

# Administrative Professional Spring 2016 Stud

Spring 2016 - Administrative Professional April 29th 2016, 8:47 am CDT

## Q3 - What did you like about this program?

I liked that it was very hands-on and detailed. I enjoyed working in groups on various projects and the textbooks that were required for the classes were great to use. I feel that now I have a lot of experience in the administrative profession.

I like how much technology is taught. I believe everything is up to date and can apply to a real life setting. I like the consistency of having XXX XXXXXXXX as an instructor. They do a great job.

I liked the instructor. They were very helpful! I felt I learned a lot in the past two years that will help me succeed in life.

The instructor and their way of teaching. The knowledge gained throughout many different types of classes.

It gave me the tools I needed for the job. We learned the new technology that will be helpful in future jobs.

I liked how close all of our classmates got after getting to know each other in our classes. I also liked how personable XXX was and how available they made themselves to help each and every one of us, regardless of how busy they were.

I liked all the formatting, and new computer skills I learned. I also liked the internship and mentorship

My teacher and how I learned a lot about the field and technology.

I really like the format and presentation that is given during class. Instructors are easy to talk to and knowledgeable.

Everything it was a great program I learned a lot , and what I did know I found new things out about it.

I learned so much about computers and organization. I had fun in class and I love my instructors

I loved the instructor, the field study, and that it was online with only a few face to face meetings.

I liked everything about this program. I've learned so much.

i liked that the ending semester was like a wrap up of it all.

## Q4 - What would you change about this program?

I would honestly not change anything about this program, I really like it!

I think teaching Microsoft Access is not beneficial. Having a database system is common in office settings; most offices do not use Access. The time and stress spent seem like a waste. I also believe that the last semester course, Portfolio, is more work than 2 credits. I feel I spent the most time on that course and it was worth the least.

Sometimes the workload can be a little too much.

Nothing besides some of the online classes should have been offered face to face.

I would not change anything.

I would have XXXX teach Supervision, and other core classes, because we get used to the way they do things.

The required typing speed for the Business Correspondence I feel it's too high and not enough employers require the typing speed as much as the all over program skills

I would make the meeting and event planning 3 credits.

More field study work and more online.

Maybe I would change the work load but it really was not bad. so idk

I would change the Supervision class. I felt that I didn't get as much information as I thought that I deserved

It would be nice to see a list of companies who are willing to have interns for the field study. The students can pick what company they would like to work for.

I wouldn't change a thing about this program.

I think it would be more convenient if some classes were not just offered on-line the second semester.

### Q6 - As a result of this program: I have learned effective communication skills.

Answer	%	Count
Strongly Disagree	7.14%	1
Disagree	0.00%	
Neither Agree nor Disagree	0.00%	
Agree	7.14%	1
Strongly Agree	85.71%	12
Total	100%	14

### Q7 - Provide any comments you have on effective communication skills you learned.

I have learned that there are many different people in the world and it is important to communicate effectively with all of them, including those that might be rude. I learned how to professionally communicate and how to use active listening skills when communicating.

I have learned how to work through difficult situations. I have learned how to present professionally in front of people. I have learned how to work with people in a group.

It's important to know how to use all sorts of technology. Everyone communicates differently.

speaking professionally and usage of grammar.

I have always been scared about my writing and speaking in front of others. I am not comfortable doing these now.

We learned the many ways to effectively communicate,

Interviewing skills

More open to discussions

I learned to speak verbally, written and in many ways.

Team work, collaboration

That was mainly due to my speech class.

**Q8 - As a result of this program: I am able to apply mathematical concepts.**

Answer	%	Count
Strongly Disagree	0.00%	
Disagree	0.00%	
Neither Agree nor Disagree	14.29%	2
Agree	42.86%	6
Strongly Agree	42.86%	6
Total	100%	14

**Q9 - Provide any comments you have on mathematical concepts you learned.**

This program did not go into great detail about mathematical concepts. I do understand how to solve basic math problems and the difference between debits and credits.

