

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

Program Name: IT - Technical Support Specialist
Program Number: 10-154-4
Required DML: Internships, Demonstrations

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				
Install hardware / software to meet the user's needs. <i>154-112 Hardware / Software Support</i>	Performance Test Checklist			
Perform tasks required of a network administrator. <i>150-140 Microsoft Network Administration OR 150-132 Novell Network Administration</i>	Server Administration Checklist			
Provide technical support for users and computer systems <i>154-111 Computer System Maintenance</i>	Performance Checklist			
Set-up computer networks. <i>150-141 Computer Network Installation</i>	Cable Installation Project, Cable System Design Project, Peer Network Setup Checklists, Network Server Setup Checklists			
Write technical documentation. <i>801-197 Technical Reporting</i>	Artifacts: Instructions			
Support business applications <i>154-111 Computer System Maintenance</i>	Performance Checklist			
Troubleshoot business applications <i>154-111 Computer System Maintenance</i>	Performance Checklist			

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