

La Porte High School Outreach Learning - BIM

April 14, 2020

Business Information Management Week of April 14 - April 17

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 4/6 we practiced objectives that were the lowest scoring on our certification practice tests.

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. Follow assignment instructions on Teams to ***Sign up for Certification Test*** Time.
2. On [Gmetrix.net](#) take practice test Core Skill Review 2 for Word **or** Excel (depending on what you've decided to take first). Complete the assignment on Teams – filling in a form to tell me how you did on this – ***Week 4/14 Core Skill Review 2***
3. On [Gmetrix.net](#) take practice test Core Skill Review 3 for Word **or** Excel (depending on what you've decided to take first). Complete the assignment on Teams – filling in a form to tell me how you did on this – ***Week 4/14 Core Skill Review 3***
4. Use what the test results identify as your weaker points to go and study the lessons and/or labs.

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. on Teams *Sign up for Certification Test* Time
2. On Teams and Gmetrix – *Week 4/14 Core Skill Review 2*
3. On Teams and Gmetrix – *Week 4/14 Core Skill Review 3*

When is it due?

Tuesday, April 20 My Birthday, 2020, 8:00am

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

1. Follow assignment instructions on Teams to *Sign up for Certification Test* Time.
2. On [Gmetrix.net](https://www.gmetrix.net) take practice test Core Skill Review 2 for Word **or** Excel (depending on what you've decided to take first). Complete the assignment on Teams – filling in a form to tell me how you did on this – *Week 4/14 Core Skill Review 2*
3. On [Gmetrix.net](https://www.gmetrix.net) take practice test Core Skill Review 3 for Word **or** Excel (depending on what you've decided to take first). Complete the assignment on Teams – filling in a form to tell me how you did on this – *Week 4/14 Core Skill Review 3*