

OFFICE ADMINISTRATION: STUDENTS SURVEY RESULTS

2018–2019 y. Autumn semester

REFERENCE PERIOD:

February 2019

AIM:

To study the *Office administration* students' the opinion on study subjects their quality, and teaching.

QUESTIONNAIRE:

Students studying at *Office administration* study programme evaluated the quality of study subjects according to 13 criteria. Rating scale: *Strongly Agree; Agree; Neither Agree nor Disagree; Disagree; Strongly Disagree*. Fifty-two completed questionnaires were received.

SURVEY RESULTS (N=52):

Evaluation criteria	Rating scale				
	Strongly agree	Agree	Neither Agree nor Disagree	Disagree	Strongly Disagree
The study subjects materials and learning resources contributed to the acquisition of new knowledge and skills	38 %	40 %	16 %	5 %	2 %
The study subjects used various teaching/learning methods (e.g. problem-based learning, case studies, project-based activities, creative tasks, group work, etc.)	38 %	38 %	16 %	7 %	2 %
The criteria for assessing the achievement of learning outcomes were clear and understandable.	55 %	30 %	10 %	4 %	2 %
The methodological material of the study subjects was available in a virtual learning environment (Moodle)	54 %	22 %	15 %	6 %	3 %
Study subjects studies promoted personal development	32 %	38 %	18 %	8 %	4 %
Self-study work was beneficial	32 %	31 %	21 %	9 %	6 %
I liked the content of the study subjects (topics, practical and self-study tasks)	39 %	38 %	14 %	7 %	2 %
Lecture time is used effectively	42 %	45 %	10 %	2 %	1 %
Consistent and clear teaching of the study subjects according to the planned plan	40 %	45 %	11 %	3 %	1 %
The relationship between the lecturers and students of the study subjects was respectful and ethical; the favourable psychological climate prevailed	63 %	22 %	10 %	3 %	2 %
Students were given feedback on their work (discussing the results of assignments, self-study work, etc.)	44 %	28 %	14 %	10 %	4 %
Helpful and timely consultations	31 %	41 %	23 %	2 %	2 %
I liked the work of the study subjects lecturers	41 %	39 %	15 %	4 %	2 %

Office administration study programme students have a positive perception of the study subjects and the quality of their teaching in the autumn semester of 2018-2019, as shown by 77% of the students who participated in the survey agreeing with the evaluation criteria. For more information on the measures that have been implemented in response to the views expressed by students, see the *You Said We Did* section.