

Business Information Management Week of May 11 – May 15

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3rd Period Teams – Headquarters for all assignments, meetings, and announcements.

8th Period Teams – Headquarters for all assignments, meetings, and announcements.

Week of 5/4 we prepared for and took our Microsoft Office Specialist Certification Test.

Objectives

Objective / I Can: We will prepare for our Excel and Word Certification test by practicing tests, evaluating learning needs, and engaging in tutorials to strengthen our word processing and spreadsheet skills. We will explore essential workforce skills and our own soft skills strengths and areas to improve.

Activities

Welcome to Career Month!

Get Certified!

Take your MOS certification test.

1 - Reserve a test date and time – watch Teams posts or email me a preferred weekday and time.

2 - I will send you an email confirming the date and time and with [instructions on preparing for the test administration](#).

3 - [Here is a video of what it will be like](#). It will be similar to the practice tests you've taken in Gmetrix. You will not be able to leave the screen for the timed 50-minute test. You will get your results right away at the end.

4 – Practice and study until it's time for your test. 80+ goal on practices.

Boost Your Essential Skills

I will be sharing soft skills presentations throughout the week. View the presentations to help you complete a **Soft Skills Reflection of yourself on Teams**. See the Teams assignment for a word document to read and fill in. You should be able to click the triple dots on the attachment in the Teams assignment and choose to edit the document in Word Online. Make sure to submit the assignment when finished. *This was assigned last week.*

Get Advice from Young Professionals

Listen to the interview on Teams with Ms. Wells and former student Les Krone who started his own photography company in Los Angeles, California after working for Blizzard Entertainment.

Complete the Career Interview Reflection 1 assignment on Teams.

If you took your test this week, you can turn this in next week.

La Porte High School Outreach Learning - BIM

May 11, 2020

Academic/Instructional Support

Schedule:

Office Hours:

Suggested Class Time: 3rd Period 9:10-9:40, 8th Period 11:30-12

Teacher Support – TEAMS, 8am-12pm

Email wellse@lpisd.org

To Be Graded

Assignment for students to submit to TEAMS Folder:

1. MOS Certification Test – taken at certiport.com. Confirmed through email and Teams posts.
2. Soft Skills Reflection – Teams Assignment with resources posted to Teams general page.
3. Career Interview Reflection One – Teams Assignment.

When is it due?

Monday, May 18, 2020, 8:00am

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

1. Take MOS Certification Test or have confirmed your test date and time through email wellse@lpisd.org.
2. Soft Skills Reflection Activity assignment on Teams. *You may complete this next week if you've decided to spend at least 2 hours this week on studying for the MOS certification test and taking the test.*
3. Career Interview Reflection One. *You may complete this next week if you've decided to spend at least 2 hours this week on studying for the MOS certification test and taking the test.*