



## 8TH GRADE "EXPLORING BUSINESS PROCEDURES & LEADERSHIP"

**Ms. Dawn Smith**

9-Weeks Exploratory Class  
Caldwell Online Academy



**Classroom Procedures-** We will be using Canvas for all assignments and lessons. All grades will be input into PowerSchool. No daily attendance is taken for this class; however, students should use their afternoons to complete assignments.

### 8th Grade Topics of Study-

- ❖ 5.01 Understand appropriate business etiquette and business communication
- ❖ 5.02 Understand ethics and ethical decision-making.
- ❖ 6.01 Understand skills required for seeking employment.
- ❖ 6.02 Understand procedures for gaining employment.
- ❖ 6.03 Understand behaviors required to maintain employment.
- ❖ 7.01 Understand leadership.
- ❖ 7.02 Understand team building.
- ❖ Financial Literacy Lessons as time permits

### No extra Materials Needed

### Grading Policies-

- ▷ Students are responsible for making up all missed work
- ▷ Work will be accepted late, but could result in a lower grade.
- ▷ Grades will be posted in Powerschool weekly.
- ▷ All grades count based on weight
  - Major Assignments 50%- Tests & Projects
  - Minor Assignments 40%- Daily Work
  - Participation Activities 10%

### Expectations

Be Respectful, Responsible and Engaged:

- Assignments completed Regularly
- Be polite and kind
- Ask for help when needed
- All COA handbook rules apply- please be aware

### Teacher Contact-

- E-mail [dawsmith@caldwellschools.com](mailto:dawsmith@caldwellschools.com) and link to my [website](#)
- School phone 828-726-3855

*Thank you~ This is my 23rd year as a teacher and I'm excited to be teaching your child!*

