Dear students and your parents/guardians:

Welcome to BBT Grade 9. This course deals with several different software programs. We will be using the following programs to complete our assignments. Microsoft PowerPoint, Microsoft Word, Photo Story 3, Adobe Photoshop, Workplace Safety, and All the Right Type (keyboarding) are the programs we will be using over the next 7 – 8 weeks of classes.

*EVALUATION POLICY*: Here is a tentative assignment breakdown.

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| Microsoft PowerPoint  Value 15% | Our first unit is PowerPoint Presentations. There are two assignments in this section: Recreate a Presentation called “Are you ready for a Puppy?” This presentation has to be done exactly the same as the student sees during the original slideshow!! The second presentation is on a topic of the student’s choice; must have approval by Mr. Mundle. |
| Microsoft Word  Value 15% | In this unit the students will be using Word. They will be able to create their own resume, their school and work cover letters and a career guide (which can be completed using Word, PowerPoint or Publisher). |
| PhotoStory 3  Value 15% | In this unit we will be using PhotoStory 3. PhotoStory 3 is another program that allows us to present information to an audience. |
| Adobe Photoshop  Value 15% | In this unit we will be altering and editing digital photos/pictures. There six (6) assignments in this unit. |
| Workplace Safety  Value 15% | In this unit we will be completing several online safety assignments, games and quizzes. |
| All The Right Type (keyboarding) Value 15% | In this unit we will be practicing proper keyboarding techniques. |
| Employability Skills  Value 10% | Students will be given points for attendance, attitude and work ethic. |

I would like to encourage communication with students and their parents. My intention is to have all assignments, lessons, links, and other relevant information available to you via the website: <http://bonarlaw.nbed.nb.ca/teacher/mr-mundle> . If you would like to contact me, you can call the school at 523-7160 or e-mail me at [dale.mundle@nbed.nb.ca](mailto:dale.mundle@nbed.nb.ca) . Please sign this letter and return it to me.

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I have seen the course outline and evaluation policy.

Parent(s)/Guardian(s) name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent(s)/ Guardian (s) e-mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student’s name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_