

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

**Program Name:** Accounting  
**Program Number:** 10-101-1  
**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	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>
<b>Suggested Work Sample from Performance Asmt</b>	<b>Work Sample Linked to Outcome</b>	<b>Reflection Statement</b>	<b>Transcript Used</b>	<b>Verified</b>

<b>Program Learning Outcomes</b>				
Prepare financial information according to GAAP. <i>101-113 Accounting 2 AND 101-118 Intermediate Accounting 2 OR 101-127 Auditing</i>	Comprehensive Project			
Complete process of identifying, gathering, measuring, summarizing and analyzing financial data. <i>101-126 Cost Management 2 OR 101-119 Financial Management OR 101-127 Auditing</i>	Comprehensive Project			
Maintain computerized accounting system. <i>101-152 Peachtree Accounting OR 101-153 Great Plains Accounting OR 101-127 Auditing</i>	Comprehensive Computer Project			
Prepare personal and sole proprietorship income tax returns and business tax reports. <i>101-123 Income Tax Accounting AND 101-124 Wisconsin Taxes OR 101-127 Auditing</i>	Comprehensive Tax Return and Business Reports			
Prepare payroll and payroll tax reports <i>101-141 Payroll Accounting OR 101-127 Auditing</i>	Comprehensive Project			

Continued

General Education Learning Outcomes	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>
Apply organizational and stylistic strategies to fit subject, audience, and purpose in communication					
<i>801-195 Written Communication</i> <b>AND</b>					
<i>801-196 Oral / Interpersonal Communication</i>					
Evaluate content, organizational, supporting materials, credibility, and style of communication for decision-making.					
<i>801-196 Oral / Interpersonal Communication</i>					
Perform mathematical calculations.					
<i>804-106 Introduction to College Math</i>					
Determine mathematical concepts needed to solve an application.					
<i>804-106 Introduction to College Math</i>					
Apply the foundational elements of economic reasoning to personal and business decision-making.					
<i>809-195 Economics</i>					
Apply psychological principles to personal and professional relationships.					
<i>809-199 Psychology of Human Relations</i>					
Examine the complexities of society from a sociological perspective.					
<i>809-196 Introduction to Sociology</i>					

Continued

Core Abilities				
890-125 Student Success <b>AND</b> 890-130 Career Development	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.

The contents of this portfolio  
 \_\_\_\_\_ **MAY**            **MAY NOT** \_\_\_\_\_  
 be displayed to other students and the general public.

\_\_\_\_\_  
 Signature of Learner

\_\_\_\_\_  
 Date

**VERIFIER:**

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

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

\_\_\_\_\_  
 Date