

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

**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 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>				
Apply problem-solving concepts in a team environment. <i>196-144 Problem Solving/Team Building</i>	Final Project			
Apply proofreading techniques to produce error-free documents <i>106-123 Editing Applications</i> <i>106-121 Document Processing, Advanced</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			
Apply customer service strategies <i>106-122 Customer Service Applications</i>	Instructor Observation Checklist			
Organize business records <i>106-123 Editing Applications</i>	Records Simulation Project			
Apply communication technologies <i>106-134 Communication Technologies</i>	Projects that demonstrate skills in digital distribution of files, digital scheduling, recognition of technologies, internet conferencing, or multimedia technologies			

	ARTIFACT			
	A	B	C	D
Contact Course Instructor If No Artifact Is Listed In  <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>General Education Learning Outcomes</b>				
Apply organizational and stylistic strategies to fit subject, audience, and purpose in communication.				
801-195 Written Communication <b>OR</b> 801-322 Occupational Writing				
801-310 Occupational Communication <b>OR</b> 890-130 Career Development				
<b>CORE ABILITIES</b>				
Online Core Ability Inventory -				
_____ Pre <b>AND</b> _____ Post				
WITH Reflection Statement (Addressing ALL Core Abilities)				
<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.

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

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

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

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