



DALTON STATE
C O L L E G E
2004 OFFICE ADMINISTRATION
GRADUATING STUDENT SURVEY
SUMMARY REPORT

SECTION I Demographics

While a student at Dalton State College, I was mainly enrolled:

Full-time	2	40%
Part-time	3	60%

How long did it take you to complete your degree program at Dalton State College?

5 Years	3	60%
6 Years	1	20%
No reply	1	20%

Section II Career and Educational Plans

What are your immediate plans after graduation?

Obtain further education	4	80%
Obtain full-time employment	1	20%

If your plans are to continue your education, do you plan to eventually...

Obtain another associate/certificate degree	2	40%
Obtain a bachelor's degree	1	20%
Take more college courses	1	20%
No Reply	1	20%

Section II Career and Educational Plans

How well did Dalton State College prepare you for continuing your education?

Extremely well	2	40%
More than adequately	1	20%
Sufficiently	1	20%
No reply	1	20%

What is your current employment status?

Unemployed, not seeking or planning to work	1	20%
Unemployed, seeking employment	1	20%
Working full-time at the job I had before I graduated	2	40%
Work full-time at new job I recently obtained.	1	20%

Check the one method best characterizes the way you obtained your job?

Through a contact/referral	1	20%
Direct application	1	20%
No Reply	3	60%

What is your starting salary?

Under \$25,000	3	60%
No Reply	2	40%

How closely related is your job to your degree major?

Moderately related	1	20%
Somewhat related	1	20%
Not related	1	20%
No Reply	2	40%

Section II Career and Educational Plans

How important do you feel your Office Administration program was in obtaining your position?

Very important	2	40%
Not important	1	20%
No Reply	2	40%

In your opinion, how difficult was it to obtain a job in your degree major?

Very difficult	1	20%
Average	1	20%
No Reply	3	60%

How well did your experiences at DSC prepare you for your job?

Fully prepared	1	20%
Moderately prepared	1	20%
No Reply	3	60%

How satisfied are you with your job placement?

Satisfied	2	40%
No Reply	3	60%

Section III Performance Skills and Competencies

On a scale of 1 to 5, with 1 being at the low end and 5 being at the high end, please indicate your assessment of how your education at DSC helped you achieve the following performance skills and competencies necessary to show proficiency as a Office Administration graduate. (If any skills area should receive a score below 3, the program related courses of study would require further review.)

Office Accounting Procedures

<i>Scale</i>	<i>Number</i>	<i>%</i>
1	0	0.0%
2	1	20%
3	2	40%
4	0	0.0%
5	1	20%
No Reply	1	20%

Section III Performance Skills and Competencies

Basic Keyboarding

<i>Scale</i>	<i>Number</i>	<i>%</i>
1	0	0.0%
2	1	20%
3	0	0.0%
4	0	0.0%
5	4	80%
No Reply	0	0.0%

Document Procedures

<i>Scale</i>	<i>Number</i>	<i>%</i>
1	0	0.0%
2	1	20%
3	0	0.0%
4	0	0.0%
5	4	80%
No Reply	0	0.0%

Office Procedures

<i>Scale</i>	<i>Number</i>	<i>%</i>
1	0	0.0%
2	1	20%
3	0	0.0%
4	0	0.0%
5	4	80%
No Reply	0	0.0%

Transcription

<i>Scale</i>	<i>Number</i>	<i>%</i>
1	1	20%
2	0	0.0%
3	0	0.0%
4	1	20%
5	3	60%
No Reply	0	0.0%

Section III Performance Skills and Competencies

Legal Transcription

<i>Scale</i>	<i>Number</i>	<i>%</i>
1	3	60%
2	0	0.0%
3	0	0.0%
4	0	0.0%
5	1	20%
No Reply	1	20%

Business English

<i>Scale</i>	<i>Number</i>	<i>%</i>
1	0	0.0%
2	0	0.0%
3	0	0.0%
4	1	20%
5	4	80%
No Reply	0	0.0%

Business Communications

<i>Scale</i>	<i>Number</i>	<i>%</i>
1	0	0.0%
2	0	0.0%
3	0	0.0%
4	1	20%
5	4	80%
No Reply	0	0.0%

