

## Mount Clemens High School Business Management Course 2008

Instructor: Mr. John Bourdeau, M.A.

Email: [Bourdeauj@mtcps.org](mailto:Bourdeauj@mtcps.org)

Phone : (586)461-3431 (Automatically goes to voice mail during school hours)

### Class Description:

This class is designed to prepare students to build a solid foundation of business principles and management for success in today's business world.

### Units Covered:

1. Business and its Environment:
2. Forms of Business Ownership and the Law
3. Information and Communication Systems
4. Management Responsibilities
5. Financial Management
6. Production and Marketing Management
7. Human Resource Management

### Materials/ Needed:

1. Pen/pencil
2. Notebook
3. Folder
4. Loose-leaf paper

### Absenteeism

Course will adhere to Mount Clemens High School Attendance Policy. **Participation points cannot be earned if not present.**

### Professional Dress:

All students will receive one extra credit point for each Wednesday they arrive and depart professionally (at teacher's discretion). Students must also possess and display their student ID to receive point.

### Communication:

I strongly urge students and parents to communicate any concerns, thoughts, or questions that may arise throughout the school year. E-mail is the best way to contact me in a timely fashion.