**BUS 311 Student Profile**

**Section: \_\_\_\_\_\_\_\_\_**

***All information you provide will be kept strictly confidential*.**

1. Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 E-mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Birthplace: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 How long have you lived in Hawaii?: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 ***Insert a clear headshot here.***

2. Declared Major(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ or Intended major(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3. Prerequisite: ICS 101 or equivalent

 Where? \_\_\_\_\_\_\_\_\_\_\_\_\_When? \_\_\_\_\_\_\_\_\_\_\_\_\_\_

\*\*Note that you are required to have the following prerequisite knowledge from ICS 101 (or equivalent ) to enroll in BUS311. Check the following required skills to ensure you have the minimal qualifications. If you don’t have the require basic skills, you ***will have to make them up in the next two weeks*** (see Required Prerequisite Skills on the course web-site).

1. \_\_\_\_ Word skills: format text, format paragraphs, page layout, printing, managing tables, reviewing/tracking changes,
2. \_\_\_\_ PowerPoint Skills: create presentations, formatting, editing, run a slide show
3. \_\_\_\_ Excel Skills: simple formulas, text formatting, rows and columns, insert a chart, simple functions (average and summation), comments, printing
4. \_\_\_\_ Basic HTML: simple web-page creation using Dreamweaver, SeaMonkey, or equivalent

4. Specify computer languages, applications and systems that you have used and indicate level of expertise (none or 1-5, 5 being an expert):

 Access/Database \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Photoshop/Graphic design: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Web authoring/development: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Programming languages: \_\_\_\_\_\_\_­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­­­­­­­­­­­­­­­\_\_\_\_\_

 Others (specify):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

5. Your work experience and career goal(s):

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5. Your work experiences related to information technology and data management:

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 8. Other Operating Systems used: \_\_\_ DOS\_\_\_ VAX/VMS\_\_\_ IBM/MVS\_\_\_ UNIX/ULTRIX

 \_\_\_ Others: (please specify) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

9. Computer Languages Learned:

 \_\_\_BASIC\_\_\_COBOL\_\_\_PASCAL\_\_\_C\_\_\_C++\_\_\_VisualBasic

 \_\_\_ Others: (please specify) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

6. Study time planned for this course: \_\_\_\_\_ hours/week. Expected grade: \_\_\_\_\_\_\_\_\_\_

 Job: Where? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Total Hours/week: \_\_\_\_\_\_\_\_\_\_\_

7. How do you describe yourself?

8. Do you consider yourself to be a leader or a follower? Explain.

9. What do you want to learn from this class?

10. Please state your expectations of the Professor as well as any other concerns or suggestions you may have regarding this course.

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| Conduct Statement: |