Desktop Publishing

<i>Scale</i>	<i>Number</i>	<i>%</i>
1	1	20%
2	0	0.0%
3	0	0.0%
4	2	40%
5	2	40%
No Reply	0	0.0%

Section III Performance Skills and Competencies

Computer Applications

<i>Scale</i>	<i>Number</i>	<i>%</i>
1	0	0.0%
2	1	20%
3	0	0.0%
4	1	20%
5	3	60%
No Reply	0	0.0%

Professional Development

<i>Scale</i>	<i>Number</i>	<i>%</i>
1	1	20%
2	0	0.0%
3	0	0.0%
4	0	0.0%
5	4	80%
No Reply	0	0.0%

Section IV Learning Outcomes

Now that I have completed the Office Administration program, I am able to

Utilize both verbal, non verbal and written communication procedures to effectively convey a message, including the use of e-mail, computer, and voice mail.

Agree	2	40%
Strongly Agree	3	60%

Organize, prepare, and/or compile materials necessary to complete formal reports, letters, memoranda and other office correspondence.

Agree	1	20%
Strongly Agree	4	80%

Perform necessary office functions through the use of word processing software.

Strongly Agree	5	100%
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Section IV Learning Outcomes

Utilize the Internet as a means of gathering data.

Agree	1	20%
Strongly Agree	4	80%

Perform basic mathematical operations using both pen-and-pencil and ten-key calculator methods to solve business mathematical problems.

Disagree	1	20%
Agree	1	20%
Strongly Agree	3	60%

Demonstrate competency in working as an effective team member.

Agree	1	20%
Strongly Agree	4	80%

Transfer skills learned in proper telephone technique to the business office setting.

Agree	1	20%
Strongly Agree	4	80%

Analyze basic accounting transactions, records, and post to journals and ledgers.

Agree	2	40%
Strongly Agree	2	40%
No reply	1	20%

Apply skills learned in business ethics and office etiquette to the formal office situations.

Agree	1	20%
Strongly Agree	4	80%

Develop and effective employment package.

Agree	2	40%
Strongly Agree	3	60%

Section IV Learning Outcomes

Demonstrate understanding of interviewing skills necessary for acquiring a job.

Agree	3	60%
Strong Agree	2	40%

Understanding the use of various office equipment, such as copiers, telephone equipment, voice mail, telecommunication equipment, mailing machines, transcribers, and facsimile machines

Agree	1	20%
Strongly Agree	4	80%

Gain awareness of organization skills, such as time management, prioritizing, and scheduling.

Agree	1	20%
Strongly Agree	4	80%

Section V Quality of Instruction and Advising

How would you rate the quality of each of the following aspects of the Technical Division?

The quality of instruction by faculty

Good	1	20%
Excellent	4	80%

Academic advising

Good	2	40%
Excellent	3	60%

Clarity of program requirements

Good	2	40%
Excellent	3	60%

Availability of faculty advisor

Good	2	40%
Excellent	3	60%

Section V Quality of Instruction and Advising

Career counseling and advising

Fair	1	20%
Good	1	20%
Excellent	3	60%

Quality of instruction in laboratories

Excellent	4	80%
No reply	1	20%

Accessibility of faculty

Fair	1	20%
Good	1	20%
Excellent	3	60%

Availability of needed courses

Good	2	40%
Excellent	3	60%

Range of courses from which to choose

Good	2	40%
Excellent	3	60%

Information about course requirements

Good	2	40%
Excellent	3	60%

Testing/grading system

Good	2	40%
Excellent	3	60%

Class size

Good	2	40%
Excellent	3	60%

Classroom and teaching facilities

Good	2	40%
Excellent	3	60%

Section V Quality of Instruction and Advising

Relevance of classes to career goals and objectives

Good	2	40%
Excellent	3	60%

Section VI General Satisfaction

Overall, how would you rate your level of satisfaction with the Office Administration degree program received at DSC?

Very satisfied	4	80%
Satisfied	1	20%

Would you recommend the program to someone who would want to major in Office Administration?

Yes	5	100%
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If you could do it all over again would you choose a different major for your degree?

No	4	80%
Don't Know	1	20%