

OFFICE ADMINISTRATION: STUDENTS SURVEY RESULTS

2022–2023 y. Spring semester

REFERENCE PERIOD:

April 2023 and June 2023

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*. Twenty-five completed questionnaires were received.

SURVEY RESULTS (N=25):

Evaluation criteria	Rating scale				
	Strongly agree	Agree	Neither Agree nor Disagree	Disagree	Strongly Disagree
The goals of the module are clearly defined	36 %	40 %	12 %	8 %	4 %
The theory is based on practical examples	40 %	40 %	12 %	4 %	4 %
The criteria for assessing the achievement of learning outcomes were clear and understandable.	56 %	24 %	8 %	8 %	4 %
The final assignments provided an opportunity to demonstrate the knowledge and skills acquired during the acquisition of new knowledge and skills	48 %	28 %	4 %	16 %	4 %
The study module materials and learning resources contributed to the acquisition of new knowledge and skills	48 %	44 %	8 %	0 %	0 %
Self-study work (integrated project) was beneficial	36 %	32 %	8 %	12 %	12 %
The lecturer worked according to the timetable (starting and finishing classes on time, not missing them, etc.).	52 %	37 %	5 %	3 %	3 %
Consistent and clear teaching of the module according to the planned plan	54 %	32 %	4 %	3 %	7 %
Lecture time is used effectively	61 %	20 %	7 %	6 %	6 %
The lecturer used various teaching methods that activate participation in the lecture	54 %	25 %	14 %	6 %	1 %
The relationship between the lecturers and students of the module was respectful and ethical; the favourable psychological climate prevailed	63 %	28 %	2 %	3 %	4 %
The methodological material of the module was available in a virtual learning environment (Moodle)	61 %	34 %	3 %	0 %	2 %
Students were given feedback on their work (discussing the results of assignments, self-study work, etc.)	54 %	27 %	6 %	9 %	4 %
Helpful and timely consultations	49 %	32 %	11 %	0 %	7 %

Office Administration study program students have a positive perception of the study modules and the quality of their teaching in the spring semester of 2022-2023, as shown by 84% of the students who participated in the survey agree 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.