

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

Program Name: IT- Business and Technology Coordinator
Program Number: 10-154-2
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	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				
Apply leadership skills. <i>196-190 Leadership Development</i>	Final Journal Entry			
Apply project management skills <i>154-102 Project Management Applications 2</i>	Final Team Project which includes use of resource software			
Publish updates to websites <i>152-115 Website Design, Implementation, and Maintenance</i>	Final Team Project			
Employ advanced software skills <i>106-133 Microsoft Office - Advanced Projects</i>	Client Project			
Explore innovative technologies AND Present implementation plans <i>154-103 Investigation and Implementation of New Technologies</i>	Final Team Project which includes use of resource software			
Provide first-level technical support. <i>106-188 Hardware / Software Support</i>	Disassemble and reassemble computer			
Train staff. <i>801-159 Training and Development in Office Systems AND 154-103 Investigation and Implementation of New Technologies</i>	Train Classmates Project Training Project			

Continued

