

**MORAINE PARK TECHNICAL COLLEGE  
PORTFOLIO WORKSHEET/VERIFICATION CHECKLIST  
2005-2006**

**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 learning outcome \* \* \*

**Directions:** In columns A and B, student enters dates when items are completed or checks Column C if transcript is used for advanced standing credits. Verifier initials column D when portfolio is verified for graduation requirement. Submit a signed copy (see last page) of this form with a copy of your portfolio for verification. Note: Keep original portfolio; submit a copy.

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	A	B	C	D
Suggested Work Sample from Performance Asmt	Work Sample Linked to Outcome	Reflection Statement	Transcript Used	Verified	
<b>Program Learning Outcomes</b>					
Process 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				
<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, 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>804-106 Intro to College Mathematics</i>					
Perform mathematical calculations. <i>804-106 Intro to College Mathematics</i>					

	Contact Course Instructor If No Artifact Is Listed In This Column <b>Suggested Work Sample from Performance Asmt</b>	<b>A</b> <b>Work Sample Linked to Outcome</b>	<b>B</b> <b>Reflection Statement</b>	<b>C</b> <b>Transcript Used</b>	<b>D</b> <b>Verified</b>
<b>Core Abilities</b>					
<i>890-125 Student Success</i> <b>AND</b> <i>890-130 Career Development</i>	Core Ability Inventory				
	Core Ability Inventory and Self-assessment Reflection <b>AND</b> Reflection essay "How I've Changed: Then and Now"				

**LEARNER:**

I understand that this portfolio will be evaluated by educators and advisory committees and becomes the property of Moraine Park Technical College.

<p>The contents of this portfolio  _____ <b>MAY</b>      <b>MAY NOT</b> _____  be displayed to other students and the general public.</p>
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\_\_\_\_\_  
Signature of Learner

\_\_\_\_\_  
Date

**VERIFIER:**

After verification is complete, forward portfolio to the Outcome Assessment Office.

\_\_\_\_\_  
Signature of Verifier

\_\_\_\_\_  
Date

