

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

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.

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	Reflection Statement	Work Sample Linked to Outcome	Transcript Used	Verified

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>196-189 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			

