

**The Pro-Vision Academy Charter School**  
**High School Business Distance Learning Plan**

**High School Business**  
**Distance Learning Plan**  
**Week of April 27 - May 1, 2020**

Join REMIND  
Send a text to: 81010  
Text this message: @andrewspv

TEKS: BFS1.E  
BIM1.B  
HRM1.B

Google Classroom Codes:  
Business Information Management: cfsnmoq  
Human Resources Management/Banking & Financial Services: 5aghvsf

**Monday**

- Log in to *Google Classroom*.
- Complete your daily check-in.
- This week we will learn and practice professional email etiquette. Read the article, “The Dos and Don’ts of Business Email Etiquette” Take notes and be prepared to answer questions about what you have learned.
- If you are not able to log in to *Google Classroom*, please email me at [andrews@pvacademy.org](mailto:andrews@pvacademy.org) or text me at 281.841.7659 for a pdf version of the article.

**Tuesday**

- Log in to *Google Classroom*.
- Complete your daily check-in.
- You should have already read the article, “The Dos and Don’ts of Business Email Etiquette.” Review the article, and then answer **questions 1-7** on the “Learn & Practice Professional Email” google doc.
- Respond in the designated text boxes. The text box will expand as you type.
- Do not click “turn in” until all questions are complete.

# The Pro-Vision Academy Charter School

## High School Business Distance Learning Plan

- If you are not able to log in to *Google Classroom*, please email me at [candrews@pvacademy.org](mailto:candrews@pvacademy.org) or text me at 281.841.7659 for a copy of the document. Responses can be written on paper. At the end of the week take a picture of completed work and submit via email or text.

### Wednesday

- Log in to *Google Classroom*.
- Complete your daily check-in.
- Virtual meeting! Please have your questions ready. Exact time and directions to join will be posted.
- If you are not able to log in to *Google Classroom*, please email me at [candrews@pvacademy.org](mailto:candrews@pvacademy.org) or text me at 281.841.7659 on Monday for directions to join.

### Thursday

- Log in to *Google Classroom*.
- Complete your daily check-in.
- You should have already read the article, “The Dos and Don’ts of Business Email Etiquette.” Review the article, and then answer **questions 8 & 9** on the “Learn & Practice Professional Email” google doc.
- Respond in the designated text boxes. The text box will expand as you type.
- Do not click “turn in” until all questions are complete.
- If you are not able to log in to *Google Classroom*, please email me at [candrews@pvacademy.org](mailto:candrews@pvacademy.org) or text me at 281.841.7659 for a copy of the document. Responses can be written on paper. At the end of the week take a picture of completed work and submit via email or text.

### Friday

- Log in to *Google Classroom* and check for new announcements.
- Complete any work that you missed during the week and submit.