

# 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.
- Notebook:** Each six-weeks students are to keep all assigned worksheets and daily work. Students who keep a complete well organized notebook will receive 2 points added to their overall grade.
- 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 \_\_\_\_\_