

**La Porte High School Outreach Learning – Accounting 2 & BIM 2**  
**May 4, 2020**

## ***Acct 2 & BIM 2* Week of May 4 – May 8**

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](mailto:wellse@lpisd.org)

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

Week of 4/27: 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.
- Both: We will reflect on our soft skills or essential workforce skills.

## **Activities**

### **BIM 2 & Accounting 2**

1. **Take your [QuickBooks certification test](#) OR your [Microsoft Office Specialist certification test](#)** during the scheduled and confirmed time. [How testing works:](#)
  - 1) I will schedule a time with Certiport close to the date and time you requested in [this form](#).
  - 2) **Respond** to the confirmation emails I send. I will send you an email confirming the date and time and with [instructions on preparing for the test administration](#).
  - 3) The day of the test if not the day before, I will send you your specific website URL to the test by email.
  - 4) The day of the test at the hour assigned the URL will work, and you can login to Certiport and take the test. I will be proctoring you through a screen reader. [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.
2. If you are not taking your test this week, (90 minutes) **Study for QuickBooks or MOS cert test**. Study 30 minutes of QuickBooks or MOS concepts for 3 days or an hour and a half worth of time. Options:
  - 1) You can do this by taking or retaking practice exams at [gmetrix.net](http://gmetrix.net)
  - 2) by repeating training and labs at [gmetrix.net](http://gmetrix.net)
  - 3) and you can do this by tuning into the Teams General Posts and watching/reading QuickBooks or MOS tips I will be sharing on our Teams General Post page.There will be an assignment link on Teams where you can submit **Study Proof Week 5/1**.
3. *You may complete this next week if you've decided to spend more than 2 hours this week on studying for the QuickBooks or MOS certification test.* (30 minutes) Complete the **Soft Skills Reflection Activity** on Teams. This 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 you are finished.

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May 4, 2020

### Academic/Instructional Support

Schedule:

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

Office Hours:

Teacher Support – TEAMS, 8am-12pm

Email [wellse@lpisd.org](mailto:wellse@lpisd.org)

### To Be Graded

Assignment for students to submit to TEAMS Folder:

#### **BIM 2 and Accounting 2**

1. Take QuickBooks or MOS Certification Test or have confirmed your test date and time through email.
2. Study for QuickBooks or MOS Certification Test, and submit proof at Teams Assignment – Study Proof Week 5/1
3. Soft Skills Reflection Activity assignment on Teams. *You may complete this next week if you've decided to spend more than 2 hours this week on studying for the QuickBooks or MOS certification test.*

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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