

Work/Life Experience Portfolio

Approved by: Lauren Hill

Last updated: 3/21/25

Intro to Digital Content Creation, DCC-150, 3 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:**
 - a. Intro to Digital Content Creation, DCC-150, 3 CR
2. **Course description:**
 - a. This core course provides an introduction to digital content creation--the process of creating stories for emerging multi-platform delivery. The course examines the importance of traditional video production techniques/applications within emerging content delivery, also the similarities and differences between broadcasting and multi-platform delivery, long- and short-form production and large/small screen presentation. Learners differentiate between forms via "hands-on exploration." Students become familiar with the technology used to

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implement promotional schemes for successful digital content distribution (e.g. via the Web, social media outlets and mobile technology).

- 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. 3 videos, one video showcasing basic use of a camera with proper exposure, white balance and focus. One video showcasing a narrative short story up to 2 minutes in length. One video showcasing work with a corporation or small business client. Videos should showcase editing skills, audio mixing abilities and have proper naming conventions.
 - b. Complete and pass a challenge exam with a score of 80% or higher

- 4. Course Competencies that must be demonstrated:**
 - a. Identify the evolution of emerging media outlets, Explain key components of traditional video production techniques, Determine video format use, Identify uses of Digital media