

OFFICE ADMINISTRATION: STUDENTS SURVEY RESULTS

2021–2022 y. Autumn semester

REFERENCE PERIOD:

November 2021 and February 2022

AIM:

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

QUESTIONNAIRE:

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

SURVEY RESULTS (N=39):

Evaluation criteria	Rating scale				
	Strongly agree	Agree	Neither Agree nor Disagree	Disagree	Strongly Disagree
The goals of the study modules are clearly defined	64 %	26 %	5 %	5 %	0 %
The theory is based on practical examples	69 %	23 %	5 %	3 %	0 %
The criteria for assessing the achievement of learning outcomes were clear and understandable	62 %	26 %	5 %	5 %	2 %
The final assignments provided an opportunity to demonstrate the knowledge and skills acquired during the study subjects	56 %	33 %	8 %	0 %	3 %
The study module materials and learning resources contributed to the acquisition of new knowledge and skills	67 %	21 %	8 %	4 %	0 %
Self-study work (integrated project) was beneficial	56 %	31 %	10 %	3 %	0 %
The lecturer worked according to the timetable (starting and finishing classes on time, not missing them, etc.)	66 %	26 %	6 %	2 %	0 %
Consistent and clear teaching of the study subjects	62 %	27 %	10 %	1 %	0 %
Lecture time is used effectively	65 %	23 %	8 %	4 %	0 %
The lecturer used various teaching methods that activate participation in the lecture	58 %	27 %	12 %	3 %	0 %
The relationship between the lecturers and students of the study subjects was respectful and ethical; the favourable psychological climate prevailed	75 %	19 %	6 %	0 %	0 %
The methodological material of the study module was available in a virtual learning environment (Moodle)	75 %	19 %	5 %	0 %	1 %
Students were given feedback on their work (discussing the results of assignments, self-study work, etc.)	62 %	29 %	7 %	2 %	0 %
Helpful and timely consultations	67 %	24 %	7 %	1 %	1 %

Office administration study programme students have a positive perception of the study modules and the quality of their teaching in the autumn semester of 2021-2022, as shown by 90% 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.