

Work/Life Experience Portfolio

Approved by: Adrian Brown

Last updated: 2/12/2026

Commissioning Automated Building Controls Systems, BAS-151, 2 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

Course Information

1. Course title, number & credit value:

- a. Commissioning Automated Building Controls Systems, BAS-151, 2 CR

2. Course description:

- a. Course explores commissioning related job duties and tasks involved in starting-up new automated building systems and controls. Course learning outcomes include applying the commissioning process to automated building systems; examining commissioning related roles and responsibilities, exploring the benefits of commissioning and how these relate to energy management, using functional performance testing (FPT) and construction check lists in the commissioning process.

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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. Student will submit a written synopsis, detailing the processes used to troubleshoot the various data points of Building Automation Systems including: analog inputs, analog outputs, binary inputs, binary outputs. This written synopsis should be at minimum two pages in length thoroughly detailing each process for each data point type.
- 4. Course Competencies that must be demonstrated:**
 - a. Student will need to demonstrate the process used to troubleshoot programming logic, calibrate and diagnosis temperature sensors, humidity sensors and the various other instruments / end devices associated with Building Automation Systems.