Ready World Foundations

Student Artifact Showcase

22 completed examples | 8 blueprints

Practical evidence of student readiness

Explore the working documents students build across financial readiness, professional presence, decision-making, adult life, goal achievement, career preparation, and responsible AI use.

Every example follows one fictional community college student, so you can see how the skills connect across a learner's journey.

INSTITUTIONAL REVIEW COPY
All names, institutions, employers, contact details, amounts, and scenarios are fictional.

FICTIONAL LEARNER PROFILE

Aaliyah Carter

Profile field	Student information
Age and status	19, first-year student
Institution	Piedmont Valley Community College, a fictional institution
Program	Medical Billing and Coding Certificate
Current work	Patient services assistant, 20 hours per week
Career target	Medical records specialist
Primary pressures	Tuition timing, work hours, transportation reliability, and a planned career transition

Aaliyah's artifacts use the same dates, goals, responsibilities, and career direction throughout. This lets reviewers see how the curriculum works as one connected system instead of a collection of unrelated worksheets.

EVERY COMPLETED ARTIFACT

No	Blueprint	Completed artifact
1	Financial Independence	Semester Cash Flow Plan
2	Financial Independence	Next-Term Registration Checklist
3	Financial Independence	Credit Starter Plan
4	Financial Independence	Safety Net Starter
5	Professional Presence	Workplace Scenario Response Portfolio
6	Decision Intelligence	Applied Decision Matrix
7	Self-Leadership	Weekly Operating Plan
8	Adulting Essentials	Lease Reading Checklist
9	Adulting Essentials	First 30 Days Checklist
10	Adulting Essentials	Healthcare One-Pager
11	Adulting Essentials	Legal Basics Sheet
12	Adulting Essentials	12-Month Stability Plan
13	Purpose and Goal Achievement	One-Page Goal System
14	Career Launch	Field-Specific Resume
15	Career Launch	Search Audit and Profile Floor
16	Career Launch	Five People, One Ask
17	Career Launch	Six Interview Stories
18	Career Launch	Transition Plan
19	AI and Digital Professionalism	AI Use Rules and Prompt Practice
20	AI and Digital Professionalism	Security Floor
21	AI and Digital Professionalism	AI Position Statement
22	AI and Digital Professionalism	Durable Skill Response

ARTIFACT 1 | BLUEPRINT 1 | FINANCIAL INDEPENDENCE

Semester Cash Flow Plan

Completed by Aaliyah Carter | Built in Lessons 1 through 4

What this shows The student uses real income, net pay, expense dates, and a week-by-week balance to find a gap before it becomes a crisis.

TERM ASSUMPTIONS

Plan item	Aaliyah's entry
Term	August 24 through December 13, 2026
Opening cash	$700
Financial aid refund	$1,800 on September 4
Work income	$560 net every two weeks
Planned ending cash	$240

WEEKLY CASH FLOW

Week	Starts	Money in	Money out	End balance	Decision or note
1	Aug 24	$0	$600	$100	Bookstore voucher moved $300 of books off cash
2	Aug 31	$2,360	$245	$2,215	Refund and paycheck received
3	Sep 7	$0	$220	$1,995	
4	Sep 14	$560	$820	$1,735	Rent week
5	Sep 21	$0	$220	$1,515	
6	Sep 28	$560	$880	$1,195	Rent and phone
7	Oct 5	$0	$220	$975	
8	Oct 12	$560	$220	$1,315	
9	Oct 19	$0	$380	$935	Program supplies
10	Oct 26	$560	$820	$675	Rent week
11	Nov 2	$0	$220	$455	
12	Nov 9	$560	$220	$795	
13	Nov 16	$0	$220	$575	
14	Nov 23	$560	$880	$255	Rent and phone
15	Nov 30	$0	$220	$35	Lowest planned balance
16	Dec 7	$560	$355	$240	Exit assessment fee included

Gap-week move The original week-one projection ended at negative $200. Aaliyah confirmed that her bookstore voucher could cover $300 of required materials. She used the voucher before spending cash, which changed the week-one ending balance to $100.

ARTIFACT 2 | BLUEPRINT 1 | FINANCIAL INDEPENDENCE

Next-Term Registration Checklist

Completed by Aaliyah Carter | Built in Lesson 5

What this shows The student checks the conditions that can quietly prevent enrollment and gives every unresolved item a date and owner.

