

## Work/Life Experience Portfolio

Approved by: Ted Wilinski

Last updated: 7/21/2025

Building Systems 1, BAS-140, 3 Credits

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### 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](mailto: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](mailto: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](mailto: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. Building Systems 1, BAS-140, 3 Credits

#### 2. Course description:

- a. Course examines mechanical building systems and operations related to heating, ventilation, air conditioning equipment, and water systems. Course learning outcomes shall apply HVAC systems to controlling building environments. Learners will gain knowledge and skills of systems and controls which create a healthy and productive environment in commercial and industrial buildings.

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- 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. Portfolio or resume or experience information that the lead faculty must verify.
- 4. Course Competencies that must be demonstrated:**
  - a. Identify heating systems, equipment and components, Identify chilled and hot water systems, equipment, and components found in commercial buildings, Examine boilers, Explore the refrigeration cycle and build systems equipment, Compare air moving equipment used in building systems, Identify air conditioning systems, equipment and components,, Identify air distribution systems, equipment and components