

NORTHWEST COLLEGIATE AND TECHNICAL ACADEMY
Career Technical Education
Business Essentials
Spring Semester 2023

Teacher: Schquetta Hawkins
Contact Number: 252-308-4350, 252-586-4125
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Planning Time: 9:35-11:05
Course Number: BF10
Supplies: Folder, Pens, Pencils

Dear Parents/Guardians:

I am pleased to have your child in my class this semester. Your child is enrolled in **Business Essentials**. Students enrolled in this course will be involved in a number of learning activities, many of which are self directed, enabling he/she to master the course competencies and successfully pass the end-of-course test, called Vocational Competency Assessment Tracking System (VoCATS). The test grades are derived from the periodic tests based on the VoCATS Curriculum Guide. The class work grade is derived from in-class assignments, homework and special projects. All assignments and tests will be geared toward the VoCATS course blueprints.

The course description for this course is as follows:

This course will introduce students to realistic business and finance principles by examining fundamental economic concepts, the business environment, and primary business activities. Through workplace scenarios and problem-based learning, students will explore business ethics, customer relations, economics, financial analysis, human resources management, information management, marketing, operations, and business technology.

Course Objectives:

1.00 Understand ethics.	8%
2.00 Understand the business environment.	26%
3.00 Understand business management.	14%
4.00 Understand business operations.	19%
5.00 Understand business technology.	16%
6.00 Understand the job search process.	17%

Grading Policy

The student's nine-week grades will calculate as follows:

Assessments-50%

Class work-35%

Homework-15%

Grading Policy

90-100	A
80-89	B
70-79	C
60-69	D
0-59	F

Late Work/Absences/Make-Up Work:

Students will be allotted time to complete make-up assignments during each nine weeks. If students are absent, then they should speak to the teacher about the missing assignments and have the assignments completed within one week before the end of each nine weeks.

Classroom Rules:

Be on Time.

Be Prepared.

Respect Yourself and Others.

Login Credentials for Class Must Not Be Shared/ Complete Your Own Assignments.

Cell Phones Should Be Put Away During Class Time.

Classroom Expectations

1. **Students are expected to begin the bell ringer activity when they have entered the classroom.** Directions will be on the projection screen to inform you of the daily bell ringer assignments.
2. **Students are expected to complete their own assignments.** Students caught cheating will receive a zero and a phone call home. Cheating is unacceptable so please complete your own assignments.
3. **Students are expected to not have cell phones out in the classroom.** Cell phones are not a part of our classroom activities so please do not take phones out during class time.
4. **Students are expected to bring required materials every day.** Please be sure to bring pencils, pens paper, folders each day to class.

Behavioral Procedures:

Offense 1 Verbal Warning

Offense 2 Written Warning

Offense 3 Student/Teacher Conference

Offense 4 Parent Contact or Conference if needed

Thank you, *Schquetta Hawkins*, Business Essentials Teacher