#### Principles of Business, Marketing, and Finance

*Principles of Business, Marketing, and Finance: Student Workbook*

## Professional Communication

*Professional Communication*  
*Professional Communication: Student Workbook*

## The Restaurant Entrepreneur

### Retailing and E-tailing

*Retailing and E-tailing*  
*Retailing and E-tailing: Student Workbook*

## Understanding Economics: A Contemporary Perspective

## Teacher

### Accounting 1

*Accounting 1: Online Teacher Resource*  
*Accounting 1: TestGen Test Bank*

### The Cartoon Introduction to Economics

*The Cartoon Introduction To Economics: Volume One: Microeconomics*  
*The Cartoon Introduction To Economics: Volume Two: Macroeconomics*

### Entrepreneurship: Building a Business

#### Entrepreneurship

*Entrepreneurship: Online Instructor Resources*

### GoogleApps: for Learning

*GoogleApps for Learning: Financial Literacy*

### Personal Finance for Teens

### Principles of Accounting

*Principles of Accounting: Online Teacher Resource*  
*Principles of Accounting: Study Guide and Working Papers*  
*Principles of Accounting: TestGen Test Bank*

## Principles of Business, Marketing, and Finance

*Principles of Business, Marketing, and Finance*

## Professional Communication

*Professional Communication: Online Instructor Resources: Instructor Access Key Code*

## The Restaurant Entrepreneur

### Retailing and E-tailing

*Retailing and E-tailing*

*Retailing and E-tailing: Instructor's annotated Workbook*

*Retailing and E-tailing: Instructor's Resource CD*

## Understanding Economics: A Contemporary Perspective

## GRADES

### Grade 9

GoogleApps: for Learning

*GoogleApps for Learning: Financial Literacy*

Personal Finance for Teens

The Restaurant Entrepreneur

### Grade 10

Entrepreneurship: Building a Business

Entrepreneurship

*Entrepreneurship*

*Entrepreneurship: Online Instructor Resources*

*Entrepreneurship: Student Workbook*

GoogleApps: for Learning

*GoogleApps for Learning: Financial Literacy*

Personal Finance for Teens

Principles of Business, Marketing, and Finance

*Principles of Business, Marketing, and Finance*

*Principles of Business, Marketing, and Finance: Student Workbook*

The Restaurant Entrepreneur

## Grade 11

### Accounting 1

*Accounting 1*  
*Accounting 1: Online Student Resource*  
*Accounting 1: Online Teacher Resource*  
*Accounting 1: Student Workbook*  
*Accounting 1: TestGen Test Bank*

### The Dream Team: A Computer Applications & Sports Marketing Simulation

### Entrepreneurship: Building a Business

### Entrepreneurship

*Entrepreneurship*  
*Entrepreneurship: Online Instructor Resources*  
*Entrepreneurship: Student Workbook*

### Popcorn Cinema

### Principles of Accounting

*Principles of Accounting*  
*Principles of Accounting: Online Student Resource*  
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### Principles of Business, Marketing, and Finance

*Principles of Business, Marketing, and Finance*  
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### Professional Communication

*Professional Communication*  
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*Professional Communication: Student Workbook*

### The Restaurant Entrepreneur

## Retailing and E-tailing

*Retailing and E-tailing*

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*Retailing and E-tailing: Instructor's Resource CD*

*Retailing and E-tailing: Student Workbook*

## Grade 12

### Accounting 1

*Accounting 1*

*Accounting 1: Online Student Resource*

*Accounting 1: Online Teacher Resource*

*Accounting 1: Student Workbook*

*Accounting 1: TestGen Test Bank*

### The Cartoon Introduction to Economics

*The Cartoon Introduction To Economics: Volume One: Microeconomics*

*The Cartoon Introduction To Economics: Volume Two: Macroeconomics*

### Principles of Accounting

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### Understanding Economics: A Contemporary Perspective

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