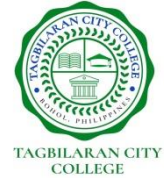




TAGBILARAN CITY COLLEGE
College of Business and Industry
Tagbilaran City, Bohol



Vision	A stable and vibrant learning institution molding the youth into professionals and skilled workers who are competent and ready for employment.
Mission	To provide equal access to quality college education and vocational training to Boholanos.
Goals	<p>To periodically update the curricular offerings of TCC to respond to the demands of the community and the business industries.</p> <p>To enhance students' academic performance and work-related skills development.</p> <p>To instill values and work ethics in consonance with social responsibility awareness.</p>
Program	Bachelor of Science in Office Administration

PROGRAM OUTCOMES	PERFORMANCE INDICATORS
<p>Graduates of Bachelor of Science in Office Administration are expected to:</p>	
<p>PO1. Perform general administration and clerical support to high-level executives</p>	<ul style="list-style-type: none"> • Serve as Public Relations Officer of the company • Plan and schedule meetings, events for administrators, prepare needed logistics and papers and conference rooms • Relay directives, instructions and assignments to executives on time.
<p>PO2. Coordinate office management activities</p>	<ul style="list-style-type: none"> • Demonstrate good team-working and management skills • Maintain office procedures in all activities • Coordinate program of activities with people concerned. • Apply proper housekeeping and office ergonomics
<p>PO3. Manage office communications and information</p>	<ul style="list-style-type: none"> • Update company information boards • Communicate effectively with fellow workers and stakeholders both orally and in writing • Receive and relay telephone, email, and other voice communications promptly. • Produce business letters, memoranda, reports, forms, tables, and other business documents using proper formatting, grammar, spelling and punctuation.
<p>PO4. Maintain and manage files and office supplies effectively.</p>	<ul style="list-style-type: none"> • File accurately using electronic filing system. • Monitor departmental materials, supplies, and orders as needed.

PO5. Exhibit acceptable human relations skills in a diverse environment.	<ul style="list-style-type: none"> • Demonstrate good team-working and management skills. • Work effectively and independently in multi-disciplinary and multi-cultural teams.
PO6. Articulate and discuss the latest developments in the specific field of practice.	<ul style="list-style-type: none"> • Engage in trainings, workshops, seminars, fora on business and industry trends • Initiate activities promoting Information and Communication Technology (ICT)
PO7. Effectively communicate orally and in writing using both English and Filipino.	<ul style="list-style-type: none"> • Conduct interviews with successful entrepreneurs and industry practitioners • Organize and conduct school activities • Prepare technical papers on related business fields • Present business proposals
PO8. Work effectively and independently in multi-disciplinary and multi-cultural teams.	<ul style="list-style-type: none"> • Join professional organizations related to the field • Join local, national and international competitions
PO9. Act in recognition of professional, social, and ethical responsibility.	<ul style="list-style-type: none"> • Participate in community outreach programs with People's organizations, NGOs and private sectors • Conduct information, education and communication campaigns on environmental conservation
PO10. Preserve and promote " <i>Filipino historical and cultural heritage</i> "	<ul style="list-style-type: none"> • Participate in historical and cultural activities conducted by the government • Organize and conduct school activities to promote awareness on history and cultural heritage

COURSE SYLLABUS
First Semester 2021 - 2022

Course Code	PE 1	Instructor	Anna Merzalyn J. Danie, LPT
Course Title	Self –Testing Activities	Email	annadanie.tcc@gmail.com
Course Credits	2 units	Contact Number	0948-351-3646
Course Classification	Physical Education Courses	Consultation Hours	Wednesday 8:00-5:00p.m
Pre-Requisite(s)	None	Consultation Venue	Consultation Room

COURSE OUTCOMES	PROGRAM OUTCOMES									
	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10
After the completion of this course, students should be able to:										
CO1. Acquire the basic knowledge on how to maintain good health and high level of physical fitness.										
CO2. Demonstrate the fundamental skills, body mechanics and figure control.		P			P				P	
CO3. Apply the different health related skills and physical fitness.										
CO4. Practice a desirable social trait that is important for the adjustment to happy living and to social life in general.		P			P				P	

Legend:

- L - Facilitate LEARNING of the competencies (input is provided and competency is evaluated)
- P - Allow student to PRACTICE competencies (no input but competency is evaluated)
- O - Provide OPPORTUNITY for development (no input or evaluation, but there is opportunity to practice the competencies)

COURSE DESCRIPTION

This course will provide fundamentals in physical fitness and benefits to one's health. It also helps to comprehend the significance of physical activities to develop individuals' physical, mental, emotional and social aspects.

