

Work/Life Experience Portfolio

Approved by: Sarah Jane Hohn

Last updated: 10/4/2025

Construction Computer Applications, CIVIL-108, 1 CR

Work Life Experience Information

The Work and Life Experience Portfolio Evaluation lets students turn their real-world experience—whether from work, co-op education, or training—into college credit! Here are a few important things to keep in mind:

- Milwaukee Area Technical College will not award credit based solely on years of employment
- Experiences must be verifiable and demonstrate achievement of course competencies; determined by the Lead Faculty
- A [portfolio](#) must be submitted for each course you are requesting credit
- In addition to documentation, students may be asked to display specific skills and/or complete an interview to assess content knowledge

Steps for Students to Begin:

1. Select a [course \(see below\)](#) that matches your prior knowledge and skills
 2. Email cple@matc.edu to initiate the process with:
 - a. Name
 - b. Student ID#
 - c. Course information (e.g., ENG-201)
 3. A CPLE Specialist will notify the student when the fee is posted
 4. Pay the [nonrefundable fee](#) and obtain a receipt using one of the following methods:
 - a. In person at any MATC cashier's office
 - b. Online via [Self-Service](#)
 5. Submit the completed portfolio and any other documents required to cple@matc.edu
 6. CPLE Specialist reviews and submits the portfolio to lead faculty for evaluation
 7. After evaluation, the lead faculty will complete and submit the CPLE Request Form to cple@matc.edu, regardless of the outcome
 8. Next Steps:
 - **If the evaluation is approved**, credit(s) will be awarded, and the student's program plan will be updated
 - **If the evaluation is not approved**, students should consult their [Pathway Advisor](#) for further guidance
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Course Information

1. **Course title, number & credit value:**
 - Construction Computer Applications
2. **Course description:**
 - This computer applications course is designed to provide students with word processing, spreadsheet, PowerPoint, email and Internet skills. Additionally, the course gives students an opportunity to utilize these skills in a project and presentation.
3. **Students must demonstrate the course competencies by submitting: A Portfolio and any other artifacts required found below. *Note for Resumes: Lead faculty must verify the student's work history via a letterhead mail or phone interview.**
 - Portfolio
4. **Course Competencies that must be demonstrated:**
 - 1. Perform file management tasks.

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- Assessment Strategies
- 1.1. Skill Demonstration
- Criteria
- Classify and organize document and drawing files.
- 1.1. Learner creates folders and subfolders
- 1.2. Learner organizes files as defined
- 1.3. learner renames files with 100% accuracy.
- 1.4. Learner saves files in a specified location
- Learning Objectives
- 1.a. Identify drive capacity
- 1.b. Identify file name components.
- 1.c. Identify file path names.
- 1.d. Differentiate file types by file name extension.
- 1.e. Compare file size and drive capacity.
- 1.f. Describe procedure for Transferring user files to and from drives.
- 1.g. Describe network drives and local drives.
- 2. Create documents using a word processor.
- Assessment Strategies
- 2.1. In documents written and submitted as printouts
- Criteria
- Create documents using a word processor.
- 2.1. Learner creates Word documents with format and style as defined by the instructor
- 2.2. Learner creates Word documents with correct spelling and grammar with 90% accuracy.
- 2.3. Learner edits documents already created
- Learning Objectives
- 2.a. Identify differences of templates and sample documents.
- 2.b. Compare various styles and style settings.
- 2.c. Identify tool buttons for making desired format settings
- 3. Create spreadsheets to tabulate data.
- Assessment Strategies
- 3.1. Skill Demonstration
- Criteria
- Create spreadsheets to tabulate data.
- 3.1. Learner create spreadsheets incorporating the required format for cells.
- 3.2. Learner creates spreadsheets using equations to calculate required results.
- 3.3. Learner creates spreadsheets with calculations that are 95% correct.
- 3.4. Learner prints spreadsheets with defined printer settings
- Course Outcome Summary - Page 3 of 4
- Sunday, September 21, 2025 2:01 AM
- Learning Objectives
- 3.a. Examine layout of spreadsheet software, and cell address.
- 3.b. Describe standard math functions found in Excel
- 3.c. Review format of equations, as they are used in spreadsheets.

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- 3.d. Describe how to format spreadsheet for printing, including any specific font, color and lines.
- 3.e. Describe printer settings
- 4. Conduct product and organization research using the Internet.
- Linked Career Essentials
- Effective Problem Solving - Introduce
- Assessment Strategies
- 4.1. Skill Demonstration
- Criteria
- Conduct product and organization research using the Internet.
- 4.1. Learner searches the Internet for information
- 4.2. Learner obtains supporting information from an internet resource
- 4.3. Learner summarizes the data used for the presentation
- 4.4. Learner lists all sources used with 100% accuracy
- Learning Objectives
- 4.a. Describe the use of search engines to perform internet search
- 4.b. Describe caution needed when using the internet to search for information
- 5. Create presentations using Microsoft Powerpoint.
- Assessment Strategies
- 5.1. Skill Demonstration
- 5.2. Oral Presentation
- Criteria
- Operate standard software and tools in Windows 95.
- 5.1. Learner creates a PowerPoint presentation with 6 - 10 slides
- 5.2. Learner creates slides that are on outline of the presentation
- 5.3. Learner includes graphics in the slide
- 5.4. Learner includes name and date on the slides with 100% accuracy
- Learning Objectives
- 5.a. Describe various styles and style settings.
- 5.b. Describe how to copy and paste other objects, such as pictures and charts into the document
- 5.c. Describe PowerPoint style settings
- 5.d. Describe editing procedure for PowerPoint documents
- 6. Send and receive electronic mail.
- Assessment Strategies
- 6.1. Skill Demonstration
- Course Outcome Summary - Page 4 of 4
- Sunday, September 21, 2025 2:01 AM
- Criteria
- Send and receive electronic mail.
- 6.1. Learner sets up MATC email
- 6.2. Learner sends requested documents to the instructor, via e-mail with 100% accuracy.
- 6.3. Learner submits homework as attachment to e-mail
- 6.4. learner saves files received as attachments to emails
- 6.5. Learner receives instructor e-mail

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- 6.6. Learner prints instructor e-mail
- Learning Objectives
- 6.a. Identify e-mail address.
- 6.b. Describe procedure for sending e-mail
- 6.c. Describe procedure for checking mailbox for new mail.
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