

Program Name: Accounting Assistant
Program Number: 31-101-1
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.

	Contact Course Instructor If No 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
EXIT LEARNING OUTCOMES				
Program Learner Outcomes				
Prepare financial information according to GAAP. <i>101-113 Accounting 2</i>	Comprehensive Project			
Complete the process of identifying, gathering, measuring, and summarizing financial data <i>101-152 Peachtree Accounting</i>	Comprehensive Project			
Operate computerized accounting program. <i>101-152 Peachtree Accounting</i>	Comprehensive Computer Project			
Prepare payroll and payroll tax reports. <i>101-141 Payroll Accounting</i>	Comprehensive Project			
General Education Learner Outcomes				
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, organization, supporting materials, credibility, and style of communication for decision-making. <i>801-196 Oral / Interpersonal Communication</i>				
Determine mathematical concepts needed to solve an application. <i>804-174 Survey of Mathematics</i>				
Perform mathematical calculations. <i>804-174 Survey of Mathematics</i>				
Core Abilities				
Complete a Core Abilities self-assessment reflection. <i>890-125 Student Success</i>				
Complete reflection essays on Core Abilities and Occupational Skills development. <i>890-130 Career Development</i>				
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>				

		ARTIFACT		
Core Abilities (continued)	Contact Course Instructor If No Artifact Is Listed In This Column	A	B	C
	Suggested Work Sample from Performance Asmt	Work Sample Linked to Outcome	Self Assessment/ Reflection	Transcript Used
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>				