# DSC

## DALTON STATE
### C O L L E G E
## 2005 OFFICE ADMINISTRATION
## GRADUATING STUDENT SURVEY
## SUMMARY REPORT
### (50% of Graduates Responded)

## SECTION I  Demographics

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

| Full-time | 2 | 100% |
|---|---|---|
| Part-time | 0 | 0.0% |

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

| 1 year | 1 | 50% |
|---|---|---|
| 2 years | 1 | 50% |
| 3 years | 0 | 0.0% |
| 4 or more years | 0 | 0.0% |

## Section II  Career and Educational Plans

**What are your immediate plans after graduation?**

| Obtain further education | 0 | 0.0% |
|---|---|---|
| Obtain full-time employment | 2 | 100% |
| Other | 0 | 0.0% |

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

| Obtain another Associate/Certificate degree | 0 | 0.0% |
|---|---|---|
| Obtain a Bachelor's degree | 0 | 0.0% |
| Take more college courses | 0 | 0.0% |
| Other | 0 | 0.0% |
| No reply | 2 | 100% |

## Section II   Career and Educational Plans (continued)

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

| | | |
|---|---|---|
| Extremely well | 0 | 0.0% |
| More than adequately | 0 | 0.0% |
| Sufficiently | 0 | 0.0% |
| No reply | 2 | 100% |

**What is your current employment status?**

| | | |
|---|---|---|
| Unemployed, not seeking or planning to work | 0 | 0.0% |
| Unemployed, seeking employment | 0 | 0.0% |
| Working part-time at the job I had before I graduated | 1 | 50% |
| Working full-time at the job I had before I graduated | 0 | 0.0% |
| Work part-time at a new job I recently obtained | 1 | 50% |
| Work full-time at new job I recently obtained. | 0 | 0.0% |
| Enlisted in the military | 0 | 0.0% |

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

| | | |
|---|---|---|
| Continued in job held prior to DSC | 0 | 0.0% |
| Through a contact/referral | 0 | 0.0% |
| Through efforts by Division Chair and faculty | 0 | 0.0% |
| On-campus recruiting | 0 | 0.0% |
| Hired by organization where I did an internship/co-op/volunteer work | 0 | 0.0% |
| Rehired by former employer | 0 | 0.0% |
| Direct application | 0 | 0.0% |
| Answered want ad/job listing | 1 | 50% |
| Other | 1 | 50% |

**What is your starting salary?**

| | | |
|---|---|---|
| Under $25,000 | 1 | 50% |
| $25,001 - $30,000 | 0 | 0.0% |
| $30,001 - $40,000 | 0 | 0.0% |
| $40,001 - $45,000 | 0 | 0.0% |
| $45,001 - $50,000 | 0 | 0.0% |
| Over $50,000 | 0 | 0.0% |
| No reply | 1 | 50% |

*Dalton State College*     2     *Technical Division*
*Institutional Research & Planning*     *Office Administration Program*
*Spring 2005*     *Graduates Survey Results Report*

## Section II   Career and Educational Plans (continued)

**How closely related is your job to your degree major?**

| Highly related | 0 | 0.0% |
|---|---|---|
| Moderately related | 1 | 50% |
| Somewhat related | 0 | 0.0% |
| Slightly related | 1 | 50% |
| Not related | 0 | 0.0% |

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

| Very important | 1 | 50% |
|---|---|---|
| Somewhat important | 1 | 50% |
| Not important | 0 | 0.0% |

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

| Very difficult | 0 | 0.0% |
|---|---|---|
| Difficult | 0 | 0.0% |
| Average | 1 | 50% |
| Easy | 0 | 0.0% |
| No reply | 1 | 50% |

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

| Fully prepared | 0 | 0.0% |
|---|---|---|
| Moderately prepared | 1 | 50% |
| Somewhat prepared | 0 | 0.0% |
| Slightly prepared | 1 | 50% |
| Did not prepare me at all | 0 | 0.0% |

**How satisfied are you with your job placement?**

| Very Satisfied | 0 | 0.0% |
|---|---|---|
| Satisfied | 1 | 50% |
| Dissatisfied | 0 | 0.0% |
| Very Dissatisfied | 0 | 0.0% |
| No reply | 1 | 50% |

# 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.*

|  | *Lower* | *Low* | *Moderate* | *Higher* | *Highest* |
|---|---|---|---|---|---|
| Office Accounting Procedures | 0<br>0.0% | 0<br>0.0% | 0<br>0.0% | 2<br>100% | 0<br>0.0% |
| Basic Keyboarding | 1<br>50% | 0<br>0.0% | 0<br>0.0% | 0<br>0.0% | 1<br>50% |
| Document Processing | 0<br>0.0% | 0<br>0.0% | 0<br>0.0% | 0<br>0.0% | 2<br>100% |
| Office Procedures | 0<br>0.0% | 0<br>0.0% | 0<br>0.0% | 0<br>0.0% | 2<br>100% |
| Transcription | 0<br>0.0% | 0<br>0.0% | 1<br>50% | 0<br>0.0% | 1<br>50% |
| Legal Transcription | 1<br>50% | 0<br>0.0% | 0<br>0.0% | 0<br>0.0% | 1<br>50% |
| Business English | 0<br>0.0% | 0<br>0.0% | 1<br>50% | 0<br>0.0% | 1<br>50% |
| Business Communications | 0<br>0.0% | 0<br>0.0% | 1<br>50% | 0<br>0.0% | 1<br>50% |
| Desktop Publishing | 0<br>0.0% | 0<br>0.0% | 0<br>0.0% | 0<br>0.0% | 2<br>100% |
| Computer Applications | 0<br>0.0% | 0<br>0.0% | 0<br>0.0% | 0<br>0.0% | 2<br>100% |
| Professional Development | 0<br>0.0% | 0<br>0.0% | 0<br>0.0% | 0<br>0.0% | 2<br>100% |

