

Business Education 11 and 12 *Business Information Management* 12 Grade Collection

| Curriculum Organizers | Skills Development | Business Communications | Presentations |
|---|--------------------|-------------------------|---------------|
| Comprehensive Resources | | | |
| The Canadian Office: Systems and Procedures, Second Edition | | | |
| Additional Resources - Print | | | |
| Business Communication: Strategies and Skills, Fourth Canadian Edition | ✓ | ✓ | ✓ |
| Business English and Communication, Fifth Canadian Edition | | ✓ | ✓ |
| Desktop Publishing Practical Exercises: Job-Based Tasks, Second Edition | ✓ | ✓ | ✓ |
| Exploring Desktop Publishing: A Projects Approach | ✓ | ✓ | ✓ |
| Additional Resources – Multimedia | | | |
| Business Desktop Publishing Applications | ✓ | ✓ | ✓ |
| Desktop Publishing Activities | ✓ | ✓ | ✓ |

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| | For the comprehensive resources, indicates satisfactory to good support for the majority of the learning outcomes within the curriculum organizer. |
| ✓ | For the additional resources, indicates support for one or more learning outcomes within the curriculum organizer. |
| | Indicates minimal or no support for the prescribed learning outcomes within the curriculum organizer. |