

Grade Expectation Sheet
2010-2011

Department: Business Education

Course: College Notetaking*

Classroom Rules:

- Arrive to class on time
- Handle equipment and other school property with care
- Make up missed tests or assignments within one week after being administered

The student must bring the following to class each day

- Textbook
- Shorthand Notebook
- Two pens

Homework will be assigned every night. Please note homework assignments comprise 30% of each marking period's grade.

Grade Policy:	Homework	30%
	Classwork	20%
	Tests/Quizzes	50%

Extra help hours will be posted in the Business Department and parent contact will be made as needed.

The Business Department phone number is: (516) 539-9422.

The best time to call 8 – 3 pm

***Please note: Students enrolled in College Notetaking are eligible to earn three college credits from Briarcliffe College at a fraction of the tuition cost. Deadline: December 1, 2010.**