

# Print Communications 25S

Recommended for students in grades 10, 11 or 12

## $\frac{1}{2}$ Credit Course Signup Form

### About the Course

The purpose of the course is to provide students with the skills and knowledge to plan and create documents for personal and business communications.

- Plan and produce print documents conforming to recognized standards:
  - Business letters
  - Labels and envelopes
  - Meeting agendas
  - Meeting minutes
  - Research papers in a prescribed style
  - Resumes and cover letters
- Participate in multi-user document editing and reviewing
- Use language and tone appropriate to the communication
- Incorporate elements of good design when designing documents

This course is an extension of the database knowledge gained in AICT 1&2 15F.

(Keep above this line for your records)

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### Print Communications 25S

By signing up for this course you agree with agreement on back:

Project will be done for which other class:		Other Teacher Name
Short Project Description:		
Student Name:	Parent/Guardian Name:	Phone #:
Student Email:	Parent/Guardian Email:	Alternate Phone #:
Parent/Guardian Signature:		

Please return to Mr. Hutton in room 50.

### **Online and Independent Study**

Students in this course will work independently on this course on their own time. There will be learning resources made available electronically. Mr. Hutton will be available to help guide the learning through email, a class website, certain hours and 12:30-1:00pm in room 50 computer lab.

### **Agreement**

By signing up for this course you agree to:

- work independently and self motivated during a spare, at lunch, and/or at home
- Work through learning resources provided
- Work through assignments or projects demonstrating outcomes

For more information visit [www.mysci.ca/ict](http://www.mysci.ca/ict) or email [jhutton@sunrisesd.ca](mailto:jhutton@sunrisesd.ca)