

Name: MIN KHANT [66871]

Program: Digital Business Technology

I am a Digital Business Technology student learning how digital tools and basic business concepts are used in everyday study and work. This portfolio briefly shows my current skills and learning progress.

Skills & Learning Experience

- Basic use of computers, smartphones, and digital tools
- Creating documents and presentations using Word, Google Docs, and PowerPoint
- Using email for formal communication, including sending attachments
- Searching for information online and understanding digital safety basics

Academic Activities

- Completed digital literacy and technology-related assignments
- Participated in group presentations using slides
- Practiced writing professional emails for school purposes

Short-Term Learning Goals

- Improve basic digital and presentation skills
- Communicate more clearly using emails and documents
- Better understand how technology supports simple business activities

Reflection

This portfolio reflects my current level as a student. I am continuing to learn step by step and improve my digital and business technology skills through practice and coursework.