# Section IV   Learning Outcomes

*To determine if the student learning outcomes of the Office Administration program were met, please indicate your level of agreement or disagreement with the following statements.*

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

|  | Strongly Disagree | Disagree | Agree | Strongly Agree |
|---|---|---|---|---|
| Utilize both verbal, non-verbal, and written communication procedures to effectively convey a message, including the use of e-mail, computer, and voice mail | 0<br>0.0% | 0<br>0.0% | 2<br>100% | 0<br>0.0% |
| Organize, prepare, and/or compile materials necessary to complete formal reports, letters, memoranda, and other office correspondence | 0<br>0.0% | 0<br>0.0% | 2<br>100% | 0<br>0.0% |
| Perform necessary office functions through the use of word processing software | 0<br>0.0% | 0<br>0.0% | 1<br>50% | 1<br>50% |
| Utilize the Internet as a means of gathering data | 0<br>0.0% | 0<br>0.0% | 1<br>50% | 1<br>50% |
| Perform basic mathematical operations using both pen-and-pencil and ten-key calculator methods to solve business mathematical problems | 0<br>0.0% | 0<br>0.0% | 1<br>50% | 1<br>50% |
| Demonstrate competency in working as an effective team member | 0<br>0.0% | 0<br>0.0% | 2<br>100% | 0<br>0.0% |
| Transfer skills learned in proper telephone technique to the business office setting | 0<br>0.0% | 0<br>0.0% | 2<br>100% | 0<br>0.0% |
| Analyze basic accounting transactions, record, and post to journals and ledgers | 0<br>0.0% | 0<br>0.0% | 2<br>100% | 0<br>0.0% |
| Apply skills learned in business ethics and office etiquette to the formal office situation | 0<br>0.0% | 0<br>0.0% | 2<br>100% | 0<br>0.0% |
| Develop an effective employment package | 0<br>0.0% | 0<br>0.0% | 2<br>100% | 0<br>0.0% |
| Demonstrate understanding of interviewing skills necessary for acquiring a job | 0<br>0.0% | 0<br>0.0% | 2<br>100% | 0<br>0.0% |
| Understand the use of various office equipment, such as copiers, telephone equipment, voice mail, telecommunication equipment, mailing machines, transcribers, and facsimile machines | 0<br>0.0% | 0<br>0.0% | 1<br>50% | 1<br>50% |
| Gain awareness of organization skills, such as time management, prioritizing, and scheduling | 0<br>0.0% | 0<br>0.0% | 1<br>50% | 1<br>50% |

# Section V   Quality of Instruction and Advising

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

| | Poor | Fair | Good | Excellent | No Response |
|---|---|---|---|---|---|
| Quality of instruction by faculty | 0 | 0 | 2 | 0 | 0 |
| | 0.0% | 0.0% | 100% | 0.0% | 0.0% |
| Academic advising | 0 | 0 | 2 | 0 | 0 |
| | 0.0% | 0.0% | 100% | 0.0% | 0.0% |
| Clarity of program requirements | 0 | 0 | 1 | 1 | 0 |
| | 0.0% | 0.0% | 50% | 50% | 0.0% |
| Availability of faculty advisor | 0 | 0 | 2 | 0 | 0 |
| | 0.0% | 0.0% | 100% | 0.0% | 0.0% |
| Career counseling advising | 0 | 0 | 2 | 0 | 0 |
| | 0.0% | 0.0% | 100% | 0.0% | 0.0% |
| Quality of instruction in laboratories | 0 | 0 | 2 | 0 | 0 |
| | 0.0% | 0.0% | 100% | 0.0% | 0.0% |
| Accessibility of faculty | 0 | 0 | 2 | 0 | 0 |
| | 0.0% | 0.0% | 100% | 0.0% | 0.0% |
| Availability of needed courses | 0 | 0 | 1 | 1 | 0 |
| | 0.0% | 0.0% | 50% | 50% | 0.0% |
| Range of courses from which to choose | 0 | 0 | 1 | 1 | 0 |
| | 0.0% | 0.0% | 50% | 50% | 0.0% |
| Information about course requirements | 0 | 0 | 1 | 1 | 0 |
| | 0.0% | 0.0% | 50% | 50% | 0.0% |
| Testing/grading system | 0 | 0 | 2 | 0 | 0 |
| | 0.0% | 0.0% | 100% | 0.0% | 0.0% |
| Class size | 0 | 0 | 1 | 1 | 0 |
| | 0.0% | 0.0% | 50% | 50% | 0.0% |
| Classroom and teaching facilities | 0 | 0 | 1 | 1 | 0 |
| | 0.0% | 0.0% | 50% | 50% | 0.0% |
| Relevance of classes to career goals/objectives | 0 | 0 | 1 | 1 | 0 |
| | 0.0% | 0.0% | 50% | 50% | 0.0% |

## Section VI   General Satisfaction

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

| Very satisfied | 1 | 50% |
|---|---|---|
| Satisfied | 1 | 50% |
| Dissatisfied | 0 | 0.0% |
| Very dissatisfied | 0 | 0.0% |
| Neutral | 0 | 0.0% |

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

| Yes | 0 | 0.0% |
|---|---|---|
| No | 0 | 0.0% |
| Don't know | 2 | 100% |

**If you could do it all over again would you choose a different major for your degree?**

| Yes | 0 | 0.0% |
|---|---|---|
| No | 1 | 50% |
| Don't' Know | 1 | 50% |