

Microsoft Word – OCP-A

Course Objectives	<p>Demonstrate ability to create and edit a Word document.</p> <p>Perform basic navigating and formatting of a Word document.</p> <p>Use technology to enhance the effectiveness of communication skills utilizing word processing applications.</p> <p>Review the MLA style for research papers</p>
Competencies	04.0- 04.01- 04.02- 04.03- 04.04- 04.05- 04.06- 04.07- 04.08
Module Materials	<p>Microsoft Office 2016</p> <p>SAM 2016</p>
<p>**TESTS MUST BE TAKEN DURING CLASS HOURS ON THE “TESTING” COMPUTER IN THE CLASSROOM**</p>	
Assignments	<p><u>Word Module 1</u> (WD1 – WD54)</p> <ol style="list-style-type: none"> 1. Log into SAM. 2. Select Activity List – New Perspectives Word 2016 Module 1: Textbook Project 1.1 3. You must use the SAM Start file provided to receive credit for this assignment. Disregard textbook instructions that ask you to create a new file or to use a file from another location 4. Select Start and follow instructions. 5. Using textbook, read tutorial and complete work as instructed in tan boxes. 6. Submit work for grading. 7. Select Activity List – New Perspectives Word 2016 Module 1: Textbook Project 1.2 – Repeat steps above 8. Complete New Perspectives Word 2016 Module 1: SAM Project 1a – Repeat steps above 9. Complete New Perspectives Word 2016 Module 1: SAM Project 1b– Repeat steps above 10. Complete Word 1 Training – Go through the training activity 11. Complete Word 1 Exam
Assessment	<p>Textbook Projects (both) – 20 pts</p> <p>Project 1a – 20 pts</p> <p>Project 1b – 20 pts</p> <p>Exam – 20 pts</p>

Word Module 2 on the next page.

<p>Assignments</p>	<p><u>Word Module 2 (WD61 – WD112)</u></p> <ol style="list-style-type: none"> 1. Log into SAM. 2. Select Activity List – New Perspectives Word 2016 Module 2: SAM Textbook Project 2.1 3. You must use the SAM Start file provided to receive credit for this assignment. Disregard textbook instructions that ask you to create a new file or to use a file from another location 4. Select Start and follow instructions. 5. Using textbook, read tutorial and complete work as instructed in tan boxes. 6. Submit work for grading. 7. SAM – Activity List — New Perspectives Word 2016 Module 2: SAM Textbook Project 2.2. 8. SAM—Activity List— New Perspectives Word 2016 Module 2: SAM Project 1a. 9. Complete Word 2 Training in SAM 10. Complete Word 2 Exam in SAM
<p>Assessment</p>	<p>Textbook Projects (both) – 20 pts Project 2a --20 pts Project 2b – 20 pts Exam – 20 pts</p>