

**PORTFOLIO WORKSHEET**  
**2004-2005**
**Program Name:** Accounting  
**Program Number:** 10-101-1  
**Required DML:** Capstone Projects

**Student Name:**  
**MPTC Six-Digit Student ID #:**  
**Semester of Program Acceptance:**

\* \* \* At Least One Artifact Is Required For Each Learner Outcome Listed Below \* \* \*

**Directions:** In columns A and B, enter dates when items are completed. Check Column C if transcript is used. Electronic format is recommended for portfolio development. Note: Keep original portfolio. Submit copy only.

Your Student Portfolio will be evaluated by educators and advisory committee members and becomes the property of Moraine Park Technical College.

	Artifact Is Listed In This Column  Suggested Work Sample from Performance Asmt	ARTIFACT		
		A  Work Sample Linked to Outcome	B  Self Assessment/ Reflection Statement	C  Transcript Used
<b>EXIT LEARNING OUTCOMES</b>				
<b>Program Learner Outcomes</b>				
Prepare financial information according to GAAP. <i>101-113 Accounting 2 AND 101-118 Intermediate Accounting 2 OR 101-127 Auditing</i>	Comprehensive Project			
Complete process of identifying, gathering, measuring, summarizing and analyzing financial data. <i>101-126 Cost Management 2 AND/OR 101-127 Auditing</i>	Comprehensive Project			
Maintain computerized accounting program. <i>101-152 Peachtree Accounting OR 101-153 Great Plains Accounting OR 101-127 Auditing</i>	Comprehensive Computer Project			
Prepare personal and sole proprietorship income tax returns and business tax reports. <i>101-123 Income Tax Accounting AND 101-124 Wisconsin Taxes OR 101-127 Auditing</i>	Comprehensive Tax Return and Business Reports			
Prepare payroll and payroll tax reports <i>101-141 Payroll Accounting OR 101-127 Auditing</i>	Comprehensive Project			
<b>General Education Learner Outcomes</b>				
Apply organizational and stylistic strategies to fit subject, audience, and purpose in communication. <i>801-195 Written Communication AND 801-196 Oral / Interpersonal Communication</i>				
Evaluate content, organizational, supporting materials, credibility, and style of communication for decision-making. <i>801-196 Oral / Interpersonal Communication</i>				
Perform mathematical calculations. <i>804-174 Survey of Mathematics</i>				
Determine mathematical concepts needed to solve an application. <i>804-174 Survey of Mathematics</i>				

	Artifact Is Listed In This Column	ARTIFACT		
		A	B	C
	Suggested Work Sample from Performance Asmt	Work Sample Linked to Outcome	Self Assessment/ Reflection Statement	Transcript Used
<b>General Education Learner Outcomes (continued)</b>				
Evaluate political, social, and scientific views on scientific topics. <i>806-194 Contemporary Issues in Science</i>				
Apply the foundational elements of economic reasoning to personal and business decision-making. <i>809-195 Economics</i>				
Apply psychological principles to personal and professional relationships. <i>809-199 Psychology of Human Relations</i>				
Examine the complexities of society from a sociological perspective. <i>809-196 Introduction to Sociology</i>				
<b>Core Abilities</b>				
Complete self-assessment reflection essay on pre- and post Core Ability Inventory results. <i>890-125 Student Success</i>				
Complete reflection essay, "About Me: How I've Changed - Then and Now", <i>890-130 Career Development</i>				

<b>Core Abilities (continued)</b>				
Work Cooperatively				
<i>Complete assigned tasks for team/group work.</i>				
<i>Use collaborative strategies to complete tasks.</i>				
<i>Exchange information, ideas, and opinions in a team/group setting.</i>				
<i>Show evidence of respect for diversity.</i>				
Act Responsibly				
<i>Complete assigned tasks according to prescribed deadlines.</i>				
<i>Complete assigned tasks according to prescribed criteria.</i>				
<i>Adhere to established attendance criteria.</i>				
Value Self Positively				
<i>Adapt hygiene and appearance to requirements of work and educational environment.</i>				
<i>Identify personal strengths and areas for improvement.</i>				
<i>Exchange information, ideas, and opinions in a team/group setting.</i>				
<i>Show evidence of respect for diversity.</i>				
Think Critically and Creatively				
<i>Distinguish between fact and opinion.</i>				
<i>Synthesize information from a variety of sources.</i>				
<i>Use problem-solving and decision-making strategies.</i>				
<i>Apply global perspective to decisions and actions.</i>				
Communicate Clearly				
<i>Use bias-free language.</i>				
<i>Use language that is free of obscenities.</i>				
<i>Apply listening skills.</i>				
<i>Apply standard rules of language structure including grammar, spelling, and punctuation.</i>				
Work Productively				
<i>Complete assigned tasks according to established conditions.</i>				
<i>Evaluate work using established criteria.</i>				
Learn Effectively				
<i>Use resources to meet learning needs.</i>				
<i>Organize information.</i>				
<i>Produce evidence of learning.</i>				