

DSC 2009 Graduating Student Survey Summary

Office Administration

	Count	Percent	Cumulative Count	Cumulative Percent
2. While a student at Dalton State College, I was mainly enrolled:				
Part-Time	1	100.00 %	1	100.00 %
Total Responses	1	100%	1	100%
3. I was currently enrolled in:				
Office Administration	1	100.00 %	1	100.00 %
Total Responses	1	100%	1	100%
4. How long did it take you to complete your program at Dalton State College?				
3 years	1	100.00 %	1	100.00 %
Total Responses	1	100%	1	100%
8. What are your immediate plans after graduation?				
a. Obtain further education	1	100.00 %	1	100.00 %
Total Responses	1	100%	1	100%
9. If your plans are to continue your education, do you plan to eventually...				
a. Obtain another Associate/Certificate degree?	1	100.00 %	1	100.00 %
Total Responses	1	100%	1	100%
10. How well did Dalton State College prepare you for continuing your education?				
a. Extremely well	1	100.00 %	1	100.00 %
Total Responses	1	100%	1	100%
11. What is your current employment status?				
a. Unemployed, not seeking or planning to work	1	100.00 %	1	100.00 %
Total Responses	1	100%	1	100%
15. Check the ONE method which best characterizes the way you obtained your job:				
(Not Answered)	1	100.00 %	1	100.00 %
Total Responses	1	100%	1	100%
16. What is your starting salary?				
(Not Answered)	1	100.00 %	1	100.00 %
Total Responses	1	100%	1	100%

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17. How closely related is your job to your degree major?				
(Not Answered)	1	100.00 %	1	100.00 %
Total Responses	1	100%	1	100%
18. How important do you feel your degree was in obtaining your position?				
(Not Answered)	1	100.00 %	1	100.00 %
Total Responses	1	100%	1	100%
20. How well did your experience at DSC prepare you for your job?				
(Not Answered)	1	100.00 %	1	100.00 %
Total Responses	1	100%	1	100%
19. In your opinion, how difficult was it to obtain a job in your degree major?				
(Not Answered)	1	100.00 %	1	100.00 %
Total Responses	1	100%	1	100%
21. How satisfied are you with your job placement?				
(Not Answered)	1	100.00 %	1	100.00 %
Total Responses	1	100%	1	100%
a. Office Accounting Procedures				
3	1	100.00 %	1	100.00 %
Total Responses	1	100%	1	100%
b. Basic Keyboarding				
5	1	100.00 %	1	100.00 %
Total Responses	1	100%	1	100%
c. Document Processing				
5	1	100.00 %	1	100.00 %
Total Responses	1	100%	1	100%
d. Office Procedures				
5	1	100.00 %	1	100.00 %
Total Responses	1	100%	1	100%
e. Business English				
5	1	100.00 %	1	100.00 %

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e. Business English				
Total Responses	1	100%	1	100%
f. Business Communications				
5	1	100.00 %	1	100.00 %
Total Responses	1	100%	1	100%
g. Desktop Publishing				
5	1	100.00 %	1	100.00 %
Total Responses	1	100%	1	100%
h. Microsoft Excel				
5	1	100.00 %	1	100.00 %
Total Responses	1	100%	1	100%
i. Professional Development				
5	1	100.00 %	1	100.00 %
Total Responses	1	100%	1	100%
skills and competencies - 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	1	100.00 %	1	100.00 %
Total Responses	1	100%	1	100%
skills and competencies - b. organize, prepare, and/or compile materials necessary to complete formal reports, letters, memoranda, and other office correspondence.				
Strongly Agree	1	100.00 %	1	100.00 %
Total Responses	1	100%	1	100%
skills and competencies - c. perform necessary office functions through the use of word processing software.				
Strongly Agree	1	100.00 %	1	100.00 %
Total Responses	1	100%	1	100%
skills and competencies - d. utilize the Internet as a means of gathering data.				
Strongly Agree	1	100.00 %	1	100.00 %

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skills and competencies - d. utilize the Internet as a means of gathering data.

