

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

Program Name: Office Assistant
Program Number: 31-106-1
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 problem-solving concepts in a team environment. <i>196-189 Problem Solving/Team Building</i>	Final Project			
Apply proofreading techniques to produce error-free documents <i>106-123 Editing Applications</i> <i>106-121 Document Processing, Advanced</i>	Records Simulation Project			
Apply technology skills to specific business applications. <i>103-161 Microsoft Office - Intermediate</i>	Projects that demonstrate skills in Excel, Access, Word, PP, Integration			
Apply customer service strategies <i>106-122 Customer Service Applications</i>	Instructor Observation Checklist			
Organize business records <i>106-123 Editing Applications</i>	Records Simulation 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			

Continued on next page

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

CORE ABILITIES

Online Core Ability Inventory -

_____ Pre **AND** _____ Post

WITH Reflection Statement (Addressing ALL Core Abilities)

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