

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

High School Business Distance Learning Plan

Week of May 11-15, 2020

Google Classroom Codes:

Business Information Management: cfsnmoq





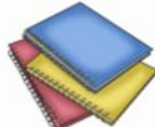
Human Resources Management/Banking & Financial Services: 5aghvsf

TEKS: BFS1.F

BIM1.F

HRM1.F

This week we will continue to demonstrate time-management skills by prioritizing tasks, following schedules, and tending to goal-relevant activities. Using the choice board below, **choose 5** of the 9 tasks to complete this week.

<p style="text-align: center;">#1</p> <p style="text-align: center;">Organization</p> <p>Look around you and find five things that are "out of place." List them and then put them away in the right spot.</p> 	<p style="text-align: center;">#2</p> <p style="text-align: center;">Attention</p> <p>Improve your attention by practicing mindfulness. Sit and breathe without doing anything for at least 2 minutes. How can this help your brain reset?</p> 	<p style="text-align: center;">#3</p> <p style="text-align: center;">Perseverance</p> <p>What does it mean to "try a different way" if something isn't working out? Come up with your own example.</p> 
<p style="text-align: center;">#4</p> <p style="text-align: center;">Planning</p> <p>Imagine you are in charge of planning a menu for a restaurant. What items would your menu have and what would charge for them?</p> 	<p style="text-align: center;">#5</p> <p style="text-align: center;">Time Management</p> <p>Use your time well to complete a task by leaving your phone and other distractors away for at least 10 minutes. Explain how this worked for you.</p> 	<p style="text-align: center;">#6</p> <p style="text-align: center;">Metacognition</p> <p>List or draw at least five things you know about outer space. Then, come up with three questions you could ask to learn more.</p> 
<p style="text-align: center;">#7</p> <p style="text-align: center;">Working Memory</p> <p>Have a conversation with a friend or family member for a few minutes. Then, write down three different things they said.</p> 	<p style="text-align: center;">#8</p> <p style="text-align: center;">Attention</p> <p>Design a poster to encourage someone to stay focused during work time.</p> 	<p style="text-align: center;">#9</p> <p style="text-align: center;">Task Initiation</p> <p>Come up with an example that shows how being organized can actually help you start your work.</p> 

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Monday

- Log in to *Google Classroom*.
- Complete your daily check-in.
- Using the choice board above, select your first task to complete. Once you choose and complete the task, scroll down to the appropriate entry page and type your response.
- If you are not able to log in to *Google Classroom*, you may record your responses on paper or use the notes app on your cell phone. On Friday, please email me at candrews@pvacademy.org or text me at 281.841.7659 all 5 of your responses.

Tuesday

- Log in to *Google Classroom*.
- Complete your daily check-in.
- Using the choice board above, select your next 1-2 tasks to complete. Once you choose and complete the tasks, scroll down to the appropriate entry page and type your response.
- Do not click “turn in” until all 5 responses are complete.
- If you are not able to log in to *Google Classroom*, you may record your responses on paper or use the notes app on your cell phone. On Friday, please email me at candrews@pvacademy.org or text me at 281.841.7659 all 5 of your responses.

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 or text me at 281.841.7659 on Monday for directions to join.

Thursday

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- Log in to *Google Classroom*.
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Friday

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