Item	Current answer	Date or evidence	Next action
Account holds	None showing in portal	Checked October 6	Recheck before registration
Academic standing and SAP	Good standing	Confirmed October 6	Save portal screenshot
FAFSA or aid renewal	2027-28 form needed	Opens October 1	Complete with parent on October 11
Advisor review	Appointment booked	October 14 at 2:00 PM	Bring completion map
Registration window	November 2 at 8:00 AM	Alarm set for 7:45 AM	Register before work
Balance or payment issue	$0 past due	Checked October 6	Recheck October 30

STUDENT CONCLUSION

Nothing currently blocks registration. My highest-risk item is waiting too long to submit the aid renewal. I scheduled the form and the advisor visit before my registration window opens.

ARTIFACT 3 | BLUEPRINT 1 | FINANCIAL INDEPENDENCE

Credit Starter Plan

Completed by Aaliyah Carter | Built in Lesson 6

What this shows The student sets a usage ceiling, automates payment in full, and schedules the free report check, so a first card builds a record instead of a balance.

Plan item	Aaliyah's entry
Card and limit	Secured card through her credit union, $500 limit, opened September 2026
Usage ceiling	$150, which is 30 percent of the limit
What goes on it	One recurring charge only: her $48 phone bill
Payment	Autopay set to the full statement balance on the 3rd of each month
Report check	annualcreditreport.com in January and July, calendared with a two-week warning
Co-signing rule	She will not co-sign for anyone while she is in school

STUDENT CONCLUSION

One charge, paid in full, left alone. The only thing I have to remember is checking the report twice a year, and both dates are already on the calendar.

ARTIFACT 4 | BLUEPRINT 1 | FINANCIAL INDEPENDENCE

Safety Net Starter

Completed by Aaliyah Carter | Built in Lesson 7

What this shows The student builds the fund automatically, names the insurance layers that sit on top of it, and rules out the products that turn one bad week into a bad year.

Layer	Aaliyah's entry
Fund target	$600, matched to the emergency fund goal in her goal system
How it fills	$25 automatically every payday into a separate account she does not carry a card for
Full by	January 15, 2027
Renters insurance	Quoted at $14 a month, starts the day the lease starts
Auto insurance	Liability carried, $500 deductible, review set for January 15
After any use	The transfer keeps running on the same schedule until the fund is back to $600
Ruled out	Payday and title loans, at any amount, for any reason

STUDENT CONCLUSION

The fund is there for the deductible. If I use it, nothing about the plan changes except the balance, and it refills on its own.

ARTIFACT 5 | BLUEPRINT 2 | PROFESSIONAL PRESENCE

Workplace Scenario Response Portfolio

Completed by Aaliyah Carter | Built in Lessons 1 through 6

What this shows Six scored workplace decisions show whether the student can respond early, clearly, and responsibly under ordinary pressure.

Scenario	Situation	Aaliyah's response	Result
1 Reliability	Bus delay may make me 15 minutes late	Call before the shift, give the new arrival time, and ask what needs coverage	Correct on first attempt
2 Communication	Supervisor asks for a status update	State what is complete, what is blocked, and the exact help or decision needed	Correct on first attempt
3 Time off	Class exam conflicts with a posted shift	Check policy, request early in writing, and offer a workable swap	Correct after review
4 Difficult conversation	Coworker repeatedly leaves intake notes incomplete	Use a private factual script, explain impact, and agree on the next handoff	Correct on first attempt
5 Accountability	I entered one appointment under the wrong date	Report it immediately, correct it, explain the check I added, and follow up	Correct on first attempt
6 Confidence	Asked a question I cannot answer in a meeting	Say what I know, name what I need to verify, and give a time for the answer	Correct on first attempt

PATTERN AALIYAH IDENTIFIED

My strongest pattern is communicating before the problem grows. My improvement area is checking the written policy before promising a solution. I added a thirty-second pause: check the rule, name the impact, then respond.

ARTIFACT 6 | BLUEPRINT 3 | DECISION INTELLIGENCE

Applied Decision Matrix

Completed by Aaliyah Carter | Built in Lessons 5 and 6

What this shows The student converts a live decision into explicit criteria, locks the weights, scores the options, and records the reason for the final choice.

