

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

**Program Name:** Business and Technology Coordinator  
**Program Number:** 10-154-2  
**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	ARTIFACT		
	A Work Sample Linked to Outcome	B Self Assessment/ Reflection Statement	C Transcript Used
<b>Suggested Work Sample from Performance Asmt</b>			
<b>EXIT LEARNING OUTCOMES</b>			
<b>Program Learner Outcomes</b>			
Apply leadership skills. <i>196-190 Leadership Development</i>	Final Journal Entry		
Apply project management skills <i>154-102 Project Management Applications 2</i>	Final Team Project which includes use of resource software		
Assist in web maintenance functions. <i>152-115 Website Design, Implementation, and Maintenance</i>	Final Team Project		
Employ advanced software skills <i>106-133 Microsoft Office - Advanced Projects</i>	Client Project		
Explore innovative technologies <b>AND</b> Present implementation plans <i>154-103 Investigation and Implementation of New Technologies</i>	Final Team Project which includes use of resource software		
Provide first-level technical support. <i>106-188 Hardware / Software Support</i>	Disassemble and reassemble computer		
Train staff. <i>801-159 Training and Development in Office Systems AND 154-102 Project Management Applications 2</i>	Train Classmates Project Training Project		
<b>General Education Learner Outcomes</b>			
Apply organizational and stylistic strategies to fit subject, audience, and purpose in communication. <i>801-159 Training and Development in Office Systems AND 801-195 Written Communication AND 801-196 Oral / Interpersonal Communication OR 801-198 Speech</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 content, organization, supporting materials, credibility, and style of communication for decision-making. <i>801-196 Oral / Interpersonal Communication OR 801-198 Speech</i>				
Apply the foundational elements of economic reasoning to personal and business decision-making. <i>809-195 Economics</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>				
Examine the complexities of society from a sociological perspective. <i>809-196 Introduction to Sociology</i>				
Determine the impact of psychological and social factors have in shaping human behavior. <i>809-198 Introduction to Psychology</i> <b>OR</b>				
Apply psychological principles to personal and professional relationships. <i>809-199 Psychology of Human Relations</i>				
Evaluate political, social, and scientific views on scientific topics. <i>806-194 Contemporary Issues in Science</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>				
<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				
<b>Core Abilities (continued)</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>				
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>				