

**MORAINE PARK TECHNICAL COLLEGE
PORTFOLIO WORKSHEET/VERIFICATION CHECKLIST
2007-2008**

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.

Contact Course Instructor If No Artifact Is Listed In This Column	A	B	C	D
Suggested Work Sample from Performance Asmt	Reflection Statement	Work Sample Linked to Outcome	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				
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

	Contact Course Instructor If No Artifact Is Listed In This Column Suggested Work Sample from Performance Asmt	A Work Sample 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