DECISION

Which work option should I choose for the spring term while protecting completion of my certificate?

Criterion	Weight	More clinic hours	Remote billing internship	Stay with current schedule
Protects class and study time	5	2	5	4
Builds relevant records experience	5	3	5	3
Provides dependable net income	4	5	3	4
Reduces commute risk	3	3	5	3
Weighted total		54	77	60

DECISION RECORD

Record	Aaliyah's entry
Choice	Accept the remote billing internship
Reason	It protects study time, gives directly relevant experience, and removes most commute risk
Condition to verify	Confirm that the Wednesday shift can begin after the morning class
Decision date	October 18, 2026
Review date	January 24, 2027, after two weeks of the new schedule

ARTIFACT 7 | BLUEPRINT 4 | SELF-LEADERSHIP

Weekly Operating Plan

Completed by Aaliyah Carter | Built in Lessons 1 through 6

What this shows The student makes time visible, limits commitments to actual capacity, records one self-advocacy action, and schedules a weekly rebuild.

Day	Fixed blocks	Planned work and recovery
Monday	Class 9:00-10:15; internship 1:00-5:00	Study 10:30-12:00; walk 6:00
Tuesday	Class 10:00-11:15	Coding review 12:00-1:15; errands 4:00
Wednesday	Class 9:00-10:15; internship 1:00-5:00	Study 10:30-12:00
Thursday	Class 10:00-11:15	Coding review 12:00-1:15; online course 6:00-7:30
Friday	Internship 1:00-5:00	Assignment block 9:30-11:30
Saturday	Internship 9:00-1:00	Open block 2:00-5:00
Sunday	Laundry and meal prep 2:00-4:00	Weekly rebuild 6:30-6:40; rest after 7:00

CAPACITY AND COMMITMENTS

Plan check	Aaliyah's entry
Usable hours after sleep, class, work, and commute	31 hours
Study and assignment commitment	11 hours
Home and personal responsibilities	8 hours
Protected open time	12 hours
Self-advocacy action	Asked internship supervisor in writing for a 1:00 PM Wednesday start
Response	Approved on October 21; schedule updated

ARTIFACT 8 | BLUEPRINT 5 | ADULTING ESSENTIALS

Lease Reading Checklist

Completed by Aaliyah Carter | Built in Lesson 2

What this shows The student reads the clauses that are really prices before signing, and writes down what each one will cost.

Clause to check	What this lease says	What it costs or what I did
Term and renewal	12 months, auto-renews unless notice is given	Notice window is 60 days. June 30 is on the calendar with a two-week warning
Late fees	$50 after the 5th, then $10 a day	Rent is due the 1st. Autopay is set for the 28th so it lands early
Deposit deductions	Flat $200 cleaning fee at move-out	Asked for it to be removed. Landlord agreed in writing on September 2
Breaking the lease	Two months' rent plus forfeited deposit	$1,250 plus $625. Recorded so a spring schedule change is priced before it happens
Names on the lease	Joint and several, two tenants	All of the rent can be collected from either of us. Discussed with her roommate before signing

STUDENT CONCLUSION

Twenty minutes with a highlighter took the $200 cleaning fee out of the lease before I signed it. Every other number on this page is one I now expect.

ARTIFACT 9 | BLUEPRINT 5 | ADULTING ESSENTIALS

First 30 Days Checklist

Completed by Aaliyah Carter | Built in Lesson 3

What this shows The student prices the setup costs of month one, decides whose name goes on each account, and puts the promotional expiry dates on a calendar.

Setup item	Whose name and status	Date and cost
Power and gas	Hers. Scheduled a week before move-in	September 1. $95 deposit, refunded after 12 on-time payments
Internet	Hers. $45 promotional rate for 12 months, then $80	Promo expires September 1, 2027. Reminder set for August 18, 2027
Water and trash	Included in rent. Confirmed in writing	No action
Renters insurance	Hers. Policy number saved in the folder	Starts September 1. $14 a month
Address changes	Mail forwarding, bank, school, employer, insurance	All five completed by September 8
Month one total	Setup costs above rent and the usual bills	$276, planned for rather than a surprise

STUDENT CONCLUSION

Month one cost $276 more than a normal month. I knew the number before it happened, so it came out of the move fund instead of the cash flow plan.

