



# **CAVITE STATE UNIVERSITY GENERAL TRIAS CITY CAMPUS**

Town Proper, City of General Trias, Cavite

*Creating a Community of Life-Long Learners*

# **BACHELOR OF SCIENCE IN OFFICE ADMINISTRATION**

**FIRST SURVEY VISIT**

**AREA III  
CURRICULUM AND INSTRUCTION**



# CAVITE STATE UNIVERSITY GENERAL TRIAS CITY CAMPUS

Town Proper, City of General Trias, Cavite

## BACHELOR OF SCIENCE IN OFFICE ADMINISTRATION

**FIRST SURVEY VISIT**

**AREA III  
CURRICULUM AND  
INSTRUCTION**

**SAMPLES OF  
TEACHER-MADE TEST  
IN THE CURRENT  
SCHOOL YEAR**





**CvSU Vision**

The premier University in historic Cavite recognized for excellence in the development of globally competitive and morally upright individuals



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**GENERAL TRIAS CITY CAVITE**  
**Department of Management**


**MIDTERM EXAMINATION**  
**TABLE OF SPECIFICATIONS**  
**OFAD 55 – Keyboarding and Document Processing**

**CvSU Mission**

Cavite State University shall provide excellent, equitable and relevant educational opportunities in the arts, sciences and technology through quality instruction and responsive research and developmental activities. It shall produce professional, skilled and morally upright individuals for global competitiveness.

TOPIC	TOTAL HOURS TAUGHT	ITEM PLACEMENT					
		LOWER-ORDER THINKING			HIGHER-ORDER THINKING		
		R	U	Ap	An	E	C
I. Introduction to Computer Section	6 Hours	1-5 (10 Points)			21-25 (15 Points)		
II. Word Processing	6 Hours		6-10 (10 Points)				26-30 (15 Points)
III. Components of Computer System	6 Hours			11-15 (10 Points)		31-35 (15 Points)	
IV. MS Environment	6 Hours	16-20 (10 Points)			36-40 (15 points)		
<b>TOTAL</b>		<b>AT LEAST 40% OF TOTAL ITEMS</b>			<b>AT MOST 60% OF TOTAL ITEMS</b>		
<b>R – Remembering</b>		<b>U – Understanding</b>		<b>Ap – Applying</b>	<b>An – Analyzing</b>	<b>E – Evaluating</b>	<b>C – Creating</b>

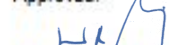
Prepared by:

  
**ALBINO F. PANOTES**  
Lecturer

Reviewed by:

  
**APRIL GOLLOSO-GILE**  
Chairperson  
Department of Management

Approved:

  
**NOEL A. SEDIGO, MSc**  
Campus Administrator

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# COPY OF THE MIDTERM EXAMINATION



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**GENERAL TRIAS CITY CAVITE**  
 Department of Management

**MIDTERM EXAMINATION**  
**TABLE OF SPECIFICATIONS**  
**OFAD 75 – Internet Research for Business**

**CvSU Mission**

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TOPIC	TOTAL HOURS TAUGHT	ITEM PLACEMENT					
		LOWER-ORDER THINKING			HIGHER-ORDER THINKING		
		R	U	Ap	An	E	C
I. Introduction to Internet	6 Hours	1-5 (10 Points)			21-25 (15 Points)		
II. Introduction to HTML	6 Hours		11-15 (10 Points)				36-40 (15 points)
III. Research Methods and Online Research	6 Hours			16-20 (10 Points)		26-30 (15 Points)	
IV. World Wide Web	6 Hours	6-10 (10 Points)			31-35 (15 Points)		
<b>TOTAL</b>		<b>AT LEAST 40% OF TOTAL ITEMS</b>			<b>AT MOST 60% OF TOTAL ITEMS</b>		
R – Remembering    U – Understanding		Ap – Applying		An – Analyzing		E – Evaluating    C – Creating	

Prepared by:

*Albino F. Panotes*  
**ALBINO F. PANOTES**  
 Lecturer

Reviewed by:

*April Goloso-Gile*  
**APRIL GOLLOSO-GILE**  
 Chairperson  
 Department of Management

Approved:

*Noel A. Sedigo*  
**NOEL A. SEDIGO, M Sc**  
 Campus Administrator

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**MIDTERM EXAMINATION**  
**TABLE OF SPECIFICATIONS**  
**OFAD 90 – Business Report Writing**

