

La Porte High School Outreach Learning - BIM

April 27, 2020

Business Information Management 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

[3rd Period Teams](#) – Headquarters for all assignments, meetings, and announcements.

[8th Period Teams](#) – Headquarters for all assignments, meetings, and announcements.

Week of 4/20 we took practice tests to prepare for our Microsoft Office Specialist Certification😊

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.

Activities

Student Activities:

Go to [Teams Folder](#). Look for the assignment:

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.

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

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To Be Graded

Assignment for students to submit to TEAMS Folder:

1. Assignment on Teams titled Cert Study 4/27 that proves you studied for your certification test for 90 minutes.
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.

When is it due?

Monday, May 4, 2020, 8:00am

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

1. Study for 90 minutes to prepare for your Microsoft Office Specialist Certification. You can do this by:
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