COURSE CONTENT

TOPICS	HOURS	LEARNING OBJECTIVES	STRATEGY/METHODOLOGY/ACTIVITIES	EVALUATION METHODS
I. Physical Education a. Definition of physical education, function and its objectives. b. Concept of physical education and its legal basis. c. Components of physical fitness. d. Benefits of health wellness.	8 hrs.	<ul style="list-style-type: none">• Understand the importance of physical education• Identify, differentiate, and enumerate the components of physical fitness• To give awareness on the benefits of health wellness• Assess one's fitness level with the use of different physical fitness test	<ul style="list-style-type: none">• Virtual Demonstration,• Collaborative Learning through MS Teams,• Synchronous/Asynchronous Lecture• Audio-Visual Presentation	<ul style="list-style-type: none">• Multiple Choice Question,• Ratings based on Rubrics

e. Physical fitness test.				
II. Concept and Strategies of Physical Fitness a. Concept and strategies that may enhance your strengths and identity weakness. b. Concept and strategies in achieving a good level of fitness, c. Target heart rate d. Prepare one week meal.	10 hrs.	<ul style="list-style-type: none"> Determine the benefits derived from being physically fit. Compute your target heart rate. 	<ul style="list-style-type: none"> Group Sharing through MS Teams, Synchronous/Asynchronous Lecture, 	<ul style="list-style-type: none"> Online Assessment, Reflection Essay
III. Rhythmic Gymnastics a. Gymnastics and rhythmic gymnastics. b. Basic position using wands and dumbbells.		<ul style="list-style-type: none"> Stimulate enjoyment and interest in gymnastics Boost and maintain physically-fit body Improve efficiency of movement through grace, poise, dignity, form and rhythm 	<ul style="list-style-type: none"> Virtual Demonstration, Asynchronous/Synchronous Lecture, Virtual Individual Demonstration 	<ul style="list-style-type: none"> Ratings based on Rubrics, <ul style="list-style-type: none"> Online Assessment

<p>c. Develop positive attitude towards achieving and maintaining desired physical fitness.</p>	<p>8hrs.</p>	<ul style="list-style-type: none"> • Promote social development like courage, initiative, determination and perseverance • Appreciate and enjoy the activities 		
<p>IV. Aerobic Exercise and Activities for Personal Fitness</p> <p>a. Aerobics Exercises. b. Basic aerobic exercise. c. Aerobic dance.</p>	<p>10hrs.</p>	<ul style="list-style-type: none"> • Demonstrate the proper execution of aerobic dance • Enhance creativity by preparing or creating routine • Develop awareness of their responsibilities in group activities 	<ul style="list-style-type: none"> • Virtual Demonstration, • Synchronous /Asynchronous Lecture, • Virtual Individual Demonstration 	<ul style="list-style-type: none"> • Ratings based on Rubrics

FINAL COURSE OUTPUT

The students must come up with a dance presentation to be done through Video Recording wherein they can demonstrate the proper execution of Aerobics Dance.

RUBRIC FOR ASSESSMENT

Rubrics for Aerobics Dance

	Poor 5 pts	Fair 10 pts	Excellent 15 pts
Performance 25 %	Poor Student's performance indicates little confidence, energy and some expression. The steps and patterns chosen are very basic.	Fair Most of the student's performance indicates confidence, energy and expression. The steps and patterns chosen are mostly accurate.	Excellent Student's performance indicates confidence, energy, and expression. The steps and patterns chosen are very concise.
Creativity 25 %	Poor Rarely demonstrates expression and style. Just goes through the motions.	Fair Typically performs with distinction and style that is indicated in the choreography or which is suggested	Excellent Performs with a distinction and style in relation to the choreography and limited

	Routine was not interesting and lacked the ability to keep audience's attention.	by instructor or other peers. Somewhat interesting but does not always keep audience engaged.	coaching. Very interesting and audience were very attentive.
Participation 25 %	Poor The group did not work cooperatively. Students lack of enthusiasm.	Fair The group work reasonable well together. The students showed enthusiasm most of the time.	Excellent The group worked very effectively as a whole. The students showed lots of enthusiasm.
Overall Assessment 25 %	Poor Students did not prepare and execute assignment	Fair Students prepared and executed assignment reasonably well	Excellent Students effectively prepared and executed assignment

GRADING SYSTEM

Prelim to Tentative Final Grade:

Conception Activities	- 10%
Performance Tasks	- 40%
Quizzes	- 20%
Major Exam	- <u>30%</u>
Total	100%

Prelim Grade = grade computed for the prelim period
Midterm Grade = grade computed for the midterm period
Tentative Final Grade = grade computed for the final period
Final Grade = 25% of Prelim + 25% of Midterm + 50% of Tentative Final Grade

Passing rate: 40%

LEARNING MATERIALS

Textbooks:

College P.E 1, Physical Fitness and Gymnastics, Teaching Physical Education in Philippine Schools, Physical Fitness and Self-Testing Activities (P.E1), and Making Fitness your Own.

Online References:

<https://bit.ly/3xqsLKh>

<https://bit.ly/3cLX3z8>

<https://bit.ly/3gvltzn>

<https://bit.ly/3zyr7s7>

Prepared by: Anna Merzalyn J. Danie, LPT	Noted by: Mitzi S. Fortich, MBA, MIS
Faculty	Program Head
Date:	Date:
Approved by:	
Director	
Date:	