**CvSU Mission**

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TOPIC	TOTAL HOURS TAUGHT	ITEM PLACEMENT					
		LOWER-ORDER THINKING			HIGHER-ORDER THINKING		
		R	U	Ap	An	E	C
I. Business Correspondence	9 Hours	1-10 (20 Points)			31-35 (20 Points)		
II. Business Report	6 Hours		11-20 (10 Points)			36-40 (20 Points)	
III. Business Memoranda	6 Hours			21-30 (10 Points)			41-45 (20 Points)
<b>TOTAL</b>		<b>AT LEAST 40% OF TOTAL ITEMS</b>			<b>AT MOST 60% OF TOTAL ITEMS</b>		
R – Remembering    U – Understanding		Ap – Applying		An – Analyzing	E – Evaluating		C – Creating

Prepared by:

*Albino F. Panotes*  
**ALBINO F. PANOTES**  
 Lecturer

Reviewed by:

*April Gollosa-Gile*  
**APRIL GOLLOSO- GILE**  
 Chairperson  
 Department of Management

Approved:

*Noel A. Sedigo*  
**NOEL A. SEDIGO, M Sc**  
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**Department of Management**

**MIDTERM EXAMINATION**  
**TABLE OF SPECIFICATIONS**  
**OFAD 101 – Medical Office Procedure**

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TOPIC	TOTAL HOURS TAUGHT	ITEM PLACEMENT					
		LOWER-ORDER THINKING			HIGHER-ORDER THINKING		
		R	U	Ap	An	E	C
I. The Administrative Medical Assistant	6 Hours	1-5 (10 Points)			21-25 (15 Points)		
II. Medical Ethics, Law and Compliance	6 Hours	6-10 (10 Points)				26-30 (15 Points)	
III. Managing Health Information	6 Hours		11-15 (10 Points)		31-35 (15 Points)		
IV. Therapeutic Communication	3 Hours			21-25 (5 Points)			36-40 (8 points)
V. Office Communication	3 Hours		16-20 (5 Points)				41-45 (7 Points)
TOTAL		AT LEAST 40% OF TOTAL ITEMS			AT MOST 60% OF TOTAL ITEMS		
R – Remembering      U – Understanding		Ap – Applying		An – Analyzing		E – Evaluating      C – Creating	

Prepared by:

*Albino F. Panotes*  
**ALBINO F. PANOTES**  
 Lecturer

Reviewed by:

*April Gollosa*  
**APRIL GOLLOSO - GILE**  
 Chairperson  
 Department of Management

Approved:

*Noela A. Sedigo*  
**NOELA A. SEDIGO, MSc**  
 Campus Administrator

V01-2018-10-01

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**COPY OF THE  
 MIDTERM EXAMINATION**



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## **Copy of the Midterm Examination in:**

**OFAD 80**

**GNED 05**

**GNED 09**

**GNED 10**

**GNED 11**

**GNED 12**

**GNED 14**



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## **Copy of the Final Examination in:**

**OFAD 50**

**OFAD 75**

**OFAD 80**

**GNED 09**

**GNED 10**

**GNED 11**

**GNED 12**

**GNED 14**






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# SAMPLE RESULTS OF THE MIDTERM AND FINAL EXAMINATION

TTTC-CP CP








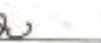



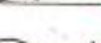



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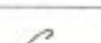
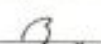


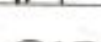



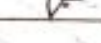




**DEPARTMENT OF MANAGEMENT**

**Final Examination**  
**OFAD 50 – Foundations of Shorthand**

Name: GUILAUM MICHINE JOY R. Score: 99/100  
Course: BSBA 1-2 Date: December 13, 2019

I. Transcribe the ff. words/ phrases into shorthand. Write your answer on the space provided for.

	1. when
	2. were
	3. send
	4. after
	5. could
	6. street
	7. assured
	8. guard
	9. mailed
	10. old
	11. work
	12. glad
	13. enclose

	14. thank you
	15. thank you for
	16. does
	17. drug
	18. book
	19. cook
	20. quick
	21. quit
	22. equip
	23. between
	24. always
	25. twice
	26. roadway

VO1-2018-10-01



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# **Sample Results of Online Midterm Examination**

**OFAD 50**

**OFAD 55**

**OFAD 75**

**OFAD 80**

**OFAD 90**

**OFAD 101**



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# Sample Results of Online Final Examination

**OFAD 50**

**OFAD 55**

**OFAD 75**

**OFAD 80**

**OFAD 90**

**OFAD 101**