I have learned how to create a budget, how to calculate and compare percentages, how to create "what-if" sceneries. etc.

Basic math class is the only math class I have taken thus far, so I would say just touching up on my basic math concepts.

I have a background in accounting which will help my greatly in this field.

Never a fan of math.

Learned some math in excel

I passed math!!

**Q10 - As a result of this program:** I learned how to transfer social and natural science theories into practical applications.

Answer	%	Count
Strongly Disagree	7.14%	1
Disagree	0.00%	
Neither Agree nor Disagree	21.43%	3
Agree	35.71%	5
Strongly Agree	35.71%	5
Total	100%	14

**Q11 - Provide any comments you have on transferring social and natural science theories into practical applications.**

We did touch on how to effectively socialize with all people including in other countries. We did not talk about theories and science too much because that does not relate to what an administrative professional does.

I have learned the different theories on why people are the way they are.

No Comments

yup

**Q12 - As a result of this program:** I learned critical thinking skills.

Answer	%	Count
Strongly Disagree	7.14%	1
Disagree	0.00%	
Neither Agree nor Disagree	7.14%	1
Agree	28.57%	4
Strongly Agree	57.14%	8
Total	100%	14

### Q13 - Provide any comments you have on critical thinking skills you learned.

I learned the importance of really thinking through a problem. Just going step by step in my head to solve the problem. I have even created graphs and lists in some classes to help use my critical thinking skills.

I have learned how to create forms, databases, present, without giving directions.

It's important to be able to make decisions under pressure. In a real job you will have to make decisions that will affect everyone in the company.

We did many projects that made us think about the options and the answers. Sometimes there may have been multiple answers and we had to choose the best one.

Always thinking of what could happen and how to change it

I learned to take my time with things to think about what I have to do in a week and get it all done.

I don't think that is a skill that can be learned. I think you either have it or you don't.

### Q14 - As a result of this program: I have learned to use technology effectively.

Answer	%	Count
Strongly Disagree	7.14%	1
Disagree	0.00%	
Neither Agree nor Disagree	0.00%	
Agree	21.43%	3
Strongly Agree	71.43%	10
Total	100%	14

### Q15 - Provide any comments you have on what you learned about using technology effectively.

I have learned about all of the Microsoft office programs, Google Documents, Transcription, Voice Speech Technology.

I have learned how to use Microsoft office programs the most efficient way possible.

Everyone communicates differently. It's important to know how to use different kinds of technology.

I loved all the classes regarding Excel and Word.

We use lots of technology in this program. We will be dealing with technology on a daily basis and I already use what we learned in my job now.

Yes we learned all kinds of technical stuff and how to use it right and to be the best.

Learned a lot of software and app that I would have never even known about

It was nice with how much we learned about Technology.

**Q16 - As a result of this program:** - I have learned to value myself and work ethically with others in a diverse population.

Answer	%	Count
Strongly Disagree	7.14%	1
Disagree	0.00%	
Neither Agree nor Disagree	0.00%	
Agree	14.29%	2
Strongly Agree	78.57%	11
Total	100%	14

**Q17 - Provide any comments you have on what you learned about valuing yourself and working ethically with others in a diverse population.**

I have learned that in some religions and countries there are certain customs to follow to be respectful.

I have worked in a class of different people and have learned to deal with different learning styles and work ethics.

No Comment

Realized that I can do what I want and do it good.

agree

**Q18 - As a result of this program:** I am able to make decisions that incorporate the importance of sustainability.

Answer	%	Count
Strongly Disagree	7.14%	1
Disagree	0.00%	
Neither Agree nor Disagree	0.00%	
Agree	42.86%	6
Strongly Agree	50.00%	7
<b>Total</b>	<b>100%</b>	<b>14</b>

**Q19 - Provide any comments you have on what you learned about incorporating the importance of sustainability in decisions you make.**

No Comment

**Q21 - As a result of this program, I learned to:** demonstrate effective workplace communications.

Answer	%	Count
Strongly Disagree	0.00%	
Disagree	0.00%	
Neither Agree nor Disagree	0.00%	
Agree	21.43%	3
Strongly Agree	78.57%	11
<b>Total</b>	<b>100%</b>	<b>14</b>



**Q22 - Provide any comments you have about learning this program outcome.**

Customer Service class and Supervision provided great examples.

