

CPSC30 Portfolio Assignment

Students will compile a personal portfolio of their work. Keep all of your graded documents so you can decide which assignments to include in your portfolio. Correct each document as soon as it is returned to you and print a copy. You will then be accumulating the necessary items you will need for your portfolio. The completed portfolio is due near the end of the course.

What you will need:

- ☐ 3-ring 1/2" binder
- ☐ 1 package of divider tabs (3 tabs)
- ☐ Printed corrected versions of your Office 2010 assignments

Why put together a portfolio?

A portfolio is an edited collection of samples of your work intended to showcase your style or method of work. A key component is the editing of work. The editing process allows for a clean, concise presentation to the intended audience. A portfolio presents your skills in a visual resume. An individual's portfolio showcases their work to a wide audience, so it is usual to include your best work.

When is it due?

Your portfolio is due Week 16. But you will need to work on compiling your documents throughout out the semester. As each graded assignment is returned to you, you will need to correct any "flaws" and reprint the documents.

How to put together your portfolio:

Successfully completing this assignment consists of the follow:

- ☐ A Title Page should be inserted as the first page inside the binder. (An additional title page may also be placed on the outside cover.)
- ☐ A Table of Contents should be included
- ☐ Insert typed divider tabs (4) for the following sections:
 - Word
 - PowerPoint
 - Excel
- ☐ The following assignments should be included:
 - Assignments 3-5, 8-13
- ☐ For each assignment, select the best of your work to include. In order to include an assignment it must be "perfect" (any noted errors must be corrected).
- ☐ Points will be credited based on which assignment is included:

Assignment	Points Available
Chapter Project	3
Apply or Extend Your Knowledge	4
Lab	5

- ☐ Section Title Pages should indicate what is being included in each section.

- ☐ Corrected documents (if necessary) are to be placed directly on top of original documents.
 - Include cover sheets for assignments
- ☐ Do not insert document in plastic sheet protectors

Please ask me any questions that you may have (throughout the semester) regarding this important requirement.

Checklist for Portfolio:

Portfolio Checklist		Possible	60
General			
Title Page		3	
TOC		3	
Dividers		3	
Overall Appearance		6	
Asssgn #	Word		
3	Word CH1	3 – 5	
4	Work CH2	3 – 5	
5	Word CH3	3 – 5	
Asssgn #	PowerPoint		
8	PowerPoint CH1	3 – 5	
9	PowerPoint CH2	3 – 5	
10	PowerPoint CH3	3 – 5	
Asssgn #	Excel		
11	Excel CH1	3 – 5	
12	Excel CH2	3 – 5	
13	Excel CH3	3 – 5	