

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

**Program Name:** Business Management  
**Program Number:** 10-102-3  
**Required DML:**

**Student Name:**  
**MPTC Six-Digit Student ID #:**  
**Semester of Program Acceptance:**

\* \* \* One artifact is required for each course listed under each of the learning outcomes \* \* \*

**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

<b>Program Learning Outcomes</b>
Assist with planning, directing or coordinating the operations of a business.
Apply technology skills to functions of a business.
Apply problem-solving concepts in a team environment.
Communicate business information effectively using a variety of formats to different audiences.
Explore strategies to direct individuals and/or processes in an organization.