Learned about different ways to communicate with others.

XXXX was a very good instructor on how to act and speak professionally

My communication skills have greatly improved

**Q23 - As a result of this program, I learned to:** apply technology skills to business and administrative tasks.

Answer	%	Count
Strongly Disagree	7.14%	1
Disagree	0.00%	
Neither Agree nor Disagree	0.00%	
Agree	28.57%	4
Strongly Agree	64.29%	9
Total	100%	14

**Q24 - Provide any comments you have about learning this program outcome.**

publisher, excel, access, word

Microsoft classes were very beneficial, wish I could have taken more.

**Q25 - As a result of this program, I learned to:** perform routine administrative procedures.

Answer	%	Count
Strongly Disagree	0.00%	
Disagree	0.00%	
Neither Agree nor Disagree	0.00%	
Agree	21.43%	3
Strongly Agree	78.57%	11
Total	100%	14

**Q26 - Provide any comments you have about learning this program outcome.**

I have learned skills beyond simple office skills.

In this field there is a wide range of duties to fulfill.

**Q27 - As a result of this program, I learned to:** manage administrative projects.

Answer	%	Count
Strongly Disagree	0.00%	
Disagree	0.00%	
Neither Agree nor Disagree	0.00%	
Agree	28.57%	4
Strongly Agree	71.43%	10
Total	100%	14

**Q28 - Provide any comments you have about learning this program outcome.**

I learned a great number of different programs to use. I feel I really know how to use different technology to get my work done.

**Q29 - As a result of this program, I learned to:** maintain internal and external relationships.

Answer	%	Count
Strongly Disagree	0.00%	
Disagree	0.00%	
Neither Agree nor Disagree	0.00%	
Agree	28.57%	4
Strongly Agree	71.43%	10
Total	100%	14

**Q30 - Provide any comments you have about learning this program outcome.**

It's important to get along with everyone even if you don't always agree with everyone else.

**Q31 - As a result of this program, I learned to:** model professionalism in the workplace.

Answer	%	Count
Strongly Disagree	0.00%	
Disagree	0.00%	
Neither Agree nor Disagree	0.00%	
Agree	35.71%	5
Strongly Agree	64.29%	9

### Q32 - Provide any comments you have about learning this program outcome.

I have always been expected to be professional in my work -- email, projects, dressing up for projects, etc.

How you treat yourself and others in the workplace makes a good impression.

XXXX provided many good tips and tricks for interviewing.

### Q33 - CONCLUSION Please use this space to share any other feedback, comments, or suggestions about your experience at Western Technical College.

I really enjoy this program, all it takes is a lot of dedication!

I think this is an awesome program. I would like to see a social media/online communication class because I feel that in certain Admin. jobs, duties like managing Facebook, handling online complaints, advertising online, etc. are expected. One suggestion I have is to have students take the Gallup Strength Finder test. I have taken this and it really gave me confidence in my skills and helped me understand myself better. I have even included the feedback in my portfolio.

I really enjoyed being a student at Western Technical College. I liked the instructors and students that I was surrounded by. I would recommend this school to others. XXXX XXXXXXXX is a great and inspiring instructor! I loved XXXX as an instructor, I got very use to their way of teaching. I would want to have just a brush up class on Word and Excel in the last semester since we took most of them during the first year, and some of them skills dwindled away now, and those are special skills to know go forth in the workplace especially. Glad I took this program!!

Loved this program and instructor!

I really enjoyed my time here at Western. Program is very effective and has great information and resources.

I had a great time getting to know everyone and the stuff we learned.

I've enjoyed my time at Western. I've learned so much from my program and I've made many friendships.