



Student Learning Outcome Assessment

Administrative Professional

Fall 2018

What did you like about this program?

I really enjoyed the approaches my professors took to make the students successful. The mixture of online and 2-way classes is great.

What would you change about this program?

I would change a couple of the online classes to physical class time. I believe that Managing Office Finances should be an in class course instead of online. I did not like the e-books. I felt they were expensive for how much you actually use them and kind of unnecessary.

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

#	Answer	%	Count
1	Strongly Disagree	0.00%	0
2	Disagree	0.00%	0
3	Neither Agree nor Disagree	0.00%	0
4	Agree	100.00%	1
5	Strongly Agree	0.00%	0
	Total	100%	1

Provide any comments you have on effective communication skills you learned.

The skill that I have learned and use often is writing business letters. My husband and I are farmers, he has put me in charge of writing to our co-op, feed consultants, etc.

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

#	Answer	%	Count
1	Strongly Disagree	0.00%	0
2	Disagree	0.00%	0
3	Neither Agree nor Disagree	0.00%	0
4	Agree	100.00%	1
5	Strongly Agree	0.00%	0
	Total	100%	1

Provide any comments you have on mathematical concepts you learned.

The math courses for me were more of a refresher. That was until I enrolled in Managing Office Finances. I was taken by surprise during the first couple of weeks and thought, "what did I get myself into?"

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

#	Answer	%	Count
1	Strongly Disagree	0.00%	0
2	Disagree	0.00%	0
3	Neither Agree nor Disagree	100.00%	1
4	Agree	0.00%	0
5	Strongly Agree	0.00%	0
	Total	100%	1

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

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

#	Answer	%	Count
1	Strongly Disagree	0.00%	0
5	Strongly Agree	0.00%	0
3	Neither Agree nor Disagree	0.00%	0
2	Disagree	0.00%	0
4	Agree	100.00%	1
	Total	100%	1

Provide any comments you have on critical thinking skills you learned.

I learned ways to problem solve more efficiently.

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

#	Answer	%	Count
1	Strongly Disagree	0.00%	0
2	Disagree	0.00%	0
3	Neither Agree nor Disagree	0.00%	0
4	Agree	0.00%	0
5	Strongly Agree	100.00%	1
	Total	100%	1

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

Prior to this program, I had zero knowledge of Access and now it love to use it. I use Publisher on the farm to make directional signage.

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

#	Answer	%	Count
1	Strongly Disagree	0.00%	0
2	Disagree	0.00%	0
3	Neither Agree nor Disagree	0.00%	0
4	Agree	100.00%	1
5	Strongly Agree	0.00%	0
	Total	100%	1

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

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

#	Answer	%	Count
1	Strongly Disagree	0.00%	0
2	Disagree	0.00%	0
3	Neither Agree nor Disagree	0.00%	0
4	Agree	100.00%	1
5	Strongly Agree	0.00%	0
	Total	100%	1

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

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

#	Answer	%	Count
1	Strongly Disagree	0.00%	0
2	Disagree	0.00%	0
3	Neither Agree nor Disagree	0.00%	0
4	Agree	100.00%	1
5	Strongly Agree	0.00%	0
	Total	100%	1

Provide any comments you have about learning this program outcome.

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

#	Answer	%	Count
1	Strongly Disagree	0.00%	0
2	Disagree	0.00%	0
3	Neither Agree nor Disagree	0.00%	0
4	Agree	100.00%	1
5	Strongly Agree	0.00%	0
	Total	100%	1

Provide any comments you have about learning this program outcome.

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

#	Answer	%	Count
1	Strongly Disagree	0.00%	0
5	Strongly Agree	0.00%	0
3	Neither Agree nor Disagree	0.00%	0
2	Disagree	0.00%	0
4	Agree	100.00%	1
	Total	100%	1

Provide any comments you have about learning this program outcome.

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

#	Answer	%	Count
1	Strongly Disagree	0.00%	0
2	Disagree	0.00%	0
3	Neither Agree nor Disagree	0.00%	0
4	Agree	100.00%	1
5	Strongly Agree	0.00%	0
	Total	100%	1

Provide any comments you have about learning this program outcome.

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

#	Answer	%	Count
1	Strongly Disagree	0.00%	0
2	Disagree	0.00%	0
3	Neither Agree nor Disagree	0.00%	0
4	Agree	100.00%	1
5	Strongly Agree	0.00%	0
	Total	100%	1

Provide any comments you have about learning this program outcome.

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

#	Answer	%	Count
1	Strongly Disagree	0.00%	0
2	Disagree	0.00%	0
3	Neither Agree nor Disagree	0.00%	0
4	Agree	0.00%	0
5	Strongly Agree	100.00%	1
	Total	100%	1

Provide any comments you have about learning this program outcome.

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

Before attending Western Technical College, I had attended a private college and a state university in Minnesota. I will have to say that the attention and concern that I received here at Western has been great and has really driven me to my success in the Administrative Professional program. I'd just like to say thank you to all who have pushed for my success.