**Design Electronic Portfolio – OCP-D**

**Update your Portfolio created in OCP-C**

**Include Externship info and anything new**

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| Course Objectives | Demonstrate proper use of scanner.  Create a simple website using hyperlinks.  Prepare an on-line document suitable for job search. |
| Competencies | 49.04 |
| Module Materials | Microsoft Word  Documents of Certificate, Samples of Work, Resume, various documents |
| Assignments | Be Creative!  Use Microsoft Word to create a webpage which will provide information about you, your training and your successes. You will be using the scanner to obtain digital copies of various certificates you have received. In general, follow these instructions:  Create your homepage. It can contain your picture…your decision. If not your picture, there should be some design or graphic on this page to make it appealing to the viewer. Then, it should have some title (ie – Portfolio of Student Name; Accomplishments of Student Name, or ?????) Then write a short biography about yourself. Not personal info but concentrate on your education and work experiences.  On your homepage, you will need to attractively place links to:   * + Resume   + A Generic Cover Letter for an entry-level Medical Office position or an Administrative Office position   + Your OCP-A, OCP-B, OCP-C, and OCP-D certificates   + Microsoft Office Certificate(s)   + CMAA Certificate   + National Honor Society document   + Skills USA document   + Any other document you feel should be included   You Will Finalize Your Portfolio in OCP-D |
| Assessment | Points will be awarded for the set-up of your website and the verified links to appropriate documentation. (50 points) |