

**MORaine PARK TECHNICAL COLLEGE
PORTFOLIO WORKSHEET/VERIFICATION CHECKLIST
2006-07**

Program Name: Administrative Assistant
Program Number: 10-106-6
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.**

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

Your Student Portfolio will be evaluated by educators and advisory committee members and becomes the property of Moraine Park Technical College.

Program Learning Outcomes					
Apply organizational skills to occupational tasks. <i>106-142 Business Meeting and Event Planning</i>	Final Project				
Apply problem-solving concepts in a team environment. <i>196-144 Problem Solving/Team Building</i>	Final Project				
Apply technology skills to specific business projects. <i>106-133 Microsoft Office - Advanced Projects</i> <i>106-113 Business Publications</i>	Projects that demonstrate skills in Excel, Access, Pagemaker, PP, and Integration				
Compose business messages. <i>106-111 Business Communications</i>	Original Correspondence or Team Project				
Apply Communication Technologies <i>106-134 Communication Technologies</i>	Projects that demonstrate skills in digital distribution of files, digital scheduling, recognition technologies, internet conferencing, or multimedia technologies.				
Apply customer service strategies <i>106-122 Customer Service Applications</i>	Instructor Observation Checklist				
Organize business records <i>106-123 Editing Applications</i>	Contact Course Instructor If No Artifact Is Listed In This Column Sample from Performance Asmt	A Linked to Outcome	B Reflection Statement	C Transcript Used	D Verified
Research business information. <i>106-111 Business Communications</i>	Team Research Project				

	Contact Course Instructor If Not Applicable to be Listed In Sample from Performance Asmt	A Linked to Outcome	B Reflection Statement	C Transcript Used	D Verified
Core Abilities					
<i>890-125 Student Success</i> AND	Core Ability Inventory				
<i>890-130 Career Development</i>	Core Ability Inventory and Self-assessment Reflection AND 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