

## Work/Life Experience Portfolio

Approved by: Adrian Brown

Last updated: 2/12/2026

ABS Capstone Project Course, BAS-153, 1 CR

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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. ABS Capstone Project Course, BAS-153, 1 CR

#### 2. Course description:

- a. Course provides a capstone project for automated building systems control. Learners will identify, plan, and execute a project in one of the following areas: energy auditing, commissioning, fire/security systems, controls technologies, or systems technologies. Strategies for training owners and operators will also be explored. Other capstone projects may be done with pre-approval by the department. In addition, an optional industry-based internship may be substituted in lieu of a project.

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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 complete hand -on practical assignment involving but not limited: troubleshooting of a specific task under instructors direction, diagnosing the issue and applying the necessary fixes and concisely explaining methods and processes taken to achieve desired result
4. **Course Competencies that must be demonstrated:**
  - a. Demonstrate knowledge of methods to perform accurate system diagnosis and troubleshooting.