ARTIFACT 10 | BLUEPRINT 5 | ADULTING ESSENTIALS

Healthcare One-Pager

Completed by Aaliyah Carter | Built in Lesson 5

What this shows The student writes down coverage, the right level of care for each situation, and what to do with a bill she cannot pay in full, before she needs any of it.

Item	Aaliyah's entry
Coverage	On a parent's plan until age 26. Member ID saved in the folder and in her phone
Primary care	Named clinic, 12 minutes by bus. First appointment booked for October 21
Nearest in-network urgent care	Named location, open until 10pm, confirmed in-network by phone on September 14
Nurse line	Number saved in her phone under the plan name
Go straight to the ER	Trouble breathing, chest pain, heavy bleeding, sudden weakness or confusion
If a bill arrives she cannot pay	Call the billing office the week it arrives and ask for an itemized bill and a payment plan. Do not let it reach collections, because that lands on her credit report
At the pharmacy counter	Ask whether there is a generic, and whether a discount program beats the insurance price

STUDENT CONCLUSION

The two numbers I would have had to look up while feeling awful are already in my phone. Choosing the level of care is the part that decides the cost.

ARTIFACT 11 | BLUEPRINT 5 | ADULTING ESSENTIALS

Legal Basics Sheet

Completed by Aaliyah Carter | Built in Lesson 6

What this shows The student records what to do with a citation, a dispute, or official mail, and where free legal help is, before any of it is urgent.

Situation	What Aaliyah wrote down
A ticket she cannot pay	Show up on the court date and ask what options exist for someone who cannot pay today. Missing the date is what turns a fine into a suspended license
Anything reported to a landlord	Put it in writing the same day, even after saying it in person, so there is a record with a date
A deposit kept without an itemized list	Send a dated demand letter naming the state deposit law and its deadline, then small claims
Signing anything	Read the clauses that are really prices first. Nothing gets signed the same hour it is handed over
Official mail	Opened the day it arrives. Most of it contains a deadline that can still be met
Free or low-cost help	Legal aid society, the law school clinic, and campus legal services. All three looked up and saved

STUDENT CONCLUSION

None of this is urgent right now. That is exactly why I could write it down calmly and find the phone numbers before I needed them.

ARTIFACT 12 | BLUEPRINT 5 | ADULTING ESSENTIALS

12-Month Stability Plan

Completed by Aaliyah Carter | Built in Lessons 1 through 7

What this shows The student connects monthly costs, key dates, and a first response for the three areas most likely to disrupt school and work.

Plan area	Monthly cost or hours	Key dates	First move if it goes wrong
Housing	$625 per month	Lease decision by May 31; renewal June 30	Ask for written renewal terms, use the $600 move fund only if needed, and contact student emergency support before missing class
Transportation	$290 per month	Insurance review January 15; inspection April 8	Use the tested bus route for class, tell the internship supervisor before the shift, and move $55 monthly into repairs
Work	16 hours per week	Internship review March 1; term ends May 7	Use the written schedule agreement, raise conflicts early, and protect the two coding-review blocks before adding hours

TWELVE-MONTH MAINTENANCE DATES

- First Sunday of each month: compare actual housing and transportation costs with this plan.
- January and August: verify health coverage, primary care, and the nearest in-network urgent care.
- Thirty days before any lease, insurance, or program deadline: confirm the requirement in writing. When a cost or schedule changes: update the Semester Cash Flow Plan and Weekly Operating Plan in the same week.

ARTIFACT 13 | BLUEPRINT 6 | PURPOSE AND GOAL ACHIEVEMENT

One-Page Goal System

Completed by Aaliyah Carter | Built in Lessons 1 through 6

What this shows The student aligns two goals, one repeatable routine, a credential target, a term-by-term completion map, and an exam plan.

