



Business Communication: Strategies and Skills, Fourth Canadian Edition

Author(s): Huseman, R. et al.

General Description:

Book with a Canadian focus balances basic communication theory with examples and exercises to develop practical communication skills and understanding of the underlying rationale. Chapter summaries reinforce content. Includes questions, activities and discussion cases. Teachers will need to make appropriate selections from this college-level resource.

Audience: General

Category: Professional Reference

Grade Level:

K/1	2/3	4	5	6	7	8	9	10	11	11A	12
											✓

Year Recommended in Grade Collection: 2001

Supplier: *Harcourt Canada Ltd.*
School Division
55 Horner Avenue
Toronto, ON M8Z 4X6

Tel: (416) 255-4491 **Fax:** (416) 255-4046/6708

Toll Free: 1-800-387-7278

Web Address: www.harcourtcanada.com

Price: \$51.16

ISBN/Order No: 0-7747-3451-5

Copyright: 1996



Business Desktop Publishing Applications

Author(s): Lyons, V. et al.

General Description:

Student workbook provides an overview of basic desktop publishing, deals with readability of documents, examines use of graphics and explores the production of multipage documents. There are 33 simulated desktop-publishing situations with instructions. Includes a teacher's guide as well as generic text and graphic files in both Macintosh and MS-DOS. System requirements available from supplier.

Audience: General

Category: Student, Teacher Resource

Grade Level:

K/1	2/3	4	5	6	7	8	9	10	11	11A	12
											✓

Year Recommended in Grade Collection: 2001

Supplier: *EMC Publishing*
Customer Care Center
875 Montreal Way
St Paul, MN 55102

Tel: 1-800-328-1452 **Fax:** 1-800-328-4564

Web Address: www.emcp.com

Price: Instructor's Guide: \$12.54
Text and Mac Disk: \$31.45
Text and DOS Disk: \$31.45

ISBN/Order No: Instructor's Guide: 1-56118-399-7
Text and Mac Disk: 1-56118-400-4
Text and DOS Disk: 1-56118-398-9

Copyright: 1994



Business English and Communication, Fifth Canadian Edition

Author(s): Hume, V. et al.

General Description:

Book offers an introduction to the fundamentals of business communication. Clear learning objectives, supporting information and matching applications foster student engagement. Includes activities. Accompanying teacher's edition has goals, suggestions and exercise keys. Projects and activities workbook and computerized test bank have not been evaluated. Text covers only a limited section of the new curriculum for this course.

Audience: General

Category: Student, Teacher Resource

Grade Level:

K/1	2/3	4	5	6	7	8	9	10	11	11A	12
											✓

Year Recommended in Grade Collection: 2001

Supplier: *McGraw-Hill Ryerson Ltd. (Ontario)II*
300 Water Street
Whitby, ON L1N 9B6

Tel: (905) 430-5000 **Fax:** (905) 430-5020

Toll Free: 1-800-565-5758 (orders)

Web Address: www.mcgrawhill.ca

Price: Student Text: \$52.96
Teacher's Edition: \$71.95

ISBN/Order No: Student Text: 0-07-551776-0
Teacher's Edition: 0-07-551777-9

Copyright: 1996



The Canadian Office: Systems and Procedures, Second Edition

Author(s): Bedford et al.

General Description:

Softcover text, complemented by black-and-white photographs and illustrations, provides the latest information on computers and other modern office technology systems and procedures as well as information on time management, professionalism, business ethics, ergonomics, harassment and office politics.

Cautions:

Some dated Internet references.

Audience: General

Category: Student, Teacher Resource

Grade Level:

K/1	2/3	4	5	6	7	8	9	10	11	11A	12
											✓

Year Recommended in Grade Collection: 2001

Supplier: *Pearson Education Canada*
26 Prince Andrew Place
Don Mills, ON M3C 2T8

Tel: (416) 447-5101 **Fax:** 1-800-563-9196

Toll Free: 1-800-387-8028/7851

Web Address: www.pearsoned.ca

Price: \$39.90

ISBN/Order No: 0-7730-5509-6

Copyright: 1995



Desktop Publishing Activities

Author(s): Blanc, I.

General Description:

American textbook, instructor's manual, and three template disks present generic desktop-publishing activities that allow use of word-processing and desktop-publishing software to create a variety of documents. Includes publishing concepts and vocabulary, a variety of business documents, and simulations.

System Requirements:

Macintosh: System 7.0 or later; 16 Mb RAM; colour monitor; graphics card; mouse; printer; Pagemaker 6.0.

Windows: 3.1 or later; 16 Mb RAM; colour monitor; graphics card; mouse; printer; Pagemaker 6.0.

Audience: General

Category: Student, Teacher Resource

Grade Level:

K/1	2/3	4	5	6	7	8	9	10	11	11A	12
											✓

Year Recommended in Grade Collection: 2001

Supplier: *Nelson Thomson Learning*
1120 Birchmount Road
Scarborough, ON M1K 5G4

Tel: (416) 752-9448 **Fax:** (416) 752-8101

Toll Free: 1-800-268-2222/1-800-668-0671

Web Address: www.nelson.com

Price: Text: \$41.50
Instructor's Manual: \$40.00

ISBN/Order No: Text: 0-538-67790-2
Instructor's Manual: 0-538-67793-7

Copyright: 1998



Desktop Publishing Practical Exercises: Job-Based Tasks, Second Edition

Author(s): Every; D.

General Description:

Australian exercise book is not software specific and can be used with any desktop-publishing software. It consists of five parts: ergonomics, desktop-publishing concepts, directed exercises graded by difficulty, a graphic library of line drawings and a suggested answer key. Includes a glossary. Useful as supplementary exercises.

Audience: General

Category: Student, Teacher Resource

Grade Level:

K/1	2/3	4	5	6	7	8	9	10	11	11A	12
											✓

Year Recommended in Grade Collection: 2001

Supplier: *Pearson Education Canada*
26 Prince Andrew Place
Don Mills, ON M3C 2T8

Tel: (416) 447-5101 **Fax:** 1-800-563-9196

Toll Free: 1-800-387-8028/7851

Web Address: www.pearsoned.ca

Price: \$22.05

ISBN/Order No: 0-582-80670-4

Copyright: 1996



Exploring Desktop Publishing: A Projects Approach

General Description:

Resource package, consisting of a text/workbook and a teacher's manual, provides an introduction to desktop publishing. Text provides 40 varied generic lab projects which work with any desktop-publishing software. Also includes an appendix to the principles of good design. Teacher's manual includes teaching strategies, lesson plans, handouts, quizzes, tests, a final examination and an answer key. The template and solutions disks are not recommended.

Audience: General

Category: Student, Teacher Resource

Grade Level:

K/1	2/3	4	5	6	7	8	9	10	11	11A	12
											✓

Year Recommended in Grade Collection: 2001

Supplier: *Nelson Thomson Learning*
 1120 Birchmount Road
 Scarborough, ON M1K 5G4

Tel: (416) 752-9448 **Fax:** (416) 752-8101

Toll Free: 1-800-268-2222/1-800-668-0671

Web Address: www.nelson.com

Price: Text/Workbook: \$21.00
 Teacher's Manual: \$25.00

ISBN/Order No: Text/Workbook: 0-538-71803-X
 Teacher's Manual: 0-538-71811-0

Copyright: 1998