

**Program Name:** Office Assistant  
**Program Number:** 31-106-1  
**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.

	Contact Course Instructor If No 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 problem-solving concepts in a team environment. <i>196-144 Problem Solving/Team Building</i>	Final Project			
Apply proofreading techniques to identify and correct errors. <i>106-123 Editing Applications</i> <i>106-139 Business Proofreading Skills</i>	Records Simulation Project			
Apply technology skills to specific business applications. <i>103-161 Microsoft Office - Intermediate</i>	Projects that demonstrate skills in Excel, Access Word, PP, Integration			
Demonstrate customer service. <i>106-122 Customer Service Applications</i>	Instructor Observation Checklist			
Format documents. <i>106-159 Microsoft Word - Advanced</i> <i>106-120 Document Processing</i> <i>106-121 Document Processing - Advanced</i>	Final In Basket or MS Word-Adv. Projects			
Manage storage and retrieval of records. <i>106-112 Information Storage and Retrieval</i> <i>106-123 Editing Applications</i>	Records Simulation Project			
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			
<b>General Education Learner Outcomes</b>				
Apply organizational and stylistic strategies to fit subject, audience, and purpose in communication. <i>801-195 Written Communication OR 801-322 Occupational Writing</i> <i>801-310 Occupational Communication OR 890-130 Career Development</i>				
<b>Core Abilities (on page 2)</b>				

		ARTIFACT		
		A	B	C
		Work Sample Linked to Outcome	Self Assessment/ Reflection	Transcript Used
Core Abilities		Suggested Work Sample from Performance Asmt		
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				
<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>				