

## Mount Clemens High School

### Career Exploration/Technology Course 2008

Instructor: Mr. John Bourdeau, M.A.

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

#### Class Description:

This class is designed to prepare students to be successful employees in the 21<sup>st</sup> century workforce.

#### Units Covered:

1. Preparing for Work: Interview Skills, Job Lead Charts, Telephone Skills, Resume, Cover Letters, Thank You Letters
2. Working on the Job: Employer Expectations, Workers Rights, Human Relations at Work
3. Career Planning: Career and Occupational Information
4. Success Skills: Communication, Math and Measurement, Leadership Skills
5. Managing your Money: Consumer Knowledge, Banking and Credit, Budgeting, Saving & Investing, Business Math
6. Computer & Technology Skills: Microsoft Office Applications
7. Typing: Gain knowledge of keyboard features and increase word per minute average.

#### 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. EMAIL is the best way to contact me in a timely fashion.