

Progress report

Business



Progress Report From Saad Alqahtani To the parent (Engineer Ibrahim Hussein) Academic Progress report. I am delighted to inform you that I am now getting to complete the last phase of education while here at Indiana state university, United States of America. Completed Studies My plans to ensure that I graduate with a Bachelor degree in Information management system are almost done. To this, I have accomplished the following as relates my studies. On arrival to the United States of America, I had to get acclimatized to the prevailing education system. therefore, I had to learn the English language which is the language used during learn (Saad, 45). This was a great challenge to me as I never imagined there were no other options available like having a translator which I had always thought. Thus, I joined an English school in the early months of the year 2008. I studied this language for the rest of the year for me to become proficient. This was useful step for me to join higher institutions of learning. In addition, it was not only useful as a way of communication but also an advantage in case I needed employment in this foreign soil. I did a lot of consultation with my instructors so as to join the university immediately. I have enclosed copies of certificates as regards the grades I scored for your reference as well as for purposes of record keeping. Another aspect of my studies I had not told you as regards my studies is the computer packages I was doing along with the English profanely course. This was equally relevant so as to be able to operate a computer when handling assignments as well as communicating with my friends in the social media. At this level, I was able to satisfactorily complete the Microsoft computer applications. Specifically, the following Microsoft office computer applications were handled; Microsoft excel, word as well as power point. Besides Microsoft office, I handled computer

programming aspects. As relates to languages, In addition to Arabic, as mentioned language, I am well conversant with Advanced English. Current studies Currently I am doing my Bachelors degree at Indiana State University. I enrolled at the Indian state university in the year 2009. Under scot Business College of Indiana University, my dream of being a specialist in information management system began (Saad, 24). To date, I have done successfully several courses related to the following program at the college. These include business management, benefits of having employees besides business data communications. Business management in particular was one of the courses that greatly motivated with the urge to complete my studies as soon as possible. There are several reasons for these. First is because of the deficiency of experts in this field back there in Saudi Arabia. Attaining such qualifications by me especially from this institution which has a good reputation would give a definite advantage against my competitors present back home there. Secondly, it would be helpful in managing our family businesses back there so that maximum profits is achieved. Finally, business management and employee benefits would complement each other for the overall performance of the firms. Another critical course that has covered besides the above mention is Business Systems Analysis. This course as the name suggests, deals with analysis of systems of business. It borrows from many other disciplines such as Information technology, statistics as well as economics. Therefore, the course has been useful in ensuring that I relate whatever I learn with the other aspects of life. Despite these aspects being completed satisfactorily, there are other aspects of my study that are yet to be completed (Saad, 34). These are in the process, and I hope to conclude before the expected date of my graduation, which is may 2013. These

includes fees clearance. As it is, the outstanding balance is about 700 dollars. In addition, the graduation fees have not been paid as well. There is need for such critical issues to be put in place so that any inconveniences are highly avoided. In addition, it will ensure that everything moves as scheduled. I am working to ensure that I complete the remaining phase of my studies satisfactorily. To that effect, I collaborate with my professors and ensure that all assignments as well as continuous assessment tests are completed. With hardly two months to the graduation ceremony, there is a beehive of activities that needs to be completed. Therefore, I request that you fulfill your part so that everything proceeds as scheduled. In this regard, I have the following questions for you. 1. When will you send the outstanding fee balance so that all the degree fees are completed? 2. What arrangements do you have for the graduations? This includes the activities before and after the graduation ceremonies. 3. Finally, how many of you will be attending my graduation ceremony? Above, I believe the final graduation ceremony will not only be colorful but successful as well. My future career objective After completion of my bachelor's degree at Indiana State University, my intentions are to enroll for a master's degree at the same college. A master's degree qualification will enable me to be a lecturer back at my home country besides being a consultant in the same. This is because I will have gathered enough knowledge for the qualifications. Work cited Saad Alqahtani. E-Mail interview. 16-18 March 2013.