Total Responses	1	100%	1	100%
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skills and competencies - e. perform basic mathematical operations using both pen-and-pencil and ten-key calculator methods to solve business mathematical problems.

Strongly Agree	1	100.00 %	1	100.00 %
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Total Responses	1	100%	1	100%
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skills and competencies - f. demonstrate competency in working as an effective team member.

Strongly Agree	1	100.00 %	1	100.00 %
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Total Responses	1	100%	1	100%
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skills and competencies - g. transfer skills learned in proper telephone technique to the business office setting.

Strongly Agree	1	100.00 %	1	100.00 %
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Total Responses	1	100%	1	100%
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skills and competencies - h. analyze basic accounting transactions, record, and post to journals and ledgers.

Agree	1	100.00 %	1	100.00 %
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Total Responses	1	100%	1	100%
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skills and competencies - i. apply skills learned in business ethics and office etiquette to the formal office situation.

Strongly Agree	1	100.00 %	1	100.00 %
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Total Responses	1	100%	1	100%
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skills and competencies - j. develop an effective employment package.

Strongly Agree	1	100.00 %	1	100.00 %
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Total Responses	1	100%	1	100%
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skills and competencies - k. demonstrate understanding of interviewing skills necessary for acquiring a job.

Strongly Agree	1	100.00 %	1	100.00 %
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Total Responses	1	100%	1	100%
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skills and competencies - l. understand the use of various office equipment,

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such as copiers, telephone techniques, voice mail, telecommunications equipment, mailing machines, transcribers and facsimile machines.				
Strongly Agree	1	100.00 %	1	100.00 %
Total Responses	1	100%	1	100%
skills and competencies - m. gain awareness of organization skills, such as time management, prioritizing, and scheduling.				
Agree	1	100.00 %	1	100.00 %
Total Responses	1	100%	1	100%
a. quality of instruction by faculty				
Excellent	1	100.00 %	1	100.00 %
Total Responses	1	100%	1	100%
b. academic advising				
Fair	1	100.00 %	1	100.00 %
Total Responses	1	100%	1	100%
c. clarity of program requirements				
Good	1	100.00 %	1	100.00 %
Total Responses	1	100%	1	100%
d. availability of faculty advisor				
Fair	1	100.00 %	1	100.00 %
Total Responses	1	100%	1	100%
e. career counseling advising				
Fair	1	100.00 %	1	100.00 %
Total Responses	1	100%	1	100%
f. quality of instruction in laboratories				
Excellent	1	100.00 %	1	100.00 %
Total Responses	1	100%	1	100%
g. accessibility of faculty				
Excellent	1	100.00 %	1	100.00 %
Total Responses	1	100%	1	100%

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h. availability of needed courses				
Excellent	1	100.00 %	1	100.00 %
Total Responses	1	100%	1	100%
i. range of courses from which to choose				
Excellent	1	100.00 %	1	100.00 %
Total Responses	1	100%	1	100%
j. information about course requirements				
Good	1	100.00 %	1	100.00 %
Total Responses	1	100%	1	100%
k. testing/grading system				
Good	1	100.00 %	1	100.00 %
Total Responses	1	100%	1	100%
l. class size				
(Not Answered)	1	100.00 %	1	100.00 %
Total Responses	1	100%	1	100%
m. classroom and teaching facilities				
Good	1	100.00 %	1	100.00 %
Total Responses	1	100%	1	100%
n. relevance of classes to career goals/objectives				
Good	1	100.00 %	1	100.00 %
Total Responses	1	100%	1	100%
25. Overall, how would you rate your level of satisfaction with the OFFICE ADMINISTRATION program received at Dalton State College?				
a. Very Satisfied	1	100.00 %	1	100.00 %
Total Responses	1	100%	1	100%
26. Would you recommend the program to someone who would want to major in OFFICE ADMINISTRATION?				
a. Yes	1	100.00 %	1	100.00 %
Total Responses	1	100%	1	100%

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

a. Yes

1

100.00 %

1

100.00 %

Total Responses

1

100%

1

100%