

Work/Life Experience Portfolio

Approved by: Patrick Feder

Last updated: 12/12/2025

Manage WIN Desktop Client OS, ITNET-110, 3CR

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:**
 - a. Manage WIN Desktop Client OS, ITNET-110, 3CR
2. **Course description:**
 - a. The course introduces the foundational aspects of Windows administration, starting with Windows Installation, including customization using the ADK and the process of upgrading. It then covers Post Installation Tasks, such as Windows activation, configuring system settings, managing applications and services, and setting up printing. Students are introduced to Windows Deployment strategies,

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including preparing and capturing system images with tools like MDT, migrating user data using USMT, and implementing modern, cloud-based deployment via Autopilot and Intune. Finally, the curriculum includes Identity Management, covering the configuration and management of user accounts, groups, and devices within both traditional Active Directory and modern Azure AD environments, alongside securing authentication methods.

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.*

- a. Students may submit proof of certification (Microsoft 365 Certified: Endpoint Administrator or ClientPro) or written documentation detailing professional experience that aligns with the course competencies.

4. Course Competencies that must be demonstrated:

- a. Install and customize Windows operating systems, utilizing tools like the Windows Assessment and Deployment Kit (ADK) and managing local Hyper-V virtualization environments.
- b. Configure essential post-installation settings, including Windows activation, managing startup applications, configuring system preferences, printing, and web browsers.
- c. Plan and execute various Windows deployment strategies, such as image-based deployment
- d. Manage local and domain identities by provisioning user and group accounts and joining devices to Active Directory or other identity services.
- e. Secure and manage systems using Group Policy Objects (GPOs).
- f. Establish and troubleshoot wired and wireless network connectivity using IP addressing, subnets, and command-line utilities like ping. .
- g. Manage and secure local and cloud storage by configuring NTFS and share permissions, optimizing disks, implementing BitLocker encryption, and utilizing OneDrive.
- h. Monitor, maintain, and protect Windows devices using tools like Event Viewer and Performance Monitor, configuring system updates.
- i. Display familiarization with cloud-based service for managing and securing devices, such as Microsoft Intune