

Work/Life Experience Portfolio

Approved by: Adrian Brown

Last updated: 2/12/2026

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

Work/Life Experience Portfolio

Approved by: Adrian Brown

Last updated: 2/12/2026

ABS Capstone Project Course, BAS-153, 1 CR

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.