

Roslyn High School
Ms. Kaufman Fall 2022
Business Essentials

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Course Objectives:

Student will focus on skills necessary for success in the workplace. This includes topics like mock phone interviews and developing a successful work attitude. We will also address role plays for the workplace, writing a professional report, diversity training and teambuilding through group games. Juniors and Seniors may receive 3 college credits through enrollment with Long Island University.

Topics:

Developing a Successful Attitude
Goal Setting
Workplace Skills
Following Instructions and Applications
Sources for Employment and
Networking
Digital Business Etiquette

Portfolio and Resume
Interviews
Employer Expectations
Decision Making
Presentation Skills
Verbal Communication

Grading: 20% Positive Class Participation
 80% Tests, Quizzes and Projects (in-class projects included)

Class rules:

- Please be on time!
- Be courteous and quiet if you are late
- Respect your classmates
- Do not make excuses
- Eating is not permitted in the classrooms
- When someone is presenting, please be quiet and listen
- Give appropriate feedback
- Be aware of capitalization and punctuation in your assignments
- Please complete your assignments on time
- Schoolwork from other classes may not be completed during our class period

Submitting work that you have not personally done is considered to be a breach of our academic integrity rules. Please see the handbook for outcomes of this behavior: pages 23-24.

<https://docs.google.com/viewerng/viewer?url=https://www.roslynschools.org/cms/lib/NY>

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