

DSC 2009 Graduating Student Survey Summary

Office & Business Technology

	Count	Percent	Cumulative Count	Cumulative Percent
2. While a student at Dalton State College, I was mainly enrolled:				
Part-Time	2	100.00 %	2	100.00 %
Total Responses	2	100%	2	100%
3. I was currently enrolled in:				
Office and Business Technology	2	100.00 %	2	100.00 %
Total Responses	2	100%	2	100%
4. How long did it take you to complete your program at Dalton State College?				
2 years	1	50.00 %	1	50.00 %
4 or more years	1	50.00 %	2	100.00 %
Total Responses	2	100%	2	100%
8. What are your immediate plans after graduation?				
a. Obtain further education	2	100.00 %	2	100.00 %
Total Responses	2	100%	2	100%
9. If your plans are to continue your education, do you plan to eventually...				
a. Obtain another Associate/Certificate degree?	2	100.00 %	2	100.00 %
Total Responses	2	100%	2	100%
10. How well did Dalton State College prepare you for continuing your education?				
a. Extremely well	2	100.00 %	2	100.00 %
Total Responses	2	100%	2	100%
11. What is your current employment status?				
d. Working full-time at the job I had before I graduated	2	100.00 %	2	100.00 %
Total Responses	2	100%	2	100%
15. Check the ONE method which best characterizes the way you obtained your job:				
b. Through a contact/referral	1	50.00 %	1	50.00 %
h. Answered want as/job listing	1	50.00 %	2	100.00 %
Total Responses	2	100%	2	100%
16. What is your starting salary?				
(Not Answered)	1	50.00 %	1	50.00 %
a. Under \$25,000	1	50.00 %	2	100.00 %

DSC 2009 Graduating Student Survey Summary

Office & Business Technology

	Count	Percent	Cumulative Count	Cumulative Percent
16. What is your starting salary?				
Total Responses	2	100%	2	100%
17. How closely related is your job to your degree major?				
(Not Answered)	1	50.00 %	1	50.00 %
e. Not related	1	50.00 %	2	100.00 %
Total Responses	2	100%	2	100%
18. How important do you feel your degree was in obtaining your position?				
a. Very important	2	100.00 %	2	100.00 %
Total Responses	2	100%	2	100%
19. In your opinion, how difficult was it to obtain a job in your degree major?				
a. Very difficult	1	50.00 %	1	50.00 %
b. Difficult	1	50.00 %	2	100.00 %
Total Responses	2	100%	2	100%
20. How well did your experience at DSC prepare you for your job?				
b. Moderately prepared	2	100.00 %	2	100.00 %
Total Responses	2	100%	2	100%
21. How satisfied are you with your job placement?				
a. Very satisfied	1	50.00 %	1	50.00 %
d. Very dissatisfied	1	50.00 %	2	100.00 %
Total Responses	2	100%	2	100%
Table 1 Competencies - a. Office Accounting Procedures				
5	2	100.00 %	2	100.00 %
Total Responses	2	100%	2	100%
Table 1 Competencies - b. Basic Keyboarding				
5	2	100.00 %	2	100.00 %
Total Responses	2	100%	2	100%
Table 1 Competencies - c. Document Processing				
5	2	100.00 %	2	100.00 %
Total Responses	2	100%	2	100%

DSC 2009 Graduating Student Survey Summary

Office & Business Technology

	Count	Percent	Cumulative Count	Cumulative Percent
Table 1 Competencies - d. Office Procedures				
5	2	100.00 %	2	100.00 %
Total Responses	2	100%	2	100%
Table 1 Competencies - e. Business English				
5	2	100.00 %	2	100.00 %
Total Responses	2	100%	2	100%
Table 1 Competencies - f. Business Communications				
5	2	100.00 %	2	100.00 %
Total Responses	2	100%	2	100%
Table 1 Competencies - g. Desktop Publishing				
5	2	100.00 %	2	100.00 %
Total Responses	2	100%	2	100%
Table 1 Competencies - h. Microsoft Excel				
5	2	100.00 %	2	100.00 %
Total Responses	2	100%	2	100%
Table 1 Competencies - i. Professional Development				
5	2	100.00 %	2	100.00 %
Total Responses	2	100%	2	100%
Table 2 Outcomes - a. utilize both verbal, non-verbal, and written communication procedures to effectively convey a message, including the use of e-mail, computer, and voice mail.				
Strongly Agree	2	100.00 %	2	100.00 %
Total Responses	2	100%	2	100%
Table 2 Outcomes - b. organize, prepare, and/or compile materials necessary to complete formal reports, letters, memoranda, and other office correspondence.				
Strongly Agree	2	100.00 %	2	100.00 %
Total Responses	2	100%	2	100%
Table 2 Outcomes - c. perform necessary office functions through the use of word processing software.				
Strongly Agree	2	100.00 %	2	100.00 %

DSC 2009 Graduating Student Survey Summary

Office & Business Technology

	Count	Percent	Cumulative Count	Cumulative Percent
--	-------	---------	------------------	--------------------

Table 2 Outcomes - c. perform necessary office functions through the use of word processing software.

Total Responses	2	100%	2	100%
------------------------	----------	-------------	----------	-------------

Table 2 Outcomes - d. utilize the Internet as a means of gathering data.

Strongly Agree	2	100.00 %	2	100.00 %
Total Responses	2	100%	2	100%

Table 2 Outcomes - e. perform basic mathematical operations using both pen-and-pencil and ten-key calculator methods to solve business mathematical problems.

