

Report for CRN 35158

Total # of Respondents: 8

I. 2 Please enter the Course Name

2010 Word Intermediate

I. 3 Please enter the Start Date

03/12/2014

I. 4 Please enter Instructors Name (First and Last Name)

Carl Burnett

II. 1 How would you rate the course content?

Excellent

Excellent

Average

Average

Average

Average

Average

Excellent

II. 2 How would you rate the quality of instruction?

Excellent

Excellent
Above Average
Average
Average
Average
Average
Excellent

II. 3 How would you rate your overall training experience?

Above Average
Excellent
Above Average
Above Average
Average
Average
Fair
Excellent

II. 4 How would you rate the textbook or handouts?

Above Average
Excellent
Average
Excellent
Average
Average
Above Average
Excellent

III. 1 What did you like about the class?

Doing exercises from the book immediately after each segment of instruction helped to reinforce the topic.

Hands on exercises will help with retention

Covered a lot, location, good instructor

Covered a lot of topics

I did learn a lot.

Instructor was very responsive in answerin questions. Computers worked okay so we didn't waste a lot of time on mechanics.

Prof Burnett was knowledgeable, patient and helpful. Not to mention kind.

I liked that the lessons were easy to learn, and the layout of the class was to my liking I learned a lot of MS Word that I did not know before.

III. 2 What didn't you like about the class?

The instruction moved very fast, but I presume this is necessary to cover all of the topics.

nothing

Could be provided books or copy of book.

following the book too much . Would prefer mostly instruction at a slow pace and also discussing practical utility of the same and then some practice session. Did not like rushing through lot of exercises and doing it mechanically.

It was too rushed. I think we needed to do fewer exercises and spend more time on each exercise. It was more of a mechanical process of clicking than really under standing what I was doing

Doing the exercises during class was too rushed. Two days is NOT enough time to 'learn' any Word functionality to the point that you would actually remember what we did in class. 2. Some quick reference cards or helpful hints, a reminder-type sheet to keep next to my computer would have been helpful and appreciated. 3. How can we do these practice exercises in the book at home withut the answers?

The class moved way too quickly for me. Not enough time to complete assignments and very little time to check my work or digest what I was doing. Still I learned.

I think the class should have been an hour longer since there was a lot to learn and we did not cover everything.

III. 3 What improvements would you suggest?

Less Students in class
This needs to be done in 3 sessions and more time on each. It is not possible to absorb all the material in two sessions. It is not also possible for the instructor to answer all the questions.
Delete graphics topic. Add topic on styling/formatting documents from outside sources to clean them up and make them usable to you.
It's a given that the instructor is limited with time, however, speaking a little slower might help, announcing page numbers as we jumped around would help, and perhaps longer class time in general. I will be working with the book at home but there is a level of frustration with how fast the class moved in terms of material covered. Understandable with the time constrains. We'll see what I can accomplish at home with the book.
I think the class should be at least an hour longer so we can cover everything.

III. 4 What other classes would you like to see offered?

MS Word for Mac
2010 Advanced, Excel, Publisher, Share Point, Adobe.
Differences in GAAP v/s other accounting practices followed internationally.
Principles of Graphics Design, based on books published by Edwin Tufte for people who use MS Office but have no background in design (and dot not want to become graphic designers).
Level III, etc.
MS Word level 3 in the business training center, I prefer smaller classrooms.

IV. 1 How did you find out about this class?

Schedule in the Gazette
Internet / Website
Internet / Website
Internet / Website
Brochure - ITI schedule of classes
Brochure - ITI schedule of classes
N/A
Brochure - ITI schedule of classes