Goal setup	Aaliyah's entry
Goal 1	Complete the Medical Billing and Coding Certificate by August 2027 with a B or better in every coding course
Goal 2	Build a $600 emergency fund by January 15, 2027
Routine	Tuesday and Thursday at noon: 75 minutes of coding review. Bad-day version: 20 minutes and five practice questions
Monthly check	First Sunday of each month at 6:30 PM

CREDENTIAL TARGET AND COMPLETION MAP

Term	Requirements	Plan check
Fall 2026	Medical Terminology; Insurance Basics; Anatomy	Completed on plan
Spring 2027	Coding I; Reimbursement Methods; Billing Systems	Keep one schedule slot open
Summer 2027	Coding Practicum; Program Exit Assessment	Finish by August 6

Exam plan	Aaliyah's entry
Credential	Medical Billing and Coding Certificate
Completion target	August 2027
Exit assessment	August 2, 2027; register by June 30
Preparation	Five hours weekly on Tuesday, Thursday, and Sunday
Retake planning	Confirm current wait period and fee in the program portal before registration

ARTIFACT 14 | BLUEPRINT 7 | CAREER LAUNCH

Field-Specific Resume

Completed by Aaliyah Carter | Built in Lessons 1 and 2

What this shows The student translates current experience and program work into evidence that matches a specific job target.

AALIYAH CARTER

Charlotte, NC | (555) 014-0186 | aaliyah.carter@example.com

PROFESSIONAL SUMMARY

Medical Billing and Coding student with patient-services experience, accurate data entry, appointment coordination, and confidential record handling. Known for clear follow-through, written documentation, and early escalation when information does not match.

EDUCATION

Piedmont Valley Community College | Medical Billing and Coding Certificate | Expected August 2027
Relevant study: medical terminology, insurance basics, coding principles, reimbursement methods, and billing systems

EXPERIENCE

Patient Services Assistant | Oakridge Family Clinic | Charlotte, NC | January 2026 to present

- Verify patient demographic and insurance information before routing records for follow-up.
- Schedule appointments and document changes so patients and staff receive the same information.
- Use written escalation notes when a record, date, or coverage detail does not match.
- Balance a 20-hour work schedule with a full academic course load and documented weekly plan.

SELECTED PROGRAM EVIDENCE

- Built a 16-week cash flow plan with dated income, expenses, and gap-week responses.
- Used a weighted decision matrix to compare work options against schedule, experience, income, and commute risk.
- Created a role-task analysis for medical records work and documented rules for checking AI-assisted output.

SKILLS

Patient scheduling | Data verification | Written documentation | Microsoft 365 | Spreadsheet tracking | Confidential information handling

ARTIFACT 15 | BLUEPRINT 7 | CAREER LAUNCH

Search Audit and Profile Floor

Completed by Aaliyah Carter | Built in Lesson 3

What this shows The student looks at what an employer finds when they search her name, sorts it, and builds the professional profile that sits on top of it.

Line	What Aaliyah found or built	Action taken
Page one, searched logged out	Two social accounts, a school newsletter mention, and one person with the same name	Searched in a private window in three spellings, plus two old usernames
Results that help	The newsletter mention of a clinic volunteer day	Left alone
Results that hurt	One public account from high school with old posts	Set to private on September 10
Results that are not her	A realtor in another state with the same name	Nothing to do. Noted so it is not a surprise if an employer mentions it
Photo	Current photo of her face, plain background	Uploaded September 10
Headline	Medical Billing and Coding student, patient services at a family clinic	Names the target and one piece of proof
Experience	Oakridge Family Clinic, January 2026 to present	Dates checked against the resume and they match
About	Three sentences in her own words	Written September 10
Connections	Ten sent, each with one line of context	Instructors, clinic coworkers, and two people met at the career fair

STUDENT CONCLUSION

One afternoon. The first page of my name is now a page I chose, and the profile says the same things my resume says.

ARTIFACT 16 | BLUEPRINT 7 | CAREER LAUNCH

Five People, One Ask

Completed by Aaliyah Carter | Built in Lesson 4

What this shows The student asks five people in her field for twenty minutes about their work, and sends an update afterward to the ones whose advice she used.

Person	How Aaliyah knows them	The ask and what happened
Coding instructor	Teaches her Coding I section	Asked for twenty minutes about what the first year in records actually looks like. Met October 2
Records supervisor at the clinic	Works two floors up from her	Asked how she moved from front desk to records. Met September 29. Sent an update after following her advice on the practicum
Career services advisor	Assigned advisor	Asked which local employers hire certificate holders before graduation. Meeting March 1
Billing specialist, met at career fair	Career fair, September 18	Asked what she wished she had known in her first month. Answered by email
Former coworker now at a hospital	Worked together in 2025	Asked what a hospital records department looks for. Meeting scheduled October 24

STUDENT CONCLUSION

Nobody said no. Four of the five offered something I had not thought to ask about, and two of them asked me to tell them how it went.

