



Student Self Assessment

Course: _____

Section: _____

Name: _____

Student#: _____

Date: _____

Welcome to Camosun College. This exercise will help you to identify your strengths and weaknesses as a computer/Microsoft Office user. Consider and rate yourself in each of the areas in the following list. Note any areas of particular concern.

Skill Area	Low				High
Organizational Skills ▶ I can organize information effectively ▶ I have managed manual or electronic files in a business environment ▶ I consider my file management skills to be...	1 No 1	2	3	4	5 Yes 5
Microsoft Word Skills ▶ I write well ▶ I have used a wide variety of business documents ▶ I have used Microsoft Word in a business environment ▶ I consider my Microsoft Word skills to be...	1 1 No 1	2	3	4	5 5 Yes 5
Math Skills ▶ I have a good understanding of math and algebra ▶ I regularly use math ▶ I am comfortable learning mathematical concepts	1 1 1	2	3	4	5 5 5
Microsoft Excel Skills ▶ I have used Microsoft Excel in a business environment ▶ I consider my Microsoft Excel skills to be...	No 1	2	3	4	5 Yes 5
Microsoft PowerPoint Skills ▶ I have used Microsoft PowerPoint in a business environment ▶ I consider my Microsoft PowerPoint skills to be...	No 1	2	3	4	5 Yes 5
Microsoft Access Skills ▶ I have used Microsoft Access (or any relational database management system) in a business environment ▶ I consider my Microsoft Access skills to be...	No 1	2	3	4	5 Yes 5
Internet Skills ▶ I can search for and find information on the Internet ▶ I can download text, graphics, and media files from the Internet ▶ I have used the Internet (or Intranet) in a business environment	1 1 No	2	3	4	5 5 Yes
Study Skills ▶ I am good at note-taking and review ▶ I have time to study, complete assigned homework, and stay current ▶ I am able to attend all classes	1 1 1	2	3	4	5 5 5

What grade do you expect to earn in this course? _____

What do you hope to learn in this course?

What are your future plans?