

**PROGRAM OUTCOMES WORKSHEET
2008-2009**

Program Name: 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 Learner Outcome Listed Below ***

Directions: In columns A and B, enter dates when items are completed. Check Column C if transcript is used. Electronic format is recommended for portfolio development. Note: Keep original portfolio. Submit copy only.

Your Student Portfolio will be evaluated by educators and advisory committee members and becomes the property of Moraine Park Technical College.

Artifact Is Listed In This Column	ARTIFACT		
	A Work Sample Linked to Outcome	B Self Assessment/ Reflection Statement	C Transcript Used
Suggested Work Sample from Performance Asmt			
EXIT LEARNING OUTCOMES			
Program Learner 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		
Assist in web maintenance functions.			
<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</i>	Train Classmates Project		
<i>154-102 Project Management Applications 2</i>	Training Project		

Learner:

I understand that this assessment portfolio will be evaluated by educators and advisory committees and **becomes the property of Moraine Park Technical College.**

The contents of this portfolio, including my name,
_____ **MAY** **MAY NOT** _____
be displayed to the general public.

Signature of Learner

Date

Verifier:

After verification is complete, forward portfolio to the **Outcome Assessment Office.**

Signature of Verifier

Date

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