ARTIFACT 17 | BLUEPRINT 7 | CAREER LAUNCH

Six Interview Stories

Completed by Aaliyah Carter | Built in Lesson 5

What this shows The student writes six answers in the same three-part shape, situation, what she did, and the result, and times each one to about ninety seconds.

Prompt	Aaliyah's story in three parts	Timed
Tell me about yourself	Certificate in progress, patient services now, aiming at medical records. What she does daily that matches the target. Why records specifically	82 seconds
A time you made a mistake	Entered a wrong appointment date. Caught it, told the supervisor the same morning, called the patient. Now she reads the date back before saving	88 seconds
A time information did not match	Insurance on file conflicted with the card presented. Paused the claim, compared the fields, called the carrier. Avoided a denied claim	91 seconds
Working with someone difficult	A coworker kept leaving the verification step undone. Went to her directly with the three dates. It stopped	79 seconds
Why this role	Accuracy protects patient access. She names the two requirements from the posting and the evidence for each	76 seconds
A question for the interviewer	How does the team review data-quality issues when they come up?	Prepared, not timed

STUDENT CONCLUSION

Written out and read aloud once each. The mistake story was the one I could not get under two minutes until I cut the background and started at the moment I noticed.

ARTIFACT 18 | BLUEPRINT 7 | CAREER LAUNCH

Transition Plan

Completed by Aaliyah Carter | Built in Lesson 6

What this shows The student turns the move from education to work into dated actions, written questions, application waves, and named support people.

Plan item	Aaliyah's entry
Track and target	Employment track; medical records specialist or billing assistant roles
Target settings	Community clinics, hospital records departments, and medical billing firms within a 35-minute commute or remote
March 1	Meet with career services; review resume and interview recording
April 1	Create a list of 12 employers; identify repeated requirements
April 15	Application wave 1: four roles that match current experience
May 15	Application wave 2: four roles; revise materials using response data
June 15	Application wave 3: four roles; include completed spring coursework
Written questions	Ask whether certificate completion is required at application or start date; ask which systems new hires use
Support people	Career advisor, internship supervisor, and coding instructor
Decision rule	Do not accept a schedule that prevents the final practicum or exit assessment

CALENDAR SETUP

Every deadline has a two-week warning. Application outcomes are logged as submitted, interview, closed, or no response. The plan is reviewed every Sunday with the Weekly Operating Plan.

ARTIFACT 19 | BLUEPRINT 8 | AI AND DIGITAL PROFESSIONALISM

AI Use Rules and Prompt Practice

Completed by Aaliyah Carter | Built in Lesson 2

What this shows The student writes down what each course and her employer allow, the two tests she runs when unsure, and three prompts practiced on work she can check.

Line	Aaliyah's entry
Coding I	Allowed for studying and practice questions. Not allowed on graded coding work. Asked the instructor September 8
Reimbursement Methods	Syllabus silent. Asked. Answer: allowed for outlining, disclose it
Billing Systems	Not allowed on any submitted work
Her employer	No patient information into any outside tool, ever. Confirmed with her supervisor
Uses she has decided are fine	Explaining a concept she is stuck on, outlining, checking grammar
Uses she has decided are not	Anything submitted as her own analysis, and anything with a patient in it
How she discloses	One line at the end: I used an AI tool to outline and check grammar
Draft prompt practiced	Gave it the situation, the audience, the tone, and the length. Kept the structure, rewrote the wording
Explanation prompt practiced	Asked it to explain modifier codes, a topic she already understood, and checked it against the textbook. It was right about four things and vague about one
Refine prompt practiced	Asked for shorter and less formal, three times, rather than starting over
Never pasted in	Patient names, dates of birth, member IDs, or anything from a clinic file

STUDENT CONCLUSION

The two tests are the part I actually memorized. Did it replace my confusion or my work, and would I be comfortable explaining exactly how I used it.

ARTIFACT 20 | BLUEPRINT 8 | AI AND DIGITAL PROFESSIONALISM

Security Floor

Completed by Aaliyah Carter | Built in Lesson 3

What this shows The student secures the account that can reset all the others first, then works down, and writes the rule that stops the scams aimed at students.

