

OFFICE ADMINISTRATION: STUDENTS SURVEY RESULTS

2019–2020 y. Spring semester

REFERENCE PERIOD:

June 2020

AIM:

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

QUESTIONNAIRE:

Students studying at *Office administration* study programme evaluated the quality of study subjects / modules according to 14 criteria. Rating scale: *Strongly Agree; Agree; Neither Agree nor Disagree; Disagree; Strongly Disagree*. Forty-one completed questionnaires were received.

SURVEY RESULTS (N=41):

Evaluation criteria	Rating scale				
	Strongly agree	Agree	Neither Agree nor Disagree	Disagree	Strongly Disagree
The goals of the study subjects are clearly defined	41 %	34 %	12 %	6 %	7 %
The theory is based on practical examples	49 %	28 %	11 %	5 %	7 %
The criteria for assessing the achievement of learning outcomes were clear and understandable	42 %	32 %	12 %	8 %	6 %
The final assignments provided an opportunity to demonstrate the knowledge and skills acquired during the study subjects	48 %	23 %	14 %	6 %	9 %
The study subjects materials and learning resources contributed to the acquisition of new knowledge and skills	53 %	31 %	7 %	5 %	4 %
Self-study work was beneficial	41 %	33 %	12 %	9 %	5 %
The lecturer worked according to the timetable (starting and finishing classes on time, not missing them, etc.)	62 %	24 %	8 %	4 %	2 %
Consistent and clear teaching of the study subjects	66 %	22 %	6 %	4 %	2 %
Lecture time is used effectively	66 %	22 %	7 %	3 %	2 %
The lecturer used various teaching methods that activate participation in the lecture	54 %	23 %	14 %	6 %	3 %
The relationship between the lecturers and students of the study subjects was respectful and ethical; the favourable psychological climate prevailed	73 %	19 %	4 %	3 %	1 %
The methodological material of the study subjects was available in a virtual learning environment (Moodle)	64 %	29 %	4 %	2 %	1 %
Students were given feedback on their work (discussing the results of assignments, self-study work, etc.)	66 %	20 %	6 %	7 %	1 %
Helpful and timely consultations	60 %	20 %	16 %	2 %	2 %

Office administration study programme students have a positive perception of the study subjects / modules and the quality of their teaching in the spring semester of 2019-2020, as shown by 82% 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.