

La Porte High School Outreach Learning – Accounting 2 & BIM 2
April 27, 2020

***Acct 2 & BIM 2* Week of April 27 - May 1**

Teacher/Team:

If there are any questions, please feel free to email me at:

Link to [TEAMS Folder](#)

Previous Lessons:

Erin Wells

wellse@lpisd.org

[5th Period Teams](#) – Headquarters for all assignments, meetings, and announcements.

Week of 4/20: both studied for certification tests

Objectives

Objective / I Can:

- BIM 2: We will prepare for your Microsoft Word and Excel Specialist certification test.
- Acct 2: We will prepare for your Intuit QuickBooks User certification test.

Activities

BIM 2

1. Study for 90 minutes to prepare for your Microsoft Office Specialist Certification. You can do this by:
 1. Repeating training and labs at gmetrix.net
 2. Taking or retaking practice tests at gmetrix.net
 3. Tuning in to reading and video Ms. Wells shares on our Teams general page as Cert Tips.There will be a form on Teams to submit as proof of your studying titled – **Cert Study 4/27**
2. Sign up for a test date and time and complete the confirmation with Ms. Wells. After filling in [this form](#) to select a date and time (assignment from last week), I will send you confirmation emails and instructional emails to prepare for your test. Please respond to the emails. The day before your confirmed test day, I will send you instructions and a link to the test that will not work until the specific test time. Make sure you read the instructions ahead of time.

Accounting 2

1. Teams Assignment – take at least 90 minutes to Study QuickBooks to prepare for Certification Test. Complete the form on the Teams assignment titled **Study QuickBooks 4/27** as proof. You could (options): Redo training, labs, and posttests you scored the lowest on, Take or retake tests, Read or watch the QuickBooks Tips Ms. Wells posts on Teams this week.
2. Follow assignment instructions *on Teams* with [this form](#) to **Confirm Certification Test Date and Time**. Test dates are available all the way up until the end of school so you can take as much time as possible to study and prepare. I will send an email confirming your test date and time. The day before your test I will send you instructions and a link to the test that will not work until the specific time confirmed. I will be proctoring you during the test and will be able to see your screen. It's fun, and you'll do great, and then you will have a cool certification – Quickbooks Desktop User!

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April 27, 2020

Academic/Instructional Support

Schedule:

Suggested Class Time: 5th Period 10:20-10:50

Office Hours:

Teacher Support – TEAMS, 8am-12pm

Email wellse@lpsd.org

To Be Graded

Assignment for students to submit to TEAMS Folder:

BIM 2

1. Complete proof you studied for 90 min. for certification test on Teams Assignment **Cert Study 4/27**
2. Schedule and confirm your test date and time with me with form on Teams Assignment and also by emailing me back once you receive a confirmation.

Accounting 2

1. Complete proof you studied for 90 min. for certification test on Teams Assignment **Study Quickbooks 4/27**
2. Schedule and confirm your test date and time with me with form on Teams Assignment and also by emailing me back once you receive a confirmation.

When is it due? Monday, May 4, 2020, 8:00am

What assignments will the student submit? How will it be submitted?

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