

Klein Oak High School

Business Management

Mr. Duckworth, Room 218

Course Guidelines

Grading: Tests 60% Quizzes 20% Daily 20%

Textbook: Business Principles and Management, Thomson-Southwestern, Everard-Burrow
Students will need to check out a book for home use.

Daily Work: Each six-weeks students are to complete all assigned daily work in hand written format. I will not accept typed work as a daily grade.

Build Vocabulary Power Example: Business - An organization that produces or distributes a good or service for profit is called a business.

Review Facts: Students do not need to write out the question but do need to provide answers covered in class discussion or found in the text.

Class Rules:

- No gum, food, drink or electronic devices allowed.
- Do not sit on any furniture except your assigned seat.
- Do not sit or lay on the floor.
- Bring pen, pencil and paper to every class.
- Do not display distracting items such as sunglasses, combs, brushes.
- All Klein I.S.D. student behavior rules apply in this classroom.

Class Web Page: All class worksheets can be accessed at the web page below. Look for the Introduction to Business link.

<http://www.oakduck.com/BMWorksheets.html>

Honor Code: Students will follow the Klein Oak Honor Code below.

I affirm that I have neither given nor received

unauthorized assistance on this assignment.

I have read the above course guidelines and will honor them during the semester.

Signed _____