Item	Aaliyah's entry
Email	Unique password, two-step login turned on September 12. This is the account that can reset everything else
School portal	Unique password, two-step login on
Bank	Unique password, two-step login on, low-balance alert at $75
Where passwords live	Password manager, one strong password memorized to open it
Codes	She never reads a code out to anyone who calls. No legitimate service asks
Aid and refund messages	She never clicks the link. She opens the portal herself or calls the number on the school website
If an account is lost	Recovery phone and backup codes saved in the folder, printed

STUDENT CONCLUSION

Twenty minutes for the three accounts that matter. The attempt that came through in October looked exactly like the aid message the lesson described, and I did not click it.

ARTIFACT 21 | BLUEPRINT 8 | AI AND DIGITAL PROFESSIONALISM

AI Position Statement

Completed by Aaliyah Carter | Built in Lesson 4

What this shows The student analyzes a target role by task, explains where AI may assist, and states how human judgment remains visible in the work.

ROLE TASK ANALYSIS

Task group	Medical records specialist examples
May be automated	Routine field matching, document sorting, first-pass completeness checks
AI can assist while I decide	Flagging inconsistent entries, drafting a clarification request, summarizing a long policy
Stays with a person	Resolving unclear identity information, judging when to escalate, protecting privacy, and explaining the next step

STUDENT STATEMENT

AI is likely to change medical records work by handling more repetitive sorting and first-pass checking. That can make the work faster, but the output still depends on accurate source information and careful review. A system can flag two records as similar without knowing whether they belong to the same person, and it can draft a message without knowing what information is appropriate to include.

I am building toward the parts of the role that combine technology with judgment. I want to be able to use tools to find possible problems, check the result against the record and the policy, document what I changed, and escalate anything I cannot verify. My value will come from using the tools without treating their output as proof. I can work faster with assistance while remaining responsible for accuracy, privacy, and the final decision.

> **Completion check** Read aloud in 88 seconds. Revised once to replace general claims with tasks from the target role.

ARTIFACT 22 | BLUEPRINT 8 | AI AND DIGITAL PROFESSIONALISM

Durable Skill Response

Completed by Aaliyah Carter | Built in Lesson 4

What this shows The student supports the AI statement with a small piece of evidence showing judgment, verification, and privacy-aware communication.

WORKED EXAMPLE

Situation A training file contains two records with the same last name and birth month. An AI-assisted review labels them as a likely duplicate. One record has a different first name, birth day, address, and insurance member number.

Step	Action	Aaliyah's response
1	Pause	Do not merge or delete either record. A confidence score is not identity proof.
2	Check	Compare the approved identifying fields in the source records and note every mismatch.
3	Protect	Use only the minimum information needed. Do not paste names, dates of birth, member numbers, or clinical details into an unapproved tool.
4	Document	Record that the duplicate flag was reviewed and list the fields that prevented confirmation.
5	Escalate	Send the case through the organization's approved duplicate-record review process.

SAMPLE WRITTEN RESPONSE

The duplicate flag should not be accepted as a final decision. The records share two details but conflict on four identifying fields. I would keep both records unchanged, document the mismatches, and route the case for approved review. I would not enter the identifying information into a public AI tool.

> **Evidence of durable skill** This response demonstrates a skill that remains valuable as tools change: checking an automated suggestion against evidence, recognizing uncertainty, protecting information, and choosing a safe next step.

INSTITUTIONAL REVIEW SUMMARY

What the completed portfolio makes visible

The artifacts give the learner a set of working documents that can be reviewed, updated, and used after the course. They also give the institution concrete evidence that the student applied the instruction to decisions, timelines, risks, communication, career preparation, and digital judgment.

Review area	Visible student evidence
Persistence and enrollment	Cash flow plan, registration checklist, weekly operating plan
Workplace readiness	Scenario response portfolio, resume, digital presence audit, interview stories
Decision quality	Applied decision matrix, stability plan, transition plan
Goal completion	One-page goal system and term-by-term completion map
AI readiness	Role-task analysis, AI position statement, durable skill response

Schools may choose which artifacts are required, discussed, reviewed, or retained. The examples in this packet show the completed end state; the lessons provide the instruction, decisions, checks, and progressive build that lead to each result.

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