

Diane Ruscito
OFFICE PROCEDURES I (POFT1309 40231S)

BC Survey - Results 2023 Fall (16-Week - 231S), OFFICE PROCEDURES I

Dear Instructor,

Below are the 2023 Fall (16-Week - 231S) survey results for "OFFICE PROCEDURES I (POFT1309 40231S)".

The overall indicator is listed first.

The second part of the analysis lists the average values of all individual questions.

Comments are listed at the report's end.

If you have any further questions, please reach out to a member of PIER.

Best regards,

Robert Wood Assistant Research Analyst Brazosport College 500 College Drive Lake Jackson, TX 77566 (979)-230-3189 robert.wood@brazosport.edu Diane Ruscito 2023 Fall (16-Week - 231S) OFFICE PROCEDURES I (POFT1309 40231S) No. of responses = 4



Survey Results 3. Level of Agreeance: Instructions for course activities and assignments n=4 av.=5 strongly disagree strongly agree were clear. md=550 dev.=0 5 The workload in this course was well distributed n=4 strongly disagree strongly agree av.=5 md=5 throughout the term. 50 dev.=0 5 The course was delivered as outlined in the syllabus. n=4 strongly disagree strongly agree av.=5 md=5 50 dev.=0 Assessments/exams were based on material strongly disagree n=4 strongly agree covered in assignments, readings, lectures, videos, av.=5 md=5 group activities, etc. 50 dev.=0 The instructor made learning relevant to my field of strongly disagree strongly agree av.=5 md=5 study, career, or degree. dev.=0 The instructor used a variety of instructional n=4 av.=5 strongly disagree strongly agree methods (examples: group discussions, student md=5 presentations, student activities, lab activities, online dev.=0 discussions, video assignments, case studies, etc.) The instructor provided timely feedback on my strongly disagree strongly agree av.=4.8 assignments. md=550 dev.=0.5 n=3 The instructor exhibited professional behavior, av.=5 strongly disagree strongly agree md=5 treated students respectfully, and used appropriate dev.=0 language during class. ab.=1

3.9)	The instructor provided grades within the stated timeframe.	50	0%	0%	0%	25%	75%	strongly agree	n=4 av.=4.8 md=5 dev.=0.5
3.10)	The instructor was accessible to answer questions and explain material outside of class according to office hours.	50	0%	0% 2	0% 3	25%	75%	strongly agree	n=4 av.=4.8 md=5 dev.=0.5
4.	Overall Satisfaction With This Course:								
4.1)	Please rate your overall satisfaction with the learning experience in this course.	100 50	0%	0%	0%	0% 4	100%	Very Satisfied	n=4 av.=5 md=5 dev.=0
5.	Course Recommendation:								
5.1)	How likely are you to recommend this course with this instructor to a friend?	50	0%	0%	0%	25%	75%	Very Likely	n=4 av.=4.8 md=5 dev.=0.5
7.	Student Demographics:								
7.1)	How many credits have you completed toward your degree or certific	cate?	•						
	0 - 30 completed credits							25%	n=4
	31 - 60 completed credits							50%	
	61 - 90 completed credits							25%	
	91 + completed credits							0%	
 7.2)	This course is instructed as:								
	a face-to-face course							0%	n=4
	a hybrid/blended course (a combination of face-to-face and online instruction)							0%	
	an online synchronous (students are required to participate online at a specific time)							0%	
	an online asynchronous (students view course materials at any time)							100%	
7.3)	This term I am currently enrolled in:								
	5 or less credit hours							0%	n=4
	6 - 8 credit hours							75%	
	9 - 11 credit hours							0%	
	12 or more credit hours							25%	

7.4) My current major is:								
Bachelor of Applied Technology (BAT)	0%	n=3						
Associate of Arts or Multi-Disciplinary Degree (AA)	0%							
Associate of Arts in Teaching (AAT)	0%							
Associate of Science (AS)	33.3%							
Associate of Applied Science (AAS) in a technical area	66.7%							
Certificate in a technical area	0%							
^{7.5)} I am currently a high school student taking college courses.								
Yes	0%	n=4						
No	100%							

Comments Report

6. Open Response:

- 6.1) What are the strengths of this course?
- Great instructor and the class is easy to follow.
- The material was easy to learn and the workload was relatively light.
- The strength of this course improves efficiency and reduce errors by standardizing the tasks and processes in the office.
- 6.2) What changes would you recommend that would improve this course?
- I have enjoyed this course, I would not change anything. The instructor does a good job explaining the material, she responds quickly to emails, and helps solve problems.
- On occasion, we were required to learn multiple chapters of the book in one week. This was time-consuming, especially since I'm enrolled in 15 hours. In addition, some of the chapters did not seem entirely necessary to the course. I think they could have been removed to lighten the workload a bit.
- none
- ^{6.3)} Any further, constructive comments?
- the instructor of this course is the best.