Agree	1	50.00 %	1	50.00 %
Strongly Agree	1	50.00 %	2	100.00 %
Total Responses	2	100%	2	100%

Table 2 Outcomes - f. demonstrate competency in working as an effective team member.

Strongly Agree	2	100.00 %	2	100.00 %
Total Responses	2	100%	2	100%

Table 2 Outcomes - g. transfer skills learned in proper telephone technique to the business office setting.

Strongly Agree	2	100.00 %	2	100.00 %
Total Responses	2	100%	2	100%

Table 2 Outcomes - h. analyze basic accounting transactions, record, and post to journals and ledgers.

Strongly Agree	2	100.00 %	2	100.00 %
Total Responses	2	100%	2	100%

Table 2 Outcomes - i. apply skills learned in business ethics and office etiquette to the formal office situation.

Strongly Agree	2	100.00 %	2	100.00 %
Total Responses	2	100%	2	100%

Table 2 Outcomes - j. develop an effective employment package.

Strongly Agree	2	100.00 %	2	100.00 %
Total Responses	2	100%	2	100%

DSC 2009 Graduating Student Survey Summary

Office & Business Technology

	Count	Percent	Cumulative Count	Cumulative Percent
--	-------	---------	------------------	--------------------

Table 2 Outcomes - k. demonstrate understanding of interviewing skills necessary for acquiring a job.

Strongly Agree	2	100.00 %	2	100.00 %
Total Responses	2	100%	2	100%

Table 2 Outcomes - l. understand the use of various office equipment, such as copiers, telephone techniques, voice mail, telecommunications equipment, mailing machines, transcribers and facsimile machines.

Strongly Agree	2	100.00 %	2	100.00 %
Total Responses	2	100%	2	100%

Table 2 Outcomes - m. gain awareness of organization skills, such as time management, prioritizing, and scheduling.

Strongly Agree	2	100.00 %	2	100.00 %
Total Responses	2	100%	2	100%

Table 3 Quality - a. quality of instruction by faculty

Excellent	2	100.00 %	2	100.00 %
Total Responses	2	100%	2	100%

Table 3 Quality - b. academic advising

Good	1	50.00 %	1	50.00 %
Excellent	1	50.00 %	2	100.00 %
Total Responses	2	100%	2	100%

Table 3 Quality - c. clarity of program requirements

Good	1	50.00 %	1	50.00 %
Excellent	1	50.00 %	2	100.00 %
Total Responses	2	100%	2	100%

Table 3 Quality - d. availability of faculty advisor

Good	1	50.00 %	1	50.00 %
Excellent	1	50.00 %	2	100.00 %
Total Responses	2	100%	2	100%

Table 3 Quality - e. career counseling advising

Good	1	50.00 %	1	50.00 %
Excellent	1	50.00 %	2	100.00 %
Total Responses	2	100%	2	100%

DSC 2009 Graduating Student Survey Summary

Office & Business Technology

	Count	Percent	Cumulative Count	Cumulative Percent
Table 3 Quality - f. quality of instruction in laboratories				
(Not Answered)	1	50.00 %	1	50.00 %
Excellent	1	50.00 %	2	100.00 %
Total Responses	2	100%	2	100%
Table 3 Quality - g. accessibility of faculty				
(Not Answered)	1	50.00 %	1	50.00 %
Excellent	1	50.00 %	2	100.00 %
Total Responses	2	100%	2	100%
Table 3 Quality - h. availability of needed courses				
Good	1	50.00 %	1	50.00 %
Excellent	1	50.00 %	2	100.00 %
Total Responses	2	100%	2	100%
Table 3 Quality - i. range of courses from which to choose				
Good	1	50.00 %	1	50.00 %
Excellent	1	50.00 %	2	100.00 %
Total Responses	2	100%	2	100%
Table 3 Quality - j. information about course requirements				
(Not Answered)	1	50.00 %	1	50.00 %
Excellent	1	50.00 %	2	100.00 %
Total Responses	2	100%	2	100%
Table 3 Quality - k. testing/grading system				
Good	1	50.00 %	1	50.00 %
Excellent	1	50.00 %	2	100.00 %
Total Responses	2	100%	2	100%
Table 3 Quality - l. class size				
Excellent	2	100.00 %	2	100.00 %
Total Responses	2	100%	2	100%
Table 3 Quality - m. classroom and teaching facilities				
Excellent	2	100.00 %	2	100.00 %
Total Responses	2	100%	2	100%
Table 3 Quality - n. relevance of classes to career goals/objectives				

DSC 2009 Graduating Student Survey Summary

Office & Business Technology

	Count	Percent	Cumulative Count	Cumulative Percent
Table 3 Quality - n. relevance of classes to career goals/objectives				
Excellent	2	100.00 %	2	100.00 %
Total Responses	2	100%	2	100%
25. Overall, how would you rate your level of satisfaction with the OFFICE AND BUSINESS TECHNOLOGY program received at Dalton State College?				
a. Very Satisfied	2	100.00 %	2	100.00 %
Total Responses	2	100%	2	100%
26. Would you recommend the program to someone who would want to major in OFFICE AND BUSINESS TECHNOLOGY?				
a. Yes	2	100.00 %	2	100.00 %
Total Responses	2	100%	2	100%
27. If you could do it all over again, would you choose a different major for your degree?				
a. Yes	1	50.00 %	1	50.00 %
b. No	1	50.00 %	2	100.00 %
Total Responses	2	100%	2	100%