Dear students and your parents/guardians:

**Welcome to BBT Grade 10.** 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, Notepad and HTML, 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 20% | Our first unit is PowerPoint Presentations. We will be using the information collected from our School’s Weather Station and pictures from my webpage on the Bonar Law Website. The PowerPoint requires daily information to be inputted and a photo of the day’s clouds to be added to the slides. |
| Microsoft Word & PowerPoint (PPT)&  Photo Story 3 (PS3)  Value 20% | In this unit the students will be using Word. The Canadian Heritage Project, the students pick a topic of their interest and research the topic. There is a series of questions they need to have answered. They will download pictures of their topic to their account. They will create a PPT and PS3 presentation on their topic. |
| Notepad & HTLM website programming  Value 20% | In this unit we will be writing and editing HTML (Hypertext Markup Language) to create a website and WebPages for the students. There are four (4) different units and a final independent assignment. |
| 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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_