

**PORTFOLIO WORKSHEET**  
**2004-2005**

**Program Name:** Administrative Assistant  
**Program Number:** 10-106-6  
**Required DML:** Portfolio Artifacts

**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>				
Apply business standards. <i>106-180 Business Protocol</i>				
Apply organizational skills to occupational tasks. <i>106-142 Project Management Applications</i>	Final Project			
Apply problem-solving concepts in a team environment. <i>196-144 Problem Solving/Team Building</i>	Final Project			
Apply technology skills to specific business projects. <i>106-133 Microsoft Office - Advanced Projects</i>	Projects that demonstrate skills in Excel, Access, PageMaker, PP, and Integration			
<i>103-161 Microsoft Office - Intermediate</i>				
<i>106-113 Business Publications</i>				
<i>106-163 Database/Spreadsheet Essentials</i>				
Communicate business messages. <i>106-111 Business Communications</i>	Original correspondence or Team Project			
<i>106-113 Business Publications</i>				
Coordinate projects. <i>103-192 Microsoft Project</i>	Final Project			
<i>106-142 Project Management Applications 1</i>				
Manage electronic communications. <i>106-134 Communication Technologies</i>	Projects that demonstrate skills in digital distribution of files, digital scheduling, recognition technologies, internet conferencing, or multimedia technologies.			
Demonstrate customer service. <i>106-122 Customer Service Applications</i>	Instructor Observation checklist.			

	Artifact Is Listed In This Column	ARTIFACT		
		A Work Sample Linked to Outcome	B Self Assessment/ Reflection	C Used
<b>Program Learner Outcomes (continued)</b>				
Format documents.	Final In Basket or MS Word- Adv. Projects			
<i>106-120 Document Processing</i>				
<i>106-121 Document Processing - Advanced</i>				
<i>106-123 Editing Applications</i>				
<i>106-159 Microsoft Word - Advanced</i>				
Manage storage and retrieval of records.	Records Simulation Project			
<i>106-112 Information Storage and Retrieval</i>				
<i>106-123 Editing Applications</i>				
<i>106-159 Microsoft Word - Advanced</i>				
Research business information.	Team Research Project			
<i>106-111 Business Communications</i>				
<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</i>				
<i>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>				
Apply the foundational elements of economic reasoning to personal and business decision-making.				
<i>809-195 Economics</i>				
Examine the complexities of society from a sociological perspective.				
<i>809-196 Introduction to Sociology</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>				
Evaluate political, social, and scientific views on scientific topics.				
<i>806-194 Contemporary Issues in Science</i>				
Apply psychology principles to personal and professional relationships.				
<i>809-199 Psychology of Human Relations</i>				
<b>Core Abilities</b>				
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>				

<b>Core Abilities (continued)</b>				
<i>Exchange information, ideas, and opinions in a team/group setting.</i>				
<i>Show evidence of respect for diversity.</i>				
<b>Act Responsibly</b>				
<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>				
<b>Value Self Positively</b>				
<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>				
<b>Think Critically and Creatively</b>				
<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>				
<b>Communicate Clearly</b>				
<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>				
<b>Work Productively</b>				
<i>Complete assigned tasks according to established conditions.</i>				
<i>Evaluate work using established criteria.</i>				
<b>Learn Effectively</b>				
<i>Use resources to meet learning needs.</i>				
<i>Organize information.</i>				
<i>Produce evidence of learning.</i>				